

AGENCY NAME:	Public Service Commission		
AGENCY CODE:	R04	SECTION:	72



Fiscal Year 2018-19 Agency Budget Plan

FORM A - BUDGET PLAN SUMMARY

OPERATING REQUESTS (FORM B1)	For FY 2018-19, my agency is (mark "X"): <input type="checkbox"/> Requesting General Fund Appropriations. <input checked="" type="checkbox"/> Requesting Federal/Other Authorization. <input type="checkbox"/> Not requesting any changes.
NON-RECURRING REQUESTS (FORM B2)	For FY 2018-19, my agency is (mark "X"): <input type="checkbox"/> Requesting Non-Recurring Appropriations. <input type="checkbox"/> Requesting Non-Recurring Federal/Other Authorization. <input checked="" type="checkbox"/> Not requesting any changes.
CAPITAL REQUESTS (FORM C)	For FY 2018-19, my agency is (mark "X"): <input type="checkbox"/> Requesting funding for Capital Projects. <input checked="" type="checkbox"/> Not requesting any changes.
PROVISOS (FORM D)	For FY 2018-19, my agency is (mark "X"): <input type="checkbox"/> Requesting a new proviso and/or substantive changes to existing provisos. <input type="checkbox"/> Only requesting technical proviso changes (such as date references). <input checked="" type="checkbox"/> Not requesting any proviso changes.

Please identify your agency's preferred contacts for this year's budget process.

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
PRIMARY CONTACT:	Jocelyn Boyd	803-896-5114	jocelyn.boyd@psc.sc.gov
SECONDARY CONTACT:	Patty Shoultz	803-896-5121	patty.shoultz@psc.sc.gov

I have reviewed and approved the enclosed FY 2018-19 Agency Budget Plan, which is complete and accurate to the extent of my knowledge.

	<u>Agency Director</u>	<u>Board or Commission Chair</u>
SIGN/DATE:		
TYPE/PRINT NAME:	Jocelyn Boyd	

This form must be signed by the agency head – not a delegate.

Fiscal Year 2018-19 Budget Request Executive Summary

Agency Code: R04
 Agency Name: Public Service Commission
 Section:

BUDGET REQUESTS			FUNDING					FTES				
Priority	Request Type	Request Title	State	Federal	Earmarked	Restricted	Total	State	Federal	Earmarked	Restricted	Total
1	B1 - Recurring	Administration - Personnel Services			(80,000)		(80,000)					0.00
2	B1 - Recurring	Administration - Other Operating			(4,000)		(4,000)					0.00
3							0					0.00
4							0					0.00
5							0					0.00
6							0					0.00
7							0					0.00
8							0					0.00
9							0					0.00
10							0					0.00
11							0					0.00
12							0					0.00
13							0					0.00
14							0					0.00
15							0					0.00
16							0					0.00
17							0					0.00
18							0					0.00
19							0					0.00
20							0					0.00
21							0					0.00
22							0					0.00
23							0					0.00
24							0					0.00
25							0					0.00
26							0					0.00
27							0					0.00
28							0					0.00
29							0					0.00
30							0					0.00
TOTAL BUDGET REQUESTS			0	0	(84,000)	0	(84,000)	0.00	0.00	0.00	0.00	0.00

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FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	1 – Form #13479
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Administration – Personnel Services
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Provide a brief, descriptive title for this request.

AMOUNT	General: Federal: Other: (\$80,000) Total: (\$80,000)
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What is the net change in requested appropriations for FY 2018-19? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS	None
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Please provide the total number of new positions needed for this request.

FACTORS ASSOCIATED WITH THE REQUEST	Mark “X” for all that apply:
	<input checked="" type="checkbox"/> Change in cost of providing current services to existing program audience
	<input type="checkbox"/> Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/> Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/> Non-mandated program change in service levels or areas
	<input type="checkbox"/> Proposed establishment of a new program or initiative
	<input type="checkbox"/> Loss of federal or other external financial support for existing program
	<input type="checkbox"/> Exhaustion of fund balances previously used to support program
	<input type="checkbox"/> IT Technology/Security related
	<input type="checkbox"/> Consulted DTO during development
<input type="checkbox"/> Related to a Non-Recurring request – If so, Priority # _____	

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES	Mark “X” for primary applicable Statewide Enterprise Strategic Objective:
	<input type="checkbox"/> Education, Training, and Human Development
	<input type="checkbox"/> Healthy and Safe Families
	<input type="checkbox"/> Maintaining Safety, Integrity, and Security
	<input type="checkbox"/> Public Infrastructure and Economic Development
<input checked="" type="checkbox"/> Government and Citizens	

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ACCOUNTABILITY OF FUNDS	Not applicable.
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What specific agency objective, as outlined in the agency's accountability report, does this funding request support? How would this request advance that objective? How would the use of these funds be evaluated?

RECIPIENTS OF FUNDS	Not applicable.
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What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

JUSTIFICATION OF REQUEST	The reduction in funding is due to employee turnover and associated terminal leave payouts as a result of the TERI program ending 6-30-2018.
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Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.

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FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	2 – Form #13480
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Administration – Other Operating
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Provide a brief, descriptive title for this request.

AMOUNT	General: Federal: Other: (\$4,000) Total: (\$4,000)
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What is the net change in requested appropriations for FY 2018-19? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS	Not applicable.
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Please provide the total number of new positions needed for this request.

FACTORS ASSOCIATED WITH THE REQUEST	Mark “X” for all that apply:	
	<input checked="" type="checkbox"/>	Change in cost of providing current services to existing program audience
	<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/>	Non-mandated program change in service levels or areas
	<input type="checkbox"/>	Proposed establishment of a new program or initiative
	<input type="checkbox"/>	Loss of federal or other external financial support for existing program
	<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
	<input checked="" type="checkbox"/>	IT Technology/Security related
	<input checked="" type="checkbox"/>	Consulted DTO during development
	Related to a Non-Recurring request – If so, Priority # _____	

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES	Mark “X” for primary applicable Statewide Enterprise Strategic Objective:	
	<input type="checkbox"/>	Education, Training, and Human Development
	<input type="checkbox"/>	Healthy and Safe Families
	<input checked="" type="checkbox"/>	Maintaining Safety, Integrity, and Security
	<input type="checkbox"/>	Public Infrastructure and Economic Development
	<input type="checkbox"/>	Government and Citizens

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ACCOUNTABILITY OF FUNDS	<p>Objective 1.1.3 – Market eService System to parties of record to reduce costs and increase efficiency. The public relies on the Commission’s online systems to access information related to its operations. The Commission must budget funds to support maintenance and development of these systems, including the enhancement of the eService functionality of our online docket management system. Enhancing the eService functionality will provide cost savings to the entities that file matters with the Commission and provide real-time information to all parties of record in a docket.</p> <p>Objective 3.1.2 – Conduct Penetration Testing. The Commission is highly committed to the improvement and advancement of its Information Security Program (ISP). As a required component of the Division of Information Security (DIS) ISP policies and standards, the Commission will conduct penetration testing of its information systems. The results of the penetration testing will be evaluated using current risk management procedures and mitigated as necessary based on assumed risk. Policies and procedures of the Commission’s ISP will be evaluated and revised based on the penetration testing results.</p>
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What specific agency objective, as outlined in the agency’s accountability report, does this funding request support? How would this request advance that objective? How would the use of these funds be evaluated?

RECIPIENTS OF FUNDS	<p>Funds appropriated to the Commission’s Other Operating budget will be used to implement enhancements to our Docket Management System and for the advancement of the agency’s Information Security Program. Also, in response to changing cultures, the Commission will hire security personnel to be present during hearings and meetings. As such, the recipients of the funds would be contractors and vendors supplying the necessary goods and services.</p>
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What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

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JUSTIFICATION OF REQUEST	<p>The Commission regulates the rates and services of investor-owned public utilities in the State of South Carolina and establishes just and reasonable standards for their rates and services. In order to maintain the level of service our customers and stakeholders have come to expect, the Commission intends to use Other Operating funds to implement enhancements to our Docket Management System and other information technology projects designed to increase the efficiency of the Commission’s regulatory process and comply with state mandated information security policies and standards.</p> <p>In response to the changing culture regarding workplace violence, the Commission is intending to use Other Operating funds to employ security at its hearings and meetings for the safety of the commissioners, staff, party representatives, and the public.</p> <p>The Commission’s base budget of \$4,229,308 has remained unchanged since fiscal year 2005-2006 with no additional revenue. As an Other Funded agency, the Commission is wholly financed from revenue generated from assessing public utilities.</p> <p>The reduction in funding is due to Information Technology expenditures that are being made in fiscal year 2018, and will not be required in fiscal year 2019. These expenditures consist of the purchase of universal power supplies for desktop computing, software licenses for Adobe Acrobat Pro, and Secure Socket Layer (SSL) Certificates.</p> <p>The projects included in this request are included in the Commission’s Information Technology Plan.</p>
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Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.

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FORM F – REDUCING COST AND BURDEN TO BUSINESSES AND CITIZENS

TITLE	<p>Enhanced eService of Court Documents</p> <p><i>Provide a brief, descriptive title for this request.</i></p>								
EXPECTED SAVINGS TO BUSINESSES AND CITIZENS	<p>Savings to businesses is based on number of matters filed by the business in a docket and the number of parties of record in a docket that must be served. Currently, businesses must serve these matters on the parties of record utilizing the United States Postal Service, an alternate courier, or by email, but all parties of record must agree to this type of service. Cost savings in paper, printing, envelopes, postage, and labor can be achieved by the businesses.</p> <p>In addition, filings and pleadings will be available real-time to all parties without the delay involved in utilizing the postal service.</p> <p><i>What is the expected savings to South Carolina’s businesses and citizens that is generated by this proposal? The savings could be related to time or money.</i></p>								
FACTORS ASSOCIATED WITH THE REQUEST	<p>Mark “X” for all that apply:</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td>Repeal or revision of regulations.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Reduction of agency fees or fines to businesses or citizens.</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Greater efficiency in agency services or reduction in compliance burden.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Other</td> </tr> </table>	<input type="checkbox"/>	Repeal or revision of regulations.	<input type="checkbox"/>	Reduction of agency fees or fines to businesses or citizens.	<input checked="" type="checkbox"/>	Greater efficiency in agency services or reduction in compliance burden.	<input type="checkbox"/>	Other
<input type="checkbox"/>	Repeal or revision of regulations.								
<input type="checkbox"/>	Reduction of agency fees or fines to businesses or citizens.								
<input checked="" type="checkbox"/>	Greater efficiency in agency services or reduction in compliance burden.								
<input type="checkbox"/>	Other								
METHOD OF CALCULATION	<p>Actual savings per business will differ due to the variation in operating costs across the spectrum of entities that file with the Commission.</p> <p><i>Describe the method of calculation for determining the expected cost or time savings to businesses or citizens.</i></p>								
REDUCTION OF FEES OR FINES	<p>Not applicable.</p> <p><i>Which fees or fines does the agency intend to reduce? What was the fine or fee revenue for the previous fiscal year? What was the associated program expenditure for the previous fiscal year? What is the enabling authority for the issuance of the fee or fine?</i></p>								
REDUCTION OF REGULATION	<p>Not applicable.</p>								

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Which regulations does the agency intend to amend or delete? What is the enabling authority for the regulation?

SUMMARY

The public relies on the Commission’s online Docket Management System (DMS) to access information related to its operations. Enhancing the eService functionality of DMS will provide cost savings to the entities that file matters with the Commission and provide real-time information to all parties of record in a docket.

The Commission implemented Phase 1 of eService in FY13, which enabled the electronic service of Orders. In FY17, the Commission added eService of matters and this along with eService of Orders, generates substantial savings to the agency, as shown below in the table depicting postage costs. Additional savings to the agency were achieved through the elimination of the rental of the state fleet vehicle that was used to transport the mail to the post office, and savings of time by staff estimated to be \$21,641.

Fiscal Year	Number of Pieces Mailed	Dollars Spent
FY12	Not Available	\$23,112
FY13	6,145	\$17,217
FY14	4,513	\$13,655
FY15	3,189	\$10,848
FY16	4,377	\$10,646
FY17	2,459	\$ 8,460

With enhanced eService, when a party of record in a docket electronically files a document with the Commission, that document will be electronically served on the other parties of record in a docket automatically, thus saving time and money for all parties involved.

Businesses will realize savings from the elimination of printing and mailing multiple copies of documents with just the click of a mouse.

Parties of record will receive documents in real-time; no more waiting on the mail to be delivered.

Provide an explanation of the proposal and its positive results on businesses or citizens. How will the request affect agency operations?