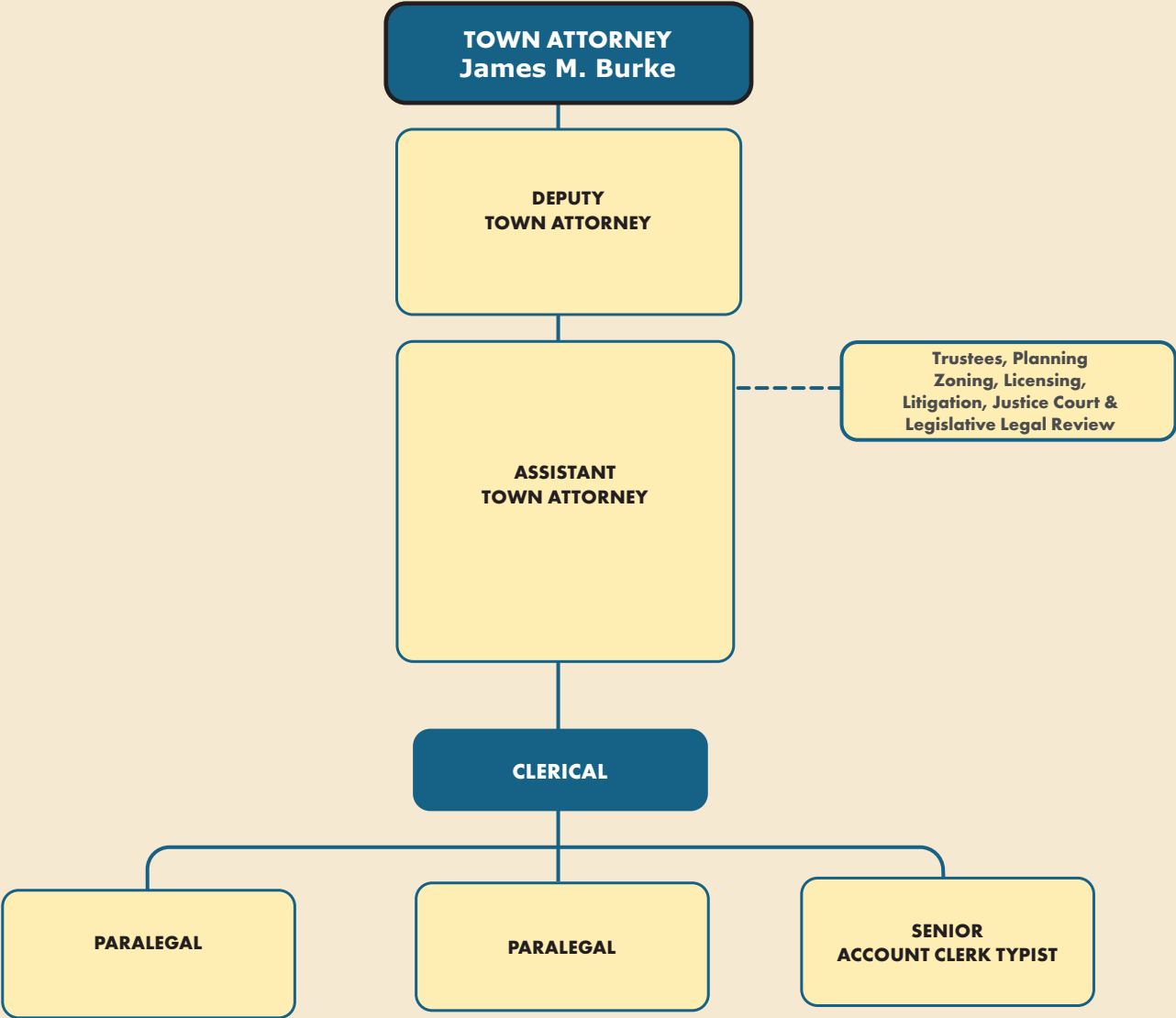


2023 ORGANIZATIONAL CHART  
**TOWN ATTORNEY**

Main Line: 287-3065  
Fax: 287-3662



## TOWN ATTORNEY - SUMMARY

*Department: Town Attorney*

**Budget Year:** 2023  
**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 Attorney's 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 Attorney's 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 Attorney's 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

**NOTES:**

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 1/1/23	Alloc. %
<b>Town Attorney</b>													
<b>Town Attorney - 1420</b>													
Town Attorney	ADMINISTRATIVE	156,415	7,000	6,899	170,314	1,620	9,100	19,829	1,224	31,774	202,087	6.8	100.0
Assistant Town Attorney	ADMINSUPPORT	111,690	4,468	0	116,158	33,954	8,312	13,526	861	56,653	172,811	18.4	100.0
Assistant Town Attorney	ADMINSUPPORT	96,390	0	0	96,390	32,664	7,403	11,226	732	52,026	148,416	3.0	100.0
Assistant Town Attorney	ADMINSUPPORT	97,757	0	0	97,757	15,060	7,508	11,385	742	34,696	132,453	1.2	100.0
Assistant Town Attorney	ADMINSUPPORT	91,290	0	0	91,290	32,664	7,012	10,632	694	51,002	142,292	2.8	100.0
Deputy Town Attorney	ADMINSUPPORT	134,691	6,735	0	141,426	33,954	8,680	16,468	1,039	60,141	201,567	12.0	100.0
Deputy Town Attorney	ADMINSUPPORT	134,691	6,735	6,598	148,024	33,954	8,776	17,233	1,062	61,025	209,049	20.0	100.0
Paralegal - Vacant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 1	66,304	0	0	66,304	32,664	5,072	7,691	243	45,671	111,975		100.0
Paralegal (Proposed Sr. Admin Asst) *subject to civil service approval	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 3	68,184	0	6,899	75,083	1,620	5,765	8,741	547	16,672	91,755	5.1	100.0
Senior Office Assistant	CSEA40HOUR-OLD / CSEA40HOUR-OLD - 13A / Step 6	102,208	10,221	3,158	115,586	36,120	8,304	13,455	821	58,700	174,286	33.9	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>1,064,619</b>	<b>35,159</b>	<b>23,554</b>	<b>1,123,332</b>	<b>254,274</b>	<b>76,316</b>	<b>130,187</b>	<b>8,020</b>	<b>468,798</b>	<b>1,592,130</b>		

# Town of Southampton

## 2023 Adopted Budget

### Town Attorney - 1420

Account Code	Description	2021 Adopted Budget	2021 Actual	2022 Adopted Budget	2022 Amended Budget	2022 Dec YTD Actual	2023 Requested Budget	2023 Tentative Budget	2023 Preliminary Budget	2023 Adopted Budget	2023 Adopted / 2022 Amended Difference	2023 Adopted / 2022 Amended % of Change	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	2,204,413	2,204,413	2,232,366	2,232,366	2,093,072	2,298,853	2,295,830	2,295,830	2,295,830	63,464	2.84%	2,332,198	2,331,731	2,331,731	2,331,731
	<b>Total Real Property Taxes</b>	2,204,413	2,204,413	2,232,366	2,232,366	2,093,072	2,298,853	2,295,830	2,295,830	2,295,830	63,464	2.84%	2,332,198	2,331,731	2,331,731	2,331,731
<b>Other Revenue:</b>																
2770	Miscellaneous	0	15	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Other Revenue</b>	0	15	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Revenue</b>	<b>2,204,413</b>	<b>2,204,428</b>	<b>2,232,366</b>	<b>2,232,366</b>	<b>2,093,072</b>	<b>2,298,853</b>	<b>2,295,830</b>	<b>2,295,830</b>	<b>2,295,830</b>	<b>63,464</b>	<b>2.84%</b>	<b>2,332,198</b>	<b>2,331,731</b>	<b>2,331,731</b>	<b>2,331,731</b>
<b>Salaries:</b>																
6100	Salaries	999,239	963,712	1,034,539	1,034,539	847,899	1,057,619	1,059,619	1,059,619	1,059,619	(25,080)	(2.42%)	1,085,986	1,088,036	1,088,036	1,088,036
6103	Accumulated Sick/Personal Days	0	0	3,587	3,587	0	9,756	9,756	9,756	9,756	(6,169)	(171.98%)	9,756	9,756	9,756	9,756
6105	Part Time Salaries	5,000	7,627	5,000	5,000	679	5,000	5,000	5,000	5,000	0	0.00%	5,000	5,000	5,000	5,000
6110	Longevity	37,498	34,396	37,482	37,482	3,749	35,159	35,159	35,159	35,159	2,323	6.20%	35,414	35,414	35,414	35,414
6127	Cash in Lieu of Health Benefits	12,046	11,771	12,124	12,124	6,633	13,798	13,798	13,798	13,798	(1,674)	(13.81%)	13,798	13,798	13,798	13,798
	<b>Total Salaries</b>	1,053,783	1,017,505	1,092,732	1,092,732	858,960	1,121,332	1,123,332	1,123,332	1,123,332	(30,600)	(2.80%)	1,149,954	1,152,004	1,152,004	1,152,004
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	147,371	143,328	126,057	126,057	108,325	129,954	130,187	130,187	130,187	(4,131)	(3.28%)	133,287	133,525	133,525	133,525
6830	FICA Tax Expenditure	73,816	75,117	75,993	75,993	63,542	76,287	76,316	76,316	76,316	(323)	(0.43%)	77,476	77,506	77,506	77,506
6835	MTA Tax	3,576	3,375	3,729	3,729	2,824	3,826	3,833	3,833	3,833	(104)	(2.80%)	3,924	3,931	3,931	3,931
6840	Worker's Compensation	3,113	2,867	3,929	3,929	3,394	3,985	3,993	3,993	3,993	(64)	(1.64%)	4,088	4,096	4,096	4,096
6860	Medical Insurance - Active Employees	208,236	192,119	208,968	208,968	175,014	238,074	238,074	238,074	238,074	(29,106)	(13.93%)	238,074	238,074	238,074	238,074
6865	Dental & Optical	13,800	12,967	15,720	15,720	11,609	16,200	16,200	16,200	16,200	(480)	(3.05%)	16,200	16,200	16,200	16,200
6875	Disability	174	72	194	194	52	194	194	194	194	0	0.00%	194	194	194	194
	<b>Total Employee Benefits - Current</b>	450,086	429,846	434,589	434,589	364,760	468,521	468,798	468,798	468,798	(34,208)	(7.87%)	473,243	473,527	473,527	473,527
	<b>Total Employee Costs</b>	<b>1,503,868</b>	<b>1,447,351</b>	<b>1,527,321</b>	<b>1,527,321</b>	<b>1,223,720</b>	<b>1,589,853</b>	<b>1,592,130</b>	<b>1,592,130</b>	<b>1,592,130</b>	<b>(64,808)</b>	<b>(4.24%)</b>	<b>1,623,197</b>	<b>1,625,531</b>	<b>1,625,531</b>	<b>1,625,531</b>
<b>Contractual:</b>																
6401	Contracts	10,000	0	10,000	8,900	3,750	10,000	8,000	8,000	8,000	900	10.11%	10,000	10,000	10,000	10,000
6411	Printing and Stationery	400	71	400	400	0	400	400	400	400	0	0.00%	400	400	400	400
6412	Publications	56,000	57,583	60,000	60,000	44,860	60,000	60,000	60,000	60,000	0	0.00%	60,000	60,000	60,000	60,000
6416	Travel, Dues and Related	3,000	455	3,000	3,000	1,692	3,000	2,500	2,500	2,500	500	16.67%	3,000	2,500	2,500	2,500
6420	Other	3,200	398	3,200	3,200	358	3,200	3,000	3,000	3,000	200	6.25%	3,200	3,000	3,000	3,000
6425	Office Supplies	1,800	1,574	1,800	1,800	1,187	1,800	1,800	1,800	1,800	0	0.00%	1,800	1,800	1,800	1,800
6430	Legal Fees	620,645	436,369	620,645	620,645	370,679	621,000	620,000	620,000	620,000	645	0.10%	621,000	620,000	620,000	620,000
6450	Schools & Training	3,000	1,620	3,000	2,900	1,585	3,000	3,000	3,000	3,000	(100)	(3.45%)	3,000	3,000	3,000	3,000
6477	Copier Leases	2,500	3,353	3,000	4,200	3,015	6,600	5,000	5,000	5,000	(800)	(19.05%)	6,600	5,500	5,500	5,500
	<b>Total Contractual</b>	700,545	501,424	705,045	705,045	427,126	709,000	703,700	703,700	703,700	1,345	0.19%	709,000	706,200	706,200	706,200
	<b>Total Expenditures</b>	<b>2,204,413</b>	<b>1,948,775</b>	<b>2,232,366</b>	<b>2,232,366</b>	<b>1,650,846</b>	<b>2,298,853</b>	<b>2,295,830</b>	<b>2,295,830</b>	<b>2,295,830</b>	<b>(63,463)</b>	<b>(2.84%)</b>	<b>2,332,198</b>	<b>2,331,731</b>	<b>2,331,731</b>	<b>2,331,731</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>255,653</b>	<b>0</b>	<b>0</b>	<b>442,225</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>