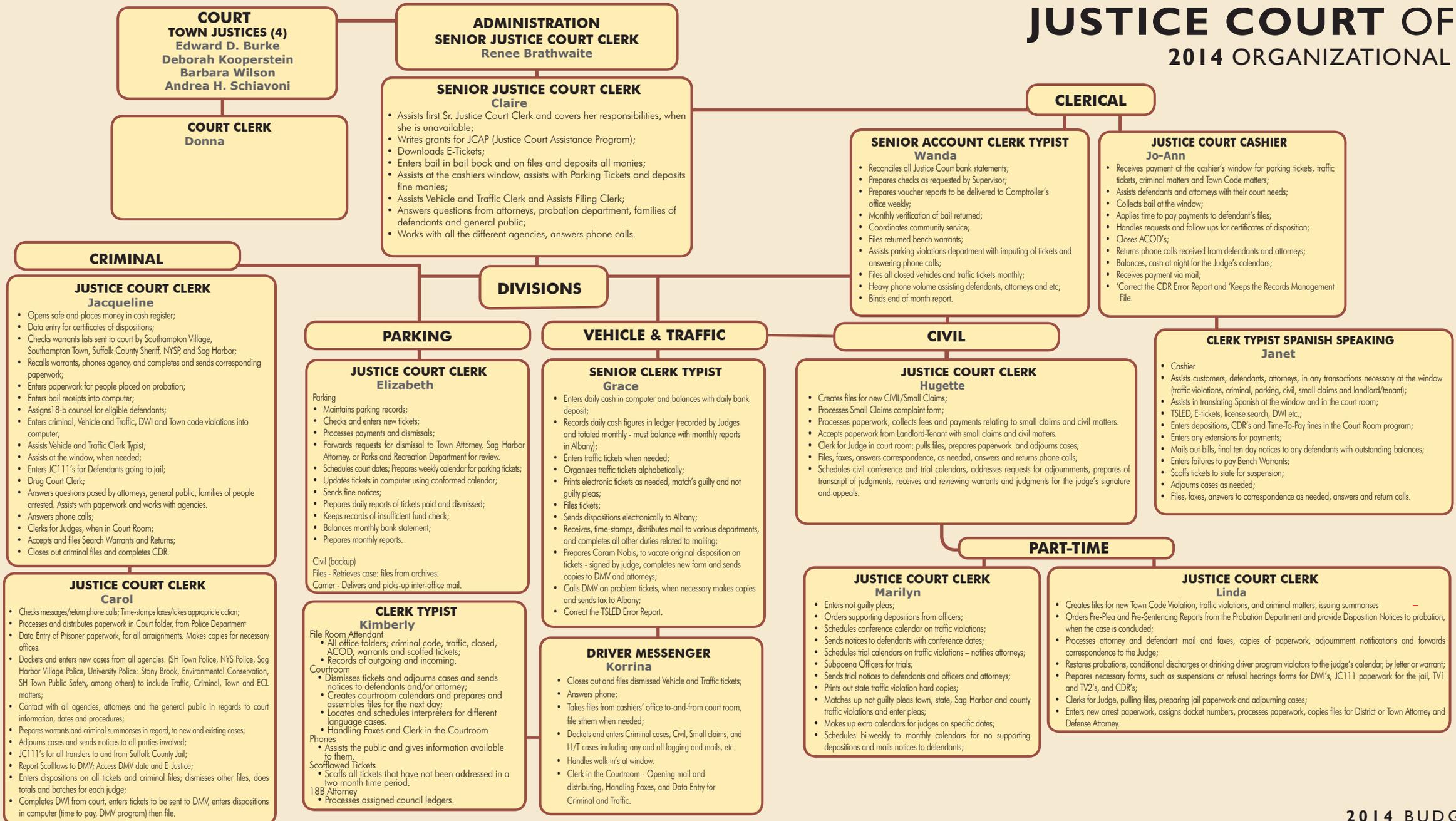


JUSTICE COURT OFFICE

2014 ORGANIZATIONAL CHART



Department Summary

Department: Justice Court

Budget Year: 2014
Division: Justice Court
Tax District: Full Town

Cost Center #: 1110
Manager: Renee Brathwaite

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.

NOTES:

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Workload:

The Southampton Town Justice Court is one of the busiest Justice Courts in the State. In 2012, the Justice Court handled over 47,000 cases including Small Claims, Civil, Criminal, Traffic, Town Codes, and Parking Tickets. In 2012, this Court had over 50,491 people pass through the metal detector with approximately 16,685 activations. Total 2012 revenue of \$2,851,868 was collected and the New York State Comptroller returned \$1,778,430 to the Town.

Arraignments are held on Saturday, Sunday and Monday mornings and Wednesday 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 every day of the week, whether in morning or afternoon sessions. Criminal cases are heard on Tuesday, Wednesday and Thursday in the morning and afternoon sessions. The Town Code and Parking tickets are heard on Friday afternoons. Jury and non-jury trials are heard on Thursday. Drug Court is heard on Tuesday afternoons. 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. It started with one defendant and now has over fifty (50) defendants and over forty (40) graduates.

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 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 successfully 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.

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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 Video Arraignment with Sag Harbor Village.
7. 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.

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
Justice Court											
Justice Court - 1110											
Senior Justice Court Clerk	ADMINISTRATIVE	96,900	0	0	96,900	20,902	7,413	12,500	843	41,658	138,558
Court Clerk	ADMINSUPPORT	41,403	0	0	41,403	10,216	3,167	5,341	377	19,101	60,504
Senior Justice Court Clerk	ADMINSUPPORT	58,366	0	0	58,366	10,216	4,465	7,529	519	22,730	81,096
Clerk Typist - Request	CSEA40HOUR - 7-1-2010 / B / E	0	0	0	0	0	0	0	0	0	0
Driver Messenger	CSEA40HOUR - 7-1-2010 / A / 2	35,546	0	1,500	37,046	1,304	2,834	4,779	332	9,250	46,295
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / C / 3	42,723	0	0	42,723	11,348	3,268	5,511	1,596	21,724	64,447
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / C / 3	42,723	0	0	42,723	11,348	3,268	5,511	1,596	21,724	64,447
Clerk Typist	CSEA40HOUR-NEW / B / 5	41,360	3,309	0	44,669	20,927	3,417	5,762	387	30,494	75,163
Clerk Typist Spanish Speaking	CSEA40HOUR-NEW / B / 5	41,360	1,656	0	43,016	20,927	3,291	5,549	382	30,149	73,165
Justice Court Cashier	CSEA40HOUR-NEW / C / 5	44,874	2,700	0	47,574	20,927	3,639	6,137	415	31,119	78,693
Justice Court Clerk	CSEA40HOUR-NEW / C / 5	44,874	1,800	0	46,674	20,927	3,571	6,021	412	30,931	77,605
Justice Court Clerk	CSEA40HOUR-NEW / C / 5	44,874	3,591	0	48,465	20,927	3,708	6,252	1,687	32,574	81,039
Senior Account Clerk Typist	CSEA40HOUR-NEW / D / 5	48,409	3,873	0	52,282	11,348	4,000	6,744	449	22,541	74,823
Senior Clerk Typist	CSEA40HOUR-NEW / C / 5	44,874	2,694	0	47,568	20,927	3,639	6,136	415	31,117	78,685
Town Justice	ELECTOFFICIALS	67,100	0	0	67,100	20,907	5,133	8,656	592	35,288	102,388
Town Justice	ELECTOFFICIALS	67,100	0	0	67,100	20,907	5,133	8,656	592	35,288	102,388
Town Justice	ELECTOFFICIALS	67,100	0	0	67,100	10,221	5,133	8,656	592	24,603	91,703
Town Justice	ELECTOFFICIALS	67,100	0	0	67,100	20,907	5,133	8,656	592	35,288	102,388
Justice Court Clerk	PART-TIME	13,520	0	0	13,520	0	1,034	0	142	1,177	14,697
Justice Court Clerk	PART-TIME	13,520	0	0	13,520	0	1,034	0	142	1,177	14,697
Student Intern I - Vacant	SEASONAL	1,875	0	0	1,875	0	143	0	45	188	2,063
Student Intern I - Vacant	SEASONAL	1,875	0	0	1,875	0	143	0	45	188	2,063
Student Intern I - Vacant	SEASONAL	1,875	0	0	1,875	0	143	0	45	188	2,063
Student Intern I - Vacant	SEASONAL	1,875	0	0	1,875	0	143	0	45	188	2,063
Total Justice Court - 1110		931,225	19,623	1,500	952,348	275,190	72,855	118,397	12,243	478,685	1,431,033

NOTES:

2014 Adopted Budget Justice Court - 1110

Account Code	Description	2012 Adopted Budget	2012 Actual	2013 Adopted Budget	2013 Amended Budget	2013 Oct YTD Actual	2014 Requested Budget	2014 Tentative Budget	2014 Preliminary Budget	2014 Adopted Budget	2014 Adopted / 2013 Difference	2014 Adopted / 2013 % of Change	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	1,528,337	1,563,396	1,538,183	1,538,183	1,538,183	1,739,372	1,594,208	1,594,208	1,594,208	56,025	3.64%	1,744,158	1,616,659	1,616,659	1,616,659
	Total Real Property Taxes	1,528,337	1,563,396	1,538,183	1,538,183	1,538,183	1,739,372	1,594,208	1,594,208	1,594,208	56,025	3.64%	1,744,158	1,616,659	1,616,659	1,616,659
Other Revenue:																
2770	Miscellaneous	0	0	0	0	550	0	0	0	0	0	0.00%	0	0	0	0
3021	State Aid - Court Facilities	0	0	0	8,780	8,780	0	0	0	0	(8,780)	(100.00%)	0	0	0	0
3330	County Aid	63,000	79,455	70,000	70,000	0	70,000	75,000	75,000	75,000	5,000	7.14%	75,000	75,000	75,000	75,000
5031	Interfund Transfer - Revenue	0	0	40,000	40,000	40,000	0	0	14,600	14,600	(25,400)	(63.50%)	0	0	0	0
	Total Other Revenue	63,000	79,455	110,000	118,780	49,330	70,000	75,000	89,600	89,600	(29,180)	(24.57%)	75,000	75,000	75,000	75,000
	Total Revenue	1,591,337	1,642,851	1,648,183	1,656,964	1,587,514	1,809,372	1,669,208	1,683,808	1,683,808	26,844	1.62%	1,819,158	1,691,659	1,691,659	1,691,659
Salaries:																
6100	Salaries	833,501	866,641	882,269	882,269	735,013	946,686	896,686	896,686	896,686	(14,418)	(1.63%)	949,571	910,990	910,990	910,990
6105	Part Time Salaries	34,019	33,885	34,014	34,014	28,388	34,538	34,538	34,538	34,538	(524)	(1.54%)	34,538	34,538	34,538	34,538
6110	Longevity	14,502	14,626	17,516	17,516	0	19,623	19,623	19,623	19,623	(2,107)	(12.03%)	19,623	19,623	19,623	19,623
6127	Cash in Lieu of Health Benefits	0	1,000	750	750	750	1,500	1,500	1,500	1,500	(750)	(100.00%)	1,500	1,500	1,500	1,500
	Total Salaries	882,021	916,152	934,549	934,549	764,151	1,002,348	952,348	952,348	952,348	(17,799)	(1.90%)	1,005,232	966,651	966,651	966,651
Employee Benefits - Current:																
6810	Employee Retirement - Active	105,600	112,526	120,984	120,984	93,552	188,723	118,397	118,397	118,397	2,586	2.14%	189,285	120,243	120,243	120,243
6830	FICA Tax Expenditure	67,475	68,223	71,815	71,815	56,842	76,673	72,855	72,855	72,855	(1,039)	(1.45%)	76,900	73,949	73,949	73,949
6835	MTA Tax	2,999	3,036	3,209	3,209	2,526	3,408	3,238	3,238	3,238	(29)	(0.91%)	3,418	3,287	3,287	3,287
6840	Worker's Compensation	6,105	6,194	6,354	6,354	5,295	8,593	8,343	8,343	8,343	(1,989)	(31.31%)	8,715	8,523	8,523	8,523
6860	Medical Insurance - Active Employees	247,041	215,095	240,521	240,521	194,112	253,030	253,030	253,030	253,030	(12,509)	(5.20%)	253,030	253,030	253,030	253,030
6865	Dental & Optical	19,613	18,312	22,089	22,089	15,974	22,160	22,160	22,160	22,160	(71)	(0.32%)	22,160	22,160	22,160	22,160
6875	Disability	634	269	662	662	431	662	662	662	662	0	0.00%	662	662	662	662
	Total Employee Benefits - Current	449,466	423,655	465,634	465,634	368,732	553,249	478,685	478,685	478,685	(13,051)	(2.80%)	554,171	481,853	481,853	481,853
	Total Employee Costs	1,331,487	1,339,807	1,400,183	1,400,183	1,132,883	1,555,597	1,431,033	1,431,033	1,431,033	(30,850)	(2.20%)	1,559,403	1,448,504	1,448,504	1,448,504
Equipment:																
6200	Equipment	0	3,038	0	8,780	7,308	0	0	0	0	8,780	100.00%	0	0	0	0
	Total Equipment	0	3,038	0	8,780	7,308	0	0	0	0	8,780	100.00%	0	0	0	0
Contractual:																
6401	Contracts	3,500	2,517	3,400	3,400	2,260	3,800	3,800	3,800	3,800	(400)	(11.76%)	3,780	3,780	3,780	3,780
6406	Repair Equipment	500	268	400	400	70	400	200	400	400	0	0.00%	400	200	200	200
6410	Postage	26,000	18,177	16,800	16,800	11,835	14,100	14,100	14,100	14,100	2,700	16.07%	15,500	15,500	15,500	15,500
6411	Printing and Stationery	6,000	9,471	6,000	9,000	5,914	6,000	6,000	6,000	6,000	3,000	33.33%	7,000	7,000	7,000	7,000
6412	Publications	1,500	1,489	1,900	1,900	1,886	1,900	1,900	1,900	1,900	0	0.00%	1,900	1,900	1,900	1,900
6416	Travel, Dues and Related	2,500	2,024	2,500	5,000	4,090	5,000	5,000	5,000	5,000	0	0.00%	5,000	5,000	5,000	5,000
6419	Microfilming	1,500	85	500	500	0	500	100	500	500	0	0.00%	500	100	100	100
6423	Small Equipment (Non-Capital)	2,000	190	1,500	1,869	1,469	2,900	900	2,900	2,900	(1,031)	(55.18%)	1,500	500	500	500
6425	Office Supplies	4,000	5,028	5,500	3,500	1,802	5,500	2,500	4,500	4,500	(1,000)	(28.57%)	5,500	2,500	2,500	2,500
6428	Drug Court Expense	20,000	18,397	20,000	19,470	10,805	25,000	20,000	25,000	25,000	(5,530)	(28.40%)	25,000	20,000	20,000	20,000
6434	Interpreters	80,000	77,250	80,000	85,000	62,175	80,000	80,000	80,000	80,000	5,000	5.88%	83,000	83,000	83,000	83,000

Town of Southampton
2014 Adopted Budget
Justice Court - 1110

Account Code	Description	2012 Adopted Budget	2012 Actual	2013 Adopted Budget	2013 Amended Budget	2013 Oct YTD Actual	2014		2014		2014		2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget
							Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2013 Amended Difference	Adopted / 2013 Amended % of Change				
6435	Stenographer	100,000	89,463	100,000	95,000	70,858	100,000	95,000	100,000	100,000	(5,000)	(5.26%)	102,000	95,000	95,000	95,000
6450	Schools & Training	3,000	2,049	2,500	0	0	0	0	0	0	0	0.00%	0	0	0	0
6466	Telephone - Wireless	0	0	0	530	284	675	675	675	675	(145)	(27.36%)	675	675	675	675
6477	Copier Leases	9,350	7,854	7,000	7,000	4,515	8,000	8,000	8,000	8,000	(1,000)	(14.29%)	8,000	8,000	8,000	8,000
	Total Contractual	259,850	234,261	248,000	249,369	177,962	253,775	238,175	252,775	252,775	(3,406)	(1.37%)	259,755	243,155	243,155	243,155
	Total Expenditures	1,591,337	1,577,106	1,648,183	1,658,333	1,318,153	1,809,372	1,669,208	1,683,808	1,683,808	(25,475)	(1.54%)	1,819,158	1,691,659	1,691,659	1,691,659
	Net Surplus (Deficit)	0	65,745	0	(1,369)	269,361	0	0	0	0			0	0	0	0
	Appropriated Fund Balance:															
9090	Appropriated Fund Balance	0	0	0	1,369	0	0	0	0	0	0	0	0	0	0	0
	Net Surplus (Deficit)	0	65,745	0	0	269,361	0	0	0	0			0	0	0	0