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David M. Raatz, Jr., Esq.

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

March 23, 2023

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

Dear Mr. Silva:

SUBJECT: **FISCAL YEAR ("FY") 2024 BUDGET** (BFED-1) (LC-1)

May I please request you submit your answers to the following questions by **March 31, 2023**. This will enable the Committee to comprehensively review the FY 2024 Budget.

1. Please outline the major changes in your Department's budget from FY 2023 to FY 2024. If the budget will decrease, how will this impact the Department's operations and the Department's ability to service the public?
2. How many vacant positions currently exist within the Department?
 - a. Please include the job titles for the vacant positions and how long they have been vacant.
 - b. What is the timeline for filling these vacancies?
 - c. Would there be any consequences for removing funding for these vacant positions from the FY 2024 Budget?
3. If your Department had expansion positions in the FY 2023 Budget, how many of those positions were filled? If they have not been filled, are they included in the FY 2024 Budget, and for how many months of funding?

4. If your Department is proposing expansion positions in the FY 2024 Budget, how do you plan to fill those positions?
5. How many positions were filled in FY 2023 that were not expansion positions?
6. In what ways did the Department recruit to fill vacancies and what were the most effective methods for attracting candidates?
7. The following questions are related to overtime payments:
 - a. How much overtime has been paid to date in FY 2023 and what was the reason for these costs?
 - b. Were any of these overtime costs attributed to the number of vacant positions in your Department?
 - c. Do you anticipate that overtime costs in FY 2023 will increase or decrease and what are the reasons for your assumption?
8. If your Department had Capital Improvement Projects ("CIPs") in FY 2023:
 - a. Provide the current status of each project.
 - b. Provide information on how much funding has been encumbered or expended to date for each project.
9. If your Department has CIPs for FY 2024:
 - a. Rank your proposed CIPs, by priority.
 - b. Will the CIP funding included in the FY 2024 Budget be encumbered by June 30, 2024? If not, how much do you anticipate will be encumbered by June 30, 2024?
10. Please provide details on your Department's carryover savings that were included in the FY 2024 Budget.
11. What are your top three priorities for FY 2024 and how does your Department budget reflect that?

Mr. Layne Silva
March 23, 2023
Page 3

12. Did the Department apply for any grant funding in FY 2023? If yes, how much was received?
13. How much has the Department spent on professional services in FY 2023 and what projects and consultants were funded under this line item?

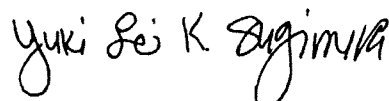
The Department is scheduled to present on April 4, 2023. The schedule is subject to change and staff will reach out if there are any changes to the schedule.

Please be prepared to provide a ten-minute presentation on an overview of the changes in your Department's budget from FY 2023 to FY 2024, addressing the following:

- Operations
- CIPs
- Grants awarded by the Department, if any
- Grants received by the Department, if any
- Revolving funds
- Rates and fees, including any estimated increase or decrease in revenue as a result of the changes

Thank you for your attention to this request. Should you have any questions, please contact me or the Committee staff (Lesley Milner at ext. 7886, Kasie Apo Takayama at ext. 7665, or Yvette Bouthillier at ext. 7758).

Sincerely,



YUKI LEI K. SUGIMURA, Chair
Budget, Finance, and Economic
Development Committee

bfed:2024bgt:230323altr01:ljbcm

cc: Mayor Richard T. Bissen, Jr.
Budget Director

BFED Committee

From: BFED Committee
Sent: Thursday, March 23, 2023 6:04 PM
To: Layne Silva
Cc: BFED Committee; Jarrett Kahoonohano; Lianne Suzuki; Michelle Santos; Zeke Kalua; Maria Zielinski; Kristina Cabbat
Subject: PLEASE READ attached letter re: FISCAL YEAR ("FY") 2024 BUDGET (BFED-1) (LC-1)
Attachments: LC-1.pdf

Mr. Silva: Please refer to the attached letter from the Budget, Finance, and Economic Development (BFED) Committee Chair, dated 3/23/2023.

Mayor's Office (attention: Michelle Santos and Zeke Kalua): Please forward the attached letter to Mayor Bissen for his information.

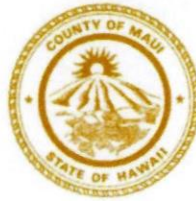
Ms. Zielinski: FYI

Thank you,
Yvette Bouthillier, Secretary
BFED Committee

RICHARD T. BISSEN, JR.
Mayor

LAYNE N. SILVA
Director

JARRETT K. KAHO‘OHANO
Deputy Director



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

March 29, 2023

Ms. Maria Zielinski
Budget Director, County of Maui
200 South High Street
Wailuku, Hawaii 96793

my

APPROVED FOR TRANSMITTAL

R.B.
3/31/23

Mayor Date

Honorable Richard T. Bissen Jr.
Mayor, County of Maui
200 South High Street
Wailuku, Hawaii 96793

For Transmittal to:

Honorable Yuki Lei K. Sugimura
Chair, Budget, Finance and Economic Development Committee
Maui County Council
200 South High Street
Wailuku, Hawaii 96793

Dear Chair Sugimura:

SUBJECT: FISCAL YEAR ("FY") 2024 BUDGET (BFED-1) (LC-1)

Overall

1. Please outline the major changes in your Department's budget from FY 2023 to FY 2024. If the budget will decrease, how will this impact the Department's operations and the Department's ability to service the public?

Increase in salary costs associated with CBA ATB increases.

Increase in operational costs associated with replacing unsupported Licensing and Investigative software with a Cloud Based system.

Increase in operational costs associated with purchasing equipment to support new Cloud Based system.

2. How many vacant positions currently exist within the Department? Six (6)

- a. Please include the job titles for the vacant positions and how long they have been vacant.

Liquor Control Officer IV - 7 years, funding reinstated in FY23

Liquor Control Officer III – 1 month
Liquor Control Officer Trainee (Previously LCO II) – 5 years
Liquor Control Officer Trainee (Previously LCO III) – 2 years
Liquor Control Officer Trainee (Previously LCO I) – 1.5 years
Liquor Control Officer Trainee (Previously LCO I) – 9 months

- b. What is the time line for filling these vacancies?

We anticipate filling all positions within the next 4 months.

- c. Would there be any consequences for removing funding for these vacant positions from FY 2024 Budget?

We urgently look to fill our vacancies to assure we can continue 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, and to provide a safe and healthy environment for the people of Maui County as we emerge from the depths of the Covid-19 Pandemic.

3. If your Department had expansion positions in the FY 2023 Budget, how many of those positions were filled? If they have not been filled, are they included in the FY 2024 Budget, and for how many months of funding?

We did not have expansion positions in FY 2023.

4. If your Department is proposing expansion positions in the FY 2024 Budget, how do you plan to fill those positions?

We are not proposing expansion positions in FY 2024.

5. How many positions were filled in FY 2023 that were not expansion positions?

Three (3)

6. In what ways did the Department recruit to fill vacancies and what were the most effective methods for attracting candidates?

Open Recruitment and PWOE. Open Recruitment was most effective.

7. The following questions are related to overtime payments:

- a. How much overtime has been paid to date in FY 2023 and what was the reason for these costs? \$14,580.40
- b. Were any of these overtime costs attributed to the number of vacant positions in your Department? Yes
- c. Do you anticipate that overtime costs in FY 2023 will increase or decrease and what are the reasons for your assumption? We anticipate an increase in overtime costs until we can fill our vacancies. CBA ATB increases also impact premium pay.

8. If your Department had Capital Improvement Projects ("CIPs") in FY 2023:

No CIP projects in FY 2023.

- a. Provide the current status of each project. N/A
- b. Provide information on how much funding has been encumbered or expended to date for each project. N/A

9. If your Department has CIPs for FY 2024:

No CIP Project in FY 2024

- a. Rank your proposed CIPs, by priority. N/A
- b. Will the CIP funding included in the FY 2024 Budget be encumbered by June 30, 2024? If not, how much do you anticipate will be encumbered by June 30, 2024? N/A

10. Please provide details on your Department's carryover saving that were included in the FY 2024 Budget.

Any carryover funds are used to calculate annual gross liquor sales percentage fee.

11. What are your top three priorities for FY 2024 and how does your Department budget reflect that?

Cloud Based System to replace antiquated and unsupported Investigative/Licensing software.
Equipment necessary to support new Cloud Based System.
Position funding.


12. Did the Department apply for any grant funding in FY 2023? If yes, how much was received?

No, department did not apply for grant funding in FY 2023.

13. How much has the Department spent on professional services in FY 2023 and what projects and consultants were funded under this line item?

As of March 24, 2023, we have paid \$820.94 to Ralph Rosenberg Court Reporter.

Sincerely,



LAYNE N. SILVA
Director of Liquor Control

BFED Committee

From: Desiree Echalas <Desiree.B.Echallas@co.maui.hi.us>
Sent: Friday, March 31, 2023 2:18 PM
To: BFED Committee
Subject: FY 2024 (BFED-1) (LC-1)
Attachments: (BFED-1) (LC-1) Response.pdf

Please see attached response (LC-1) from the Department of Liquor Control.

Mahalo,

Desiree Echalas

Budget Specialist

County of Maui

Office of the Mayor

Desiree.B.Echallas@co.maui.hi.us

Phone: (808) 270-8239