



Department of Administration
Budget and Management Division

John O. Norquist
Mayor

Michael J. Soika
Director

Joseph J. Czarnecki
Budget and Management Director

October 29, 2003

Ref: 04BF, 3-D

Alderman Fredrick G. Gordon, Chairperson ✓
Committee on Finance and Personnel

Subject: Information Requested at Finance Committee Review of the Municipal Court 2004
Proposed Budget

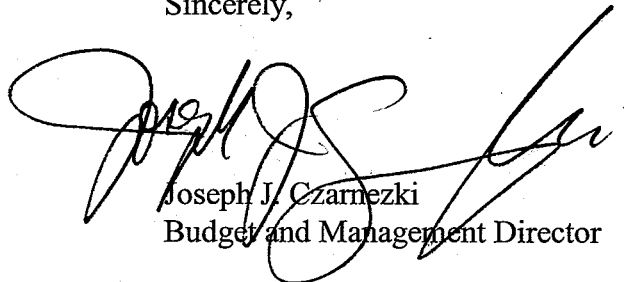
Dear Alderman Gordon:

During the Finance Committee review of the 2004 proposed budget, the following question was directed to this office:

What costs would need to be added to the Municipal Court budget to implement a Night Court schedule for three nights per week (Mon, Weds, Fri)?

The attached memo contains our response.

Sincerely,



Joseph J. Czarnecki
Budget and Management Director

cc: Members, Finance and Personnel Committee
Steve Jacquart, Mayor's Office
Marianne Walsh, Fiscal Review Manager

TJB:dmr
MuniNightCourtdoc



**City of Milwaukee
Budget & Management
Intra-Office Memo**

To: Joseph J. Czarnecki
From: Thomas Bell
Date: October 29, 2003
Subject: Increased Night Court Hours

The Municipal Court started conducting night court pre-trials during 2003. The Municipal Court considers this change an astounding success with approximately 95% of all defendants scheduled appearing.

Night Court success is primarily due to the fact that it is convenient for citizens. Most defendants come to night court on the way home from work or school. The convenient night court hours also means that defendants don't have to miss work in order to appear in court.

Night Court sessions are currently held one night each week. Increasing the number of Night Court sessions to three nights per week would increase Municipal Court costs by \$53,305. This cost estimate includes the salaries for Court Commission-

ers, one Court Clerk, one Receptionist, and one Cashier (See exhibit 1).

Other costs outside of the Municipal Court budget include Assistant City Attorney time (incurred by the City Attorney's Office) and bailiff costs (incurred by the Police Department).

2004/F&P Question/MuniNight Court

Figure 1 Estimated Cost of Holding Night Court Three Days per Week.

Position	Average Hourly Cost	Est. Hrs/ Session	OT Hours	Sessions/ Week	Hrs/Wk	Hrs/Yr	Annual Cost
Court Commissioner	\$39.30	2.5	3.8	3.0	11.3	585.0	\$22,990.50
Court Clerk	\$19.98	2.5	3.8	3.0	11.3	585.0	\$11,688.30
Receptionist	\$15.06	2.5	3.8	3.0	11.3	585.0	\$8,810.10
Cashier	\$16.78	2.5	3.8	3.0	11.3	585.0	\$9,816.30
Estimated Annual Cost							\$53,305.20