

MEMORANDUM

3/01/2013

TO: George Griffin, Director, Department of Liquor Control
Joseph Adler, Director, Office of Human Resources
Jennifer Hughes, Director, Office of Management and Budget

FROM: CountyStat

SUBJECT: DLC Performance Plan

The following items were identified for follow-up during the 2/27/2013 CountyStat meeting:

1. Evaluate and pursue as appropriate the web-based strategies that other states (as presented) and/or municipalities and/or the private sector are using to market and sell their products online and/or via mobile apps. Send a representative to the March 13th CountyStat meeting on mobile apps to listen to what other departments are doing in this area.

Responsible parties: DLC
Other parties involved: none
Deadline: 11/01/2013

2. Provide DLC with detailed Warehouse Administrative Leave data for November 2012 so that DLC can explain the spike in usage over that period.

Responsible parties: DLC
Other parties involved: CountyStat
Deadline: 3/22/2013

3. OHR should begin the practice of getting departments to properly code Light Duty time for future tracking and analysis

Responsible parties: OHR
Other parties involved: none
Deadline: Ongoing

4. An analysis of DLC Warehouse Overtime should be done to understand why there is chronic use and if one or more additional FTEs would offset the cost by eliminating the need for at least a portion of current OT use.

Responsible parties: OMB, CountyStat
Other parties involved: DLC
Deadline: 4/26/2013

5. DLC is going to be installing GPS on its delivery trucks and will use the technology to be more strategic in planning its routes to maximize efficiency (time, fuel, etc.).

Responsible parties: DLC
Other parties involved: CountyStat
Deadline: TBD - within two months of GPS installation (please advise on installation date)

cc: Timothy Firestine, Chief Administrative Officer
Fariba Kassiri, Assistant Chief Administrative Officer