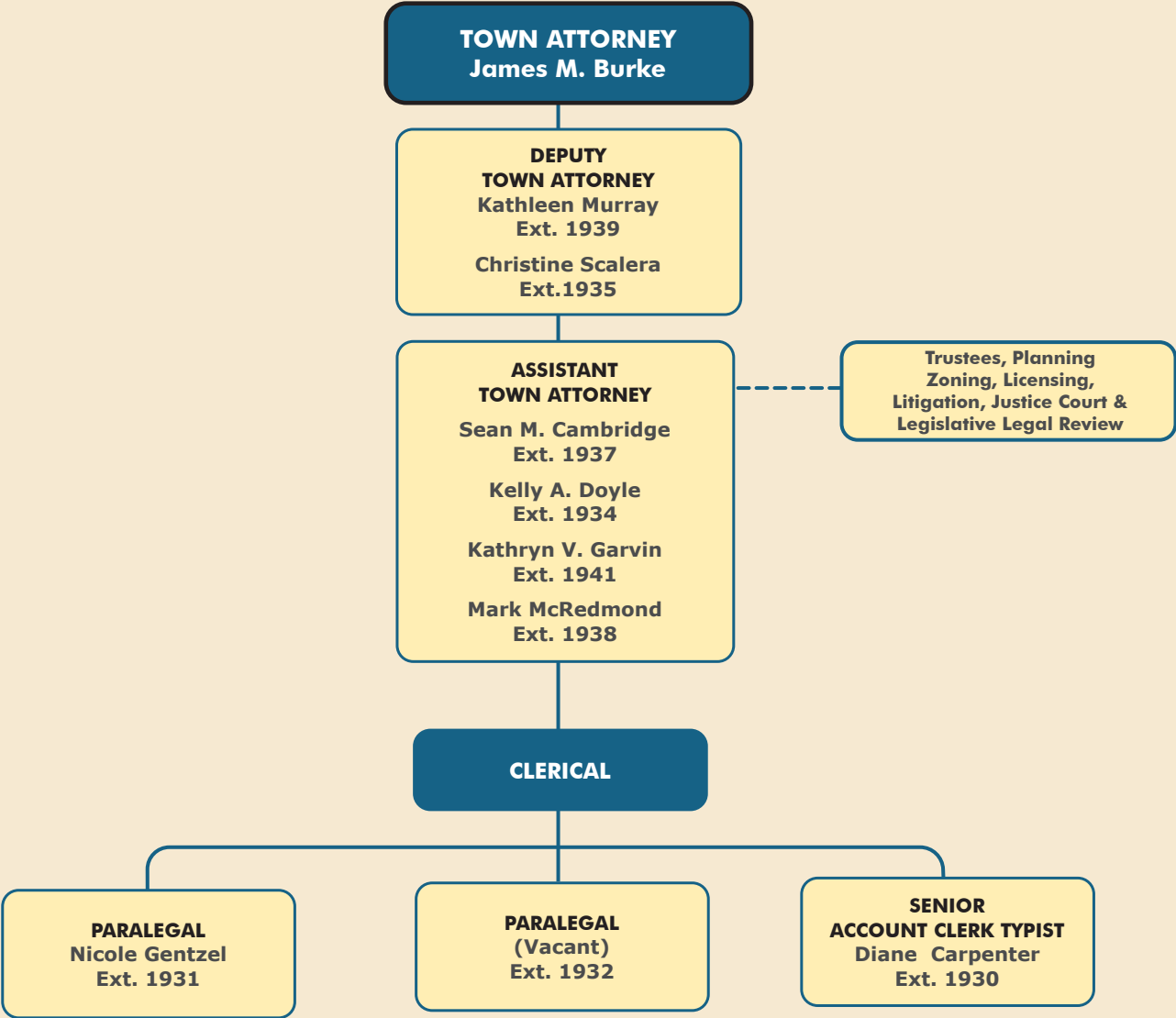


TOWN ATTORNEY

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. % |
|--|--|------------------|---------------|---------------|------------------|------------------|---------------|----------------|----------------|----------------|------------------------|----------------|----------|
| Town Attorney | | | | | | | | | | | | | |
| Town Attorney | | | | | | | | | | | | | |
| Town Attorney - 1420 | | | | | | | | | | | | | |
| 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 |
| Total Town Attorney - 1420 | | 1,064,619 | 35,159 | 23,554 | 1,123,332 | 254,274 | 76,316 | 130,187 | 8,020 | 468,798 | 1,592,130 | | |

Town of Southampton

2023 Tentative 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 Tentative/2022 Amended Difference | 2023 Tentative/2022 % of Change | 2024 Requested Budget | 2024 Tentative Budget | 2024 Tentative/2023 Difference | 2024 Tentative/2023 % of Change |
|-------------------------------------|--------------------------------------|---------------------|------------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|--|---------------------------------|-----------------------|-----------------------|--------------------------------|---------------------------------|
| Real Property Taxes: | | | | | | | | | | | | | | |
| 1001 | Property Taxes | 2,204,413 | 2,204,413 | 2,232,366 | 2,232,366 | 2,093,072 | 2,298,853 | 2,295,830 | 63,464 | 2.84% | 2,332,198 | 2,331,731 | 35,901 | 1.56% |
| | Total Real Property Taxes | 2,204,413 | 2,204,413 | 2,232,366 | 2,232,366 | 2,093,072 | 2,298,853 | 2,295,830 | 63,464 | 2.84% | 2,332,198 | 2,331,731 | 35,901 | 1.56% |
| Other Revenue: | | | | | | | | | | | | | | |
| 2770 | Miscellaneous | 0 | 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0 | 0.00% |
| | Total Other Revenue | 0 | 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0 | 0.00% |
| | Total Revenue | 2,204,413 | 2,204,428 | 2,232,366 | 2,232,366 | 2,093,072 | 2,298,853 | 2,295,830 | 63,464 | 2.84% | 2,332,198 | 2,331,731 | 35,901 | 1.56% |
| Salaries: | | | | | | | | | | | | | | |
| 6100 | Salaries | 999,239 | 963,712 | 1,034,539 | 1,034,539 | 726,475 | 1,057,619 | 1,059,619 | (25,080) | (2.42%) | 1,085,986 | 1,088,036 | (28,417) | (2.68%) |
| 6103 | Accumulated Sick/Personal Days | 0 | 0 | 3,587 | 3,587 | 0 | 9,756 | 9,756 | (6,169) | (171.98%) | 9,756 | 9,756 | 0 | 0.00% |
| 6105 | Part Time Salaries | 5,000 | 7,627 | 5,000 | 5,000 | 356 | 5,000 | 5,000 | 0 | 0.00% | 5,000 | 5,000 | 0 | 0.00% |
| 6110 | Longevity | 37,498 | 34,396 | 37,482 | 37,482 | 3,749 | 35,159 | 35,159 | 2,323 | 6.20% | 35,414 | 35,414 | (256) | (0.73%) |
| 6127 | Cash in Lieu of Health Benefits | 12,046 | 11,771 | 12,124 | 12,124 | 6,633 | 13,798 | 13,798 | (1,674) | (13.81%) | 13,798 | 13,798 | 0 | 0.00% |
| | Total Salaries | 1,053,783 | 1,017,505 | 1,092,732 | 1,092,732 | 737,212 | 1,121,332 | 1,123,332 | (30,600) | (2.80%) | 1,149,954 | 1,152,004 | (28,672) | (2.55%) |
| Employee Benefits - Current: | | | | | | | | | | | | | | |
| 6810 | Employee Retirement - Active | 147,371 | 143,328 | 126,057 | 126,057 | 97,820 | 129,954 | 130,187 | (4,131) | (3.28%) | 133,287 | 133,525 | (3,338) | (2.56%) |
| 6830 | FICA Tax Expenditure | 73,816 | 75,117 | 75,993 | 75,993 | 54,504 | 76,287 | 76,316 | (323) | (0.43%) | 77,476 | 77,506 | (1,190) | (1.56%) |
| 6835 | MTA Tax | 3,576 | 3,375 | 3,729 | 3,729 | 2,288 | 3,826 | 3,833 | (104) | (2.80%) | 3,924 | 3,931 | (98) | (2.55%) |
| 6840 | Worker's Compensation | 3,113 | 2,867 | 3,929 | 3,929 | 3,085 | 3,985 | 3,993 | (64) | (1.64%) | 4,088 | 4,096 | (103) | (2.58%) |
| 6860 | Medical Insurance - Active Employees | 208,236 | 192,119 | 208,968 | 208,968 | 150,031 | 238,074 | 238,074 | (29,106) | (13.93%) | 238,074 | 238,074 | 0 | 0.00% |
| 6865 | Dental & Optical | 13,800 | 12,967 | 15,720 | 15,720 | 10,008 | 16,200 | 16,200 | (480) | (3.05%) | 16,200 | 16,200 | 0 | 0.00% |

Town of Southampton
2023 Tentative 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 Tentative/2022 Amended Difference | 2023 Tentative/2022 Amended % of Change | 2024 Requested Budget | 2024 Tentative Budget | 2024 Tentative/2023 Difference | 2024 Tentative/2023 % of Change |
|--------------|--|---------------------|-------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|--|---|-----------------------|-----------------------|--------------------------------|---------------------------------|
| 6875 | Disability | 174 | 72 | 194 | 194 | 40 | 194 | 194 | 0 | 0.00% | 194 | 194 | 0 | 0.00% |
| | Total Employee Benefits - Current | 450,086 | 429,846 | 434,589 | 434,589 | 317,776 | 468,521 | 468,798 | (34,208) | (7.87%) | 473,243 | 473,527 | (4,729) | (1.01%) |
| | Total Employee Costs | 1,503,868 | 1,447,351 | 1,527,321 | 1,527,321 | 1,054,989 | 1,589,853 | 1,592,130 | (64,808) | (4.24%) | 1,623,197 | 1,625,531 | (33,401) | (2.10%) |
| | Contractual: | | | | | | | | | | | | | |
| 6401 | Contracts | 10,000 | 0 | 10,000 | 10,000 | 3,750 | 10,000 | 8,000 | 2,000 | 20.00% | 10,000 | 10,000 | (2,000) | (25.00%) |
| 6411 | Printing and Stationery | 400 | 71 | 400 | 400 | 0 | 400 | 400 | 0 | 0.00% | 400 | 400 | 0 | (0.05%) |
| 6412 | Publications | 56,000 | 57,583 | 60,000 | 60,000 | 35,000 | 60,000 | 60,000 | 0 | 0.00% | 60,000 | 60,000 | 0 | 0.00% |
| 6416 | Travel, Dues and Related | 3,000 | 455 | 3,000 | 3,000 | 1,257 | 3,000 | 2,500 | 500 | 16.67% | 3,000 | 2,500 | 0 | 0.00% |
| 6420 | Other | 3,200 | 398 | 3,200 | 3,200 | 276 | 3,200 | 3,000 | 200 | 6.25% | 3,200 | 3,000 | 0 | 0.00% |
| 6425 | Office Supplies | 1,800 | 1,574 | 1,800 | 1,800 | 882 | 1,800 | 1,800 | 0 | 0.00% | 1,800 | 1,800 | 0 | 0.00% |
| 6430 | Legal Fees | 620,645 | 436,369 | 620,645 | 620,645 | 324,011 | 621,000 | 620,000 | 645 | 0.10% | 621,000 | 620,000 | 0 | 0.00% |
| 6450 | Schools & Training | 3,000 | 1,620 | 3,000 | 3,000 | 1,585 | 3,000 | 3,000 | 0 | 0.00% | 3,000 | 3,000 | 0 | 0.00% |
| 6477 | Copier Leases | 2,500 | 3,353 | 3,000 | 3,000 | 2,194 | 6,600 | 5,000 | (2,000) | (66.67%) | 6,600 | 5,500 | (500) | (10.00%) |
| | Total Contractual | 700,545 | 501,424 | 705,045 | 705,045 | 368,955 | 709,000 | 703,700 | 1,345 | 0.19% | 709,000 | 706,200 | (2,500) | (0.36%) |
| | Total Expenditures | 2,204,413 | 1,948,775 | 2,232,366 | 2,232,366 | 1,423,943 | 2,298,853 | 2,295,830 | (63,463) | (2.84%) | 2,332,198 | 2,331,731 | (35,902) | (1.56%) |
| | Net Surplus (Deficit) | 0 | 255,653 | 0 | 0 | 669,128 | 0 | 0 | | | 0 | 0 | | |
| | Net Surplus (Deficit) | 0 | 255,653 | 0 | 0 | 669,128 | 0 | 0 | | | 0 | 0 | | |