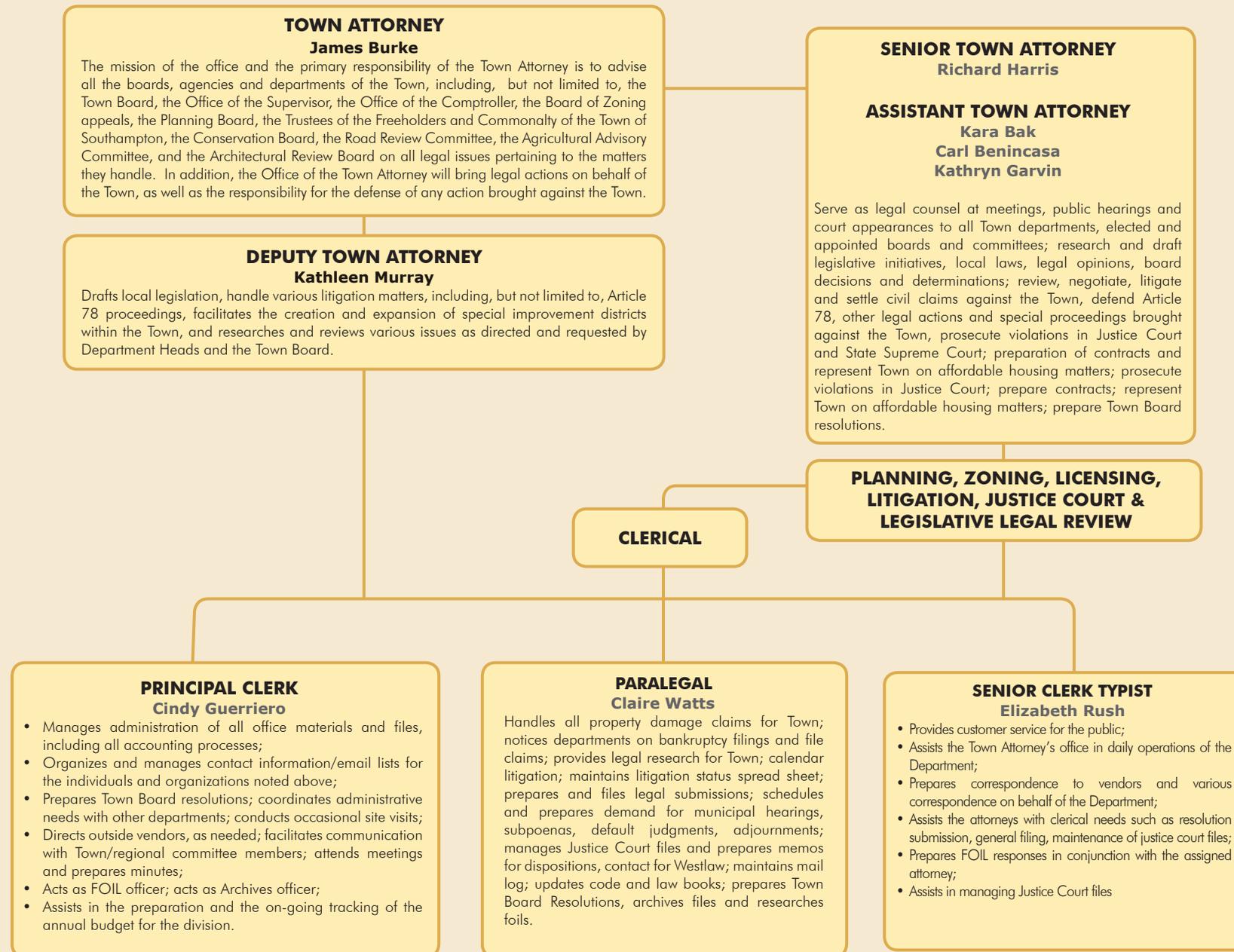


# TOWN ATTORNEY

## 2017 ORGANIZATIONAL CHART





# Department Summary

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*Department: Town Attorney*

**Budget Year:** 2017  
**Division:** Town Attorney  
**Tax District:** Full Town

**Cost Center #:** 1420  
**Manager:** James Burke

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**NOTES:**

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## **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 1/1/17	Alloc. %
<b>Town Attorney</b>													
<b>Town Attorney - 1420</b>													
Town Attorney	ADMINISTRATIVE	135,304	4,000	5,100	144,404	1,299	8,715	20,433	2,076	32,524	176,928	0.8	100.0
Assistant Town Attorney	ADMINSUPPORT	95,509	0	0	95,509	11,427	7,306	13,515	1,070	33,318	128,827	4.2	100.0
Assistant Town Attorney	ADMINSUPPORT	95,509	1,873	0	97,382	24,615	7,450	13,780	1,076	46,921	144,303	8.0	100.0
Assistant Town Attorney	ADMINSUPPORT	95,509	2,810	0	98,319	24,615	7,521	13,912	1,079	47,128	145,447	12.4	100.0
Deputy Town Attorney	ADMINSUPPORT	116,018	4,000	0	120,018	24,615	8,362	16,982	1,307	51,267	171,284	14.0	100.0
Paralegal	ADMINSUPPORT	58,783	1,729	0	60,512	11,583	4,629	8,562	911	25,685	86,197	13.8	100.0
Senior Assistant Town Attorney	ADMINSUPPORT	95,509	0	0	95,509	24,231	7,306	13,515	1,070	46,122	141,631	2.3	100.0
Principal Clerk	CSEA40HOUR-NEW / F / 5	58,798	3,528	0	62,326	23,936	4,768	8,819	917	38,440	100,766	12.4	100.0
Senior Clerk Typist	CSEA40HOUR-NEW / C / 5	47,627	2,858	0	50,485	12,548	3,862	7,144	748	24,302	74,787	11.0	100.0
<b>Total Town Attorney - 1420</b>		<b>798,565</b>	<b>20,798</b>	<b>5,100</b>	<b>824,463</b>	<b>158,872</b>	<b>59,920</b>	<b>116,661</b>	<b>10,254</b>	<b>345,708</b>	<b>1,170,170</b>		

## NOTES:

