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COUNTY COUNCIL
COUNTY OF MAUI
200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.MauiCounty.us

April 6, 2022

Mr. Layne Silva, Director
Department of Liquor Control
County of Maui
Wailuku, Hawaii 96793

Dear Mr. Silva:

SUBJECT: FISCAL YEAR ("FY") 2023 BUDGET (LC-1) (BFED-1)

May I please request you be prepared to answer the following questions at the BFED Committee meeting held via BlueJeans on **April 8, 2022**.^{*} This will enable the Committee to comprehensively review the FY 2023 Budget. Please also submit your answers to bfed.committee@mauicounty.us by the end of the day on **April 8, 2022**. **Date subject to change without notice.*

Overall

1. Under Key Activity Goal 1.1, "Inspect premises, conduct minor decoy operations, and respond to concerns of the general public and other law enforcement agencies," the number of premises inspected in FY 2021 was 3,940 with 974 case reports in premises inspected, or 25%. For FY 2023, it is estimated that 10,000 premises will be inspected with only 10%, or 1,000, case reports estimated. Please explain the reason for the estimated decrease. (Page 355, Program Budget, Liquor Control Program, Key Activity Goals & Measures) (TK)
2. Please explain the need for separate index codes for Air Travel and Per Diem (913015B & 913017B). (Page 10-7, Budget Details) (TP)
3. Under Key Activity Goal 3.1, "Provide a fair and efficient licensing and permit process," why is the percentage of permits issued to licensed premises below 50%? (Page 356, Program Budget, Liquor Control Program, Key Activity Goals & Measures) (GJ)

Salaries and Wages (Category “A”)

1. How many vacant positions currently exist, and what is the Department’s plan to attract and retain high-quality candidates for those positions? (Pages 10-3 & 10-4, Budget Details; Page 358, Program Budget) (KTK)
2. The Department is requesting a \$89,560 increase in premium pay. Please address the following: (Pages 354 & 358, Program Budget, Index Code 913012A, Sub-Object Code 5215)
 - a. Prior to COVID, FY 2019 premium pay was \$22,055. In FY 2021, the premium pay amount expended was \$29,533. What is the reason for the large increase? (TP)
 - b. Premium pay covers expenses for actual premium pay costs and anticipated salary increases due to the Collective Bargaining Agreement. Please explain why salary increases are included in premium pay. (TP) Please also explain the \$89,560 increase in premium pay. (MM)
3. Please explain the need to restore funding for one Liquor Control Officer IV position (P-26111). (Page 10-3, Budget Details, Index Code 913012A) (MM) (SS)

Operations and Equipment (Categories “B” and “C”)

1. What type of vehicle – gas, electric, or hybrid – will be purchased to replace LDD 069? (Page 10-8, Budget Details, Index Code 913012C, Sub-Object Code 7040) (TP)

Thank you for your attention to this request. Should you have any questions, please contact me or the Committee staff (Lesley Milner at ext. 7886, Jerry Paredes at ext. 7140, or Yvette Bouthillier at ext. 7758).

Sincerely,

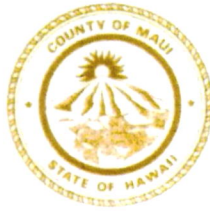


KEANI N.W. RAWLINS-FERNANDEZ, Chair
Budget, Finance, and Economic
Development Committee

MICHAEL P. VICTORINO
Mayor

LAYNE N. SILVA
Director

JARRETT K. KAHO'OHANOHANO
Deputy Director



DEPARTMENT OF LIQUOR CONTROL
COUNTY OF MAUI
110 ALA'IHI STREET, ROOM 212
KAHULUI, MAUI, HAWAII 96732
TELEPHONE: (808) 243-7753

April 11, 2022

APPROVED FOR TRANSMITTAL

Ms. Michele M. Yoshimura
Budget Director, County of Maui
200 South High Street
Wailuku, Hawaii 96793

Michael P. Victorino

Mayor 4/11/22
Date

Honorable Michael P. Victorino
Mayor, County of Maui
200 South High Street
Wailuku, Hawaii 96793

For Transmittal to:

Honorable Keani N.W. Rawlins-Fernandez
Chair, Budget, Finance, and Economic Development Committee
Maui County Council
200 South High Street
Wailuku, Hawaii 96793

Dear Chair Rawlins-Fernandez:

SUBJECT: FISCAL YEAR ("FY") 2023 BUDGET (LC-1) (BFED-1)

Overall

1. Under Key Activity Goal 1.1, "Inspect premises, conduct minor decoy operations, and respond to concerns of the general public and other law enforcement agencies," the number of premises inspected in FY 2021 was 3,940 with 974 case reports in premises inspected, or 25%. For FY 2023, it is estimated that 10,000 premises will be inspected with only 10%, or 1,000, case reports estimated. Please explain the reason for the estimated decrease. (Page 355, Program Budget, Liquor Control Program, Key Activity Goals & Measures) (TK)

The 10,000 inspections are based on the average of inspections conducted over past years.

The reason for the increase in percentage is due to the decrease of inspections caused by the Covid-19 pandemic combined with the Department being required to enforce the Mayor's Public Health Emergency Rules, which contributed to the increase of percentage.

2. Please explain the need for separate index codes for Air Travel and Per Diem (913015B & 913017B). (Page 10-7, Budget Details) (TP)

In FY2020, the Council placed a cap on the expenditures for air travel and per diem, which resulted in separate index codes for those two categories. The separate index codes ensure the provisos were being met, and provides the Department of Finance a mechanism to monitor the proviso.

3. Under Key Activity Goal 3.1, "Provide a fair and efficient licensing and permit process," why is the percentage of permits issued to licensed premises below 50%? (Page 356, Program Budget, Liquor Control Program, Key Activity Goals & Measures) (GJ)

The way the percentages are being presented may be confusing. The 49% does not indicate that only 49% of permit requests submitted to the Department were processed. The 49% is a percentage of all requests that were submitted to the Department as a whole.

Salaries & Wages (Category "A")

1. How many vacant positions currently exist, and what is the Department's plan to attract and retain high-quality candidates for those positions? (Pages 10-3 & 10-4, Budget Details; Page 358, Program Budget) (KTK)

There are currently five (5) vacant positions in our Department.

The County of Maui is planning a job fair in May 2022, which the Department is considering participating in. However, the Department's plan to attract and retain high-quality candidates is to correct and foster a healthy work environment within the department. By doing this, we will be a more desirable place to seek employment for dependable and qualified applicants.

2. The Department is requesting a \$89,560 increase in premium pay. Please address the following: (Pages 354 & 358, Program Budget, Index Code 913012A, Sub-Object Code 5215)
 - a. Prior to COVID, FY 2019 premium pay was \$22,055. In FY 2021, the premium pay amount expended was \$29,533. What is the reason for the large increase? (TP)

In FY2021, the increase was primarily because of the new approach and changes that were implemented within the Department under the leadership of the current administration. The changes are designed to increase quality and dependability above quantity. This combined with the shortage of staff, resulted in an increase of overtime hours primarily within the enforcement division.

- b. Premium pay covers expenses for actual premium pay costs and anticipated salary increases due to the Collective Bargaining Agreement. Please explain why salary increases are included in premium pay. (TP) Please also explain the \$89,560 increase in premium pay. (MM)

The increase of \$89,560 breaks down to \$79,560 anticipated salary increases based on Collective Bargaining Agreement. The \$10,000 increase is to ensure the ability to cover overtime (OT) and temporary assignment (TA) pay by vacant positions. Furthermore, with the potential salary increase, the cost of overtime also increases.

3. Please explain the need to restore funding for one Liquor Control Officer IV position (P-26111). (Page 10-3, Budget Details, Index Code 913012A) (MM) (SS)

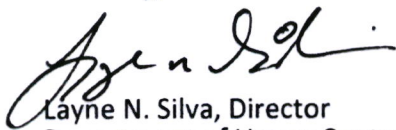
The Department is in the process of reorganizing positions in order to better provide services to the licensees and public. The goal is to address the deficiencies identified by personnel observations over the course of the last year. Internal and external feedback as well as focusing on recommendations provided within the audit conducted by Harvey M. Rose Associates, LLC.

Operations and Equipment (Category "B" and "C")

1. What type of vehicle – gas, electric, or hybrid – will be purchased to replace LDD 069? (Page 10-8, Budget Details, Index Code 913012C, Sub-Object Code 7040) (TP)

At this time, the Department has not identified the specific vehicle it intends to purchase. We will consult with and follow the procedures going through the process with Public Works. Currently, we are considering either a gas or hybrid type vehicle.

Sincerely,



Layne N. Silva, Director
Department of Liquor Control

LNS/lss

BFED Committee

From: Melissa Agtunong <Melissa.P.Agtunong@co.maui.hi.us>
Sent: Monday, April 11, 2022 3:57 PM
To: BFED Committee
Subject: FY 2023 Budget (LC-1)
Attachments: (LC-1) Response.pdf

Please see attached response from the Department of Liquor Control.

Mahalo,
Melissa Jahja (Agtunong)
Office of the Mayor | County of Maui
(808)270-8263