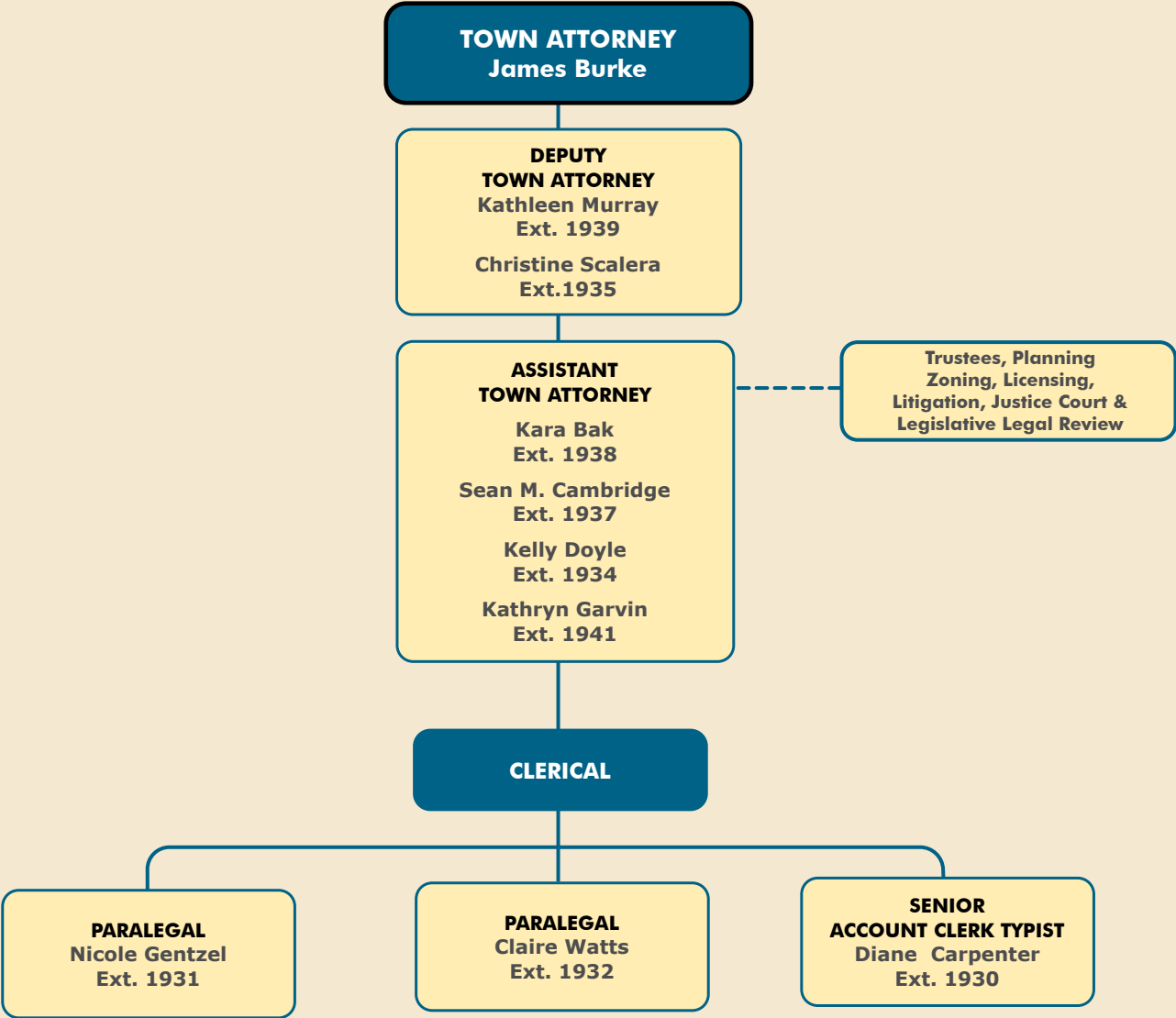


TOWN ATTORNEY

Main Line: 287-3065
Fax: 287-3662



TOWN ATTORNEY - SUMMARY

Department: Town Attorney

Budget Year: 2021

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 1/1/21	Alloc. %
Town Attorney													
Town Attorney - 1420													
Town Attorney	ADMINISTRATIVE	146,457	6,000	6,023	158,480	1,380	8,925	22,254	924	33,483	191,963	4.8	100.0
Assistant Town Attorney	ADMINSUPPORT	103,382	3,102	0	106,484	29,340	8,166	14,955	639	53,099	159,583	12.1	100.0
Assistant Town Attorney	ADMINSUPPORT	103,382	4,136	0	107,518	29,340	8,184	15,099	642	53,266	160,784	16.4	100.0
Assistant Town Attorney	ADMINSUPPORT	86,700	0	0	86,700	28,488	6,663	12,203	712	48,066	134,766	1.0	100.0
Assistant Town Attorney	ADMINSUPPORT	81,600	0	0	81,600	28,488	6,258	11,461	500	46,706	128,306	0.8	100.0
Deputy Town Attorney	ADMINSUPPORT	127,500	6,000	0	133,500	29,340	8,566	18,786	1,060	57,751	191,251	10.0	100.0
Deputy Town Attorney	ADMINSUPPORT	127,500	6,000	0	133,500	29,340	8,562	18,748	791	57,441	190,941	18.0	100.0
Paralegal	ADMINSUPPORT	65,793	2,632	0	68,425	13,440	5,235	9,586	250	28,511	96,936	17.8	100.0
Paralegal	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 4	60,646	0	6,023	66,669	1,380	5,122	9,379	524	16,405	83,074	3.1	100.0
Senior Office Assistant	CSEA40HOUR-OLD / 13A / Step 6	96,279	9,628	0	105,907	31,500	8,136	14,900	822	55,357	161,264	31.9	100.0
Total Town Attorney - 1420		999,239	37,498	12,046	1,048,783	222,036	73,816	147,371	6,863	450,086	1,498,868		

NOTES:

Town of Southampton

2021 Adopted Budget

Town Attorney - 1420

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget	2021 Adopted / 2020 Amended Difference	2021 Adopted / 2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	1,964,045	1,954,918	2,188,041	2,140,960	2,140,960	2,215,953	2,204,413	2,204,413	2,204,413	63,453	2.96%	2,237,704	2,226,477	2,226,477	2,226,477
	Total Real Property Taxes	1,964,045	1,954,918	2,188,041	2,140,960	2,140,960	2,215,953	2,204,413	2,204,413	2,204,413	63,453	2.96%	2,237,704	2,226,477	2,226,477	2,226,477
Other Revenue:																
2770	Miscellaneous	0	15	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	0	15	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Revenue	1,964,045	1,954,933	2,188,041	2,140,960	2,140,960	2,215,953	2,204,413	2,204,413	2,204,413	63,453	2.96%	2,237,704	2,226,477	2,226,477	2,226,477
Salaries:																
6100	Salaries	854,669	821,067	998,985	955,250	814,506	999,239	999,239	999,239	999,239	(43,989)	(4.60%)	1,020,107	1,020,107	1,020,107	1,020,107
6105	Part Time Salaries	0	4,389	5,000	10,000	4,063	5,000	5,000	5,000	5,000	5,000	50.00%	0	0	0	0
6110	Longevity	30,153	30,150	32,015	32,015	575	37,498	37,498	37,498	37,498	(5,482)	(17.12%)	37,690	37,690	37,690	37,690
6127	Cash in Lieu of Health Benefits	18,006	11,581	12,046	12,046	5,730	12,046	12,046	12,046	12,046	0	0.00%	12,046	12,046	12,046	12,046
	Total Salaries	902,828	867,187	1,048,046	1,009,311	824,874	1,053,783	1,053,783	1,053,783	1,053,783	(44,472)	(4.41%)	1,069,844	1,069,844	1,069,844	1,069,844
Employee Benefits - Current:																
6810	Employee Retirement - Active	117,049	115,797	132,030	132,030	109,561	131,803	147,371	147,371	147,371	(15,341)	(11.62%)	134,450	150,331	150,331	150,331
6830	FICA Tax Expenditure	65,666	62,053	74,817	71,854	60,869	73,816	73,816	73,816	73,816	(1,962)	(2.73%)	74,575	74,575	74,575	74,575
6835	MTA Tax	3,099	2,809	3,583	3,600	2,866	3,576	3,576	3,576	3,576	23	0.64%	3,648	3,648	3,648	3,648
6840	Worker's Compensation	8,766	8,002	10,663	10,663	6,935	3,113	3,113	3,113	3,113	7,550	70.81%	3,179	3,179	3,179	3,179
6860	Medical Insurance - Active Employees	152,592	163,407	207,384	207,384	154,399	235,344	208,236	208,236	208,236	(852)	(0.41%)	235,344	208,236	208,236	208,236
6865	Dental & Optical	11,988	10,444	13,800	13,800	10,071	13,800	13,800	13,800	13,800	0	0.00%	13,800	13,800	13,800	13,800
6875	Disability	157	29	174	174	95	174	174	174	174	0	0.00%	174	174	174	174
	Total Employee Benefits - Current	359,317	362,542	442,450	439,504	344,797	461,626	450,086	450,086	450,086	(10,582)	(2.41%)	465,170	453,943	453,943	453,943
	Total Employee Costs	1,262,145	1,229,729	1,490,496	1,448,815	1,169,670	1,515,408	1,503,868	1,503,868	1,503,868	(55,053)	(3.80%)	1,535,014	1,523,787	1,523,787	1,523,787
Contractual:																
6401	Contracts	6,000	20,163	6,000	6,000	1,800	10,000	10,000	10,000	10,000	(4,000)	(66.67%)	10,000	10,000	10,000	10,000
6411	Printing and Stationery	400	0	400	400	282	400	400	400	400	0	0.00%	400	400	400	400
6412	Publications	55,000	50,412	55,000	55,000	41,302	56,000	56,000	56,000	56,000	(1,000)	(1.82%)	56,000	56,000	56,000	56,000
6416	Travel, Dues and Related	3,000	2,108	3,000	3,000	2,903	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6420	Other	6,200	3,388	6,200	6,200	1,063	3,200	3,200	3,200	3,200	3,000	48.39%	3,200	3,200	3,200	3,200
6425	Office Supplies	1,800	1,342	1,800	1,800	937	1,800	1,800	1,800	1,800	0	0.00%	1,800	1,800	1,800	1,800
6430	Legal Fees	625,000	488,917	620,645	615,245	303,458	620,645	620,645	620,645	620,645	(5,400)	(0.88%)	622,790	622,790	622,790	622,790
6450	Schools & Training	3,000	1,555	3,000	3,000	1,485	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6477	Copier Leases	1,500	148	1,500	1,500	98	2,500	2,500	2,500	2,500	(1,000)	(66.67%)	2,500	2,500	2,500	2,500
	Total Contractual	701,900	568,031	697,545	692,145	353,329	700,545	700,545	700,545	700,545	(8,400)	(1.21%)	702,690	702,691	702,691	702,691
	Total Expenditures	1,964,045	1,797,760	2,188,041	2,140,960	1,522,999	2,215,953	2,204,413	2,204,413	2,204,413	(63,453)	(2.96%)	2,237,704	2,226,477	2,226,477	2,226,477
	Net Surplus (Deficit)	0	157,173	0	0	617,961	0	0	0	0			0	0	0	0