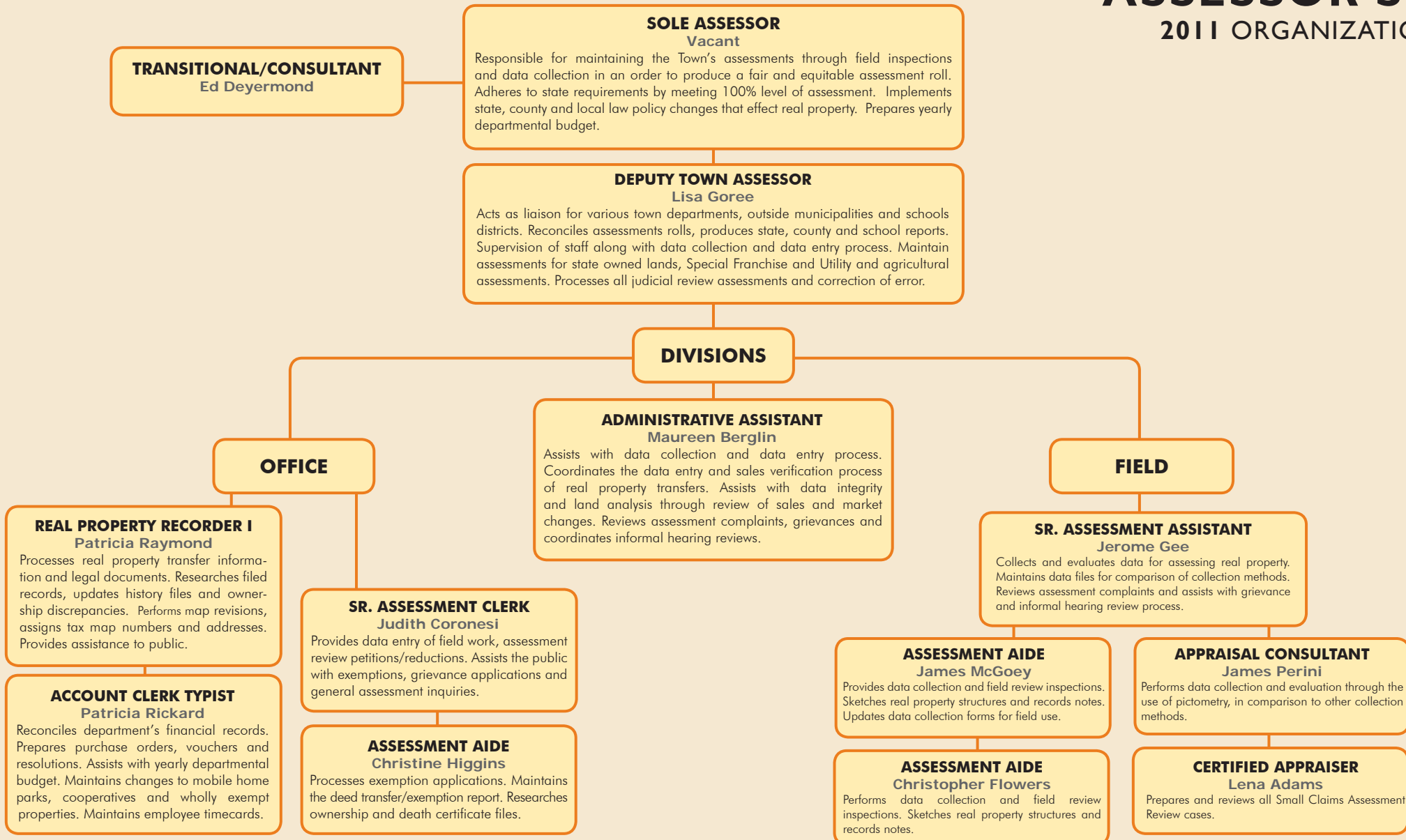


ASSESSOR'S OFFICE

2011 ORGANIZATIONAL CHART



Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/11
Assessment												
Assessment - 1355												
Assessor	ADMINISTRATIVE	0	0	0	0	0	0	0	0	0	0	
Administrative Assistant	ADMINSUPPORT	57,222	0	0	57,222	19,207	4,377	6,581	294	30,459	87,681	5.3
Deputy Town Assessor	ADMINSUPPORT	80,111	0	0	80,111	19,207	6,128	9,213	3,094	37,643	117,754	10.2
Real Property Recorder I	CSEA32.5HOUR / 07 / 5	58,682	5,868	1,334	65,884	19,207	5,040	7,577	334	32,158	98,042	21.7
Account Clerk Typist	CSEA40HOUR-NEW / C / 5	42,282	0	2,500	44,782	1,080	3,426	5,150	236	9,892	54,674	3.9
Assessment Aide	CSEA40HOUR-NEW / B / 5	38,962	0	0	38,962	17,250	2,981	4,481	209	24,920	63,882	5.5
Assessment Aide	CSEA40HOUR-NEW / B / 5	38,962	1,559	0	40,521	9,420	3,100	4,660	216	17,396	57,917	6.5
Assessment Aide	CSEA40HOUR-NEW / B / 4	38,586	0	0	38,586	9,420	2,952	4,437	207	17,017	55,603	3.9
Senior Assessment Assistant	CSEA40HOUR-NEW / F / 3	50,707	0	0	50,707	9,420	3,879	5,831	263	19,394	70,101	3.3
Senior Assessment Clerk	CSEA40HOUR-NEW / C / 5	42,282	4,228	729	47,239	19,207	3,614	5,432	247	28,501	75,740	24.8
Total Assessment - 1355		447,796	11,655	4,563	464,015	123,419	35,497	53,362	5,101	217,379	681,393	

NOTES:

Department Summary

Department: Assessment

Budget Year: 2011
Division: Assessment
Tax District: Full Town

Cost Center #: 1355
Manager:

NOTES:

Departmental Mission & Responsibilities:

The Assessor's Office is charged with producing an annual assessment roll, whereby each and every taxable parcel of property is accurately valued. The office also determines the partial and wholly exempt status of persons and parcels, wherever necessary.

Workload:

The Assessor's Office must review annual sales of property, review of building permit data, determine exempt status, handle numerous inquiries and conduct various inspections in a town containing over 55,000 parcels of land.

The Assessor's Office has, once again, been recognized by New York State by attaining "professional" status for the 2010/11 assessment roll. Southampton and Shelter Island are the only two municipalities on Long Island to achieve this outstanding award. It is predicated on meeting the stringent requirements set by the state in order to maintain assessment equity. It also provides for a maintenance aid grant of approximately \$200,000 to the Assessor's Office to help offset the costs incurred in meeting those requirements.

The Assessor's Office continues to enhance its use of technology in order to make updating assessments easier, more efficient and more reliable. It is using a concept called Pictometry to provide more accurate assessments. This concept uses new oblique aerial photos that clearly illustrate property inventory, condition, quality and other measurable and qualitative factors that instantly provide information and eliminate the need for an on-site visit. This technology allows for twice as many property reviews than was completed in the past and provides significant reductions in cost. The Assessor's Office is currently conducting a study for New York State in order to determine if it will allow Pictometry to be a substitute for a physical inspection in its rules and regulations state-wide.

Goals & Objectives:

Determine accurate assessments for the 60 plus taxing jurisdictions within the township through the use of information technology to provide greater data integrity, accuracy and more timely updates to the assessment roll.

Legal Authority:

The legal authority for the department rests within the New York State Real Property Tax Law.

Town of Southampton
2011 Adopted Budget
Assessment - 1355

Account Code	Description	2009 Adopted Budget	2009 Actual	2010 Adopted Budget	2010 Amended Budget	2010 Oct YTD Actual	2011 Requested Budget	2011 Tentative Budget	2011 Preliminary Budget	2011 Adopted Budget	2011 Adopted / 2010 Difference	2011 Adopted / 2010 % of Change	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	909,337	808,250	857,806	857,806	857,806	1,157,263	774,368	774,368	774,368	(83,438)	(9.73%)	1,243,851	822,838	822,838	822,838
	Total Real Property Taxes	909,337	808,250	857,806	857,806	857,806	1,157,263	774,368	774,368	774,368	(83,438)	(9.73%)	1,243,851	822,838	822,838	822,838
Other Revenue:																
2770	Miscellaneous	0	0	0	0	5,724	0	0	0	0	0	0.00%	0	0	0	0
3006	State Aid - Real Property Tax Adminis	200,000	226,542	225,000	225,000	198,031	0	200,000	200,000	200,000	(25,000)	(11.11%)	0	200,000	200,000	200,000
	Total Other Revenue	200,000	226,542	225,000	225,000	203,755	0	200,000	200,000	200,000	(25,000)	(11.11%)	0	200,000	200,000	200,000
	Total Revenue	1,109,337	1,034,792	1,082,806	1,082,806	1,061,561	1,157,263	974,368	974,368	974,368	(108,438)	(10.01%)	1,243,851	1,022,838	1,022,838	1,022,838
Salaries:																
6100	Salaries	575,613	555,611	540,843	540,843	464,400	567,104	447,796	447,796	447,796	93,046	17.20%	579,891	458,196	458,196	458,196
6102	Severance Pay	0	1,075	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6103	Accumulated Sick/Personal Days	1,249	91	1,749	1,749	380	2,063	2,063	2,063	2,063	(315)	(17.99%)	2,063	2,063	2,063	2,063
6105	Part Time Salaries	40,000	9,468	0	0	0	0	30,000	30,000	0	0	0.00%	0	30,000	30,000	0
6110	Longevity	8,205	9,850	9,850	9,850	8,208	11,655	11,655	11,655	11,655	(1,806)	(18.33%)	11,888	13,532	13,532	13,532
6127	Cash in Lieu of Health Benefits	0	833	2,500	2,500	1,250	2,500	2,500	2,500	2,500	0	0.00%	2,500	2,500	2,500	2,500
	Total Salaries	625,067	576,929	554,941	554,941	474,238	583,323	494,015	494,015	464,015	90,926	16.38%	596,343	506,291	506,291	476,291
Employee Benefits - Current:																
6810	Employee Retirement - Active	52,146	42,975	38,291	54,210	31,909	67,082	53,362	53,362	53,362	848	1.56%	97,204	77,635	77,635	77,635
6830	FICA Tax Expenditure	51,473	43,709	42,099	42,099	35,607	43,753	37,792	37,792	35,497	6,602	15.68%	44,600	38,731	38,731	36,436
6840	Worker's Compensation	10,319	9,231	11,792	11,792	9,827	9,388	5,990	5,990	4,842	6,950	58.94%	9,582	6,101	6,101	4,953
6860	Medical Insurance - Active Employees	140,260	123,969	111,952	111,952	94,380	131,826	113,699	113,699	113,699	(1,747)	(1.56%)	142,371	122,794	122,794	122,794
6865	Dental & Optical	10,446	0	9,840	9,840	8,104	10,800	9,720	9,720	9,720	120	1.22%	11,660	10,494	10,494	10,494
6875	Disability	0	125	288	288	102	288	288	288	259	29	10.00%	288	288	288	259
	Total Employee Benefits - Current	264,643	220,010	214,262	230,181	179,928	263,137	220,850	220,850	217,379	12,802	5.56%	305,705	256,044	256,044	252,572
Employee Benefits - Retirees:																
6861	Health Insurance - Retirees	37,620	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6862	Medicare Part B - Retirees	7,200	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Employee Benefits - Retirees	44,820	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Employee Costs	934,529	796,938	769,203	785,122	654,167	846,460	714,865	714,865	681,393	103,729	13.21%	902,048	762,335	762,335	728,863
Equipment:																
6200	Equipment	0	1,802	0	0	0	0	0	0	0	0	0.00%	30,000	0	0	0
	Total Equipment	0	1,802	0	0	0	0	0	0	0	0	0.00%	30,000	0	0	0
Contractual:																
6401	Contracts	122,000	179,958	140,936	138,142	72,679	140,936	110,936	110,936	110,936	27,206	19.69%	140,936	140,936	140,936	140,936

Town of Southampton
2011 Adopted Budget
Assessment - 1355

Account Code	Description	2009 Adopted Budget	2009 Actual	2010 Adopted Budget	2010 Amended Budget	2010 Oct YTD Actual	2011 Requested Budget	2011 Tentative Budget	2011 Preliminary Budget	2011 Adopted Budget	2011 Adopted / 2010 Amended Difference	2011 Adopted / 2010 Amended % of Change	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget
6403	Gasoline	3,200	2,984	2,950	3,800	2,773	2,950	2,950	2,950	2,950	850	22.37%	2,950	2,950	2,950	2,950
6406	Repair Equipment	500	0	250	890	205	250	250	250	250	640	71.91%	250	250	250	250
6410	Postage	0	0	8,800	8,800	3,237	6,000	6,000	6,000	6,000	2,800	31.82%	7,000	7,000	7,000	7,000
6411	Printing and Stationery	1,500	1,285	1,097	1,397	1,332	1,097	1,097	1,097	1,097	300	21.47%	1,097	1,097	1,097	1,097
6412	Publications	475	459	550	550	460	550	550	550	550	0	0.00%	550	550	550	550
6415	Telephone	2,300	1,195	1,300	1,300	827	1,300	0	0	0	1,300	100.00%	1,300	0	0	0
6416	Travel, Dues and Related	1,200	1,625	1,200	1,200	910	1,200	1,200	1,200	1,200	0	0.00%	1,200	1,200	1,200	1,200
6420	Other	900	1,165	700	944	464	700	700	700	700	244	25.85%	700	700	700	700
6421	Legal Notices	400	308	400	400	183	400	400	400	400	0	0.00%	400	400	400	400
6425	Office Supplies	2,000	1,785	1,000	1,700	564	1,000	1,000	1,000	1,000	700	41.18%	1,000	1,000	1,000	1,000
6430	Legal Fees	30,000	58,767	50,000	50,000	36,935	50,000	50,000	50,000	50,000	0	0.00%	50,000	50,000	50,000	50,000
6450	Schools & Training	0	0	1,000	1,000	0	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
6477	Copier Leases	0	0	3,420	3,480	2,910	3,420	3,420	3,420	3,420	60	1.72%	3,420	3,420	3,420	3,420
6490	Consultants	0	0	100,000	100,000	37,504	100,000	80,000	80,000	113,472	(13,472)	(13.47%)	100,000	50,000	50,000	83,472
6899	Contingent	10,333	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Contractual	174,808	249,531	313,603	313,603	160,983	310,803	259,503	259,503	292,975	20,628	6.58%	311,803	260,503	260,503	293,975
	Total Expenditures	1,109,337	1,048,271	1,082,806	1,098,725	815,150	1,157,263	974,368	974,368	974,368	124,357	11.32%	1,243,851	1,022,838	1,022,838	1,022,838
	Net Surplus (Deficit)	0	(13,479)	0	(15,919)	246,411	0	0	0	0			0	0	0	0
	Appropriated Fund Balance:															
9090	Appropriated Fund Balance	0	0	0	15,919	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	(13,479)	0	0	246,411	0	0	0	0			0	0	0	0