DECISION MEMORANDUM

TO:COMMISSIONER HANSEN

COMMISSIONER NELSON

COMMISSIONER SMITH

MYRNA WALTERS

TONYA CLARK

STEPHANIE MILLER

BEV BARKER

DAVE HATTAWAY

RON LAW

DAVID SCOTT

WORKING FILE

FROM:DON HOWELL

DATE:MAY 28, 1998

RE:ISSUANCE OF A NOTICE OF ADDRESS CHANGE IN THE COMMISSION’S ADMINISTRATIVE RULES, CASE NO. 31-0000-9801

In late 1994 the U.S. Postal Service and the Department of Administration assigned new mailing addresses to state agencies located in Boise.  Over the past several years, the Commission has updated its mailing address when it has made other rule amendments.  This has resulted in some rule sets containing the updated mailing address while other rule sets do not.

Last week Staff asked the Office of Administrative Rules whether there was a more efficient way to update the Commission’s mailing address than initiating a formal rulemaking to change the mailing address in 23 rules.  Following our discussions, we have agreed that a single generic notice of the address change would be an appropriate procedure.  We agree that given the non-controversial and mandatory nature of the new mailing address, there was no need to issue “proposed rules” changing the Commission’s address.

Attached for your review is a Notice to be published in the Administrative Bulletin accomplishing the address change.  Other than publishing the Notice, the Staff does not contemplate a need for any Commission proceeding.  The fee for publishing the two-page Notice is $100.

Commission Decision

Does the Commission agree that issuance of a single notice to change the Commission’s mailing address in its Administrative Rules is reasonable and appropriate?

Don Howell

vld/address.dh