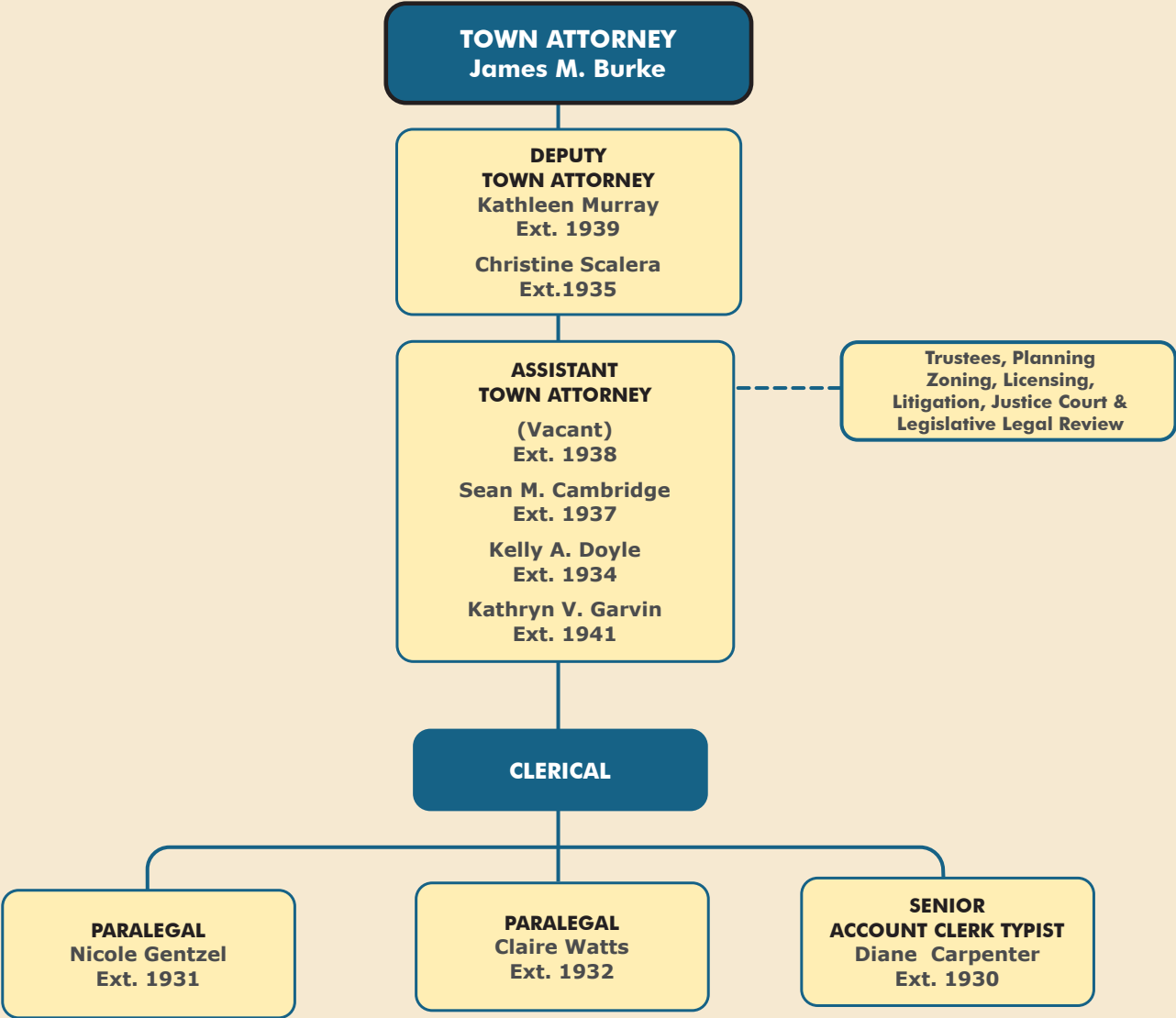


# TOWN ATTORNEY

Main Line: 287-3065  
Fax: 287-3662





## TOWN ATTORNEY - SUMMARY

Department: Town Attorney

Budget Year: 2022

Division: Town Attorney

Tax District: Full Town

Cost Center #: 1420

Manager: James Burke

NOTES:

### Departmental Mission & Responsibilities:

The Office of the Town Attorney provides legal advice, assistance and representation to the Town Board, as well as to all the other boards, committees, agencies, and departments of the Town. Other Boards include the Planning Board, Zoning Board of Appeals, Conservation Board, Architectural Review Board, Board of Trustees of the Freeholders and Commonalty of the Town of Southampton, Licensing Review Board, Historic Landmarks Board and Assessment Review Board. Legal support is also provided to, among others, the Audit Advisory Committee, Safety and Loss Committee, Road Review Committee and other entities designated by the Town Board. The Town Attorneys Office also provides legal resources and advice with respect to several specialized areas of the law and matters that span departments and taxing districts, such as: Freedom of Information Law (FOIL) requests; formation and administration of special districts such as fire, ambulance, water, etc.; formation of planned development districts (PDDs); moratoria; State Environmental Quality Review Act (SEQRA) matters, including preparation of environmental impact statements; special events; labor and employment matters; and drafting support for local laws, ordinances and resolutions.

This Department is also instrumental in ensuring Requests for Proposals, bids and contracts and ensuring compliance with applicable laws.

The Office of the Town Attorney is also responsible for all Town litigation, which typically averages over 200 active claims, cases and appeals at any given time, the defense of which is either handled directly by in-house staff or through outside counsel. The Town Attorneys Office also handles the prosecution of all Town Code violations in the Justice Court, parking violations, and all enforcement actions in State Supreme Court.

The Town Attorney's Office includes the Division of Code Services, consolidating the Investigation and Enforcement Unit, the Fire Prevention and Fire Marshal function, and Animal Control into one unit, whose overriding purpose is the enforcement of all applicable NY State and local Town codes and ordinances.

### Workload:

The Town Attorneys Office workload includes the following:

1. Legal representation of all Town Boards, agencies and departments.
2. Coordination and review of all outside counsel services to the Town, including labor relations legal counsel.
3. Enforcement of matters in Justice Court and Supreme Court.

### Goals & Objectives:

To provide legal representation to all Town Boards, agencies and departments.

To further limit the need to use the services of outside counsel, thereby cutting costs to the Town.

### Legal Authority:

Office of the Town Attorney was established by the Town Board pursuant to Section 20(2) of Town 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 1/1/22	Alloc. %
<b>Town Attorney</b>													
<b>Town Attorney - 1420</b>													
Town Attorney	ADMINISTRATIVE	149,387	7,000	6,062	162,449	1,572	8,986	20,951	1,170	32,679	195,127	5.8	100.0
Assistant Town Attorney	ADMINSUPPORT	107,500	4,300	0	111,800	29,724	8,249	14,422	829	53,224	165,024	17.4	100.0
Assistant Town Attorney	ADMINSUPPORT	92,500	0	0	92,500	28,860	7,105	11,935	713	48,613	141,113	2.0	100.0
Assistant Town Attorney	ADMINSUPPORT	87,500	0	0	87,500	28,860	6,721	11,289	666	47,536	135,036	1.8	100.0
Assistant Town Attorney - Vacant	ADMINSUPPORT	105,449	0	0	105,449	28,860	8,099	13,604	799	51,363	156,812		100.0
Deputy Town Attorney	ADMINSUPPORT	130,050	6,503	0	136,553	29,724	8,609	17,616	1,017	56,966	193,519	11.0	100.0
Deputy Town Attorney	ADMINSUPPORT	130,050	6,503	3,587	140,140	29,724	8,661	18,075	1,016	57,476	197,616	19.0	100.0
Paralegal	ADMINSUPPORT	67,109	3,356	0	70,465	13,908	5,391	9,055	257	28,611	99,076	18.8	100.0
Paralegal (Proposed Sr. Admin Asst) *subject to civil service approval	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 1	66,795	0	6,062	72,857	1,572	5,595	9,397	540	17,104	89,961	4.1	100.0
Senior Office Assistant	CSEA40HOUR-OLD / CSEA40HOUR-OLD - 13A / Step 6	98,199	9,820	0	108,019	31,884	8,194	13,932	789	54,799	162,817	32.9	100.0
Intern	PART-TIME	5,000	0	0	5,000	0	384	0	55	439	5,439		100.0
<b>Total Town Attorney - 1420</b>		<b>1,039,539</b>	<b>37,482</b>	<b>15,711</b>	<b>1,092,732</b>	<b>224,688</b>	<b>75,993</b>	<b>140,276</b>	<b>7,852</b>	<b>448,808</b>	<b>1,541,540</b>		

NOTES:

# Town of Southampton

## 2022 Tentative Budget

Town Attorney - 1420

Account Code	Description	2020 Adopted Budget	2020 Actual	2021 Adopted Budget	2021 Amended Budget	2021 Dec YTD Actual	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/ 2021 Amended Difference	2022 Tentative/ 2021 % of Change	2023 Requested Budget	2023 Tentative Budget	2023 Tentative/ 2022 Difference	2023 Tentative/ 2022 % of Change
	<b>Real Property Taxes:</b>													
1001	Property Taxes	2,188,041	2,140,960	2,204,413	2,204,413	2,085,271	2,246,585	2,246,585	42,172	1.91%	2,274,403	2,274,403	27,818	1.24%
	<b>Total Real Property Taxes</b>	<b>2,188,041</b>	<b>2,140,960</b>	<b>2,204,413</b>	<b>2,204,413</b>	<b>2,085,271</b>	<b>2,246,585</b>	<b>2,246,585</b>	<b>42,172</b>	<b>1.91%</b>	<b>2,274,403</b>	<b>2,274,403</b>	<b>27,818</b>	<b>1.24%</b>
	<b>Other Revenue:</b>													
2770	Miscellaneous	0	0	0	0	15	0	0	0	0.00%	0	0	0	0.00%
	<b>Total Other Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
	<b>Total Revenue</b>	<b>2,188,041</b>	<b>2,140,960</b>	<b>2,204,413</b>	<b>2,204,413</b>	<b>2,085,286</b>	<b>2,246,585</b>	<b>2,246,585</b>	<b>42,172</b>	<b>1.91%</b>	<b>2,274,403</b>	<b>2,274,403</b>	<b>27,818</b>	<b>1.24%</b>
	<b>Salaries:</b>													
6100	Salaries	998,985	977,808	999,239	999,239	653,094	1,034,539	1,034,539	(35,300)	(3.53%)	1,056,210	1,056,210	(21,671)	(2.09%)
6103	Accumulated Sick/Personal Days	0	0	0	0	0	3,587	3,587	(3,587)	(100.00%)	3,587	3,587	0	0.00%
6105	Part Time Salaries	5,000	4,063	5,000	5,000	6,500	5,000	5,000	0	0.00%	5,000	5,000	0	0.00%
6110	Longevity	32,015	34,583	37,498	37,498	0	37,482	37,482	16	0.04%	37,678	37,678	(196)	(0.52%)
6127	Cash in Lieu of Health Benefits	12,046	11,460	12,046	12,046	5,885	12,124	12,124	(78)	(0.65%)	12,124	12,124	0	0.00%
	<b>Total Salaries</b>	<b>1,048,046</b>	<b>1,027,915</b>	<b>1,053,783</b>	<b>1,053,783</b>	<b>665,479</b>	<b>1,092,732</b>	<b>1,092,732</b>	<b>(38,949)</b>	<b>(3.70%)</b>	<b>1,114,599</b>	<b>1,114,599</b>	<b>(21,868)</b>	<b>(2.00%)</b>
	<b>Employee Benefits - Current:</b>													
6810	Employee Retirement - Active	132,030	131,763	147,371	147,371	94,200	140,276	140,276	7,095	4.81%	143,096	143,096	(2,821)	(2.01%)
6830	FICA Tax Expenditure	74,817	75,020	73,816	73,816	49,707	75,993	75,993	(2,177)	(2.95%)	76,821	76,821	(827)	(1.09%)
6835	MTA Tax	3,583	3,541	3,576	3,576	2,207	3,729	3,729	(152)	(4.26%)	3,803	3,803	(75)	(2.00%)
6840	Worker's Compensation	10,663	8,216	3,113	3,113	1,986	3,929	3,929	(816)	(26.21%)	4,011	4,011	(82)	(2.09%)
6860	Medical Insurance - Active Employees	207,384	186,087	208,236	208,236	132,193	208,968	208,968	(732)	(0.35%)	208,968	208,968	0	0.00%
6865	Dental & Optical	13,800	12,444	13,800	13,800	8,536	15,720	15,720	(1,920)	(13.91%)	15,720	15,720	0	0.00%

# Town of Southampton

## 2022 Tentative Budget

### Town Attorney - 1420

Account Code	Description	2020 Adopted Budget	2020 Actual	2021 Adopted Budget	2021 Amended Budget	2021 Dec YTD Actual	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Amended Difference	2022 Tentative/2021 Amended % of Change	2023 Requested Budget	2023 Tentative Budget	2023 Tentative/2022 Difference	2023 Tentative/2022 % of Change
6875	Disability	174	110	174	174	51	194	194	(20)	(11.52%)	194	194	0	0.00%
	<b>Total Employee Benefits - Current</b>	442,450	417,181	450,086	450,086	288,880	448,808	448,808	1,277	0.28%	452,613	452,613	(3,805)	(0.85%)
	<b>Total Employee Costs</b>	<b>1,490,496</b>	<b>1,445,095</b>	<b>1,503,868</b>	<b>1,503,868</b>	<b>954,359</b>	<b>1,541,540</b>	<b>1,541,540</b>	<b>(37,672)</b>	<b>(2.50%)</b>	<b>1,567,213</b>	<b>1,567,213</b>	<b>(25,672)</b>	<b>(1.67%)</b>
	<b>Contractual:</b>													
6401	Contracts	6,000	1,800	10,000	10,000	0	10,000	10,000	0	0.00%	10,000	10,000	0	0.00%
6411	Printing and Stationery	400	282	400	400	0	400	400	0	0.00%	400	400	0	(0.06%)
6412	Publications	55,000	55,470	56,000	62,000	33,660	60,000	60,000	2,000	3.23%	60,000	60,000	0	0.00%
6416	Travel, Dues and Related	3,000	2,903	3,000	3,000	455	3,000	3,000	0	0.00%	3,000	3,000	0	0.00%
6420	Other	6,200	1,883	3,200	3,200	266	3,200	3,200	0	0.00%	3,200	3,200	0	0.00%
6425	Office Supplies	1,800	1,205	1,800	1,800	862	1,800	1,800	0	0.00%	1,800	1,800	0	0.00%
6430	Legal Fees	620,645	480,269	620,645	614,645	268,419	620,645	620,645	(6,000)	(0.98%)	622,790	622,790	(2,145)	(0.35%)
6450	Schools & Training	3,000	1,720	3,000	3,000	1,325	3,000	3,000	0	0.00%	3,000	3,000	0	0.00%
6477	Copier Leases	1,500	198	2,500	2,500	1,913	3,000	3,000	(500)	(20.00%)	3,000	3,000	0	0.00%
	<b>Total Contractual</b>	697,545	545,731	700,545	700,545	306,901	705,045	705,045	(4,500)	(0.64%)	707,191	707,191	(2,146)	(0.30%)
	<b>Total Expenditures</b>	<b>2,188,041</b>	<b>1,990,826</b>	<b>2,204,413</b>	<b>2,204,413</b>	<b>1,261,260</b>	<b>2,246,585</b>	<b>2,246,585</b>	<b>(42,172)</b>	<b>(1.91%)</b>	<b>2,274,403</b>	<b>2,274,403</b>	<b>(27,818)</b>	<b>(1.24%)</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>150,134</b>	<b>0</b>	<b>0</b>	<b>824,026</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>		
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>150,134</b>	<b>0</b>	<b>0</b>	<b>824,026</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>		