



## Legislative Fiscal Bureau

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Joint Committee on Finance

Paper #780

### Electronic Filing of Documents (PSC -- Agencywide)

[LFB 2001-03 Budget Summary: Page 570, #2]

#### CURRENT LAW

Base level supplies and services funding of \$1,597,200 PR annually is budgeted under the PSC's general program operations appropriation of which \$433,600 PR annually is for information technology resources.

#### GOVERNOR

Provide \$125,000 PR annually for the implementation of an electronic document management system designed to reduce the time necessary for agency staff to receive, circulate and publish documents related to Commission cases. Of these amounts, \$100,000 PR annually would be one-time funding to support the final two years of a three-year master lease for the purchase of the necessary software. The remaining \$25,000 PR annually would be base-building funding to support on-going software maintenance expenses.

#### DISCUSSION POINTS

1. The proposed one-time funding would enable the PSC to purchase the necessary software and 100 user licenses for an electronic document management system. The software would be used by all employees at the Commission to store, route and process case materials and then make them available on the agency's website.

2. The agency has identified the following improved document management capabilities that it believes will result from the installation of the new system:

- *Service Improvements.* The new system would decrease the time required by agency staff to manage the flow of written materials relating to pending cases. Economies would be

realized by reducing expenditures related to filing, data entry, mailing, copying and circulating documents that would instead be available electronically.

- *Improved Staff Access to Files.* Docketed materials would be available electronically and stored such that staff could search for particular information based on key words or subject matter.
- *Improved Document Tracking and Management.* The new system would be capable of providing action reminders and due date notifications, monitoring the check-in and check out of case materials by staff and providing for the routing of documents.
- *Improved Public Information Access.* The new system would automatically post most materials to the agency's website where interested parties could review the case materials and track the Commission's action on a particular case.

3. The Commission has already selected a provider of the document management software and related licenses. The total costs for the required products and services have been identified at \$273,500. This cost figure was used by the Commission to develop its projected master lease funding needs of \$100,000 PR annually, over a three-year period.

4. The PSC has chosen to proceed with the implementation of the proposed electronic document filing system during the current 2000-01 fiscal year by applying certain base level funds to support the first year of the master lease costs. The agency has delayed planned computer replacement purchases scheduled for 2000-01 and has reallocated the associated \$100,000 PR of base level funding to cover the first year costs of the three-year master lease for the electronic management document software. The agency states that these base level funds will not be available in future years to continue the second and third year of the master lease payments.

5. Based on the a master lease term running through the 2002-03 fiscal year and structured to reflect an initial \$100,000 PR payment by the Commission from base level resources in 2000-01, the remaining annual master lease payments for the 2001-02 and 2002-03 fiscal years are now projected at \$95,000 PR annually.

6. Accordingly, the Committee may wish to decrease the annual amount of one-time funding recommended under the bill for master lease payments (\$100,000 PR in both 2001-02 and 2002-03) by \$5,000 PR annually.

7. The Commission has also requested \$25,000 PR annually for on-going software maintenance expenses associated with the installation of the new electronic document management software. In assessing the PSC's need for this additional funding, an examination of the agency's general program operations supplies and services expenditures in recent years has found that the had the following year-end unobligated balances:

1997-98	\$43,400
1998-99	46,200
1999-00	59,800

8. An argument can be made that the Commission has sufficient available supplies and services base level spending authority to fund the necessary maintenance costs associated with the electronic document management software. In addition, the PSC has also indicated that there will be a variety of cost-saving efficiencies due to the implementation of this new software system. These efficiencies should free additional base level resources that could be applied to meet the requested software maintenance costs.

9. Accordingly, the Committee could consider deleting the \$25,000 PR annually recommended for on-going software maintenance expenses.

**ALTERNATIVES**

1. Approve the Governor’s recommendation.

2. Modify the Governor’s recommendation by deleting \$30,000 PR annually to reflect: (a) reduced master lease payment requirements (-\$5,000 PR annually); and (b) the use of base level funding to support on-going software maintenance expenses (-\$25,000 PR annually).

<b>Alternative 2</b>	<b>PR</b>
<b>2001-03 FUNDING</b> (Change to Bill)	- \$60,000

3. Maintain current law.

<b>Alternative 3</b>	<b>PR</b>
<b>2001-03 FUNDING</b> (Change to Bill)	- \$250,000

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