

Milwaukee County Courthouse Space Needs Study

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Table of Contents:

EXECUTIVE SUMMARY	1
METHODOLOGY	4
WHICH DEPARTMENTS ARE IN TROUBLE?	5
POSSIBLE COURTHOUSE RECONFIGURATION SCENARIOS	6
APPENDIX A – DEPARTMENTAL INFORMATION	15
NON COURT RELATED DEPARTMENTS	16
<i>County Executive</i>	17
<i>County Board</i>	18
<i>County Clerk</i>	19
<i>Corporate Counsel</i>	20
<i>Department of Administration</i>	21
<i>Economic Development</i>	22
<i>Election Commission</i>	23
<i>Emergency Management</i>	25
<i>Facilities Management</i>	26
<i>Human Resources</i>	27
<i>IMSD Information Management Services Division - Applications</i>	29
<i>IMSD – Document & Distribution Center</i>	30
<i>Intergovernmental Relations</i>	31
<i>Labor Relations</i>	32
<i>Milwaukee Legal Resource Center</i>	33
<i>Office for Persons with Disabilities</i>	34
<i>Personnel Review Board</i>	35
<i>Register of Deeds</i>	36
<i>Risk Management</i>	37
<i>Treasurer</i>	38
<i>Veterans Services</i>	39
COURT RELATED DEPARTMENTS	40
<i>Chief Judge</i>	41
<i>Child Support Enforcement</i>	42
<i>Clerk of Circuit Courts</i>	44
<i>Courts</i>	45
<i>District Attorney</i>	46
<i>Family Court Commissioner</i>	47
<i>In-House Correctional Services</i>	49
<i>Register in Probate</i>	51
<i>Sheriff</i>	52
<i>Task Force on Family Violence</i>	53
APPENDIX B – CURRENT DEPARTMENTAL ALLOCATIONS	55
APPENDIX C – PAST BUILDING PROJECTS AND STUDIES	79

Executive Summary

In June 2001, Milwaukee County retained a team of consultants to study the space needs of departments located within the Milwaukee County Courthouse. Previous Courthouse Complex projects had focused on addressing maintenance concerns, correcting specific departmental deficiencies, or had focused on other buildings (see Appendix C). The primary question to be answered in this study, however, was put forth as “how do we fit all of the required departments into the Courthouse?”

The public traditionally turns to their courthouse for access to records, Government programs, municipal leaders, and the judicial system. Because of this, the Courthouse building is unique due to its support of three distinct user groups: Administration (various non-court related departments), Justice (courtrooms and supporting departments) and the public. The study team (briefly) considered issues of available space in the Courthouse Annex, Criminal Justice Facility (CJF), Medical Examiner and the Criminal Correctional Center (CCS), and the Safety Building. However, the Courthouse remained the focus of this study due to its unique user group and deferred adjustments to departmental space needs.

The objective of this study is not to look at specific, detailed, departmental space issues. Rather, the goal of this study is to look at larger issues that affect how the departments fit and work within the Courthouse and to illustrate, at a macro scale, several scenarios to deal with crowding and inefficiencies. This report should be used as a working tool to assist staff in determining appropriate next steps when courthouse space utilization issues are being discussed.

The resulting analysis suggests a desire for the following departments to be located within the courthouse, either because of the need to be adjacent to courts or because the public traditionally associates a courthouse with housing certain departments:

Non-Court Support Departments

- County Executive
- Count Board
- County Clerk
- Corporation Counsel
- Department of Administration - Director
- Intergovernmental Relations
- Register of Deeds
- Treasurer

Court-Related Departments

- Chief Judge
- Child Support
- Clerk of Circuit Courts
- Courts
- District Attorney
- Family Court Commissioner
- In-House Correctional Services
- Register in Probate
- Sheriff
- District Attorney

The analysis also suggests the following departments do not necessarily have to be located in the courthouse:

Non-Court Support Departments

- Economic Development
- Election Commission
- Facilities Management
- Human Resources
- IMSD Information Management
- IMSD Distribution
- Labor Relations
- Personnel Review Board
- Department of Administration

Data sheets for each department show current space and that projected for 2007. A discussion of the critical current and future needs are included and a bubble diagram indicates the degree of affinity to other departments. File and storage needs are discussed. See Appendix A for further information.

Four scenarios are presented suggesting the relocation of selected departments within the courthouse complex and/or to other locations outside of the courthouse.

Note that the information and findings related in this report are the results of information gathered during the last half of 2001.

Summary

Over the next five years the following departments are those that are projected to increase by at least 3000 square feet (net) either because of projected growth or because of needed corrections to the existing space.

	2002 Existing Space	2002 Required Space	2007 Required Space	Increase (net sf)
Emergency Management	6,381	9,500	9,500	3,119
Human Resources	24,219	35,500	35,500	11,281
Register of Deeds	29,715	34,000	34,000	4,285
Child Support & Enforcement	34,724	38,000	45,000	10,276
Courts	229,924	240,000	245,000	15,076
District Attorney	60,38	68,500	112,000	51,162
Family Court Commissioner	18,537	27,500	33,000	14,463
In-House Correctional Services	8,699	20,000	20,000	11,301

With this understanding, one planning scenario is to convert the 3rd floor entirely into Courts and Child Support. While this scheme involves the renovation of a considerable amount of space and relocating various departments to a remote location, it does not require the use of the 3rd floor of the Annex. Scenarios 1, 2 and 3 relocate the present 3rd floor departments to the 1st and 2nd floors.

Scenario 4 provides more space for the courts and departments with high adjacency requirements by removing Human Resources from the building. The scenario also utilizes the 3rd floor of the Annex for an additional 40,000 sq ft of space. A new family courts center could be located in this 3rd floor annex space. This becomes an interesting scenario because it would permit an enlarged Family Court Commissioner, most of the family courts, the legal and financial records section of Child Enforcement and the Task Force on Family Violence to operate together as a family center.

The District Attorney is presently short of space and based on their past growth patterns some 70 ADA's may be added in the next 5 years. They are presently in sub-standard sized offices. If the present and projected staff were to be located in standard sized offices this would require some 50,000 sq ft of additional usable sq ft to be added to their present 60,000 sq ft. Short of relocating part of the ADA's to a remote location, if this space need is of concern, scenario 4 should be considered because it permits the department to take over the former Child Support offices. This 19,000 sq ft of 1st floor and mezzanine space is reasonably close to their Safety Building and CJF present offices and would be a good temporary solution.

There are eight other departments that could be relocated outside the courthouse but they have less than 5,000 sq ft each.

Methodology

The study team broke the project down into several discreet steps.

- Review of data provided through the annual budgeting process
 - Current staffing information
 - Projected staff increases
 - Gross square footage charged for each department
- Conduct interviews with selected department staff
- Verify or develop square footages for each department.
 - gross sf (reported during budget process) as determined by the Facilities Management staff
 - net sf (usable) as determined by the Facilities Management staff and visual verification
- Develop recommendations for appropriate net sf targets
 - For current year (indicate space increase needed to rectify existing problems)
 - For year 2007 (to accommodate growth)
- Develop appropriate departmental adjacencies
 - Developed through departmental interviews
 - Developed through discussion with the County project team
 - Based on 'best practices'
- Develop several scenarios which indicate those departments which should be located within the County Courthouse, and those which could be located elsewhere.

Which Departments are in trouble?

The interviews indicate that the non-court related departments located within the Courthouse are, mostly, able to function efficiently and safely in their current locations until at least 2007. The court related departments, however, have been functioning in spaces not efficiently organized to support their functions. The intervention required to resolve the issues in these departments could trigger a major reallocation of space within the Courthouse.

The following table provides a summary of the interview points as they relate to regard existing space needs and expansion ability. The results are based on how the department works in its current location, and how well the current location might support the department to 2007. This summary is focused on only the amount, quality, and configuration of the space. Note that these findings are current as of December 2001.

Department	Avail SF		Config/Quality		Expansion Required		Remark
	2001	2007	2001	2007	%	net sf	
County Executive	✓	✓	✓	✓			
County Board	✓	✓	✓	✓			
County Clerk	✓	✓	✓	✓			
Corporate Counsel	✓	✓	⊗	✓	15%	1,363	Level of finishes sub-par. Relocation possible
Department of Administration	✓	✓	✓	✓			
Economic Development	✓	✓	✓	✓			Minor reconfiguration needed
Election Commission	✓	✓	✓	✓			
Emergency Management	⊗	⊗	⊗	⊗	49%	3,119	Expansion and reconfiguration required
Facilities Management	✓	✓	⊗	✓	22%	943	Reconfiguration and consolidation needed
Human Resources	✓	✓	⊗	⊗	47%	11,281	Reconfiguration and increase in level of finishes needed
IMSD – Application	✓	✓	⊗	⊗	146%	2,794	Relocate and increase available space
IMSD – Document & Distribution	✓	✓	✓	✓			X-Ray of mail may trigger reconfiguration
Intergovernmental Relations	✓	✓	✓	✓			
Labor Relations	✓	✓	✓	✓			
<i>Milwaukee Legal Resource Center*</i>	✓	✓	✓	✓			
Office for Persons with Disabilities	✓	✓	✓	✓			
Personnel Review Board	✓	✓	✓	✓	30%	224	Minor expansion into adjacent offices
<i>Register of Deeds*</i>	✓	⊗	✓	✓	14%	4,285	Expansion required which will effect adjacent offices
Risk Management	✓	✓	✓	✓			Economic development occupies workstations within space
Treasurer	✓	✓	✓	✓			
Veterans Services	✓	⊗	✓	⊗	20%	371	Growth will create need for additional space
Chief Judge	✓	✓	✓	✓			Consolidation of staff may require relocation
Child Support Enforcement	⊗	⊗	⊗	⊗	30%	10,276	Expansion needed. Consolidation of staff should be studied.
Clerk of Circuit Courts	✓	✓	⊗	✓			Reconfiguration could help efficiencies
Courts	✓	⊗	⊗	⊗	7%	15,076	Reconfiguration required and expansion likely
District Attorney	⊗	⊗	⊗	⊗	84%	51,162	Expansion and reconfiguration needed, relocation may be req'd
Family Court Commissioner	⊗	⊗	⊗	⊗	78%	14,463	Expansion and reconfiguration needed, relocation may be req'd
<i>In-House Correctional Services*</i>	⊗	⊗	⊗	⊗	130%	11,301	Expansion and reconfiguration needed, relocation may be req'd
Register in Probate	✓	✓	⊗	✓			Reconfiguration required for efficiency
Sheriff	✓	✓	✓	✓			Courthouse related areas: Modest reconfiguration req'd
<i>Task Force on Family Violence*</i>	⊗	⊗	⊗	⊗	346%	2,716	Expansion and reconfiguration needed, relocation may be req'd

*Name** indicates departments which have “outside County” components which are not involved in the annual County budgeting.

✓ indicates the configuration or quality of the space reasonably supports the department needs.

⊗ indicates the configuration or quality of the space will not support the department needs.

Possible Courthouse Reconfiguration Scenarios

It is the intention of this study to initiate discussion on how the County may reconfigure the courthouse to provide a higher level of efficiency and service. To that end, the ultimate 'deliverable' of this report is several examples of how to reconfigure the courthouse to resolve existing space deficiencies and allow growth to the year 2007.

The team met for an intense planning session during late winter of 2002 to brainstorm the various ways in which the spaces in the courthouse could be better reallocated to support the needs of each department. 2007 space projections were combined with the initial departmental conclusions and the ideal adjacency information to help determine the range of possibilities available. No single scheme is ideal, rather, the purpose of each scheme is to be illustrative of a different possibility and all schemes together are meant to represent a broad cross section of realistic scenarios. Certain options, such as replacing the entire courthouse, developing a special family courts area on the west campus, or merging / splitting of departments were not studied in depth and were rejected early as out of the scope of this study.

The following pages represent each of the four scenarios. Certain assumptions were made to produce these scenarios:

- The perimeter security study will produce a secure courthouse.
 - An unrelated consulting group concurrently is preparing a security study of the courthouse.
- The mezzanines will be able to be utilized and made habitable for a mix of uses.
 - Many of the spaces found on the mezzanines provide poor working conditions and egress difficulties.
- Existing code and maintenance issues will be resolved.
 - Major work in the facility shall be completed in conformance with the new International Building Code adopted by Wisconsin July 1st, 2002. Egress and fire suppression could be major issues requiring correction.

The reader may notice some small square footage inconsistencies from one scheme to the next; liberties were sometimes taken to round square footages to ensure the clarity of the scheme was not diluted by small factors. Also, square footage numbers were assumed to 'match' if nominal values came within a few hundred sf of target values. All rounding was done in a manner to produce conservative estimates.

Scenario #1: “Balancing Users through Three Zone Vertical Separation”

This option attempts to evenly balance the use of the courthouse by the three primary users: courts, top level administration, and the publics need to access records. In this instance the courthouse is proposed to be divided horizontally into three zones as follows:

- Public access departments located on ground, first, first mezzanine, and second floors.
- Court functions located on the third through sixth floors.
- Administrative functions clustered on the seventh floor and seventh floor mezzanine.

	2007 Required s.f.	Ground Floor	First Floor	First Floor Mezzanine	Second Floor	Third Floor	Fourth Floor	Fourth Floor Mezzanine	Fifth Floor	Fifth Floor Mezzanine	Sixth Floor	Seventh Floor	Seventh Floor Mezzanine	Non-Courthouse Locations
County Executive	8,536	0	0	0	0	0	0	0	0	0	0	8,536	0	0
County Board	25,165	0	0	0	25,165	0	0	0	0	0	0	0	0	0
County Clerk	5,044	0	5,044	0	0	0	0	0	0	0	0	0	0	0
Corporate Counsel	11,000	0	0	0	0	0	0	0	0	0	0	11,000	0	0
Dept. of Admin.	13,142	0	13,142	0	0	0	0	0	0	0	0	0	0	0
Economic Development	1,829	1,829	0	0	0	0	0	0	0	0	0	0	0	0
Election Commission	2,569	2,569	0	0	0	0	0	0	0	0	0	0	0	0
Emergency Management	9,500	0	0	0	0	0	0	0	0	0	0	0	0	9,500
Facilities Management	5,200	0	0	0	0	0	0	0	0	0	0	0	0	5,200
Human Resources	35,500	0	0	0	0	0	0	0	0	0	0	0	0	35,500
IMSD – Application	4,700	0	0	0	0	0	0	0	0	0	0	0	0	4,700
IMSD – Document & Distribution	4,563	0	0	0	0	0	0	0	0	0	0	0	0	4,563
Intergovernmental Relations	1,438	0	0	0	0	0	0	0	0	0	0	0	1,438	0
Labor Relations	2,171	0	0	0	0	0	0	0	0	0	0	0	2,171	0
Milwaukee Legal Resource Center	4,303	0	4,303	0	0	0	0	0	0	0	0	0	0	0
Office for Persons with Disabilities	1,467	1,467	0	0	0	0	0	0	0	0	0	0	0	0
Personnel Review Board	975	0	0	0	0	0	0	0	0	0	0	0	975	0
Register of Deeds	34,000	23,000	11,000	0	0	0	0	0	0	0	0	0	0	0
Risk Management	1,677	0	0	0	0	0	0	0	0	0	0	0	1,677	0
Treasurer	4,680	0	4,680	0	0	0	0	0	0	0	0	0	0	0
Veterans Services	2,200	2,200	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Chief Judge	6,225	0	0	0	6,225	0	0	0	0	0	0	0	0	0
Child Support Enforcement	45,000	0	0	0	4,900	0	0	0	0	0	0	0	0	40,100
Clerk of Courts	53,946	0	0	40,000	13,950	0	0	0	0	0	0	0	0	0
Courts	245,000	0	0	0	0	55,000	49,000	11,000	49,000	11,000	42,500	0	0	27,500
District Attorney	112,000	0	0	0	0	0	0	0	0	0	0	0	0	112,000
Family Court Commissioner	33,000	0	0	0	4,750	0	0	0	0	0	0	0	0	28,250
In-House Correctional Services	20,000	0	0	0	0	0	0	0	0	0	0	0	0	20,000
Register in Probate	7,298	0	7,298	0	0	0	0	0	0	0	0	0	0	0
Sheriff	68,436	0	0	0	0	0	0	0	0	0	0	0	0	68,436
Task Force on Family Violence	3,500	3,500	0	0	0	0	0	0	0	0	0	0	0	0
Total =		34,565	45,467	40,000	54,990	55,000	49,000	11,000	49,000	11,000	42,500	19,536	6,261	
Nominal Target SqFt =		35,000	45,500	40,000	55,000	55,000	49,000	11,000	49,000	11,000	42,500	19,500	6,500	

Departmental relocations for Scenario #1 are:

	2001 Useable s.f. (Surveyed)	2007 Required s.f.	
County Executive	8,536	8,536	Moves from 3 rd to 7 th
County Board	25,165	25,165	
County Clerk	5,044	5,044	
Corporate Counsel	9,637	11,000	Moves from 3 rd to 7 th
Dept. of Admin.	12,503	13,142	Moves from 3 rd to 1 st
Economic Development	1,829	1,829	Moves from 3 rd to ground floor
Election Commission	2,569	2,569	
Emergency Management	6,381	9,500	Expansion and consolidate required a location external to the courthouse
Facilities Management	4,257	5,200	Moved out of the courthouse
Human Resources	24,219	35,500	Moved out of the courthouse
IMSD – Application	1,906	4,700	Moved out of the courthouse
IMSD – Document & Distribution	4,563	4,563	Moved out of the courthouse
Intergovernmental Relations	1,438	1,438	Moved from 3 rd to 7 th
Labor Relations	2,171	2,171	Moved from 3 rd to 7 th
Milwaukee Legal Resource Center	4,303	4,303	Moved from 3 rd to 1 st to become more accessible to the public
Office for Persons with Disabilities	1,467	1,467	Moved from 3 rd to ground
Personnel Review Board	751	975	Moved from 2 nd to 7 th mezzanine
Register of Deeds	29,715	34,000	Consolidated from ground-1 st -1 st mezzanine to just ground and 1 st
Risk Management	1,677	1,677	Moved from 3 rd to 7 th mezzanine
Treasurer	4,680	4,680	
Veterans Services	1,829	2,200	
Chief Judge	6,225	6,225	Moved from 6 th to 2 nd
Child Support Enforcement	29,842	40,200	Consolidated to a spot outside of the courthouse, but maintains a coordination office on 2 nd
Clerk of Courts	53,946	53,946	Consolidated from ground-1 st -1 st mezzanine to 1 st mezzanine and 2 nd
Courts	229,924	245,000	Reduced the amount of courts in other locations, while also removing courts from 2 nd
District Attorney	60,838	112,000	Expanded at a location out of the courthouse
Family Court Commissioner	23,419	40,000	Consolidated to a spot outside of the courthouse, but maintains a coordination office on 2 nd
In-House Correctional Services	8,699	20,000	Expanded at a location out of the courthouse
Register in Probate	7,298	7,298	Moved from 2 nd to 1 st to become more accessible to the public
Sheriff	68,436	68,436	
Task Force on Family Violence	784	3,500	Moved from 7 th to 1 st

Scenario #2: “Balancing Users Through Two Zone Vertical Separation”

This scheme is similar to Scenario #1 but achieves similar results by combining the public access departments with top level administration on the lower floors, thereby freeing upper floors for other uses. This allows family court functions to be grouped together on the third floor and most other court functions to operate on fourth through seventh mezzanine floors, thus creating a contiguous court zone above the third floor. Top level administration is grouped together on the second floor, and other public oriented departments are distributed on floors between ground and fourth.

	2007 Required s.f.	Ground Floor	First Floor	First Floor Mezzanine	Second Floor	Third Floor	Fourth Floor	Fourth Floor Mezzanine	Fifth Floor	Fifth Floor Mezzanine	Sixth Floor	Seventh Floor	Seventh Floor Mezzanine	Non-Courthouse Locations
County Executive	8,536	0	0	0	8,536	0	0	0	0	0	0	0	0	0
County Board	25,165	0	0	0	25,165	0	0	0	0	0	0	0	0	0
County Clerk	5,044	0	0	5,044	0	0	0	0	0	0	0	0	0	0
Corporate Counsel	11,000	0	0	0	11,000	0	0	0	0	0	0	0	0	0
Dept. of Admin.	13,142	13,142	0	0	0	0	0	0	0	0	0	0	0	0
Economic Development	1,829	0	0	0	0	0	0	0	0	0	0	0	0	1,829
Election Commission	2,569	2,569	0	0	0	0	0	0	0	0	0	0	0	0
Emergency Management	9,500	0	0	0	0	0	0	0	0	0	0	0	0	9,500
Facilities Management	5,200	5,200	0	0	0	0	0	0	0	0	0	0	0	0
Human Resources	35,500	0	0	0	0	0	0	0	0	0	0	0	0	35,500
IMSD – Application	4,700	0	0	0	0	0	0	0	0	0	0	0	0	4,700
IMSD – Document & Distribution	4,563	0	0	0	0	0	0	0	0	0	0	0	0	4,563
Intergovernmental Relations	1,438	0	1,438	0	0	0	0	0	0	0	0	0	0	0
Labor Relations	2,171	0	2,171	0	0	0	0	0	0	0	0	0	0	0
Milwaukee Legal Resource Center	4,303	0	4,303	0	0	0	0	0	0	0	0	0	0	0
Office for Persons with Disabilities	1,467	1,467	0	0	0	0	0	0	0	0	0	0	0	0
Personnel Review Board	975	975	0	0	0	0	0	0	0	0	0	0	0	0
Register of Deeds	34,000	9,138	11,281	13,581	0	0	0	0	0	0	0	0	0	0
Risk Management	1,677	0	1,677	0	0	0	0	0	0	0	0	0	0	0
Treasurer	4,680	0	4,680	0	0	0	0	0	0	0	0	0	0	0
Veterans Services	2,200	2,200	0	0	0	0	0	0	0	0	0	0	0	0
Chief Judge	6,225	0	0	0	0	0	0	0	0	0	6,225	0	0	0
Child Support Enforcement	45,000	0	0	0	9,124	18,500	0	0	0	0	0	0	0	17,376
Clerk of Courts	53,946	0	12,500	21,348	0	0	0	0	0	0	0	13,598	6,500	0
Courts	245,000	0	0	0	0	0	49,000	11,000	49,000	11,000	36,000	6,000	0	83,000
District Attorney	112,000	0	0	0	0	0	0	0	0	0	0	0	0	112,000
Family Court Commissioner	33,000	0	0	0	0	33,000	0	0	0	0	0	0	0	0
In-House Correctional Services	20,000	0	0	0	0	0	0	0	0	0	0	0	0	20,000
Register in Probate	7,298	0	7,298	0	0	0	0	0	0	0	0	0	0	0
Sheriff	68,436	0	0	0	0	0	0	0	0	0	0	0	0	68,436
Task Force on Family Violence	3,500	0	0	0	0	3,500	0	0	0	0	0	0	0	0
Total =		34,691	45,348	39,973	53,825	55,000	49,000	11,000	49,000	11,000	42,225	19,598	6,500	
Nominal Target SqFt =		35,000	45,500	40,000	55,000	55,000	49,000	11,000	49,000	11,000	42,500	19,500	6,500	

Departmental relocations for Scenario #2 are:

	2001 Useable s.f. (Surveyed)	2007 Required s.f.	
County Executive	8,536	8,536	Moved from 3 rd to 2 nd
County Board	25,165	25,165	
County Clerk	5,044	5,044	Moved from 1 st to 1 st mezzanine
Corporate Counsel	9,637	11,000	Enlarged at current location
Dept. of Admin.	12,503	13,142	Moved from 3 rd to ground
Economic Development	1,829	1,829	Moved out of the courthouse
Election Commission	2,569	2,569	
Emergency Management	6,381	9,500	Expanded and consolidated a location outside of the courthouse
Facilities Management	4,257	5,200	Moved out of the courthouse
Human Resources	24,219	35,500	Moved out of the courthouse
IMSD – Application	1,906	4,700	Moved out of the courthouse
IMSD – Document & Distribution	4,563	4,563	
Intergovernmental Relations	1,438	1,438	Moved from 3 rd to 1 st
Labor Relations	2,171	2,171	Moved from 3 rd to 1 st
Milwaukee Legal Resource Center	4,303	4,303	Moved from 3 rd to 1 st
Office for Persons with Disabilities	1,467	1,467	Moved from 3 rd to ground
Personnel Review Board	751	975	Moved from 2 nd to ground
Register of Deeds	29,715	34,000	Expanded at current location
Risk Management	1,677	1,677	Moved from 3 rd to 1 st
Treasurer	4,680	4,680	
Veterans Services	1,829	2,200	Expanded at current location
Chief Judge	0	0	
Child Support Enforcement	29,842	40,200	Moved from 1 st and 1 st mezzanine to 2 nd , 3 rd with some space located outside of the courthouse
Clerk of Courts	53,946	53,946	Moved from ground, 1 st , and 1 st mezzanine to 1 st , 1 st mezzanine, 7 th and 7 th mezzanine
Courts	229,924	245,000	Consolidated to upper levels, and expanded use of space outside of the courthouse
District Attorney	60,838	112,000	
Family Court Commissioner	23,419	40,000	Moved to 3 rd
In-House Correctional Services	8,699	20,000	
Register in Probate	7,298	7,298	Moved from 2 nd to 1 st
Sheriff	68,436	68,436	
Task Force on Family Violence	784	3,500	Moved from 7 th to 3 rd

Scenario #3: “A Courthouse Maximized for Courts”

This option answers the question “What would occur in the courthouse if there existed a County Administration building?” In this case the courthouse is reconfigured to primarily serve court functions. Notable, in this scheme, is the distribution of offices for the District Attorney, Family Court Commissioner, and a sub-station for the Sheriff all residing within the courthouse. All non-court functions are consolidated to an external location

	2007 Required s.f.	Ground Floor	First Floor	First Floor Mezzanine	Second Floor	Third Floor	Fourth Floor	Fourth Floor Mezzanine	Fifth Floor	Fifth Floor Mezzanine	Sixth Floor	Seventh Floor	Seventh Floor Mezzanine	Non-Courthouse Locations
County Executive	8,536	0	0	0	0	0	0	0	0	0	0	0	0	8,536
County Board	25,165	0	0	0	0	0	0	0	0	0	0	0	0	25,165
County Clerk	5,044	0	0	0	0	0	0	0	0	0	0	0	0	5,044
Corporate Counsel	11,000	0	0	0	0	0	0	0	0	0	0	0	0	11,000
Dept. of Admin.	13,142	0	0	0	0	0	0	0	0	0	0	0	0	13,142
Economic Development	1,829	0	0	0	0	0	0	0	0	0	0	0	0	1,829
Election Commission	2,569	2,569	0	0	0	0	0	0	0	0	0	0	0	0
Emergency Management	9,500	0	0	0	0	0	0	0	0	0	0	0	0	9,500
Facilities Management	5,200	0	0	0	0	0	0	0	0	0	0	0	0	5,200
Human Resources	35,500	0	0	0	0	0	0	0	0	0	0	0	0	35,500
IMSD – Application	4,700	0	0	0	0	0	0	0	0	0	0	0	0	4,700
IMSD – Document & Distribution	4,563	0	0	0	0	0	0	0	0	0	0	0	0	4,563
Intergovernmental Relations	1,438	0	0	0	0	0	0	0	0	0	0	0	0	1,438
Labor Relations	2,171	0	0	0	0	0	0	0	0	0	0	0	0	2,171
Milwaukee Legal Resource Center	4,303	4,303	0	0	0	0	0	0	0	0	0	0	0	0
Office for Persons with Disabilities	1,467	0	0	0	0	0	0	0	0	0	0	0	0	1,467
Personnel Review Board	975	0	0	0	0	0	0	0	0	0	0	0	0	975
Register of Deeds	34,000	0	0	0	0	0	0	0	0	0	0	0	0	34,000
Risk Management	1,677	0	0	0	0	0	0	0	0	0	0	0	0	1,677
Treasurer	4,680	0	0	0	0	0	0	0	0	0	0	0	0	4,680
Veterans Services	2,200	0	0	0	0	0	0	0	0	0	0	0	0	2,200
Chief Judge	6,225	0	0	0	0	0	0	0	0	0	0	0	6,225	0
Child Support Enforcement	45,000	0	0	7,000	0	0	0	0	10,000	11,000	0	0	0	17,000
Clerk of Courts	53,946	20,830	33,116	0	0	0	0	0	0	0	0	0	0	0
Courts	245,000	0	0	0	50,000	50,000	45,000	0	38,775	0	42,500	18,725	0	0
District Attorney	112,000	0	12,384	0	5,000	5,000	4,000	0	0	0	0	775	0	84,841
Family Court Commissioner	33,000	0	0	33,000	0	0	0	0	0	0	0	0	0	0
In-House Correctional Services	20,000	0	0	0	0	0	0	0	0	0	0	0	0	20,000
Register in Probate	7,298	7,298	0	0	0	0	0	0	0	0	0	0	0	0
Sheriff	68,436	0	0	0	0	0	0	7,500	0	0	0	0	0	60,936
Task Force on Family Violence	3,500	0	0	0	0	0	0	3,500	0	0	0	0	0	0
Total =		35,000	45,500	40,000	55,000	55,000	49,000	11,000	48,775	11,000	42,500	19,500	6,225	
Nominal Target SqFt =		35,000	45,500	40,000	55,000	55,000	49,000	11,000	49,000	11,000	42,500	19,500	6,500	

Departmental relocations for Scenario #3 are:

	2001 Useable s.f. (Surveyed)	2007 Required s.f.	
County Executive	8,536	8,536	Moved out of the courthouse
County Board	25,165	25,165	Moved out of the courthouse
County Clerk	5,044	5,044	Moved out of the courthouse
Corporate Counsel	9,637	11,000	Moved out of the courthouse
Dept. of Admin.	12,503	13,142	Moved out of the courthouse
Economic Development	1,829	1,829	Moved out of the courthouse
Election Commission	2,569	2,569	Maintains space within the courthouse to represent it's unbiased stature
Emergency Management	6,381	9,500	Expansion and consolidate required a location external to the courthouse
Facilities Management	4,257	5,200	Moved out of the courthouse
Human Resources	24,219	35,500	Moved out of the courthouse
IMSD – Application	1,906	4,700	Moved out of the courthouse
IMSD – Document & Distribution	4,563	4,563	Moved out of the courthouse
Intergovernmental Relations	1,438	1,438	Moved out of the courthouse
Labor Relations	2,171	2,171	Moved out of the courthouse
Milwaukee Legal Resource Center	4,303	4,303	
Office for Persons with Disabilities	1,467	1,467	Moved out of the courthouse
Personnel Review Board	751	975	Moved out of the courthouse
Register of Deeds	29,715	34,000	Moved out of the courthouse
Risk Management	1,677	1,677	Moved out of the courthouse
Treasurer	4,680	4,680	Moved out of the courthouse
Veterans Services	1,829	2,200	Moved out of the courthouse
Chief Judge	6,225	6,225	Moved from 6 th to 7 th mezzanine
Child Support Enforcement	29,842	40,200	Partially consolidated and relocated to 1 st mezzanine, 5 th and 5 th mezzanine to be closer to family courts. Additional space out of the courthouse required
Clerk of Courts	53,946	53,946	Consolidated from ground-1 st -1 st mezzanine to ground and 1 st
Courts	229,924	245,000	Consolidated into most of 2 nd , 3 rd , 4 th , 5 th , 6 th , 7 th and abandons courts in other buildings
District Attorney	60,838	112,000	Distributed across 1 st , 2 nd , 3 rd , 4 th 7 th floors to be near individual courts. Additional space out of the courthouse required.
Family Court Commissioner	23,419	40,000	Moved from an external location to 1 st mezzanine
In-House Correctional Services	8,699	20,000	Expanded at a location out of the courthouse
Register in Probate	7,298	7,298	Moved from 2 nd to ground
Sheriff	68,436	68,436	Small sub station created on 4 th mezzanine
Task Force on Family Violence	784	3,500	Moves from 6 th to a larger space on 4 th mezzanine

Scenario #4: “Shifting More Courts out of the Courthouse”

This scheme attempts to minimize the total disruption to the courthouse by leaving most departments in their current location and moving just a few departments to allow others to expand in-place. Additionally, this option specifically target the creation of additional courts in space available in the courthouse annex.

	2007 Required s.f.	Ground Floor	First Floor	First Floor Mezzanine	Second Floor	Third Floor	Fourth Floor	Fourth Floor Mezzanine	Fifth Floor	Fifth Floor Mezzanine	Sixth Floor	Seventh Floor	Seventh Floor Mezzanine	Non-Courthouse Locations
County Executive	8,536	0	0	0	0	8,536	0	0	0	0	0	0	0	0
County Board	25,165	0	0	0	25,165	0	0	0	0	0	0	0	0	0
County Clerk	5,044	0	5,044	0	0	0	0	0	0	0	0	0	0	0
Corporate Counsel	11,000	0	0	0	0	11,000	0	0	0	0	0	0	0	0
Dept. of Admin.	13,142	0	0	0	0	13,142	0	0	0	0	0	0	0	0
Economic Development	1,829	1,829	0	0	0	0	0	0	0	0	0	0	0	0
Election Commission	2,569	2,569	0	0	0	0	0	0	0	0	0	0	0	0
Emergency Management	9,500	0	0	0	0	0	0	0	0	0	0	0	0	9,500
Facilities Management	5,200	5,200	0	0	0	0	0	0	0	0	0	0	0	0
Human Resources	35,500	0	0	0	0	0	0	0	0	0	0	0	0	35,500
IMSD – Application	4,700	0	0	0	0	4,700	0	0	0	0	0	0	0	0
IMSD – Document & Distribution	4,563	0	0	0	0	0	0	0	0	0	0	0	0	4,563
Intergovernmental Relations	1,438	0	0	0	0	1,438	0	0	0	0	0	0	0	0
Labor Relations	2,171	0	0	0	0	2,171	0	0	0	0	0	0	0	0
Milwaukee Legal Resource Center	4,303	0	0	0	0	4,303	0	0	0	0	0	0	0	0
Office for Persons with Disabilities	1,467	0	0	0	0	1,467	0	0	0	0	0	0	0	0
Personnel Review Board	975	0	0	0	975	0	0	0	0	0	0	0	0	0
Register of Deeds	34,000	13,426	11,281	9,296	0	0	0	0	0	0	0	0	0	0
Risk Management	1,677	0	0	0	0	1,677	0	0	0	0	0	0	0	0
Treasurer	4,680	0	4,680	0	0	0	0	0	0	0	0	0	0	0
Veterans Services	2,200	0	0	0	0	0	0	0	0	0	0	0	0	2,200
Chief Judge	6,225	0	0	0	0	0	0	0	0	6,225	0	0	0	0
Child Support Enforcement	45,000	0	0	11,000	13,000	0	0	0	0	0	0	0	0	21,000
Clerk of Courts	53,946	11,351	11,894	8,833	0	0	0	0	0	0	0	0	0	21,868
Courts	245,000	0	0	0	8,000	6,200	49,000	11,000	49,000	11,000	36,250	19,500	0	55,050
District Attorney	112,000	0	8,061	11,079	0	0	0	0	0	0	0	0	0	92,860
Family Court Commissioner	33,000	0	4,882	0	0	0	0	0	0	0	0	0	6,500	21,618
In-House Correctional Services	20,000	0	0	0	0	0	0	0	0	0	0	0	0	20,000
Register in Probate	7,298	0	0	0	7,928	0	0	0	0	0	0	0	0	0
Sheriff	68,436	0	0	0	0	0	0	0	0	0	0	0	0	68,436
Task Force on Family Violence	3,500	0	0	0	0	0	0	0	0	0	0	0	0	3,500
Total =		34,375	45,842	40,208	55,068	54,634	49,000	11,000	49,000	11,000	42,475	19,500	6,500	
Nominal Target SqFt =		35,000	45,500	40,000	55,000	55,000	49,000	11,000	49,000	11,000	42,500	19,500	6,500	

Departmental relocations for Scenario #4 are:

	2001 Useable s.f. (Surveyed)	2007 Required s.f.	
County Executive	8,536	8,536	
County Board	25,165	25,165	
County Clerk	5,044	5,044	
Corporate Counsel	9,637	11,000	Expanded at it's current location
Dept. of Admin.	12,503	13,142	Expanded at it's current location
Economic Development	1,829	1,829	Moved from 3 rd to ground
Election Commission	2,569	2,569	
Emergency Management	6,381	9,500	Expanded and consolidated a location out of the courthouse
Facilities Management	4,257	5,200	
Human Resources	24,219	35,500	Moved to a larger location out of the courthouse
IMSD – Application	1,906	4,700	Expanded at it's current location
IMSD – Document & Distribution	4,563	4,563	
Intergovernmental Relations	1,438	1,438	
Labor Relations	2,171	2,171	Relocated to a different portion of 3 rd
Milwaukee Legal Resource Center	4,303	4,303	
Office for Persons with Disabilities	1,467	1,467	
Personnel Review Board	751	975	Expanded at it's current location
Register of Deeds	29,715	34,000	Expanded at it's current location by assuming space used by the title companies
Risk Management	1,677	1,677	
Treasurer	4,680	4,680	
Veterans Services	1,829	2,200	Moved to a larger location out of the courthouse
Chief Judge	6,225	6,225	
Child Support Enforcement	29,842	40,200	Vacated ground floor, moved to 1 st mezzanine and 2 nd , 8,000sf to the annex, and the rest to a location outside of the courthouse
Clerk of Courts	53,946	53,946	
Courts	229,924	245,000	Added new courts on 6 th and in the annex
District Attorney	60,838	112,000	New space added at 1 st and 1 st mezzanine, and the rest required at a location outside of courthouse
Family Court Commissioner	23,419	40,000	Staying on 1 st and 7 th mezzanine, vacated 7 th , added 25,000sf to the annex, and the rest at a location outside of courthouse
In-House Correctional Services	8,699	20,000	Expanded at a location out of the courthouse
Register in Probate	7,298	7,298	
Sheriff	68,436	68,436	
Task Force on Family Violence	784	3,500	Moved from 7 th to larger space at the annex

Appendix A – Departmental Information

The following pages record information for each department. This information was initially generated during in-person interviews conducted during the fall of 2001. Each interview session was conducted with the listed interviewees and at least one member of the consulting team. The meeting consisted of a discussion session of 30-60 minutes and a walking tour of the department. The purpose of each interview was to discover general issues about each department and not try to resolve the intimate issues typical in departmental programming, which is outside the scope of this report. We focused on issues of spatial ‘fairness’, filing needs, public interaction, patron queuing, adjacency requirements, and future growth.

When available, information gathered from reviews of budgeting data is also provided. Where we felt it was warranted (due to crowding, etc.) we provided an ‘Ideal Size’ that indicates our opinion of the net useable square footage required for the department to function properly at current staffing levels. We also provided further analysis to project space needs to 2007, determined if the current space is suitable for the continuing operation of the department, and documented adjacency requirements.

Below is a diagram that illustrates the information reported for each department.

Office for Persons with Disabilities
Dan Natzke, Director 278-3935

Dept. Name	Reported 2001		Ideal Size	Projected 2007	
	Emp.	Gross Area		Emp.	Variable
Office for Persons with Disabilities	6				
Jan Oshiroshi, Act Dir.					
Room 307B					
Total	6	2,242	1,887	6	1,979

Operations
Within this department are the Director, Assistant Director, Community Recreation Coordinator, Interpreter Coordinator, Transit Service Coordinator and Job Accommodation Coordinator. Recent changes in the services of the department include providing program services at Willoway programs in Graham and Underwood, as well as Hollar Park. The sign language coordinator works with 8 or 9 outside interpreters for the various courts.

Adequacy of Space
Their space has been newly remodeled with perimeter counters for workstations that can easily accommodate the handicapped. Additional workstations can easily be added to this layout.

Adjacencies
The main adjacencies are Human Relations and the transportation division of the DPW. This department could be relocated out of the courthouse complex.

Conclusions
Keep this department as-is in its present location.

Office for Persons with Disabilities Primary Adjacencies

Milwaukee County Courthouse Programming
Plunkett Raysich Architects

Printed: 7/5/02
Page 51 of 74

The table summarizes several important statistics:

- Current gross square footage (per 2001 budget report)
- Current usable square footage (computed via visual survey)
- The IDEAL amount of space required to operate the department today
- The projected amount of space required to operate the department in 2007

Text summarizes important issues raised during interviews:

- Department operations including function, how the function may change, general statistics regarding annual operations, and any special programs and needs
- Analysis of how the space supports the needs of the department
- Initial conclusions created immediately after the interview session regarding spatial constraints and required changes.

The diagram summarizes important adjacency information:

- This presents the ideal relationships
- This is used as a guide to determine how to relocate departments.
- Note: Increasing communication technology can change the need for departments to be near each other.

The department summaries are split into two groups: Those departments that are directly related to court activities and those that are not.

Non Court Related Departments

The interviews on the following pages were conducted with departments that do not have direct adjacency requirements with the court system.

County Executive 17
County Board..... 18
County Clerk..... 19
Corporate Counsel..... 20
Department of Administration 21
Economic Development 22
Election Commission 23
Emergency Management 25
Facilities Management 26
Human Resources 27
IMSD Information Management Services Division - Applications 29
IMSD – Document & Distribution Center..... 30
Intergovernmental Relations 31
Labor Relations 32
Milwaukee Legal Resource Center..... 33
Office for Persons with Disabilities..... 34
Personnel Review Board..... 35
Register of Deeds..... 36
Risk Management..... 37
Treasurer 38
Veterans Services..... 39

County Executive

Interviewed: F Thomas Ament, County Executive
Tom Mollen, Chief of Staff

Low Org	Dept. Name	Reported 2001 Area			Ideal Size Useable	Projected 2007	
		# Empl	Gross	Useable		# Empl	Useable
1011	County Executive, Room 306	14	9,489	-		14	-
Totals:		14	9,489	8,536	8,536	14	8,536

Operations

Within this department are the County Executive, Chief of Staff, Deputy Chief of Staff, Director of Public Affairs, Director of Legislative Affairs and the Director of Community Relations

Adequacy of Space

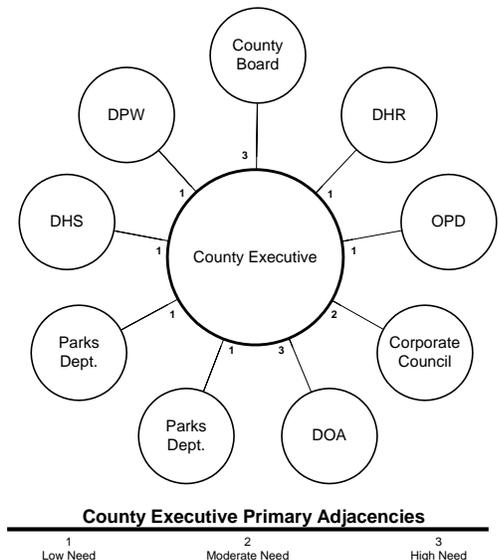
As county executives have changed over the years, staffing levels have ranged from the present 14 to 18 to 22. Should additional staff or interns be added, this space has adequate room to add these workstations

Adjacencies

With the cabinet form of government, most agencies come to this office for meetings and thus this central location and size seems just right.

Initial Conclusions

This department should be located to ensure close contact with other department heads. The present location properly supports the operation of this department.



County Board

Interviewed: Patrick Linnane, Chief of Staff
Marilyn Avercamp, Systems Manager

Low Org	Dept. Name	Reported 2001 Area			Ideal Size Useable	Projected 2007	
		# Empl	Gross	Useable		# Empl	Useable
1000	Room 201	73	38,888	-	-	73	-
<i>Totals:</i>		73	38,888	25,165	25,165	73	25,165

Operations

The county Board of Supervisors consists of the supervisors headed up by the Chairman of the Board and four divisions: Research, Chief Committee Clerk, Public Information Coordinator and Systems and Budget.

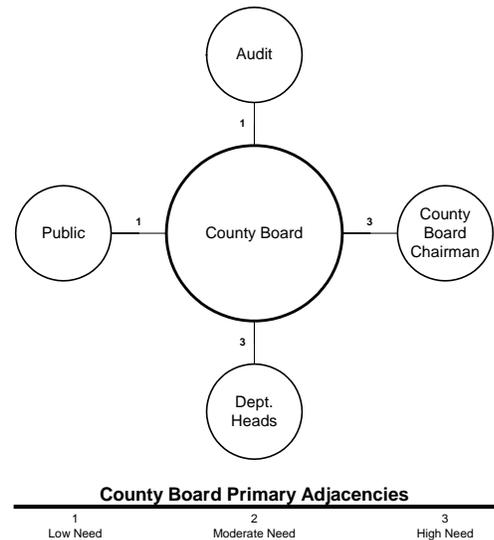
Adequacy of Space

The present space, which is adjacent to the County Board Room, is adequate. If a few more staff were to be added there are some vacant cubicles to accommodate them. The county boardroom is adequate but could be updated to provide more electric and computer outlets. As documents become outdated they are boxed and transported to the Wirth Ave facility.

Adjacencies

Initial Conclusions

The present location properly supports the operation of this department.



County Clerk

Interviewed: Mark Ryan, County Clerk

Low Org	Dept. Name	Reported 2001 Area			Ideal Size	Projected 2007	
		# Empl	Gross	Useable	Useable	# Empl	Useable
3270	County Clerk	8	-	-	-	8	-
Totals:		8	6,615	5,044	5,044	8	5,044

Operations

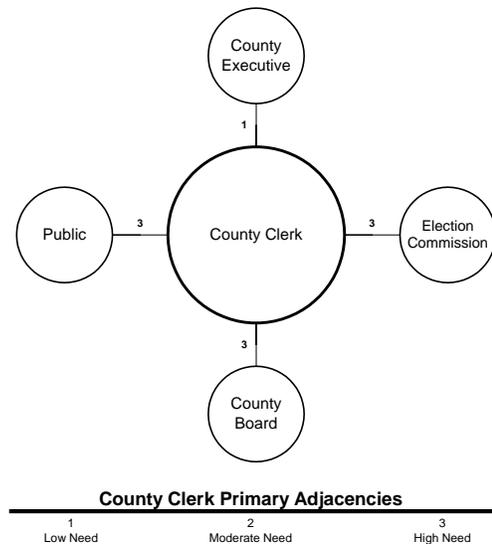
The Milwaukee County Clerk acts as the Secretary to the County in that they provide services including typing minutes, leases and various secretarial tasks. A major function of this department is they issue licenses (marriage, dog, etc.) to the public, which includes 19 municipalities of the County. The County Clerk originates about 6,000 marriage licenses per year.

Adequacy of Space

The department is located in Room 105 and was renovated in the 1980's. The reception/waiting area satisfies the constant contact of visits from the public. The remaining office is open and supplies enough working space for the department to be functional. The space is adequate for a full staff of 8 employees. Currently, two positions are not filled. The department is requesting these positions to be filled and is not in need for additional staff for the future.

Adjacencies

The County Clerk works with many departments in the Courthouse. The County Board and County Executive are the two major departments in which they are in contact a majority of the time. Although they do not need direct adjacency to these departments, they prefer to be in the same vicinity. In addition, because the County Clerk deals with the public on a daily basis, they are located in a prime space in the Courthouse. At times this is bothersome when visitors use them as "Information", yet they are easy to find.



Initial Conclusions

Because of the renovation in the 1980's, this department is adequately sized for its functional needs. If it should be moved, we suggest placing it in a convenient location for the public and the county board.

Corporate Counsel

Interviewed: Bonnie McDonnell, Fiscal Manager

Low Org	Dept. Name	Reported 2001			Ideal Size	Projected 2007	
		# Empl	Gross Area	Useable		Useable	# Empl
1131	Corporate Counsel	45	12,236	-	-	50	-
Totals:		45	12,236	9,637	9,637	50	11,000

Operations

The Corporate Counsel provides in-house legal services on behalf of Milwaukee County, practicing Civil Law. The group includes a mental health division, separate from the corporate counsel, but within the department. The group is essentially a small law firm, consisting of fourteen attorneys and their associated staff.

Adequacy of Space

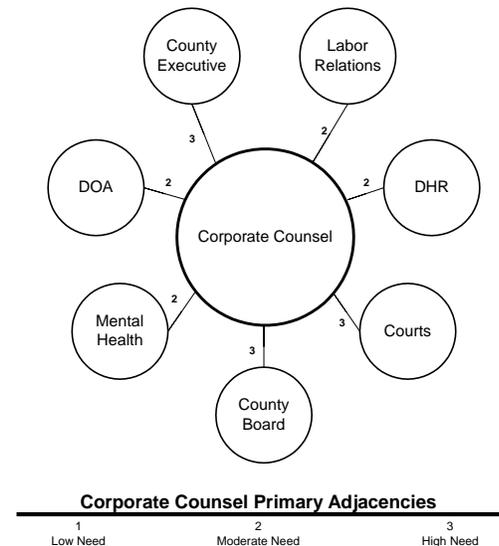
The department is located on the third floor of the Courthouse. The group is physically split into two entry/reception areas – one for mental health, and one for all other corporate counsel functions. The space is adequate for the tasks performed, but the level of finish is substandard as compared to a similar sized law firm in “B” office space. The department should experience moderate square footage expansion forced by the requirement for new employees.

Adjacencies

The department works with all other County departments, most notably mental health and the House of Corrections. Most of the interactions are face to face, especially the mental health caseload, and are State mandated.

Initial Conclusions

This department could be relocated to outside the courthouse. One third of their time is spent giving the county board office legal advice and another third attending county board meetings.



Economic Development

Interviewed: Bill Hatcher, Associate Director

Low Org	Dept. Name	Reported 2001 Area			Ideal Size	Projected 2007	
		# Empl	Gross	Useable	Useable	# Empl	Useable
1180	Economic Development	7	-	-	-	7	-
Totals:		7	2,435	1,829	1,829	7	1,829

Operations

Economic Development serves three main functions for Milwaukee County. First, this department develops County lands which have market potential. This includes working with existing businesses as well as building on County owned property. Secondly, Economic Development processes county properties in remittance – tax delinquency, contaminated properties, abandoned, etc. The County markets them to potential buyers. Parcels of land are used as parking lots which are leased out and administer revenue. Lastly, the department serves as Community Development to encourage minority businesses and create jobs for the minority community. They assist in receiving grants and additional programs for these businesses. They are involved in all lease negotiations, contracts pertaining to County grounds.

Adequacy of Space

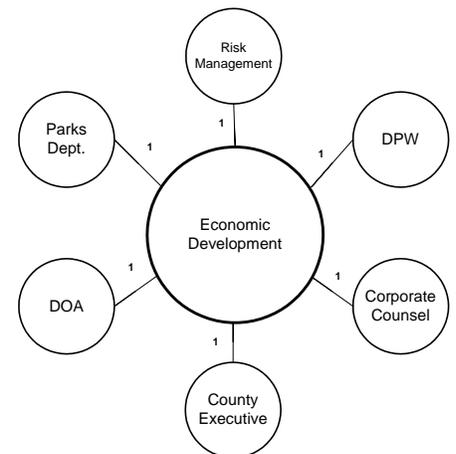
Economic Development shares its office with Risk Management. Both share common areas such as conference room, break room, mail room, etc. Employees have adequate offices and workstations yet the layout of the office may need to be reconfigured. The staff has been stable for the past five years and expects to remain the same for the next five years. If a major project or special project does come about, the department has contracted to an outside agency for assistance. The space does accommodate these special needs.

Adjacencies

This department works with the Parks Department, DPW, Corporate Counsel, County Executive, and Risk Management. Although they have contact with many other County departments, email, telephone and off campus meetings have assisted in their process of communication.

Initial Conclusions

Economic Development currently has sufficient space to perform successfully. Because they are able to communicate to other departments by using technology, they can be relocated to another space or campus. If they do remain in the Courthouse, we suggest reconfiguration of the existing space and possibly merge some positions with Risk Management (ie, reception).



Economic Development Primary Adjacencies

1 Low Need 2 Moderate Need 3 High Need

Election Commission

Interviewed: Janice Dunn, Election Commission Administrative Assistant

Low Org	Dept. Name	Reported 2001 Area			Ideal Size Useable	Projected 2007	
		# Empl	Gross	Useable		# Empl	Useable
3010	Election Commission	2	4,708	-	-	3	-
	Part Time Temporary Election Clerk	6				6	
	Totals:	8	4,708	2,569	2,569	9	2,569

Operations

The Milwaukee County Elections Commission oversees elections in all 19 municipalities of Milwaukee County, providing uniform elections countywide. The staff designs and proofreads ballots, prepares ballots and election supplies for all 19 municipalities; and programs the election equipment for 11 of the 19 municipalities. The staff receives and reviews nomination papers, and certifies candidates for County elections. If necessary, the staff would conduct re-counts and challenges to nomination papers. The staff prepares the official canvass, and compiles and publishes the statistical history of each election. The staff reviews and audits the campaign finance reports of registered candidates, and maintains the financial statements of the County's 52 elected officials.

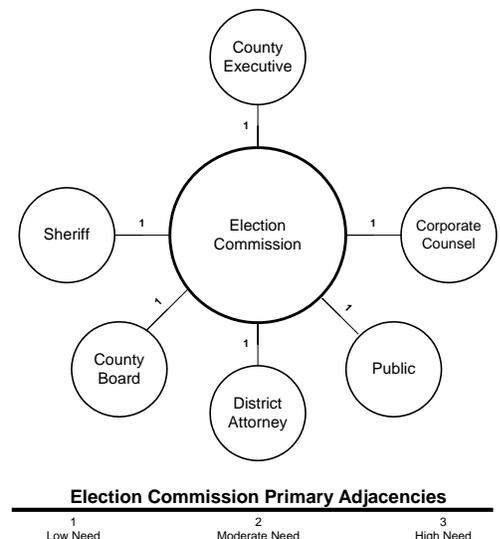
Adequacy of Space

The department is located in Room G3, comprised of a small reception/waiting area, a reception counter, a clerical workstation, a file storage room, a ballot storage vault, a private office, and a "war" room used for commission meetings, election supply storage, election programming and testing, and election night returns confirmation and ballot centralization. The department has a storage closet that is not contiguous of approximately 60 square feet.

Ballots are kept in the office for 30 days (local) to 22 months (Federal). The current staff is efficient at removing ballots to permanent off-site storage after this time.

Adjacencies

The department has a high need for public contacts both with the municipalities at election time, and with the press; and secondarily to elected officials within the courthouse complex (County executive and the 25 County Supervisors, and the 5 main county agencies) for financial reporting. The department works with the District Attorney and the Corporate Counsel for rulings and financial reporting. Occasionally the Sheriff's Department is needed for security. The department is a resource for the municipality.



Initial Conclusions

This department is adequately sized for its functional needs. The space is extremely constrained during election night, tight at commission meetings and during election seasons, and slightly oversized for daily operations. The security constraints imposed by Statutes would prohibit the use of temporary space for use at election time. The staff could benefit from an additional clerical position to handle phone and visitor reception, copying and filing to

allow the two current staff to address the increasing programming needs of the department. This person could be accommodated within the existing demised space. This department does not have to be located within the courthouse proper, but the supervisors might consider this collocation of departments to be an advantage.

Emergency Management

Interviewed: Edward Marchewka, Director
Carl Stenbol, Assistant Director

Low Org	Dept. Name	Reported 2001 Area			Ideal Size	Projected 2007	
		# Empl	Gross	Useable	Useable	# Empl	Useable
4010	Emergency Management	9	-	-	-	9	-
Totals:		9	9,792	6,381	9,500	9	9,500

Operation

Emergency Management provides services to nineteen Milwaukee County municipalities. These services include planning, training, exercising, response and recovery functions for all hazards (tornadoes, flooding, extreme snowfall, terrorists, etc.). The department staff is composed of a director, an assistant director, four emergency service coordinators, a hazardous materials coordinator and three administrative assistants. Included in this department is a 24-hour surveillance system, which monitors national weather system, fire department, airport, state, and Sheriff department communications. An emergency service coordinator is on call to respond to any hazards reported from this system. The Emergency Operating Center (EOC) is used for planning and response to emergency situations, which may arise in the county. The center provides communication, maps, supplies, backup communication and technological equipment to assist in these situations. The heads of all departments are required to respond. The Emergency Management Department also provides the public with literature and emergency training upon request.

Adequacy of Space

The Emergency Management Department is short on staff. An emergency service coordinator, HAZMAT coordinator and administrative assistant are located in the old civil Defense Office at City Hall. When an emergency meeting is called in the EOC, the staff in City Hall causes a delay to the response. Two offices are needed for these employees. Storage is needed for records, equipment and literature.

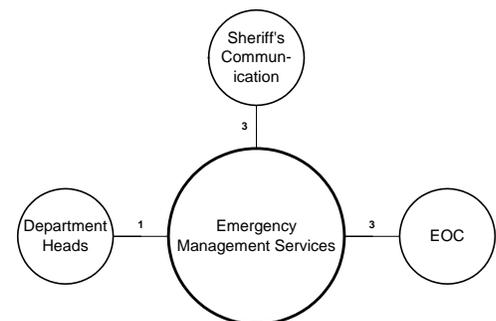
The EOC itself is in dire need of updating and relocation. Because the center is located in the basement of the safety building and is used by other departments, setup time for emergency response is 1½ hour. Although, the EOC does provide for communication and information for emergency meetings, the center does not provide adequate "living" accommodations for 24 hours or more situations. Locker rooms with showers, sleeping facilities, nor a kitchen are not provided for employees who work around the clock.

Adjacencies

Sheriff's communications, EOC, head of departments

Initial Conclusions

The Emergency Management Department (EMD), Sheriff's communication and EOC should be consolidated into one area. The EOC should be upgraded with modern technology and provide proper facilities for 24 hour shifts. EMD staff has suggested that the old women's jail, located directly across the hall from both departments, could be converted into a new EOC. If this is possible, the offices and storage space for the off-site employees could be provided in this expansion.



Emergency Management Primary Adjacencies

1 Low Need 2 Moderate Need 3 High Need

Facilities Management

Interviewed: John Bitz, Assistant Manager

Low Org	Dept. Name	Reported 2001			Ideal Size	Projected 2007	
		# Empl	Gross Area	Useable		Useable	# Empl
5702	Personnel	235	5,726	-	-	7	-
5726	Security	39	820	-	-	-	-
Totals:		274	6,546	4,257	5,200	7	5,200

Note: Courthouse basement (general storage and mechanical) is NOT included in these numbers

Operations

Facilities Management is the “Landlord” for the Courthouse building, 12th & Vliet building, 27th & Wells and County Grounds. All departments lease space through this department. The services provided by Facilities Management are broken down into three groups: Trade staff/maintenance group, custodial/housekeeping group and security group. The administration office receives problem calls and assists by contacting the proper group to resolve the situation. Outside agencies are contracted for larger or complex workloads. An in-house 24-hour service monitors equipment and emergency maintenance for the departments.

Adequacy of Space

All three groups have some space (i.e., custodial closets, maintenance rooms) in all facilities. The main office and maintenance space are in the courthouse. The administration office adequately houses five employees for Facility Management. The only inconvenience is a small conference area located in the director’s office. Meetings can be held in rooms outside of the office if scheduled ahead of time. Last minute meetings with vendors are distractions for the director. There are approximately 274 employees in this department working within the Milwaukee County system. Space is sporadically taken throughout the facilities for the use of this department – whatever is available is used. A majority of the basement in the Courthouse is used to store equipment maintenance supplies, and custodial supplies and this space is not included in the square footage computations. The space for employees is adequate for their services yet the proximity to each other is not ideal. Facilities Management is included in all renovation or construction projects for the County to ensure sufficient space is allocated for their services.

Adjacencies

The location of the main office does not need to be adjacent to any specific department. Most communication is done through telephone, email or two-way radios.

Initial Conclusions

The main office sufficiently houses employees for Facility Management. The storage area in the basement could be reconfigured to allow additional space (storage, office) for other departments. However, the total cost to reconfigure this existing basement area may be high enough to make this an unattractive option.

Human Resources

Interviewed: Gary Dobbert, Director of Human Resources
John Wojtecki, Administrative Coordinator

Low Org	Dept. Name	Reported 2001 Area			Ideal Size Useable	Projected 2007	
		# Empl	Gross	Useable		# Empl	Useable
1141	Director	12	-	-	-	-	-
	Student Interns	25	-	-	-	-	-
1149	Employee Retirement	9	-	-	-	-	-
1142	Employee Benefits	7	-	-	-	-	-
1143	Compensation	5	-	-	-	-	-
1144	Employee Relations	4	-	-	-	-	-
1145	Employment & Staffing	18	-	-	-	-	-
	Totals:	80	35,542	24,219	35,500	80	35,500

Operations

The Human Resources department is the personnel department for Milwaukee County. They recruit, select, perform Civil Service examinations, train, test, monitor affirmative action, handle benefits and contract negotiations, and lay-offs for Milwaukee County agencies. There are an average of 6000 active employees of Milwaukee County - over 8200 at the time of this interview.

The director oversees the other divisions, managing the other agencies, and reporting to the County Executive. This department handles data processing for the DHR, manages facilities for the divisions, handles bookkeeping, reviews and implements policy, administers drug testing and the return to work program.

Employee retirement handles retirement and pension plans for the County's retirees. Compensation studies salary surveys, and maintains the personnel records. Employee Benefits handles health, life and dental benefits, deferred compensation, the bus pass program, the cafeteria and payroll reduction programs, and issues RFP's for vendors of these services for the current and retired employees of Milwaukee County (approximately 12000). Employment Relations does training, affirmative action, EEOC, and investigations. Employment and Staffing handles recruitment, test preparation and administration, name certification, classification studies, rates of pay, transfers, and interviews for testing.

The department is currently investigating a Workforce Planning initiative for Milwaukee County that would allow for benefit enhancement in lieu of wage increases. Implementation of this program, and the resultant changes in staff, will result in increased work for the division. In 2004, employees will be eligible for the maximum bonus, which could result in a rash of retirements. The department is working on training programs for current staff to ascend to management, and planning for replacement recruiting. This will require the department to have access to additional training space.

The department is mandated to keep personnel files to ten years at which time they are destroyed, and keep exam files indefinitely. The exam files are moved to storage with relative frequency.

The Internet has changed the Human Resources field in general, and will affect Milwaukee County imminently with the posting of openings on the new Milwaukee County site. Currently the department has approximately 300 public visits/day. Parking at the current location is a problem; those who visit to interview/test do not complain, but the staff ponders how many potential employees are lost.

Adequacy of Space

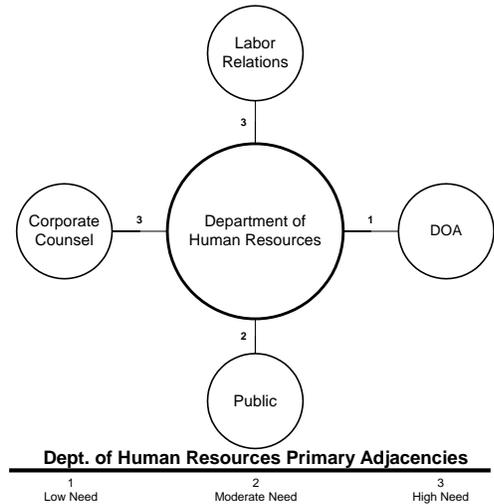
The department is located in Room 210. The department requested minor remodeling funds, and a plan has been developed to reuse partitions to create/enhance space. Some employees need additional space, some areas need to be remodeled, and one proposition is to move the retirement group. The department could use a technologically competent training room, or access to a shared facility. The look and image of this department needs improvement, as they are the “front door” for Milwaukee County prospective employees. The look is incredibly dated; the most recent carpet replacement is over 20 years old.

Adjacencies

The department has a high need for public contact and secondarily to County Executive and the County Board. Most of the work with the division with whom the department interrelates (Parks, DPW) is handled via phone or computer. The department also meets face to face with Labor Relations, Corporate Counsel, and the Department of Administration.

Initial Conclusions

This department is difficult to expand in its current location, but could be moved to a separate facility. The department needs remodeling and could benefit from access to a training room.



IMSD Information Management Services Division - Applications

Interviewed: Jerry Mikolajczak, Network Applications Coordinator

Low Org	Dept. Name	Reported 2001			Ideal Size	Projected 2007	
		# Empl	Gross Area	Useable	Useable	# Empl	Useable
1178	IMSD – Applications	8	-	-	-	-	-
Totals:		8	1,667	1,906	4,700	8	4,700

Operations

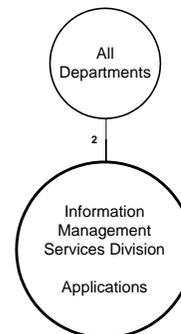
IMSD – Applications is the computer technical support for all County departments. They assist in problem solving and repairing computers, MIS, graphics, and Websites (for selected departments). A 24hr, 7 days a week help line is available for employees to call in with problems. The department receives about 2,000 calls per month.

Adequacy of Space

The department is sporadically located within the Department of Administration. Workstations/offices have double or triple the number of staff for which they were designed. They are cluttered and crowded because employees have one or more PCs to work with. Storage space is limited so supplies are strewn throughout the corridors. The department is in need of training rooms, storage, supply and repair room, research and development labs, and conference rooms. The room housing the mainframe server is inadequate. It is preferred to have temperature control and security. Staff needs to be trained for the constantly changing technology. Occasionally, outside agencies are contracted who specialize in this knowledge to assist in the workload. Usually there is not enough room to comply with the increase of staff. Also, capital improvements have impacted their scope of services. They have not requested an increase of employees because of lack of space.

Adjacencies

Most of the work from this department can be done electronically. If this is not possible, staff visits the department upon request. There is no need for this department to be adjacent to other County departments except, if possible, to the main department.



Initial Conclusions

We recommend this department be relocated outside the courthouse where their special needs can be addressed. The existing space is inadequate for their services. We suggest the department is in need of 300% more space. They have requested to be centralized with the main department or in the 27th and Wells building.



IMSD – Document & Distribution Center

Interviewed: Carol Trimmer, IMSD Services Manager

Low Org	Dept. Name	Reported 2001 Area			Ideal Size Useable	Projected 2007	
		# Empl	Gross	Useable		# Empl	Useable
1166	Personnel	6	-	-	-	7	-
1167	Personnel	4	-	-	-	5	-
Totals:		10	5,399	4,563	4,563	12	4,563

Operations

IMSD Document & Distribution Center provides printing and distribution services for all Milwaukee County departments. Color printing, mass printing, typesetting, folder production and terms control (on hand or inventory) are available for the convenience of these departments. Most jobs are communicated through email. For larger jobs such as Milwaukee County Zoo’s brochures, meetings are necessary to discuss ideas between designers, the reproduction technician and the document coordinator. Outside vendors are contracted for large jobs the department is unable to perform. This is especially true for color printing. The Distribution Center receives and distributes inter-departmental and US mail to the designated departments. The facility located in Courthouse Annex Room 1 is not the central location for distribution. There are three stations within the Milwaukee county system. Routine scheduled pick-up and deliveries assist in transporting the mail between campuses.

Adequacy of Space

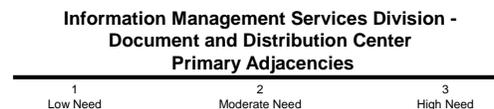
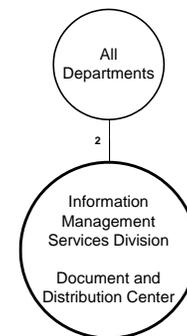
The department, located in a newly remodeled area of the first floor of the annex, has been in a continual renovation for the past two years. This includes the purchase of updated equipment, space reconfiguration and remodeling. Space efficient shelves and desks have been incorporated in the design to provide sufficient work area. Because of new applications and improved technological advances, the department is requesting a website designer and mail clerk for the 2002-2007 budget. Offices are large enough to provide adequate space for these additional employees. If federal regulations require all County/State facilities to have an x-ray machine to screen mail, the department may be crowded, but workable, depending on the size of equipment. The IMSD Services Manager requests that the mail distribution be centralized if the federal regulation requirement is passed.

Adjacencies

As mentioned above, most of the services are provided through e-mail, meetings, or routine deliveries. Because the document and distribution center serves all departments, they do not need to be adjacent to any specific department.

Initial Conclusions

The department has been remodeled and is adequate for the services they provide for Milwaukee County. A centralized location for the distribution would be ideal to improve the quality of service for Milwaukee County. This department could be relocated away from the courthouse complex.



Intergovernmental Relations

Interviewed: Steven J. Cady, Legislative Coordinator

Low Org	Dept. Name	Reported 2001			Ideal Size	Projected 2007	
		# Empl	Gross Area	Useable	Useable	# Empl	Useable
1020	Intergovernmental Relations	5	2,099	-	-	5	-
Totals:		5	2,099	1,438	1,438	5	1,438

Operations

This office is the lobbying arm of the County Executive and presently has a Director, Legislative Coordinator, Deputy Director, Administrative Assistant and an additional vacant Legislative Coordinator. It is the desire of the County Executive to increase the lobbying efforts in Madison and to some extent in Washington. Assignments for this department generally come from the Intergovernmental Relations Committee. Direct contacts at the County Board include Tom Mollan, Chief of Staff and Judy Schiera, Deputy.

Adequacy of Space

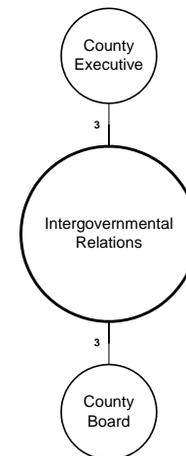
The space in the department is cluttered, but with an effort to microfilm recent legislative bills and to purge old bills, the existing space should be adequate for the next five years. Within the present space, a library should be developed that would have a large table in the middle for research and sorting of data. Perhaps the existing storage room could be upgraded for this purpose.

Adjacencies

The department has a high need to be adjacent to the County executive with a secondary desire to be close to the County Board offices.

Initial Conclusions

The present location properly supports the operation of this department.



Intergovernmental Relations Primary Adjacencies

1 Low Need 2 Moderate Need 3 High Need

Labor Relations

Interviewed: Tom Taylor, Assistant Director

<i>Low Org</i>	<i>Dept. Name</i>	<i>Reported 2001</i>			<i>Ideal Size</i>	<i>Projected 2007</i>	
		<i># Empl</i>	<i>Gross Area</i>	<i>Useable</i>	<i>Useable</i>	<i># Empl</i>	<i>Useable</i>
1135	Labor Relations	5	2,606	-	-	4	-
<i>Totals:</i>		5	2,606	2,171	2,171	4	2,171

Operations

This office is the hub of activity for meetings with union leaders, human resource analysts, corporation counsel, department heads and managers. The number of union grievances and budget restraints drives their workload. Each week there may 10 grievance meetings, some of which result in a settlement and other that proceed to court. Due to budget restraints, in the future this department will share a clerical staff with Economic Development.

This is the office that holds all of the history of county labor issues. Files are sent to the Wirth Ave record retention center, the process that seems to be working well. This department will become part of the DOA

Adequacy of Space

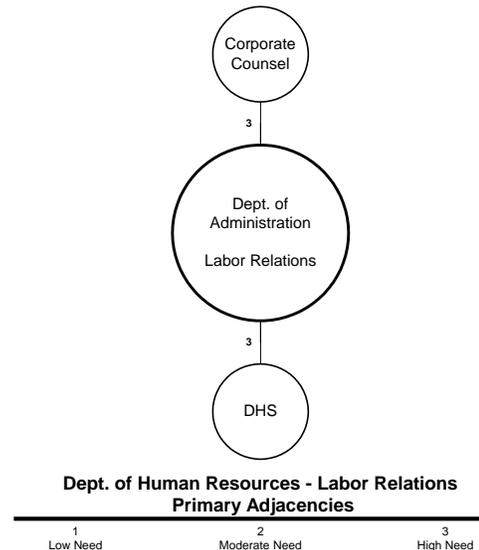
The department space consists of four offices, a general office, storage and a secured waiting room and is located to the west of Corporation Counsel on the 3rd floor.

Adjacencies

Corporation Counsel, Human Relations and the Department of Administration.

Initial Conclusions

The present location properly supports the operation of this department. If the DHR moves out of the courthouse, this department could move with them to their new location.



Milwaukee Legal Resource Center

Interviewed: Julie Baldwin, Reference Librarian
 Rebecca Knutson, Library Assistant

Low Org	Dept. Name	Reported 2001 Area			Ideal Size Useable	Projected 2007	
		# Empl	Gross	Useable		# Empl	Useable
N/A	Milwaukee Legal Resource Center	2	-	-	-	-	-
Totals:		2	4,303	4,303	4,303	2	4,303

Note: This is an "outside department" and it's space is not included in the annual budget process.

Operation

The Legal Resource Center is a state agency directed by the Wisconsin State Law Library. The two employees of the center assist Milwaukee County judges, courts, attorneys and the public in providing legal information. Most of these departments use simple communication to obtain the information. In some cases, a representative will visit the center for research. Updated materials and documents are sent to this department and delivered to the courts by the library assistant. The center also assists pro se (public representing themselves) with forms and documents needed for court hearings, etc.

Adequacy of Space

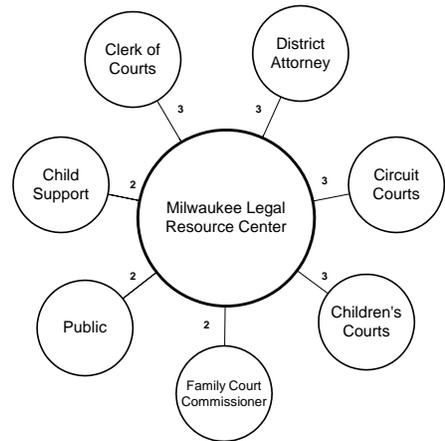
The center is adequate and has been recently remodeled within the past ten years. The center cannot afford to give up any space.

Adjacencies

Clerk of Courts, Circuit court, Children's Court, Family Court Commissioner, Public, Child Support

Initial Conclusions

The Legal Resource center is sufficient in space, but cannot allow for any to be taken away. The center is dependent on the schedule of judges and courts for deliveries. If the courts are relocated, the center must be considered to be relocated as well.



Mil. Legal Resource Center Primary Adjacencies

1 Low Need 2 Moderate Need 3 High Need

Office for Persons with Disabilities

Interviewed: Dan Natzke, Director

Low Org	Dept. Name	Reported 2001 Area			Ideal Size	Projected 2007	
		# Empl	Gross	Useable	Useable	# Empl	Useable
1018	Office for Persons with Disabilities Tim Ochnikowski, Ass't Dir, Room 307B	6	-	-	-	-	-
Totals:		6	2,242	1,467	1,467	6	1,467

Operations

Within this department are the Director, Assistant Director, Community Recreation Coordinator, Interpreter Coordinator, Transit Service Coordinator and Job Accommodation Coordinator. Recent changes in the services of the department include providing program services at Willoway programs at Grant and Underwood, as well as Hollar Park. The sign language coordinator works with 8 or 9 outside interpreters for the various courts.

Adequacy of Space

Their space has been newly remodeled with perimeter counters for workstations that can easily accommodate the handicapped. Additional workstations can easily be added to this layout.

Adjacencies

The main adjacencies are Human Relations and the transportation division of the DPW. This department could be relocated out of the courthouse complex.

Initial Conclusions

The present location properly supports the operation of this department.



Office for Persons with Disabilities Primary Adjacencies

1 Low Need 2 Moderate Need 3 High Need

Personnel Review Board

Interviewed: Susan Shields, Executive Secretary for Personnel Review Board, Executive Director of Ethics Committee

Low Org	Dept. Name	Reported 2001 Area			Ideal Size Useable	Projected 2007	
		# Empl	Gross	Useable		# Empl	Useable
1120	Personnel Review Board	2	-	-	-	-	-
Totals:		2	1,107	751	975	2	975

Operations

Personnel Review Board processes employees with severe disciplinary issues, many of who are ultimately terminated. All employees are given a fair hearing to review termination before being dismissed from the county. The Personnel Review Board acts as a social services-type counselor for agitated ex-employees. Ethics Board, staffed by the same people in this department, handles complaints against code. Some examples are bribery, harassment, and improper use of funds. The Personnel Review Board (PRB) has five members and the Ethics Board has six members who are appointed private citizens.

Adequacy of Space

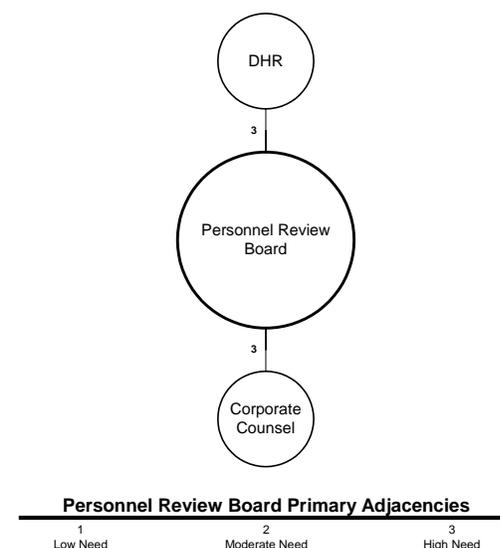
The space for Personnel Review Board is in room 212 and is less than 1,000 square feet. The space consists of a monitored reception area with a "buzzer" system door, two offices and a multi-purpose conference room (hearing room, lunch room, work area, storage, etc.). A second conference room, also shared by Human Resources, is used for hearings and deliberations. If this is not available, the conference room located in the Personnel Review Board office is used. A small boardroom would be ideal for these children's court type proceedings. The main concerns for this department are security, private rooms and storage. The staff often deals with agitated employees. A private room could be used for security and confidential discussions. It is not uncommon for employees to become angry and scream at private meetings. Currently, a panic button, connected to the Police Department, is available for staff if an employee gets out of control. Storage space for files need to be within or near the department. These records are referred to on a daily basis. The department is in need of cabinets to store these files. The space does not allow room to accommodate for this storage need.

Adjacencies

The department needs to be adjacent to the Department of Human Resources and Corporate Counsel.

Initial Conclusions

The staff is satisfied with the current space. Their only complaint is lack of storage space. They are requesting a small space within the courthouse to keep another file cabinet. Our recommendation is to expand the office by about 15-20% to provide a private room for security or a small boardroom. There is empty office space adjacent to this office that may satisfy this need. This department does not have to be in the courthouse complex. If DHR moves, this department could move with them.



Register of Deeds

Interviewed: Walter Barczac, Register of Deeds

Low Org	Dept. Name	Reported 2001			Ideal Size	Projected 2007	
		# Empl	Gross	Useable		Useable	# Empl
3410	Administration	4	-	-	-	4	-
3420	Reception	8	-	-	-	9	-
3430	Real Estate	18	-	-	-	19	-
3450	Records	9	-	-	-	12	-
3460	Tax Listings	6	-	-	-	6	-
N/A	Title Companies	-	-	2,711	2,711	-	2,711
	Totals:	45	28,000	29,715	34,000	50	34,000

Note: This includes an "outside department" and it's space is not included in the annual budget process.

Operations

500 to 1,000 transactions are recorded on any one-day. Real estate transactions have a two-month cycle of processing before the paper is returned to the owner. Vital statistics requirements dictate indefinite storage of the paper original. Vital statistics of 7,000 births, 7,000 deaths and 11,000 marriages are steady, but real estate recordings as a result of mortgage refinancing is growing.

Adequacy of Space

The department has approximately 14,000 square feet in Room 103 and 14,000 sq. ft. in a lower level G-6 plus 5,700 sq. ft. assigned to title companies.

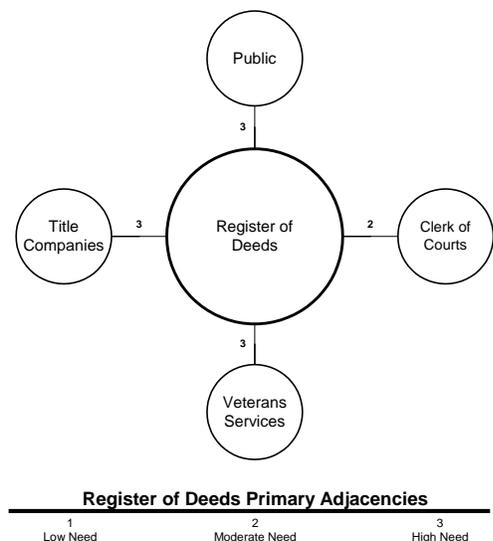
Records are piling up in aisles and there is several staff that does not have workstations. Of critical importance is to provide more space for vital statistics records and staff. The new GIS function (funded by MCAMLIS) needs expansion, as does Granter/Grantee. The lower level Real Estate Department needs more space for plat book research, plan layout, sorting of documents and storage.

Adjacencies

The department has a high need for public contact and secondarily to private title companies, attorneys, etc. As a result of visiting this department, the public often needs to transact business with the Treasurer and Clerk of Courts.

Initial Conclusions

This department is difficult to expand, but one scenario would be to expand vital records into microfilming and move microfilming downstairs to the adjacent Veteran's Affairs or Title Company area. In the process a new cashier window, two cubicles for grantor/grantee and a public viewing area for the new GIS function can be added. The critical Vital Statistics storage area cannot be divided. Proposed approximately 15% additional space.



Risk Management

Interviewed: John Rath, Risk Manager

Low Org	Dept. Name	Reported 2001			Ideal Size	Projected 2007	
		# Empl	Gross Area	Useable	Useable	# Empl	Useable
1150	Risk Management	7	2,744	-	-	7	-
Totals:		7	2,744	1,677	1,677	7	1,677

Operations

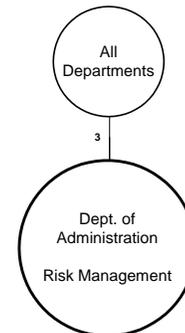
Risk Management is the division of Milwaukee County Government that processes worker's compensation claims, oversees all safety programs, reviews all County insurance policies, and issues Requests for Proposals for, and purchases, insurance policies. The department currently oversees approximately 800 contracts, growing to 1600 next year due to the homeowner's protection program at General Mitchell International Airport. The department also receives outside reports from actuaries and determines the departmental charges. The department has an intern from time to time, and a workstation is provided for this use.

Adequacy of Space

The division resides on the third floor of the Courthouse and consists of general office cubicles, a small supply storage room, a print and copy area (shared with economic development), a conference/file/collate room, a microfiche area (also shared with economic development), and a large conference room, which is shared with the floor. There are two workstations that are charged to the department that are used by economic development personnel. The space currently occupied by the division is fair to employees.

Adjacencies

The department has no public contact, with the exception of outside insurance salespeople. The department interacts with Corp Counsel, Department of Administration, and to a lesser degree Department of Public Works and Parks, due to their high numbers of employees and contracts. The department needs to have personal interaction with the Corporate Counsel office, but transacts business with all other departments via phone and e-mail.



Initial Conclusions

The department could be located outside the courthouse complex.

Dept. of Administration - Risk Management Primary Adjacencies

1 Low Need 2 Moderate Need 3 High Need

Treasurer

Interviewed: Richard Williams, Accounting Coordinator

Low Org	Dept. Name	Reported 2001			Ideal Size	Projected 2007	
		# Empl	Gross Area	Useable	Useable	# Empl	Useable
3090	Treasurer	9	6,437	-	-	9	-
Totals:		9	6,437	4,680	4,680	9	4,680

Operations

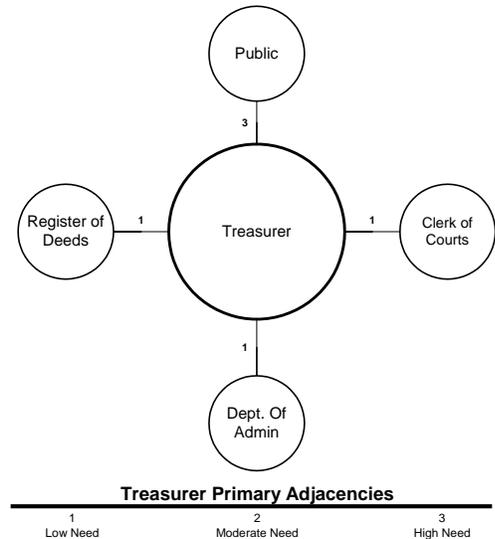
The Milwaukee County Treasurer's office is responsible for collecting checks and cash for Milwaukee County's accounts receivable, and issuing checks from accounts payable utilizing the County's ADVANTAGE accounts payable software system. The Treasurer collects unpaid property taxes on behalf of the County, and all county municipalities, with the exception of the City of Milwaukee. If the County were to take on collections for the City, 3 to 4 additional staff in the collections area would be required.

Adequacy of Space

The department is located in Room 102 and a small storage room on the lower level. The space has recently been renovated, and seems adequate for the current staff. The Treasurer is mandated to keep all documents for three years, and keeps the tax rolls on site for 15 years. The staff said that more filing space is always a luxury, but the current files meet their needs. There is a small area of unused furniture that should be moved to a warehouse.

Adjacencies

The Treasurer works with all other County agencies, most notably with those who generate and disperse the greatest amounts of funds including the Register of Deeds, Parks, Aging, DHS, DPW, Family Services, County Clerk and the Clerk of Courts. Most of this interaction involves the computer, and very little interaction requires face-to-face contact. Outside citizens who do come into the Treasurer's office often also interact with the County Clerk, Register of Deeds, and the Clerk of Courts.



Initial Conclusions

This department should remain as is. Their space has been recently renovated and contains a large vault that would be expensive to relocate. Unfortunately, the Court Cashier in the Safety Building has the same room number, causing confusion. Renumbering either facility could alleviate confusion. There is a historical perception that the courthouse should be able to accommodate citizens needing to transact business with the Treasurer, Clerk of Courts, Register of Deeds and the County Clerk.

Veterans Services

Interviewed: Ted Fetting, Director of Veterans Services

Low Org	Dept. Name	Reported 2001 Area			Ideal Size Useable	Projected 2007	
		# Empl	Gross	Useable		# Empl	Useable
1021	Veterans Services	7	-	-	-	9	-
Totals:		7	3,395	1,829	1,829	9	2,200

Operations

The Milwaukee County Veterans Services assists eligible veterans and their families in applying for State veterans programs. The programs consist of education grants, personal and home loans, healthcare and retirement plans. The office also assists in referring veterans to Federal Veterans programs.

Adequacy of Space

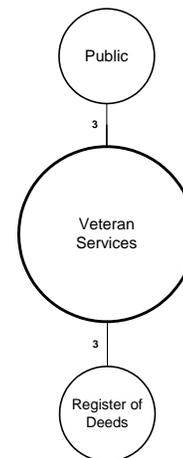
The department is comprised of a small reception/waiting area, a reception counter, workstations for 6 employees, a conference room, supply room, storage space, and a worktable in Room G5. Since 1995, the staff is made up of 4 full time employees and 3 commissioners or advisors who work part time in the department. The waiting area is sufficient for the high volume of visits from the public, averaging 75-150 each week. Because veterans from most recent wars and retired veterans from World War II are becoming more aware of the offered programs, there is a request for a Federal assistant as well as a State assistant to work part time (3 days a week each). In addition, the tragedy of September 11 has also assisted in the awareness of programs offered by the County Veterans Services. If the request for more employees is fulfilled, the office space may not comfortably house these positions.

Adjacencies

The department has a high need for contact with the Register of Deeds to obtain vital records for veterans. They are conveniently located next to the Register of Deeds and request to remain adjacent since the Veterans Services interacts with them on a daily (hourly) basis. Although they do interact with other departments (Clerk of Courts, County Clerks, Social Services, etc.), they feel that the Register of Deeds is the most important County department to be adjacent to.

Initial Conclusions

This department is adequately sized for its functional needs. If the department is in consideration to be relocated, we suggest that Veterans Services be adjacent to the Register of Deeds. In addition, if the requested positions of the Federal and State assistants are filled, the space will be tight and in need to be expanded by 15-20%.



Veteran Services Primary Adjacencies

1 Low Need 2 Moderate Need 3 High Need

Court Related Departments

The interviews on the following pages were conducted with departments that require direct adjacency to the court system:

<i>Chief Judge</i>	41
<i>Child Support Enforcement</i>	42
<i>Clerk of Circuit Courts</i>	44
<i>Courts</i>	45
<i>District Attorney</i>	46
<i>Family Court Commissioner</i>	47
<i>In-House Correctional Services</i>	49
<i>Register in Probate</i>	51
<i>Sheriff</i>	52
<i>Task Force on Family Violence</i>	53

Chief Judge

Interviewed: Michael J Skwierawski
Beth Perrigo

Low Org	Dept. Name	Reported 2001 Area			Ideal Size Useable	Projected 2007	
		# Empl	Gross	Useable		# Empl	Useable
2801	Chief Judge, Room 609	10	5,174	-	-	10	-
Totals:		10	13,639	6,225	6,225	10	6,225

Operations

Within this department are the Chief Judge, Deputy District Court Administrator and Deputy Chief Judge. Weekly meetings are held with the Clerk of Courts. In room 511 are 2 litigation service coordinators, the manager of court reporters in room 624, misdemeanor intake court staff, felony court staff and post conviction staff. Within the judicial system are 47 judges, 26 court commissioners and 11 interns. Two courts have been added in recent years. The misdemeanor intake court is in the Safety Building but all their trial courts are in the Courthouse

Concerns for the future include space that might be needed for litigants who represent themselves and the expanding Family Courts. It would be desirable to have a chief judge office that has all staff together in one location and not to have the 3 felony courts in the Courthouse.

The major concerns of the chief judge is the future of the Safety building and the Annex

Adequacy of Space

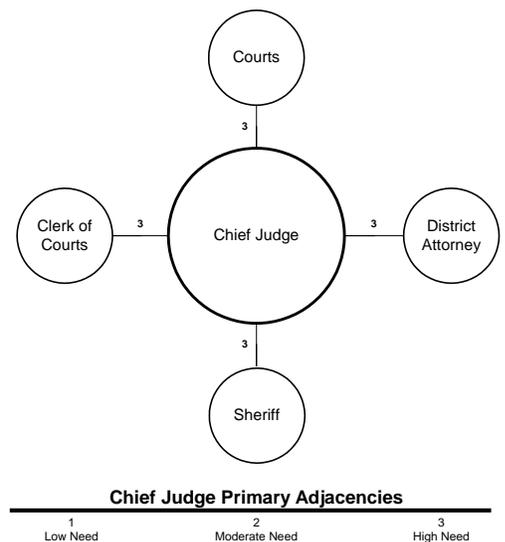
The space is more than adequate for the 5 staff that occupy the area, but added staffing (court reporters, etc.) would require additional space if they are added.

Adjacencies

Would like to be near the Courts and Clerk of Circuit Courts.

Initial Conclusions

The current location properly supports the Chief Judge. If courts are to be moved than the Chief Judge should also be located to preserve the adjacency to the Courts. The Chief Judge has indicated a desire to also be near the Clerk or Courts, but communication technology may assist in reducing the needs for adjacencies to the other departments.



Child Support Enforcement

Interviewed: John P Hayes, Director
 Lisa Marks, Deputy Director – Enforcement
 Gwenn Matkey Deputy Director - Establishment
 Barbara Berner, Financial Development Manager
 Janet Nelson, Legal Counsel
 Beverly Ferrin, Program Coordination – Enforcement
 Agnes Marcinowski, Manager Operations

<i>Low Org</i>	<i>Dept. Name</i>	<i>Reported 2001 Area</i>			<i>Ideal Size</i>	<i>Projected 2007</i>	
		<i># Empl</i>	<i>Gross</i>	<i>Useable</i>	<i>Useable</i>	<i># Empl</i>	<i>Useable</i>
2432	<i>Administration</i>	9	2,592	-	-	13	-
2433	<i>Data Processing</i>	1	875	-	-	2	-
2435	<i>Case Establishment</i>	53	11,110	-	-	58	-
2436	<i>Customer Service</i>	20	3,054	-	-	25	-
2437	<i>Enforcement</i>	41	11,246	-	-	46	-
2438	<i>Uifsa (Interstate)</i>	9.5	1,185	-	-	14.5	-
2439	<i>Order Revision</i>	7.5	565	-	-	12.5	-
2440	<i>W-2 Outstations</i>	8	724	-	-	13	-
2441	<i>Legal</i>	22	5,002	-	-	27	-
2442	<i>Special Projects</i>	27	459	-	-	36.4	-
2452	<i>Financial</i>	38	8,000	-	-	38	-
<i>Totals:</i>		236	44,182	34,724	38,000	292	45,000

Operations

Child Support has staff on the first floor, mezzanine and groundfloor of the courthouse. In addition, there are 38 staff in 8,000 sq ft in the Clerk of Circuit Courts area and 18 staff in the Percent of Income to Fixed Income program on the street level of the annex. There is a genetic testing office in the Safety Building and staff at the Children’s Court.

Largely because of federal welfare reform, the department, including staff at Children’s Court, has grown from 208 in 2000 to 236 in 2001 and is thought to continue to 242 in 2002. A continued 5% growth rate can be anticipated which in 5 years might add 60 to 70 staff to the already crowded office space. Nationwide there has been an increasing interest in citizens obtaining dollars for work rather than receiving welfare payments with the new federal Lien Docket Program causing the child support staff to grow. 66% of the department’s budget comes from federal support.

It is necessary to keep records for 30 years after a case is closed. All records are kept in hard copy because retrieval of microfilm records more than 20 years old is almost impossible due to the fragile nature of the old films and changes in readers.

Adequacy of Space

Some aisles and corridors are full of boxes of supplies and boxes in transit to Wirth Ave. With many workstations being very small with only 36 sq ft and some with only 20 sq ft, this department seems very congested. This is especially true in the mezzanine area with its low ceilings and no windows. There is a need to add a conference room of about 400 sq ft and a training area of about 300 sq ft. The 24x48 file room should probably be increased by 50%. The file room does not have a sprinkler system and there seems to be no smoke detector systems in the area. The basement areas have very poor ventilation.

Adjacencies

This department works very closely with the Family Court Commissioners for which this department generates 75% of their work volume. The areas with the most critical adjacency to the commissioners are: legal, financial and records. The financial staff, now in the Clerk of Courts area, does not have to remain there and might better be located with the rest of the child support staff.

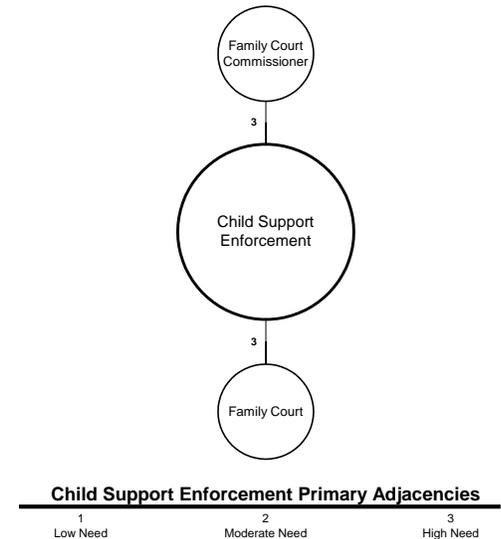
Initial Conclusions

Given the growth projection of adding 10 staff each year, it would seem that there are two alternatives for the future. The first would be to acquire bits and pieces of additional space within the courthouse or annex. Possible Child Support departments that could best operate in a remote location would be the 18 staff in Customer Service, the 20 staff in Review and Adjust, the 10 in the Interstate unit and the 22 attorneys.

Space that may be acquired might include the Election Commission, Veterans Service, the title companies and Human Resources. While being located in numerous non-adjacent spaces is poor, it is an alternative that may be better than relocating the bulk of the operation into new space (such as 27th St or Vilet St. facilities owned by the County).

Looking at the long-term, consideration should be given to moving the department out of the courthouse. It would, however, be necessary to leave the financial staff, attorneys and records behind. The process of keeping track of the location of records would be more difficult. There would need to be a better use of scanning and there would be the possibility of having to duplicate some of the records and thus it is records management that presents biggest challenge.

To be effective the CCAP electronic data files must be redesigned to allow more manual data to be entered in a file. The KIDS Kids Information Data System, a state supported program for tracking child support, should be modified to have a link to the CCAP. A secondary records area would have to remain in the courthouse and some files in a remote location would have to be made available electronically to the public in the courthouse. The genetic testing facility now in the safety building should be brought back into the department and the Chief Attorney should be located in an area with the balance of the department attorneys.



Clerk of Circuit Courts

Interviewed: John Barrett, Clerk
Jon San Filippo, Chief Deputy

Low Org	Dept. Name	Reported 2001 Area			Ideal Size Useable	Projected 2007	
		# Empl	Gross	Useable		# Empl	Useable
2811	Administration	18	5,560	-	-	18	-
2843	Civil Mezzanine	-	29,336	-	-	X	-
2843	Civil	43	4,125	-	-	43	-
2812	Jury Management	6	7,862	-	-	6	-
Totals:		65	42,758	53,946	53,858	67	53,858

Operations

The Clerk of Circuit Court has staff in the Courthouse, Safety Building, Criminal Justice Facility and Children's Court. In addition Child Support has some 36 staff in rooms G-9 and 104 that could be relocated if Child Support had more space.

Adequacy of Space

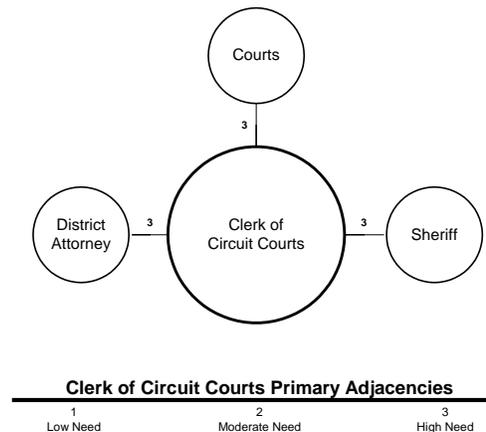
The lower level contains the Civil Division that could be brought upstairs if the Child Support people moved out. This would allow the Assistant Chief Deputy to be on the same level as other key staff and allow the ground level civil appeals area to be expanded.

The F&C Fine and Cost Containment staff may need to increase in the future to better be able to collect fines – a good part of which goes to the State. There is adequate room in the department for this. The criminal division of the clerk's office in the Safety Building may need to be expanded. The Jury Assembly area has some 30,000 jurors pass through this office each year and except for the need to raise some staff cubical partition in height, the space seems to work well. Additional electric and computer outlets for the juror's waiting area would be desirable.

Current use of the mezzanine may not meet applicable codes, especially existing requirements.

Adjacencies

Near the courts, but elevator adjacency to courts and judges appears to meet needs.



Initial Conclusions

The current location supports the needs of this department, but requires a renovation to ensure efficient operation.

Consider relocating the Child Support staff out of the dept.

The Chief Judge would like to consider moving to a location near this space.

Courts

Interviewed: Honorable Jeffrey J Kramers, Misdemeanor Courts
 Honorable Victor J Manion , Felony Courts

Low Org	Dept. Name	Reported 2001 Area			Ideal Size Useable	Projected 2007	
		# Empl	Gross	Useable		# Empl	Useable
2800	Misdemeanor Court	11	70,813	-	-	11	-
	Felony Courts	12	124,931	-	-	13	-
	Totals:	23	195,744	229,924	240,000	24	245,000

Operations

Presently the distribution of 47 judges consists of: 11 Misdemeanor, 12 Felony, 5 Family, 12 Civil, 1 Chief Judge plus 7 Children’s courts. Based on the state weighted caseload study, Milwaukee County is five to ten judges short. There has been a gradual growth in the number of courts from 45 in 1987, 46 in 1991 and 47 in 1998. The courts are distributed in the courthouse, criminal justice facility and the Safety Building. There is CCCA training center, law clerks, pool of court reporters, jury rooms is located on the mezzanine.

Supporting the judges are 93 clerks, reporters and bailiffs

Transferring information from a paper system to an electronic system is ongoing, but it is not yet clear how this will impact their space needs.

Adequacy of Space

The size of the courtrooms are generally satisfactory, however there are four small sized courts in rooms 408, 409, 508 and 509. Room 313 in the Safety Building is also small and the jury must travel through public corridors to their jury room. In the courthouse, some bullpens serve three courtrooms requiring attorneys to walk through courts in session. It can be presumed that in the future one or more judges will be authorized for Milwaukee County, and with the present occupancy in the Courthouse and Safety Building there is no identifiable location for additional courts.

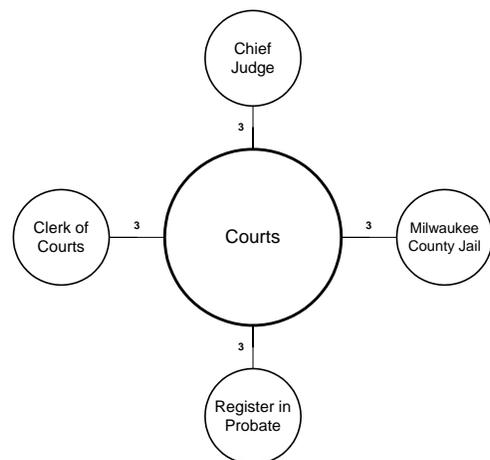
Access for judges into the building is not secure. There is an alarming amount of cross traffic in the building concerning judges, public, and detainees.

Adjacencies

Clerk of Courts, Chief Judge

Initial Conclusions

There are many options to consider... One is the use of two existing courts on the 7th floor and remodeling of space on the east side of the corridor for future courts if Family Courts move to the Annex. Get rid of Safety Building court 313 or turn it into a non-jury courtroom such as the traffic commissioner’s intake court. In the area of the four smaller courts on the fourth and fifth floor, on each floor consider substituting a women’s bullpen for 16 including toilets and a disabled bullpen. One or two of the smaller courtrooms could be used for reserve judges or special situations.



Courts Primary Adjacencies

1 Low Need 2 Moderate Need 3 High Need

District Attorney

Interviewed: E Michael McCann
Jon N. Reddin, Deputy

Low Org	Dept. Name	Reported 2001 Area			Ideal Size Useable	Projected 2007	
		# Empl	Gross	Useable		# Empl	Useable
4501	Attorneys	98					
	Support Staff	133					
	Sub-Total	231	88,866	-	-	307	
	MPD Liaison Officers	17				-	
	Totals:	231	88,866	60,838	68,500	307	112,000

Operations

The ADA offices are in 4 locations totaling 128 attorneys and 167 county support staff. In the CJF is Charging, Domestic Violence and the Sensitive Crime Unit. On the 6th floor of the Safety Building are offices for Felony, Misdemeanor, Gun unit, Homicide and the Victim Witness Subpoena staff. On the 4th floor is Domestic Violence, Victim Witness staff, Administration, White Collar Crime unit, Misdemeanor Victim Witness and subpoena staff and the Drug Unit community relations. On the 2nd floor is the Metropolitan Drug unit. There is a staff of 60 at the Children's Court. All ADA attorneys are state employees.

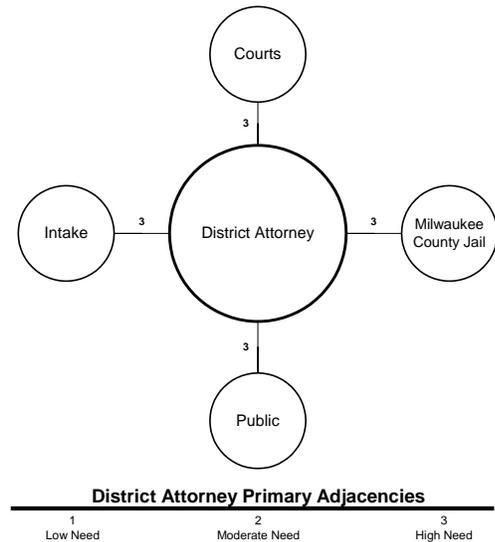
Adequacy of Space

There is a lack of storage space in many areas. The 6th floor narrow storage room could be three times its present area. While records are regularly move to the County's Wirth Ave storage facility, the are records that are sensitive or need to be kept close by for a number of years. The ADA offices are small about 90 sq ft. In a perfect world they should be increased to a minimum 120 sq ft. There are offices designed for two ADA's that now have five.

Adjacencies

Initial Conclusions

Over the past 10 years the DA staff has grown from 195 FTE's in 1991 to 223 in 1996 to 295 in 2001. Presuming this 5% annual growth continues, there is inadequate office and storage space in the present space of 88,866 sq ft. Based on continued staff increases and the recognition of the present undersized offices, their space could grow to 120,000 sq ft. There is no additional expansion space in the Safety Building or the CJF. Other than sprinkling staff around the courthouse in space vacated by other departments, or using the Annex, there appears to be no immediate solution other than space in other county buildings or outside rental space. Since funding for many of the new positions comes from the State, the department year-to-year growth may be irregular.



Family Court Commissioner

Interviewed: Michael J Bruch, Family Division Administrator

<i>Low Org</i>	<i>Dept. Name</i>	<i>Reported 2001</i>			<i>Ideal Size</i>	<i>Projected 2007</i>	
		<i># Empl</i>	<i>Gross</i>	<i>Useable</i>	<i>Useable</i>	<i># Empl</i>	<i>Useable</i>
2420	<i>Commissioner's Office</i>	1	-	-	-	1	-
2421	<i>Court Commissioners</i>	28	-	-	-	35	-
2423	<i>Family Court Mediation</i>	2	-	-	-	6	-
	<i>Courtrooms 702, 712, 508, 509, 512</i>		-	-	-		-
	<i>Totals:</i>	31	34,987	18,537	27,500	42	33,000

Operations

The Family Court Center on the 7th floor of the courthouse consists of 1 judge in a courtroom, a commissioner in a courtroom and on the 5th floor 4 courtrooms with judges. 45,000 hearings are held each year. Citizens wait in one room for paternity and another for the balance of cases. Four of the court commissioners who hear paternity cases almost exclusively are assigned deputy clerks, as is the commissioner who holds hearing in the courtroom. The Clerk of Courts office supplies 4 deputy court clerks that will increase to 6 in 2007. The court commissioners who conduct pre-judgment paternity hearings and domestic abuse injunction hearings have either a court reporter or a recording system. There is also an area for the task force for family violence (battered women) and a toddler's play area.

Adequacy of Space

Most of the commissioners' hearing rooms are too small and need to be enlarged and have an improved in décor to provide a court-like atmosphere. There are four especially bad 12x20 ft rooms. The commissioners should have a nearby private office so they do not have to use the hearing room as an office. They should be able to access their hearing rooms in a separate fashion from the public. There should be a rail between the commissioner and the citizen. A raised bench is desirable, but the trend seems to be getting away from this, perhaps because of the complexity of the handicapped access problem.

The reception areas are poor with main 24x32 ft waiting room with its 11x30 ft overflow over crowded similar to the Paternity waiting room with its "L" shaped blind area. Adversaries in divorce cases should be put in a better environment to reduce tension. Some support staff are in space that is too small - 40 sq ft cubicles. Paralegal space is too small. The 18x24 ft file room seems adequate, as is the scheduling and calendaring area. The poorly located 1,300 sq mezzanine is utilized for a mediation room, break room, dead files and surplus materials.

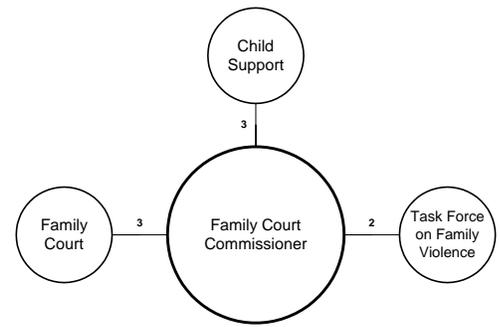
Adjacencies

Child Support & selected sub departments

Initial Conclusions

Family problems seem to be a growing part of the Milwaukee County society and thus the overcrowded 7th floor facility should be relocated. One possibility is to create a Family Court Complex to facilitate an improved delivery of court services. A move to the 3rd floor of the Annex, which has 48,000 sq ft of interior space of which 40,000 should be assignable, would answer the future growth of the unit. The new space could include the judges, commissioners, FCC support staff, Mediation Services, conference areas, administrative offices and the Clerk of Courts substation. There is enough space to eliminate the deficiencies in existing space, include 5 courts and the Clerk of Courts records area and cashiers window. The above-suggested space for 2007 addresses present deficiencies.

The courts could be sized somewhat smaller than the traditional 1,000 sq ft. Only one should be designed for a jury. New hearing rooms should be of a court-like atmosphere, with two wired for video conferencing and all wired for electronic recording. A safe room for DV- domestic violence victims should be included. Family Courts do not want Child Support offices especially their attorneys in the area of their space.



Family Court Commissioner Primary Adjacencies

1 Low Need 2 Moderate Need 3 High Need

In-House Correctional Services

Interviewed: Holly Szablewski Pretrial Services Coordinator
 Susan Adler, Felony Court Coordinator
 (Completed in conjunction with Wisconsin Correctional Services)

Low Org	Dept. Name	Reported 2001 Area			Ideal Size Useable	Projected 2007	
		# Empl	Gross	Useable		# Empl	Useable
N/A	Pretrial Services	3	-	-	-	-	-
	Wisconsin Correction Services Vendors	31.5	-	-	-	-	-
	Totals:	34.5	6,149	8,699	20,000	-	20,000

Note: This is an "outside department" and it's space is not included in the annual budget process.

Operations

The Wisconsin Correctional Services operates six to seven pre-trial programs. The programs are Mental Health, License Reinstatement, Operating While Intoxicated, Failure to Appear, Management and Quality Insurance, and Intensive Drug Monitoring. Pretrial Services main function is to oversee contracts and services from vendors who administer the programs. They also provide budgeting, case management (filing, statistics, etc.) administrative and accounting services. They work with the vendors to collect data and records for Milwaukee County.

Adequacy of Space

The department and vendors are located in the Safety Building. Wisconsin Correctional Services administrative office shares it's office space with administrative staff from Felony Courts. The space is inadequate for both departments. Desks are "piled" next to each other and there is insufficient workspace for all the employees. Storage space is limited because vendors store sensitive records, which need to be kept for a number of years in the office. The vendors themselves are located in the old Milwaukee County jail in the Safety Building. The few private office spaces in this area are small holding cells that are inadequate for the needs of the department. Most of the offices do not have proper electrical supply for computers and other necessary equipment.

The department receives approximately 100 visits from offenders a week. On a busy day, there are usually 25 – 30 people or more in the waiting area at a time. The space becomes crowded and tension grows between the offenders. An open office room houses about eight employees with workstations. Lack of privacy is a major problem for this area. When screening an offender, private meetings are held at the caseworker's desk, which is located in this open office area. No privacy is allowed for collecting information needed for the pre-trial reports. Testing is performed adjacent to the office, again without privacy. Although police officers are usually on location, lack of security is another major problem. If offenders are irritable and need to be secluded in an office or room, there are none available. Training, lunchrooms and conference rooms are not available to employees.

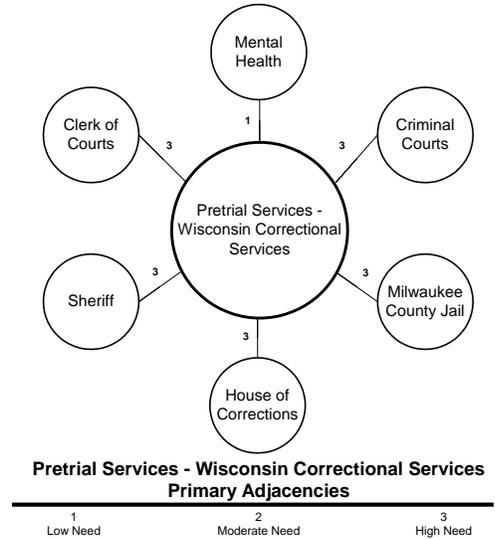
Working conditions and the irritability of visitors causes this area to have a high turnover rate with employees. Many positions are vacant and the caseloads are increasing in size and intensity. Even if the department is at full staff, more employees are needed for the increase of workload. There is not sufficient space to provide for more staff. There are a couple other offices for pre-trial programs within the safety building. The spaces are the same as above or worse. One office houses nine employees with desks in an approximately 200 sq. ft. space. Not ideal for the type of services provided (lack of privacy, distractions, etc.).

Adjacencies

The vendors need to be adjacent to the Criminal Courts, Milwaukee County Jail, and Sheriff Department. Simple communication between Clerk of Courts, House of Corrections and Mental Health is satisfactory, but would prefer to be in ample proximity of them.

Initial Conclusions

All offices mentioned above are in need of more space. The conditions are not fair to the employees or visitors who enter this department. The department needs to be relocated or expanded by at least 300%. Because they are located in the old jail, there is vacant space available. Although it may be costly, there are several floors of cells and holding areas that could be used for storage or offices.



Register in Probate

Interviewed: Robert R. Knoll, Register in Probate

Low Org	Dept. Name	Reported 2001 Area			Ideal Size Useable	Projected 2007	
		# Empl	Gross	Useable		# Empl	Useable
2690	Register in Probate, Room 207	20	20,158	-	-	20	-
Totals:		20	20,158	7,298	7,298	20	7,298

Operations

Probate cases have remained mostly steady over recent years while increases have been seen for Guardian, Protective Placement and Civil Mental Commitment cases. Active cases are on file shelves in Room #207 and later moved to the mezzanine. After 5 years, it is permissible to microfilm these records but all records are kept on-site. The two courts on either side of the Register in Probate handle probate cases as well as civil cases as does the Probate Commissioner in Court Room 408. Informal administration of estates under \$20,000 through the probate office as well as summary proceedings for estates under \$50,000 and non-contested probate cases has reduced the number of cases appearing before a judge.

Adequacy of Space

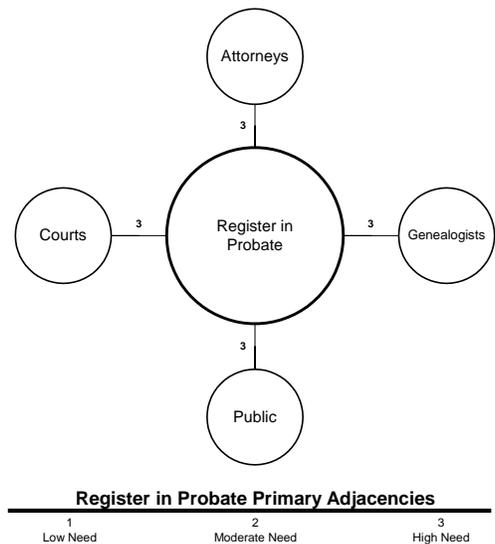
There is sufficient room in both room 207 as well as the mezzanine records location. Records can be moved up and down through a dumb waiter, but in order to search for a record, one of the mezzanine clerks must be contacted, or a long walk made to a remotely located stair that serves mostly probate records, but also a few desks for the Daily Reporter, bonding companies and title companies. Perhaps the installation of a direct stair from Room 207 down to the mezzanine would improve productivity of the department.

Adjacencies

The department has a need for public contact and attorneys.

Initial Conclusions

The current location serves the needs of the department..



Sheriff

Interviewed: Lev Baldwin, Sheriff
 George Paras, CIB
 George Brotz, Fiscal
 Mike Johnson, MCSD Detention
 Jeff Zens, Police Services Bureau
 Joe Decanet, Courts
 Willie McFarland, Sheriff's Administration
 Carl Stenbol, MCSD Emergency Mgt.

Low Org	Dept. Name	Reported 2001 Area			Ideal Size Useable	Projected 2007	
		# Empl	Gross	Useable		# Empl	Useable
4002	Administration	42	31,129	-	-	42	-
4029	Communications	30	8,313	-	-	30	-
4038	Detention Services	555	330,129	-	-	555	-
4052	Investigative Services	63	28,027	-	-	63	-
4077	Courts & Auxliary Services	144	30,050	-	-	144	-
Totals:		834	427,648	68,436	68,436	834	68,436

Operations

The Sheriff has operations at the Safety Building, Criminal Justice Facility, Courthouse, 27th St, Children's Court, County grounds and the Airport. Additional responsibilities in the near future would be a significant boost in the present 23 airport security officers and the possibility that the courthouse complex entrance security would be turned over to the Sheriff

Adequacy of Space

As a whole the Sheriff has sufficient space in the downtown complex. Some special needs however include: Need for a meeting room for the command staff of 20, Need for a locker areas for the 100 or so Bailiffs to change clothes, A larger process room for the six staff that occupy this area and additional storage for the CIB. There is a concern that the 3 county Hazmat staff now located in the City Hall basement may be kicked out with no place to go. The Office for Professional Standards needs to double its 150 sq ft record room to house confidential records that must be kept on-site.

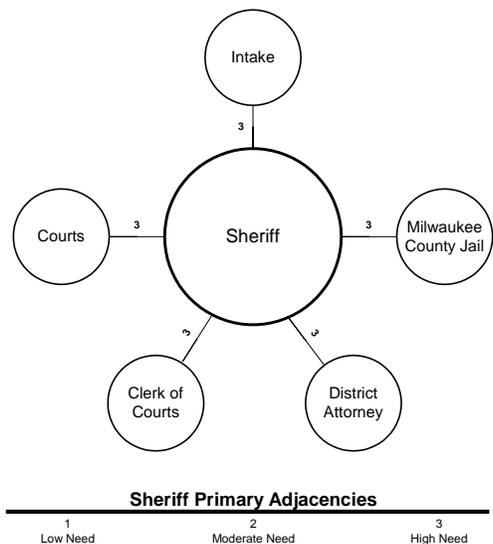
Long-term goals would be in increase the number of Huber beds downtown. There are 300 Huber prisoners waiting for beds at any one time. The present patrol substation in the old sign shop at the County Grounds is inadequate and there is a need for a larger roll call area. A roll call area and locker space is needed at the Airport.

Adjacencies

Courts and Intake

Initial Conclusions

Keep the department as-is in its present location.



Task Force on Family Violence

Interviewed: Bela Roongta Eitel, Director of Courthouse Advocacy
Mike Bruch, Family Courts Commissioner

<i>Low Org</i>	<i>Dept. Name</i>	<i>Reported 2001</i>			<i>Ideal Size</i>	<i>Projected 2007</i>	
		<i># Empl</i>	<i>Gross Area</i>	<i>Useable</i>		<i>Useable</i>	<i># Empl</i>
<i>N/A</i>	<i>Task Force on Family Violence</i>	<i>4-7</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>8</i>	<i>-</i>
	<i>Totals:</i>	<i>7</i>	<i>784</i>	<i>784</i>	<i>3,000</i>	<i>8</i>	<i>3,500</i>

Operations

Task Force on Family Violence is a non-profit advocacy group that is statutorily required by the State of Wisconsin. The space is provided under the Family Courts lease. The task force provides services for those who were involved in domestic violence situations in seeking restraining orders or other court ordered services offered by Milwaukee County. Advocates assist in collecting proper forms and proceedings to file for these court ordered services. The group recognizes women, children, and elderly – anyone who suffers abuse. The Task Force is not allowed to turn anyone away.

Adequacy of Space

Their space, which is leased by Milwaukee County, is not sufficient for the services this group provides. The waiting area is shared by the proceedings for Harassment Hearings and Family Courts with 75 to 100 people visiting the task force each week. With the addition of visitors waiting for hearings, the space becomes crowded. Most visits are from victims who are badly abused. The advocate group must document all cases. Because of the lack of private rooms, photographs are often taken in the commons area. The waiting area does not allow any comfort for these victims. The office space is approximately 400 square feet consisting of a small reception area, one private office, and two small conference rooms. The conference rooms do not supply sufficient space for the task force. They are primarily used for visitors to fill out forms, private consultations, and training needs. Occasionally children accompany their victimized parent. Because of the sensitive conversations being discussed, it is preferred to place the children in a play area or private room. At times, the victim and abuser may be present in the office are at the same time. Private rooms are needed to separate these visitors for confidentiality and security reasons. The space does not accommodate these situations.

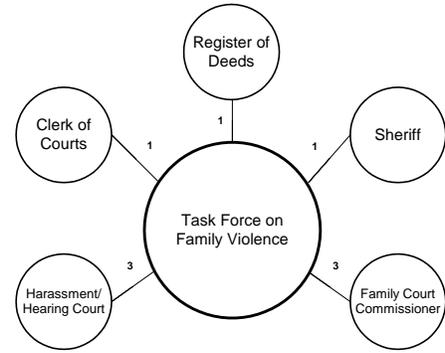
In order to process the reports properly, victims must visit many departments in the courthouse. If the office had access to Milwaukee County files, reports can be filed in a centralized area. In addition, the space is not ADA compliant. If a wheelchair is needed for an abused victim, advocates retrieve them from the basement in the courthouse. Storage space for a wheelchair is not available. The task force consists of four to seven advocates. Because a few are unpaid volunteers and interns from the area colleges, the staff varies throughout the year. The group hopes to expand their services to provide a wide range of programs to assist with abuse victims. With additional hearing rooms being implemented by family courts in this area, space is limited for any expansion.

Adjacencies

The task force needs to be adjacent to Family Court, Harassment Hearings/Court, Clerk of Courts, Register of Deeds and Police Department.

Initial Conclusions

All offices mentioned above are in need of more space. The conditions are not fair to the employees or visitors who enter this department. The department needs to be relocated or expanded by at least 400%. The advocacy group will not move if Family Courts and Harassment Hearings/Courts do not relocate with them.

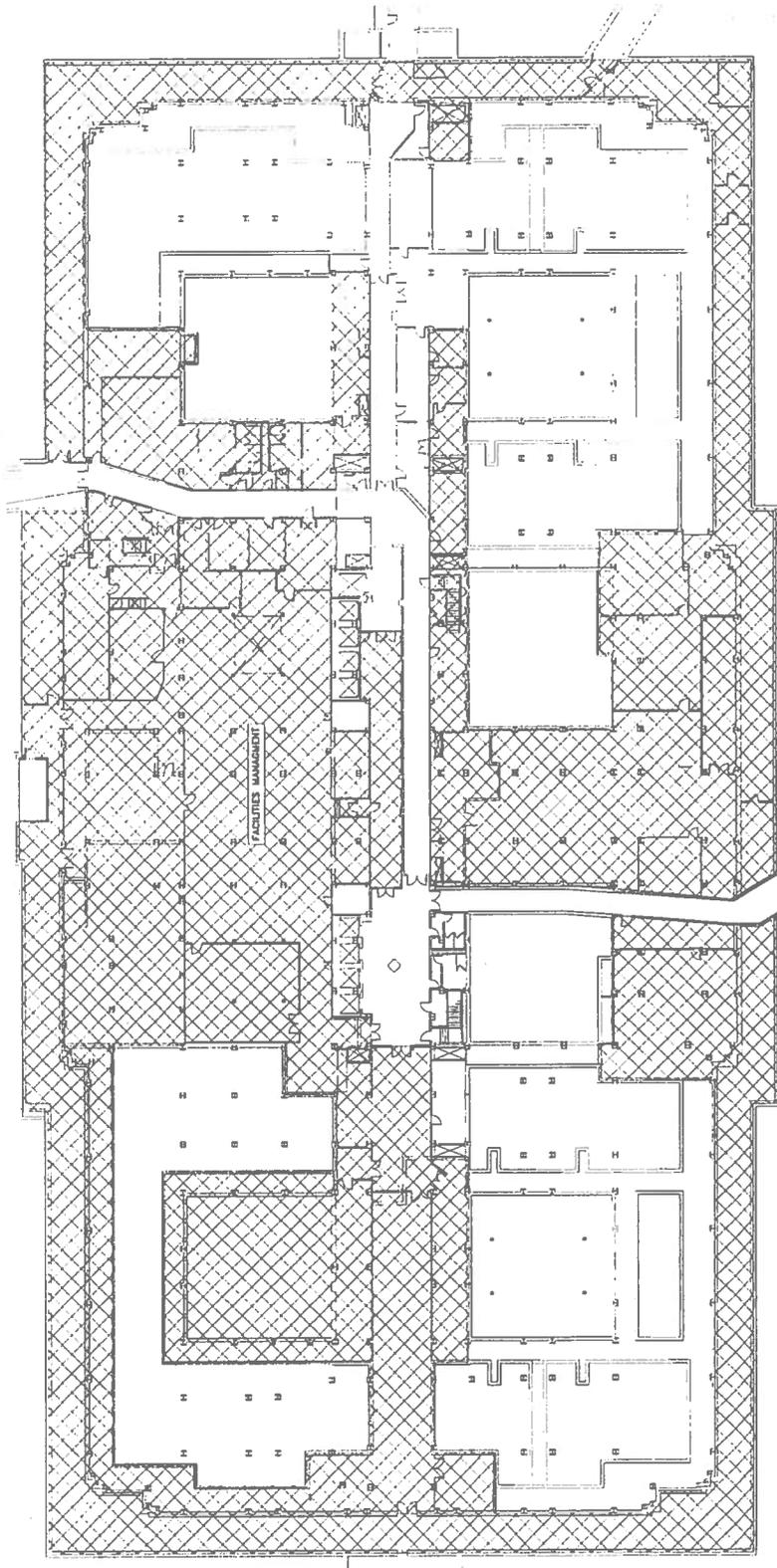


Task Force on Family Violence Primary Adjacencies

1 Low Need 2 Moderate Need 3 High Need

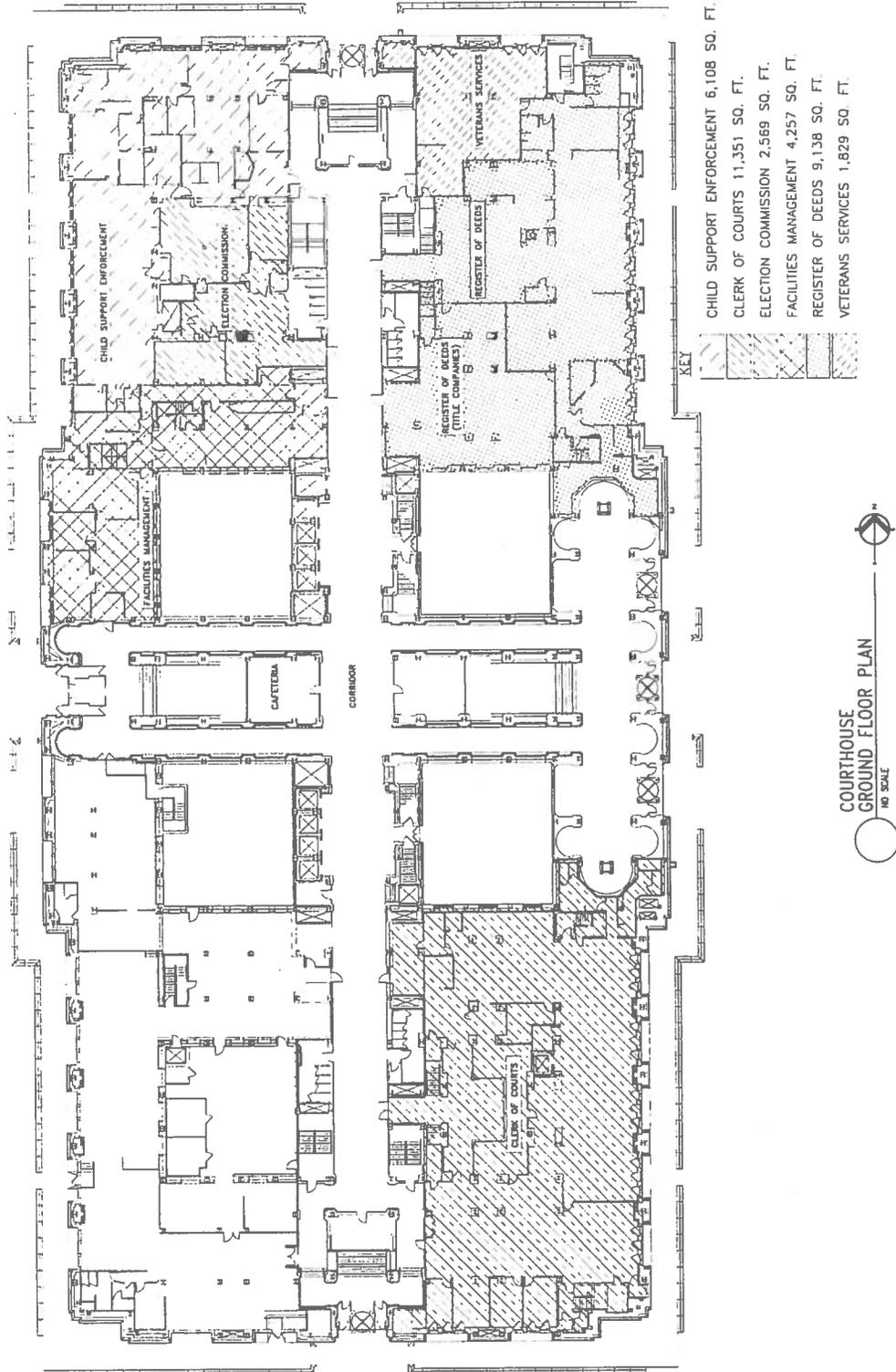
Appendix B – Current Departmental Allocations

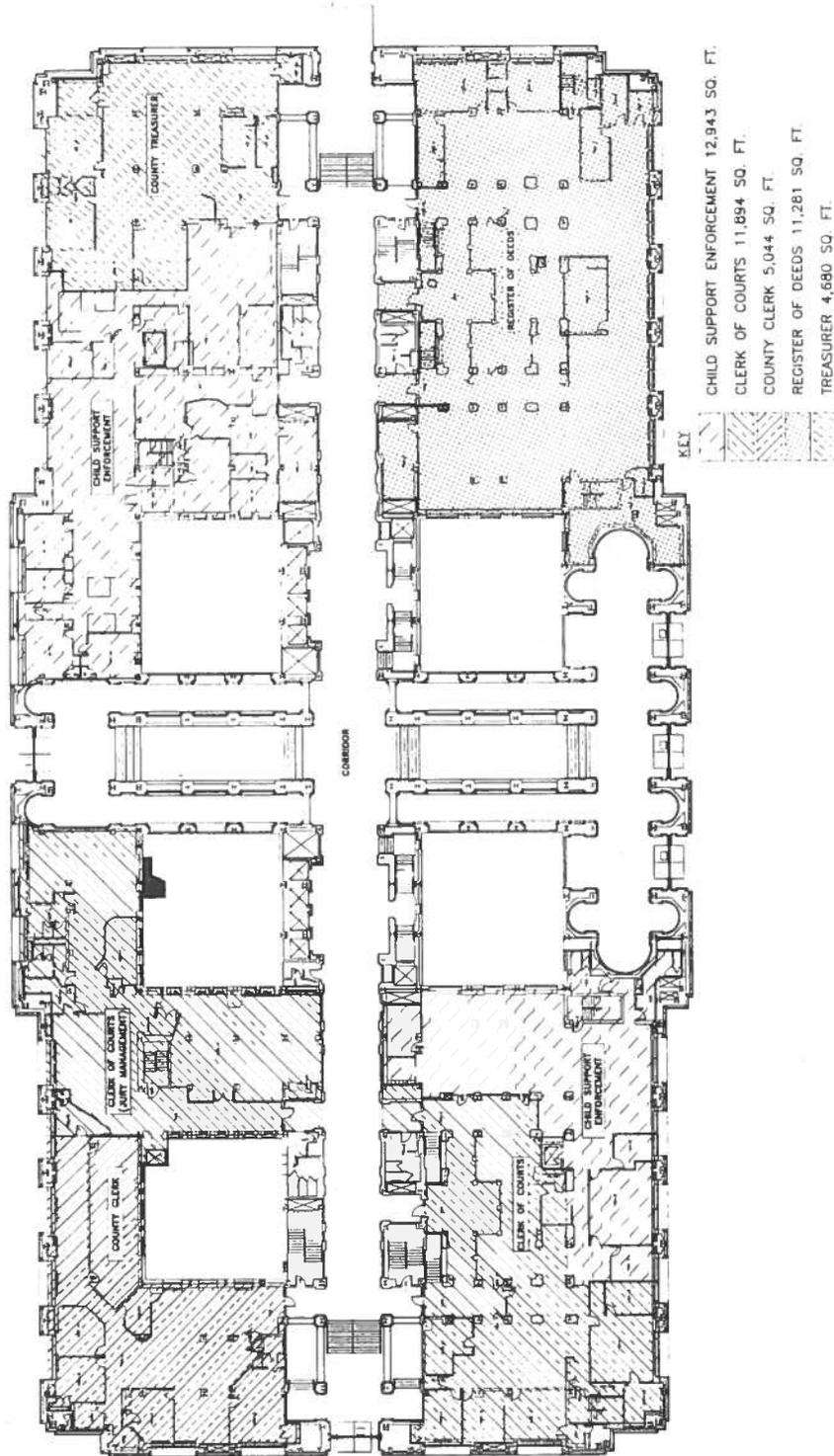
	2001 Useable s.f. (Surveyed)	Ground Floor	First Floor	First Floor Mezzanine	Second Floor	Third Floor	Fourth Floor	Fourth Floor Mezzanine	Fifth Floor	Fifth Floor Mezzanine	Sixth Floor	Seventh Floor	Seventh Floor Mezzanine	Non-Courthouse Locations
County Executive	8,536	0	0	0	0	8,536	0	0	0	0	0	0	0	0
County Board	25,165	0	0	0	25,165	0	0	0	0	0	0	0	0	0
County Clerk	5,044	0	5,044	0	0	0	0	0	0	0	0	0	0	0
Corporate Counsel	9,637	0	0	0	0	9,637	0	0	0	0	0	0	0	0
Dept. of Admin.	12,503	0	0	0	0	12,503	0	0	0	0	0	0	0	0
Economic Development	1,829	0	0	0	0	1,829	0	0	0	0	0	0	0	0
Election Commission	2,569	2,569	0	0	0	0	0	0	0	0	0	0	0	0
Emergency Management	6,381	0	0	0	0	0	0	0	0	0	0	0	0	6,381
Facilities Management	4,257	4,257	0	0	0	0	0	0	0	0	0	0	0	0
Human Resources	24,219	0	0	11,000	13,219	0	0	0	0	0	0	0	0	0
IMSD – Application	1,906	0	0	0	0	1,906	0	0	0	0	0	0	0	0
IMSD – Document & Distribution	4,563	0	0	0	0	0	0	0	0	0	0	0	0	4,563
Intergovernmental Relations	1,438	0	0	0	0	1,438	0	0	0	0	0	0	0	0
Labor Relations	2,171	0	0	0	0	2,171	0	0	0	0	0	0	0	0
Milwaukee Legal Resource Center	4,303	0	0	0	0	4,303	0	0	0	0	0	0	0	0
Office for Persons with Disabilities	1,467	0	0	0	0	1,467	0	0	0	0	0	0	0	0
Personnel Review Board	751	0	0	0	751	0	0	0	0	0	0	0	0	0
Register of Deeds	29,715	9,138	11,281	9,296	0	0	0	0	0	0	0	0	0	0
Risk Management	1,677	0	0	0	0	1,677	0	0	0	0	0	0	0	0
Treasurer	4,680	0	4,680	0	0	0	0	0	0	0	0	0	0	0
Veterans Services	1,829	1,829	0	0	0	0	0	0	0	0	0	0	0	0
Chief Judge	6,225	0	0	0	0	0	0	0	0	6,225	0	0	0	0
Child Support Enforcement	34,724	6,108	12,943	11,079	0	0	0	0	0	0	0	0	0	4,594
Clerk of Courts	53,946	11,351	11,894	8,833	0	0	0	0	0	0	0	0	0	21,868
Courts	229,924	0	0	0	8,875	6,184	49,338	11,134	48,103	11,145	36,743	6,973	0	51,429
District Attorney	60,838	0	0	0	0	0	0	0	0	0	0	0	0	60,838
Family Court Commissioner	18,537	0	0	0	0	0	0	0	0	0	0	12,134	6,403	0
In-House Correctional Services	8,699	0	0	0	0	0	0	0	0	0	0	0	0	8,699
Register in Probate	7,298	0	0	0	7,298	0	0	0	0	0	0	0	0	0
Sheriff	68,436	0	0	0	0	0	0	0	0	0	0	0	0	68,436
Task Force on Family Violence	784	0	0	0	0	0	0	0	0	0	0	784	0	0
Total	646,052	35,252	45,842	40,208	55,308	51,651	49,338	11,134	48,103	11,145	42,968	19,891	6,403	N/A

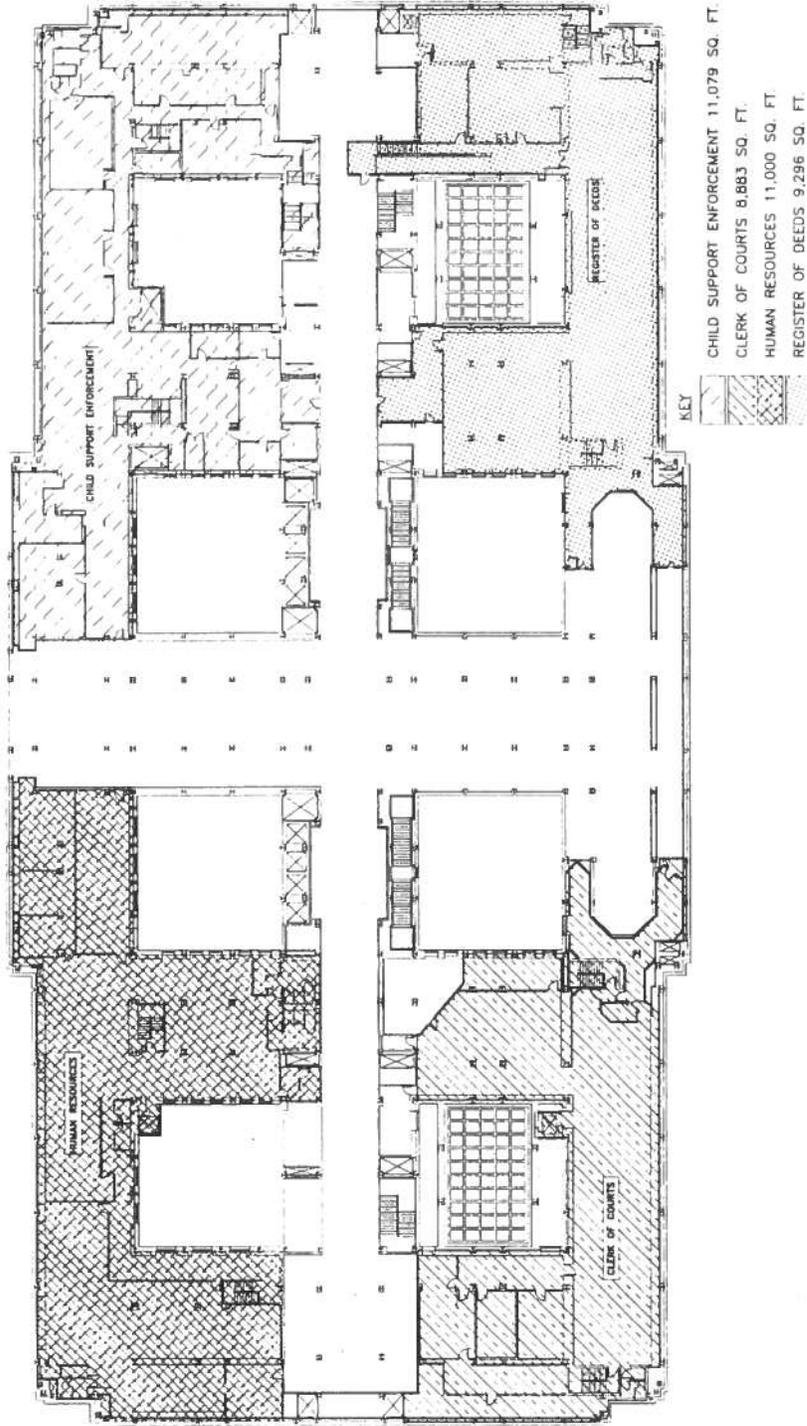


KEY
 FACILITIES MANAGEMENT 57,285 SQ. FT.

COURTHOUSE
 BASEMENT FLOOR PLAN
 NO SCALE

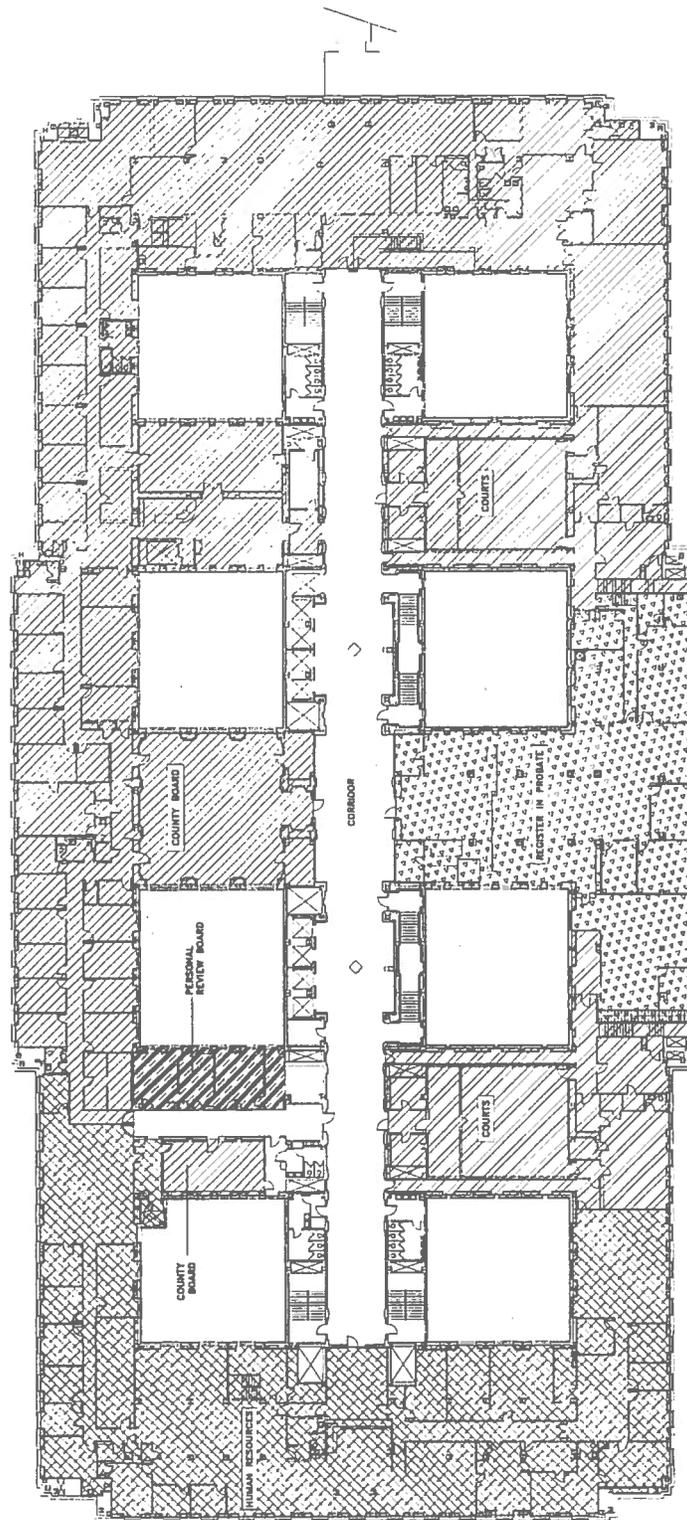






CHILD SUPPORT ENFORCEMENT 11,079 SQ. FT.
 CLERK OF COURTS 8,883 SQ. FT.
 HUMAN RESOURCES 11,000 SQ. FT.
 REGISTER OF DEEDS 9,296 SQ. FT.

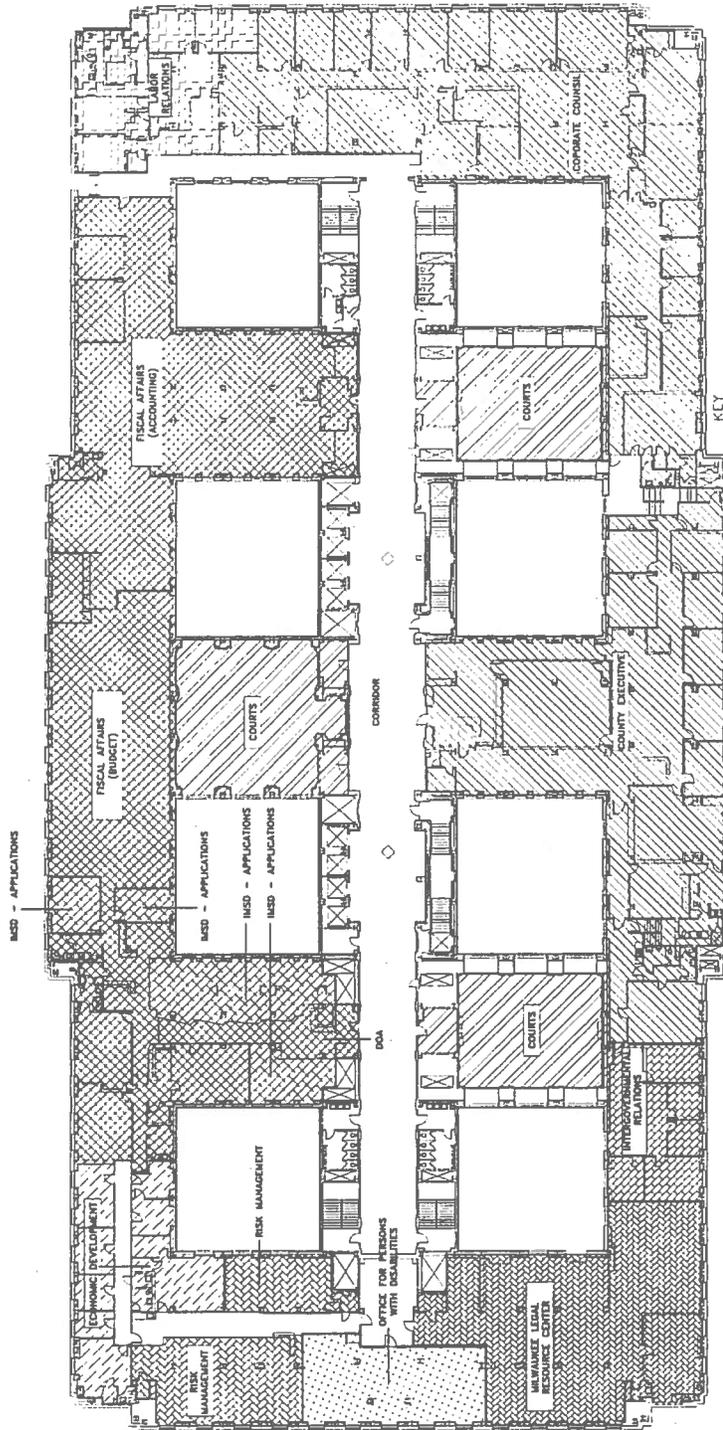
COURTHOUSE
 FIRST FLOOR MEZZANINE
 NO SCALE



KEY

[Diagonal hatching /]	COUNTY BOARD 25,165 SQ. FT.
[Diagonal hatching \]	COURTS 8,875 SQ. FT.
[Cross-hatching]	HUMAN RESOURCES 13,219 SQ. FT.
[Dotted pattern]	PERSONAL REVIEW BOARD 751 SQ. FT.
[Stippled pattern]	REGISTER IN PROBATE 7,298 SQ. FT.

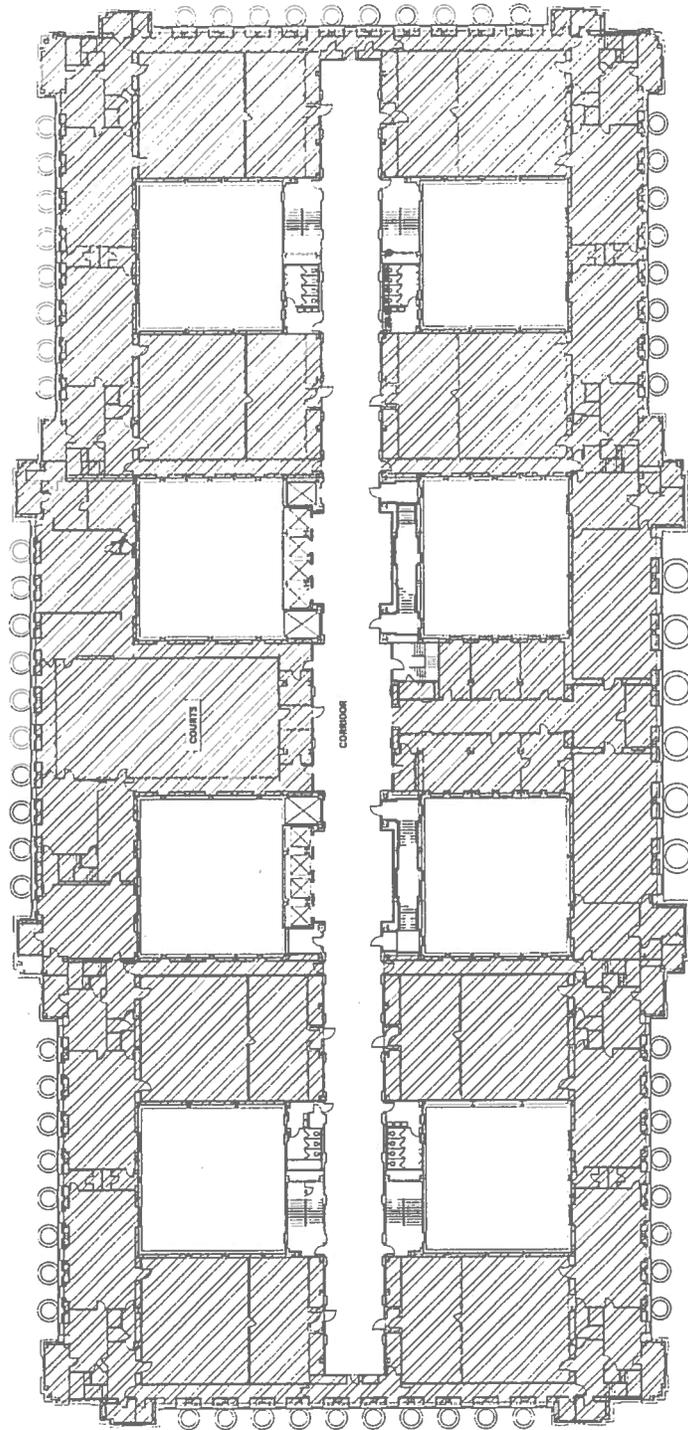
COURTHOUSE
SECOND FLOOR PLAN
NO SCALE



- COUNTY EXECUTIVE 8,536 SQ. FT.
- OFFICE FOR PERSONS WITH DISABILITIES 1,467 SQ. FT.
- MILWAUKEE LEGAL RESOURCE CENTER 4,303 SQ. FT.
- ECONOMIC DEVELOPMENT 1,829 SQ. FT.
- RISK MANAGEMENT 1,677 SQ. FT.
- CORPORATE COUNCIL 9,637 SQ. FT.
- IMSD - APPLICATIONS 1,906 SQ. FT.
- FISCAL AFFAIRS 12,503 SQ. FT.
- INTERGOVERNMENTAL RELATIONS 1,438 SQ. FT.
- COURTS 6,184 SQ. FT.
- LABOR RELATIONS 2,171 SQ. FT.



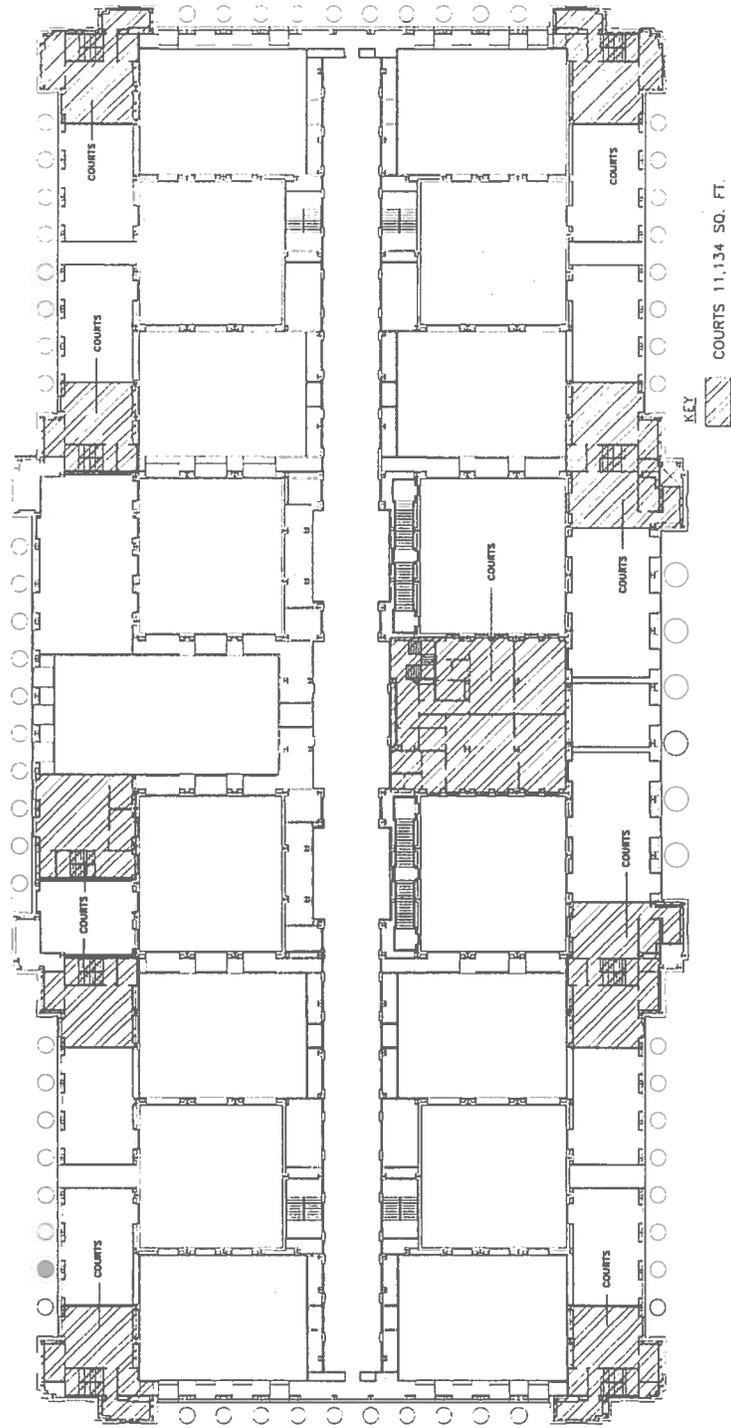
COURTHOUSE
THIRD FLOOR PLAN



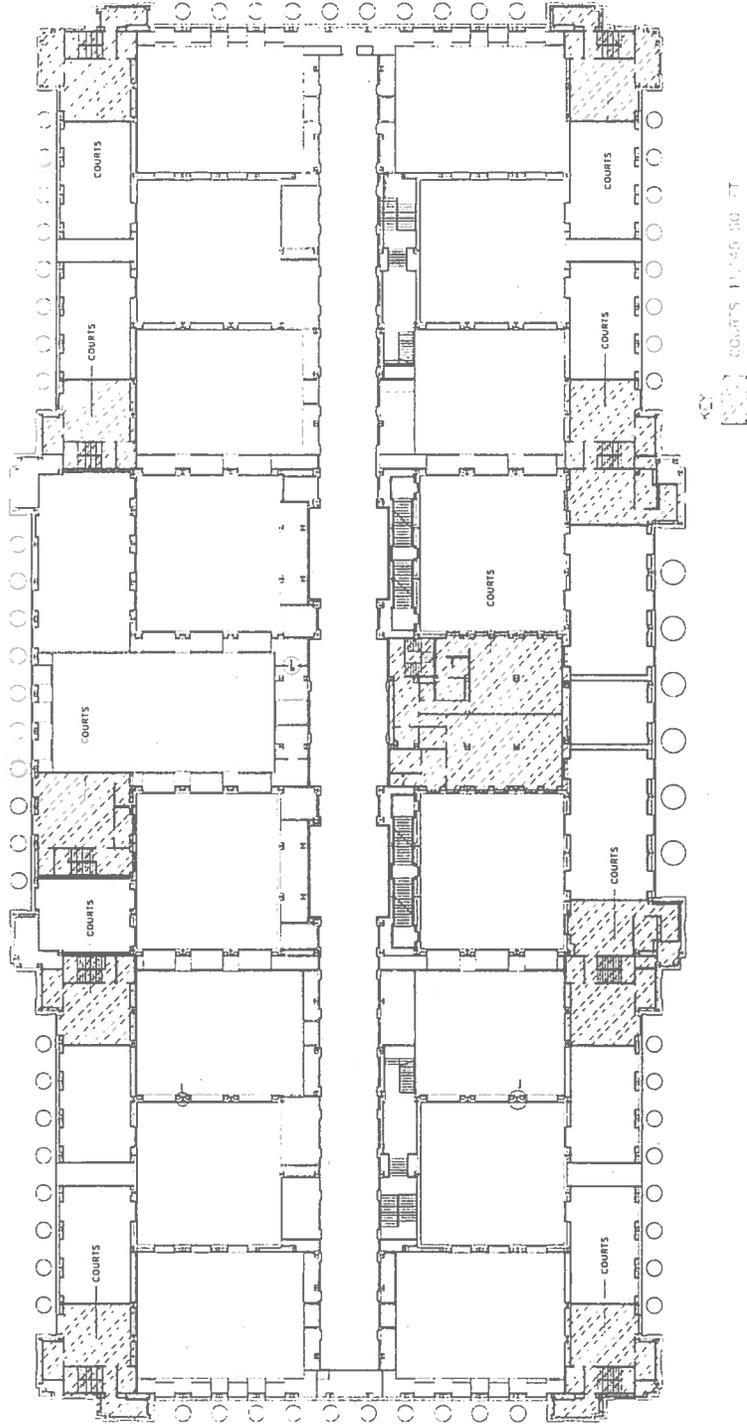
KEY
 COURTS 49,338 SQ. FT.

COURTHOUSE
 FOURTH FLOOR PLAN
 NO SCALE

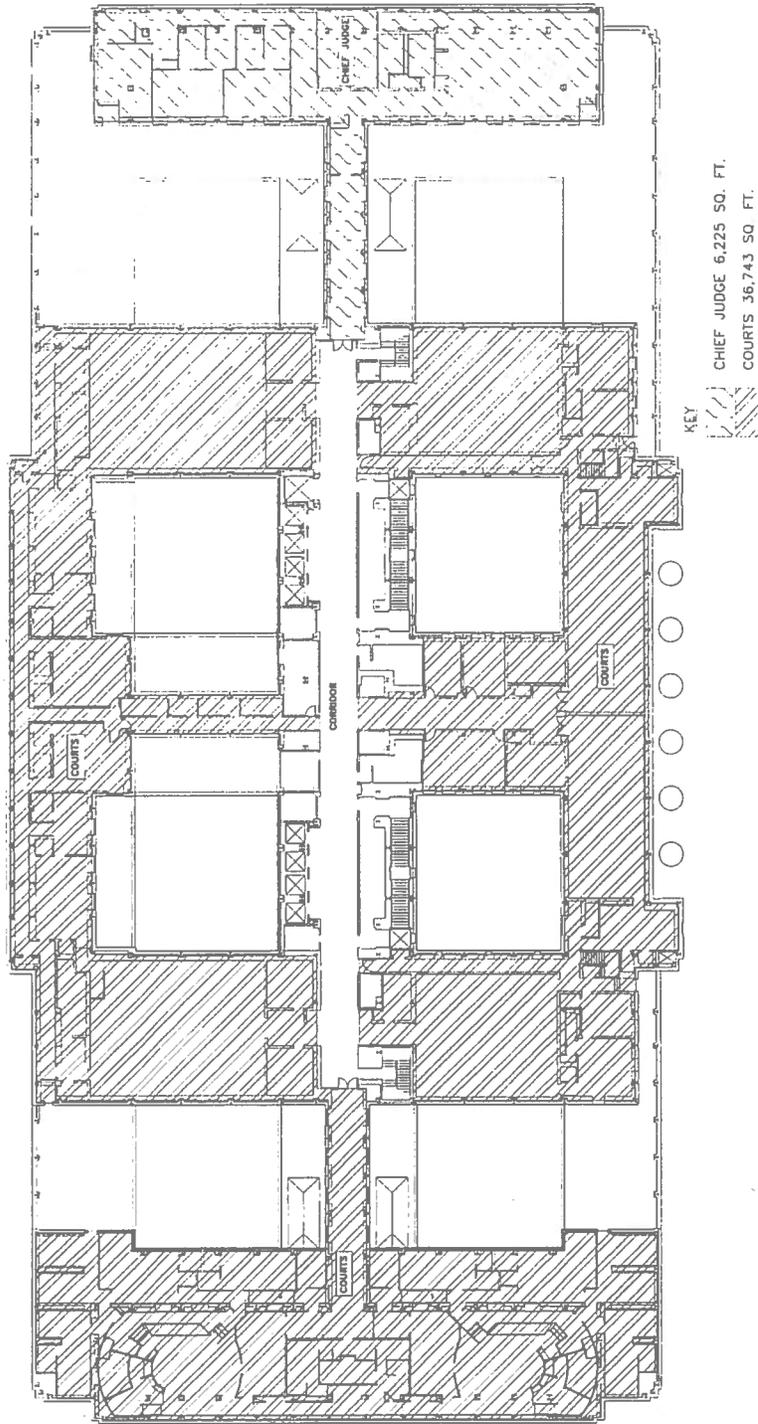




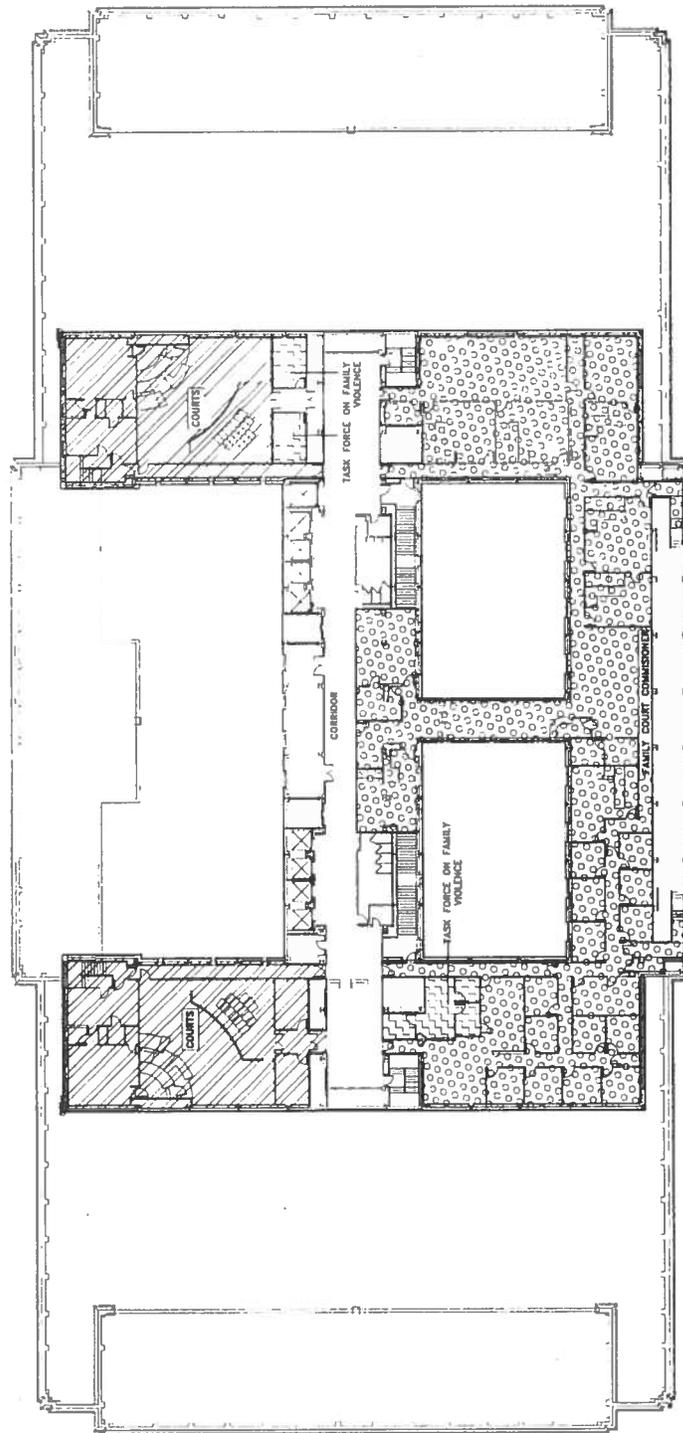
COURTHOUSE
FOURTH FLOOR MEZZANINE
NO SCALE




 COURTHOUSE
 FIFTH FLOOR MEZZANINE
 NO SCALE

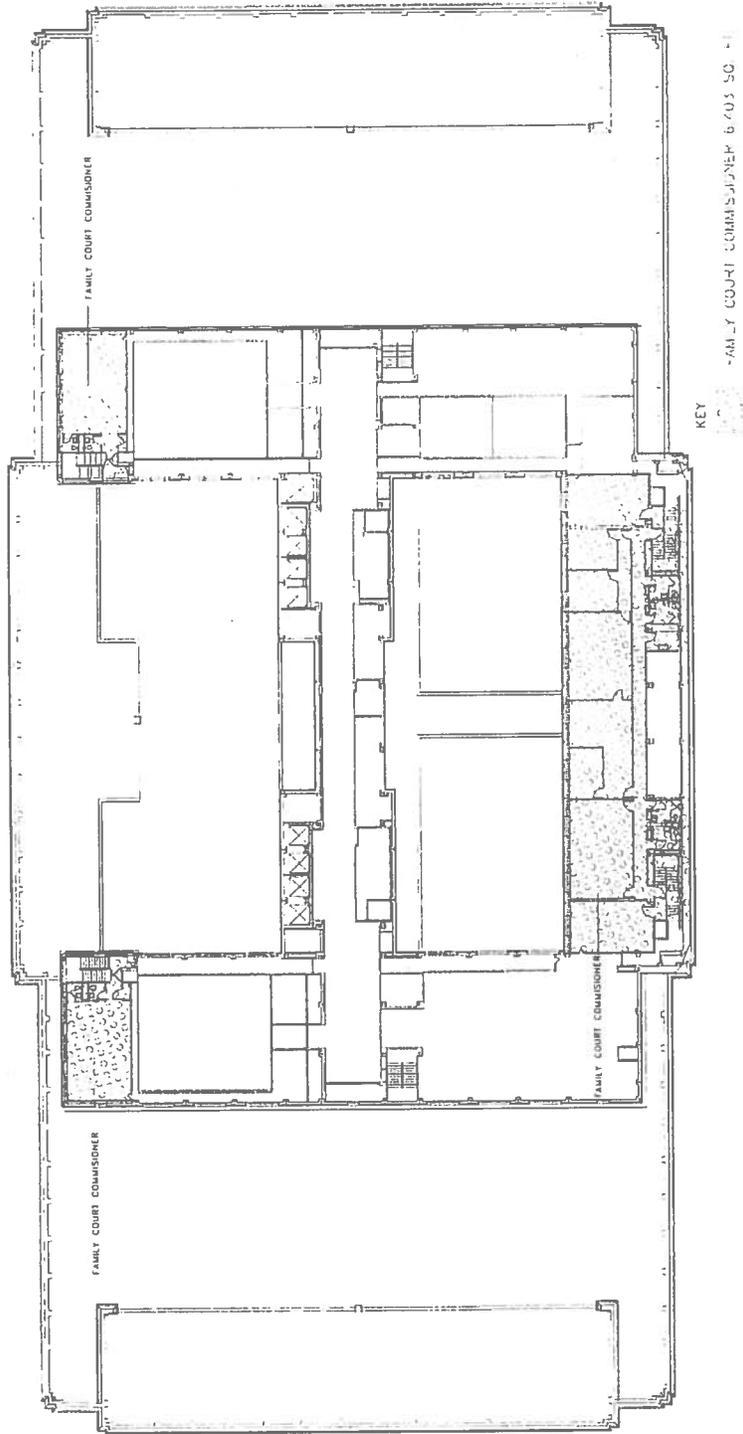


COURTHOUSE
SIXTH FLOOR PLAN
NO SCALE

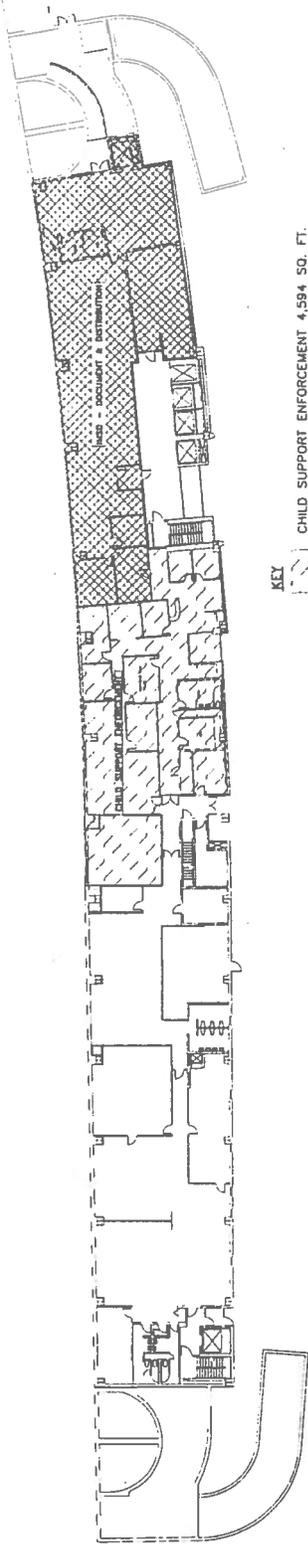


KEY
 COURTS 6,973 SQ. FT.
 FAMILY COURT COMMISSIONER 12,134 SQ. FT.
 TASK FORCE ON FAMILY VIOLENCE 784 SQ. FT.

COURTHOUSE
 SEVENTH FLOOR PLAN
 NO SCALE

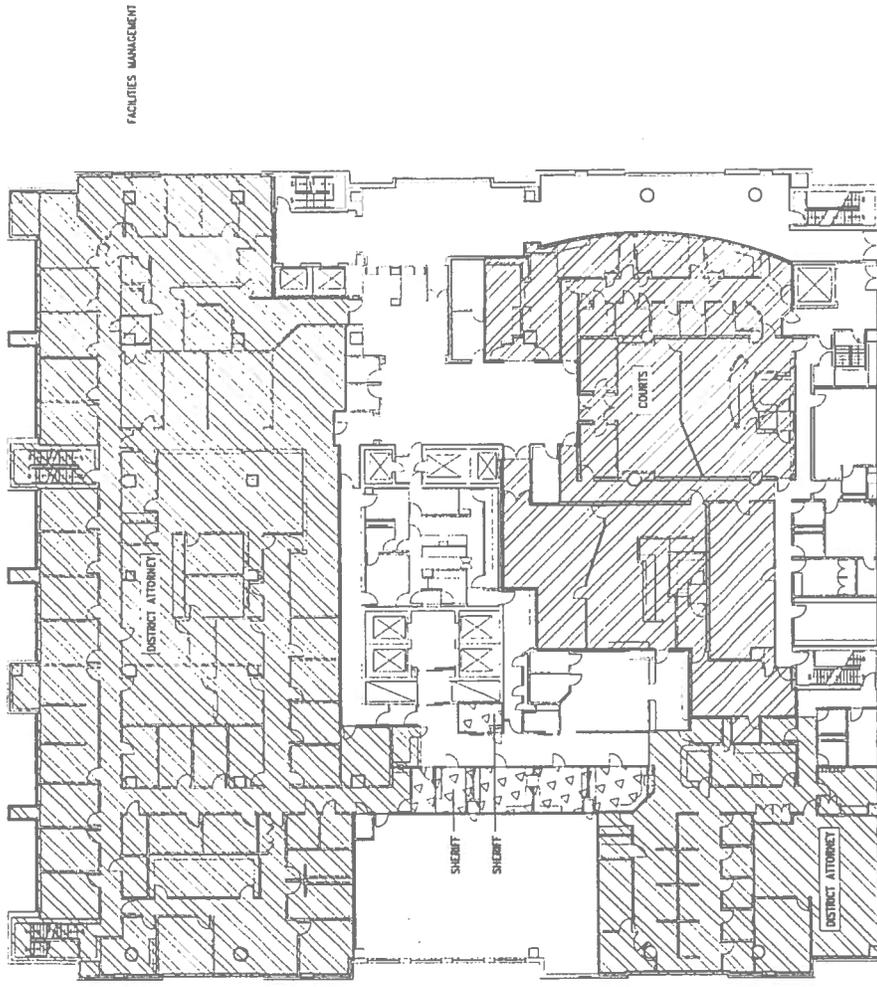


COURTHOUSE
SEVENTH FLOOR MEZZANINE
NO. 504-1



KEY
 CHILD SUPPORT ENFORCEMENT 4,584 SQ. FT.
 IMSD - DOCUMENT & DISTRIBUTION 5,537 SQ. FT.

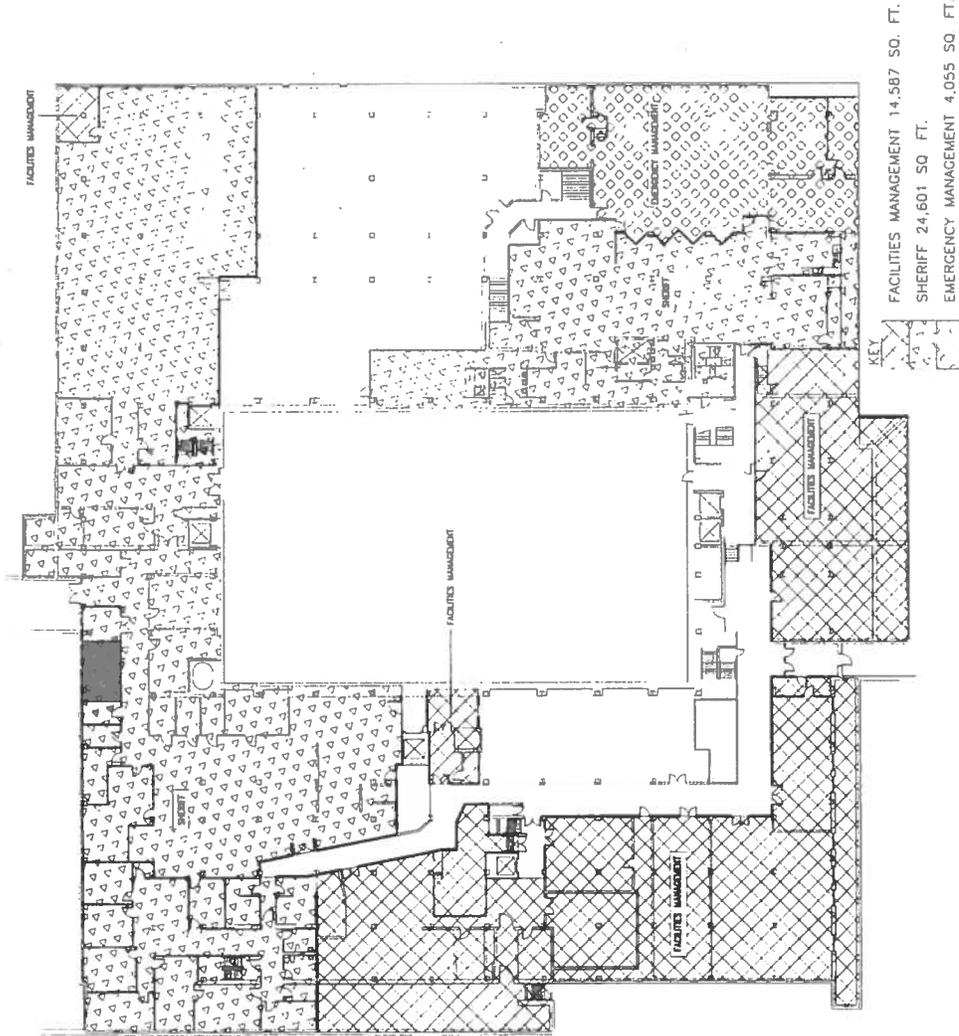




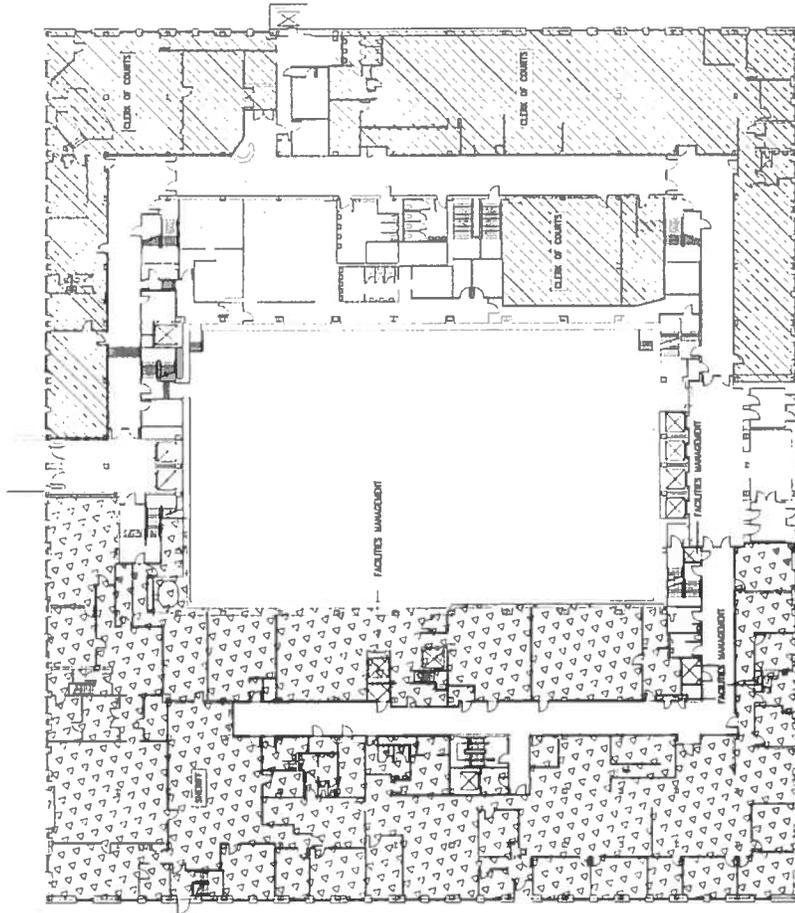
FACILITIES MANAGEMENT

- KEY
-  COURTS 7,004 SQ. FT.
 -  DISTRICT ATTORNEY 19,055 SQ. FT.
 -  FACILITIES MANAGEMENT 54 SQ. FT.
 -  SHERIFF 758 SQ. FT.

CRIMINAL JUSTICE FACILITY
FIRST FLOOR PLAN
NO SCALE



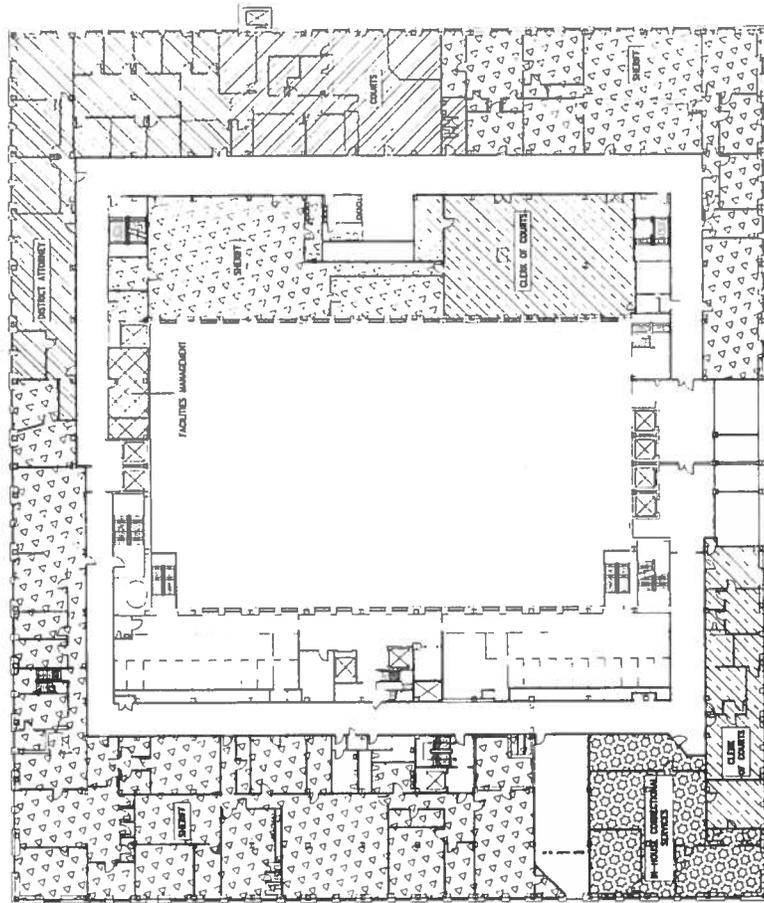

 SAFETY BUILDING
 GROUND FLOOR PLAN
 NO SCALE



KEY

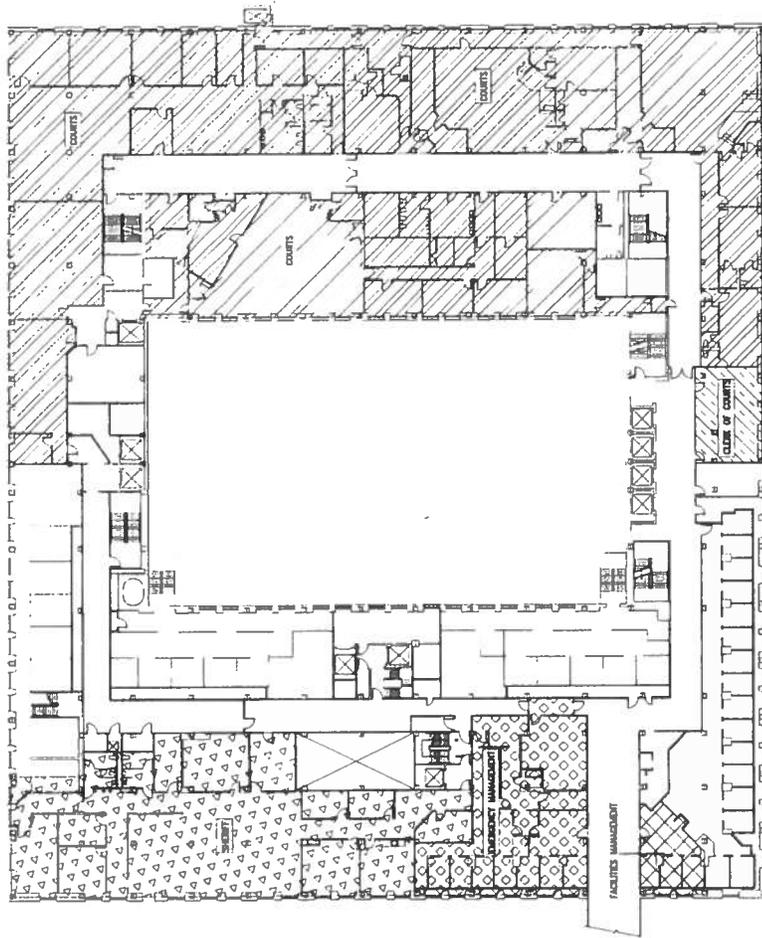
	CLERK OF COURTS 12,638 SQ. FT.
	FACILITIES MANAGEMENT 161 SQ. FT.
	SHERIFF 19,891 SQ. FT.


 SAFETY BUILDING
 FIRST FLOOR PLAN
 NO SCALE



- KEY
- DISTRICT ATTORNEY 3,907 SQ. FT.
 - COURTS 2,721 SQ. FT.
 - CLERK OF COURTS 4,017 SQ. FT.
 - FACILITIES MANAGEMENT 348 SQ. FT.
 - IN-HOUSE CORRECTIONAL SERVICES 2,158 SQ. FT.
 - SHERIFF 17, 693 SQ. FT.

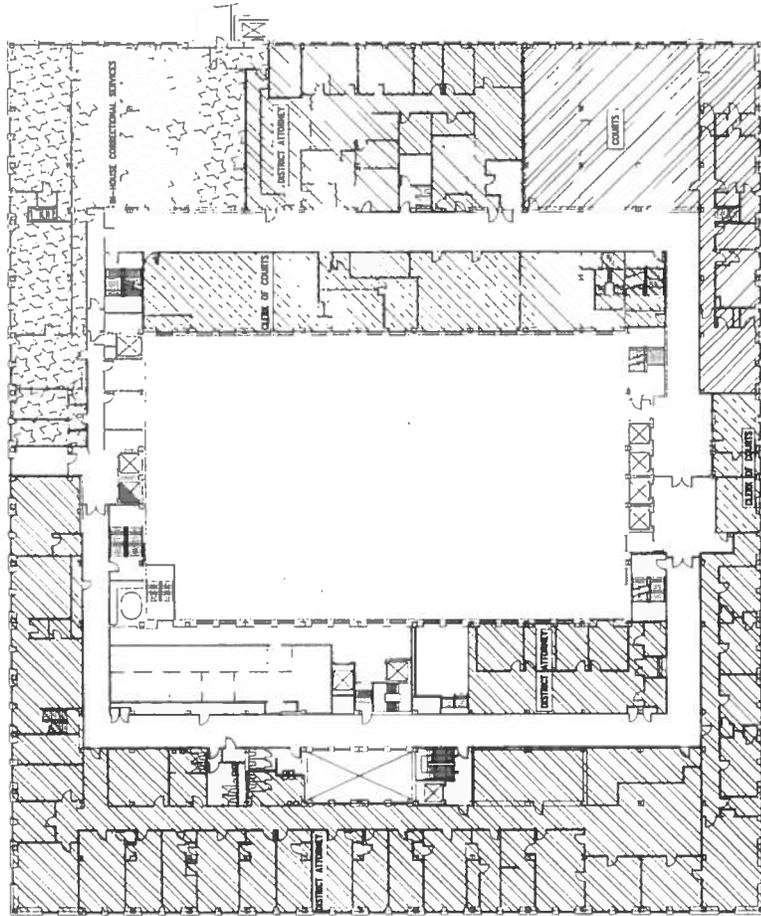

 SAFETY BUILDING
 SECOND FLOOR PLAN
 NO SCALE



KEY

	CLERK OF COURTS 601 SQ FT
	COURTS 17,727 SQ FT.
	EMERGENCY MANAGEMENT 2,326 SQ. FT.
	FACILITIES MANAGEMENT 476 SQ. FT.
	SHERIFF 5,493 SQ. FT.


 SAFETY BUILDING
 THIRD FLOOR PLAN
 NO SCALE



KEY

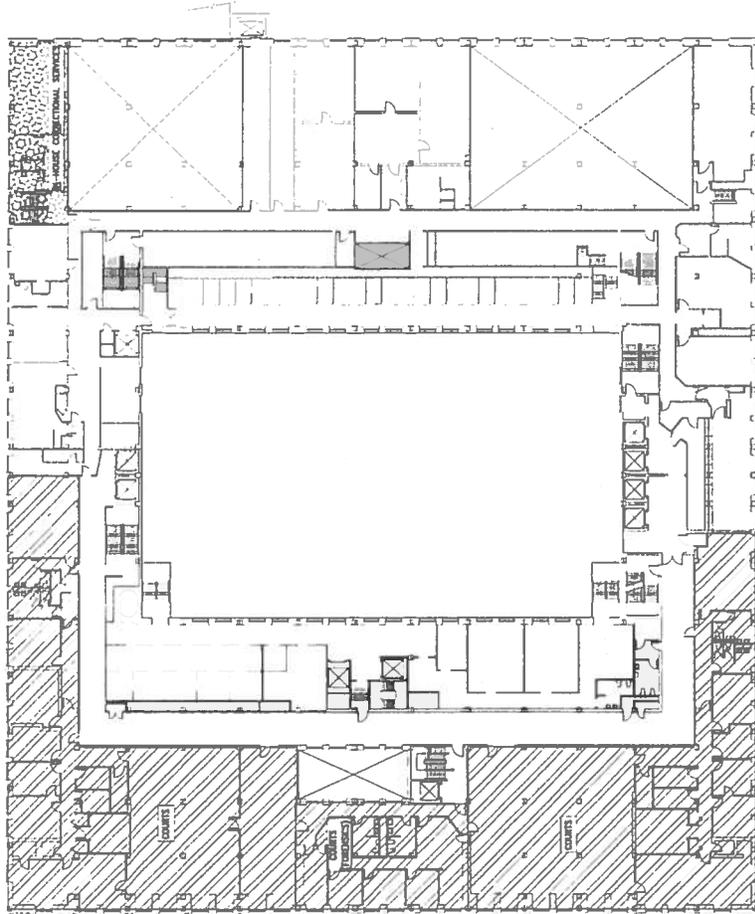
CLERK OF COURTS 4,562 SQ. FT.

COURTS 4,777 SQ. FT.

DI TR CT ATTORNEY 19,347 SQ. FT.

IN HOUSE CORRECTIONAL SERVICES 5,501 SQ. FT.


 SAFETY BUILDING
 FOURTH FLOOR PLAN
 NO SCALE

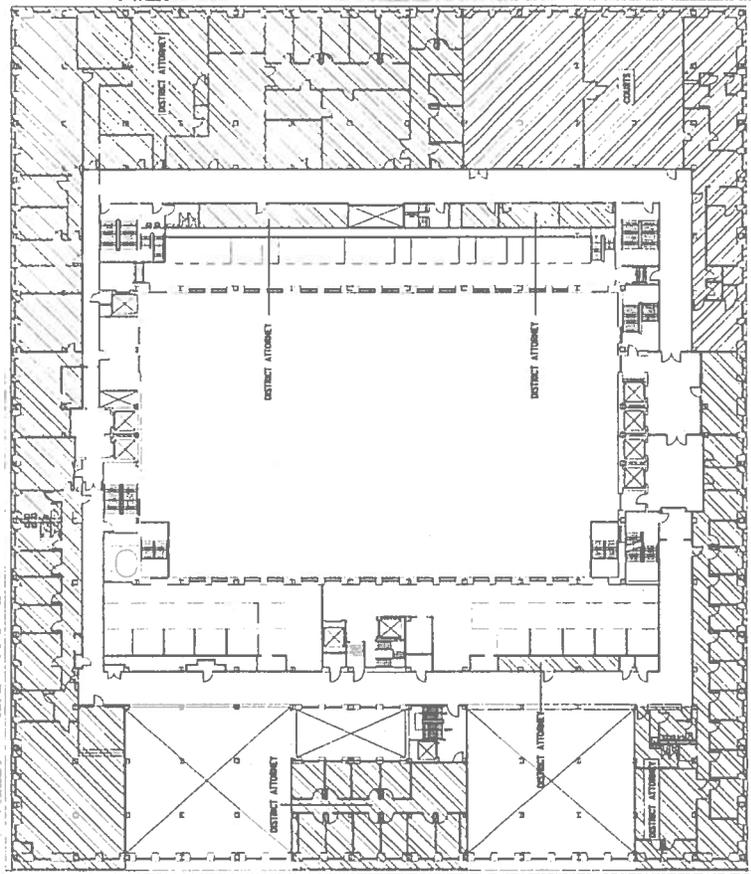


KEY

 COURTS 13,809 SQ. FT.
 IN-HOUSE CORRECTIONAL SERVICES 1,040 SQ. FT.



 SAFETY BUILDING
 FIFTH FLOOR PLAN
 NO SCALE



KEY
 COURTS 5,391 SQ. FT.
 DISTRICT ATTORNEY 18,529 SQ. FT.



SAFETY BUILDING
 SIXTH FLOOR PLAN
 NO SCALE

Appendix C – Past Building Projects and Studies

The following list, provided by the Department of Public Works, illustrates the history of building projects and studies the County has undertaken in and around the Courthouse Complex. This partial list is not intended to be exhaustive, but only to demonstrate the investment and range of thought already made in ensuring these structures meet the needs of the County.

Index of Safety Building Studies/Investigations

- Brick Inspection Light Courts and Penthouses – dated March 1, 1988
- Safety Building Study (1992)
- Safety Building Fire Escape Inspection – (1992)

Index of Courthouse Master Plan/Studies/Investigations

- CH Entrances – Examination of Stonework (1973)
- CH Complex – Building Security Improvements (1986)
- Courthouse Complex Masterplan (Misc. Correspondence) (1992)
- Implementation of MC Courthouse Master Plan for Register of Deeds, Vet.
- Service Office and Clerk of Courts (1992)
- CH Parking Studies (1996)
- CH Masterplan (Scope current occupancy & future needs of various depts.
- Housed in the CH, CH Annex, Safety Building and Criminal Justice Facility (Open)
- CH Complex Perimeter Security Study and Schematic Design for the CH Complex (Open)

Index of Courthouse Annex Investigation

- Investigation of Concrete Fin Connections – dated July 9, 1981
(Many structural analysis reports from Graef Anahlt & Schloemer & Associates)

Index of Safety Building Construction Projects

- (Public) Safety Building (City Part) 1927
- (Public) Safety Building (City Part) Cell Work (1928)
- (Public) Safety Building (City Part) Carpentry & Cabinet Work, Acoustics, Locker Room, Painting (1929)
- (Public) Safety Building (City Part) New Third Tier Cell Block (1935)
- (Public) Safety Building (City Part) New Fourth Tier Cell Block (1954)
- DA's Office – 406 Ceiling and Air Conditioning (1985)
- Safety Building Jail Visitor Area – 5th Floor (1986)
- Safety Building – 3rd Floor East Remodeling (1986)
- Safety Building Water System Replacement (1987)
- Safety Building Generator (1987)
- Safety Building Generator (1989)
- Safety Building Masonry and Driveway Repair (1989)
- Air Conditioning District Attorney's Offices (1990)
- Air Conditioning Court Rooms 404 & 618 (1990)
- Safety Building Law Library Ventilation (1994)
- Safety Building Reroofing – PH 1 (1998)
- Safety Building Reroofing – PH 2 (1998)
- Sheriff Department's Communication Center & Emergency Government Center (1998)
- Emergency Government Center Relocation, PH 2 – HVAC (1998)

- Safety Building Roof Replacement – PH 3 (1999)
- Safety Building Reroofing, PH-4 (2000)
- Courthouse Complex Safety Building Chiller Replacement (Open)

Index of Courthouse Construction Projects

- Courthouse – Administration Computer Room (1987)
- Barrier Free Modifications (1982 & 1987) (includes CH Annex & Public Museum)
- Courthouse Cost estimate to Remodel (1989)
- Remodeling of County Board Committee Rooms and Staff Offices (1989)
- Water Chiller No. 4 & Cooling Tower Installation (1989)
- CH Complex Park Barrier Free (1989)
- Air Conditioning PH 3, 4th Floor (1990)
- 1987 Air Conditioning Expansion (1992)
- Clerk of Courts – Office Remodeling (1992)
- Remodeling Register of Deeds and Vet Service Office (1992)
- Cafeteria & Kitchen Expansion (1994)
- Elevator H Cafeteria (1994)
- 6th Floor Felony Courts (1994)
- CH Air Conditioning 4th Floor – PH 3-A (1994)
- CH Air Conditioning – PH 4 (1994)
- CH Central Cooling Study (1995)
- CH Air Handling Unit Controls (1995)
- CH 5th Floor Reroofing (1998)
- CH 5th Floor Bullpen Alterations (2000)
- CH & SB Entry Door Replacement (2000)
- CH 6th Floor Bullpen Renovation (Open)
- CH Elevator Modernization (Open)
- CH Complex Chiller Replacement (Open)

Index of Annex Construction Projects

- Courthouse Annex – Construction (1967)
- Courthouse Annex – Restoration (1979)
- Courthouse Annex – Concrete Repairs (1985)
- Courthouse – Administration Computer Room (1987)
- Annex Asbestos – Ground Floor Remodeling (1987)
- Concrete Repairs – Level F (1989)
- Flashing, Concrete Fin, Plaster Soffit, Tuckpointing (1990)
- CH Annex Façade Restoration – PH 1 (1994)
- Annex Expansion Joint Replacement (1995)
- Annex Parking Structure Overhead Concrete Repairs (1995)
- CH Annex Concrete Repair – Level E (1995)
- CH Annex “D” Level Waterproofing (1995)
- CH Annex Fireproofing Steel Beams (1996)
- CH Annex Tenant Relocation (2001)
- CH Annex Reroofing (2001)
- CH Annex Chiller Replacement (2001)