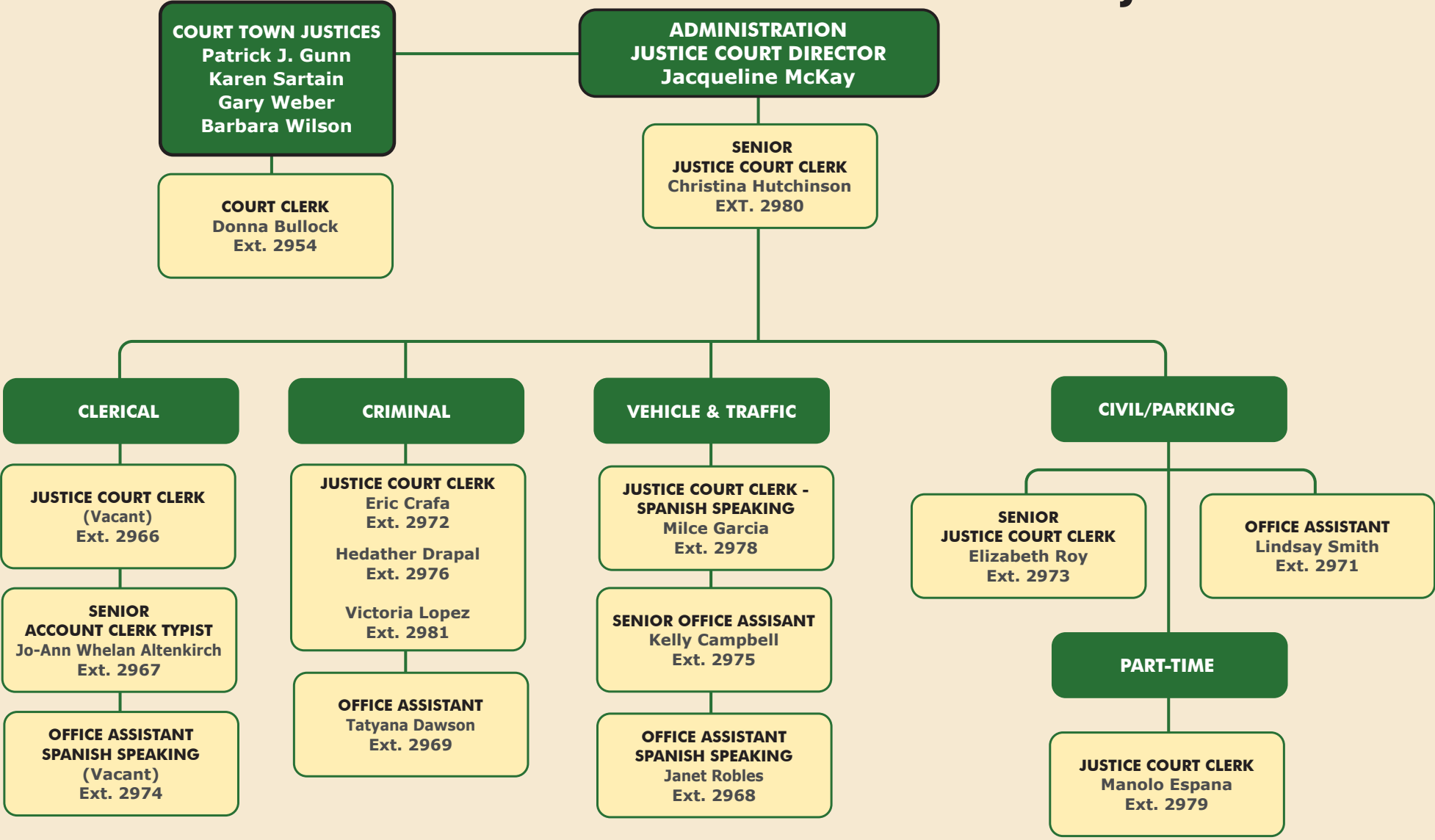


2023 ORGANIZATIONAL CHART  
**JUSTICE COURT OFFICE**

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:** 2023

**Division:** Justice Court

**Fund:** Full Town

**Costing Center #:** 1110

**Manager:** Jackie McKay

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**NOTES:**

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### Departmental Mission & Responsibilities:

The Justice Court is a multifaceted Court, processing all criminal, civil, traffic and parking summonses issued within the 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 is noted on the file, if the decision is from a trial, it is usually a written decision. If any payment is required, it is posted to the computer, deposited and the necessary paperwork is completed. Finally, the case is manually closed in CDR and TSLED.

# Department Summary

*Department: Justice Court*

**Budget Year:** 2023

**Division:** Justice Court

**Fund:** Full Town

**Costing Center #:** 1110

**Manager:** Jackie McKay

**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 activation's.

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 he 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

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*Department: Justice Court*

## **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.

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**NOTES:**

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# 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 1/1/23	Alloc. %
<b>Justice Court</b>													
<b>Justice Court - 1110</b>													
Justice Court Director	ADMINISTRATIVE	98,797	4,940	21,868	125,605	32,664	8,449	14,616	841	56,570	182,175	25.7	100.0
Court Clerk	ADMINSUPPORT	65,280	2,612	0	67,892	15,588	5,214	7,906	510	29,218	97,110	15.7	100.0
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 2	51,678	0	0	51,678	32,664	3,969	6,019	401	43,053	94,731	0.8	100.0
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 2	51,678	0	0	51,678	32,664	3,969	6,019	401	43,053	94,731	0.8	100.0
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 7	55,290	2,212	0	57,502	46,104	4,416	6,696	435	57,651	115,153	6.3	100.0
Justice Court Clerk - Spanish Speaking	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 5	53,818	0	410	54,228	46,104	4,165	6,315	418	57,002	111,231	3.9	100.0
Justice Court Clerk - Spanish Speaking - Vacant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 1	50,968	0	0	50,968	32,664	3,915	5,936	395	42,910	93,878		100.0
Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 2	47,805	0	0	47,805	32,664	3,767	5,712	1,619	43,762	91,566	3.3	100.0
Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 3	48,462	0	2,986	51,448	1,620	3,951	5,991	387	11,948	63,397	2.3	100.0
Senior Justice Court Clerk	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 4	57,169	2,287	0	59,456	32,664	4,566	6,923	449	44,603	104,059	7.2	100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 2	55,624	0	0	55,624	32,664	4,272	6,478	430	43,845	99,469	1.5	100.0
Office Assistant - Spanish Speaking	CSEA40HOUR-NEW / CSEA40HOUR-NEW - B / Step 6	51,490	4,119	0	55,609	32,664	4,270	6,475	413	43,822	99,431	16.3	100.0
Senior Account Clerk Typist	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 2	59,477	4,758	0	64,235	32,664	4,932	7,479	475	45,550	109,785	18.7	100.0
Senior Justice Court Clerk	CSEA40HOUR-NEW / CSEA40HOUR-NEW - E / Step 5	63,475	5,078	0	68,553	32,664	5,264	7,982	505	46,415	114,968	16.8	100.0
Town Justice	ELECTOFFICIALS	84,896	4,145	0	89,041	33,954	6,838	10,368	661	51,821	140,862	25.1	100.0
Town Justice	ELECTOFFICIALS	84,896	0	2,986	87,882	1,620	6,749	10,234	657	19,260	107,142	7.1	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 1/1/23	Alloc. %
<b>Justice Court</b>													
<b>Justice Court</b>													
Town Justice	ELECTOFFICIALS	84,896	0	0	84,896	32,664	6,521	9,887	647	49,719	134,615	3.0	100.0
Town Justice	ELECTOFFICIALS	84,896	2,501	6,899	94,296	1,620	7,240	10,978	679	20,516	114,813	1.0	100.0
Justice Court Clerk	PART-TIME	16,064	0	0	16,064	0	1,234	0	137	1,371	17,435		100.0
Justice Court Clerk	PART-TIME	16,064	0	0	16,064	0	1,234	0	137	1,371	17,435		100.0
Student Intern I - Vacant	SEASONAL	1,989	0	0	1,989	0	152	0	24	177	2,166		100.0
Student Intern I - Vacant	SEASONAL	1,989	0	0	1,989	0	152	0	24	177	2,166		100.0
Student Intern I - Vacant	SEASONAL	1,989	0	0	1,989	0	152	0	24	177	2,166		100.0
Student Intern I - Vacant	SEASONAL	1,989	0	0	1,989	0	152	0	24	177	2,166		100.0
<b>Total Justice Court - 1110</b>		<b>1,190,684</b>	<b>32,652</b>	<b>35,149</b>	<b>1,258,485</b>	<b>505,914</b>	<b>95,541</b>	<b>142,012</b>	<b>10,696</b>	<b>754,163</b>	<b>2,012,649</b>		

**NOTES:**

# Town of Southampton

## 2023 Tentative Budget

### Justice Court - 1110

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
<b>Real Property Taxes:</b>														
1001	Property Taxes	2,059,764	1,951,824	2,085,625	2,085,625	1,955,487	2,246,666	2,264,824	179,199	8.59%	2,288,685	2,307,949	43,125	1.90%
	<b>Total Real Property Taxes</b>	<b>2,059,764</b>	<b>1,951,824</b>	<b>2,085,625</b>	<b>2,085,625</b>	<b>1,955,487</b>	<b>2,246,666</b>	<b>2,264,824</b>	<b>179,199</b>	<b>8.59%</b>	<b>2,288,685</b>	<b>2,307,949</b>	<b>43,125</b>	<b>1.90%</b>
<b>Other Revenue:</b>														
2701	Miscellaneous Tax Receipts	0	4,635	0	0	3,715	0	0	0	0.00%	0	0	0	0.00%
2770	Miscellaneous	0	1,222	0	0	408	0	0	0	0.00%	0	0	0	0.00%
3021	State Aid - Court Facilities	0	1,028	0	0	0	0	0	0	0.00%	0	0	0	0.00%
3330	County Aid	90,000	75,705	90,000	90,000	35,275	90,000	90,000	0	0.00%	90,000	90,000	0	0.00%
	<b>Total Other Revenue</b>	<b>90,000</b>	<b>82,590</b>	<b>90,000</b>	<b>90,000</b>	<b>39,398</b>	<b>90,000</b>	<b>90,000</b>	<b>0</b>	<b>0.00%</b>	<b>90,000</b>	<b>90,000</b>	<b>0</b>	<b>0.00%</b>
	<b>Total Revenue</b>	<b>2,149,764</b>	<b>2,034,414</b>	<b>2,175,625</b>	<b>2,175,625</b>	<b>1,994,885</b>	<b>2,336,666</b>	<b>2,354,824</b>	<b>179,199</b>	<b>8.24%</b>	<b>2,378,685</b>	<b>2,397,949</b>	<b>43,125</b>	<b>1.83%</b>
<b>Salaries:</b>														
6100	Salaries	1,109,275	975,342	1,131,113	1,121,113	744,552	1,143,307	1,150,598	(29,485)	(2.63%)	1,179,702	1,187,164	(36,566)	(3.18%)
6101	Overtime	0	0	0	0	0	12,000	12,000	(12,000)	(100.00%)	10,000	10,000	2,000	16.67%
6103	Accumulated Sick/Personal Days	0	368	816	816	381	22,278	22,278	(21,462)	(2630.15%)	22,278	22,278	0	0.00%
6105	Part Time Salaries	38,530	25,328	39,300	39,300	8,524	40,086	40,086	(786)	(2.00%)	40,086	40,086	0	0.00%
6110	Longevity	48,703	39,808	45,268	45,268	0	32,652	32,652	12,616	27.87%	33,280	33,280	(629)	(1.93%)
6127	Cash in Lieu of Health Benefits	8,626	11,045	11,378	11,378	2,871	12,871	12,871	(1,493)	(13.12%)	12,871	12,871	0	0.00%
	<b>Total Salaries</b>	<b>1,205,133</b>	<b>1,051,890</b>	<b>1,227,875</b>	<b>1,217,875</b>	<b>756,327</b>	<b>1,263,194</b>	<b>1,270,485</b>	<b>(52,610)</b>	<b>(4.32%)</b>	<b>1,298,217</b>	<b>1,305,680</b>	<b>(35,195)</b>	<b>(2.77%)</b>
<b>Employee Benefits - Current:</b>														
6810	Employee Retirement - Active	164,311	159,803	137,920	137,920	107,026	141,163	142,012	(4,092)	(2.97%)	145,480	146,350	(4,337)	(3.05%)
6830	FICA Tax Expenditure	91,569	77,279	93,126	93,126	55,561	95,899	96,459	(3,333)	(3.58%)	98,474	99,047	(2,589)	(2.68%)



# Town of Southampton

## 2023 Tentative Budget

### Justice Court - 1110

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
6835	MTA Tax	4,119	3,434	4,195	4,195	2,322	4,315	4,340	(145)	(3.46%)	4,439	4,464	(124)	(2.86%)
6840	Worker's Compensation	6,348	5,846	5,929	5,929	4,656	5,945	5,974	(45)	(0.76%)	6,139	6,169	(195)	(3.26%)
6860	Medical Insurance - Active Employees	377,676	305,026	367,644	367,644	256,998	459,150	476,754	(109,110)	(29.68%)	459,150	476,754	0	0.00%
6865	Dental & Optical	24,840	23,591	28,296	28,296	17,080	29,160	29,160	(864)	(3.05%)	29,160	29,160	0	0.00%
6875	Disability	418	74	423	423	36	423	423	0	0.00%	423	423	0	0.00%
	<b>Total Employee Benefits - Current</b>	<b>669,280</b>	<b>575,054</b>	<b>637,533</b>	<b>637,533</b>	<b>443,680</b>	<b>736,055</b>	<b>755,122</b>	<b>(117,589)</b>	<b>(18.44%)</b>	<b>743,266</b>	<b>762,367</b>	<b>(7,245)</b>	<b>(0.96%)</b>
	<b>Total Employee Costs</b>	<b>1,874,413</b>	<b>1,626,944</b>	<b>1,865,408</b>	<b>1,855,408</b>	<b>1,200,008</b>	<b>1,999,250</b>	<b>2,025,608</b>	<b>(170,199)</b>	<b>(9.17%)</b>	<b>2,041,483</b>	<b>2,068,047</b>	<b>(42,440)</b>	<b>(2.10%)</b>
	<b>Contractual:</b>													
6406	Repair Equipment	200	0	200	200	0	200	200	0	0.00%	200	200	0	(0.14%)
6410	Postage	17,100	11,246	17,100	16,834	10,409	17,100	15,000	1,834	10.89%	17,100	15,000	0	0.00%
6411	Printing and Stationery	7,000	3,432	7,000	7,000	3,396	7,000	7,000	0	0.00%	7,000	7,000	0	0.00%
6412	Publications	1,900	2,165	1,900	3,166	1,931	1,900	1,900	1,266	39.99%	1,900	1,900	0	0.00%
6415	Telephone	500	601	500	500	342	700	800	(300)	(60.00%)	700	1,000	(200)	(25.00%)
6416	Travel, Dues and Related	8,700	1,390	8,700	6,700	2,889	8,700	8,000	(1,300)	(19.40%)	8,700	8,700	(700)	(8.75%)
6420	Other	450	273	450	450	243	450	450	0	0.00%	450	450	0	0.00%
6423	Small Equipment (Non-Capital)	2,000	1,055	2,000	2,000	341	2,000	2,000	0	0.00%	2,000	2,000	0	0.00%
6425	Office Supplies	5,500	4,343	5,500	6,500	5,021	5,500	5,000	1,500	23.08%	5,500	5,000	0	0.00%
6428	Drug Court Expense	30,000	9,020	30,000	30,000	8,567	30,000	30,000	0	0.00%	25,000	25,000	5,000	16.67%
6434	Interpreters	90,000	84,589	88,000	98,000	64,995	110,000	110,000	(12,000)	(12.24%)	115,000	115,000	(5,000)	(4.55%)
6435	Stenographer	108,000	129,107	145,000	145,000	93,108	150,000	145,000	0	0.00%	150,000	145,000	0	0.00%

**Town of Southampton**  
**2023 Tentative Budget**  
Justice Court - 1110

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 Tentative Difference	2024 Tentative/ 2023 Tentative % of Change
6477	Copier Leases	4,000	3,524	3,866	3,866	2,048	3,866	3,866	0	0.00%	3,651	3,651	215	5.55%
	<b>Total Contractual</b>	275,350	250,746	310,216	320,216	193,290	337,416	329,216	(9,000)	(2.81%)	337,202	329,902	(686)	(0.21%)
	<b>Total Expenditures</b>	<b>2,149,764</b>	<b>1,877,691</b>	<b>2,175,625</b>	<b>2,175,625</b>	<b>1,393,298</b>	<b>2,336,666</b>	<b>2,354,824</b>	<b>(179,199)</b>	<b>(8.24%)</b>	<b>2,378,685</b>	<b>2,397,949</b>	<b>(43,125)</b>	<b>(1.83%)</b>
	<b>Net Surplus (Deficit)</b>	0	156,723	0	0	601,587	0	0			0	0		
	<b>Net Surplus (Deficit)</b>	0	156,723	0	0	601,587	0	0			0	0		