

DATE:  
September 2009

BUILDING:  
**SAFETY BUILDING**

PROJECT:  
County Wide Space  
Allocation Analysis

PROJECT NUMBER:  
County # 5702-09454  
CAP # 090302

DISTRIBUTION:

## Summary Paragraph

Three major Departments that occupy this building are as follows:

- Sheriff
- District Attorney
- Clerk of Courts

As related to spaces under Clerk of Courts, all areas are courtrooms, judge's chambers and ancillary offices related to the court system. These areas are not covered by the scope of this study. Most of administrative offices related to Clerk of Courts are in the Courthouse Building and at Children's Court Facility in Wauwatosa. Please see those documents for their office area.

The Safety Building has six floors, and has mezzanine floors from first through fourth floor. These Mezzanines use to comprise County and City jail cells before it moved to CJF. These spaces are currently abandoned, and identifying these spaces were not covered by the scope of this study.

Floors 6 and 5 contain all court related spaces. All of our charts for identifying spaces for this building stop at fourth floor which was the last floor where we found administrative office space for District Attorney (DA).

2009 Adopted SBFS BRASS ADM – Jan 2009 to Dec 2009 Excel chart provided by County was used to generate the list of FTE positions for the Department.

2009 County Tenant Listing, indicating rental revenues from each dept or division is used to indicate the Building Gross Rentable SF at the last column of our building summary chart at the beginning of every dept that we have studied.

Continuum forwarded the FTE list to each contact person for both DA and Sheriff and in turn they matched names of their staff with the position titles on the Brass FTE list.

Measurements were taken physically by visiting every room and cubicle on site. Several visits to the site allowed CAP to locate each person in every Dept. Once we found the person we physically measured his/her space and this allowed us to create an entry for our charts. In addition all auxiliary spaces were visited, identified, and measured for the use in our charts.

Due to the limit and shape of this structure, the plan lay out administrative offices are very inefficiently. The building has large wide corridors and in some cases security requires departments to not use the public corridors to access suites. This has created a loop of secondary corridors internal to the suites adding for more inefficiency. There are more abandonment spaces in this building due to old jail cells that are moved elsewhere leaving space un-utilized.

Most of the spaces utilized by administrative offices are bound by building's layout therefore it is difficult to utilize a standardized system without major renovation.

**District Attorney Future  
plans**

*The DA's Office believes that it will need additional space in both the short and long run. Although we do not anticipate a significant increase in staff, our current staff is overcrowded in the offices we currently occupy and we have ever-increasing paper storage needs. We also have concerns about parking our squad cars, if such concerns fall into this project's scope.*

*We will continue to use the old jail to store large amounts of records. In addition, we could use the area to the west of the victim/witness waiting room on the third floor of the Safety Building for an additional file room.*

*This space is currently vacant but would need to be remodeled. In regard to the old jail, we continue to express our concern that it be provided with at least some sort of rudimentary fire detection system -- we have purchased smoke detectors for some of our areas in the old jail, but a comprehensive approach would be more prudent.*

*In the past we had asked for the office space on the second floor of the Safety Building across from room 219. This is space that is "owned" by the Sheriff's Department. Such space would have allowed us to provide better offices to our attorneys in the violent crimes/drug unit and to better organize our attorney and support staff. Although this particular space is apparently no longer available, any similarly sized space that was ready for office occupancy (as opposed to storage) would be ideal.*

*We would like the county to study the 110 CJF area to determine the feasibility of converting part of the lobby waiting area (perhaps the large area currently occupied by police officers waiting for cases, or the western-most portion of the citizen waiting area) into an additional file room.*

*We would also like the county to consider providing up to 10 parking spots in some area reasonably adjacent to the Safety Building for parking of our squad cars. These are law enforcement vehicles; we could save the county approximately \$1200 per month if we had county-provided parking rather than paying to park them underground in MacArthur Square. The Sheriff's Department has many parking spots around the Safety Building (north side, plus their own garage) and also adjacent to the CJF. Facilities also allow parking of county vehicles alongside the CJF.*

*Please let me know if you have any additional questions.*

*David Budde*

