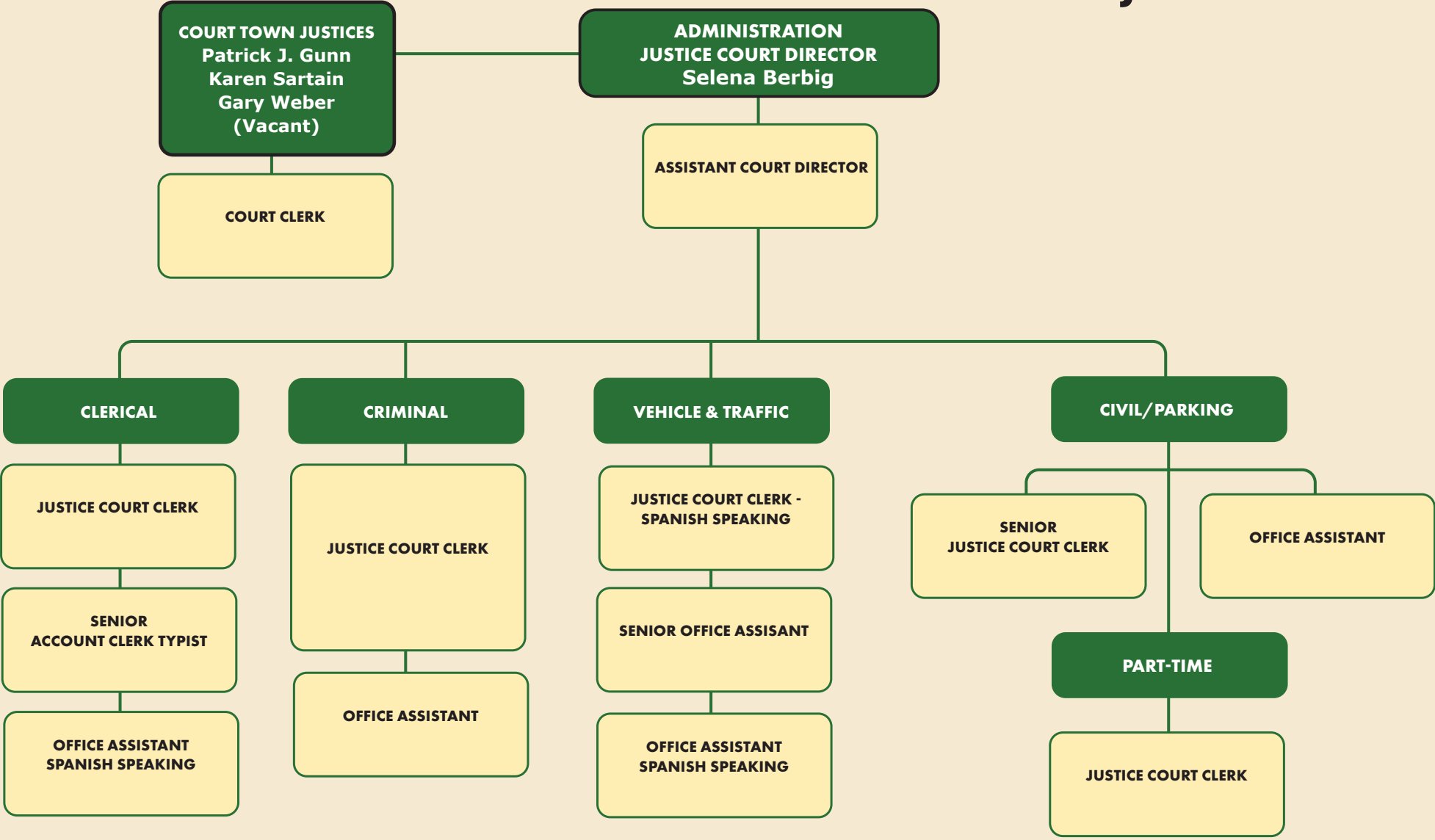


2024 ORGANIZATIONAL CHART
JUSTICE COURT OFFICE

Main Line: 702-2990
 Fax: 728-2954

Civil: 702-2997
 Jury: 702-2995
 Traffic: 702-2998
 Criminal: 702-2996
 Parking: 702-2994



Department Summary

Department: Justice Court

Budget Year: 2024
Division: Justice Court
Tax District: Full Town

Cost Center #: 1110
Manager: Selena Berbig

NOTES:

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. The processing by the Justice Court of summonses involve many procedures, which must comply with the Office of Court Administration. Initial information must be keyed in and the defendant's plea entered. Bail, if set and paid, must be entered, deposited in the bank and a record kept for auditing purposes. The Justice Court will handle cases from the arraignment phase all the way through a potential trial. Fines that are paid are processed through the court's database and bank accounts. Monthly financial reports are compiled for audit reporting. Finally, the case is manually closed through the court's computer systems.

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 every day of the week, including weekends and holidays. Small Claims and Civil Court is held on Monday and Friday Mornings. 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 Thursday mornings.

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. In April of 2014, the Veterans Court was started with Southampton Town Justice Andrea Schiavoni.

Due to the court's workload and the volume, the computer systems have been updated to provide efficient case management and processing times. The Court utilizes Windows NT platform to electronically submit the monthly reports to the State. This system allows the Court to upload Criminal Dispositions (CDR) and the vehicle and traffic violations (EDATE). The Court also has access to the TRACS database, a ticket processing database used by both the New York State Police and the Southampton Town Police. The Court also has access to use the EJUSTICE criminal background database system and the DMV Call system. Additionally the Court uses two online credit card payment programs to process parking tickets.

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: 2024
Division: Justice Court
Tax District: Full Town

Cost Center #: 1110
Manager: Selena Berbig

NOTES:

Goals & Objectives:

1. Continue to cross train the staff to optimize resources and improve level of service.
2. Continue to optimize the CDR, EDATA, EJUSTICE, and DMV Call programs.
3. Continue to optimize the online credit card payment program through N-Court and Passport, Inc. for parking tickets
4. Implement 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 1/1/24	Alloc. %
Justice Court													
Justice Court													
Justice Court - 1110													
Justice Court Director	ADMINISTRATIVE	95,325	1,907	0	97,232	36,756	7,470	10,937	769	55,932	153,164	0.8	100.0
Court Clerk	ADMINSUPPORT	66,912	0	0	66,912	36,756	5,141	7,527	541	49,965	116,877	1.1	100.0
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 3	53,914	0	0	53,914	36,756	4,143	6,065	439	47,402	101,317	1.8	100.0
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 3	53,914	0	0	53,914	36,756	4,143	6,065	439	47,402	101,317	1.8	100.0
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 2	53,173	0	0	53,173	16,560	4,086	5,982	433	27,060	80,233	1.2	100.0
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 8	57,276	2,291	0	59,567	36,756	4,576	6,700	473	48,505	108,072	7.3	100.0
Justice Court Clerk - Spanish Speaking	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 6	56,116	0	426	56,542	36,756	4,344	6,360	458	47,918	104,461	4.9	100.0
Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 3	49,864	0	0	49,864	36,756	3,929	5,752	1,688	48,126	97,990	4.3	100.0
Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 4	50,552	0	0	50,552	16,560	3,884	5,687	413	26,544	77,096	3.3	100.0
Senior Justice Court Clerk	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 3	62,067	2,483	0	64,550	36,756	5,419	7,934	532	50,641	115,191	8.2	100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 3	58,039	0	0	58,039	36,756	4,460	6,529	471	48,216	106,255	2.5	100.0
Office Assistant - Spanish Speaking	CSEA40HOUR-NEW / CSEA40HOUR-NEW - B / Step 6	52,980	4,238	0	57,218	36,756	4,395	6,435	446	48,032	105,249	17.3	100.0
Senior Account Clerk Typist	CSEA40HOUR-NEW / CSEA40HOUR-NEW - E / Step 3	62,873	6,287	0	69,160	36,756	5,312	7,777	530	50,375	119,535	19.7	100.0
Senior Justice Court Clerk	CSEA40HOUR-NEW / CSEA40HOUR-NEW - E / Step 6	65,934	5,275	0	71,209	36,756	5,470	8,008	551	50,784	121,994	17.8	100.0
Town Justice	ELECTOFFICIALS	87,019	2,611	3,329	92,959	1,716	7,141	10,454	718	20,029	112,988	8.1	100.0
Town Justice	ELECTOFFICIALS	87,019	0	0	87,019	36,756	6,686	9,789	698	53,929	140,948	4.0	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 1/1/24	Alloc. %
Justice Court													
Justice Court													
Town Justice	ELECTOFFICIALS	87,019	4,351	7,859	99,229	1,716	7,620	11,157	739	21,232	120,461	2.0	100.0
Town Justice - VACANT	ELECTOFFICIALS	87,019	0	0	87,019	36,756	6,686	9,789	698	53,929	140,948		100.0
Justice Court Clerk	PART-TIME	16,064	0	0	16,064	0	1,234	0	143	1,378	17,442		100.0
Justice Court Clerk	PART-TIME	16,064	0	0	16,064	0	1,234	0	143	1,378	17,442		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
Total Justice Court - 1110		1,227,101	29,443	11,614	1,268,159	551,136	97,982	138,946	11,419	799,483	2,067,642		

NOTES:

Town of Southampton

2024 Adopted Budget

Justice Court - 1110

Account Code	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Amended Budget	2023 Dec YTD Actual	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget	2024 Adopted / 2023 Amended Difference	2024 Adopted / 2023 % of Change	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	2,085,625	2,045,608	2,264,824	2,239,796	2,239,796	2,364,792	2,372,116	2,372,116	2,372,116	132,320	5.91%	2,334,483	2,388,654	2,388,654	2,388,654
	Total Real Property Taxes	2,085,625	2,045,608	2,264,824	2,239,796	2,239,796	2,364,792	2,372,116	2,372,116	2,372,116	132,320	5.91%	2,334,483	2,388,654	2,388,654	2,388,654
Other Revenue:																
2701	Miscellaneous Tax Receipts	0	3,715	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
2770	Miscellaneous	0	1,089	0	0	913	0	0	0	0	0	0.00%	0	0	0	0
3330	County Aid	90,000	87,970	90,000	90,000	44,100	88,000	88,000	88,000	88,000	(2,000)	(2.22%)	90,000	90,000	90,000	90,000
	Total Other Revenue	90,000	92,773	90,000	90,000	45,013	88,000	88,000	88,000	88,000	(2,000)	(2.22%)	90,000	90,000	90,000	90,000
	Total Revenue	2,175,625	2,138,381	2,354,824	2,329,796	2,284,809	2,452,792	2,460,116	2,460,116	2,460,116	130,320	5.59%	2,424,483	2,478,654	2,478,654	2,478,654
Salaries:																
6100	Salaries	1,131,113	1,053,277	1,150,598	1,115,570	977,970	1,193,031	1,193,031	1,193,031	1,193,031	(77,461)	(6.94%)	1,230,155	1,230,155	1,230,155	1,230,155
6101	Overtime	0	0	12,000	12,000	6,433	12,000	12,000	12,000	12,000	0	0.00%	10,000	10,000	10,000	10,000
6103	Accumulated Sick/Personal Days	816	381	22,278	22,278	1,823	426	426	426	426	21,852	98.09%	426	426	426	426
6105	Part Time Salaries	39,300	13,106	40,086	40,086	15,415	40,086	40,086	40,086	40,086	0	0.00%	40,086	40,086	40,086	40,086
6110	Longevity	45,268	30,159	32,652	32,652	23,528	33,794	32,443	32,443	29,443	3,209	9.83%	34,469	30,118	30,118	30,118
6127	Cash in Lieu of Health Benefits	11,378	11,417	12,871	12,871	5,425	9,885	11,188	11,188	11,188	1,683	13.08%	9,885	11,188	11,188	11,188
	Total Salaries	1,227,875	1,108,341	1,270,485	1,235,457	1,030,594	1,289,222	1,286,174	1,286,174	1,286,174	(50,717)	(4.11%)	1,325,021	1,321,973	1,321,973	1,321,973
Employee Benefits - Current:																
6810	Employee Retirement - Active	137,920	138,430	142,012	142,012	116,631	135,507	138,946	138,946	138,946	3,067	2.16%	139,648	143,203	143,203	143,203
6830	FICA Tax Expenditure	93,126	81,446	96,459	96,459	74,838	99,098	98,900	98,900	98,900	(2,442)	(2.53%)	101,887	101,690	101,690	101,690
6835	MTA Tax	4,195	3,620	4,340	4,340	3,113	4,405	4,396	4,396	4,396	(56)	(1.28%)	4,531	4,522	4,522	4,522
6840	Worker's Compensation	5,929	6,053	5,974	5,974	5,546	6,173	6,641	6,641	6,641	(667)	(11.16%)	6,372	6,854	6,854	6,854
6860	Medical Insurance - Active Employees	367,644	376,439	476,754	476,754	424,231	476,226	520,248	520,248	520,248	(43,494)	(9.12%)	476,226	520,248	520,248	520,248
6865	Dental & Optical	28,296	24,635	29,160	29,160	23,148	41,472	30,888	30,888	30,888	(1,728)	(5.93%)	41,472	30,888	30,888	30,888
6875	Disability	423	50	423	423	56	423	423	423	423	0	0.00%	423	423	423	423
	Total Employee Benefits - Current	637,533	630,673	755,122	755,122	647,563	763,303	800,442	800,442	800,442	(45,320)	(6.00%)	770,559	807,829	807,829	807,829
	Total Employee Costs	1,865,408	1,739,014	2,025,608	1,990,580	1,678,157	2,052,526	2,086,616	2,086,616	2,086,616	(96,037)	(4.82%)	2,095,580	2,129,802	2,129,802	2,129,802
Contractual:																
6406	Repair Equipment	200	0	200	25	0	200	200	200	200	(175)	(700.00%)	200	200	200	200
6410	Postage	17,100	16,639	15,000	15,400	13,888	15,000	15,000	15,000	15,000	400	2.60%	15,000	15,000	15,000	15,000
6411	Printing and Stationery	7,000	6,386	7,000	9,100	6,045	7,000	7,000	7,000	7,000	2,100	23.08%	7,000	7,000	7,000	7,000
6412	Publications	1,900	2,317	1,900	1,900	1,846	1,900	1,900	1,900	1,900	0	0.00%	1,900	1,900	1,900	1,900
6415	Telephone	500	494	800	800	546	800	900	900	900	(100)	(12.50%)	1,000	950	950	950
6416	Travel, Dues and Related	8,700	3,250	8,000	8,000	2,765	8,000	8,000	8,000	8,000	0	0.00%	8,700	8,700	8,700	8,700
6420	Other	450	370	450	22,125	19,851	10,500	9,500	9,500	9,500	12,625	57.06%	450	9,450	9,450	9,450
6423	Small Equipment (Non-Capital)	2,000	773	2,000	2,500	1,957	3,000	2,000	2,000	2,000	500	20.00%	2,000	2,000	2,000	2,000
6425	Office Supplies	5,500	6,929	5,000	5,400	5,311	7,000	6,000	6,000	6,000	(600)	(11.11%)	4,000	5,000	5,000	5,000
6428	Drug Court Expense	30,000	14,910	30,000	7,500	1,887	30,000	26,000	26,000	26,000	(18,500)	(246.67%)	25,000	25,000	25,000	25,000
6434	Interpreters	88,000	98,625	110,000	121,000	99,366	168,000	150,000	150,000	150,000	(29,000)	(23.97%)	115,000	125,000	125,000	125,000
6435	Stenographer	145,000	134,444	145,000	145,000	118,822	145,000	145,000	145,000	145,000	0	0.00%	145,000	145,000	145,000	145,000

Town of Southampton 2024 Adopted Budget Justice Court - 1110

Account Code	Description	2022		2023	2023	2023	2024		2024	2024	2024	2024	2025	2025	2025	2025
		Adopted Budget	2022 Actual	Adopted Budget	Amended Budget	Dec YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2023 Amended Difference	Adopted / 2023 Amended % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget
6477	Copier Leases	3,866	2,562	3,866	466	340	3,866	2,000	2,000	2,000	(1,534)	(329.23%)	3,651	3,651	3,651	3,651
	Total Contractual	310,216	287,699	329,216	339,216	272,625	400,266	373,501	373,501	373,501	(34,284)	(10.11%)	328,902	348,852	348,852	348,852
	Total Expenditures	2,175,625	2,026,712	2,354,824	2,329,796	1,950,782	2,452,792	2,460,117	2,460,117	2,460,117	(130,321)	(5.59%)	2,424,483	2,478,654	2,478,654	2,478,654
	Net Surplus (Deficit)	0	111,669	0	0	334,027	0	0	0	0			0	0	0	0