



Legislative Fiscal Bureau

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Joint Committee on Finance

Paper #105

Transfer Administration of Document Sales Program within DOA (Administration -- General Agency Provisions)

[LFB 2019-21 Budget Summary: Page 25, #9]

CURRENT LAW

Under current law, the document sales program within the Department of Administration (DOA) is funded from an appropriation that also supports expenses for state fleet, mail transportation, and records services. The program provides for centralized distribution of state agency documents available to the public and is funded primarily from program revenue from fees charged to state agencies.

GOVERNOR

Rename DOA's current law appropriations for transportation, records, and document services and printing, mail, communication, and information technology services to state agencies to reflect the transfer of administration for the document sales program within DOA from the Division of Enterprise Operations to the Division of Enterprise Technology. Reallocate \$194,300 PR and 2.0 PR positions annually from the renamed transportation and records appropriation to the renamed printing, mail, communication, document sales, and information technology services to state agencies appropriation (\$69,800 PR for salaries, \$25,900 PR for fringe benefits, and \$98,600 PR for supplies and services).

DISCUSSION POINTS

1. The Governor's recommendation is to transfer the document sales program's expenditure and position authority as follows: (a) 2.0 PR positions annually (1.0 inventory control coordinator - advanced and 1.0 operations program associate); (b) \$95,700 PR for salaries and fringe benefits; and (c) \$98,600 PR annually for supplies and services associated with office rent, information technology,

mailing costs, and other miscellaneous assessments.

2. The administration indicates that document sales revenue fluctuates and "a biennial increase in revenues has historically corresponded with the biennial distribution of Legislative documents, such as the Blue Book." Other items distributed by the program include building permit seals used by local governments under the Uniform Dwelling Code program of the Department of Safety and Professional Services, childcare subsidy program eligibility guidelines, and DNA testing kits available to local governments from the Department of Justice. In general, revenue has declined in recent years as the demand for printed documents has declined and demand for digital documents has increased. The document sales program generated revenue of \$108,300 in 2016-17 and \$129,000 in 2017-18. If sales continue to decline, the program will continue to have expenditures that exceed revenues.

3. Under current law, the document sales program is funded under the transportation, records, and document services appropriation, which is authorized to "provide state vehicle and aircraft fleet, mail transportation, document sales, and records services primarily to state agencies." With the exception of the document sales program, which is currently administered by DOA's Division of Enterprise Technology, the other programs funded by this appropriation are administered by DOA's Division of Enterprise Operations. Base funding for the appropriation is \$19,243,500 PR and 35.25 PR positions. The administration indicates that the difference between the document sales program's revenues and expenditures is currently subsidized by the other programs under the appropriation.

4. The printing, mail, communication, and information technology services to state agencies appropriation is currently authorized to "provide printing, mail processing, electronic communications, information technology development, management, and processing services" to state agencies. Base funding for the appropriation is \$97,799,700 PR and 238.45 PR positions. If the document sales program were transferred, the difference between the program's revenues and expenditures would be subsidized by the printing, mail, communication, and information technology services programs. According to the administration, DOA is working to "rectify the current negative balance" by increasing the "utilization of document sales services."

5. Under Executive Order 288, issued on May 1, 2018, state agencies were directed to consolidate print and mail operations under DOA's Bureau of Publishing and Distribution (BPAD), which is administered by the Division of Enterprise Technology (DET). The administration argues the recommended transfer is consistent with the goal of "centralizing publishing and distribution functions within DET." The administration indicates that the document sales program has already been "integrated with the functions" of BPAD and intends that the recommended transfer align program funding and management.

6. Further, it could be argued that the services provided under the document sales program are more appropriately aligned with printing, mail, and information technology than with transportation and records services. Therefore, the Committee could approve the Governor's recommendation to transfer the program's expenditure and position authority within DOA. [Alternative 1]

7. If the statutory transfer were not approved, the program would continue to be supervised

by BPAD (under the Division of Enterprise Technology) and funded from an appropriation that primarily supports costs of the Division of Enterprise Operations. If the Committee takes no action, the current funding structure would be maintained for the document sales program [Alternative 2]. To the extent that expenses continue to exceed revenues for the program, the difference would be supported by revenue generated by programs administered by the Division of Enterprise Operations.

ALTERNATIVES

1. Approve the Governor's recommendation to rename DOA's current law appropriations for transportation, records, and document services and printing, mail, communication, and information technology services to state agencies to reflect the transfer of administration for the document sales program within DOA from the Division of Enterprise Operations to the Division of Enterprise Technology. Reallocate \$194,300 PR and 2.0 PR positions annually from the renamed transportation and records appropriation to the renamed printing, mail, communication, document sales, and information technology services to state agencies appropriation.

2. Take no action.

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