



WISCONSIN LEGISLATURE

P. O. Box 7882 Madison, WI 53707-7882

August 16th, 2016

Dear Agency Head,

On July 25th, Governor Walker delivered his budget instructions to your respective agency. Within those instructions he outlined new requirements, per 2015 Wisconsin Act 201 (the BASE Act), of all agencies to review the state operations portion of their base budget and submit a proposal that keeps spending flat and reduces spending by five percent for the forthcoming biennium.

Like Governor Walker, we firmly believe that operating a more effective government is essential to being good stewards of taxpayer dollars. In order to achieve this, we need to regularly re-examine our practices, priorities, and programs in relation to the services our agencies provide.

As business owners, we both routinely perform similar exercises and understand the importance of offering the highest quality of service in the most productive means possible. As legislators, we also want to be held accountable for the bills we pass and make every effort to assist agencies during their implementation.

To that end, we thought it was important for us to communicate our legislative intent so you have the proper context when preparing your budget proposals over the coming weeks. There are two main focal points we see as opportunities for review:

1. Finding efficiencies within agency operations that may include items such as:
 - a. Engaging and encouraging personnel on where they see areas for improvement in current processes;
 - b. Optimizing personnel capacity as individual responsibilities and workloads fluctuate;
 - c. Maximization of space and capital asset utilization;
 - d. Consolidation of resources, such as IT services, that would allow for cost savings; and
 - e. Collaboration with fellow agencies regarding opportunities to share expertise and resources.
2. Locating and proposing the elimination of programs that are not accomplishing their originally intended statutory purpose, including those not achieving desired performance metrics.

In the interest of transparency, we respectfully request that your proposals also outline specifics on how your identified potential savings may be generated. This will provide useful insight to the legislature and governor as agency operations are prioritized.

Under Governor Walker's leadership, and with your assistance, we can continue to make Wisconsin the best state to live, work and play. We thank you for your continued service to the state of Wisconsin. Please don't hesitate to contact our offices if we can offer any clarification or assistance during your budget process.

Sincerely,

Senator Chris Kapenga
33rd Senate District

Representative Rob Hutton
13th Assembly District