

1997-98 SESSION  
COMMITTEE HEARING  
RECORDS

Committee Name:

Joint Committee on  
Finance  
(JC-Fi)

Sample:

- Record of Comm. Proceedings
- 97hrAC-EdR\_RCP\_pt01a
- 97hrAC-EdR\_RCP\_pt01b
- 97hrAC-EdR\_RCP\_pt02

- Appointments ... Appt
- 
- Clearinghouse Rules ... CRule
- 
- Committee Hearings ... CH
- 
- Committee Reports ... CR
- 
- Executive Sessions ... ES
- 
- Hearing Records ... HR
- 
- Miscellaneous ... Misc
- 97hr\_JC-Fi\_Misc\_pt01p\_DPR
- Record of Comm. Proceedings ... RCP
-

Joint Finance

16.505/16.515

14 Day Passive  
Reviews

6/24/96 to  
9/23/96

6/25/96  
DOR/DOA/SUP CT

Sen Burke

# STATE OF WISCONSIN

SENATE CHAIR  
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ASSEMBLY CHAIR  
BEN BRANCEL

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## JOINT COMMITTEE ON FINANCE

June 27, 1996

Mr. James R. Klauser, Secretary  
Department of Administration  
101 E. Wilson Street, 10th Floor  
Madison, WI 53703

Dear Secretary Klauser:

On June 7, 1996, you forwarded s. 16.515/.505(2) requests relating to the Department of Revenue and the Supreme Court. The Committee has no objections to these requests and, accordingly, they are approved.

With regard to the request from the Department of Administration relating to Justice Information Systems, an objection has been raised and, therefore, a meeting will be scheduled to review this request.

Handwritten signature of Brian Burke in cursive.

BRIAN BURKE  
Senate Chair

Sincerely,

Handwritten signature of Ben Brancel in cursive.

BEN BRANCEL  
Assembly Chair

BB/BB/al

cc: Members, Joint Committee on Finance  
Linda Nelson, DOA

# STATE OF WISCONSIN

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## JOINT COMMITTEE ON FINANCE

### MEMORANDUM

TO: Joint Finance Committee Members

FROM: Representative Ben Brancel  
Senator Tim Weeden  
Co-Chairs, Joint Committee on Finance

DATE: June 10, 1996

RE: 16.515/505 (2)

Attached is a copy of a request from the Department of Administration dated June 7, 1996 pursuant to 16.515/505 (2) pertaining to requests from the Departments of Revenue, Administration and the Supreme Court.

Please review this item and notify **Representative Brancel's office** no later than **Tuesday, June 25, 1996** if you have any concerns about the request or would like the committee to meet formally to consider it.

Also, please contact us if you need further information.

BB:TW:kc

**CORRESPONDENCE MEMORANDUM**

**STATE OF WISCONSIN  
Department of Administration**

**Date:** June 7, 1996

**To:** The Honorable Tim Weeden, Co-Chair  
Joint Committee on Finance

The Honorable Ben Brancel, Co-Chair  
Joint Committee on Finance

**From:** James R. Klauser, Secretary  
Department of Administration

**Subject:** S. 16.515/16.505(2) Requests



Enclosed are requests which have been approved by this department under the authority granted in s. 16.515 and s. 16.505(2). The explanation for each request is included in the attached materials. Listed below is a summary of each item:

<u>AGENCY</u>	<u>DESCRIPTION</u>	<u>1995-96</u> <u>AMOUNT</u>	<u>FTE</u>	<u>1996-97</u> <u>AMOUNT</u>	<u>FTE</u>
DOR 20.566(1)(gd)	Administration of Special District Taxes; Stadium Tax	\$163,100			
SUP CT 20.680(4)(g)	Library Collections and Services; Milwaukee County Law Library	\$4,900			
SUP CT 20.680(2)(i)	Municipal Judge Training	\$6,500		\$6,500	
DOA 20.505(1)(ja)	Justice Information Systems			\$2,243,000	4.50

As provided in s. 16.515, this request will be approved on June 28, 1996, unless we are notified prior to that time that the Joint Committee on Finance wishes to meet in formal session about this request.

Please contact Linda Nelson at 266-3330, or the analyst who reviewed the request in the Division of Executive Budget and Finance, if you have any additional questions.

Attachments

CORRESPONDENCE/MEMORANDUM

STATE OF WISCONSIN  
Department of Administration

Date: June 5, 1996  
To: James R. Klauser, Secretary  
Department of Administration  
From: Paul Ziegler, Policy and Budget Analyst  
State Budget Office  
Subject: Department of Revenue's s.16.515 request for stadium tax start-up costs.

**Request**

The Department of Revenue (DOR) requests additional expenditure authority of \$163,100 in FY96 for appropriation s.20.566(1)(gd), Administration of special district taxes, to fund initial state costs for the stadium tax. The entire request is for one-time financing.

**Revenue Source for the Appropriation**

The source of revenue for the appropriation under s.20.566(1)(gd), Administration of special district taxes, is a percentage of stadium tax receipts. For the first two years the tax is collected, this appropriation will receive 3% of stadium tax revenues. In subsequent years, this appropriation will receive 1.5% of the amounts collected.

**Background**

1995 Act 56 created a local professional baseball park district consisting of Milwaukee, Waukesha, Washington, Racine, and Ozaukee counties. With the authority granted by the act, the district imposed a 1/10th of a percent sales tax throughout these five counties to fund a new professional baseball stadium. The tax was effective January 1st, 1996.

This request is only for DOR's FY96 costs. A separate request for ongoing administrative expenses is expected from the department in the near future.

**Analysis**

This request has the following components:

Initial Printing & Postage	\$116,200
Lock Box	\$15,900
Computer (Info-Tech) Charges	<u>\$31,000</u>
<b>TOTAL</b>	<b>\$163,100</b>

*Printing and Postage*

The implementation of the new stadium tax required DOR to incur printing and postage costs for the following activities:

1. *General notice.* In December 1995, the department notified all 172,400 sales and use tax registrants in the state that they may need to collect the new stadium tax. A total of \$67,400 was expended for this initial informational mailing.
2. *Distribution of rate cards.* Also in December, the department mailed sales tax rate cards that included the new 0.1% tax to all sales and use tax registrants that would likely be required to collect the tax. This mailing covered 70,200 retailers who are either located in one of the five counties composing the district, located in a county adjacent to the district, or who are known to do business in the district. Additional tax bracket cards were also printed for distribution to new sales and use tax registrants. The total cost of printing and distributing this information was \$26,100.
3. *Distribution of return forms.* To allow retailers to remit their stadium tax collections, DOR was required to print and distribute over 170,000 stadium tax return forms and worksheets at a cost of \$22,600.

#### *Lock Box*

The current stadium tax return form must be submitted by retailers separately from the state and county sales tax form. This form will only be used until the department completes modifications to allow the reporting and remitting of up to three separate sales taxes (state, county, and stadium) on a single form. Since only a short period of time existed between the October signing of 1995 Act 56 and the January start-up of the stadium tax, the filing of multiple returns became necessary. DOR anticipates, however, that retailers will be able to submit a single form for all three taxes beginning with their July 1996 collections.

The stadium tax returns are being mailed to a separate lock box with the state's working bank (where the returns are verified and remittances are deposited in the same manner as occurs with the state sales tax). The returns will be sent to this separate lock box until the comprehensive three-tax return is in use. The FY96 charge for this service is expected to be \$15,900.

#### *Computer charges*

In order to track stadium tax collections separately from state sales and county sales tax receipts, DOR must modify existing systems for revenue accounting, return processing, and delinquent tax collection efforts. This request includes \$31,000 for the department's initial charges for computer time related to developing and operating systems for this new tax.

#### *Impact if request is denied*

Since DOR has already completed most of the activities described above, the request violates the general policy that supplements be granted prior to making the expenditure. 1995 Act 56, however, clearly anticipated that DOR would incur administrative costs. Failure to approve the request, moreover, will result in the start-up costs of the stadium tax to be charged to the wrong source of funds. Since the stadium tax administration appropriation currently has no expenditure authority, the costs cannot be absorbed by the appropriation. Denial of the request would likely force the costs to be charged to GPR -- contrary to legislative and executive intent.

#### **Recommendation**

Approve the request for \$163,100 of one-time financing in FY96. The expenditures incurred by the department were necessary to begin collection of the stadium tax.



# State of Wisconsin • DEPARTMENT OF REVENUE

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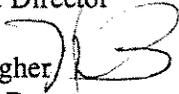
**Tommy G. Thompson**  
Governor

**Mark D. Bugher**  
Secretary of Revenue

## MEMORANDUM

May 31, 1996

**TO:** Richard G. Chandler  
State Budget Director

**FROM:** Mark D. Bugher   
Secretary of Revenue

**SUBJECT:** s. 16.515 for Expenditure Authority in s. 20.566(1)(gd)

The Department is requesting an increase of \$163,100 in fiscal year 1995-96 in s. 20.566(1)(gd) for start-up costs for the Special District Tax created by 1995 Wisconsin Act 56.

### BACKGROUND OF REQUEST

1995 Wisconsin Act 56 imposed a 0.1% sales and use tax in Milwaukee, Ozaukee, Racine, Washington and Waukesha counties to fund a local professional baseball park district authority (stadium district). Payments of this stadium tax to the Department of Revenue began in February, 1996 for collections in the month of January, 1996. The Department is utilizing standard methods of collecting the tax and ensuring taxpayer compliance.

Stadium tax will be reported along with state and county tax on existing sales and use tax forms with appropriate modifications beginning with the July, 1996 period. Stadium tax will be reported by monthly filers on a separate transitional form for periods from January through June, 1996. A transition is necessary to allow depletion of the supply of current tax forms, modification of tax forms to accommodate stadium tax, and development of systems needed to process returns that report the three types of tax (state, county and stadium).

Funding for ongoing activities related to the Special District Tax will be requested in a subsequent s. 16.515 request for fiscal year 1996-97.

### ADDITIONAL FUNDING REQUEST

#### Computer System

A new stadium tax computer system will be developed to separate stadium tax data from state and county sales and use tax data captured from sales and use tax returns, and transfer state and county tax data to the existing Sales Tax System (STS) for processing. The stadium tax system will also process and store stadium tax data and generate adjustments. Changes to the STS will be needed so that it can flag accounts with stadium tax liability. Changes will also be made to the Revenue Accounting System to account for receipts and

distribute proceeds to the district, and the Delinquent Tax System so that it can accept delinquencies for stadium tax.

Additional computer time is associated with the development and operation of the new system. Costs for computer time are estimated at \$31,000 for fiscal year 1995-96.

#### Taxpayer Identification and Notification

A special edition of the Sales and Use Tax Report which explains the new tax was printed and distributed to all 172,400 sales and use tax registrants in December, 1995. This was intended to notify sales and use tax registrants that they may have a stadium tax liability. Due to an error in the initial tax report, 20,000 copies of a corrected version were printed. Also, extra copies of the special tax report will be retained for distribution to central and field offices for taxpayer assistance, new registrations and internal use. The total printing cost of the tax report was \$10,600. Also, included in the mailing were mailing inserts at a cost of \$3,700 and a letter at a cost of \$2,100. These items were mailed in envelopes which cost \$2,600. The total printing cost was \$19,000. Postage costs were \$48,400.

Later in December, 1995, sales and use tax registrants whose records on the Sales Tax System show locations with a high likelihood of having stadium tax liability were sent sales tax rate cards that include the 0.1% stadium tax. The registrants included 44,600 located in the stadium district counties, 8,600 located outside the district counties but known to be doing business in district counties, and 17,000 located in counties adjacent to the district counties, for a total of 70,200. Mailing labels were generated for these registrants at a cost of \$10/1,000, or \$700. Items mailed included an informational letter at a cost of \$7/1,000, or \$500, a flyer notifying registrants of the error in the tax report at a cost of \$1,300, and new stadium tax rate cards at a cost of \$23/1,000, or \$1,600. These items were mailed in envelopes which cost \$15/1,000 or \$1,100. The total printing costs were \$5,200. The postage cost was \$20,600 based on a rate of \$0.274/piece.

The existing sales tax registration form will be modified for ongoing registration of new accounts with stadium tax liability. The cost of this change will be minimal and will be absorbed.

There are approximately 2,500 new sales and use tax registrants per month. These new registrants must be provided bracket cards for stadium tax upon registration. Costs for printing these cards at \$23/1,000 in fiscal year 1995-96 for 15,000 new registrants was \$300.

#### Return Processing

Active registrants with a monthly filing status will compute and report stadium tax on a special transitional form provided by the Department for January through June, 1996. By July, 1996, systems will be in place for reporting stadium tax on a combined state, county and stadium sales and use tax form. The transitional forms are accompanied by instructions and worksheets, which are required for computing the proper measure of tax from gross receipts.

A total of 171,700 return forms and worksheets were sent to monthly filers for the six months in two separate mailings. Each mailing utilized an 8 1/2 x 5 1/2 envelope and mailing label, and included a set of instructions, 3 return forms, and accompanying worksheets and return envelopes.

In addition to the mailed returns forms, a supply of 13,300 return forms, worksheets, return envelopes, and instruction sets were provided to central and field offices for new registrants, registrants who lost returns, etc.

Return forms cost \$17.25/1,000, or \$3,200 for all 185,000 forms. Worksheets cost \$15.29/1,000, or \$2,800. Mailing envelopes cost \$25.70/1,000, or \$1,500 for 60,000 potential mailings. Mailing labels cost \$21.56/1,000, or \$2,000. Instructions cost \$17.38/1,000, or \$1,700 for 95,000 sets. Informational flyers were also printed at a cost of \$300. The total printing cost was \$11,500. Postage for the mailings was \$11,100.

Transitional returns filed by taxpayers will be mailed to a separate lock box at the state working bank in Milwaukee. The estimated cost is \$26,000 for six months of use by the monthly filers. The returns will be validated and payments will be deposited at the bank in the same manner as current sales and use tax returns. \$15,900 is requested in fiscal year 1995-96 for lock box charges.

#### SUMMARY OF REQUEST

The following is a detailed summary of the expenditure authority requested for the start-up costs for the stadium tax:

	<u>1995-96</u>
Info-Tech Charges	\$31,000
Initial Printing	36,000
Initial Postage	80,200
Lock Box	<u>15,900</u>
Total	\$163,100

#### PROGRAM REVENUE CASH FLOW ANALYSIS

An appropriation balance analysis is presented below for the Special District Taxes Administration appropriation.

	<u>FY 1995-96</u>
Beginning Balance	\$0
Projected Revenue	259,500
Projected Expenditures	(163,100)
Ending Balance	\$96,400

The projected revenue is based on a 3% administrative fee for calendar year 1996.

Richard G. Chandler  
May 31, 1996  
Page 4

REVENUE SOURCES FOR APPROPRIATIONS

Administration of Special Taxes: The source of revenue deposited in the appropriation under s. 20.566(1)(gd), Administration of Special District Taxes, is 3% of taxes collected to cover costs incurred in administering the special district taxes for the first 2 years of collection and 1.5% thereafter.

**CORRESPONDENCE MEMORANDUM****STATE OF WISCONSIN  
Department of Administration****Date:** May 31, 1996**To:** James R. Klauser  
Secretary**From:** Gina Frank-Reece   
Policy and Budget Analyst**Subject:** S. 16.515 Request of the Director of State Courts relating to the Milwaukee County Law Library.**Request**

Under the provisions of s. 16.515, the Director of State Courts (DSC), on behalf of the Supreme Court, requests a one-time increase in expenditure authority of \$4,900 PRS in FY96 in its Law Library, Library collections and services annual program revenue appropriation under s. 20.680(4)(g). The one-time increase in expenditure authority is requested to cover the additional costs associated with the closing of the Milwaukee County Law Library.

**Revenue Source For Appropriation**

The sources of revenue deposited in the appropriation under s. 20.680(4)(g), Library collections and services, are fees or other charges for photocopying, microfilm copying, generation of copies of documents from optical disk or electronic storage, publication of books, computer services, sales of books and other services provided in carrying out the functions of the State Law Library, as required by statute.

**Background**

Current law permits the county board of any county having a population of 250,000 or more to acquire by gift, purchase or otherwise a law library and law books. However, in November, 1995, county board officials in Milwaukee County decided to close its existing law library and instead replace it with a Legal Resource Center -- a smaller, more electronically oriented library which would be more responsive to the needs of its users. Prior to the Library's closing in December, 1995, the county requested, and the DSC agreed to have the State Law Library establish and operate the new Legal Resource Center in Milwaukee. In order to facilitate this new arrangement, Milwaukee County and the DSC signed a fee for service agreement to cover the costs that would be incurred by the State Law Library in assisting county officials with the closing of the existing library.

In February, 1996, Milwaukee County and the DSC signed a one-year contract (through December, 1996) that required the county to pay the DSC \$183,500 for the State Law Library to establish and operate the Legal Resource Center in Milwaukee. The contract specified that the DSC anticipated staffing the Legal Resource Center with 2.5 professional librarian positions with supervision and occasional assistance from State Law Library staff. In addition, the contract specified that the DSC would

provide the necessary resources to subscribe to and provide terminal access to the Center for WESTLAW, LEXIS, the INTERNET and other appropriate on-line services. The DSC deposited the money it received from Milwaukee County for the contract into the State Law Library's Gifts and Grants program revenue continuing appropriation under s. 20.680(4)(h).

**Analysis**

As mentioned earlier, the fee for service agreement signed by Milwaukee County and the DSC covered the State Law Library's costs associated with the closing of Milwaukee County's Law Library. Specifically, these costs included \$2,000 in salary, \$200 in fringe benefits and \$2,700 in supplies and services (including travel and other incidental expenses) for a limited term employee who assisted county employees in conducting an inventory and disposing of the Library's current collections. As specified in the fee for service agreement, Milwaukee County paid the DSC a total of \$4,900 who deposited the money into its bank account.

The DSC indicated that at the time that it received the money from Milwaukee County for the service agreement, it was not clear whether the additional expenditures could be absorbed within the existing authorized expenditure level or whether there would be a need for additional expenditure authority in this appropriation to cover the costs associated with the closing of Milwaukee County's Law Library. Therefore, the DSC decided to delay the request until a more accurate projection of total expenditure authority needed from this appropriation could be made. The following table reflects the actual and estimated annual expenditures in the Library collections and services appropriation under s. 20.680(4)(g) for FY96:

	<b><u>FY96</u></b>
Chapter 20 expenditure authority	\$83,400
Known obligations thru May, 1996	(\$80,700)
Anticipated June expenditures	( <u>\$ 7,600</u> )
<b>Additional Expenditure Authority Required</b>	<b>\$ 4,900</b>

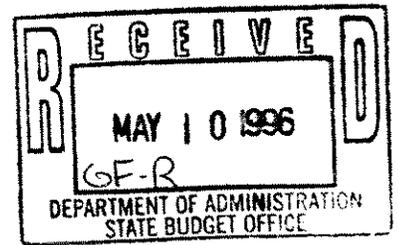
Current expenditure authority for the Library collections and services program revenue annual appropriation is \$83,400, or \$4,900 less than the Court's estimated expenditures for FY96. As of May 31, 1996, \$71,309 had been expended and \$9,424 had been encumbered from this appropriation. In addition, the DSC anticipates an additional \$7,600 in expenses (including the \$4,900 covered under the fee for service agreement) before the end of the current fiscal year. A review of current revenues in the account reveals that there are sufficient revenues available to support the additional spending.

**Recommendation**

Approve the Director of State Court's request for one-time increased expenditure authority of \$4,900 PRS in FY96 for the Law Library collections and services program revenue annual appropriation under s. 20.680(4)(g).



Supreme Court of Wisconsin  
Director of State Courts  
P.O. Box 1688  
Madison, Wisconsin 53701-1688



CC: CA JM  
RCL  
LU

Roland B. Day  
Chief Justice

213 N.E. State Capitol  
Telephone (608) 266-6828  
Fax (608) 267-0980

J. Denis Moran  
Director of State Courts

**DATE:** May 8, 1996  
**TO:** James R. Klauser, Secretary  
Department of Administration  
**FROM:** J. Denis Moran, Director of State Courts  
Supreme Court of Wisconsin  
**SUBJECT:** Request under s. 16.515, Wis. Statutes, for an increase  
in 1995-96 expenditure authority for appropriation 20.680 (4)(g).

**REQUEST**

Under the provisions of s. 16.515, Wis. Stats., the Director of State Courts, on behalf of the Supreme Court, requests an increase of \$4,900 in expenditure authority in 1995-96 only, for appropriation 20.680 (4)(g), Library Collections and Services. This request is needed to accommodate the increased workload resulting from the opening of the Legal Resource Center in Milwaukee in the location that formerly housed the Milwaukee County Law Library.

**BACKGROUND**

During the past few months, two contracts have been signed providing funds from Milwaukee County to the Director of State Courts pertaining to the closure of the Milwaukee County Law Library and its subsequent reopening as the Legal Resource Center, operated by the Wisconsin State Law Library:

- November 27, 1995: A fee for service agreement of \$4,900 to help with the closing of the library, inventory and disposition of the collection.

- February 19, 1996: A contract of \$183,500, through December 31, 1996, for the establishment and operation of the Legal Resource Center in Milwaukee by the State Law Library. This agreement also contains a provision for the State Law Library to charge fees for copies, faxes, searches and other services and retain these revenues for operating expenses.

In accord with the current appropriation language governing

the operation of the State Law Library, the revenues from the first agreement, and any revenues derived from fees generated at the Legal Resource Center, are deposited in appropriation 20.680(4)(g) - Library Collections and Services, while the funds received from the contract have been deposited in 20.680 (4)(h) - State Law Library Gifts, Grants and Contracts.

The revenue for the fee for service agreement was deposited on February 20, 1996; no additional revenues from fees at the Legal Resource Center (which opened to the public on May 1) have been generated to date. At the time the revenue was received, it was not known whether the expenditures related to the this agreement could be absorbed within the current allotment level. It is now clear that the expenditure authority must be increased in order for the Law Library to fulfill its functions.

### ANALYSIS

The following services have been performed by the State Law Library under the agreement: assist the County in closing the Library; verify the most recent inventory of the Library's books, papers, collections and other resources; advise the County as to the best use of the Library's collections; use reasonable efforts to solicit purchasers for those library materials that are approved for sale (these revenues reverted to the County); advise the County as to all material aspects regarding the possible establishment and operation of a Legal Resource Center at the Milwaukee County Courthouse; and advise the County as to the best use of any library materials retained by the County.

The Director of State Courts provided personnel, travel and incidental supplies and services expenses, and billed the County for these services (\$4,900). Other costs were borne by the County.

As stated previously, at the time the funds were received it was not known whether additional expenditure authority would be needed to cover the work performed helping Milwaukee County close its law library. Therefore, rather than requesting authority that would not be needed, it was decided to delay the request until an accurate projection of total expenditure authority needed from this appropriation could be made. At this time, it is estimated that total expenditures will be \$88,300 in 1995-96.

### Revenue Sources for Appropriation

The revenue sources deposited under the appropriation 20.680 (4)(g) are fees or other charges for photocopying, microfilm copying, generation of copies of documents from optical disk or electronic storage, computer services, sales of books and other services provided in carrying out the functions of the library. To date, the library has \$89,100 on account. It is estimated that at least an additional \$11,000 in revenues will be generated during

1995-96 based on the current revenue stream. This will result in \$100,100 being available to cover expenditures, well above the \$88,300 requested.

**FISCAL EFFECT**

The following shows the specifics of the request:

	<u>1995-96</u>
LTE Salary	\$ 2,000
Fringe Benefits	200
Supplies/Services	<u>2,700</u>
Total	<b>\$ 4,900</b>

To date, \$64,500 has been expended and \$11,600 has been encumbered from this appropriation.

**SUMMARY**

A one time increase in expenditure authority of \$4,900 in 1995-96 is requested for appropriation 20.680 (4)(g), Library Collections and Services. The money is to be used to cover additional expenses related to assistance given to Milwaukee County in closing their Law Library. A fee for services agreement with the County has covered these expenses. Revenues are sufficient in the account to cover this request. There does not appear to be any other alternative that would enable the State Law Library to continue to deliver complete services if this request is denied.

If you have additional questions, please contact the Court's Budget Officer, David Suchman, at 267-0702.

**CORRESPONDENCE MEMORANDUM****STATE OF WISCONSIN  
Department of Administration****Date:** June 4, 1996**To:** James R. Klauser  
Secretary**From:** Gina Frank-Reece   
Policy and Budget Analyst**Subject:** S. 16.515 Request of the Director of State Courts for Municipal Judge Training**Request**

Under the provisions of s. 16.515, the Director of State Courts (DSC), on behalf of the Supreme Court, requests an increase in expenditure authority of \$6,500 PRS beginning in FY96 in the Director of State Courts, Municipal judge training program revenue annual appropriation under s. 20.680(2)(i) in order to accommodate the increased costs associated with the municipal judge training programs.

**Revenue Source For Appropriation**

The sources of revenue deposited in the appropriation under s.20.680(2)(i), Municipal judge training, are from an assessment on municipalities to cover the costs of municipal judge training programs. As specified under s. 755.18(2), municipalities are required to bear all the costs for municipal judge training programs provided by the Supreme Court. All moneys collected by the Supreme Court for municipal judge training is deposited into this appropriation.

**Background**

Section 755.18(1) Wis. Stats. requires municipal judges to participate in a program of continuing judicial education as required by the Supreme Court. The municipal judge training program in the Office of the Director of State Courts is responsible for conducting a variety of training seminars throughout the year such as an orientation session for new municipal judges, a trial seminar for municipal judges, a seminar for municipal court clerks, a traffic seminar for municipal judges and other specialized training (i.e. changes in the new juvenile justice code).

The annual cost of conducting these seminars varies because attendance at these seminars is dependent on the number of newly-elected municipal judges, the need for current judges to fulfill continuing education requirements, and the level of interest in the program offerings. The assessment on municipalities is determined at the

beginning of the fiscal year based on the total projected costs of the training programs to be offered. The amount assessed to each municipality is independent of the number of seminars a municipal judge may attend. While each judge is required to attend one seminar, there is no limit on the number of seminars a judge may attend.

The funds received from the municipalities for training programs also support the production of manuals for municipal judges and clerks regarding changes in current law. The cost of producing these manuals varies significantly from one year to the next depending on the numbers of changes in the relevant statutes. For example, the DSC anticipates that changes in the new juvenile code will result in larger, more expensive manuals next year.

**Analysis**

Current law authorizes each city, town and village to establish a municipal court to be maintained at the expense of the municipality. Municipal court judges are elected at large for a two-year term unless a longer term, not to exceed four years, is provided by ordinance or law. Municipal court judges are permitted to appoint clerks and deputy clerks as are authorized by the council or board. There are currently 216 municipal judgeships and 228 municipal clerks. While the number of municipal judges and clerks has not increased significantly, their attendance at training seminars has increased over 28% between calendar years 1992 and 1994. In recognition of the increased workload associated with the municipal judge training programs, 1995 Wisconsin Act 27 (1995-97 biennial budget) provided additional position authority of .25 FTE and a corresponding increase of \$9,900 in expenditure authority in the municipal judge training appropriation for an existing half-time program assistant position.

The DSC indicates that the request for additional expenditure authority is needed to accommodate the additional costs associated with the increase in the number of judges attending training programs and seminars. According to the DSC, the major cost increases in the past year have been for supplies and services including, travel for speakers and faculty, equipment for presenters and printing and postage associated with the trial seminar, the clerk's seminar and the clerk's manual. Specifically, the DSC indicates that the additional expenditure authority would be allocated to supplies and services, primarily to cover May/June general services and other miscellaneous billings as well as travel costs associated with the recently completed specialty seminar. The following table reflects the actual and projected expenditures in the municipal judge training program under s.20.680(2)(i):

	<b><u>FY96</u></b>
Current expenditure authority (includes \$400 SBFO supplement)	\$100,900
Known obligations thru June 3, 1996	(\$ 95,400)
Anticipated remaining June expenditures	<u>(\$ 12,000)</u>
<b>Additional Expenditure Authority Required</b>	<b>\$ 6,500</b>

Current expenditure authority for the Municipal judge training program revenue annual appropriation is \$100,900, which includes a \$400 supplement for State Bureau of Financial Operations (SBFO) chargebacks -- this amount is \$12,000 less than the DSC's estimated expenditures for FY96. As of June 3, 1996, \$94,147 had been expended and \$1,212 had been encumbered from this appropriation. The DSC anticipates an additional \$12,000 in expenses before the end of the current fiscal year; \$5,500 to cover projected payroll needs ( including salary and fringe benefits for permanent and LTE staff) through 6/22/96, and \$6,500 for supplies and services which is the subject of this request. A review of current revenues reveals that there are sufficient revenues to cover the total projected costs for the municipal judge training programs.

**Recommendation**

Approve the Director of State Court's request for an increase in expenditure authority of \$6,500 PRS in FY96 and \$6,500 PRS in FY97 for the Municipal judge training program revenue annual appropriation under s. 20.680(2)(i).

GFR

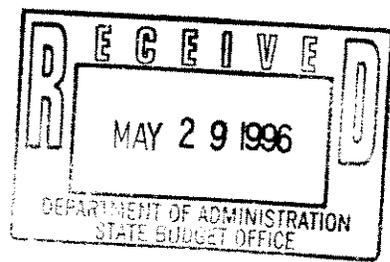


Supreme Court of Wisconsin  
Director of State Courts  
P.O. Box 1688  
Madison, Wisconsin 53701-1688

Roland B. Day  
Chief Justice

213 N.E. State Capitol  
Telephone (608) 266-6828  
Fax (608) 267-0980

J. Denis Moran  
Director of State Courts



**DATE:** May 28, 1996  
**TO:** James R. Klauser, Secretary  
Department of Administration  
**FROM:** J. Denis Moran, Director of State Courts  
Supreme Court of Wisconsin

**SUBJECT:** Request under s. 16.515, Wis. Statutes, for an increase in expenditure authority for appropriation 20.680 (2)(i) - Municipal Judge Training

REQUEST

Under the provisions of s. 16.515, Wis. Stats., the Director of State Courts, on behalf of the Supreme Court, requests an increase in expenditure authority of \$6,500 annually, for appropriation 20.680 (2)(i), Municipal Judge Training. This request is needed to accommodate the increased costs associated with the municipal judge training programs required under Supreme Court rule.

BACKGROUND

According to s. 755.18 (1), municipal judges are required to participate in a program of continuing judicial education as required by the Supreme Court. Chapter 33 of Supreme Court Rules sets out the mandatory education requirements as well as the procedures for dealing with noncompliance.

Municipalities are required to bear the cost of these programs, under s. 755.18 (2), with all funds collected by the Supreme Court to support these programs deposited in appropriation 20.680 (2)(i).

ANALYSIS

The municipal judge training program conducts seminars and

orientation sessions for municipal judges and clerks, as required by Supreme Court Rule. The attendance at these seminars varies from year to year with the number of newly elected judges, the need of continuing judges to fulfill mandated education requirements, and interest in programs presented. Consequently, offerings (content and size), and the cost of these programs vary from year to year.

The assessment on municipalities is determined at the beginning of the year based on projected costs for the program. The assessment on a particular municipality is independent of the number of seminars a municipal judge may attend. While each judge is required to attend one seminar, there is no limit on the number of seminars a judge may attend; a judge may attend four seminars one year, and one the next. The cost of presenting the seminars is in part dependent on attendance.

Funds received from the municipalities also supports the production of a manual for judges and one for municipal clerks. The cost of producing these manuals varies significantly from year to year with changes in the relevant statutes. It is anticipated that changes in the juvenile code will result in large (and more expensive) manuals next year.

The Legislature, in 1995 Wisconsin Act 27, provided this program with an additional 0.25 FTE and a corresponding increase in expenditure authority of \$9,900 in recognition of recent increases in attendance at municipal judge seminars and the use of more sophisticated training techniques at these seminars.

Major cost increases in the past year have been associated with the trial seminar (\$3,800), clerk's seminar (\$1,800) and clerk's manual (\$700). These increases are due to higher costs for travel for speakers and faculty, increased equipment cost for presenters and higher printing and postage cost. A specialty seminar (\$2,500) was offered this year to train faculty; such seminars do not occur every year. In addition, funds were spent this year on a needed computer replacement for staff.

#### Revenue Sources for Appropriation

The revenue source deposited under the appropriation 20. 680 (2)(i) is all the moneys received from municipalities for the municipal judge training programs. To date, there is \$113,200 on account: \$90,300 from assessments received this year and \$22,900 carried over from previous years. It is estimated that an additional \$10,000 in revenues will be generated during 1995-96 based on the current revenue stream. This will result in \$123,200 being available to cover expenditures, well above the \$107,400 expenditure level requested.

### FISCAL EFFECT

The entire amount of this request (\$6,500) will be allocated to supplies and services, primarily to cover May/June general services and other miscellaneous billings and travel associated with the recently completed specialty seminar.

To date, \$94,147 has been expended and \$1,212 has been encumbered from this appropriation which currently has an expenditure authority limit of \$100,900.

### SUMMARY

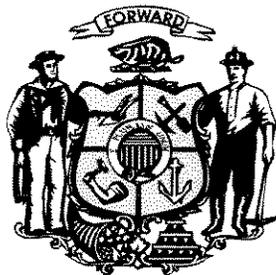
The Director of State Courts requests an increase in expenditure authority of \$6,500 annually, for appropriation 20.680 (2)(i), Municipal Judge Training. This request is needed to accommodate the increased costs associated with the municipal judge training programs required under Supreme Court rule. The increased costs are primarily the result of increased attendance at seminars and printing and postage associated with the judges' and clerks' manuals. Sufficient funds exist to cover the projected costs.

The assessment on municipalities for municipal judge training can only be used to support the municipal judge training program. This program does not receive support from other sources, and its expenditures are determined by attendance at seminars and printing and postage costs for manuals. If the revenue is not available, funds cannot be expended. In the absence of a continuing appropriation, a permanent increase in expenditure authority of \$6,500 is requested.

If you have any questions about this request, please contact the Court's Budget Officer, David Suchman, at 267-0702.

STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION  
101 East Wilson Street, Madison, Wisconsin

TOMMY G. THOMPSON  
GOVERNOR  
JAMES R. KLAUSER  
SECRETARY



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Telephone: (608) 266-1651  
Facsimile: (608) 266-2164

April 3, 1996.

The Honorable Timothy Weeden, Co-Chair  
Joint Committee on Finance  
37 South, State Capitol Building  
Madison, WI 53703

The Honorable Ben Brancel, Co-Chair  
Joint Committee on Finance  
107 South, State Capitol Building  
Madison, WI 53703

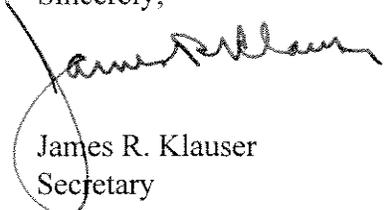
Dear Senator Weeden and Representative Brancel:

Thank you for your letter of March 28, 1996 seeking to clarify the next steps in the document imaging project for the Office of Commissioner of Insurance.

Our intent is to follow the spirit of the Act 27, section 9131 (1t) in ensuring that any implementation of a document imaging application undertaken at OCI be successful. After conferring with OCI staff, the Division of Technology Management believed that release of the \$45,000 indicated in our report for further planning was an important step to that end.

Please be assured that our department will not release any additional funds or seek additional expenditure authority for the project until the issues identified under section 9131 (1t) are addressed in a report to both Joint Committees under the 14 day review process laid out in the section.

Sincerely,

  
James R. Klauser  
Secretary

cc: Senator Mary Panzer, Co-Chair, Joint Committee on Information Policy  
Representative Stephen Nass, Co-Chair, Joint Committee on Information Policy  
Mark Wahl, Division of Technology Management

3-29-96

# STATE OF WISCONSIN

SENATE CHAIR  
TIM WEEDEN

119 Martin Luther King Blvd.  
P.O. Box 7882  
Madison, WI 53707-7882  
Phone: 266-2253



ASSEMBLY CHAIR  
BEN BRANCEL

119 Martin Luther King Blvd.  
P.O. Box 8952  
Madison, WI 53708-8952  
Phone: 266-7746

## JOINT COMMITTEE ON FINANCE

March 28, 1996

*Laurie sending letter*

Mr. James R. Klauser, Secretary  
Department of Administration  
101 E. Wilson Street, 10th Floor  
Madison, WI 53707

Dear Secretary Klauser:

On March 11, 1996, we received a copy of your letter regarding the Office of the Commissioner of Insurance's (OCI) electronic document imaging system to which was attached a "document image management report" prepared by the Division of Technology Management. As you know, under Section 9131 (1t) of 1995 Act 27, such a report was required to be submitted to the Joint Committees on Finance and Information Policy before any unallotted money in OCI's budget for a document imaging project could be released by DOA.

As noted in both the report and your cover letter, the information that was provided does not fulfill the requirements of Section 9131 (1t). Rather, OCI wishes to undertake a second phase of the planning project using \$45,000 PR of funds reserved for project implementation for this additional planning.

Under the provisions of Section 9131 (1t) (b) of Act 27, we are hereby indicating that the Joint Committee on Finance does not consider the submitted report to meet the requirements established under Act 27. Therefore, unless you advise us in writing otherwise by April 8, 1996, we will consider that this is not the report required under Section 9131 (1t), but note that you nonetheless intend to release \$45,000 in unallotted document imaging project funds to allow OCI to complete its planning project. Further, it will be our understanding that a report that does

Mr. James R. Klauser, Secretary

March 28, 1996

Page 2

comply with the requirements of Section 9131 (1t) will subsequently be provided to both of the Joint Committees under the required 14-day review period before any further funding is released and before any implementation of the project is commenced.



TIM WEEDEN  
Senate Chair

Sincerely,



BEN BRANCEL  
Assembly Chair

TW/BB/dr

cc: Members, Joint Committee on Finance  
Members, Joint Committee on Information Policy  
Linda Nelson, DOA

# STATE OF WISCONSIN

SENATE CHAIR  
TIM WEEDEN

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## JOINT COMMITTEE ON FINANCE

March 13, 1996

TO: Members  
Joint Committee on Finance

From: Senator Tim Weeden, Senate Chair  
Representative Ben Brancel, Assembly Chair

SUBJECT: DOA Report on OCI's Imaging Project

Section 9131(1t) of 1995 Act 27 placed in unallotted reserve in the budget of the Office of the Commissioner of Insurance a total of \$113,000 PR in 1995-96 and \$24,000 PR in 1996-97 for the acquisition and implementation of imaging technology for the complaints and insurance policy form and rate filing functions of the Office. Act 27 provides that these funds may not be released for expenditure until the Secretary of the Department of Administration (DOA) has submitted a report to the Joint Committee on Finance and the Committee has had an opportunity to review the report and have any concerns answered in writing by the DOA Secretary.

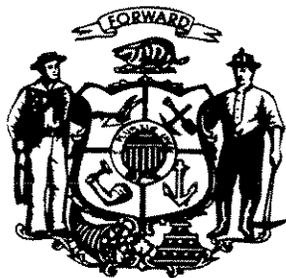
Act 27 further specified that the report should include all of the following: (1) the results of a review of the project by DOA's Division of Technology Management; (2) the objectives of the imaging project; (3) the schedule for implementation of the project; (4) an evaluation of project activities to date; (5) any additional funding required in 1995-97; and (6) future funding requirements.

Attached to this memorandum is the report that has been submitted by the Secretary of DOA as required under Act 27. Please let our offices know by March 27, 1996, if you have any concern regarding this report which you believe need to be answered by the Secretary of DOA in writing.

TW/BB/dr  
Attachment

STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION  
101 East Wilson Street, Madison, Wisconsin

TOMMY G. THOMPSON  
GOVERNOR  
JAMES R. KLAUSER  
SECRETARY



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February 28, 1996

The Honorable Timothy Weeden, Co-Chair  
Joint Committee on Finance  
37 South, State Capitol Building  
Madison, WI 53703

The Honorable Ben Brancel, Co-Chair  
Joint Committee on Finance  
107 South, State Capitol Building  
Madison, WI 53703

Dear Senator Panzer and Representative Nass:

Nonstatutory provision s.9131(1t)(a) of 1995 Act 27 requires that the Department of Administration submit a report on the electronic document imaging system project undertaken by the Office of the Commissioner of Insurance (OCI), before the release of funding for the project. The attached report titled "Document Image Management Report" addresses the issue of the interim approval of funding which OCI has requested to complete planning of its imaging project. The Department of Administration recommends expenditure approval for Phase Two of the planning for this project, and directs OCI to complete a full project report and funding request for review and approval before the remaining expenditure authority is approved. This recommendation is being submitted to both the Joint Committee on Finance and the Joint Committee on Information Policy.

The DOA Divisions of Technology Management and Information Technology Services have reviewed the OCI planning request and have reported me that OCI should receive adequate funding to complete its planning process. Therefore, it is my recommendation that the requested funding for this phase of the project be allotted to the Office of the Commissioner of Insurance.

If you have any questions regarding this report, please direct them to Mark Wahl, Administrator, Division of Technology Management.

Sincerely,

James R. Klauser  
Secretary

cc: Mark Wahl, Administrator  
Division of Technology Management

**Department of Administration**

---

# **Document Image Management Report**

**Office of the Commissioner of Insurance**

**Division of Technology Management  
February, 1996**

**Interim Report on the Office of the Commissioner of Insurance Imaging  
Project  
February 26, 1996**

**Recommendation**

The Office of the Commissioner of Insurance requests increased expenditure authority of \$45,000 PRO in s.20.145(1)(g), General Program Operations, in FY96 to complete Phase 2 of the planning process for its Claims Unit document imaging project. The Department of Administration recommends that the expenditure authority be approved.

**Background:**

This report was intended to meet the provisions of Section 9131(1t)(a) of 1995 Act 27 which require that the Department of Administration submit a written review of the proposal by the Office of the Commissioner of Insurance (OCI) to develop an optical imaging system. The system is intended to streamline the OCI complaints and insurance policy forms and rate filings processes. 1995 Act 27 requires that the Department of Administration review the imaging proposal before OCI receives approval of increased expenditure authority in the amount \$113,000 PRO in FY96 and \$24,000 PRO in FY97 to implement the projects. At this time, however, OCI is requesting that only \$45,000 of the expenditure authority be increased.

During the 1993-95 biennium, OCI contracted with IBM for the Phase 1 planning of this imaging project. In Phase 1 the agency developed a strategic plan for deployment of document management and workflow in the Complaints Unit. The recommendation from Phase 1 was to continue with the Complaints transaction process and data storage imaging project planning by moving to Phase 2. The goals of Phase 2 of this project are to:

- redesign the OCI complaint process workflow,
- develop an image system design for OCI
- develop an implementation plan, and
- develop a cost benefit matrix.

OCI anticipates that Phase 2 of its planning process with IBM will take approximately six weeks to complete after receipt of the funds. This level of planning will satisfy the requirement under Chapter Adm 12, Wisconsin Administrative Code, for a feasibility study from OCI before undertaking the actual implementation of the project.

**Analysis**

This project is intended to use document imaging and workflow management technologies as part of complaint and transaction processing in the Complaints Unit in the OCI Bureau of Market Regulation. Additionally, the project is planned to facilitate information storage in the Central Files Division of OCI's Division of Administrative Services. Insurance receives about 35 new complaints a day, or an average of 10,000 complaints annually. It also receives about 55 pieces of correspondence daily to be routed to existing complaint files.

## Document Image Management

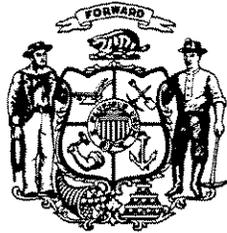
OCI has stated that the document imaging and workflow management system will accomplish the following:

- allow the more efficient handling of complaint forms and letters.
- increase record security and facilitate access to records through bar coding,
- decrease the amount of time spent retrieving files,
- allow faster complaint handling
- enable the electronic transfer of documents to companies and to the electronic complaint file and
- provide for more efficient and effective desk management of complaints.

Because this project is still in the planning stage, and OCI has not yet designed its imaging system, the Department of Administration cannot determine if the OCI imaging project will meet the requirements for approval as laid out by the Legislature in s.9131(1t)(a). Therefore, it cannot recommend that the full amount of funding be released to OCI at this time. In addition, since the costs of this second phase of the project plan were not addressed in OCI's 1995-97 budget request, it is likely that Insurance will require additional funding in FY97 to complete the project.

Because it appears that imaging its claims workflow and storage will be very beneficial to OCI, and because it is necessary for OCI to complete its planning process in a timely way before it can proceed with the project, the Department of Administration recommends that the increased expenditure authority of \$45,000 be approved at this time. After Phase 2 of the planning is completed, OCI should again submit a report to DOA outlining the components of its imaging system and requesting the full amount of funding which will be required to complete the imaging project. The Department will review the full project and project costs at that time and make a recommendation to the Joint Committee on Finance as required by statute.

STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION  
101 East Wilson Street, Madison, Wisconsin



Mailing address:  
Post Office Box 7864  
Madison, WI 53707-7864

TOMMY G. THOMPSON  
GOVERNOR  
JAMES R. KLAUSER  
SECRETARY

TDD: 608-267-9629

June 7, 1996

The Honorable Timothy Weeden, Co-Chair  
The Honorable Ben Brancel, Co-Chair  
Joint Committee on Finance  
Room 113 South, State Capitol  
Madison, Wisconsin 53702

Dear Senator Weeden and Representative Brancel:

Normally, resource requests under s.16.505/515 are routinely transmitted to your Committee with little fanfare. I wanted to take the opportunity today to add a comment to the attached request and planning document to underscore their importance.

At present, four executive branch agencies and the judicial branch of state government are involved in the provision of civil and criminal justice in the state. Essentially, these five organizations play a role in a fundamental state business enterprise. Due to the separation of the powers under the Constitution and the nature of our adversarial system of justice, it is not possible to have one consolidated state organization carry out this complex function. However, it is important to recognize that all these entities play a role in one core business of the state.

According to the current version of Chapter 20 of the state statutes, these five primary justice organizations in state government will spend a total of \$837 million in state fiscal year 1997. **And, as you well know, the vast majority of that amount is GPR.** To put this in perspective, the amount the state spends directly in this area is nearly 25 percent of what the state spends on aids to local schools and is larger than the state support for the entire University system. These organizations have a combined total of 9,956 authorized FTE. which if considered as one entity would make it the largest agency in state government, by a factor of 2.

It is also important to remember that these numbers only represent the direct state participation in the justice system which is only a portion of the total. Local government, counties and municipalities, contribute a significant amount to this core business of government. And it is easily recognized that given the pervasive nature of its mission, the justice system touches the lives of every citizen, every day of the year.

The next factor to consider is the growing role of technology in the provision of governmental services. With the revolution in the both the technology market not only for processing capacity,

Representative Brancel  
Senator Weeden  
Justice Information Systems  
page 2

but software functionality and the growing speed of telecommunications, technology is now the major leverage point for innovation and redesign of government.

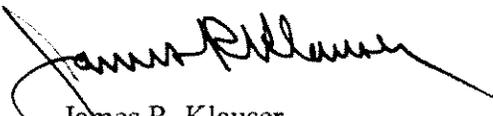
In order to improve the state's use of technology, the Governor and the Legislature have embraced the concept of the enterprise management of technology. This concept seeks to maximize the use of technology between agencies of the state government. In some cases, that effectiveness is gained through shared support of common technologies; it may be gained through eliminating duplication of data or systems and, in some cases, the improvement will be manifested in the simple, easy sharing of information between agencies.

If this concept is beneficial in practice between agencies with relatively unique and distinct missions such the Departments Transportation, Revenue and Veterans Affairs, it can be invaluable to the technology needs and uses in the justice enterprise.

So as you review the attached planning report and resource request, please remember that the request reflects a relatively modest initial investment in the effective, modern operation of a critical function of state government.

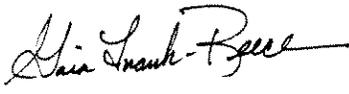
If you have any questions about the plan or request, please contact Alison Poe, Director, Bureau of Justice Information Systems, Division of Technology Management.

Sincerely,



James R. Klauser  
Secretary

cc: Mark Wahl  
Richard Chandler  
Alison Poe

**CORRESPONDENCE MEMORANDUM****STATE OF WISCONSIN  
Department of Administration****Date:** June 6, 1996**To:** James R. Klauser  
Secretary**From:** Gina Frank-Reece   
Policy and Budget Analyst**Subject:** S. 16.505/515 Request From the Department of Administration For the Bureau of Justice Information Systems**Request**

The Department of Administration (DOA) requests an increase in expenditure authority of \$2,243,000 PR and an increase in position authority of 4.5 FTE positions in fiscal years 1996-97 in the Supervision and Management, Justice information systems program revenue annual appropriation under s.20.505(1)(ja) to provide the core resources to meet the immediate operational and planning needs of the new Bureau of Justice Information Systems (BJIS) in the Division of Technology Management (DTM).

**Revenue Source For Appropriation**

The source of revenue deposited in the program revenue annual appropriation under s.20.505(1)(ja), Justice information systems, is generated from a \$5 'justice information system' fee (of which \$1 is deposited into the general fund) imposed on all forfeiture judgments and most civil court filings. Eighty percent of the moneys collected by the courts for justice information systems is deposited into this appropriation, while the remaining twenty percent of the revenue is deposited into the general fund as GPR-earned.

**Background**

1995 Wisconsin Act 27 (1995-97 biennial budget) authorized DTM to maintain, promote and coordinate automated justice information systems, in conjunction with the Public Defender Board, the Director of State Courts, the Departments of Corrections and Justice and District Attorneys, that are compatible among the counties, the Court and executive branch agencies. A program revenue funding source was established by the Legislature to enable the new Bureau to develop a centrally managed statewide electronic network that would link state agencies involved in the criminal justice system. This new justice information system would enable district attorneys, state public defenders, the Department of Justice, and the Department of Corrections to communicate with one another as well as access the courts automated system known as the Circuit Court Automation Program (CCAP).

While the scope of the new Bureau was not clearly defined in Act 27, there were discussions during budget deliberations which identified the first projects that the new Bureau would undertake. First, the new Bureau would be responsible for upgrading the State Public Defender's existing computer system from a Macintosh to a PC-based computer environment and redesign its case management system. Second, the new Bureau would be responsible for creating a networked computer system for district attorneys across the state. In addition, Act 27 required DOA to report to the Legislature on an annual basis regarding its efforts to improve and increase the efficiency of integration of justice information systems.

Finally, Act 27 required DOA, prior to receiving any increase in funding under s.16.505/515 associated with the Public Defender information system, to submit a report, for approval, to the Joint Committee on Finance. The report was to include: an implementation plan and associated costs for the Public Defender information system; the costs of long-term system support, maintenance and training associated with the new system; the planned integration of the Public Defender information system with other judicial and justice information systems. The State Public Defender Information Technology Conversion and Support Plan, as required by statute, is attached to this request.

BJIS currently has 4.5 FTE PR positions and expenditure authority of \$235,500 PR in FY96 and FY97 to fund the salary, fringe benefits and supplies and services associated with these positions. Act 27 transferred positions and funding for 1.0 FTE management information supervisor position and 3.5 FTE management information specialist positions from the Office of the State Public Defender to DOA for initial startup of the new Bureau. For all practical purposes, the transfer of these computer positions and funding to DOA essentially removed all of the SPD's base computer resources.

In April, 1996, DTM appointed a new Director for BJIS who is responsible for overseeing policy coordination, establishing and maintaining external relationships, and developing and managing all aspects of Bureau operations. The 3.5 FTE management information specialist positions are currently providing ongoing technical computer support for the SPD's existing computer system. Computer and technical staff from elsewhere within DOA have been utilized to provide technical supervision to the SPD computer staff. In addition, limited term employees have been hired to conduct the initial research, analysis and planning efforts for the new Bureau and assist in the preparation of the SPD plan as well as this request.

### **Analysis**

DOA requests an increase in expenditure and position authority to enable it to begin carrying out the unique functions and statutory responsibilities of the new Bureau. BJIS' dual responsibility for providing ongoing computer support for two medium-sized state agencies (State Public Defender and the district attorneys) as well as performing policy and planning functions related to the development of a Wisconsin Justice Information System, make it unique from other IT projects that the state has undertaken.

BJIS' long-range goal of linking different justice information systems will require coordination among the executive, judicial and legislative branches of government as well as with city, county, and federal governments. DTM believes that BJIS' ability to establish a Wisconsin Justice Information System will depend, in large part, on its success in establishing and maintaining effective working relationships with the different parties involved. However, before BJIS can begin to link the various computer information systems of the key players in the justice system (i.e. SPD, district attorneys, the Courts, Departments of Justice and Corrections), it will be necessary for the Bureau to provide the State Public Defender and district attorneys with a basic IT infrastructure/computer automation functions, compatible with the state IT infrastructure standards.

As mentioned earlier, DTM indicates that the additional resources identified in this request are needed to enable it to meet its dual responsibilities of providing both ongoing computer automation capabilities to the SPD and the district attorneys as well as begin the planning process to develop a Wisconsin justice information system. Specifically, DOA requests an increase in expenditure authority of \$2,243,000 PR and an increase in position authority of 4.5 FTE positions in fiscal years 1996-97 for the following items: additional BJIS staff (beyond the \$235,500 PR and 4.5 FTE existing positions), business and technical programmer consultants, IT operations support, computer hardware and software, staff training, supplies and services and ongoing technical support.

The following table reflects DTM's anticipated expenditures in the Justice information systems program revenue annual appropriation under s. 20.505(1)(ja) in fiscal years 1996-97:

	<b><u>FY97</u></b>
<b>Chapter 20 expenditure authority under s. 20.505(1)(ja)</b>	<b>\$ 235,500</b>
<b>Anticipated Expenditures Includes:</b>	
<i>Salaries/Fringe Benefits for 4.5 FTE Positions</i>	(\$ 521,800)
<i>Project Costs for District Attorney Computer Network (does not include \$250,000 DOT federal grant)</i>	(\$ 718,600)
<i>Project Costs for SPD Computer Conversion and Support</i>	(\$ 864,400)
<i>Development Costs for Linking Justice Information Systems</i>	(\$ 52,000)
<i>Supplies/Services and Permanent Property</i>	<u>(\$ 321,800)</u>
<b>Total Anticipated Expenditures</b>	<b>(\$2,478,500)</b>
<b>Additional Expenditure Authority Required</b>	<b>\$2,243,000</b>

*Additional BJIS Staff*

The request for additional BJIS staff includes the following positions: 1.0 FTE deputy bureau director position who will be responsible for overseeing the internal operations of the Bureau including developing IT operational standards, evaluating new technologies for justice system agencies and ensuring that the technologies BJIS supports are managed effectively; 1.0 FTE program and planning analyst position who will be responsible for

evaluating organizational plans and needs for integrated justice information system information and evaluating potential technology links and new technology; 1.0 FTE project manager position who will be primarily responsible for overseeing the implementation of the District Attorney Network project. However, this position may be utilized to assist in the planning process for the SPD conversion project as well as future justice information system projects yet to be identified; and 1.0 FTE technical supervisor position who will be responsible for providing day-to-day technical supervision of the SPD's computer staff. This position would replace the vacant management information supervisor position that was transferred from the SPD to DOA and subsequently upgraded to the Bureau Director position.

The request also includes a .50 FTE increase in position authority in addition to the existing 4.5 FTE positions that were transferred from the SPD to DOA in the 1995-97 biennial budget. Providing an .50 FTE increase in position authority along with a corresponding increase in funding will reconcile base funding with actual salary and fringe benefits for the five positions that currently provide computer support for the SPD.

Given the duties and responsibilities that will be performed by the positions identified in this request, DOA believes it is appropriate to providing funding and position authority on a permanent basis for these positions. Doing so will enable BJIS staff to obtain an in-depth knowledge and expertise about the various justice system information systems over time as well as enable the staff to maintain continuity and effective working relationships with the users of the justice information systems, which is critical to the success of this initiative.

#### Project Costs for District Attorney (DA) Network

As a result of changes in 1995 Wisconsin Act 27 (1995-97 biennial budget), DOA assumed responsibility for developing and maintaining a statewide computer network for district attorneys who are now state employees. Prior to this, the Department of Justice had been developing a project with the district attorneys, utilizing federal highway safety grants, to provide a computer network for the exchange of prosecutorial information. BJIS' goal is to provide all 71 DA offices with the same IT infrastructure, including PC networks, e-mail and document sharing connections as other state employees. DTM has indicated one of its immediate priorities is to link district attorney offices to law enforcement systems (i.e. DOJ's TIME system and the court system (i.e. CCAP juvenile case dispositions). There are currently 391 FTE district attorneys and assistant district attorneys located in 71 offices statewide. Most DA offices are unable to either receive such information electronically or to share their own information electronically with other organizations.

BJIS is currently discussing with the Director of State Courts' Office the possibility of contracting with them to use the statewide court system IT infrastructure provided by CCAP. If an agreement is reached, BJIS would contract with CCAP to install hardware and software, provide on-site technical support, help desk support and training for the initial phases of the DA network. A contract with CCAP would significantly reduce the investment required to automate the DA offices and would allow the state to leverage a successful existing infrastructure rather than have to develop a new one. DTM's request

for \$718,600 PR in FY97 will cover the costs of computer hardware and software for DA offices (71 computers by the end of FY97), telecommunication connections, Lexis, WisLaw, training and contracts with CCAP and the Bureau of Information Technology in DOA for installation and technical support. In addition, there is a federal highway safety grant for \$250,000 that will be used to support the pilot phase of the DA Network project. The State must provide matching funds of \$213,000 and use the grant by September 30, 1996. BJIS has already used some of the grant money to purchase 30 computers, software, and an e-mail server. Funding for the state match is included in this request.

*Project Costs for SPD Computer Conversion and Support*

As a result of changes in Act 27, BJIS also assumed responsibility for converting the SPD's current Macintosh computers to a PC-based computer environment, consistent with state IT infrastructure standards. BJIS' goal in the long-term will be to redesign the SPD's case management system. The SPD's current case management system operates under four different software platforms and consists of four different independent computer systems. These diverse systems pose a problem to the agency in effectively managing its case information to provide timely reports, as required by statute, and information to support management decisions at local offices and at central administration. However, before the SPD's existing case management system can be redesigned to be more responsive to its users, the agency will need to standardize the software and hardware platforms and at the same time integrate the system with its other computer information systems such as the private bar and collections. This will also provide communications compatibility with other state agencies and administrative functions.

There are currently 519 FTE staff attorneys and office support staff located in 41 offices statewide. The SPD currently has 600 Macintosh computers, 190 of which are at least 8 to 11 years old. The normal life expectancy of a personal computer is three to five years. Many of the SPD's Mac computers need to be replaced immediately as they have already broken. DOA estimates that the old SPD Macs will continue to break down at a rate of 3-4 per month. It should be noted that DOA's state IT infrastructure standards are based on a four-year replacement cycle.

DTM estimates that the cost to begin the conversion of SPD Mac computers to PCs will cost \$864,400 PR in fiscal years 1996-97. The funds would be used to cover the costs of IT strategic planning, training for existing technical computer staff and users, computer hardware and software, emergency replacement of Mac computers, travel, and contract consultant programming staff. DTM estimates that it will be possible to convert approximately 70 users to PCs in FY97. Since the SPD will need to purchase new PCs as well as maintain the old Macintosh computers, DTM indicates that the conversion process may be a relatively slow one. For additional information on the SPD's conversion plan and future funding commitments related to this project, please refer to the attached SPD Information Technology Conversion and Support Plan.

*Development Costs for Linking Justice Information Systems*

BJIS is also responsible for planning, implementing and maintaining links among various discrete justice information systems. This task requires establishing one or more forums

for justice system agencies to address long-term information sharing issues such as whether to link current systems or build a new unified system (i.e. whether to interface versus integrate systems) as well as day-to-day issues such as creating software to allow access to information across systems. For example, DTM has already been working with the Wisconsin District Attorneys IT Committee to address policy concerns and coordination needs for DA automation.

The Bureau has a number of pending IT interface projects that require staff support. For example, one of the current projects involves working with CCAP and DA offices to develop an interface that will allow DA offices to obtain information about juvenile cases from the CCAP database. BJIS is responsible for underwriting and, in some cases, actually developing the software that will provide the necessary links. In addition to the permanent staff requested, DTM indicates that it will need additional funds to contract with other state programming units (i.e. CCAP, DOA's Bureau of Statewide Systems Development, private vendors). Anticipated costs for this type of consultant expertise is estimated to be \$50 per hour. For additional information regarding DOA's approach to planning for justice system links, please refer to the attached SPD Information Technology Conversion and Support Plan.

DTM requests \$52,000 PR in fiscal years 1996-97 to fund contract consultants to assist Wisconsin in its strategic planning efforts to link justice information systems and the development and implementation of interfaces between existing justice information systems. Although few states have completed major integrated justice information system projects, both private vendors and professional organizations and other states have business and technology consultants with the necessary experience to plan and implement these types of projects. There are also individuals in Wisconsin (i.e. retired judges, district attorneys and others) whose expertise will be a critical part of the planning process. Funds are requested to hire one or more of these individuals at an average of \$75 per hour to assist in strategic and IT business planning and interface development for Wisconsin's justice information system activities. It is key to begin planning for integration of these systems before additional funds are spent for new systems or system maintenance.

#### Supplies/Services and Permanent Property

DOA requests \$321,800 PR to fund supplies and services and permanent property associated with the Bureau's internal operating and project overhead costs in fiscal years 1996-97. These costs include: data processing charges which support the agency's internal data processing services, internal agency chargebacks to PR operations to cover allocated agency overhead costs, travel, conferences, telecommunication lines, rent, minor equipment and software purchases, postage, printing and other miscellaneous office supplies.

#### Revenue Projections

As of the end of April, 1996, there were \$1,482,300 in revenues credited to the Justice information systems appropriation under s. 20.505(1)(ja). Based on a review of monthly revenue collections, DOA estimates that the total revenues to be credited to this appropriation in FY96 will be \$1,812,300. This amount is considerably less than the \$2.5

million revenue estimate provided by the Legislative Fiscal Bureau during budget deliberations. However, the decrease in revenues in FY96 may be explained, in part, by initial fee collections which normally start out slower and the fact that the justice information system fee was not increased from \$3 to \$5 until November, 1995. According to the Director of State Courts' Office, there has been a decrease in civil filings but it expects this decrease, based on past experience, to be temporary in nature. Based on a review of current and projected revenue estimates, DOA estimates that revenues in this appropriation will be \$2 million in FY97, for a total of \$3,476,800 in projected revenues available for BJIS which will be sufficient to cover the anticipated expenditures identified in the request.

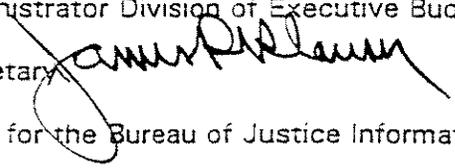
#### **Future Funding Commitments**

While the resources identified in this request are expected to meet the needs of the Bureau through the end of fiscal years 1996-97, DTM plans to submit a request for future resource needs based on its long-range planning efforts within the context of the 1997-99 biennial budget. However, DOA believes that without adequate staff and funding for fiscal years 1996-97, progress in meeting BJIS goals related to criminal justice information systems would be delayed, thereby compromising the efficiencies to be gained from taking a statewide systems approach to justice information systems.

#### **Recommendation**

Approve the request for an increase in expenditure authority of \$2,243,000 PR and 4.5 FTE positions in fiscal years 1996-97 to provide the core resources to meet the immediate operational and planning needs of the new Bureau of Justice Information Systems.

**CORRESPONDENCE/MEMORANDUM**STATE OF WISCONSIN  
Department of Administration

**Date:** June 6, 1996  
**To:** Richard Chandler, Administrator Division of Executive Budget and Finance  
**From:** James R. Klauser, Secretary   
**Subject:** S. 16.505/515 Request for the Bureau of Justice Information Systems

**Request:**

The Department of Administration (DOA) requests an increase of \$2,243,028 PR and 4.5 FTE PR positions in FY97 for 20.505 (1) (ja), Justice Information Systems. Funds are requested for staff, business consultants, technical programmers, IT operations support, computer hardware and software, staff training, supplies and services and ongoing technical support. 1995 Act 27 required a plan for the State Public Defender (SPD) conversion to enable requests under 16.505/515. A copy of the SPD conversion plan accompanies this request.

**Background:**

The 1995-97 Biennial Budget (1995 Act 27), through s. 16.971 (9) Stats., authorized DOA's Division of Technology Management (DTM) to maintain, promote and coordinate automated justice information systems that are compatible among counties, the State Public Defenders Office (SPD), State Courts, the Department of Corrections (DOC), the Department of Justice (DOJ) and district attorneys (DA). Specific duties envisioned:

- Implementing and maintaining computers in district attorney offices (currently 391 FTE who are state employees in 71 offices statewide).
- Implementing and maintaining a new computer system for State Public Defender Offices (currently 519 FTE in 41 offices statewide).
- Developing a plan for linking justice information systems.

DOA will perform this function through the newly-created Bureau of Justice Information Systems (BJIS). Act 27 established a separate appropriation for the development and operation of automated justice information systems and a revenue source through the justice system information fee but did not appropriate the full amount of available revenue for bureau and project development. This request addresses the Bureau's immediate FY97 resource needs to meet its computer implementation responsibilities and begin the justice information systems coordination function sought by the Legislature.

**BJIS Responsibilities:** In his January 1996 State of the State Address the Governor highlighted crime and the State's efforts to combat crime by improving justice information systems. This effort was supported by the Legislature's decision in Act 27, to create an integrated justice system to automate key justice agencies and link justice information systems. Before linking justice information systems, however, it is necessary to provide basic automation functions by implementing an IT infrastructure for both district attorneys and public defenders—both key players in the justice system.

**Status of Automation:** District attorneys, as a group, are not fully automated. District attorney offices in larger population areas such as Milwaukee, Dane and Waukesha counties have been automated for some time but many DA offices have no computers at all. Since district attorneys are state employees, BJIS's goal is to provide all DA offices with the same IT

infrastructure to statewide standards--including PC networks, e-mail and document sharing connections--as other state agencies. In addition, immediate priorities include linking district attorney offices to law enforcement systems (i.e., DOJ's TIME system) and court systems (i.e., CCAP juvenile case dispositions).

The State Public Defender's offices currently have a rudimentary IT system that is inadequate to meet current business needs (i.e., an improved case management system and a new collections system). Nor does it allow inter-office and inter-agency information sharing. Act 27 envisioned a two year conversion from the current MacIntosh-based environment to a state standard IT infrastructure environment comparable to that being installed for district attorneys and other state agencies. Eventually, legal research tools and links to courts and other justice system agencies also will be implemented.

Building upon these basic computerization efforts, BJIS is also responsible for planning and fostering links among various justice information systems. This task requires establishing one or more forums for justice system agencies to address long-term information sharing issues such as whether to link current systems or build a new unified system (i.e., whether to interface versus integrate systems) as well as day-to-day issues such as creating software to allow access to information across systems.

Act 27 transferred 4.5 FTE from the Public Defender Board to BJIS to implement, support and manage the information technology projects identified above. The Bureau has a director and four technical staff currently housed at the SPD but does not have staff to adequately address the other legislatively mandated responsibilities of the bureau.

***Analysis:***

To assist in explaining this request, the analysis is divided into the following four sections:

1. *BJIS Base Staff*--Staff and funds needed to meet the bureau's responsibilities regardless of technical projects assigned at any given time. This includes an adjustment in position authority of 0.50 to provide for the current BJIS staff of a director and four technical support positions.
2. *District Attorneys System (DA Net)*--Staff and funds to implement the current DA Net Plan, including state funds to match a federal grant and to contract for operational support.
3. *State Public Defender Conversion and Support*--Staff and funds to install the state IT infrastructure in SPD offices and replace the minimal non-standard system currently in place.
4. *Linking Justice Information Systems*--Funds for consultants to provide both business and technical planning and implementation support for inter-organization projects linking justice information systems.

***1. BJIS Base Staff***

***Request:*** Provide base start-up staff for FY97.

Funding is required to reconcile the base funding with the actual salary and benefits for the four transferred BJIS staff and Bureau director. BJIS staff also needs additional position

authority to adequately address the complexities of the bureau's current responsibilities. BJIS's functions are significantly different from most other IT projects that the state has undertaken--especially when justice system linkages are considered. Efforts to link different justice computer systems not only require coordination among the three branches of government (legislative, judicial and executive) but also among the multiple levels of government (city, county, state and federal). BJIS's goal is to coordinate the diverse justice related information-technology aspects of the various branches and levels of government.

This unique structure will require substantial efforts on the part of BJIS to maintain effective working relationships with the different parties involved and to develop a blueprint for a Wisconsin Justice Information System. While the technical aspects of justice information systems are complicated, the inter-organizational relationships and linkages are more critical to success. To accomplish these linkages, the bureau requests the following positions:

<u>Position</u>	<u>Skills</u>
1.0 deputy bureau director	Strong IT management skills for internal operations
1.0 justice system program and planning analyst	Knowledge of justice system organizations and their business requirements as well as ability to identify IT tools and linkages to improve justice system information sharing.

BJIS is currently led by a director who will maintain wide-ranging relationships, oversee policy coordination and development and manage all bureau responsibilities. Because the bureau is responsible for providing IT operations for two medium sized, statewide agencies, BJIS also needs a deputy director with IT management experience to focus on internal operations. Specific duties for this position include developing IT operational standards, evaluating new technologies for justice system agencies and ensuring that the technologies BJIS supports are managed effectively.

A justice system program and planning analyst is requested. This position is critical to both justice system coordination efforts and management support for individual projects. This position is requested in order to obtain the research, analytical, planning and writing skills needed to evaluate organizational plans and needs for IJIS information as well as to evaluate potential technology links and new technologies. This position is also critical to ensure that the needs of individual justice agency organizations are met as efforts are undertaken to link diverse systems across agencies.

Following models used by other successful statewide projects, BJIS also will have several different inter-agency committees requiring administrative assistant support. These include a Wisconsin District Attorney Association IT Committee (WDAA-IT) serving as a user contact for DA automation, a similar SPD user committee and several IJIS policy and project-specific committees. These committees will range in size from 9 to 15 members and will meet regularly to determine policy, set priorities, provide user feedback on operations and address the coordination needs of different projects. The deputy director and justice system program and planning analyst would provide support to these committees, provide follow up on committee information needs and decisions and prepare internal and external documents and memoranda.

## **2. State District Attorneys System (DA Net):**

### **Request: Support phase one and plan phase two of DA Net.**

Implementing a statewide computer system for district attorneys is a necessary first step to sharing information across justice organizations' systems. District attorneys need information available from courts (CCAP), the Department of Justice (DOJ) and other agencies but most are unable to either receive such information electronically or to share their own information electronically with other organizations. The DA Net project is a three phase effort to automate and eventually link district attorneys with other justice information systems.

This request includes 1.0 FTE for a project manager to manage implementation of the DA Net project. This project is a statewide implementation of client/server technology in 71 locations. Experience shows that these large, complex automation projects are difficult to implement successfully and require dedicated project management and sufficient staff. This request for one manager position reflects the initial BJIS phase through FY97.

The current goals of the DA Net project phase one are to: (1) pilot a single user state standard microcomputer in 30 to 71 District Attorney office locations starting with 30 computers and rolling out to 71 computers in FY97; (2) provide office software tools (word-processing), E-mail communications, and document sharing immediately, and certain on-line legal research tools (Lexis, TIME, WisLAW, and interfaces such as CCAP juvenile case information) in the longer term; and (3) provide ongoing support including on-site maintenance, help desk and training.

In lieu of requesting staff to support the roll-out of DA Net, BJIS plans to arrange with the Director of State Courts Office to use the statewide judicial system IT infrastructure provided by CCAP. CCAP would agree to install hardware and software, provide on-site technical support, help desk support and training for the initial phases of DA Net. This agreement would significantly reduce the investment required to automate the DA offices and allows the State to leverage a successful existing infrastructure rather than creating a new one. CCAP is particularly well suited for the DA Net project for several reasons:

- CCAP supports other justice system officials and is familiar with justice system users and business and IT requirements;
- CCAP supports hardware, software and users in many of the same locations as DA offices;
- CCAP interfaces are a high priority for most DA offices and will be facilitated by this arrangement.

## **3. State Public Defender Computer Conversion and Support**

### **Request: Provide for short-term MacIntosh maintenance, applications conversion/development, IT planning, and begin computer conversion.**

Implementing the state IT infrastructure computer environment in the 41 SPD offices statewide, will be a more complex undertaking than the DA Net project. Because the SPD is already automated, even though the automation is inadequate, the old system will have to be maintained while the new one is installed. In addition, the staff formerly employed by the SPD need to be trained to support the new PC environment. Most of the staff or consultants in lieu of positions identified below are also contained in the attached SPD IT Conversion and Support Plan and have been pro-rated for start-up in FY97.

Staff Request. Four employees (4.0 FTE) now support 519 users. Based on comparisons with other agencies, the SPD office could require between 10-20 FTE to support 519 users. This number might be slightly higher during a transition from an old to a new technology and as greater functionality is provided. This request asks for a full-time 1.0 FTE technical supervisor to supervise the four current DOA staff originally transferred from the SPD as well as consultant and LTE staff required to actually implement the conversion.

Planning Consultant Funds. All state agencies are required to submit a strategic IT plan to DOA in preparation for biennial budget development. Because the SPD has an immediate need for a tactical conversion plan, BJIS has hired a consultant to develop a specific plan on how to convert from the Macintosh to the PC-based environment. This tactical plan will support the biennial budget initiatives. The SPD must begin considering IT as a strategic business issue.

The tactical plan will address basic office software and hardware needs. The SPD developed a strategic business plan in 1994 which it recently updated. However the SPD has not undergone the kind of strategic IT planning effort that helps organizations review their current business practices with an eye to streamlining and re-engineering them through technology. The recently complete DA Strategic IT Plan, for example, identifies technology projects that will increase information sharing with other agencies, improve IT support for legal practice and sets priorities for implementing such projects. The SPD needs to go through a similar process to develop a similar plan. Thus, funds to obtain consultants with legal/SPD expertise are requested for FY97 so that a logical, well-thought out approach to technology can be developed.

Consultant Programming Staff. In addition to permanent staff, SPD needs extra programming and Macintosh support so DOA staff at the SPD can participate in the conversion planning and implementation. Technical support is needed to maintain current Mac hardware and current Mac software (i.e., the case management system and other applications). Eventually, the case management system and other applications will have to be re-programmed to work in the PC environment. Thus, programming help is critical to both on-going Mac operations and to the new system. The Bureau anticipates using consultants from state bulletins to provide on-going Mac support as well as to supplement DOA staff with conversion work.

This request includes funding for consultants to accomplish the above programming and planning needs of the bureau. The amounts requested reflect the level of resources required to complete the conversion successfully.

Hardware/Software Infrastructure. As soon as the tactical conversion plan mentioned above and funds are available, existing BJIS staff can begin moving the SPD offices to the state standard IT infrastructure. Since the SPD will be replacing its current infrastructure as well as maintaining the old one, progress may be relatively slow. It is estimated that it will be possible to convert approximately 70 users to PCs in FY97. Funds to purchase hardware, software, servers and telecommunications links are also requested.

Hardware Base. While the biennial budget gave BJIS responsibility for State Public Defender (SPD) computer support, Act 27 did not provide base funds to maintain the computers. The SPD has 600 Macintosh computers of which 190 are at least eight to eleven years old. (The normal life expectancy of a personal computer is three to five years; DOA's state IT infrastructure standard is a four year replacement cycle). Many of the SPD Macs need to be replaced immediately as they have already broken down. It is estimated that the old SPD Macs will continue to break down at a rate of 3-4 a month.

Because MacIntosh and IBM-type personal computers do not work together, we cannot mix PCs and Macs in the same office. BJIS will have to support Macs while implementing PC equipment, possibly on an office by office basis. The goal is to do this as inexpensively as possible by purchasing used Macs through UW Stores and from other state agencies going to the state infrastructure standards. However, there must be funds in the base with which to buy these used computers. Thus, we request permanent funding to provide a base for current and future computer maintenance needs.

#### **4. Linking Justice Information Systems**

***Request:* Provide consultants and strategic planning for linking justice information systems.**

Two types of consultants are required to support linking the justice information systems.

*IJIS Expert Consultants.* First are IJIS business and technology consultants who have assisted other states and localities in this type of project. Although few states have completed major IJIS projects, both private vendors and professional organizations (i.e., IBM, Unisys, National Center for State Courts, SEARCH) and other states have human resources with experience necessary to planning and implementing these projects. In addition, there are experts within Wisconsin whose expertise is valuable in planning and implementing this kind of project. Funds are requested to hire one or more of these individuals to assist in strategic and IT business planning for Wisconsin's integrated justice information system activities.

*Technical/Programming Consultants.* While portions of BJIS's coordination responsibilities involve planning and assisting organizations to work together as agencies, the bureau also already has a number of pending IT interface projects. For example, a current project involves working with CCAP and DA offices to develop an interface that allows DA offices to obtain information about juvenile cases from the CCAP database. The current solution to this technical problem is low-tech but, once DA Net is completed, electronic access to CCAP information will be possible. BJIS has the responsibility for underwriting and, in some cases, actually writing the software that provides these links. But, at this time, BJIS does not have either staff or funding to meet these responsibilities.

Staff support for these interfaces will be provided by the new positions already requested. A programming and planning analyst as well as permanent DOA staff in the SPD offices will evaluate and plan interfaces as they learn the new environment. In addition, however, BJIS needs funds with which to contract with other state programming units (i.e., CCAP or DOA's Bureau of Statewide Systems Development) or private vendors.

#### ***Revenue Source for s. 20.505 (1) (ja):***

A justice information system fee under s. 814.635 (1), Stats., supports this appropriation. Courts collect the \$5 fee on forfeiture judgments and civil court filings. Eighty percent of the collections are credited to appropriation 20.505(1)(ja).

**Summary:**

This request for 4.5 FTE and \$2,243,028 PR for FY97 will allow BJIS to meet legislative objectives. Longer range plans and resource needs will be identified through 1997-99 biennial budget requests. Without this staff and funding for FY97, however, progress in meeting goals related to criminal justice information systems, that are critical to both the Governor and the Legislature, will be delayed. Given the complexity, scope and benefits of taking an enterprise approach to justice information systems, adequate staff and funding are essential to success.

Positions requested are:

Information Systems Base Staff	1.0 Deputy Bureau Director
	1.0 Programming and Planning Analyst
DA Automation Project	1.0 DA Project Manager
SPD Conversion Project	1.0 SPD Technical Supervisor
Adjustment	0.5 Bureau Director
<u>Total</u>	<u>4.5 FTE PR</u>

Increased expenditure authority requested is:

BJIS REQUEST	16.505
<b>Expenses</b>	
Salary & Fringe Subtotal	\$ 346,100
Integrated Justice Information System	\$ 52,000
DA NET Project Costs Subtotal	\$ 718,550
SPD Project Costs Subtotal	\$ 864,378
Supplies/Services Prop. Subtotal	\$ 262,000
<b>Total Expenses</b>	<b>\$ 2,243,028</b>