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

April 2, 2018

Mr. Glenn Mukai, Director
Department of Liquor Control
County of Maui
Wailuku, Hawaii 96793

Dear Mr. Mukai:

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

The Budget and Finance Committee ("Committee") will review the Department's proposed FY19 Budget at its meeting of April 12, 2018. May I request you respond to the following:

1. Please explain the following proposed salary increases:
 - a. Liquor Control Officer III (LC-0016, page 9-4 of the Budget Details), to be increased from an SR-21F to an SR-21I, resulting in a salary increase of \$11,316.
 - b. Liquor Control Officer I (LC-0028, page 9-5 of the Budget Details) to be reallocated from an SR-16A to an SR-21H, resulting in a salary increase of \$26,556.
2. Provide a status update on the cancellation of liquor certification exams at the Lahaina office as of January 2018 due to staff shortage.
 - a. Has the staff shortage been addressed such that certification exams at the Lahaina office have continued? If yes, when did they resume?
 - b. If the staff shortage has not been resolved, how many vacancies exist in the Lahaina office, by position title? What are the Department's recruitment efforts to fill them and by when?

- c. Approximately how many individuals or businesses have been impacted as a result of the exams in the Lahaina office being cancelled? Has the Wailuku office been able to accommodate these individuals or businesses in the meantime?
3. Relating to Professional Services (index code 913012B-6132, page 9-7 of the Budget Details), is the \$8,000 attributed to an increased number of board and commission hearings to be held or due to the increased costs for court reporting services, or both? Explain.
4. The Department is requesting the purchase of three electric vehicles at \$35,000 each (page 9-9 of the Budget Details) to replace older, high mileage sedans.
 - a. Provide a copy of the Department's vehicle replacement policy and schedule.
 - b. Provide a copy of the Department's take-home vehicle policy.
 - c. Will these vehicles be used by licensing or enforcement staff?
 - d. Explain what happens to the old vehicles when they are replaced. Are they sold or does the Department receive a trade-in credit?
 - e. How many vehicles are currently in the Department's fleet? How many are gas and how many are electric?
 - f. Are Global Positioning System (GPS) programs currently installed in all Department vehicles? Identify which vehicles currently have the GPS programs. If currently not installed in all vehicles, does the Department intend to install GPS programs in all Department vehicles in the future?

May I further request you provide your response no later than **Monday, April 9, 2018**. To ensure efficient processing, please duplicate the coding in the subject line above for easy reference.

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Should you have any questions, please contact me or the Committee staff, Michele Yoshimura (ext. 7663), Shelly Espeleta (ext. 7134), Maggie Clark (ext. 7661), or Yvette Bouthillier (ext. 7758), at your earliest convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Riki Hokama". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

RIKI HOKAMA, Chair
Budget and Finance Committee

bf:2019bgt:180401alc01:mmm/ske/mcc

cc: Mayor Alan M. Arakawa
Budget Director