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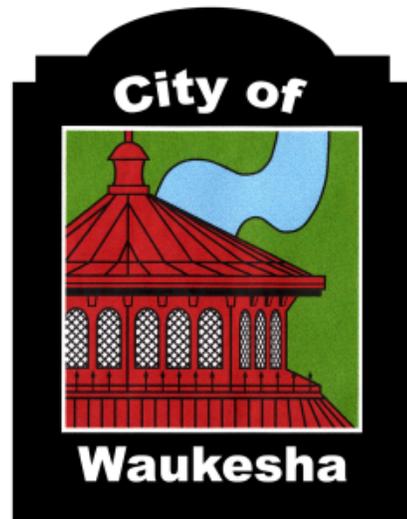
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Report

### Waukesha County and City of Waukesha County Courthouse Study

August 16, 2013

REPORT

**Waukesha County and City of Waukesha  
County Courthouse Study**

**Acknowledgements**

Zimmerman Architectural Studios wishes to thank Waukesha County and the City of Waukesha for their cooperation and support during the process of crafting the Courthouse Study.

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## 1. INTRODUCTION

### 1.0 Statement of Purpose

Zimmerman was retained by Waukesha County to study options for modifying the existing Courthouse building under three basic premises.

The first option was defined as **REMODELING** and restricted design options to preserve as many of the existing walls and partitions, corridor definitions as possible with minimal impact from the primary outcome – a complete upgrade to the existing mechanical, electrical, plumbing and fire protection systems and interior finishes.

The second option allowed substantial latitude to redefine the interior configuration of the building and is referred to as **RENOVATION**. This option completed systems upgrades defined in the remodeling project but also removed the constraints of the existing internal building configuration. The design team is then allowed to move walls and other building components to most closely depict the program defined in this process.

The third option is all **NEW** construction on a site contained within the County campus.

In both the renovation and new scenarios, include the possibility for the City of Waukesha to be included on campus with the reuse of the existing City Hall program statement.

Several factors were to be considered and executed to allow this process to mature.

They are:

- Review the premises and outcomes of the Kimme Report dated May 9, 2002;
- Familiarize the team with and consider the systems within the present facility as well as any obstacles to services and non-conforming ADA issues to be reconciled in any outcome with associated funding to implement that strategy;
- Consider the options as they relate to and will conform to the Waukesha County Sustainability policy;
- Consider and adapt the solutions to create a cost forecast for each option;
- Consider and adapt the design strategy to calculate the options that most favorably impact the cost of staff and identify those options that will likely increase or decrease staffing as a result of the design;
- Consider provisions for temporary location of court services depending on the scenario selected;
- Make decisions based on life-cycle considerations;
- Lastly, strive to create solutions that improve safety, security, efficiency of people and systems to the greatest extent possible

Departments within the present facility include:

The Judiciary, the Office of the District Attorney, the Office of the Clerk of Courts, the District Court Administrator, Offices of the County Board, the County Board Chambers, the Sheriff's Department, County Information Technology and the City of Waukesha.

Our findings as a function of this process follow.

## 1.1 Background

The original Waukesha County courthouse was constructed in 1959. Over decades, additions and remodeling have been executed to provide a building of approximately 150,000 gross square feet. The building has been systemically upgraded over time, but the internal system interfaces – wiring, ductwork, plumbing and other connections remain in the form of their original construction. Prudent head end upgrades have been executed over this time to provide the most serviceable and operationally sensitive design solution possible given the constraints of change management and the ability of the systems to be adapted. The internal backbone is still based upon this 1959 model and the outgrowth of that model over time.

The building is situated on four levels. Generally, use is defined by district attorney space and IT space with modest court functionality on the lowest [ground] level (a hybrid basement and walk-off condition), primary screening for court and administration building with courtrooms and clerk of court space conjoined with county board offices on the first level, additional courts space with modest clerk functions on the second level and a third level populated with the formal county board room, registrar in probate, and additional court functions.

An umbilical “the tube” was constructed to allow connectivity to the rear of select courtrooms. The tube fulfills the ability to have custody access to the jail in a more direct manner than the courthouse availed prior to its erection.

Based on the forecast obsolescence of the systems, this report was commissioned to measure that pending cost with the cost of alternatives. These options are buttressed by prior studies on the courts space need dating to 2000.

The core function of this study was to be executed in four months (August 2012) to allow political consideration and budgetary deliberation for the capital improvement plan. The hypothetical timeline for the project construction is 2019. Cost models have been adapted to align with this project sunrise and inflated in accord with industry models.

## 1.2 Design Process

Zimmerman, in collaboration with National Center for State Courts, met with the Judiciary and Clerk of Courts to determine the program components. NCSC lead the programming effort for courts related functions. Zimmerman was the lead programmer for the IT, County Board, District Attorney and Sheriff spaces as well as overarching requirements for Building management – housekeeping and mechanical spaces. The combined program is enumerated within that section.

Meetings were held with each department to understand communication networks, adjacencies and operational models within the existing facility. Zimmerman analyzed data that justified the programmatic “wants” into the need for such spaces. This data was collected, vetted and numerically sorted to create the program. Follow-up meetings were held to validate the assumptions and the program document was refined to reflect confidence that a 20-year model of space adequacy was being fulfilled. That data is now matured, deliberated, qualified and included in this report.

Subsequent meetings were held to define cause and effect space planning. Spaces were considered and work groups were reconvened to react to the design options presented. The three outcomes were managed as the required outcomes and Remodeling, Renovation and New scenarios were considered, presented, digested, recalibrated and ultimately the best scenarios were depicted for cost generation.

Once the models were developed, cost projections were created for each study option. Considerations for constructability, phasing, construction sequencing and other issues such as soft costs or enabling projects were defined so as to create holistic cost models. These models were then inflated to 2019 construction dollars, and presented for further discussion and ultimately selection.

Parallel to this cost estimating process, additional consideration was given to the staffing forecast that each scenario would result in. Each scenario was considered programmatically and staffing implications were considered. The cost of staffing each scenario was considered and is presented within the body of this report. The preliminary forecast was used to vet the options and similarities or discrepancies in these models discovered then matured or eliminated to allow an impartial consideration of which scenario best fit the overall goals of the project in terms of quality of design and overall cost in the long and short term (life-cycle).

The scenarios advanced represent a fraction of the options considered. They were deemed to be the options that best fulfill the need to have a viable project in each category and do so with the focus on how to best fulfill the mission of judicial and county services as a whole as well as the possibility of interaction between the City and County. These scenarios merit consideration to be used to chart the path to reconciling this project within the time frames described. The metrics used to qualify the options, advance those deemed most advantageous and therefore worthy of further consideration and ultimate recommendation, are included in this report.

## Review of 2002 Report

The 2002 report identified an approach to providing a multi-level courts solution adjacent and contiguous to the present jail and adjacent to the existing courthouse. As the design strategies emerged, several opportunities associated with this prior work emerged that allowed the consideration of the prior work in a contemporary manner. Several factors make this location appropriate to focus court related construction dollars:

The relatively poor condition of the 1959 jail building merits its removal. Furthermore, the high-volume intake court functions are also located within this zone. Subsequent jail projects have allowed much of the former space uses to be relocated outside of the courthouse resulting in relatively inefficient and under-used areas in this vicinity. Projects such as that depicted remove the obstruction of the present facility and allow a contemporary courts solution in this precinct.

The iterations of the options presented allowed the project to be considered in multiple levels and with several courts topics considered. The project that evolved within this zone and depicted is identified later in the report.

The basis of the existing report is still valid in that it will enhance service delivery for the Waukesha Sheriff's Department. Improvements in this zone that allow better connectivity to the Jail and that allow improved management of inmates should be considered as part of any implementation strategy.

Staffing efficiencies are likely, but without the removal of permanent posts for either corrections officers or bailiff functions unless specific court operational changes are made. Currently custody appearances are managed in the mornings and afternoons by corrections staff. Immediate need for appearances is largely managed on an on-call basis. It is unlikely that model will change in the present forecast. Should video arraignment or other video provisions be enacted, some staffing efficiency is forecast. It is unlikely that that efficiency will drive fewer CO positions however as the efficiency will likely drive back to jail functionality. More time for CO's in the jail could be the resultant, that macroeconomic outcome could result in a lower level of jail staffing but at a very small increment (1 or less FTE).

It is important to note that the immediate location of the courts building is impacted by FAA flight conditions as portions of the site are more or less restricted by flight paths for planes to access the airport. Scenarios in this zone are therefore governed by absolute heights that limit the magnitude of courts that can be housed in new construction. The immediate environs that include primary electrical services, loading docks for the campus and the jail, jail parking and general proximity to other buildings on campus further limit the design options to solve the problem in its entirety. In all this is a difficult zone to work within and the cost models reflect that site specific consideration.

The premise of the report and the location of courts functions is still a valid place and married with contemporary cost data, the location remains valid for enhancement of courts services as the budget allows.

### **Existing Building Conditions**

The Courts Building is an amalgam of multiple additions rooted from the 1959 construction project. Courts functions have sharply expanded in that time. Courts have been added, services changed, staffing has drastically been reconsidered and reconfigured to adapt to that model. The result of that evolution is a building that has been added to over time. Within the existing footprint, multiple internal modifications have taken place.

Occasionally the county reacts to the needs of the Courts as legislative action may require additional considerations. This occasional reaction is inevitable as changes in the composition of state governance can mandate provision of services or changes that become the responsibility of the County to manage over decades. As a result a building that is robust enough to handle change is mandatory. The longevity of the subject building is testament that prudent planning for change can result in a building that is useful decades after its initial construction.

Please refer to specific systems descriptions for system narratives. Architecturally, the building is structurally sound but is governed by a column spacing that is counterproductive to court proceedings. Column spacing limits sight lines or results in visual obstructions and is problematic for court operations. This consideration is one of the factors that limit the usefulness of the present building. Removal of columns to eliminate sight issues is costly and not recommended.

Floor to floor heights in the present facility do not represent common contemporary solutions and are rather restrictive, but workable. Compromises going forward that are part of the new systems approach should limit low ceiling areas, but undoubtedly several areas will need to be modified to accommodate new duct paths and with fixed structural elements, these compromises will occur.

Operational compromises related to distances traveled, security screening, disassociation of operations staff from one another and other results of assuming space within the building over time are present. The remodeling scenarios are disciplined to hold these architectural solutions in abeyance until wholesale renovation is allowed, therefore corrective actions in the modest projects do not avail the County of staffing efficiencies present in other scenarios

The building envelope represents the construction typology of a bygone era. Should major systems upgrades be enacted it is prudent to address the wall and window systems and roof at that time. Accessibility is generally accommodated in the present facility. The remodeling cost projection allows the small modifications to be reconciled. New and renovated construction both presupposes that the contemporary solution is indeed universal in design.

### **Existing HVAC Conditions**

For purposes of this report, the median estimated service life of equipment is based on, the 2011 edition of the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) Applications Handbook,

The December 15, 2007 report identified the replacement of existing air handling units, and heat/cool 2-pipe fan coil units. Three of the AHU's are from the original 1957 building. Five have been recently replaced and the remaining 14 were replaced in the 1980's. The median estimated service life as listed in the ASHRAE Applications Handbook is 25 years for air handling units and 20 years for fan coil units. These units are 30 years beyond their median expected service life. Many of the air handling units are lacking functional "free cooling" economizers, where outside air is used for cooling instead of the unit compressors, thus saving energy. The 120 -150 fan coil unit ages range between 1957 to recent. They have been replaced as they fail or when a space has been remodeled.

Other equipment not addressed as part of the December 15, 2007 report are chillers, cooling towers, boilers and related pumping.

The chillers and cooling towers are 11 years old, having been replaced in 2002. The median estimated service life of cooling towers is 20 years, making the next expected replacement in 2021-2026 time period. The chillers have a median estimated service life of 25 years, with the next expected replacement in 2026-2031. They appear to be in good condition and are maintained well.

The boilers are 5 years old, having been replaced in 2008. The estimated median service life for boilers is 25 years. Based on the estimated median service life, the boilers would need replacement in 2029-2034. They appear to be in good working condition and are well maintained.

The estimated median service life of pumps is 20 years. The chilled water system pumps were last replaced in 2001 and are expected to need replacement in 2021-2026 while the heating system pumps that were replaced in 2008 would need replacement in 2028-2033. The chilled water pumps appear to be aging a bit, while the secondary chilled water pumps are prematurely failing and in need of replacement.

The Data Center equipment was remodeled in 2007 and again in Fall 2012. The chillers were installed in 2007 and have an estimated 20 year service life which would require replacement in 2027. The exterior of the chillers seem to look older than they really are, and are reported as having some recent operational issues. The freestanding computer room units and in-rack units have a 20-25 year service life. The freestanding computer room unit was installed in 2003 and should not be in need of replacement until 2023-2038. The in-rack units were installed in 2007 and one in 2012. The expected replacement would be in 2027-2032 and 2032-2037, respectively.

Most of the piping systems are from the 1957 buildings and 1967 buildings with some new at various remodeling projects throughout the building. There is no documented service life information regarding piping, but the piping will be over 60 years old in 2020 and subject to periodic, nuisance type failure (especially those located within the tunnels).

Many of the major duct systems within the building are from the original construction and will be over 60 years old in 2020. The ducts were designed for constant volume, low pressure systems.

The building control systems consist of pneumatic and direct digital controls. Approximately 75% of the building control system is the “old fashioned” pneumatic. The building pneumatic controls require continual replacement of valves and other components.

### **Comments**

Existing air handling rooms do not allow adequate space for 1 to 1 equipment replacement unless the mechanical spaces are enlarged, as current versions of air handling equipment tend to be larger, and the existing rooms are currently severely limited in adequate maintenance space for the existing equipment. Either more floor space would need to be allocated to mechanical equipment, or roof mounted equipment would need to be utilized.

The existing roof framing structure does not have the ability to support roof mounted equipment unless support structures using the existing columns are constructed. This could have some aesthetic issues with the existing building.

All modifications will require upgrade of the systems to meet current code requirements and county Sustainability Policies. This will require variable air volume (VAV) air handling systems, code compliant minimum outside air quantities, functional economizer operations, and reduced energy consumption through controls upgrade and operational strategies, and perhaps envelope upgrades. Existing ducting systems are not capable of handling the pressures required for VAV systems and would need replacement.

The existing hot water heating and chilled water cooling systems appear to not have the capacity to handle any building expansion, unless the heating and cooling plants are expanded. Any building expansion may require a separate heating and cooling plant.

The capacity of the cooling equipment serving the IT/Data room is more than adequate, with good backup. However, with the continuing evolution of IT equipment and cooling design standards, they may be outdated in 2020.

### **Conclusion**

Should any remodeling or additions be made, the entire existing heating and air conditioning needs to be removed and new systems installed to facilitate the needs of the building programs anticipated.

### **Existing Electrical Systems Description**

Power originates from a 24,900 volt service equipment lineup located to the southeast of the Courthouse building. Power is routed via medium volt cabling into the northeast corner in the basement. At that location, the 24.9 kV power is converted to a more standard 277/480 building distribution voltage. Through tunnels, underground conduits and 277/480 volt equipment, power is distributed throughout the Courthouse building.

Branch circuits for lighting, receptacles, and other occupant level outlets come from a mix of older and newer panelboards. These 120/208 volt panels are fed from the aforementioned 277/480 volt distribution equipment via transformers located in electrical rooms and similar spaces throughout the building. Interior lighting is generally 120 volts.

General lighting is mainly fluorescent. Exit lighting appears to have been recently upgraded to signs that use LED lamps.

Emergency power for most of the building is provided by a large diesel generator located southeast of the Courthouse building. This generator provides emergency power to most of the emergency loads on the County campus. For the Courthouse building, emergency power enters at the northeast corner in the basement. From there, multiple transfer switches and panelboards distribute power to the building for exit lighting, minor heating loads, egress lighting, and other critical loads.

A smaller dedicated generator is located near the Courthouse's Data Center and provides emergency power for the Data Center.

The Fire Alarm System is a Simplex 4100 series. The system monitors the fire sprinklers, manual pull stations, and other automatic detection devices. If an alarm condition is detected, alarm horns and strobes are activated throughout the building in order to prompt a complete evacuation of the occupants.

Portions of an old Public Address System appear to still exist in several areas. This system is no longer used.

The Access Control System is currently being replaced throughout with a new Identocard System using "Premisys" software.

The IT infrastructure is a mix of new and old distribution components. Recently upgraded spaces, like the DA and IT offices, have relatively modern cabling and connections. Other older areas (including some Courtroom spaces), have cabling that is very outdated. The Data Center has had a number of recent upgrades.

#### **Existing Electrical Conditions**

The main power distribution "backbone" was upgraded around 2005. The backbone includes power from the 24,900 volt exterior switch all the way down to 120/208 volt distribution centers located in various locations in the buildings. With proper maintenance, this equipment can last 30 years or more.

Most of the smaller branch circuits come from older 1960's vintage panelboards. These panelboards are beyond their useful life. In addition, these panels are typically filled to capacity with little or no space available for additional circuits. The panels should be replaced with new, higher capacity panelboards.

Some lighting meets modern energy codes and could be re-used in a renovation. However, older lighting fixtures generally cannot be re-used due to today's strict energy codes. Re-use of newer fixtures can be considered, but the cost to clean, re-lamp, re-wire, store and relocate them needs to be balanced with the cost of new fixtures.

The emergency generators are both around 10 years old. With good maintenance and testing procedures, they can provide another 20 years of service. Available capacity is finite, however, and would need to be reviewed when considering adding loads to these generators.

While the Fire Alarm System is in a reasonably maintained condition, any major renovation should include the replacement of the 4100 system with a new voice capable system. With proper devices and placement, a voice based system can be used for mass notification of any type of emergency situation. Today's codes are trending toward requiring large public areas to have mass notification systems capable of alerting occupants about a variety of emergency conditions. The existing Public Address System is no longer capable of this and a voice capable fire alarm system can meet the requirements of today's mass notification codes and guidelines.

The Identocard "Premisys" Access Control System and the Milestone based CCTV System are relatively new and both are capable of considerable expansion. These systems can be used and expanded to accommodate any new or renovated space.

As mentioned in the previous section, the core of the IT distribution resides in the recently updated Data Center. Most work in and near this area is in good condition and capable of supporting modern data speeds. Some Court Rooms and other spaces, however, have outdated IT cabling and outlets that must be replaced. In addition, we normally find a "web" of data and low volt cabling lying above this building's existing ceilings. These cables get in the way of any above ceiling work and should be replaced, in general, with new cabling run in an organized, code compliant fashion.

The Data Center itself has been recently updated and appears to have plenty of capacity to accommodate a modest expansion.

## Sustainability Policy

The County has a process for determining sustainable outcomes for each project. The concepts and budgets formulated for each scenario have been weighed under Zimmerman's sustainable protocol and the County's own measurement. Funds have been allocated to result in a measurable more efficient building in each scenario.

### Important notes:

- Larger buildings generally use more energy than smaller buildings so the growth depicted in the program for the new and renovation scenarios likely will result in more energy consumption even with contemporary insulating and efficiency standards applied. The confluence of contemporary construction techniques, systems efficiency and overall thermal efficiency will substantially meter those costs downward had there not been a policy in place to objectify that outcome.
- Scenarios that preserve the existing building are "greener" than scenarios that result in its removal. Often referred to as adaptive reuse, this strategy places emphasis on the benefit of the existing structure and the preexisting building materials that would thus not need to be replaced or harvested and "recreated" on the site.
- As noted previously, the remodeling scenarios should be coupled with envelope changes as practical to tighten the present facility energy performance characteristics. Some efficiency is generated by the inclusion of newer system components, but without the creation of "tightness" and increased insulating capacity the positive impacts would be measurably less effective at increasing thermal performances.
- The systems descriptions planned for the New-Renovated-Remodeled scenarios all represent high institutional levels of performance and as such, building management strategies are consistent with the campus.
- While energy consumption might increase in larger facilities the comparative data when measured against like less contemporary facilities indicates and overall energy savings, so policies such as yours should continue to be advanced to manage the consumption of energy so as to minimize use in county buildings.

## 2. SPACE PROGRAM

### 2.1 Department of Public Works

The Department of Public Works functions as the building manager for the County. DPW repairs and maintains spaces within the facility and space is allocated for mechanical and service space such as housekeeping. These allocations fall within industry norms and follow the space planning tools established by the county.

Space standards for County projects of this magnitude require that building directed spaces for wellness and cafeterias be provided. This stipulation is waived since the project lies proximate to other like facilities already on campus.

The project further presupposes that in accord with prudent systems definition and your management strategy, that mechanical systems be located in interior spaces. These spaces could be interior to the building or located on the roof space, but they are always protected by roofs.

### 2.2 Judiciary

Program highlights include the following considerations.

The courts functions are supported by several models (sizes) of courtrooms. Generally speaking the courtroom proper should be wider than present facilities to allow better well configurations and separation of individuals involved in court proceedings. The current building is deficient in this regard. Some rooms are acceptable, but they only occasionally meet the program goals. The partial solutions that the remodeling scenarios represent should be factored in to decision-making.

The program presumes these spaces to be barrier-free with access to all levels. It incorporates significant monetary resources for audio and video which are part of contemporary court proceedings. The proposed courtrooms do not follow the Supreme Court standard for sizing. Rather, the proposed courtrooms are sized appropriate to the function required based on best management practices determined by the National Center for State Courts. The Judiciary should be acknowledged for accepting this progressive approach to cost containment.

Court functions as programmed allow three way separation of litigants, staff and visitors to varying levels of success. New and renovated solutions generally allow this philosophy to be fulfilled. Remodeling projects are less successful leaving the existing movement patterns as they presently are. The more new courtrooms - the more successful the strategy is.

Judges chambers clustered in a common place are referred to as 'collegial chambers'. The collegial approach was discussed. The judiciary accepts the premise but not at the sacrifice of efficient access to the courtrooms, so in all instances efficiency was advanced as the optimal design strategy and collegial outcomes will not be advanced.

### **2.3 Clerk of Courts**

Program highlights include the following considerations.

Design strategies that create collocated clerk of courts solutions are operationally important.

Collecting clerk functions and housing those functions in one place serviced by a single source of public access is the program goal. The design solutions are variously successful at achieving that end.

It is likely that collecting the Clerk and Register in Probate would result in a better public service model and the proximity to the front door for public access should continue to be advanced.

Clerk of Courts provides bailiff funding in the interest of court security. Corrections staff dedicated for court use is also charged back to the courts system. Any solution that provides for optimized bailiff functionality and corrections officer efficiency is in best the long term interest of the County.

### **2.4 District Attorney**

Program highlights include the following considerations.

Any design model that collects functionality and manages path of travel of complainants is moving in the correct direction as the current design is fragmented and does not allow privacy of individuals who avail themselves of the organization.

Location near the courts is important to allow expedient use of the attorney's time and overall efficiency.

The strategy that collects the department as a whole in one place and creates more efficient work patterns to address spatial inadequacies is the best operational design solution. The remodeling strategy is the least successful outcome. The renovation + addition and all new building strategies offer the best manner to collect staff into one area and create the best operational outcome.

### **2.5 County Board**

Program highlights include the following considerations.

The multi-use aspect of the county Board Chambers is desirable and collocation with the City would be acceptable by the Chair. This issue should be fully vetted by both the Board and the Council. Certainly, use as a courtroom for larger events has proven to be acceptable.

Office space in the present facility is not optimized and better reuse would be a byproduct of any redesign. The location in the present building is highly accessible and that is advantageous to public dialogue. It is not a necessary outcome of the project that prime courthouse space be directed to the Board function however, so locations elsewhere are acceptable to the Chair at this time.

## 2.6 Sheriff's Department

The sheriff provides court security and has modest program need for emergency response equipment to be used in the facility. Sheriff *operations* are ingrained in the courthouse function. The model for staffing courtrooms is one bailiff per courtroom. That present model is not expected to change in the short term. A single corrections officer transports (escort) individuals that are housed in the jail to the respective courtrooms by an elevated walkway which then allows vertical access by elevator to several but not all courtrooms. It should be noted that based on the demeanor of the individual being moved, additional CO's may be required and that transport time can change dramatically as a result of the cooperation of the individual. Connectivity to the jail is a major concern of the department. The program identifies this dedicated path.

Solutions that have more than one path (direct plus the tube) are less desirable. The closest connections have the least impact on the staffing model.

The strategy created in considering the various options for remodeling the present facility resulted in a reorganization of the obsolete old-old jail space while increasing the direct connection to the jail. This scenario will allow more expedient transfer of those in custody. Additional merits include better emergent response from the jail and traditional needs of inmates such as health care and feeding protocols are substantially improved.

Building solutions that are not directly connected to the jail were studied, but the cost prohibitive nature of the vehicular transportation of inmates resulted in their being eliminated for further consideration.

All the scenarios advanced do not restrict the location of future jail expansions as indicated on the Master plan.

## 2.7 Information Technology

The IT department is a service organization. This group offers connectivity to computer infrastructure and outlying computer resources.

Generally, the department is relatively static in terms of personnel. The program does acknowledge the need for space for service providers.

Based on effective management of computer server resources, the space allocated for this backbone continues to diminish. Modest growth and a more optimal working environment are the outcomes of any relocation. However, relocation into other locations of the present facility will have some associate infrastructure (Fiber) costs.

**Waukesha County Courthouse Program**  
Waukesha , WI

Thursday, August 16, 2013  
Zimmerman #130042.01

<b>1.00 Public Lobby and Support</b>		<b>9,281 DGSF</b>
<b>2.00 District Court Administrator's Office</b>		<b>857 DGSF</b>
<b>3.00 Circuit Court</b>		<b>72,867 DGSF</b>
3.100 Circuit Court Courtrooms and Support Areas	51,946 DGSF	
3.200 Circuit Court Courtroom Holding Facility	<i>Included in 3.100</i>	
3.300 Court Commissioner Hearing Rooms	7,884 DGSF	
3.400 Circuit Court Judges and Commissioners Chambers	10,396 DGSF	
3.500 Jury Assembly Facility	2,641 DGSF	
Clerk of Court - See Section 4.000		
Family Court Services - See Section 7.000		
<b>4.00 Clerk of Circuit Court</b>		<b>14,775 DGSF</b>
4.100 Administrative Services Office	1,430 DGSF	
4.200 Business Center	785 DGSF	
4.300 Criminal / Traffic Division	2,807 DGSF	
4.400 Civil and Small Claims Division	1,925 DGSF	
4.500 Family Division	2,329 DGSF	
4.600 General Clerk's Office Support Spaces	5,499 DGSF	
<b>5.000 Register in Probate</b>		<b>2,448 DGSF</b>
<b>6.00 Clerk of Juvenile Court</b>		<b>3,380 DGSF</b>
6.100 Clerk of Juvenile Court	1,338 DGSF	
6.200 General Office Support Spaces Clerk of Juvenile + Register in Probate	2,042 DGSF	
<b>7.00 Family Court Services</b>		<b>2,079 DGSF</b>
<b>8.00 Not Used</b>		<b>0 DGSF</b>
<b>9.00 Mail, Facility and Building Storage / Maintenance</b>		<b>31,911 DGSF</b>
<b>Mail, Facility and Building Storage / Maintenance</b>	7,251 DGSF	
Mechanical Plumbing and Electrical Space allowances	<b>24,130</b>	
<b>10.000 Wellness Room(Optional) To be Refined</b>		<b>1,536 DGSF</b>

<b>20.000 District Attorney</b>		<b>15,731 DGSF</b>
20.100 DA Office	12,728 DGSF	
20.100 Victim/Witness	3,003 DGSF	
<b>21.000 County Board</b>		<b>6,964 DGSF</b>
<b>22.000 County Information Technology</b>		<b>7,746 DGSF</b>
<b>23.000 Sheriff Office and Court Support</b>		<b>2,784 DGSF</b>
23.100 Courthouse Prisoner Holding	in lobby	
<i>23.200 Optional Central Holding</i>	<i>2,784 DGSF</i>	
<b>Court Space Program without Central Holding or Wellness Facilities</b>		
Total Departmental Gross Square Feet		168,039 DGSF
Grossing Factor @ 25%		42,010 SF
<b>Total Building Gross Square Feet Estimate</b>		<b>210,049 BGSF</b>
<i>(Excluding the optional 23.200 &amp; 10.000)</i>		
<b>Court Space Program with Optional Central Holding &amp; Wellness Facilities</b>		
Total Departmental Gross Square Feet		172,359 DGSF
Grossing Factor @ 25%		43,090 SF
<b>Total Building Gross Square Feet Estimate</b>		<b>215,449 BGSF</b>
City Hall Program		<b>67,000 DGSF</b>

Assumes no Cafeteria

Existing Building 150,000 sf

HEC - Mechanical 10% DGSF	17,236
HEC - Boiler and water services 2.5% DGSF	4,309
HEC - Electrical and IT 1.5% DGSF	2,585
	<u>24,130</u>
14%	24,130

### 3. REMODEL WITH INMATE HOLDING ADDITION

#### 3.1 Exhibit and Narrative

*The remodeling project assumes that to the greatest extent possible the existing walls, corridors and rooms are preserved in their present location. The remodeling also assumes that systems that support the facility will be removed and made contemporary. As a result of this definition, finishes will be updated, but room size or location issues are not addressed.*

**Description:** This project will result in two iterations for consideration.

First, the rooms as configured in the existing building are preserved architecturally, that the systems are updated and the act of creating this outcome is supported by relocating court functions off site to do so. This pure remodel scenarios best fits the project definition.

It is operationally cost neutral as additional staff are not required, but it does not optimize efficiency of staff either. It will result in a better running building with more effective use of energy especially if roof replacement and window replacements options are selected. It would be even more effective with additional insulation of the building exterior, but that would require consumption of interior space to do so.

Under this scenario, few changes would be apparent aside from the updated look of the facility. Aged infrastructure would be replaced and the freshness of the new finishes would be perceptible. The quality of the environment would also be uniform. Mechanical changes would be noticeable as the quality of performance and implications of better indoor air quality would also emerge.

However, no program changes would be evident. Courtrooms that are obstructed or ineffective will remain so. Distances traversed will remain the same. Logjams at the front entrance will not be managed. In and of itself, the status quo is not holistically unacceptable, but it is clear that based on the baseline capital outlay, there are not any issues removed from the discourse and with the costs being what they are. The discussion about cost and benefit is populated with more questions than answers unless what we do now works and we should not change it is the answer.

An additional iteration emerged as the process matured. During discussion on sheriff's operations, it became apparent that current connectivity to intake court proceedings was circuitous, sub-optimal and governed by traversing obsolete jail space. The scenario that emerged from this discourse was the second remodeling concept (A2). In this scheme, a modest connector to the present jail would be constructed to provide direct connection to the present intake court. The connector would provide better holding proximate to the intake court, and would allow better jail functionality with full support of jail staff. In addition, the connector would result in a single level access point to allow safer case management.

All other physical remodeling issues remain as described above. However, this new location requires the addition of one Corrections Officer (CO) post and as a result the long term costs of this scenario are impacted. Jail CO staff would maintain the present "tube" post

and assume this new post. Undoubtedly efficiency and safety are improved. It is possible that the overall work of transfer would decline based on the location of the post, but it is unlikely that would result in a decrease in staff as it is most likely those staff would return to the jail to additional responsibilities there.

*The City Hall is not a participant on site in these scenarios since the building in its current configuration does not have additional space to house that function.*

## **HVAC SYSTEMS DESCRIPTIONS FOR PROGRAMMING**

This option addresses infrastructure upgrades to the existing courthouse and a small addition for a new inmate holding area.

A new heating and air conditioning system would incorporate three roof mounted custom outdoor air handling units supported above the roof from the existing columns. Each unit would employ a “State-of-the-art” multi-fan array, ultra violet germicidal elimination system and humidification to enhance indoor air quality. Ductwork would extend from each unit down new shafts and distributed throughout the various floors. The shafts would mostly use the spaces where current air handling units are located.

The supply air system would be variable air volume (VAV), with a separate zone for each courtroom. Office areas would have one zone for no greater than three offices. A plenum air return system would be used throughout the building.

The cooling plant would consist of multiple chillers serving the three custom outdoor air handling units. The heating plant would consist of multiple high efficiency boilers serving the air handling units and VAV terminal units, wall mounted perimeter radiation throughout the building. All new distribution piping systems would be used.

The temperature controls would be a “state-of-the-art” direct digital control system integrated with the campus control network. The system would incorporate occupancy sensors to determine occupied / unoccupied space temperatures.

Geothermal considerations are not feasible due to space limitations on the site.

## **ESTIMATED BUILDING ENERGY AND MAINTENANCE COSTS**

The following is based on 2013 energy rates and an assumed inflation rate of 2% per year over a 25 year period.

<b>Year 1</b>	<b>Year 10</b>	<b>Year 25</b>	<b>SF</b>
\$260,000(\$1.70/sf)	\$320,000(\$2.09/sf)	\$420,000(\$2.75/sf)	153,000

## **ELECTRICAL SYSTEMS DESCRIPTIONS FOR PROGRAMMING**

This option addresses infrastructure upgrades to the existing courthouse and a small addition for a new inmate holding area.

The normal and emergency distribution would be expanded to accommodate the renovated spaces. All 1960's vintage equipment and wiring would be removed. To reduce cost and size of new distribution components, the new HVAC equipment (and possibly lighting) should be 480 and 277 volts. Demolition could be phased to accommodate continued occupancy during construction.

All lighting would generally be replaced with new in order to comply with current energy codes. With a proper lamping retrofit, some ornamental fixtures could be re-used.

Emergency power would generally be limited to exit/egress lighting, hot water pumps and other minor loads without any major modifications to the emergency electrical systems. Major emergency loads could prompt significant modifications to the emergency power system.

A new voice fire alarm system would be installed throughout. This system would have the capacity to eventually serve the entire Courthouse complex.

All new Access Control, CCTV and IT components would be accommodated by the new security systems and the recently upgraded Data Center. We are assuming that the existing Data Center would remain in place.

#### **PLUMBING SYSTEMS DESCRIPTIONS FOR PROGRAMMING**

Existing plumbing system should be completely demolished.

Domestic water systems would begin at existing water service and be distributed throughout the building. A 4-pipe system would be installed including cold hard, cold soft, hot and hot water return distribution. Soft water would also serve heating boilers and cooling tower make-up systems. Copper piping would be the preferred water distribution material. PVC pressure piping could be considered as a cost savings alternative.

Sanitary drain and vent piping would be replaced in all above ground plumbing. Existing underground plumbing will need to be evaluated via sewer camera to determine present condition. Any deteriorated or suspect pipe would be replaced. In all likelihood, this would include the majority of piping in need of replacement. Underground piping material can be PVC DWV. Above ground piping in plenum areas and sound sensitive areas should be cast iron no hub or PVC DWV with plenum wrap insulation.

Storm drain piping would be replaced with cast iron no hub aboveground and PVC DWV under the floor. Underground storm drain would be evaluated via sewer camera to determine present condition and any deteriorated piping replaced. A secondary roof drainage system would be installed, discharging to grade. PVC DWV piping material is acceptable for this system.

All plumbing fixtures would be replaced with water conserving fixtures. Public spaces would include hardwired electronic flush valves and faucets. Staff only use fixtures would be hardwired electronic flush valves. Manual or electronic faucets would be acceptable in staff areas.

Existing water treatment and domestic water heating equipment is three years old and in very good condition. These items would be re-evaluated prior to construction to determine condition and capacity to serve new plumbing systems.

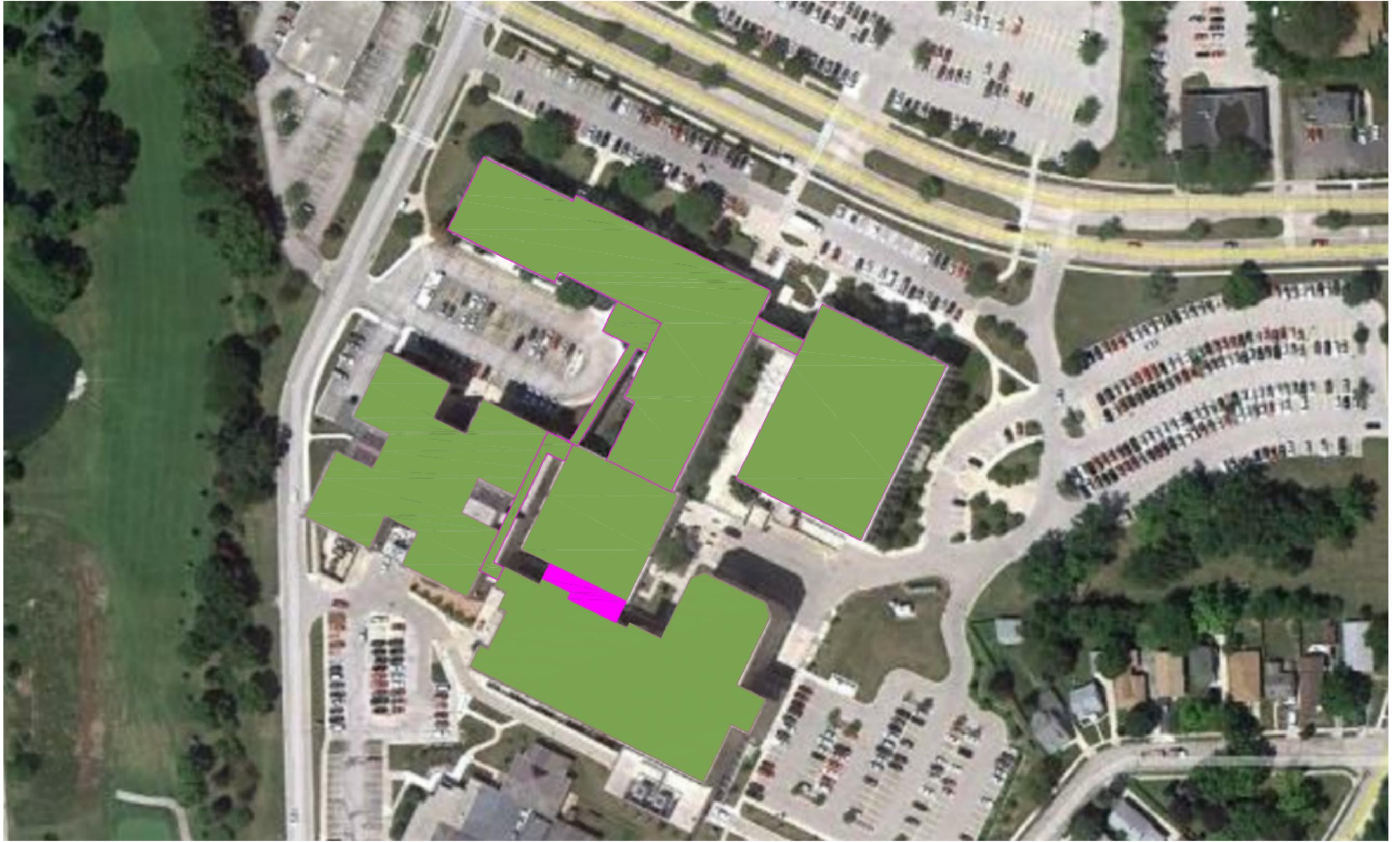
#### **FIRE PROTECTION SYSTEMS DESCRIPTIONS FOR PROGRAMMING**

Automatic fire suppression system, per NFPA 13 and City of Waukesha Fire Prevention Code, would be installed throughout the renovated and addition areas. Standpipes in stairwells would be included. Fire suppression system would begin at existing domestic water service. Based upon current fire flow test reports for this area, provisions for a fire pump are not anticipated. Clean agent fire suppression systems would be installed in all IT areas.

### 3.2 Cost Estimate

	Remodel existing courthouse, all functions to remain as is. New mechanical and electrical systems are to be provided. Modest addition for inmate holding. Existing exterior enclosure remains as is (See Options).	N/A	Option A2 Total
SF Remodel   Infrastructure Upgrades	150,000		
SF Renovation	0		
SF New Construction Courthouse *	3,200		
SF New Construction City Hall	0		
SF Total Option	153,200		
Remodel   Infrastructure Upgrades - Cost per SF	\$195.69		
Renovation - Cost per SF	\$233.07		
New Construction Courthouse - Cost per SF	\$372.86		
SF New Construction City Hall - Cost per SF	\$383.37		
Total Option - Cost per SF	\$199.39		
Remodel   Infrastructure Upgrades - Cost	\$29,353,000		\$29,353,000
Renovation - Cost	\$0		\$0
New Construction Courthouse - Cost	\$1,193,000		\$1,193,000
SF New Construction City Hall - Cost	\$0		\$0
<b>Subtotal Building Construction Cost</b>	<b>\$30,546,000</b>		<b>\$30,546,000</b>
Sitework and Courtyard Allowance	\$400,000		\$400,000
Relocate Riverview Ave, Golf Course Modifications	N/A		
Existing Courthouse Structure Demolition (Partial or Complete GSF Based on Option)	N/A		
Existing Courthouse Interior Demolition Moderate	\$900,000		\$900,000
Existing Courthouse Interior Demolition Heavy	N/A		
Demolition of Existing Jail South of Courthouse	N/A		
Demolition of Public Health at Moreland/Riverside	N/A		
Provide New Connecting Link	N/A		
HHS Interim Renovation for Temporary Courts, 70,000 sq. ft. This cost excludes operations personnel required for continued facility operations and maintenance.	\$9,295,300		\$9,295,300
<b>Subtotal Construction Cost</b>	<b>\$41,141,300</b>		<b>\$41,141,300</b>
Soft Costs, FF&E (35.0%)	\$14,399,455		\$14,399,455
<b>Total Project Cost, Current</b>	<b>\$55,540,755</b>		<b>\$55,540,755</b>
Escalation - 2.3% thru Q2 2014, 3.4% thru Q2 2015, 5.0% thereafter (2019 Construction Start)	\$14,273,974		\$14,273,974
<b>Total Project Cost with Escalation</b>	<b>\$69,814,729</b>		<b>\$69,814,729</b>
<b>Options not included above:</b>			
Displaced Parking, 100 Spaces Across Moreland Ave	N/A		
Replace Windows, Balance of Wall Remains Intact	\$2,041,000		
Replace Exterior Wall Complete, Limestone Option	\$7,269,000		
Roof Replacement	\$1,260,000		

County Ongoing Building and Operations Costs are Excluded, Typical for All Options.



Remodel Courthouse w/  
Inmate Holding Addition

130042.00 Issued: 8/16/13 | Scale: 1" = 100'-0"

Waukesha County and City of Waukesha  
Courthouse Study Report  
Waukesha, WI

**zimmerman**  
ARCHITECTURAL STUDIOS, INC.





## 4. RENOVATE WITH COURTS BUILDING ADDITION

### 4.1 Exhibit and Narrative

*The renovation project assumes that existing walls, corridors and rooms are NOT preserved in their present location. The renovation also assumes that systems that support the facility will be removed and made contemporary, that portions of the present facility could be demolished to create a fully program-compliant solution. As a result of this definition, program goals are met and the solution is a building of adequate size and functionality.*

**Description:** This project will result in single scheme for consideration.

As the remodel schemes evolved, a scheme was developed that would provide new construction of a 4 story courtroom building that would be connected to the existing courthouse and utilize the remaining facilities for its functions. The non-court departments would be reconfigured to be more efficient and provide more logical adjacencies. This reconfiguration changes the work in the existing building from remodel to renovation, as significant wall changes are needed to provide departmental spaces.

The idea of separating pieces of construction into phases, or steps, provides significant temporary relocation savings as well as more achievable financing options.

The first phase would include demolition of the 1959 jail and construction of an 8 courtroom building. This phase would create minimal disruption at the existing courthouse. A few courts and support spaces would need to be relocated and can be done at the Administration Building as described in Section 7.1 Relocations Costs – Narrative.

A series of 3 or more phases can be created subsequent to the new construction; however, the new construction would need to be the first phase in order to minimize temporary relocation costs. The subsequent phases can be separated in vertical building pieces, which are a constructability necessity. Complete mechanical and electrical infrastructure would be replaced and this phasing is best done vertically. Understanding that excessive noise is an important factor in renovating a building while still open, thought must be taken to provide construction barriers as well as noise planning (nighttime, weekends) to minimize impact on the operations.

The completed project(s) would leave a renovated interior of the existing building while leaving a majority of the exterior unaltered. It also provides new construction for 8 courtrooms that meet today's space and security standards. The existing building will be significantly more energy efficient than current. The interior, though much more departmentally efficient, still provides minor limitations in pure adjacency and complete efficiency that a newly constructed building would provide. Courtrooms would likely be reconfigured so that juried rooms would be in the new construction portion and non-juried rooms in the renovation portion. The entry area would also be renovated, though space limitations would not alleviate all current logjam issues. The project's efficiencies may also offer the opportunity to reduce staffing in certain departments that are not currently efficient.

*The City Hall is not a participant on site in this scenario. However, there is non-assigned space that will be left over after departments are reallocated in this scheme that may allow for City Hall inclusion.*

## **HVAC SYSTEMS DESCRIPTIONS FOR PROGRAMMING**

This scheme addresses infrastructure upgrades to the existing courthouse and a four level courts addition.

The new heating and air conditioning system would incorporate three roof mounted custom outdoor air handling units supported above the roof from the existing columns. Ductwork would extend from each unit down new shafts and distributed throughout the various floors. The shafts would mostly use the spaces where current air handling units are located. A separate indoor air handling system with energy recovery would serve the new addition. Each unit would employ a “State-of-the-art” multi-fan array, ultra violet germicidal elimination system and humidification to enhance indoor air quality.

Supply air systems serving the existing building and new addition would be variable air volume (VAV), with one zone for every three offices and a separate zone for new courtroom, each jury room, each judges’ chambers, and each conference room. A plenum return air system would be used throughout.

The cooling plant consisting of multiple chillers located in the existing building would serve both the existing building air handling units and new addition air handling unit.

The heating plant, located in the new addition, serving both the existing building and new addition, would consist of multiple high efficiency boilers serving the air handling units, VAV terminal units, and wall mounted perimeter radiation throughout the existing building and new addition. All new distribution piping systems would be used.

The temperature controls would be a “state-of-the-art” direct digital control system integrated with the campus control network. The system would incorporate occupancy sensors to determine occupied / unoccupied space temperatures.

Geothermal considerations are not feasible due to space limitations on the site.

## **ESTIMATED BUILDING ENERGY AND MAINTENANCE COSTS**

The following is based on 2013 energy rates and an assumed inflation rate of 2% per year over a 25 year period.

<b>Year 1</b>	<b>Year 10</b>	<b>Year 25</b>	<b>SF</b>
\$270,000(\$1.30/sf)	\$330,000(\$1.59/sf)	\$440,000(\$2.11/sf)	208,000

## **ELECTRICAL SYSTEMS DESCRIPTIONS FOR PROGRAMMING**

This option addresses infrastructure upgrades to the existing courthouse and a four level courts addition.

The normal and emergency distribution would be expanded to accommodate the renovated spaces. All 1960's vintage equipment and wiring would be removed. To reduce cost and size of new distribution components, the new HVAC equipment (and possibly lighting) should be 480 and 277 volts. Demolition could be phased to accommodate continued occupancy during construction.

All existing lighting would generally be replaced with new in order to comply with current energy codes. With a proper lamping retrofit, some ornamental fixtures could be re-used.

Emergency power would generally be limited to exit/egress lighting, hot water pumps and other minor loads without any major modifications to the emergency electrical systems. Major emergency loads could prompt significant modifications to the emergency power system.

A new voice fire alarm system would be installed throughout. This system would have the capacity to eventually serve the entire Courthouse complex.

All new Access Control, CCTV and IT components would be accommodated by the new security systems and the recently upgraded Data Center. We are assuming that the existing Data Center would remain in place.

#### **PLUMBING SYSTEMS DESCRIPTIONS FOR PROGRAMMING**

Existing plumbing systems would be completely demolished in the remodeled portion of the building. The new courts addition plumbing systems would be extended from the new piping systems installed in the remodeled area.

Domestic water systems would begin at existing water service and be distributed throughout the building. A 4-pipe system would be installed including cold hard, cold soft, hot and hot water return distribution. Soft water would also serve heating boilers and cooling tower make-up systems. Copper piping would be the preferred water distribution material. PVC pressure piping could be considered as a cost savings alternative.

Sanitary drain and vent piping would be replaced in all above ground plumbing. Existing underground plumbing would be evaluated via sewer camera to determine present condition. Any deteriorated or suspect pipe would be replaced. In all likelihood, this would include the majority of piping. Underground piping material can be PVC DWV. Above ground piping in plenum areas and sound sensitive areas would be cast iron no hub or PVC DWV with plenum wrap insulation.

Storm drain piping would be replaced with cast iron no hub aboveground and PVC DWV under the floor. Underground storm drain would be evaluated via sewer camera to determine present condition and any deteriorated piping replaced. A secondary roof drainage system would be installed, discharging to grade. PVC DWV piping material would be acceptable for this system.

All plumbing fixtures would be replaced with water conserving fixtures. Public spaces would include hardwired electronic flush valves and faucets. Staff only use fixtures would be hardwired electronic flush valves. Manual or electronic faucets would be acceptable.

Existing water treatment and domestic water heating equipment is three years old and in very good condition. These items should be re-evaluated prior to construction to determine condition and capacity to serve new plumbing systems. A domestic water booster pump is not anticipated as City water pressure is adequate at the present time to serve the 4 level Courts Addition.

#### **FIRE PROTECTION SYSTEMS DESCRIPTIONS FOR PROGRAMMING**

Automatic fire suppression system, per NFPA 13 and City of Waukesha Fire Prevention Code, would be installed throughout the renovated and addition areas. Stand pipes would be installed in stairwells. Fire suppression system would begin at existing domestic water service. Based upon current fire flow tests for this area, provisions for a fire pump are not anticipated. Clean agent fire suppression systems would be installed in all IT areas.

4.2 Cost Estimate

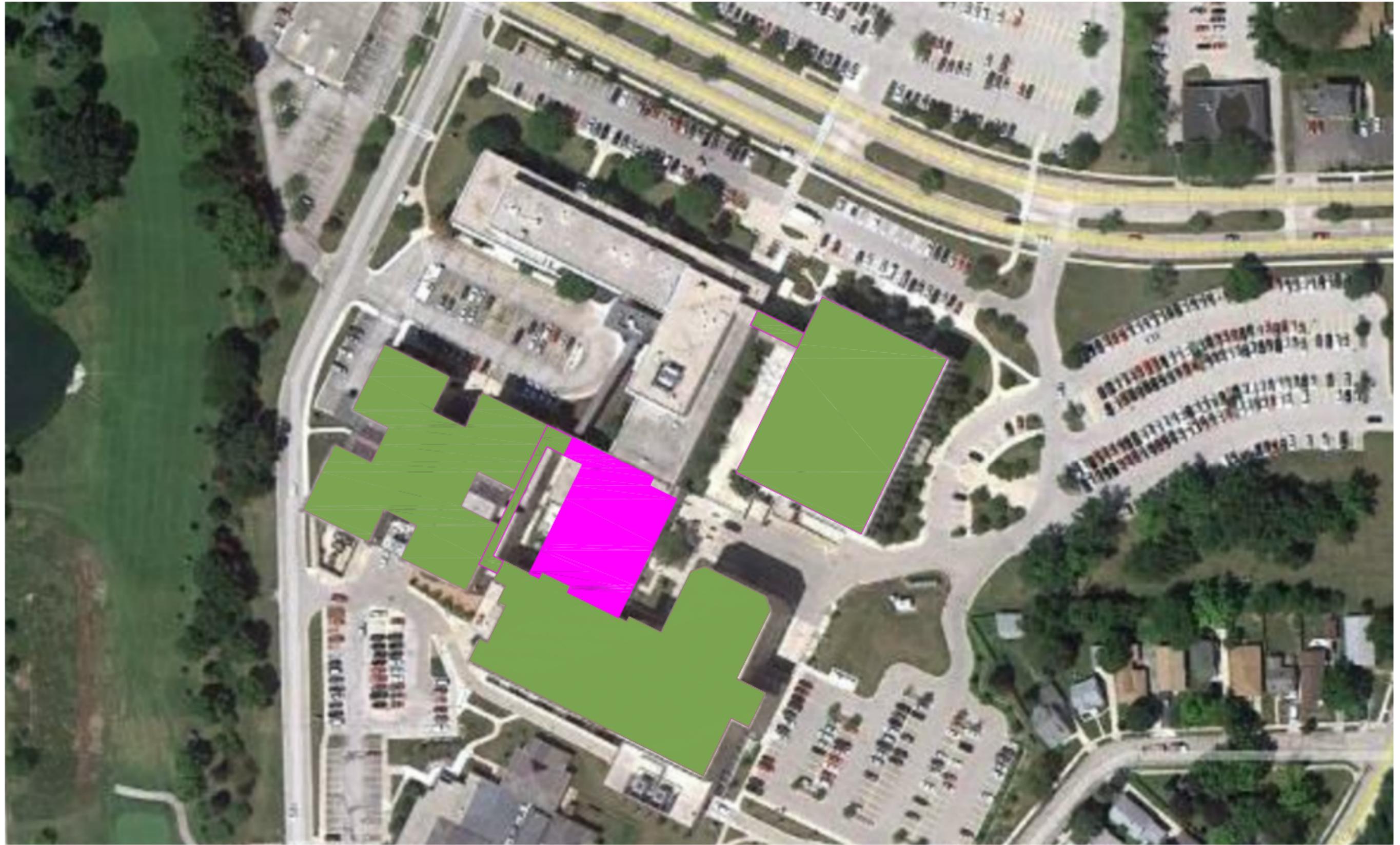
Waukesha County  
Courthouse Study  
Waukesha, Wisconsin



Project Options  
August 14, 2013

	Project A	Project B	Project C	Project D	Projects
	South Courthouse Addition	Renovation of Existing Courthouse South	Renovation of Existing Courthouse Center	Renovation of Existing Courthouse West	
	Four level courts addition, seven new and one new arraignment courtroom.	Renovation of two southernmost courts on Levels 1 and 2. Provide remodeling of existing space in Administration facility for temporary courts (2 ea.). Clerk and Court/Board Room renovations. Infrastructure upgrades and new finishes in remaining areas.	Clerk, Jury Assembly and County Board Renovations. Infrastructure upgrades and new finishes in remaining areas.	Clerk, Reg. in Probate, and County Board Renovations. Infrastructure upgrades and new finishes in remaining areas.	Complete renovation of existing 151,398 SF courthouse and new 51,655 SF courthouse addition to the south of the existing courthouse.
SF Remodel   Infrastructure Upgrades, General		54,314	31,172	18,268	103,755
SF Remodel Southernmost Court, 1st and 2nd Floors		5,020			5,020
SF Remodel Clerk, Jury Assembly, Reg. in Probate, County Board		6,747	14,571	18,325	39,643
SF Remodel Court / County Board Room		2,980			2,980
SF New Construction, Courthouse	51,655				51,655
SF Total Option	51,655	69,061	45,743	36,594	203,053
Remodel   Infrastructure Upgrades, General - Cost per SF		\$195.69	\$195.69	\$195.69	
Remodel Southernmost Court, 1st and 2nd Floors - Cost per SF		\$251.72			
Remodel Clerk, Jury Assembly, Reg. in Probate, County Board - Cost per SF		\$221.42	\$221.42	\$221.42	
Remodel Court / County Board Room - Cost per SF		\$244.73			
New Construction Courthouse - Cost per SF	\$372.86				
Remodel   Infrastructure Upgrades, General - Cost		\$10,628,707	\$6,100,049	\$3,575,061	\$20,303,816
Remodel Southernmost Court, 1st and 2nd Floors - Cost		\$1,263,634			\$1,263,634
Remodel Clerk, Jury Assembly, Reg. in Probate, County Board - Cost		\$1,493,921	\$3,226,311	\$4,057,522	\$8,777,753
Remodel Court / County Board Room - Cost		\$729,295			\$729,295
New Construction Courthouse - Cost	\$19,260,000				\$19,260,000
Subtotal Building Construction Cost	\$19,260,000	\$14,115,557	\$9,326,360	\$7,632,582	\$50,334,499
Sitework and Courtyard Allowance	\$1,000,000				\$1,000,000
Existing Courthouse Interior Demolition and Terminations		\$828,732	\$548,916	\$439,128	\$1,816,776
Demolition of Existing Jail South of Courthouse	\$326,000				\$326,000
Interim courts - Provide light remodeling in existing Administration facility.		\$225,900			\$225,900
HHS Interim Renovation for Temporary Courts.	N/A	N/A	N/A	N/A	N/A
Subtotal Construction Cost	\$20,586,000	\$15,170,189	\$9,875,276	\$8,071,710	\$53,703,175
Soft Costs, FF&E (33.0%)	\$7,205,100	\$5,309,566	\$3,456,346	\$2,825,099	\$18,796,111
Total Project Cost, Current	\$27,791,100	\$20,479,755	\$13,331,622	\$10,896,809	\$72,499,286
Escalation - 2.3% thru Q2 2014, 3.4% thru Q2 2015, 5.0% thereafter (2019 Construction Start)	\$7,142,313	\$5,263,297	\$3,426,227	\$2,800,680	\$18,632,317
Total Project Cost with Escalation	\$34,933,413	\$25,743,053	\$16,757,849	\$13,697,288	\$91,131,602

Options not included above:  
 Replace all Windows, Balance of Wall Remains Intact, Add Alternate \$2,041,000  
 Replace Exterior Wall Complete, Limestone Option, Add Alternate \$7,268,000  
 Existing Roof Replacement, Add Alternate \$940,000

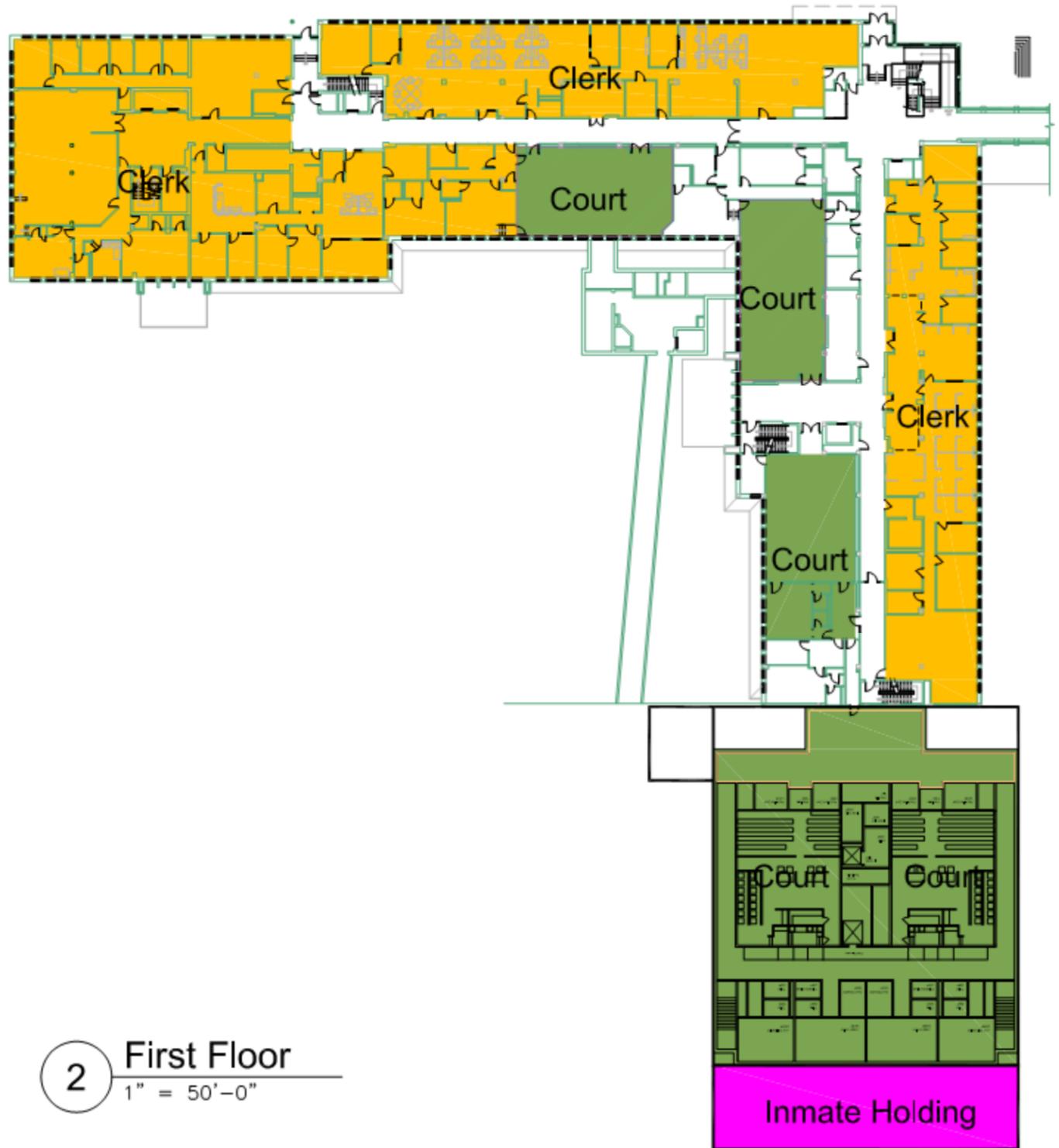
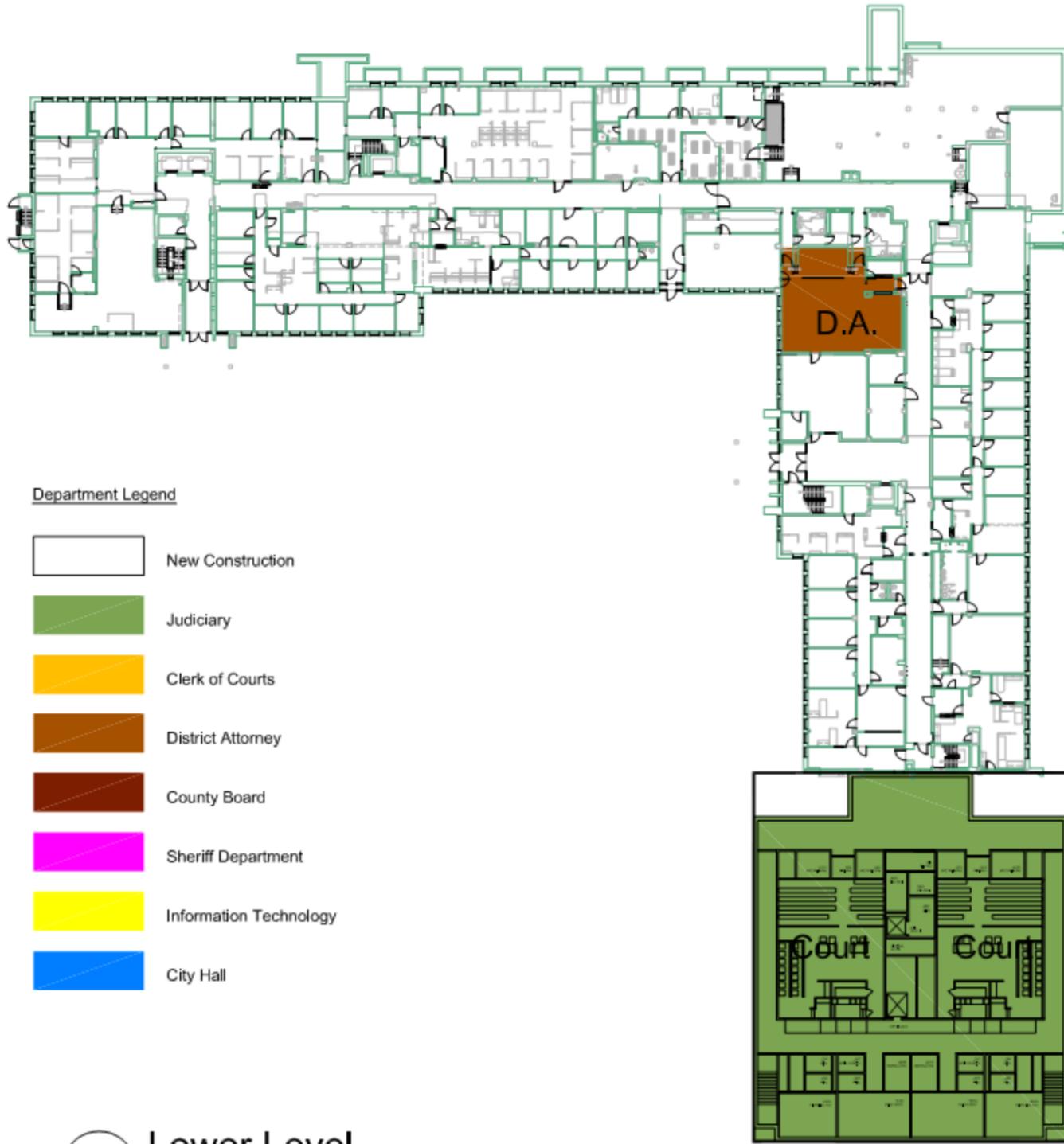


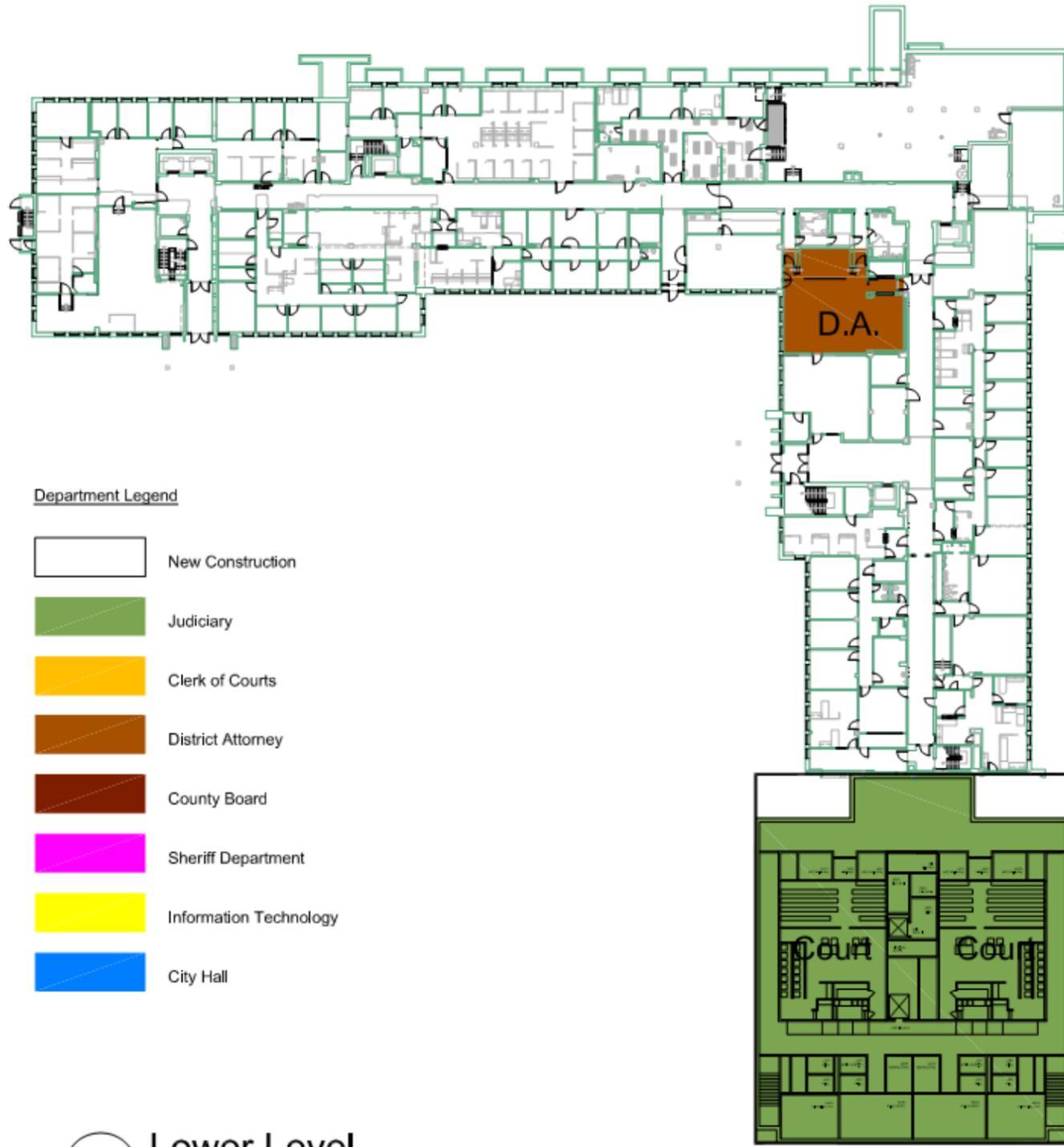
Renovate Courthouse w/  
Courts Building Addition

130042.00 Issued: 8/16/13 | Scale: 1" = 100'-0"

Waukesha County and City of Waukesha  
Courthouse Study Report  
Waukesha, WI

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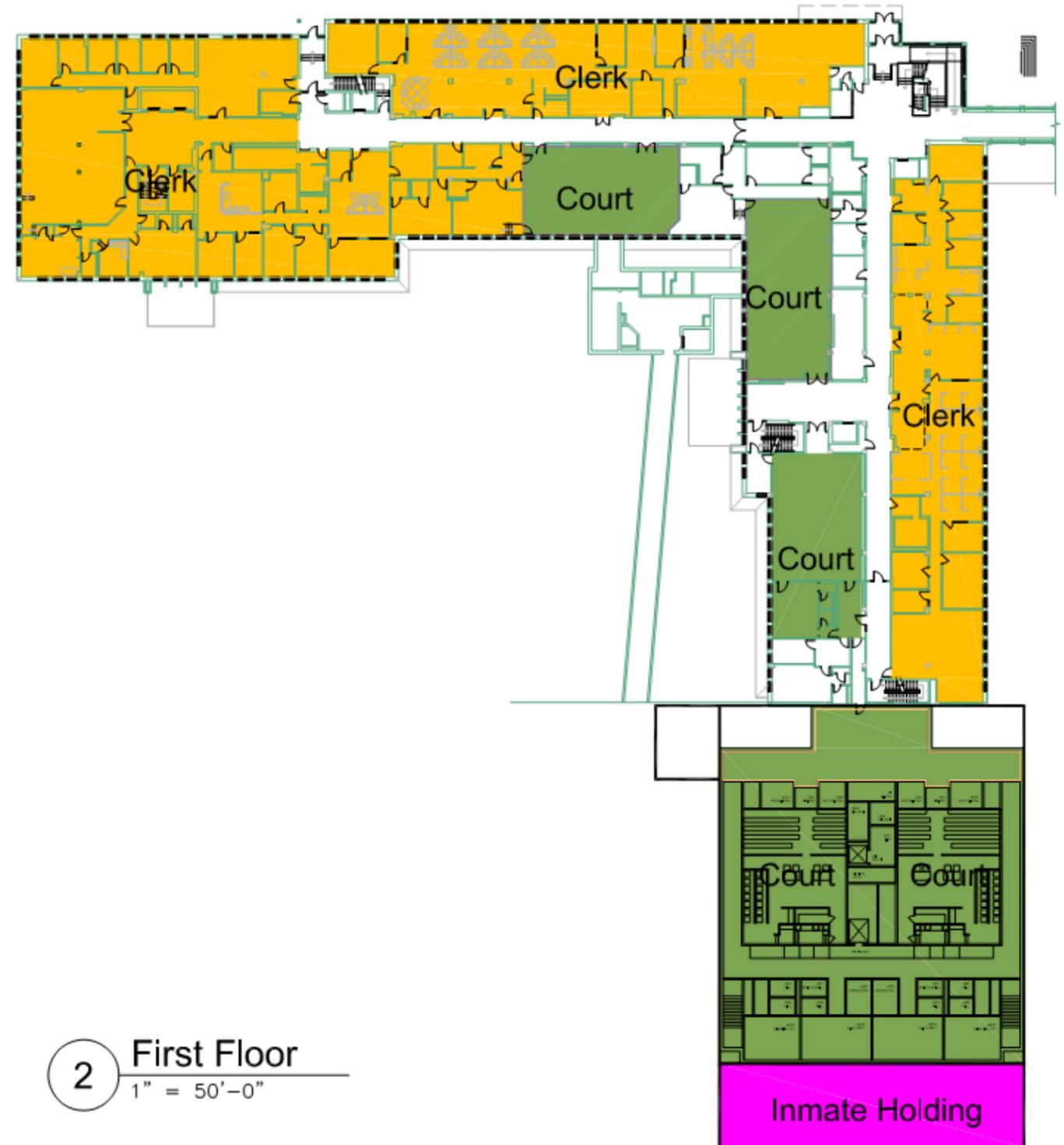




Department Legend

- New Construction
- Judiciary
- Clerk of Courts
- District Attorney
- County Board
- Sheriff Department
- Information Technology
- City Hall

1 Lower Level  
1" = 50'-0"



2 First Floor  
1" = 50'-0"

## 5. NEW COURTS BUILDING WITH RENOVATED COURTHOUSE

### 5.1 Exhibit and Narrative

*The renovation project assumes that existing walls, corridors and rooms are NOT preserved in their present location. The renovation also assumes that systems that support the facility will be removed and made contemporary, that portions of the present facility could be demolished to create a fully program-compliant solution. As a result of this definition, program goals are met and the solution is a building of adequate size and functionality.*

**Description:** This project will result in single scheme for consideration.

The existing L shaped building encompasses 150,000 gsf. The program for satisfying the need for the County Court functions requires approximately 200,000 gsf. Although there is modest growth in departments, the largest program changes are in courtroom and court support as well as public spaces. Similar growth is merited in mechanical spaces to support a larger facility in an engineered manner. As a result, the building needs an addition to create the space required to fulfill the twenty year program projection. In this idea, the existing north-south wing is demolished and recreated on five levels as a contemporary courts building. Consolidated DA and Clerk of Courts functionality is housed there, with the desired security separations required in a contemporary facility.

The building would have a discernible front entrance that represents the County's image in 2020, and will fulfill the program goals established as part of this exercise. The existing tube is obsolete and may be removed. Residual building space parallel to Moreland (the E/W wing) is relinquished and turned over for a contemporary City Hall building. Should the location proposed be unacceptable to the city, then a space surplus would exist in the scheme making its usefulness and efficiency questionable. Other iterations requiring more reuse of space could reemerge compromising the current concept.

The projected staffing model for the Clerk of Court is favorable in this solution due to the consolidation of Clerk spaces. The efficiencies derived from this consolidation are substantial and worth pursuing. Sheriff staffing models are consistent with the models advanced in the remodeling scheme and are therefore unchanged from remodeling (A2) in this scheme. In addition, larger buildings will require additional maintenance and janitorial funding.

Court functionality is increased as new courtrooms are stacked and structural compromises managed. The creation of new MEP infrastructure to support these spaces results in increased building usefulness for decades. Three way separations are uncompromised in this idea.

Given the magnitude of work depicted on site, it is likely that court functions will require a temporary accommodation. Court personnel will be significantly impacted with demolition and likely will need to be temporarily lodged. That assumption could vary if a thoughtful and substantially elongated new construction phasing strategy is advanced.

All County Departments are housed in new space in new construction. All City Departments are housed in renovated (stripped to structure) space with an entirely new image – assuming the existing exterior wall is stripped, insulated and rebuilt in another form.

The inclusion of City Hall functions in this scenario is possible albeit not in the City's preferred new construction typology. Ensuring the City has adequate contiguous space is feasible. The existing structure is robust enough to accept the functions and the appearance of the present facility could be substantially changed to nurture the City's desire for a unique, discernible City image. The ability to accommodate enclosed parking for City staff is also programmatically compromised in this solution.

The long term impact of consolidation of City near County administrative functions is a honorable viewpoint as it is probable efficiencies in delivery of service will emerge if services are collocated. This adaptive reuse of space in the present courthouse also results in an optimized county building stock inventory.

### **HVAC SYSTEMS DESCRIPTIONS FOR PROGRAMMING**

This scheme addresses the removal of the north-south wing infrastructure upgrades to the remaining segment of the existing and a large 5-level courts addition.

A new heating and air conditioning system would incorporate two roof mounted custom outdoor air handling units supported above the roof from the existing columns. Ductwork would extend from each unit down new shafts and distributed throughout the various floors. The shafts would mostly use spaces where current air handling units are located. Each unit would employ a "State-of-the-art" multi-fan array, ultra violet germicidal elimination system and humidification to enhance indoor air quality.

Two separate indoor air handling units with energy recovery would serve the new addition. The units would be joined together to provide a single ducting system.

Supply air systems severing the existing building and new addition would be variable air volume (VAV), with one zone for every three offices and a separate zone for each courtroom, each jury room, each judges' chambers, and each conference room. A plenum return air system would be used throughout.

The cooling plant consisting of multiple chillers, located in the new addition, would serve both the existing building air handling units and new addition air handling units.

The heating plant, located in the new addition, serving both the existing building and new addition, would consist of multiple high efficiency boilers serving air handling units, VAV terminal units, and wall mounted perimeter radiation throughout the existing building and new addition. All new distribution piping would be used.

The temperature controls would be a "state-of-the-art" direct digital control system integrated with the campus control network. The system would incorporate occupancy sensors to determine occupied / unoccupied space temperatures.

Geothermal considerations are not feasible due to space limitations on the site.

### **ESTIMATED BUILDING ENERGY AND MAINTENANCE COSTS**

The following is based on 2013 energy rates and an assumed inflation rate of 2% per year over a 25 year period.

<b>Year 1</b>	<b>Year 10</b>	<b>Year 25</b>	<b>SF</b>
\$340,000(\$1.22/sf)	\$400,000(\$1.44/sf)	\$540,000(\$1.94/sf)	278,000

#### **Electrical Renovation**

Renovation addresses the removal of the north-south wing infrastructure upgrades to the remaining segment of the existing and a large 5-level courts addition.

The normal and emergency distribution would be expanded to accommodate the renovated spaces. All 1960's vintage equipment and wiring would be removed. To reduce cost and size of new distribution components, the new HVAC equipment (and possibly lighting) should be 480 and 277 volts.

All existing lighting would generally be replaced with new in order to comply with current energy codes. With a proper lamping retrofit, some ornamental fixtures could be re-used.

Emergency power would generally be limited to exit/egress lighting, hot water pumps and other minor loads without any major modifications to the emergency electrical systems. Major emergency loads could prompt significant modifications to the emergency power system.

A new voice fire alarm system would be installed throughout. This system would have the capacity to eventually serve the entire Courthouse complex.

All new Access Control, CCTV and IT components would be accommodated by the new security systems and the recently upgraded Data Center. We are assuming that the existing Data Center would remain in place.

#### **Plumbing Renovation**

Existing plumbing systems would be completely demolished in the remodeled portion of the building. The new Courts Addition plumbing systems would be extended from the municipal water, sanitary and storm mains.

Domestic water systems for City Hall would begin at existing water service and be distributed throughout this portion of the building. Domestic water for the Courts Addition would be a new combination fire/domestic water service. Separate water meters would be installed for City Hall and Courts Addition. A 4-pipe system would be installed in each building including cold hard, cold soft, hot and hot water return distribution. Soft water would serve heating boiler and cooling tower water make-up systems. Copper piping would be the preferred water distribution material. PVC pressure piping could be considered as a cost savings alternative.

Sanitary drain and vent piping would be replaced in all above ground plumbing in the City Hall remodel area. Existing underground plumbing should be evaluated via sewer camera to determine present condition. Any deteriorated or suspect pipe should be replaced. In all likelihood, this would include the majority of piping. New sanitary piping systems would be installed in the Courts Addition and extended to the municipal sewer system. Underground piping material can be PVC DWV. Above ground piping in plenum areas and sound sensitive areas would be cast iron no hub or PVC DWV with plenum wrap insulation.

City Hall above ground storm drain piping would be replaced with cast iron no hub. Underground storm drain would be evaluated via sewer camera to determine present condition and any deteriorated piping replaced. Courts Addition storm drainage would be new and extend to the municipal storm system. Underground storm piping would be PVC DWV and above ground storm would be cast iron no hub. A secondary roof drainage system should be installed discharging to grade for City Hall and Courts Addition. PVC DWV piping material would be acceptable for this system.

All plumbing fixtures would be replaced in City Hall with water conserving fixtures. Plumbing fixtures in Courts Addition would be new. Public spaces would include hardwired electronic flush valves and faucets. Staff only use fixtures would be hardwired electronic flush valves. Manual or electronic faucets would be acceptable.

Existing water treatment and domestic water heating equipment is three years old and in very good condition. This equipment would serve the City Hall. These items would be re-evaluated prior to construction to determine condition and capacity to serve the City Hall. New high efficiency domestic water heaters and water conserving water treatment system would be installed to serve the Courts Addition.

#### **Fire Protection Renovation**

Automatic fire suppression system, per NFPA 13 and City of Waukesha Fire Prevention Code, would be installed throughout the renovated City Hall and Courts Addition areas independent of each other. City Hall fire suppression system would begin at existing domestic water service. Courts Addition would begin at the new combination fire/domestic water service. Based upon current fire flow tests for this area, provisions for a fire pump are not anticipated. Clean agent fire suppression systems would be installed in all IT areas.

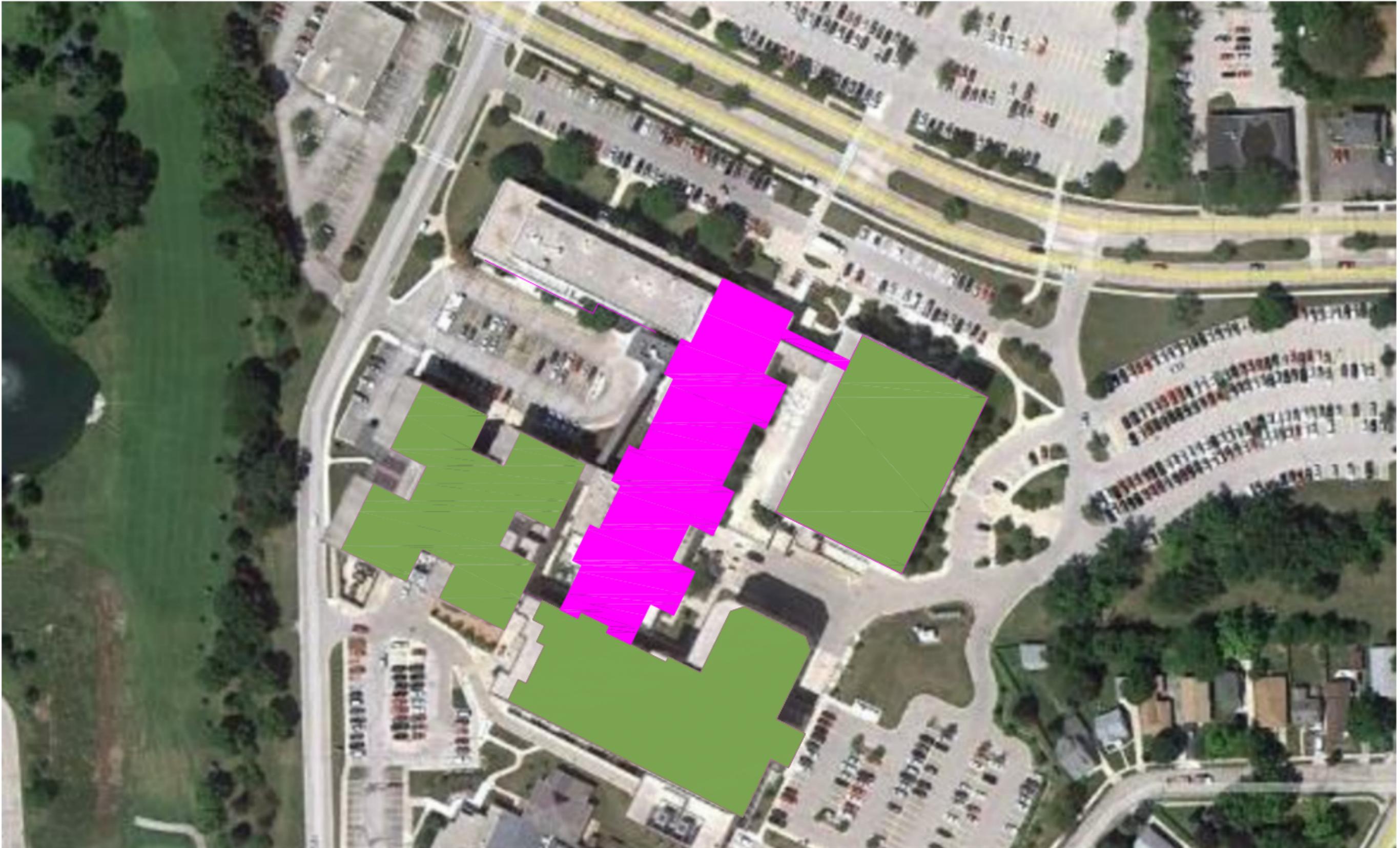
5.2 Renovate Cost Estimate

	Partial existing structure demolition and replacement with new courthouse.	Renovation of the remaining existing courthouse into City Hall. See options to remove and replace the existing exterior wall.	Option B2 Total
SF Remodel   Infrastructure Upgrades	0	0	
SF Renovation	0	68,000	
SF New Construction Courthouse *	209,900	0	
SF New Construction City Hall	0	0	
<b>SF Total Option</b>	<b>209,900</b>	<b>68,000</b>	
Remodel   Infrastructure Upgrades - Cost per SF	\$196.69	\$196.69	
Renovation - Cost per SF	\$196.11	\$196.11	
New Construction Courthouse - Cost per SF	\$326.07	\$326.07	
SF New Construction City Hall - Cost per SF	\$319.52	\$319.52	
<b>Total Option - Cost per SF</b>	<b>\$326.07</b>	<b>\$196.12</b>	
Remodel   Infrastructure Upgrades - Cost	\$0	\$0	\$0
Renovation - Cost	\$0	\$13,472,000	\$13,472,000
New Construction Courthouse - Cost	\$68,442,000	\$0	\$68,442,000
SF New Construction City Hall - Cost	\$0	\$0	\$0
<b>Subtotal Building Construction Cost</b>	<b>\$68,442,000</b>	<b>\$13,472,000</b>	<b>\$81,914,000</b>
Sitework and Courtyard Allowance	\$1,250,000	\$1,250,000	\$2,500,000
Relocate Riverview Ave, Golf Course Modifications	N/A	N/A	
Existing Courthouse Structure Demolition (Partial or Complete GSF Based on Option)	\$820,000	\$0	\$820,000
Existing Courthouse Interior Demolition Moderate	N/A	N/A	
Existing Courthouse Interior Demolition Heavy	\$0	\$1,020,000	\$1,020,000
Demolition of Existing Jail South of Courthouse	\$326,000	\$0	\$326,000
Demolition of Public Health at Moreland/Riverside	N/A	N/A	
Provide New Connecting Link	\$328,640	\$0	\$328,640
HHS Interim Renovation for Temporary Courts, 70,000 gsf. This cost excludes operations personnel required for continued facility operations and maintenance.	\$4,647,650	\$4,647,650	\$9,295,300
<b>Subtotal Construction Cost</b>	<b>\$75,814,290</b>	<b>\$20,369,650</b>	<b>\$96,203,940</b>
Soft Costs, FF&E (35.0%)	\$26,535,002	\$7,136,378	\$33,671,379
<b>Total Project Cost, Current</b>	<b>\$102,349,292</b>	<b>\$27,526,028</b>	<b>\$129,875,319</b>
Escalation - 2.3% thru Q2 2014, 3.4% thru Q2 2015, 5.0% thereafter (2019 Construction Start)	\$26,303,798	\$7,074,189	\$33,377,987
<b>Total Project Cost with Escalation</b>	<b>\$128,653,090</b>	<b>\$34,600,217</b>	<b>\$163,253,276</b>
<b>Options not included above:</b>			
Displaced Parking, 100 Spaces Across Moreland Ave	N/A	N/A	
Replace Windows, Balance of Wall Remains Intact	N/A	\$846,000	
Replace Exterior Wall Complete, Limestone Option	N/A	\$4,462,000	
Roof Replacement	N/A	\$420,000	

County Ongoing Building and Operations Costs are Excluded, Typical for All Options.

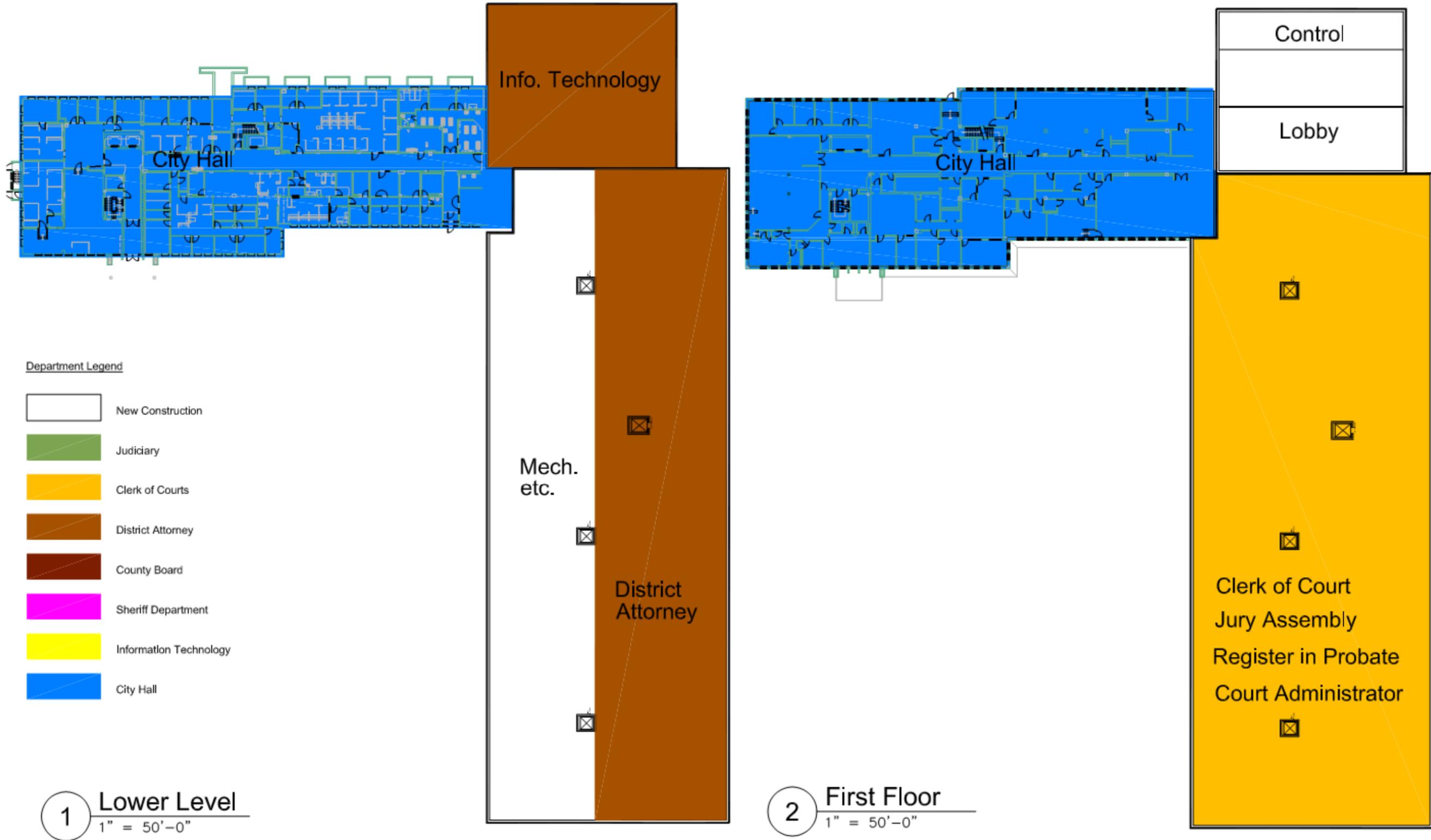
\* Unit cost adjusted for four shelled courtrooms

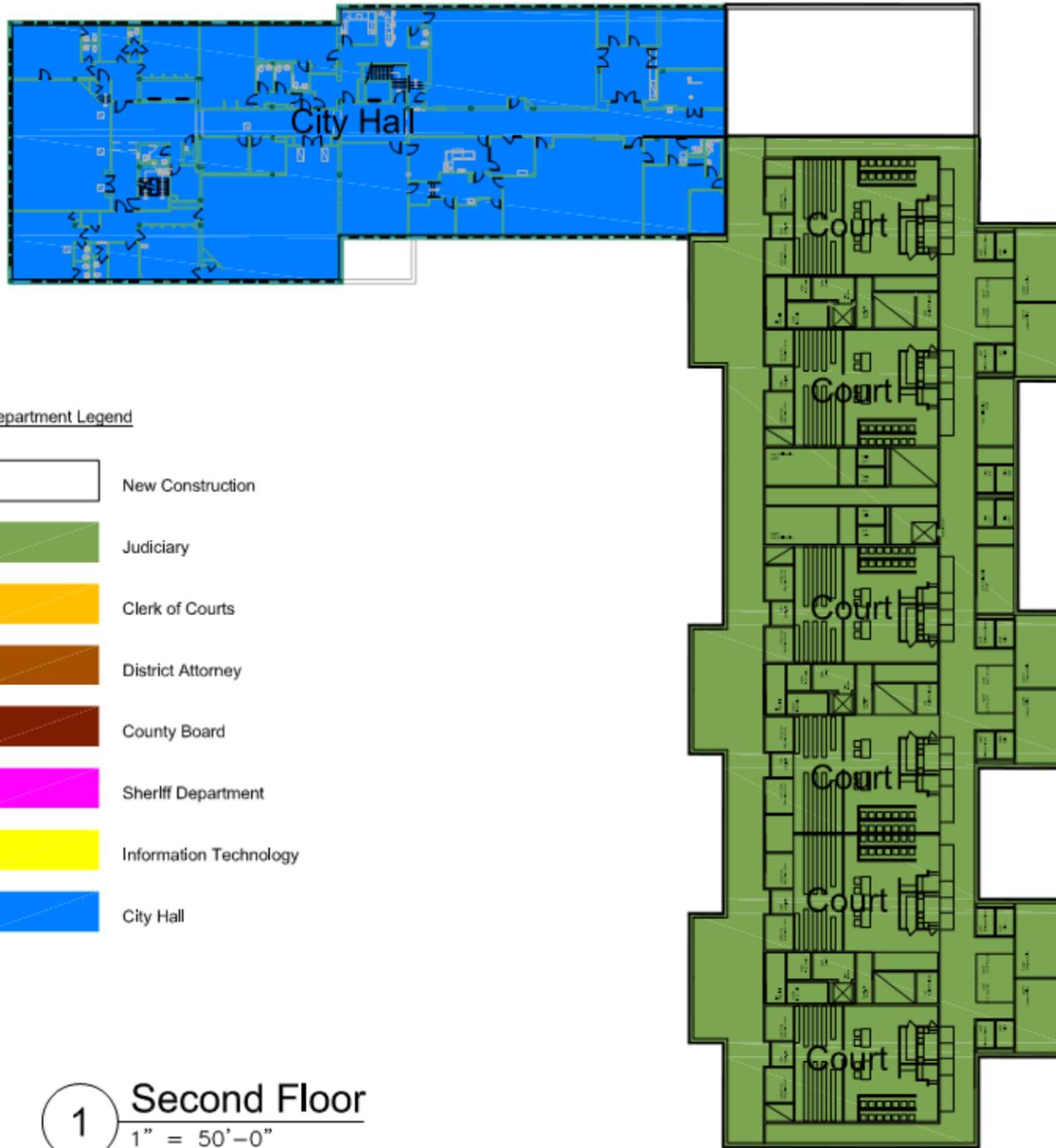
New City Hall construction of 90,000 gsf in lieu of 68,000 gsf renovation, add premium of \$26,210,000.



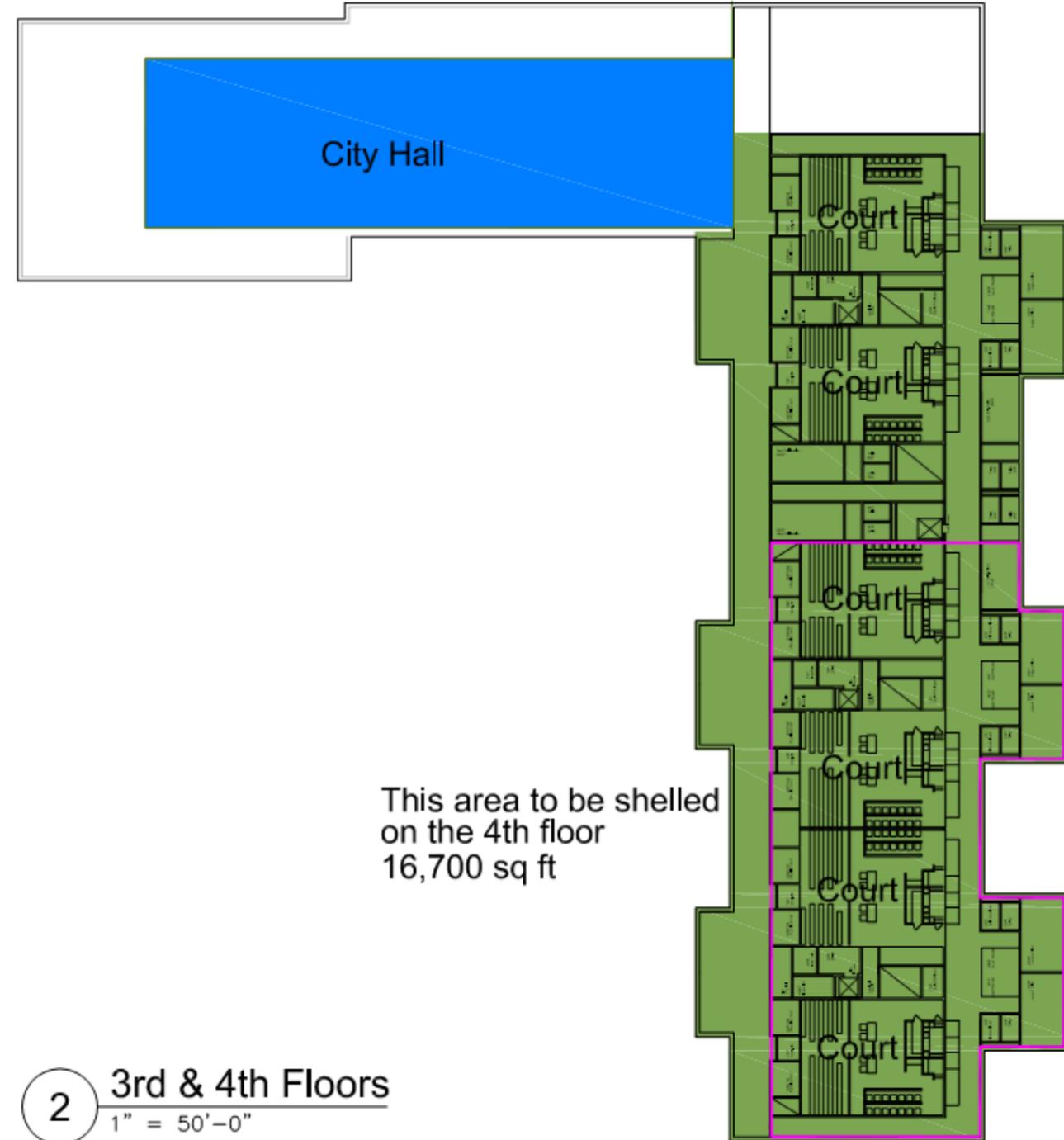
New Courts Building w/  
Renovated Courthouse

Waukesha County and City of Waukesha  
Courthouse Study Report  
Waukesha, WI





1 **Second Floor**  
1" = 50'-0"



2 **3rd & 4th Floors**  
1" = 50'-0"

## 6. NEW COURTHOUSE AND CITY HALL BUILDINGS

### 6.1 Exhibit and Narrative

*The new construction scenario places a new Courthouse west of the present facility on golf course land. It also places a New City Hall on land east of the present County Administration Building. The present courthouse is demolished in this concept,*

**Description:** This project will result in single scheme for consideration.

The need to consider an all new facility is the last leg of the study and allows conceptual comparison of this all new idea and the other options that are dependent upon reuse of existing buildings. It informs the narrative because it places a monetary value on the difference between the schemes and that relative difference merits dialogue. The programmatic 20 year modeling is accommodated and lifespan of the physical infrastructure in new construction is approximately fifty years.

The new Courts building would be placed on the site of the present public health building and encroaches on the fifth hole of Moor Downs, compromising its present definition. The hole would necessarily need to be shortened or reconfigured and possible major reconfiguration could be required. As part of this placement, Riverview would be relocated west of the present location to align with Gascoigne. This would enable vehicular movement north to south along that right-of-way.

The new facility would be connected to the present jail by an elevated connector much like the present "tube" connecting the Jail and present Courthouse. This new connector would be longer and thus require additional time to transverse the area between the jail and the courthouse. This time of transfer increase results in a need for an additional Corrections Officer to accommodate these movements (2 total CO including the new intake court post required for inmate management). This scheme also requires space for sheriff operations due to the remoteness from sheriff operations. The relocated or supplemented functions include; bailiff information, management and respite. Two (2) additional bailiffs will be required to manage movements and access to inmates in this scheme.

Systems and operational courts narratives would be optimized as this is a contemporary solution housing all staff and functionality in a new place. The City Hall solution solves the connectivity to the County administrative functions that presently exist in the administration building, and this scenario most closely collects those functions for future collaboration proximate to one another. The request by the City to create additional parking on site under the proposed building is also facilitated. At a minimum it is not excluded and is an option open for debate.

The present facility would be demolished in this scheme since the area of new construction fulfills the program with the resultant 150,000 sf of building space is unassigned. The supposition of this removal is also debatable but there would be no long term mothballing cost and the residual area could be reconstructed as additional parking or as a public venue.

This option presents the strongest opportunity for long term collected service provision. It is the most costly, but does avoid temporary relocation (enabling) costs. It offers the most expensive operational narrative as well due to the distances removed from Jail operations. It results in an aggressive stance on present golf course land and as such presents a political issue that would need to be managed. It also likely presents a good long term strategy as land is available and the somewhat claustrophobic region of the jail and court is available a modicum or “breathing room”.

### **HVAC New Construction**

New Construction Scheme C1 addresses the erection of a new four level courthouse and a new City Hall with underground parking, followed by the complete demolition of the existing courthouse.

Each building would incorporate a separate independent heating and air conditioning system. The air handling system for each building would incorporate two indoor air handling units with a single dedicated outdoor air to each control zone in the building. The two air handling unit systems would be joined together to form a single shared duct system. Each unit would employ a “State-of-the-art” multi-fan array, ultra violet germicidal elimination system and humidification to enhance indoor air quality.

The supply air systems would be variable air volume (VAV), with one zone for every three offices and separate zones for each courtroom, each jury room, each judge’s chamber, and each conference / meeting room.

Each building would have a separate cooling plant consisting of multiple chillers.

Each building would have a separate independent heating plant consisting of multiple high efficiency boilers serving the air handling units, dedicated outside air energy recovery units, VAV terminal units, and wall mounted perimeter radiation.

The temperature controls would consist of a separate independent “state-of-the-art” direct digital control system for each building integrated with the campus control network. The systems would incorporate occupancy sensors to determine occupied / unoccupied space temperatures and provide outside air directly to each zone only when occupied, as an added energy conservation measure.

Geothermal considerations are not feasible due to space limitations on the site.

### **ESTIMATED BUILDING ENERGY AND MAINTENANCE COSTS**

The following is based on 2013 energy rates and an assumed inflation rate of 2% per year over a 25 year period.

<b>Year 1</b>	<b>Year 10</b>	<b>Year 25</b>	<b>SF</b>
\$350,000(\$1.14/sf)	\$420,000(\$1.36/sf)	\$560,000(\$1.82/sf)	308,000
x Combined total for City Hall Building and Courthouse Building			

### **Electrical New Construction**

New Construction addresses the complete demolition of the existing courthouse and the erection of a new four level courthouse and a new City Hall with underground parking.

Systems and components in this scenario would basically all be new. New electrical service to this building would likely come from the 24,900 volt switchgear line-up behind the Administrative building. An outdoor pad-mounted transformer would provide power at 277/480 volts. All power distribution and wiring would be done with switchboards, panelboards, transformers and other typical electrical equipment used in a modern court/office building.

Emergency power would be accomplished with a new, dedicated, diesel generator. The generator would be sized to back up typical critical loads like egress/exit lighting, some elevators, detention equipment (if any) and other minor loads.

Lighting and controls would be typical for an office/municipal building. Lamping would be mostly fluorescent with some LED fixtures where practical. For example, parking areas would likely be lit using LED garage style fixtures. Much of the office and corridor spaces would employ mostly fluorescent lighting. Sconces, pendants and other accent lighting would be used in areas with higher architectural finishes.

A new voice fire alarm system would be installed throughout. This system would have the capacity to eventually serve the entire Courthouse complex.

All new Access Control and CCTV components would be accommodated by the newly installed security systems.

#### **Electrical Comments**

1. Demolition of the existing Courthouse would require the relocation of the County's main IT room. Careful planning would be required in order to keep IT services up for the County.
2. Similarly, routing of the electric power service to the new building will need to be coordinated with the demolition of the old courthouse. The shortest route is through the old courthouse footprint. This route may not be feasible, depending on phasing needs.

#### **Plumbing New Construction**

All plumbing systems would be new. Courts addition and City Hall would be served by independent sewer and water laterals.

Domestic water systems would begin at the new combination fire/domestic water services and be distribute throughout the building. Each would be a 4-pipe system including cold hard, cold soft, hot and hot water return distribution. Soft water would also serve heating boiler and cooling tower water make-up systems. Copper piping would be the preferred water distribution material. PVC pressure piping could be considered as a cost savings alternative.

Sanitary drain and vent piping would be new in all above ground and underground plumbing. Sanitary sewer for each building would extend to the municipal sewer

independently. Underground piping material can be PVC DWV. Above ground piping in plenum areas and sound sensitive areas should be cast iron no hub or PVC DWV with plenum wrap insulation.

Storm drain piping would be new in all above ground and underground plumbing and extend independently for each building to the municipal storm system. Above ground storm drainage would be cast iron no hub and underground storm drain can be PVC DWV. A secondary roof drainage system would be installed for each building discharging to grade. PVC DWV piping material would be acceptable for this system.

All plumbing fixtures would be new water conserving fixtures. Public spaces would include hardwired electronic flush valves and faucets. Staff only use fixtures would be hardwired electronic flush valves. Manual or electronic faucets would be acceptable.

New high efficiency domestic water heaters and water conserving water treatment systems would be installed for each building.

#### **Fire Protection New Construction**

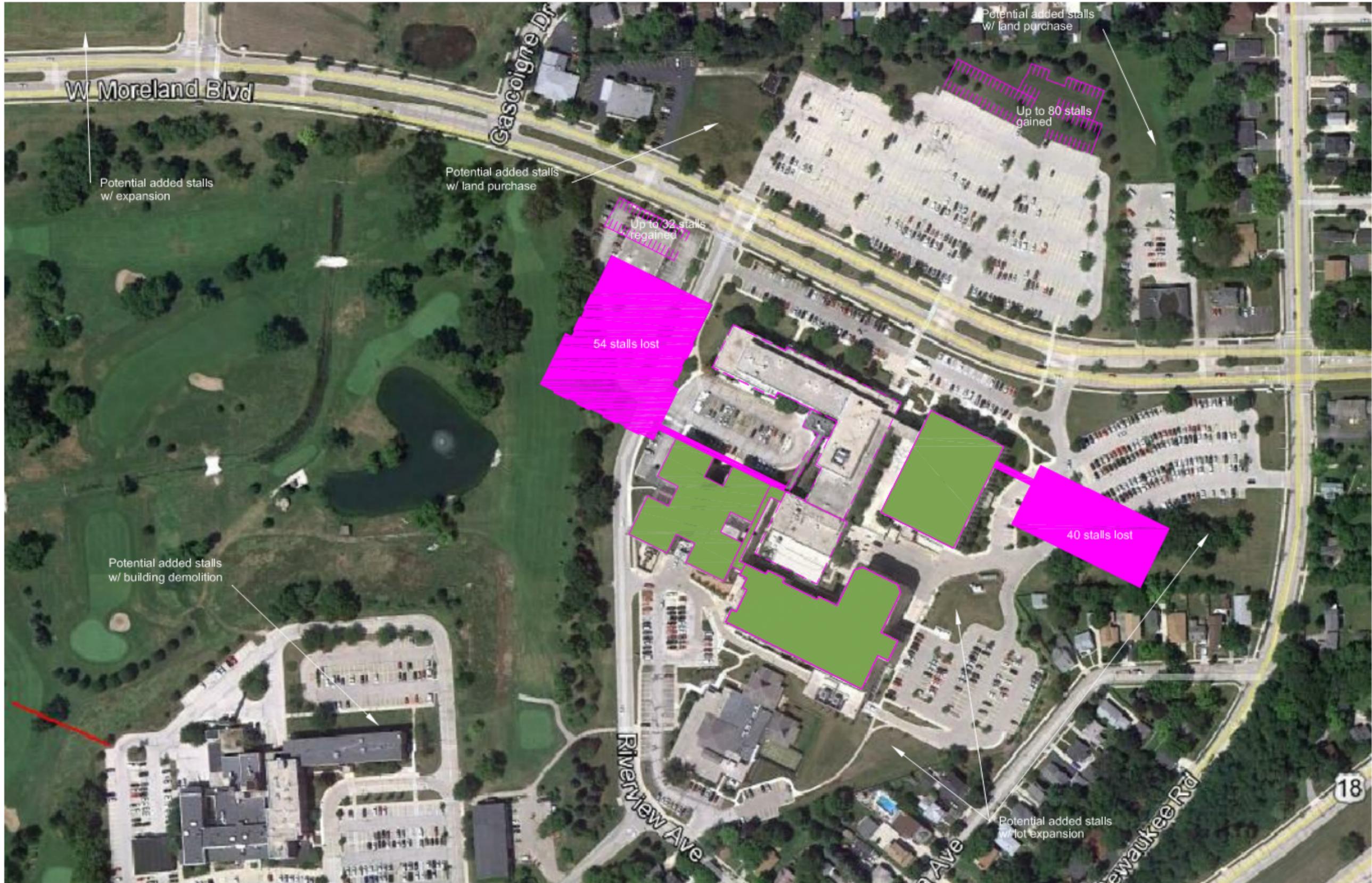
Automatic fire suppression systems per NFPA would be installed in new courts and City Hall buildings. Standpipes would be installed in stairwells. Fire suppression systems would begin at new combined fire / domestic water services. Based upon current fire flow tests, provisions for a fire pump are not anticipated.

6.2 New Construction Cost Estimate

	Complete existing structure demolition, new Courts east of existing Courthouse.	N/A	Option C1 Total
SF Remodel   Infrastructure Upgrades	0		
SF Renovation	0		
SF New Construction Courthouse *	218,000		
SF New Construction City Hall	0		
<b>SF Total Option</b>	<b>218,000</b>		
Remodel   Infrastructure Upgrades - Cost per SF	\$195.59		
Renovation - Cost per SF	\$293.07		
New Construction Courthouse - Cost per SF	\$328.57		
SF New Construction City Hall - Cost per SF	\$328.91		
<b>Total Option - Cost per SF</b>	<b>\$328.57</b>		
Remodel   Infrastructure Upgrades - Cost	\$0		\$0
Renovation - Cost	\$0		\$0
New Construction Courthouse - Cost	\$71,628,000		\$71,628,000
SF New Construction City Hall - Cost	\$0		\$0
<b>Subtotal Building Construction Cost</b>	<b>\$71,628,000</b>		<b>\$71,628,000</b>
Sitework and Courtyard Allowance	\$3,000,000		\$3,000,000
Relocate Riverview Ave, Golf Course Modifications	\$3,562,650		\$3,562,650
Existing Courthouse Structure Demolition (Partial or Complete OSF Based on Option)	\$1,500,000		\$1,500,000
Existing Courthouse Interior Demolition Moderate	N/A		
Existing Courthouse Interior Demolition Heavy	N/A		
Demolition of Existing Jail South of Courthouse	N/A		
Demolition of Public Health at Menland/Riveraide	\$80,000		\$80,000
Provide New Connecting Link	\$1,063,972		\$1,063,972
HHS Interim Renovation for Temporary Courts, 70,000 sqft. This cost excludes operations personnel required for continued facility operations and maintenance.	N/A		
<b>Subtotal Construction Cost</b>	<b>\$80,842,622</b>		<b>\$80,842,622</b>
Soft Costs, FF&E (35.0%)	\$28,294,918		\$28,294,918
<b>Total Project Cost, Current</b>	<b>\$109,137,540</b>		<b>\$109,137,540</b>
Escalation - 2.3% thru Q2 2014, 3.4% thru Q2 2015, 5.0% thereafter (2019 Construction Start)	\$28,048,348		\$28,048,348
<b>Total Project Cost with Escalation</b>	<b>\$137,185,887</b>		<b>\$137,185,887</b>
<b>Options not included above:</b>			
Displaced Parking, 100 Spaces Across Menland Ave	N/A		
Replace Windows, Balance of Wall Remains Intact	N/A		
Replace Exterior Wall Complete, Limestone Option	N/A		
Roof Replacement	N/A		

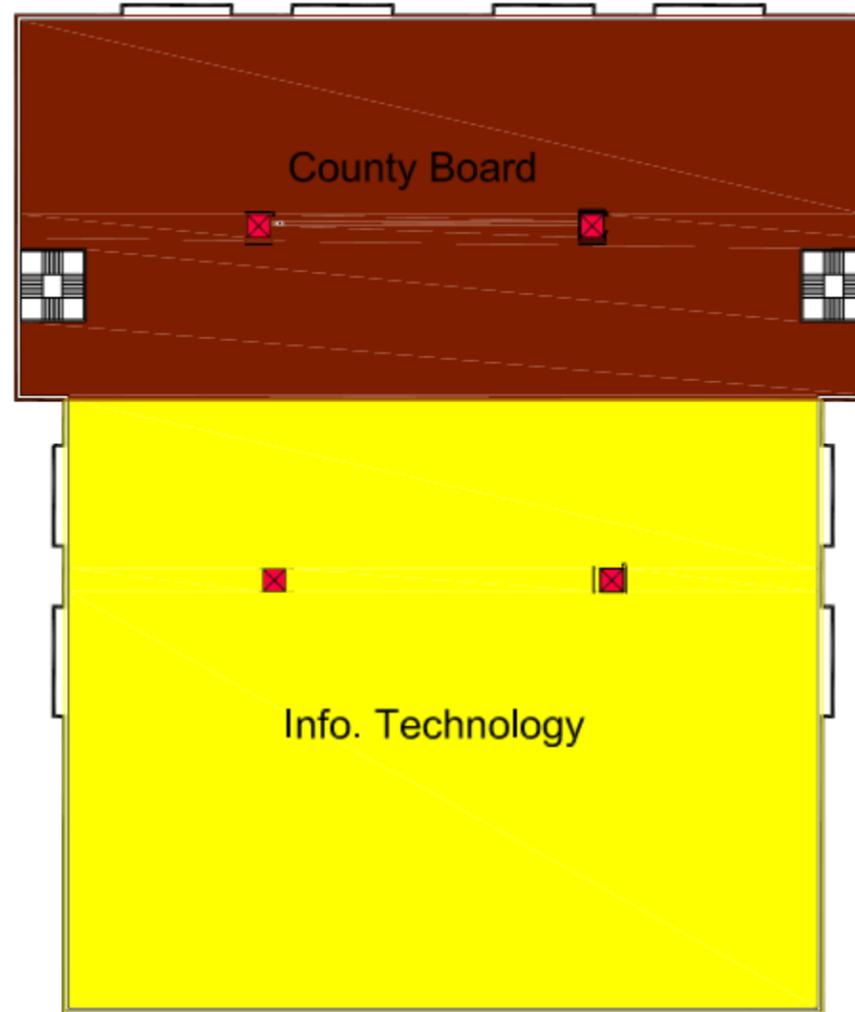
County Ongoing Building and Operations Costs are Excluded, Typical for All Options.

\* Unit cost adjusted for two shelled courtrooms

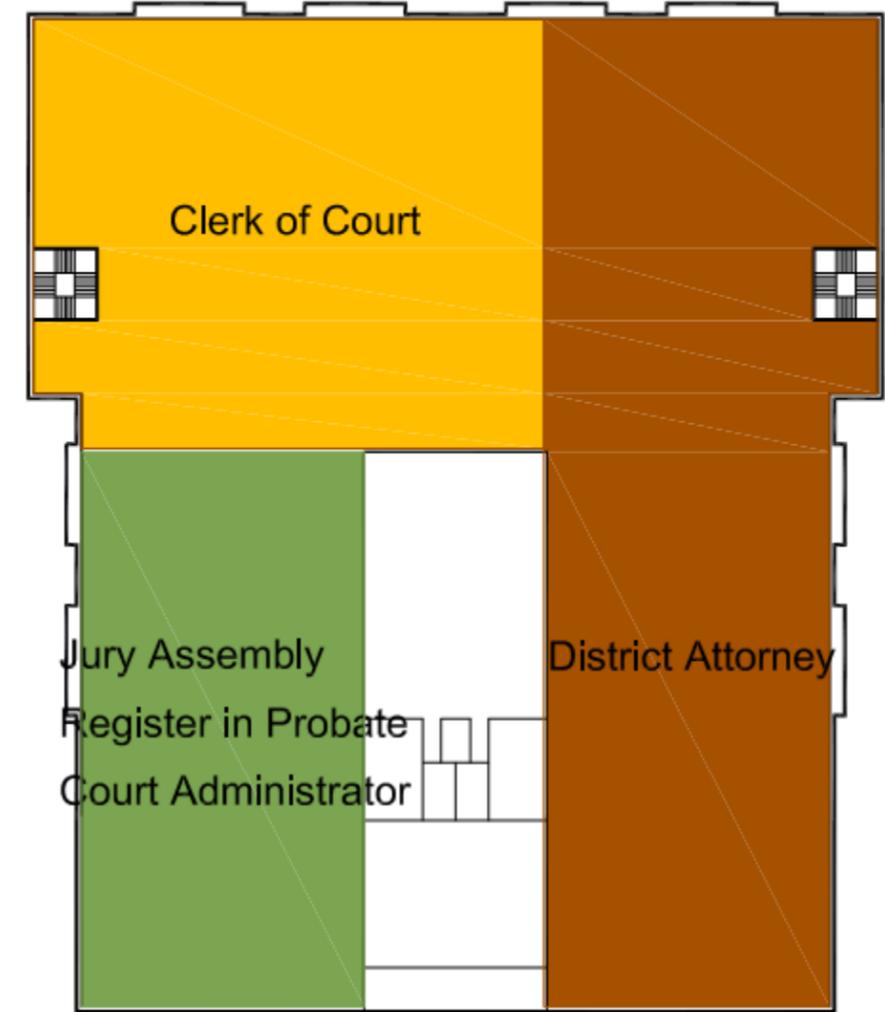


Department Legend

- New Construction
- Judiciary
- Clerk of Courts
- District Attorney
- County Board
- Sheriff Department
- Information Technology
- City Hall



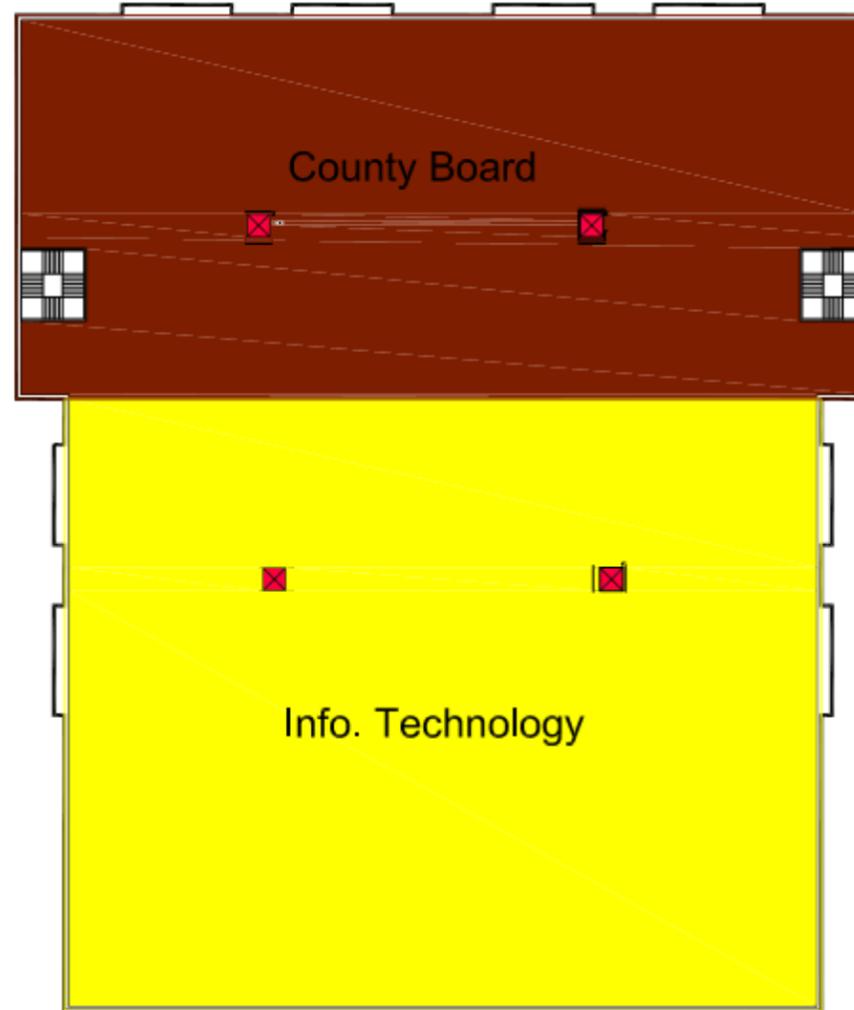
**1** Lower Level  
1" = 50'-0"



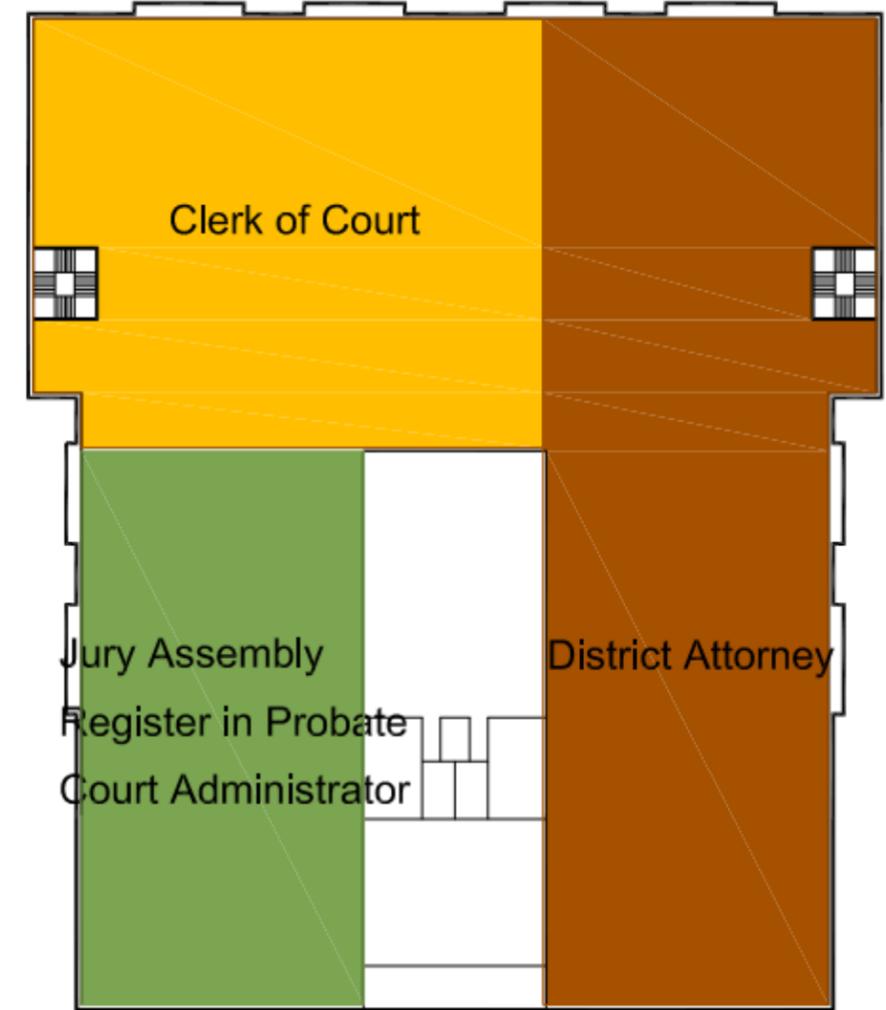
**2** First Floor  
1" = 50'-0"

Department Legend

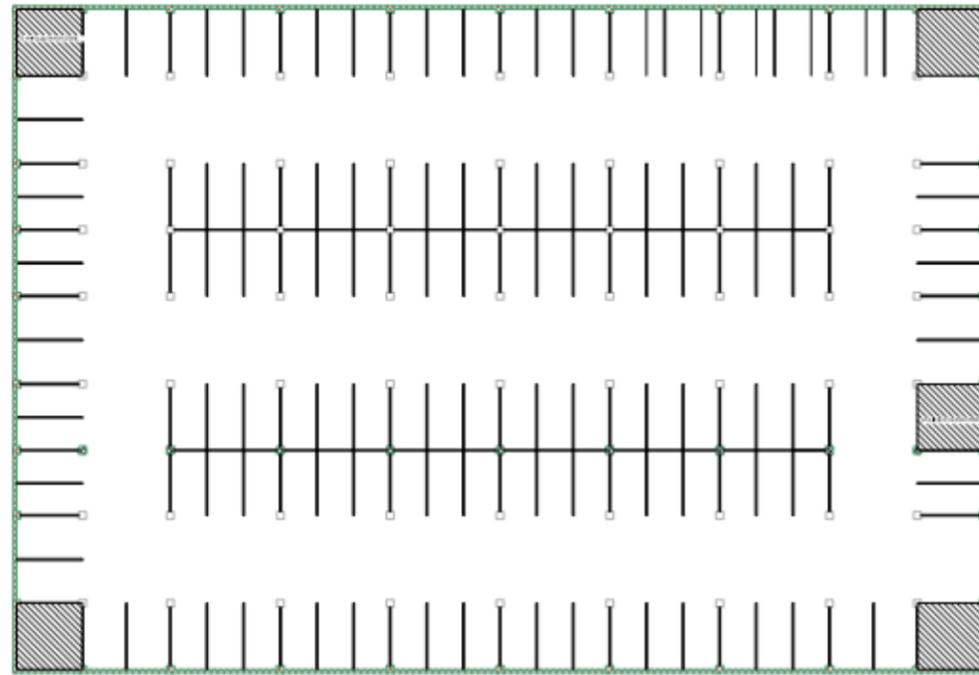
-  New Construction
-  Judiciary
-  Clerk of Courts
-  District Attorney
-  County Board
-  Sheriff Department
-  Information Technology
-  City Hall



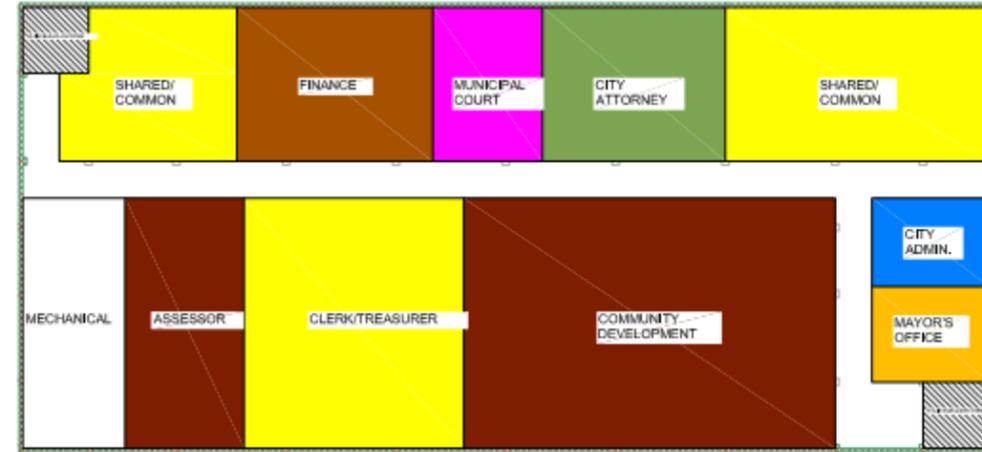
1 Lower Level  
1" = 50'-0"



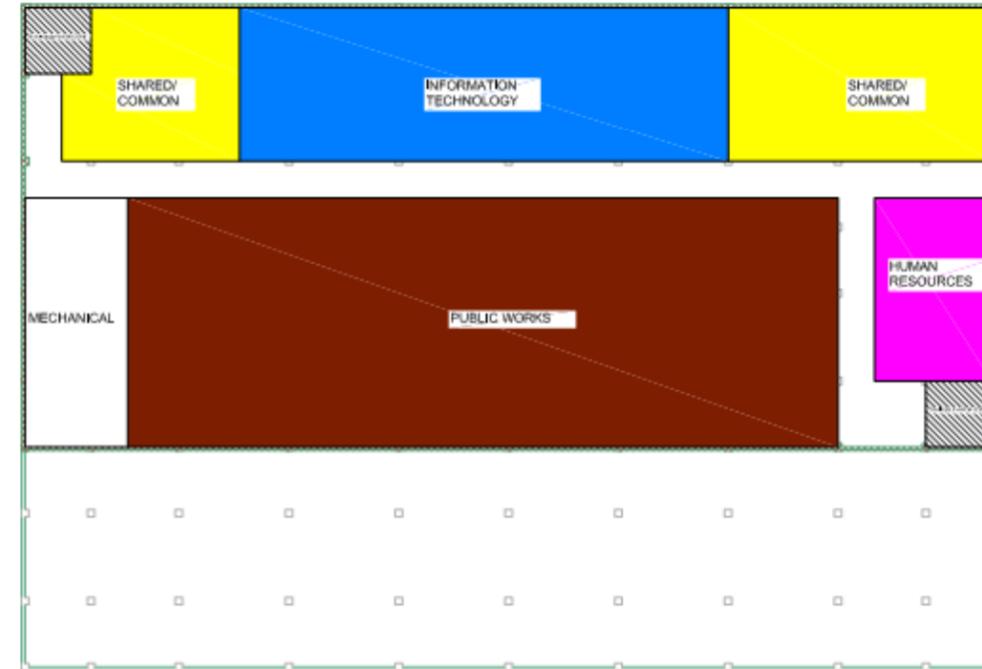
2 First Floor  
1" = 50'-0"



1 Lower Level  
1" = 50'-0"



1 Second Floor  
1" = 50'-0"



2 First Floor  
1" = 50'-0"

## 7. RELOCATION COSTS

### 7.1 Narrative

*A requirement of this analysis is to create a solution that removes some or all Court functions from the present site into temporary facilities in the short term to allow reasonable and non-premium contractor access to the current building. DPW needs to manage contractor access on minor and major construction projects occasionally in direct conflict with court proceedings. It is not unreasonable to expect that contractors should have access to do the construction and that if possible that taxpayers should not pay an on-going premium to do so. It is also not unreasonable to expect that fairness of court operations is preserved with dignity and devoid of disruptions caused by construction. A way to manage this conflict is to find an alternative location for court functions off-site during the construction period. Some relocation is mandatory to facilitate the remodeling and renovation strategies.*

**Description:** This project will be required to comply with project definition for the *remodeling schemes only*.

Zimmerman oriented spaces for court operations within the present Health and Human Services (HHS) facility. The spaces are organized around the size of space available not the best operational narrative. It is simply a stop-gap to create a place for these proceedings to take place but is operationally counterproductive in the short term and will require additional bailiff and CO staff to preserve court proceedings because this temporary court building is disassociated from the jail. These projected numbers are consistent with staffing models for a new remote court facility and are of considerable magnitude. This cost becomes substantially larger the farther the temporary court building is from the present jail. The staffing premiums are limited to the duration of construction however.

The old HHS building would then be courts ready for the construction time frame but, then be obsolete for its use after the new court construction has been completed. Several other properties are available and could fulfill this use but admittedly with the forecast of 2020 for construction, a market driven solution is at best a pure speculation. Market influences could result in space being available or not. The advantage of the HHS building is that the County owns it and unless other issues emerge, the building would be available for the proposed use. It is also available to prepare for the courts in advance, resulting in flexibility and control of the timeline.

While these costs have been defined, it is troubling that the creation of this space has no end game. There is no coming use for the building after the funds have been expended to improve it and as such this solution while managing the problem of preserving the integrity of court operations during a particularly troubling time, results in money expended for no future need and as such it is committed without useful re-commissioning. We do not advocate expending this magnitude of funding to enable access to the site.

**Description:** This project will be required to comply with project definition for the *renovation schemes only*.

The courts have thoughtfully accepted that a portion of court functions can be temporarily housed away from the present courthouse. Three courtrooms (1 large and 2 small) can be constructed in available space within the lower level of the administration building. This allocation includes chambers and reasonable court support to enable temporary use of this area for court functions deemed appropriate (low intensity and risk) for this location. The removal of these courtrooms will allow contractor access and staging. This strategy also requires that the present Court Board room be repurposed for court proceedings in the interim and long term conversion as a courtroom.

The acceptance of contractor activities will also require that substantial buffers between construction activities are maintained and that sophisticated barriers (hospital-like) are maintained during the process of constructing. There will still need to be premium time construction to avoid disruption. This is the most strenuous methodology of constructing and the project has been budgeted accordingly.

## 8. RECOMMENDATION

### 8.1 Narrative

*An assessment table was created to assist in creating a criteria and mathematics based consideration of the options. That matrix is included in the report. Our recommendation is based in part on that criteria and how we view the solution based on those considerations they are: Construction Cost; Operating Cost; Function; Site Constraints; Security; Expansion; Sustainability; Schedule; City of Waukesha inclusion and Finance.*

**Description:** Based on the balancing of the above options we recommend the County proceed with option: Renovate courthouse with Courts Building Addition. Our rationale is herein.

**Construction cost:** while not the lowest value project described we valued the commodity of the strategy to get eight contemporary courtrooms, reuse a substantially useable structure and reduce the phasing costs embedded in the remodeling project. We also could not support the value differential between this and other more costly scenarios.

**Operating cost:** this option limited sheriff department operating cost while also offering the best opportunity to reduce on-going court expenses and still offered the option of City Hall inclusion with the potential of cost reduction in the two administrative arenas over time.

**Function:** this solution offers a reasonable solution to making the program fit appropriately without discarding the existing building. It must reconcile the collected work of Clerk of Courts and the District Attorney to help save operating cost and it best uses the space available to maximum effect.

**Site Constraints:** this option presented a good reconciliation of parking, building in a place that is available, limiting the politics of golf course disposition, removed the relocation and reconfiguration of roadways and was a good solution to satisfy the program in the place presented. It will offer a substantially new construction in support of court operations, and prudently reuse court spaces that are prudent to reuse.

**Security:** the three way separation goal advanced as a primary outcome is reinforced and outlying courtrooms that do not comply with the criteria are replaced. It makes substantial strides to collect like work groups (Clerk of Courts) into one work unit allowing supervision and better customer service.

**Expansion:** aside from the modest apse growth and reconfiguration by department embedded in the program, this option allows future courtrooms to be added in the "horseshoe" (the semi-circular drive area used by the sheriff's department and court personnel). Expansion is possible to contain future courts required administratively or at the discretion of the County Board and the Judiciary.

**Sustainability:** although not the highest scoring alternative, this is a reasonably appropriate solution to achieve an outcome that has measurably more efficient use of energy consumed in the interest of court related functions. Re use of the existing building is important in lieu of

reconstructing elsewhere. Moreover, the contemporary insulating and systems protocols will optimize this building and achieve a long term usefulness that is the root of the sustainable measurable.

**Schedule:** the timeline associate with this project allows the logical progression of the project in steps to achieve the end product without overburden on either time premiums or elongated construction activities. It best balances reasonable planned construction approaches with respect for on-going judicial activities. It further positions the project for implementation understanding the risk of inflation and the County's fiscal position.

**City of Waukesha:** the project as described has a place for city program (albeit without enclosed parking) and would yield the long term operational collaboration being in the same place yields. It does allow the City to maintain a discernible individuality which is an important measurable for a successful City outcome. Admittedly, it is not as profitable in that regard as a new free-standing building would be.

**Finance:** the project while not the least expensive is also not the most expensive so it provides a better opportunity to find financial solution that maintains the County's AAA bond rating while achieving the majority of the goals outlined early on. It can be implemented in sections which require consideration as a whole but it is logical and presents an understandable mechanism to finance the project over several years and plan accordingly so the window for implementation is not too far out.

**Waukesha County Courthouse Study**  
**Selection Criteria Worksheet**

Project No. 130042.01  
 August 15, 2013



Major Group Criteria / Sub-Criteria	Initial Weight	Significance Factoring	Weight Distribution	Remodel Courthouse With Inmate Holding Addition		Renovate Courthouse With Courts Building Addition		New Courts Building With Renovated Courthouse		New Courthouse and City Hall Buildings		Comments
				raw score	Total	raw score	Total	raw score	Total	raw score	Total	
				<i>Raw Score 1-5, 5 = the most favorable option Total Score = Raw Score X Weight Distribution</i>								
<b>A CONSTRUCTION COST</b>	<b>9</b>	100%	9.00	12	38	20	172	9	17	26	150	
Capital Cost		80%	7.20	5	36	5	36	2	14	1	7	
Stepping Costs		10%	0.90	1	1	3	3	1	1	5	5	
<u>Temporary Relocation Cost:</u>												
— Physical Relocation		3%	0.23	1	0	3	1	1	0	5	1	
— Disruption to Staff		3%	0.23	2	0	2	0	2	0	5	1	
— Disruption to Public		3%	0.23	2	0	2	0	2	0	5	1	
— Prisoner Transport		3%	0.23	1	0	5	1	1	0	5	1	
<b>B OPERATING COST</b>	<b>10</b>	100%	10.00	18	22	23	107	20	33	22	109	
<u>Staff:</u>												
— Facilities		5%	0.45	5	2	4	2	2	1	1	0	
— Sheriff		15%	1.35	4	5	4	5	2	3	1	1	
— Court Clerk		20%	1.80	1	2	5	9	5	9	5	9	
Utilities		30%	2.70	2	5	3	8	4	11	5	14	
Maintenance		20%	1.80	2	4	3	5	4	7	5	9	
Resolutions on HHS Building		10%	0.90	4	4	4	4	3	3	5	5	
<b>C FUNCTION</b>	<b>7</b>	100%	7.00	22	29	27	73	29	39	29	71	
<u>Program Fit:</u>												
— Courts		15%	1.35	3	4	5	7	5	7	5	7	
— Clerk		15%	1.35	4	5	5	7	5	7	5	7	
— District Attorney		15%	1.35	5	7	5	7	5	7	5	7	
— Other Departments		15%	1.35	3	4	5	7	5	7	5	7	
Wayfinding After Construction		10%	0.70	4	3	4	3	5	4	5	4	
Front Door Functionality		30%	2.10	3	6	3	6	4	8	4	8	
<b>D SITE CONSTRAINTS</b>	<b>5</b>	100%	5.00	18	29	17	11	17	29	16	6	
Wayfinding During Construction		10%	0.70	3	2	3	2	2	1	5	4	
Golf Course; Future Expansion		30%	2.10	5	11	4	8	4	8	1	2	
<u>Parking:</u>												
— Temporary		5%	0.45	4	2	4	2	4	2	2	1	
— Finished		25%	2.25	4	9	4	9	4	9	3	7	
Construction Noise		30%	2.70	2	5	2	5	3	8	5	14	
<b>E SECURITY</b>	<b>6</b>	100%	6.00	1	6	4	24	5	30	5	30	
Three Separations		100%	6.00	1	6	4	24	5	30	5	30	
<b>F FUTURE EXPANSION</b>	<b>4</b>	100%	4.00		9	6	12	7	15	8	16	
Courts		30%	1.20	3	4	3	4	3	4	4	5	
Other Departments / Agencies		70%	2.80	2	6	3	8	4	11	4	11	
<b>G SUSTAINABLE REUSE</b>	<b>3</b>	100%	3.00	5	15	4	12	2	6	1	3	
		100%	3.00	5	15	4	12	2	6	1	3	
<b>H SCHEDULE IMPACT</b>	<b>1</b>	100%	1.00	4	4	5	5	3	3	2	2	
		100%	1.00	4	4	5	5	3	3	2	2	
<b>I CITY OF WAUKESHA INCLUSION</b>	<b>2</b>	100%	2.00	1	2	3	6	4	8	5	10	
		100%	2.00	1	2	3	6	4	8	5	10	
<b>J FINANCING</b>	<b>8</b>	100%	8.00	4	32	5	40	3	24	1	8	
		100%	8.00	4	32	5	40	3	24	1	8	
<b>Total Combined</b>				<b>85</b>	<b>134</b>	<b>114</b>	<b>339</b>	<b>99</b>	<b>203</b>	<b>115</b>	<b>280</b>	

SELECTION CRITERIA AND SUB-CRITERIA

## A. APPENDIX

### A.1 Waukesha County Circuit Court Staffing Study Dated 3/12/13

#### ADMINISTRATIVE SERVICES

Staffing Position Title	Current	Historical	
	Number of Positions Currently Provided	5 Years Ago	10 Years Ago
Account Clerk I	-	-	1.00
Administrative Assistant - Fiscal Management	1.00	1.00	1.00
Business Manager	1.00	1.00	1.00
Clerk of Courts	1.00	1.00	1.00
Clerk Typist I-II	-	-	1.00
Departmental Secretary	1.00	1.00	-
Deputy Clerk (Jury Coordinator)	1.00	1.00	1.00
Principal Information Systems Professional	1.00	1.00	1.00
Programs and Projects Analyst	1.00	1.50	2.00
Court Reporter	0.50	-	-
Supervisor	1.00	-	-
Account Clerk I	1.00	-	-
Clerk Typist III	1.00	-	-
Clerk Typist I-II	2.00	-	-
Clerk Typist II	1.00	-	-
<b>Subtotal</b>	<b>13.50</b>	<b>7.50</b>	<b>9.00</b>

#### CRIMINAL AND TRAFFIC DIVISION

Staffing Position Title	Current	Historical	
	Number of Positions Currently Provided	5 Years Ago	10 Years Ago
Account Clerk I	-	1.00	1.00
Chief Deputy Clerk	1.00	1.00	1.00
Circuit Court Supervisor	1.00	2.00	2.00
Clerk I-II	1.00	1.00	1.00
Clerk Typist I-II	-	3.00	3.00
Clerk Typist II	3.00	6.50	8.00
Clerk Typist III	3.00	4.00	9.00
Deputy Clerk of Court	7.00	7.00	8.00
Legal Clerk	5.00	5.00	-
<b>Subtotal</b>	<b>21.00</b>	<b>30.50</b>	<b>33.00</b>

#### FAMILY DIVISION

Staffing Position Title	Current	Historical	
	Number of Positions Currently Provided	5 Years Ago	10 Years Ago
Account Clerk I	1.00	1.00	1.00
Circuit Court Division Coordinator	1.00	-	-
Circuit Court Supervisor	-	1.00	1.00
Clerk I-II	1.00	2.00	2.00
Clerk Typist I-II	2.00	2.00	1.50
Clerk Typist III	2.00	2.00	4.00
Deputy Clerk of Court	5.00	3.00	3.00
Legal Clerk	3.00	3.00	-
<b>Subtotal</b>	<b>15.00</b>	<b>14.00</b>	<b>12.50</b>

#### CIVIL AND SMALL CLAIMS DIVISION

Staffing Position Title	Current	Historical	
	Number of Positions Currently Provided	5 Years Ago	10 Years Ago
Account Clerk I	1.00	1.00	1.00

Chief Deputy Clerk	1.00	1.00	1.00
Circuit Court Supervisor	1.00	2.00	2.00
Clerk I-II	1.00	1.00	1.00
Clerk Typist II	2.00	2.00	3.00
Clerk Typist III	3.00	3.00	5.00
Deputy Clerk of Court	4.00	5.00	5.00
Legal Clerk	3.00	3.00	-
<b>Subtotal</b>	<b>16.00</b>	<b>18.00</b>	<b>18.00</b>

**JUVENILE COURT**

Staffing	Current Number of Positions Currently Provided	Historical	
		5 Years Ago	10 Years Ago
Account Clerk I	1.00	1.00	1.00
Clerk of Juvenile Court	1.00	1.00	1.00
Clerk Typist I	-	-	0.75
Clerk Typist I-II	1.00	2.00	1.50
Clerk Typist II	-	-	1.00
Clerk Typist III	2.00	2.00	2.00
Deputy Clerk of Juvenile Court	2.00	2.00	2.00
Legal Clerk	1.00	1.00	-
<b>Subtotal</b>	<b>8.00</b>	<b>9.00</b>	<b>9.25</b>

**FAMILY COURT SERVICES**

Staffing	Current Number of Positions Currently Provided	Historical	
		5 Years Ago	10 Years Ago
Clerk Typist III	-	1.00	1.00
Family Court Counseling Supervisor	1.00	1.00	1.00
Social Worker	5.00	5.00	5.00
<b>Subtotal</b>	<b>6.00</b>	<b>7.00</b>	<b>7.00</b>

**COURT COMMISSIONER OFFICE**

Staffing	Current Number of Positions Currently Provided	Historical	
		5 Years Ago	10 Years Ago
Court Commissioner	4.00	5.00	5.00
Court Reporter	-	1.50	2.00
Departmental Secretary	-	-	1.00
<b>Subtotal</b>	<b>4.00</b>	<b>6.50</b>	<b>8.00</b>

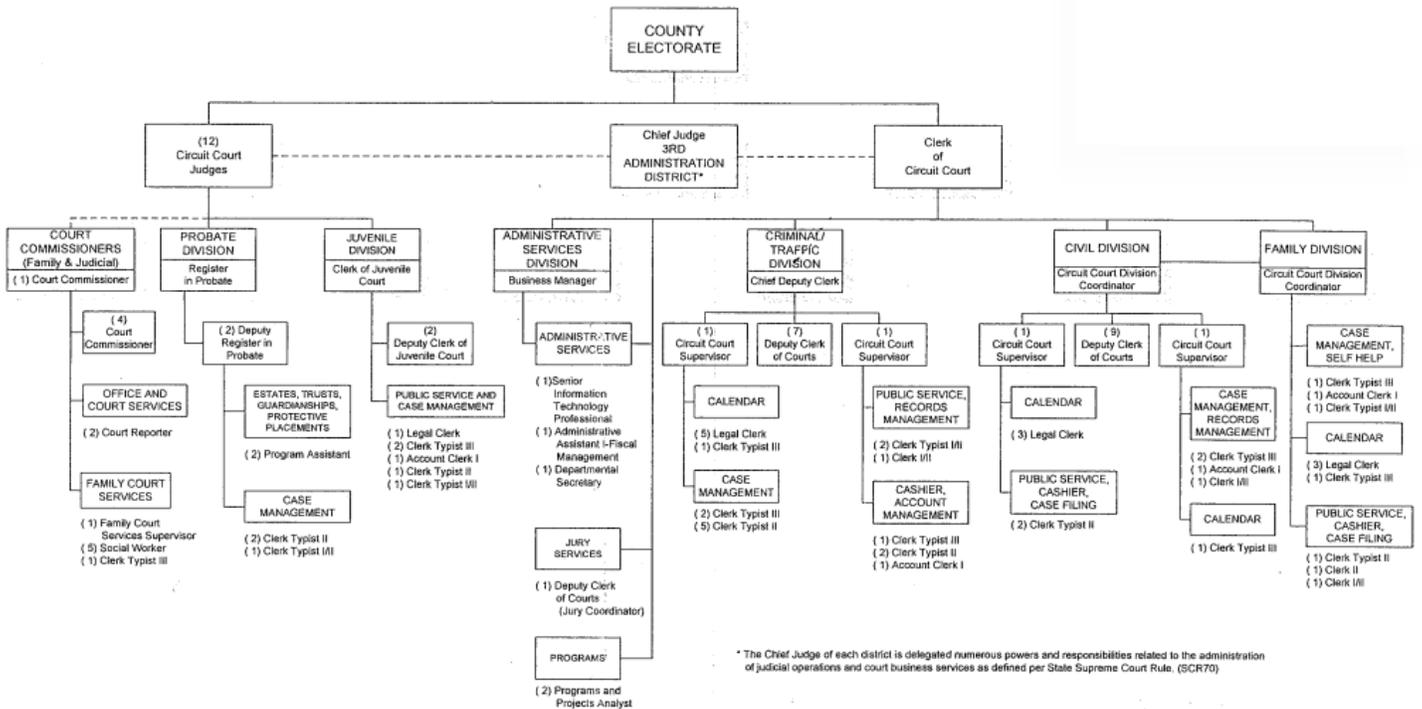
**REGISTER IN PROBATE**

Staffing	Current Number of Positions Currently Provided	Historical	
		5 Years Ago	10 Years Ago
Clerk Typist I	1.00	1.00	1.00
Clerk Typist II	1.00	1.00	2.00
Deputy Register in Probate	2.00	2.00	1.00
Program Assistant	1.50	2.00	3.00
Register in Probate	1.00	1.00	1.00
<b>Subtotal</b>	<b>6.50</b>	<b>7.00</b>	<b>8.00</b>

We also use volunteers and temporary staff in certain areas.

A.2 Waukesha County Circuit Court Organizational Chart

CIRCUIT COURT SERVICES



### A.3 Waukesha County Campus Incident Report Dated 3/6/13

#### Report 1: Campus Incident Information provided under SCR 70.39

YTD Report Data for 2012

Total Reported Incident Occurrences **2043**

Incident Resulting in Arrest (includes Court directed and Warrant Arrests) **696**

Incident Resulting in Citation or DA Referral **0**

#### Report 2: Campus-Wide Activity and Incident Type Summary

Incident Type	Q1	Q2	Q3	Q4	YTD
Verbal Altercation or Threat	10	14	4	1	29
Physical Altercation	0	0	0	0	0
Court Directed Arrest	158	173	163	132	626
Door Alarm or Duress Alarm Triggered	5	1	3	19	28
Suspicious Person or Circumstance	2	6	1	2	11
Suicide Threat	2	0	0	0	2
Screening Violation	0	271	517	459	1247
Subject Under the Influence	2	3	7	3	15
Other	2	3	7	10	22
Bomb Threat or Contaminant Threat	0	0	0	0	0
Warrant Arrest	16	15	15	17	63
<b>Totals</b>	<b>197</b>	<b>486</b>	<b>717</b>	<b>643</b>	<b>2043</b>

#### Report 3: Service Type Summary

Service Type	Q1	Q2	Q3	Q4	YTD
Medical Call	2	2	5	4	13
Public Escort	7	9	15	11	42
Add'l Building or Courtroom Security	57	58	66	85	266
Special Transport	6	15	10	6	37
<b>Totals</b>	<b>72</b>	<b>84</b>	<b>96</b>	<b>106</b>	<b>358</b>

#### Report 4: Location of Incident

Location of Incident	Q1	Q2	Q3	Q4	YTD
Courthouse	250	524	782	720	2276
Administration Center	1	0	4	9	14
Justice Center	4	2	5	2	13
Juvenile Center	13	38	20	14	85
HHS Building	1	3	1	3	8
Mental Health Center	0	0	0	0	0
Private Residence	0	0	0	0	0
Public Health Bldg	0	1	1	0	2
Unknown/Other/NA	0	2	0	0	2
<b>Totals</b>	<b>269</b>	<b>570</b>	<b>813</b>	<b>748</b>	<b>2400</b>

incidents.waukeshacounty.gov/Reports/CampusActivityReport.aspx

Report 5: Injuries, Weapons, Illegal Substance or Contraband Noted

Weapons or Contraband	Q1	Q2	Q3	Q4	YTD
Other Contraband Found	0	1	1	0	2
Firearm	0	2	0	0	2
Edged Weapon	0	201	422	396	1019
Other Potential Weapon	0	65	77	42	184
Hands/Feet/Other Body Part	0	0	0	0	0
No weapon-NA	264	297	294	294	1149
Drug or Alcohol Use Suspected	1	2	2	1	6
Drug or Alcohol Found	3	1	4	1	9
Drug Paraphernalia Found	0	0	2	0	2
Explosives	0	0	0	0	0
Chemical Irritant	0	1	11	14	26
<b>Totals</b>	<b>268</b>	<b>570</b>	<b>813</b>	<b>748</b>	<b>2399</b>

Report 6: Security Activity by Threat LevelThreat Level Definitions

Threat Level	Q1	Q2	Q3	Q4	YTD
Level 1	12	264	528	477	1281
Level 2	256	305	285	272	1118
Level 3	1	1	0	0	2
Level 4	0	0	0	0	0
<b>Totals</b>	<b>269</b>	<b>570</b>	<b>813</b>	<b>749</b>	<b>2401</b>

**Threat Levels:**

The threat levels are based on criteria established by the Wisconsin Department of Justice Training and Standard Bureau. The threat levels relate to the use of force training that law enforcement officers receive.

Threat Level 1

No threat to speak of. Subjects were cooperative. No arrest was made. Medical incident, information provided.

Threat Level 2

Officers used a 'presence', 'show of force', and/or commands/control language to change a subject's behavior/approach/attitude. Physical force was not used. If an arrest was made, it was made without any trouble.

Threat Level 3

Physical force was used. Officers placed hands upon the subject(s). This force may have included compliance holds and/or physical 'direction'. Arrest may have taken place with the subject in a prone position, as opposed to standing.

Threat Level 4

Deadly force situation. Weapon(s) was/were present, displayed, and/or actively used. Subject(s) may have expressed serious threats, along with other displays of force and/or intention to do serious harm. Officers were likely prepared to use deadly force.

## A.4 Waukesha County 2009-2012 Annual Jury Reports



## CLERK OF CIRCUIT COURT'S OFFICE

## WAUKESHA COUNTY

**KATHLEEN A. MADDEN**  
 Clerk of Circuit Court

515 W. Moreland Blvd., Room C-108  
 Waukesha, WI 53187-1627

**JOHN CAIN**  
 Chief Deputy - Civil and Family Divisions  
**DIANE S. KELSNER**  
 Chief Deputy - Criminal and Traffic Division

Phone: (262) 548-7582  
 Fax: (262) 896-8364

**2009 ANNUAL JURY REPORT**

To: Waukesha County Circuit Court Judges  
 Waukesha County Executive Dan Vrakas  
 Waukesha County Board Chairman James Dwyer  
 Waukesha County Judiciary and Law Enforcement Committee members  
 District Court Administrator Michael Neimon  
 Court Management Team

From: Kathleen A. Madden, Clerk of Circuit Court

Date: April 20, 2010

Supreme Court Rule requires each judicial circuit analyze the performance of the jury system annually to determine the following:

1. If the department list or master list under section 756.04 of the statutes is representative and inclusive of the population of the circuit.
2. The effectiveness of the summoning and qualification procedures.
3. The responsiveness of prospective jurors to their summonses for jury duty.
4. If jurors and prospective jurors are used efficiently.
5. The cost-effectiveness of the jury system.

This report includes specific information on the development of the prospective jury list and analyzes the balance and inclusiveness of that list. We have also provided information on the qualifying and summoning process and jury trial information to analyze juror usage and program costs. In addition to jury-related information and statistics, this report includes a summary of the juror exit questionnaires which are used for the purpose of improving overall jury services. The report closes with highlights of the 2009 jury year and 2010 jury program initiatives.

I am very excited about future initiatives we have laid out, and believe many of the changes we have made will result in more efficiency within the system while providing more convenience through the use of technology for the citizens. Be assured that I will continue to work to improve the quality, efficiency, and cost-effectiveness of our jury system. Your comments and suggestions regarding the information in this report are welcomed.

### Development of a Prospective Jury List

Every resident in Waukesha County who is at least 18 years of age, a U.S. citizen, and able to understand the English language is qualified to serve as a juror unless that resident has been convicted of a felony and has not had his or her civil right restored. The annual selection of Waukesha County jurors begins with a request for a specific number of records from the Department of Transportation. The Wisconsin Department of Transportation provides a source list of valid licensed drivers and identification card holders. Two years of data involved in developing a list of Waukesha County citizens available to serve as a juror follows:

	2009	2008
# of records on Waukesha County DOT listing	302,891	303,323
# of Waukesha County records requested from DOT	7,500	7,000
# of DOT records not loaded into the CCAP database for the following reasons: deceased, previous permanent excusal, four year disqualification, under the age of 18	819 (10.9%)	596 (8.5%)
# of prospective jurors	6,681	6,404

### Balance and Inclusiveness

The Supreme Court Rules require that this source list be representative and inclusive of the population of the county. Data from the U.S. census for the county for persons 18 years of age and older by race and gender are compared to the master list to ensure fair representation and inclusiveness exists. The following comparison data confirms the source list and prospective jury list are representative and inclusive of the population of Waukesha County for persons 18 years or older.

Persons 18+ Years Old	Census Data		Jury Year Source List		Prospective Jury List	
	#	%	#	%	#	%
<b>Gender</b>						
Male	150,058	49.54%	3,740	50.00%	3,389	50.73%
Female	152,833	50.46%	3,740	50.00%	3,292	49.27%
	302,891		7,480		6,681	
<b>Age</b>						
18-24	31,791	10.50%	785	10.49%	732	10.96%
25-44	95,590	31.56%	2,361	31.56%	2,091	31.30%
45-64	120,570	39.81%	2,977	39.80%	2,660	39.81%
65+	54,940	18.14%	1,357	18.14%	1,198	17.93%
<b>Race</b>						
Hispanic	6,724	2.22%	153	2.05%	152	2.28%
Amer Indian/Alaska Native	602	.20%	13	0.17%	13	0.19%
Asian/Pacific Islander	7,402	2.44%	184	2.46%	171	2.56%
Black/African American	2,769	0.91%	72	0.96%	65	0.97%
White/Caucasian	285,394	94.22%	7,058	94.36%	6,280	94.00%
Other	0	0.00%	0	0.00%	0	0.00%
	302,891		7,480		6,681	

## Qualification and Summoning

Citizens on the prospective jury list are sent a qualification questionnaire to further determine their eligibility to serve as a juror. A sample questionnaire follows:

Juror Qualification Questionnaire		
<p><b>DEAR WAUKESHA COUNTY CITIZEN:</b>            You are being considered as a prospective juror in Waukesha County Circuit Court. This is <b>not a summons to appear</b>, but only a questionnaire required by Ch. 756, Wis. Statutes, to determine your eligibility for jury service.</p> <p>Please complete the following questionnaire and return it within ten days. Alternatively, you may complete this form online at <a href="https://jury.jwi.courts.gov">https://jury.jwi.courts.gov</a>.</p>		
Juror ID «Juror_ID»  «FNAME» «MI» «LNAME» «PRIMARY_ADDRESS» «CITY», «STATE» «ZIP»	WAUKESHA COUNTY Kathleen A. Madden Clerk of Circuit Court P. O. Box 1627 Waukesha, WI 53187-1627	
<p>Failure to return this form or the willful misrepresentation of a material fact may result in forfeiture not to exceed \$500. If a question does not apply to you, enter "n/a" (i.e., "not applicable"). If you have any questions, contact the Clerk of Circuit Court at 262-548-7504. Thank you for completing this form.</p>		
<p><i>Please print all answers. If you are a person with a disability and need assistance in completing this form, please Contact 262-548-7504.</i></p>		
is the above name and address correct? <input type="checkbox"/> Yes <input type="checkbox"/> No    (if "no", enter correct information)		
Name _____ City _____ Address _____ State _____ Zip _____		
<p><b>Wisconsin law requires you to answer questions 1 through 8:</b></p>		
	Yes	No
1. Are you a citizen of the United States?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you live in Waukesha County?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you at least 18 years of age?	<input type="checkbox"/>	<input type="checkbox"/>
4. Can you understand the English language?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you been summoned for jury service in the past 4 years?	<input type="checkbox"/>	<input type="checkbox"/>
if yes, give date(s) – location _____		
6. Because of a disability, do you need assistance to serve as a juror?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please describe the nature of your disability and the accommodation you request _____		
7. Have you ever been convicted of a felony?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, have you fully satisfied all the conditions of your sentence? <input type="checkbox"/> Yes <input type="checkbox"/> No		
8. What is your race? <input type="checkbox"/> African Am. <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> Am. Indian or Alaskan Nat. <input type="checkbox"/> Other: _____		
Home Telephone (____) _____    Work Telephone (____) _____    Cell Telephone (____) _____		
Distance in miles from your home to the Courthouse and return: _____ miles		
<p><b>You must sign the following and return the questionnaire within 10 days:</b>            I certify the above information is complete and true to the best of my knowledge.</p>		
_____ (Signature)		_____ (Date)

Citizens may be disqualified, permanently excused, excused or postponed to a new jury year or qualified. Qualified citizens will make up the jury pool for the year

2009 Jury Year		
	#	%
Qualification Questionnaires Sent	6,681	100%
Questionnaires Returned	6,526	98%
Returned Online	2,613	40%
Returned Via USPS	3,913	60%
Questionnaires Not Returned	155	2%
Jurors Ineligible/Unavailable	2,004	31%
Undeliverable	239	
Deceased	29	
Perm. Excusal	236	
Disqualified	1320	
Excused for Jury Year	25	
Postponed	134	
Qualified Jurors	4,522	68%

Qualified citizens may or may not be summoned for jury service depending on the number of jury trials scheduled. Summonses are mailed to potential jurors approximately three weeks prior to their jury term of service. Court staff will determine the number of jurors to summon for the term of service and the number of jurors needed to appear for jury selection based upon several factors. Generally the type of case or the charges will determine the number of jurors summoned and called in for jury selection. For example, a specified number of jurors will be required to appear for a criminal misdemeanor trial, but a different number of jurors will be called in for a termination of parental rights or a serious felony trial. While there are general guidelines applied, each case is also examined carefully for its own unique needs to ensure the proper number of jurors are available for the jury selection process. Factors that will help determine how many jurors are called to appear can include the nature of the crime(s) involved, the complexity of the dispute, the length of the trial, the time of the year, whether it is a high profile case, and many other factors. Individuals in the jury pool who do receive a summons may or may not be required to appear for jury selection. The table below depicts the number of individuals summoned, and juror usage for the 2009 jury year:

2009 Jury Year		
	#	%
# of Citizens Who Received A Summons	4,406	100%
# of Citizens Postponed After Summoned	1,169	27%
Online Postponement	433	37%
Postponement Via USPS	736	63%
Jurors Required To Report for Jury Service	2,438	55%
Jurors Sent to Voir Dire	1,935	
Jurors Questioned in Voir Dire	1,274	
Jurors Not Question in Voir Dire	656	
Jurors Sworn	675	
Jurors Who Reported and Were Not Used	568	

### Jury Trial Information

Despite the fact that a status conference is held before each jury trial for the purpose of determining whether the case is "trial ready," cases can and occasionally settle or are dismissed on trial day. While the Judges discourage this once jurors appear, there are many factors that cause cases not to proceed to a jury trial. Jurors were required to appear for seventy-seven (77) jury trials that were scheduled to proceed during 2009. Fifteen (15) of those cases did not proceed to a jury trial and were resolved in some fashion the morning the trial was set to begin. When this does occur, jurors often receive a visit from the respective Judge who will provide a detailed explanation as to why the case did not proceed as planned so the jurors leave with a clearer understanding of the complex nature of their justice system.

	2009		
	# OF JURY TRIALS TRIED TO VERDICT	# OF JURY TRIALS SETTLED AFTER JURORS APPEARED	TOTAL TRIAL DAYS
<b>CRIMINAL/TRAFFIC</b>			
Felony	16	5	46
Criminal Misdemeanor	4	2	6
Criminal Traffic	6	2	10
Traffic Forfeiture	6	1	8
Ordinance Forfeiture	0	0	0
Commitment of Inmate	0	0	0
<b>SUBTOTAL</b>	<b>32</b>	<b>10</b>	<b>70</b>
<b>CIVIL</b>			
Large Claim	26	1	123
Small Claim	0	0	0
Inquest	0	0	0
<b>SUBTOTAL</b>	<b>26</b>	<b>1</b>	<b>123</b>
<b>PROBATE</b>			
Guardianship	1	0	1
<b>SUBTOTAL</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b>JUVENILE</b>			
Adult Commitments	1	1	2
Juvenile (CHIPS)	1	0	2
Termination of Parental Rights	1	3	4
<b>SUBTOTAL</b>	<b>3</b>	<b>4</b>	<b>8</b>
<b>OTHER</b>			
County Voice Mail Failure	0	1	1
<b>SUBTOTAL</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>GRAND TOTAL</b>	<b>62</b>	<b>16</b>	<b>203</b>

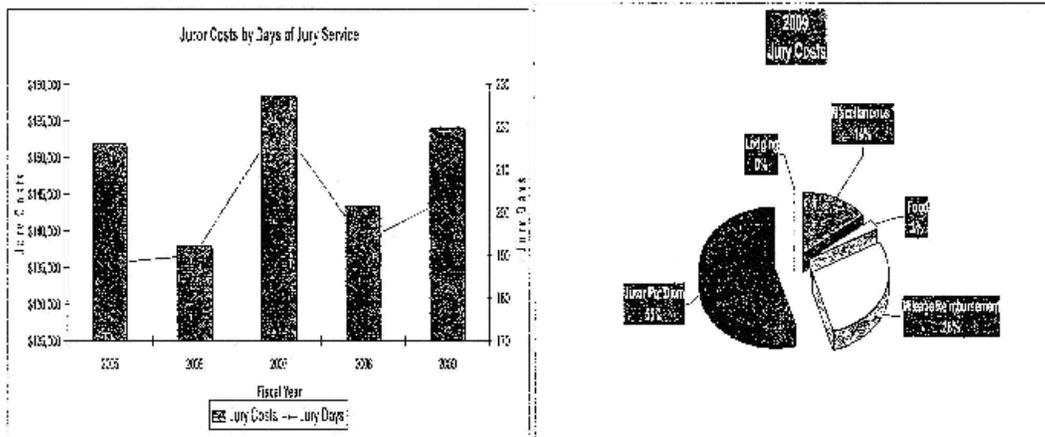
Generally a jury trial in the criminal courts runs one to two days, but some can last longer depending on the nature of the crime(s) involved and other unique case factors. There were several unique cases during 2009 that contributed to the high number of trial days. Examples of unique jury trials in 2009 include a complex civil case that spanned over seven weeks, and two medical malpractice cases that lasted twelve (12) and seventeen (17) days respectively.

### Jury Program Costs

Waukesha County pays jurors \$12.50 per half day of service or \$25.00 per full day of service plus round trip mileage reimbursement from their home to the Courthouse. Jurors are provided refreshments and reading materials in the Jury Assembly Room and in the Jury deliberation rooms and are provided meals during trial deliberations. Miscellaneous expenses for management of the jury system include printing, postage, and civilian bailiffs for three Civil Division branches. Sworn Sheriff Deputies provide jury bailiff services in the Criminal and Juvenile Divisions and those related costs are captured in the court security budget. A summary of the jury program cost over a five year period follows:

5-Year Summary of Juror Costs										
Year	2005		2006		2007		2008		2009	
Lodging	\$15,912	(10%)	\$0		\$0		\$0		\$0	
*Miscellaneous	\$12,685	(8%)	\$16,111	(12%)	\$20,066	(13%)	\$18,137	(13%)	\$22,248	(14%)
Food	\$8,415	(6%)	\$2,959	(2%)	\$4,108	(3%)	\$3,016	(2%)	\$4,045	(3%)
Mileage Reimbursement	\$32,000	(21%)	\$37,316	(27%)	\$42,060	(27%)	\$44,007	(31%)	\$43,749	(28%)
Juror Per Diem	\$82,962	(55%)	\$81,550	(59%)	\$92,225	(57%)	\$78,175	(55%)	\$84,025	(55%)
Annual Cost	\$151,974		\$137,936		\$158,459		\$143,335		\$154,067	
Total Jury Days	188		190		221		193		203	
Trial Day Cost	\$808.37		\$725.98		\$717.01		\$742.67		\$758.95	

\*Miscellaneous cost includes civilian bailiffs, beverages, periodicals, postage and printing for the jury program. Jury bailiff services provided by the Waukesha Sheriff's Department are not included in this summary of costs.



### Juror Exit Questionnaires

An exit questionnaire is given to jurors at the completion of jury service. Over 1750 questionnaires were completed during 2009. Jurors are asked to rate their satisfaction on a scale of 1 to 5, with 1 being very unsatisfied and 5 being very satisfied in several categories including communication, general courthouse facilities, treatment by various court personnel, respect for jurors' time, whether jury service caused a hardship, and their overall impression of jury service. Jurors are also encouraged to submit written comments to explain their dissatisfaction, concerns or suggestions.

Written comments from jurors are shared with Judges and court staff and steps are taken to address problems or concerns if at all possible. For example, comments regarding jury room bathrooms are a common source of dissatisfaction for jurors. The complaints typically involve a noise or privacy concern as some bathrooms are located within the jury deliberation room. Court and Facilities staff have worked together to improve ventilation, install fans and add sound masking equipment in an effort to address juror concerns. Improvements have also been made to jury communication tools to highlight instructions where jurors suggested improvements and additional information has been added to the website. Other changes such as offering a shorter term of service, increasing the jury per diem and a change in the mileage reimbursement have been made in 2010 to reduce the burden and hardship many jurors have shared.

Satisfaction Question	2007 Satisfaction Rating	2008 Satisfaction Rating	2009 Satisfaction Rating	% Change from Prior Year
Use of Jury Website	97%	98%	99%	+1%
Instructions on When and Where to Report	99%	99%	99%	---
Use of Automated Phone System	99%	99%	99%	---
Courthouse Facility - Overall Appearance	99%	99%	99%	---
Courthouse Facilities - Restrooms	98%	97%	98%	+1%
Courthouse Facility - Jury Assembly Room	99%	99%	99%	---
Courthouse Facilities - Parking	98%	98%	97%	-1%
Courthouse Facility - Physical Safety	99%	99%	99%	---
Courthouse Facility - Eating Facilities	98%	97%	98%	+1%
Initial Jury Orientation	99%	99%	99%	---
Courteous Treatment - Jury Coordinator	99%	99%	99%	---
Courteous Treatment - Judge/Court Official	99%	99%	99%	---
Courteous Treatment - Court Clerk	99%	99%	99%	---
Courteous Treatment - Attorneys	99%	99%	98%	-1%
Courteous Treatment - Bailiffs	99%	99%	99%	---
Respect for Time - Jury Coordinator	98%	99%	99%	---
Respect for Time - Judge/Court Official	98%	98%	99%	+1%
Respect for Time - Court Clerk	99%	99%	99%	---
Respect for Time - Attorneys	98%	98%	99%	+1%
Respect for Time - Bailiffs	99%	99%	99%	---
Courtroom/Jury Room - Comfort	97%	97%	98%	+1%
Courtroom/Jury Room - Jury Room	99%	98%	99%	+1%
Courtroom/Jury Room - Jury Bathrooms	98%	97%	96%	-1%
Overall Impression of Jury Service	99%	99%	99%	---

## 2009 Accomplishment

CCAP Jury Reports: Supreme Court rule requires that each judicial circuit analyze the performance of their jury system annually and submit a report to the Director of State Courts. Counties across the State have been asked to utilize the CCAP Jury Application to generate a standard report to assist the State in compiling aggregate data to allow the State to examine the data in context with similar sized counties, counties with similar practices, and the state as a whole. 2009 was the first year Waukesha County utilized the standard CCAP generated reports for this purpose. Use of the CCAP standards reports have exposed questions from counties across the State about the compilation and tabulation of the CCAP data. CCAP and State Court officials continue to make modifications and improvements to the reports and are offering standard reporting guidelines to improve the integrity of the data going in and coming out. As issues continue to be resolved with the reports and the data entry of the jury information, the standards reports will become a valuable tool to the State and the counties to examine and compare the data in context with similar sized counties, counties with similar practices, and the state as a whole.

### OnLine Qualification Questionnaires and Juror Postponement:

Online Questionnaires: Waukesha County jurors continue to make use of the online jury questionnaire tool available to them. During 2009, 6526 questionnaires were returned to the Court of which 2610 (40%) were returned using the online tool. Utilizing the online tool eliminates the manual work involved with processing the paper questionnaires. The data submitted online is imported directly into CCAP and proper actions codes are automatically entered creating tremendous efficiencies in the qualification process. Brochures and the Court's website have been enhanced to highlight this tool and we continue to see an increase in usage.

Online Postponement: In November of 2008, we began to offer an online juror postponement tool made available by CCAP. Jurors can submit an online request for a postponement of jury service for review by the jury clerk who then has the option to approve or reject the juror's postponement request. For requests that are approved, the jury clerk has the ability to move the juror to a different jury pool, jury panel, and/or jury year. Additionally, if any other juror information (name, address, or telephone numbers) was changed and submitted with the postponement request, this information will also be changed on the juror record in CCAP with the appropriate action code added. The jury clerk has the option to notify the juror of the status of their request by email or she may call or mail the individual their status. 2009 was the first full year with this new online postponement tool. During 2009, a total of 1169 requests for a postponement were made of which 860 or 73% were made online. The online postponement tool provides citizens with an easy alternative to calling or writing the Court to request a postponement. It has also automated and simplified a once time and labor intensive procedure for court staff.

Juror Call In Process: Because jury trials often do not proceed as scheduled, jurors are required to call the Jury Line the night before they are scheduled to serve to determine if they are required to appear the next morning. Historically, IF jurors were required to appear, they would hear a message indicating for example, that jurors with a last name beginning with M through S should appear. Using this alpha-last name system could bring in more jurors than are actually needed. The system has been transitioned to use the juror identification numbers allowing the jury clerk to call in the exact number of jurors needed for the jury trials scheduled. This change has eliminated the inconvenience to the extra jurors and their employers, and has reduced total costs of the juror per diem and mileage reimbursement.

## 2010 Jury Program Initiatives

Juror Status Website: Currently jurors are required to call the Jury Line the night before they are scheduled to serve to determine if they are required to appear the next morning. We will explore the possibility of introducing a new Jury Status website in 2010 as an alternative to the Jury Line. Jurors will be able to visit the website, enter their jury identification number and find out if they are required to appear for jury service the next morning. This new tool is just one more way we can make information readily available to jurors to reduce the potential inconvenience jury service can create.

Shorter Term of Jury Service: Effective January 1, 2010, a juror's term of jury service will be reduced from two weeks to one day or one trial. If a juror is not selected to serve on a jury by the end of the first day of service, the juror is not required to return and their jury service is considered fulfilled. When a juror is chosen to sit on a panel in a trial, they are required to serve for the duration of that trial and their jury service is considered fulfilled at the conclusion of the trial. Jurors who have fulfilled their jury service will not be called to serve again for at least another four years. This shorter term of jury service will increase the probability that a person can and will serve, thus reducing excusal, postponement, and failure to appear rates. A shorter term of service will also reduce the economic burden of jury service imposed on any one citizen and will likewise reduce the burden on individual employers.

Juror Per Diem and Travel Fee: With the change in the jury term of service, the County Board approved an increase in the per diem and established a daily travel fee, a change from the current mileage reimbursement system previously use. Despite the increase in the per diem, the change from the mileage reimbursement rate of \$.55/mile in 2009 to the daily travel fee of \$7/day is expected to reduce overall jury program expenses.

Voluntary Jury Donation Program: A Voluntary Jury Donation Program was introduced on January 1, 2010 which provides a venue to allow jurors to donate their compensation for jury duty and travel directly back to the Waukesha County Circuit Courts Jury Program specifically for improvements to the Jury Program. Donated funds will be used solely for purposes of providing direct financial support for special Jury Program improvements in accordance with the current County Donation Policy.





## CLERK OF CIRCUIT COURT'S OFFICE

WAUKESHA COUNTY

KATHLEEN A. MADDEN  
Clerk of Circuit Court

515 W. Mareland Blvd., Room C-108  
Waukesha, WI 53127-1027

DIANE S. KELSNER  
Chief Deputy Clerk

Phone: (262) 548-7582  
Fax: (262) 596-8364

2010 ANNUAL JURY REPORT

To: Waukesha County Circuit Court Judges  
Waukesha County Executive Dan Voskas  
Waukesha County Board Chairman James Dwyer  
Waukesha County Judiciary and Law Enforcement Committee members  
District Court Administrator Michael Neilson  
Court Management Team

From: Kathleen A. Madden, Clerk of Circuit Court  
Date: May 24, 2011

I am pleased to attach the 2010 Annual Jury Report for your review. Supreme Court Rules require each judicial circuit to analyze the performance of the jury system annually to determine the following:

1. If the department list or master list under section 756.04 of the statutes is representative and inclusive of the population of the circuit.
2. The effectiveness of the summoning and qualification procedures.
3. The responsiveness of prospective jurors to their summonses for jury duty.
4. If jurors and prospective jurors are used efficiently.
5. The cost-effectiveness of the jury system.

This report includes specific information on the development of the prospective jury list and analyzes the balance and inclusiveness of that list. We have also provided information on the qualifying and summoning process and jury trial information to analyze juror usage and program costs. In addition to jury-related information and statistics, this report includes a summary of the juror exit questionnaires which are used for the purpose of improving overall jury services. The report closes with 2010 accomplishments and 2011 jury program initiatives.

I am pleased with the results of the 2010 program changes including the transition to a one day or one trial system, the transition to a daily travel fee, and the introduction of the new jury donation program, all of which are highlighted in the report. These significant changes have resulted in more convenience and efficiency within the system, and an overall cost savings to the taxpayers. I am also excited about future initiatives underway that will further improve the quality, efficiency, and cost-effectiveness of our jury system. Your comments and suggestions regarding the information in this report are welcome.

### Development of a Prospective Jury List

Every resident in Waukesha County who is at least 18 years of age, a U.S. citizen, and able to understand the English language is qualified to serve as a juror unless that resident has been convicted of a felony and has not had his or her civil right restored. The annual selection of Waukesha County jurors begins with a request for a specific number of records from the Department of Transportation. The Wisconsin Department of Transportation provides a source list of valid licensed drivers and identification card holders. Two years of data involved in developing a list of Waukesha County citizens available to serve as a juror follows:

	2010*	2009
# of records on Waukesha County DOT listing	293,351	302,891
# of Waukesha County records requested from DOT	14,000	7,500
# of DOT records not loaded into the CCAP database for the following reasons: deceased, previous permanent excusal, four year disqualification, under the age of 18	1,392 (9.9%)	819 (10.9%)
# of prospective jurors	12,608	6,681

\*On January 1, 2010, a one day/one trial jury system was introduced in Waukesha County, reducing the time a juror is responsible to be available if needed for jury service down from a two week term of service. As a result of this new program, the number of records requested was increased to enlarge the pool of prospective jurors to summon from.

**Balance and Inclusiveness:** The Supreme Court Rules require that this source list be representative and inclusive of the population of the county. Data from the U.S. census for the county for persons 18 years of age and older by race and gender are compared to the master list to ensure fair representation and inclusiveness exists. The following comparison data confirms the master list and prospective jury list are representative and inclusive of the population of Waukesha County for persons 18 years or older.

Persons 18+ Years Old		Census Data		Jury Year Master List		Prospective Jury List	
		#	%	#	%	#	%
<b>Gender</b>	Male	144,069	49.11%	150,073	49.57%	6,232	49.43%
	Female	149,282	50.89%	152,677	50.43%	6,376	50.57%
		293,351		302,750		12,608	
<b>Age</b>	18-24	31,299	10.67%	36,883	12.18%	1,612	12.79%
	25-44	88,401	30.13%	94,924	31.35%	4,126	32.73%
	45-64	118,579	40.42%	116,200	38.38%	4,954	39.29%
	65+	55,072	18.77%	47,476	15.68%	1,916	15.20%
	Unknown	0	0.00%	7,267	2.40%	0	0.00%
		293,351		302,750		12,608	
<b>Race</b>	Hispanic	8,726	2.97%	6,816	2.25%	332	2.63%
	Amer Indian/Alaska Native	749	.26%	616	0.20%	24	0.19%
	Asian/Pacific Islander	7,074	2.41%	7,365	2.43%	314	2.49%
	Black/African American	3,420	1.17%	2,938	.97%	137	1.09%
	White/Caucasian	273,382	93.19%	285,015	94.14%	11,738	93.10%
	Other	0	0.00%	0	0.00%	63	0.49%
		293,351		302,750		12,608	

## Qualification and Summoning

Citizens on the prospective jury list are sent a qualification questionnaire to further determine their eligibility to serve as a juror. A sample questionnaire follows:

Juror Qualification Questionnaire		
<p><b>DEAR WAUKESHA COUNTY CITIZEN:</b>            You are being considered as a prospective juror in Waukesha County Circuit Court. <b>This is not a summons to appear</b>, but only a questionnaire required by Ch. 756, Wis. Statutes, to determine your eligibility for jury service.</p> <p>Please complete the following questionnaire and return it within ten days. Alternatively, you may complete this form online at <a href="https://jury.wi.courts.gov">https://jury.wi.courts.gov</a>.</p>		
<p>Juror ID «Juror_ID»</p> <p>«FNAME» «MI» «LNAME»</p> <p>«PRIMARY_ADDRESS»</p> <p>«CITY», «STATE» «ZIP»</p>	<p>WAUKESHA COUNTY            Kathleen A. Madden            Clerk of Circuit Court            P.O. Box 1627            Waukesha, WI 53187-1627</p>	
<p>Failure to return this form or the willful misrepresentation of a material fact may result in forfeiture not to exceed \$500. If a question does not apply to you, enter "n/a" (i.e., "not applicable"). If you have any questions, contact the Clerk of Circuit Court at 262-548-7504. Thank you for completing this form.</p>		
<p><i>Please print all answers. If you are a person with a disability and need assistance in completing this form, please contact 262-548-7504.</i></p>		
<p>Is the above name and address correct?    <input type="checkbox"/> Yes    <input type="checkbox"/> No    (If "no", enter correct information)</p> <p>Name _____ City _____</p> <p>Address _____ State _____ Zip _____</p>		
<p>Wisconsin law requires you to answer questions 1 through 8:</p>		
	Yes	No
1. Are you a citizen of the United States?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you live in Waukesha County?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you at least 18 years of age?	<input type="checkbox"/>	<input type="checkbox"/>
4. Can you understand the English language?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you been summoned for jury service in the past 4 years?	<input type="checkbox"/>	<input type="checkbox"/>
<p>If yes, give date(s) – location _____</p>		
6. Because of a disability, do you need assistance to serve as a juror?	<input type="checkbox"/>	<input type="checkbox"/>
<p>If yes, please describe the nature of your disability and the accommodation you request _____</p>		
7. Have you ever been convicted of a felony?	<input type="checkbox"/>	<input type="checkbox"/>
<p>If yes, have you fully satisfied all the conditions of your sentence? <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span></p>		
<p>8. What is your race?  <input type="checkbox"/> African Am.    <input type="checkbox"/> Asian or Pacific Islander    <input type="checkbox"/> Caucasian    <input type="checkbox"/> Hispanic    <input type="checkbox"/> Am. Indian or Alaskan Nat.    <input type="checkbox"/> Other _____</p>		
<p>Home Telephone (____) _____ Work Telephone (____) _____ Cell Telephone (____) _____</p>		
<p>Distance in miles from your home to the Courthouse and return: _____ miles</p>		
<p><b>You must sign the following and return the questionnaire within 10 days:</b>            I certify the above information is complete and true to the best of my knowledge.</p>		
<p>_____            (Signature)</p>		<p>_____            (Date)</p>

Citizens may be disqualified, permanently excused, excused or postponed to a new jury year, or qualified through the juror qualification process. Qualified citizens will make up the jury pool for the year.

	2010 Jury Year		2009 Jury Year	
	#	%	#	%
Qualification Questionnaires Sent	12,608	100%	6,681	100%
Questionnaires Returned	12,399	98%	6,531	98%
Returned Online				
Returned Via USPS				
Questionnaires Not Returned	209	2%	150	2%
Jurors Ineligible/Unavailable	2,082	17%	1,074	17%
Undeliverable				
Deceased				
Perm. Excusal				
Disqualified				
Excused in Jury Year				
Postponed				
Qualified Jurors	10,317	83%	5,457	84%

Qualified citizens may or may not be summoned for jury service depending on the number of jury trials scheduled. Summonses are mailed to potential jurors approximately three weeks prior to their jury term of service. Court staff will determine the number of jurors to summons and the number of jurors needed to appear for jury selection based upon several factors. Generally the type of case or the charges will determine the number of jurors summoned and called in for jury selection. For example, a specified number of jurors will be required to appear for a criminal misdemeanor trial, but a different number of jurors will be called in for a lengthy and complicated civil case, or a serious felony trial. While there are general guidelines applied, each case is also examined carefully for its own unique needs to ensure the proper number of jurors are available for the jury selection process. Factors that will help determine how many jurors are called to appear can include the nature of the crime(s) involved, the complexity of the dispute, the length of the trial, the time of the year, whether it is a high profile case, and many other factors. Individuals in the jury pool who do receive a summons may or may not be required to appear for jury selection. The table below depicts the number of individuals summoned, and juror usage for the 2010 jury year:

	2010 Jury Year		2009 Jury Year	
	#	%	#	%
# of Citizens Who Received A Summons	6,925	100%	4,040	100%
# of Citizens Posiponed After Summoned	1,521	22%	1,196	30%
Online Postponement	1,365	96%	941	78%
Postponement Via USPS	156	2%	255	21%
Jurors Required To Report for Jury Service	2,209	32%	2,144	53%
Jurors Sent to Voir Dire	2,002	30%	1,892	47%
Jurors Questioned in Voir Dire	1,744	25%	1,114	28%
Jurors Not Questioned in Voir Dire	257	4%	778	19%
Jurors Sworn	151	2%	478	12%
Jurors Who Reported and Were Not Used	105	1%	117	3%

### Jury Trial Information

Despite the fact that a status conference is held before each jury trial for the purpose of determining whether the case is "trial ready," cases can and occasionally settle or are dismissed on trial day. While the Judges discourage this once jurors appear, there are many factors that cause cases not to proceed to a jury trial. Jurors were required to appear for seventy-seven (77) jury trials that were scheduled to proceed during 2010. Twelve (12) of those cases did not proceed to a jury trial and were resolved in some fashion the morning the trial was set to begin. When this does occur, jurors often receive a visit from the respective Judge who will provide a detailed explanation as to why the case did not proceed as planned so the jurors leave with a clearer understanding of the complex nature of their justice system.

	2010			2009		
	# OF JURY TRIALS TRIED TO VERDICT	# OF JURY TRIALS SETTLED AFTER JURORS APPEARED	TOTAL TRIAL DAYS	# OF JURY TRIALS TRIED TO VERDICT	# OF JURY TRIALS SETTLED AFTER JURORS APPEARED	TOTAL TRIAL DAYS
<b>CRIMINAL/TRAFFIC</b>						
Felony	15	2	30	16	5	46
Criminal Misdemeanor	4	4	11	4	2	6
Criminal Traffic	7	1	12	6	2	10
Traffic Forfeiture	3	0	3	6	0	8
Ordinance Forfeiture	0	0	0	0	0	0
Commitment of Inmate	1	0	3	0	0	0
<b>SUBTOTAL</b>	<b>30</b>	<b>7</b>	<b>59</b>	<b>32</b>	<b>10</b>	<b>70</b>
<b>CIVIL</b>						
Large Claim	34	5	107	26	1	123
Small Claim	0	0	0	0	0	0
Inquest	0	0	0	0	0	0
<b>SUBTOTAL</b>	<b>34</b>	<b>5</b>	<b>107</b>	<b>26</b>	<b>1</b>	<b>123</b>
<b>PROBATE</b>						
Guardianship	0	0	0	1	0	1
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b>JUVENILE</b>						
Adult Commitments	0	0	0	1	1	2
Juvenile (CHIPS)	0	0	0	1	0	2
Termination Parental Rights	1	0	4	1	3	4
<b>SUBTOTAL</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>3</b>	<b>4</b>	<b>8</b>
<b>OTHER</b>						
County Voice Mail Failure				0	1	1
<b>SUBTOTAL</b>				<b>0</b>	<b>1</b>	<b>1</b>
<b>GRAND TOTAL</b>	<b>65</b>	<b>12</b>	<b>170</b>	<b>62</b>	<b>16</b>	<b>203</b>

Generally a jury trial in the criminal courts runs one to two days, but some can last longer depending on the nature of the crime(s) involved and other unique case factors. Civil cases can be complex and typically last longer than just a day or two. Examples of unique jury trials in 2009 include a complex civil case that spanned over seven weeks, and two medical malpractice cases that lasted twelve (12) and seventeen (17) days respectively. While there were more civil jury trials held in 2010, actual trial days were less than 2009 for this reason.

### Jury Program Costs

On January 1, 2010, Waukesha County transitioned from a two week term of jury service to a one day or one trial jury system. Jurors are no longer responsible to make themselves available for a full two week term of service, but instead just one day. If a juror is selected for a jury, they must serve until the trial is completed. With this change, the Waukesha County Board also approved an increase to the pay jurors receive from \$12.50 per half day of service to \$15, and from \$25 per full day of service to \$30. Because of the implementation of the one day or one trial jury system, Wisconsin Statutes provide that rather than paying jurors a round trip mileage reimbursement from a juror's home to the Courthouse, we are able to pay a flat travel fee which was established at \$7 per day. The daily travel fee has not only eliminated the tedious work of capturing the mileage information from each juror, it has had a significant positive impact on overall jury program expenses.

Juror supplies such as water, soda and reading materials are provided in the Jury Assembly Room and in all deliberation rooms. Meals are also provided to jurors during trial deliberations. Other expenses for management of the jury system include printing and postage which increased in 2010 due to the transition to the one day/one trial jury system. The overall number of citizens qualified for the 2010 jury year was increased significantly so the pool of jurors summoned on a weekly basis could be increased. In addition, expenses related to the recognition of Jury Appreciation Month (September) are now reflected in the miscellaneous expenses for the Jury Program for a total of \$420 in 2010.

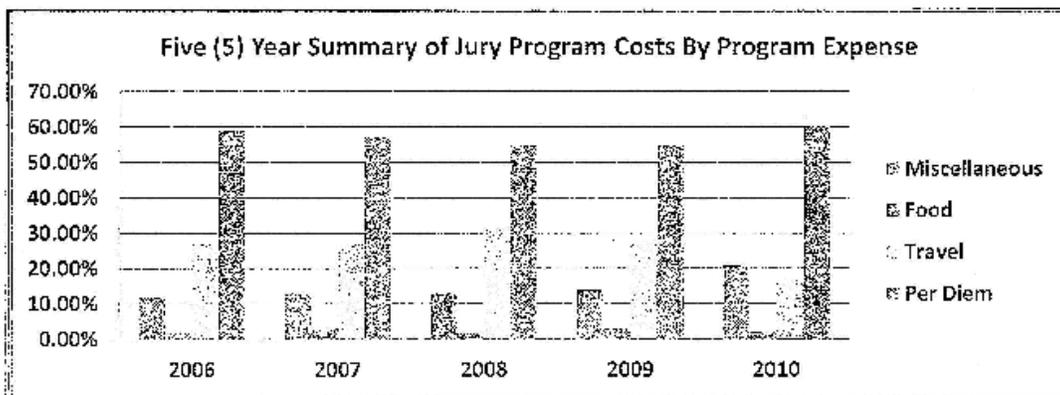
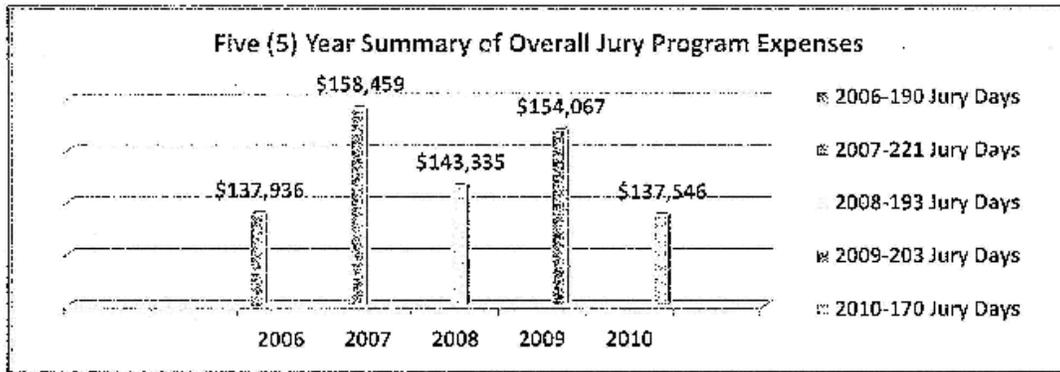
Courtroom security and jury bailiffs are provided by the Waukesha Sheriff's department for all criminal and juvenile jury trials and this related expense is *not* captured in the jury program expenses. Expenses related only to the use of civilian jury bailiffs used in the Civil Division are captured in the jury program budget. Utilizing civilian jury bailiffs in the civil trials saves approximately 67% in jury bailiff costs versus trials in other divisions where sworn officers are utilized for jury management. Civilian jury bailiff expenses for wages and benefits totaled \$11,966 for 2010.

There were three more jury trials in 2010 over 2009, but total trial days were down to 170 days versus 203 days in 2009. Despite the increase in the jury per diem and postage and printing expenses, overall jury program expenses for 2010 are down 11% over 2009. The overall reduction in travel expenses and the increase in postage and printing expense were predicted when the one day/one trial jury system was introduced, but overall program results are favorable.

A summary of the jury program expenses over a five year period follows:

Jury Program Expenses					
Year	2006	2007	2008	2009	2010
Lodging	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$16,111 (12%)	\$20,066 (13%)	\$18,137 (13%)	\$22,248 (14%)	\$28,977 (21%)
Food	\$2,959 (2%)	\$4,108 (3%)	\$3,016 (2%)	\$4,045 (3%)	\$2,525 (2%)
Mileage/Travel	\$37,316 (27%)	\$42,060 (27%)	\$44,007 (31%)	\$43,749 (28%)	\$23,779 (17%)
Juror Per Diem	<u>\$81,550 (59%)</u>	<u>\$92,225 (57%)</u>	<u>\$78,175 (55%)</u>	<u>\$84,025 (55%)</u>	<u>\$82,245 (60%)</u>
Annual Cost	\$137,936	\$158,459	\$143,335	\$154,067	\$137,546
Total Jury Days	190	221	193	203	170
Trial Day Cost	\$725.98	\$717.01	\$742.67	\$758.95	\$809.09

\*Miscellaneous costs include civilian jury bailiffs, beverages, periodicals, postage, printing, and juror appreciation expenses. Criminal and Juvenile jury bailiffs provided by the Waukesha Sheriff's Department are not included this summary of costs.



## Juror Exit Questionnaires

Jurors are asked to complete an exit questionnaire at the conclusion of their jury service. Jurors are asked to rate their satisfaction on a scale of 1 to 5, with 1 being very unsatisfied and 5 being very satisfied in several categories including communication, general courthouse facilities, treatment by various court personnel, respect for jurors' time, whether jury service caused a hardship, and their overall impression of jury service. Jurors are also encouraged to submit written comments to explain their dissatisfaction, concerns or suggestions.

Written comments from jurors are shared with Judges and court staff and steps are taken to address problems or concerns if at all possible. Juror complaints tend to have a common theme, and Court and Facilities staff have worked together to improve areas of concern whenever possible. Improvements have made to juror bathroom and to jury communication tools to highlight instructions where jurors suggested improvements. The jury program webpage has also been improved based on juror input. Other changes such as offering a shorter term of service, increasing the jury per diem, and the change in the mileage reimbursement to a daily travel fee have been made to reduce the burden and hardship jurors and employers experience.

Nearly 800 questionnaires were completed during 2010 and the results follow:

Satisfaction Question	2008 Satisfaction Rating	2009 Satisfaction Rating	2010 Satisfaction Rating	% Change from Prior Year
Use of Jury Website	98%	99%	99%	---
Instructions on When and Where to Report	99%	99%	98%	-1%
Use of Automated Phone System	99%	99%	99%	---
Courthouse Facility - Overall Appearance	99%	99%	99%	---
Courthouse Facilities - Restrooms	97%	98%	98%	---
Courthouse Facility - Jury Assembly Room	99%	99%	99%	---
Courthouse Facilities - Parking	98%	97%	98%	+1%
Courthouse Facility - Physical Safety	99%	99%	99%	---
Courthouse Facility - Eating Facilities	97%	98%	97%	-1%
Initial Jury Orientation	99%	99%	99%	---
Courteous Treatment - Jury Coordinator	99%	99%	99%	---
Courteous Treatment - Judge/Court Official	99%	99%	99%	---
Courteous Treatment - Court Clerk	99%	99%	99%	---
Courteous Treatment - Attorneys	99%	98%	98%	---
Courteous Treatment - Bailiffs	99%	99%	99%	---
Respect for Time - Jury Coordinator	99%	99%	99%	---
Respect for Time - Judge/Court Official	98%	99%	98%	-1%
Respect for Time - Court Clerk	99%	99%	99%	---
Respect for Time - Attorneys	98%	99%	98%	-1%
Respect for Time - Bailiffs	99%	99%	99%	---
Courtroom/Jury Room - Comfort	97%	98%	98%	---
Courtroom/Jury Room - Jury Room	98%	99%	99%	---
Courtroom/Jury Room - Jury Bathrooms	97%	96%	97%	+1%
Overall Impression of Jury Service	99%	99%	99%	---

## 2010 Jury Program Accomplishments

Shorter Term of Jury Service: Effective January 1, 2010, the term of jury service in Waukesha County was reduced from two weeks of service to one day or one trial. If a juror is not selected to serve on a jury by the end of the first day of service, the juror is not required to return and their jury service is considered fulfilled. When a juror is selected to sit on a panel in a trial, they are required to serve for the duration of that trial and their jury service is considered fulfilled at the conclusion of the trial. Jurors who have fulfilled their jury service are not called to serve again for at least another four years. This shorter term of jury service was expected to increase the probability that a person can and will serve, thus reducing excusal, postponement, and failure to appear rates. A shorter term of service also reduces the economic burden of jury service imposed on any one citizen and likewise reduces the burden on individual employers.

Juror Per Diem and Travel Fee: With the change to a one day or one trial jury system, the County Board approved an increase in the per diem and established a daily travel fee, a change from the mileage reimbursement system previously used. Despite the increase in the per diem, the change from the mileage reimbursement rate of \$.55/mile in 2009 to the daily travel fee of \$7/day was expected to reduce overall jury program expenses. Overall jury program expenses for 2010 are down 11% over 2009. The overall reduction in travel expense was down \$20,000 over 2009 which more than made up for the per diem increase introduced.

Voluntary Jury Donation Program: A Voluntary Jury Donation Program was introduced on January 1, 2010, to provide jurors a way to donate their compensation for jury duty and travel directly back to the Waukesha County Circuit Courts Jury Program specifically for improvements to the Jury Program. Donated funds may be used solely for purposes of providing direct financial support for special jury program improvements in accordance with the current County Donation Policy. A total of 25 donations were made during 2010 for a total of \$699.

CCAP Jury Reports: Supreme Court rule requires that each judicial circuit analyze the performance of their jury system annually and submit a report to the Director of State Courts. Counties across the State have been asked to utilize the CCAP Jury Application to generate a standard report to assist the State in compiling aggregate data that will allow the State to examine the data in context with similar sized counties, counties with similar practices, and the state as a whole. Waukesha County has utilized the standard CCAP generated reports in 2009 and again in 2010. As a result of the standardization, Waukesha County has made many improvements to the data entered into CCAP and are now capturing data codes that will allow us to receive better and consistent information in the future. Having utilized the new report for 2009 and 2010, we can more easily see areas where we can continue to make changes to utilize jurors more efficiently. The standard reporting allows us to measure our program results to compare against acceptable goals. Data we can now measure include Percent of Jurors Sent to Jury Selection, Percent Selected as Jurors, Percent Used in Voir Dire, and Percent of No Trial Start Dates. We can also measure the effectiveness of the qualification and summoning process and the responsiveness of jurors. These standards reports will become a valuable tool to help our County improve the overall effectiveness of our system.

Online Qualification Questionnaires and Juror Postponement:

Waukesha County jurors continue to make use of the online jury questionnaire tool available to them. During 2010, 12,397 questionnaires were returned to the Court of which 5,020 (41%) were returned using the online tool. Utilizing the online tool eliminates the manual work involved with processing the paper questionnaires. The data submitted online is imported directly into CCAP and proper actions codes are automatically entered creating tremendous efficiencies in the qualification process. We continue to enhance and update juror brochures and the Court's website to highlight this tool in an attempt to see an increase in usage.

Waukesha County jurors also continue to make use of the online juror postponement tool Waukesha County made available in November 2008. Jurors can submit an online request for a postponement of jury service for review by the jury clerk, who then has the option to approve or reject the juror's postponement request. For requests that are approved, the jury clerk has the ability to move the juror to a different jury pool, jury panel, or to a new jury year. Additionally, if any other juror information (name, address, or telephone numbers) was changed and submitted with the postponement request, this information will also be changed on the juror record in CCAP with the appropriate action code added. The jury clerk has the option to notify the juror of the status of their request by email or she may call or mail the individual their status. 2009 was the first full year with this new online postponement tool and 73% of the annual postponements were made online. During 2010, 89% (1,360) of postponements were made online. The online postponement tool provides citizens with an easy alternative to calling or writing the Court to request a postponement. It has also automated and simplified a once time and labor intensive procedure for court staff.

Juror Status Website: Often times jury trials settle or are postponed at the last minute which is often after business hours. Currently jurors are required to call the Jury Line the night before they are scheduled to serve to determine if they are required to appear the next morning. The Consolidated Courts Automation Program (CCAP), has designed a juror status website where jurors can determine if their appearance is necessary. Messages on the jury website and the jury phone line must be updated as timely as possible so jurors receive accurate information and instructions concerning their need to appear. During 2010, Court staff explored the possibility of introducing the new juror status website to provide an alternative to the jury phone line. The decision was made to delay introduction of the website tool because it lacks the ability of remote management. Without the ability to change the website information remotely after hours, staff would have to return to the office to update the website. The jury phone line can be updated remotely which occurs often. A request has been made to CCAP to allow remote management of the juror status website so messages could be updated as timely as possible to ensure that jurors receive the most accurate and updated information as possible. Court staff will continue to monitor this website tool.

## **2011 Jury Program Initiatives**

Civilian Jury Bailiffs: Civilian Jury Bailiffs have long been used in Civil Division jury trials to manage the jury specific needs during a trial. This has been a very successful program and has received positive feedback from jurors and from court officials. During 2011, two criminal/traffic branches have agreed to pilot the use of civilian jury bailiffs. Retired law enforcement individuals with courtroom specific experience will be hired due to the nature of the cases in the Criminal/Traffic courts. Sworn Sheriff Deputies will remain assigned to each courtroom, but will no longer be responsible for the jury specific needs. This will enhance overall security as the sworn Deputy will focus solely on security. The program will be monitored and examined throughout the year to determine whether it could be expanded to all courts.

Voluntary Jury Donation Program: During the first full year of the Voluntary Jury Donation Program, a total of 25 donations were made with little effort given to promote the program. During 2011, efforts will be made to improve the information provided to jurors highlighting the program. Information will be posted in the Jury Assembly Room and in all jury deliberation rooms and donation forms will be readily available. A brief description of the program will be provided in the morning colloquy provided by the Jury Coordinator.

Juror Status Website: The Clerk will monitor a request made to CCAP to allow remote management of the juror status website so messages can be updated as timely as possible to ensure jurors receive as accurate information as possible. If this is accomplished, the website will be activated as an alternative to the jury phone line.

CCAP Jury Reports: Court staff will continue to look for ways to best utilize the CCAP jury management application and reports to support the evaluation process of the court's jury system. An ongoing review of the measures related to the effective use of jurors will continue and practices will be improved to achieve established goals when necessary. A review of codes entered in CCAP will be conducted to ensure accurate and thorough reports are generated. For example, failure to appear and the effectiveness of follow-up action codes have not been entered in the past, but this has begun for 2011.

Online Juror Exit Questionnaire: An exit survey of jurors has been helpful to measure the overall satisfaction of jurors to assist us to improve jury program in our county. Court staff has begun efforts to develop an on-line exit survey that jurors will be asked to complete. Jurors will be able to complete the survey from the comfort of their home or office, and will be encouraged to do so at the conclusion of their service and through a reminder mailed to them with their jury service pay. Providing an online survey for jurors will reduce the time they are required to stay following the completion of their jury service. This will also eliminate the staff time related to collecting the survey and the manual effort to enter survey data and calculate results. Survey results will be automatically tabulated and reports generated.

Automate Morning Colloquy: The information provided to jurors following their check-in process for jury service will be converted to a Powerpoint with recorded information which will be played continuously in the Jury Assembly Room. This will free staff time to prepare the jury panels for the respective trials for the day and prepare the necessary jury lists that must be sent to the courtrooms. Providing this important and necessary information in this new format will allow staff to get jurors sent to courtrooms in a more timely fashion and will eliminate potential trial delays.



## CLERK OF CIRCUIT COURT'S OFFICE

WAUKESHA COUNTY

KATHLEEN A. MADDEN  
Clerk of Circuit Court

818 W. McFarlane Blvd., Room C 108  
Waukesha, WI 53187-1027

DIANE S. KELSNER  
Chief Deputy Clerk

Phone: (262) 548-7682  
Fax: (262) 592-8384

2011 WAUKESHA COUNTY ANNUAL JURY SYSTEM REPORT

To: Waukesha County Circuit Court Judges  
Waukesha County Executive Dan Vrakas  
Waukesha County Board Chairman Paul Decker  
Waukesha County Judiciary and Law Enforcement Committee

From: Kathleen A. Madden, Clerk of Circuit Court

Date: May 14, 2011

I am very pleased to provide you with the 2011 Waukesha County Annual Jury Program Report. This report is compiled in compliance with Supreme Court Rules which require each judicial circuit to analyze the performance of the jury system annually to determine the following:

1. If the department list or master list is representative and inclusive of the population of the circuit.
2. The effectiveness of the summoning and qualification procedures.
3. The responsiveness of prospective jurors to their summonses for jury duty.
4. If jurors and prospective jurors are used efficiently.
5. The cost-effectiveness of the jury system.

The attached report includes specific information related to this criterion and includes 2011 achievements and new program initiatives for 2012.

Overall, I am very pleased with many improvements that have been made to the jury system over the past several years. For example, in 2008, we turned on an online juror postponement tool provided through CCAP. In 2011, 89% of all postponements were managed through this online tool eliminating the manual work related to over 1,500 postponements. The year 2011 represents the second full year operating under a one day or one trial system, the transition to a daily travel fee, and the introduction of the new voluntary jury donation program, all of which were introduced on January 1, 2010. These significant changes have resulted in more convenience and efficiency within the system, and an overall cost savings to the taxpayers. For example, total travel fees for 2011 reached \$26,544, down \$17,205 from two years ago when jurors were reimbursed \$.55 per mile from their home to the courthouse and back again.

Overall jury program expenses reached \$152,051 in 2011, which included expenses relating to two lengthy, high profile murder trials contributing 33 jury days and over \$24,000 in the travel, per diem and jury bailiff expenses. Total jury program expenses also include cost relating to a pilot program to utilize Civilian Jury Bailiffs in two of the five Criminal/Traffic branches for six months in 2011. The intent of this pilot was to increase courtroom security by allowing sworn Deputies provided by the Waukesha Sheriff's Department (WSD) to focus solely on courtroom security by using Civilian Jury Bailiffs to focus solely on jury management needs. The program, in partnership with the WSD, was deemed successful and the use of Civilian Jury Bailiffs was rolled out court-wide on January 1, 2012.

I am excited about future initiatives underway that will further improve the efficiency and cost-effectiveness of the jury system including the transition from a two-step jury system, to a one-step jury system. This change will eliminate the separate qualification process currently utilized, and will instead combine the qualification and summoning process into one step resulting in reduced expenses and improvements to the jury system efficiency.

I will continually look for ways to improve the quality, efficiency and cost-effectiveness of our jury system, and I welcome your comments and suggestions regarding the information in this report.

cc: District Court Administrator Michael Nelson  
Court Management Team

### Development of a Prospective Jury List

Every resident in Waukesha County who is at least 18 years of age, a U.S. citizen, and able to understand the English language is qualified to serve as a juror unless that resident has been convicted of a felony and has not had his or her civil right restored. The annual selection of Waukesha County jurors begins with a request for a specific number of records from the Wisconsin Department of Transportation (DOT). The DOT provides a source list of valid licensed drivers and identification card holders. Two years of data involved in developing a list of Waukesha County citizens available to serve as a juror follows:

	2011	2010
# of records on Waukesha County DOT listing	302,013	302,750
# of Waukesha County records requested from DOT	13,000	14,000
# of DOT records not loaded into the CCAP database for the following reasons: deceased, previous permanent excusal, four year disqualification, under the age of 18	561 (4.3%)	1392 (9.9%)
# of prospective jurors	12,439	12,608

### Balance and Inclusiveness

The Wisconsin Supreme Court Rules require that this source list be representative and inclusive of the population of the county. Data from the U.S. census for the county for persons 18 years of age and older by race and gender are compared to the master list to ensure fair representation and inclusiveness exists. The following comparison data confirms the master list and prospective jury list are representative and inclusive of the population of Waukesha County for persons 18 years or older.

Persons 18+ Years Old	Census Data		Jury Year Master List		Prospective Jury List	
	#	%	#	%	#	%
<b>Gender</b>						
Male	144,069	49.11%	149,927	49.64%	6,186	49.73%
Female	149,282	50.89%	152,086	50.36%	6,253	50.27%
	293,351		302,013		12,439	
<b>Age</b>						
18-24	31,299	10.60%	36,538	12.10%	1,536	12.17%
25-44	84,401	30.00%	93,159	30.85%	3,945	31.25%
45-64	118,579	40.42%	116,438	38.55%	4,931	39.06%
65+	55,072	18.77%	48,842	16.17%	2,027	16.06%
Unknown	4,000	.21%	7,036	2.33%	0	1.47%
<b>Race</b>						
Hispanic	8,726	2.97%	6,854	2.27%	310	2.49%
Amer Indian/Alaska Native	749	.25%	599	0.20%	24	0.19%
Asian/Pacific Islander	7,074	2.41%	7,322	2.42%	280	2.25%
Black/African American	3,420	1.16%	3,075	1.02%	148	1.19%
White/Caucasian	273,382	93.19%	284,163	94.09%	11,606	93.30%
Other	0	0.00%	0	0.00%	71	0.57%
	293,351		302,013		12,439	

## Qualification and Summoning

Citizens on the prospective jury list are sent a qualification questionnaire to further determine their eligibility to serve as a juror. A sample questionnaire follows:

Juror Qualification Questionnaire																																								
<p>DEAR WAUKESHA COUNTY CITIZEN:            You are being considered as a prospective juror in Waukesha County Circuit Court. <b>This is not a summons to appear</b>, but only a questionnaire required by Ch. 756, Wis. Statutes, to determine your eligibility for jury service.</p>																																								
<p>Please complete the following questionnaire and return it within ten days. Alternatively, you may complete this form online at <a href="https://jury.wicourts.gov">https://jury.wicourts.gov</a>.</p>																																								
<p>Juror ID «Juror_ID»            «FNAME» «M.» «LNAME»            «PRIMARY_ADDRESS»            «CITY», «STATE» «ZIP»</p>	<p>WAUKESHA COUNTY            Kathleen A. Maddox            Clerk of Circuit Court            P.O. Box 1627            Waukesha, WI 53187-1627</p>																																							
<p>Failure to return this form or the willful misrepresentation of a material fact may result in forfeiture not to exceed \$500. If a question does not apply to you, enter "n/a" (i.e., "not applicable"). If you have any questions, contact the Clerk of Circuit Court at 262-548-7504. Thank you for completing this form.</p>																																								
<p><i>Please print all answers. If you are a person with a disability and need assistance in completing this form, please contact 262-548-7504.</i></p>																																								
<p>Is the above name and address correct?    <input type="checkbox"/> Yes    <input type="checkbox"/> No    (If "no", enter correct information)</p>																																								
<p>Name _____ City _____            Address _____ State _____ Zip _____</p>																																								
<p><b>Wisconsin law requires you to answer questions 1 through 8:</b></p>																																								
	<table style="width: 100%; border: none;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">Yes</th> <th style="width: 10%; text-align: center;">No</th> </tr> </thead> <tbody> <tr> <td>1. Are you a citizen of the United States?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>2. Do you live in Waukesha County?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>3. Are you at least 18 years of age?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>4. Can you understand the English language?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>5. Have you been summoned for jury service in the past 4 years?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="3"> <p style="margin-left: 20px;">If yes, give date(s) – location _____</p> </td> </tr> <tr> <td>6. Because of a disability, do you need assistance to serve as a juror?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="3"> <p style="margin-left: 20px;">If yes, please describe the nature of your disability and the accommodation you request _____</p> </td> </tr> <tr> <td>7. Have you ever been convicted of a felony?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="3"> <p style="margin-left: 20px;">If yes, have you fully satisfied all the conditions of your sentence? <input type="checkbox"/></p> </td> </tr> <tr> <td>8. What is your race?</td> <td></td> <td></td> </tr> <tr> <td colspan="3"> <p><input type="checkbox"/> African Am.    <input type="checkbox"/> Asian or Pacific Islander    <input type="checkbox"/> Caucasian    <input type="checkbox"/> Hispanic    <input type="checkbox"/> Am. Indian or Alaskan Nat.    <input type="checkbox"/> Other: _____</p> </td> </tr> </tbody> </table>		Yes	No	1. Are you a citizen of the United States?	<input type="checkbox"/>	<input type="checkbox"/>	2. Do you live in Waukesha County?	<input type="checkbox"/>	<input type="checkbox"/>	3. Are you at least 18 years of age?	<input type="checkbox"/>	<input type="checkbox"/>	4. Can you understand the English language?	<input type="checkbox"/>	<input type="checkbox"/>	5. Have you been summoned for jury service in the past 4 years?	<input type="checkbox"/>	<input type="checkbox"/>	<p style="margin-left: 20px;">If yes, give date(s) – location _____</p>			6. Because of a disability, do you need assistance to serve as a juror?	<input type="checkbox"/>	<input type="checkbox"/>	<p style="margin-left: 20px;">If yes, please describe the nature of your disability and the accommodation you request _____</p>			7. Have you ever been convicted of a felony?	<input type="checkbox"/>	<input type="checkbox"/>	<p style="margin-left: 20px;">If yes, have you fully satisfied all the conditions of your sentence? <input type="checkbox"/></p>			8. What is your race?			<p><input type="checkbox"/> African Am.    <input type="checkbox"/> Asian or Pacific Islander    <input type="checkbox"/> Caucasian    <input type="checkbox"/> Hispanic    <input type="checkbox"/> Am. Indian or Alaskan Nat.    <input type="checkbox"/> Other: _____</p>		
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<p>Home Telephone (____) _____ Work Telephone (____) _____ Cell Telephone (____) _____</p>																																								
<p>Distance in miles from your home to the Courthouse and return: _____ miles</p>																																								
<p><b>You must sign the following and return the questionnaire within 10 days:</b>            I certify the above information is complete and true to the best of my knowledge.</p>																																								
<p>_____            (Signature)</p>	<p>_____            (Date)</p>																																							

Citizens may be disqualified, permanently excused, excused or postponed to a new jury year, or qualified. Qualified citizens will make up the jury pool for the year.

	2011 Jury Year		2010 Jury Year		2009 Jury Year	
	#	%	#	%	#	%
Qualification						
Questionnaires Sent	12,478	100%	12,608	100%	6,681	100%
Questionnaires Returned	12,238	98%	12,399	98%	6,531	98%
Returned Online	4,539	48%	5,033	41%	2,176	33%
Returned Via USPS	7,699	68%	7,366	59%	4,355	67%
Jurors Ineligible/Unavailable	3,008	25%	2,082	17%	1,074	17%
Qualified Jurors	9,230	75%	10,317	83%	5,457	84%

Note: In 2010, the Jury Program transitioned from a two week term of jury service to a one day/one trial jury service which required a larger pool of jurors thus explaining the significant increase in questionnaires sent and the number of jurors qualified.

Qualified jurors may or may not be summoned for jury service depending on the number of jury trials scheduled in the jury year. Summonses are mailed to potential jurors approximately three weeks prior to their jury term of service.

Court staff determines the number of jurors to *summons* for the term of service and the number of jurors needed to *appear* for jury selection based upon several factors. Generally the type of case or the charges will determine the number of jurors summoned and brought in for jury selection. For example, a specified number of jurors will be required to appear for a criminal misdemeanor trial, but a different number of jurors will be called in for a termination of parental rights or a serious felony trial. While there are general guidelines applied, each case is also examined carefully for its own unique needs to ensure the proper number of jurors are available for the jury selection process. Factors that will help determine how many jurors are called to appear can include the nature of the crime(s), the complexity of the dispute, the length of the trial, the time of the year, whether it is a high profile case, and many other factors. Individuals in the jury pool who do receive a summons may or may not be required to appear for jury selection. The table below depicts the number of individuals summoned, and juror usage for the 2011 jury year:

	2011 Jury Year		2010 Jury Year		2009 Jury Year	
	#	%	#	%	#	%
# of Citizens Who Received A Summons	9,257	100%	6,925	100%	4,040	100%
# of Citizens Postponed After Summoned	1,704	18%	1,521	22%	1,169	30%
Online Postponement	1,308	83%	1,318	87%	856	73%
Postponement Via USPS	396	23%	203	13%	313	27%
Jurors Required To Report for Jury Service	2,500	27%	2,209	32%	2,144	53%
Jurors Sent to Voir Dire	2,116	85%	1,925	87%	1,828	85%
Jurors Questioned in Voir Dire	1,653	73%	1,294	73%	1,152	66%
Jurors Not Questioned in Voir Dire	457	26%	527	27%	428	35%
Jurors Sworn	832	34%	756	35%	676	37%
Jurors Who Reported and Not Used	396	11%	266	13%	324	15%

### Jury Trial Information

Status conferences are held before each jury trial for the purpose of determining whether the case is "trial ready." Cases can and occasionally do settle or are dismissed on trial day however. While the system is designed to avoid this once jurors appear, there are many factors that cause cases not to proceed to a jury trial. In 2011, jurors were required to appear for seventy-six (76) jury trials that were scheduled to proceed. Eight (8) of those cases did not proceed to a jury trial and were resolved in some fashion the morning the trial was set to begin. When this does occur, the respective Judge provides a detailed explanation to the jurors as to why the case did not proceed as planned so the jurors leave with a clearer understanding of the complex nature of their justice system.

	2011			2010			2009		
	# OF JURY TRIALS TRIED TO VERDICT	# OF JURY TRIALS SETTLED AFTER JURORS APPEARED	TOTAL TRIAL DAYS	# OF JURY TRIALS TRIED TO VERDICT	# OF JURY TRIALS SETTLED AFTER JURORS APPEARED	TOTAL TRIAL DAYS	# OF JURY TRIALS TRIED TO VERDICT	# OF JURY TRIALS SETTLED AFTER JURORS APPEARED	TOTAL TRIAL DAYS
<b>CRIMINAL</b>									
<b>TRAFFIC</b>									
Felony	12	1	69	15	2	30	16	5	46
Crim Misd	7	0	7	4	4	11	4	2	6
Crim Traffic	7	4	14	7	1	12	6	2	10
Traffic	2	0	2	5	6	3	0	1	3
Forfeiture	0	0	0	0	0	0	0	0	0
Commitment of Inmate	1	0	2	1	0	3	0	0	0
<b>SUBTOTAL</b>	<b>29</b>	<b>5</b>	<b>94</b>	<b>30</b>	<b>7</b>	<b>59</b>	<b>32</b>	<b>10</b>	<b>70</b>
<b>CIVIL</b>									
Large Claim	32	3	82	34	5	107	26	1	123
Small Claim	1	0	1	0	0	0	0	0	0
<b>SUBTOTAL</b>	<b>33</b>	<b>3</b>	<b>83</b>	<b>34</b>	<b>5</b>	<b>107</b>	<b>26</b>	<b>1</b>	<b>123</b>
<b>PROBATE</b>									
Guardianship	0	0	0	0	0	0	1	0	1
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b>JUVENILE</b>									
Commitment	3	0	3	0	0	0	1	1	2
Juvenile	0	0	0	0	0	0	1	0	2
TermParRight	3	0	3	1	0	4	1	3	4
<b>SUBTOTAL</b>	<b>6</b>	<b>0</b>	<b>11</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>3</b>	<b>4</b>	<b>8</b>
<b>OTHER</b>									
VcMailFail							0	1	1
<b>SUBTOTAL</b>							<b>0</b>	<b>1</b>	<b>1</b>
<b>TOTAL</b>	<b>68</b>	<b>8</b>	<b>188</b>	<b>65</b>	<b>12</b>	<b>170</b>	<b>62</b>	<b>16</b>	<b>203</b>

Jury trials generally run one to three days, but of course some can last longer depending on the nature of the crime(s) involved, the complexity of the civil matters, and other unique case factors. During 2011, Waukesha County held two difficult high profile homicide trials that lasted twelve (12) and fifteen (15) days respectively. The jury was partially sequestered during one of these trials due to the media and public interest in the case.

## Jury Program Costs

On January 1, 2010, Waukesha County transitioned from a two week term of jury service to a one day or one trial jury system. Jurors are no longer required to make themselves available for a full two week term of service, but instead just one day, or if selected for a jury, they must serve until the trial is completed. With this change, the Waukesha County Board also approved an increase to the per diem pay jurors receive to \$15 per half day and \$30 per full day of service. Because of the implementation of the one day or one trial jury system, Wisconsin Statutes provide that rather than paying jurors a round trip mileage reimbursement from a juror's home to the Courthouse, we are able to pay a flat travel fee which was established at \$7 per day. The daily travel fee has not only eliminated the tedious work of capturing the mileage information from each juror, it has had a significant positive impact on overall jury program expenses as noted below.

Juror supplies such as beverages and reading materials are provided in the Jury Assembly Room and in all deliberation rooms. Meals are also provided to jurors during trial deliberations. Other program expenses include printing and postage which increased in 2011 due to the need for a larger juror pool with a one day or one trial system. With two full years of experience with the one day or one trial jury system, management will use the statistical data captured to steadily decrease the size of the pool to the appropriate need thus decreasing printing and postage costs respectively.

The Waukesha County Sheriff's Department provides courtroom security and jury bailiffs for all criminal and juvenile courts and this related expense is *not* captured in the jury program expenses. Expenses related only to the use of civilian jury bailiffs used in the Civil Division are captured in the jury program budget. Utilizing civilian jury bailiffs in civil trials saves approximately 67% in jury bailiff costs versus trials in other divisions where sworn officers are utilized. During the last six months of 2011, civilian jury bailiffs were piloted in two of the five Criminal/Traffic branches. This was done in partnership with the Waukesha Sheriff's Department and the respective judges. Retired law enforcement officers were hired to serve as civilian jury bailiffs in these Criminal/Traffic branches. The idea behind expanding the use of civilian jury bailiffs to the Criminal/Traffic Division was not done to reduce courtroom security costs, but instead to improve courtroom security by allowing the sworn officers to focus on courtroom security rather than managing the juror needs which often removes the sworn officer from the courtroom. The six month pilot in Criminal/Traffic was deemed successful by all parties and the use of civilian jury bailiffs will be expanded to all court divisions in 2012. Total expenses for wages and benefits for civilian jury bailiffs in the Civil Division and two Criminal/Traffic branches totaled \$16,964 in 2011.

Sixty-eight jury trials were tried to verdict in 2011, and total trial days were up to 188 days versus 170 days in 2010. Three additional termination of parental rights trials were held in the Juvenile Division and two high profile murder trials were held in the Criminal/Traffic Division, one of which was partially sequestered. Total Jury Program expenses for 2011 reached \$152,052, an increase of \$14,506 over 2010. The per diem, travel and civilian jury bailiff expenses for the two high profile murder cases alone totaled \$24,759 due to the need for large juror panels for voir dire, the length of these trials, and miscellaneous costs related to partial sequestration.

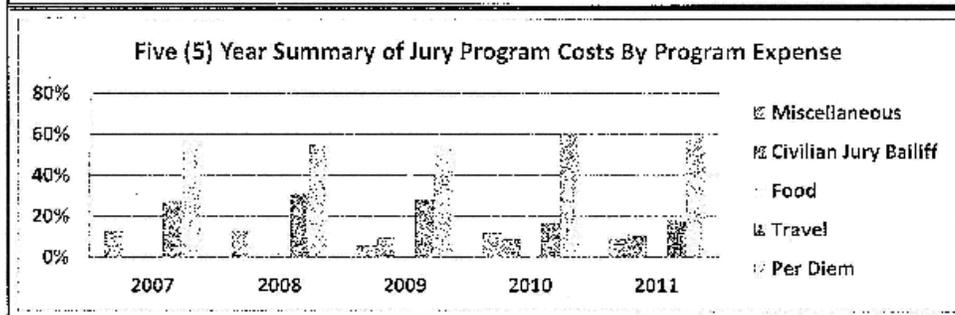
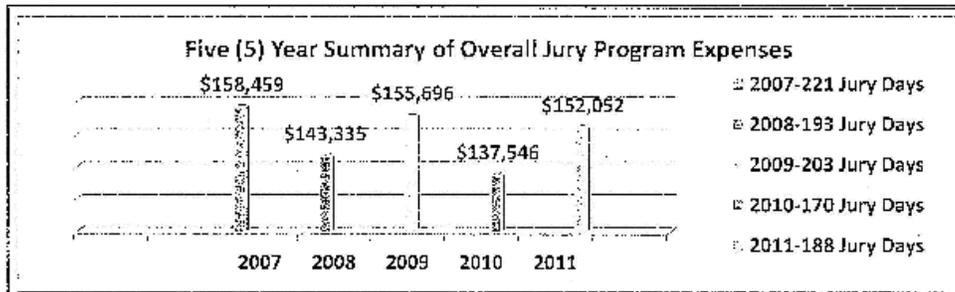
It is important to point out however, the overall costs of juror travel has decreased significantly due to the transition to the one day or one trial system in 2010 and moving from a mileage reimbursement fee to a daily travel fee. Total travel fees for 2011 reached \$26,544, down \$17,205

from two years ago when jurors were reimbursed \$.55 per mile from their home to the courthouse and back again.

A summary of the jury program expenses over a five year period follows:

JURY PROGRAM EXPENSES						
	2007	2008	2009	2010	2011	
Miscellaneous	\$20,066 (13%)	\$18,137 (13%)	\$8,584 (6%)	\$17,010 (12%)	\$14,264 (9%)	
Civilian Jury Bailiffs	(Included in Misc)	(Included in Misc)	\$15,293 (10%)	\$11,966 (9%)	\$16,964 (11%)	
Food	\$4,108 (3%)	\$3,016 (2%)	\$4,045 (3%)	\$2,525 (2%)	\$3,965 (3%)	
Mileage/ Travel Fee	\$42,060 (27%) (.46\$/mile)	\$44,007 (31%) (.48\$/mile)	\$43,749 (28%) (.55\$/mile)	\$23,779 (17%) (\$7/day)	\$26,544 (18%) (\$7/day)	
Juror Per Diem	\$92,225 (57%)	\$78,175 (55%)	\$84,025 (54%)	\$82,245 (60%)	\$90,315 (59%)	
Annual Cost	\$158,458	\$143,335	\$155,696	\$137,546	\$152,052	
Total Jury Days	221	193	203	170	188	
Trial Day Cost	\$717.01	\$742.67	\$766.98	\$809.09	\$808.79	

-Miscellaneous cost includes beverages, periodicals, postage, printing and civilian jury bailiffs until 2009 when we begin reporting civilian jury bailiff cost separately. Court security expenses provided by the Waukesha Sheriff's Department are not included in this summary of jury expenses. The use of civilian jury bailiffs rather than sworn Sheriff Deputies was piloted in two Criminal/Traffic branches for six months during 2011, thus contributing to the growth of that line item expense.  
 -On 1/1/10, the Jury Program was converted to a one day/one trial term of service from a two week term of service. The per diem was increased from \$12.50 per half day to \$15, and from \$25 per full day to \$30. The mileage reimbursement fee was also replaced with a flat \$7 per day travel fee. As a result of this significant change, postage increased due to the need for a larger pool of jurors, however, as expected, travel fees decreased significantly.  
 -There were two high profile lengthy murder trials in 2011 contributing 22 jury days and over \$24,000 to the travel, per diem and jury bailiff expenses.



## Voluntary Jury Donation Program

On January 1, 2010, a Voluntary Jury Donation Program was introduced which allows jurors to donate their jury pay and/or travel fee back to the Jury Program. The donated funds cannot be used to offset Jury Program expenses, but instead are to be used for improvements to the Jury Program. During the first two full years of existence, 48 donations have been made to the Waukesha County Jury Program totaling \$1,257.

## Juror Exit Questionnaires

Exit questionnaires are given to jurors at the completion of jury service, whether a person serves on a jury or not. Jurors are asked to rate their satisfaction on a scale of 1 to 5, with 1 being very unsatisfied and 5 being very satisfied in several categories including communication, general courthouse facilities, treatment by various court personnel, respect for jurors' time, whether jury service caused a hardship, and their overall impression of jury service. Jurors are also encouraged to submit written comments to explain their dissatisfaction, concerns or suggestions. Written comments may be shared with court personnel and steps are taken to address problems or concerns. Over 875 questionnaires were completed during 2011 and the results follow:

Satisfaction Question	2009 Satisfaction Rating	2010 Satisfaction Rating	2011 Satisfaction Rating	%Change From Prior Year
Use of Jury Website	99%	99%	99%	---
Instructions on When and Where to Report	99%	98%	99%	+1%
Use of Automated Phone System	99%	99%	99%	---
Courthouse Facility - Overall Appearance	99%	99%	98%	-1%
Courthouse Facilities - Restrooms	98%	98%	97%	-1%
Courthouse Facility - Jury Assembly Room	99%	99%	99%	---
Courthouse Facilities - Parking	97%	98%	98%	---
Courthouse Facility - Physical Safety	99%	99%	99%	---
Courthouse Facility - Lating Facilities	98%	97%	98%	+1%
Initial Jury Orientation	99%	99%	99%	---
Courteous Treatment - Jury Coordinator	99%	99%	99%	---
Courteous Treatment - Judge/Court Official	99%	99%	99%	---
Courteous Treatment - Court Clerk	99%	99%	99%	---
Courteous Treatment - Attorneys	98%	98%	97%	-1%
Courteous Treatment - Bailiffs	99%	99%	99%	---
Respect for Time - Jury Coordinator	99%	99%	99%	---
Respect for Time - Judge/Court Official	99%	98%	99%	+1%
Respect for Time - Court Clerk	99%	99%	99%	---
Respect for Time - Attorneys	99%	98%	98%	---
Respect for Time - Bailiffs	99%	99%	99%	---
Courtroom/Jury Room - Comfort	98%	98%	98%	---
Courtroom/Jury Room - Jury Room	99%	99%	99%	---
Courtroom/Jury Room - Jury Bathrooms	96%	97%	98%	+1%
Overall Impression of Jury Service	99%	99%	99%	---

## 2011 Accomplishment

**Civilian Jury Bailiff Program:** Civilian Jury Bailiffs have been utilized in the Civil Division for several years. During 2011, in collaboration with the Waukesha Sheriff's Department, the Courts piloted the use of Civilian Jury Bailiffs in two of the five Criminal/Traffic Divisions. The hiring criteria for the Civilian Jury Bailiffs was changed from prior hiring criteria to include prior law enforcement experience to better equip the Civilian Jury Bailiffs with security experience within a Criminal/Traffic courtroom. The objective of this pilot was to enhance courtroom security by freeing up the sworn officers from jury management needs, and allowing them to focus solely on courtroom security. The pilot began in June with a lengthy high profile jury trial. The Judge, all courtroom personnel, and the Sheriff's management team were very happy with the introduction of a Civilian Jury Bailiff to the courtroom. Throughout the remainder of the year, two Civilian Jury Bailiffs were piloted in numerous jury trials and the program has been expanded to all branches in the court system effective January 1, 2012. The program will continue to be closely monitored and any necessary changes will be made promptly.

**Voluntary Jury Donation Program:** On January 1, 2010, a Voluntary Jury Donation Program was introduced which allows jurors to voluntarily donate their per diem and/or daily travel pay back to the Jury Program. Twenty-three separate donations were made in 2011 for a total of \$558. The funds accumulate from year to year and can be used only for improvements to the Jury Program as designated by the Clerk of Court. Total funds donated through 2011 are \$1,257 and will be used during 2012 to upgrade presentation equipment in the Jury Assembly Room.

**Jury Status Website:** The Clerk has considered utilizing a Jury Status Website in addition to the Jury Phone Line so juror can determine whether or not they are required to appear for jury selection. The Jury Status Website can only be updated from the Clerk's office. Because there are occasions when trials settle after work hours, the Jury Clerk would have to return to the office to update the website message. The Clerk has requested that CCAP allow remote management of the website message and CCAP has indicated that they would consider making this change. The Clerk continues to monitor this request for remote management and will not utilize this Jury Status Website until we have the ability to update the jury status information remotely to ensure jurors receive as accurate information as possible.

**Online Jury Exit Questionnaires:** Jury Program staff have tested several online juror exit questionnaire tools during 2011 in an effort to transition from the current paper exit questionnaire process to strictly online exit questionnaires. The transition to online juror exit questionnaires is slated for July 2012.

**CCAP Jury Reports:** Jury Program staff completed the CCAP generated Jury Reports for the second year meeting the request of the Director of State Courts to utilize these uniform reports. An ongoing review of the measures related to the effective use of jurors continues and additional CCAP codes have been adopted for use to ensure accurate and thorough reports are generated. The Clerk will continue to work with CCAP to improve the reports as discrepancies continue to appear due to changes CCAP has made from year to year. Eventually the reports will assist counties and the State to determine the effectiveness and the cost of the jury programs across the state.

**Automate Morning Colloquy:** The automation of the morning colloquy has been delayed to 2012 when the Jury Assembly Room will receive upgraded presentation equipment.

A.5 Waukesha County Jury Report by Cases 1/1/12 to 12/31/12

WAUKESHA COUNTY

Jury Report By Cases  
01-01-2012 To 12-31-2012

3/06/2013  
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Case Number	Judge/ Branch	Start Date	Trial Days	Sent to Voir Dire	Quest. Voir Dire	Not Quest. Voir Dire	Sworn Jurors	Voir Dire Overall
2010CV001910	1004	01-04-2012	1	26	10	0	12	30.77%
2010CV004788	1022	01-10-2012	2	20	13	10	9	49.48%
2011CV002894	1503	01-10-2012	1	20	12	11	9	47.83%
2010CV002938	0338	01-17-2012	1	28	20	8	12	28.57%
2010CV001879	0391	01-24-2012	2	24	13	11	7	45.83%
2010CV003440	0577	01-31-2012	1	25	14	11	6	44.00%
2009CV000386	0391	02-05-2012	5	104	20	14	14	41.18%
2011CV000628	0577	02-14-2012	2	148	28	20	14	41.07%
2011CV001107	0336	02-14-2012	2	0	0	0	0	0.00%
2011CV002286	0808	02-14-2012	2	25	18	7	7	25.00%
2010CV001355	1014	02-15-2012	2	30	21	0	13	30.00%
2009CV002720	1002	02-21-2012	5	43	21	22	13	01.10%
2010CV001030	0808	02-21-2012	2	25	25	8	12	10.71%
2011CF000894	0577	02-21-2012	4	29	26	3	10	10.34%
2010CV002813	0691	03-06-2012	3	25	20	8	14	28.57%
2011CF000031	0577	03-06-2012	2	25	25	0	13	10.11%
2011CF000802	0838	03-06-2012	1	25	21	5	12	17.50%
2009CV000755	0691	03-13-2012	4	33	19	17	11	47.22%
2011CF000881	0577	03-13-2012	1	0	0	0	0	0.00%
2011CF000901	0838	03-13-2012	2	103	22	11	12	33.33%
2005CV004266A	1922	03-20-2012	8	21	13	5	0	38.10%
2010CV002903	1001	03-20-2012	5	31	23	8	13	25.81%
2011CF001114	2442	03-20-2012	2	29	20	3	13	10.34%
2012CF000632	1593	03-21-2012	2	35	27	0	12	18.16%
2011CM002250	0838	03-28-2012	1	0	0	0	0	0.00%
2012CT000179	2336	04-03-2012	2	28	20	9	12	31.03%
2003ME000880	1053	04-09-2012	1	0	0	0	0	0.00%
2010CM002210	0577	04-10-2012	1	0	0	0	0	0.00%
2012CT000031	0858	04-17-2012	1	31	22	9	12	29.03%
2011CF000774	0577	04-24-2012	1	0	0	0	0	0.00%
2011CF000430	2442	05-06-2012	1	0	0	0	0	0.00%
2011CV000005	0691	05-08-2012	2	32	20	12	13	37.50%
2011CV003222	0808	05-09-2012	1	20	12	8	8	40.00%
201114007432	1503	05-09-2012	1	20	12	8	6	40.00%
2010CV001335	0808	05-16-2012	2	30	25	4	13	13.33%
2011CF000774A	0577	05-16-2012	2	44	29	15	13	34.09%

WAUKESHA COUNTY Jury Report by Case

WAUKESHA COUNTY

Jury Report By Cases  
01/01/2012 to 12/31/2012

03/03/2013  
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Case Number	Judge/ Branch	Start Date	Trial Days	Sent to Voir Dire	GuacL Voi: Dire	Not Quest. Voi: Dire	Sworn Jurors	Voir Dire Overall
2010CV004036	1004	05-22-2012	3	25	25	0	12	0.00%
2011CM002357	2336	05-22-2012	1	23	18	5	12	21.74%
2011CV000412	0577	05-22-2012	2	24	21	3	12	12.50%
2010CM002210A	0577	05-05-2012	1	33	28	5	13	15.15%
2011CV001222	1593	06-12-2012	3	32	22	10	12	31.25%
2010CV004411	1004	06-13-2012	3	23	15	4	6	20.00%
2010CV004753	1003	06-13-2012	1	31	0	0	0	0.00%
2011CF001022	2442	06-13-2012	2	32	32	0	13	0.00%
2011CM002372	2336	06-13-2012	1	21	19	5	12	20.83%
2012CF000166	0888	06-13-2012	2	27	20	7	12	25.83%
2010CM000063	2442	06-25-2012	4	61	50	14	13	21.88%
2011CM001072	2336	06-26-2012	2	36	21	15	13	41.67%
2011JC000073	1263	06-27-2012	3	30	15	15	7	50.00%
2012CF000145	0588	07-10-2012	1	35	23	12	12	34.29%
2012CV000088	2336	07-17-2012	1	21	13	8	6	38.10%
2011CF000711	1593	07-24-2012	4	47	35	12	14	25.58%
2011CV000004	1004	07-24-2012	2	28	22	6	13	21.43%
2009CF001225	2442	07-31-2012	3	45	27	18	13	40.00%
2011CV000295	0888	05-07-2012	3	25	15	10	7	40.00%
2012CF000183	0888	05-07-2012	2	30	23	7	10	23.33%
2011CM001115	2442	05-13-2012	1	0	0	0	0	0.00%
2011CV000367	0888	05-14-2012	2	20	13	7	6	35.00%
2012CF000225	1593	08-21-2012	1	33	33	0	13	30.50%
2011CV001500	1003	08-28-2012	3	22	12	10	6	43.45%
2011TR000527	0577	08-29-2012	1	21	17	4	7	19.05%
2011CT000412A	0577	09-04-2012	2	25	24	1	13	4.00%
2009MCO01150A	1983	09-08-2012	1	23	12	11	6	47.80%
20121H001139	2336	09-18-2012	1	22	12	10	8	45.45%
2005CV008002	1003	03-25-2012	4	26	18	8	12	39.77%
2012CV000064	2442	09-25-2012	2	28	24	4	13	14.29%
2009CV000297A	0888	10-02-2012	5	40	25	14	15	35.00%
2012CV001195	2336	10-02-2012	1	0	0	0	11	0.00%
2011CV001239	0577	10-09-2012	1	0	0	0	11	0.00%
2011CM000063	2442	10-09-2012	1	38	22	6	14	21.43%
2009CV004212	1003	10-16-2012	5	38	25	13	13	34.21%
20111H000699	2442	10-16-2012	2	20	19	1	7	17.86%

03/03/2013 07:38 AM Jury Report By Cases

Page 1 of 1

WAUKESHA COUNTY

**Jury Report By Cases**  
01-01-2012 To 12-31-2012

03-05-2013  
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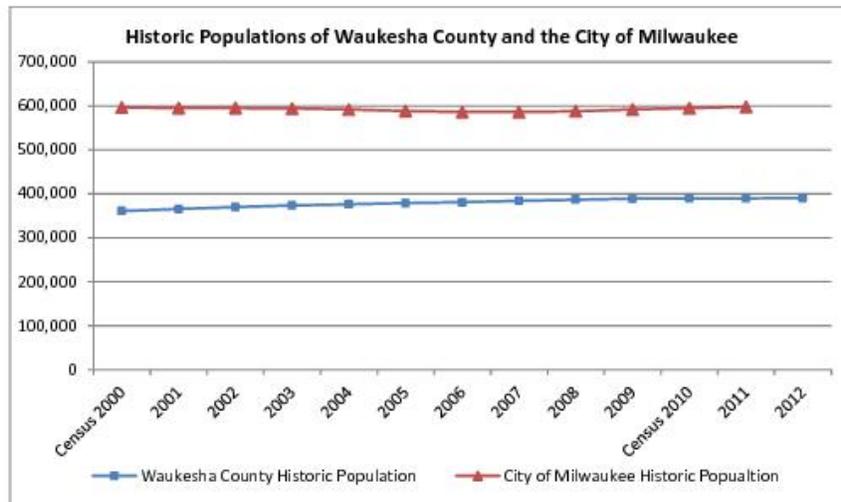
Case Number	Judge Branch	Start Date	Trial Days	Sent to Voir Dire	Quosl. Voir Dire	Not Quosl. Voir Dire	Sworn Jurors	Voir Dire Overall
2010CV005051	0888	10-23-2012	3	38	29	9	13	25.58%
2010CV004724	1007	10-30-2012	3	26	47	0	13	0.00%
2012CF000081	2336	10-30-2012	2	30	24	6	13	20.00%
2010CV000872	0800	11-06-2012	3	28	21	7	12	25.00%
2012CV002280	1577	11-06-2012	1	25	14	11	6	44.00%
2011CM001593	2442	11-13-2012	1	0	0	0	0	0.00%
2012CT000761	1593	11-14-2012	1	0	0	0	0	0.00%
2012CF000794	1593	11-27-2012	1	0	0	0	0	0.00%
2011CV003016	1004	12-04-2012	2	30	24	6	10	20.00%
2012CI000223	0891	12-04-2012	1	29	23	6	12	20.69%
2012CV000046	1004	12-10-2012	2	20	19	1	7	20.00%
2012CF000547	2336	12-10-2012	2	40	28	12	13	30.00%
2012CF000496	2442	12-10-2012	2	20	23	3	13	11.54%
<b>Totals:</b>			<b>170</b>	<b>2101</b>	<b>1529</b>	<b>503</b>	<b>790</b>	<b>28.22%</b>

A.6 Waukesha County Historic Trends

**Historic Population Trends – Waukesha County and City of Milwaukee, WI**

<u>Year</u>	<u>Waukesha County Historic Population</u>	<u>City of Milwaukee Historic Population</u>
<i>Census 2000</i>	360,810	596,783
2001	365,564	595,396
2002	370,051	595,181
2003	373,787	594,303
2004	376,243	592,008
2005	378,885	588,565
2006	380,799	586,395
2007	384,239	586,445
2008	386,691	587,858
2009	388,957	592,180
<i>Census 2010</i>	389,891	594,833
2011	389,891	597,867
2012	390,730	N/A

Source: U.S. Census Bureau, Population Division  
Release Date: September 2011



**Observations**

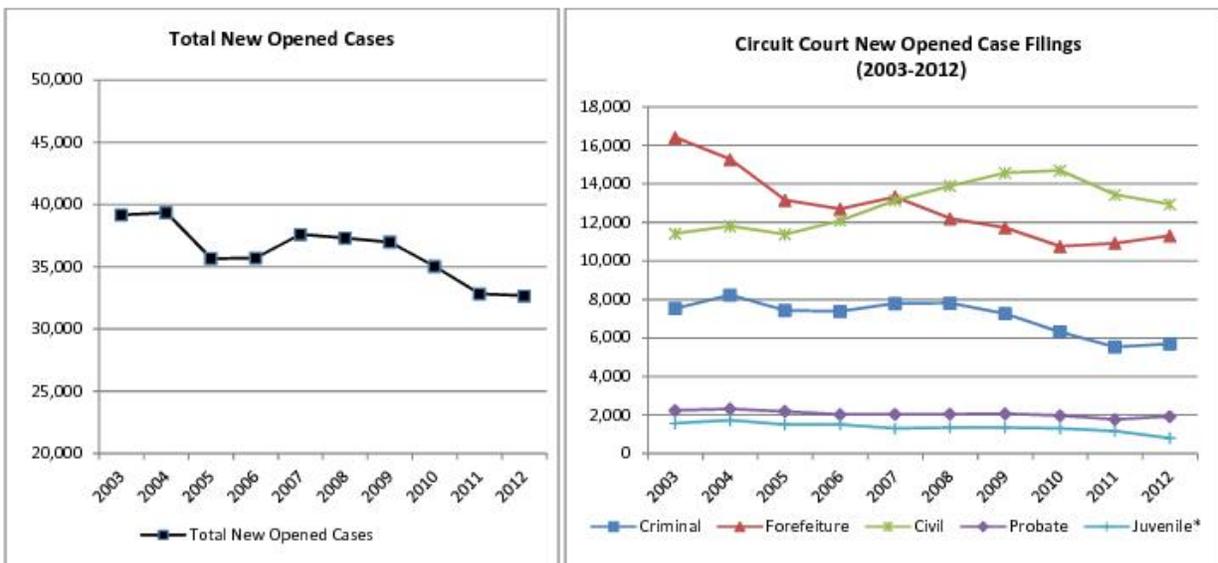
- Waukesha County has experienced relatively high population growth for the region, especially as compared to the City of Milwaukee.
- The population of Waukesha County has grown by 8.3% over the past 12 years; compared to the City of Milwaukee which has seen a population growth of 0.18% over the same period of time.

### Historic Circuit Court Total Case Filings – By Case Category

Year	Criminal		Forfeiture		Civil		Probate		Juvenile		Total New
	New	End-Pending	New	End-Pending	New	End-Pending	New	End-Pending	New	End-Pending	
2003	7,530	(2,772)	16,406	(966)	11,419	(2,501)	2,239	(977)	1,575	(189)	39,169
2004	8,235	(2,905)	15,276	(762)	11,803	(2,349)	2,316	(1,003)	1,728	(152)	39,358
2005	7,435	(3,170)	13,153	(651)	11,381	(2,184)	2,190	(829)	1,509	(147)	35,668
2006	7,385	(2,979)	12,696	(595)	12,094	(2,595)	2,028	(694)	1,510	(181)	35,713
2007	7,795	(2,993)	13,327	(663)	13,144	(278)	2,042	(702)	1,306	(178)	37,614
2008	7,812	(3,113)	12,203	(487)	13,893	(2,866)	2,049	(693)	1,358	(214)	37,315
2009	7,262	(2,970)	11,727	(563)	14,571	(3,175)	2,070	(706)	1,358	(162)	36,988
2010	6,312	(2,722)	10,758	(629)	14,694	(3,176)	1,971	(699)	1,302	(151)	35,037
2011	5,535	(2,251)	10,921	(549)	13,435	(2,710)	1,775	(731)	1,160	(175)	32,826
2012	5,695	(2,486)	11,312	(595)	12,940	(2,578)	1,928	(703)	799*	(92)	32,674

\*Note: Juvenile Ordinance cases were categorized under Forfeiture in year 2012 (193 cases) in the Supreme Court Annual Report

Source: Wisconsin Court System Annual Report Statistics < <http://www.wicourts.gov/publications/statistics/circuit/circuitstats.htm> > March, 2013.



#### Observations

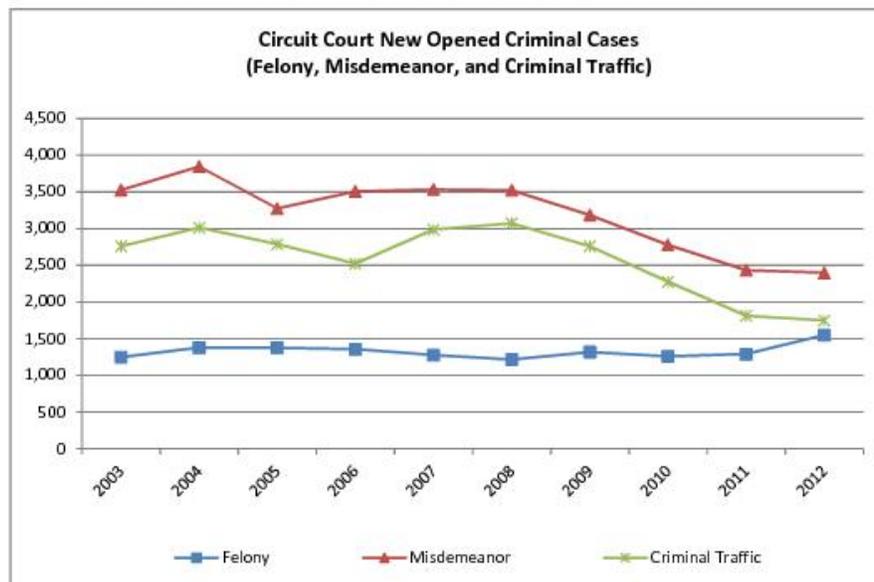
- Since year 2003, the number of total new cases being entered into the Court has dropped by 16.5%. This change in new case filing level is attributed to several factors.
- Since year 2003, Criminal case filings dropped by just over 24%. One contributing factor includes the reclassification of OWI- 1<sup>st</sup> Offence from Criminal to a Civil Forfeiture. Additional information as to this decline in case filing was unavailable.
- Civil filings saw an increase between years 2006 and 2010, largely attributed to the increase in foreclosure filings which jumped from 400 to 500 annually to as high as 1,400 annually. Since 2010, this trend has tapered off returning civil filings to levels as had been seen in the past.

- Forfeitures have also seen a decrease dropping by 31% since year 2003.
- Both Juvenile and Probate Caseloads have seen consistent trends since year 2003, with minimal fluctuations up or down in new filings.

### Circuit Court New Opened Criminal Cases – By Case Type

Year	Felony	Misdemeanor	Criminal Traffic	Total Criminal
2003	1,249	3,527	2,760	7,536
2004	1,377	3,846	3,012	8,235
2005	1,375	3,273	2,787	7,435
2006	1,355	3,508	2,522	7,385
2007	1,276	3,533	2,986	7,795
2008	1,216	3,523	3,073	7,812
2009	1,318	3,184	2,760	7,262
2010	1,260	2,778	2,274	6,312
2011	1,291	2,432	1,812	5,535
2012	1,549	2,398	1,748	5,695

Source: Wisconsin Court System Annual Report Statistics  
<http://www.wicourts.gov/publications/statistics/circuit/circuitstats.htm> > March, 2013.



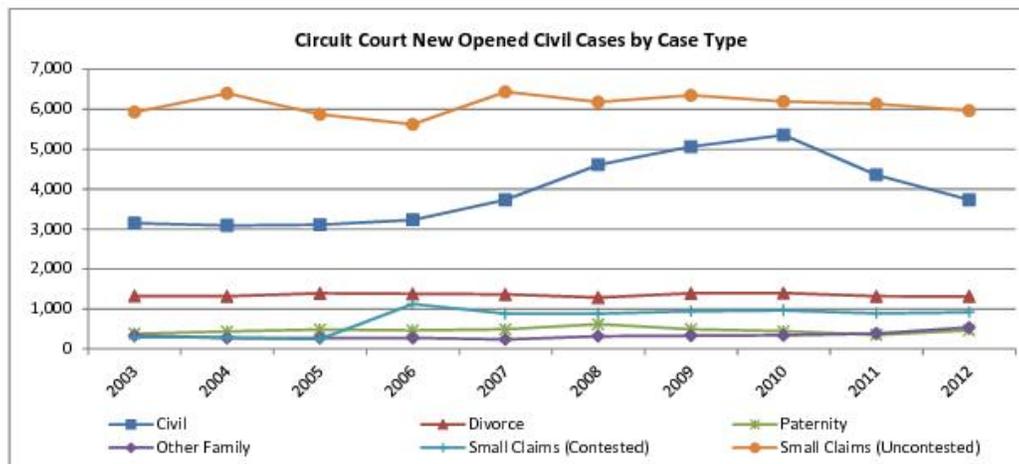
#### Observations

- Both Misdemeanor and Criminal Traffic cases have decreased by 32% and 36% respectively, with the most significant decrease occurring between years 2008 and 2012.
- Between years 2003 and 2011, Criminal Felony cases remained steady averaging 1,300 cases annually. In 2012, the Court saw an increase in Criminal Felony with new filings reaching just over 1,500 cases. This is the highest level of Criminal Felony cases seen in the Court presently; however, it is not possible to determine if this level of filing will be sustained over a long period of time or if it is a one-time aberration.

### Circuit Court New Opened Civil Cases – By Case Type

Year	General Civil	Divorce	Paternity	Other Family	Small Claims (Contested)	Small Claims (Uncontested)
2003	3,148	1,325	381	337	301	5,927
2004	3,089	1,318	438	276	287	6,398
2005	3,106	1,392	488	281	246	5,868
2006	3,230	1,380	466	276	1,123	5,619
2007	3,731	1,364	493	241	883	6,432
2008	4,610	1,289	618	320	882	6,177
2009	5,062	1,393	495	333	943	6,345
2010	5,354	1,398	443	344	965	6,190
2011	4,353	1,318	354	388	891	6,131
2012	3,733	1,316	468	540	919	5,964

Source: Wisconsin Court System Annual Report Statistics < <http://www.wicourts.gov/publications/statistics/circuit/circuitstats.htm> > March, 2013.



### Observations

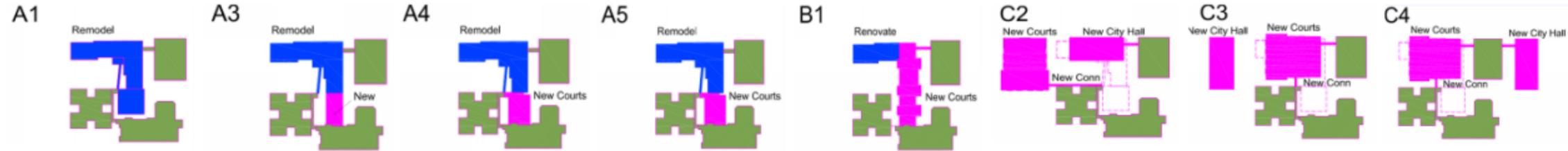
- General Civil filings increased to over 5,300 cases by year 2010; representing an increase of 70% from year 2003. This increase is largely attributed to foreclosure filings. The most recent two years of available data indicate, however, the General Civil filing trend is normalizing back to levels that had been seen in the early 2000s.
- Uncontested Small Claims cases have consistently fluctuated between 5,500 and 6,500 new filings annually; whereas, Contested Small Claims saw an increase in filings between years 2005 2006 from 246 to 1,123 new filings respectively. Since 2006, Small Claim Contested filings have steadied at around 900 cases annually.
- Divorce, Paternity and Other Family cases have maintained stable filing levels with very little increase or decrease from year to year.

**Waukesha County Courthouse Study**

**Discounted Options**

Project No. 130042.01

August 15, 2013



A1	A3	A4	A5	B1	C2	C3	C4
Description	Description	Description	Description	Description	Description	Description	Description
Infrastructure upgrades to existing courthouse.	Infrastructure upgrades to existing courthouse.	2-level courts addition	3-level courts addition	4-Level courts addition	4-level courts addition	4-level courts addition	4-level courts addition
Possible temporary relocation cost savings, if phased.	New Inmate holding area.	(3) new courts and (1) arraignment.	(5) new courts and (1) arraignment.	(14) new courts and (1) arraignment	(14) new courts and (1) arraignment	(14) new courts and (1) arraignment	(14) new courts and (1) arraignment
(15) total finished courtrooms	New arraignment court.	(11) reuse/renovated courts	(9) reuse/renovated courts	(0) reuse/renovated courts	(0) reuse/renovated courts	(0) reuse/renovated courts	(0) reuse/renovated courts
(0) shelled courtrooms	Possible temporary relocation cost savings, if phased.	Remodeling of support departments.	Remodeling of support departments.	(15) total finished courtrooms	(15) total finished courtrooms	(15) total finished courtrooms	(15) total finished courtrooms
	(0) shelled courtrooms	Possible temporary relocation cost savings, if phased.	Possible temporary relocation cost savings, if phased.	New support departments.	New support departments.	New support departments.	New support departments.
		(0) shelled courtrooms	(0) shelled courtrooms	(4) shelled courtrooms	New City Hall	New City Hall	New City Hall
				Possible temporary relocation cost savings, if phased.	(2) shelled courtrooms	(2) shelled courtrooms	(2) shelled courtrooms
					No relocation costs		
Project Cost	Project Cost	Project Cost	Project Cost	Project Cost	Project Cost	Project Cost	Project Cost
2013: \$53.7 Million 2019: \$67.4 Million	2013: \$67.7 Million 2019: \$85.1 Million	2013: \$71.2 Million 2019: \$89.4 Million	2013: \$78.0 Million 2019: \$98.0 Million	2013: \$112.4 Million 2019: \$141.3 Million	2013: \$105.0 Million 2019: \$132.0 Million	2013: \$110.7 Million 2019: \$139.2 Million	2013: \$107.5 Million 2019: \$135.2 Million
Analysis	Analysis	Analysis	Analysis	Analysis	Analysis	Analysis	Analysis
<b>Pros</b>	<b>Pros</b>	<b>Pros</b>	<b>Pros</b>	<b>Pros</b>	<b>Pros</b>	<b>Pros</b>	<b>Pros</b>
~Least costly option.	~Low cost option.	~Low cost option.	~Low cost option.	~New courts building fulfills program with 4 shelled courts. ~Provides sufficient space for City Hall to occupy existing east-west wing.	~New courts building fulfills program with 2 shelled courts. ~Allows for new construction of City Hall building. ~No relocation costs.	~New courts building fulfills program with 2 shelled courts. ~Allows for new construction of City Hall building.	~New courts building fulfills program with 2 shelled courts. ~Allows for new construction of City Hall building.
<b>Cons</b>	<b>Cons</b>	<b>Cons</b>	<b>Cons</b>	<b>Cons</b>	<b>Cons</b>	<b>Cons</b>	<b>Cons</b>
~Does not fulfill current program. ~Provides no shelled courtrooms. ~Courtrooms do not meet current standards. ~Temporary relocation savings would be minimal; likely several million dollars.	~Does not fulfill current program. ~Provides no shelled courtrooms. ~Only 1 courtroom meets current standards. ~Temporary relocation savings would be minimal; likely several million dollars.	~Does not fulfill current program. ~Provides no shelled courtrooms. ~Only 4 courtrooms meet current standards. ~Temporary relocation savings would be minimal; likely several million dollars. ~Future expansion would be difficult.	~Does not fulfill current program. ~Provides no shelled courtrooms. ~Only 6 courtrooms meet current standards. ~Temporary relocation savings would be minimal; likely several million dollars. ~Future expansion would be difficult.	~Includes high temporary relocation costs. ~Poor relationship between courts and clerk of court. ~High cost scenario.	~Inappropriate location for City Hall. ~Added distance to transport prisoners could add staffing. ~High cost scenario. ~New construction does not allow for phasing.	~Relocation costs would be significant. ~Added distance to transport prisoners could add staffing. ~High cost scenario. ~New construction does not allow for phasing.	~Relocation costs would be significant. ~Added distance to transport prisoners could add staffing. ~High cost scenario. ~New construction does not allow for phasing.