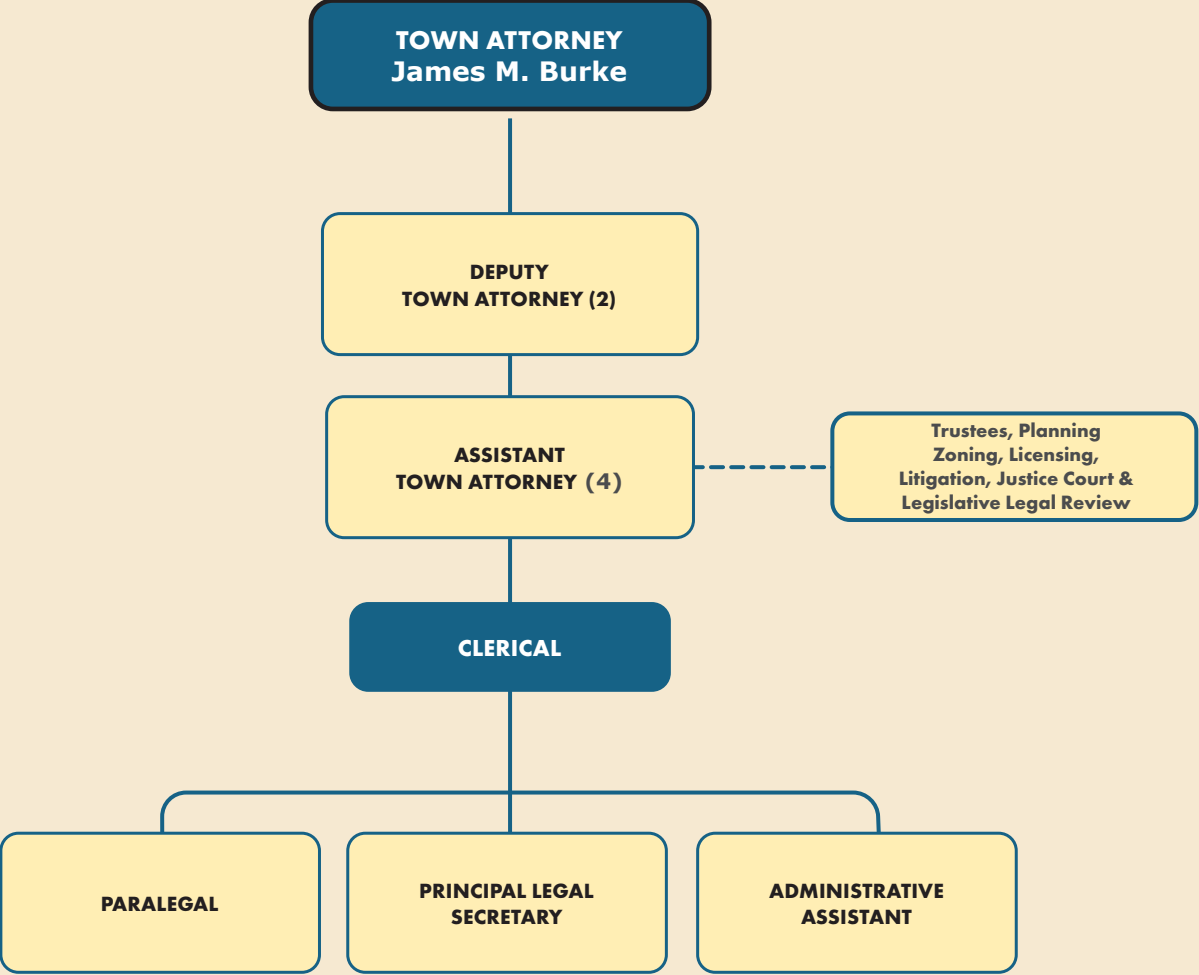


TOWN ATTORNEY

Main Line: 287-3065
Fax: 287-3662



TOWN ATTORNEY - SUMMARY

Department: Town Attorney

Budget Year: 2026
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 1/1/26	Alloc. %
Town Attorney													
Town Attorney - 1420													
Town Attorney	ADMINISTRATIVE	170,680	7,000	9,496	187,176	1,716	9,355	26,415	1,383	38,869	226,045	9.8	100.0
Assistant Town Attorney	ADMINSUPPORT	122,751	6,138	4,507	133,396	42,396	8,570	18,826	1,000	70,792	204,188	21.5	100.0
Assistant Town Attorney	ADMINSUPPORT	109,355	2,187	0	111,542	40,272	8,260	15,826	1,439	65,797	177,339	6.1	100.0
Assistant Town Attorney	ADMINSUPPORT	110,820	0	0	110,820	18,660	8,241	15,650	904	43,456	154,276	4.2	100.0
Assistant Town Attorney	ADMINSUPPORT	103,890	2,078	0	105,968	40,272	8,170	14,963	849	64,253	170,221	5.8	100.0
Deputy Town Attorney	ADMINSUPPORT	147,400	7,000	0	154,400	42,396	8,888	21,900	1,934	75,118	229,518	15.0	100.0
Deputy Town Attorney	ADMINSUPPORT	147,400	7,000	0	154,400	42,396	8,878	21,797	1,197	74,267	228,667	23.0	100.0
Principal Legal Secretary	ADMINSUPPORT	82,137	1,643	8,568	92,348	1,716	7,146	13,087	1,085	23,035	115,383	8.2	100.0
Paralegal	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 4	74,072	0	0	74,072	18,660	5,740	10,512	981	35,893	109,965	3.0	100.0
Administrative Assistant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - G / Step 1	71,241	7,124	0	78,365	40,272	6,066	11,109	944	58,390	136,755	24.2	100.0
Intern	PART-TIME	5,000	0	0	5,000	0	387	0	83	470	5,470		100.0
Total Town Attorney - 1420		1,144,745	40,170	22,571	1,207,486	288,756	79,702	170,085	11,798	550,341	1,757,827		

NOTES:

Town of Southampton

2026 Adopted Budget

Town Attorney - 1420

Account Code	Description	2024 Adopted Budget	2024 Actual	2025 Adopted Budget	2025 Amended Budget	2025 Dec YTD Actual	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget	2026 Adopted / 2025 Amended Difference	2026 Adopted / 2025 % of Change	2027 Requested Budget	2027 Tentative Budget	2027 Preliminary Budget	2027 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	2,351,713	2,357,903	2,410,922	2,408,849	2,408,849	3,071,658	2,818,206	2,829,027	2,829,027	420,178	17.44%	2,649,433	2,676,549	2,687,453	2,687,453
	Total Real Property Taxes	2,351,713	2,357,903	2,410,922	2,408,849	2,408,849	3,071,658	2,818,206	2,829,027	2,829,027	420,178	17.44%	2,649,433	2,676,549	2,687,453	2,687,453
Other Revenue:																
2210	Intergovernmental Revenue	0	0	50,000	50,000	25,000	50,000	50,000	50,000	50,000	0	0.00%	50,000	50,000	50,000	50,000
2770	Miscellaneous	0	35	0	0	55	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	0	35	50,000	50,000	25,055	50,000	50,000	50,000	50,000	0	0.00%	50,000	50,000	50,000	50,000
	Total Revenue	2,351,713	2,357,938	2,460,922	2,458,849	2,433,904	3,121,658	2,868,206	2,879,027	2,879,027	420,178	17.09%	2,699,433	2,726,549	2,737,453	2,737,453
Salaries:																
6100	Salaries	1,088,973	1,047,649	1,105,118	1,103,193	917,238	1,132,572	1,130,745	1,139,745	1,139,745	(36,552)	(3.31%)	1,157,274	1,155,802	1,164,982	1,164,982
6103	Accumulated Sick/Personal Days	6,835	5,268	8,664	8,664	6,904	8,664	5,435	5,435	5,435	3,229	37.27%	8,664	5,435	5,435	5,435
6105	Part Time Salaries	5,000	1,638	5,000	5,000	2,305	5,000	5,000	5,000	5,000	0	0.00%	5,000	5,000	5,000	5,000
6110	Longevity	38,747	28,490	28,569	28,569	0	28,569	40,051	40,170	40,170	(11,601)	(40.61%)	28,569	40,335	40,454	40,454
6127	Cash in Lieu of Health Benefits	15,718	16,162	17,132	17,132	8,083	17,132	17,136	17,136	17,136	(4)	(0.02%)	17,132	17,136	17,136	17,136
	Total Salaries	1,155,273	1,099,207	1,164,483	1,162,558	934,529	1,191,937	1,198,367	1,207,486	1,207,486	(44,928)	(3.86%)	1,216,639	1,223,708	1,233,007	1,233,007
Employee Benefits - Current:																
6810	Employee Retirement - Active	129,367	132,508	142,213	142,213	104,898	145,584	168,795	170,085	170,085	(27,872)	(19.60%)	148,616	172,382	173,697	173,697
6830	FICA Tax Expenditure	77,861	81,075	77,589	77,441	69,270	78,818	79,377	79,702	79,702	(2,260)	(2.92%)	79,722	80,331	80,533	80,533
6835	MTA Tax	3,944	3,622	3,997	3,997	1,874	4,091	0	0	0	3,997	100.00%	4,176	0	0	0
6840	Worker's Compensation	4,813	4,762	11,058	11,058	8,154	11,346	11,517	11,604	11,604	(546)	(4.94%)	11,597	11,778	11,867	11,867
6860	Medical Insurance - Active Employees	249,000	240,742	270,828	270,828	210,165	270,828	271,596	271,596	271,596	(768)	(0.28%)	270,828	271,596	271,596	271,596
6865	Dental & Optical	17,160	14,351	17,160	17,160	12,184	17,160	17,160	17,160	17,160	0	0.00%	17,160	17,160	17,160	17,160
6875	Disability	194	66	194	194	76	194	194	194	194	0	0.00%	194	194	194	194
	Total Employee Benefits - Current	482,340	477,126	523,040	522,892	406,621	528,020	548,639	550,341	550,341	(27,449)	(5.25%)	532,293	553,441	555,046	555,046
	Total Employee Costs	1,637,613	1,576,333	1,687,522	1,685,449	1,341,151	1,719,958	1,747,006	1,757,827	1,757,827	(72,378)	(4.29%)	1,748,932	1,777,149	1,788,053	1,788,053
Contractual:																
6401	Contracts	8,000	14,950	10,000	10,000	3,245	10,000	10,000	10,000	10,000	0	0.00%	6,000	6,000	6,000	6,000
6411	Printing and Stationery	400	2,720	400	3,600	2,464	1,700	1,700	1,700	1,700	1,900	52.78%	400	400	400	400
6412	Publications	70,000	66,719	75,000	71,792	52,997	75,000	75,000	75,000	75,000	(3,208)	(4.47%)	75,000	75,000	75,000	75,000
6416	Travel, Dues and Related	3,000	2,880	3,000	4,208	4,207	5,000	4,500	4,500	4,500	(292)	(6.94%)	5,600	4,500	4,500	4,500
6420	Other	2,200	378	2,200	4,000	3,317	2,200	(137,800)	(137,800)	(137,800)	141,800	3545.00%	3,000	3,000	3,000	3,000
6425	Office Supplies	1,800	2,311	1,800	1,800	1,578	1,800	1,800	1,800	1,800	0	0.00%	1,800	1,800	1,800	1,800
6430	Legal Fees	620,000	667,252	675,000	2,372,000	1,891,732	1,300,000	1,160,000	1,160,000	1,160,000	1,212,000	51.10%	850,000	850,000	850,000	850,000
6450	Schools & Training	2,700	4,008	3,000	3,000	1,860	3,000	3,000	3,000	3,000	0	0.00%	2,700	2,700	2,700	2,700
6477	Copier Leases	6,000	139	3,000	3,000	2,147	3,000	3,000	3,000	3,000	0	0.00%	6,000	6,000	6,000	6,000
	Total Contractual	714,100	761,358	773,400	2,473,400	1,963,548	1,401,700	1,121,200	1,121,200	1,121,200	1,352,200	54.67%	950,500	949,400	949,400	949,400
	Total Expenditures	2,351,713	2,337,692	2,460,922	4,158,849	3,304,698	3,121,658	2,868,206	2,879,027	2,879,027	1,279,822	30.77%	2,699,433	2,726,549	2,737,453	2,737,453
	Net Surplus (Deficit)	0	20,246	0	(1,700,000)	(870,794)	0	0	0	0			0	0	0	0

Town of Southampton

2026 Adopted Budget

Town Attorney - 1420

Account Code	Description	2024 Adopted Budget	2024 Actual	2025 Adopted Budget	2025 Amended Budget	2025 Dec YTD Actual	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget	2026 Adopted / 2025 Amended Difference	2026 Adopted / 2025 Amended % of Change	2027 Requested Budget	2027 Tentative Budget	2027 Preliminary Budget	2027 Adopted Budget
	Appropriated Fund Balance:															
9090	Appropriated Fund Balance	0	0	0	1,700,000	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	20,246	0	0	(870,794)	0	0	0	0			0	0	0	0