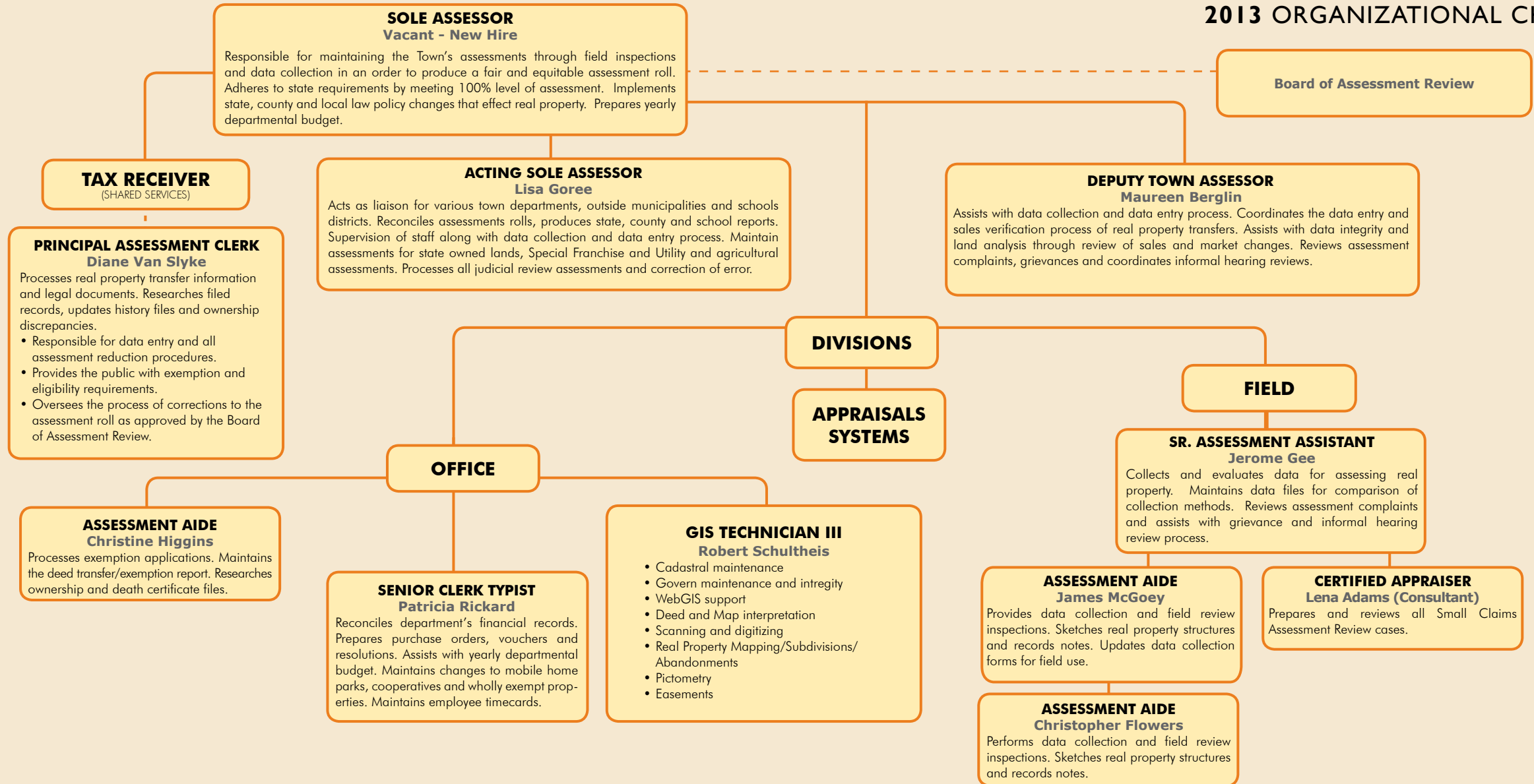


TOWN ASSESSOR'S OFFICE

2013 ORGANIZATIONAL CHART



Department Summary

Department: Town Assessor

Budget Year: 2013

Division: Town Assessor

Tax District: Full Town

Cost Center #: 1355

Manager: Lisa Goree

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 2011/12 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 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. The office uses 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 recently conducted a study for New York State that allows 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.

NOTES:

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
Town Assessor											
Town Assessor - 1355											
Assessor - Vacant	ADMINISTRATIVE	47,755	0	0	47,755	9,041	3,653	6,447	305	19,446	67,201
Deputy Town Assessor	ADMINSUPPORT	83,347	0	0	83,347	19,854	7,288	12,861	576	52,502	135,850
Deputy Town Assessor	ADMINSUPPORT	72,828	0	0	72,828	19,854	5,571	9,832	472	35,728	108,556
Board of Assessment Review	APPOINTBOARD	3,900	0	0	3,900	0	298	0	53	351	4,251
Board of Assessment Review	APPOINTBOARD	6,000	0	0	6,000	0	459	0	65	524	6,524
Board of Assessment Review	APPOINTBOARD	3,900	0	0	3,900	0	298	0	53	351	4,251
Board of Assessment Review	APPOINTBOARD	3,900	0	0	3,900	0	298	0	53	351	4,251
Board of Assessment Review	APPOINTBOARD	3,900	0	0	3,900	0	298	0	53	351	4,251
Account Clerk Typist	CSEA40HOUR-NEW / C / 4	0	0	0	0	0	0	0	0	0	0
Assessment Aide	CSEA40HOUR-NEW / B / 5	40,549	1,622	0	42,171	19,988	3,226	5,693	281	29,188	71,359
Assessment Aide	CSEA40HOUR-NEW / B / 5	40,549	1,622	0	42,171	10,865	3,226	5,693	281	20,065	62,236
Assessment Aide	CSEA40HOUR-NEW / B / 5	40,549	1,623	0	42,172	10,865	3,226	5,693	281	20,065	62,237
Geographic Info Sys Tech III	CSEA40HOUR-NEW / I / 5	64,686	3,882	0	68,568	10,865	5,245	9,257	435	25,802	94,371
Senior Account Clerk Typist	CSEA40HOUR-NEW / D / 3	46,061	1,843	2,500	50,404	1,299	3,856	6,805	324	12,284	62,688
Senior Assessment Assistant	CSEA40HOUR-NEW / F / 3	52,753	0	0	52,753	10,865	4,036	7,122	350	22,372	75,125
Total Town Assessor - 1355		510,677	10,592	2,500	523,770	113,496	40,980	69,402	3,579	239,380	763,150

NOTES:

Town of Southampton

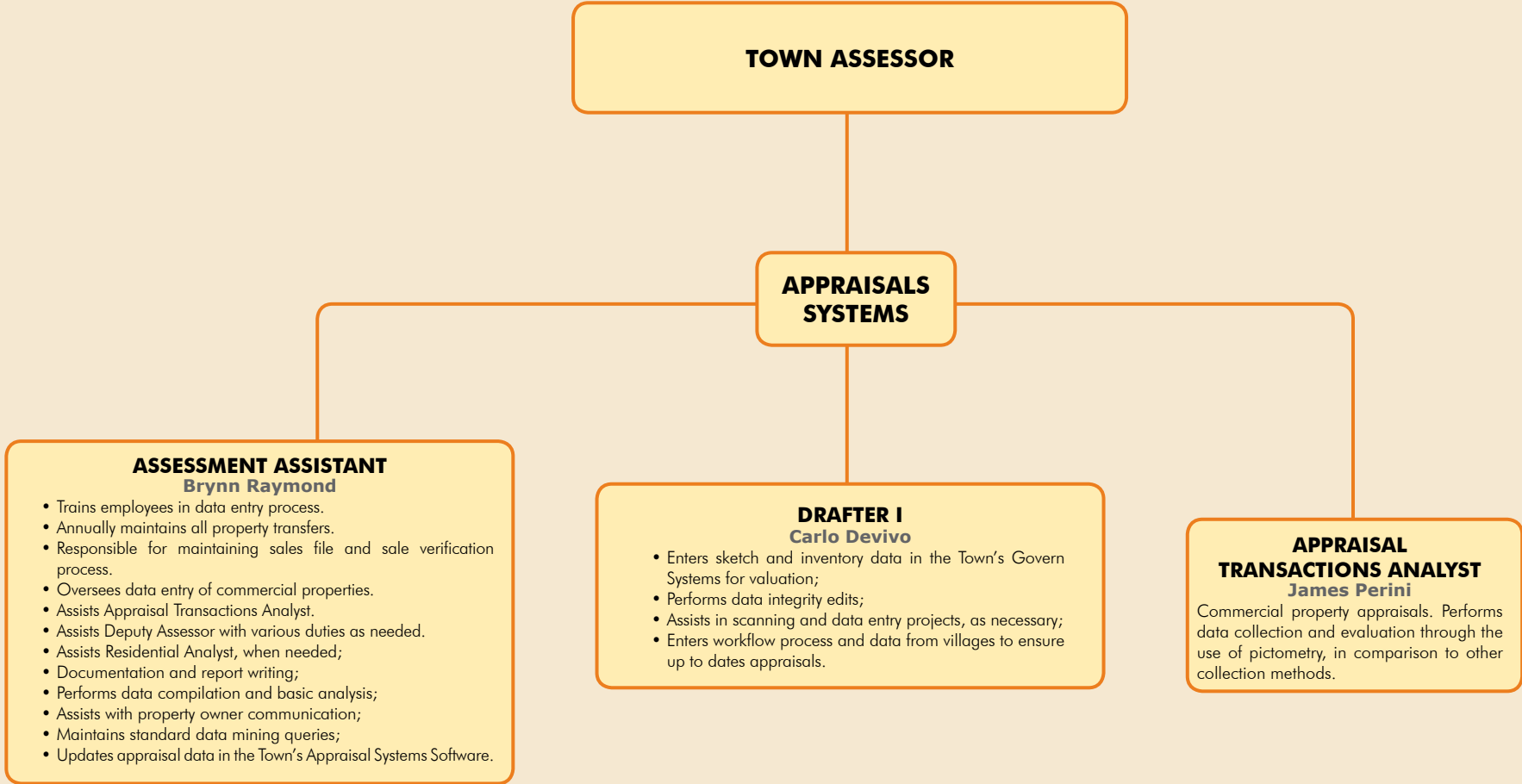
2013 Adopted Budget

Town Assessor - 1355

Account Code	Description	2011 Adopted Budget	2011 Actual	2012 Adopted Budget	2012 Amended Budget	2012 Oct YTD Actual	2013 Requested Budget	2013 Tentative Budget	2013 Preliminary Budget	2013 Adopted Budget	2013 Adopted / 2012 Amended Difference	2013 Adopted / 2012 % of Change	2014 Requested Budget	2014 Tentative Budget	2014 Preliminary Budget	2014 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	774,368	888,544	988,287	981,587	981,587	1,032,687	938,471	965,641	965,641	(15,946)	(1.62%)	1,042,530	952,755	1,048,701	1,048,701
	Total Real Property Taxes	774,368	888,544	988,287	981,587	981,587	1,032,687	938,471	965,641	965,641	(15,946)	(1.62%)	1,042,530	952,755	1,048,701	1,048,701
Other Revenue:																
2690	Other Comp for Loss	0	8,534	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
2770	Miscellaneous	0	1,297	0	0	392	0	0	0	0	0	0.00%	0	0	0	0
3006	State Aid - Real Property Tax Adminis	200,000	187,307	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	200,000	197,137	0	0	392	0	0	0	0	0	0.00%	0	0	0	0
	Total Revenue	974,368	1,085,682	988,287	981,587	981,979	1,032,687	938,471	965,641	965,641	(15,946)	(1.62%)	1,042,530	952,755	1,048,701	1,048,701
Salaries:																
6100	Salaries	447,796	549,914	494,346	498,403	379,670	544,056	493,746	510,677	510,677	(12,274)	(2.46%)	552,230	505,201	571,181	571,181
6101	Overtime	0	713	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6103	Accumulated Sick/Personal Days	2,063	1,510	2,259	2,115	2,115	0	0	0	0	2,115	100.00%	0	0	0	0
6105	Part Time Salaries	0	0	0	11,000	10,940	5,000	5,000	5,000	5,000	6,000	54.55%	5,000	5,000	5,000	5,000
6110	Longevity	11,655	14,335	6,639	6,639	3,447	6,710	6,710	10,592	10,592	(3,953)	(59.53%)	6,710	6,710	10,592	10,592
6113	Other Pay	0	5,844	2,922	11,917	9,927	11,923	11,923	11,923	11,923	(6)	(0.05%)	11,923	11,923	11,923	11,923
6127	Cash in Lieu of Health Benefits	2,500	2,500	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	464,015	574,815	508,666	532,574	407,348	570,189	519,879	540,692	540,692	(8,118)	(1.52%)	578,363	531,334	601,196	601,196
Employee Benefits - Current:																
6810	Employee Retirement - Active	53,362	64,238	60,759	63,464	52,823	73,133	66,593	69,402	69,402	(5,939)	(9.36%)	74,228	68,139	77,571	77,571
6830	FICA Tax Expenditure	35,497	44,746	38,912	41,476	30,687	43,237	39,388	40,980	40,980	496	1.20%	43,862	40,265	45,609	45,609
6835	MTA Tax	0	0	1,729	2,183	1,704	1,922	1,751	1,821	1,821	362	16.58%	1,949	1,790	2,027	2,027
6840	Worker's Compensation	4,842	7,959	1,324	1,493	1,183	1,458	1,323	1,369	1,369	125	8.36%	1,480	1,354	1,531	1,531
6860	Medical Insurance - Active Employees	113,699	127,852	106,018	110,207	79,648	119,966	101,277	102,451	102,451	7,756	7.04%	119,966	101,277	110,843	110,843
6865	Dental & Optical	9,720	10,621	10,317	10,592	7,416	11,694	10,395	11,045	11,045	(452)	(4.27%)	11,694	10,395	11,694	11,694
6875	Disability	259	127	530	558	91	403	374	389	389	170	30.37%	403	374	403	403
	Total Employee Benefits - Current	217,379	255,543	219,590	229,974	173,551	251,813	221,101	227,457	227,457	2,517	1.09%	253,582	223,594	249,677	249,677
	Total Employee Costs	681,393	830,359	728,257	762,549	580,899	822,002	740,980	768,150	768,150	(5,601)	(0.73%)	831,945	754,928	850,874	850,874
Contractual:																
6401	Contracts	110,936	92,884	114,233	104,367	74,492	98,020	98,020	98,020	98,020	6,347	6.08%	98,456	98,456	98,456	98,456
6403	Gasoline	2,950	5,520	5,000	5,000	3,731	5,000	5,000	5,000	5,000	0	0.00%	4,900	4,900	4,900	4,900
6406	Repair Equipment	250	60	250	250	0	245	245	245	245	5	2.00%	245	245	245	245
6410	Postage	6,000	5,583	4,000	4,000	0	3,920	3,920	3,920	3,920	80	2.00%	3,920	3,920	3,920	3,920
6411	Printing and Stationery	1,097	63	1,097	1,097	275	1,075	1,075	1,075	1,075	22	2.00%	1,075	1,075	1,075	1,075
6412	Publications	550	549	2,550	2,550	539	2,499	2,499	2,499	2,499	51	2.00%	2,499	2,499	2,499	2,499
6416	Travel, Dues and Related	1,200	711	1,200	1,200	759	1,176	1,176	1,176	1,176	24	2.00%	1,176	1,176	1,176	1,176
6420	Other	700	0	500	2,500	35	480	480	480	480	2,020	80.80%	480	480	480	480

APPRAISAL SYSTEMS

2013 ORGANIZATIONAL CHART



Department Summary

Department: Appraisal Systems

Budget Year: 2013

Division: Town Assessor

Tax District: Full Town

Cost Center #: 1688

Manager: Lisa Goree

NOTES:

Departmental Mission & Responsibilities:

The mission and responsibility of the Department of Appraisal Systems is to provide leadership and vision in the use and development of advanced appraisal methodologies and predictive analytics software. The department accomplishes its mission through the coordination of labor and technical resources available in the Assessors Office, Geographic Information Systems (GIS), and Information Technology.

Workload:

The Department of Appraisal Systems' workload involves the study of appraisal data to maintain property inventory, to analyze sales and trending and perform data mining methods using state-of-the-art tools, such as mapping and Pictometry. Appraisal performance standards are monitored and valuation models are developed to maintain accuracy and equity. Appraisal systems coordinates with local and state agencies; provides staff training to increase skill levels; provides data and return on investment analyses; as well as, provides software design setups and implementation.

Goals & Objectives:

1. Implement, monitor, test and report the efficiency, accuracy and reliability of digital imaging technologies to local and state government.
2. Develop return on investment and predictive analytic tools serving the statistical needs of the Supervisor, Comptroller and all other Town departments.
3. Develop a methodology for review of sales data that incorporates sensitivity testing, which will improve valuation of equity throughout the Town.
4. Develop a five year vision interconnecting the Information Technology, General Services, Appraisal Systems and Assessment offices by blending the use of software, technologies and staff.
5. Review and adjust neighborhood and land values to further insure equitable valuation.

Legal Authority:

The Appraisal Systems cost center is created under the Supervisor's authority as Budget Officer. As part of the 2012 Budget, the Appraisal Systems Division was moved from the Information Technology Department to the Assessor Department.

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
Town Assessor											
Appraisal Systems - 1688											
Appraisal Transactions Analyst	CSEA40HOUR - 7-1-2010 / F / 1	50,310	0	0	50,310	19,988	3,849	6,540	335	30,712	81,022
Assessment Aide	CSEA40HOUR-NEW / B / 4	0	0	0	0	0	0	0	0	0	0
Assessment Assistant	CSEA40HOUR-NEW / D / E	43,399	1,623	0	45,022	10,865	3,444	6,078	298	20,685	65,707
Drafter I	CSEA40HOUR-NEW / B / 5	40,549	1,622	0	42,171	10,865	3,226	5,693	281	20,065	62,236
Total Appraisal Systems - 1688		134,258	3,245	0	137,503	41,718	10,519	18,311	914	71,462	208,965

NOTES:

Town of Southampton
2013 Adopted Budget
Appraisal Systems - 1688

Account Code	Description	2011 Adopted Budget	2011 Actual	2012 Adopted Budget	2012 Amended Budget	2012 Oct YTD Actual	2013 Requested Budget	2013 Tentative Budget	2013 Preliminary Budget	2013 Adopted Budget	2013 Adopted / 2012 Amended Difference	2013 Adopted / 2012 Amended % of Change	2014 Requested Budget	2014 Tentative Budget	2014 Preliminary Budget	2014 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	251,196	130,966	239,165	224,165	224,165	234,034	310,355	219,455	219,455	(4,710)	(2.10%)	237,584	316,030	224,712	224,712
	Total Real Property Taxes	251,196	130,966	239,165	224,165	224,165	234,034	310,355	219,455	219,455	(4,710)	(2.10%)	237,584	316,030	224,712	224,712
	Total Revenue	251,196	130,966	239,165	224,165	224,165	234,034	310,355	219,455	219,455	(4,710)	(2.10%)	237,584	316,030	224,712	224,712
Salaries:																
6100	Salaries	169,348	77,548	142,863	142,863	118,948	145,784	196,095	134,258	134,258	8,605	6.02%	148,700	200,762	138,583	138,583
6110	Longevity	0	0	4,118	4,118	0	7,127	7,127	3,245	3,245	873	21.21%	7,127	7,127	3,245	3,245
	Total Salaries	169,348	77,548	146,982	146,982	118,948	152,911	203,221	137,503	137,503	9,478	6.45%	155,827	207,889	141,828	141,828
Employee Benefits - Current:																
6810	Employee Retirement - Active	19,475	8,715	18,373	18,373	15,311	20,643	27,183	18,311	18,311	61	0.33%	21,037	27,805	18,887	18,887
6830	FICA Tax Expenditure	12,955	6,009	11,244	11,244	9,100	11,698	15,546	10,519	10,519	725	6.45%	11,921	15,903	10,850	10,850
6835	MTA Tax	0	0	500	500	404	520	691	468	468	32	6.46%	530	707	482	482
6840	Worker's Compensation	784	323	383	383	297	391	526	360	360	23	6.01%	399	538	371	371
6860	Medical Insurance - Active Employees	34,807	16,654	27,420	27,420	21,383	28,697	47,385	37,820	37,820	(10,399)	(37.93%)	28,697	47,385	37,820	37,820
6865	Dental & Optical	3,240	2,115	3,677	3,677	2,747	3,898	5,197	3,898	3,898	(221)	(6.00%)	3,898	5,197	3,898	3,898
6875	Disability	86	0	86	86	0	86	115	86	86	0	0.00%	86	115	86	86
	Total Employee Benefits - Current	71,348	33,816	61,683	61,683	49,241	65,932	96,644	71,462	71,462	(9,778)	(15.85%)	66,567	97,651	72,394	72,394
	Total Employee Costs	240,696	111,365	208,665	208,665	168,189	218,844	299,865	208,965	208,965	(300)	(0.14%)	222,394	305,540	214,222	214,222
Contractual:																
6416	Travel, Dues and Related	500	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6450	Schools & Training	1,000	0	500	500	0	490	490	490	490	10	2.00%	490	490	490	490
6466	Telephone - Wireless	0	291	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6490	Consultants	9,000	0	30,000	15,000	0	14,700	10,000	10,000	10,000	5,000	33.33%	14,700	10,000	10,000	10,000
	Total Contractual	10,500	291	30,500	15,500	0	15,190	10,490	10,490	10,490	5,010	32.32%	15,190	10,490	10,490	10,490
	Total Expenditures	251,196	111,655	239,165	224,165	168,189	234,034	310,355	219,455	219,455	4,710	2.10%	237,584	316,030	224,712	224,712
	Net Surplus (Deficit)	0	19,311	0	0	55,976	0	0	0	0			0	0	0	0

Department Summary

Department: Board of Assessment Review

Budget Year: 2013

Division: Town Assessor

Tax District: Full Town

Cost Center #: 0006

Manager:

NOTES:

Departmental Mission & Responsibilities:

The Board of Assessment Review is charged with determining the validity of assessments that are developed by the Town Assessor's Office each year.

Workload:

The Board of Assessment Review typically handles approximately 9,000 petitions that are filed annually by taxpayers and property owners in the Town of Southampton.

Goals & Objectives:

The Board of Assessment Review must review property appraisals and other research and determine an accurate assessment based upon all of the evidence.

The Board of Assessment Review shall be compensated on a per diem basis.

Chair \$1,000 per diem, not to exceed \$6,000 annually

Members \$ 650 per diem each, not to exceed \$4,000 annually total for members

Legal Authority:

The Board of Assessment Review derives its authority from the New York State Real Property Tax Law Section 523.

