

Agency Summary And Certification

FY 2025 Request

Agency: State Liquor Division

185

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: 08/31/2023

	FY 2023 Total Appropriation	FY 2023 Total Expenditures	FY 2024 Original Appropriation	FY 2024 Estimated Expenditures	FY 2025 Total Request
Appropriation Unit					
Liquor Division Operations	27,640,500	25,945,500	29,491,500	30,154,600	30,453,514
Total	27,640,500	25,945,500	29,491,500	30,154,600	30,453,514
By Fund Source					
D 41800 Dedicated	27,640,500	25,945,500	29,491,500	30,154,600	30,453,514
Total	27,640,500	25,945,500	29,491,500	30,154,600	30,453,514
By Account Category					
Personnel Cost	18,551,900	17,905,700	19,595,900	19,595,900	19,626,814
Operating Expense	3,961,300	3,560,300	4,868,900	4,868,900	5,846,100
Capital Outlay	5,127,300	4,479,500	5,026,700	5,689,800	4,980,600
Total	27,640,500	25,945,500	29,491,500	30,154,600	30,453,514
FTP Positions					
	263.00	263.00	261.00	261.00	257.25
Total	263.00	263.00	261.00	261.00	257.25

Division Description

Request for Fiscal Year: 2025

Agency: State Liquor Division

185

Division: State Liquor Division

LQ1

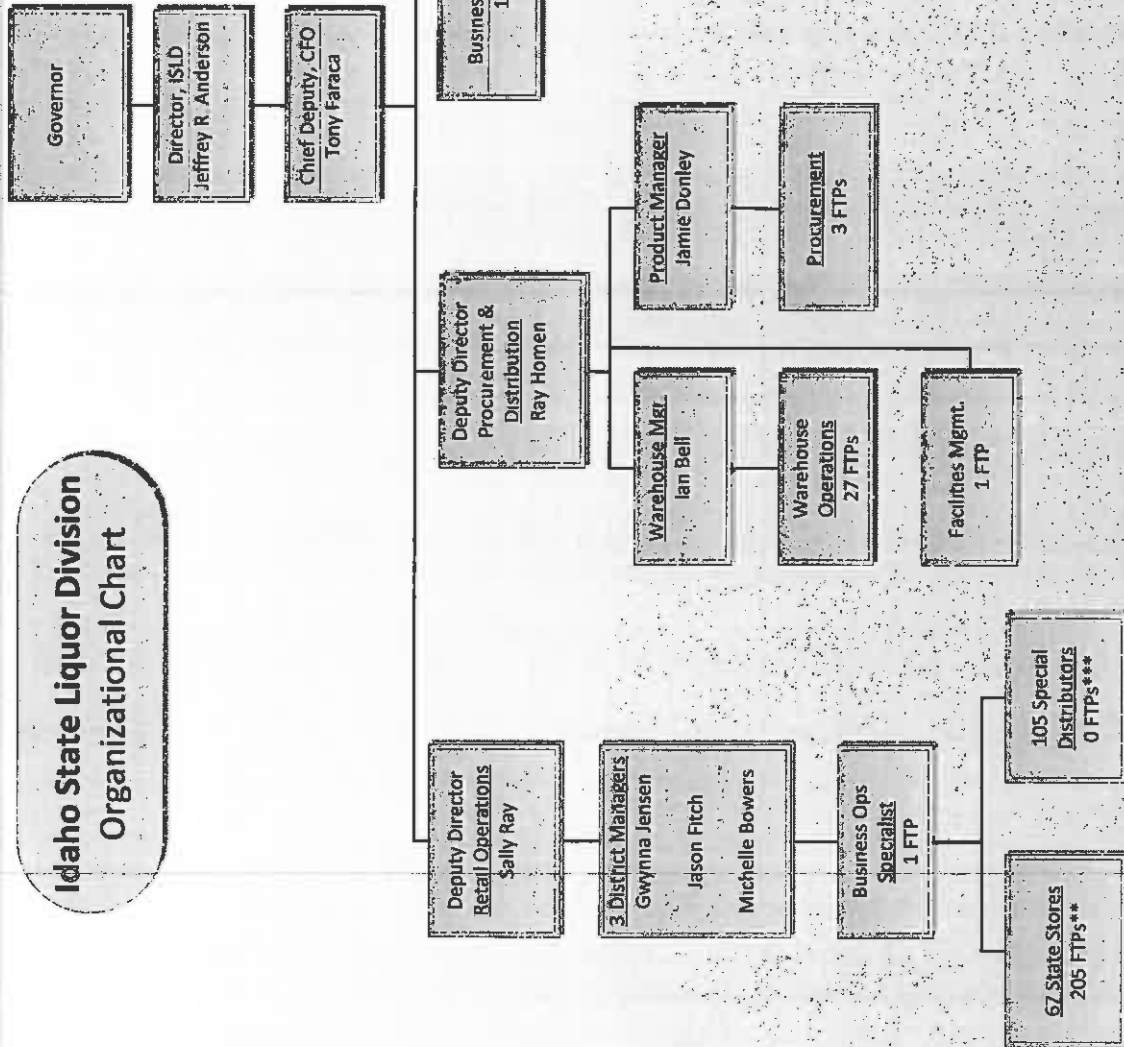
Statutory Authority: IC §23-201

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.

Idaho State Liquor Division Organizational Chart

Authorized FTP = 261
Vacant FTP = 16



** The Liquor Division employs 185 Part-time temporary stock clerks (non-classified)

*** District Managers oversee 105 Contract Liquor Stores

J. Anderson
Jeffrey R. Anderson, Director
9/28/23
Date

Analysis of Fund Balances

Request for Fiscal Year: 2025

Agency: State Liquor Division

185

Fund: Drug/Mental Health/Family Court Svcs Fund

34000

Sources and Uses:

Revenue is derived from fine amounts above the maximum amount that could have been imposed for misdemeanors prior to July 1, 2005 (Section 19-4705(2)(b), Idaho Code); the 2% surcharge added to the price of alcoholic liquor (Section 23-217(3), Idaho Code); Funds are to be used for operating drug courts and mental health courts, including drug testing, substance abuse treatment and supervision, mental health assessment, treatment, and supervision; assisting children and families in the courts; and for other

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 Estimate	
01. Beginning Free Fund Balance	0	0	0	0	0	
02. Encumbrances as of July 1	0	0	0	0	0	
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0	
03. Beginning Cash Balance	0	0	0	0	0	
04. Revenues (from Form B-11)	5,621,500	5,808,700	6,066,000	6,312,100	6,501,500	
05. Non-Revenue Receipts and Other Adjustments	0	0	0	0	0	
06. Statutory Transfers In	0	0	0	0	0	
07. Operating Transfers In	0	0	0	0	0	
08. Total Available for Year	5,621,500	5,808,700	6,066,000	6,312,100	6,501,500	
09. Statutory Transfers Out	0	0	0	0	0	
10. Operating Transfers Out	5,621,500	5,808,700	6,066,000	6,312,100	6,501,500	23-217: Distribution to Drug Court, Mental Health Court, and Family Court Services
11. Non-Expenditure Distributions and Other Adjustments	0	0	0	0	0	
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0	
13. Original Appropriation	0	0	0	0	0	
14. Prior Year Reappropriations, Supplementals, Recessions	0	0	0	0	0	
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0	
16. Reversions and Continuous Appropriations	0	0	0	0	0	
17. Current Year Reappropriation	0	0	0	0	0	
18. Reserve for Current Year Encumbrances	0	0	0	0	0	
19. Current Year Cash Expenditures	0	0	0	0	0	
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	0	0	0	0	0	
20. Ending Cash Balance	0	0	0	0	0	
21. Prior Year Encumbrances as of June 30	0	0	0	0	0	
22. Current Year Encumbrances as of June 30	0	0	0	0	0	
22a. Current Year Reappropriation	0	0	0	0	0	
23. Borrowing Limit	0	0	0	0	0	
24. Ending Free Fund Balance	0	0	0	0	0	
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0	
24b. Ending Free Fund Balance Including Direct Investments	0	0	0	0	0	
26. Outstanding Loans (if this fund is part of a loan program)	0	0	0	0	0	

Note:

Analysis of Fund Balances

Request for Fiscal Year: 2025

Agency: State Liquor Division

185

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

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 Estimate	
01. Beginning Free Fund Balance	36,997,400	38,115,700	21,790,600	20,402,215	18,710,300	
02. Encumbrances as of July 1	135,300	191,100	576,100	663,085	175,000	
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0	
03. Beginning Cash Balance	37,132,700	38,306,800	22,366,700	21,065,300	18,885,300	
04. Revenues (from Form B-11)	291,548,000	300,856,400	313,744,900	324,513,500	334,218,600	
05. Non-Revenue Receipts and Other Adjustments	42,200	33,700	0	0	0	
06. Statutory Transfers In	0	0	0	0	0	
07. Operating Transfers In	0	0	0	0	0	
08. Total Available for Year	328,722,900	339,196,900	336,111,600	345,578,800	353,103,900	
09. Statutory Transfers Out	0	0	620,000	804,300	828,400	23-404: Peace Officers Standards and Training Fund Distribution
09. Statutory Transfers Out	800,000	800,000	800,000	800,000	800,000	23-404: Community College Fund Distribution
09. Statutory Transfers Out	650,000	650,000	650,000	650,000	650,000	23-404: Cooperative Welfare Account Distribution
09. Statutory Transfers Out	440,000	440,000	440,000	440,000	440,000	23-404: Drug and Mental Health Court Supervision Fund Distribution
09. Statutory Transfers Out	680,000	680,000	680,000	680,000	680,000	23-404: Drug Court, Mental Health Court, and Family Court Services Fund Distribution
09. Statutory Transfers Out	42,603,000	55,620,000	50,080,000	52,645,700	54,225,100	23-404: General Fund Distribution
09. Statutory Transfers Out	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	23-404: Public School Income Fund Distribution
09. Statutory Transfers Out	2,080,000	2,080,000	2,080,000	2,080,000	2,080,000	23-404: Substance Abuse Fund Distribution
10. Operating Transfers Out	0	0	0	0	0	
11. Non-Expenditure Distributions and Other Adjustments	76,100	45,000	75,900	77,000	79,000	
12. Cash Expenditures for Prior Year Encumbrances	93,100	187,800	220,500	200,000	195,000	
13. Original Appropriation	22,732,900	24,044,800	27,654,500	29,491,500	29,995,000	
14. Prior Year Reappropriations, Supplementals, Recessions	0	0	0	0	0	
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0	
16. Reversions and Continuous Appropriations	219,252,100	231,658,700	230,853,900	237,800,000	244,900,000	
17. Current Year Reappropriation	0	0	0	0	0	
18. Reserve for Current Year Encumbrances	(191,100)	(576,100)	(308,500)	(175,000)	(205,000)	
19. Current Year Cash Expenditures	241,793,900	255,127,400	258,199,900	267,116,500	274,690,000	

Analysis of Fund Balances

Request for Fiscal Year: 2025

19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	241,985,000	255,703,500	258,508,400	267,291,500	274,895,000	
20. Ending Cash Balance	38,306,800	22,366,700	21,065,300	18,885,300	17,236,400	
21. Prior Year Encumbrances as of June 30	0	0	354,585	0	0	
22. Current Year Encumbrances as of June 30	191,100	576,100	308,500	175,000	205,000	
22a. Current Year Reappropriation	0	0	0	0	0	
23. Borrowing Limit	0	0	0	0	0	
24. Ending Free Fund Balance	38,115,700	21,790,600	20,402,215	18,710,300	17,031,400	
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0	
24b. Ending Free Fund Balance Including Direct Investments	38,115,700	21,790,600	20,402,215	18,710,300	17,031,400	
26. Outstanding Loans (if this fund is part of a loan program)	0	0	0	0	0	
01. Beginning Free Fund Balance	36,997,400	38,115,700	21,790,600	20,402,215	18,710,300	
02. Encumbrances as of July 1	135,300	191,100	576,100	663,085	175,000	
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0	
03. Beginning Cash Balance	37,132,700	38,306,800	22,366,700	21,065,300	18,885,300	
04. Revenues (from Form B-11)	291,548,000	300,856,400	313,744,900	324,513,500	334,218,600	
05. Non-Revenue Receipts and Other Adjustments	42,200	33,700	0	0	0	
06. Statutory Transfers In	0	0	0	0	0	
07. Operating Transfers In	0	0	0	0	0	
08. Total Available for Year	328,722,900	339,196,900	336,111,600	345,578,800	353,103,900	
09. Statutory Transfers Out	0	0	620,000	804,300	828,400	23-404: Peace Officers Standards and Training Fund Distribution
09. Statutory Transfers Out	800,000	800,000	800,000	800,000	800,000	23-404: Community College Fund Distribution
09. Statutory Transfers Out	650,000	650,000	650,000	650,000	650,000	23-404: Cooperative Welfare Account Distribution
09. Statutory Transfers Out	440,000	440,000	440,000	440,000	440,000	23-404: Drug and Mental Health Court Supervision Fund Distribution
09. Statutory Transfers Out	680,000	680,000	680,000	680,000	680,000	23-404: Drug Court, Mental Health Court, and Family Court Services Fund Distribution
09. Statutory Transfers Out	42,603,000	55,620,000	50,080,000	52,645,700	54,225,100	23-404: General Fund Distribution
09. Statutory Transfers Out	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	23-404: Public School Income Fund Distribution
09. Statutory Transfers Out	2,080,000	2,080,000	2,080,000	2,080,000	2,080,000	23-404: Substance Abuse Fund Distribution
10. Operating Transfers Out	0	0	0	0	0	
11. Non-Expenditure Distributions and Other Adjustments	76,100	45,000	75,900	77,000	79,000	
12. Cash Expenditures for Prior Year Encumbrances	93,100	187,800	220,500	200,000	195,000	
13. Original Appropriation	22,732,900	24,044,800	27,654,500	29,491,500	29,995,000	
14. Prior Year Reappropriations, Supplementals, Recessions	0	0	0	0	0	
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0	
16. Reversions and Continuous Appropriations	219,252,100	231,658,700	230,853,900	237,800,000	244,900,000	

Analysis of Fund Balances

Request for Fiscal Year: 2025

17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	(191,100)	(576,100)	(308,500)	(175,000)	(205,000)
19. Current Year Cash Expenditures	241,793,900	255,127,400	258,199,900	267,116,500	274,690,000
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	241,985,000	255,703,500	258,508,400	267,291,500	274,895,000
20. Ending Cash Balance	38,306,800	22,366,700	21,065,300	18,885,300	17,236,400
21. Prior Year Encumbrances as of June 30	0	0	354,585	0	0
22. Current Year Encumbrances as of June 30	191,100	576,100	308,500	175,000	205,000
22a. Current Year Reappropriation	0	0	0	0	0
23. Borrowing Limit	0	0	0	0	0
24. Ending Free Fund Balance	38,115,700	21,790,600	20,402,215	18,710,300	17,031,400
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	38,115,700	21,790,600	20,402,215	18,710,300	17,031,400
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 2023 Total Appropriation								
1.00	FY 2023 Total Appropriation							GVGA
	S1366							
	41800	Dedicated	263.00	18,551,900	3,961,300	5,127,300	0	27,640,500
			263.00	18,551,900	3,961,300	5,127,300	0	27,640,500
1.21	Account Transfers							GVGA
	Reclassing Appropriation for Rent Expense from OE to CO per GASB 87.							
	41800	Dedicated	0.00	0	0	0	0	0
	OT 41800	Dedicated	0.00	0	(233,000)	233,000	0	0
			0.00	0	(233,000)	233,000	0	0
	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 actual compensation must be transferred from PC to OE.							
	OT 41800	Dedicated	0.00	(113,300)	113,300	0	0	0
			0.00	(113,300)	113,300	0	0	0
1.61	Reverted Appropriation Balances							GVGA
	OT 41800	Dedicated	0.00	(532,900)	(281,300)	(217,700)	0	(1,031,900)
			0.00	(532,900)	(281,300)	(217,700)	0	(1,031,900)
1.81	CY Executive Carry Forward							GVGA
	OT 41800	Dedicated	0.00	0	0	(663,100)	0	(663,100)
			0.00	0	0	(663,100)	0	(663,100)
FY 2023 Actual Expenditures								
2.00	FY 2023 Actual Expenditures							GVGA
	41800	Dedicated	263.00	18,551,900	3,961,300	5,127,300	0	27,640,500
	OT 41800	Dedicated	0.00	(646,200)	(401,000)	(647,800)	0	(1,695,000)
			263.00	17,905,700	3,560,300	4,479,500	0	25,945,500
FY 2024 Original Appropriation								
3.00	FY 2024 Original Appropriation							GVGA
	HB362							
	41800	Dedicated	261.00	19,595,900	4,242,100	4,112,900	0	27,950,900
	OT 41800	Dedicated	0.00	0	626,800	913,800	0	1,540,600
			261.00	19,595,900	4,868,900	5,026,700	0	29,491,500
FY 2024 Total Appropriation								
5.00	FY 2024 Total Appropriation							GVGA
	41800	Dedicated	261.00	19,595,900	4,242,100	4,112,900	0	27,950,900
	OT 41800	Dedicated	0.00	0	626,800	913,800	0	1,540,600
			261.00	19,595,900	4,868,900	5,026,700	0	29,491,500

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
Appropriation Adjustments							
6.11	Executive Carry Forward						GVGA
	OT 41800 Dedicated	0.00	0	0	663,100	0	663,100
		0.00	0	0	663,100	0	663,100
FY 2024 Estimated Expenditures							
7.00	FY 2024 Estimated Expenditures						GVGA
	41800 Dedicated	261.00	19,595,900	4,242,100	4,112,900	0	27,950,900
	OT 41800 Dedicated	0.00	0	626,800	1,576,900	0	2,203,700
		261.00	19,595,900	4,868,900	5,689,800	0	30,154,600
Base Adjustments							
8.41	Removal of One-Time Expenditures						GVGA
	This decision unit removes one-time appropriation for FY 2024.						
	OT 41800 Dedicated	0.00	0	(626,800)	(913,800)	0	(1,540,600)
		0.00	0	(626,800)	(913,800)	0	(1,540,600)
FY 2025 Base							
9.00	FY 2025 Base						GVGA
	41800 Dedicated	261.00	19,595,900	4,242,100	4,112,900	0	27,950,900
	OT 41800 Dedicated	0.00	0	0	0	0	0
		261.00	19,595,900	4,242,100	4,112,900	0	27,950,900
Program Maintenance							
10.11	Change in Health Benefit Costs						GVGA
	This decision unit reflects a change in the employer health benefit costs.						
	41800 Dedicated	0.00	174,200	0	0	0	174,200
		0.00	174,200	0	0	0	174,200
10.12	Change in Variable Benefit Costs						GVGA
	This decision unit reflects a change in variable benefits.						
	41800 Dedicated	0.00	28,500	0	0	0	28,500
		0.00	28,500	0	0	0	28,500
10.21	General Inflation Adjustments						GVGA
	5% inflation assumption on general operating expenditures based on July 2023 CPI Publications.						
	41800 Dedicated	0.00	0	153,100	0	0	153,100
		0.00	0	153,100	0	0	153,100
10.23	Contract Inflation Adjustments						GVGA
	Anticipated and Contractual increases on base rent at 69 state-operated stores. Includes common area maintenance (prop. tax, insurance, maintenance) pass-thru increases in addition to actual rent. Also includes increases in age verification software services and security monitoring at retail stores and central office.						
	41800 Dedicated	0.00	0	112,100	153,500	0	265,600
		0.00	0	112,100	153,500	0	265,600
10.31	Repair, Replacement, or Alteration Costs						GVGA
	Maintenance of Operations request for replacement items and upgrades at the Central Office Warehouse and various retail locations.						
	OT 41800 Dedicated	0.00	0	552,300	48,000	0	600,300

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
		0.00	0	552,300	48,000	0	600,300
10.32	Repair, Replacement, or Alteration Costs						GVGA
	Maintenance of Operations request for replacement items and upgrades at the Central Office Warehouse and various retail locations.						
	OT 41800 Dedicated	0.00	0	0	322,800	0	322,800
		0.00	0	0	322,800	0	322,800
10.33	Repair, Replacement, or Alteration Costs						GVGA
	Maintenance of Operations request for replacement items and upgrades at the Central Office Warehouse and various retail locations.						
	OT 41800 Dedicated	0.00	0	0	186,000	0	186,000
		0.00	0	0	186,000	0	186,000
10.34	Repair, Replacement, or Alteration Costs						GVGA
	Maintenance of Operations request for replacement items and upgrades at the Central Office Warehouse and various retail locations.						
	OT 41800 Dedicated	0.00	0	134,000	0	0	134,000
		0.00	0	134,000	0	0	134,000
10.61	Salary Multiplier - Regular Employees						GVGA
	This decision unit reflects a 1% salary multiplier for Regular Employees.						
	41800 Dedicated	0.00	133,800	0	0	0	133,800
		0.00	133,800	0	0	0	133,800
FY 2025 Total Maintenance							
11.00	FY 2025 Total Maintenance						GVGA
	41800 Dedicated	261.00	19,932,400	4,507,300	4,266,400	0	28,706,100
	OT 41800 Dedicated	0.00	0	686,300	556,800	0	1,243,100
		261.00	19,932,400	5,193,600	4,823,200	0	29,949,200
Line Items							
12.01	Market Wage Adjustments for Retail Temps						GVGA
	This request would increase starting pay for temporary employees to \$15.00/hr. from the current \$13.50/hr. ISLD continues to struggle with store staffing and turnover. The pay rate for temporary employees trails the market rate by a significant amount, and group position are not included in annual CEC adjustments. Consequently, at the time these wage adjustments would take effect, it will have been two years since temporary employees have received any pay increases. Their income has fallen further behind because of historic inflationary pressures over the past two years. The Division utilizes approximately 115,000 temporary hours per year; therefore, this is a critical component in our ability to maintain store operations and provide adequate customer service.						
	41800 Dedicated	0.00	189,800	0	0	0	189,800
		0.00	189,800	0	0	0	189,800
12.02	Relocate or Remodel One Existing Liquor Store						GVGA
	With 67 state-run stores, the ISLD must typically address expiring leases and updates to 8-12 stores per year in order to maintain a modern retail environment that meets customer expectations. In FY25, ISLD has eleven (11) leases expiring; however, we anticipate renewing the leases in most of these locations. Even with almost all existing leases being renewed, there is always a need for potential relocation. ISLD is requesting funding for the costs associated with relocating and/or remodeling one (1) state-run store where leases are expiring. The enhancements proposed for these stores will improve customer service and convenience. Based on historical trends, it is anticipated that these enhancements will generate incremental sales and pay back project costs in one (1) to two (2) years.						
	41800 Dedicated	0.00	0	3,900	75,400	0	79,300
	OT 41800 Dedicated	0.00	0	5,000	82,000	0	87,000
		0.00	0	8,900	157,400	0	166,300
12.03	Convert retail temp hours to Two Full-time PCNs (no additional hours)						GVGA
	This request is to convert part-time group positions hours to full-time classified hours. This will not result in additional hours available to stores but will only allow us to hire 2 classified clerks instead of temporary workers. Classified employees have proven to more consistent and reliable, and this type of employee is critical to a successful operation. The Division has 180 classified store employees and 170 temps. This request would shift reliance from temps to more reliable classified employees in areas of greatest need.						
	41800 Dedicated	2.00	45,516	0	0	0	45,516

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
		2.00	45,516	0	0	0	45,516
12.04	New Program Systems Specialist Position						GVGA
	The ISLD is requesting a full-time Program Systems Specialist position. The ISLD is included in Phase 4 for ITS modernization, and some work currently handled by our IT staff will remain with the Division to ITS. This includes the LUMA troubleshooting, testing and training; testing, training and documentation for an upgraded internal ERP system; creating and analyzing reports for business operational needs; proprietary systems knowledge; security and risk management liaison to ITS and a third-party security company to ensure orders are being scheduled and met; PCI compliance and yearly certification, and other non-commodity services not supported by ITS.						
	41800 Dedicated	1.00	85,098	0	0	0	85,098
		1.00	85,098	0	0	0	85,098
12.74	ITS Consolidation						GVGA
	In accordance with the Governor's IT modernization effort, this decision unit removes applicable personnel cost (PC) dollars associated with FTP which may be transitioning to the Office of Information Technology (OITS). The PC dollars which are currently used to pay the salaries of our IT employees must be transferred to Operating Expenditures (OE) in order to pay for the services which will be billed by OITS moving forward.						
	41800 Dedicated	(6.75)	(626,000)	0	0	0	(626,000)
	OT 41800 Dedicated	0.00	0	643,600	0	0	643,600
		(6.75)	(626,000)	643,600	0	0	17,600
FY 2025 Total							
13.00	FY 2025 Total						GVGA
	41800 Dedicated	257.25	19,626,814	4,511,200	4,341,800	0	28,479,814
	OT 41800 Dedicated	0.00	0	1,334,900	638,800	0	1,973,700
		257.25	19,626,814	5,846,100	4,980,600	0	30,453,514

Agency: State Liquor Division

185

Decision Unit Number 12.01 Descriptive Title Market Wage Adjustments for Retail Temps

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	0	189,800	0	189,800
55 - Operating Expense	0	0	0	0
70 - Capital Outlay	0	0	0	0
80 -	0	0	0	0
Totals	0	189,800	0	189,800
Full Time Positions	0.00	0.00	0.00	0.00

Appropriation Unit: Liquor Division Operations GVGA

Personnel Cost				
501 Employees - Temp	0	189,800	0	189,800
Personnel Cost Total	0	189,800	0	189,800
	0	189,800	0	189,800

Explain the request and provide justification for the need.

This request would increase starting pay for temps to \$15.00/hr. from the current \$13.50/hr. The ISLD continues to struggle with store staffing and turnover. Temp pay trails the market and group position are not included in annual CEC adjustments. Consequently, at the time these wage adjustments would take effect, it will have been two years since the temps have received any pay hikes. Their income has fallen further behind because of historic inflationary pressures over the past two years. The Division utilizes approximately 115,000 temp hours per year, thus, this is a critical component in our ability to maintain store operations and provide adequate customer service. Total PC request = \$189,800

If a supplemental, what emergency is being addressed?

N/A

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; furthermore, §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.

N/A

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 from profits generated by the ISLD will fund this request. Profits for FY'25 are expected to exceed \$130MM providing full funding for this request.

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

This request primarily supports the agency and its existing workforce. If request is approved, it will result in improved services levels within our retail stores. If not approved, the ISLD will continue to struggle with store staffing placing more stress on existing workforce and decreasing employee morale and job satisfaction.

Agency: State Liquor Division

185

Decision Unit Number 12.02 Descriptive Title Relocate or Remodel One Existing Liquor Store

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	0	0	0	0
55 - Operating Expense	0	8,900	0	8,900
70 - Capital Outlay	0	157,400	0	157,400
80 -	0	0	0	0
Totals	0	166,300	0	166,300
Full Time Positions	0.00	0.00	0.00	0.00

Appropriation Unit: Liquor Division Operations GVGA

Operating Expense

643 Specific Use Supplies	0	5,000	0	5,000
676 Miscellaneous Expense	0	3,900	0	3,900
Operating Expense Total	0	8,900	0	8,900

Capital Outlay

700 Property & Improvement	0	82,000	0	82,000
786 Capital Leases	0	75,400	0	75,400
Capital Outlay Total	0	157,400	0	157,400
	0	166,300	0	166,300

Explain the request and provide justification for the need.

With 67 state-run stores, the ISLD must typically address expiring leases and updates to 8-12 stores per year in order to maintain a modern retail environment that meets customer expectations. In FY25, ISLD has eleven (11) leases expiring; however, we anticipate renewing the leases in most of these locations. Even with almost all existing leases being renewed, there is always a need for potential relocation. ISLD is requesting funding for the costs associated with relocating and/or remodeling one (1) state-run store where leases are expiring. The enhancements proposed for these stores will improve customer service and convenience. Based on historical trends, it is anticipated that these enhancements will generate incremental sales and pay back project costs in one (1) to two (2) years.

If a supplemental, what emergency is being addressed?

N/A

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; furthermore, §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.

This request was calculated using current market rates for applicable expenditures related to a relocation. Cost estimate is based on actual costs incurred on similar projects in prior fiscal years.

Provide detail about the revenue assumptions supporting this request.

Dedicated Funds from profits generated by the ISLD will fund this request. Profits for FY'25 are expected to exceed \$130MM 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.

Agency: State Liquor Division

185

Decision Unit Number 12.03 Descriptive Title Convert retail temp hours to Two Full-time PCNs (no additional hours)

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	0	45,516	0	45,516
55 - Operating Expense	0	0	0	0
70 - Capital Outlay	0	0	0	0
80 -	0	0	0	0
Totals	0	45,516	0	45,516
Full Time Positions	0.00	2.00	0.00	2.00

Appropriation Unit: Liquor Division Operations GVGA

Personnel Cost				
500 Employees	0	1,600	0	1,600
512 Employee Benefits	0	15,016	0	15,016
513 Health Benefits	0	28,900	0	28,900
Personnel Cost Total	0	45,516	0	45,516
FTP - Permanent				
500 Employees	0	0	0	0
FTP - Permanent Total	0	0	0	0
Full Time Positions				
FTP - Permanent	0.00	2.00	0.00	2.00
Full Time Positions Total	0	0	0	0
	0	45,516	0	45,516

Explain the request and provide justification for the need.

This request is for two (2) new PCNs for stores 101 and 122. Currently, store 122 has one (1) full time PCN with staffing for a total of 3.13. Hiring good, dependable, temporary employees has become, progressively, more challenging; therefore, it would be more effective to staff stores with an additional, dedicated PCN. This would also facilitate five (5) hours for a temp to cover and pick up hours when other clerks are unavailable due to utilizing vacation & sick days.

If a supplemental, what emergency is being addressed?

n/a

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; furthermore, §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?

2 New Liquor Store Clerks, pay grade F, full-time status, fully benefited, hire date July 1, 2024 would replace approximately 4,200 hours worked by temporary employees. Additional spending authority will be required to implement this request.

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

2.0 full time PCNs

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

N/A

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.

This request was calculated using the current pay for full-time clerks offset by reduction in offsetting temp hours.

Provide detail about the revenue assumptions supporting this request.

Dedicated Funds from profits generated by the ISLD will fund this request. Profits for FY'25 are expected to exceed \$130MM providing ample funding for this request.

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

If not funded, there will continue to be a constant turnover of temps that aren't dedicated to the store. This request primarily serves constituents as it will ensure better customer service and safeguarding of state assets.

Agency: State Liquor Division

185

Decision Unit Number 12.04 Descriptive Title New Program Systems Specialist Position

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	0	85,098	0	85,098
55 - Operating Expense	0	0	0	0
70 - Capital Outlay	0	0	0	0
80 -	0	0	0	0
Totals	0	85,098	0	85,098
Full Time Positions	0.00	1.00	0.00	1.00

Appropriation Unit: Liquor Division Operations GVGA

Personnel Cost				
500 Employees	0	57,120	0	57,120
512 Employee Benefits	0	13,528	0	13,528
513 Health Benefits	0	14,450	0	14,450
Personnel Cost Total	0	85,098	0	85,098
FTP - Permanent				
500 Employees	0	0	0	0
FTP - Permanent Total	0	0	0	0
Full Time Positions				
FTP - Permanent	0.00	1.00	0.00	1.00
Full Time Positions Total	0	0	0	0
	0	85,098	0	85,098

Explain the request and provide justification for the need.

The ISLD is requesting a full-time Program Systems Specialist position. The ISLD is included in Phase 4 for ITS modernization and work currently handled by our IT staff will remain with the Division to ITS. This includes the LUMA troubleshooting, testing and training; testing, training and documentation for an upgraded ERP system; creating and analyzing reports for business operational needs; proprietary systems knowledge; security and risk management liaison to ITS and a third-party security company to ensure orders are being scheduled and met; PCI compliance and yearly certification, and other non-commodity services not supported by ITS.

If a supplemental, what emergency is being addressed?

n/a

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; furthermore, §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 ISLD is requesting a full-time Program Systems Specialist position (L-09062). This position allows us to have person dedicated to multiple systems, processes and oversight. Based on the duties and MQ's, the Program Systems Specialist appears to be the best fit for the roles and responsibilities necessary to be successful in this position.

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.

Provide detail about the revenue assumptions supporting this request.

Dedicated Funds from profits generated by the ISLD will fund this request. Profits for FY'25 are expected to exceed \$130MM providing ample funding for this request.

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

This request supports the staff and systems of the ISLD and will enable admin employees to perform their work in a changing system environment. We know there will be tasks and work that will come up that will not be under ITS purview. We need to be proactive and plan for unneeded stress on our team members – those transferring to ITS and those staying. We are trying to anticipate the need to ensure work is done in a timely manner.

Agency: State Liquor Division

185

Decision Unit Number 12.74 Descriptive Title ITS Consolidation

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	0	(626,000)	0	(626,000)
55 - Operating Expense	0	643,600	0	643,600
70 - Capital Outlay	0	0	0	0
80 -	0	0	0	0
Totals	0	17,600	0	17,600
Full Time Positions	0.00	(6.75)	0.00	(6.75)

Appropriation Unit: Liquor Division Operations GVGA

Personnel Cost				
500 Employees	0	(626,000)	0	(626,000)
Personnel Cost Total	0	(626,000)	0	(626,000)
Operating Expense				
590 Computer Services	0	643,600	0	643,600
Operating Expense Total	0	643,600	0	643,600
FTP - Permanent				
500 Employees	0	(7)	0	(7)
FTP - Permanent Total	0	0	0	0
	0	17,600	0	17,600

Explain the request and provide justification for the need.

If a supplemental, what emergency is being addressed?

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

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.

Provide detail about the revenue assumptions supporting this request.

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

PCF Detail Report

Request for Fiscal Year: 2025

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	242.00	10,221,877	3,324,750	2,388,513	15,935,140
		Total from PCF	242.00	10,221,877	3,324,750	2,388,513	15,935,140
		FY 2024 ORIGINAL APPROPRIATION	261.00	13,123,358	3,588,750	2,883,792	19,595,900
		Unadjusted Over or (Under) Funded:	19.00	2,901,481	264,000	495,279	3,660,760
Other Adjustments							
	500	Employees	19.00	869,100	0	0	869,100
	501	Employees - Temp	.00	1,950,000	0	0	1,950,000
	512	Employee Benefits	.00	0	0	382,100	382,100
	513	Health Benefits	.00	0	275,200	0	275,200
Estimated Salary Needs							
		Board, Group, & Missing Positions	.00	1,950,000	0	185,600	2,135,600
		Permanent Positions	261.00	11,090,977	3,599,950	2,585,013	17,275,940
		Estimated Salary and Benefits	261.00	13,040,977	3,599,950	2,770,613	19,411,540
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	82,381	(11,200)	113,179	184,360
		Estimated Expenditures	.00	82,381	(11,200)	113,179	184,360
		Base	.00	82,381	(11,200)	113,179	184,360

PCF Summary Report

Request for Fiscal Year: 2025

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 2024 ORIGINAL APPROPRIATION	261.00	13,123,358	3,588,750	2,883,792	19,595,900
5.00	FY 2024 TOTAL APPROPRIATION	261.00	13,123,358	3,588,750	2,883,792	19,595,900
7.00	FY 2024 ESTIMATED EXPENDITURES	261.00	13,123,358	3,588,750	2,883,792	19,595,900
9.00	FY 2025 BASE	261.00	13,123,358	3,588,750	2,883,792	19,595,900
10.11	Change in Health Benefit Costs	0.00	0	174,200	0	174,200
10.12	Change in Variable Benefit Costs	0.00	0	0	28,500	28,500
10.61	Salary Multiplier - Regular Employees	0.00	108,200	0	25,600	133,800
11.00	FY 2025 PROGRAM MAINTENANCE	261.00	13,231,558	3,762,950	2,937,892	19,932,400
12.01	Market Wage Adjustments for Retail Temps	0.00	189,800	0	0	189,800
12.03	Convert retail temp hours to Two Full-time PCNs (no additional hours)	2.00	1,600	28,900	15,016	45,516
12.04	New Program Systems Specialist Position	1.00	57,120	14,450	13,528	85,098
12.74	ITS Consolidation	(6.75)	(626,000)	0	0	(626,000)
13.00	FY 2025 TOTAL REQUEST	257.25	12,854,078	3,806,300	2,966,436	19,626,814

Summary Account	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	Change	% C-change	FY 2024 Appropriation	CY 2024 Expenditure Adjustments	FY 2024 Estimated Expenditures	Remove One Time Funding	FY 2025 Base less Adjustments	General Inflation DU 10.21	% Change	Medical Inflation DU 10.22	% Change	FY 2025 Totals
Communication Costs	0	0	0	0	0	0	417,225	0	417,225	0	417,225	20,800	0	0	0	438,125
General Services	0	0	0	0	0	0	364,808	0	364,808	(6,000)	358,808	17,900	0	0	0	376,708
Professional Services	0	0	0	0	0	0	238,562	0	238,562	(95,000)	143,562	7,200	0	0	0	150,762
Repair & Maintenance	0	0	0	0	0	0	609,023	0	609,023	(127,000)	482,023	24,100	0	0	0	506,123
Computer Services	0	0	0	0	0	0	73,874	0	73,874	0	73,874	3,700	0	0	0	77,574
Misc. Travel And Moving Costs	0	0	0	0	0	0	112,448	0	112,448	0	112,448	5,600	0	0	0	118,048
Administrative Supplies	0	0	0	0	0	0	288,905	0	288,905	0	288,905	14,400	0	0	0	303,305
Repair & Maintenance Supplies	0	0	0	0	0	0	588,930	0	588,930	(412,800)	176,130	8,600	0	0	0	184,930
Specific Use Supplies	0	0	0	0	0	0	31,861	0	31,861	0	31,861	1,600	0	0	0	33,461
Utilities	0	0	0	0	0	0	688,751	0	688,751	0	688,751	33,400	0	0	0	702,151
Rental Costs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous Expense	0	0	0	0	0	0	309,898	0	309,898	0	309,898	15,500	0	0	0	325,398
Capital Leases	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	3,704,305	0	3,704,305	(640,800)	3,063,505	153,100	0	0	0	3,216,605
Func Source	0	0	0	0	0	0	3,704,305	0	3,704,305	(640,800)	3,063,505	153,100	0	0	0	3,216,605
Dedicated	0	0	0	0	0	0	3,704,305	0	3,704,305	(640,800)	3,063,505	153,100	0	0	0	3,216,605

Form B4: Inflationary Adjustments

Agency: Liquor Division

Agency Number: 185

FY 2025 Request

Function: Liquor Division Operations

Function/Activity Number: _____

Page _____ of _____

Original Submission or Revision No. _____

(1) Operating Expenditures Summary Object	(2)			(3)			(4)			(5)			FY 2022 to FY 2023		(8)	(9)	(10)
	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2022 Actual	FY 2023 Actual	FY 2023 Actual	Change	% Change	FY 2024 Approp	FY 2024 Exp. Adj.	FY 2024 Est. Exp.						
Communication Costs	392,801	364,042	377,168	397,357	20,189	5.35%	417,225	-	417,225	-	417,225						
Employee Development Costs	17,996	28,938	18,536	26,672	8,135	43.89%	28,005	-	28,005	-	28,005						
General Services	224,915	250,334	276,038	227,913	(48,125)	-17.43%	364,808	-	364,808	-	364,808						
Professional Services	136,165	149,427	133,552	136,745	3,194	2.39%	238,582	-	238,582	-	238,582						
Repair & Maintenance Services	265,834	284,420	296,449	459,070	162,620	54.86%	609,023	-	609,023	-	609,023						
Administrative Services	2,112	3,204	2,527	3,216	689	27.28%	3,377	-	3,377	-	3,377						
Computer Services	33,108	100,840	128,077	70,356	(57,721)	-45.07%	73,874	-	73,874	-	73,874						
Employee Travel Costs	78,752	38,667	61,644	92,808	31,163	50.55%	112,448	-	112,448	-	112,448						
Administrative Supplies	199,451	293,796	230,835	227,528	(3,307)	-1.43%	288,905	-	288,905	-	288,905						
Fuel & Lubricant Costs	10,399	8,867	17,051	17,574	523	3.07%	18,453	-	18,453	-	18,453						
Manufacturing & Merchandising	678	136	-	-	-	-	-	-	-	-	-						
Computer Supplies	61,168	76,431	143,288	123,628	(19,661)	-13.72%	129,809	-	129,809	-	129,809						
Repair & Maintenance Supplies	91,381	145,188	240,485	167,743	(72,742)	-30.25%	588,930	-	588,930	-	588,930						
Institutional & Residential Supp	(412)	-	40	-	(40)	-100.00%	-	-	-	-	-						
Specific Use Supplies	29,856	24,576	36,423	30,344	(6,079)	-16.69%	31,861	-	31,861	-	31,861						
Insurance	47,891	53,620	63,847	51,516	(12,331)	-19.31%	74,092	-	74,092	-	74,092						
Utility Charges	473,695	509,964	539,606	598,810	59,204	10.97%	668,751	-	668,751	-	668,751						
Rentals & Operating Leases	3,791,657	4,000,199	600,647	708,358	107,711	17.93%	910,858	-	910,858	-	910,858						
Miscellaneous Expenditures	459,795	605,207	253,656	220,683	(32,973)	-13.00%	309,898	-	309,898	-	309,898						
Total	6,317,241	6,937,855	3,419,869	3,560,320	140,451	4.11%	4,868,900	-	4,868,900	-	4,868,900						
FundSource																	
General	-	-	-	-	-	-	-	-	-	-	-						
Dedicated	6,317,241	6,937,855	3,419,869	3,560,320	140,451	4.11%	4,868,900	-	4,868,900	-	4,868,900						
Federal	-	-	-	-	-	-	-	-	-	-	-						
Total	6,317,241	6,937,855	3,419,869	3,560,320	140,451	4.11%	4,868,900	-	4,868,900	-	4,868,900						

(11)

(12)

(13)

(14)

(15)

(16)

(17)

(18)

(19)

(20)

Part B: Operating Expenditures Summary Object	FY 2024 Est. Exp	Remove One Time Funding	SWCAP, Nondisc., Rent	FY 2025 Base	General Inflation (DU 10.21)	% Change	Medical Inflation (DU 10.22)	% Change	FY2025 Total
Communication Costs	417,225	-	-	417,225	20,900	5.01%	-	0.00%	438,125
Employee Development Costs	28,005	-	-	28,005	-	0.00%	-	0.00%	28,005
General Services	364,808	(6,000)	-	358,808	17,900	4.99%	-	0.00%	376,708
Professional Services	238,582	(95,000)	-	143,582	7,200	5.01%	-	0.00%	150,782
Repair & Maintenance Services	609,023	(127,000)	-	482,023	24,100	5.00%	-	0.00%	506,123
Administrative Services	3,377	-	-	3,377	-	0.00%	-	0.00%	3,377
Computer Services	73,874	-	-	73,874	3,700	5.01%	-	0.00%	77,574
Employee Travel Costs	112,448	-	-	112,448	5,600	4.98%	-	0.00%	118,048
Administrative Supplies	288,905	-	-	288,905	14,400	4.98%	-	0.00%	303,305
Fuel & Lubricant Costs	18,453	-	-	18,453	-	0.00%	-	0.00%	18,453
Manufacturing & Merchandising	-	-	-	-	-	-	-	0.00%	-
Computer Supplies	129,809	-	-	129,809	-	0.00%	-	0.00%	129,809
Repair & Maintenance Supplies	588,930	(412,800)	-	176,130	8,800	5.00%	-	0.00%	184,930
Institutional & Residential Supp	-	-	-	-	-	-	-	0.00%	-
Specific Use Supplies	31,861	-	-	31,861	1,600	5.02%	-	0.00%	33,461
Insurance	74,092	-	-	74,092	-	0.00%	-	0.00%	74,092
Utility Charges	668,751	-	-	668,751	33,400	4.99%	-	0.00%	702,151
Rentals & Operating Leases	910,858	-	-	910,858	-	0.00%	-	0.00%	910,858
Miscellaneous Expenditures	309,898	-	-	309,898	15,500	5.00%	-	0.00%	325,398
Total	4,868,900	(640,800)	-	4,228,100	153,100	3.62%	-	-	4,381,200
FundSource									
General	-	-	-	-	-	-	-	0.00%	-
Dedicated	4,868,900	(640,800)	-	4,228,100	153,100	3.62%	-	0.00%	4,381,200
Federal	-	-	-	-	-	-	-	0.00%	-
Total	4,868,900	(640,800)	-	4,228,100	153,100	3.62%	-	-	4,381,200

**CPI for All Urban Consumers (CPI-U)
Original Data Value**

Series Id: CUUR0000SA0
 Not Seasonally Adjusted
 Series Title: All items in U.S. city average, all urban consumers, not
 Area: U.S. city average
 Item: All items
 Base Period: 1982-84=100
 Years: 2013 to 2023

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2	% Chg	% Chg
2013	230.280	232.166	232.773	232.531	232.945	233.504	233.596	233.877	234.149	233.546	233.069	233.049	232.366	233.548		
2014	233.916	234.781	236.293	237.072	237.900	238.343	238.250	237.852	238.031	237.433	236.151	234.812	236.384	237.088		
2015	233.707	234.722	236.119	236.599	237.805	238.638	238.654	236.316	237.945	237.938	237.336	236.525	236.265	237.769		
2016	236.916	237.111	238.132	239.261	240.229	241.018	240.628	240.849	241.428	241.729	241.353	241.432	238.778	241.237		
2017	242.839	243.603	243.801	244.524	244.733	244.955	244.786	245.519	246.819	246.663	246.669	246.524	244.076	246.163		
2018	247.867	248.991	249.554	250.546	251.588	251.989	252.006	252.146	252.439	252.885	252.038	251.233	250.089	252.125		
2019	251.712	252.776	254.202	255.548	256.092	256.143	256.571	256.558	256.759	257.346	257.208	256.974	254.412	256.903		6.0%
2020	257.971	258.678	258.115	256.389	256.394	257.797	259.101	259.918	260.280	260.388	260.229	260.474	257.557	260.065		7.7%
2021	261.582	263.014	264.877	267.054	269.195	271.696	273.003	273.567	274.310	276.589	277.948	278.802	266.236	275.703		8.3%
2022	281.148	283.716	287.504	289.109	292.296	296.311	296.276	296.171	296.808	298.012	297.711	296.797	288.347	296.363		4.9%
2023	299.170	300.840	301.836	303.363	304.127	305.109	305.691						302.408			

Only Budgeted 5% of this Change in FY24
 Will Budget 5% again for FY25

Contract Inflation
 Agency: State Liquor Division
 Liquor Division Operations
 Appropriation Unit:

Contract	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated Expenditures	Contract Dates	FY 2025 Contractual % Change	FY 2025 Total
Intelligence - Age Verification Software	5,000	5,000	5,000	37,500	39,375	8/1/2024-7/31/25	0	3,100
King Security - Security Monitoring	10,500	10,500	10,500	10,500	27,500	9/1/2024-8/31/25	0	9,500
Store Rental Expense-Base Rent	0	0	3,886,400	4,158,400	4,532,000	Various	0	153,500
Store Rental Expense-CAM	3,791,700	4,000,200	600,600	655,000	778,000	Various	0	99,500
Total	3,807,200	4,015,700	4,502,500	4,861,400	5,376,875			265,600
Fund Source								
Dedicated	3,807,200	4,015,700	4,502,500	4,861,400	5,376,875			265,600
Total	3,807,200	4,015,700	4,502,500	4,861,400	5,376,875			265,600

ISLD Lease Summary for GASB 87

Summary

Asset	\$23,555,474.27	
Current	5,705,189.87	
Noncurrent	17,848,754.30	1,530.10
Depreciation	\$2,711,289.69	
Ending Current	3,216,768.50	
FMV FYE	21,065,522.79	
Imputed Interest	2,567,406.38	

CY Amounts

Principal Expired	2,579,510.74
Interest	245,858.33
Depreciation	\$2,711,289.69

Future Payments for Note Disclosure

Year	Principal	Interest	Total Future Pmts	Amortization Exp	
2023	3,261,129.94	437,532.62	3,698,662.56	3,499,151.18	
2024	3,978,671.61	553,535.98	4,532,207.58	4,117,231.88	<u>2025 Contract Inflation</u>
2025	4,208,232.14	477,488.35	4,685,720.49	4,140,333.77	153,512.91
2026	2,946,764.83	369,895.96	3,316,660.79	2,804,702.03	
2027	2,459,318.70	278,674.73	2,737,993.43	2,267,546.35	
2028	1,449,249.29	200,852.05	1,650,101.34	1,325,621.97	
2029-2033	2,842,412.37	550,052.14	3,392,464.51	2,291,249.83	
2034-2038	212,897.31	85,902.60	298,799.91	161,028.31	
2039-2043	216,691.02	24,810.54	241,501.56	116,747.84	
Total 2024-2043	18,314,237.26	2,541,212.35	\$ 20,855,449.62	17,224,461.99	Note: Total is 2024-2043
	\$ 18,314,237.26	\$ 2,541,212.35	\$ 20,855,449.62	\$ 17,224,461.99	

One-Time Operating & One-Time Capital Outlay Summary

Agency: State Liquor Division

Request for Fiscal Year: 2025

185

Detail	Priority	Appropriation Unit	DU	Fund	Summary Account	Item Description	Current Mileage	Date Acquired	Quantity in Stock	Request Quantity Desired	Request Unit Cost	Request Total Cost
1		GVGA	10.33	41800	755	Motorized & Non-Motorized Equipment	170,000	2012	18.00	4.00	46,500.00	186,000
2		GVGA	10.31	41800	643	Specific Use Supplies	0	2012	817.00	77.00	6,400.00	490,800
3		GVGA	10.32	41800	740	Computer Equipment	0	2020	306.00	183.00	1,800.00	322,800
4		GVGA	10.31	41800	700	Property & Improvement	0	2000	67.00	12.00	4,000.00	48,000
5		GVGA	10.34	41800	578	Repair & Maintenance	0	2014	134.00	10.00	13,400.00	134,000
6		GVGA	10.31	41800	578	Repair & Maintenance	0	2000	67.00	10.00	6,000.00	61,500
								Subtotal	1,409.00	296.00		1,243,100
Grand Total by Appropriation Unit												
		GVGA						Subtotal				1,243,100
Grand Total by Decision Unit												
			10.31									600,300
			10.32									322,800
			10.33									186,000
			10.34									134,000
								Subtotal				1,243,100
Grand Total by Fund Source												
				41800				Subtotal				1,243,100
Grand Total by Summary Account												
					578				201.00	20.00		195,500
					643				817.00	77.00		490,800
					700				67.00	12.00		48,000
					740				306.00	183.00		322,800
					755				18.00	4.00		186,000
								Subtotal	1,409.00	296.00		1,243,100

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

Agency/Department: State Liquor Division

Request for Fiscal Year: 2025
 Agency Number: 185
 Function/Activity Number: 01/00

Original Request Date: 9/1/20233
 Revision Request Date:

Page 6 of

Priority Order	Program	DU	Fund	Account	Item/Description	Mileage	Date Acquired	Quantity in Stock	Request Quantity Desired	Request Unit Cost	Request Total Cost
01	01	10 31	41800	578	Signage		1996	100	6	2,833	17,000
01	01	10 31	41800	643	Shelving, racks and counters at 24 Stores		1990s	600	42	10,302	432,700
01	01	10 31	41800	578	Replace interior paint at 9 Stores		1990s	67	14	3,179	44,500
01	01	10 31	41800	700	Replace lighting at 12 Stores		2000s	67	12	4,000	48,000
01	01	10 31	41800	643	Bins & Hand Trucks		2012	150	30	337	10,100
01	01	10 31	41800	643	Floor Scrubbers		2012-14	67	5	9,600	48,000
01	01	10 32	41800	740	Laptops & Wi-Fi devices		2015-16	70	70	554	38,800
01	01	10 32	41800	740	Store Printers		2012	201	72	600	43,200
01	01	10 32	41800	740	UPS Backups for all warehouse and office PCs		2015-18	30	30	360	10,800
01	01	10 32	41800	740	Security Cameras		20011-13	68	10	21,000	210,000
01	01	10 32	41800	740	Security Pilot		2012	1	1	20,000	20,000
01	01	10 33	41800	755	Order Picker		2010	6	1	46,000	46,000
01	01	10 33	41800	755	Reach Truck		2010	5	1	50,000	50,000
01	01	10 33	41800	755	Two New Vehicles	179,000	2012	10	2	45,000	90,000
01	01	10 34	41800	578	Window Wraps		2013	67	4	3,500	14,000
01	01	10 34	41800	578	Replace flooring at 6 Stores		2010-12	67	6	20,000	120,000
Grand Total by Program											\$1,243,100
01											20,000,000
Grand Total by Decision Unit											1,243,100
10 31											30,243,100
10 32											600,300
10 33											322,800
10 34											186,000
Grand Total by Fund Source											134,000
41800											30,243,100
Grand Total by Category											1,243,100
OE											1,243,100
OE											195,500
CO											490,800
CO											48,000
CO											322,800
GO											186,000
764											0
755											0
740											0
700											0
643											0
578											0
Subtotal of filtered items											0
1,576											305
301											30
817											77
67											12
370											183
21											4
0											0
0											0

Tony Faraca

From: Jon Spence
Sent: Tuesday, August 29, 2023 12:32 PM
To: Tony Faraca
Subject: FW: Reviewed & Recommended: Request for IT Budget Approval from ITS

One.

Jon Spence
IT Manager III
Idaho State Liquor Division
(208) 947-9434

From: WebMaster <webmaster@idaho.gov>
Sent: Friday, August 11, 2023 3:59 PM
To: Jon Spence <jon.spence@liquor.idaho.gov>
Cc: Jon Spence <jon.spence@liquor.idaho.gov>
Subject: Reviewed & Recommended: Request for IT Budget Approval from ITS

Your request #417 for Store Security Panel Replacement Pilot (5 locations) has been **Reviewed & Recommended** by ITS.

ITS Comments:

Consider collaborating with ITS to address the POTS lines for voice in these pilot locations.
Please click [here](#) to update your request and it will be sent back to ITS for approval.

Thank you for your submission.

ITS Management

If you have any questions, please send an email to itapprovals@its.idaho.gov

Flow by CAL & PBT. Updated 20210820

Tony Faraca

From: Jon Spence
Sent: Tuesday, August 29, 2023 12:32 PM
To: Tony Faraca
Subject: FW: Reviewed & Recommended: Request for IT Budget Approval from ITS

Two.

Jon Spence
IT Manager III
Idaho State Liquor Division

(208) 947-9434

From: WebMaster <webmaster@idaho.gov>
Sent: Friday, August 11, 2023 3:54 PM
To: Jon Spence <jon.spence@liquor.idaho.gov>
Cc: Jon Spence <jon.spence@liquor.idaho.gov>
Subject: Reviewed & Recommended: Request for IT Budget Approval from ITS

Your request #417 for Store Security Panel Replacement Pilot (5 locations) has been **Reviewed & Recommended** by ITS.

ITS Comments:

Please click [here](#) to update your request and it will be sent back to ITS for approval.

Thank you for your submission.

ITS Management

If you have any questions, please send an email to itapprovals@its.idaho.gov

Flow by CAL & PBT. Updated 20210820

Tony Faraca

From: Jon Spence
Sent: Tuesday, August 29, 2023 12:33 PM
To: Tony Faraca
Subject: FW: Reviewed & Recommended: Request for IT Budget Approval from ITS

Three.

Jon Spence
IT Manager III
Idaho State Liquor Division
(208) 947-9434

From: WebMaster <webmaster@idaho.gov>
Sent: Friday, August 11, 2023 3:40 PM
To: Jon Spence <jon.spence@liquor.idaho.gov>
Cc: Jon Spence <jon.spence@liquor.idaho.gov>
Subject: Reviewed & Recommended: Request for IT Budget Approval from ITS

Your request #416 for State Liquor Store Replacement Security Systems (Cameras/NVR) has been **Reviewed & Recommended** by ITS.

ITS Comments:

Feel free to work with ITS on the RFP requirements to consider prohibited devices and compatibility with state security camera standards.

Please click [here](#) to update your request and it will be sent back to ITS for approval.

Thank you for your submission.

ITS Management

If you have any questions, please send an email to itapprovals@its.idaho.gov

Flow by CAL & PBT. Updated 20210820

Tony Faraca

From: Jon Spence
Sent: Tuesday, August 29, 2023 12:33 PM
To: Tony Faraca
Subject: FW: Reviewed & Recommended: Request for IT Budget Approval from ITS

Four.

Jon Spence
IT Manager III
Idaho State Liquor Division
(208) 947-9434

From: WebMaster <webmaster@idaho.gov>
Sent: Friday, August 11, 2023 3:37 PM
To: Jon Spence <jon.spence@liquor.idaho.gov>
Cc: Jon Spence <jon.spence@liquor.idaho.gov>
Subject: Reviewed & Recommended: Request for IT Budget Approval from ITS

Your request #415 for State Liquor Stores Local Multi-Function Printer Replacements has been **Reviewed & Recommended** by ITS.

ITS Comments:

Please click [here](#) to update your request and it will be sent back to ITS for approval.

Thank you for your submission.

ITS Management

If you have any questions, please send an email to itapprovals@its.idaho.gov

Flow by CAL & PBT. Updated 20210820

Tony Faraca

From: Jon Spence
Sent: Tuesday, August 29, 2023 12:33 PM
To: Tony Faraca
Subject: FW: Reviewed & Recommended: Request for IT Budget Approval from ITS

Five.

Jon Spence
IT Manager III
Idaho State Liquor Division
(208) 947-9434

From: WebMaster <webmaster@idaho.gov>
Sent: Friday, August 11, 2023 3:30 PM
To: Jon Spence <jon.spence@liquor.idaho.gov>
Cc: Jon Spence <jon.spence@liquor.idaho.gov>
Subject: Reviewed & Recommended: Request for IT Budget Approval from ITS

Your request #414 for Server Room UPS upgrade/refresh has been **Reviewed & Recommended** by ITS.

ITS Comments:

Please click [here](#) to update your request and it will be sent back to ITS for approval.

Thank you for your submission.

ITS Management

If you have any questions, please send an email to itapprovals@its.idaho.gov

Flow by CAL & PBT. Updated 20210820

Tony Faraca

From: Jon Spence
Sent: Tuesday, August 29, 2023 12:34 PM
To: Tony Faraca
Subject: FW: Reviewed & Recommended: Request for IT Budget Approval from ITS

Five again. Hah, I did them in reverse order forgetting they sent the last one twice.

You should see two for the security panel upgrades. Six emails but five budget requests.

Jon Spence

IT Manager III

Idaho State Liquor Division

(208) 947-9434

From: WebMaster <webmaster@idaho.gov>
Sent: Friday, August 11, 2023 3:23 PM
To: Jon Spence <jon.spence@liquor.idaho.gov>
Cc: Jon Spence <jon.spence@liquor.idaho.gov>
Subject: Reviewed & Recommended: Request for IT Budget Approval from ITS

Your request #413 for District Manager/Specialists Laptop/Mobile Printer replacement has been **Reviewed & Recommended** by ITS.

ITS Comments:

Please click [here](#) to update your request and it will be sent back to ITS for approval.

Thank you for your submission.

ITS Management

If you have any questions, please send an email to itapprovals@its.idaho.gov

Flow by CAL & PBT. Updated 20210820

**CAPITAL BUDGET REQUEST
 FY 2025
 CAPITAL IMPROVEMENT PROJECT DESCRIPTION
 (New Buildings, Additions or Major Renovations)**

AGENCY: Idaho State Liquor Division AGENCY PROJECT PRIORITY: 1,2,3

PROJECT DESCRIPTION / ADDRESS: 1349 E Beechcraft Ct.

CONTACT PERSON: Ray Homen TELEPHONE: (208) 947-9406

PROJECT JUSTIFICATION:
 (A) Concisely describe what the project is.

 (B) What is the existing program and how will it be improved?

 (C) What will be the impact on your operating budget?

 (D) What are the consequences if this project is not funded?

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

ESTIMATED BUDGET: Land \$ A/E fees Construction 5% Contingency F.F & E Other Total \$	FUNDING: PBF \$ General Account Agency Funds Federal Funds Other Total \$
---	--

Agency Head Signature: 

Date: 8/1/2022

**CAPITAL BUDGET REQUEST
FY 2025
ALTERATION AND REPAIR PROJECTS**

AGENCY: Idaho State Liquor Division

PROJECT DESCRIPTION / ADDRESS	COST	PRIORITY
<p>Tool Room: This project was approved for design and construction in FY23, project 23320. Unfortunately, due to construction costs this project was advertised as an Add Alternate and will be out to bid as part of FY23 - 23320. As part of the Add Alternate, the design portion of the tool room will be completed as part of FY23 - 23320. (A) The tool room is the final piece of the ISLD "Tool Control Program" and will provide a secure location to store tools and parts used in maintaining the facility and the equipment. (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 on the operating budget. (D) Tools and maintenance equipment will continue to be scattered and unsecure within the facility.</p>	\$125,000	(1)
<p>Pave Over Retention Pond & Pave the Perimeter of the Building (West and South walls). This project will provide additional truck and trailer turnaround/staging/parking area over the current retention pond and additional staff/visitor parking along the side of the building (West and South walls). (A) ISLD is requesting the retention pond be paved to provide additional truck and trailer turnaround/staging/parking area over the current retention pond, additional trailer parking and new property fence for impacted area. (B) The facility/property is currently congested with inbound/outbound truck traffic and trailer storage. Paving the retention pond would allow us the ability to add additional ASRS cranes to the existing building (West side of facility) in the future. (C) No impact on the operating budget. (D) ISLD will continue to operate under existing conditions while continuing to evaluate long term solutions to extend the useful life of the facility.</p>	\$500K-\$750K	(2)
<p>Add Two Additional Loading Dock Doors; removal and relocation of the main receiving entrance, trucker bathroom, warehouse mop room and trash/recycling areas: This project would allow our facility to increase our inbound/outbound capacity by 33%, from 6 doors to 8 doors. The additional door capacity allows flexibility within warehouse operations to accommodate increased demand and volume. Adding the two receiving doors will require the removal and relocation of our main receiving entrance, trucker bathroom, warehouse mop room and trash/recycling area. (A) ISLD is requesting the addition of two (2) additional loading docks to accommodate business growth and extend the useful life of facility. (B) The additional loading docks will increase inbound/outbound efficiencies, improve warehouse staging area congestion and semi-truck/trailer congestion on the property. (C) Minimal impact on the operating budget for extended preventative maintenance of two additional loading docks/doors and cleaning services pending relocation of the trucker bathroom. (D) ISLD will continue to operate under existing</p>	\$500K-\$750K	(3)

conditions while continuing to evaluate long term solutions to extend the useful life of the facility.

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

Agency Head Signature: 

Date: 8/1/2023

**CAPITAL BUDGET REQUEST
SIX-YEAR PLAN FY 2025 THROUGH FY 2030
CAPITAL IMPROVEMENTS**

AGENCY: IDAHO STATE LIQUOR DIVISION

PROJECT DESCRIPTION / ADDRESS	FY 2025 \$	FY 2026 \$	FY 2027 \$	FY 2028 \$	FY 2029 \$	FY 2030 \$
Tool Room Addition	\$125,000					
Paving of Retention Pond & Areas Against Building (West + South Walls)	\$500K-\$750K					
Add Two Additional Dock Doors; Removal and Relocation of the Main Receiving Entrance, Trucker Bathroom, Warehouse Mop Room and Trash/Recycling Area	\$500K-\$750K					
Replace ASRS Roof Membrane – DM		\$TBD				
Facility Renovation (bathrooms/breakroom/utility room) - DM			\$TBD			
Warehouse Lighting Upgrade (Phase 3)				\$TBD		
Warehouse Pressurized System					\$TBD	
HVAC Replacement (first level) Security Entrance Backup Power for ASRS (Study) Fire Sprinkler Systems Upgrade						\$TBD \$TBD \$TBD \$TBD
TOTAL	\$1,125,000- \$1,625,000	TBD	TBD	TBD	TBD	TBD

Agency Head Signature: _____

Date: _____

8/1/2023

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:	Hannah Caudill	LSO/BPA Analyst:	Frances Lippitt
Date Prepared:	7/12/2023	For Fiscal Year:	2024

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		
Property 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 2023	ESTIMATE 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Number of Work Areas:	59	60	60	60	60	60
Full-Time Equivalent Positions:	55	58	58	58	58	58
Temp. Employees, Contractors, Auditors, etc.:	4	2	2	2	2	2

SQUARE FEET

FISCAL YR:	ACTUAL 2023	ESTIMATE 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
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 2023	ESTIMATE 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Facility Cost/Yr:	\$276,900.00	\$285,207.00	\$293,763.21	\$302,576.11	\$311,653.39	\$321,002.99

SURPLUS PROPERTY

FISCAL YR:	ACTUAL 2023	ESTIMATE 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
	<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 the State Leasing Program in the Division of Public Works via email to Carlin.Ross@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:

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 located 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 26, along with three district managers. Twenty-nine warehouse personnel - co-located within the central office - receive, store, and distribute over 1.4 million nine-liter cases annually over a geographic area of 83,000 square miles. The warehouse typically inventories about 240,000 cases valued at approximately \$18 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, 2023, the ISLD operated 174 retail outlets throughout the State. Of those, 67 are state-run liquor stores, leased from the private sector, and staffed by Division employees; 107 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 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 200 cities. Over the previous decade, \$880 million has been distributed to state programs, counties, and cities, including a record \$121.0 million in FY 2023. The ISLD projects distributions to reach nearly \$1.5 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 3.5% sales growth rate for FY 2024. As a result, distributions for FY 2024 are forecast to increase to approximately \$125 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 2020	FY 2021	FY 2022	FY 2023
Liquor Control Fund	\$260,092,500	\$297,169,600	\$306,665,100	\$319,810,900
Total	\$260,092,500	\$297,169,600	\$306,665,100	\$319,810,900
Expenditures	FY 2020	FY 2021	FY 2022	FY 2023
Personnel Costs	\$14,188,200	\$14,162,700	\$15,242,600	\$17,905,700
Operating Expenditures	\$6,305,100	\$6,937,900	\$3,419,900	\$3,560,300
Capital Outlay	\$531,300	\$824,400	\$5,007,500	\$5,142,600
Continuous Appropriation (COGS)	\$132,210,600	\$171,593,800	\$170,602,600	\$173,541,000
Distributions to Stakeholders	\$95,444,300	\$114,513,100	\$115,566,200	\$121,036,200
Total	\$248,679,500	\$308,031,900	\$309,838,800	\$321,185,800

Profile of Key Services Provided

Cases Managed and/or Key Services Provided	FY 2020	FY 2021	FY 2022	FY 2023
Nine-Liter Cases Sold	1,347,500	1,462,900	1,440,500	1,429,300
Total Dollar Sales	\$258,567,000	\$297,072,800	\$305,619,200	\$319,850,000
Net Income	\$98,241,700	\$114,069,600	\$114,246,000	\$120,588,000
Profit Distributions	\$95,444,300	\$114,513,100	\$115,556,600	\$121,036,200

FY 2023 Performance Highlights

- Consumption/Nine-Liter case sales decreased by 11,200 cases from 1.441 million to 1.429 million – a decline of -0.8%
- Sales increased \$14.3 million, from \$305.6 million to \$319.9 – up +4.6%
- Net Profit increased \$6.3 million, from \$114.3 million to \$120.6 million – up +5.5%
- Distributions to State programs, General Fund, Cities and Counties increased \$5.4 million, from \$115.6 million to \$121.0 million – up +4.7%

FY2023 continued a recent trend of very successful years for the ISLD. The Division once again experienced record sales, profits, and distributions. The Division returned the highest level of distributions in its history, even as sales quantities and per-capita consumption declined. Industry innovation and evolving consumer tastes continue to drive market share increases for distilled spirits vs. beer and wine. Additionally, inflationary factors and supply chain disruptions are ongoing challenges that we continue to address. All of these factors will continue to play prominent roles in the ISLD's sales growth and profitability now and into the future.

Cultivating relationships with organizations that are working toward maintaining healthy communities in Idaho is an important endeavor of the ISLD. In partnership with the National Alcohol Beverage Control Association (NABCA), the ISLD provides resources to aid in the implementation of education programs for these communities through a competitive grant program. This program helps fund a myriad of agencies and coalitions striving to combat the abuse of alcohol and drugs. In FY2023, \$50,000 was awarded amongst 13 different organizations: Boise School District, Boise State University, City of Coeur d'Alene, Cornerstone Teen Center, Drug & Alcohol Trends Education (Cottonwood), Idaho Chapter of the American Academy of Pediatrics, Idaho County Sheriff's Office, Idaho Office of Drug Policy, Idaho West Central Mountain Youth Advocacy, Idaho Drug Free Youth, Meridian Anti-Drug Coalition, MADC-School Resource Officers and Salmon Substance Abuse Prevention Coalition. Additionally, the ISLD is committed to responsibly selling our products and in the development of our associates via ongoing education and training. Training on cyber security, respectful workplace, HR compliance, and TIPS Safe-selling are mandatory 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 2020	FY 2021	FY 2022	FY 2023	FY 2024
1. Low Per Capita Consumption (9-Liter Cases per Adult) Change vs. Prior Year	actual	1.05 +8.2%	1.12 +6.7%	1.09 -2.8%	1.09 -2.9%	-----
	target	Below +9.2%	Below +8.5%	Below -1.5%	Below -0.8%	Below +1.6%
2. 9-Liter Cases Sold Change vs. Prior Year	actual	1,348,000 +9.2%	1,463,000 +8.5%	1,441,000 -1.5%	1,429,000 -0.8%	-----
	target	Above +8.2%	Above +6.7%	Above -2.8%	Above -2.9%	Above +1.0%
3. Sales (000s) Change vs. Prior Year	actual	\$258,500 +12.4%	\$297,072,800 +14.9%	305,619,200 +2.9%	319,850,000 +4.6%	-----
	target	Above +9.2%	Above +8.5%	Above -1.5%	Above -0.8%	Above +1.6%
4. Distributions (000s) Change vs. Prior Year	actual	\$95,400 +11.8%	\$114,513,100 +20.0%	\$115,566,200 +1.0%	\$121,036,200 +4.7%	-----
	target	Above +12.4%	Above +14.9%	Above +2.9%	Above +4.6%	Above +3.5%

Performance Measure Explanatory Notes

The ISLD has an excellent track record of meeting or exceeding its established benchmarks, and FY23 was an exemplary year by virtually every measure. The ISLD increased distributions to our beneficiaries by +4.7%, even in light of a decrease in unit sales and per capita consumption. In doing so, the Division was successful in delivering on each of its strategic performance measures.

For More Information Contact

Jeffrey R. Anderson, Director
Idaho State Liquor Division
1349 E. Beechcraft Ct.
Boise, ID 83716
Phone: (208) 947-9402
E-mail: jeff.anderson@liquor.idaho.gov

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



August 28, 2023

Director's Signature

Date

Please return to:

Division of Financial Management
304 N. 8th Street, 3rd Floor
Boise, Idaho 83720-0032

FAX: 334-2438
E-mail: info@dfm.idaho.gov