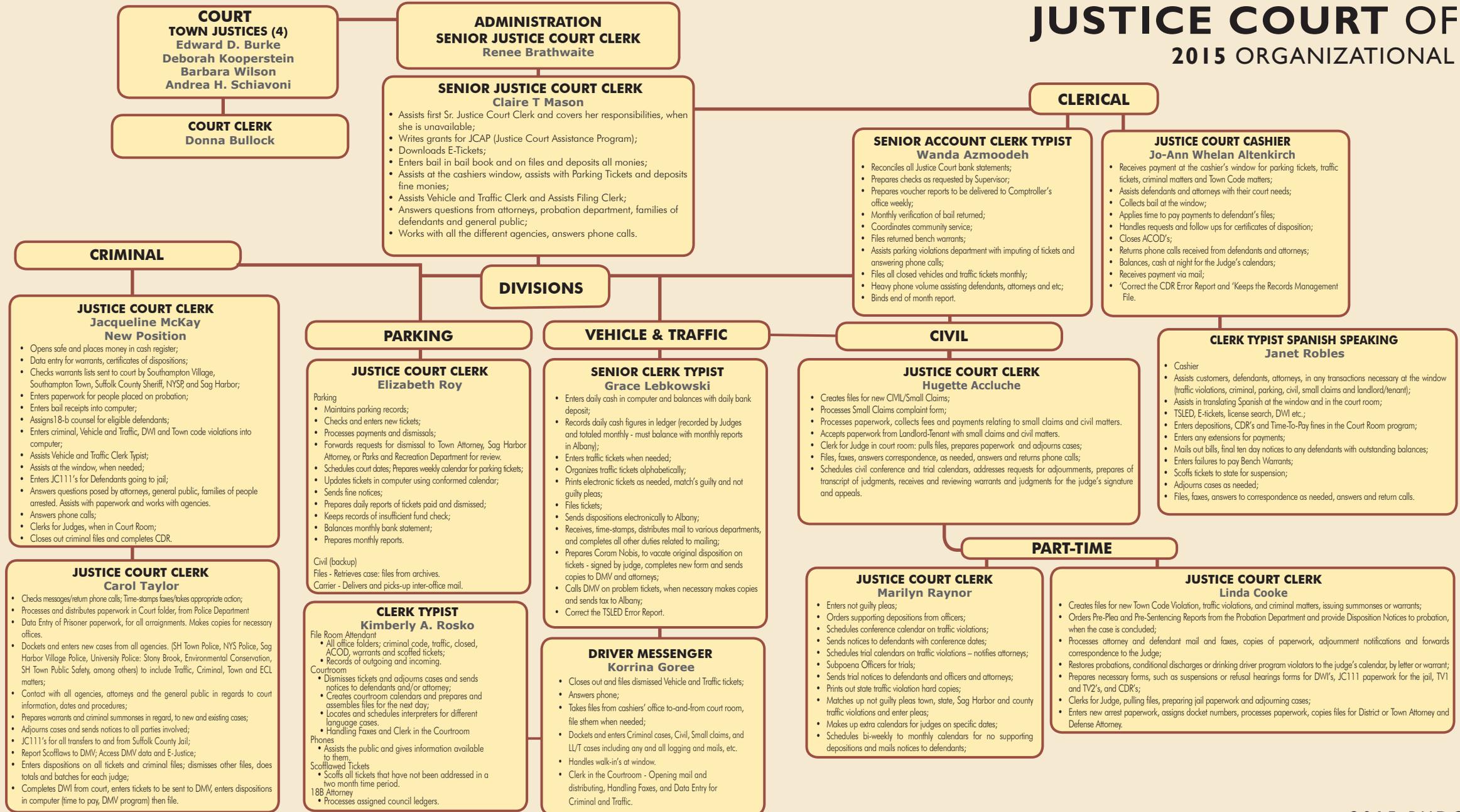


# JUSTICE COURT OFFICE

## 2015 ORGANIZATIONAL CHART



# Department Summary

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*Department: Justice Court*

**Budget Year:** 2015

**Division:** Justice Court

**Tax District:** Full Town

**Cost Center #:** 1110

**Manager:** Renee Brathwaite

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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 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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*Department: Justice Court*

**Budget Year:** 2015  
**Division:** Justice Court  
**Tax District:** Full Town

**Cost Center #:** 1110  
**Manager:** Renee Brathwaite

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**NOTES:**

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## **Workload:**

The Southampton Town Justice Court is one of the busiest Justice Courts in the State. In 2013, the Justice Court handled over 45,000 cases including Small Claims, Civil, Criminal, Traffic, Town Codes, and Parking Tickets. In 2013, this Court had over 50,491 people pass through the metal detector with approximately 16,685 activations. Total 2013 revenue of \$3,030,402.82 was collected and the New York State Comptroller returned \$1,856,569.60 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 Codes are heard on Friday afternoons and Parking tickets are heard on Thursday 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. 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 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.

# Department Summary

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*Department: Justice Court*

**Budget Year:** 2015

**Division:** Justice Court

**Tax District:** Full Town

**Cost Center #:** 1110

**Manager:** Renee Brathwaite

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**NOTES:**

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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.

# Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Total Benefits	Total Comp. & Benefits	TRS Srv 1/1/15	Alloc. %
<b>Justice Court</b>									
<b>Justice Court</b>									
<b>Justice Court - 1110</b>									
Senior Justice Court Clerk	ADMINISTRATIVE	98,838	0	0	98,838	47,625	146,463	30.0	100.0
Court Clerk	ADMINSUPPORT	46,000	0	0	46,000	22,546	68,546	7.7	100.0
Senior Justice Court Clerk	ADMINSUPPORT	60,000	0	0	60,000	26,030	86,030	20.8	100.0
Driver Messenger	CSEA40HOUR - 7-1-2010 / A / 3	36,539	0	0	36,539	20,196	56,735	3.0	100.0
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / C / 4	43,899	0	0	43,899	23,313	67,212	3.7	100.0
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / C / 4	43,899	0	0	43,899	23,313	67,212	3.6	100.0
Justice Court Clerk - Vacant	CSEA40HOUR - 7-1-2010 / C / E	41,178	0	0	41,178	28,946	70,124		100.0
Clerk Typist	CSEA40HOUR-NEW / B / 5	41,911	3,353	0	45,264	31,906	77,170	16.1	100.0
Clerk Typist Spanish Speaking	CSEA40HOUR-NEW / B / 5	41,911	1,676	0	43,588	31,496	75,083	8.3	100.0
Justice Court Cashier	CSEA40HOUR-NEW / C / 5	45,472	2,728	0	48,201	32,639	80,840	10.7	100.0
Justice Court Clerk	CSEA40HOUR-NEW / C / 5	45,472	1,819	0	47,291	32,417	79,708	8.8	100.0
Justice Court Clerk	CSEA40HOUR-NEW / C / 5	45,472	3,638	0	49,110	34,194	83,304	17.7	100.0
Senior Account Clerk Typist	CSEA40HOUR-NEW / D / 5	49,055	3,924	0	52,979	24,272	77,251	16.9	100.0
Senior Clerk Typist	CSEA40HOUR-NEW / C / 5	45,472	3,638	0	49,110	32,862	81,972	14.7	100.0
Town Justice	ELECTOFFICIALS	68,442	0	0	68,442	40,407	108,849	6.0	100.0
Town Justice	ELECTOFFICIALS	68,442	0	0	68,442	40,407	108,849	17.0	100.0
Town Justice	ELECTOFFICIALS	68,442	0	0	68,442	28,479	96,921	21.8	100.0
Town Justice	ELECTOFFICIALS	68,442	0	0	68,442	40,407	108,849	7.0	100.0
Justice Court Clerk	PART-TIME	14,550	0	0	14,550	1,250	15,800		100.0
Justice Court Clerk	PART-TIME	14,550	0	0	14,550	1,250	15,800		100.0
Student Intern I - Vacant	SEASONAL	1,875	0	0	1,875	186	2,061		100.0
Student Intern I - Vacant	SEASONAL	1,875	0	0	1,875	186	2,061		100.0
Student Intern I - Vacant	SEASONAL	1,875	0	0	1,875	186	2,061		100.0
Student Intern I - Vacant	SEASONAL	1,875	0	0	1,875	186	2,061		100.0
<b>Total Justice Court - 1110</b>		<b>995,486</b>	<b>20,777</b>	<b>0</b>	<b>1,016,263</b>	<b>564,698</b>	<b>1,580,960</b>		

NOTES:

# Town of Southampton

## 2015 Adopted Budget

### Justice Court - 1110

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Oct YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget	2015 Adopted / 2014 Amended Difference	2015 Adopted / 2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	1,538,183	1,538,183	1,594,208	1,594,208	1,594,208	1,675,247	1,674,247	1,749,962	1,749,962	155,754	9.77%	1,699,556	1,698,556	1,775,874	1,775,874
	<b>Total Real Property Taxes</b>	<b>1,538,183</b>	<b>1,538,183</b>	<b>1,594,208</b>	<b>1,594,208</b>	<b>1,594,208</b>	<b>1,675,247</b>	<b>1,674,247</b>	<b>1,749,962</b>	<b>1,749,962</b>	<b>155,754</b>	<b>9.77%</b>	<b>1,699,556</b>	<b>1,698,556</b>	<b>1,775,874</b>	<b>1,775,874</b>
<b>Other Revenue:</b>																
2770	Miscellaneous	0	550	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
3021	State Aid - Court Facilities	0	8,780	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
3330	County Aid	70,000	71,375	75,000	75,000	73,530	75,000	75,000	75,000	75,000	0	0.00%	75,000	75,000	75,000	75,000
5031	Interfund Transfer - Revenue	40,000	40,000	14,600	14,600	14,600	0	0	0	0	(14,600)	(100.00%)	0	0	0	0
	<b>Total Other Revenue</b>	<b>110,000</b>	<b>120,705</b>	<b>89,600</b>	<b>89,600</b>	<b>88,130</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>(14,600)</b>	<b>(16.29%)</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
	<b>Total Revenue</b>	<b>1,648,183</b>	<b>1,658,889</b>	<b>1,683,808</b>	<b>1,683,808</b>	<b>1,682,338</b>	<b>1,750,247</b>	<b>1,749,247</b>	<b>1,824,962</b>	<b>1,824,962</b>	<b>141,154</b>	<b>8.38%</b>	<b>1,774,556</b>	<b>1,773,556</b>	<b>1,850,874</b>	<b>1,850,874</b>
<b>Salaries:</b>																
6100	Salaries	882,269	882,268	896,686	896,686	746,123	913,475	913,475	959,189	959,189	(62,503)	(6.97%)	928,030	928,030	974,968	974,968
6105	Part Time Salaries	34,014	35,554	34,538	34,538	27,984	36,598	36,598	36,598	36,598	(2,060)	(5.96%)	36,598	36,598	36,598	36,598
6110	Longevity	17,516	17,505	19,623	19,623	0	20,777	20,777	20,777	20,777	(1,154)	(5.88%)	21,192	21,192	21,192	21,192
6127	Cash in Lieu of Health Benefits	750	1,500	1,500	1,500	500	0	0	0	0	1,500	100.00%	0	0	0	0
	<b>Total Salaries</b>	<b>934,549</b>	<b>936,827</b>	<b>952,348</b>	<b>952,348</b>	<b>774,607</b>	<b>970,850</b>	<b>970,850</b>	<b>1,016,564</b>	<b>1,016,564</b>	<b>(64,217)</b>	<b>(6.74%)</b>	<b>985,820</b>	<b>985,820</b>	<b>1,032,758</b>	<b>1,032,758</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	120,984	212,852	118,397	133,893	113,239	155,520	155,520	163,013	163,013	(29,120)	(21.75%)	157,991	157,991	165,735	165,735
6830	FICA Tax Expenditure	71,815	69,729	72,855	72,855	57,606	74,270	74,270	77,744	77,744	(4,890)	(6.71%)	75,415	75,415	79,006	79,006
6835	MTA Tax	3,209	3,099	3,238	3,238	2,560	3,301	3,301	3,455	3,455	(217)	(6.71%)	3,352	3,352	3,511	3,511
6840	Worker's Compensation	6,354	6,354	8,343	8,343	5,586	7,704	7,704	7,885	7,885	457	5.48%	7,876	7,876	8,064	8,064
6860	Medical Insurance - Active Employees	240,521	232,934	253,030	253,030	203,917	271,080	271,080	288,444	288,444	(35,414)	(14.00%)	271,080	271,080	288,444	288,444
6865	Dental & Optical	22,089	19,213	22,160	22,160	16,910	22,160	22,160	23,464	23,464	(1,304)	(5.89%)	22,160	22,160	23,464	23,464
6875	Disability	662	468	662	662	205	662	662	691	691	(29)	(4.35%)	662	662	691	691
	<b>Total Employee Benefits - Current</b>	<b>465,634</b>	<b>544,648</b>	<b>478,685</b>	<b>494,181</b>	<b>400,023</b>	<b>534,697</b>	<b>534,697</b>	<b>564,698</b>	<b>564,698</b>	<b>(70,516)</b>	<b>(14.27%)</b>	<b>538,536</b>	<b>538,536</b>	<b>568,916</b>	<b>568,916</b>
	<b>Total Employee Costs</b>	<b>1,400,183</b>	<b>1,481,475</b>	<b>1,431,033</b>	<b>1,446,529</b>	<b>1,174,629</b>	<b>1,505,547</b>	<b>1,505,547</b>	<b>1,581,262</b>	<b>1,581,262</b>	<b>(134,733)</b>	<b>(9.31%)</b>	<b>1,524,356</b>	<b>1,524,356</b>	<b>1,601,674</b>	<b>1,601,674</b>
<b>Equipment:</b>																
6200	Equipment	0	8,662	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Equipment</b>	<b>0</b>	<b>8,662</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Contractual:</b>																
6401	Contracts	3,400	2,810	3,800	3,800	2,265	3,300	3,300	3,300	3,300	500	13.16%	3,300	3,300	3,300	3,300
6406	Repair Equipment	400	354	400	400	135	200	200	200	200	200	50.00%	200	200	200	200
6410	Postage	16,800	12,838	14,100	14,100	11,955	14,100	14,100	14,100	14,100	0	0.00%	14,100	14,100	14,100	14,100
6411	Printing and Stationery	6,000	9,215	6,000	6,000	2,930	6,000	6,000	6,000	6,000	0	0.00%	7,000	7,000	7,000	7,000
6412	Publications	1,900	1,886	1,900	2,900	2,145	1,900	1,900	1,900	1,900	1,000	34.48%	1,900	1,900	1,900	1,900
6416	Travel, Dues and Related	2,500	4,090	5,000	4,880	3,120	5,000	5,000	5,000	5,000	(120)	(2.46%)	5,000	5,000	5,000	5,000
6419	Microfilming	500	0	500	500	0	200	200	200	200	300	60.00%	200	200	200	200
6423	Small Equipment (Non-Capital)	1,500	1,798	2,900	2,900	500	2,000	1,000	1,000	1,000	1,900	65.52%	1,500	500	500	500
6425	Office Supplies	5,500	3,483	4,500	4,500	3,650	4,000	4,000	4,000	4,000	500	11.11%	4,000	4,000	4,000	4,000
6428	Drug Court Expense	20,000	13,257	25,000	24,000	18,422	20,000	20,000	20,000	20,000	4,000	16.67%	20,000	20,000	20,000	20,000
6434	Interpreters	80,000	78,800	80,000	80,000	63,125	80,000	80,000	80,000	80,000	0	0.00%	83,000	83,000	83,000	83,000

**Town of Southampton**  
**2015 Adopted Budget**  
**Justice Court - 1110**

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Oct YTD Actual							2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget
							2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget	2015 Adopted / 2014 Amended Difference	2015 Adopted / 2014 Amended % of Change				
6435	Stenographer	100,000	90,058	100,000	100,000	73,572	100,000	100,000	100,000	100,000	0	0.00%	102,000	102,000	102,000	102,000
6450	Schools & Training	2,500	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6466	Telephone - Wireless	0	442	675	795	696	0	0	0	0	795	100.00%	0	0	0	0
6477	Copier Leases	7,000	6,531	8,000	8,000	4,167	8,000	8,000	8,000	8,000	0	0.00%	8,000	8,000	8,000	8,000
	<b>Total Contractual</b>	248,000	225,560	252,775	252,775	186,681	244,700	243,700	243,700	243,700	9,075	3.59%	250,200	249,200	249,200	249,200
	<b>Total Expenditures</b>	<b>1,648,183</b>	<b>1,715,698</b>	<b>1,683,808</b>	<b>1,699,304</b>	<b>1,361,311</b>	<b>1,750,247</b>	<b>1,749,247</b>	<b>1,824,962</b>	<b>1,824,962</b>	<b>(125,658)</b>	<b>(7.39%)</b>	<b>1,774,556</b>	<b>1,773,556</b>	<b>1,850,874</b>	<b>1,850,874</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>(56,809)</b>	<b>0</b>	<b>(15,496)</b>	<b>321,027</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Appropriated Fund Balance:</b>															
9090	Appropriated Fund Balance	0	0	0	15,496	0	0	0	0	0			0	0	0	0
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>(56,809)</b>	<b>0</b>	<b>0</b>	<b>321,027</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>