

Kenosha County
Administrative Proposal Form

1. Proposal Overview

Division: Law Enforcement Department: Sheriff's Department

Proposal Summary (attach explanation and required documents):

2017 Resolution - request to accept \$3,000 of the COPS Anti-Methamphetamine Grant, for year one, from WI Department of Justice, which is intended to reimburse the Kenosha Co. Sheriff's Dept. for overtime hours worked on investigations focusing on the manufacturing, distribution and trafficking of methamphetamines.

Walworth Co. Sheriff's Dept is the fiscal grant agent of this grant program totalling \$20,000 which is allocated among five Drug Task Force teams in southeast Wisconsin. We are estimating that Kenosha Co. Sheriff's Dept. may utilize \$3,000 of the shared funds for overtime expenses incurred related to methamphetamine investigations.

Dept./Division Head Signature: _____



Date: _____

2/17/17

2. Department Head Review

Comments:

Recommendation: Approval ☒ Non-Approval ☐

Department Head Signature: _____



Date: _____

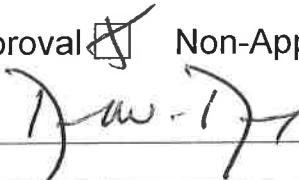
2-17-17

3. Finance Division Review

Comments:

Recommendation: Approval ☒ Non-Approval ☐

Finance Signature: _____



Date: _____

2/20/17

4. County Executive Review

Comments:

Action: Approval ☒ Non-Approval ☐

Executive Signature: _____



Date: _____

2/29/17

**KENOSHA COUNTY
BOARD OF SUPERVISORS**

RESOLUTION NO. _____

Subject: 2017 WI Dept of Justice- COPS Anti-Methamphetamine Task Force Grant			
Original <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>	2 nd Correction <input type="checkbox"/>	Resubmitted <input type="checkbox"/>
Date Submitted: March 21, 2017		Date Resubmitted	
Submitted By: Judiciary & Law Enf. Committee & Finance/ Admin Committee			
Fiscal Note Attached: X		Legal Note Attached <input type="checkbox"/>	
Prepared By: Robert Hallisy, Captain of Admin.		Signature: <i>Capt. M. J. 2017</i>	

WHEREAS, the US Department of Justice, Office of Community Oriented Policing Services Anti-Methamphetamine Task Force Program has offered funding, for year one, to the WI Department of Justice (WI DOJ), Division of Criminal Investigation, for distribution to local Drug Task Force teams for reimbursement for preapproved equipment expenses and personnel overtime expenses associated with investigations focusing on the illicit trafficking of methamphetamine, and

WHEREAS, the WI DOJ, for the first year, has awarded Walworth County Sheriff's Department \$20,000 for 2017, who will allocate these funds among the five southeast Wisconsin counties. Kenosha County Sheriff's Department is allocated up to \$3,000 for the Kenosha Drug Operations Group Task Force, and

WHEREAS, the funds will provide reimbursement for Kenosha Co. Sheriff's Dept KDOG Unit and other agency (KPD & TLPD) detectives, cost of overtime hours worked for locating and investigating illicit activities involving methamphetamine trafficking, distribution, and possession, and

WHEREAS, the Kenosha Co. Sheriff's Dept, KDOG Task Force, will submit reimbursement claims monthly to the Walworth County Sheriff's Dept and statistics on the program will be recorded directly by each Task Force using the ACISS System, and

WHEREAS, the grant funding period begins January 1, 2017 through December 31, 2017.

NOW, THEREFORE BE IT RESOLVED, that the Kenosha County Board of Supervisors accept the 2017 adjustments of \$3,000 to both Revenue and Expenditure budgets for the Sheriff's Department as detailed in the attached budget modification form, which is incorporated herein by reference.

BE IT FURTHER RESOLVED, that any unobligated funds remaining at year end be hereby authorized for carryover to the subsequent year until such time as the funds are expended in accord with COPS requirements, and that the Administration be authorized to modify the grant appropriations among various budget and expenditure units within the Sheriff's Department in accordance with all federal and state regulations of the program and in compliance with generally accepted accounting principles and if COPS offers supplemental funding under this same program, during this funding period, that Administration be authorized to increase the appropriation for the revenue and expenditure as long as the original intent of the funding has not changed and the costs incurred will be fully funded by the supplemental award.

Note: This resolution requires NO additional funds from the general fund. It increases revenues by \$3,000 and increases expenditures by \$3,000.

Subject: 2017 WI Dept of Justice- COPS Anti-Methamphetamine Task Force Grant			
Original <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>	2 nd Correction <input type="checkbox"/>	Resubmitted <input type="checkbox"/>
Date Submitted: March 21, 2017		Date Resubmitted	
Submitted By: Judiciary & Law Enf. Committee & Finance/Admin Committee			

Respectfully Submitted,
JUDICIARY AND LAW ENFORCEMENT COMMITTEE

	<u>Aye</u>	<u>No</u>	<u>Abstain</u>	<u>Excused</u>
Supervisor Leah Blough, Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Boyd Frederick, Vice Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Greg Retzlaff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Michael Skalitzy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Jeff Wamboldt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FINANCE/ADMINISTRATIVE COMMITTEE

	<u>Aye</u>	<u>No</u>	<u>Abstain</u>	<u>Excused</u>
Supervisor Terry Rose, Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Ron Frederick, Vice Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Rick Dodge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Daniel Esposito	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Jeffrey Gentz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Edward Kubicki	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Greg Retzlaff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

KENOSHA COUNTY EXPENSE/REVENUE BUDGET MODIFICATION FORM

DEPT/DIVISION:

SHERIFF YR2017

DOCUMENT # _____	G/L DATE _____
BATCH # _____	ENTRY DATE _____

PURPOSE OF BUDGET MODIFICATION (REQUIRED): To create a new revenue line to accept reimbursements from Walworth County to recognize revenue earned through the COPS Anti-Meth grant and establish an expense line to track reimbursement payments to KPD & TLPD for OT hours worked by their detectives in the KDOG Task Force on Methamphetamine related investigations. This is year one of the grant awarded to the Fiscal Agent, Walworth Co. Sheriff's Dept. Kenosha Sheriff's Dept partnering with WI DOJ Division of Criminal Investigation focusing on trafficking of methamphetamine. KSD will utilize the funds to reimburse overtime wages incurred by KSD and other agency (KPD & TLPD) detectives assigned to the Sheriff's Drug Task Force (Other Prof Serv). We are increasing the overtime budget for the Sheriff's KDOG business unit and increasing the expense budget for recording reimbursements to the City of Kenosha for their detectives overtime costs incurred, who are assigned to KDOG task force.

(1) ACCOUNT DESCRIPTION EXPENSES	(2)				BUDGET CHANGE REQUESTED		(5) ADOPTED BUDGET	(6) CURRENT BUDGET	(7) ACTUAL EXPENSES	AFTER TRANSFER	
	FUND	BUSINESS UNIT	OBJECT	sub- sidiary	(3) EXPENSE INCREASE (+)	(4) EXPENSE DECREASE (-)				(8) REVISED BUDGET	(9) EXPENSE BAL AVAIL
Overtime	100	21170	511200		1,500		35,350	35,350	1,014	36,850	35,836
Other Professional Svs-Anti-Meth	100	21170	521900	METH	1,500		0	0	0	1,500	1,500
EXPENSE TOTALS					3,000	0	35,350	35,350	1,014	38,350	37,336

REVENUES	FUND	BUSINESS UNIT	OBJECT	sub- sidiary	REVENUE DECREASE (+)	REVENUE INCREASE (-)	ADOPTED BUDGET	CURRENT BUDGET	REVISED BUDGET
WI DOJ Anti-Meth Enf	100	21170	442552			(3,000)			(3,000)
REVENUE TOTALS					0	(3,000)	0	0	(3,000)

COLUMN TOTALS (EXP TOTAL + REV TOTAL)

3,000 (3,000)

PREPARED BY: Andrea McKnight

DIVISION HEAD: Capt. [Signature]

DATE: 2/17/17

DEPARTMENT HEAD: [Signature]

DATE: 2-17-17

FINANCE DIRECTOR: [Signature] 2/29/17

DATE: _____

COUNTY EXECUTIVE: [Signature]

DATE: 2/24/17

Please fill in all columns:

- (1) & (2) Account information as required
- (3) & (4) Budget change requested
- (5) Original budget as adopted by the board
- (6) Current budget (original budget w/past mods.)
- (7) Actual expenses to date
- (8) Budget after requested modifications
- (9) Balance available after transfer (col 8 - col 7).

SEE BACK OF FORM FOR REQUIRED LEVELS OF APPROVAL FOR BUDGET MODIFICATION.



MEMORANDUM OF UNDERSTANDING
Anti-Methamphetamine Task Force Program Grant

Through the COPS Anti-Methamphetamine Task Force Program Grant, the Wisconsin Department of Justice, Division of Criminal Investigation (DCI) will provide reimbursement to each participating County/Task Force/Agency for overtime and equipment expenses associated with the development and investigation of narcotics cases that target the illicit activities related to the manufacture and distribution of methamphetamine. As a condition of receiving funds and other benefits under this program, the undersigned hereby agrees:

1. To appoint a Methamphetamine Grant Agency Coordinator and Alternate, who will be assigned to administer the Methamphetamine Grant program within the jurisdiction accepting the funds;
2. To compile and report information as required by the Methamphetamine Grant program on a monthly basis;
 - a. To utilize ACISS as the investigative case management system if possible; if ACISS is unavailable, to provide copies of case investigative reports for methamphetamine related investigations; and, through this reporting, the number of Cases Opened, Search Warrants Obtained, and Methamphetamine Arrests generated; in addition to other statistics, will be provided;
 - b. To provide related investigative communication records from telephone downloads, call detail records, pen registers/trap and traces, or other records from service providers (Facebook, e-mail, etc) to the WSIC for entry into the Penlink database;
3. To comply with the guidelines of the COPS Anti-Methamphetamine Task Force Program as prescribed and outlined in the 2016 COPS Office Anti-Methamphetamine Task Force Program Grant Owner's Manual;
4. To meet the established reporting for overtime and equipment reimbursement request deadlines;
5. To use Methamphetamine Grant funding for personnel overtime and pre-approved equipment expenses associated with investigations focused on the illicit trafficking of methamphetamine.
 - a. The money is designated ONLY for reimbursement of overtime and equipment expenses related to methamphetamine investigations, and must be tracked separately from any existing federal or state grant funded overtime or additional local agency funding. Electronically signed Overtime Reimbursement Forms must be submitted to MethGrant@doj.state.wi.us no later than 15 days after the end of the month during which the expense was incurred. All equipment expenses must be pre-approved by the Meth Coordinator prior to purchase.
 - b. The total overtime payments for an individual officer for a 12-month period (the Federal fiscal year is 10/01 – 09/30), including ALL federal sources (ie, OCDETF, HIDTA, Byrne JAG, CEASE, COPS Heroin Grant, COPS Meth Grant) are not to exceed 25% of the current Federal salary rate in effect at the time the overtime was performed. This amount is \$17,753 as of 01/04/2016.
6. Your agency has been allotted \$ 20,000.00 per year for two years; second year allocations may be revised at the discretion of the Wisconsin Department of Justice.

Agency Coordinator

Title/Name

Email

Office Phone

Cell Phone

Fax Number

Address

Alternate Coordinator

Title/Name

Email

Office Phone

Cell Phone

Fax Number

Address

Signature of Agency Head

Southeast Area Drug Operations Group

Name and Title

Kurt Picknell, Walworth County Sheriff

Approved By

Name and Title: DCI Administrator Jason Smith

Mail Original Form To: WI DOJ – DCI Meth Grant P.O. Box 719, Neenah, WI, 54957-0719

Form Due By: January 31, 2017