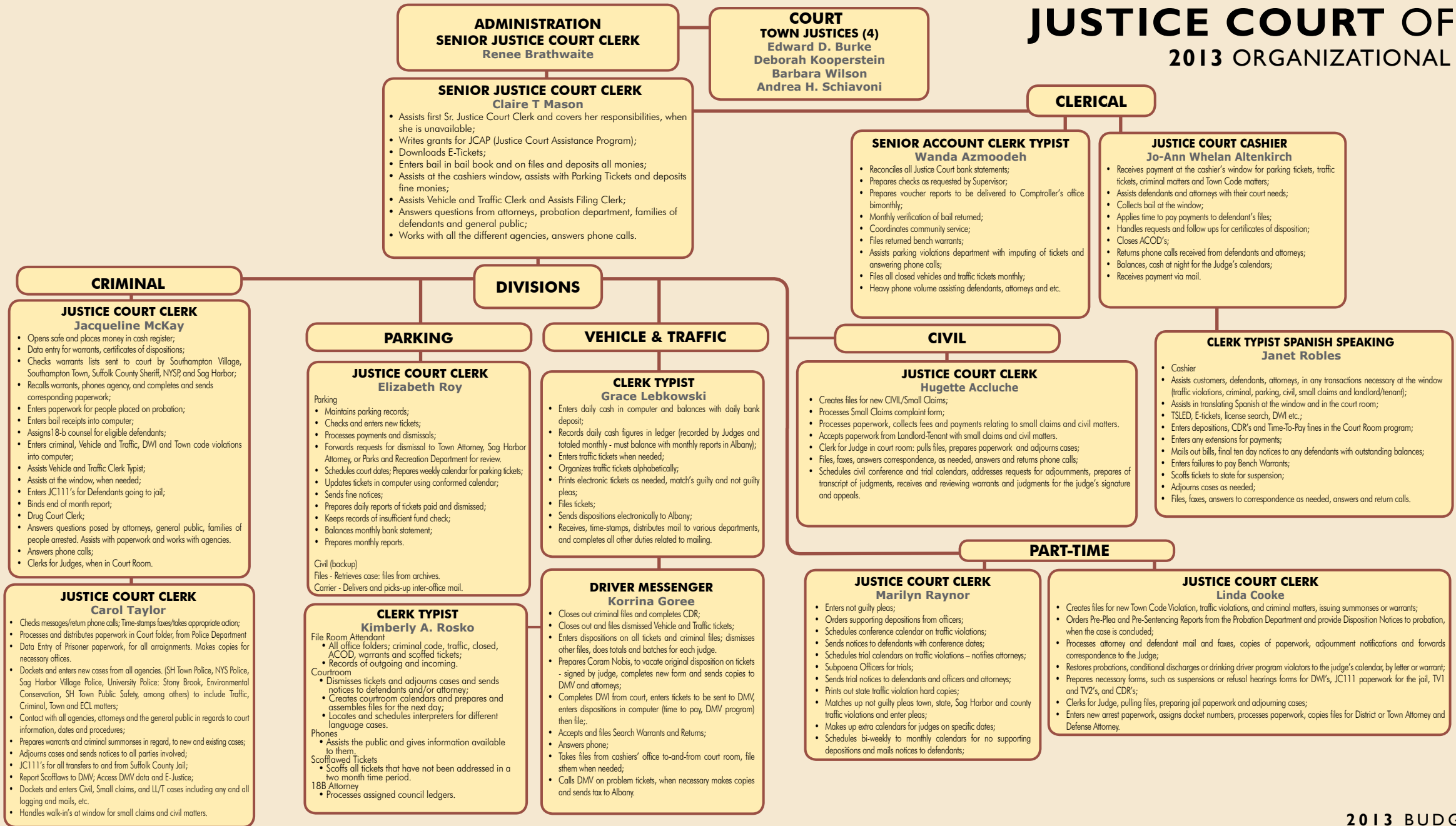


JUSTICE COURT OFFICE

2013 ORGANIZATIONAL CHART



Department Summary

Department: Justice Court

Budget Year: 2013

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, Sag Harbor Village 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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NOTES:

Workload:

The Southampton Town Justice Court is one of the busiest Justice Courts in the State. In 2011, the Justice Court handled over 46,000 cases including Small Claims, Civil, Criminal, Traffic, Town Codes, and Parking Tickets. In 2011, this Court had over 50,491 people pass through the metal detector with approximately 16,685 activations. Total 2011 revenue of \$2,997,090.26 was collected and the New York State Comptroller returned \$1,784,553.06 to the Town. In June of 2012, the Court started to accept credit cards with Master Card and Visa.

2012 activity is expected to match or exceed 2011's figures.

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, 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. The Drug Court expenses are funded through an appropriation of the Justice Court Trust Fund, established by Town Board Resolution 2009-57.

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.

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

Department: Justice Court

Budget Year: 2013

Division: Justice Court

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 to the parking program.
4. Complete the update the record keeping and microfilming of the Courts data.
5. Consider the expansion of the Video Arraignment with Sag Harbor Village.
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
Justice Court											
Justice Court - 1110											
Senior Justice Court Clerk	ADMINISTRATIVE	95,000	0	0	95,000	19,854	7,268	12,825	606	40,553	135,553
Court Clerk	ADMINSUPPORT	40,591	0	0	40,591	9,792	3,105	5,480	276	18,652	59,243
Senior Justice Court Clerk	ADMINSUPPORT	57,222	0	0	57,222	9,792	4,377	7,725	377	22,271	79,493
Driver Messenger	CSEA40HOUR - 7-1-2010 / A / 1	34,348	0	750	35,098	1,299	2,685	4,563	240	8,787	43,885
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / C / 2	41,301	0	0	41,301	10,865	3,160	5,369	1,544	20,938	62,238
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / C / 2	41,301	0	0	41,301	10,865	3,160	5,369	1,544	20,938	62,238
Clerk Typist	CSEA40HOUR-NEW / B / 5	40,549	2,433	0	42,982	19,988	3,288	5,803	284	29,362	72,344
Clerk Typist Spanish Speaking	CSEA40HOUR-NEW / B / 5	40,549	1,632	0	42,181	19,988	3,227	5,694	281	29,190	71,371
Justice Court Cashier	CSEA40HOUR-NEW / C / 5	43,994	1,760	0	45,754	19,988	3,500	6,177	302	29,967	75,721
Justice Court Clerk	CSEA40HOUR-NEW / C / 5	43,994	1,761	0	45,755	19,988	3,500	6,177	302	29,967	75,722
Justice Court Clerk	CSEA40HOUR-NEW / C / 5	43,994	3,519	0	47,514	19,988	3,635	6,414	1,655	31,692	79,206
Senior Account Clerk Typist	CSEA40HOUR-NEW / D / 5	47,460	3,797	0	51,257	10,865	3,921	6,920	330	22,036	73,293
Senior Clerk Typist	CSEA40HOUR-NEW / C / 4	43,566	2,614	0	46,180	19,988	3,533	6,234	303	30,058	76,238
Town Justice	ELECTOFFICIALS	67,100	0	0	67,100	19,854	5,133	9,059	437	34,482	101,582
Town Justice	ELECTOFFICIALS	67,100	0	0	67,100	19,854	5,133	9,059	437	34,482	101,582
Town Justice	ELECTOFFICIALS	67,100	0	0	67,100	9,792	5,133	9,059	437	24,420	91,520
Town Justice	ELECTOFFICIALS	67,100	0	0	67,100	19,854	5,133	9,059	437	34,482	101,582
Justice Court Clerk	PART-TIME	13,520	0	0	13,520	0	1,034	0	111	1,145	14,665
Justice Court Clerk	PART-TIME	10,413	0	0	10,413	0	797	0	92	889	11,301
Student Intern I - Vacant	SEASONAL	1,875	0	0	1,875	0	143	0	40	184	2,058
Student Intern I - Vacant	SEASONAL	1,875	0	0	1,875	0	143	0	40	184	2,058
Student Intern I - Vacant	SEASONAL	1,875	0	0	1,875	0	143	0	40	184	2,058
Student Intern I - Vacant	SEASONAL	1,875	0	0	1,875	0	143	0	40	184	2,058
Total Justice Court - 1110		913,699	17,516	750	931,966	262,610	71,295	120,984	10,155	465,044	1,397,010

NOTES:

Town of Southampton

2013 Adopted Budget

Justice Court - 1110

Account Code	Description	2011 Adopted Budget	2011 Actual	2012 Adopted Budget	2012 Amended Budget	2012 Oct YTD Actual	2013 Requested Budget	2013 Tentative Budget	2013 Preliminary Budget	2013 Adopted Budget	2013 Adopted / 2012 Amended Difference	2013 Adopted / 2012 Amended % of Change	2014 Requested Budget	2014 Tentative Budget	2014 Preliminary Budget	2014 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	1,537,225	1,479,070	1,528,337	1,563,272	1,563,272	1,602,498	1,535,073	1,538,183	1,538,183	(25,089)	(1.60%)	1,650,734	1,586,310	1,589,420	1,589,420
	Total Real Property Taxes	1,537,225	1,479,070	1,528,337	1,563,272	1,563,272	1,602,498	1,535,073	1,538,183	1,538,183	(25,089)	(1.60%)	1,650,734	1,586,310	1,589,420	1,589,420
Other Revenue:																
3021	State Aid - Court Facilities	0	3,955	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
3330	County Aid	58,000	69,885	63,000	63,000	79,455	70,000	70,000	70,000	70,000	7,000	11.11%	75,000	75,000	75,000	75,000
5031	Interfund Transfer - Revenue	45,000	60,000	0	0	0	40,000	40,000	40,000	40,000	40,000	100.00%	0	0	0	0
	Total Other Revenue	103,000	133,840	63,000	63,000	79,455	110,000	110,000	110,000	110,000	47,000	74.60%	75,000	75,000	75,000	75,000
	Total Revenue	1,640,225	1,612,910	1,591,337	1,626,272	1,642,727	1,712,498	1,645,073	1,648,183	1,648,183	21,911	1.35%	1,725,734	1,661,310	1,664,420	1,664,420
Salaries:																
6100	Salaries	877,756	862,208	833,501	866,817	721,757	935,905	882,269	882,269	882,269	(15,452)	(1.78%)	946,466	895,295	895,295	895,295
6103	Accumulated Sick/Personal Days	1,195	1,169	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6105	Part Time Salaries	41,518	37,262	34,019	34,019	27,024	24,156	31,436	34,014	34,014	4	0.01%	24,156	31,436	34,014	34,014
6110	Longevity	24,399	18,063	14,502	14,502	0	17,516	17,516	17,516	17,516	(3,014)	(20.78%)	17,516	17,516	17,516	17,516
6127	Cash in Lieu of Health Benefits	2,500	833	0	250	250	750	750	750	750	(500)	(200.00%)	750	750	750	750
	Total Salaries	947,369	919,536	882,021	915,587	749,031	978,327	931,971	934,549	934,549	(18,962)	(2.07%)	988,888	944,997	947,575	947,575
Employee Benefits - Current:																
6810	Employee Retirement - Active	112,421	100,197	105,600	109,598	91,331	128,225	120,984	120,984	120,984	(11,386)	(10.39%)	129,630	122,722	122,722	122,722
6830	FICA Tax Expenditure	71,900	69,396	67,475	70,024	55,749	74,842	71,296	71,815	71,815	(1,792)	(2.56%)	75,650	72,292	72,812	72,812
6835	MTA Tax	0	0	2,999	2,992	2,482	3,326	3,169	3,209	3,209	(217)	(7.24%)	3,362	3,213	3,253	3,253
6840	Worker's Compensation	5,857	4,880	6,105	6,194	4,811	6,448	6,324	6,354	6,354	(159)	(2.57%)	6,590	6,473	6,503	6,503
6860	Medical Insurance - Active Employees	229,356	219,036	247,041	240,526	179,246	240,521	240,521	240,521	240,521	4	0.00%	240,521	240,521	240,521	240,521
6865	Dental & Optical	18,360	16,967	19,613	20,839	15,199	22,089	22,089	22,089	22,089	(1,250)	(6.00%)	16,892	16,892	16,892	16,892
6875	Disability	662	287	634	663	226	720	720	662	662	0	0.03%	720	720	662	662
	Total Employee Benefits - Current	438,556	410,762	449,466	450,835	349,043	476,171	465,102	465,634	465,634	(14,800)	(3.28%)	473,366	462,833	463,365	463,365
	Total Employee Costs	1,385,925	1,330,298	1,331,487	1,366,422	1,098,075	1,454,498	1,397,073	1,400,183	1,400,183	(33,761)	(2.47%)	1,462,254	1,407,830	1,410,940	1,410,940
Equipment:																
6200	Equipment	0	651	0	3,038	3,038	0	0	0	0	3,038	100.00%	0	0	0	0
	Total Equipment	0	651	0	3,038	3,038	0	0	0	0	3,038	100.00%	0	0	0	0
Contractual:																
6401	Contracts	4,000	2,952	3,500	3,500	2,322	3,400	3,400	3,400	3,400	100	2.86%	3,380	3,380	3,380	3,380
6406	Repair Equipment	500	90	500	500	268	400	400	400	400	100	20.00%	400	400	400	400
6410	Postage	26,300	12,851	26,000	22,000	12,658	26,800	16,800	16,800	16,800	5,200	23.64%	26,800	16,800	16,800	16,800
6411	Printing and Stationery	6,000	8,701	6,000	9,000	8,355	6,000	6,000	6,000	6,000	3,000	33.33%	7,000	7,000	7,000	7,000
6412	Publications	1,500	355	1,500	1,500	1,314	1,900	1,900	1,900	1,900	(400)	(26.67%)	1,900	1,900	1,900	1,900
6416	Travel, Dues and Related	1,000	872	2,500	2,500	2,024	2,500	2,500	2,500	2,500	0	0.00%	2,000	2,000	2,000	2,000
6419	Microfilming	1,500	48	1,500	1,500	85	500	500	500	500	1,000	66.67%	500	500	500	500

Town of Southampton
2013 Adopted Budget
Justice Court - 1110

Account Code	Description	2011 Adopted Budget	2011 Actual	2012 Adopted Budget	2012 Amended Budget	2012 Oct YTD Actual	2013 Requested Budget	2013 Tentative Budget	2013 Preliminary Budget	2013 Adopted Budget	2013 Adopted / 2012		2014 Requested Budget	2014 Tentative Budget	2014 Preliminary Budget	2014 Adopted Budget
											Amended Difference	% of Change				
6423	Small Equipment (Non-Capital)	0	0	2,000	2,000	190	1,500	1,500	1,500	1,500	500	25.00%	1,500	1,500	1,500	1,500
6425	Office Supplies	3,000	3,074	4,000	5,000	3,801	5,500	5,500	5,500	5,500	(500)	(10.00%)	5,500	5,500	5,500	5,500
6428	Drug Court Expense	30,000	19,185	20,000	20,000	15,065	20,000	20,000	20,000	20,000	0	0.00%	20,000	20,000	20,000	20,000
6434	Interpreters	70,000	77,000	80,000	80,000	60,300	80,000	80,000	80,000	80,000	0	0.00%	83,000	83,000	83,000	83,000
6435	Stenographer	100,000	95,692	100,000	100,000	71,889	100,000	100,000	100,000	100,000	0	0.00%	102,000	102,000	102,000	102,000
6450	Schools & Training	2,000	1,966	3,000	3,000	2,049	2,500	2,500	2,500	2,500	500	16.67%	2,500	2,500	2,500	2,500
6477	Copier Leases	8,500	8,198	9,350	9,350	6,359	7,000	7,000	7,000	7,000	2,350	25.13%	7,000	7,000	7,000	7,000
	Total Contractual	254,300	230,983	259,850	259,850	186,678	258,000	248,000	248,000	248,000	11,850	4.56%	263,480	253,480	253,480	253,480
	Total Expenditures	1,640,225	1,561,932	1,591,337	1,629,310	1,287,791	1,712,498	1,645,073	1,648,183	1,648,183	(18,873)	(1.16%)	1,725,734	1,661,310	1,664,420	1,664,420
	Net Surplus (Deficit)	0	50,978	0	(3,038)	354,936	0	0	0	0			0	0	0	0
	Appropriated Fund Balance:															
9090	Appropriated Fund Balance	0	0	0	3,038	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	50,978	0	0	354,936	0	0	0	0			0	0	0	0