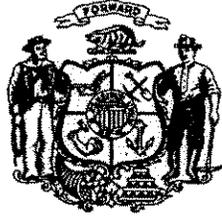


THE STATE OF WISCONSIN

F

SENATE CHAIR
BRIAN BURKE

316-S Capitol
P.O. Box 7882
Madison, WI 53707-7882
Phone: (608) 266-8535



ASSEMBLY CHAIR
JOHN GARD

315-N Capitol
P.O. Box 8952
Madison, WI 53708-8952
Phone: (608) 266-2343

JOINT COMMITTEE ON FINANCE

September 24, 1999

Acting Secretary George Lightbourn
Department of Administration
101 E. Wilson Street, 10th Floor
Madison, WI 53702

Dear Acting Secretary Lightbourn:

We are writing to inform you that the Joint Committee on Finance has reviewed your request, received on September 3, 1999, pursuant to s. 16.515/16.505(2), Stats., pertaining to requests from the Brown and Milwaukee County district attorneys offices and the Department of Natural Resources.

No objections have been raised to this request. Therefore, the request is approved.

Sincerely,

Handwritten signature of Brian Burke in black ink.

BRIAN BURKE
Senate Chair

Handwritten signature of John G. Gard in black ink.

JOHN G. GARD
Assembly Chair

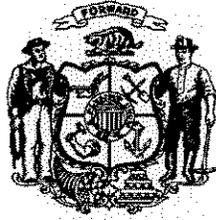
BB:JG:dh

cc: Members, Joint Committee on Finance
Secretary George Meyer, Department of Natural Resources
Director Stuart Morse, State Prosecutors Office
Robert Lang, Legislative Fiscal Bureau
Vicky LaBelle, Department of Administration

THE STATE OF WISCONSIN

SENATE CHAIR
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JOINT COMMITTEE ON FINANCE

MEMORANDUM

To: Members
Joint Committee on Finance

From: Senator Brian Burke
Representative John Gard
Co-Chairs, Joint Committee on Finance

Date: September 3, 1999

Re: s. 16.515/16.505(2), Stats. Request

Attached is a copy of a request from the Department of Administration, received on September 3, 1999, pursuant to s. 16.515/16.505(2), Stats., pertaining to requests from the Brown and Milwaukee County district attorneys offices and the Department of Natural Resources.

Please review the material and notify **Senator Burke** or **Representative Gard**, no later than **Wednesday, September 22, 1999**, if you have any concerns about the request or if you would like to meet formally to consider it.

Also, please contact us if you need further information.

Attachment

BB/JG/js

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

TOMMY G. THOMPSON
GOVERNOR
MARK D. BUGHER
SECRETARY



Office of the Secretary
Post Office Box 7864
Madison, WI 53707-7864
Voice (608) 266-1741
Fax (608) 267-3842
TTY (608) 267-9629

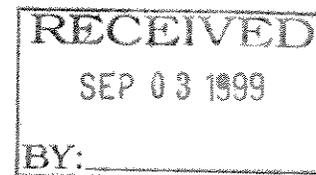
Date: September 3, 1999

To: The Honorable Brian Burke, Co-Chair
Joint Committee on Finance

The Honorable John Gard, Co-Chair
Joint Committee on Finance

From: Mark D. Bugher, Secretary
Department of Administration

Subject: S. 16.515/16.505(2) Request(s)



Enclosed are request(s) that 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>1999-2000</u>		<u>2000-01</u>	
		<u>AMOUNT</u>	<u>FTE</u>	<u>AMOUNT</u>	<u>FTE</u>
DA's 20.475(1)(h)	Gifts and grants		2.0 *		2.0 *
DNR 20.370(1)(mk)	General program operations - service funds		2.0 **		2.0 **

* Project positions from 9-26-99 through 9-30-00.

** Project positions ending 9-24-03.

As provided in s. 16.515, the requests will be approved on September 27, 1999, unless we are notified prior to that time that the Joint Committee on Finance wishes to meet in formal session about any of the requests.

Please contact Vicky LaBelle at 266-1072, or the analyst who reviewed the request in the Division of Executive Budget and Finance, if you have any additional questions.

Attachments

Date: August 31, 1999

To: Mark D. Bugher, Secretary
Department of Administration

From: Andrew J. Statz, Budget Analyst *AS*
State Budget Office

Subject: Request under s. 16.505 to authorize 2.0 FTE assistant district attorney (ADA) project positions to prosecute juvenile cases in Brown and Milwaukee Counties

REQUEST:

The Department of Administration (DOA), on behalf of the Brown and Milwaukee Counties district attorney offices, requests the authorization of 2.0 FTE PR project assistant district attorney (ADA) positions. Position authority is requested from September 26, 1999, through September 30, 2000.

REVENUE SOURCES FOR APPROPRIATION:

The revenue source for the appropriation under s. 20.475 (1)(h) *Gifts and Grants* is federal funding awarded under the Juvenile Accountability Incentive Block Grant (JAIBG) to prosecute juvenile cases. Wisconsin's JAIBG grant is administered by the Office of Justice Assistance (OJA), which sub-grants the award to recipient counties.

While federal funds will pay for these positions, counties are required to reimburse the state through Agency 475 (District Attorneys) because ADAs are state employees. As a result, these funds are treated as PR-O.

ANALYSIS:

JAIBG funding is available to states and units of local government to begin improvements to the juvenile justice system. JAIBG funds promote accountability in the juvenile justice system by supporting juvenile facilities, encouraging accountability-based sanctions, and the hiring of additional judges, probation officers, prosecutors, and public defenders.

The request is for 1.0 FTE PR ADA project position in the Brown County DA's office and 1.0 FTE PR ADA project position in the Milwaukee County DA's office.

The grant includes approximately \$123,200 to cover salary and benefit costs for the 2.0 FTE for the period ending September 30, 2000. Salary and benefits for the positions will be 100 percent federally funded. The exact amounts of additional program revenue expenditure authority in s. 20.475(1)(h) will be determined

through the DOA allotment process. Since this is a continuing appropriation, approval of the Joint Committee on Finance is required only for the position authorization.

RECOMMENDATION:

Approve the request for project position authorization for 1.0 FTE ADA in Brown County and 1.0 FTE ADA in Milwaukee County (from September 26, 1999, through September 30, 2000). If continuing federal JAIBG funding is available for these positions, extensions could be granted for a total project position duration of four years (through September 25, 2003) at the discretion of DOA.

This approval does not constitute the commitment of current or future GPR funding for these positions. Such approval can only be obtained through the biennial budget process.

TOMMY G. THOMPSON
GOVERNOR

MARK D. BUGHER
SECRETARY



Division of Administrative Services
State Prosecutors Office
Post Office Box 7869
Madison, WI 53707-7869
Voice (608) 267-2700
Fax (608) 264-9500
TTY (608) 267-9629
stuart.morse@doa.state.wi.us

cc: JJ
AS

DATE: August 27, 1999

TO: Rick Chandler, Administrator
Division of Executive Budget and Finance

FROM: Charles E. McDowell, Administrator
Division of Administrative Services

SUBJECT: **REQUEST UNDER S. 16.505 FOR DEPARTMENT 475 TO ADD 2.0 PR FTE POSITIONS FUNDED UNDER THE JUNENILE ACCOUNTABILITY INCENTIVE BLOCK GRANT PROGRAM IN THE BROWN AND MILWAUKEE DISTRICT ATTORNEYS' OFFICES**

On behalf of the District Attorneys in the Brown and Milwaukee Offices, I submit the attached request for Program Revenue position authority for Department 475, District Attorneys.

If you have any questions, please direct them to Stuart Morse, Director, State Prosecutors Office (7-2700) or to Dick Wagner, Bureau of Financial Management (6-0653).

Thank you for your attention to this matter.

Attachments

cc: Stuart Morse
Dick Wagner

**DEPARTMENT OF ADMINISTRATION REQUEST UNDER S.16.505 FOR
POSITION AUTHORIZATION**

I. REQUEST (through 9/30/2000)

The Department of Administration requests, under s.16.505, the authorization of 2.0 FTE Program Revenue (PR) prosecutorial positions in appropriation s.20.475(1)(h). These positions will be located in two district attorney offices: 1.0 FTE in Brown County and 1.0 FTE in Milwaukee County. Both positions are new and are funded to begin on September 26, 1999 and run through September 30, 2000. The grants are funded under the federal Juvenile Accountability Incentive Block Grant (JAIBG) program via the Office of Justice Assistance.

- 1) Grant the Brown County DA Office position authorization for a 1.0 FTE PR JAIBG position for September 26, 1999 through September 30, 2000.
- 2) Grant the Milwaukee County DA Office position authorization to continue 1.0 FTE PR JAIBG position for September 26, 1999 through September 30, 2000.

II. BACKGROUND

JAIBG is a new federal block grant program. Under it, funds are made available to various local units of government for the purpose authorized by the federal act. JAIBG's purpose is to provide funding to those local units of government that will permit them to initiate projects designed to reduce juvenile involvement in crime and delinquency. Municipal units in a county may authorize their county government to receive their funds, so as to create a larger countywide program. In Brown and Milwaukee, these funds are proposed to be used, in part, to add prosecutorial resources.

III. ANALYSIS

These positions are in furtherance of the State's policy to fight juvenile crime and delinquency.

IV. FISCAL ANALYSIS

The salary and fringe benefit costs of the ADA position in Brown is based on the cost of hiring an experienced prosecutor while the Milwaukee ADA position is based on the cost of hiring a new prosecutor at the minimum ADA wage rate. The federal grant contains sufficient funds for the 2.0 FTE positions recommended by the Governor. Total cost for both positions is \$123,200 for the period. The program revenue appropriation is continuing and will be reestimated based on actual experience.

V. REVENUE SOURCE FOR APPROPRIATION

The source of grant funds is s. 20.505(6)(p). It is provided by the federal government to Wisconsin local units of government via the Office of Justice Assistance for use in developing juvenile anti-crime and delinquency programs. The funds were approved by the Governor for two prosecutor positions in the two counties. The counties will reimburse salary and fringe benefit costs for ADA positions in the Department of District Attorneys.

VI. SPECIAL INFORMATION

The co-chairs of the Joint Committee on Finance, in a letter to the Department of Administration Secretary dated June 12, 1996, set forth four additional items of information that should be included in a s.16.505 request for additional positions in the DA program.

- 1) *An explanation of the effect of the positions on weighted caseload for the requesting counties (the LAB methodology is suggested).*

Table 1 indicates the LAB methodology's results and highlights the impact of the new positions requested on the two DA offices. The table uses the most current court data available (1995-97) and the positions authorized as of August 24, 1999. It is important to note that the position need shown in the LAB methodology is a general need responding to all duties of a DA office and is not specific to a particular type of criminal activity or caseload such as that covered by JAIBG.

- 2) *An assessment of similar caseload problems in counties not addressed by the request.*

Other counties have determined that the JAIBG funds could best be used to achieve the federal goal by non-state resources. The Governor must first approve all uses of the JAIBG funds.

- 3) *An explanation of why the request has greater priority than similar needs existing in other counties.*

All counties and municipal local units of government were notified of the availability of JAIBG funds and most are using the funds. However, only two counties chose to use the funds, in part, to hire additional prosecutors. The Governor approved the counties' grant requests for these positions.

- 4) *If the request is intended to address a specific type of caseload, an explanation of why this type of caseload has a greater priority than other types.*

The JAIBG funds may not be used to address other types of caseloads.

Table 1: Effect of the positions on weighted caseload

DA Office	Pre-grant FTE needed	Post-grant FTE needed	DA Office	Pre-grant FTE needed	Post-grant FTE needed
Adams	0.42	0.42	Marathon	2.99	2.99
Ashland	0.55	0.55	Marinette	0.25	0.25
Barron	-0.31	-0.31	Marquette	0.13	0.13
Bayfield	0.17	0.17	Milwaukee	21.00	20.00
Brown	2.03	1.03	Monroe	0.99	0.99
Buffalo	-0.20	-0.20	Oconto	0.13	0.13
Burnett	0.65	0.65	Oneida	1.07	1.07
Calumet	-0.18	-0.18	Outagamie	1.08	1.08
Chippewa	-0.09	-0.09	Ozaukee	0.61	0.61
Clark	-0.14	-0.14	Pepin	-0.17	-0.17
Columbia	1.49	1.49	Pierce	-1.51	-1.51
Crawford	-0.26	-0.26	Polk	0.57	0.57
Dane	0.27	0.27	Portage	-0.10	-0.10
Dodge	0.12	0.12	Price	-0.10	-0.10
Door	0.09	0.09	Racine	1.38	1.38
Douglas	-0.04	-0.04	Richland	-0.71	-0.71
Dunn	-0.17	-0.17	Rock	4.27	4.27
Eau Claire	2.27	2.27	Rusk	-0.44	-0.44
Florence	-0.12	-0.12	Saint Croix	-2.52	-2.52
Fond du Lac	1.17	1.17	Sauk	1.13	1.13
Forest	0.48	0.48	Sawyer	0.75	0.75
Grant	0.61	0.61	Shaw/Men	0.86	0.86
Green	0.02	0.02	Sheboygan	2.34	2.34
Green Lake	-0.42	-0.42	Taylor	0.20	0.20
Iowa	-0.58	-0.58	Trempealeau	-0.16	-0.16
Iron	-0.61	-0.61	Vernon	-1.16	-1.16
Jackson	-0.62	-0.62	Vilas	-0.60	-0.60
Jefferson	1.09	1.09	Walworth	-0.22	-0.22
Juneau	0.07	0.07	Washburn	0.44	0.44
Kenosha	0.72	0.72	Washington	0.32	0.32
Kewaunee	-0.43	-0.43	Waukesha	-2.98	-2.98
La Crosse	2.13	2.13	Waupaca	-0.40	-0.40
Lafayette	-0.49	-0.49	Waushara	-0.24	-0.24
Langlade	0.26	0.26	Winnebago	3.50	3.50
Lincoln	0.16	0.16	Wood	0.05	0.05
Manitowoc	2.37	2.37			



STATE OF WISCONSIN OFFICE OF JUSTICE ASSISTANCE



TOMMY G. THOMPSON, GOVERNOR
JERRY BAUMBACH, EXECUTIVE DIRECTOR

OFFICE OF JUSTICE ASSISTANCE
131 W. Wilson Street, Suite 202
Madison, WI 53702

PHONE # 608-266-3323 FAX # 608-266-6676

TO:

Name: Stuart Morse
Organization: State Prosecutor's Office
FAX #: 608-264-9500

FROM:

Name: Linda Kerkman (266-7949)
Date: June 18, 1999
Time: 11:30 AM

Number of pages attached, including this cover page: 6

Please call to confirm receipt: Yes No

Supervisor's Approval: Yes No

ADDITIONAL COMMENTS:

Per our conversation yesterday, I'm faxing some of the pages of the JAIBG application from Brown County. OJA is expecting a letter from John Zakowski, Brown County DA, explaining that both the newly hired ADA and existing ADAs would be working on the JAIBG project. I'll fax this information to you as soon as we receive.

Thanks!

Linda Kerkman

Milwaukee County

JABIG PROSECUTION POSITIONS(S) BUDGET

All projects requesting funds for a Prosecution Component must complete the JABIG Prosecution Position(s) Budget. Prior to completion, please consult with your District Attorney for assistance with the required budget information. Should the District Attorney have any questions regarding the Personnel category, he/she should contact Stuart Morse of the State Prosecutor's Office at 608/267-2700.

PERSONNEL DETAIL

OK Sm 6/24/99

Name and ADA (DOA) Position #	FTE	SALARY	BENEFITS	FRINGE	TOTAL PROJECT COST	Local Match	JABIG Amount
1. Assistant District Attorney	1.0	\$ 37,644	\$ 14,926		\$ 52,570		\$ 52,570
2.		\$	\$		\$		\$
3.		\$	\$		\$		\$
4.		\$	\$		\$		\$

FTE = Full-time Equivalency (i.e. 1.00 = full-time, .50 = half-time, etc.)

PROSECUTION BUDGET TOTAL

\$ 52,570

When completing the form, please note:

- If you are requesting an increase in an existing part-time position, indicate the proposed full-time equivalency (FTE) increase. For example, if the current position is part-time at .60% FTE and you wish it to go to full-time (100%), show the increase as .40%. All applications requesting increases in existing FTEs must provide the current state position number.
- The prosecutor identified in your application must be the prosecutor identified on the personnel management information system maintained by the Wisconsin Department of Administration (DOA).
- If you are requesting an entirely new position, indicate the new FTE as 100.0 if full time, or as a lesser amount as appropriate if part-time.
- Please be aware that since district attorneys and their assistants are now state funded, the Wisconsin Legislature has position approval authority for both increased as well as new prosecution positions.
- As a part of the review process, DOA will be asked to verify the information presented.

Brown County

OK Sun 6/24/99

JAIBG PROSECUTION POSITION(S) BUDGET

All projects requesting funds for a Prosecution Component must complete the JAIBG Prosecution Position(s) Budget. Prior to completion, please consult with your District Attorney for assistance with the required budget information. Should the District Attorney have any questions regarding the Personnel category, he/she should contact Stuart Morse of the State Prosecutor's Office at 608/267-2700.

PERSONNEL DETAIL

Name and ADA (DOA) Position #	FTE	SALARY	FRINGE BENEFITS	TOTAL PROJECT COST	Local Match	JAIBG Amount
1. Assistant District Attorney	1.0	\$59,000	\$ 19,470	\$ 78,470	\$ 7,847	\$70,623
2. (Individual not yet named)		\$	\$	\$	\$	\$
3.		\$	\$	\$	\$	\$
4.		\$	\$	\$	\$	\$
FTE = Full-time Equivalency (i.e. 1.00 = full-time, .50 = half-time, etc.)						
PROSECUTION BUDGET TOTAL				\$ 78,470	\$ 7,847	\$ 70,623

When completing the form, please note:

- If you are requesting an increase in an existing part-time position, indicate the proposed full-time equivalency (FTE) increase. For example, if the current position is part-time at .60% FTE and you wish it to go to full-time (100%), show the increase as .40%. All applications requesting increases in existing FTEs must provide the current state position number.
- The prosecutor identified in your application must be the prosecutor identified on the personnel management information system maintained by the Wisconsin Department of Administration (DOA).
- If you are requesting an entirely new position, indicate the new FTE as 100.0 if full time, or as a lesser amount as appropriate if part-time.
- Please be aware that since district attorneys and their assistants are now state funded, the Wisconsin Legislature has position approval authority for both increased as well as new prosecution positions.
- As a part of the review process, DOA will be asked to verify the information presented.

Brown County

Juvenile Crime Enforcement Coalition Plan

Introduction:

Brown County, situated in northeastern Wisconsin at the mouth of the Fox River is one of the state's fastest growing areas. The county is the fourth largest in the state in terms of population with two cities, six villages, and sixteen townships. Approximately 210,000 persons reside in Brown County of which nearly half live in the City of Green Bay (Wisconsin's third largest city).

For a number of years, law enforcement officials and prosecutors have noted an increase in juvenile criminal activity, particularly as it relates to illicit drug trafficking and gang related incidents. It has become increasingly clear that the problem must be addressed with increased resources to prosecute the offending youth and with increased training for detention personnel who deal with the youth once they are sentenced and incarcerated.

With those concerns in mind, the Brown County Sheriff and District Attorney met to seek ways to address those issues. It was noted that the Juvenile Accountability Incentive Block Grant Program could be of assistance in funding two important areas: hiring an additional prosecutor to specifically deal with juvenile offenders and properly equipping that prosecutor with appropriate technology, and providing cross-training in working with incarcerated juveniles in the Brown County Juvenile Detention Center.

On April 14, 1999, a coalition of community members met to discuss proposed uses of the grant funds. Members present at that meeting were:

- John Zakowski, Brown County District Attorney
- Donald Hein, CPA, Brown County Sheriff's Dept. Accountant
- Craig Van Schyndle, Green Bay Police Lieutenant
- Sue Today, Green Bay Schools Director of Student Services
- Kramer Rock, President of Temployment, Inc.
- Heidi Smith, Juvenile Probation Agent, Division of Juvenile Corrections
- Harold Rivkin, member of Crime Stoppers organization
- Kevin Maloney, Juvenile Court Services representative

It was the unanimous decision of the coalition members that using the grant funds to hire and equip an additional prosecutor and provide juvenile detention training was very appropriate and the most

Brown County

practical use of the funds. In addition to the support of the coalition, Brown County's Public Safety Committee received a presentation on the issue including the use of grant funds and they were also supportive. Police chiefs, mayors, and village administrators from throughout Brown County have agreed to pass the JAIBG allocation on to Brown County as their sign of support for the program proposals. Letters of support from the Green Bay School District and the head of the Brown County Drug Task Force are attached.

Identification of Needs:

Prosecutor: Green Bay and Brown County as a whole continue to accumulate big city problems, especially in the areas of drug and gang activity. This is in part due to Highways 29, 43, and the Austin Straubel International Airport, which provide easy access for drug dealers and gang organizers to this portion of Wisconsin from larger cities such as Minneapolis, Milwaukee, and Chicago. Brown County has been found to be fertile ground for expansion of drug and gang activities. As a result, there has been a noticeable increase in drug use among juveniles and a corresponding substantial increase in drug related arrests countywide. Juveniles are being seen at an increasing rate in drug conspiracy cases. More kids are "turning in" parents because of parental drug use. We see a direct correlation between increased drug dealing and exposure of youth to drugs. There is a need to respond to these uncomfortable trends in Brown County.

In 1998, the Search Institute conducted a survey among students in the Green Bay Public School System. The findings were troubling. It was noted that the percentage of 12th graders reported using illicit drugs at least once was 59%. Additionally, 35% reported repeated use of marijuana. The percentage of students reportedly using alcohol within the last 30 days was 61% and binge drinking was admitted by 40% of the senior students. More trends noted in the survey during the 1997-1998 school year included:

- Increased use of cocaine in high school

Brown County

- Increased use of marijuana
- Increased use of LSD
- Increased use of prescription drugs
- Increased incidents of unprotected sexual acts
- Increased gang activity

It is the increases in use of illicit drugs and gang activity that has led to the effort to pursue another prosecutor position (Assistant District Attorney position). That position would be full time and would handle all juvenile and adult drug cases. Implementation of such a specialized prosecutor would produce many advantages. For example, it will result in a streamlining of information and contacts between parties in the criminal justice system. The prosecutor would work closely with agents in the Brown County Drug Task Force in operations that often involve many juveniles. In fact, the prosecutor would work in the same office that the agents work in. This would allow more availability for the agents to consult with the prosecutor and aid in the preparation of search warrants. It is anticipated that the prosecutor will have access to all information accumulated by the Drug Task Force which is anticipated to generate even more drug complaints. Prosecution of drug house nuisance actions, which currently are havens for many high school age youth, should become more efficient. There would be no shortage of work for the additional prosecutor based on statistics from 1997 and 1998 which show the District

Attorney's Office filed the following cases:

- 62 cases for manufacture of marijuana
- 58 cases for possession with intent to deliver marijuana
- 415 cases of possession of marijuana
- 72 cases of possession with intent to deliver cocaine
- 75 cases of delivery of cocaine
- 222 cases of possession of drug paraphernalia
- 3 cases of possession of heroin
- 19 cases of keeper of a drug house
- 30 cases of possession with intent to deliver drugs within 1000 feet of a school or youth center
- 5 cases of deliver of LSD

Budget	Diane	Amy
	\$28.944	\$27.740
\$59,000.00	\$60,203.52	\$57,699.20
0.33	0.33	0.33
\$19,470.00	\$19,867.16	\$19,040.74
\$78,470.00	\$80,070.68	\$76,739.94



STATE OF WISCONSIN
OFFICE OF JUSTICE ASSISTANCE

TOMMY G. THOMPSON, GOVERNOR
JERRY BAUMBACH, EXECUTIVE DIRECTOR



OFFICE OF JUSTICE ASSISTANCE

131 W. Wilson Street, Suite 202
Madison, WI 53702

PHONE # 608-266-3323 FAX # 608-266-6676

TO:

Name: Stuart Morse

Organization: State Prosecutor's

FAX #: 608-264-9500

FROM:

Name: Linda Keckman

Date: June 22, 1999

Time: 9:55 AM

Number of pages attached, including this cover page: 3

Please call to confirm receipt: Yes No

Supervisor's Approval: Yes No

ADDITIONAL COMMENTS:

Good Morning!
Here's a copy of the letter from
John Zabowski, Brown County D.A.
explaining more about the hiring of
another ADA under JAIBG. Thanks!

Linda

DISTRICT ATTORNEY

Brown County

300 EAST WALNUT
P.O. BOX 23800
GREEN BAY, WISCONSIN 54305-3800

JOHN P. ZAKOWSKI
DISTRICT ATTORNEY

PHONE (920) 448-4190
FAX (920) 448-4189

Victim Witness Coordinator

Karen M. Darau
(920) 448-4194

Assistant District Attorney

Roger J. Shaha
Patrick C. Hitt
Lawrence J. Lasee
Mary M. Kemigan-Maras
Steven J. Madison
Kevin A. Rimburn

June 17, 1999

Assistant District Attorney

Dana J. Johnson
Wendy W. Lamkuil
John F. Luetcher
Kendall M. Kelley
Densie R. Strong-Hill

Mr. Ray Luick
Office of Justice Assistance
131 W. Wilson Street
Madison, WI 53702

RE: Clarification of Prosecutor Under JAIBG Program

Dear Mr. Luick:

This is to confirm our recent telephone conversation and to clarify our request for a prosecutor under the JAIBG program guidelines.

Our request for a prosecutor is consistent with purpose areas 4 and 5, specifically to enable "prosecutors to address drug, gang, and youth violence problems more effectively."

Our intent is to utilize the grant monies to hire an additional prosecutor whose specific purposes are to reduce juvenile case backlog, prosecute additional juvenile cases and to increase the amount of time and attention spent on violent juvenile offenders. By employing an additional prosecutor we will generate 2,080 hours specifically to accomplish these goals which directly involve juveniles.

Juveniles are often the protagonists, and often the victims of drugs and gang violence. Our juvenile prosecutors are backlogged with CHIPS (Children In Need of Protection and Services) referrals, often times with cases where both parents are involved with drugs. There is an ever increasing number of cases dealing with juveniles who are involved in selling drugs and interacting with juvenile drug houses.

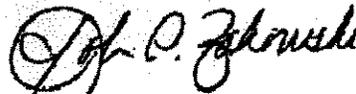
The Department of Administration time study comparing various county D.A. offices workloads show that Brown County needs two additional full-time equivalent prosecutors (2.03) to keep up with the current caseload. When one considers these calculations, take into account a regional sex predator prosecutor who does no other type of case and the actual need for more staff increases.

The hiring of an additional prosecutor to address drug cases affecting juveniles and violent juvenile crime including gangs will allow over 2,080 prosecutor hours in the coming fiscal year to be spent on other juvenile cases. We will be able to demonstrate the nexus between work performed by this JAIBG attorney and purpose area 4 which states "more cases involving violent juvenile offenders can be prosecuted and backlogs reduced". We will be able to track grant dollars spent to juvenile hours worked.

We have numerous examples of recent cases available for your review, including a brutal homicide involving 14 and 15 year old defendants where such a prosecutor would have an impact on the juvenile system. The nature of the first degree intentional homicide charges has conferred adult jurisdiction in both cases.

If you need any further information, please contact me.

Sincerely,



John P. Zakowski
District Attorney

JPZ/hs

Date: August 31, 1999

To: Mark Bugher, Secretary
Department of Administration

From: Kirsten M. Grinde ^{ms}
Policy and Budget Analyst

Subject: Request under s. 16.505 from the Department of Natural Resources for
Wildlife Biologist Positions

Request

The Department of Natural Resources (DNR) requests 2.0 FTE PR-S four-year project positions under s. 20.370 (1)(mk) (general program operations -- service funds) to implement the Wetlands Reserve Program. Full implementation of this program could result in up to \$30 million in federal assistance for landowner efforts to preserve and restore wetlands.

The positions are in the Bureau of Wildlife Management and have an estimated annual cost of \$91,200, with one-time start-up costs of \$9,400. The affected appropriation [s. 20.370 (1)(mk)] is a continuing appropriation, and therefore, any necessary expenditure authority modifications can be approved through the allotment process.

Revenue Sources for Appropriations

Revenues for the appropriation under s. 20.370 (1)(mk) are generated through chargebacks within the Land and Water Divisions. The chargebacks would be paid from waterfowl stamp revenues, GPR and Conservation Fund SEG. Waterfowl stamp revenues would provide \$50,000, and the remaining charges would be equally split between the operations funding for the Land and Water Divisions.

Background

The 2.0 FTE Wildlife Biologist positions are requested to implement the federal Wetlands Reserve Program. DNR has entered into a partnership with the Natural Resources Conservation Service (NRCS) and the U.S. Fish and Wildlife Service (USFWS) to promote and carry out this program. Under this partnership agreement, NRCS and USFWS would provide federal funding for the purchase of easements and restoration activities. DNR has pledged to contribute staffing of up to 5.0 FTE project positions to the partnership. Additional partners, such as the National Fish and Wildlife Foundation, are expected to participate on a short-term basis.

The aim of the partnership is to enroll 20,000 Wisconsin acres annually in the Wetlands Reserve Program. The program is designed to protect and restore wetlands through 10-year contracts with private landowners for restoration and maintenance of wetlands and through the purchase of 30-year or perpetual easements from private landowners and provision of cost-share funds for restoration activities. Easement values are based on the land's cropping value and may vary from acre to acre, with a maximum of \$1,500 per acre. Cost-share funding depends on the type of agreement with NRCS and the activity. NRCS would provide the funding and hold the contracts and easements. The requested positions would make and follow up on landowner contacts, coordinate landowner sign-ups, conduct preliminary engineering of potential sites, draft restoration site designs, coordinate funding, and oversee construction.

Analysis

The requested positions would be located in DNR's Bureau of Wildlife Management, which is responsible for managing waterfowl and waterfowl habitat, in addition to other game and non-game species. The bureau currently consists of 136.5 FTE positions, which focus on managing wildlife on approximately 5 million acres of public land and promoting wildlife management on private lands.

DNR has pledged to provide at least 3.0 FTE project positions, with a maximum of 5.0 FTE project positions, as its contribution to the partnership. In addition to the positions which are the subject of this request, DNR has submitted separate requests for 2.0 FTE federally funded positions. Together, these positions would provide 4.0 FTE project positions to implement the Wetlands Reserve Program. The positions would be located in NRCS offices in Balsam Lake, Elkhorn, Portage and Manitowoc. DNR has indicated that a fifth position may be requested if funding can be procured.

NRCS, USFWS and DNR entered into the partnership to implement both the Wetlands Reserve Program and the North American Waterfowl Management Plan (NAWMP). USFWS and DNR support NAWMP, an international effort with partners in the United States, Canada and Mexico to restore waterfowl populations to the levels of the early 1970s. An objective of NAWMP is to protect and restore 288,750 acres of wetlands and associated upland habitat in Wisconsin by 2012. The additional wetland habitat is expected to support a 19 percent increase in Wisconsin's breeding waterfowl population.

To reach the acreage objective, the partnership has set a goal of entering 20,000 acres annually into the Wetlands Reserve Program. If this goal is reached, the program could bring up to \$30 million of federal funding annually to Wisconsin. Federal funding for Wetlands Reserve Program contracts between NRCS and private landowners is available, but NRCS does not have sufficient staff to increase landowner contacts and follow up on inquiries. To resolve this problem, DNR would provide 2.0 FTE PR-S Wildlife Biologist positions, funded by waterfowl stamp funds and a combination of GPR and Conservation Fund SEG operations funds. The waterfowl stamp funds would be reimbursed by USFWS federal funds for wetland habitat restoration. The federal positions, which are requested separately, would be supported NRCS and National Fish and Wildlife Foundation funds.

Creation of the positions and increased participation in the Wetlands Reserve Program would improve wetland habitat in Wisconsin. Wetland habitat provides benefits to the waterfowl population and other terrestrial and aquatic wildlife. Wetlands also improve water quality through filtration of runoff and reduce flooding by providing additional holding capacity for stormwater. In addition, expanding participation in the Wetlands Reserve Program would increase the amount of federal resources coming to the state.

Recommendation

Approve the requested 2.0 FTE PR-S Wildlife Biologist four-year project positions, under s. 20.370 (1)(mk) (general program operations -- service funds).

DATE: July 21, 1999

FILE REF: 9310

TO: Rick Chandler, State Budget Director
Department of Administration, 10th Floor, Administration BuildingFROM: George Meyer, Secretary
Department of Natural ResourcesSUBJECT: S. 16.505 / 16.515 Request for 2.0 FTE Program Revenue - Service Project Positions For
The Wetland Reserve ProgramRequest

The Department of Natural Resources (DNR) requests the creation of 2.0 FTE four year Program Revenue - Service project 05 positions and additional spending authority to implement the federal Wetland Reserve Program, a cooperative State / Federal effort to preserve wetlands. The positions would be classified as Wildlife Biologist (PR 15-24), funded through appropriation s. 20.370 (1) (mk), and assigned in the Wildlife Management subprogram. The estimated annual cost of the 2.0 project positions is \$91,200 (\$57,000 salary, \$21,400 fringe benefits, \$12,800 supplies and services), with one-time costs of \$9,400.

Revenue Sources for Appropriation

The source of revenue for the 2.0 positions budgeted in appropriation s. 20.370 (1) (mk) is \$25,000 in operations funding from the Land Division, \$25,000 in operations funding from the Water Division, and \$50,000 SEG from Waterfowl Stamp funding. The operations funding from both the Water Division and the Land Division will be administered as division-wide chargebacks, and will come from a mixture of GPR and SEG funds. The Waterfowl Stamp funding used for the project positions will be replaced by \$50,000 in federal funding from the U.S. Fish and Wildlife Service which will be used to fund waterfowl projects. The operations funding from both the Land Division and the Water Division has been approved for this purpose. The Wetlands Reserve Program is an eligible activity for Waterfowl Stamp funding.

Background/Justification

The Wetlands Reserve Program is a federal habitat protection and restoration program that is a component of the Farm Bill. The program is a joint state/federal partnership with the Wisconsin Department of Natural Resources, the U.S. Fish & Wildlife Service, and the Natural Resources Conservation Service to protect and restore wetlands in Wisconsin primarily through cooperative efforts with private landowners. The goal of the program is to place an estimated 20,000 acres in the Wetlands Reserve Program in Wisconsin annually.

Project funding for this component of the Department's role in the Wetlands Reserve program is \$200,000 annually for a projected four years. Of this annual amount, federal funding of \$50,000 will come from the Natural Resources Conservation Service (NRCS) and \$50,000 from the U. S. Fish & Wildlife Service. Federal funding for this component has been approved. State funding includes \$50,000 SEG from waterfowl stamp funds, and \$50,000 in SEG and GPR operations funding from the Land and Water



Divisions. The \$50,000 from the U. S. Fish & Wildlife Service will be used to replace the waterfowl stamp funding to be used for wetland habitat restoration costs. Under this component, an additional 1.0 project position will be federally funded, and requested to be created under separate cover under s. 16.54. Additional funding is being sought to provide 2.0 additional project positions anticipated to be federally funded, to reach the goal of 5.0 project positions statewide as part of the Department's role in the partnership.

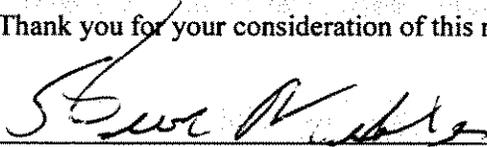
Funding for the purchase of easements will be provided by the federal agencies participating in the project. The expenditures anticipated by the Department are for the project positions and supplies and services associated with implementing the habitat protection and restoration effort. Neither the U.S. Fish & Wildlife Service nor the Natural Resources Conservation Service has sufficient staff to devote to the project, so the Department has agreed to provide staffing through the creation of project positions as part of its role in the partnership.

The program is designed to protect and restore wetlands through the purchase of 30-year and perpetual easements on private land. In some instances, the easements will be converted to fee-title ownership by one of the current partners or another partner in the project. The project positions are needed to be contacts with private landowners, coordinate WRP sign-ups, appraisal and land survey contracting, wetland restoration design and construction contracting, and construction oversight.

The Wetland Reserve Program is an opportunity to leverage an undetermined amount of federal funding to protect and restore up to 288,750 acres of wetland in Wisconsin, an objective of the North American Waterfowl Management Plan. The program will not only benefit waterfowl populations, but will provide other benefits associated with wetland protection such as water quality benefits and endangered species protection. Federal funding to support this project has been approved, and the state funding needed for match has been set aside in the Department's 1999-01 biennial budget. The project positions are needed to do the work to implement the program.

If you have any questions on this request, please contact Linda Freitag in the Bureau of Wildlife Management at 266-2191, or Eric Thompson in the Bureau of Management & Budget at 266-8251.

Thank you for your consideration of this request.

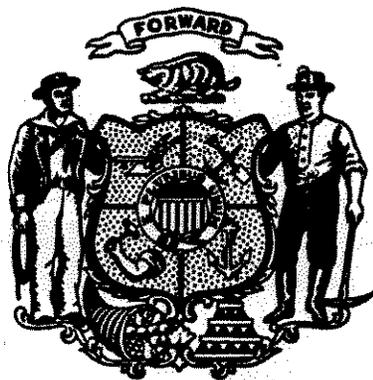

Approved: Steve Miller, Administrator, Div. Of Land

7/21/99
Date

C: Paul Willihnganz - HR/5
Jim Goodno - FN/1
Tom Hauge - WM/4
Eric Thompson - MB/5

Kirsten Grinde - DOA
Susan Felker-Donsing - MB/5
Joe Polasek - MB/5
Linda Freitag - WM/5

END



END

THE STATE OF WISCONSIN

SENATE CHAIR
BRIAN BURKE

316-S Capitol
P.O. Box 7882
Madison, WI 53707-7882
Phone: (608) 266-8535



ASSEMBLY CHAIR
JOHN GARD

315-N Capitol
P.O. Box 8952
Madison, WI 53708-8952
Phone: (608) 266-2343

JOINT COMMITTEE ON FINANCE

October 21, 1999

Acting Secretary George Lightbourn
Department of Administration
101 E. Wilson Street, 10th Floor
Madison, WI 53702

Dear Acting Secretary Lightbourn:

We are writing to inform you that the Joint Committee on Finance has reviewed your request, dated October 1, 1999, pursuant to s. 16.515/16.505(2), Stats., pertaining to requests from the State Historical Society, the Department of Revenue and the Board of Aging and Long Term Care.

No objections have been raised to this request. Therefore, the request is approved.

Sincerely,

Handwritten signature of Brian Burke in black ink.

BRIAN BURKE
Senate Chair

Handwritten signature of John G. Gard in black ink.

JOHN G. GARD
Assembly Chair

BB:JG:dh

cc: Members, Joint Committee on Finance
Director George Vogt, State Historical Society
Secretary Cate Zeuske, Department of Revenue
Executive Director George Potaracke, BOALTC
Robert Lang, Legislative Fiscal Bureau
Vicky LaBelle, Department of Administration

THE STATE OF WISCONSIN

SENATE CHAIR
BRIAN BURKE

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ASSEMBLY CHAIR
JOHN GARD

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JOINT COMMITTEE ON FINANCE

MEMORANDUM

To: Members
Joint Committee on Finance

From: Senator Brian Burke
Representative John Gard
Co-Chairs, Joint Committee on Finance

Re: s. 16.515/16.505, Stats. Request

Date: October 1, 1999

Attached is a copy of a request from the Department of Administration, dated October 1, 1999, pursuant to s. 16.515/16.505(2), Stats., pertaining to requests from the State Historical Society, the Department of Revenue and the Board on Aging and Long Term Care.

Please review the material and notify **Senator Burke** or **Representative Gard** no later than **Wednesday, October 20, 1999**, if you have any concerns about the request or if you would like to meet formally to consider it.

Also, please contact us if you need further information.

Attachment

BB:JG:dh

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

TOMMY G. THOMPSON
GOVERNOR
GEORGE LIGHTBOURN
ACTING SECRETARY



Office of the Secretary
Post Office Box 7864
Madison, WI 53707-7864
Voice (608) 266-1741
Fax (608) 267-3842
TTY (608) 267-9629

Date: October 1, 1999

To: The Honorable Brian Burke, Co-Chair
Joint Committee on Finance

The Honorable John Gard, Co-Chair
Joint Committee on Finance

From: George Lightbourn, Acting Secretary, *George Lightbourn*
Department of Administration

Subject: S. 16.515/16.505(2) Request(s)

Enclosed are request(s) that 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:

AGENCY	DESCRIPTION	1999-2000		2000-01	
		AMOUNT	FTE	AMOUNT	FTE
SHS 20.256(1)(h)	Gifts and grants		0.50		
DOR 20.566(2)(hi)	Wisconsin property assessment manual	\$ 180,000 *		\$ 220,000 *	
BOALTC 20.432(1)(K)	Contracts with state agencies	\$ 14,000 *			

* One-time expenditure authority.

As provided in s. 16.515, the requests will be approved on October 22, 1999, unless we are notified prior to that time that the Joint Committee on Finance wishes to meet in formal session about any of the requests.

Please contact Vicky LaBelle at 266-1072, or the analyst who reviewed the request in the Division of Executive Budget and Finance, if you have any additional questions.

Attachments

CORRESPONDENCE MEMORANDUM
Department of Administration

STATE OF WISCONSIN

Date: September 30, 1999

To: George Lightbourn, Acting Secretary
Department of Administration

From: Joshua Hummert 
Executive Policy and Budget Analyst

Subject: Request Under s. 16.505 From State Historical Society

REQUEST:

The State Historical Society (SHS) requests 0.50 FTE PR-O permanent position in the agency's PR-O appropriation under s. 20.245 (1)(h).

REVENUE SOURCES FOR APPROPRIATION(S):

Funds to support this position will come from the gifts and grants appropriation in the Division of Archives, Research, and Library Services. The Society indicates that there will be sufficient revenues in the appropriation to support the request. To fund this position, SHS will receive an ongoing gift from the Wisconsin History Foundation that will be sufficient to pay the salary, fringe and the supplies and services costs of the additional 0.50 FTE position. The SHS also maintains a reserve of \$35,000 to \$50,000 in this appropriation for unforeseen expenses.

BACKGROUND:

The Office of School Services (OSS) is located in SHS's Division of Public History. The purpose of OSS is to improve the teaching of state and local history in public and private schools across Wisconsin. The Society currently has a 0.50 GPR FTE position to develop curricular materials to help schools provide better instruction in state and local history. The Society is requesting 0.50 PRO FTE to make the position full-time.

ANALYSIS:

The 0.50 GPR FTE position in OSS currently has two responsibilities: preparing materials for schools to use in teaching Wisconsin's history and providing training for teachers. SHS is seeking to make the position full-time so that, in addition to its current responsibilities, the position can also engage in promoting contact between local historical societies and schools. According to the Society, Wisconsin's diversity precludes the state from developing a specialized curriculum for each region that emphasizes local history at a reasonable cost. By connecting teachers and local historical societies, the Society's plan would improve the teaching of local history in Wisconsin without significantly increasing the pressure on the state to develop regional curricula.

The revenue to fund the additional 0.50 FTE position would come from an ongoing gift from the Wisconsin History Foundation (WHF). The WHF is a foundation that was created solely

George Lightbourn, Acting Secretary
Department of Administration
September 30, 1999
Page 2

for the benefit of the Society. As of May, the account in WHF's endowment that would pay for the 0.50 FTE had a balance of \$600,000. SHS's general policy is to limit expenditures from a specific endowment to 5% of its total value at the beginning of the year. Under this policy, SHS could expend up to \$30,000 which would be sufficient to pay for the costs associated with this request. Since the WHF has dedicated a portion of its endowment revenue for this purpose, the revenue stream to support the 0.50 FTE should remain stable for the foreseeable future.

RECOMMENDATION:

Approve the request.

cc: Bob Hanle
John Montgomery
Rick Chandler



State Historical Society of Wisconsin

816 State Street ♦ Madison, Wisconsin 53706-1482 ♦ 608/264-6400 ♦ Fax: 264-6404

August 24, 1999

TO: Josh Hummert
State Budget Office
Department of Administration

FROM: Bob Thomasgard, Associate Director
State Historical Society

SUBJECT: Request to Create a .50 PRO Educational Specialist-Objective Position

The Office of School Services is located in the Society's Division of Public History. Its purpose is to enhance the teaching of state and local history in public and private schools throughout the state. There are 2.5 GPR positions in the Office. The half-time position is an Educational Specialist-Objective whose responsibility is to develop curricular materials to help schools provide better instruction in state and local history. The position is currently vacant.

The Society would like to increase the authorization for the position from half-time to full-time using program revenues. A donor has agreed to provide gift monies indefinitely to accomplish this and provide better support for cooperative efforts between schools and local historical societies. The gift monies would cover salary, fringe benefits and supplies and services costs for the additional half-time PRO position. Approval of the request would improve the Society's efforts to fill the vacant position.

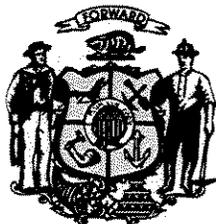
cc: George Vogt
Michael Stevens
Sandy Nelson
Gene Spindler

Sandy- Please prepare the appropriate paperwork to accompany the attached request narrative and forward everything to Josh Hummert.

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

TOMMY G. THOMPSON
GOVERNOR

GEORGE LIGHTBOURN
ACTING SECRETARY



Office of the Secretary
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TTY (608) 267-9629

Date: September 29, 1999

To: George Lightbourn, Acting Secretary
Department of Administration

From: Paul Ziegler, Budget and Policy Analyst

Subject: Request Under s.16.515 from the Department of Revenue to Update
Volume 2 the Wisconsin Property Assessment Manual

REQUEST:

The Department of Revenue (DOR) requests expenditure authority of \$180,000 in FY00 and \$220,000 in FY01 for appropriation s. 20.566(2)(hi), *Wisconsin property assessment manual*, to update volume 2 of the manual. The entire request is for one-time funding.

REVENUE SOURCES FOR APPROPRIATION:

The source of revenue deposited in the appropriation under s. 20.566(2)(hi), *Wisconsin property assessment manual*, is a fee collected from assessors and others who receive copies of the property assessment manuals.

BACKGROUND

Volume 2 of the Wisconsin property assessment manual provides assessors with standards and guidelines for local assessors to use in appraising residential, apartment and agricultural structures. It provides instructions, cost tables, local modifiers, and depreciation schedules to allow assessors to determine the depreciated cost of replacing property improvements.

1997 Wisconsin Act 27, the 1997-99 budget bill, provided the department with \$130,000 of one-time funding to update volume 2. The department however, was unable to find a vendor to update the manual for this amount and this funding lapsed at the end of FY99.

ANALYSIS:

Volume 2 of the assessment manual provides an important tool in ensuring fair and accurate assessment of real property improvements in Wisconsin. The current version of the manual, however, was developed in 1978 and last updated in 1983. Since that time, changes in construction techniques and materials and variances in the rates of change between differing materials and labor skills have made the current manual obsolete. Updated information is necessary to ensure equitable distribution of the property tax burden. While some private vendor manuals are available, they provide only national data rather than information specific to Wisconsin.

When the department issued a request for proposal to utilize the \$130,000 that was granted by 1997 Act 27, the department received no bids. The total amount requested now, \$400,000, reflects what vendors considered a reasonable amount for developing the manual.

The cost of updating volume 2 will be borne by property assessors. The department intends to spread the charge for the manual across four years in order to keep the annual fee competitive with private sector alternatives. When distributed across approximately 550 assessors who are required to purchase the manual, the annual charge in each the four years will be an estimated \$182. While the appropriation will incur a temporary revenue deficit in updating the manual, the cash balance of the appropriation will again become positive when the fourth installment of the volume 2 charges are received.

RECOMMENDATION:

Approve the request but place the full amounts in both fiscal years in unallotted reserve pending the award of the final proposal to develop the manual. An updated volume 2 of the assessment manual will enhance the fairness of Wisconsin's tax system.



State of Wisconsin • DEPARTMENT OF REVENUE

125 SOUTH WEBSTER STREET • P.O. BOX 8933 • MADISON, WISCONSIN 53708-8933 • 608-266-6466 • FAX 608-266-5718 • http://www.dor.state.wi.us

Tommy G. Thompson
Governor

Cate Zeuske
Secretary of Revenue

CC JK
DZ

MEMORANDUM

September 9, 1999

SEP 14 1999

TO: Richard G. Chandler
State Budget Director

FROM: Cate S. Zeuske
Secretary of Revenue

SUBJECT: Section 16.515 Request for Expenditure Authority in s. 20.566(2)(hi) -
Wisconsin Property Assessment Manual

The Department of Revenue (DOR) is requesting an increase in expenditure authority of \$180,000 in fiscal year 1999-00 and \$220,000 in 2000-01 to update Volume II of the *Wisconsin Property Assessment Manual*. Revenue will be collected through the sale of Volume II as required by s. 73.03 (2a). There are approximately 550 assessors who are required by statute to purchase the manual. The cost of the manual will be collected over a four-year period.

Volume II establishes standards, procedures and guidelines used by local assessors to appraise real property for assessment purposes. It provides a standard for Wisconsin assessors to use when valuing residential and agricultural properties. Use of a standard cost manual throughout the state promotes consistent, uniform and equitable assessments statewide as required by the Wisconsin Constitution.

The present version of Volume II was developed in 1978 with a minor update in 1983. Over the past 16 years, there have been significant changes in construction materials, techniques and costs resulting in dated cost models in Volume II.

An update of Volume II ranked third in the assessor specific issues in the Assessment Practices Study conducted in 1994. 1997 Wisconsin Act 27 appropriated \$130,000 for this project in fiscal year 1997-98. In December 1998, DOR released a Request for Proposal (RFP) to update Volume II. No proposals were received. The vendors stated the amount was inadequate for the work required by this proposal.

The estimated cost of \$400,000 is based on discussions with vendors. A new RFP will need to be issued and a contract start date of December 1, 1999 is anticipated. This schedule will allow the updated Volume II to be available on December 1, 2000 for assessments in 2001. The vendor payment schedule is spread over fiscal years FY 00 (45% of contract) and FY 01 (55% of contract).

Appropriation Balance Analysis

The appropriation balance analysis shows the expenditure estimates as reflected in this request and assumes a four-year payback period. There are approximately 550 subscribers to Volume II. The plan is to bill the subscribers the cost of the manual over a four-year period (\$182/year). This is being done to keep the annual charge at a reasonable level, preferably competitive with the rate of private sector cost manuals.

	Fiscal Year 1999-00	Fiscal Year 2000-01	Fiscal Year 2001-02	Fiscal Year 2002-03	Fiscal Year 2003-04
Beginning Balance	\$144,000	(\$56,200)	(\$196,000)	(\$113,100)	(\$28,400)
Projected Revenue	47,300	149,800	152,300	154,900	157,600
Project Expenses	(247,500)	(289,600)	(69,400)	(70,200)	(70,800)
Ending Balance	(\$56,200)	(\$196,000)	(\$113,100)	(\$28,400)	\$58,400

Revenue Source for Appropriation

The source of revenue deposited in the appropriation under s. 20.566(2)(hi), *Wisconsin Property Assessment Manual* is the revenue collected from the sale of the manuals. Section 73.03 (2a) of Wisconsin Statutes requires the cost of the manual be borne by assessors and requesters.

CORRESPONDENCE MEMORANDUM

**STATE OF WISCONSIN
Department of Administration**

Date: September 16, 1999
To: George Lightbourn, Secretary
Department of Administration
From: Gretchen A. Fossum, Budget Analyst *SAF*
Division of Executive Budget and Finance
Subject: S. 16.515 Request by the Board on Aging and Long-Term Care

REQUEST

The Board on Aging and Long-Term Care (BOALTC) requests a one-time increase of \$14,000 PRS in expenditure authority in s. 20.432(1)(k), contracts with state agencies.

REVENUE SOURCE

The Department of Health and Family Services (DHFS) will be receiving \$14,000 FED from the Department of Health and Human Services, Health Care Financing Administration (HCFA), State Health Insurance Program. Under this program, DHFS will contract with BOALTC for Medigap hotline services.

ANALYSIS

BOALTC provides Medicare eligible individuals information on a variety of insurance products through the Medigap hotline. Because of significant changes in the Medicare program in recent years, HCFA has made funding available to the states for assisting beneficiaries in understanding the federal changes. In October the federal government will mail documents to Medicare beneficiaries detailing recent changes. The state's Medicare hotline number will be given to beneficiaries as a source for questions and advice. BOALTC also anticipates an increase in hotline activity due to termination of coverage of the Medicare Risk plan by two insurance companies in southeast Wisconsin.

The Board plans to hire an information and referral specialist on a limited term basis to respond to the projected increase in calls to the hotline. The specialist will also assist with mailing information to Medicare beneficiaries. BOALTC anticipates that the greatest need for hotline services will occur between October 1, 1999 and January 31, 2000.

The following table details the Board's expenditure request:

	<u>FY00</u>
Salary	\$ 8,300
Fringe	700
Postage	3,000
Supplies	2,000
Total	\$14,000

RECOMMENDATION

Approve the request.

September 10 1999

To: Richard Chandler, Budget Director
Department of Administration

Fr: George F. Potaracke, Executive Director
Board on Aging and Long Term Care

Re: s. 16.515 Request

The Board on Aging and Long Term Care requests an increase of \$14,000 PRS in expenditure authority in S. 20.432(1)(k), contracts with state agencies.

The Board has been informed that additional funds will be made available to support anticipated short-term demands on services from the Medigap Helpline. The Bureau on Aging and Long Term Care Resources, DHFS, will receive additional funds from the federal HCFA for consumer insurance information and counseling services.

PROJECTED NEED

In October the Medicare will mail important documents to all 800,000 Wisconsin Medicare beneficiaries that outline Medicare changes. The document will guide consumers to call the Medigap Helpline (BOALTC) if they have questions or need advice. Additionally certain Medicare beneficiaries will turn to the Helpline because their coverage in a Medicare Risk plan has been terminated. Two companies (Humana and PrimeCare) have discontinued their risk plans in southeast Wisconsin, affecting thousands of older consumers.

PROPOSAL

Using federal funds the Board plans to hire an information and referral specialist on a limited term (LTE) to handle an expected surge of incoming calls from consumers. This position will also assist with mailing information to consumers that will answer many of the concerns they will have. Those consumers who need direct 1 - 1 counseling will be referred to one of the Medigap counselors. The greatest need is anticipated between October 1, 1999 and January 31, 2000. This request includes funds for one LTE for four months, and funds to cover increased supply/services costs associated with this activity.

s.16.515 Request

Page 2.

BUDGET

Salary:	\$8,300	(12/hr x 693hrs)
Fringe	700	(7.65%)
Telephone	1,200	(additional 800 toll-free service)
Postage	3,000	(4,000 pieces x \$0.75)
Printing	800	
TOTAL	\$14,000	

SUMMARY

The agency requests increased expenditure authority in its PR 131 appropriation in the amount of \$14,000