

Agency Summary And Certification

FY 2026 Request

Agency: State Liquor Division

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

Signature of Department Director: Tony Faraca Date: 08/29/2024

			FY 2024 Total Appropriation	FY 2024 Total Expenditures	FY 2025 Original Appropriation	FY 2025 Estimated Expenditures	FY 2026 Total Request
Appropriation Unit							
Liquor Division Operations			29,491,500	28,130,900	30,357,400	30,733,400	32,171,800
Total			29,491,500	28,130,900	30,357,400	30,733,400	32,171,800
By Fund Source							
D	41800	Dedicated	29,491,500	28,130,900	30,357,400	30,733,400	32,171,800
Total			29,491,500	28,130,900	30,357,400	30,733,400	32,171,800
By Account Category							
Personnel Cost			19,595,900	18,758,100	19,528,600	19,528,600	20,059,300
Operating Expense			4,868,900	3,614,900	5,848,200	5,434,800	6,135,200
Capital Outlay			5,026,700	5,757,900	4,980,600	5,770,000	5,977,300
Total			29,491,500	28,130,900	30,357,400	30,733,400	32,171,800
FTP Positions			261	261	257.25	257.25	257.25
Total			261	261	257.25	257.25	257.25

**Division Description****Request for Fiscal Year:** 2026**Agency:** State Liquor Division

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**Division:** State Liquor Division

LQ1

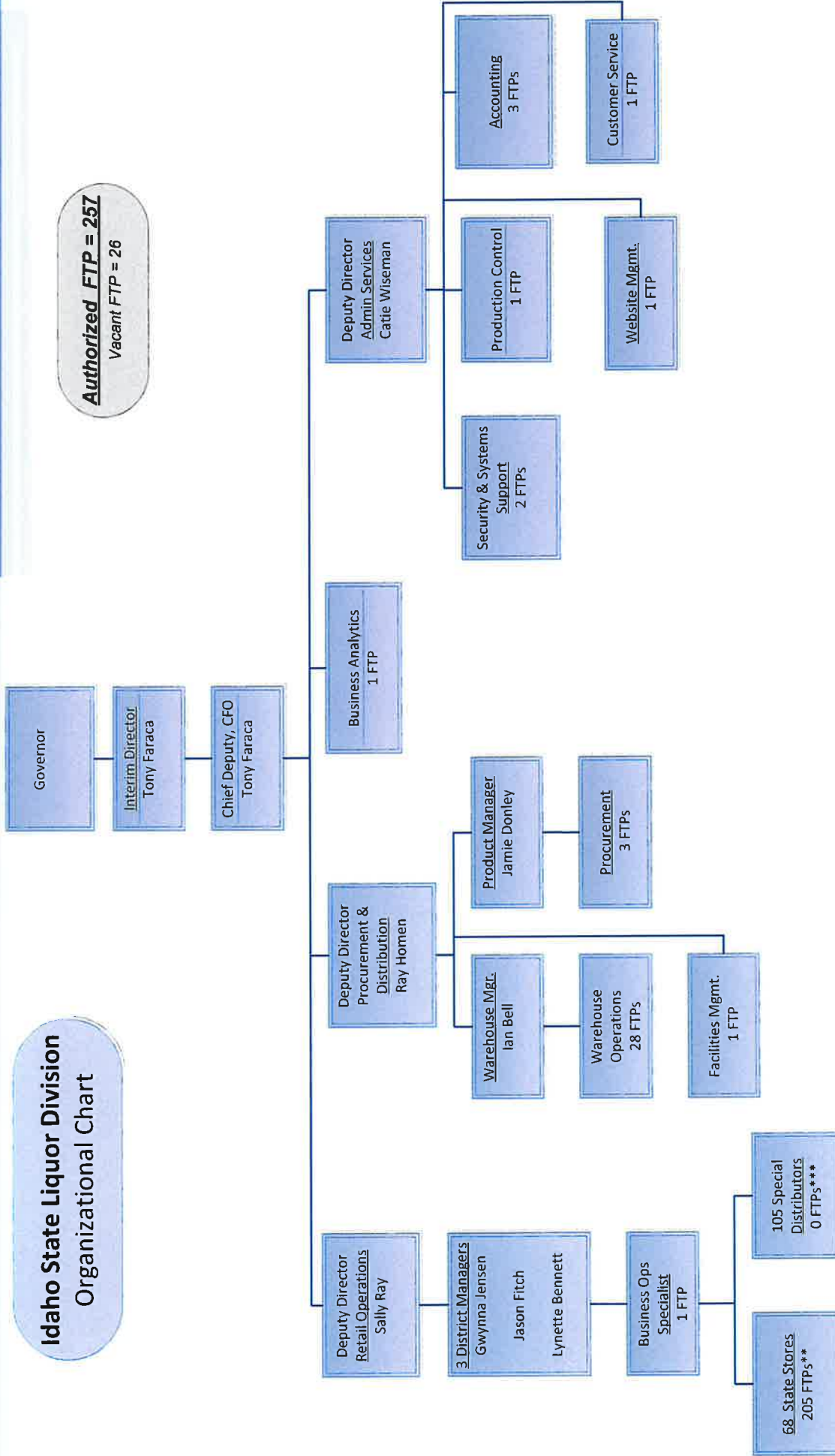
**Statutory Authority:** IC §23-201

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 = 257**  
Vacant FTP = 26



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

\*\*\* District Managers oversee 105 Contract Liquor Stores.

*Tony Faraca*  
Tony Faraca, Interim Director  
8/19/24  
Date

# Agency Revenues

Request for Fiscal Year: 2026

Agency: State Liquor Division

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		FY 22 Actuals	FY 23 Actuals	FY 24 Actuals	FY 25 Estimated Revenue	FY 26 Estimated Revenue	Significant Assumptions
<b>Fund</b>	34000 Drug/Mental Health/Family Court Svcs Fund						
	441 Sales of Goods	5,808,700	6,066,000	6,115,600	6,146,200	6,176,900	
	<b>Drug/Mental Health/Family Court Svcs Fund Total</b>	<b>5,808,700</b>	<b>6,066,000</b>	<b>6,115,600</b>	<b>6,146,200</b>	<b>6,176,900</b>	
<b>Fund</b>	34900 Miscellaneous Revenue						
	482 Other Fund Stat	0	0	0	0	0	
	<b>Miscellaneous Revenue Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Fund</b>	41800 Liquor Account (Liquor Control)						
	410 License, Permits & Fees	10,200	12,800	13,100	13,400	14,200	
	441 Sales of Goods		312,605,000		303,041,900	304,549,600	Idaho will continue to maintain a retail price advantage compared to Washington state. Idaho's lower prices result in an estimated 7.5% sales lift from Washington consumer coming into Idaho to shop for spirits. Estimated annual revenue impact = \$23.0MM
		300,309,600		300,041,700			
	460 Interest	99,700	547,700	624,000	545,000	484,000	
	470 Other Revenue	436,900	579,400	582,300	585,200	588,100	
	<b>Liquor Account (Liquor Control) Total</b>	<b>300,856,400</b>	<b>313,744,900</b>	<b>301,261,100</b>	<b>304,185,500</b>	<b>305,635,900</b>	
	<b>Agency Name Total</b>	<b>306,665,100</b>	<b>319,810,900</b>	<b>307,376,700</b>	<b>310,331,700</b>	<b>311,812,800</b>	

## Analysis of Fund Balances

Request for Fiscal Year: 2026

Agency: State Liquor Division

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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 22 Actuals	FY 23 Actuals	FY 24 Actuals	FY 25 Estimate	FY 26 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
<b>03. Beginning Cash Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
04. Revenues (from Form B-11)	5,808,700	6,066,000	6,115,600	6,146,200	6,176,900
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
<b>08. Total Available for Year</b>	<b>5,808,700</b>	<b>6,066,000</b>	<b>6,115,600</b>	<b>6,146,200</b>	<b>6,176,900</b>
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	5,808,700	6,066,000	6,115,600	6,146,200	6,176,900
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
<b>19. Current Year Cash Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>20. Ending Cash Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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
<b>24. Ending Free Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24a. Investments Direct by Agency (GL 1203)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24b. Ending Free Fund Balance Including Direct Investments</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

23-217: Distribution to Drug Court, Mental Health Court, and Family Court Services

Note:

# Analysis of Fund Balances

Request for Fiscal Year: 2026

Agency: State Liquor Division

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Fund: Liquor Account (Liquor Control)

41800

## Sources and Uses:

Included in the Liquor Fund are all revenues derived from the sale of alcoholic beverages, excise taxes, licenses, permits, fees, profits on sales, sales of equipment, supplies and other merchandise. In addition, all moneys from the purchase of properties. 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 the Drug Court, Mental Health Court and Family Court Services Fund.

	FY 22 Actuals	FY 23 Actuals	FY 24 Actuals	FY 25 Estimate	FY 26 Estimate	
<b>01. Beginning Free Fund Balance</b>	<b>38,115,700</b>	<b>21,790,600</b>	<b>20,415,700</b>	<b>12,282,500</b>	<b>11,092,600</b>	
02. Encumbrances as of July 1	191,100	576,100	663,100	376,100	324,500	
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0	
<b>03. Beginning Cash Balance</b>	<b>38,306,800</b>	<b>22,366,700</b>	<b>21,078,800</b>	<b>12,658,600</b>	<b>11,417,100</b>	
04. Revenues (from Form B-11)	300,856,400	313,744,400	300,041,700	303,041,900	304,549,600	
05. Non-Revenue Receipts and Other Adjustments	33,700	0	0	0	0	
06. Statutory Transfers In	0	0	0	0	0	
07. Operating Transfers In	0	0	0	0	0	
<b>08. Total Available for Year</b>	<b>339,196,900</b>	<b>336,111,100</b>	<b>321,120,500</b>	<b>315,700,500</b>	<b>315,966,700</b>	
09. Statutory Transfers Out	0	620,000	804,300	714,000	723,400	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	55,620,000	50,080,000	52,645,700	46,850,000	47,100,000	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	45,000	75,900	0	0	0	
12. Cash Expenditures for Prior Year Encumbrances	187,800	220,500	578,800	323,900	324,500	
13. Original Appropriation	24,044,800	27,640,500	29,491,500	30,357,400	32,171,800	
14. Prior Year Reappropriations, Supplementals, Recessions	0	0	0	0	0	
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0	

**Analysis of Fund Balances****Request for Fiscal Year: 2026**

16.	Reversions and Continuous Appropriations	231,658,700	230,853,900	219,415,500	220,512,600	221,615,100
17.	Current Year Reappropriation	0	0	0	0	0
18.	Reserve for Current Year Encumbrances	(576,100)	(308,500)	(323,900)	(324,500)	(260,100)
<b>19.</b>	<b>Current Year Cash Expenditures</b>	<b>255,127,400</b>	<b>258,185,900</b>	<b>248,583,100</b>	<b>250,545,500</b>	<b>253,526,800</b>
<b>19a.</b>	<b>Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>255,703,500</b>	<b>258,494,400</b>	<b>248,907,000</b>	<b>250,870,000</b>	<b>253,786,900</b>
<b>20.</b>	<b>Ending Cash Balance</b>	<b>22,366,700</b>	<b>21,078,800</b>	<b>12,658,600</b>	<b>11,417,100</b>	<b>8,442,000</b>
21.	Prior Year Encumbrances as of June 30	0	354,600	52,200	0	0
22.	Current Year Encumbrances as of June 30	576,100	308,500	323,900	324,500	260,100
22a.	Current Year Reappropriation	0	0	0	0	0
23.	Borrowing Limit	0	0	0	0	0
<b>24.</b>	<b>Ending Free Fund Balance</b>	<b>21,790,600</b>	<b>20,415,700</b>	<b>12,282,500</b>	<b>11,092,600</b>	<b>8,181,900</b>
<b>24a.</b>	<b>Investments Direct by Agency (GL 1203)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24b.</b>	<b>Ending Free Fund Balance Including Direct Investments</b>	<b>21,790,600</b>	<b>20,415,700</b>	<b>12,282,500</b>	<b>11,092,600</b>	<b>8,181,900</b>
<b>26.</b>	<b>Outstanding Loans (if this fund is part of a loan program)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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 2024 Total Appropriation								
1.00	FY 2024 Total Appropriation							GVGA
HB362								
	41800	Dedicated	261.00	19,595,900	4,868,900	5,026,700	0	29,491,500
			261.00	19,595,900	4,868,900	5,026,700	0	29,491,500
1.13	PY Executive Carry Forward							GVGA
	41800	Dedicated	0.00	0	0	663,100	0	663,100
			0.00	0	0	663,100	0	663,100
1.21	Account Transfers							GVGA
	41800	Dedicated	0.00	0	(450,000)	450,000	0	0
			0.00	0	(450,000)	450,000	0	0
1.61	Reverted Appropriation Balances							GVGA
	41800	Dedicated	0.00	(837,800)	(767,400)	(42,500)	0	(1,647,700)
			0.00	(837,800)	(767,400)	(42,500)	0	(1,647,700)
1.81	CY Executive Carry Forward							GVGA
	41800	Dedicated	0.00	0	(36,600)	(339,400)	0	(376,000)
			0.00	0	(36,600)	(339,400)	0	(376,000)
FY 2024 Actual Expenditures								
2.00	FY 2024 Actual Expenditures							GVGA
	41800	Dedicated	261.00	18,758,100	3,614,900	5,757,900	0	28,130,900
			261.00	18,758,100	3,614,900	5,757,900	0	28,130,900
FY 2025 Original Appropriation								
3.00	FY 2025 Original Appropriation							GVGA
HB459/HB694								
	41800	Dedicated	257.25	19,528,600	5,156,900	4,341,800	0	29,027,300
	OT 41800	Dedicated	0.00	0	691,300	638,800	0	1,330,100
			257.25	19,528,600	5,848,200	4,980,600	0	30,357,400
FY 2025Total Appropriation								
5.00	FY 2025 Total Appropriation							GVGA
	41800	Dedicated	257.25	19,528,600	5,156,900	4,341,800	0	29,027,300
	OT 41800	Dedicated	0.00	0	691,300	638,800	0	1,330,100
			257.25	19,528,600	5,848,200	4,980,600	0	30,357,400
Appropriation Adjustments								
6.11	Executive Carry Forward							GVGA



		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
This decision unit reflects unliquidated balances that met the requirements of Section 67-3521, Idaho Code to be carried forward from a prior fiscal year(s).							
	OT 41800 Dedicated	0.00	0	36,600	339,400	0	376,000
		0.00	0	36,600	339,400	0	376,000
6.21	Account Transfer						GVGA
This decision unit reflects an account transfer.							
	OT 41800 Dedicated	0.00	0	(450,000)	450,000	0	0
		0.00	0	(450,000)	450,000	0	0
<b>FY 2025 Estimated Expenditures</b>							
7.00	FY 2025 Estimated Expenditures						GVGA
	41800 Dedicated	257.25	19,528,600	5,156,900	4,341,800	0	29,027,300
	OT 41800 Dedicated	0.00	0	277,900	1,428,200	0	1,706,100
		257.25	19,528,600	5,434,800	5,770,000	0	30,733,400
<b>Base Adjustments</b>							
8.21	Account Transfers						GVGA
This decision unit makes an account transfer from OE to CO in order to reclass capitalized lease expense per GASB 87.							
	41800 Dedicated	0.00	0	(450,000)	450,000	0	0
		0.00	0	(450,000)	450,000	0	0
8.41	Removal of One-Time Expenditures						GVGA
This decision unit removes one-time appropriation for FY 2025.							
	OT 41800 Dedicated	0.00	0	(691,300)	(638,800)	0	(1,330,100)
		0.00	0	(691,300)	(638,800)	0	(1,330,100)
<b>FY 2026 Base</b>							
9.00	FY 2026 Base						GVGA
	41800 Dedicated	257.25	19,528,600	4,706,900	4,791,800	0	29,027,300
	OT 41800 Dedicated	0.00	0	0	0	0	0
		257.25	19,528,600	4,706,900	4,791,800	0	29,027,300
<b>Program Maintenance</b>							
10.11	Change in Health Benefit Costs						GVGA
This decision unit reflects a change in the employer health benefit costs.							
	41800 Dedicated	0.00	335,100	0	0	0	335,100
		0.00	335,100	0	0	0	335,100
10.12	Change in Variable Benefit Costs						GVGA
This decision unit reflects a change in variable benefits.							
	41800 Dedicated	0.00	(2,300)	0	0	0	(2,300)
		0.00	(2,300)	0	0	0	(2,300)
10.41	Attorney General Fees						GVGA
This decision unit reflects adjustments for legal services provided by the Office of the Attorney General.							
	41800 Dedicated	0.00	0	(22,800)	0	0	(22,800)
		0.00	0	(22,800)	0	0	(22,800)
10.43	Legislative Audits						GVGA
This decision unit reflects adjustments for legal services provided by the Office of the Attorney General.							

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
41800	Dedicated	0.00	0	5,000	0	0	5,000
		0.00	0	5,000	0	0	5,000
10.45	Risk Management Costs						GVGA
This decision unit reflects adjustments to the cost of insurance coverage as projected by a third-party actuary and billed by the Office of Insurance Management.							
41800	Dedicated	0.00	0	(1,800)	0	0	(1,800)
		0.00	0	(1,800)	0	0	(1,800)
10.46	Controller's Fees						GVGA
This decision unit reflects adjustments for statewide accounting and statewide payroll processing services provided by the Office of the State Controller.							
41800	Dedicated	0.00	0	163,800	0	0	163,800
		0.00	0	163,800	0	0	163,800
10.47	Treasurer's Fees						GVGA
This decision unit reflects adjustments for cash management and warrant processing services provided by the Office of the State Treasurer.							
41800	Dedicated	0.00	0	(500)	0	0	(500)
		0.00	0	(500)	0	0	(500)
10.48	Office of Information Technology Services Support Fees						GVGA
This decision unit reflects adjustments of information technology support services provided by the Office of Information Technology.							
41800	Dedicated	0.00	0	805,800	0	0	805,800
		0.00	0	805,800	0	0	805,800
10.61	Salary Multiplier - Regular Employees						GVGA
This decision unit reflects a 1% salary multiplier for Regular Employees.							
41800	Dedicated	0.00	140,500	0	0	0	140,500
		0.00	140,500	0	0	0	140,500
<b>FY 2026 Total Maintenance</b>							
11.00	FY 2026 Total Maintenance						GVGA
41800	Dedicated	257.25	20,001,900	5,656,400	4,791,800	0	30,450,100
OT 41800	Dedicated	0.00	0	0	0	0	0
		257.25	20,001,900	5,656,400	4,791,800	0	30,450,100
<b>Line Items</b>							
12.01	Market Wage Adjustment for Temporary Employees						GVGA
ISLD continues to struggle with store staffing and turnover. The pay rate for temporary employees continues to trail the market, and group positions are not included in annual CEC adjustments. Their income has fallen further behind because of historic inflationary pressures over the past three 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	57,400	0	0	0	57,400
		0.00	57,400	0	0	0	57,400
12.02	Laserfiche Software						GVGA
ISLD is requesting funding for an Electronic Document System. The Division seeks to reduce paper usage by adopting Laserfiche software. This program will be used by all departments, primarily accounting, purchasing, and warehousing. The goal is to establish workflows for users and processes and to manage documents digitally.							
41800	Dedicated	0.00	0	2,000	0	0	2,000
OT 41800	Dedicated	0.00	0	0	75,000	0	75,000
		0.00	0	2,000	75,000	0	77,000
12.03	Network Switches and Firewall Devices						GVGA
The ISLD has been working with ITS to launch a new 4G/5G cellular connectivity project. A successful pilot was implemented in FY25, and the project will be completed in FY26 and will need 70 network security firewall units and 70 switches for each location to complete the							

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
stack. Firewalls are network security appliances that monitor traffic and block unauthorized access from the outside and the switches are used to connect all of the devices. This project will eliminate the need for DSL/T1 network connections and result in annual savings of \$120,000.							
OT 41800	Dedicated	0.00	0	0	200,000	0	200,000
		0.00	0	0	200,000	0	200,000
12.04	Warehouse Shrink Wrap for Pallets						GVGA
The ISLD recently negotiated a new freight contract which will save the Division in excess of \$1 Million annually. As part of the new contract, the ISLD will now be required to wrap each pallet of product prior to it being loaded. This procedure was previously handled by the freight provider. Currently, the ISLD is spending \$6,000/month on shrink wrap.							
41800	Dedicated	0.00	0	72,000	0	0	72,000
		0.00	0	72,000	0	0	72,000
12.05	Website Upgrades to Meet Accessibility Standards						GVGA
The ISLD website is currently out of compliance with generally accepted standards as it relates to the Americans with Disabilities Act. The Division seeks funding for Website upgrades to include Web Content Accessibility Guideline (WCAG) standards. The ISLD seeks funding to enhance it's website so that it is easily accessible by people of all abilities. Ensuring appropriate web accessibility critical for risk mitigation factors, as well.							
OT 41800	Dedicated	0.00	0	100,000	0	0	100,000
		0.00	0	100,000	0	0	100,000
12.55	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	304,800	429,500	0	734,300
		0.00	0	304,800	429,500	0	734,300
12.56	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	235,000	0	235,000
		0.00	0	0	235,000	0	235,000
12.57	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	205,000	0	205,000
		0.00	0	0	205,000	0	205,000
12.58	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	41,000	0	41,000
		0.00	0	0	41,000	0	41,000
<b>FY 2026 Total</b>							
13.00	FY 2026 Total						GVGA
41800	Dedicated	257.25	20,059,300	5,730,400	4,791,800	0	30,581,500
OT 41800	Dedicated	0.00	0	404,800	1,185,500	0	1,590,300
		257.25	20,059,300	6,135,200	5,977,300	0	32,171,800

Agency: State Liquor Division

185

Decision Unit Number12.01

Descriptive TitleMarket Wage Adjustment for Temporary Employees

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	0	57,400	0	57,400
55 - Operating Expense	0	0	0	0
70 - Capital Outlay	0	0	0	0
80 -	0	0	0	0
Totals	0	57,400	0	57,400
	0.00	0.00	0.00	0.00

Appropriation Unit:Liquor Division Operations

GVGA

Personnel Cost				
501 Employees - Temp	0	57,400	0	57,400
Personnel Cost Total	0	57,400	0	57,400
	0	57,400	0	57,400

Explain the request and provide justification for the need.

This request would increase pay for temporary employees to \$15.45/hr. from the current \$15.00/hr. ISLD continues to struggle with store staffing and turnover. The pay rate for temporary employees continues to trail the market, and group position are not included in annual CEC adjustments. Their income has fallen further behind because of historic inflationary pressures over the past three 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.

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.

N/A

What resources are necessary to implement this request?

Approval of spending authority

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

N/A

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.

N/A

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 FY26 are expected to exceed \$120MM providing full funding for this request.

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

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

**Identify the measure/goal/priority this will improve in the strat plan or PMR.**

Funding of this request will allow for the returns to Idaho citizens to be optimized.

**What is the anticipated measured outcome if this request is funded?**

If funded, this request will contribute to the overall effective customer service of the ISLD at the retail level.

**What is being requested and why?**

ISLD continues to struggle with store staffing and turnover. The pay rate for temporary employees continues to trail the market, and group positions are not included in annual CEC adjustments. Their income has fallen further behind because of historic inflationary pressures over the past three 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.

**What is the expected impact if this request is not funded?**

Continued high turnover and high cost of training. Stores cannot be adequately staffed without these resources and customer service; therefore, perception of the ISLD suffers. Stores have had to operate on abbreviated hours causing reduced sales and reputational harm. Temp wages greatly trail their classified counterparts due to being ineligible for CEC bumps which also leads to morale issues.

**Is there an anticipated financial benefit related to this request? (incremental sales, cost savings, cost avoidance)**

The turnover rate for temporary employees has consistently been around 100% over the last several years.

**Financial Request Summary**

**Location(s)/Department affected:**

All Retail Stores

**Personnel Costs:**

**Description of Line Item:**

1. Salaries	\$51,750	ISLD uses 115,000 Temp Hours per Year
2. Benefits	\$5,600	
3. additional labor		
4. One-time PC Costs		
Total	\$57,350	

Is This a  
Replacement  
Item?  
**Yes or No?**

**Operating Expenditures:**

**Description of Line Item:**

1. Maintenance
2. Misc. One-time OE
3. Services
4.
5. CAM increases
6. Utilities
7.
Total

\$0

Is This a  
Replacement  
Item?  
**Yes or No?**

**Capital Outlay/Equipment:**

**Description of Line Item:**

1.
2.
3.
4.
5. Rent Increases

\$0

**Total Request \$57,350**

One-time Costs \$0  
Ongoing Costs \$57,350



State of Idaho

## **DIVISION OF HUMAN RESOURCES**

Executive Office of the Governor

BRAD LITTLE  
Governor  
JANELLE WHITE  
Administrator

Idaho Personnel Commission  
Mike Brassey, Chair  
Sarah E. Griffin  
Nancy Merrill  
Erika Malmen

July 22, 2024

Idaho State Liquor Division

Dear Tasha Pacholke:

This letter is in response to your FY 2026 Budget request. Your initial request was received August 13, 2024 and listed the following requested item(s) for your FY 2026 budget:

1. Item 1; Increase temporary positions by 3%

After review of your request, DHR concurs with the request for the following:

1. Item 1; Increase temporary positions by 3%

This letter attests that the Idaho State Liquor Division item 1 request is in alignment with Division of Human Resources (DHR) policies. Please include this letter with your final budget submission to the Division of Financial Management (DFM).

If you have any questions or concerns about your requests, please do not hesitate to contact me at [michael.evans@dhr.idaho.gov](mailto:michael.evans@dhr.idaho.gov) or 208-854-3056.

Sincerely,

A blue ink signature of Mike Evans, consisting of a stylized 'M' and 'E'.

Mike Evans  
Bureau Chief

Agency: State Liquor Division

185

Decision Unit Number12.02

Descriptive TitleLaserfiche Software

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	0	0	0	0
55 - Operating Expense	0	2,000	0	2,000
70 - Capital Outlay	0	75,000	0	75,000
80 -	0	0	0	0
Totals	0	77,000	0	77,000
	0.00	0.00	0.00	0.00

Appropriation Unit:Liquor Division Operations

GVGA

Operating Expense				
590 Computer Services	0	2,000	0	2,000
Operating Expense Total	0	2,000	0	2,000
Capital Outlay				
740 Computer Equipment	0	75,000	0	75,000
Capital Outlay Total	0	75,000	0	75,000
	0	77,000	0	77,000

Explain the request and provide justification for the need.

ISLD is requesting to go paperless by adopting Laserfiche software. Laserfiche licensing is managed by ITS and an RFP is not necessary. This program will be used by all departments, primarily accounting, purchasing, and warehousing. The goal is to set workflows for users and to manage documents digitally.

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.

N/A

What resources are necessary to implement this request?

Legislative approval of spending authority

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

N/A

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.

N/A

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

This request was calculated using current market rates for comparable Laserfiche products.



**Provide detail about the revenue assumptions supporting this request.**

---

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

---

This request will serve the employees of the ISLD by minimizing redundancies and waste associated with the use of physical paper products.

**How does this request conform with your agency's IT plan?**

---

Yes

**Is your IT plan approved by the Office of Information Tech. Services?**

---

Yes, the IT plan is approved.

**Does the request align with the state's IT plan standards?**

---

Yes

**Attach any supporting documents from ITS or the Idaho Tech. Authority.**

---

Supporting details located in the Attachments section

**What is the project timeline?**

---

The project will be completed in FY26.

**Identify the measure/goal/priority this will improve in the strat plan or PMR.**

---

Approval of this request will allow for more adequate service to the citizens of Idaho by creating efficiencies and streamlining processes at the ISLD central office.

**What is the anticipated measured outcome if this request is funded?**

---

The anticipated measured outcome will be the money saved by not using physical paper products

**What is being requested and why?**

ISLD is requesting to go paperless by adopting Laserfiche software. Laserfiche licensing is managed by ITS and an RFP is not necessary. This program will be used by all departments, primarily accounting, purchasing, and warehousing. The goal is to set workflows for users and to manage documents digitally.

**What is the expected impact if this request is not funded?**

The ISLD will continue to spend thousands of money a year on paper, copies, and records destruction. In addition, the amount of time wasted on inefficient workflows.

**Is there an anticipated financial benefit related to this request? (incremental sales, cost savings, cost avoidance)**

Yes. The Laserfiche software costs will be offset by the current cost of paper, copies, records destruction, employee time.

**Financial Request Summary**

**Location(s)/Department affected:**

Central Office

**Personnel Costs:**

**Description of Line Item:**

1. Salaries
2. Benefits
3. additional labor
4. One-time PC Costs

Total \$0

**Operating Expenditures:**

**Description of Line Item:**

Is This a Replacement Item?

**Yes or No?**

1. Maintenance
2. Misc. One-time OE
3. Services
- 4.
5. CAM increases
6. Utilities
- 7.

\$73,000  
\$2,000

website upgrades with third party  
yearly licensing fees

No  
nNo

Total \$75,000

**Capital Outlay/Equipment:**

**Description of Line Item:**

Is This a Replacement Item?

**Yes or No?**

- 1.
- 2.
- 3.
- 4.
5. Rent Increases

\$0

**Total Request \$75,000**

One-time Costs \$75,000  
Ongoing Costs \$0

## Catie Wiseman

---

**From:** WebMaster <webmaster@idaho.gov>  
**Sent:** Wednesday, August 28, 2024 3:23 PM  
**To:** Catie Wiseman  
**Cc:** Catie Wiseman  
**Subject:** Reviewed & Recommended: Request for IT Budget Approval from ITS

Your request #581 for Laserfiche Software for the ISLD has been **Reviewed & Recommended** by ITS.

### ITS Comments:

This is a standard request for approved technology.

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](mailto:itapprovals@its.idaho.gov)

Flow by CAL & PBT. Updated 20210820

Agency: State Liquor Division

185

Decision Unit Number 12.03 Descriptive Title Network Switches and Firewall Devices

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	0	0	0	0
55 - Operating Expense	0	0	0	0
70 - Capital Outlay	0	200,000	0	200,000
80 -	0	0	0	0
Totals	0	200,000	0	200,000
	0.00	0.00	0.00	0.00

Appropriation Unit: Liquor Division Operations

GVGA

Capital Outlay

789 Miscellaneous Capital Outlay	0	200,000	0	200,000
Capital Outlay Total	0	200,000	0	200,000
	0	200,000	0	200,000

**Explain the request and provide justification for the need.**

ISLD approved an ITS proof of concept to use 4G/5G connections at our retail stores. ISLD needs new devices to replace the out-of-date, AER1600 Cradlepoints and allow the IPSec VPN tunnel access to the Liquor firewall. The E300 Cradlepoints were selected for this capability, but the Security/Network Operations at ITS cannot monitor the Cradlepoint devices with their systems; therefore, this is the reason why they requested the 440 Firewalls to be added. For security best practices, the computers cannot plug directly into the firewall; therefore, a managed switch must be used. These switches will replace the unmanaged switches at the stores. Furthermore, these new switches will also power the access point so we will not need an additional power injector for it to work. This is a highly beneficial because it eliminates redundancies. With the managed switches, ITS can shape the traffic. This is important so that ITS can give priority to other devices, such as credit card machines or pulling store video footage. It also reduces potentially problematic interference with store connectivity.

There is also a historical, budgetary component related to this request which is contextually important. This is that the original project was not only a solution to a problem, but it was also a replacement cost for aging equipment. ISLD budgeted, in FY24, \$191K for new Cradlepoint devices (in-store cellular wi-fi) for all state store locations, and the total cost came in at \$201K. This was a one-time expenditure. We're now going to be able to use the Cradlepoints for all of our internet needs, and in turn, save over \$100,000 in hardwired network costs. ITS needs ISLD to acquire these devices so that they can monitor the Cradlepoint devices with their systems. This is why ITS requested that the new firewalls be added. For security best practices, our computers cannot plug directly into the firewall so a managed switch must be used, replacing the unmanaged switches at the stores. This request is being driven 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.**

N/A

**What resources are necessary to implement this request?**

Legislative approval and spending authority

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

N/A

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

N/A

**Idaho State Liquor Division**

FY26 Budgetary Request

Prepared by: Catie Wiseman

**What is being requested and why?**

ISLD approved an ITS proof of concept to use 4G/5G connections at our retail stores. We need new devices to replace the old AER1600 Cradlepoints and allow the IPSec VPN tunnel access to the Liquor firewall. The E300 Cradlepoints were selected for this capability, but the Security/Network Operations at ITS cannot monitor the Cradlepoint devices with their systems; therefore, this is the reason why they requested the 440 Firewalls to be added. In addition for security best practices, the computers cannot plug directly into the firewall so a managed switch must be used. These switches will replace the unmanaged switches at the stores. Those switches will also power the access point so we will not need an additional power injector for it to work. With the managed switches, ITS can shape the traffic. This is important so that ITS can give priority to other devices, such as credit card machines or pulling store video footage. Further, it reduces

**What is the expected impact if this request is not funded?**

Firewalls and switches are critical to ensure our state network is secure. Total network collapse = network downtime. Unrestricted data access. Unlimited public access.

**Is there an anticipated financial benefit related to this request? (incremental sales, cost savings, cost avoidance)**

Approximately \$10K/month cost saving to migrate from DSL/T1 lines to 4G/5G connectivity. Needed to sustain effective and efficient operations and prevent harm from happening to the network.

**Financial Request Summary****Location(s)/Department affected:**

Central Office

**Personnel Costs:****Description of Line Item:**

1. Salaries
2. Benefits
3. additional labor
4. One-time PC Costs

Total	\$0
-------	-----

Is This a Replacement Item?
Yes or No?

**Operating Expenditures:****Description of Line Item:**

1. Maintenance
2. Misc. One-time OE
3. Services
- 4.
5. CAM increases
6. Utilities
- 7.

Total	\$0
-------	-----

Is This a Replacement Item?
Yes or No?

**Capital Outlay/Equipment:****Description of Line Item:**

- |                     |           |          |
|---------------------|-----------|----------|
| 1. Firewall devices | \$100,000 | 70 units |
| 2. Switches         | \$100,000 | 70 units |
| 3.                  |           |          |
| 4.                  |           |          |
| 5. Rent Increases   |           |          |

\$200,000
-----------

Is This a Replacement Item?
Yes or No?
No
Yes

<b>Total Request</b>	<b>\$200,000</b>
----------------------	------------------

One-time Costs	\$200,000
Ongoing Costs	\$0

## Catie Wiseman

---

**From:** WebMaster <webmaster@idaho.gov>  
**Sent:** Wednesday, August 28, 2024 4:00 PM  
**To:** Catie Wiseman  
**Cc:** Catie Wiseman  
**Subject:** Reviewed & Recommended: Request for IT Budget Approval from ITS

Your request #583 for Store Firewalls and Switches - 4G/5G has been **Reviewed & Recommended** by ITS.

### ITS Comments:

This is a standard request for approved technology.

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](mailto:itapprovals@its.idaho.gov)

Flow by CAL & PBT, Updated 20210820

Agency: State Liquor Division

185

Decision Unit Number12.04

Descriptive TitleWarehouse Shrink Wrap for Pallets

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	0	0	0	0
55 - Operating Expense	0	72,000	0	72,000
70 - Capital Outlay	0	0	0	0
80 -	0	0	0	0
Totals	0	72,000	0	72,000
	0.00	0.00	0.00	0.00

Appropriation Unit:Liquor Division Operations

GVGA

Operating Expense				
643 Specific Use Supplies	0	72,000	0	72,000
Operating Expense Total	0	72,000	0	72,000
	0	72,000	0	72,000

**Explain the request and provide justification for the need.**

The ISLD recently negotiated a new freight contract which will save the Division in excess of \$1 Million annually. As part of the new contract, the ISLD will now be required to wrap each pallet of product prior to it being loaded. This procedure was previously handled by the freight provider. Currently, the ISLD is spending \$6,000/month on shrink wrap.

**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.**

N/A

**What resources are necessary to implement this request?**

Legislative approval and spending authority

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

N/A

**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.**

N/A

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

The cost was calculated by using the market rate for stretch wrap.

**Provide detail about the revenue assumptions supporting this request.**

The revenue assumption is that the potential for lost sales will be diminished by decreasing the chance of damaging or delivering product to the

Run Date: 10/3/24, 9:19AM

Page 7

wrong retail accounts. This will save time and resources for the warehouse, accounting, and procurement teams.

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

The citizens of Idaho will be served by the request through increased delivery efficiencies at retail. The impact if not funded is that the ISLD will not be able to conduct day-to-day business in an efficient manner.

**Identify the measure/goal/priority this will improve in the strat plan or PMR.**

This will align with our goal of providing exceptional customer service to the citizens of Idaho.

**What is the anticipated measured outcome if this request is funded?**

The increase in efficient delivery of products to retail stores is the anticipated, positive outcome.



Agency: State Liquor Division

185

Decision Unit Number 12.05 Descriptive Title Website Upgrades to Meet Accessibility Standards

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	0	0	0	0
55 - Operating Expense	0	100,000	0	100,000
70 - Capital Outlay	0	0	0	0
80 -	0	0	0	0
Totals	0	100,000	0	100,000
	0.00	0.00	0.00	0.00

Appropriation Unit: Liquor Division Operations

GVGA

## Operating Expense

570 Professional Services	0	100,000	0	100,000
Operating Expense Total	0	100,000	0	100,000

## Capital Outlay

713 Site Development	0	0	0	0
740 Computer Equipment	0	0	0	0
Capital Outlay Total	0	0	0	0
	0	100,000	0	100,000

## Explain the request and provide justification for the need.

Website upgrades to include Web Content Accessibility Guideline (WCAG) standards. Inaccessible web content means that people with disabilities are denied equal access to information. An inaccessible website can exclude people just as much as steps at an entrance to a physical location. Ensuring web accessibility for people with disabilities is important for government agencies.

## 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.

N/A

## What resources are necessary to implement this request?

Legislative approval and spending authority

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

N/A

## 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.

N/A

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

The cost was calculated using the current market rate for website accessibility upgrades.

**Provide detail about the revenue assumptions supporting this request.**

---

There are no current revenue assumptions associated with this budget request.

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

---

Individuals with limitations are being served by this request. It will allow for a more inclusive website experience and protect the state from potential litigation.

**How does this request conform with your agency's IT plan?**

---

Yes

**Is your IT plan approved by the Office of Information Tech. Services?**

---

Yes, our IT plan has been approved by ITS.

**Does the request align with the state's IT plan standards?**

---

Yes

**Attach any supporting documents from ITS or the Idaho Tech. Authority.**

---

Supporting documentation is located in the Attachments section.

**What is the project timeline?**

---

The project will be completed in FY26.

**Identify the measure/goal/priority this will improve in the strat plan or PMR.**

---

This will align with the goal to provide outstanding service to our customers.

**What is the anticipated measured outcome if this request is funded?**

---

Increased accessibility for Idaho citizens in relation to inclusivity for all website users.

**What is being requested and why?**

Website upgrades to include WCAG standards. Inaccessible web content means that people with disabilities are denied equal access to information. An inaccessible website can exclude people just as much as steps at an entrance to a physical location. Ensuring web accessibility for people with disabilities is important for government agencies.

**What is the expected impact if this request is not funded?**

Possible litigation to the state.

**Is there an anticipated financial benefit related to this request? (incremental sales, cost savings, cost avoidance)**

None.

**Financial Request Summary**

**Location(s)/Department affected:**

Central Office

**Personnel Costs:**

**Description of Line Item:**

1. Salaries
2. Benefits
3. additional labor
4. One-time PC Costs

Total \$0

Is This a  
Replacement  
Item?

**Yes or No?**

**Operating Expenditures:**

**Description of Line Item:**

1. Maintenance
2. Misc. One-time OE
3. Services
- 4.
5. CAM increases
6. Utilities
- 7.

Total \$0

Is This a  
Replacement  
Item?

**Yes or No?**

**Capital Outlay/Equipment:**

**Description of Line Item:**

1. Website upgrades \$100,000 website upgrades
- 2.
- 3.
- 4.
5. Rent Increases

\$100,000

**Total Request**

**\$100,000**

One-time Costs \$100,000  
Ongoing Costs \$0

## Catie Wiseman

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**From:** WebMaster <webmaster@idaho.gov>  
**Sent:** Wednesday, August 28, 2024 3:12 PM  
**To:** Catie Wiseman  
**Cc:** Catie Wiseman  
**Subject:** Reviewed & Recommended: Request for IT Budget Approval from ITS

Your request #580 for Website upgrades 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](mailto:itapprovals@its.idaho.gov)

Flow by CAL & PBT. Updated 20210820

**What is being requested and why?**

Requesting a reoccurring yearly stretch wrap allowance. With the new transportation contract we are shipping all product out on wrapped pallets. We are anticipating usage at 1 pallet per month at a cost of \$3000.

**What is the expected impact if this request is not funded?**

We risk damaged and mis-delivered product if we are not able to wrap all of the pallets that leave the facility. We have found that we are need to increaase the amount of wrap on each pallet due to product falling over during transit and causing damage.

**Is there an anticipated financial benefit related to this request? (incremental sales, cost savings, cost avoidance)**

The financial benefit is decreasing the chance of damaging or delivering product to the wrong retail accounts. This will save time and resources for the warehouse, accounting and procuremnt.

**Financial Request Summary**

Location(s)/Department affected:

**Personnel Costs:**

1. Salaries
2. Benefits
3. additional labor
4. One-time PC Costs

Total	\$0
-------	-----

**Operating Expenditures:**

1. Pallet Shrink Wrap \$72,000
- 2.
- 3.
- 4.
- 5.
6. One-time OE Costs

Total	\$72,000
-------	----------

**Capital Outlay/Equipment:**

- 1.
- 2.
- 3.
- 4.
- 5.

	\$0
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<b>Total Request</b>	<b>\$72,000</b>
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One-time Costs	\$0
Ongoing Costs	\$72,000

Replacement Item? <u>Yes or No</u>
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**AGENCY: Idaho State Liquor Division**

Approp Unit: GVGA

Decision Unit No: 12.55

Title: General  
Replacement

	General	Dedicated	Federal	Other	Total
FULL-TIME POSITIONS (FTP)					
PERSONNEL COSTS					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS					
OPERATING EXPENSES					
Replace Lighting at 19 Stores		\$99,000			
Flooring and Carpet		\$52,200			
Paint at 11 Stores		\$58,500			
Racks, Fans, Wall Boxes / Coolers		\$51,100 / \$44,000			
TOTAL OPERATING EXPENDITURES		\$304,800			
CAPITAL OUTLAY					
Signs at Five Stores		\$38,700			
Shelving & Counters		\$390,800			
TOTAL CAPITAL OUTLAY		\$429,500			
T/B PAYMENTS					
GRAND TOTAL		\$734,300			

**Explain the request and provide justification for the need.**

This request is for general replacement items which are critical to the effective, daily operation of the ISLD. These are items which incur normal wear and tear throughout the course of day-to-day business operations. These items include things such as lights, signs, flooring, and carpet replacements as well as standard items necessary for the overall maintenance of a package, retail business. These items include racks, fans, wall boxes which hold products not displayed on the shelf, and other ancillary supplies.

**If a supplemental, what emergency is being addressed?**

N/A

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

Idaho Code (23-2602)

**Please identify the performance measure, goal, or priority this request is intended to improve in the strategic plan or performance measurement report.**

This request aligns with performance objective 3 in the ISLD Strategic Plan. Property improvements will increase the total, net revenue generated and returned to Idaho citizens resulting from an overall better shopping experience (return trips, increased basket ring, etc.)

**What is the anticipated measured outcome if this request is funded?**

Increased top line retail sales and maintain the necessary equipment for daily business

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

Existing base OE = \$4,706,900

Existing base CO = \$4,791,800

**What resources are necessary to implement this request?**

Legislative approval and applicable spending authority

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

N/A

**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.**

N/A

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

Market cost was used to determine the cost of all items

**Provide detail about the revenue assumptions supporting this request.**

Improvements to the overall functionality and operation of the stores will generate additional revenue due to a better shopping experience for our customers.

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

The citizens of the state of Idaho will be served by this request through an improved retail experience.



**AGENCY: Idaho State Liquor Division**

Approp Unit: GVGA

Title:  
Information  
Technology  
Replacement

Decision Unit No: 12.56

	General	Dedicated	Federal	Other	Total
FULL-TIME POSITIONS (FTP)					
PERSONNEL COSTS					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS					
OPERATING EXPENSES					
TOTAL OPERATING EXPENDITURES					
CAPITAL OUTLAY					
Battery Backups		\$25,000			
Security Systems at 20 Stores		\$110,000			
Two New Servers		\$100,000			
TOTAL CAPITAL OUTLAY		\$235,000			
T/B PAYMENTS					
GRAND TOTAL		\$235,000			

**Explain the request and provide justification for the need.**

This request will replace aging information technology equipment which has come to its end-of-life. These items are necessary to maintain our technology infrastructure up-to-date and avoid

**If a supplemental, what emergency is being addressed?**

N/A

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

Idaho Code 23-2602

**Please identify the performance measure, goal, or priority this request is intended to improve in the strategic plan or performance measurement report.**

Increase the total, net revenue generated and returned to Idaho citizens through the increased revenue associated with an overall better shopping experience (return trips, increased basket ring, etc.)

**What is the anticipated measured outcome if this request is funded?**

The measured outcome is the ability for our systems to run effectively and without technical issue. Also, consistent maintenance of our IT infrastructure will pay off in the long run because the agency will not have to incur continuous, incremental costs related to fixing technical issues.

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

Existing base CO = \$4,791,800

**What resources are necessary to implement this request?**

Legislative Approval and spending authority

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

N/A

**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.**

N/A

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

The method of calculation was determined in consultation with the Office of Information Technology Services and former ISLD IT staff who have recently migrated over to ITS. Even though these former employees are no longer, officially, with our agency, they have a very intimate, working knowledge of

our IT infrastructure. This gives them the necessary expertise and insight to determine what is best for the agency in the coming fiscal years.

**Provide detail about the revenue assumptions supporting this request.**

The revenue assumptions supporting this request are that without downtime related to IT issues, the ISLD retail outlets will be able to operate unfettered; therefore, generating a higher amount of revenue. Since we operate, essentially, as a large non-profit organization, this will benefit our main stakeholder – the citizens of Idaho.

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

ISLD retail staff and customers are being served by this request since it will create a consistently functional retail operation. The implications if this request is not funded would be that aging IT infrastructure components will eventually malfunction or fail and there will be negative repercussions from these issues in the future.

## Catie Wiseman

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**From:** WebMaster <webmaster@idaho.gov>  
**Sent:** Thursday, August 29, 2024 1:21 PM  
**To:** Catie Wiseman  
**Cc:** Catie Wiseman  
**Subject:** Reviewed & Recommended: Request for IT Budget Approval from ITS

Your request #578 for Two Hyper-V servers need replaced. Two clusters in server room. Each one as one SAN and two hosts. ITS providing solution - most likely VXRail for host and licensing. Computnet or Ednetics (ITS uses Compunet). ITS and Jon Spence concur that needs to be do has been **Reviewed & Recommended** by ITS.

### ITS Comments:

This request is to replace end of life end of support equipment and is recommended. 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](mailto:itapprovals@its.idaho.gov)

Flow by CAL & PBT. Updated 20210820

## Catie Wiseman

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**From:** WebMaster <webmaster@idaho.gov>  
**Sent:** Wednesday, August 28, 2024 3:09 PM  
**To:** Catie Wiseman  
**Cc:** Catie Wiseman  
**Subject:** Reviewed & Recommended: Request for IT Budget Approval from ITS

Your request #579 for UPS Battery backup 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](mailto:itapprovals@its.idaho.gov)

Flow by CAL & PBT. Updated 20210820

## Catie Wiseman

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**From:** WebMaster <webmaster@idaho.gov>  
**Sent:** Wednesday, August 28, 2024 4:05 PM  
**To:** Catie Wiseman  
**Cc:** Catie Wiseman  
**Subject:** Reviewed & Recommended: Request for IT Budget Approval from ITS

Your request #582 for State Store Security System replacements has been **Reviewed & Recommended** by ITS.

### ITS Comments:

This is a standard request for approved technology. NDAA non-compliant cameras such as Hikvision are prohibited.

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](mailto:itapprovals@its.idaho.gov)

Flow by CAL & PBT. Updated 20210820

**AGENCY: Idaho State Liquor Divison**

Approp Unit: GVGA

Title: Motorized

Vehicle

Replacements

Decision Unit No: 12.57

	General	Dedicated	Federal	Other	Total
FULL-TIME POSITIONS (FTP)					
PERSONNEL COSTS					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS					
OPERATING EXPENSES					
TOTAL OPERATING EXPENDITURES					
CAPITAL OUTLAY					
Order Picker/Reach Truck		\$45,000/\$50,000			
Two Fleet Vehicles		\$110,000			
TOTAL CAPITAL OUTLAY		\$205,000			
T/B PAYMENTS					
GRAND TOTAL		\$205,000			

**Explain the request and provide justification for the need.**

This DU will act to replace both motorized equipment utilized in the warehouse for picking and transporting orders as well as automobiles in our existing fleet which are coming to their end-of-life. The order pickers and the reach trucks are critical to our warehouse operation. They are the main pieces of equipment used to remove cases from inventory and the reach trucks are used to convey product to a centralized location to be wrapped and loaded into the trucks. There is not a day of production which does not require these pieces of equipment to be used; therefore, they are integral to our daily business.

The vehicles are used to transport products out in the trade. This requires a vehicle which has both adequate space in the cargo area as well as the addition of cargo protection in order to assure that loose cases are stable during transport.

**If a supplemental, what emergency is being addressed?**

N/A

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

Idaho Code (23-2602)

**Please identify the performance measure, goal, or priority this request is intended to improve in the strategic plan or performance measurement report.**

Increase the total, net revenue generated and returned to Idaho citizens through the increased revenue associated with an overall better shopping experience (return trips, increased basket ring, etc.)

**What is the anticipated measured outcome if this request is funded?**

The measured outcome is the ability for our warehouse and field operations to run effectively and without technical issue. Also, consistent maintenance of our machines and fleet will pay off in the long run because the agency will not have to incur continuous, incremental costs related to fixing technical issues.

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

CO \$4,791,800

**What resources are necessary to implement this request?**

Legislative Approval and spending authority

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

N/A

**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.**

N/A

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

The current market cost for vehicles and warehouse equipment was utilized.

**Provide detail about the revenue assumptions supporting this request.**

The revenue assumptions supporting this request are that without downtime related to IT issues, the ISLD retail outlets will be able to operate unfettered; therefore, generating a higher amount of revenue. Since we operate, essentially, as a large non-profit organization, this will benefit our main stakeholder – the citizens of Idaho.

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

ISLD retail staff and customers are being served by this request since it will create a consistently functional warehouse operation as well as an efficient use of our fleet. The implications if this request is not funded would be that current equipment will eventually malfunction or fail.

**What is being requested and why?**

This request will act to replace two ISLD fleet vehicles to maintain safety and decrease operating costs. **Vehicle #1:** 2007 Durango from District Three will be 19 years old at replacement and currently has 155,578 miles on the odometer. **Vehicle #2:** 2006 Envoy from will be 20 years old at replacement, is utilized by the central office, and currently has 161,733 miles on the odometer. The new vehicle replacing the Envoy will be moved into one of the districts and one of districts vehicles with highest mileage will be moved to central office. Due to the nature of our business, and all the boxes which we must move from store to store, we must equip the vehicles in our fleet with cargo protection upgrades to both improve the securing of items as well as improving the overall life the interior of the vehicles.

**What is the expected impact if this request is not funded?**

Aged vehicle on public roadway carrying employees, guests and inventory is a safety risk that can be easily mitigated by replacing and retiring the vehicle.

**Is there an anticipated financial benefit related to this request? (incremental sales, cost savings, cost avoidance)**

Lower operating cost due to newer more fuel efficient vehicle, increased safety due to more modern safety equipment and design.

**Financial Request Summary**

Location(s)/Department affected:

**Personnel Costs:**

1. Salaries
2. Benefits
3. additional labor
4. One-time PC Costs

Total	\$0
-------	-----

**Operating Expenditures:**

- 1.
- 2.
- 3.
- 4.
- 5.
6. One-time OE Costs

Total	\$0
-------	-----

**Capital Outlay/Equipment:**

- |                     |           |
|---------------------|-----------|
| 1. New Vehicles     | \$100,000 |
| 2. Cargo Protection | \$10,000  |
| 3.                  |           |
| 4.                  |           |
| 5.                  |           |
| Total               | \$110,000 |

New Vehicle + Cargo Protection
New Vehicle + Cargo Protection

Replacement Item? Yes or No
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Yes
Yes

<b>Total Request</b>	<b>\$110,000</b>
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One-time Costs	\$110,000
Ongoing Costs	\$0

**AGENCY: Idaho State Liquor Division**

Approp  
Unit: GVGA

Decision Unit No: 12.58

Title: Alterations &  
Repair

	General	Dedicated	Federal	Other	Total
FULL-TIME POSITIONS (FTP)					
PERSONNEL COSTS					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS					
OPERATING EXPENSES					
TOTAL OPERATING EXPENDITURES					
CAPITAL OUTLAY					
Window Wraps		\$41,000			
TOTAL CAPITAL OUTLAY		\$41,000			
T/B PAYMENTS					
GRAND TOTAL		\$41,000			

**Explain the request and provide justification for the need.**

This request is for window wraps which adorn the front of the ISLD retail liquor stores. They contribute to the overall aesthetic of the exterior portion of the buildings, increase curb appeal, and improve overall shopper experience.

**If a supplemental, what emergency is being addressed?**

N/A

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

Idaho Code (23-2602)

**Please identify the performance measure, goal, or priority this request is intended to improve in the strategic plan or performance measurement report.**

Increase the total, net revenue generated and returned to Idaho citizens through the increased revenue associated with an overall better shopping experience (return trips, increased basket ring, etc.)

**What is the anticipated measured outcome if this request is funded?**

Increased top line retail sales

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

CO \$4,791,800

**What resources are necessary to implement this request?**

CO \$4,791,800

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

N/A

**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.**

N/A

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

Market Cost from vendors was used to determine cost.

**Provide detail about the revenue assumptions supporting this request.**

The revenue assumption is that revenues will increase; therefore, returns and distributions of Idaho citizens will increase.

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

The retail consumer is being served by this request. In having a more appealing retail store in which to shop, the potential for return business is increased and future sales are expected to grow in turn.

PCF Detail Report

Request for Fiscal Year: 2026

Agency: State Liquor Division185

Appropriation Unit: Liquor Division OperationsGVGA

Fund: Liquor Account (Liquor Control)41800

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	230.92	10,074,832	3,013,400	2,379,044	15,467,276
		Total from PCF	230.92	10,074,832	3,013,400	2,379,044	15,467,276
FY 2025 ORIGINAL APPROPRIATION			257.25	13,140,808	3,344,250	3,043,542	19,528,600
Unadjusted Over or (Under) Funded:			26.33	3,065,976	330,850	664,498	4,061,324
Adjustments to Wage and Salary							
1850001477	304C R90	Liquor Store Clerk	1.00	32,300	13,000	7,643	52,943
1850001487	304C R90	Liquor Store Clerk	1.00	32,300	13,000	7,643	52,943
1850001490	304C R90	Liquor Store Clerk	1.00	32,300	13,000	7,643	52,943
1850001495	304C R90	Liquor Store Clerk	1.00	32,300	13,000	7,643	52,943
1850001501	304C R90	Liquor Store Clerk	1.00	32,300	13,000	7,643	52,943
1850001524	304C R90	Liquor Store Clerk	1.00	32,300	13,000	7,643	52,943
1850001529	304C R90	Liquor Store Clerk	1.00	32,300	13,000	7,643	52,943
1850001546	304C R90	Liquor Store Clerk	1.00	32,300	13,000	7,643	52,943
1850001548	304C R90	Liquor Store Clerk	1.00	32,300	13,000	7,643	52,943
1850001551	304C R90	Liquor Store Clerk	1.00	32,300	13,000	7,643	52,943
1850001566	304C R90	Liquor Store Clerk	1.00	32,300	13,000	7,643	52,943
1850001575	304C R90	Liquor Store Clerk	1.00	32,300	13,000	7,643	52,943
1850001576	304C R90	Liquor Store Clerk	1.00	32,300	13,000	7,643	52,943
1850001588	304C R90	Liquor Store Clerk	1.00	32,300	13,000	7,643	52,943
1850001593	304C R90	Liquor Store Clerk	1.00	32,300	13,000	7,643	52,943
1850001596	304C R90	Liquor Store Clerk	1.00	32,300	13,000	7,643	52,943
1850001597	1582C R90 8810	Program System Specialist Automated	1.00	56,200	13,000	13,297	82,497
1850001598	304N R90	Liquor Store Clerk	1.00	32,300	13,000	7,320	52,620
1850001599	304C R90	Liquor Store Clerk	1.00	29,120	13,000	6,890	49,010
1850001600	304C R90	Liquor Store Clerk	1.00	32,300	13,000	7,643	52,943
1850001603	291N R90	Storekeeper 9410	1.00	50,000	13,000	11,330	74,330
1850001619	303C R90	Liquor Store Manager	1.00	46,000	13,000	10,884	69,884
1850001662	303C R90	Liquor Store Manager	1.00	46,000	13,000	10,884	69,884
1850001678	301C R90	Liquor Division District Manager	1.00	81,100	13,000	19,189	113,289

# PCF Detail Report

Request for Fiscal Year: 2026

185000 1702	298C Ship/Rcvg MatrIs Handler Liquor Div R90 8017	1.00	39,300	13,000	9,299	61,599
185000 1711	298C Ship/Rcvg MatrIs Handler Liquor Div R90 8017	1.00	39,300	13,000	9,299	61,599
NEWP- 184847	90000 GROUP POSITION , Std Benefits/No NE Ret/No Health	.00	1,950,000	0	176,085	2,126,085

## Other Adjustments

500	Employees	.00	0	0	0	0
501	Employees - Temp	.00	0	0	0	0
512	Employee Benefits	.00	0	0	0	0
513	Health Benefits	.00	0	0	0	0

## Estimated Salary Needs

Board, Group, & Missing Positions	.00	1,950,000	0	176,085	2,126,085
Permanent Positions	256.92	11,043,252	3,351,400	2,607,367	17,002,019

<b>Estimated Salary and Benefits</b>	<b>256.92</b>	<b>12,993,252</b>	<b>3,351,400</b>	<b>2,783,452</b>	<b>19,128,104</b>
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## Adjusted Over or (Under) Funding

Original Appropriation	.33	147,556	(7,150)	260,090	400,496
Estimated Expenditures	.33	147,556	(7,150)	260,090	400,496
Base	.33	147,556	(7,150)	260,090	400,496

**PCF Summary Report**Request for Fiscal Year: 202  
6

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 2025 ORIGINAL APPROPRIATION	257.25	13,140,808	3,344,250	3,043,542	19,528,600
5.00	FY 2025 TOTAL APPROPRIATION	257.25	13,140,808	3,344,250	3,043,542	19,528,600
7.00	FY 2025 ESTIMATED EXPENDITURES	257.25	13,140,808	3,344,250	3,043,542	19,528,600
9.00	FY 2026 BASE	257.25	13,140,808	3,344,250	3,043,542	19,528,600
10.11	Change in Health Benefit Costs	0.00	0	335,100	0	335,100
10.12	Change in Variable Benefit Costs	0.00	0	0	(2,300)	(2,300)
10.61	Salary Multiplier - Regular Employees	0.00	113,700	0	26,800	140,500
11.00	FY 2026 PROGRAM MAINTENANCE	257.25	13,254,508	3,679,350	3,068,042	20,001,900
12.01	Market Wage Adjustment for Temporary Employees	0.00	57,400	0	0	57,400
13.00	FY 2026 TOTAL REQUEST	257.25	13,311,908	3,679,350	3,068,042	20,059,300



One-Time Operating & One-Time Capital Outlay Summary

Request for Fiscal Year: 2026

Agency: State Liquor Division

185

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
Detail											
1	GVGA	12.55	41800	578	Operating Expenses for OT Replacement - see attached detail	0	2015	67.00	63.00	4,800.30	304,800
2	GVGA	12.55	41800	700	Capital Outlay Expenses for OT Replacement - see attached detail	0	2012	67.00	25.00	17,200.00	429,500
3	GVGA	12.56	41800	740	IT Replacement - various	0	2020	134.00	122.00	1,900.00	235,000
4	GVGA	12.57	41800	755	Two New Vehicles/Order Picker/Reach Truck	160,000	2012	18.00	4.00	51,300.00	205,000
5	GVGA	12.58	41800	700	Window Wraps for Eight Stores	0	2014	67.00	8.00	5,100.00	41,000
Subtotal								353.00	222.00		1,215,300
Grand Total by Appropriation Unit											
GVGA											1,215,300
Subtotal											1,215,300
Grand Total by Decision Unit											
12.55											734,300
12.56											235,000
12.57											205,000
12.58											41,000
Subtotal											1,215,300
Grand Total by Fund Source											
41800											1,215,300
Subtotal											1,215,300
Grand Total by Summary Account											
578								67.00	63.00		304,800
700								134.00	33.00		470,500
740								134.00	122.00		235,000
755								18.00	4.00		205,000
Subtotal								353.00	222.00		1,215,300

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

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

 Request for Fiscal Year: 2026  
 Agency Number: 185  
 Function/Activity Number: 01/00

 Original Request Date: 9/1/24  
 Revision Request Date:

Page: 1 of

Priority Order	Program	DU	Fund	Account	Item/Description	Mileage	Date Acquired	Quantity in Stock	Request Quantity Desired	Request Unit Cost	Request Total Cost
4	01	12.55	41800	578	Replace lighting at 19 Stores		2005	600	19	5,211	99,000
5	01	12.55	41800	700	Signage for five stores		2006	67	05	7,740	38,700
6	01	12.55	41800	578	Flooring and Carpet		2000	67	10	5,220	52,200
7	01	12.55	41800	578	Replace interior paint at 11 Stores		2012	67	11	5,318	58,500
8	01	12.55	41800	578	Retail Maintenance (Racks, Fans, Wall Boxes etc.)		2000	67	15	3,407	51,100
9	01	12.55	41800	578	Coolers		2015	70	08	5,500	44,000
14	01	12.55	41800	700	Shelving & Counters at Multiple Stores		2012	150	20	19,540	390,800
10	01	12.56	41800	740	Battery Backups		2013	67	100	250	25,000
11	01	12.56	41800	740	Security Systems at 20 Stores		2017	67	20	5,500	110,000
12	01	12.56	41800	740	Two New Servers		2020	72	02	50,000	100,000
1	01	12.57	41800	755	Order Picker		2009	3	01	45,000	45,000
2	01	12.57	41800	755	Reach Truck		2003	5	01	50,000	50,000
3	01	12.57	41800	755	Two New Vehicles	160,000	2012	10	02	55,000	110,000
13	01	12.58	41800	700	Window Wraps/Clings at Eight Stores		2014	67	08	5,125	41,000
<b>Subtotal of filtered items</b>											<b>\$1,215,300</b>
<b>Grand Total by Program</b>											<b>\$1,215,300</b>
	01										1,215,300
<b>Grand Total by Decision Unit</b>											<b>\$1,215,300</b>
		12.55			General Replacement Items						734,300
		12.56			IT Replacement Items						235,000
		12.57			Vehicle & Motorized Equipment						205,000
		12.58			Repair & Maintenance						41,000
<b>Grand Total by Fund Source</b>											<b>\$1,215,300</b>
			41800								1,215,300
<b>Grand Total by Category</b>								<b>1,379</b>	<b>222</b>		<b>\$1,215,300</b>
			OE	578	Repair & Maintenance			871	63		304,800
			CO	700	Property & Improvement			284	33		470,500
			CO	740	Computer Equipment			206	122		235,000
			CO	755	Motorized & Non-Motorized Equipment			18	4		205,000
				764	Office Equipment			0	0		0

**FY2026**  
**CAPITAL BUDGET REQUEST**

**CAPITAL IMPROVEMENT PROJECTS**  
(New Buildings, Additions or Major Renovations)

**AGENCY:** IDAHO STATE LIQUOR DIVISION

**PROJECT PRIORITY:**

**PROJECT DESCRIPTION:**

**ADDRESS:** 1349 E Beechcraft Ct Boise, ID 83716

**CONTACT PERSON:**

**PHONE:**

**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: 8/2/24

**FY2026  
CAPITAL BUDGET REQUEST**

**ALTERATION AND REPAIR PROJECTS**

**AGENCY:** IDAHO STATE LIQUOR DIVISION

PROJECT DESCRIPTION / ADDRESS:	COST	PRIORITY
<p><b>Pave Over Retention Pond + Pave the Perimeter of the Building</b> (West and South walls) + <b>Expand Fire Lane Road Paving</b> (South side of building) + <b>Addition of retention wall / relocation of trash / recycling dumpsters:</b> This project will enhance our facility by providing additional truck and trailer turnaround, staging, and parking areas over the current retention pond, accommodating the needs of the new freight vendor's dedicated fleet. It will also expand staff and visitor parking along the west and south sides of the building. Additionally, the emergency access road will be expanded to better accommodate larger emergency vehicles, such as ladder trucks. The retention wall will be added to support higher elevation areas required for the road expansion and will enclose a new trash/recycling dumpster area. This relocation of the dumpster area is necessary to accommodate future changes proposed in the priority two (2) project. <b>(A)</b> ISLD is requesting the water retention pond be paved to create additional truck and trailer turnaround, staging and parking areas. This area, covering approximately <math>\frac{3}{4}</math> acre and representing about 12% of the property, will also include new trailer parking and a property fence for the impacted area. Currently, there is a wide, poorly graded strip of bare dirt around the building's perimeter. This unevenly graded area includes a section that slopes back towards the building's foundation and doors, which could pose a risk over time. Historically, ISLD has experienced water drainage entering the building through those access doors due to the poor slope/grading in this area. <b>(B)</b> The facility is currently congested with inbound and outbound truck traffic and trailer storage. Starting July 1, 2024, our new freight services contract changed to include a dedicated fleet for liquor delivery in Idaho. When not on the road, these trucks and trailers will be stationed on our property, necessitating additional space. Paving the retention pond will provide the necessary area for this increased truck and trailer traffic and storage. This added space will also facilitate future expansion by allowing us to add additional ASRS cranes to the existing building on the west side of the facility. Our freight vendor's initial equipment plan included eight (8) trucks and fourteen (14) trailers, with plans to expand to twelve (12) trucks and sixteen to eighteen (16-18) trailers after the first 30 days. Grading and paving the perimeter area will enhance drainage, increase usable space, reduce parking congestion for state, employee and visitor vehicles, and improve overall safety and functionality of the facility. <b>(C)</b> No impact on the operating budget. <b>(D)</b> ISLD will continue to operate under existing conditions while continuing to evaluate long term solutions to extend the useful life of this property and facility.</p> <p><b>*This project was approved in FY25 (25320), but only for \$125,000 of the original \$750,000 requested amount. This follow up request is for the remaining \$625,000 not funded in the original request + \$200,000, per JR, as an estimate for the additional emergency road expansion/retaining wall task. It should be noted, the findings from FY25 (25320) will directly impact the final value needed to complete the project. The request is only placeholder with the remaining unfunded amount from the original request. If contingency funds are available to add to the approved FY25-25320; then this request can be eliminated from the FY26 requests.</b></p>	\$825,000	(1)

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

Agency Head Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FY2026**  
**CAPITAL BUDGET REQUEST**

**ALTERATION AND REPAIR PROJECTS**

**AGENCY:** IDAHO STATE LIQUOR DIVISION

PROJECT DESCRIPTION / ADDRESS:	COST	PRIORITY
<b>Add Two Additional Loading Dock Doors; removal and relocation of the main receiving entrance, trucker bathroom, warehouse mop room and trash/recycling areas:</b> This project will enable our facility to increase its inbound and outbound capacity by 33%, expanding from six (6) to eight (8) doors. This expansion will help ISLD address the growing demand for both inbound freight and outbound deliveries. Over the past decade, ISLD has experienced approximately a 40% increase in volume. By adding two more doors, we will gain the flexibility needed in warehouse operations to manage this increased demand and future volume growth. Implementing these changes will require relocating the main receiving entrance, trucker bathroom, warehouse mop room, electrical and trash/recycling dumpster area. <b>(A)</b> ISLD is requesting the addition of two (2) additional loading docks to accommodate business growth and extend the useful life of the facility. <b>(B)</b> The additional loading docks will increase inbound/outbound efficiencies, improve warehouse staging area congestion and semi-truck/trailer congestion on the property. <b>(C)</b> 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. <b>(D)</b> ISLD will continue to operate under existing setup.	\$900,000	(2)

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

Agency Head Signature:



Date:

8/2/24

**FY2026  
CAPITAL BUDGET REQUEST**

**DEFERRED MAINTENANCE PROJECTS**

**AGENCY:** IDAHO STATE LIQUOR DIVISION

PROJECT DESCRIPTION / ADDRESS:	COST	PRIORITY
Currently, no new tasks to share. Jacobs & McAlvain are currently working through Phase 1 & 2 Deferred Maintenance tasks.  Phase 1 (FY23 - 23885): Fire Panels (construction began 7/29 and expected to last 90 days)  Phase 2 ASRS Roof Repair/Replacement Elevator Repair/Modernization		

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

Agency Head Signature:



Date:

8/2/24

**FY2026  
CAPITAL BUDGET REQUEST**

**ADA PROJECTS**

**AGENCY:** IDAHO STATE LIQUOR DIVISION

PROJECT DESCRIPTION / ADDRESS:	COST	PRIORITY
Currently, no new tasks to share.		

PLEASE INCLUDE ANY ANTICIPATED ASBESTOS COSTS IN THE OVERALL BUDGET.

Agency Head Signature:

Date:

  
8/2/24

**FY2026  
CAPITAL BUDGET REQUEST**

**SIX-YEAR PLAN FY 2026 THROUGH FY 2031  
CAPITAL IMPROVEMENTS**

AGENCY: IDAHO STATE LIQUOR DIVISION						
PROJECT DESCRIPTION / ADDRESS	FY 2026 \$	FY 2027 \$	FY 2028 \$	FY 2029 \$	FY 2030 \$	FY 2031 \$
Pave Over Retention Pond + Pave the Perimeter of the Building (West and South walls) + Expand Fire Lane Road Paving (South side of building) + Addition of retention wall / relocation of trash / recycling dumpsters	\$825,000					
Add Two Additional Dock Doors: Removal and Relocation of the Main Receiving Entrance, Truckster Bathroom, Warehouse Mop Room and Trash/Recycling Area	\$900,000					
ASRS ATS + Generator		\$TBD				
Repaving Loading Docks			\$TBD			
Warehouse Lighting Upgrade (Complete Z1/Interior/Exterior)				\$TBD	\$TBD	
Warehouse Pressurized System						\$TBD
HVAC Replacement (first level) Add two (2) new cranes Landscape Rehab CO Restroom / Breakroom Remodel Repaving Parking Lot						\$TBD \$TBD \$TBD \$TBD \$TBD
<b>TOTAL</b>	<b>\$1,725,000</b>	<b>\$TBD</b>	<b>\$TBD</b>	<b>\$TBD</b>	<b>\$TBD</b>	<b>\$TBD</b>

Agency Head Signature:  Date: 8/2/24



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:	Jacob Sauer		LSO/BPA Analyst:	Frances Lippitt		
Date Prepared:	7/29/2024		Fiscal Year:	2025		
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 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Number of Work Areas:	60	61	61	61	61	61
Full-Time Equivalent Positions:	58	59	59	59	59	59
Temp. Employees, Contractors, Auditors, etc.:	2	2	2	2	2	2
SQUARE FEET						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Facility Cost/Yr:	\$332,243	\$342,210	\$352,477	\$363,051	\$373,942	\$385,161
SURPLUS PROPERTY						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IMPORTANT NOTES:						
1. Upon completion, please send to Leasing Manager at the State Leasing Program in the Division of Public Works via email to Caitlin.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 18<sup>th</sup> 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. Tony Faraca, Interim Director, was appointed by the Governor and has served the Division since 2008.

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 1.4 million nine-liter cases annually over a geographic area of 83,000 square miles. The warehouse typically inventories about 200,000 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 retail partners.

As of September 1, 2024, the ISLD operated 175 retail outlets throughout the State. Of those, 68 are state-run liquor stores, leased from the private sector, and staffed by Division employees; 107 are private sector retailers operating under contract with the Division. 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 198 cities. Over the previous decade, \$935 million has been distributed to state programs, counties, and cities, including \$118.3 million in FY 2024. The ISLD projects distributions to reach nearly \$1.5 billion over the coming decade.

General economic conditions, demographics, and industry trends impact the Division’s results and ability to successfully deliver on its performance measures. Recent softness in alcohol market conditions provides reason for the ISLD to moderate its sales and profitability outlook. Consequently, the ISLD is projecting a +0.1% sales increase for FY 2025. Distributions for FY 2025 are forecast to increase slightly to approximately \$119 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**

<b>Revenue</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>
Liquor Control Fund	\$297,169,600	\$306,665,100	\$319,810,900	\$313,714,800
<b>Total</b>	<b>\$297,169,600</b>	<b>\$306,665,100</b>	<b>\$319,810,900</b>	<b>\$313,714,800</b>
<b>Expenditures</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>
Personnel Costs	\$14,162,700	\$15,242,600	\$17,905,700	\$18,758,100
Operating Expenditures	\$6,937,900	\$3,419,900	\$3,560,300	\$3,614,900
Capital Outlay	\$824,400	\$5,007,500	\$5,142,600	\$5,757,800
Continuous Appropriation (COGS)	\$171,593,800	\$170,602,600	\$173,541,000	\$161,477,300
Distributions to Stakeholders	\$114,513,100	\$115,566,200	\$121,036,200	\$118,316,400
<b>Total</b>	<b>\$308,031,900</b>	<b>\$309,838,800</b>	<b>\$321,185,800</b>	<b>\$307,924,500</b>

**Profile of Key Services Provided**

<b>Cases Managed and/or Key Services Provided</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>
Nine-Liter Cases Sold	1,462,900	1,440,500	1,429,300	1,391,800
Total Dollar Sales	\$297,072,800	\$305,619,200	\$319,850,000	\$319,165,200
Net Income	\$114,069,600	\$114,246,000	\$120,588,000	\$116,637,200
Profit Distributions	\$114,513,100	\$115,556,600	\$121,036,200	\$118,316,400

**FY 2024 Performance Highlights**

- Consumption/Nine-Liter case sales decreased by 37,400 cases from 1.429 million to 1.392 million – a decline of -2.6%
- Sales decreased slightly by -\$685K, from \$319.8 million to \$319.1 – a decline of -0.2%
- Net Profit decreased -\$4.0 million, from \$120.6 million to \$116.6 million – a decline of -3.2%
- Distributions to State programs, General Fund, Cities and Counties decreased -\$2.7 million, from \$121.0 million to \$118.3 million – down -2.2%

In FY 2024, the ISLD experienced a successful year in terms of sales & profits. The Division returned the second 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. However, the overall alcohol industry continues to experience sales declines. Additionally, inflationary pressures 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 Idaho 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 FY2024, \$60,000 was awarded amongst 14 different organizations: Idaho Department of Education, Boise State University, Boise Police Department, Caldwell Mayor's Youth Advisory Council, City of Caldwell, Glens Ferry High School, Idaho Office of Drug Policy, Idaho Drug Free Youth, Meridian Anti-Drug Coalition, Meridian Anti-Drug Coalition, Prevention Associates of Caldwell, Salmon Substance Abuse Prevention Coalition, Stonebridge Reentry Services, and the Regents of the University of Idaho. Additionally, the ISLD is committed to responsibly selling our products and in the development of our associates via ongoing education and training. Training in cyber security, respectful workplace, HR compliance, and 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 2021	FY 2022	FY 2023	FY 2024	FY 2025
1. Low Per Capita Consumption (9-Liter Cases per Adult) <i>Change vs. Prior Year</i>	actual	1.08 +4.9%	1.05 -2.8%	1.03 -1.9%	0.99 -3.9%	0.96 -3.0%
	target	Below +8.5%	Below -1.5%	Below -0.9%	Below -2.6%	Below -2.0%
2. 9-Liter Cases Sold <i>Change vs. Prior Year</i>	actual	1,463,000 +8.5%	1,442,000 -1.4%	1,429,000 -0.9%	1,391,700 -2.6%	1,364,300 -2.0%
	target	Above +6.7%	Above -2.8%	Above -1.9%	Above -3.9%	Above -3.0%
3. Sales (000s) <i>Change vs. Prior Year</i>	actual	\$297,072,800 +14.9%	\$305,619,200 +2.9%	\$319,850,000 +4.6%	\$319,165,200 -0.2%	\$319,500,000 +0.1%
	target	Above +8.5%	Above -1.5%	Above -0.9%	Above -2.6%	Above -2.6%
4. Distributions (000s) <i>Change vs. Prior Year</i>	actual	\$114,513,100 +20.0%	\$115,556,600 +0.9%	\$121,036,100 +4.7%	\$118,316,400 -2.2%	\$118,693,300 +0.3%
	target	Above +14.9%	Above +2.9%	Above +4.6%	Above -0.2%	Above +0.1%

### Performance Measure Explanatory Notes

The ISLD has an excellent track record of meeting or exceeding its established benchmarks, and FY 2024 was a successful year by most measures. Distributions to our beneficiaries decreased by -2.2%, in light of ongoing declines in volume sales and per capita consumption. The Division was successful in delivering on three of its four measurement areas. However, due to product mix, inflationary factors, and operating expenses rising faster than dollar Sales, distribution payouts to beneficiaries fell short of the target.

**For More Information Contact**

Tony Faraca, Interim Director  
Idaho State Liquor Division  
1349 E. Beechcraft Ct.  
Boise, ID 83716  
Phone: (208) 947-9414  
E-mail: [tony.faraca@liquor.idaho.gov](mailto:tony.faraca@liquor.idaho.gov)