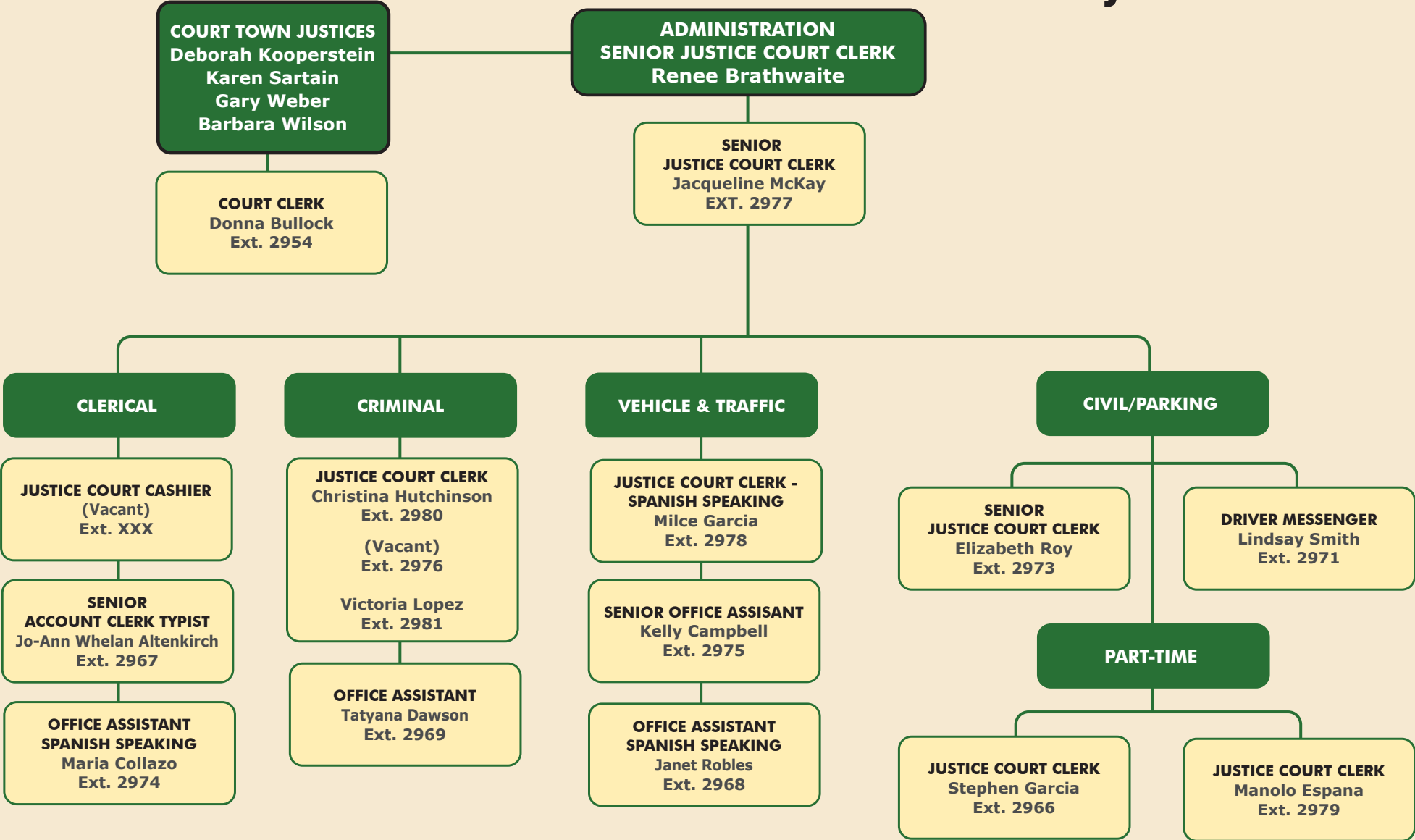


2022 ORGANIZATIONAL CHART
JUSTICE COURT OFFICE

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: 2022

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.

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: 2022
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 1/1/22	Alloc. %
Justice Court													
Justice Court													
Justice Court - 1110													
Senior Justice Court Clerk	ADMINISTRATIVE	120,603	6,031	0	126,634	29,724	8,465	16,336	944	55,469	182,103	37.0	100.0
Court Clerk	ADMINSUPPORT	55,493	2,220	0	57,713	13,908	4,432	7,445	442	26,228	83,940	14.7	100.0
Driver Messenger	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - A / Step 3	41,656	4,166	0	45,821	28,860	3,607	6,059	1,511	40,038	85,859		100.0
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 8	52,576	3,155	0	55,730	14,868	4,280	7,189	423	26,760	82,491	10.7	100.0
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 7	52,200	2,088	0	54,288	28,860	4,169	7,004	417	40,450	94,738	6.2	100.0
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 6	51,459	0	0	51,459	28,860	3,953	6,640	404	39,857	91,315	5.3	100.0
Justice Court Clerk - Spanish Speaking	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 1	47,961	0	0	47,961	28,860	3,684	6,188	378	39,110	87,072	0.5	100.0
Justice Court Clerk - Spanish Speaking	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 4	50,070	0	376	50,446	13,536	3,875	6,509	395	24,315	74,761	2.9	100.0
Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 2	44,861	0	2,658	47,519	1,572	3,649	6,130	364	11,715	59,233	1.3	100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 1	51,730	0	0	51,730	28,860	3,974	6,675	406	39,914	91,645	0.5	100.0
Office Assistant - Spanish Speaking	CSEA40HOUR-NEW / CSEA40HOUR-NEW - B / Step 6	48,483	3,879	0	52,362	28,860	4,021	6,754	395	40,030	92,392	15.3	100.0
Senior Account Clerk Typist	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 1	55,520	4,442	0	59,962	28,860	4,604	7,734	450	41,649	101,610	17.7	100.0
Senior Justice Court Clerk	CSEA40HOUR-NEW / CSEA40HOUR-NEW - E / Step 4	59,049	4,724	440	64,213	28,860	4,931	8,282	479	42,552	106,765	15.8	100.0
Senior Justice Court Clerk	CSEA40HOUR-NEW / MC20249 / Step 1	64,369	6,437	0	70,806	28,860	5,437	9,132	523	43,953	114,758	24.7	100.0
Town Justice	ELECTOFFICIALS	81,271	4,064	0	85,335	29,724	6,554	11,008	642	47,928	133,263	24.1	100.0
Town Justice	ELECTOFFICIALS	81,271	4,064	0	85,335	29,724	6,554	11,008	642	47,928	133,264	28.8	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 1/1/22	Alloc. %
Justice Court													
Justice Court													
Town Justice	ELECTOFFICIALS	81,271	0	2,658	83,929	1,572	6,446	10,828	637	19,483	103,412	6.1	100.0
Town Justice	ELECTOFFICIALS	91,271	0	6,062	97,333	1,572	7,475	12,555	724	22,326	119,659	2.0	100.0
Justice Court Clerk	PART-TIME	15,749	0	0	15,749	0	1,210	0	136	1,346	17,095		100.0
Justice Court Clerk	PART-TIME	15,749	0	0	15,749	0	1,210	0	136	1,346	17,095		100.0
Student Intern I - Vacant	SEASONAL	1,950	0	0	1,950	0	149	0	24	173	2,124		100.0
Student Intern I - Vacant	SEASONAL	1,950	0	0	1,950	0	149	0	24	173	2,124		100.0
Student Intern I - Vacant	SEASONAL	1,950	0	0	1,950	0	149	0	24	173	2,124		100.0
Student Intern I - Vacant	SEASONAL	1,950	0	0	1,950	0	149	0	24	173	2,124		100.0
Total Justice Court - 1110		1,170,413	45,268	12,194	1,227,875	395,940	93,126	153,477	10,547	653,090	1,880,965		

NOTES:

Town of Southampton

2022 Adopted Budget

Justice Court - 1110

Account Code	Description	2020 Adopted Budget	2020 Actual	2021 Adopted Budget	2021 Amended Budget	2021 Dec YTD Actual	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget	2022 Adopted / 2021 Amended Difference	2022 Adopted / 2021 % of Change	2023 Requested Budget	2023 Tentative Budget	2023 Preliminary Budget	2023 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	2,052,173	2,040,384	2,059,764	1,951,824	1,961,824	2,124,182	2,101,182	2,085,625	2,085,625	133,801	6.86%	2,121,635	2,131,635	2,131,635	2,131,635
	Total Real Property Taxes	2,052,173	2,040,384	2,059,764	1,951,824	1,961,824	2,124,182	2,101,182	2,085,625	2,085,625	133,801	6.86%	2,121,635	2,131,635	2,131,635	2,131,635
Other Revenue:																
2701	Miscellaneous Tax Receipts	0	0	0	0	4,635	0	0	0	0	0	0.00%	0	0	0	0
2770	Miscellaneous	0	878	0	0	860	0	0	0	0	0	0.00%	0	0	0	0
3021	State Aid - Court Facilities	0	0	0	0	1,028	0	0	0	0	0	0.00%	0	0	0	0
3330	County Aid	90,000	49,165	90,000	90,000	23,030	90,000	90,000	90,000	90,000	0	0.00%	90,000	90,000	90,000	90,000
	Total Other Revenue	90,000	50,043	90,000	90,000	29,553	90,000	90,000	90,000	90,000	0	0.00%	90,000	90,000	90,000	90,000
	Total Revenue	2,142,173	2,090,427	2,149,764	2,041,824	1,991,377	2,214,182	2,191,182	2,175,625	2,175,625	133,801	6.55%	2,211,635	2,221,635	2,221,635	2,221,635
Salaries:																
6100	Salaries	1,085,441	1,032,345	1,109,275	1,057,389	826,379	1,121,113	1,131,113	1,131,113	1,131,113	(73,724)	(6.97%)	1,142,435	1,154,261	1,154,261	1,154,261
6101	Overtime	0	453	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6103	Accumulated Sick/Personal Days	0	356	0	369	368	816	816	816	816	(447)	(121.14%)	816	816	816	816
6105	Part Time Salaries	37,924	12,365	38,530	38,530	22,234	39,300	39,300	39,300	39,300	(771)	(2.00%)	40,086	40,086	40,086	40,086
6110	Longevity	48,396	42,797	48,703	48,703	12,594	45,268	45,268	45,268	45,268	3,435	7.05%	45,956	45,956	45,956	45,956
6127	Cash in Lieu of Health Benefits	2,603	8,413	8,626	8,626	5,522	11,378	11,378	11,378	11,378	(2,752)	(31.90%)	11,378	11,378	11,378	11,378
	Total Salaries	1,174,364	1,096,729	1,205,133	1,153,616	867,098	1,217,875	1,227,875	1,227,875	1,227,875	(74,259)	(6.44%)	1,240,671	1,252,496	1,252,496	1,252,496
Employee Benefits - Current:																
6810	Employee Retirement - Active	145,075	144,781	164,311	164,311	132,413	152,187	153,477	137,920	137,920	26,390	16.06%	155,032	156,557	156,557	156,557
6830	FICA Tax Expenditure	90,513	81,417	91,569	91,480	63,532	92,358	93,126	93,126	93,126	(1,646)	(1.80%)	93,961	94,870	94,870	94,870
6835	MTA Tax	4,067	3,619	4,119	4,115	2,692	4,161	4,195	4,195	4,195	(80)	(1.94%)	4,239	4,279	4,279	4,279
6840	Worker's Compensation	21,911	16,883	6,348	6,348	4,948	5,888	5,929	5,929	5,929	419	6.60%	6,018	6,067	6,067	6,067
6860	Medical Insurance - Active Employees	405,636	323,932	377,676	321,346	256,591	367,644	367,644	367,644	367,644	(46,298)	(14.41%)	367,644	367,644	367,644	367,644
6865	Dental & Optical	24,840	22,801	24,840	24,840	19,191	28,296	28,296	28,296	28,296	(3,456)	(13.91%)	28,296	28,296	28,296	28,296
6875	Disability	418	92	418	418	63	423	423	423	423	(6)	(1.38%)	423	423	423	423
	Total Employee Benefits - Current	692,459	593,525	669,280	612,857	479,431	650,956	653,090	637,533	637,533	(24,676)	(4.03%)	655,613	658,136	658,136	658,136
	Total Employee Costs	1,866,823	1,690,254	1,874,413	1,766,473	1,346,528	1,868,832	1,880,965	1,865,408	1,865,408	(98,935)	(5.60%)	1,896,284	1,910,633	1,910,633	1,910,633
Contractual:																
6406	Repair Equipment	200	0	200	200	0	200	200	200	200	0	0.00%	200	200	200	200
6410	Postage	17,100	16,377	17,100	17,100	7,340	17,100	17,100	17,100	17,100	0	0.00%	17,100	17,100	17,100	17,100
6411	Printing and Stationery	7,000	5,324	7,000	7,000	2,909	7,000	7,000	7,000	7,000	0	0.00%	7,000	7,000	7,000	7,000
6412	Publications	1,900	1,890	1,900	1,900	1,806	1,900	1,900	1,900	1,900	0	0.00%	1,900	1,900	1,900	1,900
6415	Telephone	500	551	500	500	500	500	500	500	500	0	0.00%	500	500	500	500
6416	Travel, Dues and Related	8,700	6,798	8,700	8,700	1,390	8,700	8,700	8,700	8,700	0	0.00%	8,700	8,700	8,700	8,700
6420	Other	450	185	450	450	216	450	450	450	450	0	0.00%	450	450	450	450
6423	Small Equipment (Non-Capital)	2,000	0	2,000	2,000	652	2,000	2,000	2,000	2,000	0	0.00%	2,000	2,000	2,000	2,000
6425	Office Supplies	5,500	5,564	5,500	5,500	3,230	5,500	5,500	5,500	5,500	0	0.00%	5,500	5,500	5,500	5,500
6428	Drug Court Expense	30,000	24,138	30,000	15,000	6,238	30,000	30,000	30,000	30,000	(15,000)	(100.00%)	25,000	25,000	25,000	25,000
6434	Interpreters	90,000	53,600	90,000	95,000	68,220	110,000	88,000	88,000	88,000	7,000	7.37%	105,000	91,000	91,000	91,000
6435	Stenographer	108,000	100,219	108,000	118,000	101,093	158,000	145,000	145,000	145,000	(27,000)	(22.88%)	138,000	148,000	148,000	148,000

