



## Washington State Liquor Control Board

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June 17, 2013

**To:** David Schumacher  
Director, Office of Financial Management

**From:** Rick Garza  
Director, Liquor Control Board

**Subject:** **Liquor Control Board Contingency Planning**

I am writing per your June 12, 2013, memo requesting that state agencies submit their contingency plans for operations beyond June 30 in the absence of appropriations.

### **Minimal Services**

With the exception of processing the June payroll, the Washington State Liquor Control Board will not provide any services should the Legislature fail to make appropriations for the 2013-15 Biennium by July 1, 2013.

The processing of June payroll requires the following:

- Two payroll staff for 3 days -- \$1,250 (salaries and benefits);
- One IT staff to verify upload of file (approximately 2 hours.) -- \$70;
  - Total salaries and benefits -- \$1,320

### **Point of Contact**

Please include me as the agency point of contact. My contact information is below.

- Office 360-664-1650
- Cell 360-791-0835
- Email [rjg@liq.wa.gov](mailto:rjg@liq.wa.gov)

Please let me know if you have additional questions or if I may be of additional help. Thank you.