

AUG 30 2016



Public Employee Retirement System of Idaho

HELPING YOU BUILD A SECURE RETIREMENT

August 19, 2016

**TO:** Jani Revier, DFM Administrator  
and  
Cathy Holland-Smith, LSO Director

**FROM:** Donald D. Drum, Executive Director 

**RE:** **FY 2018 Budget Submission**

Governor  
C. L. "Butch" Otter

Retirement Board  
Jody B. Olson, Chairman  
J. Kirk Sullivan  
Jeff Cilek  
Joy Fisher  
Celia R. Gould

Executive Director  
Donald D. Drum

---

Phones  
Answer Center 208-334-3365  
FAX 208-334-3805

Toll Free  
Answer Center 1-800-451-8228  
Employer Line 1-866-887-9525

Mailing Address  
P.O. Box 83720  
Boise ID 83720-0078

---

Boise  
Office Location Address  
607 North 8<sup>th</sup> Street  
Boise ID 83702-5518

---

Pocatello  
Office Location Address  
1246 Yellowstone Ave. Ste. A5  
Pocatello ID 83201

---

Coeur d'Alene  
Office Location Address  
2005 Ironwood Pkwy #226  
Coeur d'Alene ID 83814-2680

---

Choice 401(k) Plan  
Record Keeper  
1-866-437-3774

[www.persi.idaho.gov](http://www.persi.idaho.gov)

Equal Opportunity Employer

Attached is PERSI's FY 2018 budget request. Please contact Alex Simpson or me if you have questions.

If you have any further questions, please let me know.

cc: Mike Hampton, Deputy Director  
Alex Simpson, Financial Executive Officer

# Agency Summary And Certification

## 183 -- Public Employee Retirement System

Original Submission \_\_\_ or Rev No. \_\_\_

FY2018 Request

Page 1 of 36 Pages

In accordance with 67-3503, Idaho Code, I certify the attached forms properly state the receipts and expenditures of the department (agency, office, or institution) for the fiscal years indicated. The summary of expenditures by major program, fund source, and standard class is indicated below.

Signature of Department Director :

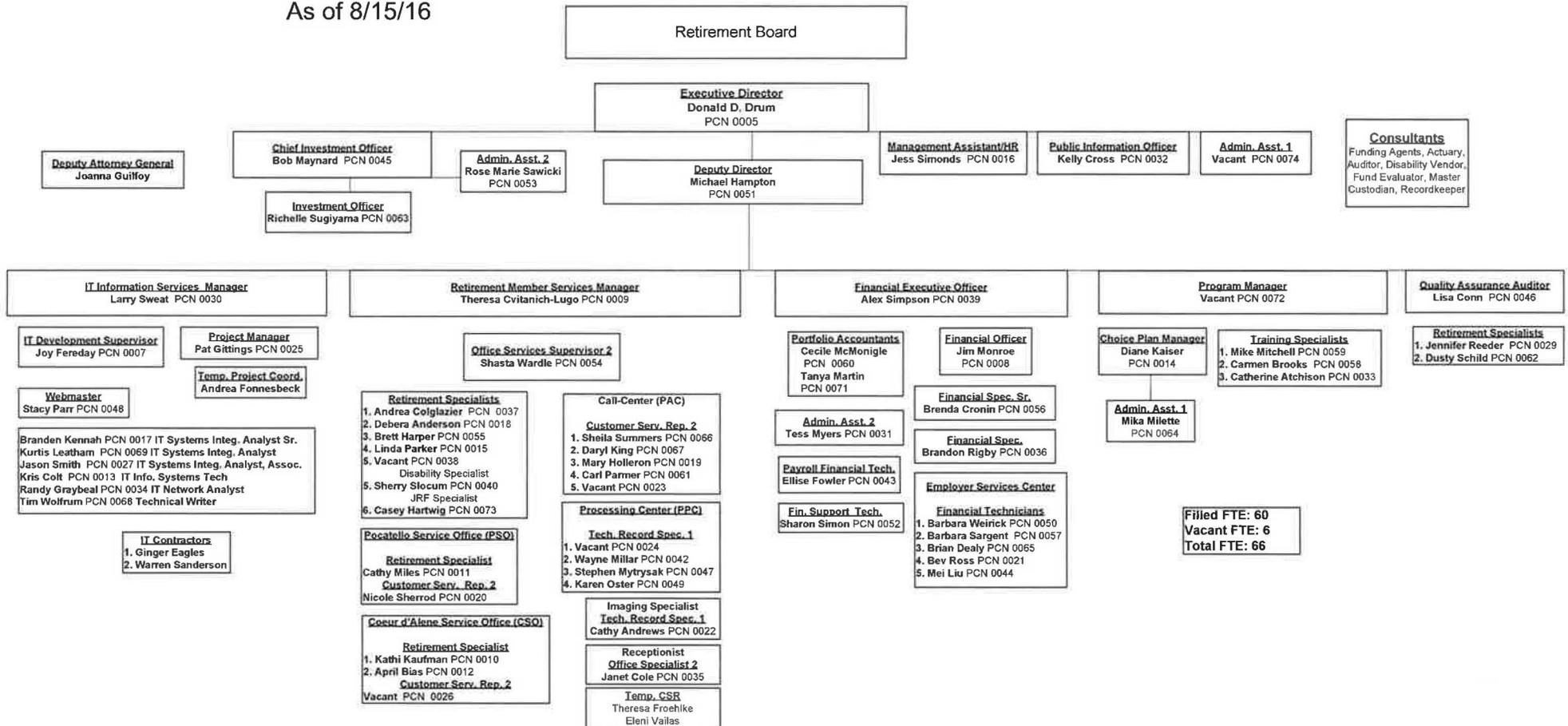


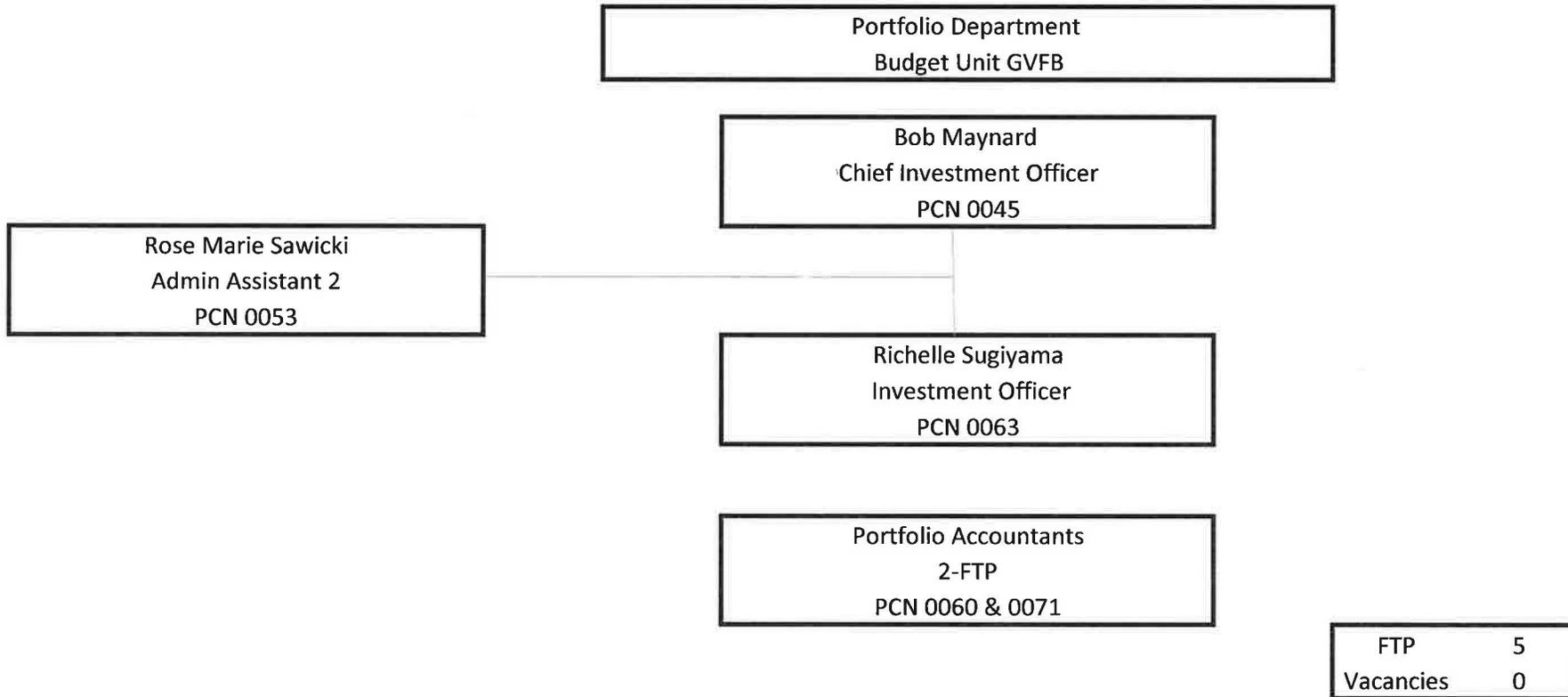
Date: 8-29-2016

Function/Activity	FY 2016 Total Appropriation	FY 2016 Total Expenditures	FY 2017 Original Appropriation	FY 2017 Estimated Expenditures	FY 2018 Total Request
Administration	6,462,200	5,978,300	6,856,700	6,856,700	6,906,200
Portfolio Investment	922,300	921,500	969,100	969,100	1,059,200
<b>Total</b>	<b>7,384,500</b>	<b>6,899,800</b>	<b>7,825,800</b>	<b>7,825,800</b>	<b>7,965,400</b>
By Fund Source	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
D 0550-01 Public Employee Retirement	6,400,100	5,936,200	6,795,900	6,795,900	6,845,400
D 0550-02 PERSI - Special	922,300	921,500	969,100	969,100	1,059,200
D 0560-00 Judge's Retirement Fund	62,100	42,100	60,800	60,800	60,800
<b>Total</b>	<b>7,384,500</b>	<b>6,899,800</b>	<b>7,825,800</b>	<b>7,825,800</b>	<b>7,965,400</b>
By Object	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
Personnel Costs	4,505,300	4,064,900	4,879,300	4,879,300	5,023,300
Operating Expenditures	2,724,700	2,565,700	2,723,600	2,723,600	2,755,600
Capital Outlay	154,500	269,200	222,900	222,900	186,500
Trustee And Benefit Payments	0	0	0	0	0
Lump Sum	0	0	0	0	0
<b>Total</b>	<b>7,384,500</b>	<b>6,899,800</b>	<b>7,825,800</b>	<b>7,825,800</b>	<b>7,965,400</b>
<b>FTP Total</b>	<b>65.00</b>	<b>65.00</b>	<b>66.00</b>	<b>66.00</b>	<b>67.00</b>



As of 8/15/16





**FY 2018 Agency Budget - Request**

**Line Item Report**

**Agency: 183 Public Employee Retirement System**

Page 4 of 36

Decision Unit	Priority	Agency Request		
		FTP	General	Total
<b>Administration</b> 12.01	2	1.00	0	74,700
<b>Portfolio Investment</b> 12.01	1	0.00	0	100,000
		<b>1.00</b>	<b>0</b>	<b>174,700</b>

**FORM B11: REVENUE**

Agency/Department: PERSI  
 Program (If applicable) Administration

Request for Fiscal Year: 2018  
 Agency Number: 183  
 Budget Unit (If Applicable): GVFA  
 Function/Activity Number (If Applicable): 1

Original Request Date: 9/1/16      Revision Request Date: \_\_\_\_\_

Page: 5 of 36

Fund No.	Fund Detail No.	Fund Name	Significant Assumption Number	Summary Object Code	Revenue Source Description -Summary Level	FY 2014 Actual Revenue	FY 2015 Actual Revenue	FY 2016 Actual Revenue	FY 2017 Estimated Revenue	FY 2018 Estimated Revenue
0550	01	Administration of Ret. Sys.		2501	Interest received from STO	1,100	(900)	1,600	1,500	1,700
				3601	Miscellaneous Receipts	600	43,600			
				1701	Receipts to Appropriation	1,300		8,700		
<b>0550</b>	<b>01</b>	<b>Administration of Ret. Sys.</b>		<b>FUND TOTAL</b>		<b>\$3,000</b>	<b>\$42,700</b>	<b>\$10,300</b>	<b>\$1,500</b>	<b>\$1,700</b>
0550	02	Portfolio - Special Fund		2501	Interest received from STO	6,400	(3,900)	9,000	8,000	9,000
				3601	Miscellaneous Receipts	40,500	(231,600)	38,100	15,000	15,000
<b>0550</b>	<b>02</b>	<b>Portfolio - Special Fund</b>		<b>FUND TOTAL</b>		<b>\$46,900</b>	<b>(\$235,500)</b>	<b>\$47,100</b>	<b>\$23,000</b>	<b>\$24,000</b>
0560		Judges' Retirement Fund		3601	Miscellaneous Receipts	0	4,224,500	3,994,300	4,128,000	4,100,000
				2501	Interest received from STO		(500)	2,600	2,500	2,500
<b>0560</b>		<b>Judges' Retirement Fund</b>		<b>FUND TOTAL</b>		<b>\$0</b>	<b>\$4,224,000</b>	<b>\$3,996,900</b>	<b>\$4,130,500</b>	<b>\$4,102,500</b>
<b>GRAND TOTAL</b>						<b>\$49,900</b>	<b>\$4,031,200</b>	<b>\$4,054,300</b>	<b>\$4,155,000</b>	<b>\$4,128,200</b>

**SIGNIFICANT ASSUMPTIONS**

Fund No.	Fund Detail No.	Fund Name	Significant Assumption Number	Provide Details for any Significant Assumptions Listed	FY 2018 Estimated Impact
0560		Judges Retirement Fund	1	Judges fund transferred to PERSI beginning FY2015. Miscellaneous receipts represent contributions for active judges	\$0
					\$0
					\$0
					\$0
					\$0
					\$0

**FORM B12: ANALYSIS OF FUND BALANCES**

Request for Fiscal Year : 2018

Agency/Department: PERSI

Agency Number: 183

Original Request Date: September 1, 2016 or Revision Request Date: \_\_\_\_\_

Page 6 of 36

Sources and Uses: \_\_\_\_\_

FUND NAME:	Administration	FUND CODE:	0550 01	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
<b>1. Beginning Free Fund Balance</b>				(9,896,100)	(7,002,700)	(4,275,600)	(1,701,500)	4,100
2. Encumbrances as of July 1				10,214,300	7,289,000	4,521,400	2,039,400	286,800
2a. Reappropriation (Legislative Carryover)				NA	NA	NA	0	0
<b>3. Beginning Cash Balance</b>				<b>318,200</b>	<b>286,300</b>	<b>245,800</b>	<b>337,900</b>	<b>290,900</b>
4. Revenues (from Form B-11)				3,000	42,700	10,300	1,500	1,700
5. Non-Revenue Receipts and Other Adjustments				0	0	0	0	0
6. Statutory Transfers in:		Fund or Reference:		0	0	0	0	0
7. Operating Transfers in:	<b>BNY Mellon Bank</b>	Fund or Reference:	9100	8,549,000	8,359,000	8,496,300	8,500,000	8,500,000
<b>8. Total Available for Year</b>				<b>8,870,200</b>	<b>8,688,000</b>	<b>8,752,400</b>	<b>8,839,400</b>	<b>8,792,600</b>
9. Statutory Transfers Out:		Fund or Reference:		0	0	0	0	0
10. Operating Transfers Out:		Fund or Reference:		0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	0	100	0	0
12. Cash Expenditures for Prior Year Encumbrances				2,970,400	2,981,600	2,645,000	1,872,600	0
13. Original Appropriation				5,979,400	6,218,000	6,400,100	6,795,900	6,844,600
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, etc				1,000	0	8,800	0	0
16. Reversions				(283,000)	(522,800)	(472,700)	0	0
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				(83,900)	(234,600)	(166,800)	(120,000)	(100,000)
19. Current Year Cash Expenditures				5,613,500	5,460,600	5,769,400	6,675,900	6,744,600
<b>20. Ending Cash Balance</b>				<b>286,300</b>	<b>245,800</b>	<b>337,900</b>	<b>290,900</b>	<b>2,048,000</b>
21. Prior Year Encumbrances as of June 30				7,205,100	4,286,800	1,872,600	166,800	286,800
22. Current Year Encumbrances as of June 30				83,900	234,600	166,800	120,000	100,000
22a. Current Year Reappropriation				NA	NA	0	0	0
23. Borrowing Limit				0	0	0	0	0
<b>24. Ending Free Fund Balance</b>				<b>(7,002,700)</b>	<b>(4,275,600)</b>	<b>(1,701,500)</b>	<b>4,100</b>	<b>1,661,200</b>
<b>25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>				<b>5,697,400</b>	<b>5,695,200</b>	<b>5,936,200</b>	<b>6,795,900</b>	<b>6,844,600</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>								

Notes: \_\_\_\_\_

**FORM B12: ANALYSIS OF FUND BALANCES**

Request for Fiscal Year : 2018

Agency/Department: PERSI

Agency Number: 183

Original Request Date: September 1, 2016 or Revision Request Date: \_\_\_\_\_

Page 7 of 36

Sources and Uses: \_\_\_\_\_

FUND NAME:	Judges' Retirement Fund	FUND CODE:	0560	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
<b>1. Beginning Free Fund Balance</b>				0	0	485,800	512,600	682,300
2. Encumbrances as of July 1				0	0	0	3,800	3,800
2a. Reappropriation (Legislative Carryover)				NA	NA	NA	0	0
<b>3. Beginning Cash Balance</b>				0	0	485,800	516,400	686,100
4. Revenues (from Form B-11)				0	4,224,000	3,996,900	4,130,500	4,102,500
5. Non-Revenue Receipts and Other Adjustments				0	0	0	0	0
6. Statutory Transfers in: <b>Judicial Branch to PERSI</b>		Fund or Reference:	9399	0	562,800	0	0	0
7. Operating Transfers in: <b>BNY Mellon Bank</b>		Fund or Reference:	9100	0	1,423,700	2,131,900	2,300,000	2,300,000
<b>8. Total Available for Year</b>				0	6,210,500	6,614,600	6,946,900	7,088,600
9. Statutory Transfers Out:		Fund or Reference:		0	0	0	0	0
10. Operating Transfers Out: <b>JRF-Continuously Appropriated</b>		Fund or Reference:		0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	0	(100)	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				0	0	62,100	60,800	60,800
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				0	5,724,700	6,040,000	6,200,000	6,300,000
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	(3,800)	0	0
19. Current Year Cash Expenditures				0	5,724,700	6,098,300	6,260,800	6,360,800
<b>20. Ending Cash Balance</b>				0	485,800	516,400	686,100	727,800
21. Prior Year Encumbrances as of June 30				0	0	0	3,800	3,800
22. Current Year Encumbrances as of June 30				0	0	3,800	0	0
22a. Current Year Reappropriation				NA	NA	0	0	0
23. Borrowing Limit				0	0	0	0	0
<b>24. Ending Free Fund Balance</b>				0	485,800	512,600	682,300	724,000
<b>25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>				0	5,724,700	6,102,100	6,260,800	6,360,800
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>								

Notes: \_\_\_\_\_

Page 8 of 36

# FY 2018 Agency Budget - Request

# Detail Report

Agency: 183 - Public Employee Retirement System

Function: 01 - Administration

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/Benefit	Lump Sum	Total
<b>FY 2016 Total Appropriation</b>								
1.00 FY 2016 Total Appropriation								
SB 1117								
0550-01	Dedicated	59.00	3,747,400	2,521,700	131,000	0	0	6,400,100
0560-00	Dedicated	1.00	55,600	1,000	5,500	0	0	62,100
<b>Total</b>		<b>60.00</b>	<b>3,803,000</b>	<b>2,522,700</b>	<b>136,500</b>	<b>0</b>	<b>0</b>	<b>6,462,200</b>
1.21 Net Object Transfers								
0550-01	Dedicated	0.00	0	(85,000)	85,000	0	0	0
<b>Total</b>		<b>0.00</b>	<b>0</b>	<b>(85,000)</b>	<b>85,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
1.41 Receipts to Appropriation								
0550-01	Dedicated	0.00	0	0	8,800	0	0	8,800
<b>Total</b>		<b>0.00</b>	<b>0</b>	<b>0</b>	<b>8,800</b>	<b>0</b>	<b>0</b>	<b>8,800</b>
1.61 Reverted Appropriation Balances								
0550-01	Dedicated	0.00	(425,300)	(39,800)	(7,600)	0	0	(472,700)
0560-00	Dedicated	0.00	(15,100)	(900)	(4,000)	0	0	(20,000)
<b>Total</b>		<b>0.00</b>	<b>(440,400)</b>	<b>(40,700)</b>	<b>(11,600)</b>	<b>0</b>	<b>0</b>	<b>(492,700)</b>
<b>FY 2016 Actual Expenditures</b>								
0550-01	Dedicated	59.00	3,322,100	2,396,900	217,200	0	0	5,936,200
0560-00	Dedicated	1.00	40,500	100	1,500	0	0	42,100
<b>Total</b>		<b>60.00</b>	<b>3,362,600</b>	<b>2,397,000</b>	<b>218,700</b>	<b>0</b>	<b>0</b>	<b>5,978,300</b>
<b>FY 2017 Original Appropriation</b>								
3.00 FY 2017 Original Appropriation								
SB 1363								
0550-01	Dedicated	60.00	3,948,000	2,436,800	0	0	0	6,384,800
OT 0550-01	Dedicated	0.00	121,200	85,000	204,900	0	0	411,100
0560-00	Dedicated	1.00	58,100	1,000	0	0	0	59,100
OT 0560-00	Dedicated	0.00	1,700	0	0	0	0	1,700
<b>Total</b>		<b>61.00</b>	<b>4,129,000</b>	<b>2,522,800</b>	<b>204,900</b>	<b>0</b>	<b>0</b>	<b>6,856,700</b>
<b>FY 2017 Total Appropriation</b>								
0550-01	Dedicated	60.00	3,948,000	2,436,800	0	0	0	6,384,800
OT 0550-01	Dedicated	0.00	121,200	85,000	204,900	0	0	411,100
0560-00	Dedicated	1.00	58,100	1,000	0	0	0	59,100
OT 0560-00	Dedicated	0.00	1,700	0	0	0	0	1,700
<b>Total</b>		<b>61.00</b>	<b>4,129,000</b>	<b>2,522,800</b>	<b>204,900</b>	<b>0</b>	<b>0</b>	<b>6,856,700</b>

Page 9 of 36

# FY 2018 Agency Budget - Request

# Detail Report

Agency: 183 - Public Employee Retirement System

Function: 01 - Administration

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/Benefit	Lump Sum	Total
<b>FY 2017 Estimated Expenditures</b>								
0550-01	Dedicated	60.00	3,948,000	2,436,800	0	0	0	6,384,800
OT 0550-01	Dedicated	0.00	121,200	85,000	204,900	0	0	411,100
0560-00	Dedicated	1.00	58,100	1,000	0	0	0	59,100
OT 0560-00	Dedicated	0.00	1,700	0	0	0	0	1,700
<b>Total</b>		<b>61.00</b>	<b>4,129,000</b>	<b>2,522,800</b>	<b>204,900</b>	<b>0</b>	<b>0</b>	<b>6,856,700</b>
<b>Base Adjustments</b>								
8.41 Removal of One-Time Expenditures								
OT 0550-01	Dedicated	0.00	(121,200)	(85,000)	(204,900)	0	0	(411,100)
OT 0560-00	Dedicated	0.00	(1,700)	0	0	0	0	(1,700)
<b>Total</b>		<b>0.00</b>	<b>(122,900)</b>	<b>(85,000)</b>	<b>(204,900)</b>	<b>0</b>	<b>0</b>	<b>(412,800)</b>
<b>FY 2018 Base</b>								
0550-01	Dedicated	60.00	3,948,000	2,436,800	0	0	0	6,384,800
OT 0550-01	Dedicated	0.00	0	0	0	0	0	0
0560-00	Dedicated	1.00	58,100	1,000	0	0	0	59,100
OT 0560-00	Dedicated	0.00	0	0	0	0	0	0
<b>Total</b>		<b>61.00</b>	<b>4,006,100</b>	<b>2,437,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,443,900</b>
<b>Program Maintenance</b>								
10.11 Change in Health Benefit Costs								
0550-01	Dedicated	0.00	73,200	0	0	0	0	73,200
0560-00	Dedicated	0.00	1,200	0	0	0	0	1,200
<b>Total</b>		<b>0.00</b>	<b>74,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>74,400</b>
10.31 Repair, Replacement Items/Alterations								
OT 0550-01	Dedicated	0.00	0	117,000	163,500	0	0	280,500
<b>Total</b>		<b>0.00</b>	<b>0</b>	<b>117,000</b>	<b>163,500</b>	<b>0</b>	<b>0</b>	<b>280,500</b>
10.61 Salary Multiplier - Regular Employees								
0550-01	Dedicated	0.00	32,200	0	0	0	0	32,200
0560-00	Dedicated	0.00	500	0	0	0	0	500
<b>Total</b>		<b>0.00</b>	<b>32,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32,700</b>

page 10 of 36

**FY 2018 Agency Budget - Request**

**Detail Report**

**Agency:** 183 - Public Employee Retirement System

**Function:** 01 - Administration

		<u>FTP</u>	<u>Personnel Cost</u>	<u>Operating Expense</u>	<u>Capital Outlay</u>	<u>Trustee/ Benefit</u>	<u>Lump Sum</u>	<u>Total</u>
<b>FY 2018 Total Maintenance</b>								
	0550-01	Dedicated	60.00	4,053,400	2,436,800	0	0	6,490,200
	OT 0550-01	Dedicated	0.00	0	117,000	163,500	0	280,500
	0560-00	Dedicated	1.00	59,800	1,000	0	0	60,800
	OT 0560-00	Dedicated	0.00	0	0	0	0	0
	<b>Total</b>		<b>61.00</b>	<b>4,113,200</b>	<b>2,554,800</b>	<b>163,500</b>	<b>0</b>	<b>6,831,500</b>
<b>Line Items</b>								
	12.01							
	0550-01	Dedicated	1.00	69,700	0	0	0	69,700
	OT 0550-01	Dedicated	0.00	0	0	5,000	0	5,000
	<b>Total</b>		<b>1.00</b>	<b>69,700</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>74,700</b>
<b>FY 2018 Total</b>								
	0550-01	Dedicated	61.00	4,123,100	2,436,800	0	0	6,559,900
	OT 0550-01	Dedicated	0.00	0	117,000	168,500	0	285,500
	0560-00	Dedicated	1.00	59,800	1,000	0	0	60,800
	OT 0560-00	Dedicated	0.00	0	0	0	0	0
	<b>Total</b>		<b>62.00</b>	<b>4,182,900</b>	<b>2,554,800</b>	<b>168,500</b>	<b>0</b>	<b>6,906,200</b>

**FORM B8.1: PROGRAM REQUEST BY DECISION UNIT**

Agency/Department: PERSI  
 Function/Division: Portfolio  
 Activity/Program: \_\_\_\_\_

Request for Fiscal Year : 2018  
 Agency Number: 183  
 Function/Activity Number: 550 02  
 Budget Unit: GVFB

Original Request Date: September 1, 2016  
 Revision Request Date: \_\_\_\_\_

Page: 11 of 36

Decision Unit Number: _____		Descriptive Title: _____			
Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
1. Salaries		82,450			\$82,450
2. Benefits		17,550			\$17,550
3. Group Position Funding					
<b>TOTAL PERSONNEL COSTS:</b>			<b>\$100,000</b>		<b>\$100,000</b>
OPERATING EXPENDITURES by summary object:					
1.					
2.					
3.					
<b>TOTAL OPERATING EXPENDITURES:</b>					
CAPITAL OUTLAY by summary object:					
1.					
2.					
3.					
<b>TOTAL CAPITAL OUTLAY:</b>					
<b>T/B PAYMENTS:</b>					
<b>LUMP SUM:</b>					
<b>GRAND TOTAL</b>			<b>\$100,000</b>		<b>\$100,000</b>

Attach as many pages as necessary to respond to the following questions:

1. What is being requested and why? What is the agency staffing level for this activity and how much funding, by source, is in the base?
2. What resources are necessary to implement this request?
  - a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.
  - b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.
  - c. List any additional operating funds and capital items needed.
3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.
4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

Attach as many pages as necessary to respond to the following questions:

page 12 of 36

**1. What is being requested and why? What is the agency staffing level for this activity and how much funding, by source, is in the base?**

Increase to Portfolio budget of \$100,000 for wages and benefits:

Market conditions for qualified Chief Investment Officer and Investment Officer position has exceeded current budgeting levels. PERSI has not adjusted the budget request for this department in a number of years and now needs to address the pending shortfall. To maintain a highly qualified and professional staff of a Chief Investment Officer, Investment Officer, admin assistant and two (2) Senior Financial Specialists to manage a \$15+ billion trust, the overall budget for wages and benefits will need to increase. Surrounding States pay scale for investment officers and staff are significantly higher than PERSI's pay scale and are putting pressure on the agencies ability to retain qualified staff. Washington's public salary database shows Senior Investment Officers with a range of \$214,000 to \$294,500, Assistant Senior Investment Officers with a range of \$118,000 to \$197,200, Chief Investment Officer from \$358,000 to \$548,000 and Fiscal Staff from \$53,400 to \$62,900.

Current PERSI has a Chief Investment Officer, Investment Officer, Admin, and two (2) Senior Financial Specialist to manage the oversight of \$15+ billion in trust assets. The assets of the trust serve over 145,000 members. The Portfolio staff provide assurance that investments are in accordance with PERSI Board's directive.

There is no funding in the base for this request.

**2. What resources are necessary to implement this request?**

**a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.**

None

**b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.**

None

**c. List any additional operating funds and capital items needed.**

None

**3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant**  
This is an ongoing request paid from dedicated trust funds. PERSI is well within our target assumption for expenses and this additional expense will have insignificant impact on the funding ratio.

**4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?**

The Portfolio Staff service the 145,000+ plan members and the PERSI Board. To maintain a high quality and professional staff of Portfolio staff to protect the interests of the plan members and enact the directives of the Board of Directors.

<b>FORM B8.1: PROGRAM REQUEST BY DECISION UNIT</b>					
Agency/Department: <u>PERSI</u>		Request for Fiscal Year : <u>2018</u>			
Function/Division: <u>Administration</u>		Agency Number: <u>183</u>			
Activity/Program: _____		Function/Activity Number: <u>550 01</u>			
		Budget Unit: <u>GVFA</u>			
Original Request Date: September 1, 2016	Revision Request Date:	Page: <u>13</u> of <u>36</u>			
Decision Unit Number: _____		Descriptive Title: _____			
<b>Description</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>
FULL TIME POSITIONS (FTP) PERSONNEL COSTS:					
1. Salaries		46,340			\$46,340
2. Benefits		23,360			\$23,360
3. Group Position Funding					
<b>TOTAL PERSONNEL COSTS:</b>		<b>\$69,700</b>			<b>\$69,700</b>
OPERATING EXPENDITURES by summary object:					
1.					
2.					
3.					
<b>TOTAL OPERATING EXPENDITURES:</b>					
CAPITAL OUTLAY by summary object:					
1. Desk, Credenza, Chair, Book Case, Desktop, Monitors		5,000			\$5,000
2.					
3.					
<b>TOTAL CAPITAL OUTLAY:</b>		<b>\$5,000</b>			<b>\$5,000</b>
<b>T/B PAYMENTS:</b>					
<b>LUMP SUM:</b>					
<b>GRAND TOTAL</b>		<b>\$74,700</b>			<b>\$74,700</b>

Attach as many pages as necessary to respond to the following questions:

1. What is being requested and why? What is the agency staffing level for this activity and how much funding, by source, is in the base?
2. What resources are necessary to implement this request?
  - a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.
  - b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.
  - c. List any additional operating funds and capital items needed.
3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.
4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

Attach as many pages as necessary to respond to the following questions:

**1. What is being requested and why? What is the agency staffing level for this activity and how much funding, by source, is in the base?**

(Internal) Training Specialist

PERSI is requesting one (1) training specialist position to augment our current training department and work primarily with PERSI staff. PERSI has recognized the need to devote more internal resources to staff development and training, due to the loss of long-time staff to retirement and the sophistication of membership. The current training staff of three (3) is primarily tasked with outward reaching focus to assist/train PERSI members in their benefit, planning for retirement, and how to retire (our Ready, Set, Go training model). In addition to their training tasks, they are involved in Employer benefit fairs and recruitment fairs. There is minimal opportunity for the current training department to focus internally on PERSI staff training and development.

Currently PERSI has three training specialist who support 100,000+ members and 700+ employers. The Internal Training Specialist would focus on the 66 PERSI staff and assist the other training staff in member/employer training.

PERSI is requesting this position be funded at 80% of compa ratio (pay grade L). We reached this level based upon internal equity with other trainers as well as historical recruiting efforts to attract and retain qualified individuals.

There is no funding in the base for this position.

**2. What resources are necessary to implement this request?**

**a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.**

Training Specialist, Pay Grade L, Full Time, Benefit Eligible, July 1, 2018, Classified.

**b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.**

None

**c. List any additional operating funds and capital items needed.**

Capital request of \$5000 to establish office area and technology requirements for new position.

**3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant**

This is an ongoing request paid from dedicated trust funds. PERSI is well within our target assumption for expenses and this position will have insignificant impact on the funding ratio.

**4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?**

The PERSI staff will be the primary recipients served by this position, which will then in turn service our 140,000+ members and 700+ employers more effectively and efficiently.



7.00		FY 2017 ESTIMATED EXPENDITURES		60.00	2,742,900	736,600	589,700	4,069,200			
		Base Adjustments:									
8.31		Transfer Between Programs		0.00	0	0	0	0			0
8.41		Removal of One-Time Expenditures		0.00	(99,900)	0	(21,300)	(121,200)			0
8.51		Base Reduction		0.00	0	0	0	0			0
9.00		FY 2018 BASE		FTP	FY 18 Salary	FY18 Health Ben	FY 18 Var Ben	FY 2018 Total			
				60.00	2,643,000	736,600	568,400	3,948,000			
10.11		Change in Health Benefit Costs				73,200		73,200			
10.12		Change in Variable Benefits Costs					0	0			
		Subtotal CEC Base:	Indicator Code	60.00	2,643,000	809,800	568,400	4,021,200			
10.51		Annualization			0	0	0	0			
10.61		CEC for Permanent Positions	1.00%		26,500		5,700	32,200			
10.62		CEC for Group Positions	1.00%		0		0	0			
10.63		CEC for Elected Officials & Commissioners			0		0	0			
11.00		FY 2018 PROGRAM MAINTENANCE		60.00	2,669,500	809,800	574,100	4,053,400	4,113,200		
		Line Items:									
12.01	05122	Training Specialist @ 80% of Policy	1	1.00	46,340	13,460	9,900	69,700			
12.02								0			
12.03								0			
13.00		FY 2018 TOTAL REQUEST		61.00	2,715,840	823,260	584,000	4,123,100			



7.00		FY 2017 ESTIMATED EXPENDITURES	1.00	39,200	13,400	8,200	59,800	
		Base Adjustments:						
8.31		Transfer Between Programs	0.00	0	0	0	0	
8.41		Removal of One-Time Expenditures	0.00	(1,400)	0	(300)	(1,700)	
8.51		Base Reduction	0.00	0	0	0	0	
9.00		FY 2018 BASE	FTP	FY 18 Salary	FY18 Health Ben	FY 18 Var Ben	FY 2018 Total	
			1.00	36,800	13,400	7,900	58,100	
10.11		Change in Health Benefit Costs			1,200		1,200	
10.12		Change in Variable Benefits Costs				0	0	
		Subtotal CEC Base:	Indicator Code	1.00	36,800	14,600	7,900	59,300
10.51		Annualization		0	0	0	0	
10.61		CEC for Permanent Positions	1.00%	400		100	500	
10.62		CEC for Group Positions	1.00%	0		0	0	
10.63		CEC for Elected Officials & Commissioners		0		0	0	
11.00		FY 2018 PROGRAM MAINTENANCE	1.00	37,200	14,600	8,000	59,800	
		Line Items:						
12.01							0	
12.02							0	
12.03							0	
13.00		FY 2018 TOTAL REQUEST	1.00	37,200	14,600	8,000	59,800	

**FORM B12: ANALYSIS OF FUND BALANCES**

Request for Fiscal Year : 2018

Agency/Department: PERSI

Agency Number: 183

Original Request Date: September 1, 2016 or Revision Request Date: \_\_\_\_\_

Page 19 of 36

Sources and Uses:

FUND NAME:	Portfolio	FUND CODE:	0550 02	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
<b>1. Beginning Free Fund Balance</b>				<b>2,003,500</b>	<b>1,877,100</b>	<b>2,020,900</b>	<b>1,965,500</b>	<b>1,017,400</b>
2. Encumbrances as of July 1				0	0	15,000	44,500	0
2a. Reappropriation (Legislative Carryover)				NA	NA	NA	0	0
<b>3. Beginning Cash Balance</b>				<b>2,003,500</b>	<b>1,877,100</b>	<b>2,035,900</b>	<b>2,010,000</b>	<b>1,017,400</b>
4. Revenues (from Form B-11)				46,900	(235,400)	47,000	23,000	24,000
5. Non-Revenue Receipts and Other Adjustments				0	247,700	(1,800)	8,000	
6. Statutory Transfers in:	<b>State Insurance for FRF</b>	Fund or Reference:	9345	3,311,100	3,568,200	3,780,000	3,990,000	4,100,000
7. Operating Transfers in:	<b>BNY Mellon Bank</b>	Fund or Reference:	9100	163,804,200	162,015,200	168,042,200	170,000,000	173,000,000
<b>8. Total Available for Year</b>				<b>169,165,700</b>	<b>167,472,800</b>	<b>173,903,300</b>	<b>176,031,000</b>	<b>178,141,400</b>
9. Statutory Transfers Out:		Fund or Reference:		0	0	0	0	0
10. Operating Transfers Out:		Fund or Reference:		0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	247,700	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	10,000	44,500	0
13. Original Appropriation				880,600	901,100	922,300	969,100	1,059,200
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				166,408,000	164,303,100	171,005,500	174,000,000	177,000,000
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	(15,000)	(44,500)	0	0
19. Current Year Cash Expenditures				167,288,600	165,189,200	171,883,300	174,969,100	178,059,200
<b>20. Ending Cash Balance</b>				<b>1,877,100</b>	<b>2,035,900</b>	<b>2,010,000</b>	<b>1,017,400</b>	<b>82,200</b>
21. Prior Year Encumbrances as of June 30				0	0	0	0	0
22. Current Year Encumbrances as of June 30				0	15,000	44,500	0	0
22a. Current Year Reappropriation				NA	NA	0	0	0
23. Borrowing Limit				0	0	0	0	0
<b>24. Ending Free Fund Balance</b>				<b>1,877,100</b>	<b>2,020,900</b>	<b>1,965,500</b>	<b>1,017,400</b>	<b>82,200</b>
<b>25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>				<b>167,288,600</b>	<b>165,204,200</b>	<b>171,927,800</b>	<b>174,969,100</b>	<b>178,059,200</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>								

Notes:

# FY 2018 Agency Budget - Request

# Detail Report

Agency: 183 - Public Employee Retirement System

Function: 02 - Portfolio Investment

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/Benefit	Lump Sum	Total
<b>FY 2016 Total Appropriation</b>								
1.00 FY 2016 Total Appropriation								
SB 1117								
0550-02	Dedicated	5.00	702,300	202,000	18,000	0	0	922,300
<b>Total</b>		<b>5.00</b>	<b>702,300</b>	<b>202,000</b>	<b>18,000</b>	<b>0</b>	<b>0</b>	<b>922,300</b>
1.21 Net Object Transfers								
0550-02	Dedicated	0.00	0	(32,500)	32,500	0	0	0
<b>Total</b>		<b>0.00</b>	<b>0</b>	<b>(32,500)</b>	<b>32,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
1.61 Reverted Appropriation Balances								
0550-02	Dedicated	0.00	0	(800)	0	0	0	(800)
<b>Total</b>		<b>0.00</b>	<b>0</b>	<b>(800)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(800)</b>
<b>FY 2016 Actual Expenditures</b>								
0550-02	Dedicated	5.00	702,300	168,700	50,500	0	0	921,500
<b>Total</b>		<b>5.00</b>	<b>702,300</b>	<b>168,700</b>	<b>50,500</b>	<b>0</b>	<b>0</b>	<b>921,500</b>
<b>FY 2017 Original Appropriation</b>								
3.00 FY 2017 Original Appropriation								
SB 1363								
0550-02	Dedicated	5.00	727,500	198,600	0	0	0	926,100
OT 0550-02	Dedicated	0.00	22,800	2,200	18,000	0	0	43,000
<b>Total</b>		<b>5.00</b>	<b>750,300</b>	<b>200,800</b>	<b>18,000</b>	<b>0</b>	<b>0</b>	<b>969,100</b>
<b>FY 2017 Total Appropriation</b>								
0550-02	Dedicated	5.00	727,500	198,600	0	0	0	926,100
OT 0550-02	Dedicated	0.00	22,800	2,200	18,000	0	0	43,000
<b>Total</b>		<b>5.00</b>	<b>750,300</b>	<b>200,800</b>	<b>18,000</b>	<b>0</b>	<b>0</b>	<b>969,100</b>
<b>FY 2017 Estimated Expenditures</b>								
0550-02	Dedicated	5.00	727,500	198,600	0	0	0	926,100
OT 0550-02	Dedicated	0.00	22,800	2,200	18,000	0	0	43,000
<b>Total</b>		<b>5.00</b>	<b>750,300</b>	<b>200,800</b>	<b>18,000</b>	<b>0</b>	<b>0</b>	<b>969,100</b>
<b>Base Adjustments</b>								
8.41 Removal of One-Time Expenditures								
OT 0550-02	Dedicated	0.00	(22,800)	(2,200)	(18,000)	0	0	(43,000)
<b>Total</b>		<b>0.00</b>	<b>(22,800)</b>	<b>(2,200)</b>	<b>(18,000)</b>	<b>0</b>	<b>0</b>	<b>(43,000)</b>

page 21 of 36

# FY 2018 Agency Budget - Request

# Detail Report

Agency: 183 - Public Employee Retirement System

Function: 02 - Portfolio Investment

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/Benefit	Lump Sum	Total
<b>FY 2018 Base</b>								
0550-02	Dedicated	5.00	727,500	198,600	0	0	0	926,100
OT 0550-02	Dedicated	0.00	0	0	0	0	0	0
	<b>Total</b>	<b>5.00</b>	<b>727,500</b>	<b>198,600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>926,100</b>
<b>Program Maintenance</b>								
10.11	Change in Health Benefit Costs							
0550-02	Dedicated	0.00	6,100	0	0	0	0	6,100
	<b>Total</b>	<b>0.00</b>	<b>6,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,100</b>
10.31	Repair, Replacement Items/Alterations							
OT 0550-02	Dedicated	0.00	0	2,200	18,000	0	0	20,200
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>2,200</b>	<b>18,000</b>	<b>0</b>	<b>0</b>	<b>20,200</b>
10.61	Salary Multiplier - Regular Employees							
0550-02	Dedicated	0.00	6,800	0	0	0	0	6,800
	<b>Total</b>	<b>0.00</b>	<b>6,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,800</b>
<b>FY 2018 Total Maintenance</b>								
0550-02	Dedicated	5.00	740,400	198,600	0	0	0	939,000
OT 0550-02	Dedicated	0.00	0	2,200	18,000	0	0	20,200
	<b>Total</b>	<b>5.00</b>	<b>740,400</b>	<b>200,800</b>	<b>18,000</b>	<b>0</b>	<b>0</b>	<b>959,200</b>
<b>Line Items</b>								
12.01								
0550-02	Dedicated	0.00	100,000	0	0	0	0	100,000
	<b>Total</b>	<b>0.00</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100,000</b>
<b>FY 2018 Total</b>								
0550-02	Dedicated	5.00	840,400	198,600	0	0	0	1,039,000
OT 0550-02	Dedicated	0.00	0	2,200	18,000	0	0	20,200
	<b>Total</b>	<b>5.00</b>	<b>840,400</b>	<b>200,800</b>	<b>18,000</b>	<b>0</b>	<b>0</b>	<b>1,059,200</b>

Agency/Department:	Office of the Governor	Agency Number:	183
Function/Division:	Public Employee Retirement System	Function/Activity Number:	
Activity/Program:	Portfolio Investment	Budget Unit:	GVFB
		Fiscal Year:	2018
Original Request Date:		Fund Name:	PERSI Special
Revision Date:		Fund Number:	0550-02
Revision #:		Budget Submission Page #	22 of 36

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2017 SALARY	FY 2017 HEALTH BENEFITS	FY 2017 VAR BENEFITS	FY 2017 TOTAL	FY 2018 SALARY CHANGE	FY 2018 CHG HEALTH BENEFITS	FY 2018 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
		<b>Totals from Wage and Salary Report (WSR):</b>										
		Permanent Positions	1	5.00	565,682	61,200	106,727	733,609	(20,951)	6,100	0	6,100
		Board & Group Positions	2		0	0	0	0				
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		<b>TOTAL FROM WSR</b>		<b>5.00</b>	<b>565,682</b>	<b>61,200</b>	<b>106,727</b>	<b>733,609</b>		<b>6,100</b>	<b>0</b>	<b>6,100</b>
		<b>FY 2017 ORIGINAL APPROPRIATION</b>		<b>750,300</b>	<b>5.00</b>	<b>578,553</b>	<b>62,592</b>	<b>109,155</b>	<b>750,300</b>			
		<b>Unadjusted Over or (Under) Funded:</b>	Est Difference	<b>0.00</b>	<b>12,870</b>	<b>1,392</b>	<b>2,428</b>	<b>16,691</b>		Calculated overfunding is 2.2% of Original Appropriation		
		<b>Adjustments to Wage &amp; Salary:</b>										
		Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:										
		<b>Retire Cd</b>	<b>Adjustment Description / Position Title</b>									
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
		<b>Other Adjustments:</b>										
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
		<b>Estimated Salary Needs:</b>										
		Permanent Positions	1	5.00	565,682	61,200	106,727	733,609		6,100	0	6,100
		Board & Group Positions	2	0.00	0	0	0	0			0	0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		Estimated Salary and Benefits		<b>5.00</b>	<b>565,682</b>	<b>61,200</b>	<b>106,727</b>	<b>733,609</b>		<b>6,100</b>	<b>0</b>	<b>6,100</b>
		<b>Adjusted Over or (Under) Funding:</b>										
		Orig. Approp		0.00	12,900	1,400	2,400	16,700		Calculated overfunding is 2.2% of Original Appropriation		
		Est. Expend		0.00	12,900	1,400	2,500	16,800		Calculated overfunding is 2.2% of Estimated Expenditures		
		Base		0.00	12,900	1,400	2,500	16,800		Calculated overfunding is 2.3% of the Base		
<b>Personnel Cost Reconciliation - Relation to Zero Variance ----&gt;</b>												

DU		Original Appropriation	FTP	FY 17 Salary	FY 17 Health Ben	FY 17 Var Ben	FY 2017 Total	FY 18 Chg Health Bens	FY 18 Chg Var Bens	Total Benefit Change
3.00	<b>FY 2017 ORIGINAL APPROPRIATION</b>	<b>750,300</b>	<b>5.00</b>	<b>578,553</b>	<b>62,592</b>	<b>109,155</b>	<b>750,300</b>			
	<b>Rounded Appropriation</b>		5.00	578,600	62,600	109,200	750,300			
	<b>Appropriation Adjustments:</b>									
4.11	Reappropriation		0.00	0	0	0	0			
4.31	Supplemental		0.00	0	0	0	0			0
5.00	<b>FY 2017 TOTAL APPROPRIATION</b>		<b>5.00</b>	<b>578,600</b>	<b>62,600</b>	<b>109,200</b>	<b>750,300</b>			
	<b>Expenditure Adjustments:</b>									
6.31	FTP or Fund Adjustment		0.00	0	0	0	0			0
6.51	Transfer Between Programs		0.00	0	0	0	0			0

7.00	FY 2017 ESTIMATED EXPENDITURES		5.00	578,600	62,600	109,200	750,300
	Base Adjustments:						
8.31	Transfer Between Programs		0.00	0	0	0	0
8.41	Removal of One-Time Expenditures		0.00	(18,800)	0	(4,000)	(22,800)
8.51	Base Reduction		0.00	0	0	0	0
<b>9.00</b>	<b>FY 2018 BASE</b>		<b>FTP</b>	<b>FY 18 Salary</b>	<b>FY18 Health Ben</b>	<b>FY 18 Var Ben</b>	<b>FY 2018 Total</b>
			<b>5.00</b>	<b>559,800</b>	<b>62,600</b>	<b>105,200</b>	<b>727,500</b>
10.11	Change in Health Benefit Costs				6,100		6,100
10.12	Change in Variable Benefits Costs					0	0
	Subtotal CEC Base:	Indicator Code	5.00	559,800	68,700	105,200	733,600
10.51	Annualization			0	0	0	0
10.61	CEC for Permanent Positions	1.00%		5,600		1,200	6,800
10.62	CEC for Group Positions	1.00%		0		0	0
10.63	CEC for Elected Officials & Commissioners			0		0	0
<b>11.00</b>	<b>FY 2018 PROGRAM MAINTENANCE</b>		<b>5.00</b>	<b>565,400</b>	<b>68,700</b>	<b>106,400</b>	<b>740,400</b>
	Line Items:						
12.01	Additional Personnel Costs	1		82,450		17,550	100,000
12.02							0
12.03							0
<b>13.00</b>	<b>FY 2018 TOTAL REQUEST</b>		<b>5.00</b>	<b>647,850</b>	<b>68,700</b>	<b>123,950</b>	<b>840,400</b>

**FORM B7: ONE-TIME OPERATING EXPENDITURES & ONE-TIME CAPITAL OUTLAY SUMMARY**

Agency/Department: PERSI  
 Program (If applicable): \_\_\_\_\_

Request for Fiscal Year: 2018  
 Agency Number: 183  
 Function/Activity Number: 0550 01

Original Request Date: 9/1/16

Revision Request Date: \_\_\_\_\_

Page: 24 of 36

Priority Order	Program	DU	Fund	Sub-object Code	Item/Description	Mileage	Date Acquired	Quantity in Stock	Request Quantity Desired	Request Unit Cost	Request Total Cost
Microsoft Server and Storage (SAN) Software											
1	01	10.31	0550-01	5570	License Agreement		yearly renewal	1	1	60,000	60,000
2	01	10.31	0550-01	5570	Microsoft Desktops License Agreement		yearly renewal	1	1	25,000	25,000
4	01	10.31	0550-01	5570	OnBase Annual Licensing Agreement		Jun-14	1	1	32,000	32,000
5	01	10.31	0550-01	6410	Network Load Balancers		Jun-12	2	2	3,500	7,000
6	01	10.31	0550-01	6410	WebSense Appliance		Apr-13	1	1	17,000	17,000
7	01	10.31	0550-01	6410	Servers - vmWare		Oct-12	7	7	12,000	84,000
8	01	10.31	0550-01	6410	Servers - VoIP System		Jun-13	2	2	8,000	16,000
9	01	10.31	0550-01	6410	Std. Intel Desktop Computers		various	101	20	750	15,000
10	01	10.31	0550-01	6410	Flat panel monitors		various	160	32	200	6,400
11	01	10.31	0550-01	6410	High-end Intel Laptop		various	6	1	1,400	1,400
12	01	10.31	0550-01	6410	Std. Intel Laptop Computers		various	13	3	1,100	3,300
13	01	10.31	0550-01	6410	High-end Intel Desktops		various	8	2	1,100	2,200
14	01	10.31	0550-01	6416	VoIP Desktop Phones		Jun-09	90	12	350	4,200
15	01	10.31	0550-01	6720	Scanner		various	3	1	6,000	6,000
16	01	10.31	0550-01	6720	Printers		various	2	1	1,000	1,000
17	02	10.31	0550-02	5570	Microsoft Desktop Licenses		various	10	10	220	2,200
18	02	10.31	0550-02	6410	High-end Desktop PC's		various	3	3	900	2,700
19	02	10.31	0550-02	6410	High-end Laptops		various	3	3	2,800	8,400
20	02	10.31	0550-02	6720	Printer		various	1	1	6,000	6,000
21	02	10.31	0550-02	6410	Monitors 27" Flat Panel		various	3	3	300	900

<b>Grand Total by Program</b>										<b>Subtotal of filtered items</b>	<b>\$300,700</b>
											<b>\$300,700</b>
											280,500
											20,200
											0
											0
<b>Grand Total by Decision Unit</b>											<b>\$300,700</b>
											300,700
											0
											0
											0
<b>Grand Total by Fund Source</b>											<b>\$300,700</b>
											280,500
											20,200
											0
											0



**FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B**

**AGENCY INFORMATION**

AGENCY NAME: Public Employee Retirement System of Idaho			
Division/Bureau:			
Prepared By:	Alex Simpson	E-mail Address:	alex.simpson@persi.idaho.gov
Telephone Number:	208-287-9255	Fax Number:	208-334-4026
DFM Analyst:	Gideon Tolman	LSO/BPA Analyst:	Robyn Lockett
Date Prepared:	08/01/2016	For Fiscal Year:	<b>2018</b>

**FACILITY INFORMATION (please list each facility separately by city and street address)**

Facility Name:	PERSI Administrative Office		
City:	Boise	County:	Ada
Street Address:	607 N. 8th Street	Zip Code:	83702
Facility Ownership: (could be private or state-owned, use "X" to mark one):	Private Lease (use "X" to mark):	<b>X</b>	State Owned (use "X" to mark):
			Lease Expires: N/A

**FUNCTION/USE OF FACILITY:** Could be administrative use, client counseling, hearing rooms, field offices, etc. Address any specialized needs which require additional square feet.  
 Administrative use, investment portfolio management, member counseling, and Boise field office. PERSI uses 18,054 sq ft of total space and will start occupying the 7,610 sq ft of the 4th floor sometime in FY 17.

**COMMENTS:** Address reasons for expanding or relocating; amount of space leased to other state agencies, federal agencies, etc. & the amount of rent they pay for the use of your facility; or other comments which might be helpful.

**SURPLUS PROPERTY:** Facilities to be disposed of and funds re-utilized for building replacement or renovation of facilities. This could also include leased facilities if the leased facility is to be vacated prior to the expiration date of the lease.

FISCAL YR:	ACTUAL 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Use "X" to mark the year facility would be surplus.						

**WORK AREAS:** Work areas are areas occupied by full-time employees, contractors, seasonal employees, auditors, etc. (3 people working in one building would be 3 work areas)

FISCAL YR:	ACTUAL 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Total Number of Work Areas:	78	82	93	93	93	93
Full-Time Equivalent Positions:	65	66	67	67	67	67
Temp. Employees, Contractors, Auditors, etc.:	8	8	8	8	8	8

**SQUARE FEET:** Use "net rentable" sq ft if in a facility leased from a private party; use "usable" sq ft if in a State-owned facility. Typically, this will be the figure shown in the Lease Agreement if leased from a private party or in the MOU if state-owned.

FISCAL YR:	ACTUAL 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Square Feet:	18,054	21,859	25,664	25,664	25,664	25,664

**FACILITY COST:** Include annual rent, plus any facility-related costs, such as utilities, janitorial service, property taxes or building maintenance which are not included in rent payment made to your Landlord. If improvements will need to be made to the facility and will be paid by the agency, this should be included as well. If the lease will be expiring and the future rent is not specified in the lease agreement, increase rent by 3%/yr. Increase all other facility-related costs by 3%/yr as well. Use "Calculation Sheet" if necessary. Do not include telephone costs or rent discounts. If you anticipate moving to a new facility, you need to take into account any increase in sq ft leased and estimate a new market rate for the new facility. Do NOT use your old rate per sq ft - it may not be a realistic figure.

FISCAL YR:	ACTUAL 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Total Facility Cost/Yr:	\$315,069	\$381,472	\$447,837	\$447,837	\$447,837	\$447,837

- IMPORTANT NOTES:**
- Please fill in the white sections only! If you have any questions, please call Tracy @ 332-1933.
  - Upon completion, please send to Tracy Whittington at the Division of Public Works. This can be emailed to him at Tracy.Whittington@adm.idaho.gov.
  - If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your
  - Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request.

**AGENCY NOTES:**  
 PERSI will start leasing some of the 4th floor sometime in FY 17

Page 26 of 36

**FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B**

**AGENCY INFORMATION**

AGENCY NAME:	Public Employee Retirement System of Idaho				
Division/Bureau:					
Prepared By:	Alex Simpson	E-mail Address:	alex.simpson@persi.idaho.gov		
Telephone Number:	208-287-9255	Fax Number:	208-334-4026		
DFM Analyst:	Gideon Tolman	LSO/BPA Analyst:	Robyn Lockett		
Date Prepared:	08/01/2016	For Fiscal Year:	2018		

**FACILITY INFORMATION (please list each facility separately by city and street address)**

Facility Name:	CP Inc.				
City:	Pocatello	County:	Bancroft		
Street Address:	1246 Yellowstone, Suite A-5			Zip Code:	83201
Facility Ownership: (could be private or state-owned, use "X" to mark one):	Private Lease (use "X" to mark):	<b>X</b>	State Owned (use "X" to mark):	Lease Expires:	01/31/2019

**FUNCTION/USE OF FACILITY:** Could be administrative use, client counseling, hearing rooms, field offices, etc. Address any specialized needs which require additional square feet.

Used for field office staff to provide member retirement counseling and group training. PERSI disaster recovery site.

**COMMENTS:** Address reasons for expanding or relocating; amount of space leased to other state agencies, federal agencies, etc. & the amount of rent they pay for the use of your facility; or other comments which might be helpful.

**SURPLUS PROPERTY:** Facilities to be disposed of and funds re-utilized for building replacement or renovation of facilities. This could also include leased facilities if the leased facility is to be vacated prior to the expiration date of the lease.

FISCAL YR:	ACTUAL 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Use "X" to mark the year facility would be surplused.						

**WORK AREAS:** Work areas are areas occupied by full-time employees, contractors, seasonal employees, auditors, etc. (3 people working in one building would be 3 work areas)

FISCAL YR:	ACTUAL 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Total Number of Work Areas:	4	4	4	4	4	4
Full-Time Equivalent Positions:	3	3	3	3	3	3
Temp. Employees, Contractors, Auditors, etc.:	1	1	1	1	1	1

**SQUARE FEET:** Use "net rentable" sq ft if in a facility leased from a private party; use "usable" sq ft if in a State-owned facility. Typically, this will be the figure shown in the Lease Agreement if leased from a private party or in the MOU if state-owned.

FISCAL YR:	ACTUAL 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Square Feet:	1,849	1,849	1,849	1,849	1,849	1,849

**FACILITY COST:** Include annual rent, plus any facility-related costs, such as utilities, janitorial service, property taxes or building maintenance which are not included in rent payment made to your Landlord. If improvements will need to be made to the facility and will be paid by the agency, this should be included as well. If the lease will be expiring and the future rent is not specified in the lease agreement, increase rent by 3%/yr. Increase all other facility-related costs by 3%/yr as well. Use "Calculation Sheet" if necessary. Do not include telephone costs or rent discounts. If you anticipate moving to a new facility, you need to take into account any increase in sq ft leased and estimate a new market rate for the new facility. Do NOT use your old rate per sq ft – it may not be a realistic figure.

FISCAL YR:	ACTUAL 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Total Facility Cost/Yr:	\$21,760	\$21,760	\$21,760	\$16,400	\$16,680	\$16,680

**IMPORTANT NOTES:**

1. Please fill in the white sections only! If you have any questions, please call Tracy @ 332-1933.
2. Upon completion, please send to Tracy Whittington at the Division of Public Works. This can be emailed to him at Tracy.Whittington@adm.idaho.gov.
3. If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with
4. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request.

**AGENCY NOTES:**

FY 2018 annual tenant improvement cost of \$5,560 is completed. FY 2019 cost is for 7 months at \$1350 and 5 months at \$1390, a 3% increase.

**FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B**

**AGENCY INFORMATION**

<b>AGENCY NAME:</b>	Public Employee Retirement System of Idaho		
<b>Division/Bureau:</b>	0		
<b>Prepared By:</b>	Alex Simpson	<b>E-mail Address:</b>	alex.simpson@persi.idaho.gov
<b>Telephone Number:</b>	208-287-9255	<b>Fax Number:</b>	208-334-4026
<b>DFM Analyst:</b>	Gideon Tolman	<b>LSO/BPA Analyst:</b>	Robyn Lockett
<b>Date Prepared:</b>	08/01/2016	<b>For Fiscal Year:</b>	<b>2018</b>

**FACILITY INFORMATION (please list each facility separately by city and street address)**

<b>Facility Name:</b>	Parkwood Business Property				
<b>City:</b>	Coeur d' Alene	<b>County:</b>	Kootenai		
<b>Street Address:</b>	2005 Ironwood Parkway, Suite 225			<b>Zip Code:</b>	83814
<b>Facility Ownership: (could be private or state-owned, use "X" to mark one):</b>	Private Lease (use "X" to mark):	<b>X</b>	State Owned (use "X" to mark):	<b>Lease Expires:</b>	12/31/2017

**FUNCTION/USE OF FACILITY:** Could be administrative use, client counseling, hearing rooms, field offices, etc. Address any specialized needs which require additional square feet.

Used for field office staff to provide member retirement counseling.

**COMMENTS:** Address reasons for expanding or relocating; amount of space leased to other state agencies, federal agencies, etc. & the amount of rent they pay for the use of your facility; or other comments which might be helpful.

**SURPLUS PROPERTY:** Facilities to be disposed of and funds re-utilized for building replacement or renovation of facilities. This could also include leased facilities if the leased facility is to be vacated prior to the expiration date of the lease.

FISCAL YR:	ACTUAL 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Use "X" to mark the year facility would be surplusd.						

**WORK AREAS:** Work areas are areas occupied by full-time employees, contractors, seasonal employees, auditors, etc. (3 people working in one building would be 3 work areas)

FISCAL YR:	ACTUAL 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
<b>Total Number of Work Areas:</b>	3	3	3	3	3	3
<b>Full-Time Equivalent Positions:</b>	2	2	2	2	2	2
<b>Temp. Employees, Contractors, Auditors, etc.:</b>						

**SQUARE FEET:** Use "net rentable" sq ft if in a facility leased from a private party; use "usable" sq ft if in a State-owned facility. Typically, this will be the figure shown in the Lease Agreement if leased from a private party or in the MOU if state-owned.

FISCAL YR:	ACTUAL 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
<b>Square Feet:</b>	868	868	868	868	868	868

**FACILITY COST:** Include annual rent, plus any facility-related costs, such as utilities, janitorial service, property taxes or building maintenance which are not included in rent payment made to your Landlord. If improvements will need to be made to the facility and will be paid by the agency, this should be included as well. If the lease will be expiring and the future rent is not specified in the lease agreement, increase rent by 3%/yr. Increase all other facility-related costs by 3%/yr as well. Use "Calculation Sheet" if necessary. Do not include telephone costs or rent discounts. If you anticipate moving to a new facility, you need to take into account any increase in sq ft leased and estimate a new market rate for the new facility. Do NOT use your old rate per sq ft – it may not be a realistic figure.

FISCAL YR:	ACTUAL 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
<b>Total Facility Cost/Yr:</b>	\$11,934	\$12,215	\$12,540	\$12,917	\$13,304	\$13,703

**IMPORTANT NOTES:**

1. Please fill in the white sections only! If you have any questions, please call Tracy @ 332-1933.
2. Upon completion, please send to Tracy Whittington at the Division of Public Works. This can be emailed to him at
3. If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary
4. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request.

**AGENCY NOTES:**

**BUDGET REQUEST  
FY 2018  
CAPITAL IMPROVEMENT PROJECT DESCRIPTION**  
(New Buildings, Additions or Major Renovations)

AGENCY: PERSI AGENCY PROJECT PRIORITY: N/A

PROJECT DESCRIPTION/LOCATION:

CONTACT PERSON: TELEPHONE:

PROJECT JUSTIFICATION:

(A) Concisely describe what the project is. N/A

(B) What is the existing program and how will it be improved?

(C) What will be the impact on your operating budget?

(D) What are the consequences if this project is not funded?

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

<b>ESTIMATED BUDGET:</b>	<b>FUNDING:</b>
Land \$ N/A	PBF \$ N/A
A/E fees	General Account
Construction	Agency Funds
5% Contingency	Federal Funds
F F & E	Other
Other	
Total \$	Total \$

Agency Head Signature:   
Date: 8-29-2016

**BUDGET REQUEST  
FY 2018  
ALTERATION AND REPAIR PROJECTS**

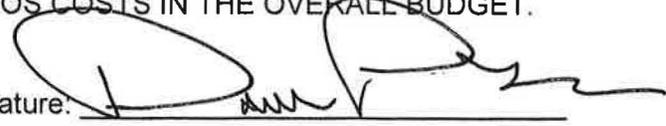
AGENCY: PERSI

PROJECT DESCRIPTION/LOCATION	COST	PRIORITY
N/A		

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

Agency Head Signature: \_\_\_\_\_

Date: \_\_\_\_\_



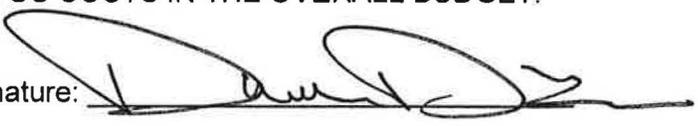
8-29-2016

**BUDGET REQUEST  
FY 2018  
"ADA" PROJECTS**

AGENCY: PERSI

PROJECT DESCRIPTION/LOCATION	COST	PRIORITY
N/A		

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

Agency Head Signature:   
Date: 8-29-2016

**BUDGET REQUEST  
SIX-YEAR PLAN FY 2018 THROUGH FY 2023  
CAPITAL IMPROVEMENTS**

AGENCY: PERSI

PROJECT DESCRIPTION/LOCATION	FY 2018 \$	FY 2019 \$	FY 2020 \$	FY 2021 \$	FY 2022 \$	FY 2023 \$
N/A						
<b>TOTAL</b>						

Agency Head Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Federal Funds Inventory Form  
As Required by Idaho Code 67-1917**

Reporting Agency/Department: \_\_\_\_\_ STARS Agency Code: \_\_\_\_\_ Fiscal Year: 2018  
 Contact Person/Title: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

CFDA#/Cooperative Agreement # /Identifying #	Grant Type	Federal Granting Agency	Grant title	Description	Pass Through Federal Money From Other State Agency	FY 2016 Available Funds	FY 2016 Actual Expenditures	FY 2017 Estimated Available Funds	FY 2018 Estimated Available Funds	State Approp [Y] Yearly or [C] Continuous	MOE requirement [Y] Yes or [N] No	Known Reductions; Plan for 10% or More Reduction
<b>Total</b>						0	0	0	0			

Total FY 2016 All Funds Appropriation (DU 1.00)   
 Federal Funds as Percentage of Funds

\*\*\* Report must be submitted to the Division of Financial Management and Legislative Services Office as part of your budget request.

page 34 of 36

**Part I – Agency Profile**

**Agency Overview**

The Public Employee Retirement System of Idaho (PERSI) was created in 1963, and was funded by the Idaho Legislature in 1965. Since that time, PERSI has offered a defined benefit plan to provide a secure, long-term retirement benefit for career public service employees. The agency is directed by a five-member Retirement Board, each appointed by the Governor for 5-year terms. The Board has the duty to manage the system and maintains fiduciary responsibility for investment policy, asset allocation, the selection of individual investment managers, post-retirement increases (cost of living adjustments), and setting the contribution rates.

PERSI administers three defined benefit retirement plans - the PERSI Base Plan, the Firefighters' Retirement Fund (FRF), and the Judges' Retirement Fund (JRF), and a defined contribution plan - the PERSI Choice 401(k) Plan which has a 414(k) component (for gain-sharing contributions from the PERSI Base Plan). The Choice Plan 401(k) is somewhat unique to the public sector. PERSI obtained permission from the Internal Revenue Service to expand a grandfathered State 401(k) to all members statewide. PERSI also administers the Sick Leave Insurance Reserve Trust Fund.

PERSI employs 66 staff, working in three locations: Boise, Pocatello, and Coeur d'Alene. It is headquartered at 607 North 8<sup>th</sup> Street, Boise, Idaho, 83702. (208) 334-3365.

PERSI Fiduciary Duty of Loyalty:

The primary duty of the Retirement Board and PERSI staff, as fiduciaries, is that of loyalty, or acting with an "eye single" to the interests of the beneficiaries. PERSI is required by law to make all its decisions solely in the interest of the beneficiaries and to avoid, at all costs, serving the interests of any other party not a beneficiary of the system.

**Core Functions/Idaho Code**

PERSI manages and administers retirement and disability benefits (including a 401(k) defined contribution plan) for public employees in the State of Idaho. Title 59, Chapter 13, Idaho Code. PERSI manages and administers retirement and disability benefits for the Judges' Retirement System in the State of Idaho. Title 1, Chapter 20, Idaho Code. PERSI manages and administers retirement and disability benefits for the Firefighters' Retirement Fund in the State of Idaho. Title 72, Chapter 14, Idaho Code. PERSI manages and administers the unused sick leave for public employees in the State of Idaho. Sections 33-1228, 33-2109A and 67-5339 Idaho Code.

**Revenue and Expenditures**

Revenue	FY 2013	FY 2014	FY 2015	FY 2016
Retirement Administration*	\$12,569,300	\$5,980,400	\$6,218,000	6,462,200
Portfolio Investment	<u>\$872,700</u>	<u>\$880,600</u>	<u>\$901,100</u>	<u>922,300</u>
<b>Total</b>	<b>\$13,442,000</b>	<b>\$6,861,000</b>	<b>\$7,119,100</b>	<b>\$7,384,500</b>
Expenditures	FY 2013	FY 2014	FY 2015	FY 2016
Personnel Costs	\$3,918,047	\$4,051,671	\$3,852,583	4,064,865
Operating Expenditures**	\$4,093,945	\$2,284,563	\$2,212,698	2,565,770
Capital Outlay	<u>\$346,629</u>	<u>\$90,964</u>	<u>\$222,020</u>	<u>269,155</u>
<b>Total</b>	<b>\$8,358,621</b>	<b>\$6,427,198</b>	<b>\$6,287,301</b>	<b>\$6,899,790</b>

\*The FY2012 and FY2013 appropriations included \$6.5 million each for a multi-year IT project. IT Project encumbrance balances are carried forward each year. \*\*The FY 2016 IT project expenditures of \$2,414,196 are not included above. Other 2015 encumbered expenditures paid during FY2016 of \$230,818 are not included above.

**Profile of Cases Managed and/or Key Services Provided**

Cases Managed and/or Key Services Provided	FY 2013	FY 2014	FY 2015	FY 2016
<b>PERSI Statistics</b>				
Number of Active Members	66,057	66,452	67,183	68,654

**Public Employee Retirement System Performance Measurement Report**

Number of Retirees	39,326	41,178	43,053	44,637
Choice Plan Employee Contributors	11,017	11,427	12,427	13,178
Employer Units	756	764	766	776
DB Plan Benefits Paid (millions)	\$659.4	\$703.2	\$796.6	\$850.5
DB Plan Assets (millions)	\$12,386.8	\$14,217.1	\$14,420.6	\$14,341.7
Return on Investments	9.1%	17.2%	3.0%	1.85%
<b>PERSI Services</b>				
Retirement Estimates Calculated	18,156	18,148	20,356	19,819
Separation Benefits Paid (Cashed Out)	4,130	3,834	3,109	3,280
Members Receiving Retirement Education	1,878	3,087	7,598	6,617
Retirement Applications Processed	2,865	2,886	2,972	2,773
Disability Applications Processed	206	170	166	163
Employer Payroll Reports Processed	15,666	16,097	16,802	17,006

**Performance Highlights**

**Technology:**

PERSI is in the final weeks of a multi-year project to replace the pension administration system which is more than fifteen years old. The new system, which we are calling the Idaho Retirement Information System (IRIS), is being customized and configured by the vendor, Tegrit Software Ventures. IRIS will be rolled out in three phases. Phase I, Employer Reporting, was put in production in May of 2013, at which time PERSI began the process of converting the 760+ employers to the new system. The process was a significant task, but the last employer completed the transition in July, 2015. The other two phases are Member Administration and Member Self-Service Portal, which are scheduled to be rolled out consequently in September of 2016.

**Part II – Performance Measures**

Performance Measure		FY 2013	FY 2014	FY 2015	FY 2016	Current Year
<b>Customer Service</b>						
1. Average wait time for calls (sec)	actual	32	31	30	50	-----
	benchmark				25	
2. Percentage of calls handled without transfer	actual	83.4%	82.5%	81.8%	84.0%	-----
	benchmark				80%	
3. Percentage of retirees who receive their first annuity payment on their first eligibility date	actual	96%	90%	92%	94%	-----
	benchmark				95%	
4. Number of business days to produce a written estimate of benefits after request	actual	5	5	5	5	-----
	benchmark				5	
5. Number of days to produce a separation benefit after receipt of documentation	actual	7	7	7	7	-----
	benchmark				7	
6. Average Number of days after receipt to process Employer Transmittals	actual	2.4	3.2	3.5	3.0	-----
	benchmark				3	
7. Total Service Score	actual	84%	83%	79%	79%	-----
	benchmark				79%	
<b>Education</b>						

page 36 of 36

8. Number of employee education sessions per year	actual	101	102	338	270	-----
	benchmark				N/A	
<b>Trust</b>						
9. Total expenses as % of assets	actual	0.398%	0.392%	0.376%	0.357%	-----
	benchmark				.50%	

**Performance Measure Explanatory Notes**

**Performance Measure 1:** Total Service Score is a weighted average of service scores on activities including member transactions, member communication, and quality indicators as defined by a third party CEM Benchmarking Inc. The benchmark is the peer median of 12 comparable US pension systems.

**Performance Measure 2:** PERSI trainers present several different training workshops for members in different stages of their careers. The workshop underwent significant revision in 2015 replacing former workshops with: **Ready...** - targeting members new to PERSI; **Set?** – focused on vested members; and **GO!** – intended for those approaching retirement. Trainers presenting workshops at employers' on-site locations in addition to fixed off-site venues throughout Idaho.

**Performance Measure 9:** This measure of total expenses includes all expenses, both appropriated and non-appropriated, from the PERSI trust. The actuary assumes 50 basis points (a basis point = 0.01%) for expenses and this is also the long range budget goal set by the PERSI Board.

**For More Information Contact**

Kelly Cross  
Public Information Officer  
Public Employee Retirement System of Idaho (PERSI)  
607 N. 8<sup>th</sup> Street  
PO Box 83720  
Boise, ID 83720-0078  
Phone: (208) 287-9261  
E-mail: [kelly.cross@persi.idaho.gov](mailto:kelly.cross@persi.idaho.gov)

