Agency Summary And Certification

185 -- Liquor Division, State

Original Submission ✓ or Rev No. ___ **FY2022 Request** Page 1 of 34 Pages

In accordance with 67-3502, Idaho Code, I certify the attached forms properly state the receipts and expenditures of the department (agency, office, or institution) for the fiscal years indicated. The summary of expenditures by major program, fund source, and standard class is indicated below.

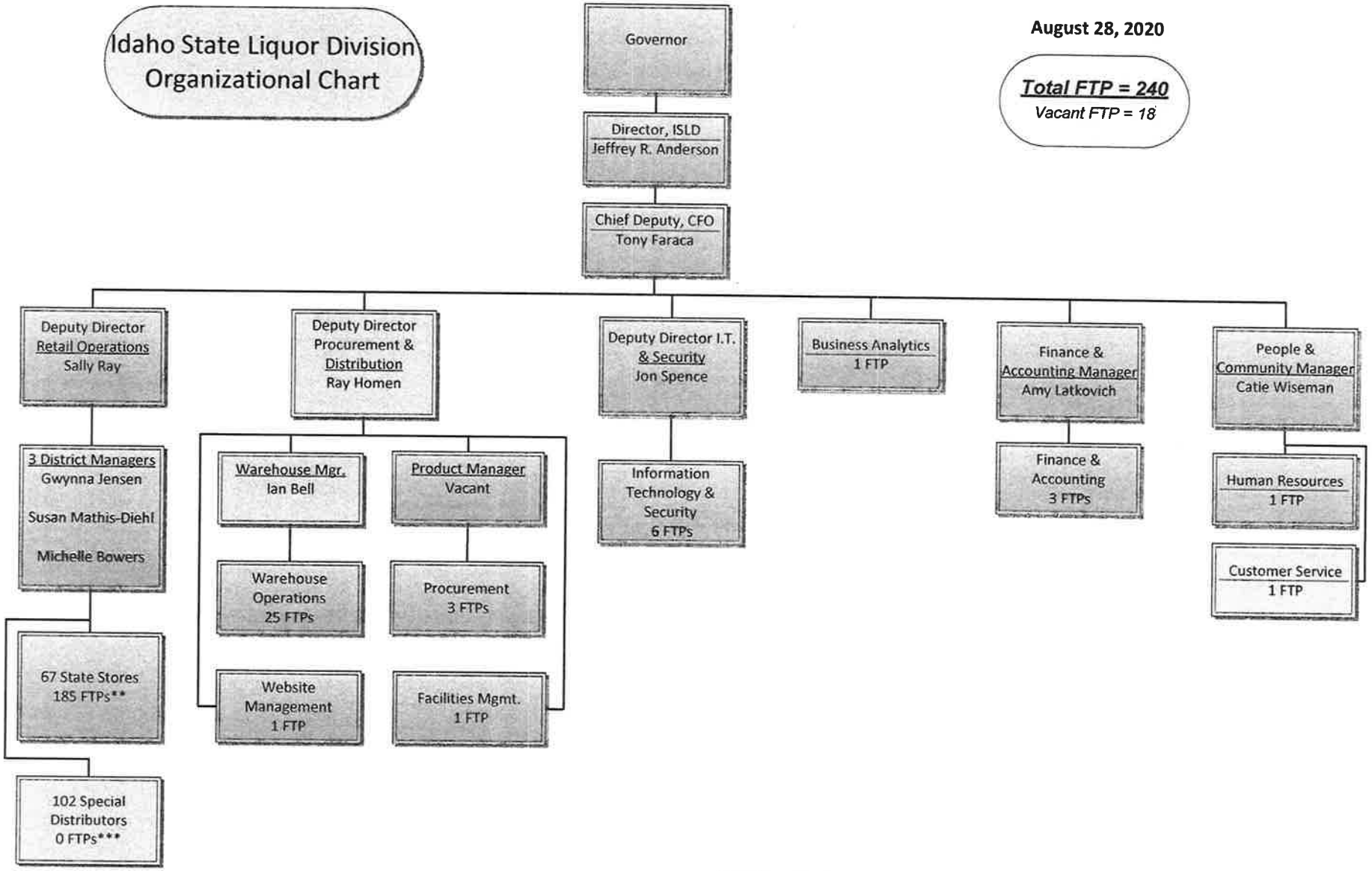
Signature of Department Director : Date: 8/28/2020

Function/Activity	FY 2020 Total Appropriation	FY 2020 Total Expenditures	FY 2021 Original Appropriation	FY 2021 Estimated Expenditures	FY 2022 Total Request
Liquor Division	22,351,700	21,091,900	22,732,900	22,692,600	23,736,000
Total	22,351,700	21,091,900	22,732,900	22,692,600	23,736,000
By Fund Source	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
D 0418-00 Liquor Control	22,351,700	21,091,900	22,732,900	22,692,600	23,736,000
Total	22,351,700	21,091,900	22,732,900	22,692,600	23,736,000
By Object	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
Personnel Costs	14,371,900	14,162,500	14,775,800	14,775,800	15,996,900
Operating Expenditures	7,071,000	6,317,200	7,086,700	7,046,400	3,644,700
Capital Outlay	908,800	612,200	870,400	870,400	4,094,400
Trustee And Benefit Payments	0	0	0	0	0
Lump Sum	0	0	0	0	0
Total	22,351,700	21,091,900	22,732,900	22,692,600	23,736,000
FTP Total	240.00	240.00	240.00	240.00	252.00

Idaho State Liquor Division Organizational Chart

August 28, 2020

Total FTP = 240
Vacant FTP = 18



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

*** District Managers oversee 102 Contract Liquor Stores.

Jeffrey R. Anderson, Director

8/28/2020
Date

FY 2022 Agency Budget - Request

Agency: 185 Liquor Division, State

Line Item Report

Decision Unit		Priority	Agency Request FTP	General	Total
Liquor Division					
12.01	Market Wage Adjustment for Retail Clerks	1	0.00	0	454,700
12.02	Wage Adj. & Incentive Program for Warehouse	2	1.00	0	179,500
12.03	Convert Retail Temps and Part-Time FTPs to	3	11.00	0	84,400
12.04	Relocate or Remodel 2 Existing Liquor Stores	4	0.00	0	198,000
			12.00	**0**	**916,600**

FORM B11: REVENUE

Agency/Department: State Liquor Division
Program (If applicable) _____

Request for Fiscal Year: 2022
Agency Number: 185
Budget Unit (If Applicable): GVGA/GVGB
5 Function/Activity Number (If Applicable): 01/00

Original Request Date: August 28, 2020 | Revision Request Date:

Fund No.	Fund Detail No.	Fund Name	Significant Assumption Number	Summary Object Code	Revenue Source Description -Summary Level	FY 2018 Actual Revenue	FY 2019 Actual Revenue	FY 2020 Actual Revenue	FY 2021 Estimated Revenue	FY 2022 Estimated Revenue
0418		Liquor Control		1001	License, Permit & Fee	4,300	3,400	700	1,000	1,000
0418		Liquor Control		1701	Sale of Goods	210,159,900	225,083,400	254,493,700	258,628,000	269,017,000
0418		Liquor Control		2501	Interest	249,500	500,800	505,000	505,000	520,000
0418		Liquor Control		3601	Misc. Revenue	267,500	595,400	262,100	260,000	260,000
0418		**Liquor Control**		**FUND TOTAL**		**$210,681,200**	**$226,183,000**	**$255,261,500**	**$259,394,000**	**$269,798,000**
0340		Drug, Mental Health, Family Court Services		1701	Sale of Goods	4,077,300	4,379,200	4,831,000	5,024,200	5,225,200
0340		**Drug, Mental Health, Family Court Services**		**FUND TOTAL**		**$4,077,300**	**$4,379,200**	**$4,831,000**	**$5,024,200**	**$5,225,200**
				GRAND TOTAL		**$214,758,500**	**$230,562,200**	**$260,092,500**	**$264,418,200**	**$275,023,200**

SIGNIFICANT ASSUMPTIONS

Fund No.	Fund Detail No.	Fund Name	Significant Assumption Number	Provide Details for any Significant Assumptions Listed	FY 2022 Estimated Impact
0418, 0340		Liquor Control, Court Services	1	Idaho will continue to maintain a retail price advantage compared to Washington state. Idaho's lower prices resuls in an estimated 7.5% sales lift from Washington consumers coming into Idaho to shop for spirits.	$20,626,700

FORM B12: ANALYSIS OF FUND BALANCES

Agency/Department: State Liquor Division

Original Request Date: August 28, 2020 or Revision Request Date: _____

Request for Fiscal Year : 2022

Agency Number: 185

Sources and Uses: Revenue is derived primarily through the sales of distilled spirits to Idaho consumers. Proceeds from Sales are used to purchase spirits for resale and other cost of goods expenses, fund the operation (primarily wages and rents), and remit the remaining profits to our beneficiaries (General Fund, Cities, Counties and various fixed funds including, Court System, Public Schools, Community Colleges, and Substance Abuse Treatment.

FUND NAME: Liquor Control, Court Services	FUND CODE: 0418, 0340	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate
1. Beginning Free Fund Balance		**14,161,300.00**	**17,351,700**	**21,574,900**	**36,997,400**	**22,883,500**
2. Encumbrances as of July 1		166,600	205,000	528,000	135,300	122,200
2a. Reappropriation (Legislative Carryover)		0	0	0	0	0
3. Beginning Cash Balance		**14,327,900**	**17,556,700**	**22,102,900**	**37,132,700**	**23,005,700**
4. Revenues (from Form B-11)		214,758,500	230,562,200	260,092,500	264,418,200	275,023,200
5. Non-Revenue Receipts and Other Adjustments	Suspense, borrowing limit	14,500	26,200	1,400	15,000	15,000
6. Statutory Transfers in:	Fund or Reference:	0	0	0	0	
7. Operating Transfers in:	Fund or Reference:	0	0	0	0	0
8. Total Available for Year		**229,100,900**	**248,145,100**	**282,196,800**	**301,565,900**	**298,043,900**
9. Statutory Transfers Out:	Fund or Reference: IC 23-404	36,610,000	39,085,000	43,250,000	45,750,000	48,250,000
10. Operating Transfers Out:	Fund or Reference: IC 23-217	4,077,300	4,379,200	4,831,000	5,024,200	5,225,200
11. Non-Expenditure Disbursements and Other Adjustments	Refunds, Clearing, P-card pymts	15,200	85,700	34,200	40,000	40,000
12. Cash Expenditures for Prior Year Encumbrances		166,600	176,000	437,700	93,100	80,000
13. Original Appropriation		*20,156,400*	*21,410,900*	*22,377,400*	*22,732,900*	*23,000,000*
14. Prior Year Reappropriations, Supplementals, Rescissions		*0*	*0*	*(25,700)*	*0*	*0*
15. Non-cogs, Receipts to Appropriation, etc		*0*	*0*	*0*	*0*	*0*
16. Reversions and Continuous Appropriations		*150,723,700*	*161,433,400*	*174,252,600*	*205,000,000*	*201,000,000*
17.Current Year Reappropriation		*0*	*0*	*0*	*0*	*0*
18. Reserve for Current Year Encumbrances		*(205,000)*	*(528,000)*	*(93,100)*	*(80,000)*	*(90,000)*
19. Current Year Cash Expenditures		**170,675,100**	**182,316,300**	**196,511,200**	**227,652,900**	**223,910,000**
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)		**170,880,100**	**182,844,300**	**196,604,300**	**227,732,900**	**224,000,000**
20. Ending Cash Balance		**17,556,700**	**22,102,900**	**37,132,700**	**23,005,700**	**20,538,700**
21. Prior Year Encumbrances as of June 30		0	0	42,200	42,200	42,200
22. Current Year Encumbrances as of June 30		205,000	528,000	93,100	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		**17,351,700**	**21,574,900**	**36,997,400**	**22,883,500**	**20,406,500**
24a. Investments Direct by Agency (GL 1203)		0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments		**17,351,700**	**21,574,900**	**36,997,400**	**22,883,500**	**20,406,500**
26. Outstanding Loans (if this fund is part of a loan program)						

*Note:

Shaded areas in matrix are calculated. Numbers are rounded to hundreds of dollars. Font set to fit to page.

FY 2022 Agency Budget - Request

Detail Report

Agency: 185 - Liquor Division, State

Function: 01 - Liquor Division

			FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
FY 2020 Total Appropriation									
1.00									
	0418-00	Dedicated	240.00	14,371,900	7,071,000	908,800	0	0	22,351,700
		Total	**240.00**	**14,371,900**	**7,071,000**	**908,800**	**0**	**0**	**22,351,700**
1.61 Reverted Appropriation Balances									
	0418-00	Dedicated	0.00	(209,400)	(753,800)	(296,600)	0	0	(1,259,800)
		Total	**0.00**	**(209,400)**	**(753,800)**	**(296,600)**	**0**	**0**	**(1,259,800)**
FY 2020 Actual Expenditures									
	0418-00	Dedicated	240.00	14,162,500	6,317,200	612,200	0	0	21,091,900
		Total	**240.00**	**14,162,500**	**6,317,200**	**612,200**	**0**	**0**	**21,091,900**
FY 2021 Original Appropriation									
3.00									
	0418-00	Dedicated	240.00	14,775,800	7,086,700	0	0	0	21,862,500
OT	0418-00	Dedicated	0.00	0	0	870,400	0	0	870,400
		Total	**240.00**	**14,775,800**	**7,086,700**	**870,400**	**0**	**0**	**22,732,900**
FY 2021 Total Appropriation									
	0418-00	Dedicated	240.00	14,775,800	7,086,700	0	0	0	21,862,500
OT	0418-00	Dedicated	0.00	0	0	870,400	0	0	870,400
		Total	**240.00**	**14,775,800**	**7,086,700**	**870,400**	**0**	**0**	**22,732,900**
Expenditure Adjustments									
6.49 Object Transfers									
CARES Act Reimbursement									
OT	0418-00	Dedicated	0.00	0	(40,300)	0	0	0	(40,300)
		Total	**0.00**	**0**	**(40,300)**	**0**	**0**	**0**	**(40,300)**
FY 2021 Estimated Expenditures									
	0418-00	Dedicated	240.00	14,775,800	7,086,700	0	0	0	21,862,500
OT	0418-00	Dedicated	0.00	0	(40,300)	870,400	0	0	830,100
		Total	**240.00**	**14,775,800**	**7,046,400**	**870,400**	**0**	**0**	**22,692,600**
Base Adjustments									
8.21 Object Transfers									
GASB 87. Reclass Capitalized Lease rental expense from OE to CO per new government accounting standards.									
	0418-00	Dedicated	0.00	0	(3,500,000)	3,500,000	0	0	0
		Total	**0.00**	**0**	**(3,500,000)**	**3,500,000**	**0**	**0**	**0**

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			FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
8.41 Removal of One-Time Expenditures									
OT	0418-00	Dedicated	0.00	0	40,300	(870,400)	0	0	(830,100)
		Total	**0.00**	**0**	**40,300**	**(870,400)**	**0**	**0**	**(830,100)**
FY 2022 Base									
	0418-00	Dedicated	240.00	14,775,800	3,586,700	3,500,000	0	0	21,862,500
OT	0418-00	Dedicated	0.00	0	0	0	0	0	0
		Total	**240.00**	**14,775,800**	**3,586,700**	**3,500,000**	**0**	**0**	**21,862,500**
Program Maintenance									
10.11 Change in Health Benefit Costs									
	0418-00	Dedicated	0.00	316,400	0	0	0	0	316,400
		Total	**0.00**	**316,400**	**0**	**0**	**0**	**0**	**316,400**
10.12 Change in Variable Benefit Costs									
	0418-00	Dedicated	0.00	67,100	0	0	0	0	67,100
		Total	**0.00**	**67,100**	**0**	**0**	**0**	**0**	**67,100**
10.31 Repair, Replacement Items/Alterations									
Replace 10 Security Systems ($61.5K), Replace Server Hosts & Storage ($55.2K), Replace 1 Warehouse Orderpicker ($55K), Replace 1 Pallet Jack ($17K), Replace 1 Reach Truck ($50K), Replace Batteries and Chargers for Warehouse Eqpt. ($37K), Replace Shelves, Counters and Walls at 8 Stores ($60.8K), Refloor 1 Store ($12.5K), Replace 1 Vehicle ($30K), Replace Retail Attire ($25K), Replace Coolers at 7 Stores ($22.4K), Upgrade Warehouse Lighting ($21K), Upgrade Electronic Data Manager Software ($7K).									
OT	0418-00	Dedicated	0.00	0	0	454,400	0	0	454,400
		Total	**0.00**	**0**	**0**	**454,400**	**0**	**0**	**454,400**
10.61 Salary Multiplier - Regular Employees									
	0418-00	Dedicated	0.00	103,900	0	0	0	0	103,900
		Total	**0.00**	**103,900**	**0**	**0**	**0**	**0**	**103,900**
10.62 Salary Multiplier - Group and Temporary									
	0418-00	Dedicated	0.00	15,100	0	0	0	0	15,100
		Total	**0.00**	**15,100**	**0**	**0**	**0**	**0**	**15,100**
FY 2022 Total Maintenance									
	0418-00	Dedicated	240.00	15,278,300	3,586,700	3,500,000	0	0	22,365,000
OT	0418-00	Dedicated	0.00	0	0	454,400	0	0	454,400
		Total	**240.00**	**15,278,300**	**3,586,700**	**3,954,400**	**0**	**0**	**22,819,400**

FY 2022 Agency Budget - Request

Detail Report

Agency: 185 - Liquor Division, State

Function: 01 - Liquor Division

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
Line Items								
12.01 Market Wage Adjustment for Retail Clerks (Classified & Group)								
The ISLD is requesting funding for the costs associated with increasing the wages of our retail store clerks, both Classifed ($1/hour increase to $11.80/hour starting wage) and Group ($1.15/hour increase to $11.50/hour). 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 = $13.50, 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.								
0418-00	Dedicated	0.00	454,700	0	0	0	0	454,700
	Total	**0.00**	**454,700**	**0**	**0**	**0**	**0**	**454,700**
12.02 Wage Adj. & Incentive Program for Warehouse Employees plus 1 Add'l FTP								
The ISLD is requesting funding for the costs associated with implementing market wage increases and an incentive program for our Warehouse workers in an attempt to improve recruitment and retention, as well as attendance and productivity, while reducing the incidence of errors and ultimately saving money through a reduction of re-work and cost avoidance via the need for less labor to correct errors. Also, the ISLD seeks to add one additional Material Handler Position to address increased workload in the Warehouse. The agency is experiencing a sharp and sustained increase in sales volumes since the onset of COVID-19.								
0418-00	Dedicated	1.00	179,500	0	0	0	0	179,500
	Total	**1.00**	**179,500**	**0**	**0**	**0**	**0**	**179,500**
12.03 Convert Retail Temps and Part-Time FTPs to Full-Time FTPs								
This request is to convert temporary, non-classified associates to classified. This will not result in add'l hours available to stores. It 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 classifed store employees and 140 temporary employees. This request would shift our reliance on temps to more reliable classified employees.								
0418-00	Dedicated	11.00	84,400	0	0	0	0	84,400
	Total	**11.00**	**84,400**	**0**	**0**	**0**	**0**	**84,400**
12.04 Relocate or Remodel 2 Existing Liquor Stores								
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 FY22, we have 16 leases expiring. ISLD anticipates renewing the leases in most of these locations; however, we are 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 pay back project costs in 1-2 years.								
0418-00	Dedicated	0.00	0	58,000	0	0	0	58,000
OT 0418-00	Dedicated	0.00	0	0	140,000	0	0	140,000
	Total	**0.00**	**0**	**58,000**	**140,000**	**0**	**0**	**198,000**
FY 2022 Total								
0418-00	Dedicated	252.00	15,996,900	3,644,700	3,500,000	0	0	23,141,600
OT 0418-00	Dedicated	0.00	0	0	594,400	0	0	594,400
	Total	**252.00**	**15,996,900**	**3,644,700**	**4,094,400**	**0**	**0**	**23,736,000**

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department: Office of the Governor
Function/Division: State Liquor Division
Activity/Program: Liquor Division Operations

Request for Fiscal Year : 2022
Agency Number: 185
Function/Activity Number: 01/00
Budget Unit: GVGA

Original Request Date:	Revision Request Date:
August 28, 2020	

Decision Unit Number: 12.01 **Descriptive Title:** Market Wage Adjustment for Retail Clerks (Classified and Group)

Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
1. Salaries		245,000			$245,000
2. Benefits		71,700			$71,700
3. Group Position Funding		138,000			$138,000
4. One-Time PC Costs					
TOTAL PERSONNEL COSTS:		**$454,700**			**$454,700**
OPERATING EXPENDITURES **by summary object:**					
1.					
2.					
3.					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY **by summary object:**					
1. Furniture & Fixtures					
2.					
3.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL		**$454,700**			**$454,700**

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

1. What is being requested and why? Specifically, what problem is this request trying to solve and how does this request address that problem?
   a. If a supplemental request, explain how this request arises to the level of being an emergency for the agency.
2. Indicate the specific source of authority, whether in statute or rule, that supports this request.
3. What is the agency staffing level, OE, and/or CO for this activity currently and how much funding, by source, is in the Base?
4. What resources are necessary to implement this request?
   a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.
   b. Note any existing agency human resources that will be redirected to this new effort, how existing operations will be impacted, and anticipated oversight the position would have
   c. List any additional operating funds and capital items needed in this year or in a future year and note onetime versus ongoing costs. Does this request require ongoing maintenance costs, when do they start, and for how long, for example?
   d. What is the basis for the requested resources (examples: RFI, Market cost, other estimate)? How were PC, OE, or CO needs projected? Attach a copy of the basis for your cost
5. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer
6. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

REQUEST BY DECISION UNIT

AGENCY: State Liquor Division	Agency No.:	185	FY 2022 Request
FUNCTION: Liquor Division	Function No.:	01	Page 10 of 34 Pages
ACTIVITY: Liquor Division Operations	Activity No.:	00	Original Submission __X__ or Revision No. ___

Decision Unit No: 12.01

B: Use the financial data matrix above to summarize requested resources by fund source and by expenditure class at the summary object level. Attach as many pages as necessary to repond to the following questions:

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

The ISLD is requesting funding for the costs associated with increasing the wages of our retail store clerks, both classifed 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 = $13.50, 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.

2. Indicate the specific source of authority, whether 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.

3. What is the agency staffing level, OE, and/or CO for this activity currently and how much funding, by source, is in the Base?

4. What resources are necessary to implement this request?

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

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

c. List any additional operating funds and capital items needed in this year or in a future year and note onetime versus ongoing costs. Does this request require ongoing maintenance costs, when do they start, and for how long, for example?

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

d. What is the basis for the requested resources (examples: RFI, Market cost, other estimate)? How were PC, OE, or CO needs projected? Attach a copy of the basis for your cost estimates, including documentation for any contingencies built into this request.

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.

5. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, anticipated grant awards, or anticipated partnerships with other state agencies or other entities.

Dedicated Funds profits generated by the ISLD will fund this request. Profits for FY'22 are expected to exceed $95MM providing full funding for this request.

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

This request 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.

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department: Office of the Governor
Function/Division: State Liquor Division
Activity/Program: Liquor Division Operations

Request for Fiscal Year : 2022
Agency Number: 185
Function/Activity Number: 01/00
Budget Unit: GVGA

Original Request Date:	Revision Request Date:
August 28, 2020	

Decision Unit Number: 12.02 **Descriptive Title:** Wage Adjustment and Incentive Program for Warehouse Employees + One Add'l FTP

Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)		1.00			1.00
PERSONNEL COSTS:					
1. Salaries		134,400			$134,400
2. Benefits		45,100			$45,100
3. Group Position Funding					
4. One-Time PC Costs					
TOTAL PERSONNEL COSTS:		**$179,500**			**$179,500**
OPERATING EXPENDITURES **by summary object:**					
1.					
2.					
3.					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY **by summary object:**					
1. Furniture & Fixtures					
2.					
3.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL		**$179,500**			**$179,500**

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

1. What is being requested and why? Specifically, what problem is this request trying to solve and how does this request address that problem?
   a. If a supplemental request, explain how this request arises to the level of being an emergency for the agency.
2. Indicate the specific source of authority, whether in statute or rule, that supports this request.
3. What is the agency staffing level, OE, and/or CO for this activity currently and how much funding, by source, is in the Base?
4. What resources are necessary to implement this request?
   a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.
   b. Note any existing agency human resources that will be redirected to this new effort, how existing operations will be impacted, and anticipated oversight the position would have
   c. List any additional operating funds and capital items needed in this year or in a future year and note onetime versus ongoing costs. Does this request require ongoing maintenance costs, when do they start, and for how long, for example?
   d. What is the basis for the requested resources (examples: RFI, Market cost, other estimate)? How were PC, OE, or CO needs projected? Attach a copy of the basis for your cost
5. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer
6. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

REQUEST BY DECISION UNIT

AGENCY: State Liquor Division	Agency No.:	185	FY 2022 Request
FUNCTION: Liquor Division	Function No.:	01	Page 12 of 34 Pages
ACTIVITY: Liquor Division Operations	Activity No.:	00	Original Submission __X__ or Revision No. ___

Decision Unit No: 12.02

B: Use the financial data matrix above to summarize requested resources by fund source and by expenditure class at the summary object level. Attach as many pages as necessary to repond to the following questions:

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

The ISLD is requesting funding for the costs associated with implementing market wage increases and an incentive program for our Warehouse workers in an attempt to improve recruitiment and retention as well as attendance and productivity while reducing the incidence of errors and ultimately saving money through a reduction of re-work and cost avoidance via the need for less labor to correct errors. Also, the ISLD seeks to add one additional Material Handler Position to address increased workload in the Warehouse. The agency is experiencing a sharp and sustained increase in sales volumes since the onset of COVID-19.

2. Indicate the specific source of authority, whether 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.

3. What is the agency staffing level, OE, and/or CO for this activity currently and how much funding, by source, is in the Base?

4. What resources are necessary to implement this request?

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

One Material Handler , pay grade G, full-time status, fully benefited, hire date July 1, 2021.

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

c. List any additional operating funds and capital items needed in this year or in a future year and note onetime versus ongoing costs. Does this request require ongoing maintenance costs, when do they start, and for how long, for example?

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

d. What is the basis for the requested resources (examples: RFI, Market cost, other estimate)? How were PC, OE, or CO needs projected? Attach a copy of the basis for your cost estimates, including documentation for any contingencies built into this request.

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.

5. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, anticipated grant awards, or anticipated partnerships with other state agencies or other entities.

Dedicated Funds profits generated by the ISLD will fund this request. Profits for FY'22 are expected to exceed $95MM providing full funding for this request.

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

This request 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.

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department: State Liquor Division
Function/Division: Liquor Division
Activity/Program: Liquor Division Operations

Request for Fiscal Year : 2022
Agency Number: 185
Function/Activity Number: 01/00
Budget Unit: GVGA

Original Request Date: August 28, 2020	Revision Request Date:

Decision Unit Number: 12.03 **Descriptive Title:** Convert Retail Temps and PT FTPs to FT FTPs

Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)		11.00			11.00
PERSONNEL COSTS:					
1. Salaries		247,500			$247,500
2. Benefits		73,400			$73,400
3. Group Position Funding		(236,500)			($236,500)
TOTAL PERSONNEL COSTS:		**$84,400**			**$84,400**
OPERATING EXPENDITURES **by summary object:**					
1. Staffing Fees					
2.					
3.					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY **by summary object:**					
1.					
2.					
3.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL		**$84,400**			**$84,400**

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

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

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

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

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

REQUEST BY DECISION UNIT

AGENCY: State Liquor Division	Agency No.:	185	FY 2022 Request
FUNCTION: Liquor Division	Function No.:	01	Page 14 of 34 Pages
ACTIVITY: Liquor Division Operations	Activity No.:	00	Original Submission _X_ or Revision No. ___

Decision Unit No: 12.03

B: Use the financial data matrix above to summarize requested resources by fund source and by expenditure class at the summary object level. Attach as many pages as necessary to repond to the following questions:

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

This request is to convert part-time non-classified associates to classified. 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 classifed store employees and 140 temporary employees. This request would shift our reliance on temps to more reliable classified employees.

2. What resources are necessary to implement this request?

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

3 New Liquor Store Clerks, pay grade F, full-time status, fully benefited, hire date July 1, 2021 would replace approximately 6,300 hours worked by temporary employees. The remaining 8 FTPs would be the result of coverting 59 part-time clerks (less than 40 hrs/week) to full-time 40 hour clerks. This increase in classifed FTPs would be offset by a reduction in temporary hours worked.

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

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

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

3. Please break out fund sources with anticipated expenditures in the financial data matrix. (Please separate one-time vs. ongoing requests.) Non-General funds should include a description of major revenue assumptions: new customer base, fee structure changes, ongoing anticipated grants, etc.

Dedicated Funds profits generated by the ISLD will fund this request. Profits for FY'22 are expected to exceed $95MM providing ample funding for this request.

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

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

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department: Office of the Governor
Function/Division: State Liquor Division
Activity/Program: Liquor Division Operations

Request for Fiscal Year : 2022
Agency Number: 185
Function/Activity Number: 01/00
Budget Unit: GVGA

Original Request Date: August 28, 2020
Revision Request Date:

Decision Unit Number: 12.03 **Descriptive Title:** Relocate or Remodel 2 Existing Liquor Stores

Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
1. Salaries					
2. Benefits					
3. Group Position Funding					
4. One-Time PC Costs					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES **by summary object:**					
1. Increases in Rent		58,000			$58,000
2. Increase in Utilities					
3. One-Time Moving Costs					
TOTAL OPERATING EXPENDITURES:		**$58,000**			**$58,000**
CAPITAL OUTLAY **by summary object:**					
1. Shelves & Counters		84,000			$84,000
2. Flooring		18,000			$18,000
3. Lights, Windows, Signage		38,000			$38,000
TOTAL CAPITAL OUTLAY:		**$140,000**			**$140,000**
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL		**$198,000**			**$198,000**

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

1. What is being requested and why? Specifically, what problem is this request trying to solve and how does this request address that problem?
   a. If a supplemental request, explain how this request arises to the level of being an emergency for the agency.
2. Indicate the specific source of authority, whether in statute or rule, that supports this request.
3. What is the agency staffing level, OE, and/or CO for this activity currently and how much funding, by source, is in the Base?
4. What resources are necessary to implement this request?
   a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.
   b. Note any existing agency human resources that will be redirected to this new effort, how existing operations will be impacted, and anticipated oversight the position would have
   c. List any additional operating funds and capital items needed in this year or in a future year and note onetime versus ongoing costs. Does this request require ongoing maintenance costs, when do they start, and for how long, for example?
   d. What is the basis for the requested resources (examples: RFI, Market cost, other estimate)? How were PC, OE, or CO needs projected? Attach a copy of the basis for your cost estimates, including documentation for any contingencies built into this request.
5. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer
6. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

REQUEST BY DECISION UNIT

AGENCY: State Liquor Division	Agency No.:	185	FY 2022 Request
FUNCTION: Liquor Division	Function No.:	01	Page 16 of 34 Pages
ACTIVITY: Liquor Division Operations	Activity No.:	00	Original Submission __X__ or Revision No. ___

Decision Unit No: 12.04

B: Use the financial data matrix above to summarize requested resources by fund source and by expenditure class at the summary object level. Attach as many pages as necessary to repond to the following questions:

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

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 FY22, we have 16 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.

2. Indicate the specific source of authority, whether 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.

3. What is the agency staffing level, OE, and/or CO for this activity currently and how much funding, by source, is in the Base?

4. What resources are necessary to implement this request?

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

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

c. List any additional operating funds and capital items needed in this year or in a future year and note onetime versus ongoing costs. Does this request require ongoing maintenance costs, when do they start, and for how long, for example?

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

d. What is the basis for the requested resources (examples: RFI, Market cost, other estimate)? How were PC, OE, or CO needs projected? Attach a copy of the basis for your cost estimates, including documentation for any contingencies built into this request.

Cost estimate is based on actual costs incurred on similar projects in prior fiscal years.

5. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, anticipated grant awards, or anticipated partnerships with other state agencies or other entities.

Dedicated Funds profits generated by the ISLD will fund this request. Profits for FY'22 are expected to exceed $95MM providing ample funding for this request.

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

This request 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.

FORM B6: WAGE & SALARY RECONCILIATION

Agency/Department: Office of the Governor
Function/Division: State Liquor Division
Activity/Program: Liquor Division Operations

Agency Number: 185
Function/Activity Number: 01/00
Budget Unit: GVGA
Fiscal Year: 2022

Original Request Date: August 28. 2020
Revision Date:
Revision #:

Fund Name: Liquor Control
Fund Number: 0418-00
Budget Submission Page # 17 of 34

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2021 SALARY	FY 2021 HEALTH BENEFITS	FY 2021 VAR BENEFITS	FY 2021 TOTAL	FY 2022 CHG HEALTH BENEFITS	FY 2022 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
		Totals from Wage and Salary Report (WSR):									
		Permanent Positions	1	220.95	7,637,314	2,658,530	1,697,122	**11,992,966**	292,096	61,862	353,958
		Board & Group Positions	2		1,254,507	0	141,396	**1,395,903**			
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	**0**	0	0	**0**
		TOTAL FROM WSR		**220.95**	**8,891,820**	**2,658,530**	**1,838,518**	**13,388,868**	**292,096**	**61,862**	**353,958**
		FY 2021 ORIGINAL APPROPRIATION	**14,775,800**	**240.00**	**9,812,910**	**2,933,923**	**2,028,967**	**14,775,800**			
		Unadjusted Over or (Under) Funded:	Est Difference	**19.05**	**921,090**	**275,393**	**190,449**	**1,386,932**	Calculated overfunding is 9.4% of Original Appropriation		
		Adjustments to Wage & Salary: Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:									
		Retire Cd / **Adjustment Description / Position Title**									
		R1 ISLD Director Position	1	1.00	160,000	11,650	35,608	**207,258**	1,280	1,296	2,576
Various	01550	R1 3 Shipping & Receiving Material Handlers	1	3.00	81,300	34,950	18,093	**134,343**	3,840	659	4,499
Various	01582	R1 3 Liquor Store Managers	1	3.00	124,800	34,950	27,774	**187,524**	3,840	1,011	4,851
Various	01586	R1 12 Store Clerks	1	12.00	274,800	139,800	61,157	**475,757**	15,360	2,226	17,586
Various		Additional Liquor Stock Clerk Hours vs. FY20	2	0.00	129,400	0	11,698	**141,098**	0	0	0
				0.00	0	0	0	**0**	0	0	**0**
				0.00	0	0	0	**0**	0	0	0
				0.00	0	0	0	**0**	0	0	0
				0.00	0	0	0	**0**	0	0	0
				0.00	0	0	0	**0**	0	0	0
				0.00	0	0	0	**0**	0	0	0
		Other Adjustments:									
				0.00	0	0	0	**0**	0	0	0
				0.00	0	0	0	**0**	0	0	0
				0.00	0	0	0	**0**	0	0	0
				0.00	0	0	0	**0**	0	0	0
		Estimated Salary Needs:									
		Permanent Positions	1	239.95	8,278,214	2,879,880	1,839,754	12,997,848	316,416	67,054	383,470
		Board & Group Positions	2	0.00	1,383,907	0	153,094	1,537,000	0	0	0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0	0	0	0
		Estimated Salary and Benefits		**239.95**	**9,662,120**	**2,879,880**	**1,992,848**	**14,534,848**	**316,416**	**67,054**	**383,470**
		Adjusted Over or (Under) Funding:	Orig. Approp	0.05	**160,200**	**47,700**	**33,000**	**240,900**	Calculated overfunding is 1.6% of Original Appropriation		
			Est. Expend	0.05	**160,200**	**47,700**	**33,100**	**241,000**	Calculated overfunding is 1.6% of Estimated Expenditures		
			Base	0.05	**160,200**	**47,700**	**33,100**	**241,000**	Calculated overfunding is 1.6% of the Base		

Personnel Cost Reconciliation - Relation to Zero Variance --->

DU			Original Appropriation	FTP	FY 21 Salary	FY 21 Health Ben	FY 21 Var Ben	FY 2021 Total	FY 22 Chg Health Bens	FY 22 Chg Var Bens	Total Benefit Change
3.00		**FY 2021 ORIGINAL APPROPRIATION**	**14,775,800**	**240.00**	**9,822,294**	**2,927,621**	**2,025,884**	**14,775,800**			
		Rounded Appropriation		**240.00**	**9,822,300**	**2,927,600**	**2,025,900**	**14,775,800**			
		Appropriation Adjustments:									
4.11		Reappropriation		0.00	0	0	0	0			
4.31		Supplemental		0.00	0	0	0	0			0
5.00		**FY 2021 TOTAL APPROPRIATION**		**240.00**	**9,822,300**	**2,927,600**	**2,025,900**	**14,775,800**			
		Expenditure Adjustments:									

FORM B6: WAGE & SALARY RECONCILIATION

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 2021 ESTIMATED EXPENDITURES**		**240.00**	**9,822,300**	**2,927,600**	**2,025,900**	**14,775,800**				
		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
				FTP	FY 22 Salary	FY22 Health Ben	FY 22 Var Ben	FY 2022 Total				
9.00		**FY 2022 BASE**		**240.00**	**9,822,300**	**2,927,600**	**2,025,900**	**14,775,800**				
10.11		Change in Health Benefit Costs				**316,400**		316,400				
10.12		Change in Variable Benefits Costs					**67,100**	67,100				
								0				
		Subtotal CEC Base:	Indicator Code	240.00	9,822,300	3,244,000	2,093,000	15,159,300				
10.51		Annualization			0	0	0	**0**				
10.61		CEC for Permanent Positions	1.00%		84,400		19,500	**103,900**				
10.62		CEC for Group Positions	1.00%		13,800		1,300	**15,100**				
10.63		CEC for Elected Officials & Commissioners			0		0	**0**				
11.00		**FY 2022 PROGRAM MAINTENANCE**		**240.00**	**9,920,500**	**3,244,000**	**2,113,800**	**15,278,300**				
		Line Items:										
12.01		Market Wage Adj. for Retail Clerks (Class & Group)			383,000		71,700	**454,700**				
12.02		Wage Adj. & Whse. Incentive Program + 1 Add'l FTP		1.00	134,400	12,930	32,170	**179,500**				
12.03		Convert Retail Temps and PT FTP to FT FTP		11.00	11,000	38,790	34,610	**84,400**				
13.00		**FY 2022 TOTAL REQUEST**		**252.00**	**10,448,900**	**3,295,720**	**2,252,280**	**15,996,900**				

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

Agency/Department: State Liquor Division
Program (If applicable)

Original Request Date: 8/28/20

Revision Request Date:

Request for Fiscal Year: 2022
Agency Number: 185
Function/Activity Number: 01/00

Priority Order	Program	DU	Fund	Sub-object Code	Item/Description	Mileage	Date Acquired	Quantity in Stock	Request Quantity Desired	Request Unit Cost	Request Total Cost	Gov's Rec Fund	Gov's Rec Quantity	Gov's Unit Cost	Governor's Recommendation
1	01	12.04	0418	6710	Furniture & Fixtures for Store Remodels/Relocations/Modernization		Various	66	2	70,000	140,000	0418	2	70,000	140,000
2	01	10.31	0418	6420	Replace 10 Store Security Systems		Various	67	10	6,150	61,500	0418	10	6,150	61,500
3	01	10.31	0418	6420	Replace Central Office server hosts and storage		2018	1	1	55,200	55,200	0418	1	55,200	55,200
4	01	10.31	0418	6840	One Warehouse orderpicker		2003	5	1	55,000	55,000	0418	1	55,000	55,000
5	01	10.31	0418	6840	One Warehouse pallet jacks		2004	14	1	17,000	17,000	0418	1	17,000	17,000
6	01	10.31	0418	6840	One Warehouse reach truck		1997	6	1	50,000	50,000	0418	1	50,000	50,000
7	01	10.31	0418	6840	Replacement batteries & battery chargers for Warehouse Eqpt.		Various	25	3	12,333	37,000	0418	3	12,333	37,000
8	01	10.31	0418	6710	Replacement storage shelves, counters, pony walls for 8 stores		Various	67	8	7,600	60,800	0418	8	7,600	60,800
9	01	10.31	0418	6230	Reroof 1 Liquor Store		2012	67	1	12,500	12,500	0418	1	12,500	12,500
10	01	10.31	0418	6630	New Vehicle for District 2 Manager	150,000	2014	6	1	30,000	30,000	0418	1	30,000	30,000
11	01	10.31	0418	5715	Attire for Retail Employees		2012	1,800	1,000	25	25,000	0418	1,000	25	25,000
12	01	10.31	0418	6710	Replace Coolers at 7 Stores		1990s	130	7	3,200	22,400	0418	7	3,200	22,400
13	01	10.31	0418	6230	Upgrade Warehouse Lighting		1996	50	10	2,100	21,000	0418	10	2,100	21,000
14	01	10.31	0418	6440	EDM Upgrade		2015	1	1	7,000	7,000	0418	1	7,000	7,000
												0000	0	0	0
Grand Total by Program										Subtotal of filtered items	$594,400				$594,400
	01										$594,400				$594,400
Grand Total by Decision Unit											*594,400*				*594,400*
		10.31			*Replacement Items*						$594,400				$594,400
		12.04			*Store Relocations/Remodels*						*454,400*				*454,400*
											140,000				*140,000*
Grand Total by Fund Source											$594,400				$0
			0418								*594,400*				*0*
Grand Total by Category								2,299	1,047		$594,400				$594,400
				5255	*Freight Services*			*0*	*0*		*0*				*0*
				5320	*Computer Services*			*0*	*0*		*0*				*0*
				5450	*Admin Supplies*			*0*	*0*		*0*				*0*
				5715	*Employee Uniforms*			*1,800*	*1,000*		*25,000*				*25,000*
				6230	*Building Improvements*			*117*	*11*		*33,500*				*33,500*
				6410	*Cmpr Peripheral Eqpt*			*0*	*0*		*0*				*0*
				6420	*Cmpr Processing Unit*			*68*	*11*		*116,700*				*116,700*
				6440	*Software - Purchased*			*1*	*1*		*7,000*				*7,000*
				6630	*Auto & Light Trucks*			*0*	*1*		*30,000*				*30,000*
				6710	*Furniture*			*263*	*17*		*223,200*				*223,200*
				6840	*Shop & Plant Equipment*			*50*	*6*		*159,000*				*159,000*
								0	*0*		*0*				*0*

Governor's Recommendation

This section to be completed by DFM only.

1. How does this request conform with the agency's individual IT plan? Has your IT plan been approved by the Office of Information Technology Services (ITS)? Does the request align with the state's IT plan and all other state standards? Attach any supporting documents about this request that you got from ITS or the Idaho Technology Authority.

This plan is in alignment with the Division's plan that was submitted to ITS. This plan is still pending approval from ITS.

Next

Agency Annual IT Plan 2022

Name of Agency	Division of Liquor
Agency Code	185
Date prepared	08/25/2020
Agency Representative Name	Jon Spence
Agency Representative contact Phone	2089479434
Agency Representative contact Email	jon.spence@liquor.idaho.gov
Agency Representative Title	Deputy Director IT and Security

*** Denotes Required Fields**

Help Function

*** Executive Summary** - A broad summary of the Agency's enterprise business strategy, including the Agency's mission, goals, accomplishments, and purpose outlining the role to b technology. These topics may be discussed in more detail elsewhere within the overall IT plan document. A list of IT initiatives and resources may be included.

The Idaho State Liquor Division's commitment to responsible customer service and efficient and effective operations is reflected in the agency's strategic goals, which are grounded our dual constitutional and statutory mandates:
1). To responsibly provide for the availability of distilled spirits to Idaho citizens without stimulating the normal demands of temperate consumers.
2). To curtail the intemperate use of beverage alcohol and maintain Idaho's position of low per capita consumption of distilled spirits.

*** Organizational Chart(s)**- An organizational chart showing the relationship of information technology resources with other organizational entities within the Agency. Also include a chart showing the information technology organizational entity in its entirety.

*** Business Recovery Plan** - Include a current copy of the Agency Business Recovery Plan.

Recovery_38_2020_266660

*** IT Project/Initiatives** (If no projects, then a single entry with Project Title "None" to be entered) - A listing summarizing all IT projects and initiatives planned to achieve the Agency plans must be included in the annual Agency IT Plan. This listing must include the project title, a description (to include purpose and benefits), estimated costs, source of funds (e.g. f fund, etc), and project timeframe. Please use the following tables for each project or initiative, add additional tables as needed.

Minimum of a single entry, with ability to add or delete additional entries.

All of the following fields are mandatory:

Add Project

Project Title	Description	Purpose/Benefit	Estimated Current Fiscal Year Costs *
Server Cluster Upgrade	Upgrade/replace cluster servers and storage for operating local services	Move to new Operating Systems, improve operational efficiency, and storage	55000
EDM Upgrade	Upgrade to the new version of Square9's Electronic Document Management software/server	Improve EDM to new version, easier to use, with better OCR and templates	7000
Security System Replacements	Replace failing security systems and cameras in State liquor stores	Monitor security, safety and operations requires operational cameras and 30 days of storage	50000

*** IT initiatives for 4-year planning horizon** (If no projects, then a single entry with Project Title "None" to be entered) - Briefly list the IT initiatives that are planned for the next fou

Minimum of a single entry, with ability to add or delete additional entries.

All of the following fields are mandatory:

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Agency	Liquor Division, Idaho State
Request for the Purchase of	Security System Replacements (State Liquor Stores)
Agency Purchasing Representative	Jon Spence
Agency Purchasing Representative Email Address	jon.spence@liquor.idaho.gov
Total Value of Request	$61,500.00
Comments	Projected replacement costs for aging/broken security system network video recorders and cameras for the State Liquor stores.
ITS Comments	
Analyst Comments	
ITS Approval Status	Pending

Version: 3.0
Created at 8/26/2020 9:10 AM by Jon Spence
Last modified at 8/26/2020 9:11 AM by Jon Spence

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Agency	Liquor Division, Idaho State
Request for the Purchase of	Square9/Electronic Document Management Upgrade
Agency Purchasing Representative	Jon Spence
Agency Purchasing Representative Email Address	jon.spence@liquor.idaho.gov
Total Value of Request	$6,844.00
Comments	An upgrade to the server/client software for the onsite EDM software, bringing the server OS current and adding improvements to software operation/usage.
ITS Comments	
Analyst Comments	
ITS Approval Status	Pending

Version: 3.0
Created at 8/26/2020 9:13 AM by Jon Spence
Last modified at 8/26/2020 9:13 AM by Jon Spence

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Agency	Liquor Division, Idaho State
Request for the Purchase of	Office Server Cluster Upgrade/Replacement
Agency Purchasing Representative	Jon Spence
Agency Purchasing Representative Email Address	jon.spence@liquor.idaho.gov
Total Value of Request	$55,183.00
Comments	An upgrade path for the virtualized cluster hosts/storage to add capability, including redundant storage and improved management.
ITS Comments	
Analyst Comments	
ITS Approval Status	Pending

Version: 1.0
Created at 8/26/2020 9:17 AM by Jon Spence
Last modified at 8/26/2020 9:17 AM by Jon Spence

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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:	Krissy Veseth	LSO/BPA Analyst:	Keith Bybee
Date Prepared:	24-Jul-20	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: ☐		State Owned: ☑	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 2020	REQUEST 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025
Total Number of Work Areas:	54	54	56	57	57	57
Full-Time Equivalent Positions:	51	51	54	55	55	55
Temp. Employees, Contractors, Auditors, etc.:	3	3	2	2	2	2

SQUARE FEET

FISCAL YR:	ACTUAL 2020	REQUEST 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025
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 2020	REQUEST 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025
Total Facility Cost/Yr:	$266,825.00	$274,829.75	$283,074.64	$291,566.88	$300,313.89	$309,323.30

SURPLUS PROPERTY

FISCAL YR:	ACTUAL 2020	REQUEST 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025
	☐	☐	☐	☐	☐	☐

IMPORTANT NOTES:

1. Upon completion, please send to Leasing Assistant at the Division of Public Works via email to Melissa.Broome@adm.idaho.gov. Please e-mail or call 208-332-1933 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:

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

UTILITIES: *use actual costs from current fiscal year*

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Electricity											
2,585	2,585	2,585	2,585	2,585	2,585	2,585	2,585	2,585	2,585	2,585	2,585
Water											
355	355	355	355	355	355	355	355	355	355	355	355
Sewer & Trash											
922	922	922	922	922	922	922	922	922	922	922	922
Gas											
1,803	1,803	1,803	1,803	1,803	1,803	1,803	1,803	1,803	1,803	1,803	1,803
Other Utilities:											
Total:	67,967	Est 2021	70,006	Est 2022	72,106	Est 2023	74,269	Est 2024	76,497	Est 2025	78,792

JANITORIAL SERVICE: *use actual costs from current fiscal year*

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Cleaning Service:											
2,316	2,316	2,316	2,316	2,316	2,316	2,316	2,316	2,316	2,316	2,316	2,316
Other Cleaning Expense (paper products, cleaning supplies, etc.): *use actual costs from current fiscal year*											
Total:	27,794	Est 2021	28,628	Est 2022	29,487	Est 2023	30,371	Est 2024	31,282	Est 2025	32,221

BUILDING MAINTENANCE: *use actual costs from current fiscal year*

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Service Contracts:											
732	732	732	732	732	732	732	732	732	732	732	732
Other Maintenance Expense: *use actual costs from current fiscal year*											
4,099	4,099	4,099	4,099	4,099	4,099	4,099	4,099	4,099	4,099	4,099	4,099
Total:	57,977	Est 2021	59,716	Est 2022	61,508	Est 2023	63,353	Est 2024	65,254	Est 2025	67,211

PARKING CALCULATOR: *use actual costs from current fiscal year*

If your agency pays for parking spaces, enter the of spaces your agency is paying for.											
Cost Per Space Per Month											
Total:	0	Est 2021	0	Est 2022	0	Est 2023	0	Est 2024	0	Est 2025	0

OTHER EXPENSES CALCULATOR: *use actual costs from current fiscal year*

Real Estate Taxes paid by agency to landlord (show annual cost)											
Insurance paid by agency to landlord (show annual cost)											
Operating Expenses paid by agency to landlord (show annual cost)											
Other expenses paid by agency to landlord (show annual cost)											
Total:	**0**	**Est 2021**	**0**	**Est 2022**	**0**	**Est 2023**	**0**	**Est 2024**	**0**	**Est 2025**	0

TENANT IMPROVEMENTS:

Total:		**Est 2021**		**Est 2022**		**Est 2023**		**Est 2024**		**Est 2025**	

AGENCY NOTES:

AGENCY NAME: Idaho State Liquor Division								
FACILITY INFORMATION SUMMARY FOR FISCAL YR				2022	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	2022	request	104,200	$ 2.72	$ 283,075	56	1,861	2 Add'l Warehouse Employees
Boise, Idaho 83716	2021	estimate	104,200	$ 2.64	$ 274,830	54	1,930	
ISLD Central Office & Warehouse	2020	actual	104,200	$ 2.56	$ 266,825	54	1,930	
	Change (request vs actual)		0	$ 0.16	16,250	2	-69	
	Change (estimate vs actual)		0	$ -	8,005	0	0	
	2022	request	0	$ -	$ -	0	-	
	2021	estimate	0	$ -	$ -	0	-	
	2020	actual	0	$ -	$ -	0	-	
	Change (request vs actual)		0	$ -	0	0	0	
	Change (estimate vs actual)		0	$ -	0	0	0	
	2022	request	0	$ -	$ -	0	-	
	2021	estimate	0	$ -	$ -	0	-	
	2020	actual	0	$ -	$ -	0	-	
	Change (request vs actual)		0	$ -	0	0	0	
	Change (estimate vs actual)		0	$ -	0	0	0	
	2022	request	0	$ -	$ -	0	-	
	2021	estimate	0	$ -	$ -	0	-	
	2020	actual	0	$ -	$ -	0	-	
	Change (request vs actual)		0	$ -	0	0	0	
	Change (estimate vs actual)		0	$ -	0	0	0	
	2022	request	0	$ -	$ -	0	-	
	2021	estimate	0	$ -	$ -	0	-	
	2020	actual	0	$ -	$ -	0	-	
	Change (request vs actual)		0	$ -	0	0	0	
	Change (estimate vs actual)		0	$ -	0	0	0	
TOTAL (PAGE _____)	2022	request	104,200	$ 2.72	$ 283,075	56	1,861	
	2021	estimate	104,200	$ 2.64	$ 274,830	54	1,930	
	2020	actual	104,200	$ 2.56	$ 266,825	54	1,930	
	Change (request vs actual)		0	$ -	16,250	2	-69	
	Change (estimate vs actual)		0	$ -	8,005	0	0	
TOTAL (ALL PAGES)	2022	request			$ -			
	2021	estimate			$ -			
	2020	actual			$ -			
	Change (request vs actual)				0			
	Change (estimate vs actual)				0			

CAPITAL BUDGET REQUEST
FY 2022
ALTERATION AND REPAIR PROJECTS

AGENCY: Idaho State Liquor Division

PROJECT DESCRIPTION/LOCATION	COST	PRIORITY
Sewer and Drain (DWV) Repair and Improvement: The ISLD warehouse is in urgent need of DWV improvements. Agency currently uses an industrial size drivable floor scrubber that is deployed at minimum twice a week to the entire floor surface of the building. There is no acceptable location to fill and dump the large amounts of water and sediment containing wastewater from the machine for this activity. In addition, the building sewer serving the warehouse has verified damage that includes broken pipe leaking causing backups and leaking into the surrounding soils. This project would make immediate repairs the broken building sewer, and design and install a full-service water and waste station for the floor scrubber in the warehouse building. The floor scrubber station will be fitted with special large volume sediment drain trap and hot and cold-water supply along with protective wall and floor finish materials. If this project is not completed ISLD will continue to have numerous sewer backups which deplete the maintenance budget and cause health concerns for staff. ISLD will have to continue to maintain and operate the floor scrubber equipment with methods that create extra labor and potential long-term property damage to the warehouse and site.	$97,000.00	1
Lockout –Tagout: Lockout-Tagout (LOTO) or lock and tag is a safety procedure used in industry and research settings to ensure that dangerous machines are properly shut off and not able to be started up again prior to the completion of maintenance or repair work. ISLD have no LOTO procedures in place. **ARC Flash:** Any piece of equipment (such as a switchboard, panelboard, industrial control panel, motor control center, transformer, disconnect, motor starter, VFD cabinet, etc.) that is likely to require examination, adjustment, servicing, or maintenance while energized. If an employee or contractor could be exposed to energized conductors or circuit parts, they need to be aware of the risks they face; therefore, that item becomes a "point" and needs to be labeled.	$42,000.00	2
Exterior Building Paint & Door Repair:	$80,000.00	3

ISLD Office / Warehouse has exterior paint surfaces and exterior doors that have reached the end of expected service life. This project includes preparation and painting the exterior concrete surfaces and all steel man doors. This also includes replacing all exterior caulk joints. Exclude all metal sided attached structures. **Door Repair:** Replace the receiving door and all door hardware including door closure and threshold. Repair or replace the East warehouse and East Office door frames. Replace the East warehouse and East Office doors and all door hardware including door closures and thresholds. Completing this work would reduce agency maintenance costs in upkeep of the currently aged out painted surfaces and doors. In addition, it would increase security to the building and the safety of the staff who operate there.		

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

Agency Head Signature: _____

Date: 7/30/2020

CAPITAL BUDGET REQUEST
SIX-YEAR PLAN FY 2022 THROUGH FY 2027
CAPITAL IMPROVEMENTS

AGENCY: Idaho State Liquor Division

PROJECT DESCRIPTION/LOCATION	FY 2022 $	FY 2023 $	FY 2024 $	FY 2025 $	FY 2026 $	FY 2027 $
Sewer & Drain (DWV) Repair & Improvement	$97,000					
LOTO / ARC Flash	$42,000					
Exterior Building Paint & Door Repair	$80,000					
Facility Backup Power		$200,000				
Warehouse Pressurized System			$150,000			
Warehouse Lighting Upgrade				$125,000		
HVAC Replacement (first level)					$TBD	
ADA (accessibility Compliance Assessment						$40,000
TOTAL						

Agency Head Signature: _____

Date: 7/30/2020

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