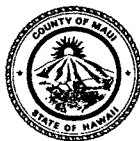


Council Chair  
Alice L. Lee

Vice-Chair  
Keani N.W. Rawlins-Fernandez

Presiding Officer Pro Tempore  
Tasha Kama

Councilmembers  
Riki Hokama  
Kelly Takaya King  
Michael J. Molina  
Tamara Paltin  
Shane M. Sinenci  
Yuki Lei K. Sugimura



Director of Council Services  
Traci N. T. Fujita, Esq.

**COUNTY COUNCIL**  
COUNTY OF MAUI  
200 S. HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
[www.MauiCounty.us](http://www.MauiCounty.us)

April 2, 2020

Ms. Georgette Tyau, Acting Director  
Department of Liquor Control  
County of Maui  
Wailuku, Hawaii 96793

Dear Ms. Tyau:

**SUBJECT: FISCAL YEAR ("FY") 2021 BUDGET (LC-1)(EDB-1)**

May I please request that you be prepared to answer the following questions at the EDB Committee meeting held via BlueJeans on **April 9, 2020**.  
This will enable the Committee to comprehensively review the FY 2021 Budget.  
*\*Date subject to change without notice.*

Overall

1. Given the current worldwide pandemic and its effect on the local economy, please suggest cuts that can be made to the Mayor's proposal for the Department of Liquor Control. (TP) Provide recommendations for a 5% reduction of the entire departmental budget. (RH)

Category "A" – Salaries & Wages

2. Provide vacancy and overtime reports for the entire Department. (RH)
3. Please provide the SR/step and dollar amount allotted for all position titles within the Department of Liquor Control and indicate which position titles are vacant, if any. This information is missing in the Budget Details for the Liquor Control Program. (TP)

4. Please provide position description and minimum qualifications for Private Secretary. (Page 9-3, Budget Details 913012A: Liquor Control Program) (TP)
5. Please explain "Increase position funding, Council reduced the position funding in FY19" for one Liquor Control Officer IV and two Liquor Control Officer II. (Pages 9-3 and 9-4, Budget Details 913012A: Liquor Control Program) (TP)
6. Please explain the 15.6% increase in salaries and wages. Page 9-1 of the Budget Details and page 331 of the Program Budget shows Premium Pay increased by \$60,000 and Wages and Salaries increased by \$167,943. (KK)
7. Please explain the need for increased funding for Liquor Control Officer IV and provide a total amount for compensation. (Page 9-3 of the Budget Details, Index Code 913012A-P-26111) (KRF)
8. Please explain the need for increased funding for Liquor Control Officer II and provide a total amount for compensation. (Page 9-3 of the Budget Details, Index Code 913012A-P-26187) (KRF)
9. Please explain the need for increased funding for Liquor Control Officer II and provide a total amount for compensation. (Page 9-4 of the Budget Details, Index Code 913012A-P-26194) (KRF)
10. What amount from the General Fund was used to offset Federal grants program personnel and benefits? Please provide details of position types, amounts, and grant names. (RH)

Category "B" – Operations

11. Given the current worldwide pandemic and the shutdown of out-of-state travel, please explain the increase in the travel budget and provide an update on fund expenditures for FY 2020, to date. (Page 327, Program Budget: Liquor Control Department Summary) (TP) Please explain the substantial annual increase to travel and per diem in FY 2020 and FY 2021. How much was expended in FY 2020, and why did travel expenses for five employees' attendance at a conference was not able to be absorbed within the current travel budget. (Page 9-6 of the Budget Details, Index Code 913012B B-6132) (KRF)

12. Does the Liquor Department anticipate less revenue in FY 2021 due to the current global pandemic and at what point will it affect operations? (TP)
13. What would it take to have more coverage on holidays such as New Year's Eve or big events like Halloween? (TP)
14. Please explain the substantial increase requested for additional legal services. (Page 9-6 of the Budget Details, Index Code 913012B-6132) (KRF)
15. Please explain what type of international, U.S, and Canadian guides will be purchased with this funding. Please explain how these guides are integrated into daily operations and who these guides are made available to. (Page 9-13 of the Budget Details, Index Code 101139B-6225) (KRF)
16. Please provide an explanation for the grant subsidy and give details on the number of E/Ps the training fees will cover and if this is a one-time appropriation. (Page 9-14 of the Budget Details, Index Code 101139B-6230) (KRF)
17. Please provide an explanation for the grant subsidy and explain what the additional \$10,000 expansion request will be used for. (Page 9-14 of the Budget Details, Index Code 101139B-6317) (KRF)

Category "C" – Equipment

18. Will the hybrid sedan be replaced with another hybrid sedan? What will happen with the sedan that is to be replaced? Will the Council receive a reporting of the value if it is exchanged for a new sedan? (Page 9-9, Budget Details: Liquor Control Program) (TP)
19. The equipment budget increased by 426.5% for FY 2021, from \$16,048 in FY 2020 to \$84,500 in FY 2021. \$50,000 is for the COM Service Center. Explain the status of this transition. (Pages 327 and 332 of the Program Budget) (AL)

Program Goals & Objectives

20. Please provide a status update on the Goals and Objectives for FY 2020, to date. (Pages 328-330, Liquor Control Program: Goal #1-3) (TP)

Ms. Georgette Tyau  
April 2, 2020  
Page 4

Thank you for your attention to this request. Should you have any questions, please contact me or the Committee staff (Shelly Espeleta at ext. 7134, Chester Carson at ext. 7659, Lesley Milner at ext. 7886, Kasie Apo Takayama at ext. 7665, or Yvette Bouthillier at ext. 7758).

Sincerely,

A handwritten signature in black ink, appearing to read "Keani Rawlins-Fernandez".

KEANI RAWLINS-FERNANDEZ, Chair  
Economic Development and Budget  
Committee

edb:2021budget:200401alc01:ske

cc: Mayor Michael P. Victorino  
Budget Director

Council Chair  
Alice L. Lee

Vice-Chair  
Keani N.W. Rawlins-Fernandez

Presiding Officer Pro Tempore  
Tasha Kama

Councilmembers  
Riki Hokama  
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Michael J. Molina  
Tamara Paltin  
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Yuki Lei K. Sugimura



Director of Council Services  
Traci N. T. Fujita, Esq.

**COUNTY COUNCIL**  
COUNTY OF MAUI  
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WAILUKU, MAUI, HAWAII 96793  
[www.MauiCounty.us](http://www.MauiCounty.us)

April 9, 2020

Ms. Michele Yoshimura, Budget Director  
Office of the Mayor  
County of Maui  
Wailuku, Hawaii 96793

Dear Ms. Yoshimura:

**SUBJECT: FISCAL YEAR ("FY") 2021 BUDGET (BD-2) (EDB-1)**

May I please request copies of all notes used by department directors and other Administration officials to respond to Councilmembers' questions during Economic Development and Budget Committee meetings on EDB-1. This will enable the Committee to comprehensively review the FY 2021 Budget.

May I further request that you transmit your responses no later than five calendar days after the Department's review before the Committee.

To ensure efficient processing, please duplicate the coding in the subject line above for easy reference. Should you have any questions, please contact me or the Committee staff (Shelly Espeleta at ext. 7134, Chester Carson at ext. 7659, Richard Mitchell at ext. 7662, or Yvette Bouthillier at ext. 7758).

Sincerely,

A handwritten signature in black ink that reads "Keani Rawlins-Fernandez".

KEANI RAWLINS-FERNANDEZ, Chair  
Economic Development and Budget  
Committee

edb:2021budget:200409abd01:ske

cc: Mayor Michael P. Victorino

Michael P. Victorino  
Mayor

Sananda K. Baz  
Managing Director



**OFFICE OF THE MAYOR**  
COUNTY OF MAUI  
200 S. HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
[www.mauicounty.gov](http://www.mauicounty.gov)

April 14, 2020

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

**APPROVED FOR TRANSMITTAL**

Michael P Victorino 4/14/20  
Mayor Date

For Transmittal to:

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

Dear Chair Rawlins-Fernandez:

SUBJECT: **FISCAL YEAR ("FY") 2021 BUDGET** (BD-2) (EDB-1)

Please see attached response from Deputy Director Georgette Tyau,  
Department of Liquor Control.

Should you have any questions, please contact me at ext. 7212.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michele M. Yoshimura".

MICHELE M. YOSHIMURA  
Budget Director

Attachment

MICHAEL P. VICTORINO  
Mayor

Director

GEORGETTE C.R. TYAU  
Deputy Director



**DEPARTMENT OF LIQUOR CONTROL**  
COUNTY OF MAUI  
2145 KAOHU STREET, ROOM 105  
WAILUKU, MAUI, HAWAII 96793  
TELEPHONE: (808) 243-7753  
FACSIMILE: (808) 243-7558

April 9, 2020

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

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

For Transmittal to:

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

Dear Chair Rawlins-Fernandez:

**SUBJECT: FISCAL YEAR ("FY") 2021 BUDGET (LC-1) (EDB-1)**

Overall

1. Given the current worldwide pandemic and its effect on the local economy, please suggest cuts that can be made to the Mayor's proposal for the Department of Liquor Control. (TP) Provide recommendations for a 5% reduction of the entire departmental budget. (RH)

Since there is a hiring freeze, keep the following positions unfunded:

P-26111 (LC-0010)	\$71,560
P-26187 (LC-0018)	\$46,476
P-26194 (LC-0025)	\$44,724

This results in \$162,760 reduction in salaries and \$113,932 reduction in administrative overhead costs for a total reduction of \$276,692 or 8% plus any corresponding CBA increases.

Category "A" – Salaries & Wages

2. Provide vacancy and overtime reports for the entire Department. (RH)

Provided by the Budget Office.

3. Please provide the SR/step and dollar amount allotted for all position titles within the Department of Liquor Control and indicate which position titles are vacant, if any. This information is missing in the Budget Details for the Liquor Control Program. (TP)

Provided by the Budget Office.

4. Please provide position description and minimum qualifications for Private Secretary. (Page 9-3, Budget Details 913012A: Liquor Control Program) (TP)

See attached.

5. Please explain "Increase position funding, Council reduced the position funding in FY 19" for one Liquor Control Officer IV and two Liquor Control Officer II. (Pages 9-3 and 9-4, Budget Details 913012A: Liquor Control Program) (TP)

The Department is requesting that the funding for these positions be restored.

6. Please explain the 15.6% increase in salaries and wages. Page 9-1 of the Budget Details and page 331 of the Program Budget shows Premium Pay increased by \$60,000 and Wages and Salaries increased by \$167,943. (KK)

The 15.6% (\$228,033) increase in salaries and wages is the combination of salary adjustments (\$60,090), restoring the funding of positions deleted in FY 2020 (\$162,760), and Salary Commission increases (\$5,183).

There is no increase in premium pay (913012A-5215). It remains at \$30,000.

The \$60,090 (87.2%) increase is due to salary adjustments (913012A-5250) made by the Budget Office for additional funding of \$98,962 due to bargaining unit increases offset by the deletion of the one-time appropriation of \$38,872 for anticipated salary increases.



The \$167,943 increase in wages and salaries is due to the restoring of positions that were not funded in the previous fiscal year and Salary Commission increases of 2% for the Director and Deputy Director positions.

7. Please explain the need for increased funding for Liquor Control Officer IV and provide a total amount for compensation. (Page 9-3 of the Budget Details, Index Code 913012A-P-26111) (KRF)

The Department is requesting that the funding for this position be restored because it was deleted by Council in FY 2020.

8. Please explain the need for increased funding for Liquor Control Officer II and provide a total amount for compensation. (Page 9-3 of the Budget Details, Index Code 913012A-P-26187) (KRF)

The Department is requesting that the funding for this position be restored because it was deleted by Council in FY 2020.

9. Please explain the need for increased funding for Liquor Control Officer II and provide a total amount for compensation. (Page 9-4 of the Budget Details, Index Code 913012A-P-26194) (KRF)

The Department is requesting that the funding for this position be restored because it was deleted by Council in FY 2020.

10. What amount from the General Fund was used to offset Federal grants program personnel and benefits? Please provide details of position types, amounts, and grant names. (RH)

None. The Department does not receive Federal grants.

Category "B" – Operations

11. Given the current worldwide pandemic and the shutdown of out-of-state travel, please explain the increase in the travel budget and provide an update on fund expenditures for FY 2020, to date. (Page 327, Program Budget: Liquor Control Department Summary) (TP) Please explain the substantial annual increase to travel and per diem in FY 2020 and FY 2021. How much was expended in FY 2020, and why did travel expenses for five employees' attendance at a conference was not able to be absorbed within the current travel budget. (Page 9-6 of the Budget Details, Index Code 913012B B-6132) (KRF)

The estimated increase of \$4,000 is to send two employees to the NCSLA annual conference to have staff on site to work the conference. Honolulu Liquor Commission's Assistant Administrator is the current President of the National Conference of State Liquor Administrators and has asked the three other Counties to assist as it is Hawaii's responsibility to plan and host the conference which is in Reno, Nevada.

The estimated increase of \$6,000 is to send three Liquor Control Officers to the NLLEA (National Liquor Law Enforcement Association) Training Symposium.

The five employees' attendance, as stated above, was in addition to the continuation of regularly planned travel.

There are various reasons for interisland travel, to include, Commission and Board member attendance to monthly meetings, inspections and /or investigations of complaints and cases, meetings with other Liquor Control Departments, State Liquor Conference, etc.

Out-of-State travel is to attend yearly conferences which provide an excellent source for training and networking, as working with other Departments and Agencies is beneficial in the amount of information received and shared.

In addition to the Department's employees, travel is provided to Commission and Board Members, Corporation Counsel, and Prosecutors for meetings and/or conferences.

See attached for fund expenditures for FY 2020 to date.

12. Does the Liquor Department anticipate less revenue in FY 2021 due to the current global pandemic and at what point will it affect operations? (TP)

The Department does not anticipate a big decrease in revenues in FY 2021. Revenues are comprised of renewal fees, which need to be paid to renew the liquor license, percentage fees on gross sales already earned, and a small portion of other revenues to include filing fees, fines, sales of rules, certification cards, exams, etc.

It should not affect operations because the Department's budget is comprised of basic fees, applicable carryover savings, and percentage fee payments collected from licensees on gross sales already earned.

13. What would it take to have more coverage on holidays such as New Year's Eve or big events like Halloween? (TP)

The Department may incorporate more coverage at the time work schedules are created.

14. Please explain the substantial increase requested for additional legal services. (Page 9-6 of the Budget Details, Index Code 913012B-6132) (KRF)

There is no legal services provided under 913012B-6132 Professional Services. The expansion request of \$50,000 is for Court Reporting Services and Investigative Services.

15. Please explain what type of international, U.S. and Canadian guides will be purchased with this funding. Please explain how these guides are integrated into daily operations and who these guides are made available to. (Page 9-13 of the Budget Details, Index Code 101139B-6225) (KRF)

ID Checking Guides are provided to licensees for their use on their premises. The Guides assist licensees in identifying valid identifications.

16. Please provide an explanation for the grant subsidy and give details on the number of E/Ps the training fees will cover and if this is a one-time appropriation. (Page 9-14 of the Budget Details, Index Code 101139B-6230) (KRF)

Section 281-17, HRS, states in part, "fine moneys, not to exceed ten per cent a year of fines accumulated, may be used to fund public liquor related educational or enforcement programs."

Funding for the grant is requested through the Liquor Education Fund and not the Liquor Fund.

The Department of Liquor Control does not manage the grant(s) because the Department is solely funded by liquor license fees, and HRS 281-17.5, states in part, "Any such liquor license fees or any moneys collected or received by any liquor commission under this chapter may only be used for costs and expenses directly relating to operational and administrative costs actually incurred by the liquor commission collecting or receiving such liquor license fees or moneys. Such fees or moneys shall not be used for any costs or expenses other than those directly relating to its operation and administration, except as otherwise provided by law."

17. Please provide an explanation for the grant subsidy and explain what the additional \$10,000 expansion request will be used for. (Page 9-14 of the Budget Details, Index Code 101139B-6317) (KRF)

State law previously restricted educational programs be limited to the commission staff, commissioners, liquor control adjudication board members, licensees and their employees.

Maui Youth and Family Services, Inc., Underage Drinking Prevention Program, was the first organization to receive the grant by the Liquor Commission. After being the recipient for the past 3 years, they are no longer in need of these funds, and have expressed their gratitude in receiving this grant as it greatly supported their efforts and increased capacity to achieve their mission.

The grant(s) will continue to be a resource to other programs to help in achieving their goals and missions.

Category "C" – Equipment

18. Will the hybrid sedan be replaced with another hybrid sedan? What will happen with the sedan that is to be replaced? Will the Council receive a reporting of the value if it is exchanged for a new sedan? (Page 9-9, Budget Details: Liquor Control Program) (TP)

The vehicle being replaced is a 2008 sedan, and it will be replaced with a hybrid mini SUV.

Currently, vehicles are sent to Public Works to be included with the auction for abandoned vehicles.

19. The equipment budget increased by 426.5% for FY 2021, from \$16,048 in FY 2020 to \$84,500 in FY 2021. \$50,000 is for the COM Service Center. Explain the status of this transition. (Pages 327 and 332 of the Program Budget) (AL)

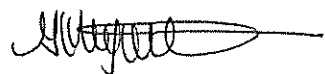
The increase is due to the replacement of vehicle request of \$32,000 and desks/workstations (\$50,000) should the Department move into the COM Service Center, which depends on completion.

Program Goals & Objectives

20. Please provide a status update on the Goals and Objectives for FY 2020, to date. (Pages 328-330, Liquor Control Program: Goal #1-3) (TP)

See attached.

Sincerely,



Georgette Tyau, Deputy Director  
Department of Liquor Control

Attachments

## POSITION DESCRIPTION FOR PRIVATE SECRETARY:

- (a) Serves as personal secretary to the Director of Liquor Control and organizes and coordinates matters for the Director's personal attention, provides administrative and clerical support to the liquor control commission and the liquor control adjudication board, and performs other related duties as required.
- (1) Accepts and adjusts appointments for the Director based on his commitments and schedules and provides background information and other data required by the Director from files and other sources, prepares and organizes materials for easy reference for the Director's meetings and conferences.
  - (2) Takes and transcribes dictation for the Director's correspondence and reports, drafts replies to correspondence; prepares routine correspondence such as transmittal and acknowledgment, requests for information, schedules, etc.
  - (3) Assists the Director in providing administrative and support services to the liquor control commission and the liquor control adjudication board.
  - (4) Assists in the preparation of the department's budget request and the annual report.
  - (5) Develops and maintains an efficient filing system and insures security of confidential files; maintains suspense files as needed.
  - (6) Receives, reads, screens and distributes all incoming mail and material; organizes matters being presented for executive attention by locating and attaching all pertinent and available material and data necessary for consideration of the matter; maintains files for the convenience of the Director; gathers and assimilates information and other data required by the Director from files and other sources.
  - (7) Keeps informed of current status of required work in the department for periodic report to the Director as deemed necessary and follows up to insure timely responses.
  - (8) Relays instructions of the Director to operating units of the department and prepares intra departmental memoranda for such purposes.
  - (9) Arranges airline, hotel, and ground transportation for the Director and staff.

Requires, for example, the ability to review, analyze, comprehend, interpret and explains laws, ordinances, rules & regulations, policies and procedures, make sound decisions, supervise and direct work forces, operate typewriters, computers, recorders, etc.; ability to lift, carry, climb, push, pull, bend, and twist to operate, obtain or transport files, documents, materials and equipment; and the ability to operate a vehicle to

transport or obtain files, documents, materials and equipments. (A) (B)

(b) Greets visitors, extends hospitality, provides counter service, answers telephone calls, screens inquiries and relays messages; assists the public and others over the counter or telephone based upon the knowledge of the departmental functions, policies and procedures and coordinates the use of facilities.

Assists in the coordination of department hosted conferences and meetings. May travel to assist and attend the State Conference for Liquor Control Administrators and other meetings or conferences as required.

Requires, for example, the same efforts as described for duty "(a)" above. (A)

(c) Assumes the duties of the support service's staff on sick leave, vacation or whenever their services are unavailable and performs other related duties as assigned.

Requires, for example, the same efforts as described for duty "(a)" above. (A) (B)

- (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 an employee is hired for special expertise or ability to perform this function.



# PRIVATE SECRETARY

Class Code:  
1D.001

Bargaining Unit: Non-Supervisory White  
Collar Workers (HGEA)

COUNTY OF MAUI  
Established Date: Jan 1, 1986  
Revision Date: May 26, 2016

## SALARY RANGE

\$4,029.00 Monthly

### DUTIES SUMMARY:

Serves as personal and confidential secretary to the head of a County department; may service a board; may supervise clerical assistant; and performs other related duties as required.

#### Distinguishing Characteristics:

This class is distinguished by its responsibility for providing administrative and clerical support services to the head of a County department, including an administrative board.

### EXAMPLES OF DUTIES:

The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.

Receives personal calls using tact, diplomacy and applying an extensive knowledge of the department's functions and operations; receives telephone calls and provides information on departmental functions, rules and regulations and routes calls to the department head or appropriate subordinates according to the nature of the call and discretionary judgment as to the disposition of the call; reads incoming correspondence and other material, screens out those which can be disposed of personally or routed to other personnel for action and routes those which require executive attention or are of special interest to the executive for consideration; organizes matters being presented for executive attention by locating and attaching all pertinent and available material and data necessary for consideration of the matter; maintains files for the convenience of the executive; gathers and assimilates information and other data required by the executive from files and other sources; accepts and adjusts appointments for the executive and provides background of matters to be considered before meetings; relays instructions of the executive to operating units of the department and prepares intra-departmental memoranda for such purposes; makes all necessary arrangements for meetings including time and space requirements and the notification of persons to attend; may take and transcribe dictation for the executive's correspondence and reports; may attend board hearings and take minutes; may prepare minutes of hearings for distribution; arranges for and/or coordinates clerical and stenographic services to meet fluctuating workloads of the executive's office.

This is the first specification approved for the new class PRIVATE SECRETARY, effective January 1, 1986.

APPROVED: January 9, 1986

## **MINIMUM QUALIFICATION REQUIREMENTS:**

Training and Experience: (1) Graduation from high school and five years of progressively responsible typing, stenographic and clerical experience; or (2) any equivalent combination of training and experience.

Knowledge of: secretarial principles and practices; office practices and procedures; grammar, punctuation, spelling and word usage; office machines and equipment; principles of practices of supervision; basic organization of County government.

Ability to: plan, organize and carry out a very broad and complex range of secretarial functions; understand and carry out oral and written instructions; learn and interpret rules and regulations; lay out, assign, and supervise the work of a group of clerical and stenographic employees; compose correspondence; keep matters confidential; deal tactfully and effectively with others; screen files and correspondence to determine priority on matters for attention; work under pressure; understand government structure and organization with respect to interagency, chief executive, legislative, and community relationships .

Health and Physical Condition;

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Physical Effort Grouping: Light

This is the first specification approved for the new class PRIVATE SECRETARY, effective January 1, 1986.

APPROVED: January 9, 1986



County of Maui  
Other Premium Pay Report: Prior FY Actuals, Current FY YTD, and Ensuing FY Budget - By Department, Program, Index and Subobject Codes

	Expended FY 2019	YTD as of 03/31/2020	MP Budget 2021
<b>913012 LIQUOR CONTROL ADMINISTRATION</b>			
WAGES & SALARIES:			
OTHER PREMIUM PAY:			
MATERIALS & SUPPLIES:			
SERVICES:			
UTILITIES:			
TRAVEL:			
OTHER COSTS:			
Interfund Cost Reclassificatio:			
MACHINERY & EQUIPMENT:			
LEASE PURCHASES:			
<b>913012A LIQUOR CONTROL ADMINISTRATION</b>			
WAGES & SALARIES:			
5101 Regular Wages	1,210,974	910,751	1,560,076
OTHER PREMIUM PAY:			
5201 Emergency call back	445	311	
5204 Night differential	6,165	4,952	
5205 Overtime	10,299	14,990	
5207 Temporary assignment	5,145	4,862	
5215 Premium pay			30,000
5250 Salary adjustments			98,962
<b>Total for 913012A LIQUOR CONTROL</b>	<b>1,233,028</b>	<b>935,866</b>	<b>1,689,038</b>
<b>913012B LIQUOR CONTROL ADMINISTRATION</b>			
MATERIALS & SUPPLIES:			
6022 Gasoline, Diesel, Oil, etc.	5,795	2,923	17,151
6035 Miscellaneous Supplies	3,293	(642)	8,000
6037 Office Supplies	17,539	10,033	21,937
6040 Postage	3,520	1,604	4,500
6060 Small Equipment - under \$1000	2,454		5,000
SERVICES:			
6101 Advertisement	10,298	1,735	5,000
6129 Other Services	1,376	1,253	17,000
6130 Printing & Binding	993		4,000
6132 Professional Services	41,093	35,116	70,000
6138 R & M - Services/Contracts	9,767	5,082	9,140
UTILITIES:			
6120 Electricity	150		2,066

**County of Maui**

**Other Premium Pay Report: Prior FY Actuals, Current FY YTD, and Ensuing FY Budget - By Department, Program, Index and Subobject Codes**

<b>Liquor Control</b>	<b>Expended FY</b>	<b>YTD as of</b>	<b>MP Budget</b>
<b>LIQUOR CONTROL GENERAL PROG</b>	<b>2019</b>	<b>03/31/2020</b>	<b>2021</b>
6152 Cellular telephone	11,176	7,076	24,000
6154 Telephone	94		1,000
<b>TRAVEL:</b>			
6201 Airfare, Transportation	19,540	25	32,000
6204 Mileage & Allow Rptble Non-Tax	607	520	2,500
6222 Per Diem Non-Reportable	16,474	428	28,000
6223 Per Diem Reportable Non-Taxabl	6,851	2,320	17,485
6226 Per Diem S/D/T Taxable	375	505	1,000
<b>OTHER COSTS:</b>			
6212 Dues	875	385	1,200
6218 Meal Allowance	366	216	2,500
6221 Miscellaneous Other Costs	2,952	866	15,000
6225 Publications & Subscriptions	8,598	642	2,400
6230 Registration/Training Fees	9,510	6,721	21,575
6235 Rentals	172,224	173,315	192,000
6240 Retirement & Service Awards			500
6244 Computer Software	256		2,000
<b>Total for 913012B LIQUOR CONTROL</b>	<b>346,176</b>	<b>250,123</b>	<b>506,954</b>
<b>913012C LIQUOR CONTROL ADMINISTRATION</b>			
<b>MACHINERY &amp; EQUIPMENT:</b>			
7040 Motor Vehicles	85,329		32,000
7043 Office Furniture			50,000
7044 Other Equipment	10,881	12,157	
<b>LEASE PURCHASES:</b>			
7105 Leased Equipment	1,891	2,061	2,500
<b>Total for 913012C LIQUOR CONTROL</b>	<b>98,101</b>	<b>14,218</b>	<b>84,500</b>
<b>913013B LIQ CONTROL PROF'L SVCS</b>			
<b>SERVICES:</b>			
<b>913015B LIQ CONTROL AIR TRVL CAPPED</b>			
<b>TRAVEL:</b>			
6201 Airfare, Transportation		8,779	
<b>Total for 913015B LIQ CONTROL AIR TRVL CAPPED</b>		<b>8,779</b>	
<b>913017B LIQ CONTROL PER DIEM CAPPED</b>			
<b>TRAVEL:</b>			
6222 Per Diem Non-Reportable		10,896	

County of Maui

Other Premium Pay Report: Prior FY Actuals, Current FY YTD, and Ensuing FY Budget - By Department, Program, Index and Subobject Codes

Liquor Control	Expended FY	YTD as of	MP Budget
LIQUOR CONTROL GENERAL PROG	2019	03/31/2020	2021
6223 Per Diem Reportable Non-Taxabl		45	
Total for 913017B LIQ CONTROL PER DIEM CAPPED		10,941	
913020 LIQUOR OVERHEAD CHARGES			
Interfund Cost Reclassificatio:			
913020B LIQUOR OVERHEAD CHARGES			
Interfund Cost Reclassificatio:			
6350 Overhead Charges/Admin Cost	858,864	615,276	1,182,327
Total for 913020B LIQUOR OVERHEAD CHARGES	858,864	615,276	1,182,327
Total for LIQUOR CONTROL GENERAL PROG	2,536,169	1,835,203	3,462,819
Total for Liquor Control	2,536,169	1,835,203	3,462,819
GRAND TOTAL	2,536,169	1,835,203	3,462,819

## FISCAL YEAR 2020 BUDGET IMPLEMENTATION REPORT FOR THE QUARTER ENDING DECEMBER 31, 2019

Department's Mission	Program Name	Program Goal	Program Objective	Success Measure	FY 2018 Actual	FY 2019 Estimate	FY 2019 Actual	FY 2020 Estimate	FY 2020 1st QTR YTD	FY 2020 2nd QTR YTD	FY 2020 3rd QTR YTD	FY 2020 4th QTR YTD
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	Liquor Control Program	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.	1. Inspect premises, conduct minor decoy operations and respond to concerns of the general public and other law enforcement agencies	# of premises inspected	11,868	10,000	6,652	10,000	1,611	2,340		
				# of case reports on premises inspected	686	1,000	468	1,000	98	176		
				# of case reports to respond to public concerns-potential violations resulting from police reports/investigations and public complaints	568	450	354	450	94	141		
				# of minor decoy operations conducted	185	120	0	120	0	0		
				% of compliance-licensees who refuse to sell or serve to minors	94%	100%	0%	100%	n/a	n/a		
		Goal #2: Promote liquor control by providing liquor education and certification classes.	1. Provide liquor education and certification by conducting certification/educational classes	# of certification/educational classes	151	168	141	150	45	83		
				# of certification exams administered	2,377	2,340	2,327	2,350	554	1,120		
				# of certification cards issued-persons versed in the Liquor Rules and Laws	1,945	2,106	1,985	2,100	499	996		
		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.	1. Provide a fair and efficient licensing and permit process	Total # of permits issued	662	850	762	850	84	414		
				% of permits issued to Licensed Premises	55%	49%	38%	49%	83%	25%		
				% of permits issued for Importation of Liquor	0%	0.25%	0.00%	0.25%	0.00%	0.00%		
				% of permits issued for Alcohol Purchase	0.50%	0.25%	0.00%	0.25%	0.00%	0.00%		
				% of permits issued for Direct Shipment of Wine	44%	50%	62%	50%	14%	75%		
				% of permits issued for Solicitor's	0.50%	0.50%	0.00%	0.50%	2.00%	0.00%		
				# of registration cards issued for minors under the age of 18 to work on a liquor licensed premises	156	150	138	150	46	93		
				# of registration cards issued for Class 5, Category D employees-premises which employees are compensated to sit with patrons	106	140	157	140	47	67		
				Total license applications processed	671	650	138	650	29	58		

## FISCAL YEAR 2020 BUDGET IMPLEMENTATION REPORT FOR THE QUARTER ENDING DECEMBER 31, 2019

Department's Mission	Program Name	Program Goal	Program Objective	Success Measure	FY 2018 Actual	FY 2019 Estimate	FY 2019 Actual	FY 2020 Estimate	FY 2020 1st QTR YTD	FY 2020 2nd QTR YTD	FY 2020 3rd QTR YTD	FY 2020 4th QTR YTD
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	Liquor Control Program	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 (Cont'd).	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	514	500	477	500	106	433		
				% of administrative actions per total violations	79%	70%	59%	70%	74%	74%		
				% of violations adjudicated per total violations	21%	30%	41%	30%	26%	26%		

## EDB Committee

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**From:** Shirley Blackburn <Shirley.Blackburn@co.maui.hi.us>  
**Sent:** Tuesday, April 14, 2020 2:49 PM  
**To:** EDB Committee  
**Cc:** Michele Yoshimura; Wendy Nathan  
**Subject:** RE: FY 2021 Budget (BD-2) (LC-1) & (LC-2)  
**Attachments:** Shirley Blackburn.vcf; BD-2\_EDB-1 (LC-1).pdf; LC-1\_EDB-1.pdf

Hi Tammy,

Please find attached corrected document (LC-1)\_EDB-1 transmittal for the Department of Liquor.

Mahalo,

**Shirley L. Blackburn**

Budget Specialist

County of Maui

Office of the Mayor

[shirley.blackburn@co.maui.hi.us](mailto:shirley.blackburn@co.maui.hi.us)

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