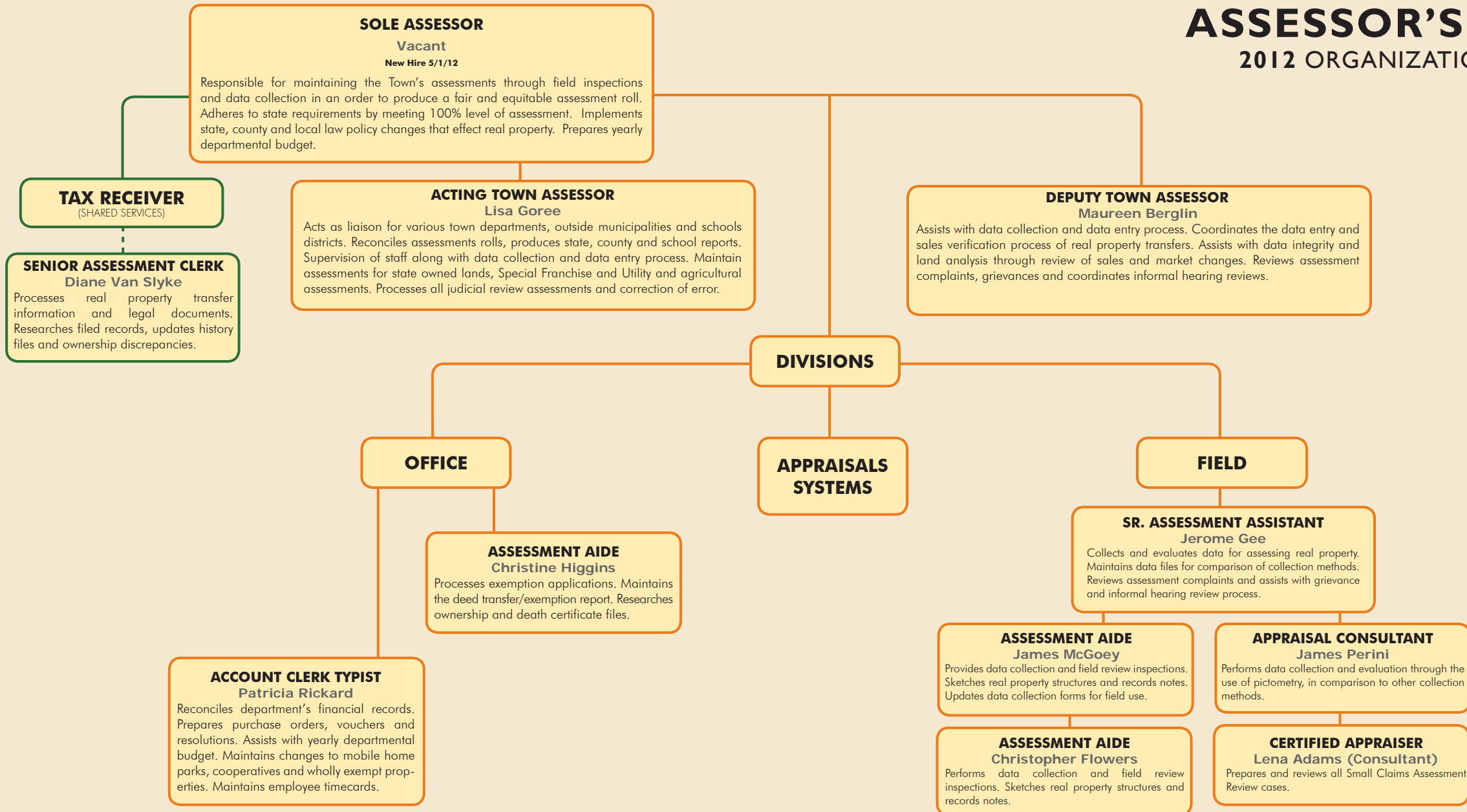


ASSESSOR'S OFFICE

2012 ORGANIZATIONAL CHART



Department Summary

Department: Assessment

Budget Year: 2012
Division: Assessment
Tax District: Full Town

Cost Center #: 1355
Manager: Lisa Goree

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 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.

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 1/1/12
Assessment												
Assessment - 1355												
Assessor* - Vacant	ADMINISTRATIVE	70,227	0	0	70,227	919	5,372	8,778	210	27,483	97,710	
Deputy Town Assessor	ADMINSUPPORT	81,713	0	0	81,713	19,006	6,475	10,579	248	39,518	121,231	11.2
Deputy Town Assessor	ADMINSUPPORT	71,400	0	0	71,400	19,006	5,462	8,925	220	33,856	105,256	6.3
Board of Assessment Review	APPOINTBOARD	3,900	0	0	3,900	0	298	0	39	351	4,251	
Board of Assessment Review	APPOINTBOARD	3,900	0	0	3,900	0	298	0	39	351	4,251	1.3
Board of Assessment Review - Vacant	APPOINTBOARD	6,000	0	0	6,000	0	459	0	45	524	6,524	
Board of Assessment Review - Vacant	APPOINTBOARD	3,900	0	0	3,900	0	298	0	39	351	4,251	
Board of Assessment Review - Vacant	APPOINTBOARD	3,900	0	0	3,900	0	298	0	39	351	4,251	
Temp Board of Assessment Review	APPOINTBOARD	200	0	0	200	0	15	0	29	45	245	
Temp Board of Assessment Review	APPOINTBOARD	200	0	0	200	0	15	0	29	45	245	
Temp Board of Assessment Review	APPOINTBOARD	200	0	0	200	0	15	0	29	45	245	
Temp Board of Assessment Review	APPOINTBOARD	200	0	0	200	0	15	0	29	45	245	
Temp Board of Assessment Review	APPOINTBOARD	200	0	0	200	0	15	0	29	45	245	
Real Property Recorder I	CSEA32.5HOUR / 07 / 5	20,033	2,003	1,019	23,055	7,055	1,764	2,882	63	11,843	34,898	22.7
Senior Clerk Typist**	CSEA32.5HOUR / 05 / 5	0	0	0	0	0	0	0	0	0	0	
Account Clerk Typist	CSEA40HOUR-NEW / C / 5	43,303	0	2,500	45,803	1,226	3,504	5,725	145	10,756	56,559	4.9
Assessment Aide	CSEA40HOUR-NEW / B / 5	39,908	1,596	0	41,504	19,006	3,175	5,188	136	27,646	69,150	6.5
Assessment Aide	CSEA40HOUR-NEW / B / 5	39,908	1,596	0	41,504	10,366	3,175	5,188	136	19,006	60,510	7.5
Assessment Aide	CSEA40HOUR-NEW / B / 5	39,908	0	0	39,908	10,366	3,053	4,989	136	18,679	58,587	4.9
Senior Assessment Assistant	CSEA40HOUR-NEW / F / 2	50,912	0	0	50,912	10,366	3,895	6,364	165	20,963	71,875	4.3
Senior Assessment Clerk	CSEA40HOUR-NEW / C / 5	14,434	1,443	1,240	17,117	7,055	1,310	2,140	48	10,611	27,728	25.8
Total Assessment - 1355		494,346	6,639	4,759	505,744	104,371	38,912	60,759	1,855	222,512	728,257	

NOTES:

** Transferred to Town Police Civilian Division

*Anticipated hire date of April 2012

Town of Southampton

2012 Adopted Budget

Assessment - 1355

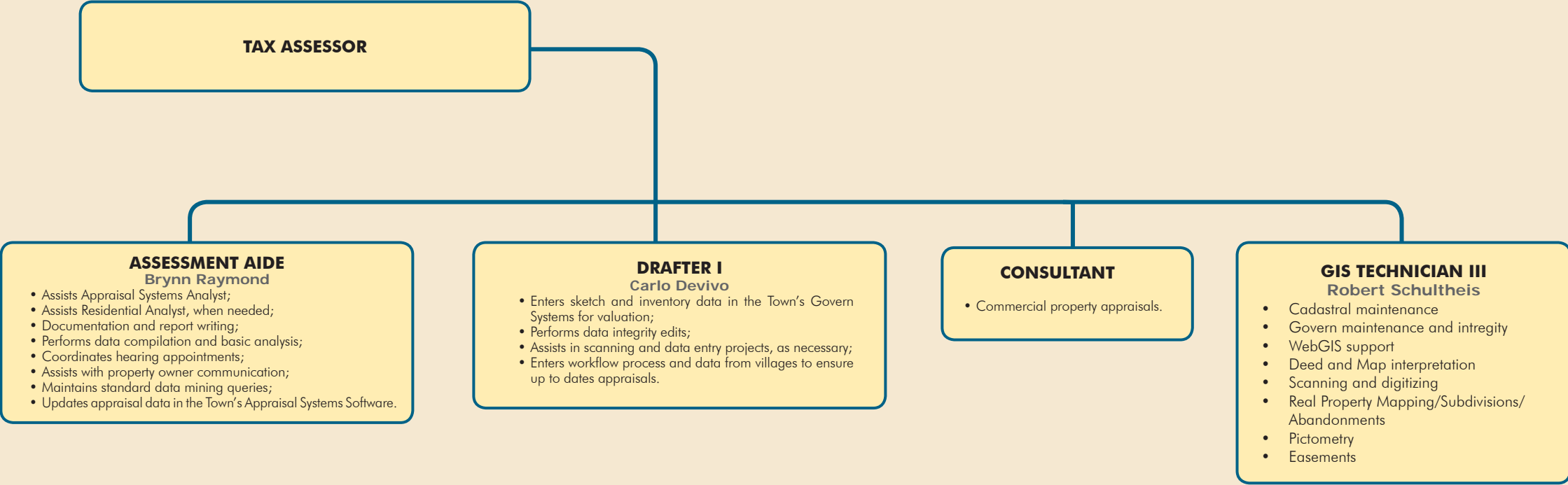
Account Code	Description	2010 Adopted Budget	2010 Actual	2011 Adopted Budget	2011 Amended Budget	2011 Oct YTD Actual	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget	2012 Adopted / 2011 Difference	2012 Adopted / 2011 % of Change	2013 Requested Budget	2013 Tentative Budget	2013 Preliminary Budget	2013 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	857,806	859,592	774,368	885,504	888,183	1,152,051	1,024,765	1,024,765	988,287	102,782	11.61%	1,122,041	978,687	978,687	906,140
	Total Real Property Taxes	857,806	859,592	774,368	885,504	888,183	1,152,051	1,024,765	1,024,765	988,287	102,782	11.61%	1,122,041	978,687	978,687	906,140
Other Revenue:																
2690	Other Comp for Loss	0	0	0	0	8,534	0	0	0	0	0	0.00%	0	0	0	0
2770	Miscellaneous	0	5,939	0	0	1,185	0	0	0	0	0	0.00%	0	0	0	0
3006	State Aid - Real Property Tax Adminis	225,000	198,031	200,000	200,000	187,307	0	0	0	0	(200,000)	(100.00%)	75,000	75,000	75,000	75,000
	Total Other Revenue	225,000	203,970	200,000	200,000	197,025	0	0	0	0	(200,000)	(100.00%)	75,000	75,000	75,000	75,000
	Total Revenue	1,082,806	1,063,562	974,368	1,085,504	1,085,209	1,152,051	1,024,765	1,024,765	988,287	(97,218)	(8.96%)	1,197,041	1,053,687	1,053,687	981,140
Salaries:																
6100	Salaries	540,843	558,245	447,796	551,570	464,402	586,690	522,797	522,797	494,346	57,224	10.37%	598,986	534,388	534,388	493,516
6101	Overtime	0	0	0	9,000	713	0	0	0	0	9,000	100.00%	0	0	0	0
6103	Accumulated Sick/Personal Days	1,749	380	2,063	1,509	1,510	2,259	0	0	2,259	(749)	(49.66%)	2,979	0	0	0
6110	Longevity	9,850	9,890	11,655	14,335	11,499	13,533	3,193	3,193	6,639	7,696	53.68%	17,077	6,572	6,572	6,572
6113	Other Pay	0	0	0	5,845	3,896	0	0	0	2,922	2,923	50.00%	0	0	0	2,922
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	554,941	571,015	464,015	584,760	483,270	604,981	528,490	528,490	508,666	76,093	13.01%	621,543	543,460	543,460	505,510
Employee Benefits - Current:																
6810	Employee Retirement - Active	38,291	54,210	53,362	64,175	55,044	72,798	63,039	63,039	60,759	3,416	5.32%	86,846	70,112	70,112	65,193
6830	FICA Tax Expenditure	42,099	43,187	35,497	42,689	36,689	46,281	40,429	40,429	38,912	3,777	8.85%	47,548	41,574	41,574	38,671
6835	MTA Tax	0	0	0	0	0	2,057	1,797	1,797	1,729	(1,729)	(100.00%)	2,113	1,848	1,848	1,719
6840	Worker's Compensation	11,792	5,004	4,842	8,170	6,808	3,233	1,401	1,401	1,324	6,846	83.79%	3,321	1,432	1,432	1,322
6860	Medical Insurance - Active Employees	111,952	113,738	113,699	126,935	107,490	149,838	118,000	118,000	106,018	20,917	16.48%	161,824	122,990	122,990	97,782
6865	Dental & Optical	9,840	9,725	9,720	10,800	8,858	12,258	11,032	11,032	10,317	483	4.47%	13,240	11,694	11,694	10,395
6875	Disability	288	126	259	283	108	576	547	547	530	(247)	(87.29%)	576	547	547	518
	Total Employee Benefits - Current	214,262	225,990	217,379	253,052	214,998	287,040	236,245	236,245	219,590	33,462	13.22%	315,469	250,197	250,197	215,600
	Total Employee Costs	769,203	797,005	681,393	837,811	698,268	892,021	764,735	764,735	728,257	109,555	13.08%	937,011	793,657	793,657	721,110
Contractual:																
6401	Contracts	140,936	93,700	110,936	93,029	75,319	114,233	114,233	114,233	114,233	(21,204)	(22.79%)	114,233	114,233	114,233	114,233
6403	Gasoline	2,950	3,796	2,950	5,950	4,240	5,000	5,000	5,000	5,000	950	15.97%	5,000	5,000	5,000	5,000
6406	Repair Equipment	250	205	250	250	60	250	250	250	250	0	0.00%	250	250	250	250
6410	Postage	8,800	3,237	6,000	6,000	5,583	4,000	4,000	4,000	4,000	2,000	33.33%	4,000	4,000	4,000	4,000
6411	Printing and Stationery	1,097	1,332	1,097	1,097	63	1,097	1,097	1,097	1,097	0	0.00%	1,097	1,097	1,097	1,097
6412	Publications	550	527	550	550	549	2,550	2,550	2,550	2,550	(2,000)	(363.64%)	2,550	2,550	2,550	2,550
6415	Telephone	1,300	1,001	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6416	Travel, Dues and Related	1,200	910	1,200	1,200	711	1,200	1,200	1,200	1,200	0	0.00%	1,200	1,200	1,200	1,200
6420	Other	700	798	700	307	0	500	500	500	500	(193)	(62.87%)	500	500	500	500

Town of Southampton
 2012 Adopted Budget
 Assessment - 1355

Account Code	Description	2010 Adopted Budget	2010 Actual	2011 Adopted Budget	2011 Amended Budget	2011 Oct YTD Actual							2012 Adopted / 2011	2012 Adopted / 2011	2013 Requested Budget	2013 Tentative Budget	2013 Preliminary Budget	2013 Adopted Budget
							Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Amended Difference	% of Change						
6421	Legal Notices	400	183	400	400	167	300	300	300	300	100	25.00%	300	300	300	300		
6425	Office Supplies	1,000	1,524	1,000	1,000	345	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000		
6430	Legal Fees	50,000	45,478	50,000	50,000	31,808	50,000	50,000	50,000	50,000	0	0.00%	50,000	50,000	50,000	50,000		
6450	Schools & Training	1,000	778	1,000	1,000	329	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000		
6477	Copier Leases	3,420	3,480	3,420	3,420	2,850	3,900	3,900	3,900	3,900	(480)	(14.04%)	3,900	3,900	3,900	3,900		
6490	Consultants	100,000	45,000	113,472	86,187	34,948	75,000	75,000	75,000	75,000	11,187	12.98%	75,000	75,000	75,000	75,000		
	Total Contractual	313,603	201,949	292,975	250,390	156,971	260,030	260,030	260,030	260,030	(9,640)	(3.85%)	260,030	260,030	260,030	260,030		
	Total Expenditures	1,082,806	998,955	974,368	1,088,201	855,239	1,152,051	1,024,765	1,024,765	988,287	99,915	9.18%	1,197,041	1,053,687	1,053,687	981,140		
	Net Surplus (Deficit)	0	64,607	0	(2,697)	229,970	0	0	0	0			0	0	0	0		
	Appropriated Fund Balance:																	
9090	Appropriated Fund Balance	0	0	0	2,697	0	0	0	0	0			0	0	0	0		
	Net Surplus (Deficit)	0	64,607	0	0	229,970	0	0	0	0			0	0	0	0		

APPRAISAL SYSTEMS

2012 ORGANIZATIONAL CHART



Department Summary

Department: Appraisal Systems

Budget Year: 2012
Division: Assessment
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 Departments.

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	Yrs Srv 1/1/12
Assessment												
Appraisal Systems - 1688												
Assessment Aide	CSEA40HOUR-NEW / B / 5	39,908	0	0	39,908	10,366	3,053	4,989	136	18,679	58,587	5.3
Drafter I	CSEA40HOUR-NEW / B / 5	39,908	1,596	0	41,504	10,366	3,175	5,188	136	19,006	60,510	6.3
Geographic Info Sys Tech III*	CSEA40HOUR-NEW / I / 4	63,048	2,522	0	65,570	10,366	5,016	8,196	198	23,999	89,568	9.4
Total Appraisal Systems - 1688		142,863	4,118	0	146,982	31,098	11,244	18,373	469	61,683	208,665	

*Transferred from G.I.S. Division

NOTES:

Town of Southampton
2012 Adopted Budget
Appraisal Systems - 1688

Account Code	Description	2010 Adopted Budget	2010 Actual	2011 Adopted Budget	2011 Amended Budget	2011 Oct YTD Actual	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget	2012 Adopted / 2011 Difference	2012 Adopted / 2011 % of Change	2013 Requested Budget	2013 Tentative Budget	2013 Preliminary Budget	2013 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	219,922	229,022	251,196	130,966	130,966	150,440	149,597	149,597	239,165	108,199	82.62%	157,732	155,568	155,568	248,668
	Total Real Property Taxes	219,922	229,022	251,196	130,966	130,966	150,440	149,597	149,597	239,165	108,199	82.62%	157,732	155,568	155,568	248,668
	Total Revenue	219,922	229,022	251,196	130,966	130,966	150,440	149,597	149,597	239,165	108,199	82.62%	157,732	155,568	155,568	248,668
Salaries:																
6100	Salaries	166,728	167,292	169,348	83,793	64,561	79,816	79,816	79,816	142,863	(59,070)	(70.49%)	81,409	81,409	81,409	146,343
6110	Longevity	1,522	0	0	0	0	1,596	1,596	1,596	4,118	(4,118)	(100.00%)	3,218	3,218	3,218	7,062
	Total Salaries	168,249	167,292	169,348	83,793	64,561	81,412	81,412	81,412	146,982	(63,188)	(75.41%)	84,627	84,627	84,627	153,405
Employee Benefits - Current:																
6810	Employee Retirement - Active	11,609	16,123	19,475	10,002	7,425	10,177	10,177	10,177	18,373	(8,371)	(83.69%)	12,271	11,425	11,425	20,710
6830	FICA Tax Expenditure	12,871	12,798	12,955	6,657	5,015	6,228	6,228	6,228	11,244	(4,587)	(68.90%)	6,474	6,474	6,474	11,735
6835	MTA Tax	0	0	0	0	0	277	277	277	500	(500)	(100.00%)	288	288	288	522
6840	Worker's Compensation	3,575	650	784	332	276	435	214	214	383	(51)	(15.39%)	452	218	218	392
6860	Medical Insurance - Active Employees	20,579	29,679	34,807	17,397	13,878	18,902	18,280	18,280	27,420	(10,023)	(57.61%)	20,415	19,380	19,380	27,420
6865	Dental & Optical	2,952	2,917	3,240	2,340	1,763	2,452	2,452	2,452	3,677	(1,337)	(57.15%)	2,648	2,599	2,599	3,898
6875	Disability	86	29	86	66	0	58	58	58	86	(20)	(30.12%)	58	58	58	86
	Total Employee Benefits - Current	51,673	62,196	71,348	36,795	28,358	38,528	37,685	37,685	61,683	(24,889)	(67.64%)	42,605	40,441	40,441	64,763
	Total Employee Costs	219,922	229,488	240,696	120,588	92,918	119,940	119,097	119,097	208,665	(88,077)	(73.04%)	127,232	125,068	125,068	218,168
Contractual:																
6416	Travel, Dues and Related	0	0	500	500	0	0	0	0	0	500	100.00%	0	0	0	0
6450	Schools & Training	0	0	1,000	1,000	0	500	500	500	500	500	50.00%	500	500	500	500
6466	Telephone - Wireless	0	0	0	350	291	0	0	0	0	350	100.00%	0	0	0	0
6490	Consultants	0	0	9,000	9,000	0	30,000	30,000	30,000	30,000	(21,000)	(233.33%)	30,000	30,000	30,000	30,000
	Total Contractual	0	0	10,500	10,850	291	30,500	30,500	30,500	30,500	(19,650)	(181.11%)	30,500	30,500	30,500	30,500
	Total Expenditures	219,922	229,488	251,196	131,438	93,209	150,440	149,597	149,597	239,165	(107,727)	(81.96%)	157,732	155,568	155,568	248,668
	Net Surplus (Deficit)	0	(466)	0	(472)	37,757	0	0	0	0			0	0	0	0
Appropriated Fund Balance:																
9090	Appropriated Fund Balance	0	0	0	472	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	(466)	0	0	37,757	0	0	0	0			0	0	0	0

Department Summary

Department: Board of Assessment Review

Budget Year: 2012
Division: Unassigned
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.