



Department of the
Municipal Court

Kristine M. Hinrichs
Chief Court Administrator

February 7, 2002

Police Chief Arthur Jones
749 West State Street, 7th Floor
Milwaukee, WI 53233

Dear Chief Jones,

We are writing to formally request that the space in Room 216A of the Police Administration Building, formerly used by the traffic bureau, be allocated for use by the Municipal Court to house staff of the Wisconsin Correctional Service (WCS). As you know, we have discussed the court's needs with you and your staff on several occasions and have reviewed a variety of alternatives.

As a contractor to the court, WCS provides important social services by working with defendants with AODA problems, mental health issues and/or indigent defendants to help the court deal with these defendants in a humane and equitable manner. As police citations and case filings increase, so do the number of defendants making use of WCS services. We simply need more space to accommodate these defendants - this need is immediate and serious.

You have assured us that the court would receive consideration as the police department relocates a substantial number of staff and functions from the PAB to the new facility on Lisbon Avenue. Based upon your commitment to provide serious consideration for the court's needs, we have secured funding in the 2002 budget for improvements to the 216A space. However, at our last meeting you indicated that the court's needs would be considered only if space happens to be available after all police department needs and wants have been met. This is contrary to our earlier discussions. As the police department now has the advantage of a spacious and functional facility on Lisbon Avenue, we believe that it is time to give the court immediate priority for space within this building.

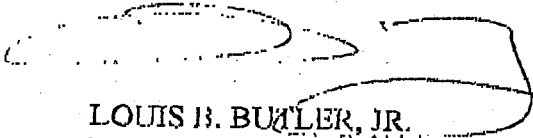
Over the years, the court has moved our own staff and consolidated our operation to provide space within the first floor to accommodate the needs of WCS - our contractor. However, we long ago reached the limit of our ability to provide more space for them. Consider the following:

- Four WCS case workers share an office and see clients (simultaneously) in a space measuring 13' x 10'. This "office" provides absolutely no privacy for confidential client discussions, no waiting area, and does not provide for an ability to separate a client who may become unruly from other case workers or clients.
- Three others share an office and see clients in a 10' x 10' space, again with no privacy for confidential client discussions, waiting area, or ability to separate unruly clients from others.
- Two WCS managers share a space in our lobby - barely 9 feet square. This space is enclosed by six foot-tall partitions that provide no relief from the noise and congestion generated by the hundreds of people who come into the court each day. In this space they see clients, make arrangements for treatment and other client-related activities, and try to focus on their management responsibilities.

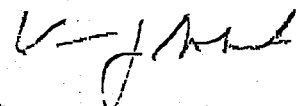
We do not believe that you would expect or allow police department employees or command staff to work under conditions like this. The current conditions are not conducive to the positive resolution of the cases with which WCS is involved, do not protect the privacy of clients, and present serious safety issues for WCS and court staff, clients, and the public.

We see the police department and court as partners in enhancing the quality of life for people in our community and are committed to working with you to continue that partnership. We look forward to your approval of this request. The Municipal Court is ready to proceed to make efficient use of the space we have requested. Please feel free to contact us or Chief Court Administrator Kristine Hinrichs if you have any questions concerning the court's needs.

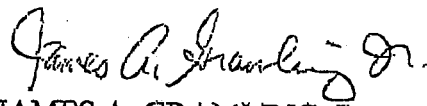
Yours truly,



LOUIS B. BUTLER, JR.
PRESIDING Judge



VINCENT BOBOT
Municipal Judge
Branch One



JAMES A. GRAMLING, JR.
Municipal Judge
Branch Three

cc: Fire & Police Commission
Kristine Hinrichs, Chief Court Administrator
Susan Eckhart, WCS

ACCOUNT NUMBER				000	2001		2002			
FUND	ORG	SBCL	ACCOUNT	EXPENDITURE	UNITS	BUDGET	LINE DESCRIPTION	PAY	BUDGET	
				DOLLARS		DOLLARS		RANGE	UNITS	DOLLARS
							MUNICIPAL COURT			
							Court/PAB Entrance Remodeling			
							Cash Levy			
							New Borrowing			
0321	5010	R999	BU11081300	18,502			Carryover Borrowing*			
						[65,000]				
							Accounting/Reception Remodeling			
							Cash Levy			
0321	5010	R999	BU11090500	82						
							Courtroom Remodeling Project			
							Cash Levy			
0321	5010	R999	BU11090600	7,891						
							New Court Planning Project			
							Cash Levy			
0321	5010	R999	BU11091600	952						
							Remodel WI Correctional Services Offices			
							Cash Levy			83,900
0321	5010	R999	BU110020700							
							Court Case Management System			
							New Borrowing			1,750,000
0321	1320	R999	BU110020800							
							New Municipal Court building			
							New Borrowing			
				27,427			TOTAL MUNICIPAL COURT			1,833,900

*Carryover Borrowing Amounts (Restatement of a prior years unutilized borrowing authorization are included for information and authorization purposes - Such amounts are excluded from budget totals to avoid duplication.)

2002 CAPITAL IMPROVEMENT PROJECT/PROGRAM REQUEST

ACCOUNT NO.	PROJECT/PROGRAM TITLE & LOCATION REMODEL WIS CORRECTIONAL SERVICES OFFICES IN THE PAB PROJECT/951 N JAMES LOVELL ST
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REQUESTING DEPARTMENT OR AGENCY
MUNICIPAL COURT

ITEM PRIORITY 3	PROJECT/PROGRAM CLASSIFICATION <input type="checkbox"/> MANDATORY <input type="checkbox"/> MAINTENANCE <input checked="" type="checkbox"/> DESIRED	DATE REQUESTED/REVISED April 10, 2001	PREPARED BY/PHONE Susan G. Dye
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PROJECT/PROGRAM DESCRIPTION AND JUSTIFICATION

This is a request for \$83,900 to remodel office space and to install necessary wiring on the second floor of the Police Administration Building (PAB) for use by Wisconsin Correctional Services (WCS). These funds will also remodel space currently used by WCS on the first floor of the PAB. This second floor space will become available as the new District 3 and Communications Facility is opened. Chief Jones has indicated to Municipal Court that space on the second floor of the PAB may be available for court use.

RATIONALE

The court has received contractual case work services from WCS for over 16 years. WCS evaluates defendants for indigency, substance abuse, and mental health problems that require medical treatment. WCS recommends alternatives for those that are indigent or who have any of a variety of needs that require medical treatment. WCS is staffed with professionals who interview and evaluate staff on a daily basis.

WCS' staffing for the court is 8.5 FTE's (9 individuals). This staffing level is based on the court's caseload. As the caseload has grown, no additional space for WCS has been provided. WCS has approximately 400 square feet of space to use. This space is divided between four locations and not all is available to the public. This is less than 40 square feet for each staff person. It is recommended that professional staff people have space of at least 72 square feet per person. The current physical arrangement for WCS does not begin to meet these requirements.

WCS staff meet with defendants in two small offices that provide no separation between professional staff and defendants. Multiple persons must be interviewed simultaneously in the same small office. There is no way to preserve the privacy of those being interviewed or to protect the staff or other defendants who must be in the same small office. If a defendant becomes a security threat, there is no where for WCS or the public to retreat. Problems with these tight quarters and the risk to health or physical injury are inherent in the current location.

While WCS would like to move to automation for maintaining interview records, this is not possible because there is no space to place computers in the interview rooms. All interview records must be recorded by hand and be stored in inconvenient locations because of the space limitations.

While additional space on the second floor of the PAB will not solve all space problems WCS has, it will create private interview space, protect the health and safety of all persons, and will create more usable office space. WCS professionals provide essential services for the court and need to be provided adequate office space to continue to provide these services.

_____ DEPARTMENT HEAD SIGNATURE	 DEPARTMENT HEAD SIGNATURE
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FOR BUDGET OFFICE USE ONLY

RECOMMENDATION: Approve Modify Deny

COMMENT:

2002 CAPITAL IMPROVEMENT PROJECT/PROGRAM REQUEST

ACCOUNT NO.	PROJECT/PROGRAM TITLE & LOCATION
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REQUESTED CAPITAL PROJECT COSTS BY YEAR

YEAR	GROSS COST	GRANT & AID	REVENUE	SPECIAL ASSESSMENTS	NET CITY COST
00 Actual Carryover	0				
01 Budget	0				
01 Estimated Carryover	0				
2002	83,900				83,900
2003	0				0
2004	0				0
2005	0				0
2006	0				0
2007	0				0
TOTAL	83,900	0	0	0	83,900

TOTAL PROJECT COST BREAKDOWN

DESCRIPTION	2002	2003	2004	2005	2006	2007
Basic Planning & Design	7,500					
Project Administration & Inspection	3,100					
Acquisition/Demolition/Clean-up						
Construction	73,300					
Equipment & Furnishings						
Other						
TOTAL GROSS COST	83,900	0	0	0	0	0

ESTIMATED ANNUAL COSTS

ESTIMATED USEFUL LIFE: 50

DESCRIPTION	2002	2003	2004	2005	2006	2007
Capital Costs	1,678	1,678	1,678	1,678	1,678	1,678
Operating Expenses						
Interest Expense	805	805	805	805	805	805
Associated Costs						
Total Annual Costs	2,483	2,483	2,483	2,483	2,483	2,483
Cumulative Costs	2,483	4,967	7,450	9,934	12,417	14,901

ESTIMATED ANNUAL BENEFITS

DESCRIPTION	2002	2003	2004	2005	2006	2007
Operating Savings						
Cost Avoidance		50,000		50,000		
Associated Benefits		1,800	1,845	1,891	1,938	1,987
Revenues						
Total Annual Benefits	0	51,800	1,845	51,891	1,938	1,987
Cumulative Benefits	0	51,800	53,645	105,536	107,475	109,461
CUMULATIVE NET TOTAL	(2,483)	46,833	46,195	95,602	95,057	94,561

DEBT SERVICE IMPACT

	2002	2003	2004	2005	2006	2007	TOTAL SIX-YEAR DEBT SERVICE
Principal	0	5,593	5,593	5,593	5,593	5,593	27,967
Interest	2,517	4,866	4,531	4,195	3,859	3,524	23,492

PRELIMINARY COMPONENT SPACE PROGRAM

WISCONSIN CORRECTIONAL SERVICE (WCS)

Space	Space Name/Description	Staff	Total SF	Comments
Public Area	Counter	16	9	187 1.3
	Waiting	4	15	70 1.5
Staff	Program Director	1		225 1.5
	Assistant Director	1		150 1.5
	Data Technician	1		108 1.5
	Alcohol/Drug Caseworker	1		108 1.5
	Community Service Caseworker	5		540 1.5
	Mental Health Caseworker	1		108 1.5
	Student	1		65 1.8
Support For Spaces 15 people	Conference Room	1		215 for 6 people, 1.5
	Copy			90 1.5
	Coats			23 1.5
	Coffee Bar			52 1.3
	Toilets	2		146 ADA, single person, 1.3
	10x15 STORAGE RM/Files			Unit Sub-Total 2,087
			5% Expansion 103	
TOTAL:		11		2,190

Anticipate 2 additional Need 3

Need space for a client also

Conference C (432 SF)