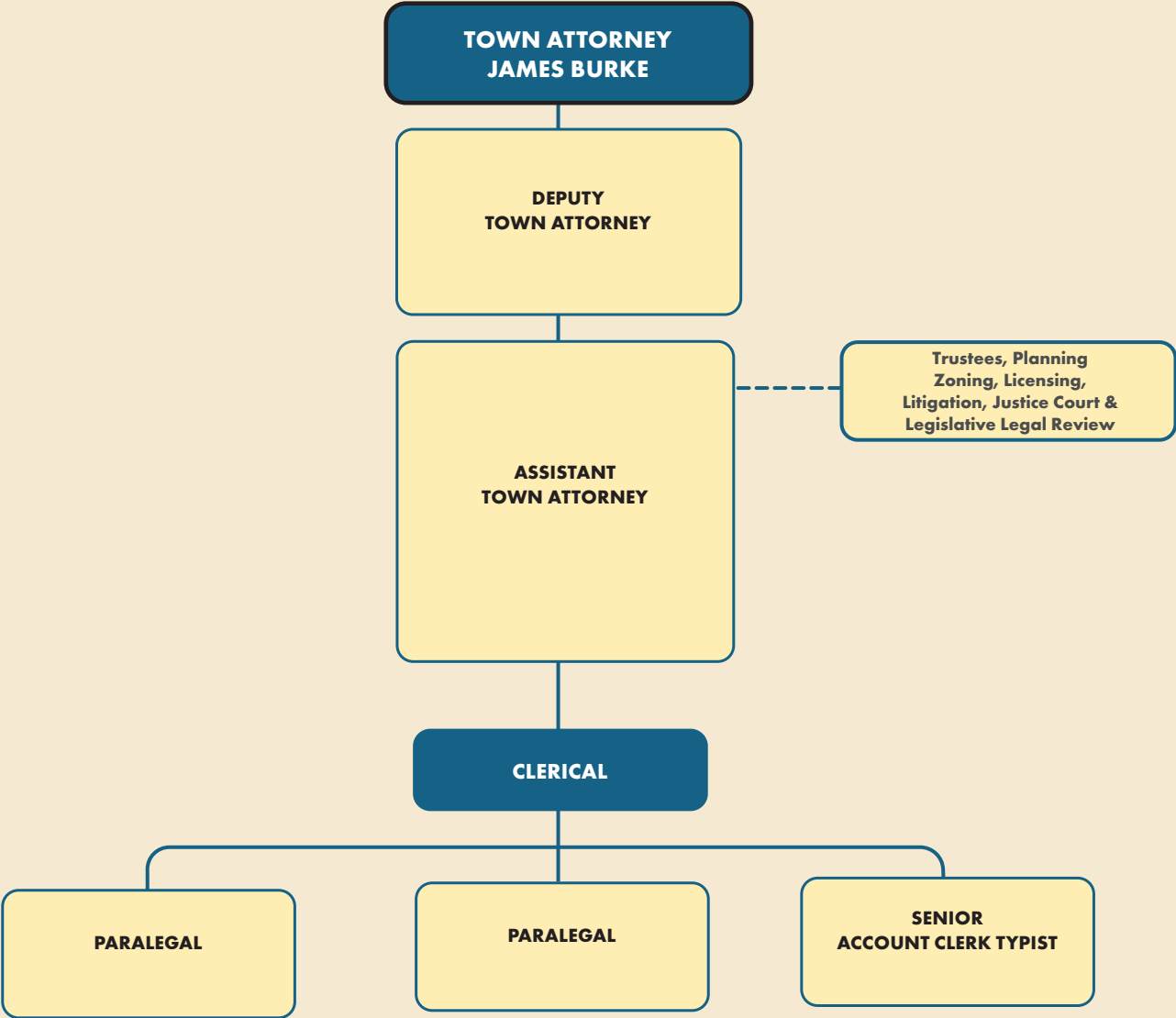


# TOWN ATTORNEY

Main Line: 287-3065

Fax: 287-3662



# TOWN ATTORNEY - SUMMARY

Department: Town Attorney

**Budget Year:** 2024  
**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

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 1/1/24	Alloc. %
<b>Town Attorney</b>													
<b>Town Attorney - 1420</b>													
Town Attorney	ADMINISTRATIVE	160,325	7,000	7,859	175,184	1,716	9,172	19,700	1,321	31,909	207,093	7.8	100.0
Assistant Town Attorney	ADMINSUPPORT	114,482	4,580	2,030	121,092	38,484	8,385	13,619	935	61,422	182,515	19.4	100.0
Assistant Town Attorney	ADMINSUPPORT	98,800	0	0	98,800	36,756	7,591	11,114	790	56,251	155,051	4.1	100.0
Assistant Town Attorney	ADMINSUPPORT	100,201	0	0	100,201	16,560	7,699	11,272	801	36,332	136,532	2.2	100.0
Assistant Town Attorney	ADMINSUPPORT	93,572	0	0	93,572	36,756	7,190	10,526	749	55,221	148,793	3.8	100.0
Deputy Town Attorney	ADMINSUPPORT	138,058	6,903	0	144,961	38,484	8,732	16,304	1,120	64,640	209,601	13.0	100.0
Deputy Town Attorney	ADMINSUPPORT	138,058	6,903	4,805	149,766	38,484	8,802	16,842	1,136	65,264	215,031	21.0	100.0
Paralegal	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 2	69,189	0	0	69,189	16,560	5,316	7,783	558	30,218	99,407	1.0	100.0
Paralegal	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 4	71,123	2,845	7,859	81,827	1,716	6,284	9,200	610	17,809	99,636	6.1	100.0
Senior Office Assistant	CSEA40HOUR-OLD / CSEA40HOUROLD - 13A / Step 6	105,164	10,516	0	115,681	40,644	8,306	13,008	875	62,833	178,514	34.9	100.0
Intern	PART-TIME	5,000	0	0	5,000	0	384	0	57	441	5,441		100.0
<b>Total Town Attorney - 1420</b>		<b>1,093,973</b>	<b>38,747</b>	<b>22,553</b>	<b>1,155,273</b>	<b>266,160</b>	<b>77,861</b>	<b>129,367</b>	<b>8,952</b>	<b>482,340</b>	<b>1,637,613</b>		

NOTES:

# Town of Southampton

## 2024 Adopted Budget

### Town Attorney - 1420

Account Code	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Amended Budget	2023 Dec YTD Actual	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget	2024 Adopted / 2023 Amended Difference	2024 Adopted / 2023 % of Change	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	2,232,366	2,201,944	2,295,830	2,295,830	2,295,830	2,318,252	2,351,713	2,351,713	2,351,713	55,883	2.43%	2,344,507	2,378,871	2,378,871	2,378,871
	<b>Total Real Property Taxes</b>	<b>2,232,366</b>	<b>2,201,944</b>	<b>2,295,830</b>	<b>2,295,830</b>	<b>2,295,830</b>	<b>2,318,252</b>	<b>2,351,713</b>	<b>2,351,713</b>	<b>2,351,713</b>	<b>55,883</b>	<b>2.43%</b>	<b>2,344,507</b>	<b>2,378,871</b>	<b>2,378,871</b>	<b>2,378,871</b>
<b>Other Revenue:</b>																
2770	Miscellaneous	0	0	0	0	16	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Other Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>0</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</b>
	<b>Total Revenue</b>	<b>2,232,366</b>	<b>2,201,944</b>	<b>2,295,830</b>	<b>2,295,830</b>	<b>2,295,846</b>	<b>2,318,252</b>	<b>2,351,713</b>	<b>2,351,713</b>	<b>2,351,713</b>	<b>55,883</b>	<b>2.43%</b>	<b>2,344,507</b>	<b>2,378,871</b>	<b>2,378,871</b>	<b>2,378,871</b>
<b>Salaries:</b>																
6100	Salaries	1,034,539	1,009,799	1,059,619	1,059,619	923,838	1,088,973	1,088,973	1,088,973	1,088,973	(29,354)	(2.77%)	1,118,167	1,118,167	1,118,167	1,118,167
6103	Accumulated Sick/Personal Days	3,587	0	9,756	9,756	6,598	4,805	6,835	6,835	6,835	2,921	29.94%	4,805	6,835	6,835	6,835
6105	Part Time Salaries	5,000	889	5,000	5,000	662	5,000	5,000	5,000	5,000	0	0.00%	5,000	5,000	5,000	5,000
6110	Longevity	37,482	38,353	35,159	35,159	35,157	38,747	38,747	38,747	38,747	(3,589)	(10.21%)	39,120	39,120	39,120	39,120
6127	Cash in Lieu of Health Benefits	12,124	13,266	13,798	13,798	7,622	13,798	15,718	15,718	15,718	(1,920)	(13.92%)	13,798	15,718	15,718	15,718
	<b>Total Salaries</b>	<b>1,092,732</b>	<b>1,062,307</b>	<b>1,123,332</b>	<b>1,123,332</b>	<b>973,876</b>	<b>1,151,323</b>	<b>1,155,273</b>	<b>1,155,273</b>	<b>1,155,273</b>	<b>(31,941)</b>	<b>(2.84%)</b>	<b>1,180,890</b>	<b>1,184,840</b>	<b>1,184,840</b>	<b>1,184,840</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	126,057	126,523	130,187	130,187	106,919	125,424	129,367	129,367	129,367	820	0.63%	128,660	132,693	132,693	132,693
6830	FICA Tax Expenditure	75,993	77,637	76,316	76,316	72,710	77,727	77,861	77,861	77,861	(1,545)	(2.02%)	78,961	79,096	79,096	79,096
6835	MTA Tax	3,729	3,500	3,833	3,833	2,964	3,929	3,944	3,944	3,944	(111)	(2.91%)	4,030	4,045	4,045	4,045
6840	Worker's Compensation	3,929	4,012	3,993	3,993	3,707	4,376	4,813	4,813	4,813	(820)	(20.54%)	4,493	4,942	4,942	4,942
6860	Medical Insurance - Active Employees	208,968	207,675	238,074	238,074	208,288	220,470	249,000	249,000	249,000	(10,926)	(4.59%)	220,470	249,000	249,000	249,000
6865	Dental & Optical	15,720	13,849	16,200	16,200	12,247	19,008	17,160	17,160	17,160	(960)	(5.93%)	19,008	17,160	17,160	17,160
6875	Disability	194	57	194	194	52	194	194	194	194	0	0.00%	194	194	194	194
	<b>Total Employee Benefits - Current</b>	<b>434,589</b>	<b>433,252</b>	<b>468,798</b>	<b>468,798</b>	<b>406,887</b>	<b>451,129</b>	<b>482,340</b>	<b>482,340</b>	<b>482,340</b>	<b>(13,542)</b>	<b>(2.89%)</b>	<b>455,816</b>	<b>487,130</b>	<b>487,130</b>	<b>487,130</b>
	<b>Total Employee Costs</b>	<b>1,527,321</b>	<b>1,495,559</b>	<b>1,592,130</b>	<b>1,592,130</b>	<b>1,380,763</b>	<b>1,602,452</b>	<b>1,637,613</b>	<b>1,637,613</b>	<b>1,637,613</b>	<b>(45,484)</b>	<b>(2.86%)</b>	<b>1,636,706</b>	<b>1,671,971</b>	<b>1,671,971</b>	<b>1,671,971</b>
<b>Contractual:</b>																
6401	Contracts	10,000	3,750	8,000	18,000	8,050	8,000	8,000	8,000	8,000	10,000	55.56%	10,000	10,000	10,000	10,000
6411	Printing and Stationery	400	0	400	400	0	400	400	400	400	0	0.00%	400	400	400	400
6412	Publications	60,000	56,080	60,000	65,000	58,616	70,000	70,000	70,000	70,000	(5,000)	(7.69%)	60,000	60,000	60,000	60,000
6416	Travel, Dues and Related	3,000	2,067	2,500	2,500	2,350	3,000	3,000	3,000	3,000	(500)	(20.00%)	3,000	3,000	3,000	3,000
6420	Other	3,200	440	3,000	3,000	1,950	3,000	2,200	2,200	2,200	800	26.67%	3,000	3,000	3,000	3,000
6425	Office Supplies	1,800	2,113	1,800	1,800	1,184	1,800	1,800	1,800	1,800	0	0.00%	1,800	1,800	1,800	1,800
6430	Legal Fees	620,645	463,421	620,000	603,400	270,520	620,000	620,000	620,000	620,000	(16,600)	(2.75%)	620,000	620,000	620,000	620,000
6450	Schools & Training	3,000	1,585	3,000	3,000	1,175	3,000	2,700	2,700	2,700	300	10.00%	3,000	2,700	2,700	2,700
6477	Copier Leases	3,000	984	5,000	6,600	4,241	6,600	6,000	6,000	6,000	600	9.09%	6,600	6,000	6,000	6,000
	<b>Total Contractual</b>	<b>705,045</b>	<b>530,440</b>	<b>703,700</b>	<b>703,700</b>	<b>348,085</b>	<b>715,800</b>	<b>714,100</b>	<b>714,100</b>	<b>714,100</b>	<b>(10,400)</b>	<b>(1.48%)</b>	<b>707,800</b>	<b>706,901</b>	<b>706,901</b>	<b>706,901</b>
	<b>Total Expenditures</b>	<b>2,232,366</b>	<b>2,025,999</b>	<b>2,295,830</b>	<b>2,295,830</b>	<b>1,728,849</b>	<b>2,318,252</b>	<b>2,351,713</b>	<b>2,351,713</b>	<b>2,351,713</b>	<b>(55,884)</b>	<b>(2.43%)</b>	<b>2,344,507</b>	<b>2,378,871</b>	<b>2,378,871</b>	<b>2,378,871</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>175,945</b>	<b>0</b>	<b>0</b>	<b>566,997</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>