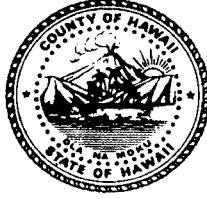


From the office of -  
Council Member  
District 3



Office: (808) 961-8396  
Fax: (808) 961-8912  
Email: sue.leeloy@hawaiicounty.gov

**SUSAN L.K. LEE LOY**  
25 Aupuni Street, Hilo, Hawai'i 96720

COUNTY CLERK  
COUNTY OF HAWAII  
2016 DEC 23 AM 8:43

MEMORANDUM

DATE: December 22, 2016

TO: Valerie T. Poindexter, Council Chair  
and Members of the Hawai'i County Council

FROM: Sue Lee Loy, Council Member

SUBJECT: Bill No. 6; An Ordinance Amending Section 2-98, Article 16, Division 3, Chapter 2 of the Hawai'i County Code 1983 (2016 Edition, As Amended), Relating to the Purchase of Alcoholic Beverages.

Attached for discussion purposes are:

- 1) Memorandum No. 16-08 from Finance Director Collins Tomei dated December 12, 2016; and
- 2) A memorandum from Council Chairwoman Valerie T. Poindexter dated December 19, 2016.

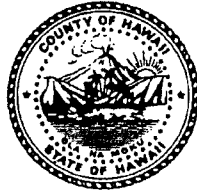
The subject of both memoranda is the purchase of alcohol using County funds.

Please distribute this for the discussion on Bill No. 6, scheduled for the Finance Committee meeting on January 4, 2017.

SLL:ps  
Att.

Comm. No. 39.1  
Ref. To: PIFC  
Ref. Date: Jan 04, 2017

Harry Kim  
Mayor



Collins Tomei  
Director

Deanna S. Sako  
Deputy Director

## County of Hawai'i


### Finance Department

25 Aupuni Street, Suite 2103 • Hilo, Hawai'i 96720  
(808) 961-8234 • Fax (808) 961-8569

December 12, 2016

MEMORANDUM NO. 16-08

To: All Departments and Agencies

From: Collins Tomei, Director of Finance 

Re: Purchase of Alcohol - Updated December 12, 2016

This memo supersedes Memorandum 99-09. The purchase of alcohol by the County for consumption shall be strictly prohibited. This will include, but not be limited to; the purchase of alcohol by the County for consumption at a restaurant or bar, formal event (including volunteer appreciation), or a hospitality gathering at a conference.

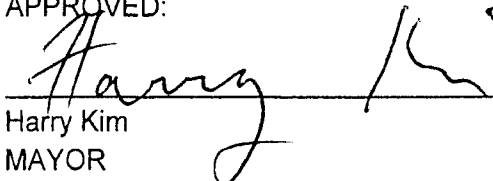
An exception may be approved for the County to purchase alcohol in the following instance only:

1. the purchase of alcohol by the Police Department for training purposes, when the training is a requirement of a formal written instructional or certification program.

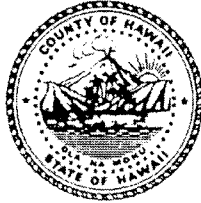
A request for the approval to purchase alcohol shall be made in writing by the requesting department and shall include at a minimum; what is to be purchased, the approximate cost of the purchase, who the alcohol will be purchased for, and what benefit the County will receive by purchasing the alcohol. The request shall be signed by the director of the requesting department, the Director of Finance, and the Mayor to be approved. **Approval must be received prior to the alcohol being purchased.**

A copy of the approval shall be sent to the Purchasing Division, along with an electronic copy being attached to the Eden invoice record when processing payment. The County pCard shall not be used to purchase alcohol.

APPROVED:

  
Harry Kim  
MAYOR

**VALERIE T. POINDEXTER**  
*Council Chairwoman*  
*Council District 1*



Phone: (808) 961-8828  
Fax: (808) 961-8912  
Email: Valerie.Poindexter@hawaiicounty.gov

**HAWAII COUNTY COUNCIL**

*County of Hawaii'i*  
*Hawaii'i County Building*  
*25 Aupuni Street, Suite 1402*  
*Hilo, Hawaii'i 96720*

**COUNTY CLERK**  
**COUNTY OF HAWAII**  
**2016 DEC 19 PM 4: 14**

**MEMORANDUM**

DATE: December 19, 2016  
TO: Members of the Hawaii County of Hawaii  
Officers and Employees of the Office of the County Clerk  
FROM: *Valerie T. Poindexter*, Council Chairwoman  
RE: Use of County Funds for the Purchase of Alcoholic Beverages

The purpose of this memorandum is to notify Council Members, officers, and employees of the Legislative Branch that I will not be granting any exemptions for the purchase of alcohol using County Funds, as allowed per Section 2-98(b)(4) of the Hawaii County Code, which provides: "(4) The purchase of alcoholic beverages is prohibited unless provided by authorized exception."

It will be the policy of the County Council and the Office of the County Clerk that there are no reasonable exceptions that would allow for the purchase of alcohol with County funds.

Should you have any questions or concerns, please feel free to contact me.