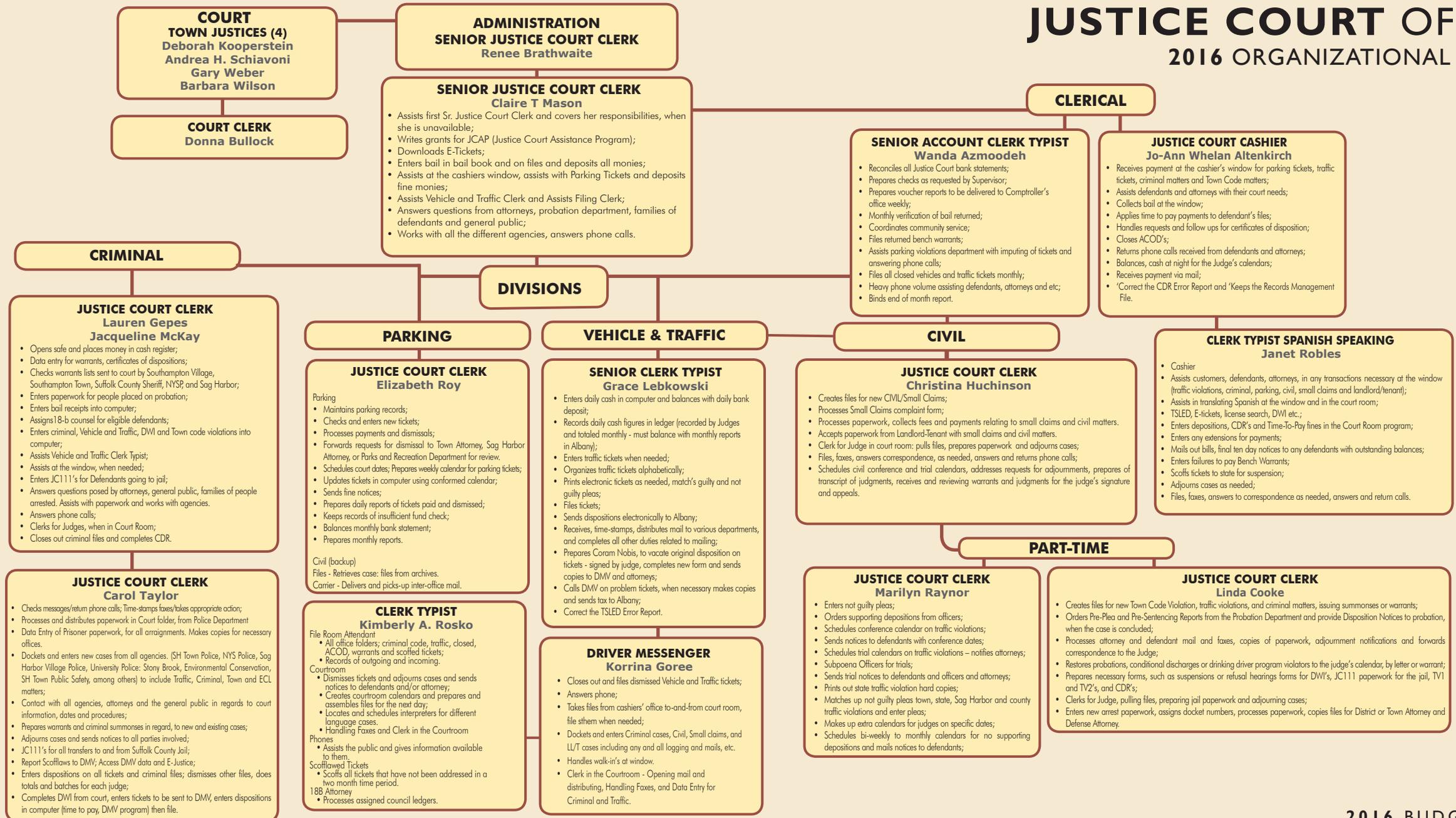


JUSTICE COURT OFFICE

2016 ORGANIZATIONAL CHART



Department Summary

Department: Justice Court

Budget Year: 2016

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.

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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 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 cases 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 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: 2016
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Tax District: Full Town

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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 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	TTS Srv 1/1/16	Alloc. %
Justice Court									
Justice Court									
Justice Court - 1110									
Senior Justice Court Clerk	ADMINISTRATIVE	100,815	0	0	100,815	47,539	148,353	31.0	100.0
Court Clerk	ADMINSUPPORT	46,920	0	0	46,920	22,748	69,668	8.7	100.0
Senior Justice Court Clerk	ADMINSUPPORT	61,200	0	0	61,200	26,331	87,531	21.8	100.0
Driver Messenger	CSEA40HOUR - 7-1-2010 / A / 4	38,191	0	0	38,191	31,567	69,758	4.0	100.0
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / C / 5	45,865	0	0	45,865	24,792	70,657	4.7	100.0
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / C / E	42,751	0	0	42,751	30,635	73,386	0.2	100.0
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / C / 1	43,374	0	1,500	44,874	12,586	57,460	1.0	100.0
Clerk Typist	CSEA40HOUR-NEW / B / 5	43,196	3,456	0	46,651	33,676	80,328	17.1	100.0
Clerk Typist Spanish Speaking	CSEA40HOUR-NEW / B / 5	43,196	1,728	0	44,924	33,250	78,173	9.3	100.0
Justice Court Cashier	CSEA40HOUR-NEW / C / 5	46,866	2,812	0	49,678	34,438	84,116	11.7	100.0
Justice Court Clerk	CSEA40HOUR-NEW / C / 5	46,866	2,812	0	49,678	34,438	84,116	9.8	100.0
Justice Court Clerk	CSEA40HOUR-NEW / C / 5	46,866	3,749	0	50,615	36,042	86,657	18.7	100.0
Senior Account Clerk Typist	CSEA40HOUR-NEW / D / 5	50,558	4,045	0	54,603	25,625	80,228	17.9	100.0
Senior Clerk Typist	CSEA40HOUR-NEW / C / 5	46,866	3,749	0	50,615	34,670	85,285	15.7	100.0
Town Justice	ELECTOFFICIALS	69,811	0	0	69,811	37,425	107,236		100.0
Town Justice	ELECTOFFICIALS	69,811	0	0	69,811	42,069	111,880	7.0	100.0
Town Justice	ELECTOFFICIALS	69,811	0	0	69,811	42,069	111,880	18.0	100.0
Town Justice	ELECTOFFICIALS	69,811	0	0	69,811	29,457	99,268	22.8	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
Total Justice Court - 1110		1,019,370	22,351	1,500	1,043,221	582,600	1,625,821		

NOTES:

Town of Southampton

2016 Adopted Budget

Justice Court - 1110

Account Code	Description	2014 Adopted Budget	2014 Actual	2015 Adopted Budget	2015 Amended Budget	2015 Oct YTD Actual	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget	2016 Adopted / 2015 Amended Difference	2016 Adopted / 2015 Amended % of Change	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	1,594,208	1,594,208	1,749,962	1,744,734	1,744,734	1,777,927	1,788,361	1,788,296	1,788,296	43,562	2.50%	1,798,085	1,808,527	1,808,461	1,808,461
	Total Real Property Taxes	1,594,208	1,594,208	1,749,962	1,744,734	1,744,734	1,777,927	1,788,361	1,788,296	1,788,296	43,562	2.50%	1,798,085	1,808,527	1,808,461	1,808,461
Other Revenue:																
2770	Miscellaneous	0	89,865	0	0	1,056	0	0	0	0	0	0.00%	0	0	0	0
3021	State Aid - Court Facilities	0	0	0	0	5,200	0	0	0	0	0	0.00%	0	0	0	0
3330	County Aid	75,000	73,530	75,000	75,000	72,250	78,825	78,825	78,825	78,825	3,825	5.10%	85,000	85,000	85,000	85,000
5031	Interfund Transfer - Revenue	14,600	14,600	0	1,914	1,914	0	0	0	0	(1,914)	(100.00%)	0	0	0	0
	Total Other Revenue	89,600	177,995	75,000	76,914	80,421	78,825	78,825	78,825	78,825	1,911	2.48%	85,000	85,000	85,000	85,000
	Total Revenue	1,683,808	1,772,202	1,824,962	1,821,648	1,825,155	1,856,752	1,867,186	1,867,121	1,867,121	45,473	2.50%	1,883,085	1,893,527	1,893,461	1,893,461
Salaries:																
6100	Salaries	896,686	896,512	959,189	954,348	793,708	982,512	982,824	982,772	982,772	(28,423)	(2.98%)	999,062	999,379	999,327	999,327
6105	Part Time Salaries	34,538	38,951	36,598	36,598	27,061	36,598	36,598	36,598	36,598	0	0.00%	36,598	36,598	36,598	36,598
6110	Longevity	19,623	19,605	20,777	20,777	0	22,351	22,351	22,351	22,351	(1,574)	(7.58%)	22,798	22,798	22,798	22,798
6127	Cash in Lieu of Health Benefits	1,500	500	0	1,500	625	1,500	1,500	1,500	1,500	0	0.00%	1,500	1,500	1,500	1,500
	Total Salaries	952,348	955,568	1,016,564	1,013,223	821,395	1,042,961	1,043,273	1,043,221	1,043,221	(29,997)	(2.96%)	1,059,958	1,060,275	1,060,223	1,060,223
Employee Benefits - Current:																
6810	Employee Retirement - Active	118,397	176,222	163,013	173,392	154,807	168,063	168,115	168,106	168,106	5,287	3.05%	170,901	170,954	170,945	170,945
6830	FICA Tax Expenditure	72,855	71,219	77,744	78,177	61,121	79,787	79,810	79,806	79,806	(1,629)	(2.08%)	81,087	81,111	81,107	81,107
6835	MTA Tax	3,238	3,166	3,455	3,479	2,716	3,546	3,547	3,547	3,547	(68)	(1.94%)	3,604	3,605	3,605	3,605
6840	Worker's Compensation	8,343	6,623	7,885	7,885	6,004	6,792	6,794	6,794	6,794	1,092	13.85%	6,933	6,934	6,934	6,934
6860	Medical Insurance - Active Employees	253,030	248,536	288,444	275,721	223,010	290,148	300,192	300,192	300,192	(24,471)	(8.88%)	290,148	300,192	300,192	300,192
6865	Dental & Optical	22,160	20,518	23,464	23,464	17,464	23,464	23,464	23,464	23,464	0	0.00%	23,464	23,464	23,464	23,464
6875	Disability	662	250	691	691	225	691	691	691	691	0	0.00%	691	691	691	691
	Total Employee Benefits - Current	478,685	526,533	564,698	562,811	465,347	572,491	582,613	582,600	582,600	(19,789)	(3.52%)	576,828	586,951	586,938	586,938
	Total Employee Costs	1,431,033	1,482,102	1,581,262	1,576,034	1,286,741	1,615,452	1,625,886	1,625,821	1,625,821	(49,787)	(3.16%)	1,636,785	1,647,227	1,647,161	1,647,161
Contractual:																
6401	Contracts	3,800	2,398	3,300	1,800	869	0	0	0	0	1,800	100.00%	0	0	0	0
6406	Repair Equipment	400	282	200	200	136	200	200	200	200	0	0.00%	200	200	200	200
6407	Repair Building	0	0	0	5,000	0	0	0	0	0	5,000	100.00%	0	0	0	0
6410	Postage	14,100	13,558	14,100	19,100	12,192	14,100	14,100	14,100	14,100	5,000	26.18%	14,100	14,100	14,100	14,100
6411	Printing and Stationery	6,000	4,670	6,000	6,290	2,518	7,000	7,000	7,000	7,000	(710)	(11.29%)	7,000	7,000	7,000	7,000
6412	Publications	1,900	2,985	1,900	1,900	566	1,900	1,900	1,900	1,900	0	0.00%	1,900	1,900	1,900	1,900
6415	Telephone	0	0	0	0	0	500	500	500	500	(500)	(100.00%)	500	500	500	500
6416	Travel, Dues and Related	5,000	4,810	5,000	4,500	4,280	7,150	7,150	7,150	7,150	(2,650)	(58.89%)	7,150	7,150	7,150	7,150
6419	Microfilming	500	0	200	200	0	0	0	0	0	200	100.00%	0	0	0	0
6420	Other	0	0	0	0	0	450	450	450	450	(450)	(100.00%)	450	450	450	450
6423	Small Equipment (Non-Capital)	2,900	1,231	1,000	2,914	1,682	1,500	1,500	1,500	1,500	1,414	48.52%	1,500	1,500	1,500	1,500
6425	Office Supplies	4,500	5,062	4,000	4,000	2,611	4,500	4,500	4,500	4,500	(500)	(12.50%)	4,500	4,500	4,500	4,500
6428	Drug Court Expense	25,000	19,526	20,000	10,000	5,939	20,000	20,000	20,000	20,000	(10,000)	(100.00%)	20,000	20,000	20,000	20,000
6434	Interpreters	80,000	79,950	80,000	82,000	61,825	80,000	80,000	80,000	80,000	2,000	2.44%	83,000	83,000	83,000	83,000

