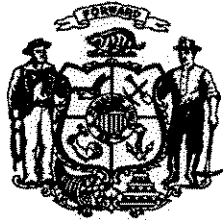


THE STATE OF WISCONSIN

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 12, 1999

Acting Secretary George Lightbourn
Department of Administration
101 East Wilson Street, 10th Floor
Madison, Wisconsin 53707

Dear Acting Secretary Lightbourn:

We are writing to inform you that the members of the Joint Committee on Finance have reviewed your request, dated September 22, 1999, pursuant to s. 16.515/16.505, Stats., pertaining to a request from the Secretary of State.

No objections have been raised concerning this request. Therefore, the request is approved. Should you have any questions or concerns, please feel free to contact us.

Sincerely,

Handwritten signature of Brian Burke in black ink.

BRIAN BURKE
Senate Chair

Handwritten signature of John Gard in black ink.

JOHN GARD
Assembly Chair

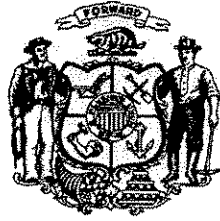
BB/JG/js

cc: Bob Lang, Legislative Fiscal Bureau
Vicky La Belle, Department of Administration

THE STATE OF WISCONSIN

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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: September 23, 1999

Attached is a copy of a request from the Department of Administration, dated September 22, 1999, pursuant to s. 16.515/16.505(2), Stats., pertaining to a request from the Secretary of State.

Please review the material and notify **Senator Burke** or **Representative Gard** no later than **Monday, October 11, 1999**, if you have any concerns about the request or if you would like to meet formally to consider it.

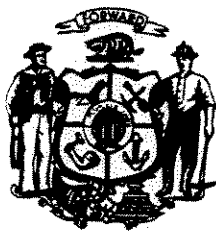
Also, please contact us if you need further information.

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

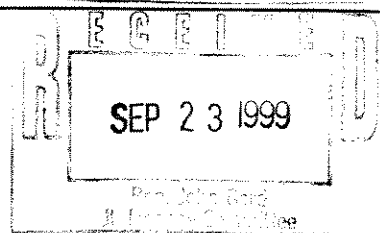
Date: September 22, 1999

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
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>
Secretary of State	Agency collections	\$ 5,700 *			

* One-time expenditure authority.

As provided in s. 16.515, the requests will be approved on October 13, 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 MEMORANDUMSTATE OF WISCONSIN
Department of Administration

Date: September 8, 1999

To: Mark D. Bugher

From: Jeffrey A. Geisler 

Subject: Request to Increase the Secretary of State's PRS Supplies and Services Expenditure Authority

Under s. 16.515, the Secretary of State requests an increase of \$5,700 in its FY00 s. 20.575 (1) (ka)- Agency Collections program revenue service appropriation.

Background and Analysis

This appropriation receives revenue from the fees charged to the public for the photocopying of agency records. The FY00 projected cash flow is as follows:

Opening Balance (7/1/99)	\$32,000
Revenues	107,400
Expenditures	<u>-9,700</u>
Ending Balance (6/30/00)	\$129,700

This appropriation has an approved budget of only \$4,000. The requested \$5,700 results from subtracting the approved budget from the projected expenditures (9,700 - 4,000 = 5,700). This additional budget authority is needed to fund a leased copier and ancillary supplies.

In October 1998, the Secretary of State received an open records request for a copy of all active trademarks. There are approximately 46,000 records or trademark filings (approximately 138,000 pages) to be copied.

The Secretary of State attempted to fill this request using available staff and copier resources, but it is now apparent that this method will take several years to fill the request. The requested funding will allow the Secretary of State to fill the request in six to eight months.

Recommendation

Approve an additional \$5,700 PRS in supplies and services funding.


DOUGLAS LA FOLLETTE



SECRETARY OF STATE
WISCONSIN

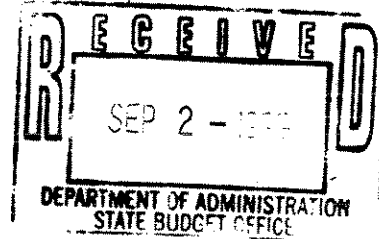
MEMORANDUM

TO: Richard G. Chandler, State Budget Director

FROM: Doug La Follette, Secretary of State 

DATE: September 1, 1999

RE: Section 16.515 Request for Increased Expenditure Authority under
Chapter Section 20.575 (1)(ka)



SUMMARY OF REQUEST

The Office of the Secretary of State is requesting a one-time spending authority supplement in the Supplies and Services line for FY00 to its Chapter S.20.575 (1)(ka), Agency Collections appropriation, to cover the cost of an Open Records request for copies of trademark documents on file with the Office.

BACKGROUND OF REQUEST

Using available staff/copier time, the Office has been working on an Open Records request for copies of all active trademarks on file. The initial request was made in October of 1998. After the company finally set-up a draw account to cover cost of copies, the Office began working on filling the request in February, 1999, when staff time would allow using the regular Office copier. It was apparent from the beginning that at the rate the Office was able to work on the backfiles, it could take several years to complete this request.

The current/active trademark files go back twenty years, for a total of approximately 46,000 records or individual trademark filings. Given that each record is comprised of at least two pages and most three pages (to accommodate trademark samples submitted by the filers), the total number of pages that must be copied is approximately 138,000 pages.

Instead of spreading this request over several years and to comply with the company's repeated request for more timely results, the Office is proposing to rent an additional photocopying machine. This will result in rapidly depleting the current spending authority to cover rental of a photocopying machine and copy paper, but will mean completing this request in six-eight months rather than several years.

It is unclear how long it will take to complete this project and the company requesting these back-files is more concerned with timeliness rather than cost. As a result, the Office agreed to let the company pay for individuals chosen, trained, and supervised by the Office to do the copying work rather than ask for LTE funds. The company will continue paying the usual fee per document to the Office, while the Office covers the cost of the additional copier and related supplies (toner, paper, etc.), provides training/supervision of the individuals doing the copying, oversees quality of copies and timely shipping of copies to the company. Under this agreement, the Office maintains tight control over the files and ensures proper handling of these one-of-a-kind, irreplaceable documents.

If this request is denied, the Office would continue on a staff-available basis to chip away at the back-file, which (as stated above) could take several years to complete -- which the requesting company finds very inadequate and unreasonable under the Open Records Law.

Please note that in addition to this request for copies of trademark back-files, the Office has several on-going requests for new filings, which are filled as new filings are made each week.

ADDITIONAL FUNDING ANALYSIS

The Agency Collections Appropriation (135) has an on-going spending authority of \$4,000. The approximate cost to fill the open record request for copies of the active trademark file is approximately \$7,200. The Office's normal on-going copying expenditure is estimated at \$2500. Therefore, the Office will experience an estimated shortfall of \$5700 ($\$7200 + \$2500 - \4000) in this spending authority to complete this request. However, upon completion of this request, the Office should have approximately \$92,000 additional revenue monies in the Agency Collections appropriation.

REVENUE SOURCES FOR APPROPRIATION

The source of revenue deposited in Chapter S. 20.575 (1)(ka), Agency Collections, includes fees charged the public for photocopying office records.

CASH FLOW ANALYSIS

Opening Balance (7-01-99):		\$ 32,000.00	
Revenues:			
Fees:	On-going trademark copies	\$ 13,800.00	
	Open Records copying request	92,000.00	
	Miscellaneous copies	<u>1,600.00</u>	
	Total Revenues	\$107,400.00	
	Total Available		\$ 139,400.00
Expenditures:			
Copiers:	Office copier lease-apportioned	\$ 1,800.00	
	One-time open records request	<u>6,200.00</u>	
	Total for copiers	8,000.00	
Paper:	On-going trademark copies	\$ 100.00	
	Open Records copying request	1,000.00	
	Miscellaneous copies	<u>100.00</u>	
	Total for paper	\$ 1,200.00	
Postage/Handling for on-going copies		\$ 500.00	
	Total Expenditures		\$ 9,700.00

RECOMMENDATION

Provide one-time Supplies and Services supplement beginning in FY00 in the amount of \$5,700 to the Office's Agency Collections appropriation under Chapter S.20.575 (l) (ka) to allow funds necessary to complete the Open Records request for trademark files.

Cc: Jeff Geisler, SOS Budget Analyst

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: September 22, 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
Department of Administration

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

A handwritten signature in black ink, appearing to read "George Lightbourn".

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>
Secretary of State 20.575(1)(ka)	Agency collections	\$ 5,700 *			

* One-time expenditure authority.

As provided in s. 16.515, the requests will be approved on October 13, 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 MEMORANDUMSTATE OF WISCONSIN
Department of Administration

Date: September 8, 1999

To: Mark D. Bugher

From: Jeffrey A. Geisler 

Subject: Request to Increase the Secretary of State's PRS Supplies and Services Expenditure Authority

Under s. 16.515, the Secretary of State requests an increase of \$5,700 in its FY00 s. 20.575 (1) (ka)- Agency Collections program revenue service appropriation.

Background and Analysis

This appropriation receives revenue from the fees charged to the public for the photocopying of agency records. The FY00 projected cash flow is as follows:

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Expenditures	<u>-9,700</u>
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Recommendation

Approve an additional \$5,700 PRS in supplies and services funding.

DOUGLAS LA FOLLETTE



SECRETARY OF STATE
WISCONSIN

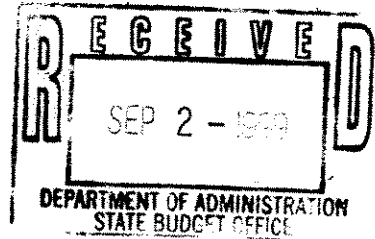
MEMORANDUM

TO: Richard G. Chandler, State Budget Director

FROM: Doug La Follette, Secretary of State *DLF*

DATE: September 1, 1999

RE: Section 16.515 Request for Increased Expenditure Authority under
Chapter Section 20.575 (1)(ka)



SUMMARY OF REQUEST

The Office of the Secretary of State is requesting a one-time spending authority supplement in the Supplies and Services line for FY00 to its Chapter S.20.575 (1)(ka), Agency Collections appropriation, to cover the cost of an Open Records request for copies of trademark documents on file with the Office.

BACKGROUND OF REQUEST

Using available staff/copier time, the Office has been working on an Open Records request for copies of all active trademarks on file. The initial request was made in October of 1998. After the company finally set-up a draw account to cover cost of copies, the Office began working on filling the request in February, 1999, when staff time would allow using the regular Office copier. It was apparent from the beginning that at the rate the Office was able to work on the back-files, it could take several years to complete this request.

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CASH FLOW ANALYSIS

Opening Balance (7-01-99):		\$ 32,000.00	
Revenues:			
Fees: On-going trademark copies		\$ 13,800.00	
Open Records copying request		92,000.00	
Miscellaneous copies		<u>1,600.00</u>	
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	Total Available		\$ 139,400.00
Expenditures:			
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Total for paper		\$ 1,200.00	
Postage/Handling for on-going copies		\$ 500.00	
	Total Expenditures		\$ 9,700.00

RECOMMENDATION

Provide one-time Supplies and Services supplement beginning in FY00 in the amount of \$5,700 to the Office's Agency Collections appropriation under Chapter S.20.575 (l) (ka) to allow funds necessary to complete the Open Records request for trademark files.

Cc: Jeff Geisler, SOS Budget Analyst