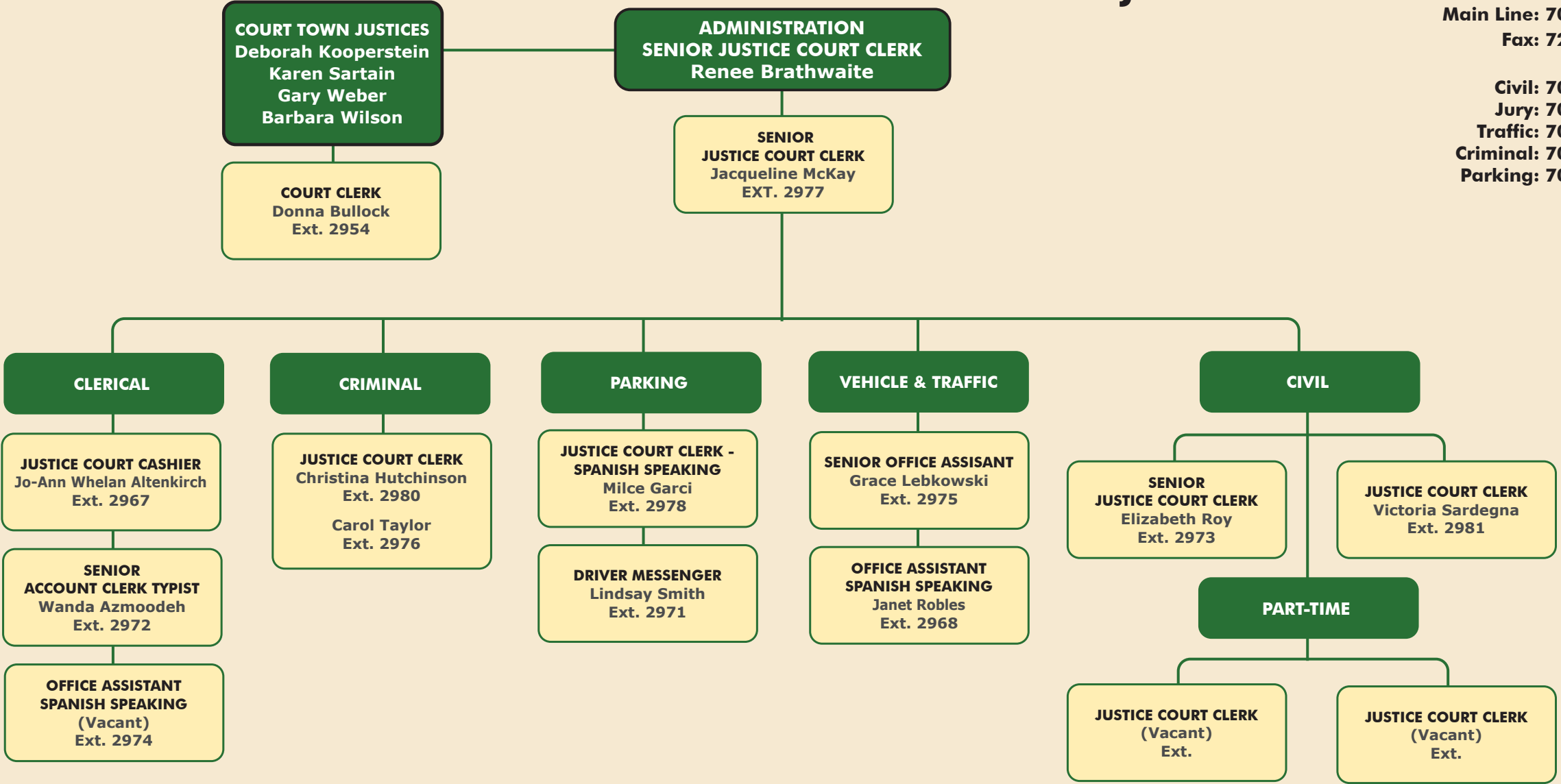


2021 ORGANIZATIONAL CHART JUSTICE COURT OFFICE

Main Line: 702-2990
Fax: 728-2954

Civil: 702-2997
Jury: 702-2995
Traffic: 702-2998
Criminal: 702-2996
Parking: 702-2994



JUSTICE COURT - SUMMARY

Department: Justice Court

Budget Year: 2021
Division: Justice Court
Tax District: Full Town

Cost Center #: 1110
Manager: Renee Brathwaite

NOTES:

Departmental Mission & Responsibilities:

The Justice Court is a multifaceted Court, processing all criminal, civil, traffic and parking summonses issued within Town of Southampton. Complaints are handled from the following agencies: Southampton Town Police, New York State Police, Suffolk County Sheriff, Suffolk County Police, Park Rangers, Environmental Conservation, Bay Constables, Fire Marshal and Building and Zoning. Each court case involves many procedures. For the cases, the initial information must be keyed in and the defendant's plea must be entered. Bail, if set and paid, must be entered, deposited in the bank and a record kept for auditing purposes. The cases must be scheduled for arraignment, for conferences, and maybe for trial. The Judge's decision must be noted, if any payment, it is posted to the computer, deposited in the bank, the processing of paperwork; and then the final procedure is to close the case manually and electronically both in CDR and TSLED.

Department Summary

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NOTES:

Workload:

The Southampton Town Justice Court is one of the busiest Justice Courts in the State. Annually, the Justice Court handles over 45,000 cases including Small Claims, Civil, Criminal, Traffic, Town Codes, and Parking Tickets. On average, this Court has over 50,000 people pass through the metal detector with over 16,500 activations.

Arraignments are held on Saturday, Sunday and Monday mornings and Wednesday mornings and afternoons, as well as all Holidays. Small Claims and Civil Court is held on Monday and Friday Mornings, as well as some Wednesday evenings. Traffic tickets are heard on Monday afternoons. Criminal cases are heard on Tuesday, Wednesday and Thursday in the morning and afternoon sessions. The Town Code cases and Parking tickets are heard on Friday afternoons. Jury and non-jury trials are heard on Thursday. Drug Court is heard on Tuesday afternoons. Veterans Court is heard on Wednesday mornings. Night Court is held on Wednesday nights for Small Claims, Civil and some Town Code matters.

To handle this workload, there are four (4) Judges using three (3) courtrooms, along with one (1) Chief Court Clerk, thirteen (13) full time clerks, two (2) part time clerks, one (1) law clerk, two (2) stenographers, and two (2) interpreters. Every summer there are Law interns to assist the Judges. Also, assisting the Courts are four (4) court officers (budgeted through the Police Department) and a Domestic Violence staff (budgeted through the Business Management Department, supported through Justice Court fines and fees as per Chapter 8 of the Town Code).

In November 2003, the Drug Court (East End Regional Intervention Court (EERIC)) was started with Southampton Town Justice Deborah Kooperstein and Riverhead Town Justice Allen Smith. As of August 2016, Town Justice Andrea Schiavoni has joined the Drug Court staff. It started with one defendant and now has many defendants and over fifty (50) graduates. In April of 2014, the Veterans Court was started with Southampton Town Justice Andrea Schiavoni. It Started with one defendant and now has 5 defendants.

In June of 2002, the Court started to accept credit cards with Master Card and Visa. With this additional workload and the volume increasing each year, the computer system had to be updated and the Court chose Service Education Inc. (SEI). In May of 2004, the system became Windows NT platform and the Court was able to electronically submit the monthly reports to the State. In 2005, the system was updated to allow the Court to upload the Criminal Dispositions (CDR) and the vehicle and traffic violations (EDATE). At that time, the system also allowed the New York State Police to be able to start the new TRACS tickets. In 2014, the system also allowed the Town Police to be able to start using the TRACS system. In 2008, the Court obtained access to use the EJUSTICE system and the DMV Call system. In August of 2012 the Court started an amnesty program, which allowed the court to pilot an online credit card payment program through N-Court.

With such a large workload, there is a huge demand on equipment, computers and technological devices. Since 2001, the Court staff has been successful in writing and applying for grants to secure these items. The application of grants are submitted to the Office of Court Administration (OCA), the Justice Court Assistant Program (JCAP), as well as the Justice Court Survey through OCA.

Department Summary

Department: Justice Court

Budget Year: 2021

Division: Justice Court

Tax District: Full Town

Cost Center #: 1110

Manager: Renee Brathwaite

NOTES:

Goals & Objectives:

1. Continue to cross train the staff to optimize resources and improve level of service.
2. Continue to optimize the CDR, EDATE, EJUSTICE, and DMV Call programs.
3. Continue to optimize the online credit card payment program through N-Court for parking tickets.
4. To consider the online credit card program through N-Court for traffic tickets.
5. Complete the update record keeping and microfilming of the court's data.
6. Consider the expansion of the front lobby of the court.

Legal Authority:

The Traffic Violations Bureau of the Court was established pursuant to Sec. 67-1 of the Town Code.

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. %
Justice Court													
Justice Court													
Justice Court - 1110													
Senior Justice Court Clerk	ADMINISTRATIVE	118,238	5,912	0	124,150	29,340	8,430	17,470	985	56,225	180,375	36.0	100.0
Court Clerk	ADMINSUPPORT	54,404	1,633	0	56,037	13,440	4,306	7,886	459	26,091	82,128	13.7	100.0
Driver Messenger	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - A / Step 2	40,258	4,026	0	44,284	28,488	3,486	6,385	1,461	39,820	84,104		100.0
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 8	51,553	2,062	0	53,615	14,400	4,120	7,545	438	26,502	80,117	9.7	100.0
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 6	50,448	0	0	50,448	28,488	3,877	7,100	422	39,887	90,335	5.2	100.0
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 5	49,769	0	0	49,769	28,488	3,825	7,005	416	39,734	89,502	4.3	100.0
Justice Court Clerk - Spanish Speaking	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 3	48,389	0	0	48,389	13,104	3,719	6,811	405	24,039	72,428	1.9	100.0
Office Assistant - Spanish Speaking - Vacant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 1	43,349	0	0	43,349	28,488	3,331	6,101	365	38,285	81,635		100.0
Justice Court Cashier	CSEA40HOUR-NEW / CSEA40HOUR-NEW - C / Step 6	51,553	4,124	0	55,677	28,488	4,277	7,834	445	41,044	96,721	16.7	100.0
Office Assistant - Spanish Speaking	CSEA40HOUR-NEW / CSEA40HOUR-NEW - B / Step 6	47,523	2,851	0	50,374	28,488	3,870	7,088	408	39,854	90,229	14.3	100.0
Senior Account Clerk Typist	CSEA40HOUR-NEW / CSEA40HOUR-NEW - E / Step 6	59,631	5,963	0	65,594	14,400	5,039	9,228	516	29,183	94,777	22.9	100.0
Senior Justice Court Clerk	CSEA40HOUR-NEW / CSEA40HOUR-NEW - E / Step 3	56,753	3,405	0	60,158	28,488	4,622	8,465	484	42,059	102,217	14.8	100.0
Senior Justice Court Clerk	CSEA40HOUR-NEW / MC20249 / Step 1	63,107	6,311	0	69,418	28,488	5,333	9,766	545	44,131	113,549	23.7	100.0
Senior Office Assistant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - D / Step 6	55,591	4,447	0	60,038	28,488	4,612	8,447	478	42,026	102,064	20.7	100.0
Town Justice	ELECTOFFICIALS	79,677	3,984	0	83,661	29,340	6,428	11,772	670	48,210	131,871	23.1	100.0
Town Justice	ELECTOFFICIALS	79,678	3,984	0	83,662	29,340	6,428	11,772	670	48,210	131,872	27.8	100.0

NOTES:

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. %
Justice Court													
Justice Court													
Town Justice	ELECTOFFICIALS	79,677	0	2,603	82,280	1,380	6,322	11,579	665	19,946	102,226	5.1	100.0
Town Justice	ELECTOFFICIALS	79,677	0	6,023	85,700	1,380	6,584	12,058	677	20,699	106,399	1.0	100.0
Justice Court Clerk	PART-TIME	15,441	0	0	15,441	0	1,187	0	141	1,328	16,768		100.0
Justice Court Clerk	PART-TIME	15,441	0	0	15,441	0	1,187	0	141	1,328	16,768		100.0
Student Intern I - Vacant	SEASONAL	1,912	0	0	1,912	0	146	0	24	170	2,082		100.0
Student Intern I - Vacant	SEASONAL	1,912	0	0	1,912	0	146	0	24	170	2,082		100.0
Student Intern I - Vacant	SEASONAL	1,912	0	0	1,912	0	146	0	24	170	2,082		100.0
Student Intern I - Vacant	SEASONAL	1,912	0	0	1,912	0	146	0	24	170	2,082		100.0
Total Justice Court - 1110		1,147,805	48,703	8,626	1,205,133	402,516	91,569	164,311	10,884	669,280	1,874,413		

NOTES:

Town of Southampton

2021 Tentative Budget

Justice Court - 1110

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 Tentative/2020 Amended Difference	2021 Tentative/2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Difference	2022 Tentative/2021 % of Change
Real Property Taxes:														
1001	Property Taxes	2,056,489	2,053,248	2,052,173	2,051,594	1,993,954	2,042,406	2,059,764	8,170	0.40%	2,070,622	2,088,390	28,626	1.39%
	Total Real Property Taxes	2,056,489	2,053,248	2,052,173	2,051,594	1,993,954	2,042,406	2,059,764	8,170	0.40%	2,070,622	2,088,390	28,626	1.39%
Other Revenue:														
2680	Insurance Recoveries	0	2,756	0	0	0	0	0	0	0.00%	0	0	0	0.00%
2770	Miscellaneous	0	1,811	0	0	688	0	0	0	0.00%	0	0	0	0.00%
3330	County Aid	90,000	105,500	90,000	90,000	0	90,000	90,000	0	0.00%	90,000	90,000	0	0.00%
	Total Other Revenue	90,000	110,067	90,000	90,000	688	90,000	90,000	0	0.00%	90,000	90,000	0	0.00%
	Total Revenue	2,146,489	2,163,315	2,142,173	2,141,594	1,994,642	2,132,406	2,149,764	8,170	0.38%	2,160,622	2,178,390	28,626	1.33%
Salaries:														
6100	Salaries	1,061,765	975,864	1,085,441	1,084,862	726,788	1,109,275	1,109,275	(24,413)	(2.25%)	1,136,004	1,136,004	(26,729)	(2.41%)
6103	Accumulated Sick/Personal Days	0	0	0	356	356	0	0	356	100.00%	0	0	0	0.00%
6105	Part Time Salaries	37,330	27,478	37,924	37,924	7,767	38,530	38,530	(606)	(1.60%)	38,530	38,530	0	0.00%
6110	Longevity	51,594	43,558	48,396	48,396	0	48,703	48,703	(307)	(0.63%)	49,496	49,496	(793)	(1.63%)
6127	Cash in Lieu of Health Benefits	2,595	2,503	2,603	4,104	4,103	8,626	8,626	(4,522)	(110.19%)	8,626	8,626	0	0.00%
	Total Salaries	1,153,285	1,049,402	1,174,364	1,175,642	739,015	1,205,133	1,205,133	(29,491)	(2.51%)	1,232,655	1,232,655	(27,522)	(2.28%)
Employee Benefits - Current:														
6810	Employee Retirement - Active	147,390	145,814	145,075	145,075	96,207	146,953	164,311	(19,236)	(13.26%)	150,422	168,189	(3,878)	(2.36%)
6830	FICA Tax Expenditure	89,807	78,253	90,513	90,513	54,705	91,569	91,569	(1,056)	(1.17%)	93,539	93,539	(1,970)	(2.15%)
6835	MTA Tax	4,032	3,463	4,067	4,067	2,293	4,119	4,119	(52)	(1.27%)	4,213	4,213	(94)	(2.28%)
6840	Worker's Compensation	32,747	29,894	21,911	21,911	11,619	6,348	6,348	15,563	71.03%	6,509	6,509	(161)	(2.54%)

Town of Southampton

2021 Tentative Budget

Justice Court - 1110

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 Tentative/2020 Amended Difference	2021 Tentative/2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Tentative Difference	2022 Tentative/2021 Tentative % of Change
6860	Medical Insurance - Active Employees	419,484	356,070	405,636	403,779	230,443	377,676	377,676	26,103	6.46%	377,676	377,676	0	0.00%
6865	Dental & Optical	23,976	24,027	24,840	24,840	15,760	24,840	24,840	0	0.00%	24,840	24,840	0	0.00%
6875	Disability	418	40	418	418	109	418	418	0	0.00%	418	418	0	0.00%
Total Employee Benefits - Current		717,854	637,560	692,459	690,602	411,137	651,922	669,280	21,322	3.09%	657,617	675,384	(6,104)	(0.91%)
Total Employee Costs		1,871,139	1,686,962	1,866,823	1,866,244	1,150,151	1,857,056	1,874,413	(8,169)	(0.44%)	1,890,272	1,908,040	(33,626)	(1.79%)
Contractual:														
6401	Contracts	0	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6406	Repair Equipment	200	0	200	200	0	200	200	0	0.00%	200	200	0	(0.11%)
6410	Postage	17,100	13,747	17,100	17,100	7,756	17,100	17,100	0	0.00%	17,100	17,100	0	0.00%
6411	Printing and Stationery	7,000	3,536	7,000	7,000	2,590	7,000	7,000	0	0.00%	7,000	7,000	0	0.00%
6412	Publications	1,900	2,016	1,900	1,900	1,890	1,900	1,900	0	0.00%	1,900	1,900	0	0.00%
6415	Telephone	500	600	500	500	404	500	500	0	0.00%	500	500	0	0.00%
6416	Travel, Dues and Related	8,700	8,068	8,700	8,700	6,078	8,700	8,700	0	0.00%	8,700	8,700	0	0.00%
6420	Other	450	320	450	450	156	450	450	0	0.00%	450	450	0	0.00%
6423	Small Equipment (Non-Capital)	2,000	1,116	2,000	2,000	0	2,000	2,000	0	0.00%	2,000	2,000	0	0.00%
6425	Office Supplies	5,500	6,849	5,500	5,500	3,778	5,500	5,500	0	0.00%	5,500	5,500	0	0.00%
6428	Drug Court Expense	30,000	30,047	30,000	30,000	15,443	30,000	30,000	0	0.00%	25,000	25,000	5,000	16.67%
6434	Interpreters	90,000	79,450	90,000	90,000	27,325	90,000	90,000	0	0.00%	90,000	90,000	0	0.00%
6435	Stenographer	108,000	90,312	108,000	108,000	58,098	108,000	108,000	0	0.00%	108,000	108,000	0	0.00%
6477	Copier Leases	4,000	2,416	4,000	4,000	2,500	4,000	4,000	0	0.00%	4,000	4,000	0	0.00%
Total Contractual		275,350	238,476	275,350	275,350	126,017	275,350	275,350	0	0.00%	270,350	270,351	5,000	1.82%
Total Expenditures		2,146,489	1,925,438	2,142,173	2,141,594	1,276,169	2,132,406	2,149,764	(8,169)	(0.38%)	2,160,623	2,178,390	(28,626)	(1.33%)

Town of Southampton
2021 Tentative Budget
 Justice Court - 1110

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 Tentative/2020 Amended Difference	2021 Tentative/2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Difference	2022 Tentative/2021 % of Change
	Net Surplus (Deficit)	0	237,876	0	0	718,473	0	0			0	0		
	Net Surplus (Deficit)	0	237,876	0	0	718,473	0	0			0	0		