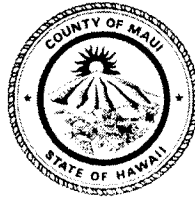


ALAN M. ARAKAWA
MAYOR



GLENN MUKAI
DIRECTOR

MARK T. HONDA
DEPUTY DIRECTOR

DEPARTMENT OF LIQUOR CONTROL

C O U N T Y O F M A U I

2145 KAOHU STREET, ROOM 105 • WAILUKU, MAUI, HAWAII 96793
PHONE (808) 243-7753 • FAX (808) 243-7558

March 29, 2017

Ms. Lynn A.S. Araki-Regan
Budget Director, County of Maui
200 South High Street
Wailuku, Hawaii 96793

W

APPROVED FOR TRANSMITTAL
[Signature] 3/29/17
Mayor Date

Honorable Alan M. Arakawa
Mayor, County of Maui
200 South High Street
Wailuku, Hawaii 96793

For Transmittal to:

Honorable G. Riki Hokama
Chair, Budget and Finance Committee
Maui County Council
200 South High Street
Wailuku, Hawaii 96793

Dear Chair Hokama:

SUBJECT: FISCAL YEAR ("FY") 2018 BUDGET (BF-1)

1. A copy of the meeting agenda of which the department's proposed budget for operations was reviewed.

Enclosed is the Liquor Commission Agenda (Amended) for January 11, 2017.

2. Comments, if any, from members of the Commission relating to the proposed budget.

Enclosed, in part, are minutes of the Liquor Commission Meeting of January 11, 2017 pertaining to the approval of the Fiscal Year 2018 budget.

RECEIVED
2017 MAR 29 PM 4:00
OFFICE OF THE
COUNTY CLERK

Honorable G. Riki Hokama
March 29, 2017
Page 2

3. A copy of the budget prepared by the Commission and submitted to the Mayor for inclusion in the Mayor's proposed budget for Fiscal Year 2018.

Enclosed is a copy of the budget prepared and submitted to the Mayor.

Sincerely,

Mark T. Honda,

for Glenn Mukai, Director
Department of Liquor Control

GM/gcrt

Enclosures

A G E N D A (AMENDED)
LIQUOR COMMISSION
DEPARTMENT OF LIQUOR CONTROL
COUNTY OF MAUI

DATE & TIME: JANUARY 11, 2017, AT 9:00 A.M.

PLACE: DEPARTMENT OF LIQUOR CONTROL CONFERENCE ROOM
DAVID K. TRASK, JR. OFFICE BUILDING
2145 KAOHU STREET, ROOM 108
WAILUKU, MAUI, HAWAII 96793

I. CALL TO ORDER

II. AGENDA:

- A. Approval of Agenda for January 11, 2017

III. MINUTES:

- A. Approval of Liquor Commission minutes of December 14, 2016
- B. Approval of Executive Session summary I of November 9, 2016
- C. Approval of Executive Session summary II of November 9, 2016
- D. Approval of Executive Session summary I of December 14, 2016
- E. Approval of Executive Session summary II of December 14, 2016

IV. PUBLIC TESTIMONY

V. GENERAL LICENSING MATTERS: [For Confirmation of Transient Vessel Licenses, Special Licenses, Temporary Licenses]

- A. **TV-30**, Princess Cruise Lines, Ltd. dba Grand Princess effective January 17, 2017 at Lahaina Off Port Anchorage, Lahaina, Maui, Hawaii.
- B. **TV-31**, Princess Cruise Lines, Ltd. dba Grand Princess effective February 8, 2017 at Lahaina Off Port Anchorage, Lahaina, Maui, Hawaii.
- C. **TV-32**, Princess Cruise Lines, Ltd. dba Grand Princess effective March 17, 2017 at Lahaina Off Port Anchorage, Lahaina, Maui, Hawaii.

- D. **TV-33**, Princess Cruise Lines, Ltd. dba Grand Princess effective April 16 & 28, 2017 at Lahaina Off Port Anchorage, Lahaina, Maui, Hawaii.
- E. **TV-34**, Princess Cruise Lines, Ltd. dba Sea Princess effective May 1, 2017 at Lahaina Off Port Anchorage, Lahaina, Maui, Hawaii.
- F. **TV-35**, Princess Cruise Lines, Ltd. dba Star Princess effective January 12 & 31, 2017 at Lahaina Off Port Anchorage, Lahaina, Maui, Hawaii.
- G. **TV-36**, Princess Cruise Lines, Ltd. dba Star Princess effective February 14, 2017 at Lahaina Off Port Anchorage, Lahaina, Maui, Hawaii.
- H. **TV-37**, Princess Cruise Lines, Ltd. dba Star Princess effective March 2 & 21, 2017 at Lahaina Off Port Anchorage, Lahaina, Maui, Hawaii.
- I. **TV-38**, Princess Cruise Lines, Ltd. dba Star Princess effective April 30, 2017 at Lahaina Off Port Anchorage, Lahaina, Maui, Hawaii.
- J. **TV-39**, Holland America Line N.V. dba MS Maasdam effective February 15, 2017 at Lahaina Off Port Anchorage, Lahaina, Maui, Hawaii.
- K. **TV-40**, Holland America Line N.V. dba MS Maasdam effective March 31, 2017 at Lahaina Off Port Anchorage, Lahaina, Maui, Hawaii.
- L. **TV-41**, Holland America Line N.V. dba MS Westerdam effective January 21, 2017 at Lahaina Off Port Anchorage, Lahaina, Maui, Hawaii.
- M. **TV-42**, Holland America Line N.V. dba MS Westerdam effective February 23, 2017 at Lahaina Off Port Anchorage, Lahaina, Maui, Hawaii.
- N. **TV-43**, Holland America Line N.V. dba MS Zaandam effective May 4, 2017 at Lahaina Off Port Anchorage, Lahaina, Maui, Hawaii.
- O. **TV-44**, Carnival PLC dba Queen Elizabeth effective February 10, 2017 at Lahaina Off Port Anchorage, Lahaina, Maui, Hawaii.

- P. **SP-29**, Lahainaluna High School Foundation dba Tournament of Champions effective January 4, 5 & 6, 2017 at The Plantation Golf Course, Kapalua Resort, 2000 Plantation Club Drive, Lahaina, Maui, Hawaii.
- Q. **SP-30**, Lahainaluna High School Foundation dba Tournament of Champions effective January 7, 8 & 9, 2017 at The Plantation Golf Course, Kapalua Resort, 2000 Plantation Club Drive, Lahaina, Maui, Hawaii.
- R. **TEM-03A**, Savio MBH Owner LLC dba Maui Beach Hotel for a Hotel License, effective December 15, 2016 up to and including April 13, 2017 at 170 Kaahumanu Avenue, Kahului, Maui, Hawaii.

VI. LICENSING:

Public Hearings:

- A. **APPL. NO. 02**, Nabee Inc. dba Poni for a Dispenser General License, Category C(ii)/D - (premises in which live entertainment or recorded music is provided and premises in which employees or entertainers are compensated to sit with patrons, whether or not the employees or entertainers are consuming nonalcoholic beverages while in the company of the patrons) at 1063 Lower Main Street, C-108 & C-109A, Wailuku, Maui, Hawaii.
- B. **APPL. NO. 09**, Drink Enterprises, LLC dba Spanky's Riptide for a Dispenser General License, Category C(ii) - (premises in which live entertainment or recorded music is provided) at 505 Front Street, Suite 129/130, Lahaina, Maui, Hawaii.

VII. OTHER LICENSING MATTERS:

- A. Kattwood II, LLC dba Aloha Ballroom at Maui Theatre, Dispenser General License, Category C(ii), at 878 Front Street, #B-2, Lahaina, Maui, Hawaii, requesting an extension to exercise the liquor license pursuant to Section 08-101-34(c) of the Rules of the Liquor Commission, County of Maui. License granted by the commission on August 10, 2016 to expire on February 6, 2017.
- B. Lily's Ma'alaea Kitchen LLC dba Ma'alaea General Store and Cafe, Dispenser General License, Category C(ii), at 132 Ma'alaea Road, Ma'alaea, Maui, Hawaii, requesting an extension to exercise the

liquor license pursuant to Section 08-101-34(c) of the Rules of the Liquor Commission, County of Maui. License granted by the commission on August 10, 2016 to expire on February 6, 2017.

- C. Nakagome Dining LLC dba 1054 Togoshi for a Dispenser General License, Category C(i), at 95 East Lipoa Street, Space A104, Kihei, Maui, Hawaii, requesting an extension to exercise the liquor license pursuant to Section 08-101-34(c) of the Rules of the Liquor Commission, County of Maui. License granted by the commission on August 10, 2016 to expire on February 6, 2017.

VIII. ADMINISTRATIVE AFFAIRS:

- A. Approval of FY 2018 Budget
- B. Travel Policy and Procedures
- C. Directors Monthly Report:
 - 1. Minor Decoy Operation
 - 2. Lahaina District Office
 - 3. Proposed Rule Amendments
- D. Liquor Control Adjudication Board:
 - 1. Summary of Board Decisions of January 5, 2017

IX. ADJOURNMENT

NEXT LIQUOR COMMISSION MEETING WILL BE HELD ON JANUARY 20, 2017, AT 11:00 A.M. AT THE 2016 MITCHELL PAUOLE CONFERENCE ROOM, KAUNAKAKAI TOWN CENTER, 90 AINOA STREET, KAUNAKAKAI, MOLOKAI, HAWAII.

Persons interested in presenting written testimony of any agenda item shall submit the signed written testimony to the Director, Department of Liquor Control, 2145 Kaohu Street, Room 105, Wailuku, Maui, Hawaii 96793, at or prior to the time of the hearing.

If you require an auxiliary aid or accommodation due to a disability, please contact the Director three working days prior to the scheduled hearing. The request may be made by writing to the Director at: Department of Liquor Control, 2145 Kaohu Street, Room 105, Wailuku, Maui, Hawaii 96793, or by calling 243-7753.

1 favor, say "aye."

2 (Response.)

3 CHAIR TANAKA: Opposed?

4 (No response.)

5 CHAIR TANAKA: None. Motion carried. Thank
6 you.

7 MS. SUGIYAMA: Thank you very much.

8 CHAIR TANAKA: Okay, let's have a five-minute
9 recess.

10 (Recess, 9:59 a.m. to 10:09 a.m.)

11 CHAIR TANAKA: Okay, Liquor Commission meeting
12 called back to order. Administrative Affairs.

13 DIRECTOR MUKAI: Department requests approval of
14 the Fiscal 2018 budget in front of you. Basically, it's
15 pretty much flat budget except that we are asking for four
16 new vehicles because all our vehicles are dead or dying,
17 and, for the last four years, the Department did not ask
18 for any vehicles. We're asking for two fingerprint
19 scanners which the licensees and the attorneys requested.
20 And we brought that before you before. So when they do
21 the criminal history check, we can get it back usually
22 within a day instead of waiting two or three months. And
23 one expansion position for Clerk III because now with the
24 iNovah system and all the requirement that Treasury is
25 putting on the Department, plus we are swamped with the

1 processing of things.

2 So, basically, the increase will be -- the
3 biggest increase is for the vehicles, which will be
4 \$120,000 for four vehicles. And all of 'em, as you can
5 see exceeded the expected life. And some vehicle, like
6 the van, has not been operating for the last couple of
7 years. And when they used it for Hana, it died on them in
8 Hana. And it's been dying on them all over the place, so
9 we just said just park it, do not use. And it's not
10 repairable. So, basically, the total budget increase will
11 be \$148,879. 120 is for the vehicles.

12 CHAIR TANAKA: Okay. Any questions on the
13 budget?

14 MR. KUSHI: Question, Mr. Chair. Director, do
15 you have enough money to cover your pay raise and
16 Mr. Honda's pay raise? That's a crucial question, you
17 know.

18 DIRECTOR MUKAI: Oh, we have more than
19 sufficient monies.

20 MR. KUSHI: Okay. Main thing it's covered.

21 CHAIR TANAKA: Commission no going get pay
22 raise, too?

23 DIRECTOR MUKAI: Ask the Salary Commission.

24 CHAIR TANAKA: Okay. Any -- any other
25 questions? If not, may I have a motion for approval?

1 COMMISSIONER SOUZA: So moved.

2 COMMISSIONER UMENO: Second.

3 CHAIR TANAKA: Okay, moved and seconded. All in
4 favor, say "aye."

5 (Response.)

6 CHAIR TANAKA: Motion carried.

7 DIRECTOR MUKAI: Item D. Travel and -- travel
8 policy and procedures, we have attached the travel
9 procedures policy. So everyone is clear what the -- I'm
10 sure, when you were first welcomed on board, you were
11 indoctrinated on travel policy. So it's just a reminder.

12 COMMISSIONER BICOY: That's me. I tested the
13 limits. Sorry.

14 DIRECTOR MUKAI: Shh.

15 CHAIR TANAKA: You got more than you deserved?

16 DIRECTOR MUKAI: And the Director's Monthly
17 Report, the first is the minor decoy. We did the minor
18 decoy in December 15th and 16th with enforcement staff,
19 Maui Police Department and minor decoy. 16 liquor
20 licensed premises were checked, employees of two premises
21 checked the minor identification and still sold liquor to
22 the minor.

23 And the second item, the Department has opened
24 the Lahaina District Office. Now we are staffing it to a
25 limited basis. So it's open five days a week, depending

Department Summary

Mission

The mission of the Department of Liquor Control is to protect the health, safety and welfare of the general public by regulating and controlling the liquor industry in the importation, manufacture, sale and service of alcoholic beverages to provide a safe and healthy environment for the people of Maui County.

Countywide Outcome(s)

The Department of Liquor Control supports the following countywide outcome(s):

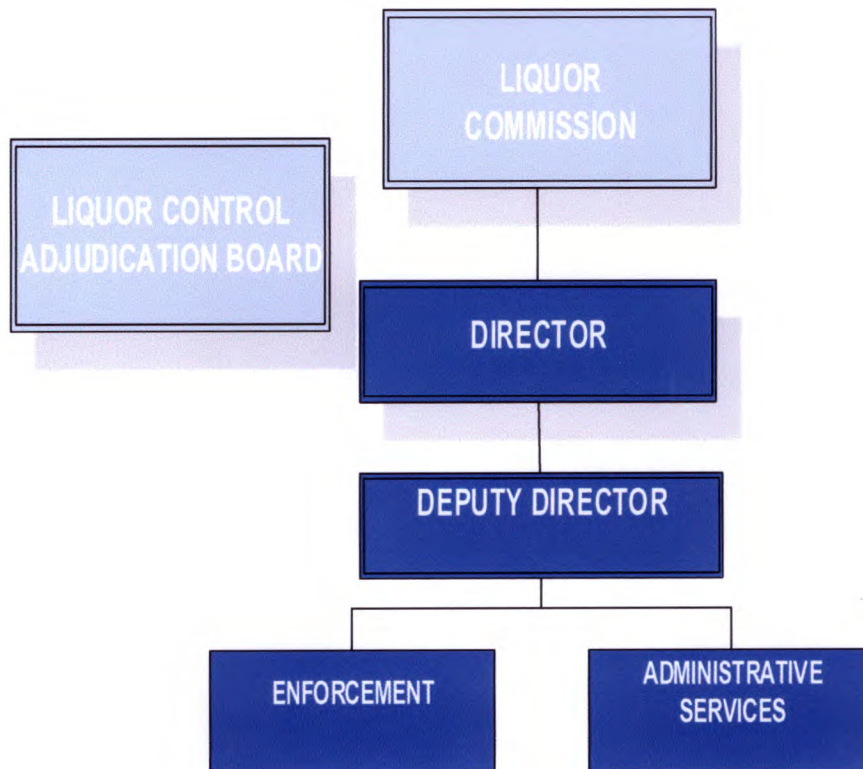
- A Prepared, Safe and Livable County

At a Glance

Liquor Control Program

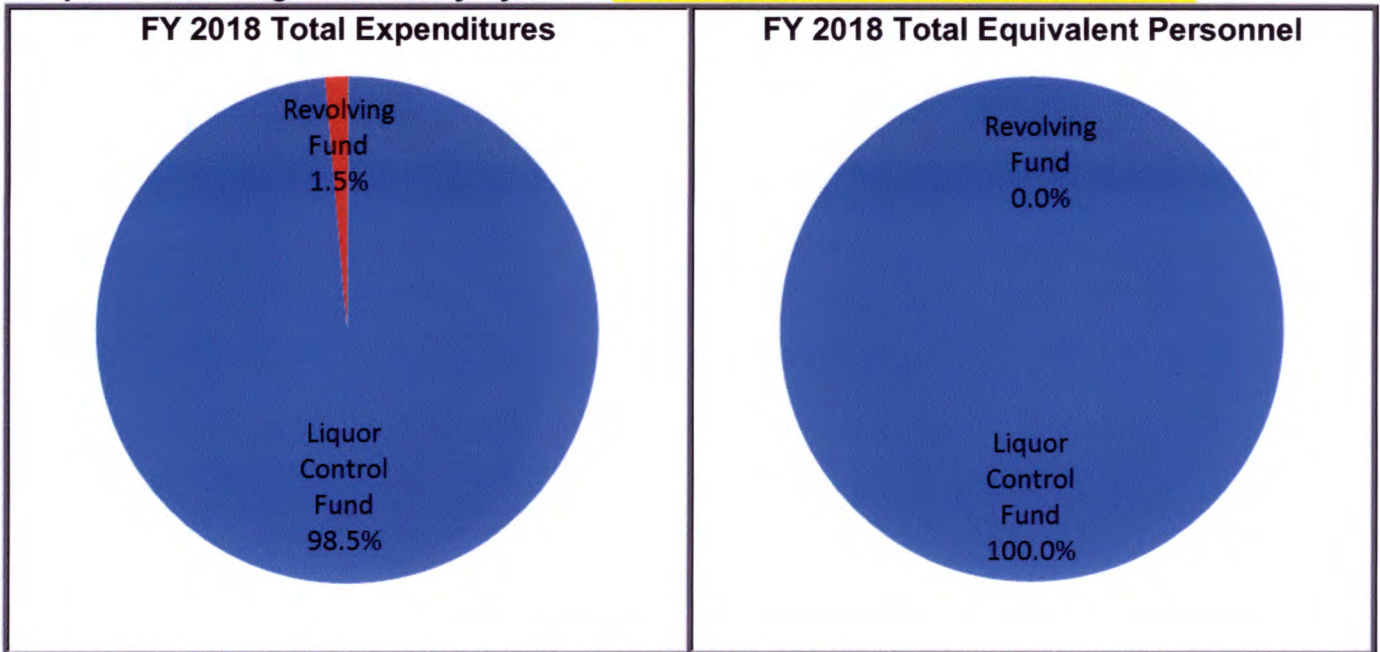
- Regulates over 400 licensees on the islands of Maui, Molokai, and Lanai
- Gross liquor sales totaling over ~~\$341~~ \$353 million a year

Organization Chart

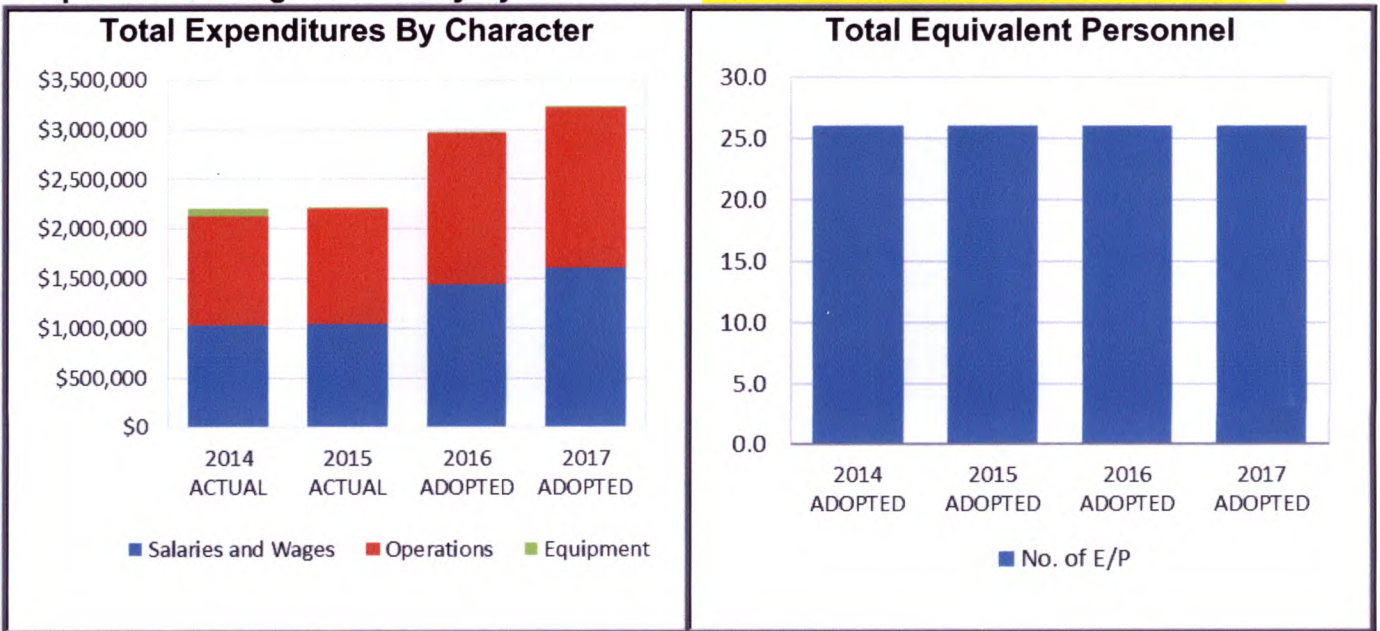


Department Summary

Department Budget Summary by Fund TO BE UPDATED BY BUDGET OFFICE



Department Budget Summary by Fiscal Year TO BE UPDATED BY BUDGET OFFICE



Department Summary

Expenditures Summary by Character & Object **TO BE UPDATED BY BUDGET OFFICE**

CHARACTER/ OBJECT DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 ADOPTED	2017 ADOPTED	CHANGE AMOUNT	CHANGE PERCENT
Salaries and Wages						
OTHER PREMIUM PAY	\$61,752	\$19,416	\$30,000	\$106,400	\$76,400	254.7%
WAGES & SALARIES	\$973,903	\$1,028,021	\$1,413,753	\$1,509,453	\$95,700	6.8%
Salaries and Wages Total	\$1,035,655	\$1,047,437	\$1,443,753	\$1,615,853	\$172,100	11.9%
Operations						
INTERFUND COST RECLASSIFICATION	\$724,959	\$733,206	\$1,052,627	\$1,131,097	\$78,470	7.5%
MATERIALS & SUPPLIES	\$41,816	\$62,070	\$59,540	\$57,713	-\$1,827	-3.1%
OTHER COSTS	\$193,826	\$226,905	\$245,168	\$251,168	\$6,000	2.4%
SERVICES	\$33,595	\$43,062	\$35,190	\$41,190	\$6,000	17.1%
TRAVEL	\$76,955	\$76,497	\$111,504	\$105,504	-\$6,000	-5.4%
UTILITIES	\$20,348	\$17,073	\$18,980	\$18,890	-\$90	-0.5%
Operations Total	\$1,091,499	\$1,158,813	\$1,523,009	\$1,605,562	\$82,553	5.4%
Equipment						
LEASE PURCHASES	\$4,366	\$4,366	\$6,000	\$6,000	\$0	N/A
MACHINERY & EQUIPMENT	\$67,347	\$9,283	\$0	\$0	\$0	N/A
Equipment Total	\$71,713	\$13,649	\$6,000	\$6,000	\$0	N/A
Department Total	\$2,198,867	\$2,219,899	\$2,972,762	\$3,227,415	\$254,653	8.6%

Equivalent Personnel Summary by Program **TO BE UPDATED BY BUDGET OFFICE**

PROGRAM	2014 ADOPTED	2015 ADOPTED	2016 ADOPTED	2017 ADOPTED	CHANGE AMOUNT	CHANGE PERCENT
Liquor Control Program	26.0	26.0	26.0	26.0	0.0	N/A
Department Total	26.0	26.0	26.0	26.0	0.0	N/A

Strategies

The Department of Liquor Control is responsible for the regulation and control of the importation, manufacture, sale and service of alcoholic beverages by providing services in liquor license and permit applications, licensees' education, and enforcement of liquor laws and rules.

Operations

The Liquor Commission, County of Maui, consists of nine members appointed by the Mayor and confirmed by the County Council. The Commission has the authority to grant, refuse, suspend, and revoke any license for the manufacture, importation, and sale of liquors in the County of Maui. The Commission also has the responsibility of requesting annual appropriations for the operation of the department, promulgating rules and regulations for the administration of liquor control, and appointing a Director.

The Liquor Control Adjudication Board consists of nine members appointed by the Mayor and confirmed by the County Council. The Board functions as a quasi-judicial body whose primary responsibility is to hear administrative complaints of the Director regarding violations of liquor laws and rules, and to impose penalties for violations thereof as may be provided by law.

The Director is the administrative head of the department and is responsible for administering the day-to-day operations of the department, providing the necessary administrative support services to the Commission and Board.

Department Summary**Operations (Cont'd)**

The Director appoints the Deputy Director. Whenever the Director is not available, the Deputy Director serves as the administrative head, ensuring the continuity of the department's mission, goals, and objectives.

External Factors Description

The system of licensing procedures and controls over those licensed to conduct business in the liquor industry must always be in place to assure the public receives the highest standards of integrity and responsibility set forth in the Hawaii Revised Statutes and Rules of the Liquor Commission, County of Maui, to ensure the health, safety and welfare of the community we serve.

Contact

Department/Agency Name: Liquor Control
Address: 2145 Kaohu St., #105, Wailuku, Hawaii 96793
Phone No.: (808) 243-7753
Website: www.mauicounty.gov/liquor
E-mail: liquor@mauicounty.gov

Program Description

The Department of Liquor Control consists of one program only. The Liquor Control Program is mandated by HRS 281. This program’s core functions are regulating and controlling the liquor industry in the importation, manufacture, sale and service of alcoholic beverages to provide a safe and healthy environment for the people of Maui County. All funding for the Department is derived solely from liquor license fees. This program also consists of the Liquor Education Revolving Fund, which is mandated by HRS 281-16, 281-17(2), and 281-17(3). Revenues are derived from fines assessed and collected from liquor licensees.

Countywide Outcome(s)

The Liquor Control Program supports the following countywide outcome(s):

- A Prepared, Safe and Livable County

Population Served

This program serves the liquor licensees, associations representing licensees, neighborhood boards, other governmental agencies and the public to address and resolve various concerns while ensuring the health, safety, and welfare of the public.

Services Provided

The Liquor Control Program provides services in liquor license and permit applications, licensees' education, and the enforcement of liquor laws and rules.

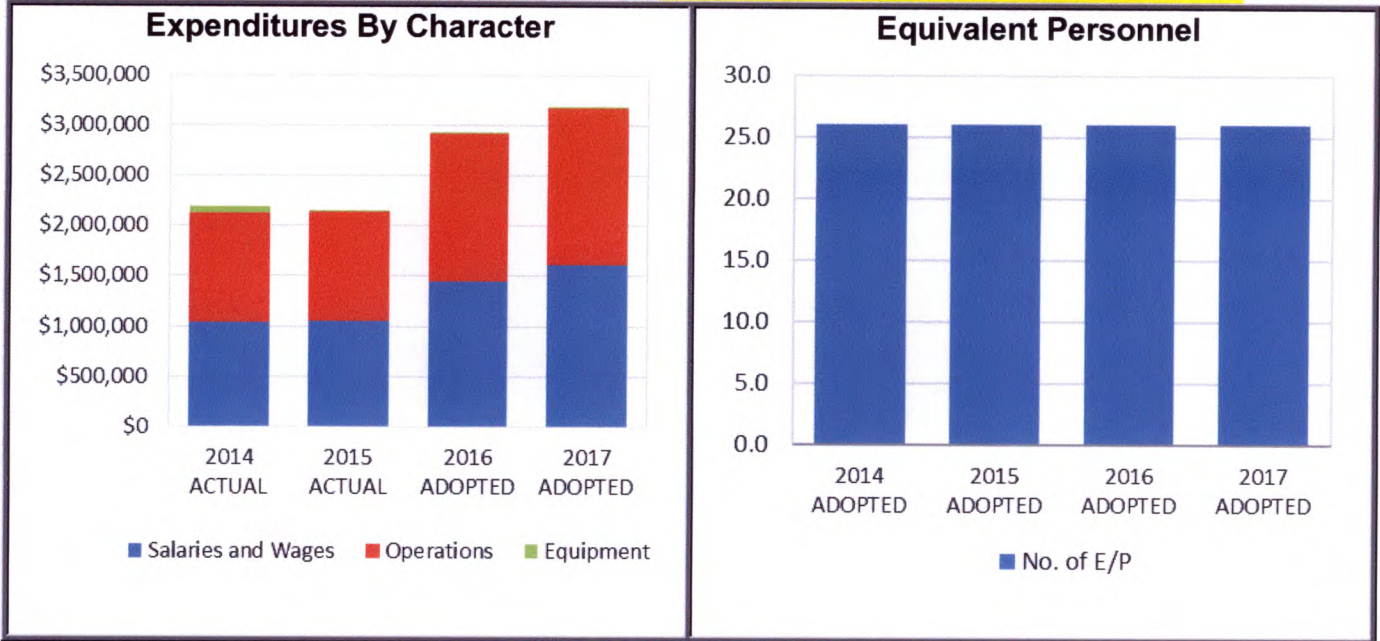
Key Activity Goals & Measures

GOALS/OBJECTIVES	SUCCESS MEASUREMENTS	FY 2016 ACTUAL	FY 2017 ESTIMATE	FY 2018 ESTIMATE
<i>Goal #1: Provide and ensure a safe and healthy environment within the liquor industry and for the general public through enforcement of the Hawaii Revised Statutes and the rules established by the Liquor Commission.</i>				
1. Inspect premises, conduct minor decoy operations and respond to concerns of the general public and other law enforcement agencies	# of premises inspected	{Type Text}12,066	10,000	{Type Text}10,000
	# of case reports on premises inspected	{Type Text}188	1,000	{Type Text}1,000
	# of case reports to respond to public concerns	{Type Text}394	450	{Type Text}450
	# of minor decoy operations conducted	{Type Text}74	125	{Type Text}120
<i>Goal #2: Promote liquor control by providing liquor education and certification classes.</i>				
1. Provide liquor education and certification by conducting certification/educational classes	# of certification/ educational classes	{Type Text}171	165	{Type Text}168
	# of certification exams administered	{Type Text}2,394	2,200	{Type Text}2,340
	# of certification cards issued	{Type Text}2,080	1,600	{Type Text}2,106

Key Activity Goals & Measures (Cont'd)

GOALS/OBJECTIVES	SUCCESS MEASUREMENTS	FY 2016 ACTUAL	FY 2017 ESTIMATE	FY 2018 ESTIMATE
<i>Goal #3: Control the conditions associated with the importation, manufacture, sale and service of alcoholic beverages by providing a fair and efficient licensing and permitting process.</i>				
1. Provide a fair and efficient licensing and permit process	Total # of permits issued	{Type Text}805	800	{Type Text}800
	# of registration cards issued for minors	{Type Text}208	150	{Type Text}150
	# of registration cards issued for Class 5, Category D employees	{Type Text}141	140	{Type Text}140
	Total license applications processed	{Type Text}664	650	{Type Text}650
2. Provide the necessary staff and services to the Liquor Commission and Liquor Control Adjudication Board to carry out their responsibilities as set forth within the Hawaii Revised Statutes and the Charter of the County of Maui	# of gross liquor sales reports processed	{Type Text}497	500	{Type Text}500
	% of administrative actions per total violations	{Type Text}83%	70%	{Type Text}70%
	% of violations adjudicated per total violations	{Type Text}17%	30%	{Type Text}30%

Program Budget Summary by Fiscal Year TO BE UPDATED BY BUDGET OFFICE



Expenditures Summary by Character & Object TO BE UPDATED BY BUDGET OFFICE

CHARACTER/ OBJECT DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 ADOPTED	2017 ADOPTED	CHANGE AMOUNT	CHANGE PERCENT
Salaries and Wages						
OTHER PREMIUM PAY	\$61,752	\$19,416	\$30,000	\$106,400	\$76,400	254.7%
WAGES & SALARIES	\$973,903	\$1,028,021	\$1,413,753	\$1,509,453	\$95,700	6.8%
Salaries and Wages Total	\$1,035,655	\$1,047,437	\$1,443,753	\$1,615,853	\$172,100	11.9%
Operations						
INTERFUND COST RECLASSIFICATION	\$724,959	\$733,206	\$1,052,627	\$1,131,097	\$0	N/A
MATERIALS & SUPPLIES	\$40,334	\$36,132	\$52,510	\$50,683	-\$1,827	-3.5%
OTHER COSTS	\$193,826	\$210,085	\$221,667	\$227,667	\$6,000	2.7%
SERVICES	\$29,223	\$31,800	\$31,140	\$37,140	\$6,000	19.3%
TRAVEL	\$74,986	\$58,155	\$98,575	\$92,575	-\$6,000	-6.1%
UTILITIES	\$20,348	\$17,073	\$18,980	\$18,890	-\$90	-0.5%
Operations Total	\$1,083,676	\$1,086,452	\$1,475,499	\$1,558,052	\$82,553	5.6%
Equipment						
LEASE PURCHASES	\$4,366	\$4,366	\$6,000	\$6,000	\$0	N/A
MACHINERY & EQUIPMENT	\$67,347	\$11,198	\$0	\$0	\$0	N/A
Equipment Total	\$71,713	\$15,564	\$6,000	\$6,000	\$0	N/A
Program Total	\$2,191,044	\$2,149,453	\$2,925,252	\$3,179,905	\$254,653	8.7%

Equivalent Personnel Summary by Position Title TO BE UPDATED BY BUDGET OFFICE

POSITION TITLE	2014 ADOPTED	2015 ADOPTED	2016 ADOPTED	2017 ADOPTED	CHANGE AMOUNT	CHANGE PERCENT
Account Clerk III	1.0	1.0	1.0	1.0	0.0	N/A
Administrative Assistant II	1.0	1.0	1.0	1.0	0.0	N/A
Chief Liquor Control Officer	1.0	1.0	1.0	1.0	0.0	N/A
Deputy Director	1.0	1.0	1.0	1.0	0.0	N/A
Director	1.0	1.0	1.0	1.0	0.0	N/A
Liquor Control Auditor II	1.0	1.0	1.0	1.0	0.0	N/A

Equivalent Personnel Summary by Position Title (Cont'd)

POSITION TITLE	2014 ADOPTED	2015 ADOPTED	2016 ADOPTED	2017 ADOPTED	CHANGE AMOUNT	CHANGE PERCENT
Liquor Control Officer I	1.0	1.0	1.0	1.0	0.0	N/A
Liquor Control Officer II	7.0	7.0	7.0	7.0	0.0	N/A
Liquor Control Officer III	7.0	7.0	7.0	7.0	0.0	N/A
Liquor Control Officer IV	3.0	3.0	3.0	3.0	0.0	N/A
Private Secretary	1.0	1.0	1.0	1.0	0.0	N/A
Secretary to Boards/Commissions II	1.0	1.0	1.0	1.0	0.0	N/A
Program Total	26.0	26.0	26.0	26.0	0.0	N/A

Continuation Budget Changes (+/- \$10,000) from FY 2017 Adopted Budget

TO BE UPDATED BY BUDGET OFFICE

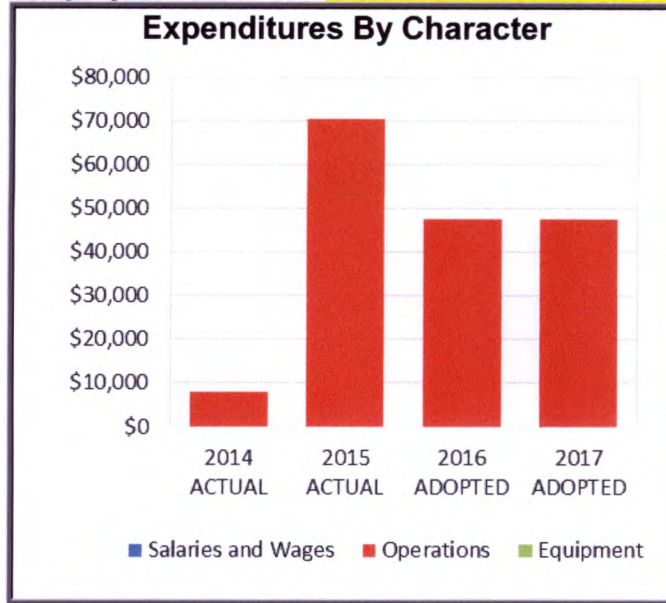
EXPLANATION OF BUDGET CHANGES	CHANGE AMOUNT	CHANGE E/P
Salaries and Wages		
WAGES AND SALARIES:		
913012A-5101 Regular Wages: Adjustments in salaries based on Collective Bargaining increases and reallocation of various positions to a higher pay scale.	\$95,700	0.0
OTHER PREMIUM PAY:		
913012A-5250 Salary Adjustments: One-time lump sum payment based on the collective bargaining increases for BU 03/04.	\$26,400	0.0
Operations		
INTERFUND COST RECLASSIFICATION:		
913020B-6350 Overhead Charges/Admin Cost: Increase needed due to adjustment in salaries.	\$78,470	
Equipment		
None	\$0	

Expansion Budget Request from FY 2017 Adopted Budget

TO BE UPDATED BY BUDGET OFFICE

EXPLANATION OF BUDGET CHANGES	CHANGE AMOUNT	CHANGE E/P
Salaries and Wages		
OTHER PREMIUM PAY:		
913012A-5209 Vacation Pay: Additional funding required to pay out vacation upon separation from the County.	\$50,000	0.0
Operations		
SERVICES:		
913012B-6132 Professional Services: Additional funding for court reporting services for the Liquor Commission and Liquor Control Adjudication Board.	\$6,000	
Equipment		
None	\$0	
TOTAL EXPANSION BUDGET	\$56,000	0.0

Program Budget Summary by Fiscal Year¹ TO BE UPDATED BY BUDGET OFFICE



Expenditures Summary by Character & Object TO BE UPDATED BY BUDGET OFFICE

CHARACTER/ OBJECT DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 ADOPTED	2017 ADOPTED	CHANGE AMOUNT	CHANGE PERCENT
Salaries and Wages						
OTHER PREMIUM PAY	\$0	\$0	\$0	\$0	\$0	N/A
WAGES & SALARIES	\$0	\$0	\$0	\$0	\$0	N/A
Salaries and Wages Total	\$0	\$0	\$0	\$0	\$0	N/A
Operations						
MATERIALS & SUPPLIES	\$1,482	\$25,938	\$7,030	\$7,030	\$0	N/A
OTHER COSTS	\$0	\$16,820	\$23,501	\$23,501	\$0	N/A
SERVICES	\$4,372	\$9,346	\$4,050	\$4,050	\$0	N/A
TRAVEL	\$1,969	\$18,342	\$12,929	\$12,929	\$0	N/A
Operations Total	\$7,823	\$70,446	\$47,510	\$47,510	\$0	N/A
Equipment						
MACHINERY & EQUIPMENT	\$0	\$0	\$0	\$0	\$0	N/A
Equipment Total	\$0	\$0	\$0	\$0	\$0	N/A
Program Total	\$7,823	\$70,446	\$47,510	\$47,510	\$0	N/A

¹ The Equivalent Personnel Chart has been purposely omitted as the Liquor Control Program does not have equivalent personnel funded through the Revolving Fund.



EXPLANATION OF CHANGES TO REGULAR WAGES AND POSITION DETAIL

(FOR CONTINUATION REQUESTS ONLY - DO NOT INCLUDE EXPANSION REQUESTS AND OTHER PREMIUM PAY)

Department Liquor Control
Program LIQUOR CONTROL PROGRAM

Fund Special Revenue Fund
Sub-Fund Liquor Fund

(1)						(2)						(3)						(4)						(5)						(6)						(7)
FY 2017 COUNCIL ADOPTED												FY 2018 DEPARTMENT PROPOSED																								
Index Code	Position No.	Position Title	SR/Step	FY 2017 Amount	FY 2017 E/P	Position No.	Position Title	SR/Step	BU	(+/-) OVER FY 2017 Adopted Amount	FY 2018 Amount	(+/-) OVER FY 2017 Adopted E/P	FY 2018 E/P	EXPLANATION OF CHANGES																						
913012A LIQUOR CONTROL ADMINISTRATION SALARIES												913012A LIQUOR CONTROL ADMINISTRATION SALARIES																								
913012A	LC-0001	Director	NC-00	\$118,243	1.0	LC-0001	Director	NC-00		\$0	\$ 118,243	0.0	1.0																							
913012A	LC-0002	Private Secretary	SR-20M	\$69,504	1.0	LC-0002	Private Secretary	SR-20M	3	\$0	\$ 69,504	0.0	1.0																							
913012A	LC-0003	Chief Liquor Control Officer	EM-03	\$56,580	1.0	LC-0003	Chief Liquor Control Officer	EM-03	13	\$0	\$ 56,580	0.0	1.0																							
913012A	LC-0004	Liquor Control Officer III	SR-21G	\$57,072	1.0	LC-0004	Liquor Control Officer III	SR-21G	3	\$0	\$ 57,072	0.0	1.0																							
913012A	LC-0005	Liquor Control Officer II	SR-18C	\$43,368	1.0	LC-0005	Liquor Control Officer II	SR-18C	3	\$0	\$ 43,368	0.0	1.0																							
913012A	LC-0006	Liquor Control Officer IV	SR-24J	\$72,264	1.0	LC-0006	Liquor Control Officer IV	SR-24J	4	\$0	\$ 72,264	0.0	1.0																							
913012A	LC-0007	Liquor Control Officer III	SR-21H	\$59,352	1.0	LC-0007	Liquor Control Officer III	SR-21H	3	\$0	\$ 59,352	0.0	1.0																							
913012A	LC-0008	Liquor Control Officer III	SR-21H	\$59,352	1.0	LC-0008	Liquor Control Officer III	SR-21H	3	\$0	\$ 59,352	0.0	1.0																							
913012A	LC-0009	Secretary to Boards/ Commissions II	SR-18D	\$45,096	1.0	LC-0009	Secretary to Boards/ Commissions II	SR-18D	3	\$0	\$ 45,096	0.0	1.0																							
913012A	LC-0010	Liquor Control Officer IV	SR-24L	\$78,168	1.0	LC-0010	Liquor Control Officer IV	SR-24L	4	\$0	\$ 78,168	0.0	1.0																							
913012A	LC-0011	Liquor Control Officer II	SR-18C	\$43,368	1.0	LC-0011	Liquor Control Officer II	SR-18C	3	\$0	\$ 43,368	0.0	1.0																							
913012A	LC-0014	Liquor Control Officer II	SR-18C	\$43,368	1.0	LC-0014	Liquor Control Officer II	SR-18C	3	\$0	\$ 43,368	0.0	1.0																							

EXPLANATION OF CHANGES TO REGULAR WAGES AND POSITION DETAIL

(FOR CONTINUATION REQUESTS ONLY - DO NOT INCLUDE EXPANSION REQUESTS AND OTHER PREMIUM PAY)

Department Liquor Control
Program LIQUOR CONTROL PROGRAM

Fund Special Revenue Fund
Sub-Fund Liquor Fund

(1) FY 2017 COUNCIL ADOPTED						(2) FY 2018 DEPARTMENT PROPOSED								(7)
Index Code	Position No.	Position Title	SR/Step	FY 2017 Amount	FY 2017 E/P	Position No.	Position Title	SR/Step	BU	(+/-) OVER FY 2017 Adopted Amount	FY 2018 Amount	(+/-) OVER FY 2017 Adopted E/P	FY 2018 E/P	EXPLANATION OF CHANGES
9130124	LC-0015	Liquor Control Officer II	SR-18D	\$45,096	1.0	LC-0015	Liquor Control Officer II	SR-18D	3	\$0	\$ 45,096	0.0	1.0	
9130124	LC-0016	Liquor Control Officer III	SR-21F	\$54,876	1.0	LC-0016	Liquor Control Officer III	SR-21F	3	\$0	\$ 54,876	0.0	1.0	
9130124	LC-0017	Administrative Assistant II	SR-22J	\$66,864	1.0	LC-0017	Administrative Assistant II	SR-22J	13	\$0	\$ 66,864	0.0	1.0	
9130124	LC-0018	Liquor Control Officer II	SR-18C	\$43,368	1.0	LC-0018	Liquor Control Officer II	SR-18C	3	\$0	\$ 43,368	0.0	1.0	
9130124	LC-0019	Account Clerk III	SR-13C	\$35,676	1.0	LC-0019	Account Clerk III	SR-13C	3	\$0	\$ 35,676	0.0	1.0	
9130124	LC-0020	Liquor Control Officer IV	SR-24F	\$61,752	1.0	LC-0020	Liquor Control Officer IV	SR-24F	3	\$0	\$ 61,752	0.0	1.0	
9130124	LC-0021	Deputy Director	NC-00	\$106,418	1.0	LC-0021	Deputy Director	NC-00		\$0	\$ 106,418	0.0	1.0	
9130124	LC-0022	Liquor Control Officer III	SR-21H	\$59,352	1.0	LC-0022	Liquor Control Officer III	SR-21H	3	\$0	\$ 59,352	0.0	1.0	
9130124	LC-0023	Liquor Control Auditor II	SR-20H	\$57,168	1.0	LC-0023	Liquor Control Auditor II	SR-20H	13	\$0	\$ 57,168	0.0	1.0	
9130124	LC-0024	Liquor Control Officer III	SR-21E	\$52,752	1.0	LC-0024	Liquor Control Officer III	SR-21F	3	\$2,124	\$ 54,876	0.0	1.0	transferred from LC-0025 (4/1/16)
9130124	LC-0025	Liquor Control Officer III	SR-21F	\$54,876	1.0	LC-0025	Liquor Control Officer III	SR-21F	3	\$0	\$ 54,876	0.0	1.0	
9130124	LC-0026	Liquor Control Officer I	SR-16A	\$37,056	1.0	LC-0026	Liquor Control Officer I	SR-16A	3	\$0	\$ 37,056	0.0	1.0	
9130124	LC-0027	Liquor Control Officer II	SR-18D	\$45,096	1.0	LC-0027	Liquor Control Officer II	SR-18D	3	\$0	\$ 45,096	0.0	1.0	

EXPLANATION OF CHANGES TO REGULAR WAGES AND POSITION DETAIL

(FOR CONTINUATION REQUESTS ONLY - DO NOT INCLUDE EXPANSION REQUESTS AND OTHER PREMIUM PAY)

Department Liquor Control
Program LIQUOR CONTROL PROGRAM

Fund Special Revenue Fund
Sub-Fund Liquor Fund

FY 2017 COUNCIL ADOPTED						FY 2018 DEPARTMENT PROPOSED								(7)
Index Code	Position No.	Position Title	SR/Step	FY 2017 Amount	FY 2017 E/P	Position No.	Position Title	SR/Step	BU	(+/-) OVER FY 2017 Adopted Amount	FY 2018 Amount	(+/-) OVER FY 2017 Adopted E/P	FY 2018 E/P	EXPLANATION OF CHANGES
913012A	LC-0028	Liquor Control Officer II	SR-18C	\$43,368	1.0	LC-0028	Liquor Control Officer I	SR-16A	3	(\$6,312)	\$ 37,056	0.0	1.0	Reallocated down
Total	913012A LIQUOR CONTROL ADMINISTRATION SALARIES			\$1,509,453	26.0	Total	913012A LIQUOR CONTROL ADMINISTRATION SALARIES			(\$4,188)	\$1,505,265	0.0	26.0	
TOTAL	LIQUOR CONTROL PROGRAM			\$1,509,453	26.0	TOTAL	LIQUOR CONTROL PROGRAM			(\$4,188)	\$1,505,265	0.0	26.0	

COUNTY OF MAUI
EXPLANATION OF CHANGES TO OTHER PREMIUM PAY

Department Liquor Control
Program LIQUOR CONTROL PROGRAM

Fund Special Revenue Fund
Sub-Fund Liquor Control Fund

Index Code	Sub-Object Code/Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	(1) (+/-) OVER FY 2017 Adopted		FY 2018 Dept Proposed	(2) EXPLANATION OF CHANGES
						Continuation Request	Expansion Request		
913012A LIQUOR CONTROL ADMINISTRATION									
913012	5204 Night differential	\$1,907	\$1,634					\$0	
913012	5205 Overtime	\$59,359	\$17,445					\$0	
913012	5207 Temporary assignment	\$486	\$337					\$0	
913012A	5204 Night differential			\$3,623				\$0	
913012A	5205 Overtime			\$5,382				\$0	
913012A	5207 Temporary assignment			\$549				\$0	
913012A	5209 Vacation pay				\$50,000			\$50,000	
913012A	5215 Premium pay				\$30,000			\$30,000	
913012A	5250 Salary adjustments				\$26,400		-\$26,400	\$0	FY17 lump sum payments (CBA)
Subtotal	913012 LIQUOR CONTROL ADMINISTRATION	\$61,752	\$19,416	\$9,554	\$106,400	\$0	-\$26,400	\$80,000	
TOTAL	LIQUOR CONTROL PROGRAM	\$61,752	\$19,416	\$9,554	\$106,400	\$0	-\$26,400	\$80,000	

NOTE: OTHER PREMIUM PAY INCLUDES THE FF.: EMERGENCY CALL BACK, HAZARDOUS PAY, NIGHT DIFFERENTIAL, OVERTIME, STANDBY, TEMPORARY ASSIGNMENT, OTHERS, PREMIUM PAY, AND SALARY ADJUSTMENTS.

COUNTY OF MAUI
EXPLANATION OF CHANGES TO OPERATIONS

Department Liquor Control
Program LIQUOR CONTROL PROGRAM

Fund Special Revenue Fund
Sub-Fund Liquor Control Fund

Index Code	Sub-Object Code/Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	(1) (+/-) OVER FY 2017 Adopted		FY 2018 Dept Proposed	(2) EXPLANATION OF CHANGES
						Continuation Request	Expansion Request		
913012B LIQUOR CONTROL ADMINISTRATION									
913012	6005 Auto Parts	\$163						\$0	
913012	6022 Gasoline, Diesel, Oil, etc.	\$17,212	\$14,333					\$0	
913012	6035 Miscellaneous Supplies	\$2,670	\$4,191					\$0	
913012	6037 Office Supplies	\$11,502	\$9,348					\$0	
913012	6040 Postage	\$3,029	\$3,076					\$0	
913012	6060 Small Equipment - under \$1000	\$5,758	\$5,185					\$0	
913012	6101 Advertisement		\$186					\$0	
913012	6120 Electricity	\$1,800	\$1,800					\$0	
913012	6129 Other Services	\$1,498	\$1,543					\$0	
913012	6130 Printing & Binding	\$2,748	\$1,806					\$0	
913012	6132 Professional Services	\$10,843	\$8,800					\$0	
913012	6138 R & M - Services/Contracts	\$14,134	\$19,465					\$0	
913012	6152 Cellular telephone	\$14,243	\$10,830					\$0	
913012	6154 Telephone	\$4,305	\$4,443					\$0	
913012	6201 Airfare, Transportation	\$36,935	\$24,640					\$0	
913012	6204 Mileage & Allow Rptble Non-Tax	\$2,121	\$1,497					\$0	
913012	6212 Dues	\$880	\$849					\$0	
913012	6218 Meal Allowance	\$1,945	\$860					\$0	
913012	6221 Miscellaneous Other Costs	\$4,580	\$14,357					\$0	
913012	6222 Per Diem Non-Reportable	\$25,003	\$21,637					\$0	
913012	6223 Per Diem Reportable Non-Taxabl	\$10,598	\$9,896					\$0	
913012	6225 Publications & Subscriptions	\$580	\$754					\$0	
913012	6226 Per Diem S/D/T Taxable	\$330	\$485					\$0	

COUNTY OF MAUI
EXPLANATION OF CHANGES TO OPERATIONS

Department Liquor Control
Program LIQUOR CONTROL PROGRAM

Fund Special Revenue Fund
Sub-Fund Liquor Control Fund

Index Code	Sub-Object Code/Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	(1) (+/-) OVER FY 2017 Adopted		FY 2018 Dept Proposed	(2) EXPLANATION OF CHANGES
						Continuation Request	Expansion Request		
913012	6230 Registration/Training Fees	\$15,118	\$12,920					\$0	
913012	6235 Rentals	\$167,004	\$180,346					\$0	
913012	6240 Retirement & Service Awards	\$300						\$0	
913012	6244 Computer Software	\$3,419						\$0	
913012B	6022 Gasoline, Diesel, Oil, etc.			\$14,919	\$16,246	-\$1,181		\$15,065	Inflationary adjustment based on Budget Director's analysis.
913012B	6031 Repairs & Maintenance Supplies			\$426	\$1,000			\$1,000	
913012B	6035 Miscellaneous Supplies			\$763	\$8,000			\$8,000	
913012B	6037 Office Supplies			\$9,957	\$16,637			\$16,637	
913012B	6040 Postage			\$3,151	\$3,500			\$3,500	
913012B	6060 Small Equipment - under \$1000			\$1,734	\$5,000			\$5,000	
913012B	6071 Copier Supplies				\$300			\$300	
913012B	6101 Advertisement			\$1,503	\$1,000			\$1,000	
913012B	6118 Film processing				\$50	-\$50		\$0	transfer to 6235 Rentals
913012B	6120 Electricity			\$1,800	\$1,890			\$1,890	
913012B	6129 Other Services			\$1,587	\$2,000			\$2,000	
913012B	6130 Printing & Binding			\$3,065	\$4,000			\$4,000	
913012B	6132 Professional Services			\$9,906	\$12,000			\$12,000	
913012B	6138 R & M - Services/Contracts			\$1,862	\$18,090	-\$2,950		\$15,140	transfer to 6235 Rentals
913012B	6152 Cellular telephone			\$12,098	\$12,000			\$12,000	
913012B	6154 Telephone			\$575	\$5,000			\$5,000	
913012B	6201 Airfare, Transportation			\$27,899	\$38,270			\$38,270	
913012B	6204 Mileage & Allow Rptble Non-Tax			\$1,442	\$2,500			\$2,500	
913012B	6212 Dues			\$835	\$1,200			\$1,200	

COUNTY OF MAUI
EXPLANATION OF CHANGES TO OPERATIONS

Department Liquor Control
Program LIQUOR CONTROL PROGRAM

Fund Special Revenue Fund
Sub-Fund Liquor Control Fund

Index Code	Sub-Object Code/Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	(1) (+/-) OVER FY 2017 Adopted		FY 2018 Dept Proposed	(2) EXPLANATION OF CHANGES
						Continuation Request	Expansion Request		
913012B	6218 Meal Allowance			\$470	\$2,500			\$2,500	
913012B	6221 Miscellaneous Other Costs			\$7,970	\$10,000			\$10,000	
913012B	6222 Per Diem Non-Reportable			\$26,764	\$33,320			\$33,320	
913012B	6223 Per Diem Reportable Non-Taxabl			\$7,649	\$17,485			\$17,485	
913012B	6225 Publications & Subscriptions			\$648	\$2,400			\$2,400	
913012B	6226 Per Diem S/D/T Taxable			\$984	\$1,000			\$1,000	
913012B	6230 Registration/Training Fees			\$17,609	\$21,575			\$21,575	
913012B	6234 Rental of office equipment				\$3,000	-\$3,000		\$0	transfer to 6235 Rentals
913012B	6235 Rentals			\$193,841	\$184,492	\$6,000		\$190,492	building lease increase
913012B	6240 Retirement & Service Awards			\$300	\$500			\$500	
913012B	6244 Computer Software			\$95	\$2,000			\$2,000	
Subtotal	913012 LIQUOR CONTROL ADMINISTRATION	\$358,718	\$353,247	\$349,852	\$426,955	-\$1,181	\$0	\$425,774	
913020B LIQUOR OVERHEAD CHARGES									
913020	6350 Overhead Charges/Admin Cost	\$724,959	\$733,206					\$0	
913020B	6350 Overhead Charges/Admin Cost			\$754,334	\$1,131,097	-\$21,411		\$1,109,686	70% of Salaries
Subtotal	913020 LIQUOR OVERHEAD CHARGES	\$724,959	\$733,206	\$754,334	\$1,131,097	-\$21,411	\$0	\$1,109,686	
TOTAL	LIQUOR CONTROL PROGRAM	\$1,083,677	\$1,086,453	\$1,104,186	\$1,558,052	-\$22,592	\$0	\$1,535,460	

EXPLANATION OF CHANGES TO ON-GOING LEASE OFFICE EQUIPMENT
 (FOR CONTINUATION REQUESTS ONLY - DO NOT INCLUDE EXPANSION REQUESTS)

Department Liquor Control
 Program LIQUOR CONTROL PROGRAM

Fund Special Revenue Fund
 Sub-Fund Liquor Control Fund

Index Code	Sub-Object Code/Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	(1)	FY 2018 Dept Proposed	(2)
						(+/-) OVER FY 2017 Adopted		EXPLANATION OF CHANGES
913012C LIQUOR CONTROL ADMINISTRATION EQUIPMENT								
913012	7105 Leased Equipment	\$4,366	\$4,366				\$0	
913012C	7105 Leased Equipment			\$4,366	\$6,000		\$6,000	
Subtotal	913012 LIQUOR CONTROL ADMINISTRATION	\$4,366	\$4,366	\$4,366	\$6,000	\$0	\$6,000	
TOTAL	LIQUOR CONTROL PROGRAM	\$4,366	\$4,366	\$4,366	\$6,000	\$0	\$6,000	

Position Expansion Budget Request

Complete appropriate yellow boxes throughout. Please provide a separate schedule per expansion request.

Section 5
Attachment 5-1

1 Priority No.: **1** of **1** Strategic Alignment: **Mandatory**

2 Program: **LIQUOR CONTROL PROGRAM** Department: **Liquor Control** Division: **Administrative Services**

3 Fund: **SPECIAL REVENUE FUND** Sub-Fund: **Liquor Control Fund** Other:

4 Position Detail

Index Code	Position Title	S.R.	Step	Bargaining Unit	Eff. Date	Position Type (Permanent/LTA)	FY 2018 FTE Requested	Annual Salary Amount	FY 2018 Salary Amount Requested
913012A	Account Clerk III	SR-13	A	3	7/1/2017	Permanent	1.0	\$ 32,976	\$ 32,976

5 Non-Regular Wages or Related Operating Expenditures

Index Code	Subobj Code	Subobj Code Description	FY 2017 Adopted	Additional Amount Requested	FY 2018 Department Proposed
913020B	6350	Overhead Charges/Admin Cost	\$1,131,097	\$23,083	\$1,154,180
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0

6 **Total Non-Regular Wages or Related Operating Expenditures** **\$23,083**

7 Related Equipment Expenditures

Index Code	Subobj Code	Subobj Code Description	Description of Equipment	Quantity	Price Per Unit	FY 2018 Amount Requested
						\$0
						\$0
						\$0
						\$0

8 **Total Equipment Expenditures** **\$0**

9 Justification

Purpose of expansion request:

To provide the body needed to comply with accounting standards and requirements of the County's new cashiering system, and to provide the necessary services to licensees and the public on a consistent basis.

Anticipated outcome/impact after implementation of changes:

Compliance with the requirements of the County's new cashiering system, INOVAH, and other accounting standards.

Relation to department/agency goals and key department/agency indicators:

Provide the necessary staff and services to the Liquor Commission and Liquor Control Adjudication Board to carry out their responsibilities as set forth within the Hawaii Revised Statutes and the Charter of the County of Maui.

10 Relation to Countywide Outcomes

What is the relevance of the request to the Countywide Priorities? Select the applicable Countywide Outcomes by placing an "X" mark.

- An Efficient, Effective and Responsive Government
- A Strong Diversified Economy
- Suitable Public Infrastructure
- A Prepared, Safe and Livable County
- A Healthy and Sustainable Community

Other

11 Are statutory changes or special provisions required to implement expansion? Yes No

12 If YES, attach a copy of the draft legislation.

Relationship to capital improvement projects

13 Does this expansion request related to a capital improvement project? Yes No

14 If YES, give title of CIP:

Position Expansion Budget Request

15	CIP Index Code:		Fund:		Projected completion date:	
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Equipment Expansion Budget Request

Section 5
Attachment 5-3

Complete appropriate yellow boxes throughout. Please provide a separate schedule per expansion request.

1 Priority No.: of

Strategic Alignment:

2 Program:

Department:

Division:

3 Fund:

Sub-Fund:

Other:

4 Equipment Expenditures

Index Code	Subobj Code	Subobj Code Description	New or Replacement	Age	Mileage	Estimated Use Life	Description of Equipment/Vehicle	Quantity	Price Per Unit	FY 2018 Department Proposed
913012C	7044	Other Equipment	New				portable electronic fingerprinting system	2	\$13,000	\$26,000

5 Justification

Purpose of Expansion request:

provide a more efficient and effective service to licensees and applicants by expediting the fingerprint/background requirements through the use of the electronic fingerprinting system

Anticipated outcome/impact after implementation of changes:

increase the current level of services by providing electronic fingerprinting service to applicants and licensees to meet requirements mandated by HRS and the Rules of the Liquor Commission

Relation to department/agency goals and key department/agency indicators:

provide services in liquor license applications and the enforcement of liquor laws and rules

6 Relation to Countywide Outcomes

What is the relevance of the request to the Countywide Outcomes? Select the applicable Countywide Priorities by placing an "X" mark.

- An Efficient, Effective and Responsive Government
- A Strong Diversified Economy
- Suitable Public Infrastructure

- A Prepared, Safe and Livable County
- A Healthy and Sustainable Community

Other

7 Are statutory changes or special provisions required to implement expansion?
 Yes No

8 If YES, attach a copy of the draft legislation.

Equipment Expansion Budget Request

Relationship to capital improvement projects

9 Does this expansion request related to a capital improvement project?

Yes

No

10 If YES, give title of CIP:

11 CIP Index Code:

Fund:

Projected completion date:

Equipment Expansion Budget Request

Complete appropriate yellow boxes throughout. Please provide a separate schedule per expansion request.

1 Priority No.: of Strategic Alignment:

2 Program: Department: Division:

3 Fund: Sub-Fund: Other:

4 Equipment Expenditures

Index Code	Subobj Code	Subobj Code Description	New or Replacement	Age	Mileage	Estimated Use Life	Description of Equipment/Vehicle	Quantity	Price Per Unit	FY 2018 Department Proposed
913012C	7040	Motor Vehicles	Replacement				mini-suvs	4	\$30,000	\$120,000

5 Justification

Purpose of Expansion request:

replacement of older high mileage vehicles

Anticipated outcome/impact after implementation of changes:

maintain the current level of services by providing safe and reliable vehicles so Liquor Control Officers can carry out their responsibilities as mandated by HRS and the Rules of the Liquor Commission

Relation to department/agency goals and key department/agency indicators:

provide services in liquor license and permit applications, licensees' education, and the enforcement of liquor laws and rules

6 Relation to Countywide Outcomes

What is the relevance of the request to the Countywide Outcomes? Select the applicable Countywide Priorities by placing an "X" mark.

<input type="checkbox"/>	An Efficient, Effective and Responsive Government	<input checked="" type="checkbox"/>	A Prepared, Safe and Livable County
<input type="checkbox"/>	A Strong Diversified Economy	<input type="checkbox"/>	A Healthy and Sustainable Community
<input type="checkbox"/>	Suitable Public Infrastructure		

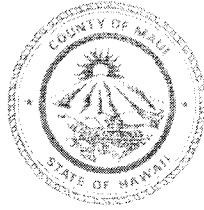
Other

7 Are statutory changes or special provisions required to implement expansion?
 Yes No

8 If YES, attach a copy of the draft legislation.

Relationship to capital improvement projects			
9	Does this expansion request related to a capital improvement project?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
10	If YES, give title of CIP:	<input type="text"/>	
11	CIP Index Code: <input type="text"/>	Fund: <input type="text"/>	Projected completion date: <input type="text"/>

ALAN M. ARAKAWA
MAYOR




KEITH A. REGAN
MANAGING DIRECTOR

DEPARTMENT OF MANAGEMENT

COUNTY OF MAUI

September 13, 2016

TO: Glenn Mukai
Director, Department of Liquor Control

FROM: Keith A. Regan 
Managing Director

SUBJECT: **County of Maui Motor Vehicle Policy – Replacement Vehicles**

RECEIVED
2016 SEP 16 AM 9:12
DEPT OF LIQUOR CONTROL
COUNTY OF MAUI

This is in reference to your requests dated September 9, 20-16. for four (4) Replacement Vehicles.

The review of the documents you provided has been concluded. Based on your representation, they have been found to meet the minimum requirements pursuant to the Motor Vehicle Policy. Therefore, I am granting approval of your requests since the primary justification is to replace older high mileage vehicles.

Thank you and that of our employees with the implementation of the Maui County Motor Vehicle Policy. Should you have any questions, Don Medeiros he be contacted via email at Don.Medeiros@co.maui.hi.us or at extension 7511 to address any questions you may have.

Attachment

dm:KAR

COUNTY OF MAUI

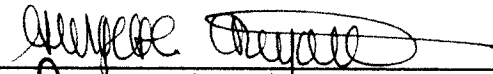
Acquisition for Replacement of Existing Motor Vehicle
Request Form


2016 SEP 12 AM 9:56

Department: Liquor Control

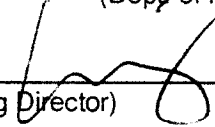
Division: Liquor Control

Submitted by (Print Name): **Georgette Tyau** Position Title: Administrative Assistant II

Signature:  Date: September 9, 2016

Approved by:  Date: September 9, 2016
(Department Director)

Recommended for Approval:  Date: 9/13/16
(Dept. of Management)

Approved by:  Date: 9/15/16
(Managing Director)

The vehicle requested for replacement consideration must meet at least two of the following criteria. Identify and explain as necessary which two criteria apply: 1 and 7

1. Passenger vehicles (sedans, station wagons, vans, light pick up trucks) - 7 years or 100,000 miles;
2. The unit, when operated, endangers the safety of the operator, passengers and/or people that are in close proximity to it, and that the repair costs to address safety issues exceed its replacement acquisition cost;
3. The unit cannot be repaired due to unavailability of parts;
4. The repair cost of a unit damaged by accident or other causes exceeds the actual cash value of the unit prior to the damage;
5. The accumulated MAJOR repair costs plus the anticipated additional repair costs to recondition the unit exceeds 50% of the replacement acquisition cost;
6. The history of annual cost of renting a substitute for a unit that is sidelined for an extended period due to difficulty in obtaining parts exceeds the average annual cost of a new unit; or
7. The unit is obsolete and is no longer suitable for the mode of operations.

Attachment Q (Page 1 of 4)

Acquisition for Replacement of Existing Motor Vehicle Request Form (Cont.)

Requests to acquire a new vehicle to replace an existing vehicle shall be evaluated based on the requesting agency's responses to the following. Please provide complete answers to the following to ensure a complete and efficient review of the vehicle request. Additional supporting documentation may be provided if relevant to the request.

1. What is the vehicle year and current mileage reading?

2003; 50,693 (MKL 216)

This vehicle exceeds the optimal life expectancy of 7 years or 100,000 miles.

2. What are the average miles of official annual usage for the past 3 years?

The vehicle has been used an average of 2,000 miles annually for the past 3 years. The low annual mileage for the past three years is due to the vehicle being out-of-service and in the shop for on-going electrical and mechanical problems. The vehicle's electrical problems have never been sufficiently corrected or repaired. The vehicle has stalled at various locations on several occasions within the past few years, making it a potential safety issue.

3. What is the need for the continued use of the vehicle to maintain the present level of service? Describe in detail the function it must perform, including driving routes and miles, and the frequency of performance in a normal routine or cycle of work (which may be daily, weekly, monthly, etc.).

The vehicle in question is a van, that is capable of carrying large payloads and multiple passengers. The vehicle is needed to commute several times a week between the Wailuku DLC office and the Lahaina DLC office to run equipment and supplies back and forth; to transport Department personnel and supplies to outside areas such as Lahaina, Kihei, and Hana Districts; to conduct covert assignments such as minor decoy operations in which Department personnel, minor decoy operatives, and other law enforcement agents are transported; to transport Liquor Commissioners, Liquor Adjudication Board Members, and other authorized persons and their baggage to the airport or harbor when needed.

The vehicle is needed to carry out the Department's responsibilities mandated by Hawaii Revised Statutes and the Rules of the Liquor Commission, County of Maui, to ensure the health, safety and welfare of the public. This vehicle is utilized daily to carry out inspectional and investigational duties and is needed to maintain the present level of services. Driving routes include all of the island of Maui.

4. Describe the impact on operations if the vehicle is not replaced.

This vehicle is needed to comply with HRS. The Department needs to travel to licensed premises, etc. in order to maintain services. If the vehicle is not replaced, it will significantly impact the normal day to day Department office operations and Enforcement Division's investigative and inspectional activities.

Attachment Q (Page 2 of 4)

Acquisition for Replacement of Existing Motor Vehicle Request Form (Cont.)

- 5. Identify opportunities to substitute the vehicle with another without curtailing other essential services. Is there an existing vehicle(s) available in this division, or other divisions within the department that can be also used to accommodate this need? What considerations have been given to consolidating vehicle use?**

This vehicle is an essential part of the day to day operations. No other vehicle in the Department's fleet is capable of accommodating specific needs due to the size and amounts of the payloads it can carry.

Renting a similar type of vehicle to accommodate the specific needs would not be cost effective.

Investigators are not receptive to the vehicle allowance method and such allowance would need to be negotiated with the Union. This alternative does not appear cost effective for the delivery of the required services. Also, reliability of the vehicles is important because investigators are working nights and traveling long distances. Two-thirds of the Department's fleet is already more than 7 years old, and half of that number is more than 10 years old.

- 6. What is the estimated minimum mileage per year that this vehicle will be driven? (Complete the Minimum Mileage Evaluation & Determination Worksheet, see Attachment C.)**

7,200 miles/year

- 7. Prepare a cost benefit analysis. The requesting department should detail the cost(s) to acquire (i.e. costs of vehicle and any special equipment) and the benefit(s) that will be derived by the County by replacing the existing vehicle. (Benefits should include descriptions of and quantified cost savings to operations, efficiencies gained, etc.).**

The Department will be able to fulfill it's responsibilities as required by HRS and it's mission to protect the health, safety and welfare of the general public by regulating and controlling the liquor industry in the importation, manufacture, sale and service of alcoholic beverages to provide a safe and healthy environment for the people of Maui County.

Due to the nature of responsibilities, vehicles need to be safe and reliable. Liquor Control Officers travel far distances, work mostly nights, and are normally scheduled alone. This vehicle is also utilized by the Administrative Services Division.

This vehicle is continuously in and out-of-service and in the shop for on-going electrical and mechanical problems. This vehicle's electrical problems have never been sufficiently corrected or repaired. This vehicle has stalled at various locations on several occasions within the past few years, making it a potential safety issue.

Attachment Q (Page 3 of 4)

Acquisition for Replacement of Existing Motor Vehicle Request Form (Cont.)

By the time this vehicle would be replaced, it would exceed 15 years of use.

Within the Enforcement Division, there are currently eight Liquor Control Officers who are assigned to do inspections, investigations, operations, etc. and four vacancies. Two of the four vacancies are in the process of recruitment and expected to be filled by December 2016.

Liquor Control Officers are assigned vehicles because they are scheduled to work individually and often on the same days/nights. At this time, vehicles are continuously swapped out when other vehicles go into the shop for repairs, which happens often.

The following vehicles are being utilized by the Enforcement Division:

LFT 569	2001
LDD 067	2001
LGN 126	2002
LGD 790	2004
LGL 268	2005
LDU 726	2007
LGN 101	2008
LDD 069	2008
LDD 068	2010
LGV 041	2010
LBD 976	2011
LES 958	2014

Attachment Q (Page 4 of 4)



MINIMUM USE MILEAGE EVALUATION & DETERMINATION WORKSHEET

Department: Liquor Control

Division: Liquor Control

Position Title(s): Liquor Control Officers

Duties: see attached position descriptions

Recommended Vehicle:	Ford	Windstar Van	2003	MKL-216		50,693/Sept. 7, 2016
	Make	Model	Year	License #	Asset #	Odometer Reading & Date

Prepared by (Print): Georgette C.R. Tyau

Prepared by (Signature): *Georgette C.R. Tyau*

Date: 9-Sep-16

Approved by Director: *[Signature]*

Date: 9-Sep-16

Instructions: This worksheet serves to document mileage driven a given vehicle to help evaluate and determine vehicle utilization on an annualized basis and shall be prepared for every County vehicle.

This worksheet should be completed as accurately as possible with estimates used as necessary. If travel activity is recurring on a monthly basis, one form may be completed and annualized. If travel activity is not recurring and varies from month to month, a worksheet may be prepared to reflect the varying months, then summarized to calculate an annualized estimate. Do not fill shaded spaces; this information will calculate based on your input.

See also the COM Motor Vehicle Policy Section C, County Vehicle Usage and Assignment, Section D, Take Home Vehicles (THV), and Section G, Vehicle Acquisition, Replacement and Disposal.

Period/Month of Review : Recurring Monthly

	Activity Description	Purpose	From (Address/Location)	To (Address / Location)	Miles	Frequency (# of times per month)	Total Miles Per Mo.	Comments (indicate if estimated or actual)
1	Provide services in liquor	Fulfill responsibilities	Dept. of Liquor Control	Licensed Premises/	30	20	600	based on historical
2	license and permit	as mandated by HRS	2145 Kaohu St., #105	Proposed Premises-			0	
3	applications, licensees'	and Rules of the Liquor	Wailuku, Maui	various locations			0	
4	education, and the en-	Commission		throughout the island			0	
5	forcement of liquor laws			of Maui			0	
6	and rules						0	
7							0	
8							0	
9							0	
10							0	
11							0	
12							0	
13							0	
14							0	
15							0	
	Month Total						600	
	Annualized						7,200	per year

Attachment C

**Department of Liquor Control
Enforcement Division
Liquor Control Officer I
Position Description**

Under close supervision, performs inspections of premises where intoxicating liquors are manufactured, sold and/or consumed and enforces applicable State and local liquor laws, rules and regulations; investigates observed or apparent liquor law violations and prepares reports on findings.

1070

1. Performs daily and nightly inspections of liquor licensed premises within a assigned area to ensure that these premises are being operated in accordance with liquor laws of Hawaii, Chapter 281, Hawaii Revised Statutes, and the Rules of the Liquor Commission, County of Maui, to ensure the health, safety, and welfare of the public. (a)(b)
2. Conducts investigations involving on-view violations of Chapter 281, Hawaii Revised Statutes, and the Rules of the Liquor Commission, County of Maui. (a)(b)
3. Learns to conduct investigations involving alleged or suspected violations of Chapter 281, Hawaii Revised Statutes, and the Rules of the Liquor Commission, County of Maui. (a)(b)
4. Prepares clear, concise and accurate documents, notes, and reports detailing investigation activities and findings; submits reports in a timely manner and by established deadlines. (a)(b)
5. Interviews witnesses and complainants related to violations of liquor-related laws, rules, regulations, etc. (a)(b)
6. Prepares and submits clear, concise and accurate documentation of inspections, work logs, and other related forms. (a)(b)
7. Collects, identifies and preserves evidence following the chain of custody procedures. (a)(b)
8. Learns to conduct noise level measurements of licensed premises. (a)(b)
9. Participates in stakeouts, surveillance of trouble spots, minor decoy operations, etc. (a)(b)
- 1070 10. Testifies before the Liquor Control Adjudication Board to present findings of investigations. (a)(b)
11. Testifies in court to present findings of investigations. (a)(b)

12. Attends training. (a)(b)

020 13. Performs other related duties as required. (a)(b)

(a) The performance of this function is the reason that the job exist.

(b) The number of other employees available to perform this function is limited.

(c) This function is highly specialized and employee is hired for special expertise or ability to perform this function.

Ability to:

1. Understand and interpret laws, codes, ordinances and rules, summarize and brief material; use initiative in organizing and completing work; follow oral and written instructions; deal tactfully and effectively with licensees, employees and the public; gather, verify, and evaluate facts and evidence; prepare clear and concise reports; work harmoniously with others; certified to effectively and accurately operate sound level meters, operate computers, motor vehicle, etc.

2. Attend and transport equipments to conferences, meetings, hearings and site inspections, etc.

3. Requires for example, lifting, crawling, carrying, bending, twisting, kneeling, climbing, etc. (a) to operate various equipment, the acquiring of files, documents, etc. (b) transporting files, documents and equipment to various locations, (c) to investigate violations and or the participation in covert operations (d) to inspect proposed premises or licensed premises, which include construction sites and vessels, which may also require the climbing of ladders or steep inclines, (e) the riding of inflatable rafts to inspect vessels (f) general maintenance of assigned county vehicle, which may include the process of changing of flat tires, (g) carrying of equipments over various terrains to conduct investigations.

**Department of Liquor Control
Enforcement Division
Liquor Control Officer II
Position Description**

Under general supervision, independently inspects premises where intoxicating liquors are manufactured, sold and/or consumed and enforces applicable State and local liquor laws, rules and regulations; investigates alleged or suspected liquor law violations and prepares reports on findings.

- 0%
1. Performs daily and nightly inspections of liquor licensed premises within a assigned area to ensure that these premises are being operated in accordance with liquor laws of Hawaii, Chapter 281, Hawaii Revised Statutes, and the Rules of the Liquor Commission, County of Maui, to ensure the health, safety and welfare of the public. (a)(b)
2. Conducts noise level measurements of licensed premises and interprets the data to establish whether sound readings comply with allowable noise levels. (a)(b)
3. Interviews witnesses and complainants regarding case investigations. (a)(b)
4. Collects, identifies and preserves evidence following the chain of custody procedures. (a)(b)
5. Prepares clear, concise and accurate documents, notes, and reports detailing investigation activities and findings; submits reports in a timely manner and by established deadlines. (a)(b)
6. Prepares and submits inspections, work logs, and other related forms. (a)(b)
- 30%
7. Conducts advanced investigations involving alleged or suspected liquor law violations where a broader knowledge and application of investigative techniques and procedures are required (e.g. source investigations, noise measurements, etc.). (a)(b)
8. When assigned to a night shift, responsible for conducting a check with Wailuku, Kihei, and Lahaina police stations once every hour to inquire if the police responded to any liquor licensed establishment or for any liquor related cases; conducts follow-up investigations to all liquor related police source cases. (a)(b)
9. Participates in stakeouts, surveillance of trouble spots, minor decoy operations, etc. (a)(b)
10. Attends training. (a)(b)

- 109
11. Conducts investigations for the purpose of determining whether or not all requirements relative to the issuance of liquor licenses and permits and/or for transferals and renewals of liquor licenses and permits have been complied with. (a)(b)
 12. Performs other related duties as assigned. (a)(b)
 - (a) The performance of this function is the reason that the job exist.
 - (b) The number of other employees available to perform this function is limited.
 - (c) This function is highly specialized and employee is hired for special expertise or ability to perform this function.

Ability to:

1. Understand and interpret laws, codes, ordinances and rules, summarize and brief material; use initiative in organizing and completing work; follow oral and written instructions; deal tactfully and effectively with licensees, employees and the public; gather, verify, and evaluate facts and evidence; prepare clear and concise reports; work harmoniously with others; certified to effectively and accurately operate sound level meters, operate computers, motor vehicle, etc.
2. Attend and transport equipments to conferences, meetings, hearings and site inspections, etc.
3. Requires for example, lifting, crawling, carrying, bending, twisting, kneeling, climbing, etc. (a) to operate various equipment, the acquiring of files, documents, etc. (b) transporting files, documents and equipment to various locations, (c) to investigate violations and or the participation in covert operations (d) to inspect proposed premises or licensed premises, which include construction sites and vessels, which may also require the climbing of ladders or steep inclines, (e) the riding of inflatable rafts to inspect vessels (f) general maintenance of assigned county vehicle, which may include the process of changing of flat tires, (g) carrying of equipments over various terrains to conduct investigations.

**Department of Liquor Control
Liquor Control Officer III
Enforcement Division
Position Description**

1. Serves as a working supervisor, during an assigned shift, in the Enforcement Division. Assigns and reviews the work of a group of enforcement personnel on an assigned shift; Checks on work progress and provides guidance, advice, instructions and assistance to subordinates as required. (a)(b)
2. Performs daily and nightly inspections of liquor licensed premises to ensure premises are being operated in accordance with the liquor laws of Hawaii, Chapter 281, Hawaii Revised Statutes, and the Rules of the Liquor Commission, County of Maui, to ensure the health, safety and welfare of the public. (a)(b)
3. Conducts investigations and follow-up investigations of liquor law violations; may exercise powers of arrest and seizure as circumstances warrant, assists licensees in the suppression of disorderly conduct, may conduct inspections and investigations relative to the issuance and/or compliance of liquor licenses and permits and/or for transfers and renewal of liquor licenses, serves subpoenas to witnesses and testifies at hearings and in courts. (a)(b)
4. Participates in stakeouts, surveillance of trouble spots, minor decoy operations, etc. Trains undercover liquor control officers assigned to assist in the investigations. (a)(b)
5. Conducts noise level measurements of licensed premises and interprets the data to establish whether sound readings comply with allowable noise levels. (a)(b)
6. Prepares and submits reports, work logs, and other related forms. (a)(b)
7. Explains and clarifies applicable provisions of liquor laws and rules to department employees, licensees and their employees, and the public. (a)(b)
8. Plans, develops, maintains and trains liquor licensees and their employees through the established mandatory server-training and certification program. Conducts regularly scheduled server-training and/or certification examinations at the department and the established sites on Molokai and Lanai, and at licensed premises or other sites. (a)(b)
9. May provide feedback to LCO IV on subordinate employees' work performances. (a)(b)
10. Assists in the training of new and current employees. (a)(b)

8590

11. Represents the Department at various venues including but not limited to associations representing licensees, neighborhood boards, community associations, associations of condominium owners, and other governmental agencies to conduct education seminars on the liquor laws and rules, and/or policies and procedures of the department, eg. enforcement of maximum permissible sound levels; develops and maintains instructional aids and training media to assist in the training. (a)(b)
12. Recommends improvements in work methods and practices. (a)(b)
13. Compiles and tabulates statistical data. (a)(b)
14. Testifies and presents findings before the Liquor Commission and Liquor Control Adjudication Board. (a)(b)
15. Conducts inspections and investigations relative to the issuance and/or compliance of liquor licenses and permits and/or for transferals and renewal of liquor licenses in the Administrative Services Division. (a)(b) 10%
16. Examines and processes applications for the initial issuance, transferal and renewal of liquor licenses and permits. (a)(b)
17. Reviews building plans of proposed and existing licensed premises, tax maps, and other related documents to verify compliance with building, health, zoning and other requirements. (a)(b)
18. Checks the description of proposed premises, equipment, surrounding conditions and environment for inconsistencies with licensing requirements. (a)(b)
19. Investigates the applicant's background, character, personal & financial history and qualifications to determine the applicant's fitness and financial stability to exercise the license for which applied. (a)(b)
20. Investigates possible fraud and deception in applications and reports findings to the Liquor Commission. (a)(b)
21. Makes preliminary and final inspections of construction projects of licensed premises. (a)(b)
22. Resolves minor discrepancies and reports for appropriate action on any major deviation from the approved plans. (a)(b)
23. Performs other related duties as required. (a)(b) 5%

Ability to:

- 1. Interpret and explain laws, rules and regulations, codes, etc.; compile statistical data; understand and analyze business records; gather, verify and evaluate facts and evidence; prepare clear and concise reports; assign and review the work of others; give and follow oral and written instructions; use initiative in organizing and completing work; meet with and deal tactfully and effectively with employees and the public; work harmoniously with others; be certified to effectively and accurately operate sound level meters, operate computers, etc.**
 - 2. Attend and transport equipment to conferences, meetings, hearings, site inspections, etc.**
 - 3. Requires for example, lifting, crawling, carrying, bending, twisting, kneeling, climbing, riding inflatable rafts, etc. (a) to operate various equipment, the acquiring of files, documents, etc. (b) to transport files, documents and equipment to various locations (c) to investigate violations and or the participation in covert operations (d) to inspect proposed premises or licensed premises, which include construction sites and vessels, which may also require the climbing of ladders or steep inclines, (e) to maintain assigned county vehicle, which may include the process of changing of flat tires, (f) to transport equipment over various terrains to conduct investigations.**
- (a) The performance of this function is the reason that the job exists.**
 - (b) The number of other employees available to perform this function is limited.**
 - (c) This function is highly specialized and employee is hired for special expertise or ability to perform this function.**

LIQUOR CONTROL OFFICER IV (ENFORCEMENT DIVISION)

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

1. Plans, coordinates and supervises all inspection and investigative functions and activities relative to the enforcement of liquor laws, rules and regulations; directs all field operations during non-regular working hours including holidays, nights, and weekends; and performs other related duties.
 - a. Provides day to day supervision over the work of the Enforcement Services and implements work plans in accordance with the objectives set by the Director.
 - b. Receives complaints of liquor law violations, conducts investigations and follow-up investigations of liquor law violations; assigns investigations to subordinates, establishes deadlines for completion of specific assignments; insures that assignments are being carried out and reviews investigation reports for clarity, conciseness and completeness, checks and reviews all daily reports and prepares a summary, supervises the maintenance of the enforcement record system for cases investigated and processed, involving numbering, classification, posting, preparation of summary record and reports, may exercise powers of arrest and seizure as circumstances warrant, and assist licensees in suppression of disorderly conduct.
 - c. Testifies at hearings before the Liquor Control Adjudication Board, Liquor Commission and at depositions or any legal proceeding when subpoenaed as the keeper of enforcement services' records or on the enforcement activities, functions and records, and serve subpoenas to witnesses.
 - d. Prepares master work schedules, assigns investigators to various districts, conducts day and night inspections of the enforcement operations; plans, directs, coordinates and formulates internal operating work programs, procedures and objectives within the policies, procedures, orders and standards of the Department and evaluates enforcement services provided; recommends revisions to internal operating procedures; devises forms, report formats and other means to facilitate the work of the Enforcement Division.
 - e. Devises criteria to determine the effectiveness of operations and to ascertain whether program objectives are being met; compiles and submits monthly and yearly work statistics to determine effectiveness of programs to insure maximum staff utilization.
 - f. Resolves minor personnel problems and grievances; participates in the establishment of performance standards; recommends personnel actions; conducts enforcement staff meetings; evaluates work performance of

subordinates; recommends approval or disapproval of leave requests; reviews and recommends approval or disapproval of mileage reimbursements requests.

- g. Conducts internal administrative investigations of the enforcement personnel for violations of standards of conduct, administrative directives or any other administrative matters and makes recommendations; counsels subordinates; and recommends the selection, promotion and discipline of enforcement employees.
- h. Develops written policies and procedures on various subjects at the direction of the Director.
- i. Coordinates liquor law enforcement activities with other regulatory or law enforcement agencies and meets with such representative to resolve problems.

Requires, for example, climbing or walking on steep or confine stairway or pathway to inspect licensed premises, bending, kneeling, crawling, climbing of ladders, and lifting and carrying of equipment, files or records. (a)(b)

- 2. Responsible for the maintenance and security of all enforcement equipment, files, investigation reports and records and the assignment of enforcement equipment.

Requires, for example, climbing, bending, kneeling, lifting and crawling to inspect equipments and the efforts of duty "1" above. (a)(b)

- 3. Meets on a regular basis with Deputy Prosecuting Attorney to review all investigation reports and submits recommendations on the disposition of cases.

Requires, for example, the efforts of bending, kneeling, climbing of ladders, lifting and carrying equipment, files or records. (a)(b)

- 4. Conducts training of enforcement personnel in accordance with plans and programs, participates in ascertaining training needs; maintains individual training records; conducts orientation of new personnel; participates in serving as in-service training instructor to promote employee development; and obtains instructional help from other sources.

Requires, for example, the efforts of duty "1" above. (a)(b)

- 5. Prepares, compiles, reviews and submits a wide variety of data, special staff studies, various correspondences, documents and reports related to the enforcement operations and assures that certain written communications from the Department are clear, analytical, concise and well supported with specific facts and are utilized to meet the department's mission, goals and objectives.

Requires, for example, the efforts of duty "1" above. (a)(b)

6. Performs other duties as required.

Requires, for example, the efforts of duty "1" above. (a)(b)

LGN 1250 (4-dr sedan)

COUNTY OF MAUI

Acquisition for Replacement of Existing Motor Vehicle
Request Form

RECEIVED
2016 SEP 12 AM 9:56
COUNTY OF MAUI

Department: Liquor Control Division: Liquor Control

Submitted by (Print Name): Georgette Tyau Position Title: Administrative Assistant II

Signature: [Handwritten Signature] Date: September 9, 2016

Approved by: [Handwritten Signature] Date: September 9, 2016
(Department Director)

Recommended for Approval: [Handwritten Signature] Date: 9/13/16
(Dept. of Management)

Approved by: [Handwritten Signature] Date: 9/15/16
(Managing Director)

The vehicle requested for replacement consideration must meet at least two of the following criteria. Identify and explain as necessary which two criteria apply: 1 and 7

1. Passenger vehicles (sedans, station wagons, vans, light pick up trucks) - 7 years or 100,000 miles;
2. The unit, when operated, endangers the safety of the operator, passengers and/or people that are in close proximity to it, and that the repair costs to address safety issues exceed its replacement acquisition cost;
3. The unit cannot be repaired due to unavailability of parts;
4. The repair cost of a unit damaged by accident or other causes exceeds the actual cash value of the unit prior to the damage;
5. The accumulated MAJOR repair costs plus the anticipated additional repair costs to recondition the unit exceeds 50% of the replacement acquisition cost;
6. The history of annual cost of renting a substitute for a unit that is sidelined for an extended period due to difficulty in obtaining parts exceeds the average annual cost of a new unit; or
7. The unit is obsolete and is no longer suitable for the mode of operations.

Attachment Q (Page 1 of 4)

Acquisition for Replacement of Existing Motor Vehicle Request Form (Cont.)

Requests to acquire a new vehicle to replace an existing vehicle shall be evaluated based on the requesting agency's responses to the following. Please provide complete answers to the following to ensure a complete and efficient review of the vehicle request. Additional supporting documentation may be provided if relevant to the request.

1. What is the vehicle year and current mileage reading?

2002; 68,916 (LGN 126)

This vehicle exceeds the optimal life expectancy of 7 years or 100,000 miles.

2. What are the average miles of official annual usage for the past 3 years?

The vehicle has been used an average of 4,594 miles annually for the past 3 years. The lower annual mileage, compared to the estimated use (attachment C), for the past three years is due to the vehicle being out-of-service and in the shop for on-going electrical and mechanical problems.

3. What is the need for the continued use of the vehicle to maintain the present level of service? Describe in detail the function it must perform, including driving routes and miles, and the frequency of performance in a normal routine or cycle of work (which may be daily, weekly, monthly, etc.).

The vehicle is needed to carry out the Department's responsibilities mandated by Hawaii Revised Statutes and the Rules of the Liquor Commission, County of Maui, to ensure the health, safety and welfare of the public. This vehicle is utilized daily and nightly, primarily by the Enforcement Division, to carry out inspectional and investigational duties, serve subpoenas, make deliveries, etc. It is needed to maintain the present level of services. Driving routes include all of the island of Maui, including remote areas.

4. Describe the impact on operations if the vehicle is not replaced.

This vehicle is needed to comply with HRS. The Department needs to travel to licensed premises, etc. in order to maintain services. If the vehicle is not replaced, it will significantly impact the normal day to day Department office operations and Enforcement Division's daily and nightly investigative and inspectional activities. The primary duties and responsibilities of Liquor Control Officers' require the need of a vehicle so inspections and investigations can be conducted at liquor licensed premises throughout the County of Maui.

5. Identify opportunities to substitute the vehicle with another without curtailing other essential services. Is there an existing vehicle(s) available in this division, or other divisions within the department that can be also used to accommodate this need? What considerations have been given to consolidating vehicle use?

This vehicle is an essential part of the Department's daily and nightly operations. Consolidating the use of this vehicle with multiple Liquor Control Officers would significantly

Attachment Q (Page 2 of 4)

Acquisition for Replacement of Existing Motor Vehicle Request Form (Cont.)

hamper enforcement operations since Liquor Control Officers are assigned multiple tasks and investigations throughout the various districts. The sharing of this vehicle would slow down operations to the point of not meeting the Department's responsibility as required by HRS and the Rules of the Liquor Commission, County of Maui.

Renting a similar type of vehicle to accommodate the specific needs would not be cost effective.

Liquor Control Officers are not receptive to the vehicle allowance method and such allowance would need to be negotiated with the Union. This alternative does not appear cost effective for the delivery of the required services.

Also, reliability of the vehicles is important because Liquor Control Officers are also working nights and traveling long distances alone. Two-thirds of the Department's fleet is already more than 7 years old, and half of that number is more than 10 years old.

6. **What is the estimated minimum mileage per year that this vehicle will be driven? (Complete the Minimum Mileage Evaluation & Determination Worksheet, see Attachment C.)**

7,200 miles/year

7. **Prepare a cost benefit analysis. The requesting department should detail the cost(s) to acquire (i.e. costs of vehicle and any special equipment) and the benefit(s) that will be derived by the County by replacing the existing vehicle. (Benefits should include descriptions of and quantified cost savings to operations, efficiencies gained, etc.).**

The Department will be able to fulfill it's responsibilities as required by HRS and it's mission to protect the health, safety and welfare of the general public by regulating and controlling the liquor industry in the importation, manufacture, sale and service of alcoholic beverages to provide a safe and healthy environment for the people of Maui County.

Due to the nature of responsibilities, vehicles need to be safe and reliable. Liquor Control Officers travel far distances, work mostly nights, and are normally scheduled alone.

By the time this vehicle would be replaced, it would exceed 16 years of use.

Within the Enforcement Division, there are currently eight Liquor Control Officers who are assigned to do inspections, investigations, operations, etc. and four vacancies. Two of the four vacancies are in the process of recruitment and expected to be filled by December 2016.

Attachment Q (Page 3 of 4)

Acquisition for Replacement of Existing Motor Vehicle Request Form (Cont.)

Liquor Control Officers are assigned vehicles because they are scheduled to work individually and often on the same days/nights. At this time, vehicles are continuously swapped out when other vehicles go into the shop for repairs, which happens often.

The following vehicles are being utilized by the Enforcement Division:

LFT 569 2001
LDD 067 2001
LGN 126 2002
LGD 790 2004
LGL 268 2005
LDU 726 2007
LGN 101 2008
LDD 069 2008
LDD 068 2010
LGV 041 2010
LBD 976 2011
LES 958 2014

Attachment Q (Page 4 of 4)



MINIMUM USE MILEAGE EVALUATION & DETERMINATION WORKSHEET

Department: Liquor Control

Division: Liquor Control

Position Title(s): Liquor Control Officers

Duties: see attached position descriptions

Recommended Vehicle:	Chevy	Malibu	2002	LGN 126		68,916/August 22, 2016
	Make	Model	Year	License #	Asset #	Odometer Reading & Date

Prepared by (Print): Georgette C.R. Tyau

Prepared by (Signature): *[Handwritten Signature]*

Date: 9-Sep-16

Approved by Director: *[Handwritten Signature]*

Date: 9-Sep-16

Instructions: This worksheet serves to document mileage driven a given vehicle to help evaluate and determine vehicle utilization on an annualized basis and shall be prepared for every County vehicle.

This worksheet should be completed as accurately as possible with estimates used as necessary. If travel activity is recurring on a monthly basis, one form may be completed and annualized. If travel activity is not recurring and varies from month to month, a worksheet may be prepared to reflect the varying months, then summarized to calculate an annualized estimate. Do not fill shaded spaces; this information will calculate based on your input.

See also the COM Motor Vehicle Policy Section C, County Vehicle Usage and Assignment, Section D, Take Home Vehicles (THV), and Section G, Vehicle Acquisition, Replacement and Disposal.

Period/Month of Review : Recurring Monthly

	Activity Description	Purpose	From (Address/Location)	To (Address / Location)	Miles	Frequency (# of times per month)	Total Miles Per Mo.	Comments (indicate if estimated or actual)
1	Provide services in liquor	Fulfill responsibilities	Dept. of Liquor Control	Licensed Premises/	30	20	600	based on historical
2	license and permit	as mandated by HRS	2145 Kaohu St., #105	Proposed Premises-			0	
3	applications, licensees'	and Rules of the Liquor	Wailuku, Maui	various locations			0	
4	education, and the en-	Commission		throughout the island			0	
5	forcement of liquor laws			of Maui			0	
6	and rules						0	
7							0	
8							0	
9							0	
10							0	
11							0	
12							0	
13							0	
14							0	
15							0	
	Month Total						600	
	Annualized						7,200	per year

Attachment C

Department of Liquor Control
Enforcement Division
Liquor Control Officer I
Position Description

Under close supervision, performs inspections of premises where intoxicating liquors are manufactured, sold and/or consumed and enforces applicable State and local liquor laws, rules and regulations; investigates observed or apparent liquor law violations and prepares reports on findings.

1. Performs daily and nightly inspections of liquor licensed premises within a assigned area to ensure that these premises are being operated in accordance with liquor laws of Hawaii, Chapter 281, Hawaii Revised Statutes, and the Rules of the Liquor Commission, County of Maui, to ensure the health, safety, and welfare of the public. (a)(b)
2. Conducts investigations involving on-view violations of Chapter 281, Hawaii Revised Statutes, and the Rules of the Liquor Commission, County of Maui. (a)(b)
3. Learns to conduct investigations involving alleged or suspected violations of Chapter 281, Hawaii Revised Statutes, and the Rules of the Liquor Commission, County of Maui. (a)(b)
4. Prepares clear, concise and accurate documents, notes, and reports detailing investigation activities and findings; submits reports in a timely manner and by established deadlines. (a)(b)
5. Interviews witnesses and complainants related to violations of liquor-related laws, rules, regulations, etc. (a)(b)
6. Prepares and submits clear, concise and accurate documentation of inspections, work logs, and other related forms. (a)(b)
7. Collects, identifies and preserves evidence following the chain of custody procedures. (a)(b)
8. Learns to conduct noise level measurements of licensed premises. (a)(b)
9. Participates in stakeouts, surveillance of trouble spots, minor decoy operations, etc. (a)(b)
10. Testifies before the Liquor Control Adjudication Board to present findings of investigations. (a)(b)
11. Testifies in court to present findings of investigations. (a)(b)

12. Attends training. (a)(b)

020

13. Performs other related duties as required. (a)(b)

(a) The performance of this function is the reason that the job exist.

(b) The number of other employees available to perform this function is limited.

(c) This function is highly specialized and employee is hired for special expertise or ability to perform this function.

Ability to:

1. Understand and interpret laws, codes, ordinances and rules, summarize and brief material; use initiative in organizing and completing work; follow oral and written instructions; deal tactfully and effectively with licensees, employees and the public; gather, verify, and evaluate facts and evidence; prepare clear and concise reports; work harmoniously with others; certified to effectively and accurately operate sound level meters, operate computers, motor vehicle, etc.
2. Attend and transport equipments to conferences, meetings, hearings and site inspections, etc.
3. Requires for example, lifting, crawling, carrying, bending, twisting, kneeling, climbing, etc. (a) to operate various equipment, the acquiring of files, documents, etc. (b) transporting files, documents and equipment to various locations, (c) to investigate violations and or the participation in covert operations (d) to inspect proposed premises or licensed premises, which include construction sites and vessels, which may also require the climbing of ladders or steep inclines, (e) the riding of inflatable rafts to inspect vessels (f) general maintenance of assigned county vehicle, which may include the process of changing of flat tires, (g) carrying of equipments over various terrains to conduct investigations.

Department of Liquor Control
Enforcement Division
Liquor Control Officer II
Position Description

Under general supervision, independently inspects premises where intoxicating liquors are manufactured, sold and/or consumed and enforces applicable State and local liquor laws, rules and regulations; investigates alleged or suspected liquor law violations and prepares reports on findings.

- 070
1. Performs daily and nightly inspections of liquor licensed premises within a assigned area to ensure that these premises are being operated in accordance with liquor laws of Hawaii, Chapter 281, Hawaii Revised Statutes, and the Rules of the Liquor Commission, County of Maui, to ensure the health, safety and welfare of the public. (a)(b)
 2. Conducts noise level measurements of licensed premises and interprets the data to establish whether sound readings comply with allowable noise levels. (a)(b)
 3. Interviews witnesses and complainants regarding case investigations. (a)(b)
 4. Collects, identifies and preserves evidence following the chain of custody procedures. (a)(b)
 5. Prepares clear, concise and accurate documents, notes, and reports detailing investigation activities and findings; submits reports in a timely manner and by established deadlines. (a)(b)
 6. Prepares and submits inspections, work logs, and other related forms. (a)(b)
 - 3070 7. Conducts advanced investigations involving alleged or suspected liquor law violations where a broader knowledge and application of investigative techniques and procedures are required (e.g. source investigations, noise measurements, etc.). (a)(b)
 8. When assigned to a night shift, responsible for conducting a check with Wailuku, Kihei, and Lahaina police stations once every hour to inquire if the police responded to any liquor licensed establishment or for any liquor related cases; conducts follow-up investigations to all liquor related police source cases. (a)(b)
 9. Participates in stakeouts, surveillance of trouble spots, minor decoy operations, etc. (a)(b)
 10. Attends training. (a)(b)

- 109
11. Conducts investigations for the purpose of determining whether or not all requirements relative to the issuance of liquor licenses and permits and/or for transfers and renewals of liquor licenses and permits have been complied with.
(a)(b)
 12. Performs other related duties as assigned. (a)(b)
 - (a) The performance of this function is the reason that the job exist.
 - (b) The number of other employees available to perform this function is limited.
 - (c) This function is highly specialized and employee is hired for special expertise or ability to perform this function.

Ability to:

1. Understand and interpret laws, codes, ordinances and rules, summarize and brief material; use initiative in organizing and completing work; follow oral and written instructions; deal tactfully and effectively with licensees, employees and the public; gather, verify, and evaluate facts and evidence; prepare clear and concise reports; work harmoniously with others; certified to effectively and accurately operate sound level meters, operate computers, motor vehicle, etc.
2. Attend and transport equipments to conferences, meetings, hearings and site inspections, etc.
3. Requires for example, lifting, crawling, carrying, bending, twisting, kneeling, climbing, etc. (a) to operate various equipment, the acquiring of files, documents, etc. (b) transporting files, documents and equipment to various locations, (c) to investigate violations and or the participation in covert operations (d) to inspect proposed premises or licensed premises, which include construction sites and vessels, which may also require the climbing of ladders or steep inclines, (e) the riding of inflatable rafts to inspect vessels (f) general maintenance of assigned county vehicle, which may include the process of changing of flat tires, (g) carrying of equipments over various terrains to conduct investigations.

Department of Liquor Control
Liquor Control Officer III
Enforcement Division
Position Description

1. Serves as a working supervisor, during an assigned shift, in the Enforcement Division. Assigns and reviews the work of a group of enforcement personnel on an assigned shift; Checks on work progress and provides guidance, advice, instructions and assistance to subordinates as required. (a)(b) 859.
2. Performs daily and nightly inspections of liquor licensed premises to ensure premises are being operated in accordance with the liquor laws of Hawaii, Chapter 281, Hawaii Revised Statutes, and the Rules of the Liquor Commission, County of Maui, to ensure the health, safety and welfare of the public. (a)(b)
3. Conducts investigations and follow-up investigations of liquor law violations; may exercise powers of arrest and seizure as circumstances warrant, assists licensees in the suppression of disorderly conduct, may conduct inspections and investigations relative to the issuance and/or compliance of liquor licenses and permits and/or for transfers and renewal of liquor licenses, serves subpoenas to witnesses and testifies at hearings and in courts. (a)(b)
4. Participates in stakeouts, surveillance of trouble spots, minor decoy operations, etc. Trains undercover liquor control officers assigned to assist in the investigations. (a)(b)
5. Conducts noise level measurements of licensed premises and interprets the data to establish whether sound readings comply with allowable noise levels. (a)(b)
6. Prepares and submits reports, work logs, and other related forms. (a)(b)
7. Explains and clarifies applicable provisions of liquor laws and rules to department employees, licensees and their employees, and the public. (a)(b)
8. Plans, develops, maintains and trains liquor licensees and their employees through the established mandatory server-training and certification program. Conducts regularly scheduled server-training and/or certification examinations at the department and the established sites on Molokai and Lanai, and at licensed premises or other sites. (a)(b)
9. May provide feedback to LCO IV on subordinate employees' work performances. (a)(b)
10. Assists in the training of new and current employees. (a)(b)

11. Represents the Department at various venues including but not limited to associations representing licensees, neighborhood boards, community associations, associations of condominium owners, and other governmental agencies to conduct education seminars on the liquor laws and rules, and/or policies and procedures of the department, eg. enforcement of maximum permissible sound levels; develops and maintains instructional aids and training media to assist in the training. (a)(b)
12. Recommends improvements in work methods and practices. (a)(b)
13. Compiles and tabulates statistical data. (a)(b)
14. Testifies and presents findings before the Liquor Commission and Liquor Control Adjudication Board. (a)(b)
15. Conducts inspections and investigations relative to the issuance and/or compliance of liquor licenses and permits and/or for transferals and renewal of liquor licenses in the Administrative Services Division. (a)(b) 107₂
16. Examines and processes applications for the initial issuance, transferal and renewal of liquor licenses and permits. (a)(b)
17. Reviews building plans of proposed and existing licensed premises, tax maps, and other related documents to verify compliance with building, health, zoning and other requirements. (a)(b)
18. Checks the description of proposed premises, equipment, surrounding conditions and environment for inconsistencies with licensing requirements. (a)(b)
19. Investigates the applicant's background, character, personal & financial history and qualifications to determine the applicant's fitness and financial stability to exercise the license for which applied. (a)(b)
20. Investigates possible fraud and deception in applications and reports findings to the Liquor Commission. (a)(b)
21. Makes preliminary and final inspections of construction projects of licensed premises. (a)(b)
22. Resolves minor discrepancies and reports for appropriate action on any major deviation from the approved plans. (a)(b)
23. Performs other related duties as required. (a)(b) 5²

Ability to:

1. Interpret and explain laws, rules and regulations, codes, etc.; compile statistical data; understand and analyze business records; gather, verify and evaluate facts and evidence; prepare clear and concise reports; assign and review the work of others; give and follow oral and written instructions; use initiative in organizing and completing work; meet with and deal tactfully and effectively with employees and the public; work harmoniously with others; be certified to effectively and accurately operate sound level meters, operate computers, etc.
 2. Attend and transport equipment to conferences, meetings, hearings, site inspections, etc.
 3. Requires for example, lifting, crawling, carrying, bending, twisting, kneeling, climbing, riding inflatable rafts, etc. (a) to operate various equipment, the acquiring of files, documents, etc. (b) to transport files, documents and equipment to various locations (c) to investigate violations and or the participation in covert operations (d) to inspect proposed premises or licensed premises, which include construction sites and vessels, which may also require the climbing of ladders or steep inclines, (e) to maintain assigned county vehicle, which may include the process of changing of flat tires, (f) to transport equipment over various terrains to conduct investigations.
- (a) The performance of this function is the reason that the job exists.
 - (b) The number of other employees available to perform this function is limited.
 - (c) This function is highly specialized and employee is hired for special expertise or ability to perform this function.

LIQUOR CONTROL OFFICER IV (ENFORCEMENT DIVISION)

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

1. Plans, coordinates and supervises all inspection and investigative functions and activities relative to the enforcement of liquor laws, rules and regulations; directs all field operations during non-regular working hours including holidays, nights, and weekends; and performs other related duties.

- a. Provides day to day supervision over the work of the Enforcement Services and implements work plans in accordance with the objectives set by the Director.
- b. Receives complaints of liquor law violations, conducts investigations and follow-up investigations of liquor law violations; assigns investigations to subordinates, establishes deadlines for completion of specific assignments; insures that assignments are being carried out and reviews investigation reports for clarity, conciseness and completeness, checks and reviews all daily reports and prepares a summary, supervises the maintenance of the enforcement record system for cases investigated and processed, involving numbering, classification, posting, preparation of summary record and reports, may exercise powers of arrest and seizure as circumstances warrant, and assist licensees in suppression of disorderly conduct.
- c. Testifies at hearings before the Liquor Control Adjudication Board, Liquor Commission and at depositions or any legal proceeding when subpoenaed as the keeper of enforcement services' records or on the enforcement activities, functions and records, and serve subpoenas to witnesses.
- d. Prepares master work schedules, assigns investigators to various districts, conducts day and night inspections of the enforcement operations; plans, directs, coordinates and formulates internal operating work programs, procedures and objectives within the policies, procedures, orders and standards of the Department and evaluates enforcement services provided; recommends revisions to internal operating procedures; devises forms, report formats and other means to facilitate the work of the Enforcement Division.
- e. Devises criteria to determine the effectiveness of operations and to ascertain whether program objectives are being met; compiles and submits monthly and yearly work statistics to determine effectiveness of programs to insure maximum staff utilization.
- f. Resolves minor personnel problems and grievances; participates in the establishment of performance standards; recommends personnel actions; conducts enforcement staff meetings; evaluates work performance of

subordinates; recommends approval or disapproval of leave requests; reviews and recommends approval or disapproval of mileage reimbursements requests.

- g. Conducts internal administrative investigations of the enforcement personnel for violations of standards of conduct, administrative directives or any other administrative matters and makes recommendations; counsels subordinates; and recommends the selection, promotion and discipline of enforcement employees.
- h. Develops written policies and procedures on various subjects at the direction of the Director.
- i. Coordinates liquor law enforcement activities with other regulatory or law enforcement agencies and meets with such representative to resolve problems.

Requires, for example, climbing or walking on steep or confine stairway or pathway to inspect licensed premises, bending, kneeling, crawling, climbing of ladders, and lifting and carrying of equipment, files or records. (a)(b)

- 2. Responsible for the maintenance and security of all enforcement equipment, files, investigation reports and records and the assignment of enforcement equipment.

Requires, for example, climbing, bending, kneeling, lifting and crawling to inspect equipments and the efforts of duty "1" above. (a)(b)

- 3. Meets on a regular basis with Deputy Prosecuting Attorney to review all investigation reports and submits recommendations on the disposition of cases.

Requires, for example, the efforts of bending, kneeling, climbing of ladders, lifting and carrying equipment, files or records. (a)(b)

- 4. Conducts training of enforcement personnel in accordance with plans and programs, participates in ascertaining training needs; maintains individual training records; conducts orientation of new personnel; participates in serving as in-service training instructor to promote employee development; and obtains instructional help from other sources.

Requires, for example, the efforts of duty "1" above. (a)(b)

- 5. Prepares, compiles, reviews and submits a wide variety of data, special staff studies, various correspondences, documents and reports related to the enforcement operations and assures that certain written communications from the Department are clear, analytical, concise and well supported with specific facts and are utilized to meet the department's mission, goals and objectives.

Requires, for example, the efforts of duty "1" above. (a)(b)

6. Performs other duties as required.

Requires, for example, the efforts of duty "1" above. (a)(b)

LFT 569 (4-dr sedan)

COUNTY OF MAUI

Acquisition for Replacement of Existing Motor Vehicle Request Form

RECEIVED

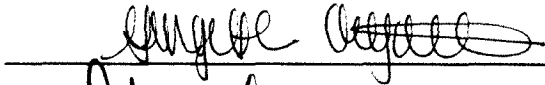
2016 SEP 12 AM 9:56

MAUI COUNTY MAYOR

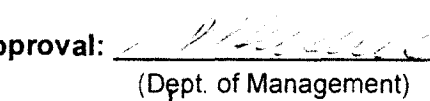
Department: Liquor Control

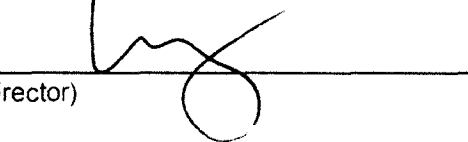
Division: Liquor Control

Submitted by (Print Name): **Georgette Tyau** Position Title: Administrative Assistant II

Signature:  Date: September 9, 2016

Approved by:  Date: September 9, 2016
(Department Director)

Recommended for Approval:  Date: 9/13/16
(Dept. of Management)

Approved by:  Date: 9/13/16
(Managing Director)

The vehicle requested for replacement consideration must meet at least two of the following criteria. Identify and explain as necessary which two criteria apply: 1 and 7

1. Passenger vehicles (sedans, station wagons, vans, light pick up trucks) - 7 years or 100,000 miles;
2. The unit, when operated, endangers the safety of the operator, passengers and/or people that are in close proximity to it, and that the repair costs to address safety issues exceed its replacement acquisition cost;
3. The unit cannot be repaired due to unavailability of parts;
4. The repair cost of a unit damaged by accident or other causes exceeds the actual cash value of the unit prior to the damage;
5. The accumulated MAJOR repair costs plus the anticipated additional repair costs to recondition the unit exceeds 50% of the replacement acquisition cost;
6. The history of annual cost of renting a substitute for a unit that is sidelined for an extended period due to difficulty in obtaining parts exceeds the average annual cost of a new unit; or
7. The unit is obsolete and is no longer suitable for the mode of operations.

Attachment Q (Page 1 of 4)

Acquisition for Replacement of Existing Motor Vehicle Request Form (Cont.)

Requests to acquire a new vehicle to replace an existing vehicle shall be evaluated based on the requesting agency's responses to the following. Please provide complete answers to the following to ensure a complete and efficient review of the vehicle request. Additional supporting documentation may be provided if relevant to the request.

1. What is the vehicle year and current mileage reading?

2001; 65,517 (LFT 569)

This vehicle exceeds the optimal life expectancy of 7 years or 100,000 miles.

2. What are the average miles of official annual usage for the past 3 years?

The vehicle has been used an average of 4,367 miles annually for the past 3 years. The lower annual mileage, compared to the estimated use (attachment C), for the past three years is due to the vehicle being out-of-service and in the shop for on-going electrical and mechanical problems.

3. What is the need for the continued use of the vehicle to maintain the present level of service? Describe in detail the function it must perform, including driving routes and miles, and the frequency of performance in a normal routine or cycle of work (which may be daily, weekly, monthly, etc.).

The vehicle is needed to carry out the Department's responsibilities mandated by Hawaii Revised Statutes and the Rules of the Liquor Commission, County of Maui, to ensure the health, safety and welfare of the public. This vehicle is utilized daily and nightly, primarily by the Enforcement Division, to carry out inspectional and investigational duties, serve subpoenas, make deliveries, etc. It is needed to maintain the present level of services. Driving routes include all of the island of Maui, including remote areas.

4. Describe the impact on operations if the vehicle is not replaced.

This vehicle is needed to comply with HRS. The Department needs to travel to licensed premises, etc. in order to maintain services. If the vehicle is not replaced, it will significantly impact the normal day to day Department office operations and Enforcement Division's daily and nightly investigative and inspectional activities. The primary duties and responsibilities of Liquor Control Officers' require the need of a vehicle so inspections and investigations can be conducted at liquor licensed premises throughout the County of Maui.

5. Identify opportunities to substitute the vehicle with another without curtailing other essential services. Is there an existing vehicle(s) available in this division, or other divisions within the department that can be also used to accommodate this need? What considerations have been given to consolidating vehicle use?

This vehicle is an essential part of the Department's daily and nightly operations. Consolidating the use of this vehicle with multiple Liquor Control Officers would significantly

Attachment Q (Page 2 of 4)

Acquisition for Replacement of Existing Motor Vehicle Request Form (Cont.)

hamper enforcement operations since Liquor Control Officers are assigned multiple tasks and investigations throughout the various districts. The sharing of this vehicle would slow down operations to the point of not meeting the Department's responsibility as required by

HRS and the Rules of the Liquor Commission, County of Maui.

Renting a similar type of vehicle to accommodate the specific needs would not be cost effective.

Liquor Control Officers are not receptive to the vehicle allowance method and such allowance would need to be negotiated with the Union. This alternative does not appear cost effective for the delivery of the required services.

Also, reliability of the vehicles is important because Liquor Control Officers are also working nights and traveling long distances alone. Two-thirds of the Department's fleet is already more than 7 years old, and half of that number is more than 10 years old.

6. **What is the estimated minimum mileage per year that this vehicle will be driven? (Complete the Minimum Mileage Evaluation & Determination Worksheet, see Attachment C.)**

7,200 miles/year

7. **Prepare a cost benefit analysis. The requesting department should detail the cost(s) to acquire (i.e. costs of vehicle and any special equipment) and the benefit(s) that will be derived by the County by replacing the existing vehicle. (Benefits should include descriptions of and quantified cost savings to operations, efficiencies gained, etc.).**

The Department will be able to fulfill it's responsibilities as required by HRS and it's mission to protect the health, safety and welfare of the general public by regulating and controlling the liquor industry in the importation, manufacture, sale and service of alcoholic beverages to provide a safe and healthy environment for the people of Maui County.

Due to the nature of responsibilities, vehicles need to be safe and reliable. Liquor Control Officers travel far distances, work mostly nights, and are normally scheduled alone.

By the time this vehicle would be replaced, it would exceed 17 years of use.

Within the Enforcement Division, there are currently eight Liquor Control Officers who are assigned to do inspections, investigations, operations, etc. and four vacancies. Two of the

Attachment Q (Page 3 of 4)

Acquisition for Replacement of Existing Motor Vehicle Request Form (Cont.)

four vacancies are in the process of recruitment and expected to be filled by December 2016.

Liquor Control Officers are assigned vehicles because they are scheduled to work individually and often on the same days/nights. At this time, vehicles are continuously swapped out when other vehicles go into the shop for repairs, which happens often.

The following vehicles are being utilized by the Enforcement Division:

LFT 569	2001
LDD 067	2001
LGN 126	2002
LGD 790	2004
LGL 268	2005
LDU 726	2007
LGN 101	2008
LDD 069	2008
LDD 068	2010
LGV 041	2010
LBD 976	2011
LES 958	2014

Attachment Q (Page 4 of 4)



MINIMUM USE MILEAGE EVALUATION & DETERMINATION WORKSHEET

Department: Liquor Control

Division: Liquor Control

Position Title(s): Liquor Control Officers

Duties: see attached position descriptions

Recommended Vehicle:	Chevy	Malibu	2001	LFT 569		65,517/August 22, 2016
	Make	Model	Year	License #	Asset #	Odometer Reading & Date

Prepared by (Print): Georgette C.R. Tyau

Prepared by (Signature): *Georgette C.R. Tyau*

Date: 9-Sep-16

Approved by Director: *[Signature]*

Date: 9-Sep-16

Instructions: This worksheet serves to document mileage driven a given vehicle to help evaluate and determine vehicle utilization on an annualized basis and shall be prepared for every County vehicle.

This worksheet should be completed as accurately as possible with estimates used as necessary. If travel activity is recurring on a monthly basis, one form may be completed and annualized. If travel activity is not recurring and varies from month to month, a worksheet may be prepared to reflect the varying months, then summarized to calculate an annualized estimate. Do not fill shaded spaces; this information will calculate based on your input.

See also the COM Motor Vehicle Policy Section C, County Vehicle Usage and Assignment, Section D, Take Home Vehicles (THV), and Section G, Vehicle Acquisition, Replacement and Disposal.

Period/Month of Review : Recurring Monthly

	Activity Description	Purpose	From (Address/Location)	To (Address / Location)	Miles	Frequency (# of times per month)	Total Miles Per Mo.	Comments (indicate if estimated or actual)
1	Provide services in liquor	Fulfill responsibilities	Dept. of Liquor Control	Licensed Premises/	30	20	600	based on historical
2	license and permit	as mandated by HRS	2145 Kaohu St., #105	Proposed Premises-			0	
3	applications, licensees'	and Rules of the Liquor	Wailuku, Maui	various locations			0	
4	education, and the en-	Commission		throughout the island			0	
5	forcement of liquor laws			of Maui			0	
6	and rules						0	
7							0	
8							0	
9							0	
10							0	
11							0	
12							0	
13							0	
14							0	
15							0	
	Month Total						600	
	Annualized						7,200	per year

Attachment C

Department of Liquor Control
Enforcement Division
Liquor Control Officer I
Position Description

Under close supervision, performs inspections of premises where intoxicating liquors are manufactured, sold and/or consumed and enforces applicable State and local liquor laws, rules and regulations; investigates observed or apparent liquor law violations and prepares reports on findings.

1. Performs daily and nightly inspections of liquor licensed premises within a assigned area to ensure that these premises are being operated in accordance with liquor laws of Hawaii, Chapter 281, Hawaii Revised Statutes, and the Rules of the Liquor Commission, County of Maui, to ensure the health, safety, and welfare of the public. (a)(b)
2. Conducts investigations involving on-view violations of Chapter 281, Hawaii Revised Statutes, and the Rules of the Liquor Commission, County of Maui. (a)(b)
3. Learns to conduct investigations involving alleged or suspected violations of Chapter 281, Hawaii Revised Statutes, and the Rules of the Liquor Commission, County of Maui. (a)(b)
4. Prepares clear, concise and accurate documents, notes, and reports detailing investigation activities and findings; submits reports in a timely manner and by established deadlines. (a)(b)
5. Interviews witnesses and complainants related to violations of liquor-related laws, rules, regulations, etc. (a)(b)
6. Prepares and submits clear, concise and accurate documentation of inspections, work logs, and other related forms. (a)(b)
7. Collects, identifies and preserves evidence following the chain of custody procedures. (a)(b)
8. Learns to conduct noise level measurements of licensed premises. (a)(b)
9. Participates in stakeouts, surveillance of trouble spots, minor decoy operations, etc. (a)(b)
10. Testifies before the Liquor Control Adjudication Board to present findings of investigations. (a)(b)
11. Testifies in court to present findings of investigations. (a)(b)

12. Attends training. (a)(b)

13. Performs other related duties as required. (a)(b)

(a) The performance of this function is the reason that the job exist.

(b) The number of other employees available to perform this function is limited.

(c) This function is highly specialized and employee is hired for special expertise or ability to perform this function.

Ability to:

1. Understand and interpret laws, codes, ordinances and rules, summarize and brief material; use initiative in organizing and completing work; follow oral and written instructions; deal tactfully and effectively with licensees, employees and the public; gather, verify, and evaluate facts and evidence; prepare clear and concise reports; work harmoniously with others; certified to effectively and accurately operate sound level meters, operate computers, motor vehicle, etc.

2. Attend and transport equipments to conferences, meetings, hearings and site inspections, etc.

3. Requires for example, lifting, crawling, carrying, bending, twisting, kneeling, climbing, etc. (a) to operate various equipment, the acquiring of files, documents, etc. (b) transporting files, documents and equipment to various locations, (c) to investigate violations and or the participation in covert operations (d) to inspect proposed premises or licensed premises, which include construction sites and vessels, which may also require the climbing of ladders or steep inclines, (e) the riding of inflatable rafts to inspect vessels (f) general maintenance of assigned county vehicle, which may include the process of changing of flat tires, (g) carrying of equipments over various terrains to conduct investigations.

Department of Liquor Control
Enforcement Division
Liquor Control Officer II
Position Description

Under general supervision, independently inspects premises where intoxicating liquors are manufactured, sold and/or consumed and enforces applicable State and local liquor laws, rules and regulations; investigates alleged or suspected liquor law violations and prepares reports on findings.

- PLo*
1. Performs daily and nightly inspections of liquor licensed premises within a assigned area to ensure that these premises are being operated in accordance with liquor laws of Hawaii, Chapter 281, Hawaii Revised Statutes, and the Rules of the Liquor Commission, County of Maui, to ensure the health, safety and welfare of the public. (a)(b)
 2. Conducts noise level measurements of licensed premises and interprets the data to establish whether sound readings comply with allowable noise levels. (a)(b)
 3. Interviews witnesses and complainants regarding case investigations. (a)(b)
 4. Collects, identifies and preserves evidence following the chain of custody procedures. (a)(b)
 5. Prepares clear, concise and accurate documents, notes, and reports detailing investigation activities and findings; submits reports in a timely manner and by established deadlines. (a)(b)
 6. Prepares and submits inspections, work logs, and other related forms. (a)(b)
- 3070*
7. Conducts advanced investigations involving alleged or suspected liquor law violations where a broader knowledge and application of investigative techniques and procedures are required (e.g. source investigations, noise measurements, etc.). (a)(b)
 8. When assigned to a night shift, responsible for conducting a check with Wailuku, Kihei, and Lahaina police stations once every hour to inquire if the police responded to any liquor licensed establishment or for any liquor related cases; conducts follow-up investigations to all liquor related police source cases. (a)(b)
 9. Participates in stakeouts, surveillance of trouble spots, minor decoy operations, etc. (a)(b)
 10. Attends training. (a)(b)

- 109
11. Conducts investigations for the purpose of determining whether or not all requirements relative to the issuance of liquor licenses and permits and/or for transferals and renewals of liquor licenses and permits have been complied with.
(a)(b)
 12. Performs other related duties as assigned. (a)(b)
 - (a) The performance of this function is the reason that the job exist.
 - (b) The number of other employees available to perform this function is limited.
 - (c) This function is highly specialized and employee is hired for special expertise or ability to perform this function.

Ability to:

1. Understand and interpret laws, codes, ordinances and rules, summarize and brief material; use initiative in organizing and completing work; follow oral and written instructions; deal tactfully and effectively with licensees, employees and the public; gather, verify, and evaluate facts and evidence; prepare clear and concise reports; work harmoniously with others; certified to effectively and accurately operate sound level meters, operate computers, motor vehicle, etc.
2. Attend and transport equipments to conferences, meetings, hearings and site inspections, etc.
3. Requires for example, lifting, crawling, carrying, bending, twisting, kneeling, climbing, etc. (a) to operate various equipment, the acquiring of files, documents, etc. (b) transporting files, documents and equipment to various locations, (c) to investigate violations and or the participation in covert operations (d) to inspect proposed premises or licensed premises, which include construction sites and vessels, which may also require the climbing of ladders or steep inclines, (e) the riding of inflatable rafts to inspect vessels (f) general maintenance of assigned county vehicle, which may include the process of changing of flat tires, (g) carrying of equipments over various terrains to conduct investigations.

Department of Liquor Control
Liquor Control Officer III
Enforcement Division
Position Description

1. Serves as a working supervisor, during an assigned shift, in the Enforcement Division. Assigns and reviews the work of a group of enforcement personnel on an assigned shift; Checks on work progress and provides guidance, advice, instructions and assistance to subordinates as required. (a)(b)
2. Performs daily and nightly inspections of liquor licensed premises to ensure premises are being operated in accordance with the liquor laws of Hawaii, Chapter 281, Hawaii Revised Statutes, and the Rules of the Liquor Commission, County of Maui, to ensure the health, safety and welfare of the public. (a)(b)
3. Conducts investigations and follow-up investigations of liquor law violations; may exercise powers of arrest and seizure as circumstances warrant, assists licensees in the suppression of disorderly conduct, may conduct inspections and investigations relative to the issuance and/or compliance of liquor licenses and permits and/or for transfers and renewal of liquor licenses, serves subpoenas to witnesses and testifies at hearings and in courts. (a)(b)
4. Participates in stakeouts, surveillance of trouble spots, minor decoy operations, etc. Trains undercover liquor control officers assigned to assist in the investigations. (a)(b)
5. Conducts noise level measurements of licensed premises and interprets the data to establish whether sound readings comply with allowable noise levels. (a)(b)
6. Prepares and submits reports, work logs, and other related forms. (a)(b)
7. Explains and clarifies applicable provisions of liquor laws and rules to department employees, licensees and their employees, and the public. (a)(b)
8. Plans, develops, maintains and trains liquor licensees and their employees through the established mandatory server-training and certification program. Conducts regularly scheduled server-training and/or certification examinations at the department and the established sites on Molokai and Lanai, and at licensed premises or other sites. (a)(b)
9. May provide feedback to LCO IV on subordinate employees' work performances. (a)(b)
10. Assists in the training of new and current employees. (a)(b)

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11. Represents the Department at various venues including but not limited to associations representing licensees, neighborhood boards, community associations, associations of condominium owners, and other governmental agencies to conduct education seminars on the liquor laws and rules, and/or policies and procedures of the department, eg. enforcement of maximum permissible sound levels; develops and maintains instructional aids and training media to assist in the training. (a)(b)
12. Recommends improvements in work methods and practices. (a)(b)
13. Compiles and tabulates statistical data. (a)(b)
14. Testifies and presents findings before the Liquor Commission and Liquor Control Adjudication Board. (a)(b)
15. Conducts inspections and investigations relative to the issuance and/or compliance of liquor licenses and permits and/or for transferals and renewal of liquor licenses in the Administrative Services Division. (a)(b) 107.
16. Examines and processes applications for the initial issuance, transferal and renewal of liquor licenses and permits. (a)(b)
17. Reviews building plans of proposed and existing licensed premises, tax maps, and other related documents to verify compliance with building, health, zoning and other requirements. (a)(b)
18. Checks the description of proposed premises, equipment, surrounding conditions and environment for inconsistencies with licensing requirements. (a)(b)
19. Investigates the applicant's background, character, personal & financial history and qualifications to determine the applicant's fitness and financial stability to exercise the license for which applied. (a)(b)
20. Investigates possible fraud and deception in applications and reports findings to the Liquor Commission. (a)(b)
21. Makes preliminary and final inspections of construction projects of licensed premises. (a)(b)
22. Resolves minor discrepancies and reports for appropriate action on any major deviation from the approved plans. (a)(b)
23. Performs other related duties as required. (a)(b) 52

Ability to:

1. Interpret and explain laws, rules and regulations, codes, etc.; compile statistical data; understand and analyze business records; gather, verify and evaluate facts and evidence; prepare clear and concise reports; assign and review the work of others; give and follow oral and written instructions; use initiative in organizing and completing work; meet with and deal tactfully and effectively with employees and the public; work harmoniously with others; be certified to effectively and accurately operate sound level meters, operate computers, etc.
 2. Attend and transport equipment to conferences, meetings, hearings, site inspections, etc.
 3. Requires for example, lifting, crawling, carrying, bending, twisting, kneeling, climbing, riding inflatable rafts, etc. (a) to operate various equipment, the acquiring of files, documents, etc. (b) to transport files, documents and equipment to various locations (c) to investigate violations and or the participation in covert operations (d) to inspect proposed premises or licensed premises, which include construction sites and vessels, which may also require the climbing of ladders or steep inclines, (e) to maintain assigned county vehicle, which may include the process of changing of flat tires, (f) to transport equipment over various terrains to conduct investigations.
- (a) The performance of this function is the reason that the job exists.
 - (b) The number of other employees available to perform this function is limited.
 - (c) This function is highly specialized and employee is hired for special expertise or ability to perform this function.

LIQUOR CONTROL OFFICER IV (ENFORCEMENT DIVISION)

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

1. Plans, coordinates and supervises all inspection and investigative functions and activities relative to the enforcement of liquor laws, rules and regulations; directs all field operations during non-regular working hours including holidays, nights, and weekends; and performs other related duties.

- a. Provides day to day supervision over the work of the Enforcement Services and implements work plans in accordance with the objectives set by the Director.
- b. Receives complaints of liquor law violations, conducts investigations and follow-up investigations of liquor law violations; assigns investigations to subordinates, establishes deadlines for completion of specific assignments; insures that assignments are being carried out and reviews investigation reports for clarity, conciseness and completeness, checks and reviews all daily reports and prepares a summary, supervises the maintenance of the enforcement record system for cases investigated and processed, involving numbering, classification, posting, preparation of summary record and reports, may exercise powers of arrest and seizure as circumstances warrant, and assist licensees in suppression of disorderly conduct.
- c. Testifies at hearings before the Liquor Control Adjudication Board, Liquor Commission and at depositions or any legal proceeding when subpoenaed as the keeper of enforcement services' records or on the enforcement activities, functions and records, and serve subpoenas to witnesses.
- d. Prepares master work schedules, assigns investigators to various districts, conducts day and night inspections of the enforcement operations; plans, directs, coordinates and formulates internal operating work programs, procedures and objectives within the policies, procedures, orders and standards of the Department and evaluates enforcement services provided; recommends revisions to internal operating procedures; devises forms, report formats and other means to facilitate the work of the Enforcement Division.
- e. Devises criteria to determine the effectiveness of operations and to ascertain whether program objectives are being met; compiles and submits monthly and yearly work statistics to determine effectiveness of programs to insure maximum staff utilization.
- f. Resolves minor personnel problems and grievances; participates in the establishment of performance standards; recommends personnel actions; conducts enforcement staff meetings; evaluates work performance of

subordinates; recommends approval or disapproval of leave requests; reviews and recommends approval or disapproval of mileage reimbursements requests.

- g. Conducts internal administrative investigations of the enforcement personnel for violations of standards of conduct, administrative directives or any other administrative matters and makes recommendations; counsels subordinates; and recommends the selection, promotion and discipline of enforcement employees.
- h. Develops written policies and procedures on various subjects at the direction of the Director.
- i. Coordinates liquor law enforcement activities with other regulatory or law enforcement agencies and meets with such representative to resolve problems.

Requires, for example, climbing or walking on steep or confine stairway or pathway to inspect licensed premises, bending, kneeling, crawling, climbing of ladders, and lifting and carrying of equipment, files or records. (a)(b)

- 2. Responsible for the maintenance and security of all enforcement equipment, files, investigation reports and records and the assignment of enforcement equipment.

Requires, for example, climbing, bending, kneeling, lifting and crawling to inspect equipments and the efforts of duty "1" above. (a)(b)

- 3. Meets on a regular basis with Deputy Prosecuting Attorney to review all investigation reports and submits recommendations on the disposition of cases.

Requires, for example, the efforts of bending, kneeling, climbing of ladders, lifting and carrying equipment, files or records. (a)(b)

- 4. Conducts training of enforcement personnel in accordance with plans and programs, participates in ascertaining training needs; maintains individual training records; conducts orientation of new personnel; participates in serving as in-service training instructor to promote employee development; and obtains instructional help from other sources.

Requires, for example, the efforts of duty "1" above. (a)(b)

- 5. Prepares, compiles, reviews and submits a wide variety of data, special staff studies, various correspondences, documents and reports related to the enforcement operations and assures that certain written communications from the Department are clear, analytical, concise and well supported with specific facts and are utilized to meet the department's mission, goals and objectives.

Requires, for example, the efforts of duty "1" above. (a)(b)

6. Performs other duties as required.

Requires, for example, the efforts of duty "1" above. (a)(b)

COUNTY OF MAUI

Acquisition for Replacement of Existing Motor Vehicle
Request Form

2016 SEP 12 AM 9:56

Department: Liquor Control

Division: Liquor Control

Submitted by (Print Name): Georgette Tyau Position Title: Administrative Assistant II

Signature: [Signature] Date: September 9, 2016

Approved by: [Signature] Date: September 9, 2016
(Department Director)

Recommended for Approval: [Signature] Date: 9/13/16
(Dept. of Management)

Approved by: [Signature] Date: 9/13/16
(Managing Director)

The vehicle requested for replacement consideration must meet at least two of the following criteria. Identify and explain as necessary which two criteria apply: 1 and 7

1. Passenger vehicles (sedans, station wagons, vans, light pick up trucks) - 7 years or 100,000 miles;
2. The unit, when operated, endangers the safety of the operator, passengers and/or people that are in close proximity to it, and that the repair costs to address safety issues exceed its replacement acquisition cost;
3. The unit cannot be repaired due to unavailability of parts;
4. The repair cost of a unit damaged by accident or other causes exceeds the actual cash value of the unit prior to the damage;
5. The accumulated MAJOR repair costs plus the anticipated additional repair costs to recondition the unit exceeds 50% of the replacement acquisition cost;
6. The history of annual cost of renting a substitute for a unit that is sidelined for an extended period due to difficulty in obtaining parts exceeds the average annual cost of a new unit; or
7. The unit is obsolete and is no longer suitable for the mode of operations.

Attachment Q (Page 1 of 4)

Acquisition for Replacement of Existing Motor Vehicle Request Form (Cont.)

Requests to acquire a new vehicle to replace an existing vehicle shall be evaluated based on the requesting agency's responses to the following. Please provide complete answers to the following to ensure a complete and efficient review of the vehicle request. Additional supporting documentation may be provided if relevant to the request.

1. What is the vehicle year and current mileage reading?

2001; 110,010 (LDD 067)

This vehicle exceeds the optimal life expectancy of 7 years or 100,000 miles.

2. What are the average miles of official annual usage for the past 3 years?

Average about 7,334/year

3. What is the need for the continued use of the vehicle to maintain the present level of service? Describe in detail the function it must perform, including driving routes and miles, and the frequency of performance in a normal routine or cycle of work (which may be daily, weekly, monthly, etc.).

The vehicle is needed to carry out the Department's responsibilities mandated by Hawaii Revised Statutes and the Rules of the Liquor Commission, County of Maui, to ensure the health, safety and welfare of the public. This vehicle is utilized daily and nightly, primarily by the Enforcement Division, to carry out inspectional and investigational duties, serve subpoenas, make deliveries, etc. It is needed to maintain the present level of services. Driving routes include all of the island of Maui, including remote areas.

4. Describe the impact on operations if the vehicle is not replaced.

This vehicle is needed to comply with HRS. The Department needs to travel to licensed premises, etc. in order to maintain services. If the vehicle is not replaced, it will significantly impact the normal day to day Department office operations and Enforcement Division's daily and nightly investigative and inspectional activities. The primary duties and responsibilities of Liquor Control Officers' require the need of a vehicle so inspections and investigations can be conducted at liquor licensed premises throughout the County of Maui.

5. Identify opportunities to substitute the vehicle with another without curtailing other essential services. Is there an existing vehicle(s) available in this division, or other divisions within the department that can be also used to accommodate this need? What considerations have been given to consolidating vehicle use?

This vehicle is an essential part of the Department's daily and nightly operations. Consolidating the use of this vehicle with multiple Liquor Control Officers would significantly hamper enforcement operations since Liquor Control Officers are assigned multiple tasks and investigations throughout the various districts. The sharing of this vehicle would slow down operations to the point of not meeting the Department's responsibility as required by

Attachment Q (Page 2 of 4)

Acquisition for Replacement of Existing Motor Vehicle Request Form (Cont.)

HRS and the Rules of the Liquor Commission, County of Maui.

Renting a similar type of vehicle to accommodate the specific needs would not be cost effective.

Liquor Control Officers are not receptive to the vehicle allowance method and such allowance would need to be negotiated with the Union. This alternative does not appear cost effective for the delivery of the required services.

Also, reliability of the vehicles is important because Liquor Control Officers are also working nights and traveling long distances alone. Two-thirds of the Department's fleet is already more than 7 years old, and half of that number is more than 10 years old.

6. **What is the estimated minimum mileage per year that this vehicle will be driven? (Complete the Minimum Mileage Evaluation & Determination Worksheet, see Attachment C.)**

7,200 miles/year

7. **Prepare a cost benefit analysis. The requesting department should detail the cost(s) to acquire (i.e. costs of vehicle and any special equipment) and the benefit(s) that will be derived by the County by replacing the existing vehicle. (Benefits should include descriptions of and quantified cost savings to operations, efficiencies gained, etc.).**

The Department will be able to fulfill its responsibilities as required by HRS and its mission to protect the health, safety and welfare of the general public by regulating and controlling the liquor industry in the importation, manufacture, sale and service of alcoholic beverages to provide a safe and healthy environment for the people of Maui County.

Due to the nature of responsibilities, vehicles need to be safe and reliable. Liquor Control Officers travel far distances, work mostly nights, and are normally scheduled alone.

By the time this vehicle would be replaced, it would exceed 17 years of use. It will also have about 125,000 miles or greater.

Within the Enforcement Division, there are currently eight Liquor Control Officers who are assigned to do inspections, investigations, operations, etc. and four vacancies. Two of the four vacancies are in the process of recruitment and expected to be filled by December 2016.

Attachment Q (Page 3 of 4)

Acquisition for Replacement of Existing Motor Vehicle Request Form (Cont.)

Liquor Control Officers are assigned vehicles because they are scheduled to work individually and often on the same days/nights. At this time, vehicles are continuously swapped out when other vehicles go into the shop for repairs, which happens often.

The following vehicles are being utilized by the Enforcement Division:

LFT 569	2001
LDD 067	2001
LGN 126	2002
LGD 790	2004
LGL 268	2005
LDU 726	2007
LGN 101	2008
LDD 069	2008
LDD 068	2010
LGV 041	2010
LBD 976	2011
LES 958	2014

Attachment Q (Page 4 of 4)



MINIMUM USE MILEAGE EVALUATION & DETERMINATION WORKSHEET

Department: Liquor Control

Division: Liquor Control

Position Title(s): Liquor Control Officers

Duties: see attached position descriptions

Recommended Vehicle:	Chevy	Malibu	2001	LDD 067		110,010/Sept. 7, 2016
	Make	Model	Year	License #	Asset #	Odometer Reading & Date

Prepared by (Print): Georgette C.R. Tyau

Prepared by (Signature): *[Handwritten Signature]*

Date: 9-Sep-16

Approved by Director: *[Handwritten Signature]*

Date: 9-Sep-16

Instructions: This worksheet serves to document mileage driven a given vehicle to help evaluate and determine vehicle utilization on an annualized basis and shall be prepared for every County vehicle.

This worksheet should be completed as accurately as possible with estimates used as necessary. If travel activity is recurring on a monthly basis, one form may be completed and annualized. If travel activity is not recurring and varies from month to month, a worksheet may be prepared to reflect the varying months, then summarized to calculate an annualized estimate. Do not fill shaded spaces; this information will calculate based on your input.

See also the COM Motor Vehicle Policy Section C, County Vehicle Usage and Assignment, Section D, Take Home Vehicles (THV), and Section G, Vehicle Acquisition, Replacement and Disposal.

Period/Month of Review : Recurring Monthly

	Activity Description	Purpose	From (Address/Location)	To (Address / Location)	Miles	Frequency (# of times per month)	Total Miles Per Mo.	Comments (Indicate if estimated or actual)
1	Provide services in liquor	Fulfill responsibilities	Dept. of Liquor Control	Licensed Premises/	30	20	600	based on historical
2	license and permit	as mandated by HRS	2145 Kaohu St., #105	Proposed Premises-			0	
3	applications, licensees'	and Rules of the Liquor	Wailuku, Maui	various locations			0	
4	education, and the en-	Commission		throughout the island			0	
5	forcement of liquor laws			of Maui			0	
6	and rules						0	
7							0	
8							0	
9							0	
10							0	
11							0	
12							0	
13							0	
14							0	
15							0	
	Month Total						600	
	Annualized						7,200	per year

Attachment C

**Department of Liquor Control
Enforcement Division
Liquor Control Officer I
Position Description**

Under close supervision, performs inspections of premises where intoxicating liquors are manufactured, sold and/or consumed and enforces applicable State and local liquor laws, rules and regulations; investigates observed or apparent liquor law violations and prepares reports on findings.

- 100
1. Performs daily and nightly inspections of liquor licensed premises within a assigned area to ensure that these premises are being operated in accordance with liquor laws of Hawaii, Chapter 281, Hawaii Revised Statutes, and the Rules of the Liquor Commission, County of Maui, to ensure the health, safety, and welfare of the public. (a)(b)
 2. Conducts investigations involving on-view violations of Chapter 281, Hawaii Revised Statutes, and the Rules of the Liquor Commission, County of Maui. (a)(b)
 3. Learns to conduct investigations involving alleged or suspected violations of Chapter 281, Hawaii Revised Statutes, and the Rules of the Liquor Commission, County of Maui. (a)(b)
 4. Prepares clear, concise and accurate documents, notes, and reports detailing investigation activities and findings; submits reports in a timely manner and by established deadlines. (a)(b)
 5. Interviews witnesses and complainants related to violations of liquor-related laws, rules, regulations, etc. (a)(b)
 6. Prepares and submits clear, concise and accurate documentation of inspections, work logs, and other related forms. (a)(b)
 7. Collects, identifies and preserves evidence following the chain of custody procedures. (a)(b)
 8. Learns to conduct noise level measurements of licensed premises. (a)(b)
 9. Participates in stakeouts, surveillance of trouble spots, minor decoy operations, etc. (a)(b)
 - 100 10. Testifies before the Liquor Control Adjudication Board to present findings of investigations. (a)(b)
 11. Testifies in court to present findings of investigations. (a)(b)

12. Attends training. (a)(b)

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13. Performs other related duties as required. (a)(b)

(a) The performance of this function is the reason that the job exist.

(b) The number of other employees available to perform this function is limited.

(c) This function is highly specialized and employee is hired for special expertise or ability to perform this function.

Ability to:

1. Understand and interpret laws, codes, ordinances and rules, summarize and brief material; use initiative in organizing and completing work; follow oral and written instructions; deal tactfully and effectively with licensees, employees and the public; gather, verify, and evaluate facts and evidence; prepare clear and concise reports; work harmoniously with others; certified to effectively and accurately operate sound level meters, operate computers, motor vehicle, etc.

2. Attend and transport equipments to conferences, meetings, hearings and site inspections, etc.

3. Requires for example, lifting, crawling, carrying, bending, twisting, kneeling, climbing, etc. (a) to operate various equipment, the acquiring of files, documents, etc. (b) transporting files, documents and equipment to various locations, (c) to investigate violations and or the participation in covert operations (d) to inspect proposed premises or licensed premises, which include construction sites and vessels, which may also require the climbing of ladders or steep inclines, (e) the riding of inflatable rafts to inspect vessels (f) general maintenance of assigned county vehicle, which may include the process of changing of flat tires, (g) carrying of equipments over various terrains to conduct investigations.

**Department of Liquor Control
Enforcement Division
Liquor Control Officer II
Position Description**

Under general supervision, independently inspects premises where intoxicating liquors are manufactured, sold and/or consumed and enforces applicable State and local liquor laws, rules and regulations; investigates alleged or suspected liquor law violations and prepares reports on findings.

- OPLO
1. Performs daily and nightly inspections of liquor licensed premises within a assigned area to ensure that these premises are being operated in accordance with liquor laws of Hawaii, Chapter 281, Hawaii Revised Statutes, and the Rules of the Liquor Commission, County of Maui, to ensure the health, safety and welfare of the public. (a)(b)
 2. Conducts noise level measurements of licensed premises and interprets the data to establish whether sound readings comply with allowable noise levels. (a)(b)
 3. Interviews witnesses and complainants regarding case investigations. (a)(b)
 4. Collects, identifies and preserves evidence following the chain of custody procedures. (a)(b)
 5. Prepares clear, concise and accurate documents, notes, and reports detailing investigation activities and findings; submits reports in a timely manner and by established deadlines. (a)(b)
 6. Prepares and submits inspections, work logs, and other related forms. (a)(b)
 - 5070 7. Conducts advanced investigations involving alleged or suspected liquor law violations where a broader knowledge and application of investigative techniques and procedures are required (e.g. source investigations, noise measurements, etc.). (a)(b)
 8. When assigned to a night shift, responsible for conducting a check with Wailuku, Kihei, and Lahaina police stations once every hour to inquire if the police responded to any liquor licensed establishment or for any liquor related cases; conducts follow-up investigations to all liquor related police source cases. (a)(b)
 9. Participates in stakeouts, surveillance of trouble spots, minor decoy operations, etc. (a)(b)
 10. Attends training. (a)(b)

- 109
11. Conducts investigations for the purpose of determining whether or not all requirements relative to the issuance of liquor licenses and permits and/or for transferals and renewals of liquor licenses and permits have been complied with.
(a)(b)
 12. Performs other related duties as assigned. (a)(b)
 - (a) The performance of this function is the reason that the job exist.
 - (b) The number of other employees available to perform this function is limited.
 - (c) This function is highly specialized and employee is hired for special expertise or ability to perform this function.

Ability to:

1. Understand and interpret laws, codes, ordinances and rules, summarize and brief material; use initiative in organizing and completing work; follow oral and written instructions; deal tactfully and effectively with licensees, employees and the public; gather, verify, and evaluate facts and evidence; prepare clear and concise reports; work harmoniously with others; certified to effectively and accurately operate sound level meters, operate computers, motor vehicle, etc.
2. Attend and transport equipments to conferences, meetings, hearings and site inspections, etc.
3. Requires for example, lifting, crawling, carrying, bending, twisting, kneeling, climbing, etc. (a) to operate various equipment, the acquiring of files, documents, etc. (b) transporting files, documents and equipment to various locations, (c) to investigate violations and or the participation in covert operations (d) to inspect proposed premises or licensed premises, which include construction sites and vessels, which may also require the climbing of ladders or steep inclines, (e) the riding of inflatable rafts to inspect vessels (f) general maintenance of assigned county vehicle, which may include the process of changing of flat tires, (g) carrying of equipments over various terrains to conduct investigations.

**Department of Liquor Control
Liquor Control Officer III
Enforcement Division
Position Description**

1. Serves as a working supervisor, during an assigned shift, in the Enforcement Division. Assigns and reviews the work of a group of enforcement personnel on an assigned shift; Checks on work progress and provides guidance, advice, instructions and assistance to subordinates as required. (a)(b)
2. Performs daily and nightly inspections of liquor licensed premises to ensure premises are being operated in accordance with the liquor laws of Hawaii, Chapter 281, Hawaii Revised Statutes, and the Rules of the Liquor Commission, County of Maui, to ensure the health, safety and welfare of the public. (a)(b)
3. Conducts investigations and follow-up investigations of liquor law violations; may exercise powers of arrest and seizure as circumstances warrant, assists licensees in the suppression of disorderly conduct, may conduct inspections and investigations relative to the issuance and/or compliance of liquor licenses and permits and/or for transferals and renewal of liquor licenses, serves subpoenas to witnesses and testifies at hearings and in courts. (a)(b)
4. Participates in stakeouts, surveillance of trouble spots, minor decoy operations, etc. Trains undercover liquor control officers assigned to assist in the investigations. (a)(b)
5. Conducts noise level measurements of licensed premises and interprets the data to establish whether sound readings comply with allowable noise levels. (a)(b)
6. Prepares and submits reports, work logs, and other related forms. (a)(b)
7. Explains and clarifies applicable provisions of liquor laws and rules to department employees, licensees and their employees, and the public. (a)(b)
8. Plans, develops, maintains and trains liquor licensees and their employees through the established mandatory server-training and certification program. Conducts regularly scheduled server-training and/or certification examinations at the department and the established sites on Molokai and Lanai, and at licensed premises or other sites. (a)(b)
9. May provide feedback to LCO IV on subordinate employees' work performances. (a)(b)
10. Assists in the training of new and current employees. (a)(b)

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11. Represents the Department at various venues including but not limited to associations representing licensees, neighborhood boards, community associations, associations of condominium owners, and other governmental agencies to conduct education seminars on the liquor laws and rules, and/or policies and procedures of the department, eg. enforcement of maximum permissible sound levels; develops and maintains instructional aids and training media to assist in the training. (a)(b)
12. Recommends improvements in work methods and practices. (a)(b)
13. Compiles and tabulates statistical data. (a)(b)
14. Testifies and presents findings before the Liquor Commission and Liquor Control Adjudication Board. (a)(b)
15. Conducts inspections and investigations relative to the issuance and/or compliance of liquor licenses and permits and/or for transferals and renewal of liquor licenses in the Administrative Services Division. (a)(b) 107.
16. Examines and processes applications for the initial issuance, transferal and renewal of liquor licenses and permits. (a)(b)
17. Reviews building plans of proposed and existing licensed premises, tax maps, and other related documents to verify compliance with building, health, zoning and other requirements. (a)(b)
18. Checks the description of proposed premises, equipment, surrounding conditions and environment for inconsistencies with licensing requirements. (a)(b)
19. Investigates the applicant's background, character, personal & financial history and qualifications to determine the applicant's fitness and financial stability to exercise the license for which applied. (a)(b)
20. Investigates possible fraud and deception in applications and reports findings to the Liquor Commission. (a)(b)
21. Makes preliminary and final inspections of construction projects of licensed premises. (a)(b)
22. Resolves minor discrepancies and reports for appropriate action on any major deviation from the approved plans. (a)(b)
23. Performs other related duties as required. (a)(b) 52

Ability to:

- 1. Interpret and explain laws, rules and regulations, codes, etc.; compile statistical data; understand and analyze business records; gather, verify and evaluate facts and evidence; prepare clear and concise reports; assign and review the work of others; give and follow oral and written instructions; use initiative in organizing and completing work; meet with and deal tactfully and effectively with employees and the public; work harmoniously with others; be certified to effectively and accurately operate sound level meters, operate computers, etc.**
 - 2. Attend and transport equipment to conferences, meetings, hearings, site inspections, etc.**
 - 3. Requires for example, lifting, crawling, carrying, bending, twisting, kneeling, climbing, riding inflatable rafts, etc. (a) to operate various equipment, the acquiring of files, documents, etc. (b) to transport files, documents and equipment to various locations (c) to investigate violations and or the participation in covert operations (d) to inspect proposed premises or licensed premises, which include construction sites and vessels, which may also require the climbing of ladders or steep inclines, (e) to maintain assigned county vehicle, which may include the process of changing of flat tires, (f) to transport equipment over various terrains to conduct investigations.**
-
- (a) The performance of this function is the reason that the job exists.**
 - (b) The number of other employees available to perform this function is limited.**
 - (c) This function is highly specialized and employee is hired for special expertise or ability to perform this function.**

LIQUOR CONTROL OFFICER IV (ENFORCEMENT DIVISION)

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

- 1. Plans, coordinates and supervises all inspection and investigative functions and activities relative to the enforcement of liquor laws, rules and regulations; directs all field operations during non-regular working hours including holidays, nights, and weekends; and performs other related duties.**
 - a. Provides day to day supervision over the work of the Enforcement Services and implements work plans in accordance with the objectives set by the Director.**
 - b. Receives complaints of liquor law violations, conducts investigations and follow-up investigations of liquor law violations; assigns investigations to subordinates, establishes deadlines for completion of specific assignments; insures that assignments are being carried out and reviews investigation reports for clarity, conciseness and completeness, checks and reviews all daily reports and prepares a summary, supervises the maintenance of the enforcement record system for cases investigated and processed, involving numbering, classification, posting, preparation of summary record and reports, may exercise powers of arrest and seizure as circumstances warrant, and assist licensees in suppression of disorderly conduct.**
 - c. Testifies at hearings before the Liquor Control Adjudication Board, Liquor Commission and at depositions or any legal proceeding when subpoenaed as the keeper of enforcement services' records or on the enforcement activities, functions and records, and serve subpoenas to witnesses.**
 - d. Prepares master work schedules, assigns investigators to various districts, conducts day and night inspections of the enforcement operations; plans, directs, coordinates and formulates internal operating work programs, procedures and objectives within the policies, procedures, orders and standards of the Department and evaluates enforcement services provided; recommends revisions to internal operating procedures; devises forms, report formats and other means to facilitate the work of the Enforcement Division.**
 - e. Devises criteria to determine the effectiveness of operations and to ascertain whether program objectives are being met; compiles and submits monthly and yearly work statistics to determine effectiveness of programs to insure maximum staff utilization.**
 - f. Resolves minor personnel problems and grievances; participates in the establishment of performance standards; recommends personnel actions; conducts enforcement staff meetings; evaluates work performance of**

subordinates; recommends approval or disapproval of leave requests; reviews and recommends approval or disapproval of mileage reimbursements requests.

- g. Conducts internal administrative investigations of the enforcement personnel for violations of standards of conduct, administrative directives or any other administrative matters and makes recommendations; counsels subordinates; and recommends the selection, promotion and discipline of enforcement employees.
- h. Develops written policies and procedures on various subjects at the direction of the Director.
- i. Coordinates liquor law enforcement activities with other regulatory or law enforcement agencies and meets with such representative to resolve problems.

Requires, for example, climbing or walking on steep or confine stairway or pathway to inspect licensed premises, bending, kneeling, crawling, climbing of ladders, and lifting and carrying of equipment, files or records. (a)(b)

- 2. Responsible for the maintenance and security of all enforcement equipment, files, investigation reports and records and the assignment of enforcement equipment.

Requires, for example, climbing, bending, kneeling, lifting and crawling to inspect equipments and the efforts of duty "1" above. (a)(b)

- 3. Meets on a regular basis with Deputy Prosecuting Attorney to review all investigation reports and submits recommendations on the disposition of cases.

Requires, for example, the efforts of bending, kneeling, climbing of ladders, lifting and carrying equipment, files or records. (a)(b)

- 4. Conducts training of enforcement personnel in accordance with plans and programs, participates in ascertaining training needs; maintains individual training records; conducts orientation of new personnel; participates in serving as in-service training instructor to promote employee development; and obtains instructional help from other sources.

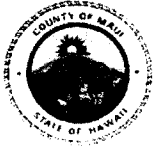
Requires, for example, the efforts of duty "1" above. (a)(b)

- 5. Prepares, compiles, reviews and submits a wide variety of data, special staff studies, various correspondences, documents and reports related to the enforcement operations and assures that certain written communications from the Department are clear, analytical, concise and well supported with specific facts and are utilized to meet the department's mission, goals and objectives.

Requires, for example, the efforts of duty "1" above. (a)(b)

6. Performs other duties as required.

Requires, for example, the efforts of duty "1" above. (a)(b)



County of Maui • Office of the Mayor • Budget Office

Please indicate below the anticipated fund balances projected at the end of June 30, 2017. By submitting this form, the department or agency head certifies that this department or agency intends to designate the amounts listed below.

Please note: Amounts should be rounded down to the nearest dollar.

Department Name: Liquor Control

Fund Type: Liquor Fund

Total Carry-Forward Amount: \$1,410,931

Program	Source of Savings - Turnover & Vacancy - Administrative Efficiencies - Reduced Discretionary Spending - Other: Explain Below	Amount \$
Liquor Control	*20% of FY2017 Budget	\$635,981
Liquor Control	913012 Salaries-vacancies	370,791
Liquor Control	913020 Operations-Special Costs (overhead: 70% of salaries)	259,554
Liquor Control	Estimated Revenues collected during FY2017 (based on FY2016 actual)	144,605
	Total	\$1,410,931

Explanation of Other: *Pursuant to HRS 281-17.5, 20% of FY18 Budget will not be credited back as carryover savings to licensees.

Form Completed by: Georgette C.R. Tyau, Administrative Assistant II

Date Submitted: October 5, 2016