

# District Attorney

John Zakowski – District Attorney  
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## MISSION

The purpose of the Brown County District Attorney's Office is to prosecute and defend all actions, applications or motions, civil or criminal, in the Brown County courts which the state or county is interested in or a party to. In conjunction with its Victim/Witness Program, the District Attorney's Office also exists to ensure that all victims and witnesses of crime are treated with dignity, respect, courtesy, and sensitivity in protecting their rights as they encounter the criminal justice system.

## PROGRAM DESCRIPTION

The District Attorney's Office provides a range of services including: prosecution, investigation, extradition, victim/witness services, education/advice, and representation of county or state agencies in various proceedings. Regarding prosecution, the Office prosecutes adult criminal violations; noncriminal violations of the county code; juvenile delinquency matters; all criminal traffic offenses and noncriminal traffic citations issued by the State Patrol or Brown County Sheriff. Although most investigative work is handled by law enforcement agencies, John Doe proceedings may be conducted to attempt to present a judge with sufficient evidence to warrant filing of a criminal charge. The Office processes extradition of prisoners or witnesses consistent with state law.

The Victim/Witness Program assists victims and witnesses by providing notification of court dates, gathering information for restitution, referring victims to appropriate agencies, and advising victims and witnesses regarding case disposition.

The Office is available 24 hours per day to advise law enforcement agencies in an emergency and also provides education on an ongoing basis regarding the current status of criminal law. State or county agencies are represented by prosecuting violations regarding natural resources, liquor laws, unemployment compensation fraud, welfare fraud, election/open meeting law violations, wage claims and consumer protection violations.

## PERFORMANCE MEASURES

	2008 Actual	2009 Estimate	2009 Budget	2010 Budget	Budget Change
Number of Referrals Received	9,820	10,000	10,000	10,050	0.50%
Cost per Referrals Processed	\$166.84	\$148.24	\$146.78	\$153.16	4.35%
Number of Case Filings	8,036	8,400	8,600	8,700	1.16%

## POLICY INITIATIVES

**Discontinuance of Teen Court Funding** – As of January 1, 2010, funding for the Teen Court Program through the District Attorney's office will be discontinued. Although this program is beneficial, County funds are not available to support it at this time. Family Services manages Teen Court, and will seek private donations and other non-County funding to continue its operation.

**FINANCIAL SUMMARY**

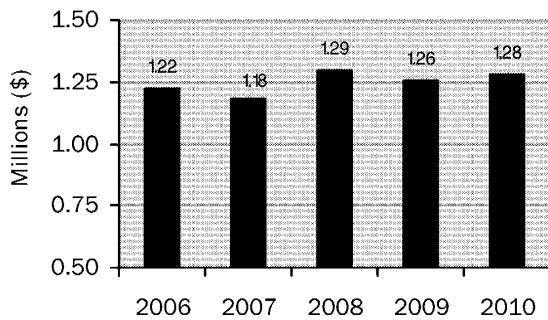
	2008 Actual	2009 Estimated	2009		Change from 2009	
			Amended Budget	2010 Budget	Amended Budget \$	%
Intergov. Revenue	178,115	171,384	161,063	165,470	4,407	2.74%
Public Charges	35,750	47,000	45,000	45,000	-	0.00%
Miscellaneous Revenue	965	3,940	-	1,868	1,868	0.00%
Other Financing Sources	8,357	-	-	-	-	0.00%
<b>Total Revenues</b>	<b>223,188</b>	<b>222,324</b>	<b>206,063</b>	<b>212,338</b>	<b>6,275</b>	<b>3.05%</b>
Personnel Costs	1,131,916	1,138,531	1,143,656	1,124,675	(18,981)	-1.66%
Operating Expenses	320,345	232,514	215,702	190,097	(25,605)	-11.87%
Interdept. Charges	106,165	114,770	104,280	167,513	63,233	60.64%
Outlay	-	-	-	9,103	9,103	0.00%
<b>Total Expenses</b>	<b>1,558,426</b>	<b>1,485,815</b>	<b>1,463,638</b>	<b>1,491,388</b>	<b>27,750</b>	<b>1.90%</b>
Property Taxes	1,294,876	1,263,491	1,257,575	1,279,050	21,475	1.71%
Addition to (Use of) Fund Balance	(40,362)	-	-	-	-	-

**SUMMARY HIGHLIGHTS**

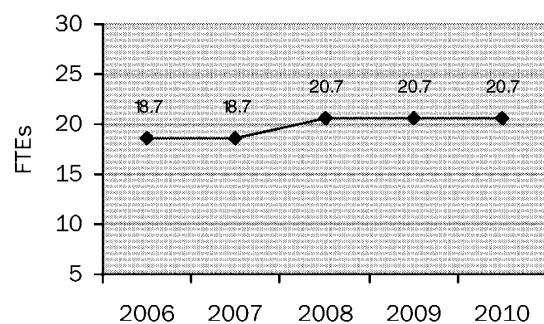
Intergovernmental revenue increased slightly to more accurately reflect State funding for the Victim/Witness program from past years.

Personnel costs increased slightly due to cost-of-living wage increases and associated fringe benefits for existing staff; however, this increase was offset as a result of adjustments to the health insurance plan which reduced costs for 2010. Operating expenses decreased mainly to reflect the discontinuance of the Teen Court program (see Policy Initiatives for more information); however, this was partially offset by the increase in paper legal services. Interdepartmental charges increased as a result of a more indepth allocation process for indirect costs. Outlay includes replacement of the department copier.

**LEVY TRENDS**



**STAFFING TRENDS**

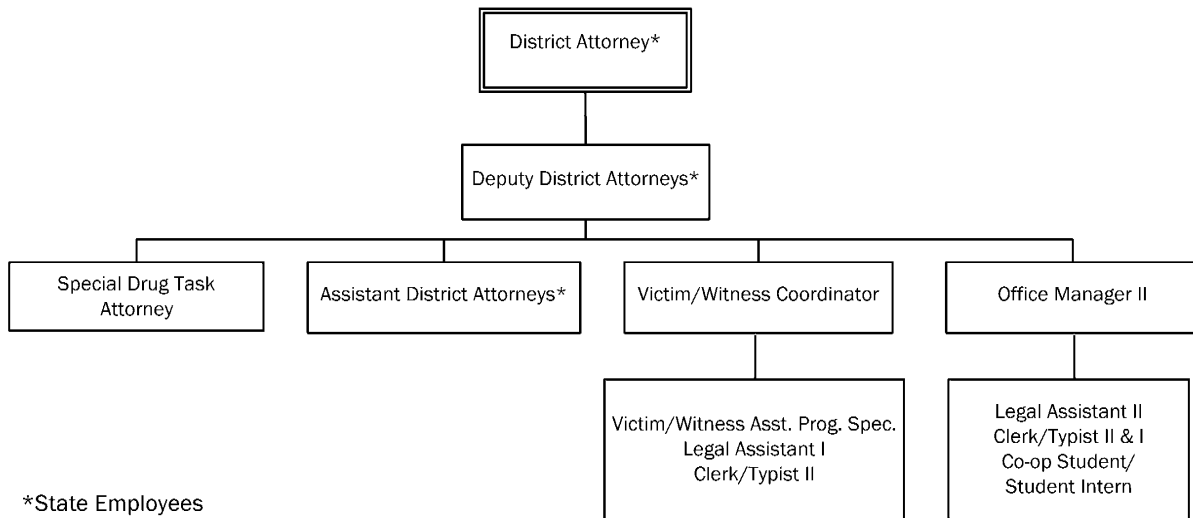


**STAFFING SUMMARY**

Position	FTE	Unit Rate	Budget Hours	Base	Longevity	Cost
Victim/Witness Coordinator	1.00	23.83 ^	1,950	46,466	360	46,826
Special Drug Task Attorney	1.00	23.80	2,080	49,501	0	49,501
Office Manager II	1.00	21.06	2,080	43,802	0	43,802
Victim/Witness Asst Prog Specialist	1.00	18.84 ^	1,950	36,742	360	37,102
Legal Assistant II	10.00	17.72 ^	19,500	345,608	2,530	348,138
Legal Assistant I	1.00	16.71 ^	1,950	32,579	170	32,749
Clerk/Typist II	3.00	15.49 ^	5,850	90,600	120	90,720
Clerk/Typist I	1.00	14.88 ^	1,950	29,010	0	29,010
Co-op Student/Student Intern	1.70	8.25	3,536	29,172	0	29,172
Asst D.A.'s Beeper/Casual Pay				6,300		6,300
	<b>20.70</b>		<b>40,846</b>	<b>709,780</b>	<b>3,540</b>	<b>713,320</b>

^^ Salary Adjustment	13,139
Turnover Reduction	(14,458)
Regular Earnings	712,001
Premium Overtime	2,000
Fringe Benefits	410,674
<b>2010 Total Compensation</b>	<b>1,124,675</b>

^ 2009 Settled rate per contract  
 ^^ Salary adjustment includes the adjustments for the negotiated rates



**CONTRACTS**

Type of Service Provided	Annual Cost
Paper Service - Legal	50,000
Professional Court Services	12,000
Temporary Replacement Help - Clerical	10,000
Zasio Support	3,000
Secretarial Support	3,000
Law Intern	2,500
	<b>80,500</b>

**OUTLAY**

Description	Amount
Copier	<u>9,103</u>
	<b>9,103</b>

**DISTRICT ATTORNEY 2010 BUDGET**

Account Number	Description	2009			2010 Executive
		2008 Actual Amount	2009 Actual Amount	Estimated Amount	
<b>Fund: 100 - GF</b>					
<b>Revenues</b>					
<b>Department: 024 - District Attorney</b>					
<b>Division: 001 - General</b>					
4100	General property taxes	1,181,122	562,978	1,138,488	1,171,488
4302	State grant revenue	27,773	7,776	23,924	17,470
4601.012	Sales Copy machine use	35,750	11,612	47,000	45,000
4900	Miscellaneous	965	221	3,940	1,868
9002	Transfer in	6,852	-	-	-
	<b>Division Total: 001 - General</b>	<b>1,252,462</b>	<b>582,587</b>	<b>1,213,352</b>	<b>1,197,511</b>
<b>Division: 016 - Victim/Witness</b>					
4100	General property taxes	113,754	65,814	125,003	107,562
4302	State grant revenue	147,070	73,730	147,460	148,000
4303.700	Local grant revenue Capital	3,272	-	-	-
9002	Transfer in	1,505	-	-	-
	<b>Division Total: 016 - Victim/Witness</b>	<b>265,601</b>	<b>139,544</b>	<b>272,463</b>	<b>255,562</b>
	<b>Department Total: 024 - District Attorney</b>	<b>1,518,064</b>	<b>722,132</b>	<b>1,485,815</b>	<b>1,491,388</b>
	<b>Revenues Total</b>	<b>1,518,064</b>	<b>722,132</b>	<b>1,485,815</b>	<b>1,491,388</b>
<b>Expenditures</b>					
<b>Department: 024 - District Attorney</b>					
<b>Division: 001 - General</b>					
5100	Regular earnings	476,584	253,785	568,889	564,642
5102.100	Paid leave earnings Vacation	73,699	24,535	-	-
5103.000	Premium Overtime	2,645	4,317	4,500	2,000
5109.100	Salaries reimbursement Short term disability	(4,611)	-	-	(4,200)
5110.100	Fringe benefits FICA	39,916	20,531	317,266	41,479
5110.110	Fringe benefits Unemployment compensation	123	1,256	-	850
5110.200	Fringe benefits Health insurance	218,828	81,185	-	202,840
5110.210	Fringe benefits Dental Insurance	13,456	6,544	-	14,712
5110.220	Fringe benefits Life Insurance	175	98	-	482
5110.235	Fringe benefits Disability insurance	6,488	2,326	-	4,787

Account Number	Description	2009			2009 Amended Budget	2010 Executive
		2008 Actual Amount	2009 Actual Amount	Estimated Amount		
5110.240	Fringe benefits Workers compensation insurance	115	187	-	-	382
5110.300	Fringe benefits Retirement	23,451	12,359	-	-	25,434
5110.310	Fringe benefits Retirement credit	28,230	16,204	-	-	32,852
5300	Supplies	119	-	-	-	-
5300.001	Supplies Office	14,670	13,541	14,000	11,500	14,487
5300.003	Supplies Technology	-	-	-	-	11,310
5300.004	Supplies Postage	4,799	2,657	5,000	5,000	5,000
5303	Copy expense	12,119	4,094	9,000	9,000	12,000
5304	Printing	1,428	940	3,000	3,000	2,000
5305	Dues and memberships	5,213	3,742	5,000	5,000	6,500
5306.100	Maintenance agreement Software	-	-	-	150	150
5307.100	Repairs and maintenance Equipment	-	-	-	-	-
5330	Books, periodicals, subscription	8,035	5,050	6,000	6,000	6,000
5340	Travel	2,394	1,627	3,370	3,370	2,200
5400.400	Claims Short-term disability	-	1,133	1,200	-	-
5505	Telephone	7,976	2,984	7,200	8,000	7,500
5600	Indirect cost	80,592	44,820	89,639	89,639	153,819
5601.100	Intra-county expense Information services	14,282	2,854	14,460	3,462	4,290
5601.200	Intra-county expense Insurance	3,113	1,245	2,489	2,489	2,507
5700	Contracted services	126,110	23,877	42,139	39,239	2,500
5706	Temporary replacement help	8,441	4,346	9,000	15,000	10,000
5708	Professional services	11,892	4,720	15,500	15,500	15,000
5710	Paper service - legal	65,062	32,331	62,400	45,493	50,000
5781	Witness fees	17,873	8,980	20,000	20,000	20,000
5781.110	Witness fees Travel	8,525	3,104	3,300	-	1,000
5782.100	Expert Witness DA	9,796	3,786	10,000	10,000	10,000
6110.020	Outlay Equipment (\$5,000+)	-	-	-	-	9,103
<b>Division Total: 001 - General</b>		<b>1,281,538</b>	<b>589,154</b>	<b>1,213,352</b>	<b>1,197,511</b>	<b>1,235,826</b>
<b>Division: 016 - Victim/Witness</b>						
5100	Regular earnings	126,723	66,886	148,949	144,015	147,359
5102.100	Paid leave earnings Vacation	20,735	5,866	-	-	-
5103.000	Premium Overtime	98	838	-	-	-

Account Number	Description	2009			2010 Executive
		2008 Actual Amount	2009 Actual Amount	Estimated Amount	
5109.100	Salaries reimbursement Short term disability	-	-	-	-
5110.100	Fringe benefits FICA	10,449	5,199	98,927	10,787
5110.110	Fringe benefits Unemployment compensation	-	-	-	221
5110.200	Fringe benefits Health insurance	72,335	27,564	-	53,919
5110.210	Fringe benefits Dental Insurance	4,456	2,213	-	4,150
5110.220	Fringe benefits Life Insurance	394	205	-	136
5110.235	Fringe benefits Disability insurance	2,004	633	-	1,326
5110.240	Fringe benefits Workers compensation insurance	-	-	-	108
5110.300	Fringe benefits Retirement	6,778	3,312	-	7,073
5110.310	Fringe benefits Retirement credit	8,844	4,334	-	9,136
5300	Supplies	6	-	-	-
5300.001	Supplies Office	1,000	1,115	1,115	1,500
5300.004	Supplies Postage	7,709	4,373	6,000	5,000
5303	Copy expense	3,842	871	5,000	1,000
5304	Printing	1,783	2,505	3,000	2,000
5305	Dues and memberships	205	140	140	300
5340	Travel	205	-	150	150
5395	Equipment - nonoutlay	-	-	-	-
5501	Electric	-	-	-	-
5505	Telephone	1,136	864	1,000	1,500
5600	Indirect cost	8,178	4,091	8,182	6,897
5706	Temporary replacement help	-	-	-	3,000
5708	Professional services	6	-	-	-
<b>Division Total: 016 - Victim/Witness</b>		<b>276,888</b>	<b>131,008</b>	<b>272,463</b>	<b>266,127</b>
<b>Department Total: 024 - District Attorney</b>		<b>1,558,426</b>	<b>720,162</b>	<b>1,485,815</b>	<b>1,463,638</b>
<b>Expenditures Total</b>		<b>1,558,426</b>	<b>720,162</b>	<b>1,485,815</b>	<b>1,463,638</b>
<b>Fund Revenue Total: 100 - GF</b>		<b>1,518,064</b>	<b>722,132</b>	<b>1,485,815</b>	<b>1,463,638</b>
<b>Fund Expenditure Total: 100 - GF</b>		<b>1,558,426</b>	<b>720,162</b>	<b>1,485,815</b>	<b>1,463,638</b>
<b>Fund Net Total: 100 - GF</b>		<b>(40,362)</b>	<b>1,969</b>	<b>-</b>	<b>-</b>
<b>Revenue Grand Totals:</b>		<b>1,518,064</b>	<b>722,132</b>	<b>1,485,815</b>	<b>1,463,638</b>
<b>Expenditure Grand Totals:</b>		<b>1,558,426</b>	<b>720,162</b>	<b>1,485,815</b>	<b>1,463,638</b>
<b>Net Grand Totals:</b>		<b>(40,362)</b>	<b>1,969</b>	<b>-</b>	<b>-</b>