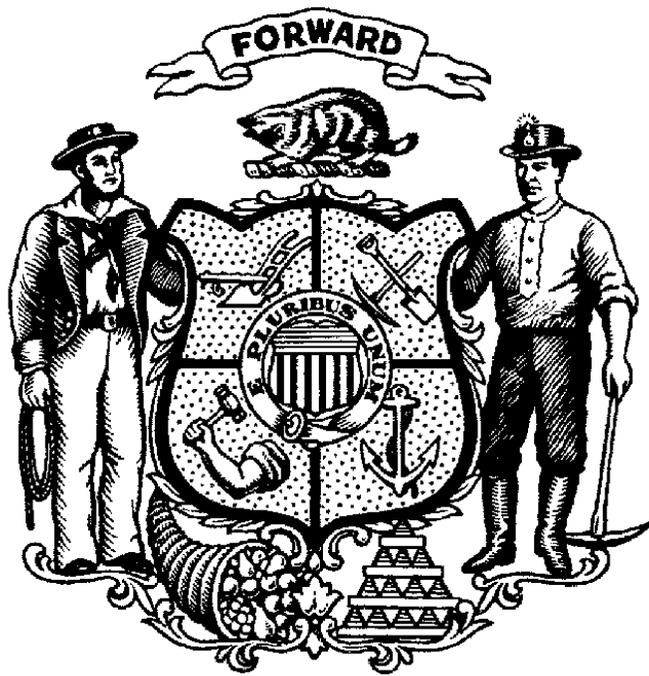


State of Wisconsin

Ethics Commission



Agency Budget Request

2019 – 2021 Biennium

September 17, 2018

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Wisconsin Ethics Commission

Campaign Finance | Lobbying | Ethics
212 East Washington Avenue | Third Floor | P.O. Box 7125 | Madison, WI 53707-7125
(608) 266-8123 | ethics@wi.gov | <https://ethics.wi.gov>

September 17, 2018

Ellen Nowak, Secretary
Wisconsin Department of Administration
101 E. Wilson St., 10th Floor
Madison, WI 53703

Dear Secretary Nowak,

On behalf of the Wisconsin Ethics Commission, I am pleased to submit the agency's biennial budget request for fiscal years 2019-21 for your review. The Commission's budget request complies with all provided instructions, including requirements of 2015 Wisconsin Act 201 and 2017 Wisconsin Act 212.

In preparing the Commission's biennial budget request, we completed a thorough review of the previous biennial budget, as well as the Commission's statutory responsibilities, in order to determine the resources required to operate and to promote and strengthen the faith and confidence of the people of Wisconsin in their government.

This request also covers the cost to administer the Ethics Commission's responsibilities within its adjusted base budget and fully funds the Commission's eight staff. We are also taking a fresh look at all programs and practices in order to identify ways to become more effective, efficient, provide the highest quality of service possible while responsibly conserving available resources, and to utilize program revenue to advance our mission.

Thank you for your consideration of the Ethics Commission's biennial budget request. The Commission and its staff look forward to working with you and the State Budget Office throughout the budget process.

Sincerely,

Daniel A. Carlton, Jr.
Commission Administrator
Wisconsin Ethics Commission

Wisconsin Ethics Commissioners
Mac Davis | David R. Halbrooks | Katie McCallum | Tamara Packard | Pat Strachota | Timothy Van Akkeren
Administrator
Daniel A. Carlton, Jr.

Agency Description

The Commission is comprised of six members, who serve for 5-year terms. One member is appointed by the senate majority leader; one appointed by the senate minority leader; one appointed by the speaker of the assembly; one appointed by the assembly minority leader; and two are individuals who formerly served as judges for a court of record in this state, who were elected to the positions in which they served, and who are nominated by the governor with the advice and consent of a majority of the members of the senate confirmed. A detailed description of the appointment of Commissioners is provided in s. 15.62, Stats. The transition plan from the Government Accountability Board to the Ethics Commission put forth by the Department of Administration established a rotational term schedule of the Commissioners. The Commission elects a chair and vice-chair from its members by a majority vote.

The administrator serves as the agency head and is responsible for the daily operations of the Commission. The Commission staff is non-partisan, including the administrator. The agency has a staff of 4.55 GPR and 3.45 PR full-time employees.

The Commission administers and enforces Wisconsin law pertaining to campaign finance, lobbying, and the Code of Ethics (ch. 11, campaign finance; subch. III, lobbying; and, subch. III, the code of ethics). The duties of the Ethics Commission are codified in ss. 11.1304, 13.685, and 19.48, Stats.

Additional information is available on the Ethics Commission's website at <https://ethics.wi.gov> about the Commission, its members and staff, meetings, and resources provided to the public.

Commission activities are arranged by five general functions:

1. General administration
2. Assistance to state public officials, candidates, lobbyists, principals, political committees and officeholders
3. Assistance to local governments
4. Education and training
5. Enforcement

Within these functional areas, the Commission develops policy, issues formal and informal opinions, promulgates administrative rules, prescribes procedures and forms, audits disclosure reports, carries out investigations, conducts hearings and reviews appeals, brings civil actions to assess forfeitures, and related activities.

The Commission has four general program areas which are described below:

Campaign Finance

Wisconsin campaign finance law requires candidates for state public office, political parties, legislative campaign committees, political action committees, independent expenditures committees, conduits, referenda committees, and recall committees to register with the Commission, disclose campaign receipts and disbursements, and abide by certain contribution limits and prohibitions. The Commission is responsible for auditing campaign finance reports

and enforcing registration and reporting requirements along with limits on the source and amount of campaign funding. Information is available to the public on the Commission website: <http://ethics.wi.gov/campaign-finance>, and through <https://cfis.wi.gov>.

Lobbying

Wisconsin lobbying law regulates registration of businesses, organizations, and individuals that attempt to influence government decisions. Registrants must identify who lobbies on their behalf, issues in which they have an interest, and provide other information, all available to the public on the Commission website:

<https://ethics.wi.gov/Pages/Lobbying/LobbyingOverview.aspx>, and <https://lobbying.wi.gov>.

Ethics

The Commission fosters ethical conduct of public officials by advising them about ethics laws and providing information about officials' financial interests to identify any potential conflicts of interest. State public officials file annual Statements of Economic Interests with the Commission online at <https://sei.wi.gov/>, and the trustees and staff of the State of Wisconsin Investment Board file quarterly reports. Information regarding the Commission's ethics-related activities is available to the public on the Commission website:

<https://ethics.wi.gov/Pages/Ethics/Ethics.aspx>.

State Purchasing

The Contract Sunshine program is mandated by the Legislature to allow the public to view the process state agencies use to procure goods and services from vendors. Additional information about the program is available on the website:

<https://ethics.wi.gov/Pages/Ethics/ContractSunshine.aspx>.

Mission

The mission of the Ethics Commission is to promote and strengthen the faith and confidence of the people of Wisconsin in their government, support the operation of open and responsible government, preserve the integrity of the governmental decision-making process, and protect the rights of individuals through the administration of Wisconsin's campaign finance, lobbying, and ethics laws, and through readily available and understandable disclosure of information.

Programs, Goals, Objectives, and Activities

Program 1: Ethics, Campaign Finance, and Lobbying Regulation

- A. Goal: Facilitate compliance with the requirements of Wisconsin's campaign finance, lobbying, and ethics laws.
 - A-1. Objective/Activity: Provide training, educational materials, and assistance to the regulated community and the public, focusing on applicable registration and reporting requirements.
 - A-2. Objective/Activity: Conduct timely audits of registration and report information, consistent with statutory requirements.
 - A-3. Objective/Activity: Provide informal and formal advisory opinions, as well as informal guidance, in a timely manner whenever requested to do so.

- B. Goal: Support the operation of open and responsible government, and preserve the integrity of governmental decision-making, and protect the rights of individuals.
 - B-1. Objective/Activity: Promptly make reported campaign finance, lobbying, and financial disclosure information publicly available.
 - B-2. Objective/Activity: Maintain the Wisconsin Campaign Finance Information System (CFIS), Eye On Lobbying website, and Statements of Economic Interests website in order to facilitate the registration and reporting requirements under applicable Wisconsin Statutes, as well as making the disclosure of reported information readily accessible and understandable.
 - B-3. Objective/Activity: Investigate complaints of possible violations of the ethics code, lobbying law, and campaign finance law and seek appropriate remedies as circumstances merit.

Performance Measures

2017 and 2018 Goals and Actuals

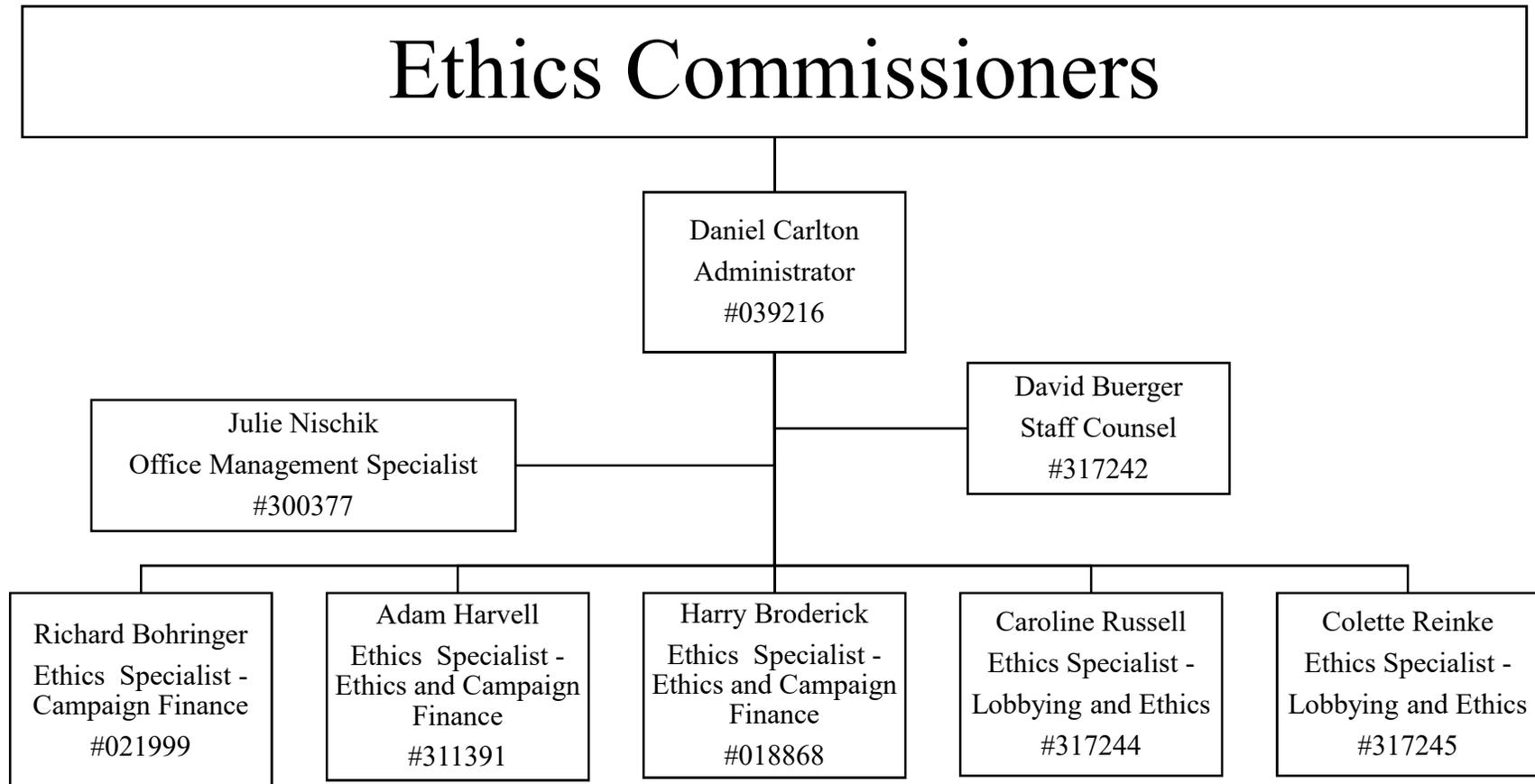
Prog. No.	Performance Measure	Goal 2017	Actual 2017	Goal 2018	Actual 2018
1	Percentage of fees received by electronic payment methods	50%	22.6%	65%	46.6%
1	Percentage of campaign finance registrations completed electronically	50%	70.2%	55%	100%
1	Percentage of campaign finance reports filed electronically	50%	74.1%	55%	100%
1	Percentage of campaign finance reports filed on or before the required date	99%	86.7%	99%	91.2%
1	Percentage of lobbyist time reports completed on or before the required date	99%	98.6%	99%	99.6%
1	Percentage of registered principals completing their Statements of Lobbying Activities and Expenditures (SLAEs) on or before the required date	99%	99.1%	99%	99.8%
1	Percentage of required SEIs filed on or before the required date	99%	96%	99%	95%

Note: Based on fiscal year. Campaign finance registrations and reports are now required to be submitted electronically. All registrations and reports for Actual 2018 have been submitted electronically, and the Commission no longer accepts any other form of submission.

2019, 2020, and 2021 Goals

Prog. No.	Performance Measure	Goal 2019	Goal 2020	Goal 2021
1	Fees received by electronic payment methods	50%	55%	60%
1	Campaign finance reports filed on/before the required date	92%	95%	99%
1	Percentage of committees in compliance, based on audit findings	90%	93%	95%
1	Lobbyist time reports completed on/before the required date	99%	99%	99%
1	Principals completing their Statements of Lobbying Activities and Expenditures on/before the required date	99%	99%	99%
1	Percentage of principals in compliance, based on audit findings	99%	99%	99%
1	Required Statements of Economic Interest filed on or before the required date	96%	97%	99%
1	Statements of Economic Interest filed electronically	90%	92%	95%

Organizational Chart



Agency Total by Fund Source

Ethics Commission

1921 Biennial Budget

		ANNUAL SUMMARY						BIENNIAL SUMMARY			
Source of Funds		Prior Year Total	Adjusted Base	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE	Base Year Doubled (BYD)	Biennial Request	Change From (BYD)	Change From BYD %
GPR	S	\$650,780	\$843,400	\$910,600	\$911,300	4.55	4.55	\$1,686,800	\$1,821,900	\$135,100	8.0%
Total		\$650,780	\$843,400	\$910,600	\$911,300	4.55	4.55	\$1,686,800	\$1,821,900	\$135,100	8.0%
PR	S	\$360,521	\$501,200	\$514,000	\$514,500	3.45	3.45	\$1,002,400	\$1,028,500	\$26,100	2.6%
Total		\$360,521	\$501,200	\$514,000	\$514,500	3.45	3.45	\$1,002,400	\$1,028,500	\$26,100	2.6%
Grand Total		\$1,011,301	\$1,344,600	\$1,424,600	\$1,425,800	8.00	8.00	\$2,689,200	\$2,850,400	\$161,200	6.0%

Agency Total by Program

521 Ethics Commission

1921 Biennial Budget

Source of Funds	ANNUAL SUMMARY						BIENNIAL SUMMARY			
	Prior Year Actual	Adjusted Base	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE	Base Year Doubled (BYD)	Biennial Request	Change From (BYD)	Change From BYD %
01 ETHICS, CAMPAIGN FINANCE AND LOBBYING REGULATION										
Non Federal										
GPR	\$650,780	\$843,400	\$910,600	\$911,300	4.55	4.55	\$1,686,800	\$1,821,900	\$135,100	8.01%
S	\$650,780	\$843,400	\$910,600	\$911,300	4.55	4.55	\$1,686,800	\$1,821,900	\$135,100	8.01%
PR	\$360,521	\$501,200	\$514,000	\$514,500	3.45	3.45	\$1,002,400	\$1,028,500	\$26,100	2.60%
S	\$360,521	\$501,200	\$514,000	\$514,500	3.45	3.45	\$1,002,400	\$1,028,500	\$26,100	2.60%
Total - Non Federal	\$1,011,301	\$1,344,600	\$1,424,600	\$1,425,800	8.00	8.00	\$2,689,200	\$2,850,400	\$161,200	5.99%
S	\$1,011,301	\$1,344,600	\$1,424,600	\$1,425,800	8.00	8.00	\$2,689,200	\$2,850,400	\$161,200	5.99%
PGM 01 Total	\$1,011,301	\$1,344,600	\$1,424,600	\$1,425,800	8.00	8.00	\$2,689,200	\$2,850,400	\$161,200	5.99%
GPR	\$650,780	\$843,400	\$910,600	\$911,300	4.55	4.55	\$1,686,800	\$1,821,900	\$135,100	8.01%

Agency Total by Program

521 Ethics Commission

1921 Biennial Budget

S	\$650,780	\$843,400	\$910,600	\$911,300	4.55	4.55	\$1,686,800	\$1,821,900	\$135,100	8.01%
PR	\$360,521	\$501,200	\$514,000	\$514,500	3.45	3.45	\$1,002,400	\$1,028,500	\$26,100	2.60%
S	\$360,521	\$501,200	\$514,000	\$514,500	3.45	3.45	\$1,002,400	\$1,028,500	\$26,100	2.60%
TOTAL 01	\$1,011,301	\$1,344,600	\$1,424,600	\$1,425,800	8.00	8.00	\$2,689,200	\$2,850,400	\$161,200	5.99%
S	\$1,011,301	\$1,344,600	\$1,424,600	\$1,425,800	8.00	8.00	\$2,689,200	\$2,850,400	\$161,200	5.99%
Agency Total	\$1,011,301	\$1,344,600	\$1,424,600	\$1,425,800	8.00	8.00	\$2,689,200	\$2,850,400	\$161,200	5.99%

Agency Total by Decision Item

Ethics Commission

1921 Biennial Budget

Decision Item	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
2000 Adjusted Base Funding Level	\$1,344,600	\$1,344,600	8.00	8.00
3003 Full Funding of Continuing Position Salaries and Fringe Benefits	\$66,300	\$66,300	0.00	0.00
3010 Full Funding of Lease and Directed Moves Costs	(\$22,100)	(\$20,900)	0.00	0.00
4000 Full Funding Administrator, Ethics Specialist	\$34,200	\$34,200	0.00	0.00
4001 Full Funding for Per Diem	\$1,600	\$1,600	0.00	0.00
TOTAL	\$1,424,600	\$1,425,800	8.00	8.00

Program Revenue

1921 Biennial Budget

	CODES	TITLES
DEPARTMENT	521	Ethics Commission
PROGRAM	01	Ethics, campaign finance and lobbying regulation
SUBPROGRAM		
NUMERIC APPROPRIATION	20	General program operations; PR

Revenue and Expenditures	Prior Year Actuals	Base Year Estimate	1st Year Estimate	2nd Year Estimate
Opening Balance	\$37,700	\$202,900	\$211,200	\$209,500
Filing Fees	\$165,200	\$40,000	\$30,000	\$40,000
Total Revenue	\$202,900	\$242,900	\$241,200	\$249,500
Expenditures	\$0	\$31,700	\$0	\$0
2000 Adjusted Base Funding Level	\$0	\$0	\$31,700	\$31,700
Total Expenditures	\$0	\$31,700	\$31,700	\$31,700
Closing Balance	\$202,900	\$211,200	\$209,500	\$217,800

Program Revenue

1921 Biennial Budget

	CODES	TITLES
DEPARTMENT	521	Ethics Commission
PROGRAM	01	Ethics, campaign finance and lobbying regulation
SUBPROGRAM		
NUMERIC APPROPRIATION	21	Gifts and grants

Revenue and Expenditures	Prior Year Actuals	Base Year Estimate	1st Year Estimate	2nd Year Estimate
Opening Balance	\$0	\$17,600	\$17,600	\$17,600
Gifts and Grants	\$17,600	\$0	\$0	\$0
Total Revenue	\$17,600	\$17,600	\$17,600	\$17,600
Expenditures	\$0	\$0	\$0	\$0
Total Expenditures	\$0	\$0	\$0	\$0
<u>Closing Balance</u>	\$17,600	\$17,600	\$17,600	\$17,600

Program Revenue

1921 Biennial Budget

	CODES	TITLES
DEPARTMENT	521	Ethics Commission
PROGRAM	01	Ethics, campaign finance and lobbying regulation
SUBPROGRAM		
NUMERIC APPROPRIATION	22	Materials and services

Revenue and Expenditures	Prior Year Actuals	Base Year Estimate	1st Year Estimate	2nd Year Estimate
Opening Balance	\$300	\$11,000	\$6,500	\$2,000
Copying Fees	\$15,200	\$0	\$0	\$0
Total Revenue	\$15,500	\$11,000	\$6,500	\$2,000
Expenditures	\$4,500	\$4,500	\$0	\$0
2000 Adjusted Base Funding Level	\$0	\$0	\$4,500	\$2,000
Total Expenditures	\$4,500	\$4,500	\$4,500	\$2,000
Closing Balance	\$11,000	\$6,500	\$2,000	\$0

Program Revenue

1921 Biennial Budget

	CODES	TITLES
DEPARTMENT	521	Ethics Commission
PROGRAM	01	Ethics, campaign finance and lobbying regulation
SUBPROGRAM		
NUMERIC APPROPRIATION	23	Lobbying admin; PR

Revenue and Expenditures	Prior Year Actuals	Base Year Estimate	1st Year Estimate	2nd Year Estimate
Opening Balance	\$346,300	\$395,800	\$560,000	\$163,300
Lobbying Fees	\$405,500	\$620,000	\$90,000	\$620,000
Total Revenue	\$751,800	\$1,015,800	\$650,000	\$783,300
Expenditures	\$356,000	\$455,800	\$0	\$0
2000 Adjusted Base Funding Level	\$0	\$0	\$465,000	\$465,000
3003 Full Funding of Continuing Position Salaries and Fringe Benefits	\$0	\$0	\$16,500	\$16,500
4000 Full Funding Administrator, Ethics Specialist	\$0	\$0	\$20,100	\$20,100
3010 Full Funding of Lease and Directed Moves Costs	\$0	\$0	(\$23,800)	(\$23,300)
Total Expenditures	\$356,000	\$455,800	\$477,800	\$478,300
Closing Balance	\$395,800	\$560,000	\$172,200	\$305,000

Decision Item (DIN) - 2000

Decision Item (DIN) Title - Adjusted Base Funding Level

NARRATIVE

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Decision Item by Line

1921 Biennial Budget

	CODES	TITLES
DEPARTMENT	521	Ethics Commission
	CODES	TITLES
DECISION ITEM	2000	Adjusted Base Funding Level

Expenditure items		1st Year Cost	2nd Year Cost
01	Permanent Position Salaries	\$446,700	\$446,700
02	Turnover	\$0	\$0
03	Project Position Salaries	\$0	\$0
04	LTE/Misc. Salaries	\$2,300	\$2,300
05	Fringe Benefits	\$172,400	\$172,400
06	Supplies and Services	\$721,600	\$721,600
07	Permanent Property	\$1,600	\$1,600
08	Unalloted Reserve	\$0	\$0
09	Aids to Individuals Organizations	\$0	\$0
10	Local Assistance	\$0	\$0
11	One-time Financing	\$0	\$0
12	Debt Service	\$0	\$0
13		\$0	\$0
14		\$0	\$0
15		\$0	\$0
16		\$0	\$0
17	Total Cost	\$1,344,600	\$1,344,600
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	7.00	7.00
20	Unclassified Positions Authorized	1.00	1.00

Decision Item by Numeric

Ethics Commission

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	2000	Adjusted Base Funding Level			
01	Ethics, campaign finance and lobbying regulation				
	01 General program ops; GPR	\$618,400	\$618,400	4.55	4.55
	05 Investigations	\$225,000	\$225,000	0.00	0.00
	20 General program operations; PR	\$31,700	\$31,700	0.00	0.00
	22 Materials and services	\$4,500	\$4,500	0.00	0.00
	23 Lobbying admin; PR	\$465,000	\$465,000	3.45	3.45
	Ethics, campaign finance and lobbying regulation SubTotal	\$1,344,600	\$1,344,600	8.00	8.00
	Adjusted Base Funding Level SubTotal	\$1,344,600	\$1,344,600	8.00	8.00
	Agency Total	\$1,344,600	\$1,344,600	8.00	8.00

Decision Item by Fund Source

Ethics Commission

	Source of Funds		1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
Decision Item	2000	Adjusted Base Funding Level				
	GPR	S	\$843,400	\$843,400	4.55	4.55
	PR	S	\$501,200	\$501,200	3.45	3.45
	Total		\$1,344,600	\$1,344,600	8.00	8.00
Agency Total			\$1,344,600	\$1,344,600	8.00	8.00

Decision Item (DIN) - 3003

Decision Item (DIN) Title - Full Funding of Continuing Position Salaries and Fringe Benefits

NARRATIVE

Standard Budget Adjustment - Full Funding of Continuing Position Salaries and Fringe Benefits

Decision Item by Line

1921 Biennial Budget

	CODES	TITLES
DEPARTMENT	521	Ethics Commission
	CODES	TITLES
DECISION ITEM	3003	Full Funding of Continuing Position Salaries and Fringe Benefits

Expenditure items		1st Year Cost	2nd Year Cost
01	Permanent Position Salaries	\$58,600	\$58,600
02	Turnover	\$0	\$0
03	Project Position Salaries	\$0	\$0
04	LTE/Misc. Salaries	\$0	\$0
05	Fringe Benefits	\$7,700	\$7,700
06	Supplies and Services	\$0	\$0
07	Permanent Property	\$0	\$0
08	Unalloted Reserve	\$0	\$0
09	Aids to Individuals Organizations	\$0	\$0
10	Local Assistance	\$0	\$0
11	One-time Financing	\$0	\$0
12	Debt Service	\$0	\$0
13		\$0	\$0
14		\$0	\$0
15		\$0	\$0
16		\$0	\$0
17	Total Cost	\$66,300	\$66,300
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	0.00	0.00
20	Unclassified Positions Authorized	0.00	0.00

Decision Item by Numeric

Ethics Commission

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	3003	Full Funding of Continuing Position Salaries and Fringe Benefits			
01	Ethics, campaign finance and lobbying regulation				
	01 General program ops; GPR	\$49,800	\$49,800	0.00	0.00
	23 Lobbying admin; PR	\$16,500	\$16,500	0.00	0.00
	Ethics, campaign finance and lobbying regulation SubTotal	\$66,300	\$66,300	0.00	0.00
	Full Funding of Continuing Position Salaries and Fringe Benefits SubTotal	\$66,300	\$66,300	0.00	0.00
	Agency Total	\$66,300	\$66,300	0.00	0.00

Decision Item by Fund Source

Ethics Commission

	Source of Funds		1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
Decision Item	3003	Full Funding of Continuing Position Salaries and Fringe Benefits				
	GPR	S	\$49,800	\$49,800	0.00	0.00
	PR	S	\$16,500	\$16,500	0.00	0.00
	Total		\$66,300	\$66,300	0.00	0.00
Agency Total			\$66,300	\$66,300	0.00	0.00

Decision Item (DIN) - 3010

Decision Item (DIN) Title - Full Funding of Lease and Directed Moves Costs

NARRATIVE

Standard Budget Adjustment - Full Funding of Lease and Directed Moves Costs

Decision Item by Line

1921 Biennial Budget

	CODES	TITLES
DEPARTMENT	521	Ethics Commission
	CODES	TITLES
DECISION ITEM	3010	Full Funding of Lease and Directed Moves Costs

Expenditure items		1st Year Cost	2nd Year Cost
01	Permanent Position Salaries	\$0	\$0
02	Turnover	\$0	\$0
03	Project Position Salaries	\$0	\$0
04	LTE/Misc. Salaries	\$0	\$0
05	Fringe Benefits	\$0	\$0
06	Supplies and Services	(\$22,100)	(\$20,900)
07	Permanent Property	\$0	\$0
08	Unalloted Reserve	\$0	\$0
09	Aids to Individuals Organizations	\$0	\$0
10	Local Assistance	\$0	\$0
11	One-time Financing	\$0	\$0
12	Debt Service	\$0	\$0
13		\$0	\$0
14		\$0	\$0
15		\$0	\$0
16		\$0	\$0
17	Total Cost	(\$22,100)	(\$20,900)
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	0.00	0.00
20	Unclassified Positions Authorized	0.00	0.00

Decision Item by Numeric

Ethics Commission

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	3010	Full Funding of Lease and Directed Moves Costs			
01	Ethics, campaign finance and lobbying regulation				
	01 General program ops; GPR	\$1,700	\$2,400	0.00	0.00
	23 Lobbying admin; PR	(\$23,800)	(\$23,300)	0.00	0.00
	Ethics, campaign finance and lobbying regulation SubTotal	(\$22,100)	(\$20,900)	0.00	0.00
	Full Funding of Lease and Directed Moves Costs SubTotal	(\$22,100)	(\$20,900)	0.00	0.00
	Agency Total	(\$22,100)	(\$20,900)	0.00	0.00

Decision Item by Fund Source

Ethics Commission

	Source of Funds		1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
Decision Item	3010	Full Funding of Lease and Directed Moves Costs				
	GPR	S	\$1,700	\$2,400	0.00	0.00
	PR	S	(\$23,800)	(\$23,300)	0.00	0.00
	Total		(\$22,100)	(\$20,900)	0.00	0.00
Agency Total			(\$22,100)	(\$20,900)	0.00	0.00

Decision Item (DIN) - 4000

Decision Item (DIN) Title - Full Funding Administrator, Ethics Specialist

NARRATIVE

In February 2018, the Ethics Commission appointed a temporary administrator until a permanent replacement could be hired. The temporary administrator performed those duties through August 31, 2018. The temporary administrator was hired from within the Commission's existing staff, and due to the temporary nature of the position, the Commission decided to keep the position at a salary level that is within the range of an Ethics Specialist. The Commission's intent was to return the temporary administrator to the Ethics Specialist position after a permanent administrator was hired.

The Ethics Commission extended an offer to hire an administrator at a rate of \$48.56 per hour on July 30, 2018, which was accepted. The administrator started work on September 4, 2018. The candidate was selected from out of state and required a later start date in order to move to Wisconsin. Concurrent to the hiring of a new administrator, Ethics Commission staff were completing the process of hiring an Ethics Specialist that was vacant from March through August 2018. The Ethics Specialist was hired at the same rate as all other Ethics Specialists who are newly hired, \$25 per hour.

Due to the process of establishing the Full Funding of Continuing Position Salaries and Fringe Benefits (SBA3003), the snapshot, taken on September 1, 2018, that was used for the standard budget adjustment did not include the actual salaries of these two new hires. The timeframe used to establish Full Funding of Continuing Position Salaries and Fringe Benefits was one pay period before the two new staff started work.

In light of the foregoing, the Ethics Commission is requesting these two positions to be fully funded by providing an additional \$14,100 in GPR and \$20,100 in PR funds each year. Given the Commission's limited budget, it would be a significant strain on the programs to fund these positions from the base budget.

Appropriations 101 & 123 Combined

a	Full Funding Salary Level (Administrator and Ethics Specialist)		153,005	
b	Full Funding (adjusted)		153,005	
c	Subtract B1 Amount Salary		-127,795	
d	DIN 4000 Salary Amount (b-c)			25,210
e	DIN 4000 Salary Amount, Rounded			25,200
f	Full Funding Salary Level (Administrator and Ethics Specialist)	153,005		
g	Apply New Agency Full Fringe Rate	0.3560		
h	Permanent/Project Fringe Required		54,470	
m	Subtract Adjusted Base Fringe (based on B1)		-45,495	
n	DIN4000 Fringe Amount (h-m)			8,975
o	DIN4000 Fringe Amount, Rounded			9,000

*See Appendix C for 2019-21 agency fringe rates

Breakdown - Appropriations 101 and 123 separated

Appropriation 101

a	Full Funding Salary Level (Administrator and Ethics Specialist)		66,402	
b	Full Funding (adjusted)		66,402	
c	Subtract B1 Amount Salary		-55,981	
d	DIN 4000 Salary Amount (b-c)			10,421
e	DIN 4000 Salary Amount, Rounded			10,400
f	Full Funding Salary Level (Administrator and Ethics Specialist)	66,402		
g	Apply New Agency Full Fringe Rate	0.3560		
h	Permanent/Project Fringe Required		23,639	
m	Subtract Adjusted Base Fringe (based on B1)		-19,929	
n	DIN4000 Fringe Amount (h-m)			3,710
o	DIN4000 Fringe Amount, Rounded			3,700

Appropriation 123

a	Full Funding Salary Level (Administrator and Ethics Specialist)		86,603	
b	Full Funding (adjusted)		86,603	
c	Subtract B1 Amount Salary		-71,814	
d	DIN 4000 Salary Amount (b-c)			14,789
e	DIN 4000 Salary Amount, Rounded			14,800
f	Full Funding Salary Level (Administrator and Ethics Specialist)	86,603		
g	Apply New Agency Full Fringe Rate	0.3560		
h	Permanent/Project Fringe Required		30,831	
m	Subtract Adjusted Base Fringe (based on B1)		-25,566	
n	DIN4000 Fringe Amount (h-m)			5,265
o	DIN4000 Fringe Amount, Rounded			5,300

	101 Salary	123 Salary	101 Fringe	123 Fringe
Administrator - B1 funding	\$ 31,665.92	\$ 47,498.88	\$ 11,273.07	\$ 16,909.60
Administrator - Full Funding	\$ 40,401.92	\$ 60,602.88	\$ 14,383.08	\$ 21,574.63
Administrator - DIN4000	\$ 8,736.00	\$ 13,104.00	\$ 3,110.02	\$ 4,665.02
Ethics Specialist - B1 Funding	\$ 24,315.20	\$ 24,315.20	\$ 8,656.21	\$ 8,656.21
Ethics Specialist - Full Funding	\$ 26,000.00	\$ 26,000.00	\$ 9,256.00	\$ 9,256.00
Ethics Specialist - DIN4000	\$ 1,684.80	\$ 1,684.80	\$ 599.79	\$ 599.79
Amount Requested - DIN4000	\$ 10,420.80	\$ 14,788.80	\$ 3,709.80	\$ 5,264.81
Amount Requested - DIN4000 rounded	\$ 10,400.00	\$ 14,800.00	\$ 3,700.00	\$ 5,300.00
Amount Requested - 101	\$ 14,100.00			
Amount Requested - 123	\$ 20,100.00			

Job Title	Plan	Grade	Total Hrly as of 9/1/18	Actual Hourly as of 9/4/18	Difference	Position Type	Dist %	FTE in B2	Annualized Salary	Annual \$ By FTE in B2	Fund Src
INDEF AG APPT-20.923 (4) ESG 4	90	04	38.06	48.56	10.50	Appointed	40	0.4	101,000.00	40,400.00	GPR
INDEF AG APPT-20.923 (4) ESG 4	90	04	38.06	48.56	10.50	Appointed	60	0.6	101,000.00	60,600.00	PR,PR
ETHICS SPECIALIST-SEN	07	03	23.38	25.00	1.62	Permanent	50	0.5	52,000.00	26,000.00	GPR
ETHICS SPECIALIST-SEN	07	03	23.38	25.00	1.62	Permanent	50	0.5	52,000.00	26,000.00	PR,PR

Decision Item by Line

1921 Biennial Budget

	CODES	TITLES
DEPARTMENT	521	Ethics Commission
	CODES	TITLES
DECISION ITEM	4000	Full Funding Administrator, Ethics Specialist

Expenditure items		1st Year Cost	2nd Year Cost
01	Permanent Position Salaries	\$25,200	\$25,200
02	Turnover	\$0	\$0
03	Project Position Salaries	\$0	\$0
04	LTE/Misc. Salaries	\$0	\$0
05	Fringe Benefits	\$9,000	\$9,000
06	Supplies and Services	\$0	\$0
07	Permanent Property	\$0	\$0
08	Unalloted Reserve	\$0	\$0
09	Aids to Individuals Organizations	\$0	\$0
10	Local Assistance	\$0	\$0
11	One-time Financing	\$0	\$0
12	Debt Service	\$0	\$0
13		\$0	\$0
14		\$0	\$0
15		\$0	\$0
16		\$0	\$0
17	Total Cost	\$34,200	\$34,200
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	0.00	0.00
20	Unclassified Positions Authorized	0.00	0.00

Decision Item by Numeric

Ethics Commission

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	4000	Full Funding Administrator, Ethics Specialist			
01	Ethics, campaign finance and lobbying regulation				
	01 General program ops; GPR	\$14,100	\$14,100	0.00	0.00
	23 Lobbying admin; PR	\$20,100	\$20,100	0.00	0.00
	Ethics, campaign finance and lobbying regulation SubTotal	\$34,200	\$34,200	0.00	0.00
	Full Funding Administrator, Ethics Specialist SubTotal	\$34,200	\$34,200	0.00	0.00
	Agency Total	\$34,200	\$34,200	0.00	0.00

Decision Item by Fund Source

Ethics Commission

	Source of Funds		1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
Decision Item	4000	Full Funding Administrator, Ethics Specialist				
	GPR	S	\$14,100	\$14,100	0.00	0.00
	PR	S	\$20,100	\$20,100	0.00	0.00
	Total		\$34,200	\$34,200	0.00	0.00
Agency Total			\$34,200	\$34,200	0.00	0.00

Decision Item (DIN) - 4001

Decision Item (DIN) Title - Full Funding for Per Diem

NARRATIVE

The Ethics Commission is requesting \$1,600 in GPR to fully fund per diems and fringe for each year of the biennium. The Ethics Commission is required by s. 15.06 (5), Stats. to meet a minimum of four times per year. The Commissioners receive a per diem of \$115 for each day on which the member attends or participates by audio or video conference call in a meeting of the member's commission (s. 15.06 (10), Stats.). The current base funding amount for Commissioner per diem is not sufficient to fund the statutorily required number of Commission meetings (four times per year).

This request fully funds Commissioner per diems to meet four times per year at the current per diem rate. In 2016, the Commission met seven times. In 2017, the Commission met seven times. In 2018, the Commission met thirteen times as of September 17, 2018, with one more meeting scheduled in December 2018. The Commission is planning to meet five times in 2019, not including special meetings, which are scheduled ad hoc.

s. 15.06 (5), Stats.	Frequency of meetings; place. Every commission shall meet on the call of the chairperson or a majority of its members. Every commission shall maintain its offices in Madison, but may meet or hold hearings at such other locations as will best serve the citizens of this state. The elections commission and the ethics commission shall meet in person at least 4 times each year and shall conduct meetings in accordance with accepted parliamentary procedure.
s. 15.06 (10), Stats.	Compensation. A member of the elections commission and a member of the ethics commission shall receive a per diem of \$115 for each day on which the member attends or participates by audio or video conference call in a meeting of the member's commission.

DIN4001			
# Meetings	# Commissioners	Per Diem Amount	Annual Amount
4	6	\$ 115.00	\$ 2,760.00
Annual LTE Funding (Appropriation 101)	Annual Amount Required	Annual Amount Requested DIN4001	Annual Amount Requested DIN4001 (Rounded)
\$ 1,300.00	\$ 2,760.00	\$ 1,460.00	\$ 1,500.00
LTE Fringe Rate	Annual LTE Fringe Requested DIN4001	Annual LTE Fringe Requested DIN4001 (Rounded)	
7.65%	\$ 114.75	\$ 100.00	

Decision Item by Line

1921 Biennial Budget

	CODES	TITLES
DEPARTMENT	521	Ethics Commission
	CODES	TITLES
DECISION ITEM	4001	Full Funding for Per Diem

Expenditure items		1st Year Cost	2nd Year Cost
01	Permanent Position Salaries	\$0	\$0
02	Turnover	\$0	\$0
03	Project Position Salaries	\$0	\$0
04	LTE/Misc. Salaries	\$1,500	\$1,500
05	Fringe Benefits	\$100	\$100
06	Supplies and Services	\$0	\$0
07	Permanent Property	\$0	\$0
08	Unalloted Reserve	\$0	\$0
09	Aids to Individuals Organizations	\$0	\$0
10	Local Assistance	\$0	\$0
11	One-time Financing	\$0	\$0
12	Debt Service	\$0	\$0
13		\$0	\$0
14		\$0	\$0
15		\$0	\$0
16		\$0	\$0
17	Total Cost	\$1,600	\$1,600
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	0.00	0.00
20	Unclassified Positions Authorized	0.00	0.00

Decision Item by Numeric

Ethics Commission

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	4001	Full Funding for Per Diem			
01	Ethics, campaign finance and lobbying regulation				
	01 General program ops; GPR	\$1,600	\$1,600	0.00	0.00
	Ethics, campaign finance and lobbying regulation SubTotal	\$1,600	\$1,600	0.00	0.00
	Full Funding for Per Diem SubTotal	\$1,600	\$1,600	0.00	0.00
	Agency Total	\$1,600	\$1,600	0.00	0.00

Decision Item by Fund Source

Ethics Commission

	Source of Funds		1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
Decision Item	4001	Full Funding for Per Diem				
	GPR	S	\$1,600	\$1,600	0.00	0.00
	Total		\$1,600	\$1,600	0.00	0.00
Agency Total			\$1,600	\$1,600	0.00	0.00

ACT 201

Proposal under s. 16.42(4)(b)2.: **0% change in each fiscal year**

FY: **FY20**
Agency: ETHICS - 521

Exclusions: Federal
 Debt Service

Columns A-G were prepopulated for agencies to reflect state operations adjusted base and reductions agreed to by DOA and LFB. See Appendix H for instructions on how to complete these templates.

Proposed \$ and Proposed FTE columns reflect total agency proposed spending and positions for indicated fiscal year. These amounts should include standard budget adjustments (SBAs), any proposed reallocations or reductions to meet the target, and any other requests that the agency would want considered under this proposal.

Appropriations with zero dollars and zero FTEs are not loaded into the template. If you have any questions, contact your SBO analyst.

IF YOUR AGENCY PLANS TO TAKE THE SAME CUTS OVER BOTH YEARS, YOU SHOULD ONLY FILL OUT ONE GRID FOR 0% GROWTH AND ONE GRID FOR 5% REDUCTION, THEN CHANGE FY20 TO FY20 AND 21.

Agency	Appropriation		Fund Source	Adjusted Base		(See Note 1) 0% Change Target	Proposed Budget 2019-20		Item Ref.	Change from Adj Base		(See Note 2) Remove SBAs		Change from Adjusted Base after Removal of SBAs	
	Alpha	Numeric		\$	FTE		Proposed \$	Proposed FTE		\$	FTE	\$	FTE	\$	FTE
	521	1a		101	GPR		618,400	4.55		0	669,900	4.55	1	51,500	0.00
521	1be	105	GPR	225,000	0.00	0	225,000	0.00		0	0.00	0	0.00	0	0.00
521	1g	120	PR	31,700	0.00	0	31,700	0.00		0	0.00	0	0.00	0	0.00
521	1i	122	PR	4,500	0.00	0	4,500	0.00		0	0.00	0	0.00	0	0.00
521	1im	123	PR	465,000	3.45	0	457,700	3.45	2	(7,300)	0.00	7,300	0.00	0	0.00
Totals				1,344,600	8.00	0	1,388,800	8.00		44,200	0.00	(44,200)	0.00	0	0.00

Note 1: Reduction target must be met within state operations appropriations, but may be allocated across those appropriations and fund sources.

Note 2: Amounts should be SBAs (DINs 3001 - 3011) from agency request multiplied by -1.

Target Reduction = 0
 Difference = **0**
 Should equal \$0

Items - Describe proposed changes (excl. SBAs) to reach target or other priorities of agency

1

Includes: adjusted base + SBAs. Excludes Agency DINs 4000 and 4001. Excluding DIN 4000 will negatively impact the Commission by underfunding salaries for certain FTE staff that were hired effective September 4, 2018. See the Narrative Section on DIN 4000 for a more complete explanation. Additionally, exclusion of DIN 4001 will negatively impact the budget by reducing the amount available to pay for per diems for Commission meetings. See the Narrative Section on DIN 4001 for a more complete explanation. Finally, if those DINs are not approved, there will likely be a significant impact on the Commission's ability to maintain statutorily required programs and websites. For example, the Commission is currently in the process of improving the websites for the Campaign Finance and Lobbying programs. If the Commission were not to receive the funds associated with these DINs, the Commission's ability to upgrade the websites would be difficult, and it may reduce the Commission's ability to provide the current base level of essential services to our regulated communities.

2

Includes: adjusted base + SBAs. Excludes Agency DIN 4000. Excluding DIN 4000 will negatively impact the Commission by underfunding salaries for certain FTE staff that were hired effective September 4, 2018. See the Narrative Section on DIN 4000 for a more complete explanation. Additionally, this will limit the Commission's ability to maintain statutorily required programs and websites. For example, the Commission is currently in the process of improving the websites for the Campaign Finance and Lobbying programs. If the Commission were not to receive the funds associated with these DINs, the Commission's ability to upgrade the websites would be difficult, and it may reduce the Commission's ability to provide the current base level of essential services to our regulated communities.

ACT 201

Proposal under s. 16.42(4)(b)2.: **0% change in each fiscal year**

FY: **FY21**
Agency: ETHICS - 521

Exclusions: Federal
 Debt Service

Columns A-G were prepopulated for agencies to reflect state operations adjusted base and reductions agreed to by DOA and LFB. See Appendix H for instructions on how to complete these templates.

Proposed \$ and Proposed FTE columns reflect total agency proposed spending and positions for indicated fiscal year. These amounts should include standard budget adjustments (SBAs), any proposed reallocations or reductions to meet the target, and any other requests that the agency would want considered under this proposal.

Appropriations with zero dollars and zero FTEs are not loaded into the template. If you have any questions, contact your SBO analyst.

IF YOUR AGENCY PLANS TO TAKE THE SAME CUTS OVER BOTH YEARS, YOU SHOULD ONLY FILL OUT ONE GRID FOR 0% GROWTH AND ONE GRID FOR 5% REDUCTION, THEN CHANGE FY20 TO FY20 AND 21.

Agency	Appropriation		Fund Source	Adjusted Base		(See Note 1) 0% Change Target	Proposed Budget 2020-21			Change from Adj Base		(See Note 2) Remove SBAs		Change from Adjusted Base after Removal of SBAs	
	Alpha	Numeric		\$	FTE		Proposed \$	Proposed FTE	Item Ref.	\$	FTE	\$	FTE	\$	FTE
	521	1a		101	GPR		618,400	4.55	0	670,600	4.55	1	52,200	0.00	(52,200)
521	1be	105	GPR	225,000	0.00	0	225,000	0.00		0	0.00	0	0.00	0	0.00
521	1g	120	PR	31,700	0.00	0	31,700	0.00		0	0.00	0	0.00	0	0.00
521	1i	122	PR	4,500	0.00	0	4,500	0.00		0	0.00	0	0.00	0	0.00
521	1im	123	PR	465,000	3.45	0	458,200	3.45	2	(6,800)	0.00	6,800	0.00	0	0.00
Totals				1,344,600	8.00	0	1,390,000	8.00		45,400	0.00	(45,400)	0.00	0	0.00

Note 1: Reduction target must be met within state operations appropriations, but may be allocated across those appropriations and fund sources.

Note 2: Amounts should be SBAs (DINs 3001 - 3011) from agency request multiplied by -1.

Target Reduction = 0
 Difference = 0
 Should equal \$0

Items - Describe proposed changes (excl. SBAs) to reach target or other priorities of agency

1

Includes: adjusted base + SBAs. Excludes Agency DINs 4000 and 4001. Excluding DIN 4000 will negatively impact the Commission by underfunding salaries for certain FTE staff that were hired effective September 4, 2018. See the Narrative Section on DIN 4000 for a more complete explanation. Additionally, exclusion of DIN 4001 will negatively impact the budget by reducing the amount available to pay for per diems for Commission meetings. See the Narrative Section on DIN 4001 for a more complete explanation. Finally, if those DINs are not approved, there will likely be a significant impact on the Commission's ability to maintain statutorily required programs and websites. For example, the Commission is currently in the process of improving the websites for the Campaign Finance and Lobbying programs. If the Commission were not to receive the funds associated with these DINs, the Commission's ability to upgrade the websites would be difficult, and it may reduce the Commission's ability to provide the current base level of essential services to our regulated communities.

2

Includes: adjusted base + SBAs. Excludes Agency DIN 4000. Excluding DIN 4000 will negatively impact the Commission by underfunding salaries for certain FTE staff that were hired effective September 4, 2018. See the Narrative Section on DIN 4000 for a more complete explanation. Additionally, this will limit the Commission's ability to maintain statutorily required programs and websites. For example, the Commission is currently in the process of improving the websites for the Campaign Finance and Lobbying programs. If the Commission were not to receive the funds associated with these DINs, the Commission's ability to upgrade the websites would be difficult, and it may reduce the Commission's ability to provide the current base level of essential services to our regulated communities.

ACT 201

Proposal under s. 16.42(4)(b)1.: 5% change in each fiscal year

FY: **FY20**

Agency: **ETHICS - 521**

Exclusions: Federal
Debt Service

Columns A-G were prepopulated for agencies to reflect state operations adjusted base and reductions agreed to by DOA and LFB. See Appendix H for instructions on how to complete these templates.

Proposed \$ and Proposed FTE columns reflect total agency proposed spending and positions for indicated fiscal year. These amounts should include standard budget adjustments (SBAs), any proposed reallocations or reductions to meet the target, and any other requests that the agency would want considered under this proposal.

Appropriations with zero dollars and zero FTEs are not loaded into the template. If you have any questions, contact your SBO analyst.

IF YOUR AGENCY PLANS TO TAKE THE SAME CUTS OVER BOTH YEARS, YOU SHOULD ONLY FILL OUT ONE GRID FOR 0% GROWTH AND ONE GRID FOR 5% REDUCTION, THEN CHANGE FY20 TO FY20 AND 21.

Agency	Appropriation		Fund Source	Adjusted Base		(See Note 1)	Proposed Budget 2019-20		Item Ref.	Change from Adj Base		(See Note 2)		Change from Adjusted Base after Removal of SBAs	
	Alpha	Numeric		\$	FTE	5% Reduction Target	Proposed \$	Proposed FTE		\$	FTE	Remove SBAs	FTE	\$	FTE
521	1a	101	GPR	618,400	4.55	(30,900)	669,900	4.55	1	51,500	0.00	(51,500)	0.00	0	0.00
521	1be	105	GPR	225,000	0.00	(11,300)	200,000	0.00	2	(25,000)	0.00	0	0.00	(25,000)	0.00
521	1g	120	PR	31,700	0.00	(1,600)	31,700	0.00		0	0.00	0	0.00	0	0.00
521	1i	122	PR	4,500	0.00	(200)	4,500	0.00		0	0.00	0	0.00	0	0.00
521	1im	123	PR	465,000	3.45	(23,300)	415,400	3.45	3	(49,600)	0.00	7,300	0.00	(42,300)	0.00
Totals				1,344,600	8.00	(67,300)	1,321,500	8.00		(23,100)	0.00	(44,200)	0.00	(67,300)	0.00

Note 1: Reduction target must be met within state operations appropriations, but may be allocated across those appropriations and fund sources.

Note 2: Amounts should be SBAs (DINs 3001 - 3011) from agency request multiplied by -1.

Target Reduction = (67,300)

Difference = **0**

Should equal \$0

Items - Describe proposed changes (excl. SBAs) to reach target or other priorities of agency

- 1 Includes: adjusted base + SBAs. Excludes Agency DINs 4000 and 4001. Excluding DIN 4000 will negatively impact the Commission by underfunding salaries for certain FTE staff that were hired effective September 4, 2018. See the Narrative Section on DIN 4000 for a more complete explanation. Additionally, exclusion of DIN 4001 will negatively impact the budget by reducing the amount available to pay for per diems for Commission meetings. See the Narrative Section on DIN 4001 for a more complete explanation. Finally, if those DINs are not approved, there will likely be a significant impact on the Commission's ability to maintain statutorily required programs and websites. For example, the Commission is currently in the process of improving the websites for the Campaign Finance and Lobbying programs. If the Commission were not to receive the funds associated with these DINs, the Commission's ability to upgrade the websites would be difficult, and it may reduce the Commission's ability to provide the current base level of essential services to our regulated communities.
- 2 Reduces Supplies & Services by \$25,000; this reduction may inhibit the ability for the Commission Staff and/or outside Counsel to conduct investigations as authorized by the Commissioners.
- 3 Includes: adjusted base + SBAs. Excludes Agency DIN 4000. Excluding DIN 4000 will negatively impact the Commission by underfunding salaries for certain FTE staff that were hired effective September 4, 2018. See the Narrative Section on DIN 4000 for a more complete explanation. Additionally, this will limit the Commission's ability to maintain statutorily required programs and websites. For example, the Commission is currently in the process of improving the websites for the Campaign Finance and Lobbying programs. If the Commission were not to receive the funds associated with these DINs, the Commission's ability to upgrade the websites would be difficult, and it may reduce the Commission's ability to provide the current base level of essential services to our regulated communities. However, this scenario goes further to reduce the Commission's spending authority by an additional \$42,300.

ACT 201

Proposal under s. 16.42(4)(b)1.: 5% change in each fiscal year

FY: **FY21**

Agency: **ETHICS - 521**

Exclusions: Federal
Debt Service

Columns A-G were prepopulated for agencies to reflect state operations adjusted base and reductions agreed to by DOA and LFB. See Appendix H for instructions on how to complete these templates.

Proposed \$ and Proposed FTE columns reflect total agency proposed spending and positions for indicated fiscal year. These amounts should include standard budget adjustments (SBAs), any proposed reallocations or reductions to meet the target, and any other requests that the agency would want considered under this proposal.

Appropriations with zero dollars and zero FTEs are not loaded into the template. If you have any questions, contact your SBO analyst.

IF YOUR AGENCY PLANS TO TAKE THE SAME CUTS OVER BOTH YEARS, YOU SHOULD ONLY FILL OUT ONE GRID FOR 0% GROWTH AND ONE GRID FOR 5% REDUCTION, THEN CHANGE FY20 TO FY20 AND 21.

Agency	Appropriation		Fund Source	Adjusted Base		(See Note 1)	Proposed Budget 2020-21			Change from Adj Base		(See Note 2)		Change from Adjusted Base after Removal of SBAs	
	Alpha	Numeric		\$	FTE	5% Reduction Target	Proposed \$	Proposed FTE	Item Ref.	\$	FTE	\$	FTE	\$	FTE
521	1a	101	GPR	618,400	4.55	(30,900)	670,600	4.55	1	52,200	0.00	(52,200)	0.00	0	0.00
521	1be	105	GPR	225,000	0.00	(11,300)	200,000	0.00	2	(25,000)	0.00	0	0.00	(25,000)	0.00
521	1g	120	PR	31,700	0.00	(1,600)	31,700	0.00		0	0.00	0	0.00	0	0.00
521	1i	122	PR	4,500	0.00	(200)	4,500	0.00		0	0.00	0	0.00	0	0.00
521	1im	123	PR	465,000	3.45	(23,300)	415,900	3.45	3	(49,100)	0.00	6,800	0.00	(42,300)	0.00
Totals				1,344,600	8.00	(67,300)	1,322,700	8.00		(21,900)	0.00	(45,400)	0.00	(67,300)	0.00

Note 1: Reduction target must be met within state operations appropriations, but may be allocated across those appropriations and fund sources.

Note 2: Amounts should be SBAs (DINs 3001 - 3011) from agency request multiplied by -1.

Target Reduction = (67,300)

Difference = **0**

Should equal \$0

Items - Describe proposed changes (excl. SBAs) to reach target or other priorities of agency

- 1 Includes: adjusted base + SBAs. Excludes Agency DINs 4000 and 4001. Excluding DIN 4000 will negatively impact the Commission by underfunding salaries for certain FTE staff that were hired effective September 4, 2018. See the Narrative Section on DIN 4000 for a more complete explanation. Additionally, exclusion of DIN 4001 will negatively impact the budget by reducing the amount available to pay for per diems for Commission meetings. See the Narrative Section on DIN 4001 for a more complete explanation. Finally, if those DINs are not approved, there will likely be a significant impact on the Commission's ability to maintain statutorily required programs and websites. For example, the Commission is currently in the process of improving the websites for the Campaign Finance and Lobbying programs. If the Commission were not to receive the funds associated with these DINs, the Commission's ability to upgrade the websites would be difficult, and it may reduce the Commission's ability to provide the current base level of essential services to our regulated communities.
- 2 Reduces Supplies & Services by \$25,000; this reduction may inhibit the ability for the Commission Staff and/or outside Counsel to conduct investigations as authorized by the Commissioners.
- 3 Includes: adjusted base + SBAs. Excludes Agency DIN 4000. Excluding DIN 4000 will negatively impact the Commission by underfunding salaries for certain FTE staff that were hired effective September 4, 2018. See the Narrative Section on DIN 4000 for a more complete explanation. Additionally, this will limit the Commission's ability to maintain statutorily required programs and websites. For example, the Commission is currently in the process of improving the websites for the Campaign Finance and Lobbying programs. If the Commission were not to receive the funds associated with these DINs, the Commission's ability to upgrade the websites would be difficult, and it may reduce the Commission's ability to provide the current base level of essential services to our regulated communities. However, this scenario goes further to reduce the Commission's spending authority by an additional \$42,300.

BASE BUDGET REVIEW REPORTS

BASE BUDGET REVIEW WORKSHEET

Agency Number: 52100	Agency Name: Ethics Commission
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Date of Report: September 17, 2018	Fiscal Years Covered: 2016, 2017, 2018
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Expenditures by quarter, including links to appropriation description and purpose, are found at the following URL [s. 16.423(3)(a) and (b)]:

<http://openbook.wi.gov/ExpenditureDetailReport.aspx>

Do all agency appropriations meet the mission of the agency and do their objectives justify their expenditures [s. 16.423 (3)(c)]?

- Yes
 No

If No, please list the appropriations and a description why they do not meet the mission of the agency. Add rows to the table as needed.

Chapter 20 Appropriation	Title	Description

Do the objectives of all your agency appropriations justify their expenditures [s. 16.423(3)(c)]?

- Yes
 No

If No, please list the appropriations and a description why they do not justify their expenditures. Add rows to the table as needed.

Chapter 20 Appropriation	Title	Description

BASE BUDGET REVIEW REPORTS

Please indicate any appropriation whose minimum level of funding to achieve objectives is less than the prior fiscal year's base funding [s. 16.423(3)(d)]. Add rows to the table as needed.

Chapter 20 Appropriation	Title	Prior Fiscal Year Budget	Prior Fiscal Year Expended	Minimum Budget Needed
20.521(1)(i)	Materials and services	\$4,500	\$4,500	\$6,500 (for the biennium; FY2020=\$4,500, FY2021=\$2,000 spending authority)

The program associated with 20.521(1)(i) is not consistently generating revenue and the Commission expects, based on current spending trends, that the second year of the 2019-21 biennium will only have a remaining balance of \$2,000 to expend. The Ethics Commission primarily generates revenue in this appropriation when collecting fees associated with fulfilling records requests. Since the majority of the records are now online, staff time and materials are minimal in fulfilling these requests.

The agency's mission and objectives can be found in the biennial budget submission at the following URL [s. 16.423(3)(e)]:

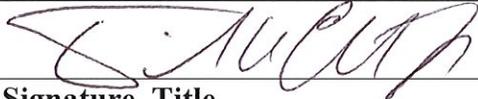
<https://doa.wi.gov/Pages/StateFinances/CurrentBiennialBudget.aspx>.

OPTIONAL ANALYSIS

This section is available to agencies that want to describe why expenditures varied throughout fiscal quarters and/or years.

The appropriation which collects campaign finance filing fees (20.521(1)(g)) was not fully expended in FY17 or FY18, due to the fact that staff are planning for upgrades to the Campaign Finance Information System starting in FY19 and beyond. The Commission will utilize that program revenue to fund upgrades to the system, allowing reporting to be more efficient, mobile friendly, and easier to understand and report.

Similarly, Ethics Commission staff have started a project to update the Lobbying website. Program revenue for the lobbying program (20.521(1)(im)) is being utilized to fund this project. As the project began in Spring 2018, payment for initial work on the system updates was not billed to the agency in FY18. Staff expect that the full spending authority for the lobbying appropriation will be spent in FY19 and the future, as the project is ongoing.

	Administrator	September 17, 2018
Signature, Title		Date