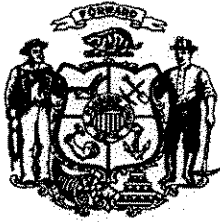


THE STATE OF WISCONSIN

SENATE CHAIR
BRIAN BURKE

316-S Capitol
P.O. Box 7882
Madison, WI 53707-7882
Phone: (608) 266-8535



ASSEMBLY CHAIR
JOHN GARD

315-N Capitol
P.O. Box 8952
Madison, WI 53708-8952
Phone: (608) 266-2343

JOINT COMMITTEE ON FINANCE

December 16, 1999

Secretary George Lightbourn
Department of Administration
101 East Wilson Street
Madison, Wisconsin 53703

Dear Secretary Lightbourn:

We are writing to inform you that the Joint Committee on Finance has reviewed your request, dated November 26, 1999, pursuant to s. 16.515/16.505(2), Stats., pertaining to a request from the Public Service Commission.

No objections have been raised concerning this request. Accordingly, the request is approved.

Sincerely,

Handwritten signature of Brian Burke in black ink.

BRIAN BURKE
Senate Chair

Handwritten signature of John Gard in black ink.

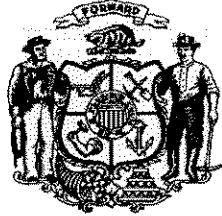
JOHN GARD
Assembly Chair

BB/JG/js

THE STATE OF WISCONSIN

SENATE CHAIR
BRIAN BURKE

316-S Capitol
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ASSEMBLY CHAIR
JOHN GARD

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JOINT COMMITTEE ON FINANCE

MEMORANDUM

To: Members
Joint Committee on Finance

From: Senator Brian Burke
Representative John Gard
Co-Chairs, Joint Committee on Finance

Re: s. 16.515/16.505, Stats. Request

Date: November 29, 1999

Attached is a copy of a request from the Department of Administration, dated November 26, 1999, pursuant to s. 16.515/16.505(2), Stats., pertaining to a request from the Public Service Commission.

Please review the material and notify **Senator Burke** or **Representative Gard** no later than **Wednesday, December 15, 1999**, if you have any concerns about the request or if you would like to meet formally to consider it.

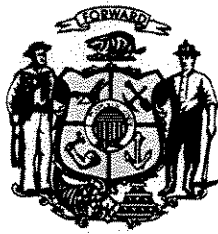
Also, please contact us if you need further information.

Attachment

BB:JG:dh

STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
101 East Wilson Street, Madison, Wisconsin

TOMMY G. THOMPSON
GOVERNOR
GEORGE LIGHTBOURN
ACTING SECRETARY



Office of the Secretary
Post Office Box 7864
Madison, WI 53707-7864
Voice (608) 266-1741
Fax (608) 267-3842
TTY (608) 267-9629

Date: November 26, 1999

To: The Honorable Brian Burke, Co-Chair
Joint Committee on Finance

The Honorable John Gard, Co-Chair
Joint Committee on Finance

From: George Lightbourn, Acting Secretary
Department of Administration

Subject: S. 16.515/16.505(2) Request(s)

A handwritten signature in cursive script, appearing to read "George Lightbourn".

Enclosed are request(s) that have been approved by this department under the authority granted in s. 16.515 and s. 16.505(2). The explanation for each request is included in the attached materials. Listed below is a summary of each item:

<u>AGENCY</u>	<u>DESCRIPTION</u>	<u>1999-2000</u>		<u>2000-01</u>	
		<u>AMOUNT</u>	<u>FTE</u>	<u>AMOUNT</u>	<u>FTE</u>
PSC					
20.155(1)(g)	Staff attorney space	\$ 82,100			

As provided in s. 16.515, the request(s) will be approved on December 17, 1999, unless we are notified prior to that time that the Joint Committee on Finance wishes to meet in formal session about any of the requests.

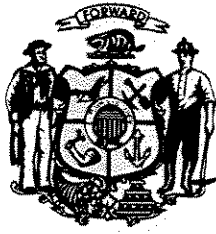
Please contact Vicky LaBelle at 266-1072, or the analyst who reviewed the request in the Division of Executive Budget and Finance, if you have any additional questions.

Attachments

STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
101 East Wilson Street, Madison, Wisconsin

TOMMY G. THOMPSON
GOVERNOR

GEORGE LIGHTBOURN
ACTING SECRETARY



Office of the Secretary
Post Office Box 7864
Madison, WI 53707-7864
Voice (608) 266-1741
Fax (608) 267-3842
TTY (608) 267-9629

Date: November 22, 1999

To: George Lightbourn, Acting Secretary
Department of Administration

From: Kerry Holden *KH*

Subject: Request Under s. 16.515 from the Public Service Commission for funding for staff attorney office space

REQUEST:

The Public Service Commission (PSC) requests one-time funding of \$82,100 PR in fiscal year 1999-2000 to create staff attorney space at the PSC. The Joint Committee on Finance placed \$84,000 in its supplemental program revenue appropriation 20.865 (8) (g) for release to appropriation 20.155 (1) (g) after additional cost and relocation plan information could be collected.

REVENUE SOURCES FOR APPROPRIATION(S):

The project will be funded by 20.155 (1) (g). The funding source for this appropriation is fees collected from entities regulated by the PSC, for the purpose of performing utility regulation.

BACKGROUND:

A request for \$84,000 to create staff attorney work space at the PSC was included in the Governor's 1999-2001 biennial budget request; however, at the time of the request, limited cost and specific plan information were available. The purpose of the request was to locate all of the attorneys in one central location instead of throughout the PSC by functional division. The intent of collocating the attorneys was to assist with plans to more equitably distribute workload among the PSC staff attorneys by assigning all of the attorney staff to the Office of Chief Counsel.

During its deliberations, the Joint Committee on Finance voted to remove these funds from the PSC budget and instead place them in its supplemental program revenue appropriation, reserved for possible release under a 14-day passive review process, until the PSC provided detailed documentation of a specific relocation plan and associated estimated costs. The requirement of passive approval prior to the release of funds was included in 1999 Wisconsin Act 9. This 16.515 request provides the details of and cost estimates for the relocation plan.

ANALYSIS:

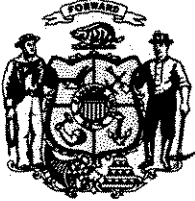
The proposal details the relocation plan and includes the following cost estimates:

Remodeling the 3 rd floor of the PSC building	\$61,875
Two modular work stations to accommodate medical needs	\$11,000
Files and tables for the area to be occupied by the attorneys	\$4,950
Telephone and data wiring	\$2,500
Reconfiguration of 7 workstations	\$1,750
Total	\$82,075

The request to collocate all PSC attorneys in a single location has already been approved by the Legislature, and the PSC has now completed its requirement to provide the specific cost and relocation information. In addition to providing a detailed relocation plan, the cost estimate totals \$82,075, which is less than the \$84,000 originally included in the Governor's biennial budget request.

RECOMMENDATION:

Approve the request and transfer \$82,100 from the Joint Committee on Finance program revenue supplemental appropriation, 20.865 (8) (g), to the unallotted reserve line of PSC appropriation 20.155 (1) (g) for fiscal year 1999-2000.



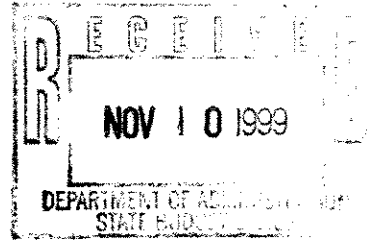
Public Service Commission of Wisconsin

Ave M. Bie, Chairperson
Joseph P. Mettner, Commissioner
John H. Farrow, Commissioner

610 North Whitney Way
P.O. Box 7854
Madison, WI 53707-7854

November 5, 1999

Mr. George Lightbourn, Acting Secretary
Department of Administration
101 East Wilson Street
Madison, WI 53703



cc JK
KN
- 8

Re: s. 16.515 Wis. Stat. Request for \$82,100 for Staff Attorney Office Space - Joint Finance Decision 1999-2001 State Budget

Dear Mr. Lightbourn:

A request for \$84,000 to create staff attorney work space at the Public Service Commission (PSC), 610 North Whitney Way, was contained in the 1999-2001 Biennial Budget. During Joint Finance deliberations, the Committee voted to remove these funds from the Governor's budget and place them in a Joint Finance appropriation. This vote was based on alternative two contained in Legislative Fiscal Bureau's issue paper 805.

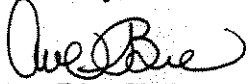
This 16.515 request is to ask the Joint Finance Committee to release \$82,100 to appropriation 20.155 (1) (g) (PRO) based on the compliance of the Commission with the terms of that motion. Written estimates for Joint Finance were not available at the time of their biennial budget deliberations.

Quotes for the project are:

Marshall Erdman Building Owner	\$61,875
Badger Industries Cube Removals	1,750
Phone and Data Line Moves	2,500
Medical Accommodations from Badger Industries	11,000
Five Lateral file units	4,250
Machine Stand for Printer and mail	700
TOTAL	\$82,100 (R)

If further information is required, please contact either me, or Gordon Grant at 267-9086.

Sincerely,



Ave Bie, Chairperson

Attachments:

- (1) LFB issue paper 805
- (2) Cost estimates from Marshall Erdman, Building Owner
- (3) Cost estimates from Badger Industries
- (4) Cost estimates of employee physical accommodations
- (5) Cost estimates of phone and data work
- (6) Cost estimates of files and tables

Cc: Kerry Holden, DOA
David Worzala, LFB
Gordon Grant, PSC



Legislative Fiscal Bureau

One East Main, Suite 301 • Madison, WI 53703 • (608) 266-3847 • Fax: (608) 267-6873

April 27, 1999

Joint Committee on Finance

Paper #805

Modification of Staff Attorney Office Space (PSC -- Agencywide)

[LFB 1999-01 Budget Summary: Page 512, #4]

CURRENT LAW

The Public Service Commission (PSC) is currently authorized 14 attorney positions, including the Chief Counsel. Staff attorneys are responsible for advising the Commission and other staff on legal matters and representing the Commission on litigation in state and federal courts and before other state and federal administrative agencies such as the Federal Energy Regulatory Commission and the Federal Communications Commission. Presently, the attorneys and other legal staff are assigned to either the Chief Counsel or to the individual program divisions and are located throughout the headquarters building either along with the other staff of the individual divisions or, for the Chief Counsel, in the Chief Counsel's office.

GOVERNOR

Provide one-time funding of \$84,000 PR in 1999-00 for reconfiguration of certain PSC office space to locate all of the agency's attorneys in one central location. The funds would be used to pay contractors for the remodeling costs of establishing seven attorney offices in a central location, purchasing modular furniture for the new offices, and then reconfiguring the vacated space in the individual division areas where the other 13 attorneys are currently located. The Executive Budget Book indicates that this initiative is necessary to assist with plans to more equitably distribute workload among all the PSC staff attorneys by assigning all of the attorney staff to the Office of the Chief Counsel.

DISCUSSION POINTS

1. The 14 attorney positions are currently distributed among the five divisional offices and the Chief Counsel's office. The positions are distributed as follows: one in the Chief Counsel's

Office, three in the Examining Division, one in the Water and Consumer Complaints Division, four in the Telecommunications Division, two in the Natural Gas Division, and three in the Electric Division.

2. Currently, the staff attorneys (except for the Chief Counsel) report directly to their respective division administrators. The Chief Counsel reports to the three members of the Commission. It is understood that the reorganization plan will bring all of the staff attorneys under the direct supervision of the Chief Counsel, who would then determine work assignments and supervise the individual attorneys.

3. Prior to 1990, the PSC staff attorneys were organized centrally under the Chief Counsel. The current decentralization of attorneys was a result of a 1990 reorganization when the PSC moved from a functionally-based organization to the current generally utility-based organization. At that time, the units of the PSC were also all functionally organized as follows: (a) Accounts and Finance Division; (b) Administrative Services Division; (c) Energy Planning and Programs Division; (d) Engineering Division; (e) Examining Division; (f) Utility Rates Division; (g) Office of the Economics and Finance; and (h) Office of Chief Counsel. PSC staff indicates that no other functional reorganizations of the agency are currently anticipated. When the 1990 reorganization was undertaken, it is understood that this was accomplished within base resources.

4. The PSC believes that by organizing the legal staff all under the Chief Counsel, the Chief Counsel can better allocate total legal staff work among all of the existing attorney staff. Under the current decentralized structure, workload is primarily distributed along division lines. When legal issues arise in a specific division, they are generally assigned to the attorneys in that division. Three issues may be raised regarding this reorganization request.

5. While such a realignment of staff locations might be preferable, it could be argued that the management of the workload of professional legal staff does not require that all the attorneys be in physical proximity of each other.

6. If the Committee believes that funding should be provided, it could be argued that any increased funding should not be approved until the PSC has: (a) developed a specific plan of how space and attorneys will be physically relocated; and (b) determined how many attorneys will actually be moved and what the specific costs will be. The funding as recommended by the Governor is based on an estimated reallocation of only seven of the attorneys. The PSC has not identified how the costs of relocating the remaining attorneys is to be accomplished. Further, support staff for the attorneys (two legal secretaries and one LTE legal staff) would presumably need to be relocated also.

7. Given the above considerations, the Committee could: (a) approve the funding as recommended in the bill; (b) delete the recommended funding; or (c) place the funding in the Committee's PR supplemental appropriation, for release under a 14-day passive review process, at such time as the PSC provides more documentation via a specific relocation plan and detailed cost estimates.

ALTERNATIVES TO BASE

1. Approve the Governor's recommendation to provide \$84,000 PR in one-time funding for the relocation the attorney staff into one central location under the authority of the Chief Counsel.

Alternative 1	PR
1999-01 FUNDING (Change to Base)	\$84,000
[Change to Bill]	\$0]

2. Place \$84,000 PR in the Committee's PR supplemental appropriation reserved for possible release, under a 14-day passive review process, to the Commission at such time that the PSC provides detailed documentation of a specific relocation plan and associated estimated costs.

Alternative 2	PR
1999-01 FUNDING (Change to Base)	\$84,000
[Change to Bill]	\$0]

16-0

3. Maintain current law.

Alternative 3	PR
1999-01 FUNDING (Change to Base)	\$0
[Change to Bill]	- \$84,000]

Prepared by: David Worzala



Marshall Erdman & Associates

Architecture ■ Engineering ■ Manufacturing ■ Construction

5117 University Ave. PO Box 5249 Madison, WI 53705 (608) 238-0211 Fax (608) 238-5604

1999 OCT -7 A 10: 02

Mr. Gordon Grant
Public Service Commission of Wisconsin
610 N. Whitney Way
Madison, WI 53705

Dear Mr. Grant,

The estimated cost for the third floor office remodel is \$61,875.00. Please be aware that any changes in the plan may result in changes to the cost of the project. Below is a simple breakdown of the costs involved. As soon as you receive approval, please send me a purchase order for the amount quoted and we will schedule the project. Also, we would like to consult with you and your staff about how we can minimize, if possible, any disruption the project will have on staff working in the area.

Wall Systems	\$23,719.00
HVAC	9,535.00
Electrical/Fire/Alarm	14,460.00
Dumpster/Clean-up	1,420.00
Doors/Door Frames	3,265.00
Other Charges	9,476.00
Total	\$61,875.00

Other Charges includes but is not limited to Architectural, Engineering, Miscellaneous Materials and Equipment, Ceiling Tile, Painting and Wall Covering, Insulation, and Miscellaneous Labor.

I hope this information is helpful, and we look forward to completing this project, Please let me know if I can be of further assistance.

Sincerely,

Jon J. Snowden, Property Manager

BADGER STATE INDUSTRIES
BILL OF MATERIALS
9/21/99



LOCATION: PSC 3RD FLOOR
PROJECT #:10735
DESIGNER: Jill Benkert

<u>QUANTITY</u>	<u>MODEL</u>	<u>ITEM DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>EXTENSION</u>
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ESTIMATED LABOR CHARGE TO TEARDOWN & RECONFIGURE
7 WORKSTATIONS:

50 MANHOURS (2 MEN @ 3 DAYS @ \$35.00/HR)			\$35.00	\$1,750.00
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PLEASE NOTE: THIS ESTIMATE DOES NOT INCLUDE
ANY NEW PARTS THAT MIGHT BE
NEEDED IN THE RECONFIGURATION

This packet contains the estimates from Badger industries for two modular work stations to accommodate medical needs. These include:

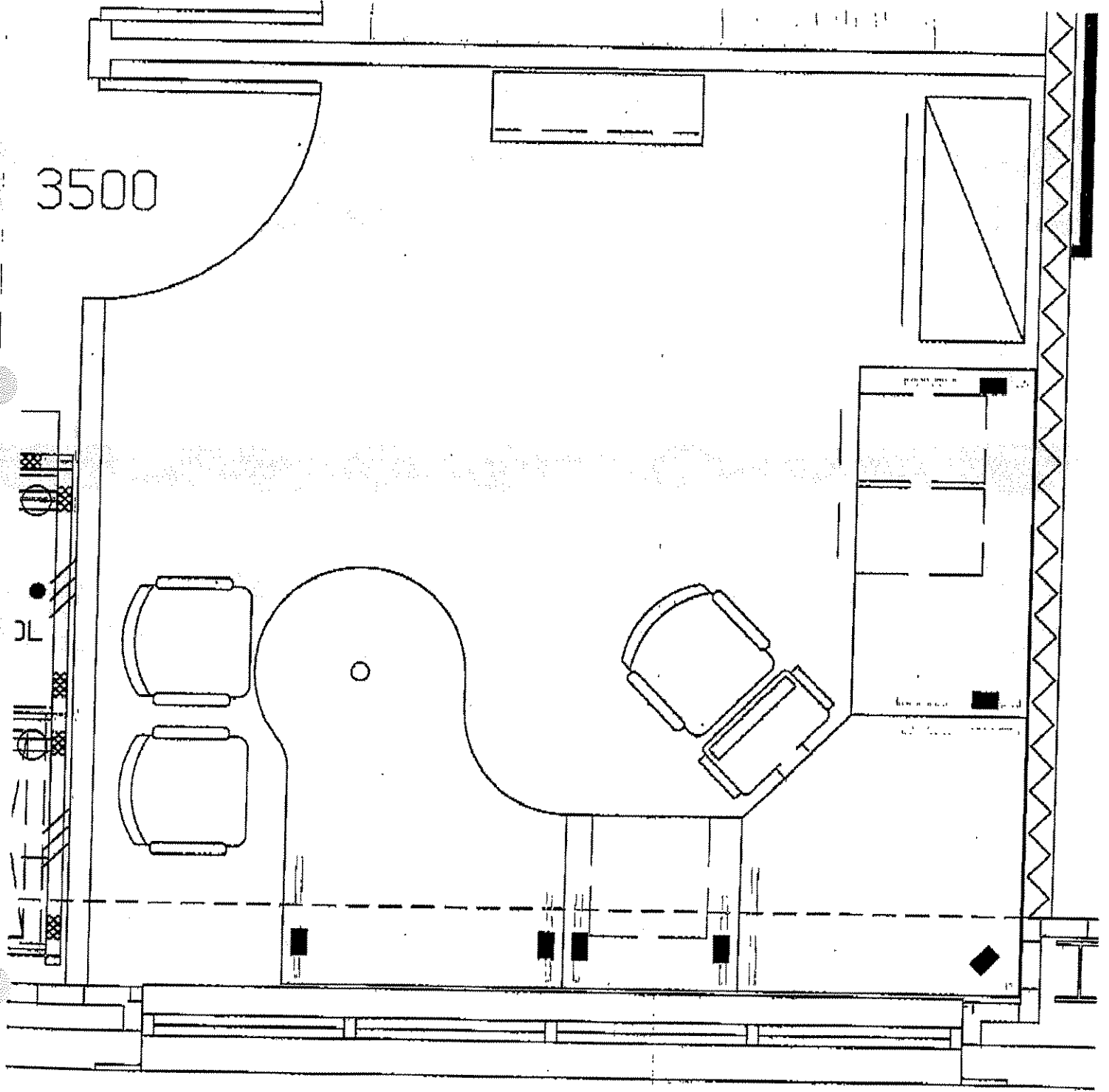
Plans Hand Adjustable	\$4,100
Two Task Lights	400

TOTAL	\$4,500
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Electric Adjustable	\$6,100
Two Task Lights	400

TOTAL	\$6,500
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GRAND TOTAL	\$11,000
-------------	----------



Customer

NOTES

Quote # 229

Public Service Comm.
 Attn: Deb Tomesch
 Phone: 266-3547
 Fax: 266-3957

STEVEN P. AUSTIN
 Furniture & Institutional Sales
 2917 International Lane
 P.O. Box 8990 • Madison, WI 53708-8990
 Direct Tel: (608) 246-7569 Office: (608) 246-7920
 Fax: (608) 246-7976 800-862-1086
 State of Wisconsin

Item	Qty.	Description/Part #	Unit Price	Total
Option #1 Adjustable				
1)	1	Flex P-shaped Worksurface. WZPT304872BN9NWL	460.20	460.20
2)	1	Flex Adjustable Corner. AWSC3048BNWNM	512.72	512.72
3)	1	Flex Adjustable Corner AWS3060BNNWNM	500.24	500.24
4)	1	Flex Adjustable. AWS3030BNNWNM	429.52	429.52
5)	1	Articulating Keyboard. ERB21386	204.00	204.00
6)	1	Mobile Box Box File. CIP-1530M-BBF	269.50	269.50
7)	1	Mobile File file. CIP-1530M-FF	247.50	247.50
8)	1	Pencil Drawer. CI-3CD	50.00	50.00
9)	1	Articulating Keyboard. ERB21386	204.00	204.00
9)	1	Four Drawer 24" Lat. File CIL-42480-4D	555.50	555.50
10)	1	Counterbalance CIL-CBW35	39.60	39.60
11)	1	Metal Bookshelf MB1248	119.00	119.00

Quote # 229

NOTES

Item	Qty.	Description / Part #	Unit Price	Total
Option # 1 Adjustable				
12)	1	Starling Operator's Chair HFS-TASK-AA	349.00	349.00
13)	2	Versa Conf. Chair w/Arms VCWAL	185.00	370.00
			Total = \$ 4,106.78	

Customer

NOTES

Quote # 229

Public Service Comm.
 Attn: Deb Tomesch
 Phone: 266-3547
 Fax: 266-3957

STEVEN P. AUSTIN

Furniture & Institutional Sales
 2917 International Lane
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 Direct Tel: (608) 246-7569 Office: (608) 246-7920
 Fax: (608) 246-7976 800-862-1086
 State of Wisconsin

Item	Qty.	Description/Part #	Unit Price	Total
Option # 2, Electrical				
1)	1	Flex P-shaped Worksurface WZPT 304872BN9NWL	460.20	460.20
2)	1	Flex Elect. Corner EWSC 3048	1397.76	1397.76
3)	1	Flex Elect. Rect. EWS 3036	1108.12	1108.12
4)	1	Flex Elect. Rect. EWS 3060	1233.96	1233.96
5)	1	Mobile Box Box File. CFP-1530M-BBF	269.50	269.50
6)	1	Mobile File File CFP-1530M-FF	247.50	247.50
7)	1	Articulating Keyboard ERG 21386	204.00	204.00
8)	1	Pencil Drawer CI-3CD	50.00	50.00
9)	1	Four Drawer 42" Lat. File. CIL-42480-4D	555.50	555.50
10)	1	Counterbalance CIL-CBW35	39.60	39.60
11)	1	Metal Backshelf MB 1248	119.00	119.00
12)	2	Versa Conf. Chair w/Arms VCWAL	185.00	370.00

Total = \$6,055.14

Customer

NOTES

Quote # 229 Public Service Comm.
Attn: Deb Tomesch
Phone: 260-3547
Fax: 260-3957

STEVEN P. AUSTIN
Furniture & Institutional Sales
2917 International Lane
P.O. Box 8990 • Madison, WI 53708-8990
Direct Tel: (608) 246-7569 Office: (608) 246-7920
Fax: (608) 246-7976 800-862-1086

State of Wisconsin

Item	Qty.	Description/Part #	Unit Price	Total
1)	4	ASTRA Double Arm 18 Watt Task Light	156.75	627.00
2)	4	Table Base Mount 28-90-90BM	40.00	160.00
			<u>Total =</u>	<u>\$ 787.00</u>

(2 lights for each of the 2 offices)

Grant, Gordon

From: Tomesh, Debra
Sent: Monday, September 20, 1999 4:08 PM
To: Grant, Gordon
Subject: General Counsel Remodeling Estimate

In follow-up to our meeting this morning with Doug Neumann, the contractor we use for telephone and data wiring installation/repair within the PSC Building, the following is what he estimates would be the costs involved in telephone rewiring and moves to facilitate the proposed remodeling for the General Counsel area on the third floor:

1st visit -- Relocate existing staff in area	\$ 500
2nd visit -- Remove wire and prep for construction	\$ 500
3rd visit -- Pull/run wire and install data and voice jacks (approx. \$100/office x 12 offices)	\$1,200
Supplies ordered by PSC (i.e. jacks and face plates)	<u>300</u>
Total Estimate	\$2,500

Debra Tomesh

PSC Facilities Manager
610 N Whitney Way
PO Box 7854
Madison, WI 53707-7854
308.266.3547
FAX 608.266-3957
tomesd@psc.state.wi.us

(Attachment 6)

Files and Tables for Attorney Area

Five Lateral Files with pull out shelves
GE Office Furniture Inc. \$800 ea. +\$250
Paint registry \$4,250

Extra Large Machine Stand for Printer
Bretford Inc. incl. Shipping \$350

Mail Sorting Table for the Area
MultiSort Inc. incl. Shipping \$350

TOTAL \$4,950