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# Wauwatosa Municipal Court

Hon. Krista G. LaFave

October 15, 2024



# 2023 CITATION INFORMATION

	2023 Citations Adjudicated	Change from 2022	2023 Appearances	2023 Appearance Rate
Adult	4,852	49% increase	1,155	23.8%
Juvenile	237	10% decrease	77	32.5%
Total	5,089	44% increase	1,232	24.2%

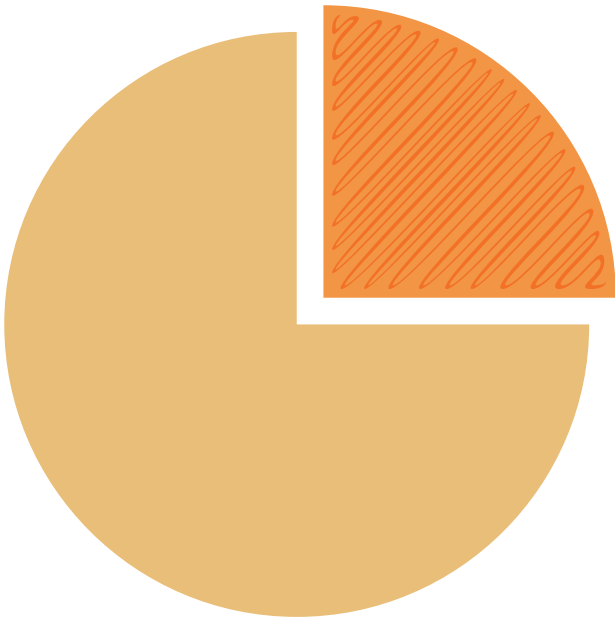
As of April 30, 2024, the Court has received 1,775 issued citations.

List of the Top 5 Citations for Initial Appearances in Court in 2023:

Adult	Juvenile
1. Speeding	1. Loitering on School Property**
2. Operating After Suspension	2. Retail Theft
3. Non-Registration of Auto	3. Resisting/Obstructing/Providing False Information
4. Red Light Violation	4. Loitering/Prowling
5. Retail Theft	5. Truancy

\*\*This is often written on citations by the police department as "school disorderly conduct."

- Trans 305 violations: 20 citations, 7 withdrawn, 2 dismissed
- Violations of Chapter 346: 2192 citations, 552 amended, 91 dismissed
  - Speeding: 852 citations, 235 amended, 16 dismissed
  - Reckless Driving: 12 citations, 3 amended to Speed Intermediate, 0 dismissed
  - Inattentive Driving: 49 citations, 14 amended, 3 dismissed
- Processed DL suspensions on 638 citations



24 Trials Scheduled  
6 heard

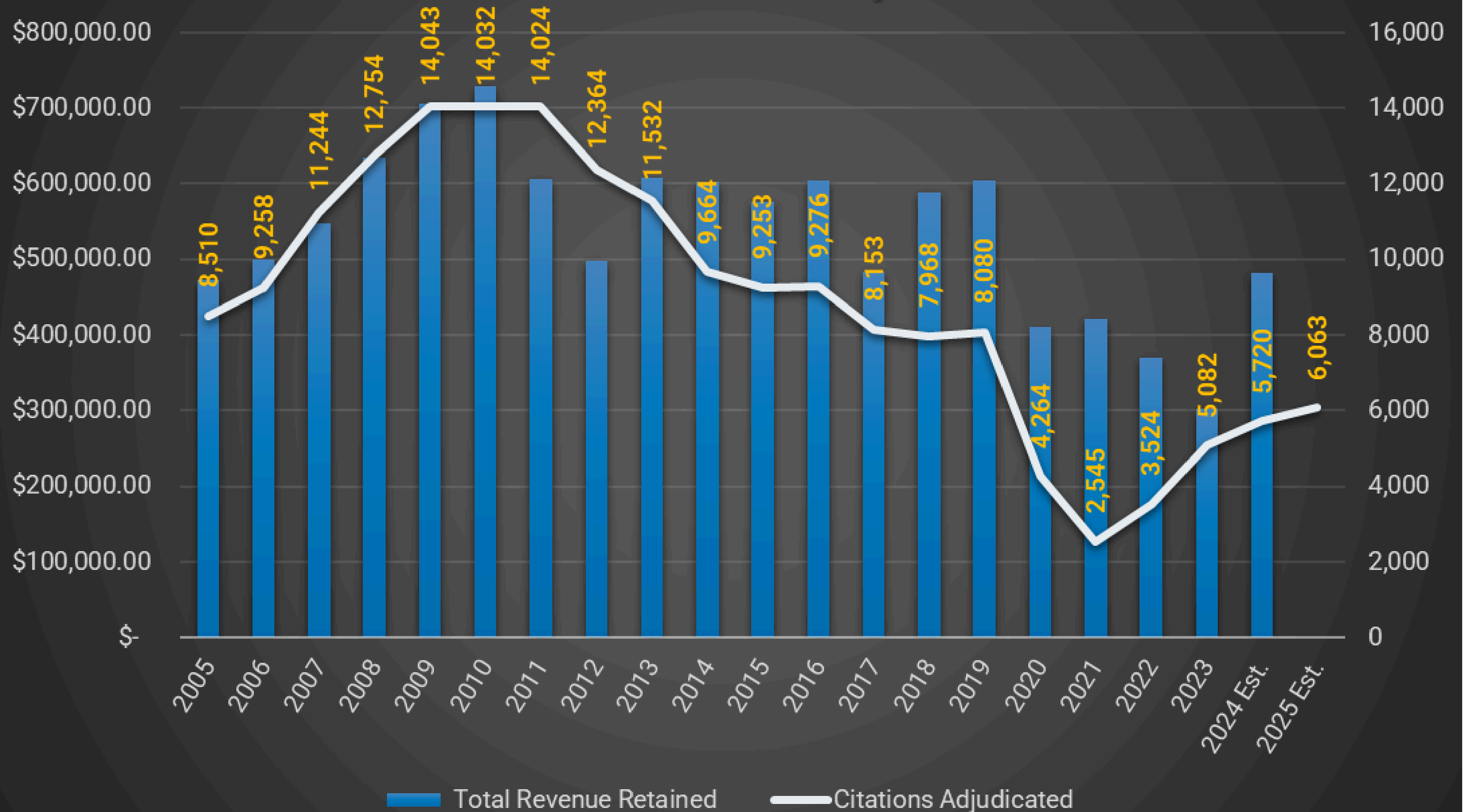


# 2023 FORFEITURES

- Total Received
  - \$460,850 (includes State & County fees)
  - \$301,845 (retained by City)
- Payments on 2023 Citations (not including parking)
  - \$278,957 Paid
  - \$581,205 Unpaid (included State & County fees in numbers)
- Defendants completed 515 hours of community service



# Revenue & Citations Adjudicated





# SIGNIFICANT CHANGES 2024 & 2025

- Worked with IT to create a look-up program for citations. Helpdesk / Welcome Desk and Finance are now able to take all payments.
- Removed credit card charge for payments. Have already seen an increase in payments being made.
- Move to daytime court sessions
- Additional consolidated fee schedule for routine work requested by outside parties
- Locate new provider to replace Social Development Commission



# STAFFING DISCUSSION



# TIMETABLE

## November 2023

Request to Deputy City Administrator to schedule interviews with potential employees to work for Court.

## December 2023

Received information on the 3 employees in City Clerk's office who would be assigned partially to the Court. Interviewed employees at end of Dec.

## Early January 2024

Selected employee who was not shared w/ another department and expressed interest in working with court. Training began.

## End of Jan. 2024

- Requested additional training time with employee. None provided.
- Requested Court Office remain open. Provided compromise solution to City Administrator and Deputy. No response.

## March 2024

- Court office closed. Moved Court Administrator to a desk in City Clerk's office.
- Advised City Clerk employee not have time to work for Court due to election.
- Requested meeting with Deputy City Administrator and City Clerk to determine Court hours for employee.



# TIMETABLE

## April 2024

- Requested employee track hours spent working for the Court.
- City Clerk advised employee can work 10 hrs/wk. Agreed on schedule.
- Learned employee also assigned at help desk same hours as Court work. Requested that be corrected.
- Requested employee spend additional time training in court since spring election done. No response.

## May 2024

Found grant to help pay for second full-time position. Advised that department must write it and recommended to have high school intern write grant.

## July 2024

Completed budget request to have the .6 position be full-time office assistant (title: judicial assistant)

## September 2024

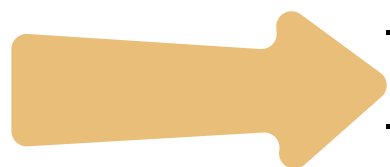
Executive Review

## October 2024

Request additional training time post-election with employee. No response.

# Staffing for Similar Courts

Court	Citations	Clerks	Judicial Assistants	Total FTE	Citations per FTE
Brookfield	3,580	2 FT	None	2	1,790
Franklin	5,379	2 FT	1 PT (20 hrs/wk)	2.5	2,152
Waukesha	7,700	3 FT	1 PT (20 hrs/wk)	3.5	2,200
Wausau	3,523	1 FT	1 PT Deputy Court Clerk	1.5	2,349
Oak Creek	5,054	2 FT	None	2	2,527
New Berlin	5,750	1FT	2 PT (1@30 h, 1@14-17 h)	2.1	2,738
Menomonee Falls	5,508	1 FT	1 FT	2	2,754
LaCrosse	7,775	2 FT	1 PT (ideally FT)	2.5	3,110
Sheboygan Area Joint Court	6,421	2 FT	None	2	3,211
Racine	8,601	2 FT, 1 PT	None	2.5	3,440
Kenosha	12,636	3 FT	1 PT	3.5	3,610
Stevens Point - Plover	4,268	1FT	None	1	4,268
Wauwatosa	5,720	1 FT	.25 PT	1.25	4,576



# Statewide Observations from Software Provider

Estimates for every 100 citations per year, Court needs to be staffed 1 hour per week. 5,000 citations = 50 hours for clerk. Does not include other clerk duties, such as managing parking tickets and taking court payments.

There is another rough break down that we know occurs throughout the state:

- ~3,500 to 4,000 is one full time clerk
- ~4,000 to 6,000 is one full time and one part clerk
- ~6,000 to 8,500 is two full time clerks





# REQUEST TO COUNCIL

Amend budget to remove footnote so that Court can hire one individual.

Re-open the Court office.





THANK  
YOU