

Agency Summary And Certification

FY 2023 Request

Agency: State Liquor Division

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In accordance with 67-3502 Idaho Code, I certify the included budget properly states the receipts and expenditures of the departments (agency, office, or institution) for the fiscal years indicated.

Signature of Department Director: Jeff Anderson

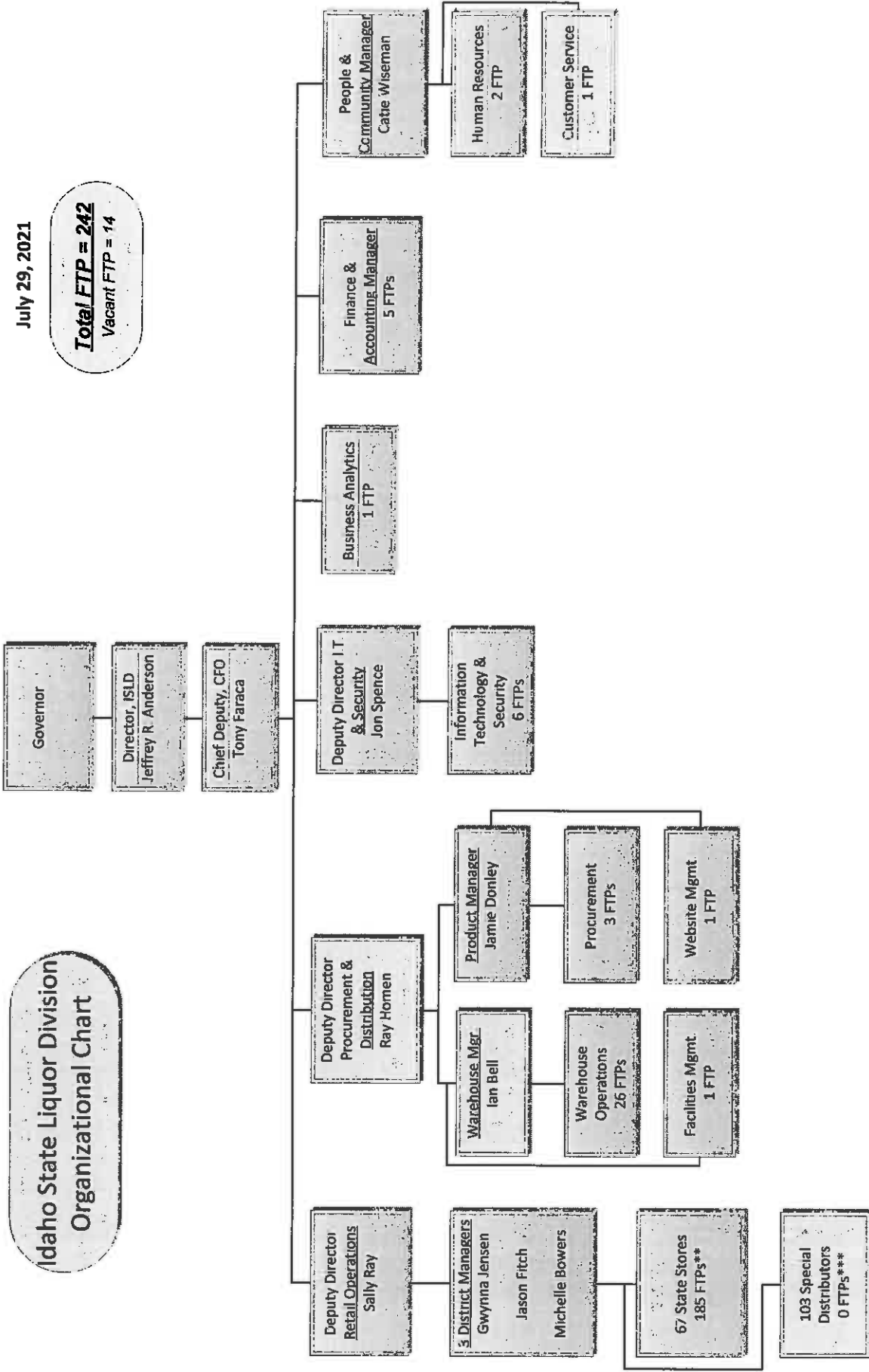
Date: 08/30/2021

		FY 2021 Total Appropriation	FY 2021 Total Expenditures	FY 2022 Original Appropriation	FY 2022 Estimated Expenditures	FY 2023 Total Request
Appropriation Unit						
Liquor Division Operations		22,732,900	21,925,000	24,044,800	24,044,800	26,457,170
Total		22,732,900	21,925,000	24,044,800	24,044,800	26,457,170
By Fund Source						
D 41800 Dedicated		22,732,900	21,925,000	24,044,800	24,044,800	26,457,170
Total		22,732,900	21,925,000	24,044,800	24,044,800	26,457,170
By Account Category						
Operating Expense		7,086,700	6,937,900	3,744,000	3,744,000	3,976,000
Capital Outlay		870,400	824,400	4,744,400	4,744,400	5,127,300
Personnel Cost		14,775,800	14,162,700	15,556,400	15,556,400	17,353,870
Total		22,732,900	21,925,000	24,044,800	24,044,800	26,457,170
FTP Positions						
		240.00	240.00	242.00	242.00	263.00
Total		240.00	240.00	242.00	242.00	263.00

July 29, 2021

Total FTP = 242
Vacant FTP = 14

Idaho State Liquor Division Organizational Chart



** The Liquor Division employs 140 Part-time temporary stock clerks (non-classified)

*** District Managers oversee 103 Contract Liquor Stores

Jeffrey R. Anderson
Jeffrey R. Anderson, Director
7-29-21
Date

Agency Revenues

Request for Fiscal Year: 2023

Agency: State Liquor Division

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		FY 19 Actuals	FY 20 Actuals	FY 21 Actuals	FY 22 Estimated Revenue	FY 23 Estimated Revenue	Significant Assumptions
Fund 34000	Drug/Mental Health/Family Court Svcs Fund						
441	Sales of Goods	4,379,200	4,831,000	5,621,500	5,846,400	6,080,300	
	Drug/Mental Health/Family Court Svcs Fund Total	4,379,200	4,831,000	5,621,500	5,846,400	6,080,300	
Fund 41800	Liquor Account (Liquor Control)						
410	License, Permits & Fees	3,400	700	300	1,000	1,000	
441	Sales of Goods		254,493,700		302,496,900	314,596,800	Idaho will continue to maintain a retail price advantage compared to Washington state. Idaho's lower prices result in an estimated 7.5% sales lift from Washington consumer coming into Idaho to shop for spirits. Estimated annual revenue impact = \$22.5MM
460	Interest	500,800	505,000	167,500	174,200	181,200	
470	Other Revenue	595,400	262,100	517,800	538,500	560,000	
	Liquor Account (Liquor Control) Total	226,183,000	255,261,500	291,548,000	303,210,600	315,339,000	
	Agency Name Total	230,562,200	260,092,500	297,169,500	309,057,000	321,419,300	

Analysis of Fund Balances

Request for Fiscal Year: 2023

Agency: State Liquor Division

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Fund: Liquor Account (Liquor Control)

41800

Sources and Uses:

Included in the Liquor Fund are all revenues derived from the sale of alcoholic beverages, excise taxes, licenses, permits, fees, profits on sales, sales of equipment, supplies and other merchandise. In addition, all moneys from the purchase of property. The moneys from this fund are appropriated for the purpose of purchasing alcoholic liquor and paying the expenses of administration and operation of the State Liquor Division (§23-402).

A 2% surcharge on the sale of all liquor through the division is to DFCS

	FY 19 Actuals	FY 20 Actuals	FY 21 Actuals	FY 22 Estimate	FY 23 Estimate	
01. Beginning Free Fund Balance	17,351,700	21,574,900	36,997,400	38,115,700	36,599,100	
02. Encumbrances as of July 1	205,000	528,000	135,300	191,100	80,000	
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0	
03. Beginning Cash Balance	17,556,700	22,102,900	37,132,700	38,306,800	36,679,100	
04. Revenues (from Form B-11)	230,562,200	260,092,500	297,169,500	309,057,000	321,419,300	
05. Non-Revenue Receipts and Other Adjustments	26,200	1,400	42,200	2,500	2,500	
06. Statutory Transfers In	0	0	0	0	0	
07. Operating Transfers In	0	0	0	0	0	
08. Total Available for Year	248,145,100	282,196,800	334,344,400	347,366,300	358,100,900	
09. Statutory Transfers Out	39,085,000	43,250,000	48,453,000	50,391,100	52,406,700	IC 23-404
10. Operating Transfers Out	4,379,200	4,831,000	5,621,500	5,846,400	6,080,300	IC 23-217
11. Non-Expenditure Distributions and Other Adjustments	85,700	34,200	76,100	79,100	82,300	
12. Cash Expenditures for Prior Year Encumbrances	176,000	437,700	93,100	191,100	80,000	
13. Original Appropriation	21,410,800	22,377,400	22,732,800	24,044,800	26,430,500	
14. Prior Year Reappropriations, Supplementals, Recessions	0	(25,700)	0	0	0	
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0	
16. Reversions and Continuous Appropriations	161,433,400	174,252,600	219,252,100	230,214,700	241,725,400	
17. Current Year Reappropriation	0	0	0	0	0	
18. Reserve for Current Year Encumbrances	(528,000)	(93,100)	(191,100)	(80,000)	(90,000)	
19. Current Year Cash Expenditures	182,316,300	196,511,200	241,793,900	254,179,500	268,065,900	
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	182,844,300	196,604,300	241,985,000	254,259,500	268,155,900	
20. Ending Cash Balance	22,102,900	37,132,700	38,306,800	36,679,100	31,385,700	
21. Prior Year Encumbrances as of June 30	0	42,200	0	0	0	
22. Current Year Encumbrances as of June 30	528,000	93,100	191,100	80,000	90,000	
22a. Current Year Reappropriation	0	0	0	0	0	
23. Borrowing Limit	0	0	0	0	0	
24. Ending Free Fund Balance	21,574,900	36,997,400	38,115,700	36,599,100	31,295,700	
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0	
24b. Ending Free Fund Balance Including Direct Investments	21,574,900	36,997,400	38,115,700	36,599,100	31,295,700	
26. Outstanding Loans (if this fund is part of a loan program)	0	0	0	0	0	

Note:

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total	
Agency: State Liquor Division								185	
Division: State Liquor Division								LQ1	
Appropriation Unit: Liquor Division Operations								GVGA	
FY 2021 Total Appropriation									
1.00	FY 2021 Total Appropriation							GVGA	
	H303								
	41800	Dedicated	240.00	14,775,800	7,086,700	0	0	21,862,500	
OT	41800	Dedicated	0.00	0	0	870,400	0	870,400	
			240.00	14,775,800	7,086,700	870,400	0	22,732,900	
1.21	Account Transfers							GVGA	
	The ISLD Director also serves as Director of the Idaho Lottery. 100% of his payroll expenses are processed via the Lottery Division. ISLD reimburses Lottery for its 50% share of the Director's compensation. Due to SCO limitations, the reimbursement must be sourced from OE not PC. Therefore, the Director's budgeted salary must be transferred from PC to OE.								
	41800	Dedicated	0.00	(101,600)	101,600	0	0	0	
			0.00	(101,600)	101,600	0	0	0	
1.61	Reverted Appropriation Balances							GVGA	
	OT	41800	Dedicated	0.00	(511,500)	(250,400)	(46,000)	0	(807,900)
			0.00	(511,500)	(250,400)	(46,000)	0	(807,900)	
FY 2021 Actual Expenditures									
2.00	FY 2021 Actual Expenditures							GVGA	
	41800	Dedicated	240.00	14,674,200	7,188,300	0	0	21,862,500	
OT	41800	Dedicated	0.00	(511,500)	(250,400)	824,400	0	62,500	
			240.00	14,162,700	6,937,900	824,400	0	21,925,000	
FY 2022 Original Appropriation									
3.00	FY 2022 Original Appropriation							GVGA	
	H0303								
	41800	Dedicated	242.00	15,556,400	3,744,000	3,500,000	0	22,800,400	
OT	41800	Dedicated	0.00	0	0	1,244,400	0	1,244,400	
			242.00	15,556,400	3,744,000	4,744,400	0	24,044,800	
FY 2022 Total Appropriation									
5.00	FY 2022 Total Appropriation							GVGA	
	41800	Dedicated	242.00	15,556,400	3,744,000	3,500,000	0	22,800,400	
OT	41800	Dedicated	0.00	0	0	1,244,400	0	1,244,400	
			242.00	15,556,400	3,744,000	4,744,400	0	24,044,800	

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
FY 2022 Estimated Expenditures								
7.00	FY 2022 Estimated Expenditures							GVGA
	41800	Dedicated	242.00	15,556,400	3,744,000	3,500,000	0	22,800,400
OT	41800	Dedicated	0.00	0	0	1,244,400	0	1,244,400
			242.00	15,556,400	3,744,000	4,744,400	0	24,044,800
Base Adjustments								
8.41	Removal of One-Time Expenditures							GVGA
	This decision unit removes one-time appropriation for FY 2022.							
OT	41800	Dedicated	0.00	0	0	(1,244,400)	0	(1,244,400)
			0.00	0	0	(1,244,400)	0	(1,244,400)
FY 2023 Base								
9.00	FY 2023 Base							GVGA
	41800	Dedicated	242.00	15,556,400	3,744,000	3,500,000	0	22,800,400
OT	41800	Dedicated	0.00	0	0	0	0	0
			242.00	15,556,400	3,744,000	3,500,000	0	22,800,400

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
Program Maintenance							
10.12	Change in Variable Benefit Costs						GVGA
	Change in Variable Benefit Costs						
	41800 Dedicated	0.00	(10,300)	0	0	0	(10,300)
		0.00	(10,300)	0	0	0	(10,300)
10.21	General Inflation Adjustments						GVGA
	Inflation on Store rent related to Common Area Maintenance (e.g., maintenance fees, property tax, insurance). Pass-thru expenses from landlords to tenants. The ISLD has 41 NNN leases. Assumption = average increase will be \$1000/year per lease.						
	41800 Dedicated	0.00	0	41,000	0	0	41,000
		0.00	0	41,000	0	0	41,000
10.23	Contract Inflation Adjustments						GVGA
	Anticipated increases on base rent at 67 state-operated stores.						
	41800 Dedicated	0.00	0	0	132,300	0	132,300
		0.00	0	0	132,300	0	132,300
10.31	Repair, Replacement Items/Alteration Req #1						GVGA
	OT 41800 Dedicated	0.00	0	61,800	271,800	0	333,600
		0.00	0	61,800	271,800	0	333,600
10.32	Repair, Replacement Items/Alteration Req #2						GVGA
	OT 41800 Dedicated	0.00	0	0	362,800	0	362,800
		0.00	0	0	362,800	0	362,800
10.33	Repair, Replacement Items/Alteration Req #3						GVGA
	OT 41800 Dedicated	0.00	0	0	219,500	0	219,500
		0.00	0	0	219,500	0	219,500
10.34	Repair, Replacement Items/Alteration Req #4						GVGA
	OT 41800 Dedicated	0.00	0	42,600	0	0	42,600
		0.00	0	42,600	0	0	42,600
10.61	Salary Multiplier - Regular Employees						GVGA
	Salary Adjustments - Regular Employees						
	41800 Dedicated	0.00	108,500	0	0	0	108,500
		0.00	108,500	0	0	0	108,500
10.62	Salary Multiplier - Group and Temporary						GVGA
	Salary Adjustments - Group and Temporary						
	41800 Dedicated	0.00	16,200	0	0	0	16,200
		0.00	16,200	0	0	0	16,200

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
FY 2023 Total Maintenance							
11.00	FY 2023 Total Maintenance						GVGA
	41800 Dedicated	242.00	15,670,800	3,785,000	3,632,300	0	23,088,100
OT	41800 Dedicated	0.00	0	104,400	854,100	0	958,500
		242.00	15,670,800	3,889,400	4,486,400	0	24,046,600

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
Line Items							
12.01	Retail Staffing Market Pay Adjustments						GVGA
The ISLD is requesting funding for the costs associated with increasing the wages of our retail store clerks, both classified and group. In order to attract and retain the caliber of associates we deem necessary to successfully operate our agency, it is imperative that we remain relevant against those whom we compete for Human Resources. There are numerous reasons (Washington Minimum wage = \$14.23 on Jan. 1 2022, Higher wages in resort areas like Ketchum/Halley, McCall, CoDA, Tight Labor Market in Treasure Valley) why it's grown increasingly difficult to attract and retain capable talent.							
	41800 Dedicated	0.00	974,800	0	0	0	974,800
		0.00	974,800	0	0	0	974,800
12.02	Convert Part-time PCNs to Full-time (no add'l hours)						GVGA
This request is to increase part-time classified associates to FT 40 hour classifieds. Current PT Clerks who work in 30-39 hour PCNs would be increased to 40 hour PCNs. This will not result in add'l hours available to stores, as the increase in classified hours would be exactly offset by a decrease in group hours. It also provides our classified part-time clerks with full-time status. Classified employees have proven to be more consistent and reliable and this type of associate is critical to a successful operation. The division has approximately 170 classified store employees and 140 temporary employees. This request would shift our reliance from temps to more reliable classified employees.							
	41800 Dedicated	8.00	45,100	0	0	0	45,100
		8.00	45,100	0	0	0	45,100
12.03	Convert Retail Temps to Full-Time PCNs (no add'l hours)						GVGA
This request is to convert part-time group position hours to full-time classified hours. This will not result in add'l hours available to stores but will only allow us to hire classified clerks instead of temporary workers. Classified employees have proven to be more consistent and reliable and this type of associate is critical to a successful operation. The division has approximately 170 classified store employees and 140 temporary employees. This request would shift our reliance on temps to more reliable classified employees.							
	41800 Dedicated	5.00	86,280	0	0	0	86,280
		5.00	86,280	0	0	0	86,280
12.04	Increase Retail Staffing (Group Hours) + 5 More Lead Clerks						GVGA
The ISLD is requesting funding for the costs associated with increasing staffing levels at our larger stores (those processing over 70,000 bottles/year). ISLD's sales volumes have increased well over 100% over the last decade. In that time, staffing levels relative to the amount of sales volume have continually declined. In our larger stores, we have reached a level that requires additional resources to maintain adequate service to our customers and to handle larger workloads that coincide with store growth. Additionally, we request the costs associated with designating a person as a 'Supervising Clerk' in 5 additional stores. Our most complex stores (in terms of sales volume, hours of operation, and # of employees) require a designated lead person when the manager is not on duty. Our existing 'Supervising Clerks' have received a \$2.50 hourly premium to take on these responsibilities.							
	41800 Dedicated	0.00	182,200	0	0	0	182,200
		0.00	182,200	0	0	0	182,200
12.05	Two New Retail Stores						GVGA
Funding is requested for the addition of two new state-operated stores to handle Idaho's growing population density in order to optimize customer service and to meet community expectations.							
	41800 Dedicated	6.00	292,690	71,000	196,000	0	559,690
OT	41800 Dedicated	0.00	0	0	195,000	0	195,000
		6.00	292,690	71,000	391,000	0	754,690
12.06	Two Additional Warehouse Associates						GVGA
The ISLD seeks to add two additional Material Handler positions to address ongoing increased workload in the Warehouse. The agency continues to experience sharp and sustained increases in sales volumes as a result of Idaho's growing population. ISLD Sales are up +30% in the last two years alone.							
	41800 Dedicated	2.00	102,000	12,000	0	0	114,000
OT	41800 Dedicated	0.00	0	0	34,400	0	34,400
		2.00	102,000	12,000	34,400	0	148,400

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total	
12.07	Relocate or Remodel 2 Existing Liquor Stores								GVGA
	With 67 state-run stores, the ISLD must typically address expiring leases and updates to 5-10 stores/year in order to maintain a modern retail environment that meets customer expectations. In FY23, we have 15 leases expiring, and we do anticipate renewing the leases in most of these locations. However, the ISLD is requesting funding for the costs associated with relocating and/or remodeling two state run stores where leases are expiring. The enhancements proposed for these stores will improve customer service and convenience. It also is a part of the greater ISLD strategy to coordinate the location of state-run stores in more optimal retail locations. Based on historical trends, it is anticipated that these enhancements will generate incremental Sales and payback project costs in 1-2 years.								
	41800	Dedicated	0.00	0	3,600	98,500	0	102,100	
OT	41800	Dedicated	0.00	0	0	117,000	0	117,000	
			0.00	0	3,600	215,500	0	219,100	
FY 2023 Total									
13.00	FY 2023 Total								GVGA
	41800	Dedicated	263.00	17,353,870	3,871,600	3,926,800	0	25,152,270	
OT	41800	Dedicated	0.00	0	104,400	1,200,500	0	1,304,900	
			263.00	17,353,870	3,976,000	5,127,300	0	26,457,170	

Agency: State Liquor Division

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Appropriation Unit: Liquor Division Operations

GVGA

Decision Unit Number	12.01	Descriptive Title	Retail Staffing Market Pay Adjustments				
				General	Dedicated	Federal	Total
Personnel Cost							
500		Employees		0	501,300	0	501,300
501		Employees - Temp		0	360,300	0	360,300
512		Employee Benefits		0	113,200	0	113,200
		Personnel Cost Total		0	974,800	0	974,800
				0	974,800	0	974,800

Explain the request and provide justification for the need.

The ISLD is requesting funding for the costs associated with increasing the wages of our retail store managers and clerks (both classified and group). In order to attract and retain the caliber of associates we deem necessary to successfully operate our agency, it is imperative that we remain relevant against those whom we compete for Human Resources. There are numerous reasons (Washington Minimum wage = \$14.23 on Jan. 1 2022, Higher wages in resort areas like Ketchum/Hailey, McCall, CdA, Tight Labor Market in Treasure Valley) why it's grown increasingly difficult to attract and retain capable talent.

If a supplemental, what emergency is being addressed?**Specify the authority in statute or rule that supports this request.**

Idaho Code (§23-206) provides the Director of the ISLD the power and duty to exercise general supervision of the conduct of the business of the Division. Further, §23-203 provides the Division the power and duty to traffic in liquor, operate liquor stores, and to acquire the necessary property to conduct its business.

Indicate existing base of PC, OE, and/or CO by source for this request.**What resources are necessary to implement this request?****List positions, pay grades, full/part-time status, benefits, terms of service.****Will staff be re-directed? If so, describe impact and show changes on org chart.****Detail any current one-time or ongoing OE or CO and any other future costs.****Describe method of calculation (RFI, market cost, etc.) and contingencies.**

ISLD is proposing increases for all managers at \$1/hour, classified clerks at \$1.50/hour, and temporary clerks (group) at \$2/hour. Though even with these increases are pay will be below market for comparable positions, we believe we have workplace advantages (hours of operation, job satisfaction) that will enable us to achieve our goals.

Provide detail about the revenue assumptions supporting this request.

Dedicated Funds profits generated by the ISLD will fund this request. Profits for FY'23 are expected to exceed \$120MM providing full funding for this request.

Who is being served by this request and what is the impact if not funded?

This request primarily serves constituents as it will provide superior customer service. It also supports the existing workforce by ensuring that stores are adequately staffed with experienced associates. The need for training new associates will also be reduced and employee morale will improve.

Decision Unit Number	12.02	Descriptive Title	Convert Part-time PCNs to Full-time (no add'l hours)			
			General	Dedicated	Federal	Total
Personnel Cost						
500	Employees		0	200,008	0	200,008
501	Employees - Temp		0	(200,100)	0	(200,100)
512	Employee Benefits		0	45,200	0	45,200
	Personnel Cost Total		0	45,108	0	45,108
			0	45,108	0	45,108

Explain the request and provide justification for the need.

This request is to increase part-time classified associates to FT 40 hour classifieds. Current PT Clerks who work in 30-39 hour PCNs would be increased to 40 hour PCNs. This will not result in add'l hours available to stores, as the increase in classified hours would be exactly offset by a decrease in group hours. It also provides our classified part-time clerks with full-time status. Classified employees have proven to be more consistent and reliable and this type of associate is critical to a successful operation. The division has approximately 170 classified store employees and 140 temporary employees. This request would shift our reliance from temps to more reliable classified employees.

If a supplemental, what emergency is being addressed?**Specify the authority in statute or rule that supports this request.**

Idaho Code (§23-206) provides the Director of the ISLD the power and duty to exercise general supervision of the conduct of the business of the Division. Further, §23-203 provides the Division the power and duty to traffic in liquor, operate liquor stores, and to acquire the necessary property to conduct its business.

Indicate existing base of PC, OE, and/or CO by source for this request.**What resources are necessary to implement this request?****List positions, pay grades, full/part-time status, benefits, terms of service.**

The 8 FTP increase would be the result of converting 58 part-time clerks (less than 40 hrs/week) to full-time 40 hour clerks. This increase in classified FTPs would be offset by a reduction in temporary hours worked.

Will staff be re-directed? If so, describe impact and show changes on org chart.**Detail any current one-time or ongoing OE or CO and any other future costs.****Describe method of calculation (RFI, market cost, etc.) and contingencies.**

The ISLD utilizes a formula for each retail store that bases individual staffing on several variables including hours of operation and number of units sold. Number of units directly correlates to the amount of variable labor that a store requires in order to stock, staff, and to provide adequate customer service. This formula has been refined over the years and this request aims to maintain staffing levels given the increased volume of work that comes with higher Sales.

Provide detail about the revenue assumptions supporting this request.

Dedicated Funds profits generated by the ISLD will fund this request. Profits for FY'23 are expected to exceed \$120MM providing full funding for this request.

Who is being served by this request and what is the impact if not funded?

This request primarily serves constituents as it will provide superior customer service. It also supports the existing workforce by ensuring that stores are adequately staffed with experienced associates. The need for training new associates will also be reduced and employee morale will improve.

Decision Unit Number	12.03	Descriptive Title	Convert Retail Temps to Full-Time PCNs (no add'l hours)			
			General	Dedicated	Federal	Total
Personnel Cost						
500	Employees		0	125,000	0	125,000
501	Employees - Temp		0	(125,200)	0	(125,200)
512	Employee Benefits		0	28,230	0	28,230
513	Health Benefits		0	58,250	0	58,250
Personnel Cost Total			0	86,280	0	86,280
			0	86,280	0	86,280

Explain the request and provide justification for the need.

This request is to convert part-time group position hours to full-time to classified hours. This will not result in add'l hours available to stores but will only allow us to hire classified clerks, instead of temporary workers; and to provide our classified part-time clerks with full-time status. Classified employees have proven to be more consistent and reliable and this type of associate is critical to a successful operation. The division has approximately 170 classified store employees and 140 temporary employees. This request would shift our reliance on temps to more reliable classified employees.

If a supplemental, what emergency is being addressed?

Specify the authority in statute or rule that supports this request.

Idaho Code (§23-206) provides the Director of the ISLD the power and duty to exercise general supervision of the conduct of the business of the Division. Further, §23-203 provides the Division the power and duty to traffic in liquor, operate liquor stores, and to acquire the necessary property to conduct its business.

Indicate existing base of PC, OE, and/or CO by source for this request.

What resources are necessary to implement this request?**List positions, pay grades, full/part-time status, benefits, terms of service.**

5 New Liquor Store Clerks, pay grade F, full-time status, fully benefited, hire date July 1, 2022 would replace approximately 10,400 hours worked by temporary employees. The remaining 8 FTPs would be the result of converting 59 part-time clerks (less than 40 hrs/week) to full-time 40 hour clerks. This increase in classified FTPs would be offset by a reduction in temporary hours worked.

Will staff be re-directed? If so, describe impact and show changes on org chart.

Detail any current one-time or ongoing OE or CO and any other future costs.

There are no material impacts to OE or CO related to this request.

Describe method of calculation (RFI, market cost, etc.) and contingencies.

Provide detail about the revenue assumptions supporting this request.

Dedicated Funds profits generated by the ISLD will fund this request. Profits for FY'23 are expected to exceed \$120MM providing ample funding for this request.

Who is being served by this request and what is the impact if not funded?

This request primarily serves constituents as it will ensure better customer service and safeguarding of state assets.

Decision Unit Number	12.03	Descriptive Title	Convert Retail Temps to Full-Time PCNs (no add'l hours)			
			General	Dedicated	Federal	Total
Full Time Positions						
		FTP - Permanent	0.00	5.00	0.00	5.00
		Full Time Positions Total	0	5	0	5
			0	5	0	5

Explain the request and provide justification for the need.

This request is to convert part-time group position hours to full-time to classified hours. This will not result in add'l hours available to stores but will only allow us to hire classified clerks, instead of temporary workers; and to provide our classified part-time clerks with full-time status. Classified employees have proven to be more consistent and reliable and this type of associate is critical to a successful operation. The division has approximately 170 classified store employees and 140 temporary employees. This request would shift our reliance on temps to more reliable classified employees.

If a supplemental, what emergency is being addressed?**Specify the authority in statute or rule that supports this request.**

Idaho Code (§23-206) provides the Director of the ISLD the power and duty to exercise general supervision of the conduct of the business of the Division. Further, §23-203 provides the Division the power and duty to traffic in liquor, operate liquor stores, and to acquire the necessary property to conduct its business.

Indicate existing base of PC, OE, and/or CO by source for this request.

What resources are necessary to implement this request?**List positions, pay grades, full/part-time status, benefits, terms of service.**

5 New Liquor Store Clerks, pay grade F, full-time status, fully benefited, hire date July 1, 2022 would replace approximately 10,400 hours worked by temporary employees. The remaining 8 FTPs would be the result of converting 59 part-time clerks (less than 40 hrs/week) to full-time 40 hour clerks. This increase in classified FTPs would be offset by a reduction in temporary hours worked.

Will staff be re-directed? If so, describe impact and show changes on org chart.**Detail any current one-time or ongoing OE or CO and any other future costs.**

There are no material impacts to OE or CO related to this request.

Describe method of calculation (RFI, market cost, etc.) and contingencies.**Provide detail about the revenue assumptions supporting this request.**

Dedicated Funds profits generated by the ISLD will fund this request. Profits for FY23 are expected to exceed \$120MM providing ample funding for this request.

Who is being served by this request and what is the impact if not funded?

This request primarily serves constituents as it will ensure better customer service and safeguarding of state assets.

Decision Unit Number	12.04	Descriptive Title	Increase Retail Staffing (Group Hours) + 5 More Lead Clerks			
			General	Dedicated	Federal	Total
Personnel Cost:						
500	Employees		0	26,000	0	26,000
501	Employees - Temp		0	150,300	0	150,300
512	Employee Benefits		0	5,900	0	5,900
		Personnel Cost Total	0	182,200	0	182,200
			0	182,200	0	182,200

Explain the request and provide justification for the need.

The ISLD is requesting funding for the costs associated with increasing staffing levels at our larger stores (those processing over 70,000 bottles/year). ISLD's sales volumes have increased well over 100% over the last decade. In that time, staffing levels relative to the amount of sales volume have continually declined. In our larger stores, we have reached a level that requires additional resources to maintain adequate service to our customers and to handle larger workloads that coincide with store growth. Additionally, we request the costs associated with designating a person as a 'Supervising Clerk' in 5 additional stores. Our most complex stores (in terms of sales volume, hours of operation, and # of employees) require a designated lead person when the manager is not on duty. Our existing 'Supervising Clerks' have received a \$2.50 hourly premium to take on these responsibilities.

If a supplemental, what emergency is being addressed?

Specify the authority in statute or rule that supports this request.

Idaho Code (§23-206) provides the Director of the ISLD the power and duty to exercise general supervision of the conduct of the business of the Division. Further, §23-203 provides the Division the power and duty to traffic in liquor, operate liquor stores, and to acquire the necessary property to conduct its business.

Indicate existing base of PC, OE, and/or CO by source for this request.

What resources are necessary to implement this request?

List positions, pay grades, full/part-time status, benefits, terms of service.

This request will be addressed through additional Group Position hours.

Will staff be re-directed? If so, describe impact and show changes on org chart.

Detail any current one-time or ongoing OE or CO and any other future costs.

Describe method of calculation (RFI, market cost, etc.) and contingencies.

The ISLD utilizes a formula for each retail store that bases individual staffing on several variables including hours of operation and number of units sold. Number of units directly correlates to the amount of variable labor that a store requires in order to stock, staff, and to provide adequate customer service. This formula has been refined over the years and this request aims to maintain staffing levels given the increased volume of work that comes with higher Sales.

Provide detail about the revenue assumptions supporting this request.

Dedicated Funds profits generated by the ISLD will fund this request. Profits for FY'23 are expected to exceed \$120MM providing full funding for this request.

Who is being served by this request and what is the impact if not funded?

This request primarily serves constituents as it will provide superior customer service. It also supports the existing workforce by ensuring that stores are adequately staffed to address increasing workloads associated with a growing business, while reducing the likelihood of injury and missed time.

Decision Unit Number 12.05 **Descriptive Title** Two New Retail Stores

	General	Dedicated	Federal	Total
Personnel Cost				
500 Employees	0	181,744	0	181,744
512 Employee Benefits	0	41,046	0	41,046
513 Health Benefits	0	69,900	0	69,900
Personnel Cost Total	0	292,690	0	292,690
	0	292,690	0	292,690

Explain the request and provide justification for the need.

The ISLD is requesting funding for the costs associated with adding two new retail stores. It is a part of the greater ISLD strategy to coordinate the location of state-run stores in optimal retail locations in order to maximize customer service and meet consumer expectations. Based on historical trends, it is anticipated that these new stores will be immediately accretive and will generate incremental Sales and payback project costs in less than 2 years.

If a supplemental, what emergency is being addressed?

Specify the authority in statute or rule that supports this request.

Idaho Code (§23-206) provides the Director of the ISLD the power and duty to exercise general supervision of the conduct of the business of the Division. Further, §23-203 provides the Division the power and duty to traffic in liquor, operate liquor stores, and to acquire the necessary property to conduct its business.

Indicate existing base of PC, OE, and/or CO by source for this request.

What resources are necessary to implement this request?

List positions, pay grades, full/part-time status, benefits, terms of service.

For each new store: One Additional Liquor Store Manager, Pay Grade J, Full-time status, fully benefited, Hire Date 8-1-22 and two additional Liquor Store Clerks, Pay Grade F, Full-time status, fully benefited, Hire Date 8-1-22.

Will staff be re-directed? If so, describe impact and show changes on org chart.

Detail any current one-time or ongoing OE or CO and any other future costs.

There will be added costs for rent and utilities at the new stores. Additionally, there will be one-time capital costs related to furnishings, fixtures, and leasehold improvements.

Describe method of calculation (RFI, market cost, etc.) and contingencies.

Provide detail about the revenue assumptions supporting this request.

Dedicated Funds profits generated by the ISLD will fund this request. Profits for FY'23 are expected to exceed \$120MM providing full funding for this request.

Who is being served by this request and what is the impact if not funded?

This request primarily serves constituents as it will provide superior location, shopping experience, convenience and service. It is also expected that the incremental Sales and Profits generated by this request will payback the investment and be accretive within 2 years.

Decision Unit Number	12.05	Descriptive Title	Two New Retail Stores
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	General	Dedicated	Federal	Total
Full Time Positions				
FTP - Permanent	0.00	6.00	0.00	6.00
Full Time Positions Total	0	6	0	6
	0	6	0	6

Explain the request and provide justification for the need.

The ISLD is requesting funding for the costs associated with adding two new retail stores. It is a part of the greater ISLD strategy to coordinate the location of state-run stores in optimal retail locations in order to maximize customer service and meet consumer expectations. Based on historical trends, it is anticipated that these new stores will be immediately accretive and will generate incremental Sales and payback project costs in less than 2 years.

If a supplemental, what emergency is being addressed?**Specify the authority in statute or rule that supports this request.**

Idaho Code (§23-206) provides the Director of the ISLD the power and duty to exercise general supervision of the conduct of the business of the Division. Further, §23-203 provides the Division the power and duty to traffic in liquor, operate liquor stores, and to acquire the necessary property to conduct its business.

Indicate existing base of PC, OE, and/or CO by source for this request.**What resources are necessary to implement this request?****List positions, pay grades, full/part-time status, benefits, terms of service.**

For each new store: One Additional Liquor Store Manager, Pay Grade J, Full-time status, fully benefited, Hire Date 8-1-22 and two additional Liquor Store Clerks, Pay Grade F, Full-time status, fully benefited, Hire Date 8-1-22.

Will staff be re-directed? If so, describe impact and show changes on org chart.**Detail any current one-time or ongoing OE or CO and any other future costs.**

There will be added costs for rent and utilities at the new stores. Additionally, there will be one-time capital costs related to furnishings, fixtures, and leasehold improvements.

Describe method of calculation (RFI, market cost, etc.) and contingencies.**Provide detail about the revenue assumptions supporting this request.**

Dedicated Funds profits generated by the ISLD will fund this request. Profits for FY'23 are expected to exceed \$120MM providing full funding for this request.

Who is being served by this request and what is the impact if not funded?

This request primarily serves constituents as it will provide superior location, shopping experience, convenience and service. It is also expected that the incremental Sales and Profits generated by this request will payback the investment and be accretive within 2 years.

Decision Unit Number	12.05	Descriptive Title	Two New Retail Stores	General	Dedicated	Federal	Total
Capital Outlay							
700		Property & Improvement		0	176,000	0	176,000
740		Computer Equipment		0	19,000	0	19,000
786		Capital Leases		0	196,000	0	196,000
		Capital Outlay Total		0	391,000	0	391,000
				0	391,000	0	391,000

Explain the request and provide justification for the need.

The ISLD is requesting funding for the costs associated with adding two new retail stores. It is a part of the greater ISLD strategy to coordinate the location of state-run stores in optimal retail locations in order to maximize customer service and meet consumer expectations. Based on historical trends, it is anticipated that these new stores will be immediately accretive and will generate incremental Sales and payback project costs in less than 2 years.

If a supplemental, what emergency is being addressed?**Specify the authority in statute or rule that supports this request.**

Idaho Code (§23-206) provides the Director of the ISLD the power and duty to exercise general supervision of the conduct of the business of the Division. Further, §23-203 provides the Division the power and duty to traffic in liquor, operate liquor stores, and to acquire the necessary property to conduct its business.

Indicate existing base of PC, OE, and/or CO by source for this request.**What resources are necessary to implement this request?****List positions, pay grades, full/part-time status, benefits, terms of service.**

For each new store: One Additional Liquor Store Manager, Pay Grade J, Full-time status, fully benefited, Hire Date 8-1-22 and two additional Liquor Store Clerks, Pay Grade F, Full-time status, fully benefited, Hire Date 8-1-22.

Will staff be re-directed? If so, describe impact and show changes on org chart.**Detail any current one-time or ongoing OE or CO and any other future costs.**

There will be added costs for rent and utilities at the new stores. Additionally, there will be one-time capital costs related to furnishings, fixtures, and leasehold improvements.

Describe method of calculation (RFI, market cost, etc.) and contingencies.**Provide detail about the revenue assumptions supporting this request.**

Dedicated Funds profits generated by the ISLD will fund this request. Profits for FY'23 are expected to exceed \$120MM providing full funding for this request.

Who is being served by this request and what is the impact if not funded?

This request primarily serves constituents as it will provide superior location, shopping experience, convenience and service. It is also expected that the incremental Sales and Profits generated by this request will payback the investment and be accretive within 2 years.

Decision Unit Number	12.05	Descriptive Title	Two New Retail Stores	General	Dedicated	Federal	Total
Operating Expense							
660		Utilities		0	36,000	0	36,000
664		Rental Costs		0	35,000	0	35,000
Operating Expense Total				0	71,000	0	71,000
				0	71,000	0	71,000

Explain the request and provide justification for the need.

The ISLD is requesting funding for the costs associated with adding two new retail stores. It is a part of the greater ISLD strategy to coordinate the location of state-run stores in optimal retail locations in order to maximize customer service and meet consumer expectations. Based on historical trends, it is anticipated that these new stores will be immediately accretive and will generate incremental Sales and payback project costs in less than 2 years.

If a supplemental, what emergency is being addressed?**Specify the authority in statute or rule that supports this request.**

Idaho Code (§23-206) provides the Director of the ISLD the power and duty to exercise general supervision of the conduct of the business of the Division. Further, §23-203 provides the Division the power and duty to traffic in liquor, operate liquor stores, and to acquire the necessary property to conduct its business.

Indicate existing base of PC, OE, and/or CO by source for this request.**What resources are necessary to implement this request?****List positions, pay grades, full/part-time status, benefits, terms of service.**

For each new store: One Additional Liquor Store Manager, Pay Grade J, Full-time status, fully benefited, Hire Date 8-1-22 and two additional Liquor Store Clerks, Pay Grade F, Full-time status, fully benefited, Hire Date 8-1-22.

Will staff be re-directed? If so, describe impact and show changes on org chart.**Detail any current one-time or ongoing OE or CO and any other future costs.**

There will be added costs for rent and utilities at the new stores. Additionally, there will be one-time capital costs related to furnishings, fixtures, and leasehold improvements.

Describe method of calculation (RFI, market cost, etc.) and contingencies.**Provide detail about the revenue assumptions supporting this request.**

Dedicated Funds profits generated by the ISLD will fund this request. Profits for FY'23 are expected to exceed \$120MM providing full funding for this request.

Who is being served by this request and what is the impact if not funded?

This request primarily serves constituents as it will provide superior location, shopping experience, convenience and service. It is also expected that the incremental Sales and Profits generated by this request will payback the investment and be accretive within 2 years.

Decision Unit Number	12.06	Descriptive Title	Two Additional Warehouse Associates	General	Dedicated	Federal	Total
Personnel Cost							
500	Employees			0	64,200	0	64,200
512	Employee Benefits			0	14,500	0	14,500
513	Health Benefits			0	23,300	0	23,300
Personnel Cost Total				0	102,000	0	102,000
				0	102,000	0	102,000

Explain the request and provide justification for the need.

The ISLD seeks to add two additional Material Handler positions to address ongoing increased workload in the Warehouse. The agency continues to experience sharp and sustained increases in sales volumes as a result of Idaho's growing population. Our Sales are up 50% in just the last two years.

If a supplemental, what emergency is being addressed?**Specify the authority in statute or rule that supports this request.**

Idaho Code (§23-206) provides the Director of the ISLD the power and duty to exercise general supervision of the conduct of the business of the Division. Further, §23-203 provides the Division the power and duty to traffic in liquor, operate liquor stores, and to acquire the necessary property to conduct its business.

Indicate existing base of PC, OE, and/or CO by source for this request.**What resources are necessary to implement this request?****List positions, pay grades, full/part-time status, benefits, terms of service.**

Two Material Handlers, pay grade G, full-time status, fully benefited, hire date July 1, 2022.

Will staff be re-directed? If so, describe impact and show changes on org chart.**Detail any current one-time or ongoing OE or CO and any other future costs.**

There are no material impacts to OE or CO related to this request.

Describe method of calculation (RFI, market cost, etc.) and contingencies.**Provide detail about the revenue assumptions supporting this request.**

Dedicated Funds profits generated by the ISLD will fund this request. Profits for FY'23 are expected to exceed \$120MM providing full funding for this request.

Who is being served by this request and what is the impact if not funded?

This request primarily serves constituents as it will help to ensure that retail stores are adequately stocked and that the supply chain runs as optimally as possible. It also supports the existing workforce by ensuring that our warehouse runs efficiently, while reducing the likelihood of injury and missed time.

Decision Unit Number	12.06	Descriptive Title	Two Additional Warehouse Associates	General	Dedicated	Federal	Total
Full Time Positions							
		FTP - Permanent		0.00	2.00	0.00	2.00
		Full Time Positions Total		0	2	0	2
				0	2	0	2

Explain the request and provide justification for the need.

The ISLD seeks to add two additional Material Handler positions to address ongoing increased workload in the Warehouse. The agency continues to experience sharp and sustained increases in sales volumes as a result of Idaho's growing population. Our Sales are up 50% in just the last two years.

If a supplemental, what emergency is being addressed?**Specify the authority in statute or rule that supports this request.**

Idaho Code (§23-206) provides the Director of the ISLD the power and duty to exercise general supervision of the conduct of the business of the Division. Further, §23-203 provides the Division the power and duty to traffic in liquor, operate liquor stores, and to acquire the necessary property to conduct its business.

Indicate existing base of PC, OE, and/or CO by source for this request.**What resources are necessary to implement this request?****List positions, pay grades, full/part-time status, benefits, terms of service.**

Two Material Handlers, pay grade G, full-time status, fully benefited, hire date July 1, 2022.

Will staff be re-directed? If so, describe impact and show changes on org chart.**Detail any current one-time or ongoing OE or CO and any other future costs.**

There are no material impacts to OE or CO related to this request.

Describe method of calculation (RFI, market cost, etc.) and contingencies.**Provide detail about the revenue assumptions supporting this request.**

Dedicated Funds profits generated by the ISLD will fund this request. Profits for FY'23 are expected to exceed \$120MM providing full funding for this request.

Who is being served by this request and what is the impact if not funded?

This request primarily serves constituents as it will help to ensure that retail stores are adequately stocked and that the supply chain runs as optimally as possible. It also supports the existing workforce by ensuring that our warehouse runs efficiently, while reducing the likelihood of injury and missed time.

Decision Unit Number	12.06	Descriptive Title	Two Additional Warehouse Associates	General	Dedicated	Federal	Total
Capital Outlay							
740		Computer Equipment		0	34,400	0	34,400
		Capital Outlay Total		0	34,400	0	34,400
				0	34,400	0	34,400

Explain the request and provide justification for the need.

The ISLD seeks to add two additional Material Handler positions to address ongoing increased workload in the Warehouse. The agency continues to experience sharp and sustained increases in sales volumes as a result of Idaho's growing population. Our Sales are up 50% in just the last two years.

If a supplemental, what emergency is being addressed?**Specify the authority in statute or rule that supports this request.**

Idaho Code (§23-206) provides the Director of the ISLD the power and duty to exercise general supervision of the conduct of the business of the Division. Further, §23-203 provides the Division the power and duty to traffic in liquor, operate liquor stores, and to acquire the necessary property to conduct its business.

Indicate existing base of PC, OE, and/or CO by source for this request.**What resources are necessary to implement this request?****List positions, pay grades, full/part-time status, benefits, terms of service.**

Two Material Handlers, pay grade G, full-time status, fully benefited, hire date July 1, 2022.

Will staff be re-directed? If so, describe impact and show changes on org chart.**Detail any current one-time or ongoing OE or CO and any other future costs.**

There are no material impacts to OE or CO related to this request.

Describe method of calculation (RFI, market cost, etc.) and contingencies.**Provide detail about the revenue assumptions supporting this request.**

Dedicated Funds profits generated by the ISLD will fund this request. Profits for FY'23 are expected to exceed \$120MM providing full funding for this request.

Who is being served by this request and what is the impact if not funded?

This request primarily serves constituents as it will help to ensure that retail stores are adequately stocked and that the supply chain runs as optimally as possible. It also supports the existing workforce by ensuring that our warehouse runs efficiently, while reducing the likelihood of injury and missed time.

Decision Unit Number	12.06	Descriptive Title	Two Additional Warehouse Associates	General	Dedicated	Federal	Total
Operating Expense							
590		Computer Services		0	12,000	0	12,000
		Operating Expense Total		0	12,000	0	12,000
				0	12,000	0	12,000

Explain the request and provide justification for the need.

The ISLD seeks to add two additional Material Handler positions to address ongoing increased workload in the Warehouse. The agency continues to experience sharp and sustained increases in sales volumes as a result of Idaho's growing population. Our Sales are up 50% in just the last two years.

If a supplemental, what emergency is being addressed?

Specify the authority in statute or rule that supports this request.

Idaho Code (§23-206) provides the Director of the ISLD the power and duty to exercise general supervision of the conduct of the business of the Division. Further, §23-203 provides the Division the power and duty to traffic in liquor, operate liquor stores, and to acquire the necessary property to conduct its business.

Indicate existing base of PC, OE, and/or CO by source for this request.

What resources are necessary to implement this request?**List positions, pay grades, full/part-time status, benefits, terms of service.**

Two Material Handlers, pay grade G, full-time status, fully benefited, hire date July 1, 2022.

Will staff be re-directed? If so, describe impact and show changes on org chart.

Detail any current one-time or ongoing OE or CO and any other future costs.

There are no material impacts to OE or CO related to this request.

Describe method of calculation (RFI, market cost, etc.) and contingencies.

Provide detail about the revenue assumptions supporting this request.

Dedicated Funds profits generated by the ISLD will fund this request. Profits for FY'23 are expected to exceed \$120MM providing full funding for this request.

Who is being served by this request and what is the impact if not funded?

This request primarily serves constituents as it will help to ensure that retail stores are adequately stocked and that the supply chain runs as optimally as possible. It also supports the existing workforce by ensuring that our warehouse runs efficiently, while reducing the likelihood of injury and missed time.

Decision Unit Number	12.07	Descriptive Title	Relocate or Remodel 2 Existing Liquor Stores	General	Dedicated	Federal	Total
Capital Outlay							
700		Property & Improvement		0	117,000	0	117,000
786		Capital Leases		0	98,500	0	98,500
		Capital Outlay Total		0	215,500	0	215,500
				0	215,500	0	215,500

Explain the request and provide justification for the need.

If a supplemental, what emergency is being addressed?

With 67 state-run stores, the ISLD must typically address expiring leases and updates to 5-10 stores/year in order to maintain a modern retail environment that meets customer expectations. In FY23, we have 15 leases expiring, however we anticipate renewing the leases in most of these locations. However, the ISLD is requesting funding for the costs associated with relocating and/or remodeling two state run stores where leases are expiring. The enhancements proposed for these stores will improve customer service and convenience. It also is a part of the greater ISLD strategy to coordinate the location of state-run stores in more optimal retail locations. Based on historical trends, it is anticipated that these enhancements will generate incremental Sales and payback project costs in 1-2 years.

Specify the authority in statute or rule that supports this request.

Idaho Code (§23-206) provides the Director of the ISLD the power and duty to exercise general supervision of the conduct of the business of the Division. Further, §23-203 provides the Division the power and duty to traffic in liquor, operate liquor stores, and to acquire the necessary property to conduct its business.

Indicate existing base of PC, OE, and/or CO by source for this request.

What resources are necessary to implement this request?

List positions, pay grades, full/part-time status, benefits, terms of service.

Will staff be re-directed? If so, describe impact and show changes on org chart.

Detail any current one-time or ongoing OE or CO and any other future costs.

There may be increased costs for rent and possibly utilities. Additionally, there will be one-time capital costs related to furnishings, fixtures, and leasehold improvements.

Describe method of calculation (RFI, market cost, etc.) and contingencies.

Provide detail about the revenue assumptions supporting this request.

Dedicated Funds profits generated by the ISLD will fund this request. Profits for FY'23 are expected to exceed \$120MM providing ample funding for this request.

Who is being served by this request and what is the impact if not funded?

This request primarily serves constituents as it will provide superior location, shopping experience, convenience and service. It is also expected that the incremental Sales and Profits generated by this request will payback the investment and be accretive within 1-2 years.

Decision Unit Number 12.07 **Descriptive Title** Relocate or Remodel 2 Existing Liquor Stores

	General	Dedicated	Federal	Total
Operating Expense				
660 Utilities	0	3,600	0	3,600
Operating Expense Total	0	3,600	0	3,600
	0	3,600	0	3,600

Explain the request and provide justification for the need.

If a supplemental, what emergency is being addressed?

With 67 state-run stores, the ISLD must typically address expiring leases and updates to 5-10 stores/year in order to maintain a modern retail environment that meets customer expectations. In FY23, we have 15 leases expiring, however we anticipate renewing the leases in most of these locations. However, the ISLD is requesting funding for the costs associated with relocating and/or remodeling two state run stores where leases are expiring. The enhancements proposed for these stores will improve customer service and convenience. It also is a part of the greater ISLD strategy to coordinate the location of state-run stores in more optimal retail locations. Based on historical trends, it is anticipated that these enhancements will generate incremental Sales and payback project costs in 1-2 years.

Specify the authority in statute or rule that supports this request.

Idaho Code (§23-206) provides the Director of the ISLD the power and duty to exercise general supervision of the conduct of the business of the Division. Further, §23-203 provides the Division the power and duty to traffic in liquor, operate liquor stores, and to acquire the necessary property to conduct its business.

Indicate existing base of PC, OE, and/or CO by source for this request.

What resources are necessary to implement this request?

List positions, pay grades, full/part-time status, benefits, terms of service.

Will staff be re-directed? If so, describe impact and show changes on org chart.

Detail any current one-time or ongoing OE or CO and any other future costs.

There may be increased costs for rent and possibly utilities. Additionally, there will be one-time capital costs related to furnishings, fixtures, and leasehold improvements.

Describe method of calculation (RFI, market cost, etc.) and contingencies.

Provide detail about the revenue assumptions supporting this request.

Dedicated Funds profits generated by the ISLD will fund this request. Profits for FY'23 are expected to exceed \$120MM providing ample funding for this request.

Who is being served by this request and what is the impact if not funded?

This request primarily serves constituents as it will provide superior location, shopping experience, convenience and service. It is also expected that the incremental Sales and Profits generated by this request will payback the investment and be accretive within 1-2 years.

PCF Summary Report

Request for Fiscal Year: 202
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Agency: State Liquor Division

185

Appropriation Unit: Liquor Division Operations

GVGA

Fund: Liquor Account (Liquor Control)

41800

DU	FTP	Salary	Health	Variable Benefits	Total
3.00 FY 2022 ORIGINAL APPROPRIATION	242.00	9,986,120	3,294,690	2,275,590	15,556,400
5.00 FY 2022 TOTAL APPROPRIATION	242.00	9,986,120	3,294,690	2,275,590	15,556,400
7.00 FY 2022 ESTIMATED EXPENDITURES	242.00	9,986,120	3,294,690	2,275,590	15,556,400
9.00 FY 2023 BASE	242.00	9,986,120	3,294,690	2,275,590	15,556,400
10.12 Change in Variable Benefit Costs	0.00	0	0	(10,300)	(10,300)
10.61 Salary Multiplier - Regular Employees	0.00	88,500	0	20,000	108,500
10.62 Salary Multiplier - Group and Temporary	0.00	16,200	0	0	16,200
11.00 FY 2023 PROGRAM MAINTENANCE	242.00	10,090,820	3,294,690	2,285,290	15,670,800
12.01 Retail Staffing Market Pay Adjustments	0.00	861,600	0	113,200	974,800
12.02 Convert Part-time PCNs to Full-time	8.00	(100)	0	45,200	45,100
12.03 Convert Retail Temps to Full-Time PCNs (no add'l hours)	5.00	(200)	58,250	28,230	86,280
12.04 Increase Retail Staffing (Group Hours) + 5 More Lead Clerks	0.00	176,300	0	5,900	182,200
12.05 Two New Retail Stores	6.00	181,744	69,900	41,046	292,690
12.06 Two Additional Warehouse Associates	2.00	64,200	23,300	14,500	102,000
13.00 FY 2023 TOTAL REQUEST	263.00	11,374,364	3,446,140	2,533,366	17,353,870

PCF Detail Report
Request for Fiscal Year: 202
3

Agency: State Liquor Division

185

Appropriation Unit: Liquor Division Operations

GVGA

Fund: Liquor Account (Liquor Control)

41800

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	222.32	8,161,574	2,670,180	1,850,713	12,682,467
		Total from PCF	222.32	8,161,574	2,670,180	1,850,713	12,682,467
		FY 2022 ORIGINAL APPROPRIATION	242.00	9,986,120	3,294,690	2,275,590	15,556,400
		Unadjusted Over or (Under) Funded:	19.68	1,824,546	624,510	424,877	2,873,933
Adjustments to Wage and Salary							
1850077	01707	IT OPS & SUPPORT TECHNICIAN R90	1.00	50,000	11,650	11,352	73,002
1850404	01550	SHIPPING/RCVG MATLS,L.D. R90	1.00	32,400	11,650	7,356	51,406
1850407	01550	SHIPPING/RCVG MATLS,L.D. R90	1.00	32,400	11,650	7,356	51,406
1850409	01550	SHIPPING/RCVG MATLS,L.D. R90	1.00	32,400	11,650	7,356	51,406
1850421	01550	SHIPPING/RCVG MATLS,L.D. R90	1.00	32,400	11,650	7,356	51,406
1851205	01586	LIQUOR STORE CLK R90	1.00	25,000	11,650	5,676	42,326
1851516	01586	LIQUOR STORE CLK R90	1.00	25,000	11,650	5,676	42,326
1851554	01586	LIQUOR STORE CLK R90	1.00	25,000	11,650	5,676	42,326
1851604	01586	LIQUOR STORE CLK R90	1.00	25,000	11,650	5,676	42,326
1851618	01586	LIQUOR STORE CLK R90	1.00	25,000	11,650	5,676	42,326
1853182	01586	LIQUOR STORE CLK R90	1.00	25,000	11,650	5,676	42,326
1853608	01586	LIQUOR STORE CLK R90	.75	18,750	11,650	4,257	34,657
1853701	01586	LIQUOR STORE CLK R90	1.00	25,000	11,650	5,676	42,326
1854203	01586	LIQUOR STORE CLK R90	1.00	25,000	11,650	5,676	42,326
1854204	01582	LIQUOR STORE MANAGER R90	1.00	40,000	11,650	9,082	60,732
1854307	01586	LIQUOR STORE CLK R90	1.00	25,000	11,650	5,676	42,326
Other Adjustments							
	500	Employees	3.00	227,400	0	0	227,400
	501	Employees - Temp	.00	1,491,800	0	0	1,491,800
	512	Employee Benefits	.00	0	0	208,900	208,900
	513	Health Benefits	.00	0	35,100	0	35,100
Estimated Salary Needs							
		Board, Group, & Missing Positions	.00	1,491,800	0	157,600	1,649,400
		Permanent Positions	241.08	8,852,324	2,891,680	2,007,212	13,751,216
		Estimated Salary and Benefits	241.08	10,344,124	2,891,680	2,164,812	15,400,616
Adjusted Over or (Under) Funding							

PCF Detail ReportRequest for Fiscal Year: 202
3

Original Appropriation	.92	(358,004)	403,010	110,778	155,784
Estimated Expenditures	.92	(358,004)	403,010	110,778	155,784
Base	.92	(358,004)	403,010	110,778	155,784

		Rounded Appropriation						
Appropriation Adjustments:								
4.11	Reappropriation	0 00	0	0	0	0	0	
4.31	Supplemental	0 00	0	0	0	0	0	
5.00	FY 2022 TOTAL APPROPRIATION	242.00	10,438,300	2,917,600	2,200,500	15,556,400		
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 2022 ESTIMATED EXPENDITURES	242.00	10,438,300	2,917,600	2,200,500	15,556,400		
Base Adjustments:								
8.31	Transfer Between Programs	0 00	0	0	0	0	0	
8.41	Removal of One-Time Expenditures	0 00	0	0	0	0	0	
8.51	Base Reduction	0 00	0	0	0	0	0	

One-Time Operating & One-Time Capital Outlay Summary

Agency: State Liquor Division

Request for Fiscal Year: 2023

185

Detail	Priority	Appropriation Unit	DU	Fund	Summary Object	Item Description	Current Mileage	Date Acquired	Quantity in Stock	Request Quantity Desired	Request Unit Cost	Request Total Cost	
1		GVGA	10.32	41800	740	Computer Equipment: POS computers for retail stores \$189K, Bottle scanners for stores \$35K, Security sytems at C.O. and 10 stores \$113K, network switches \$25.8K	0		418.00	360.00	1,150.00	362,800	
2		GVGA	10.33	41800	755	Motorized & Non-Motorized Equipment: Vehicle for District #1 Manager \$31K, Service Van for Central Office \$36K, Clamp Truck for Whse \$50K, Reach Truck for Whse \$50K, 3 Pallet Jacks for Whse \$52.5K	0		13.00	4.00	0.00	219,500	
3		GVGA	10.31	41800	764	Office Equipment: New printer/copiers for central office \$23K	0	2014	4.00	3.00	0.00	23,000	
4		GVGA	10.31	41800	700	Property & Improvement: Replace shelving at 7 stores \$248.8K	0	Various	67.00	7.00	35,540.00	248,800	
5		GVGA	10.34	41800	578	Repair & Maintenance: Replace flooring at 2 stores \$22K, Replace Window Treatments at 6 Stores \$20.6K	0	Various	134.00	9.00	13,940.00	42,600	
6		GVGA	10.31	41800	643	Specific Use Supplies: Coolers \$21K, Shopping Carts \$8.5K, Stock Carts \$10.2K, Storage Racks at 10 stores \$15.5K	0	Various	802.00	130.00	4,167.00	61,800	
Grand Total by Appropriation Unit										Subtotal	1,438.00	513.00	958,500
GVGA										Subtotal			958,500
Grand Total by Decision Unit													958,500
			10.31									333,600	
			10.32									362,800	
			10.33									219,500	
			10.34									42,600	
Grand Total by Fund Source										Subtotal			958,500
				41800								958,500	
										Subtotal			958,500

One-Time Operating & One-Time Capital Outlay Summary

Grand Total by Summary Account

Request for Fiscal Year: 2023

578	134.00	9.00	42,600
643	802.00	130.00	61,800
700	67.00	7.00	248,800
740	418.00	360.00	362,800
755	13.00	4.00	273,500
764	4.00	3.00	23,000
	Subtotal	1,438.00	938,500

FY23 Budget Requests: ITS Recommendations

Close

Agency Liquor Division, Idaho State
Request for the Purchase of Additional Security Cameras for Warehouse Coverage
Agency Purchasing Representative Jon Spence
Agency Purchasing Representative Email Address jon.spence@liquor.idaho.gov
Total Value of Request \$22,200.00
Comments Two March NVR units were added with cameras to cover the outside and major traffic areas in the warehouse. Additional coverage has been requested to monitor the individual aisles and areas for accidents, incidents and potential issues. 25 cameras, two POE switches and wiring/labor are needed to add to the existing system.

ITS Comments

Analyst Comments

ITS Approval Status Reviewed & Recommended

Version: 3.0

Created at 7/21/2021 3:52 PM by Jon Spence

Last modified at 7/27/2021 7:19 PM by Mark Mayer

Close

Close

Agency Liquor Division, Idaho State
Request for the Purchase of Store Security System Replacements
Agency Purchasing Representative Jon Spence
Agency Purchasing Representative Email Address jon.spence@liquor.idaho.gov
Total Value of Request \$90,800.00
Comments Aging cameras and security systems are failing in the state liquor stores. A pilot is being planned for a hybrid cloud system, to move away from the local NVR setup. 10 of the larger stores with faster network circuits can be moved to a hybrid cloud model, using Meraki or Verkada if possible.

ITS Comments

Analyst Comments

ITS Approval Status Reviewed & Recommended

Version: 3.0

Created at 7/21/2021 3:39 PM by Jon Spence

Last modified at 7/27/2021 7:18 PM by Mark Mayer

Close

Close

Agency Liquor Division, Idaho State

Request for the Purchase of Distribution Center Network Switch Stack

Agency Purchasing Representative Jon Spence

Agency Purchasing Representative Email Address jon.spence@liquor.idaho.gov

Total Value of Request \$25,750.00

Comments Replacement of aging Cisco switch stack (three 3850 Catalyst) and two Juniper switches (ex3400) with a new stack of 5 switches of the same manufacturer and capability. For critical office, warehouse, and server room connectivity local to the server room/building.

ITS Comments Mark Mayer (7/27/2021 7:17 PM): ITS supports Juniper and Cisco switches. Please discuss with ITS before purchase.

Analyst Comments

ITS Approval Status Reviewed & Recommended

Version: 3.0
Created at 7/21/2021 2:58 PM by Jon Spence
Last modified at 7/27/2021 7:17 PM by Mark Mayer

Close

Close

Agency Liquor Division, Idaho State

Request for the Purchase of Additional Voice Pick License/Hardware Units

Agency Purchasing Representative Jon Spence

Agency Purchasing Representative Email Address jon.spence@liquor.idaho.gov

Total Value of Request \$46,350.00

Comments The explosive growth in business has far exceeded expectations. The previous upgrade for Vocollect Voice Picking for the warehouse is not enough to meet demand. An additional 5 licenses, support, and hardware units are needed to meet the required operational levels.

ITS Comments

Analyst Comments

ITS Approval Status Reviewed & No Determination Made

Version: 3.0
Created at 7/21/2021 3:49 PM by Jon Spence
Last modified at 7/27/2021 7:18 PM by Mark Mayer

Close

Close

Agency Liquor Division, Idaho State

Request for the Purchase of Replacement of Point of Sale Computers

Agency Purchasing Representative Jon Spence

Agency Purchasing Representative Email Address jon.spence@liquor.idaho.gov

Total Value of Request \$226,000.00

Comments Replacement of register(140) and back office all-in-one, touch screen computers (70) for state liquor stores, plus a test store and spares. Additional wireless bottle scanners will be purchased to replace the 10 year old wired scanners.

ITS Comments

Analyst Comments

ITS Approval Status Reviewed & No Determination Made

Version: 3.0
Created at: 7/21/2021 3:33 PM by Jon Spence
Last modified at: 7/27/2021 7:17 PM by Mark Mayer

Close

Close

Agency Liquor Division, Idaho State

Request for the Purchase of Multi-Function Printers/WarehousePrinter

Agency Purchasing Representative Jon Spence

Agency Purchasing Representative Email Address jon.spence@liquor.idaho.gov

Total Value of Request \$26,600.00

Comments Replacement of the current Konica MFP (main printer) with similar device, addition of small MFP as a backup and second floor printer. Replacement of warehouse printer for finalized order bills of lading included with each shipment. Support contracts will be included and we currently utilize Fischer's for service.

ITS Comments

Analyst Comments

ITS Approval Status Reviewed & No Determination Made

Version: 3.0
Created at: 7/21/2021 1:50 PM by Jon Spence
Last modified at: 7/27/2021 7:16 PM by Mark Mayer

Close

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

AGENCY NAME:	Idaho State Liquor Division	Division/Bureau:	
Prepared By:	Tony Faraca	E-mail Address:	tony.faraca@liquor.idaho.gov
Telephone Number:	208.947.9414	Fax Number:	208.947.9401
DFM Analyst:	Amanda Barnes	LSO/BPA Analyst:	Keith Bybee
Date Prepared:	28-Jul-21	For Fiscal Year:	2022

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

Facility Name:	Idaho State Liquor Division - Central Office and Distribution Center				
City:	Boise	County:	Ada		
Street Address:	1349 E. Beechcraft Court			Zip Code:	83716
Facility Ownership (could be private or state-owned)	Private Lease:	<input type="checkbox"/>	State Owned:	<input checked="" type="checkbox"/>	Lease Expires:

FUNCTION/USE OF FACILITY

Administrative and Managerial staff, warehousing of product and centralized distribution to all retail outlets.

COMMENTS

Facility was purchased August 1, 2002.

WORK AREAS

FISCAL YR:	ACTUAL 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Total Number of Work Areas:	54	56	57	58	58	58
Full-Time Equivalent Positions:	51	54	55	56	55	56
Temp. Employees, Contractors, Auditors, etc.:	3	2	2	2	2	2

SQUARE FEET

FISCAL YR:	ACTUAL 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Square Feet:	104,200	104,200	104,200	104,200	104,200	104,200

FACILITY COST

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	ACTUAL 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Total Facility Cost/Yr:	\$277,500.00	\$285,800.00	\$294,400.00	\$303,200.00	\$312,300.00	\$321,700.00

SURPLUS PROPERTY

FISCAL YR:	ACTUAL 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IMPORTANT NOTES:

1. Upon completion, please send to Leasing Manager at the State Leasing Program in the Division of Public Works via email to Richard.Brien@adm.idaho.gov. Please e-mail or call 208-332-1929 with any questions.
2. 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.
3. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request. DPW LEASING DOES NOT NEED A COPY OF YOUR BUDGET REQUEST, JUST THIS FORM.

AGENCY NOTES:

AGENCY NAME: Idaho State Liquor Division									
FACILITY INFORMATION SUMMARY FOR FISCAL YR					2023	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	FTPs, Temps and Comments	
1349 E. Beechcraft Court Boise, Idaho 83716 ISLD Central Office & Warehouse	2023	request	104,200	\$ 2.83	\$ 294,400	57	1,828	1 Add'l Warehouse Employee	
	2022	estimate	104,200	\$ 2.74	\$ 285,800	56	1,861		
	2021	actual	104,200	\$ 2.66	\$ 277,500	54	1,930		
	Change (request vs actual)		0	\$ -	16,900	3	-102		
	Change (estimate vs actual)		0	\$ -	8,300	2	-69		
	2023	request	0	\$ -	\$ -	0	-		
	2022	estimate	0	\$ -	\$ -	0	-		
	2021	actual	0	\$ -	\$ -	0	-		
	Change (request vs actual)		0	\$ -	0	0	0		
	Change (estimate vs actual)		0	\$ -	0	0	0		
	2023	request	0	\$ -	\$ -	0	-		
	2022	estimate	0	\$ -	\$ -	0	-		
	2021	actual	0	\$ -	\$ -	0	-		
	Change (request vs actual)		0	\$ -	0	0	0		
	Change (estimate vs actual)		0	\$ -	0	0	0		
	2023	request	0	\$ -	\$ -	0	-		
	2022	estimate	0	\$ -	\$ -	0	-		
	2021	actual	0	\$ -	\$ -	0	-		
	Change (request vs actual)		0	\$ -	0	0	0		
	Change (estimate vs actual)		0	\$ -	0	0	0		
	2023	request	0	\$ -	\$ -	0	-		
	2022	estimate	0	\$ -	\$ -	0	-		
	2021	actual	0	\$ -	\$ -	0	-		
	Change (request vs actual)		0	\$ -	0	0	0		
	Change (estimate vs actual)		0	\$ -	0	0	0		
	2023	request	0	\$ -	\$ -	0	-		
	2022	estimate	0	\$ -	\$ -	0	-		
	2021	actual	0	\$ -	\$ -	0	-		
	Change (request vs actual)		0	\$ -	0	0	0		
	Change (estimate vs actual)		0	\$ -	0	0	0		
TOTAL (PAGE ____)	2023	request	104,200	\$ 2.83	\$ 294,400	57	1,828		
	2022	estimate	104,200	\$ 2.74	\$ 285,800	56	1,861		
	2021	actual	104,200	\$ 2.66	\$ 277,500	54	1,930		
	Change (request vs actual)		0	\$ -	16,900	3	-102		
	Change (estimate vs actual)		0	\$ -	8,300	2	-69		
	2023	request			\$ -				
	2022	estimate			\$ -				
	2021	actual			\$ -				
	Change (request vs actual)				0	0	0		
	Change (estimate vs actual)				0	0	0		
TOTAL (ALL PAGES)	2023	request			\$ -				
	2022	estimate			\$ -				
	2021	actual			\$ -				
	Change (request vs actual)				0	0	0		
	Change (estimate vs actual)				0	0	0		
	Change (request vs actual)				0	0	0		

CAPITAL BUDGET REQUEST FY 2023 ALTERATION AND REPAIR PROJECTS

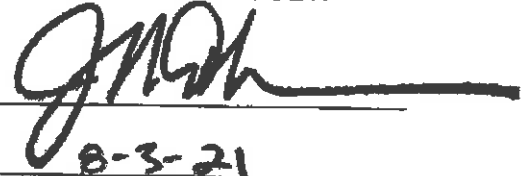
AGENCY: Idaho State Liquor Division

PROJECT DESCRIPTION/LOCATION	COST	PRIORITY
<p>Server Room HVAC, New Tool Room, & Remodel Room 128:</p> <p>(A) Server room back-up cooling system. (B) The server room is equipped with 1 individual climate-control unit. Recently ISLD experienced multiple failures with this unit. These failures require quick response and additional equipment to control the environment and protect the servers. (C) No impact expected to the operating budget. (D) Possible catastrophic failure to the servers due to overheating. (A) Tool room or maintenance storage and tool control room. (B) All ISLD maintenance tools and equipment are currently stored in several areas. A tool room will be beneficial in centralizing and securing all maintenance tools and equipment. (C) No impact expected to the operating budget. (D) Tools and maintenance equipment will continue to be scattered and unsecure within the facility. (A) Room 128 remodel is to enclose this room. (B) The new door and wall closure will contribute to the separation of the warehouse and the office. This will cut the noise and the dirt and dust coming into the office space. (C) No impact expected to the operating budget. (D) Noise and dust conditions will stay the same. DPW representation (Jeremy Borsdorf) visited with ISLD on 7/21 to help provide and updated estimated project cost.</p>	\$150,000	1
<p>Backup Generator for ASRS and Conveyance System: (A) This project would fulfill ISLD self-sustainability during a power failure. The new generator would target the ASRS automated storage and retrieval system including all conveyance equipment. It would also provide backup power to the Health and Welfare section. This would free up power from the primary generator that would then be redistributed to the support systems located in the main office. (B) The existing primary generator provides emergency power to the Fire pump, Health and Welfare section along with limited warehouse lighting and server rooms. The additional back-up power will provide continuous operation to the ASRS system which will provide limited down times in shipping and receiving.</p> <p>(C) There will be an impact to the operating budget in maintenance and fuel for the new generator. (D) During a power interruption or failure ISLD will be limited on how it is able to continue to ship and receive product. DPW representation (Jeremy Borsdorf) visited with ISLD on 7/21 to help provide and updated estimated project cost.</p>	\$450,000	2

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

Agency Head Signature: _____

Date: _____


8-3-21

**CAPITAL BUDGET REQUEST
SIX-YEAR PLAN FY 2023 THROUGH FY 2028
CAPITAL IMPROVEMENTS**

AGENCY: Idaho State Liquor Division

PROJECT DESCRIPTION/LOCATION	FY 2023 \$	FY 2024 \$	FY 2025 \$	FY 2026 \$	FY 2027 \$	FY 2028 \$
Server Rm. HVAC, New Tool Room, & Remodel Rm. 128	150,000					
Facility Backup Power	450,000					
Warehouse Pressurized System		\$150,000				
Warehouse Lighting Upgrade			\$150,000			
HVAC Replacement (first level)				\$TBD	\$40,000	
ADA (accessibility Compliance Assessment						
TOTAL	\$600,000					

Agency Head Signature: 

Date: 8-3-21

Part I – Agency Profile

Agency Overview

The Idaho State Liquor Division (ISLD) was established by Article III, Section 26 of the Idaho Constitution in 1935 following the repeal of the 18th Amendment to the Constitution of the United States (known as “Prohibition”) as a means of directing the importation, distribution, sale, and consumption of beverage alcohol. Idaho is one of 17 states along with jurisdictions in Alaska, Maryland, Minnesota, and South Dakota that actively manage the sale of distilled spirits. These jurisdictions account for over 25% of the U.S. population and regulate their own retail and/or wholesale distribution of beverage alcohol in their various forms.

Organizationally, the ISLD has been an agency in the Office of the Governor since 1974. Jeffrey R. Anderson, Director, is appointed by the Governor and has served since 2010.

The ISLD Central Office and Warehouse are in Boise. All aspects of the business, including purchasing, finance, information technology, human resources, contract administration, and retail management are administered by a staff of 25, along with three district managers. Twenty-seven warehouse personnel, co-located within the central office, receive, store, and distribute nearly 1.5 million cases annually over a geographic area of 83,000 square miles. The warehouse typically inventories about 240,000 cases valued at approximately \$16 million, the majority of which is owned by suppliers under a bailment system. An approximately equal amount of product is also inventoried in retail stores operated by the state and private sector distributing station retail stores.

As of September 1, 2021, the ISLD operates 170 retail outlets throughout the State. Of those, 67 are state-run liquor stores, leased from the private sector, and staffed and operated by Division employees; 103 are private sector retailers operating under contract. Each store is stocked and maintained to meet the needs of customers, including licensed liquor-by-the-drink establishments. Retail outlets feature a selection of products designed to appeal to the tastes and lifestyles of the local communities they serve. All products are uniformly and competitively priced throughout the state.

Idaho's conservative system of liquor distribution provides benefits to all the State's citizens. Moderation and temperance related to Idaho's model of spirits distribution generally reduces social costs associated with beverage alcohol consumption. Additionally, Idaho law provides for the distribution of liquor profits to substance abuse prevention and treatment programs, the General Fund, all 44 counties, and 199 cities. Over the previous decade, more than \$760 million has been distributed to state programs, counties, and cities, including a record \$114.5 million in FY 2021. The ISLD projects distributions to reach nearly \$1.4 billion over the coming decade.

General economic conditions and industry trends naturally impact the Division's results. The ISLD is cautious about growth prospects as the economy and consumer trends can be difficult to reliably predict. Consequently, the ISLD is projecting a 4% sales growth rate for FY 2022. Profit distributions for FY 2022 are forecast to exceed \$116 million.

Core Functions/Idaho Code

The Idaho State Liquor Division's statutory authority is stated in Title 23 of *Idaho Code*. The primary functions of the agency as stated in *Idaho Code 23-203 include but are not limited to*:

- **Regulation of liquor traffic:** to permit, license, inspect, and regulate the manufacture, importation, transportation, storage, sale, and delivery of alcoholic liquor;
- **Traffic in Liquor:** to buy, import, transport, store, sell, and deliver alcoholic liquor;
- **Operation of Liquor Stores:** to establish, maintain, and discontinue warehouses, state liquor stores, and distribution stations [contract liquor stores];
- **Acquisition of Real Estate:** to acquire, buy, and lease real estate, and to improve and equip the same for the conduct of its business;
- **Acquisition of Personal Property:** to acquire, buy, and lease personal property necessary and convenient for the conduct of business;
- **Making Reports:** to report annually to the Governor and at such other times as he may require, concerning the condition, management, and financial transactions of the Division.

Revenue and Expenditures

Revenue		FY 2018	FY 2019	FY 2020	FY 2021
Liquor Control Fund		\$210,681,200	\$230,562,200	\$260,092,500	\$297,169,600
	Total	\$210,681,200	\$230,562,200	\$260,092,500	\$297,169,600
Expenditures		FY 2018	FY 2019	FY 2020	FY 2021
Personnel Costs		\$12,829,300	\$13,090,000	\$14,188,200	\$14,162,700
Operating Expenditures		\$6,067,400	\$6,090,000	\$6,305,100	\$6,937,900
Capital Outlay		\$553,900	\$855,000	\$531,300	\$824,400
Continuous Appropriation (COGS)		\$113,399,000	\$124,170,900	\$132,210,600	\$153,808,840
Distributions to Stakeholders		\$78,512,000	\$85,346,900	\$95,444,300	\$114,513,100
	Total	\$211,361,600	\$229,552,800	\$248,679,500	\$290,246,940

Profile of Key Services Provided

Cases Managed and/or Key Services Provided	FY 2018	FY 2019	FY 2020	FY 2021
Nine-Liter Cases Sold	1,138,000	1,181,000	1,234,000	1,348,000
Total Dollar Sales	\$215,157,580	\$230,094,340	\$258,567,000	\$297,057,460
Net Income	\$79,839,840	\$86,275,900	\$98,241,700	\$114,084,300
Profit Distributions	\$78,512,000	\$85,346,900	\$95,444,300	\$114,513,100

FY 2021 Performance Highlights

- Sales increased \$38.5 million, from \$258.6 million to \$297.1 million – up +14.9%
- Net Profit increased \$15.9 million, from \$98.2 million to \$114.1 million – up +16.1%
- Distributions to State programs, General Fund, Cities and Counties increased \$19.1 million, from \$95.4 million to \$114.5 million – up +20.0%

FY2021 continued a recent trend of very successful years for the ISLD. The Division once again experienced record sales, profits, and distributions. Net Income and distributions grew considerably more than consumption on a per capita basis. Sales results were driven primarily by continued population growth and cross-border traffic from Washington state. In addition to these economic factors, effective cost management combined with store merchandising enhancements continue to positively impact topline sales and profits that far outpace changes in consumption. Industry innovation and evolving consumer tastes are also driving market share increases for distilled spirits vs. beer and wine. All these factors will continue to play prominent roles in the ISLD's sales growth now and into the future.

The ISLD recognizes a critical need for resources throughout the state to aid in the implementation of education programs in our communities. Cultivating relationships with organizations that are working toward maintaining healthy communities is an important endeavor of the ISLD. In partnership with the National Alcohol Beverage Control Association (NABCA), the ISLD awards grants through a competitive program each year to help fund a myriad of agencies' and coalitions' efforts that strive to combat the abuse of alcohol and drugs. In FY2021, \$60,000 in grants were awarded throughout the state of Idaho amongst 15 different agencies and coalitions including anti-alcohol & drug coalitions in Orofino, Idaho Falls, Nez Perce, Lapwai, Meridian, and Moscow, Valley High School, Frank Church High School, Timberline High School, Lewis-Clark State College, the University of Idaho, St. Luke's Medical Center, and the Office of Drug Policy. Additionally, the ISLD and NABCA provide financial support to the Northwest Alcohol Conference and various programs with Idaho's Alcohol Beverage Control Bureau. The ISLD also believes strongly in the development of our own associates via ongoing education and training. Training to ensure safe selling, cybersecurity training, HR compliance training, and 'Caring for the Customer' classes are required for all retail associates.

Part II – Performance Measures

Agency Goal

Idaho Statute 23-203 specifies the powers and duties of the Idaho State Liquor Division. Furthermore, the statute directs the Division to "exercise its powers as to curtail the intemperate use of alcoholic beverages. It shall not attempt to stimulate the normal demands of temperate consumers thereof, irrespective of the effect on the revenue." To this end, the Division has established a benchmark philosophy that is the basis for its strategic and operational planning. The benchmarks aim to ensure the Division responsibly optimizes net revenues without implementing strategies that encourage consumption. Specifically, the Division strives for the following: *Distributions to stakeholders should grow faster than dollar sales, dollar sales should grow faster than 9-liter case sales; 9-liter case sales should grow faster than consumption per capita.*

Performance Measure		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
1. Low Per Capita Consumption (9-Liter Cases per Adult) <i>Change vs. Prior Year</i>	actual	0.94 +2.2%	0.97 +3.2%	1.05 +8.2%	1.12 +6.7%	-----
	target	Below +3.6%	Below +4.3%	Below +9.2%	Below +8.5%	Below +3.0%
2. 9-Liter Cases Sold <i>Change vs. Prior Year</i>	actual	1,182,000 +3.6%	1,234,000 +4.3%	1,348,000 +9.2%	1,463,000 +8.5%	-----
	target	Above +2.2%	Above +3.2%	Above +8.2%	Above +6.7%	Above +1.8%
3. Sales (000s) <i>Change vs. Prior Year</i>	actual	\$215,200 +5.8%	\$230,100 +6.9%	\$258,500 +12.4%	\$297,057,460 +14.9%	-----
	target	Above +3.6%	Above 4.3%	Above 9.2%	Above +8.5%	Above +3.0%
4. Distributions (000s) <i>Change vs. Prior Year</i>	actual	\$78,500 +7.1%	\$85,300 +8.6%	\$95,400 +11.8%	\$114,513,100 +20.0%	-----
	target	Above 5.8%	Above 6.9%	Above 12.4%	Above 14.9%	Above +4.0%

Performance Measure Explanatory Notes

The ISLD has an exemplary track record of delivering on its strategic targets. FY21 was a stellar year, as the ISLD increased distributions by +20% on only a +8.5% increase in volume and met our goals in each of the four metric areas.

For More Information Contact

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Director Attestation for Performance Measurement Report

In accordance with *Idaho Code* 67-1904, I certify the data provided in the Performance Measurement Report has been internally assessed for accuracy, and, to the best of my knowledge, is deemed to be accurate.

Department: Idaho State Liquor Division



Director's Signature

8-27-21

Date

Please return to:

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