

Agency Summary And Certification

900 -- Public Utilities Commission

SEP 01 2016

Original Submission or Rev No.

FY2018 Request

Page 1 of 34 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: _____			
Function/Activity	FY 2016 Total Appropriation	FY 2016 Total Expenditures	FY 2017 Original Appropriation	FY 2017 Estimated Expenditures	FY 2018 Total Request
Public Utilities Commission	6,174,100	5,449,000	6,327,000	6,427,000	6,532,700
Total	6,174,100	5,449,000	6,327,000	6,427,000	6,532,700
By Fund Source	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
D 0229-20 Public Utilities Commission	5,766,500	5,112,900	5,902,700	5,902,700	6,002,900
F 0348-00 Federal Grant	307,600	236,100	324,300	324,300	320,300
O 0125-00 Indirect Cost Recovery	100,000	100,000	100,000	200,000	209,500
Total	6,174,100	5,449,000	6,327,000	6,427,000	6,532,700
By Object	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
Personnel Costs	4,312,900	4,025,100	4,586,800	4,586,800	4,649,700
Operating Expenditures	1,773,700	1,360,100	1,686,200	1,786,200	1,806,900
Capital Outlay	87,500	63,800	54,000	54,000	76,100
Trustee And Benefit Payments	0	0	0	0	0
Lump Sum	0	0	0	0	0
Total	6,174,100	5,449,000	6,327,000	6,427,000	6,532,700
FTP Total	52.00	52.00	52.00	52.00	52.00

FORM B3: DIVISION DESCRIPTIONS

Agency/Department: Public Utilities Commission
Division: _____

Request for Fiscal Year : 2018
Agency Number: 900

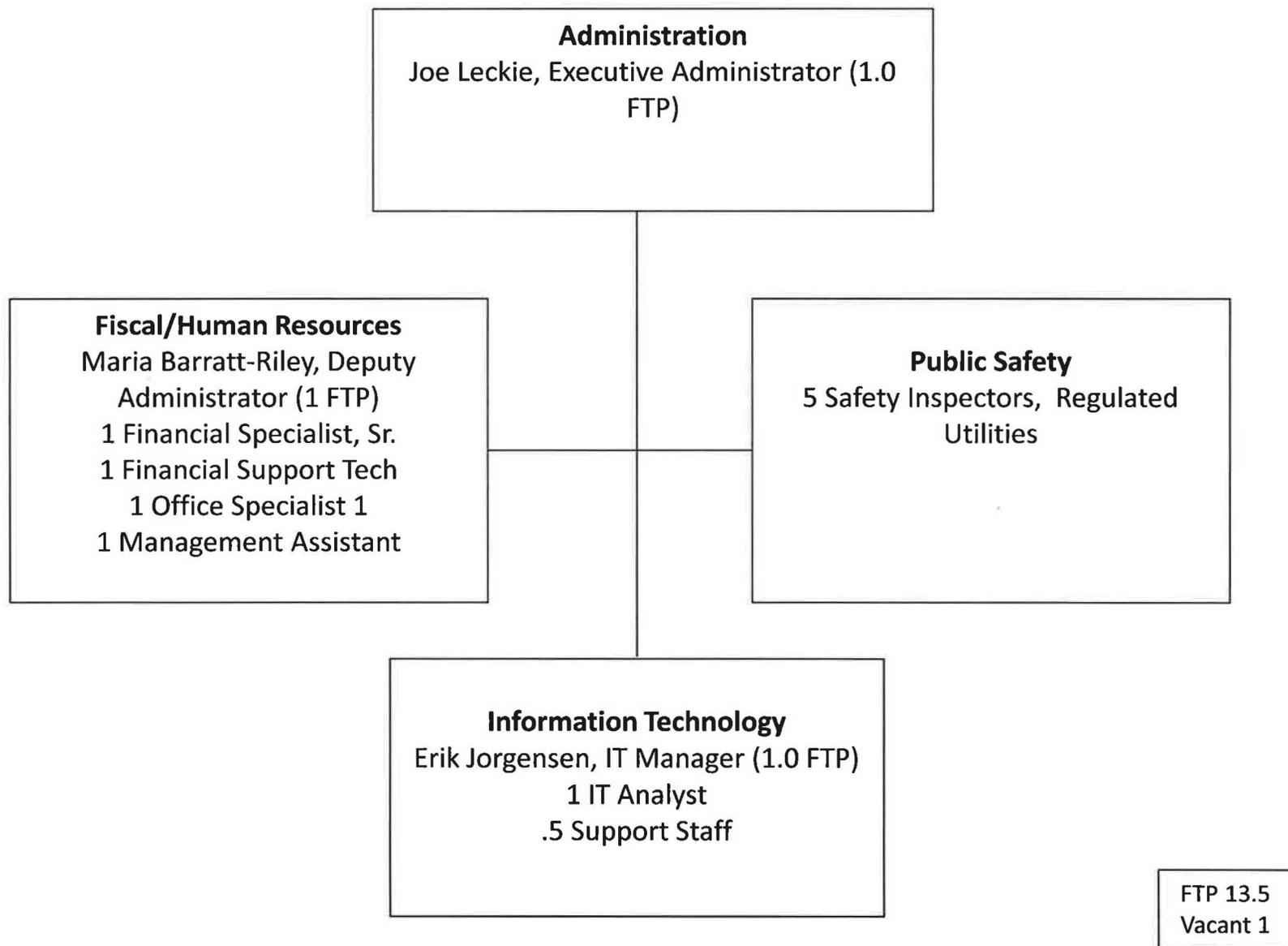
Original Request Date: September 1, 2016	Revision Request Date:
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Page: 2 of 34

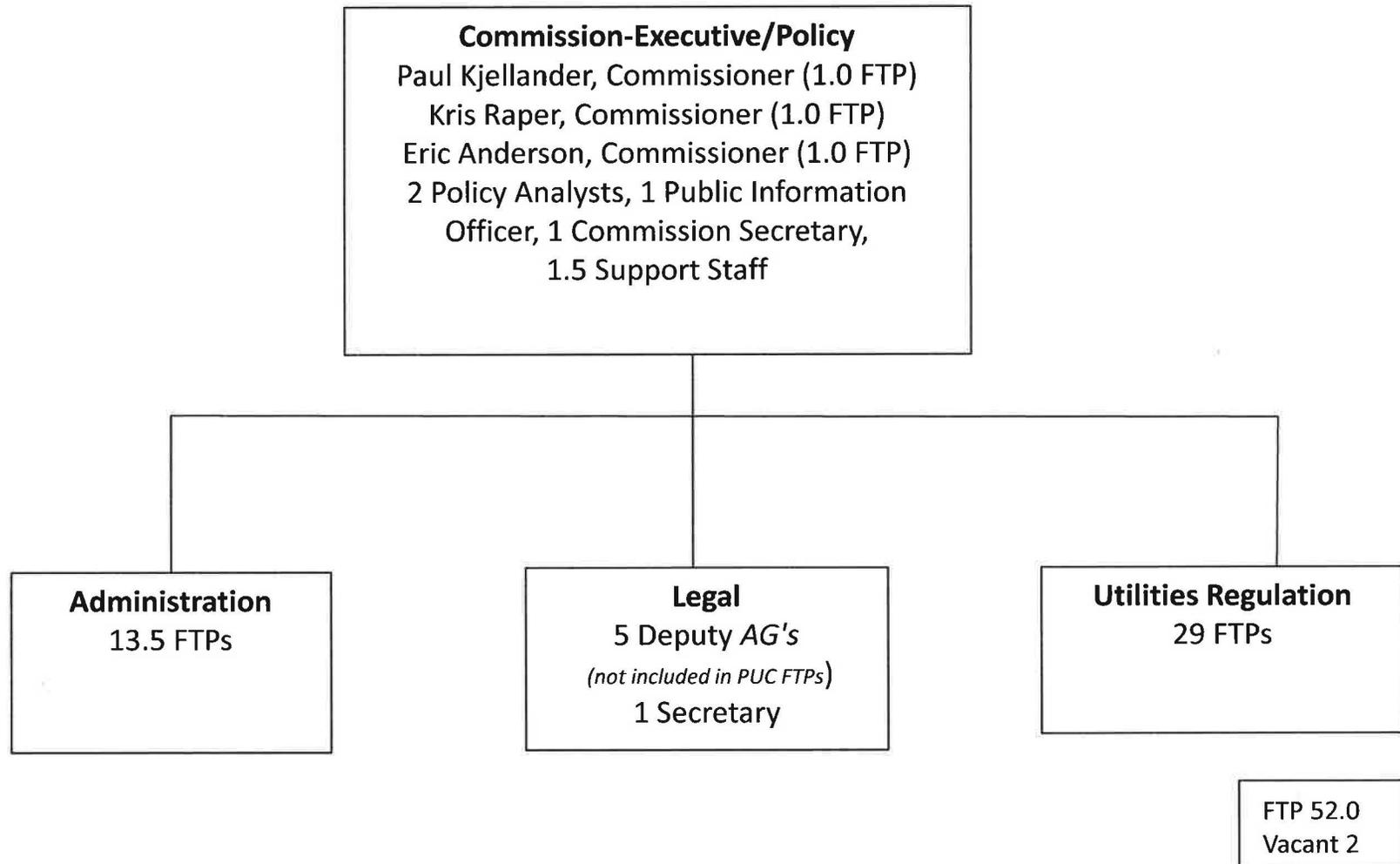
The Public Utilities

The Public Utilities Commission advocates actions and policies to ensure that citizens of Idaho have access to high-quality telecommunications, electric, gas, and water utility services at reasonable rates. Its activities include monitoring legislatively mandated communication programs, providing technical advice to the Commission members, monitoring utility earnings and operations, and investigating proposed rate changes and consumer complaints. The Commission is also responsible for administering a Pipeline Safety Program, as well as a Rail Safety Program for Hazardous Materials.

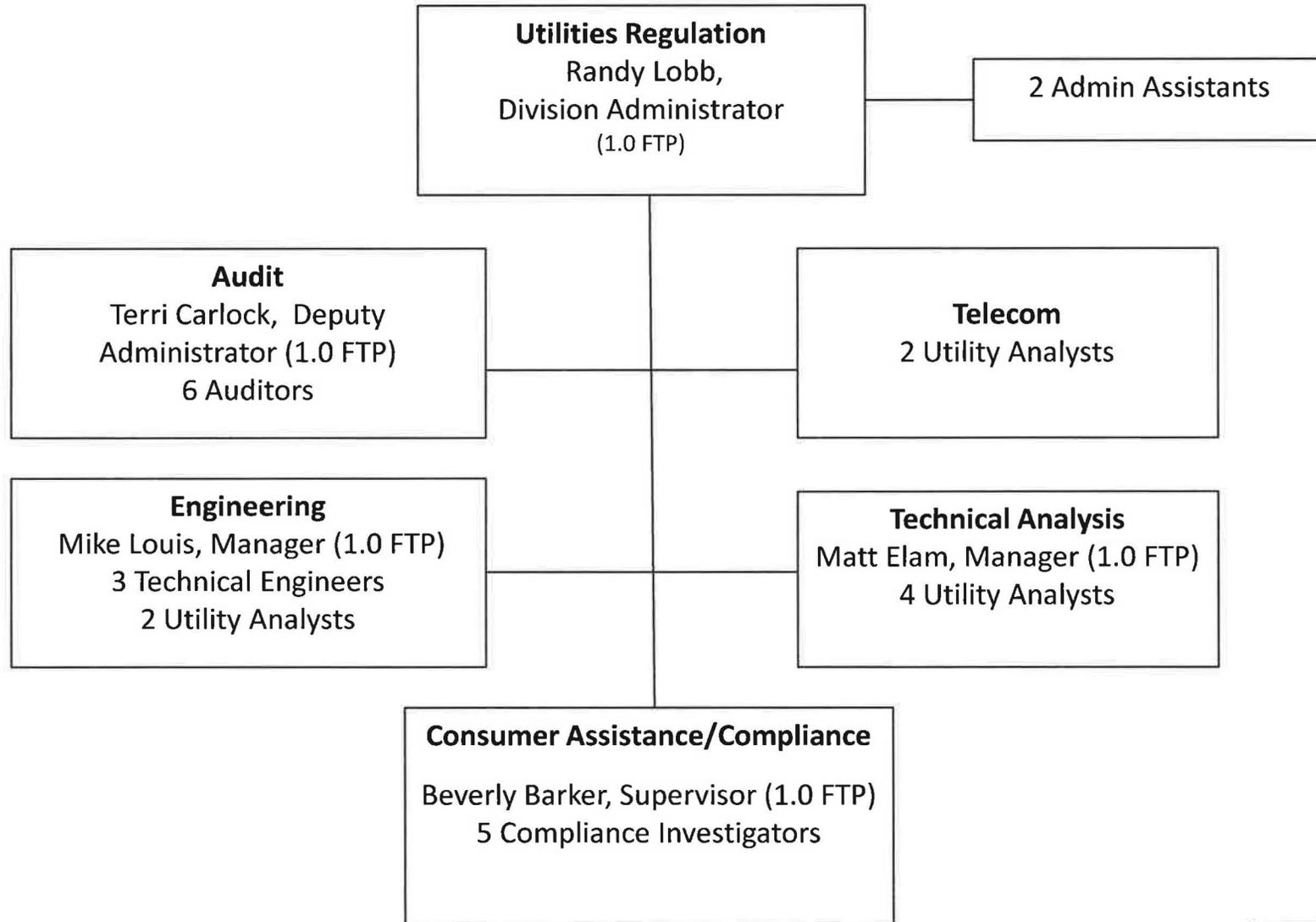
Idaho Public Utilities Commission



Idaho Public Utilities Commission



Idaho Public Utilities Commission



FTP 29
Vacant 1

FY 2018 Agency Budget - Request

Line Item Report

Agency: 900 Public Utilities Commission

Decision Unit	Priority	Agency Request		
		FTP	General	Total
Public Utilities Commission				
12.01 Move to Midpoint (policy)	1	0.00	0	96,600
		0.00	0	96,600

FORM B11: REVENUE

Agency/Department: Public Utilities Commission
 Program (If applicable) 04

Request for Fiscal Year: 2,018.00
 Agency Number: 900.00
 Budget Unit (If Applicable): PCAB
 Function/Activity Number (If Applicable): _____

Original Request Date: 9/1/16 Revision Request Date: _____

Page: 7 of 34

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
0125	00	Indirect		3645	Indirect Fund	Indirect does not receive direct revenue. Federal funds are transferred into this fund to cover expenses.				
0125	00	Indirect	FUND TOTAL			\$ -	\$ -	\$ -	\$ -	\$ -
0229	20	Public Utilities Commission Fund		1025	License and Permits - Utilities Regulatory Fees	5,075,200.00	5,483,000.00	5,014,310.00	4,275,100.00	5,226,300.00
				1025	License and Permits - Railroad Regulatory Fees	150,000.00	108,800.00	133,930.00	58,800.00	123,000.00
				1025	License and Permits - Pipelines		5,300.00	50.00	100.00	100.00
				1310	Fine/Forefeits			2,000.00	-	-
				1701	Sale of Goods	2,000.00	100.00	10.00	1,000.00	1,000.00
				1205	Securities	3,000.00	1,400.00	5,000.00	3,000.00	3,000.00
				3601	Miscellaneous Revenue			1,900.00	1,500.00	1,500.00
0229	20	Public Utilities Commission Fund	FUND TOTAL			\$ 5,230,200.00	\$ 5,598,600.00	\$ 5,157,200.00	\$ 4,339,500.00	\$ 5,354,900.00
0346	00	ARRA	1	3645	American Recovery and Reinvestment Act Funds - Grant	242,400.00				
0346	00	ARRA	FUND TOTAL			\$ 242,400.00	\$ -	\$ -	\$ -	\$ -
0348	00	Federal		2001	Pipeline Safety Program Grant (Federal Grant)	143,200.00	153,800.00	342,100.00	390,400.00	529,800.00
				3601	Miscellaneous Revenue		200.00	1,000.00	-	-
0348	00	Federal	FUND TOTAL			\$ 143,200.00	\$ 154,000.00	\$ 343,100.00	\$ 390,400.00	\$ 529,800.00
GRAND TOTAL						5,615,800.00	5,752,600.00	5,500,300.00	4,729,900.00	5,884,700.00

SIGNIFICANT ASSUMPTIONS

Fund No.	Fund Detail No.	Fund Name	Significant Assumption Number	Provide Details for any Significant Assumptions Listed	FY 2018 Estimated Impact
					-
					-

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Public Utilities Commission

Agency Number: 900

Original Request Date: September 1, 2016 or Revision Request Date: _____

Page 8 of 34

Sources and Uses: Indirect fund does not receive direct revenue. Federal funds are transferred into this fund in order to offset overhead expenses. The Commission submits a new proposed Indirect Rate Plan annually to the federal Department of Transportation for their review.

FUND NAME:	Indirect	FUND CODE:	0125	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				0	0	38	55,800	1,800
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				NA	NA	NA	NA	NA
3. Beginning Cash Balance				0	0	38	55,800	1,800
4. Revenues (from Form B-11)				0	0	0	0	0
5. Non-Revenue Receipts and Other Adjustments				0	40,000	40,000	40,000	40,000
6. Statutory Transfers in:		Fund or Reference:		0	0	0	0	0
7. Operating Transfers in: Federal		Fund or Reference: 0348-00		0	39,500	155,700	146,000	160,000
8. Total Available for Year				0	79,500	195,738	241,800	201,800
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	(40,00)	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				0	40,000	100,000	100,000	200,000
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	100,000	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				0	(538)	0	0	0
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				0	39,462	100,000	200,000	200,000
20. Ending Cash Balance				0	40,038	95,778	41,800	1,800
21. Prior Year Encumbrances as of June 30				0	0	0	0	0
22. Current Year Encumbrances as of June 30				0	0	0	0	0
22a. Current Year Reappropriation				NA	NA	NA	NA	NA
23. Borrowing Limit				0	40,000	40,000	40,000	40,000
24. Ending Free Fund Balance				0	38	55,778	1,800	(38,200)
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				0	39,462	100,000	200,000	200,000
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Public Utilities Commission

Agency Number: 900

Original Request Date: September 1, 2016 or Revision Request Date: _____

Page 9 of 34

Sources and Uses: Idaho Code, Title 61 Chapter 10 authorizes the Commission to assess and collect an annual regulatory fee to defray Commission personnel and operating expenses. This fee is charged to public utility and railroad corporations that fall under the Commission's jurisdiction.

FUND NAME:	Regulatory Fee	FUND CODE:	0229-20	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				5,090,800	5,454,700	6,115,700	6,193,700	4,630,500
2. Encumbrances as of July 1				161,600	129,100	117,100	32,000	0
2a. Reappropriation (Legislative Carryover)				NA	NA	NA	NA	NA
3. Beginning Cash Balance				5,252,400	5,583,800	6,232,800	6,225,700	4,630,500
4. Revenues (from Form B-11)				5,291,100	5,605,300	5,157,200	4,339,500	5,354,900
5. Non-Revenue Receipts and Other Adjustments				15,100	35,300	900	0	
6. Statutory Transfers in:		Fund or Reference:		0	0	0	0	0
7. Operating Transfers in:		Fund or Reference:		297,200	132,800	20,000	0	0
8. Total Available for Year				10,855,800	11,357,200	11,410,900	10,565,200	9,985,400
9. Statutory Transfers Out:		Fund or Reference:		0	0	0	0	0
10. Operating Transfers Out:		Fund or Reference:		178,600	132,800	20,000	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	36,300	800	0	0
12. Cash Expenditures for Prior Year Encumbrances				76,900	44,300	83,400	32,000	0
13. Original Appropriation				5,061,700	5,595,600	5,766,500	5,902,700	5,906,300
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	1,300	0	0	0
16. Reversions				(800)	(568,800)	(653,500)	0	0
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				(44,300)	(117,100)	(32,000)	0	0
19. Current Year Cash Expenditures				5,016,600	4,911,000	5,081,000	5,902,700	5,906,300
20. Ending Cash Balance				5,583,700	6,232,800	6,225,700	4,630,500	4,079,100
21. Prior Year Encumbrances as of June 30				84,700	0	0	0	0
22. Current Year Encumbrances as of June 30				44,300	117,100	32,000	0	0
22a. Current Year Reappropriation				NA	NA	NA	NA	NA
23. Borrowing Limit				0	0	0	0	0
24. Ending Free Fund Balance				5,454,700	6,115,700	6,193,700	4,630,500	4,079,100
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				5,060,900	5,028,100	5,113,000	5,902,700	5,906,300
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Public Utilities Commission

Agency Number: 900

Original Request Date: September 1, 2016 or Revision Request Date: _____

Page 10 of 34

Sources and Uses: Federal Grants for the Pipeline Safety Program.

FUND NAME:	FUND CODE:	0348	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance	Federal		(49,600)	(85,400)	(62,000)	(110,740)	(190,640)
2. Encumbrances as of July 1			37,200	0	0	0	0
2a. Reappropriation (Legislative Carryover)			NA	NA	NA	NA	NA
3. Beginning Cash Balance			(12,400)	(85,400)	(62,000)	(110,740)	(190,640)
4. Revenues (from Form B-11)			143,200	154,000	343,100	390,400	529,800
5. Non-Revenue Receipts and Other Adjustments			200,000	200,000	200,000	200,000	200,000
6. Statutory Transfers in:	Fund or Reference:		10,300	0	0	0	0
7. Operating Transfers in:	Fund or Reference:		0	0	0	0	0
8. Total Available for Year			341,100	268,600	481,100	479,660	539,160
9. Statutory Transfers Out:	Fund or Reference:		0	0	0	0	0
10. Operating Transfers Out: Indirect	Fund or Reference: 0125		128,900	39,500	155,700	146,000	160,000
11. Non-Expenditure Disbursements and Other Adjustments			0	0	40	0	0
12. Cash Expenditures for Prior Year Encumbrances			0	0	0	0	0
13. Original Appropriation			199,200	179,600	307,600	324,300	320,300
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			(101,600)	(88,500)	(71,500)	0	0
17. Current Year Reappropriation			0	0	0	0	0
18. Reserve for Current Year Encumbrances			0	0	0	0	0
19. Current Year Cash Expenditures			97,600	91,100	236,100	324,300	320,300
20. Ending Cash Balance			114,600	138,000	89,260	9,360	58,860
21. Prior Year Encumbrances as of June 30			0	0	0	0	0
22. Current Year Encumbrances as of June 30			0	0	0	0	0
22a. Current Year Reappropriation			NA	NA	NA	NA	NA
23. Borrowing Limit			200,000	200,000	200,000	200,000	200,000
24. Ending Free Fund Balance			(85,400)	(62,000)	(110,740)	(190,640)	(141,140)
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)			97,600	91,100	236,100	324,300	320,300
26. Outstanding Loans (if this fund is part of a loan program)							

Notes:

FY 2018 Agency Budget - Request

Detail Report

Agency: 900 - Public Utilities Commission

Function: 04 - Public Utilities Commission

		<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>
FY 2016 Total Appropriation								
1.00 FY 2016 Total Appropriation								
HB 228, SB 1119								
0229-20	Dedicated	48.75	4,074,500	1,604,500	87,500	0	0	5,766,500
0348-00	Federal	3.25	238,400	69,200	0	0	0	307,600
0125-00	Other	0.00	0	100,000	0	0	0	100,000
	Total	52.00	4,312,900	1,773,700	87,500	0	0	6,174,100
1.21 Net Object Transfers								
0348-00	Federal	0.00	0	(3,600)	3,600	0	0	0
	Total	0.00	0	(3,600)	3,600	0	0	0
1.61 Reverted Appropriation Balances								
0229-20	Dedicated	0.00	(238,600)	(387,700)	(27,300)	0	0	(653,600)
0348-00	Federal	0.00	(49,200)	(22,300)	0	0	0	(71,500)
	Total	0.00	(287,800)	(410,000)	(27,300)	0	0	(725,100)
FY 2016 Actual Expenditures								
0229-20	Dedicated	48.75	3,835,900	1,216,800	60,200	0	0	5,112,900
0348-00	Federal	3.25	189,200	43,300	3,600	0	0	236,100
0125-00	Other	0.00	0	100,000	0	0	0	100,000
	Total	52.00	4,025,100	1,360,100	63,800	0	0	5,449,000
FY 2017 Original Appropriation								
3.00 FY 2017 Original Appropriation								
HB 548, HB 575								
0229-20	Dedicated	48.75	4,210,300	1,512,800	0	0	0	5,723,100
OT 0229-20	Dedicated	0.00	121,400	4,200	54,000	0	0	179,600
0348-00	Federal	3.25	247,500	69,200	0	0	0	316,700
OT 0348-00	Federal	0.00	7,600	0	0	0	0	7,600
0125-00	Other	0.00	0	100,000	0	0	0	100,000
	Total	52.00	4,586,800	1,686,200	54,000	0	0	6,327,000

FY 2018 Agency Budget - Request
Detail Report
Agency: 900 - Public Utilities Commission

Function: 04 - Public Utilities Commission

		<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>
Appropriation Adjustments								
4.31 Supplemental								
This request provides additional spending authority for the indirect fund. The Commission's primary federal grant, the Pipeline Safety program recently expanded allowable indirect from a 20% ceiling to the actual negotiated indirect rate. This change was not confirmed to the states until late spring 2016, when the Commission received a supplemental reimbursement check for an additional \$93,000 of overhead expense. This request will provide sufficient spending authority to match the new, higher indirect reimbursement amounts moving forward.								
0125-00	Other	0.00	0	100,000	0	0	0	100,000
	Total	0.00	0	100,000	0	0	0	100,000
FY 2017 Total Appropriation								
0229-20	Dedicated	48.75	4,210,300	1,512,800	0	0	0	5,723,100
OT 0229-20	Dedicated	0.00	121,400	4,200	54,000	0	0	179,600
0348-00	Federal	3.25	247,500	69,200	0	0	0	316,700
OT 0348-00	Federal	0.00	7,600	0	0	0	0	7,600
0125-00	Other	0.00	0	200,000	0	0	0	200,000
	Total	52.00	4,586,800	1,786,200	54,000	0	0	6,427,000
FY 2017 Estimated Expenditures								
0229-20	Dedicated	48.75	4,210,300	1,512,800	0	0	0	5,723,100
OT 0229-20	Dedicated	0.00	121,400	4,200	54,000	0	0	179,600
0348-00	Federal	3.25	247,500	69,200	0	0	0	316,700
OT 0348-00	Federal	0.00	7,600	0	0	0	0	7,600
0125-00	Other	0.00	0	200,000	0	0	0	200,000
	Total	52.00	4,586,800	1,786,200	54,000	0	0	6,427,000
Base Adjustments								
8.41 Removal of One-Time Expenditures								
OT 0229-20	Dedicated	0.00	(121,400)	(4,200)	(54,000)	0	0	(179,600)
OT 0348-00	Federal	0.00	(7,600)	0	0	0	0	(7,600)
	Total	0.00	(129,000)	(4,200)	(54,000)	0	0	(187,200)
FY 2018 Base								
0229-20	Dedicated	48.75	4,210,300	1,512,800	0	0	0	5,723,100
OT 0229-20	Dedicated	0.00	0	0	0	0	0	0
0348-00	Federal	3.25	247,500	69,200	0	0	0	316,700
OT 0348-00	Federal	0.00	0	0	0	0	0	0
0125-00	Other	0.00	0	200,000	0	0	0	200,000
	Total	52.00	4,457,800	1,782,000	0	0	0	6,239,800

FY 2018 Agency Budget - Request

Detail Report

Agency: 900 - Public Utilities Commission

Function: 04 - Public Utilities Commission

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/Benefit	Lump Sum	Total
Program Maintenance								
10.11	Change in Health Benefit Costs							
	0229-20	Dedicated	0.00	61,100	0	0	0	61,100
	0348-00	Federal	0.00	1,500	0	0	0	1,500
	Total		0.00	62,600	0	0	0	62,600
10.12	Change in Variable Benefit Costs							
	0229-20	Dedicated	0.00	(1,900)	0	0	0	(1,900)
	0348-00	Federal	0.00	0	0	0	0	0
	Total		0.00	(1,900)	0	0	0	(1,900)
10.23	Contract Inflation							
	annual 3% building lease agreement							
	0125-00	Other	0.00	0	9,500	0	0	9,500
	Total		0.00	0	9,500	0	0	9,500
10.31	Repair, Replacement Items/Alterations							
	One time replacement items include hardware and software maintenance, monitors, desktops, one server, a printer, a network switch, desks, chairs, and related office furniture, and a medium SUV.							
	OT 0229-20	Dedicated	0.00	0	15,400	76,100	0	91,500
	Total		0.00	0	15,400	76,100	0	91,500
10.41	Attorney General Fees							
	0229-20	Dedicated	0.00	0	72,600	0	0	72,600
	Total		0.00	0	72,600	0	0	72,600
10.45	Risk Management Cost Increases							
	0229-20	Dedicated	0.00	0	1,200	0	0	1,200
	Total		0.00	0	1,200	0	0	1,200
10.46	Controller's Fee Charge							
	0229-20	Dedicated	0.00	0	(100)	0	0	(100)
	Total		0.00	0	(100)	0	0	(100)
10.61	Salary Multiplier - Regular Employees							
	0229-20	Dedicated	0.00	32,500	0	0	0	32,500
	0348-00	Federal	0.00	2,100	0	0	0	2,100
	Total		0.00	34,600	0	0	0	34,600

FY 2018 Agency Budget - Request

Detail Report

Agency: 900 - Public Utilities Commission

Function: 04 - Public Utilities Commission

		<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>
Line Items								
12.01 Move to Midpoint (policy)								
This decision unit provides spending authority to move those incumbents that have been in the same job class for nine (9) years or more to the midpoint (or policy) of their pay grade. This move will bring the Idaho Public Utilities Commission into compliance with Idaho Code 67-53019A.								
0229-20	Dedicated	0.00	96,600	0	0	0	0	96,600
Total		0.00	96,600	0	0	0	0	96,600
FY 2018 Total								
0229-20	Dedicated	48.75	4,398,600	1,512,800	0	0	0	5,911,400
OT 0229-20	Dedicated	0.00	0	15,400	76,100	0	0	91,500
0348-00	Federal	3.25	251,100	69,200	0	0	0	320,300
OT 0348-00	Federal	0.00	0	0	0	0	0	0
0125-00	Other	0.00	0	209,500	0	0	0	209,500
Total		52.00	4,649,700	1,806,900	76,100	0	0	6,532,700

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT						
Agency/Department: <u>Public Utilities Commission</u>		Request for Fiscal Year : <u>2018</u>		Agency Number: <u>900</u>		
Function/Division: <u>04</u>		Function/Activity Number: _____		Budget Unit: <u>PCAB</u>		
Activity/Program: _____		Original Request Date: <u>September 1, 2016</u>		Revision Request Date: _____		
Decision Unit Number: <u>4.31</u>		Descriptive Title: <u>Indirect Fund</u>				
Description		General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP) PERSONNEL COSTS: 1. Salaries 2. Benefits 3. Group Position Funding						
TOTAL PERSONNEL COSTS:						
OPERATING EXPENDITURES by summary object: 1. Rent and operating leases 2. Administrative supplies 3.			100,000			\$100,000
TOTAL OPERATING EXPENDITURES:			\$100,000			\$100,000
CAPITAL OUTLAY by summary object: 1. 2.						
TOTAL CAPITAL OUTLAY:						
T/B PAYMENTS:						
LUMP SUM:						
GRAND TOTAL			\$100,000			\$100,000

Page: 15 of 34

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?

This request provides additional spending authority for the indirect fund. The Commission's primary federal grant, the Pipeline Safety program unexpectedly moved from an allowable indirect 20% ceiling to an entities actual negotiated indirect rate. The Commission's approved rate for FY 2016 was 47.0% and for FY 2017 is 69.1%. This change was not confirmed to the states until late spring 2016, when we received a supplemental reimbursement check from DOT- PIIMSA. This change in how the grant is administered resulted in an additional \$93,000 in overhead expenses being reimbursed in FY 2016. It is anticipated that this change to actual indirect rates will be ongoing for future grant awards. This request will provide sufficient spending authority to match the new, higher indirect reimbursement amounts moving forward.

2. What resources are necessary to implement this request?

- List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.
- Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.
- List any additional operating funds and capital items needed.

No additional positions or resources. This request is for spending authority to match the cash available now from our federal grants and indirect rate

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.

This is an ongoing request, as the terms of the grant have changed and the feds are now honoring the approved indirect rate plans.

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?

This request will better align the approved indirect rate plan with the actual overhead expenditures made by the Commission each year. This shift will save rate payers money and ensure they are not picking up an unfair portion of the total overhead costs of the Commission.

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department: Public Utilities Commission
 Function/Division: 4
 Activity/Program: _____

Request for Fiscal Year : 2018
 Agency Number: 900
 Function/Activity Number: _____
 Budget Unit: PCAB

Original Request Date: September 1, 2016
 Revision Request Date: _____

Page: 14 of 34

Decision Unit Number: <u>12.01</u>		Descriptive Title: <u>Move to Policy</u>			
Description: <u>Move to Policy</u>	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
1. Salaries		80,400			\$80,400
2. Benefits		16,200			\$16,200
3. Group Position Funding					
TOTAL PERSONNEL COSTS:		\$96,600			\$96,600
OPERATING EXPENDITURES by summary object:					
1.					
2.					
3.					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
1.					
2.					
3.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL		\$96,600			\$96,600

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?
 This decision unit provides additional spending authority to implement the State's Compensation Philosophy as outlined in Idaho Code 67-53019A. Specifically, Section 2(d) indicates, "employees below the state's midpoint market average in a salary range who are meeting expectations in the performance of their jobs shall move through the pay range toward the midpoint market average." Further, Section 3 indicates, "...that regardless of specific budgetary conditions from year to year, it is vital to fund necessary compensation adjustment each year...". This decision unit will provide the necessary spending authority to bring current employees that have been in their current class code for 9 years or longer up to policy within their respective pay range, thus bringing the Commission into compliance with Idaho Code. All of the incumbents have a history of successful annual performance evaluations. These positions are 100% dedicated funds.

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.

The following positions/incumbents have been in their current job class for 9 years or more and still are under the policy rate of pay. The Commission was able to use some of the FY 2017 CEC and salary savings resulting from agency turn over to move these employees closer to policy. This effort resulted in approximately \$20,000 being spread across these positions.

PCN	Class Code Title	Pay Grade	Pay Rate	Policy Pay Rate	Years in Class Code	Current Salary	Current Total Annual	Bring to Policy Salary 8 yrs. +	Bring to Policy Total Annual 8 yrs. +
1055	ADMIN ASST 1	H	15.89	16.71	16.00	\$33,051.20	\$52,391.95	\$1,705.60	\$2,049.08
1039	FINANCIAL SPECIALIST, PR	M	26.71	31.46	11.00	\$55,556.80	\$79,623.73	\$9,880.00	\$11,869.68
1142	FINANCIAL SPECIALIST, PR	M	27.95	31.46	11.00	\$58,136.00	\$82,744.56	\$7,300.80	\$8,771.07
1141	FINANCIAL SPECIALIST, PR	M	26.65	31.46	17.00	\$55,432.00	\$79,472.72	\$10,004.80	\$12,019.62
1123	UTIL COMP INVSTGTR	K	19.61	24.65	10.00	\$40,788.80	\$61,754.45	\$10,483.20	\$12,594.36
1038	UTIL COMP INVSTGTR	K	20.35	24.65	15.00	\$42,328.00	\$63,616.88	\$8,944.00	\$10,745.19
1831	UTIL COMP INVSTGTR	K	19.86	24.65	9.00	\$41,308.80	\$62,383.65	\$9,963.20	\$11,969.64
1841	UTILITIES ANALYST, PUC	M	26.91	31.46	19.00	\$55,972.80	\$80,127.09	\$9,464.00	\$11,369.91
1840	UTILITIES ANALYST, PUC	M	25.39	31.46	12.00	\$52,811.20	\$76,301.55	\$12,625.60	\$15,168.21
Total							\$80,371.20	\$96,556.75	

b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted. There is insufficient spending authority in our base budget to address this priority.

c. List any additional operating funds and capital items needed.
None

i. 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.

All spending authority is from the Commission's dedicated assessment funds. The total request is ongoing.

ii. 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?

Retaining experienced, quality staff benefits both the individual rate payer and the regulated utilities by minimizing expenses related to turnover; loss of institutional memory; and providing continuity in the regulatory process. These incumbents have proven performance records and would have been eligible to receive monetary incentives for their continued public service in years that budgetary constraints prevented CEC appropriation. By maintaining pay rates below policy, the Commission's ability to retain and recruit quality applicants within the current budgetary constraints is severely hampered, as evident in recent recruitment attempts. Additionally, as Rating Analysts review regulated utilities, turnover at the IPUC can be perceived and interpreted as negatively impacting the stability of the Commission. This could potentially result in a downgrading of a utility based on regulatory uncertainty.

Agency/Department: <u>Public Utilities Commission</u>	Agency Number: <u>900</u>
Function/Division: <u>Public Utilities Commission</u>	Function/Activity Number: _____
Activity/Program: <u>Utilities Regulation</u>	Budget Unit: <u>PCAB</u>
	Fiscal Year: <u>2018</u>
Original Request Date: <u>9/1/2016</u>	Fund Name: <u>Public Utilities Commission</u>
Revision Date: _____	Revision #: _____
	Fund Number: <u>0229-20</u>
	Budget Submission Page # <u>18</u> of <u>34</u>

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
Totals from Wage and Salary Report (WSR):												
		Permanent Positions	1	46.00	2,737,822	563,040	588,072	3,888,934	(101,401)	56,120	(1,622)	54,498
		Board & Group Positions	2		1,240	0	157	1,397				
		Elected Officials & Full Time Commissioners	3	3.00	302,199	36,720	61,362	400,281		3,660	(212)	3,448
		TOTAL FROM WSR		49.00	3,041,261	599,760	649,591	4,290,611		59,780	(1,834)	57,946
		FY 2017 ORIGINAL APPROPRIATION		48.75	3,070,385	605,604	655,812	4,331,700				
		Unadjusted Over or (Under) Funded:	Est Difference	(0.25)	29,124	5,744	6,221	41,089				
Adjustments to Wage & Salary:												
Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:												
	Retire Cd	Adjustment Description / Position Title										
1068	05272	R1 Management Assistant	1	1.00	48,443	12,240	10,492	71,176		1,220	(34)	1,186
1037	04520	R1 Safety Inspector-Railroad	1	1.00	66,560	12,240	14,416	93,216		1,220	(47)	1,173
1062	04544	R1 Auditor, Senior	1	1.00	54,691	12,240	11,846	78,777		1,220	(38)	1,182
				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
Other Adjustments:												
						0	0	0		0	0	0
1405	25213	R1 Gas Pipeline Safety Inspector	1	(0.50)	(26,530)	(6,120)	(5,746)	(38,397)		(610)	19	(591)
1406	04520	R1 Safety Inspector	1	(0.70)	(36,211)	(8,568)	(7,843)	(52,622)		(854)	25	(829)
1842	04520	R1 Safety Inspector	1	(0.70)	(35,162)	(8,568)	(7,616)	(51,346)				
1843	04520	R1 Safety Inspector	1	(0.70)	(35,162)	(8,568)	(7,616)	(51,346)		(854)	25	(829)
Estimated Salary Needs:												
		Permanent Positions	1	46.40	2,774,450	567,936	596,006	3,938,392		57,462	(1,672)	55,790
		Board & Group Positions	2	0.00	1,240	0	157	1,397			0	0
		Elected Officials & Full Time Commissioners	3	3.00	302,199	36,720	61,362	400,281		3,660	(212)	3,448
		Estimated Salary and Benefits		49.40	3,077,889	604,656	657,524	4,340,069		61,122	(1,884)	59,238
Adjusted Over or (Under) Funding:												
		Orig. Approp		(0.65)	(5,900)	(1,200)	(1,300)	(8,400)				
		Est. Expend		(0.65)	(5,900)	(1,200)	(1,200)	(8,300)				
		Base		(0.65)	(5,900)	(1,200)	(1,200)	(8,300)				
Personnel Cost Reconciliation - Relation to Zero Variance --->										You may not have sufficient funding or authorized FTP, and may need to make additional adjustments to finalize this form. Please contact both your DFM and LSO analysts.		

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	FY 2017 ORIGINAL APPROPRIATION	4,331,700	48.75	3,071,954	603,490	656,256	4,331,700				
	Rounded Appropriation		48.75	3,072,000	603,500	656,300	4,331,700				
	Appropriation Adjustments:										
4.11	Reappropriation		0.00	0	0	0	0				
4.31	Supplemental		0.00	0	0	0	0				0
5.00	FY 2017 TOTAL APPROPRIATION		48.75	3,072,000	603,500	656,300	4,331,700				
	Expenditure Adjustments:										
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

FORM B6: WAGE & SALARY RECONCILIATION

7.00		FY 2017 ESTIMATED EXPENDITURES		48.75	3,072,000	603,500	656,300	4,331,700
		Base Adjustments:						
8.31		Transfer Between Programs		0.00	0	0	0	0
8.41		Removal of One-Time Expenditures		0.00	(99,800)	0	(21,600)	(121,400)
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
				48.75	2,972,200	603,500	634,700	4,210,300
10.11		Change in Health Benefit Costs				61,100		61,100
10.12		Change in Variable Benefits Costs					(1,900)	(1,900)
		Subtotal CEC Base:						0
		Indicator Code		48.75	2,972,200	664,600	632,800	4,269,500
10.51		Annualization			0	0	0	0
10.61		CEC for Permanent Positions		1.00%	26,700		5,800	32,500
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		48.75	2,998,900	664,600	638,600	4,302,000
		Line Items:						
12.01								0
12.02								0
12.03								0
13.00		FY 2018 TOTAL REQUEST		48.75	2,998,900	664,600	638,600	4,302,000

Page 19 of 34

FORM B6: WAGE & SALARY RECONCILIATION

		Expenditure Adjustments:							
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	3.25	175,200	41,900	38,000	255,100			
Base Adjustments:									
8.31	Transfer Between Programs	0.00	0	0	0	0		0	
8.41	Removal of One-Time Expenditures	0.00	(6,200)	0	(1,400)	(7,600)		0	
8.51	Base Reduction	0.00	0	0	0	0		0	
9.00	FY 2018 BASE	3.25	169,000	41,900	36,600	247,500			
10.11	Change in Health Benefit Costs			1,500		1,500			
10.12	Change in Variable Benefits Costs				0	0			
	Subtotal CEC Base:	Indicator Code	3.25	169,000	43,400	36,600		249,000	
10.51	Annualization			0	0	0		0	
10.61	CEC for Permanent Positions	1.00%		1,700	400	2,100			
10.62	CEC for Group Positions	1.00%		0	0	0		0	
10.63	CEC for Elected Officials & Commissioners			0	0	0		0	
11.00	FY 2018 PROGRAM MAINTENANCE		3.25	170,700	43,400	37,000		251,100	
Line Items:									
12.01								0	
12.02								0	
12.03								0	
13.00	FY 2018 TOTAL REQUEST		3.25	170,700	43,400	37,000		251,100	

Page 21 of 34

Form B4: Part C - Contract Inflation

Agency: Idaho Public Utilities Commission

Division:

Program:

Agency Number: 900

Function/Activity Number: _____

Request **2018**

Page 22 of 34

Original Submission or Revision No. _____

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Part C: Contract (Identify who and what)	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Est. Exp.	Contract Date	Term of Contract (Year x of x)	FY 2018 Contractual % Change	FY 2018 Change	FY 2018 Total
Bldg Lease with DOL- Endowment Bldg	289,585	298,094.47	306,868.10	316,750.94	6/1/2013	4 of 6	3%	9,500	326,251
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
Total	289,585	298,094	306,868	316,751			3.00%	9,500	326,251
Fund Source							Proportion		
General	-	-	-	-			0.0%	-	-
Dedicated	-	-	-	-			100.0%	9,500	326,300
Federal	-	-	-	-			0.0%	-	-
Total	-	-	-	-			100.00%	9,500	326,300

Notes:

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

Agency/Department: Public Utilities Commission
 Program (If applicable): 04

Request for Fiscal Year: 2018
 Agency Number: 900
 Function/Activity Number: _____

Original Request Date:
9/1/16

Revision Request Date:

Page: 23 of 34

Priority Order	Program	DI	Fund	Sub-object Code	Item/Description	Mileage	Date Acquired	Quantity in Stock	Request Quantity Desired	Request Unit Cost	Request Total Cost
	04	10.31	0229-20	5246	Document Mgmt Maintenance		Various	1	1	5,000	5,000
	04	10.31	0229-20	6410	Monitors		Various	61	14	200	2,800
	04	10.31	0229-20	6410	Desktops		Various	48	11	1,000	11,000
	04	10.31	0229-20	6411	Server (HP Replacement)		Various	4	1	10,000	10,000
	04	10.31	0229-20	6415	HP Printer		Various	13	4	1,000	4,000
	04	10.31	0229-20	5249	Palo Alto Firewall Maintenance		Various	1	1	2,900	2,900
	04	10.31	0229-20	5248	Barracuda Maintenance		Various	1	1	2,700	2,700
	04	10.31	0229-20	6411	Barracuda Backup Appliance		Various	1	1	9,000	9,000
	04	10.31	0229-20	5245	Endpoint Protection (65 users)		Various	1	1	1,500	1,500
	04	10.31	0229-20	5248	NEC Software (BlackBox)		Various	1	1	750	750
	04	10.31	0229-20	6413	Network Switch		Various		1	2,000	2,000
	04	10.31	0229-20	5570	Misc Software Expenditures (Adobe, Photoshop		Various		1	1,000	1,000
	04	10.31	0229-20	5570	Nessus Security Scanner Software		Various		1	1,500	1,500
	04	10.31	0229-20	6710	Desks		Various	51	4	1,200	4,800
	04	10.31	0229-20	6710	Chairs		Various	78	4	800	3,200
	04	10.31	0229-20	6710	Bookcase/Credenza/Drawers		Various	19	2	1,200	2,400
	04	10.31	0229-20	6630	Medium SUV	112,000	2006	1	1	26,851	26,900
											0
											0
											0
Grand Total by Program										Subtotal of filtered items	\$91,450
04											91,450
											0
											0
											0
Grand Total by Decision Unit										Subtotal of filtered items	\$91,450
10.31											91,450
12.01											0
											0
											0
Grand Total by Fund Source										Subtotal of filtered items	\$91,450
0229-20											91,450
											0
											0
											0
Grand Total by Category								281	50		\$91,450

Priority Order	Program	DJ	Fund	Sub-object Code	Item/Description	Mileage	Date Acquired	Quantity in Stock	Request Quantity Desired	Request Unit Cost	Request Total Cost
				5245				1	1		1,500
				5246				1	1		5,000
				5248				2	2		3,450
				5249				1	1		2,900
				5570				0	2		2,500
				6410				109	25		13,800
				6411				5	2		19,000
				6413				0	1		2,000
				6415				13	4		4,000
				6630				1	1		26,900
				6710				148	10		10,400
								0	0		0
								0	0		0

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

AGENCY INFORMATION

AGENCY NAME:	Public Utilities Commission		
Division/Bureau:			
Prepared By:	Maria Barratt-Riley	E-mail Address:	maria.barratt-riley@puc.idaho.gov
Telephone Number:	208-334-0337	Fax Number:	
DFM Analyst:	Gideon Tolman	LSO/BPA Analyst:	Ray Houston
Date Prepared:	8/31/2016	For Fiscal Year:	2018

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

Facility Name:	Public Utilities Commission Offices		
City:	Boise	County:	Ada
Street Address:	472 W Washington Street	Zip Code:	83702
Facility Ownership: (could be private or state-owned, use "X" to mark one):	Private Lease (use "X" to mark):	State Owned (use "X" to mark):	X - IDL (Endowment Building) Lease Expires: 5/31/2019

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

Offices for Commissioners, staff (administrative and operational), hearing room, conference room, and space for DAG's.

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:	57	57	57	57	57	57
Full-Time Equivalent Positions:	52	52	52	52	52	52
Temp. Employees, Contractors, Auditors, etc.:	4	4	4	4	4	4

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:	17652	17652	17652	17652	Lease terms May	

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" tab below 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:	\$306,868.10	\$315,904.94	\$325,212.89	\$334,800.08	Lease terms May	

IMPORTANT NOTES:

1. Please fill in the white sections only! If you have any questions, please call Ruth @ 332-1933.
2. Upon completion, please send to Ruth Swan-Brown at the Division of Public Works via email to Ruth.Swan-Brown@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 your submittal.
4. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request.

AGENCY NOTES:

--

CALCULATION SHEET FOR FIVE-YEAR FACILITY NEEDS PLAN - Use to calculate facility-related costs, such as utilities, janitorial service, property taxes or building maintenance which are not included in rent payments. If improvements will need to be made to the facility and will be paid by the agency, this cost should be included as well. Do not include telephone costs.

UTILITIES: use actual costs from current fiscal year

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Electricity											
Water											
Sewer & Trash											
Gas											
Other Utilities:											
Total:	0	Est 2017	0	Est 2018	0	Est 2019	0	Est 2020	0	Est 2021	0

JANITORIAL SERVICE: use actual costs from current fiscal year

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Cleaning Service:											
35.54	35.54	35.54	35.54	35.54	35.54	35.54	35.54	35.54	35.54	35.54	35.54
Other Cleaning Expense (paper products, cleaning supplies, etc.): use actual costs from current fiscal year											
152	152	152	152	152	152	152	152	152	152	152	152
Total:	2214.94	Est 2017	2281.388	Est 2018	2349.83	Est 2019	2420.325	Est 2020	2492.934	Est 2021	2567.723

BUILDING MAINTENANCE: use actual costs from current fiscal year

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Service Contracts:											
75	75				75	75					
Other Maintenance Expense: use actual costs from current fiscal year											
100	100				100	100					
Total:	700	Est 2017	721	Est 2018	742.63	Est 2019	764.9089	Est 2020	787.8562	Est 2021	811.4919

PARKING CALCULATOR: use actual costs from current fiscal year

If your agency pays for parking spaces, enter the of spaces your agency is paying for.											47
Cost Per Space Per Month											11.5
Total:	6486	Est 2017	6680.58	Est 2018	6880.997	Est 2019	7087.427	Est 2020	7300.05	Est 2021	7519.052

OTHER EXPENSES CALCULATOR: use actual costs from current fiscal year

Real Estate Taxes paid by agency to landlord (show annual cost)											
Insurance paid by agency to landlord (show annual cost)											
Operating Expenses paid by agency to landlord (show annual cost)											
Other expenses paid by agency to landlord (show annual cost)											
Total:	0	Est 2017	0	Est 2018	0	Est 2019	0	Est 2020	0	Est 2021	0

TENANT IMPROVEMENTS:

Total:		Est 2017		Est 2018		Est 2019		Est 2020		Est 2021	
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AGENCY NOTES:

AGENCY NAME:								
FACILITY INFORMATION SUMMARY FOR FISCAL YR			2018	BUDGET REQUEST		Include this summary w/ budget request.		
Address, City, Zip, Purpose	Fiscal Year		Sq Ft	\$/Sq Ft	Cost/Yr	Work Areas	Sq Ft/FTE	FTP's, Temps and Comments
472 Washington Street Boise ID 83720-0074	2018	request	17,652	\$ 0.00	\$ 18	57	310	Lease includes 3% inflationary adjustment and parking increases not to exceed 15% annually, after first two years. Actual parking increase for FY 2017 was 15%.
	2017	estimate	17,652	\$ 0.00	\$ 18	57	310	
	2016	actual	17,652	\$ 0.00	\$ 17	57	310	
	Change (request vs actual)		0	\$ -	1	0	0	
	Change (estimate vs actual)		0	\$ -	1	0	0	
	2018	request	0	\$ -	\$ -	0	-	
	2017	estimate	0	\$ -	\$ -	0	-	
	2016	actual	0	\$ -	\$ -	0	-	
	Change (request vs actual)		0	\$ -	0	0	0	
	Change (estimate vs actual)		0	\$ -	0	0	0	
	2018	request	0	\$ -	\$ -	0	-	
	2017	estimate	0	\$ -	\$ -	0	-	
	2016	actual	0	\$ -	\$ -	0	-	
	Change (request vs actual)		0	\$ -	0	0	0	
	Change (estimate vs actual)		0	\$ -	0	0	0	
	2018	request	0	\$ -	\$ -	0	-	
	2017	estimate	0	\$ -	\$ -	0	-	
	2016	actual	0	\$ -	\$ -	0	-	
	Change (request vs actual)		0	\$ -	0	0	0	
	Change (estimate vs actual)		0	\$ -	0	0	0	
TOTAL (PAGE _____)	2018	request	17,652	\$ 0.00	\$ 18	57	310	
	2017	estimate	17,652	\$ 0.00	\$ 18	57	310	
	2016	actual	17,652	\$ 0.00	\$ 17	57	310	
	Change (request vs actual)		0	\$ -	1	0	0	
	Change (estimate vs actual)		0	\$ -	1	0	0	
TOTAL (ALL PAGES)	2018	request			\$ -			
	2017	estimate			\$ -			
	2016	actual			\$ -			
	Change (request vs actual)				0			
	Change (estimate vs actual)				0			

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

Reporting Agency/Department: Public Utilities Commission

STARS Agency Code: 900

Fiscal Year: 2018

Contact Person/Title: Maria Barratt-Riley/ Deputy Administrator

Contact Phone Number: 334-0337

Contact Email: maria.barratt-riley@puc.idaho.g

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
CFDA 20.700	Annual (Calendar year not fiscal year) Formula Award shared between all states and eligible territories.	DOT	PHMSA - Pipeline and Hazardous Materials Safety Administration	Pipeline Safety Grant Program	None	Half of CY 2015 Grant and CY 2016 Grant Expenses are included in FY 2016 amounts. CY 2016 Grant still in place until Dec. 31, 2016 (FY 2017). CY 2015 actual reimbursement during FY 2016 = \$149,221.54, CY 2016 expenditures from Jan - June = \$155,543.54	CY Grant 2015 total = \$ 149,221.54 CY 2016 Grant Mid-Yr (Jan 1 - June 30) = \$155,543.54	Varies each calendar year- up to 80% of total funds expended reimbursed, less maintenance of effort (rolling average of the past 3 yrs state contributions). Total award amount unknown until grant period ends and all states submit program expenditures.	Varies each calendar year- up to 80% of total funds expended reimbursed, less maintenance of effort (rolling average of the past 3 yrs state contributions). Total award amount unknown until grant period ends and all states submit program	[Y]	Federal funds reductions would put larger percentage of program onto industry assessment funds (state dedicated).	None. Any reduction in federal funds would be picked up by dedicated funds.
Total						0	0	0	0			

Total FY 2016 All Funds Appropriation (DU 1.00)

\$6,174,100

Federal Funds as Percentage of Funds

4.98%

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

Part I – Agency Profile

Agency Overview

Under state law, the Idaho Public Utilities Commission supervises and regulates Idaho's investor-owned utilities - electric, gas, telecommunications and water - assuring adequate service and affixing just, reasonable and sufficient rates.

The commission does not regulate publicly owned, municipal or cooperative utilities.

In setting rates, the commission must consider the needs of both the utility and its customers. Customers must be ensured of paying a reasonable rate and utilities must be allowed the opportunity to recover their legitimate costs of serving of their customers and earning a fair rate of return. IPUC decisions can be appealed to the Idaho Supreme Court.

The governor appoints the three commissioners with confirmation by the Idaho Senate. No more than two commissioners may be of the same political party. The commissioners serve staggered six-year terms. Currently serving are Paul Kjellander, Kristine Raper, and Eric Anderson. Vacancies that occur when the Idaho Senate is not in session are filled by gubernatorial appointment subject to confirmation by the Senate upon reconvening in regular session.

The governor may remove a commissioner before his/her term has expired for dereliction of duty, corruption or incompetence.

The three-member commission was established by the 12th Session of the Idaho Legislature and was organized May 8, 1913 as the Public Utilities Commission of the State of Idaho. In 1951 it was reorganized as the Idaho Public Utilities Commission. Statutory authorities for the commission are established in Idaho Code titles 61 and 62.

The IPUC has quasi-legislative and quasi-judicial duties as well as executive powers and duties. The Commission is authorized 52 FTE and has its main office in Boise, Idaho.

In its quasi-legislative capacity, the commission sets rates and makes rules governing utility operations. In its quasi-judicial mode, the commission hears and decides complaints, issues written orders that are similar to court orders and may have its decisions appealed to the Idaho Supreme Court. In its executive capacity, the commission enforces state laws affecting regulated utilities and rail industries.

Fees assessed on the utilities and railroads it regulates fund commission operations. Annual assessments are set by the Commission each year in April within limits set by law.

At this time, Paul Kjellander is the Commission President and its Chief Executive Officer. Commissioners meet on the first Monday in April in odd-numbered years to elect one of their own to a two-year term as president. The president signs contracts on the commission's behalf, is the final authority in personnel matters and handles other administrative tasks.

Chairmanship of individual cases is rotated among all three commissioners. The Commission conducts its business in two types of meetings: hearings and decision meetings.

Formal hearings on utility and railroad issues are held on a case-by-case basis, often in the service area of the utility under consideration to allow maximum public participation. These hearings resemble judicial proceedings and are transcribed by a court reporter. Formal parties to the case under consideration present testimony and evidence subject to cross-examination by attorneys and staff from the other parties and the Commissioners.

Members of the general public may testify before the commission at a hearing without prior notice or formal intervention. However, those seeking the full rights of parties - such as the right to cross-examine other witnesses,

make objections, or to make and argue motions - must file a petition for "intervener" status. Partnerships, corporations and other entities must be represented by a licensed attorney.

To provide for more public input in a less formal setting, commission staff members have begun traveling to areas impacted by potential commission decisions to conduct workshops. Unlike a formal hearing where members of the public testify but cannot ask questions of commissioners, a workshop allows citizens to ask questions and offer suggestions to commission staff.

The Commission also conducts regular decision meetings to consider issues on an agenda prepared by the commission secretary and posted in advance of the meeting. These meetings are usually held Mondays at 1:30 p.m., although by law the commission is required to meet only once a month. Members of the public are welcome to attend decision meetings.

Typically, decision meetings consist of the Commission's review of decision memoranda prepared by commission staff. Minutes of the meetings are taken and decisions reached at these meetings are preliminary, becoming final only when issued in a written order signed by a majority of the Commission.

Core Functions/Idaho Code

Statutory authorities for the Commission are established in Idaho Code titles 61 and 62. To help ensure its decisions are fair and workable, the commission employs a staff of about 55 people - engineers, rate analysts, attorneys, accountants, investigators, economists, secretaries and other support personnel. The commission staff is organized in three divisions - Administration, Legal and Utilities.

The staff analyzes each petition, complaint, rate increase request or application for an operating certificate received by the Commission. In formal proceedings before the Commission, the staff acts as a separate party to the case, presenting its own testimony, evidence and expert witnesses. The Commission considers staff recommendations along with those of other participants in each case - including utilities, public, agricultural, industrial, business and consumer groups.

Utilities Division

The Utilities Division, responsible for technical and policy analysis of utility matters before the Commission, is divided into four sections.

The *Accounting Section*, which consists of six Auditors and one Deputy Administrator, audits utility books and records to verify reported revenue, expenses and compliance with commission orders. Staff auditors present the results of their findings in audit reports as well as in formal testimony and exhibits. When a utility requests a rate increase, cost-of-capital studies are performed to determine a recommended rate of return. Revenues, expenses and investments are analyzed to determine the amount needed for the utility to earn the recommended return on its investment.

The *Engineering Section*, which consists of three Engineers, two Utility Analysts, and one Engineer Manager, reviews the physical operations of utilities. Staff engineers determine the cost of serving various types of customers, design utility rates and allocate costs between Idaho and the other states served by Idaho utilities. They determine the cost effectiveness of conservation and co-generation programs, evaluate the adequacy of utility services and frequently help resolve customer complaints. The group develops computer models of utility operations and reviews utility forecasts of energy usage and the need for new facilities.

The *Technical Analysis Section*, which consists of four Utility Analysts, and one Technical Analysis Manager determines the cost effectiveness of all Demand Side Management (DSM) programs including energy efficiency and demand response. They identify potential for new DSM programs and track the impact on utility revenues. They review utility forecasts of energy, water and natural gas usage with focus on residential self-generation and rate design.

The *Telecommunications Section*, which consists of two utility analysts, reviews and recommends Commission action on telecommunications issues and new telecommunication services filed with the Commission. Telecommunications analysts propose ways to allocate revenue among the various types of telecommunication services and recommend rates to recover that revenue.

The *Consumer Assistance Section* includes five utilities compliance investigators and the supervisor of Consumer Assistance who resolve conflicts between utilities and their customers. Customers faced with service disconnections often seek help in negotiating payment arrangements. Consumer Assistance may mediate disputes over billing, deposits, line extensions and other service problems.

Consumer Assistance monitors Idaho utilities to verify they are complying with Commission orders and regulations. Investigators participate in general rate and policy cases when rate design and customer service issues are brought before the Commission.

Most consumers contact the Commission by telephone or by e-mail, via the Commission's Website. Staff members may negotiate payment arrangements with utilities on behalf of consumers and, when appropriate, refer clients to social service agencies, financial aid programs or budget counseling services.

As traditionally regulated services become deregulated, the Consumer Assistance Section's role of educating consumers and mitigating complaints with non-regulated utilities has increased. The increase in companies providing services equates to an increase in consumer inquiries and complaints. Also on the increase are disputes between companies providing services, especially among telecommunications providers.

The Consumer Assistance Section is also responsible for conducting quality of service and compliance investigations.

Administration

The Administrative Division is responsible for coordinating overall IPUC activities. The division includes the three commissioners, two Policy Strategists, a Commission Secretary, an Executive Administrator, an Executive Assistant, and support personnel.

The *two Policy Strategists* are executive level positions reporting directly to the Commissioners with policy and technical consultation and research support regarding major regulatory issues in the areas of electricity, telecommunications, water and natural gas. Strategists are also charged with developing comprehensive policy strategy, providing assistance and advice on major litigation before the commission and acting as liaison between the Commission and its staff, utility representatives, public officials and public agencies and organizations.

The *Commission Secretary*, a post established by Idaho law, keeps a precise public record of all Commission proceedings. The Secretary issues notices, orders and other documents to the proper parties and is the official custodian of documents issued by and filed with the commission. Most of these documents are public records.

The *Executive Administrator* has primary responsibility for the commission's fiscal and administrative operations, preparing the commission budget and supervising fiscal, administration, public information, personnel, information systems, rail section operations and pipeline safety. The Executive Administrator also serves as a liaison between the Commission and other state agencies and the Legislature.

The *Executive Assistant* is responsible for informing the public and the media of commission decisions, meetings and activities; responding to requests for information; coordinating public hearings; preparing materials that allow for effective public participation in IPUC proceedings; and preparing the annual report. In addition the Executive Assistant is responsible for other special projects assigned by the commissioners.

Rail Section

The Rail Section oversees the safe operations of railroads that move passengers and freight in and through Idaho and enforces state and federal regulations safeguarding the transportation of hazardous materials by rail in Idaho. The Commission's Safety Inspectors-Regulated Utilities inspect railroads grade crossings when the Commission receives reports of maintenance deficiencies. The Rail Section is part of the multi-agency safety team that investigates all railroad-crossing accidents and makes recommendations for safety improvements to crossings.

As part of its regulatory authority, the Commission evaluates the discontinuance and abandonment of railroad service in Idaho by conducting an independent evaluation of each case to determine whether the abandonment of a particular railroad line would adversely affect Idaho shippers and whether the line has any profit potential. Should the Commission determine abandonment would be harmful to Idaho interests; it then represents the state before the federal Surface Transportation Board, which has authority to grant or deny line abandonment. The Commission also conducts hearings and issues orders concerning the elimination or alteration of grade crossings.

Pipeline Safety Program

The pipeline safety section oversees the safe operation of the intrastate natural gas pipelines and facilities in Idaho.

The Commission's Safety Inspectors-Regulated Utilities verify compliance of state and federal regulations by on-site inspections of intrastate gas distribution systems operating in the state. Part of the inspection process includes a review of record-keeping practices and compliance with design, construction, operation, maintenance and drug/alcohol abuse regulations. All reportable accidents are investigated and appropriate reports filed with the U.S. Department of Transportation.

Legal Division

Five Deputy Attorneys General are assigned to the Commission from the Office of the Attorney General and have permanent offices at IPUC headquarters. The IPUC attorneys represent the staff in all matters before the Commission, working closely with staff accountants, engineers, investigators and economists as they develop their recommendations for rate case and policy proceedings.

In the hearing room, IPUC attorneys coordinate the presentation of the staff's case and cross-examine other parties who submit testimony. The attorneys also represent the Commission itself in state and federal courts and before other state or federal regulatory agencies.

Revenue and Expenditures

Revenue	FY 2013	FY 2014	FY 2015	FY 2016
Public Utilities Comm.	\$4,868,000	\$5,291,100	\$5,605,300	\$5,158,200
Indirect Fund	\$0	\$0	\$39,500	\$155,700
America Reinvestment Grant	\$161,800	\$242,400	\$0	\$0
Federal Grant	\$108,800	\$143,200	\$154,000	\$187,300
Total	\$5,138,600	\$5,676,700	\$5,759,300	5,501,200
Expenditures	FY 2013	FY 2014	FY 2015	FY 2016
Personnel Costs	\$3,697,000	\$3,743,600	\$3,645,900	\$4,025,200
Operating Expenditures	\$1,399,500	\$1,557,800	\$1,363,600	\$1,395,100
Capital Outlay	\$42,100	\$78,400	\$149,200	\$80,200
Trustee/Benefit Payments	\$0	\$0	\$0	\$0
Total	\$5,138,600	\$5,379,800	\$5,158,700	\$5,500,500

Profile of Cases Managed and/or Key Services Provided

Cases Managed and/or Key Services Provided	FY 2013	FY 2014	FY 2015	FY 2016
1. Number of cases older than one year closed in this fiscal year.	11	20	11	11
2. Number of comprehensive audits completed annually.	19	20	27	23

3. Number of utility annual reports reviewed annually.	20	24	22	27
4. Number of formal complaints received by the commission.	10	1	0	2
5. Number of informal complaints received by the commission.	1462	1267	1139	998
6. Number of Inquiries received by the commission.	603	480	407	544
7. Average number of days needed to respond to inquiries and resolve complaints.	5	5	6	5
8. Number inspection units audited per year.	26	39	36	35
9. Number of inspection days completed.	170	252	258	245
10. Number of rail hazardous material inspections.	113	124	102	73
11. Number of rail abandonment investigations.	1	0	0	0

Part II – Performance Measures

Performance Measure		FY 2013	FY 2014	FY 2015	FY 2016	Current Year
Goal 1						
<i>Per 67-1904(1)(b)(i), the agency goals to which each measure corresponds should be provided. Replace the text in this box with a goal from the agency's strategic plan and list beneath it any performance measures primarily associated with that goal. Copy this box and insert it as needed to identify additional goals that subsequent performances measures are designed to evaluate.</i>						
1. Percent of all cases open for more than one year that were closed in this fiscal year.	actual	42	51	46	48	
	benchmark				20	
2. Number of comprehensive audits completed this fiscal year.	actual	19	20	27	23	-----
	benchmark				7	
3. Number of annual reports reviewed this fiscal year	actual	20	24	22	27	-----
	benchmark				20	
4. Average number of days needed to respond to inquiries and resolve informal complaints	actual	5	5	6	5	-----
	benchmark				10	
5. Number of inspection units audited.	actual	26	39	36	35	-----
	benchmark				12	
6. Number of inspection days this fiscal year	actual	170	252	258	245	-----
	benchmark				100	
7. HAZMAT inspections conducted this fiscal year	actual	113	124	102	73	-----
	benchmark				125	
8. Percent of proposed rail abandonments investigated	actual	100	100	100	100	-----
	benchmark				100	

For More Information Contact

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FY 2018 Budget Request Revision for Statewide Cost Allocation

Fiscal Year: **2018**

Revision No. 1

Agency Code: **900**

Agency: **Idaho Public Utilities Commission**

Budget Unit	Program Name	Fund Number	Base	Attorney General	Risk Management	State Controller	State Treasurer	BU/Fund Total	Percent of Base	Percent of Fund
			SWCAP	DU 10.41	DU 10.45	DU 10.46	DU 10.47			
PCAB	Public Utilities Commission	0229-20	500,739	72,600	1,200	(100)	0	73,700	100.00%	100.00%
			0					0	0.00%	0.00%
			0					0	0.00%	0.00%
			0					0	0.00%	0.00%
			0					0	0.00%	0.00%
			0					0	0.00%	0.00%
			0					0	0.00%	0.00%
			0					0	0.00%	0.00%
			0					0	0.00%	0.00%
Decision Unit Total			500,739	72,600	1,200	(100)	0	73,700	100.00%	100.00%

I request that the FY 2018 Budget Request be revised to reflect the above adjustments for Attorney General fees, Risk Management fees, State Controller's fees, and State Treasurer fees.

Signed *Paul J. Jellard* Title *President, IPUC* Date *09/29/2016*

Instructions
 Each year after the original budget submission deadline, the Division of Financial Management calculates the estimated amount of change from the current year to the budget year for certain Interagency Nonstandard Adjustment decision units related to the Statewide Cost Allocation Plan (SWCAP). It is your responsibility to distribute those changes equitably between programs (budget units) and fund sources.

- 1) Locate your agency on the Indirect Cost Recovery Budget Adjustments spreadsheet.
- 2) Sum the "FY Approp. Basis" columns for all categories (Treasurer, Controller Attorney General, Risk Management, and Facility Services) in cell E7.
- 3) Enter by budget unit and fund source the SWCAP appropriation basis in the column titled "Base SWCAP". The allocation should be the same as your actual expenditures by fund source for last year rounded to the nearest \$100.
- 4) Find "Request Adjustment" for each category noting "Statewide Accounting" and "Statewide Payroll" must be summed to calculate the Controller fees.
- 5) Identify the budget unit and fund source for each of the areas requiring adjustment.
- 6) Enter each budget unit in the column identified as Budget Unit. Flag any continuous budget units as "(Cont)". Repeat for each different fund.
- 7) In the column identified as Fund Number, place the number of the fund to which the increase or decrease in costs will be applied.
- 8) In the column identified as adjustment, place the dollar amount for each identified budget unit by fund. Round to nearest \$100.
- 9) Check that all totals match those on the Indirect Cost Recovery Budget Adjustment spreadsheet.
- 10) Sign and return a copy to each of your DFM and LSO analysts. *Thank you!*