



District Attorney/Victim Witness -08

Kimberly Lawton
District Attorney

Deidre Zifko, Legal Secretary
Tish Stewart, Victim/Witness Coordinator
Lorraine Zifko, Discovery Coordinator

2018 Budget Summary and Highlights:

The proposed 2018 budget of \$169,855 is a 2.5% increase from 2017. Revenues are projected at \$28,000 for a levy of \$141,855 adjustment of 26%.

On individual line items, the District Attorney has reduced or eliminated a number of categories that were not needed. Most notable are printing/duplication and meals, lodging, and registration fees & tuition. For the staff, the legal secretary has only local or internet based trainings, and Victim Witness trainings are in the V/W portion of the budget, and it is reimbursed by the State as seen in the revenue. For the District Attorney trainings are either reimbursed by the State to the District Attorney or the District Attorney will be covering those expenses personally.

FUNCTION:

The Bayfield County District Attorney's office is mandated by Wisconsin Statute 978.05. In addition, the District Attorney oversees the victim/witness program as outlined in Wisconsin Statute 950.04.

MAIN RESPONSIBILITIES:

The District Attorney's main responsibility is the prosecution of criminal actions. In addition, the District Attorney commences certain statutorily mandated civil actions, juvenile cases and prosecutes criminal traffic offenders. Approximately 90% of the District Attorney's responsibilities are statutory. The remaining 10% are generally administrative and community involvement related.

The District Attorney is one of the key stakeholders in setting criminal justice policy at the local level. The District Attorney decides who should be prosecuted after a criminal referral is received from law enforcement. The District Attorney advocates for what the outcome should be in order to promote justice for victims and hold defendants accountable for the harm they have caused. A key responsibility of the District Attorney is deciding resource allocation for cases including number factors such as severity of crime, impact on victim, rehabilitative needs of defendants and public protection.

FY2017 ACCOMPLISHMENTS:

1. Transitioned to e-filing and a near paperless system, saving time and resources. The Sheriff's office now electronically refers cases and all law enforcement agencies are signing and swearing complaints electronically. This has led to a noticeable increase in efficiency for all agencies involved.
2. Established a protocol between Department of Human Services and District Attorney's office for child abuse or neglect cases (Chapter 48) and juvenile justice cases (Chapter 938).
3. Attending training with Criminal Justice Coordinator, Judge, and Public Defender in regard to evidence based decision making and alternatives to the traditional criminal justice system.
4. Developed policies that encourage upfront negotiation and settlement of cases, and that has contributed to the less congested court calendar. The impact of this has been seen in the number of cases leaving the system and how quickly cases can now be set for trial if needed.
5. Bayfield County was selected as 1 of 5 counties in Wisconsin for a partnership with Department of Justice for Sexual Assault Response Team training. This partnership will assist in developing best practice tools and training modules for the rest of the state. This will include updating protocols and the Wisconsin Sexual Assault Prosecutor's Manual.
6. New policies and procedures have led to a noticeable increase in victims participating in court, and exercising victim rights.
7. Instructed law enforcement through legal update, developed and strengthened the relationship between law enforcement agencies and the District Attorney's office.

FY2018 GOALS & OBJECTIVES:

1. Continue to organize the office and reduce the backlog that was from prior to 2017.
2. Increase training sessions for law enforcement, including specialized training periodically.
3. Continue strengthening the response to sexual assault and domestic violence.
4. Strengthen the treatment alternatives and diversions program including our programs with TADPRO, pre-charge, and RRTC.



District Attorney 08

Budget Year 2018

| Account | Account Description | 2015 Actual Amount | 2016 Actual Amount | 2017 Adopted Budget | 2017 Estimated Amount | 2018 Department | 2018 Administrator | 2018 Admin/2017 Adopted |
|---|----------------------------------|--------------------|--------------------|---------------------|-----------------------|---------------------|---------------------|-------------------------|
| Fund 100 - General | | | | | | | | |
| REVENUE | | | | | | | | |
| Department 08 - District Attorney | | | | | | | | |
| 43525 | Crime/Victim/Witness Prog | 21,909.69 | 21,312.70 | 22,000.00 | 22,000.00 | 22,000.00 | 22,000.00 | 100 |
| 48900 | All Other Revenue | 6,555.20 | 8,710.00 | 6,000.00 | 5,000.00 | 5,000.00 | 6,000.00 | 100 |
| Department 08 - District Attorney Totals | | \$28,464.89 | \$30,022.70 | \$28,000.00 | \$27,000.00 | \$27,000.00 | \$28,000.00 | 100% |
| REVENUE TOTALS | | \$28,464.89 | \$30,022.70 | \$28,000.00 | \$27,000.00 | \$27,000.00 | \$28,000.00 | 100% |
| EXPENSE | | | | | | | | |
| Department 08 - District Attorney | | | | | | | | |
| State Account 51311 - District Attorney | | | | | | | | |
| 50121 | Full Time | 34,292.79 | 35,706.14 | 43,466.00 | 43,466.00 | 44,792.00 | 44,792.00 | 103 |
| 50122 | Part Time | 9,991.80 | 17,907.24 | .00 | 19,422.00 | 20,054.00 | 20,054.00 | |
| 50123 | Temporary Employee | .00 | .00 | 19,422.00 | .00 | .00 | .00 | |
| 50131 | Sick Leave Pay | 770.16 | 1,093.81 | .00 | .00 | .00 | .00 | |
| 50132 | Vacation Pay | 4,820.14 | 3,888.39 | .00 | .00 | .00 | .00 | |
| 50135 | Overtime | 110.78 | .00 | .00 | .00 | .00 | .00 | |
| 50138 | Holiday Pay | 2,389.77 | 2,545.67 | .00 | .00 | .00 | .00 | |
| 50151 | Fica/Medicare | 4,037.49 | 4,643.93 | 4,811.00 | 4,811.00 | 4,961.00 | 4,961.00 | 103 |
| 50152 | Co. Share Retirement | 2,907.94 | 3,457.89 | 4,276.00 | 4,276.00 | 4,345.00 | 4,345.00 | 102 |
| 50154 | Health Insurance | .00 | .00 | 17,726.00 | 17,726.00 | 17,325.00 | 17,325.00 | 98 |
| 50155 | Life Insurance | 17.84 | 21.84 | 23.00 | 23.00 | 24.00 | 24.00 | 104 |
| 50156 | HRA | .00 | .00 | 4,200.00 | 4,200.00 | 4,800.00 | 4,800.00 | 114 |
| 50210 | Professional Services | 1,824.78 | 3,222.30 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 100 |
| 50225 | Telephone | 1,240.31 | 1,181.91 | 1,200.00 | 1,200.00 | 1,200.00 | 1,200.00 | 100 |
| 50240 | Repair & Maintenance | 307.30 | 525.50 | 500.00 | 250.00 | 500.00 | 500.00 | 100 |
| 50253-001 | Witness Fees/D.A. | 621.20 | 566.76 | 500.00 | .00 | 2,000.00 | 2,000.00 | 400 |
| 50290 | Contractual Services | 10,031.90 | .00 | .00 | .00 | .00 | .00 | |
| 50310 | Office Supplies | 2,521.77 | 3,763.82 | 3,000.00 | 2,000.00 | 3,000.00 | 3,000.00 | 100 |
| 50311 | Postage | 1,945.60 | 2,274.50 | 1,700.00 | 1,700.00 | 2,000.00 | 2,000.00 | 118 |
| 50313 | Printing & Duplication | 782.31 | 280.39 | 1,000.00 | 500.00 | 500.00 | 500.00 | 50 |
| 50320 | Publication,Subscriptions & Dues | 730.19 | 789.41 | 650.00 | 600.00 | 600.00 | 600.00 | 92 |
| 50325 | Registration Fees & Tuition | .00 | 45.00 | 400.00 | .00 | .00 | .00 | |
| 50332 | Mileage | 1,156.06 | 496.40 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 100 |
| 50335 | Meals | .00 | .00 | 55.00 | .00 | .00 | .00 | |
| 50336 | Lodging | .00 | .00 | 400.00 | .00 | .00 | .00 | |
| State Account 51311 - District Attorney Totals | | \$80,500.13 | \$82,410.90 | \$106,329.00 | \$103,174.00 | \$109,101.00 | \$109,101.00 | 103% |
| State Account 52103 - Crime Victim Witness | | | | | | | | |
| 50121 | Full Time | 34,534.38 | 34,718.74 | .00 | 40,131.00 | 41,457.00 | 41,457.00 | |
| 50122 | Part Time | .00 | .00 | 40,131.00 | .00 | .00 | .00 | |
| 50131 | Sick Leave Pay | 176.50 | 1,124.96 | .00 | .00 | .00 | .00 | |
| 50132 | Vacation Pay | 1,863.01 | 1,045.31 | .00 | .00 | .00 | .00 | |

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Budget Year 2018

| Account | Account Description | 2015 Actual Amount | 2016 Actual Amount | 2017 Adopted Budget | 2017 Estimated Amount | 2018 Department | 2018 Administrator | 2018 Admin/2017 Adopted |
|--|----------------------------------|--------------------|--------------------|---------------------|-----------------------|-----------------|--------------------|-------------------------|
| Fund 100 - General | | | | | | | | |
| EXPENSE | | | | | | | | |
| Department 08 - District Attorney | | | | | | | | |
| State Account 52103 - Crime Victim Witness | | | | | | | | |
| 50135 | Overtime | 196.11 | 445.74 | .00 | .00 | .00 | .00 | |
| 50138 | Holiday Pay | 1,617.88 | 1,640.38 | .00 | .00 | .00 | .00 | |
| 50151 | Fica/Medicare | 2,814.49 | 2,852.77 | 3,070.00 | 3,070.00 | 3,171.00 | 3,171.00 | 103 |
| 50152 | Co. Share Retirement | 2,599.04 | 2,561.21 | 2,729.00 | 2,729.00 | 2,778.00 | 2,778.00 | 102 |
| 50154 | Health Insurance | 7,495.56 | 7,659.26 | 8,441.00 | 8,441.00 | 8,250.00 | 8,250.00 | 98 |
| 50155 | Life Insurance | 41.32 | 45.44 | 48.00 | 48.00 | 48.00 | 48.00 | 100 |
| 50156 | HRA | 2,100.00 | 2,100.00 | 2,100.00 | 2,400.00 | 2,400.00 | 2,400.00 | 114 |
| 50225 | Telephone | 55.89 | 49.42 | 100.00 | 100.00 | 100.00 | 100.00 | 100 |
| 50253 | Witness Fees | 353.08 | 163.41 | 300.00 | 300.00 | 300.00 | 300.00 | 100 |
| 50310 | Office Supplies | 454.48 | 642.04 | 600.00 | 600.00 | 600.00 | 600.00 | 100 |
| 50311 | Postage | 793.95 | 935.28 | 900.00 | 900.00 | 900.00 | 900.00 | 100 |
| 50313 | Printing & Duplication | 129.00 | 123.00 | 150.00 | 129.00 | .00 | .00 | |
| 50320 | Publication,Subscriptions & Dues | .00 | .00 | 100.00 | 35.00 | 100.00 | 100.00 | 100 |
| 50325 | Registration Fees & Tuition | .00 | 35.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100 |
| 50332 | Mileage | .00 | 81.60 | 250.00 | 271.00 | 250.00 | 250.00 | 100 |
| 50335 | Meals | .00 | 8.00 | 50.00 | 50.00 | 50.00 | 50.00 | 100 |
| 50336 | Lodging | .00 | .00 | 250.00 | 276.00 | 250.00 | 250.00 | 100 |
| State Account 52103 - Crime Victim Witness Totals | | \$55,224.69 | \$56,231.56 | \$59,319.00 | \$59,580.00 | \$60,754.00 | \$60,754.00 | 102% |
| Department 08 - District Attorney Totals | | \$135,724.82 | \$138,642.46 | \$165,648.00 | \$162,754.00 | \$169,855.00 | \$169,855.00 | 103% |
| EXPENSE TOTALS | | \$135,724.82 | \$138,642.46 | \$165,648.00 | \$162,754.00 | \$169,855.00 | \$169,855.00 | 103% |
| Fund 100 - General Totals | | | | | | | | |
| REVENUE TOTALS | | \$28,464.89 | \$30,022.70 | \$28,000.00 | \$27,000.00 | \$27,000.00 | \$28,000.00 | 100% |
| EXPENSE TOTALS | | \$135,724.82 | \$138,642.46 | \$165,648.00 | \$162,754.00 | \$169,855.00 | \$169,855.00 | 103% |
| Fund 100 - General Totals | | (\$107,259.93) | (\$108,619.76) | (\$137,648.00) | (\$135,754.00) | (\$142,855.00) | (\$141,855.00) | 103% |
| Net Grand Totals | | | | | | | | |
| REVENUE GRAND TOTALS | | \$28,464.89 | \$30,022.70 | \$28,000.00 | \$27,000.00 | \$27,000.00 | \$28,000.00 | 100% |
| EXPENSE GRAND TOTALS | | \$135,724.82 | \$138,642.46 | \$165,648.00 | \$162,754.00 | \$169,855.00 | \$169,855.00 | 103% |
| Net Grand Totals | | (\$107,259.93) | (\$108,619.76) | (\$137,648.00) | (\$135,754.00) | (\$142,855.00) | (\$141,855.00) | 103% |

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