


March 28, 2022

MEMO TO: BFED-1 File

F R O M: Keani N.W. Rawlins-Fernandez, Chair 
Budget, Finance, and Economic Development Committee

SUBJECT: **TRANSMITTAL OF INFORMATIONAL DOCUMENTS RELATING
TO THE PROPOSED FISCAL YEAR 2023 BUDGET FOR THE
COUNTY OF MAUI** (BFED-1)

The attached informational documents pertain to Item 1 on the Committee's agenda.

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Attachments

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OFFICE OF THE
COUNTY CLERK

March 28, 2022

MEMO TO: Keani N.W. Rawlins-Fernandez, Chair
Budget, Finance, and Economic Development Committee

F R O M: Lesley Milner, Budget Committee Analyst *LYM*

SUBJECT: **EXECUTIVE SUMMARY OF FISCAL YEAR ("FY") 2023 BUDGET
PROPOSAL FOR OFFICE OF THE COUNTY CLERK** (BFED-1)

This is an executive summary of the FY 2023 Budget proposal for the Office of the County Clerk.

Overall Operating Budget

- FY 2022 Adopted: \$2,089,372 vs. FY 2023 Proposed: \$2,342,200 (12.1% **increase**)

County Clerk Program

Category "A" – Salaries and Wages

1 – Wages and Salaries – **Increase** by 11.2% (\$92,928)

2 – Premium Pay – **Increase** by 211.1% (\$95,000)

- Increase due to election year.

3 – Position Funding

- Adjustment in salaries due to increase of 11 Temporary Election Clerks from 2 months to 5 months salary due to election year.

4 – New Positions – **N/A**

Category "B" – Operations

1 – Materials and Supplies – **Increase** by 27.3% (\$23,000)

- Expansion requests:

- Miscellaneous Supplies: Increase for election-related services (\$3,000).
- Postage: Hawaii Revised Statutes requires pre-selection mailouts to all registered voters (\$5,000).

2 – Other Costs – **No change**

3 – Services – **Increase** by 9.6% (\$37,000)

- Expansion requests:
 - Printing and Binding: Increase for election-related services (\$2,000).
 - Advertisement: Additional funding for radio and television ads (\$15,000).
 - Professional Services: Increase for election-related services (\$20,000).

4 – Travel – **No change**

5 – Utilities – **Increase** by 60% (\$1,500)

- Expansion requests:
 - Cellular telephone: Increase for Delivery Collection team election-related services (\$1,500).

6 – Budget Expenditures – **No change**

Category “C” – Equipment

1 – Machinery and Equipment – **Increase** by 1.1% (\$3,400)

- Other Equipment: Deletion of equipment approved in FY 2022, one-time appropriation-\$312,000).
- Expansion Requests:
 - Other Equipment: Purchase of three scanners at \$1,400 each for election clerk stations (\$4,200).
 - Computer Equipment: Replacement of six computers at \$2,000 each (\$12,000).
 - Other Equipment: Purchase of one mobile voting unit for \$300,000 and three scanners for election clerk stations at \$1,400 each (\$304,200).

2 – Lease Purchases – **N/A**

Key Activity Goals & Measures

1 – FY 2023 New or Revised Goals –

- FY 2022, Goal 2.1 (Reduce the required current and future legislative records storage space of the OCC) was deleted.

2 – FY 2023 estimates an **increase** in the following –

- Goal 3.1 - Receive, process and maintain County's voter registration records and database
 - o Number of Affidavits on Application for Voter Registration entered into the State Voter Registration System (20,000 to 26,000).
 - o Number of address confirmation cards mailed in compliance with legal requirements (90,000 to 110,000).
- Goals 3.2 through 3.4 were N/A for FY 2022 because they are related to elections. The numbers below reflect the change from FY 2021
 - o Goal 3.2 – Provide for and operate Voter Service Centers within County during the election period and on Primary and General election days.
 - Number of voters serviced at Voter Service Centers (4,057 to 5,000).
 - o Goal 3.3 – Operate and promote for use, Places of Deposit locations, aka Ballot Drop Boxes, throughout Maui County during the election period and on Primary and General election days
 - Number of return identification envelope packets collected from each Place of Deposit (21,228 to 22,000).
 - o Goal 3.4 – Increase the amount of corrected signature-deficient return identification envelopes
 - Number of signature-deficient return identification envelopes “cured” by the voter as permitted by law (332 to 500).
- Goal 4.1 - Reduce the required and current and future election records storage space of the OCC
 - o Number of pages converted to digital records (20,000 to 26,000).

3 – FY 2023 estimates a **decrease** in the following –

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- Goal 4.2 – Provide documents to government agencies, political organizations, and the public upon request
 - o Number of records provided by legal deadline (125 to 100).

Errors or inconsistencies – **N/A**

Capital Improvement Projects

There are no CIPs.

I hope this is helpful. If you have any questions, please contact me at ext. 7886.

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March 28, 2022

MEMO TO: Keani N.W. Rawlins-Fernandez, Chair
Budget, Finance, and Economic Development Committee

F R O M: Jerry Paredes, Legislative Analyst *JAP*

SUBJECT: **EXECUTIVE SUMMARY OF FISCAL YEAR (“FY”) 2023 BUDGET PROPOSAL FOR COUNTY COUNCIL (OFFICE OF COUNCIL SERVICES)** (BFED-1)

This is an executive summary of the FY 2023 Budget proposal for the County Council (Office of Council Services).

Overall Operating Budget – County Council

FY 2022 Adopted: \$9,001,607 vs. FY 2023 Proposed: \$9,711,426 (7.9% **increase**)

Overall Operating Budget – Office of Council Services

FY 2022 Adopted: \$7,673,506 vs. FY 2023 Proposed: \$8,206,225 (6.9% **increase**)

Council Services Program

Category “A” – Salaries and Wages

1 – Wages and Salaries – **Increase** by 7.2% (\$343,062)

2 – Premium Pay – **No Change**

3 – Position Funding:

- Regular Wages: Adjustment in salaries due to annual step increases per Reso 21-8 and moving six Council Aides to Councilmember accounts (-\$300,928).
- Regular Wages: Adjustment in salaries due to movement of one Council Aide and additional funding for anticipated increased costs (\$72,890).
- Regular Wages: Adjustment in salaries due to movement of one Council Aide and additional funding for anticipated increased costs (\$74,320).

- Regular Wages: Additional funding for new Council Aide (prorate 3 months); and anticipated costs (\$32,595).
- Regular Wages: Additional funding for new Council Aide (prorate 3 months); and anticipated costs (\$33,301).
- Regular Wages: Adjustment in salaries due to movement of one Council Aide and additional funding for anticipated increased costs (\$72,720).
- Regular Wages: Adjustment in salaries due to movement of one Council Aide and additional funding for anticipated increased costs (\$73,438).
- Regular Wages: Adjustment in salaries due to movement of one Council Aide and additional funding for anticipated increased costs (\$72,479).
- Regular Wages: Adjustment in salaries due to movement of one Council Aide and additional funding for anticipated increased costs (\$72,779).
- Regular Wages: Adjustment in salaries due to movement of one Council Aide and additional funding for anticipated increased costs (\$73,879).

Expansion Request:

- Procurement Specialist expansion position (\$65,589).

4 – New Positions – **No Change**

Category “B” – Operations

1 – Materials and Supplies – **Decrease** by 23.9% (-\$19,684)

- Small Equipment – under \$1,000: Deletion of one-time appropriation to replace printers, workstations, and funding for new district offices in Makawao-Haiku-Paia and South Maui (-\$27,867).

Expansion request:

- One-time appropriation for monitors, UPS battery backups, and docking stations (\$11,620).

2 – Other Costs – **Increase** by 24.6% (\$63,505)

- Publications and Subscriptions: Budget transferred from sub-object 6110 for Westlaw services (\$22,675).

Expansion requests:

- Rentals: Additional funding for new district offices in Makawao-Haiku-Paia and South Maui (remaining prorated 3 months); increase cable services for district offices; increase office rent for West Maui district office; and temporary storage fees and office rent for Hana district office (\$23,895).
- Miscellaneous Other Costs: Prorated increase based on anticipated Councilmember account increases (\$34).
- Miscellaneous Other Costs: Add every odd-year appropriation for Council inaugural expenses (\$5,000).
- Miscellaneous Other Costs: Additional funding for anticipated increased costs (\$16,672).

3 – Services – **Increase** by 5.2% (\$106,694)

- Computer Services: Budget transferred to sub-object for Westlaw services subscription; delete internet services for district offices, HP support, Omnipage, and GoDaddy SSL (-\$31,167).
- Contractual Service: Deletion of one-time appropriation for Charter Commission education and outreach, and Special Counsel; reduce meeting minutes transcription contract (-\$162,904).

Expansion requests:

- Computer Services: Increase accounting software and computer consultant contract (\$4,048).
- Professional Services: Increase agenda and meeting management contract and Legislative branch renovations (\$302,717).

4 – Travel – **Decrease** by 0.5% (-\$1,016)

5 – Utilities – **Increase** by 9.8% (\$4,650)

Expansion requests:

- Electricity: Additional funding for Makawao-Haiku-Paia and South Maui district offices (remaining prorated 3 months) (\$2,850).

- Cellular Telephone: Additional funding for Makawao-Haiku-Paia and South Maui district offices (remaining prorated 3 months); new phones for Communications Specialist and Procurement Specialist (\$1,950).

Category “C” – Equipment

1 – Machinery and Equipment – **Increase** by 85.5% (\$35,508)

- Computer Equipment: Deletion of one-time FY 2022 appropriation (-\$12,000).

Expansion requests:

- Computer Equipment: Purchase 18 Surface Pro laptops at \$1,885 each, purchase equipment for testing and evaluating IT devices at \$5,000; and replacement equipment for unanticipated equipment failure at \$5,000 (\$43,930).
- Furniture/Fixtures: Purchase furniture (\$6,122).
- Computer Equipment:
 - o Makawao-Haiku-Paia Council Member (\$3,000).
 - o Molokai Council Member (\$3,000).
 - o Wailuku-Waihee-Waikapu Council Member (\$3,000).
 - o Kahului Council Member (\$3,000).
 - o Lanai Council Member (\$3,000).
 - o Upcountry Council Member (\$3,000).
 - o East Maui Council Member (\$3,000).
 - o West Maui Council Member (\$3,000).
 - o South Maui Council Member (\$3,000).

2 – Lease Purchases – **No Change**

Key Activity Goals & Measures –

1 – FY 2023 New or Revised Goals – **N/A**

2 – FY 2023 estimates an **increase** in the following: – **N/A**

3 – FY 2023 estimates a **decrease** in the following: – **N/A**

Errors or inconsistencies – **N/A**

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Capital Improvement Projects

There are no CIPs.

I hope this is helpful. If you have any questions, please feel free to contact me at ext. 7140.

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MEMO TO: Keani N.W. Rawlins-Fernandez, Chair
Budget, Finance, and Economic Development Committee

F R O M: Jerry Paredes, Legislative Analyst *JAP*

SUBJECT: **EXECUTIVE SUMMARY OF FISCAL YEAR (“FY”) 2023 BUDGET PROPOSAL FOR COUNTY COUNCIL (OFFICE OF THE COUNTY AUDITOR)** (BFED-1)

This is an executive summary of the FY 2023 Budget proposal for the County Council (Office of the County Auditor).

Overall Operating Budget – County Council

FY 2022 Adopted: \$9,001,607 vs. FY 2023 Proposed: \$9,711,426 (7.9% **increase**)

Overall Operating Budget – Office of the County Auditor

FY 2022 Adopted: \$1,328,101 vs. FY 2023 Proposed: \$1,505,201 (13.3% **increase**)

County Auditor Program

Category “A” – Salaries and Wages

1 – Wages and Salaries – **Increase** by 36.1% (\$174,600)

2 – Premium Pay – **Decrease** by 44.4% (-\$8,000)

3 – Position Funding

- Regular Wages: Adjustment in salaries due to 3%-5% increase for FY 2023 (\$94,600).

4 – New Positions

- Analyst expansion position (\$80,000).

Category “B” – Operations

1 – Materials and Supplies – **No change**

2 – Other Costs – **Increase** by 1.5% (\$2,500)

Expansion requests:

- Registration/Training Fees: Related operation costs for the proposed expansion position (\$2,500).

3 – Services – **No change**

4 – Travel – **N/A**

5 – Utilities – **No change**

Category “C” – Equipment

1 – Machinery and Equipment – **Increase** from \$0 (\$8,000)

Expansion Requests:

- Computer Equipment: Purchase laptop and CPU/Desktop for the proposed expansion position at \$4,000; and replacement of two CPUs at \$2,000 each (\$8,000).

2 – Lease Purchases – **No change**

Key Activity Goals & Measures

1 – FY 2023 New or Revised Goals – **N/A**

2 – FY 2023 estimates an **increase** in the following – **N/A**

- Goal 1.3 – Conduct self-initiated program, financial, or performance audits or evaluations
 - o Number of audits or evaluations initiated (2 to 3).
- Goal 1.4 – Conduct non-audit and other services
 - o Number of non-audit and other services performed (1 to 5).

3 – FY 2023 estimates a **decrease** in the following – **N/A**

Errors or inconsistencies – **N/A**

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Capital Improvement Projects

There are no CIPs.

I hope this is helpful. If you have any questions, please contact me at ext. 7140.

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March 28, 2022

MEMO TO: Keani N.W. Rawlins-Fernandez, Chair
Budget, Finance, and Economic Development Committee

F R O M: Kasie Apo Takayama, Legislative Analyst ~~KA~~

SUBJECT: **EXECUTIVE SUMMARY OF FISCAL YEAR (“FY”) 2023 BUDGET
PROPOSAL FOR DEPARTMENT OF AGRICULTURE** (BFED-1)

This is an executive summary of the FY 2023 Budget proposal for the Department of Agriculture.

Overall Operating Budget

- FY 2022 Adopted: \$0 vs. FY 2023 Proposed: \$1,371,929

Agriculture Program

Category “A” – Salaries and Wages

- 1 – Wages and Salaries – **Increase** from \$0 (\$306,284)
- 2 – Premium Pay – **Increase** from \$0 (\$5,000)
 - Night Differential: Establishment of the Agriculture Department.
- 3 – Position Funding – **N/A**
- 4 – New Positions – **Increase** from 0 to 8
 - 1 Private Secretary, 12 months funding.
 - 1 Director, 12 months funding.
 - 1 Deputy Director, 12 months funding.
 - 1 Grants Coordinator, 10 months funding.
 - 1 Grants Management Program Specialist III, 10 months funding.
 - 1 Agricultural Inspector, E/P only, no funding.
 - 1 Agricultural Ombudsperson, E/P only, no funding.
 - 1 Agriculture Advocate, E/P only, no funding.

Category “B” – Operations

- 1 – Materials and Supplies – **Increase** from \$0 (\$21,000)

- Office Supplies, Postage, and Small Equipment related to establishment of the Agriculture Department.

2 – Other Costs – ***Increase*** from \$0 (\$530,000)

- Miscellaneous Supplies, Dues, Meal Allowance, Miscellaneous Other Costs, Publications & Subscriptions, Registration/Training Fees, and County Grant Subsidy related to establishment of the Agriculture Department.

3 – Services – ***Increase*** from \$0 (\$437,000)

- Advertisement, Contractual Service, Other Services, and Printing & Binding related to establishment of the Agriculture Department (\$87,000).
- Professional Services: Funding for agricultural assessments within Maui County (food supply, how much, what is needed, etc.), grant workshops and Federal funding assistance, research and data collection, and groundwork for game management plan (\$350,000).

4 – Travel – ***Increase*** from \$0 (\$10,000)

- Airfare, mileage, and per diem for inter-island trips and one out-of-state conference.

5 – Utilities – ***Increase*** from \$0 (\$2,000)

- Cellular Telephone Costs.

Category “C” – Equipment

1 – Machinery and Equipment – ***Increase*** from \$0 (\$52,500)

- Other Equipment: Purchase five workstations at \$1,500 each for the proposed expansion positions (\$7,500).
- Motor Vehicles: Purchase one 4WD pickup truck (\$45,000).

2 – Lease Purchases – ***Increase*** from \$0 (\$8,145)

- Leased Equipment: New lease for copier/printer (\$8,145).

Key Activity Goals & Measures

1 – FY 2023 New Goals

Goal #1: Maximize the ability of Maui County farmers, ranchers, and value-added producers to be financially sustainable.

- Goal 1.1 – Improve access to financial resources
 - o Number of grant workshops conducted during the fiscal year (5).
 - o Number of farmers, ranchers, and value-added producers assisted in identifying Federal, State, or County grant or financial resource opportunities (150).
 - o Percentage of data gathered which is needed for island specific game management plans (25%).
 - o Amount of grants provided to the agriculture sector through State or Federal sources (\$3,000,000).
 - o Grant funding secured from State and Federal sources (\$5,000,000).
- Goal 1.2 – Identify ways to reduce regulatory burdens
 - o Number of legislative proposals assisted with or submitted to the Hawaii State Legislature (3).
 - o Number of legislative proposals submitted to the Maui County Council (5).
 - o Number of County policies, administrative rules, or permitting processes reviewed and provided feedback on to promote efficiencies (12).
- Goal 1.3 – Protect agricultural activities by assisting in agricultural pest, disease, and feral ungulate mitigation
 - o Amount of Federal funds secured for this objective (\$3,000,000).

Goal #2: Ensure productive use of important and non-designated agricultural lands.

- Goal 2.1 – Collect market and other data that is needed to better inform decision making of the agricultural sector

- Percentage of data collected needed to assess food supply and security issues within Maui County (25%).
 - Percentage of resource assessment completed (understand available resources, grants, assistance, education, etc.) (75%).
- Goal 2.2 – Provide assistance in inspection services of agricultural activities for the Department of Finance
 - Number of inspections conducted during the fiscal year (N/A for FY 2023)
- Goal 2.3 – Provide assistance in inspection services of agricultural activities for the Department of Water Supply
 - Number of inspections conducted during the fiscal year (N/A for FY 2023).
- Goal 2.4 – Provide assistance in inspection services of agricultural activities for the Department of Planning
 - Number of inspections conducted during the fiscal year (N/A for FY 2023).

Goal #3: Promote agricultural production in Maui County.

- Goal 3.1 – Provide business support and assist with collaboration amongst various entities
 - Number of collaborative meetings held amongst various entities to further agricultural activities and partnerships (15).
- Goal 3.2 – Assist with developing and securing institutional purchasing and distribution channels
 - Number of new institutional purchasing and distribution channels formed or developed (2).

Goal #4: Promote community involvement in the future of agriculture in Maui County.

- Goal 4.1 – Keep community members involved and informed
 - Number of community meetings held (5).

2 – FY 2023 estimates an **increase** in the following: **N/A**

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3 – FY 2023 estimates a **decrease** in the following: **N/A**

Errors or inconsistencies – Lease Purchases are not included in the Department or Expenditure Summaries as a separate line item, but are included in the total amount under Machinery & Equipment.

Capital Improvement Projects

There are no CIPs.

I hope this is helpful. If you have any questions, please feel free to contact me at ext. 7665.

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March 27, 2022

MEMO TO: Keani N.W. Rawlins-Fernandez, Chair
Budget, Finance, and Economic Development Committee

F R O M: Paige Greco, Legislative Analyst *PG*

SUBJECT: **EXECUTIVE SUMMARY OF FISCAL YEAR (“FY”) 2023 BUDGET
PROPOSAL FOR DEPARTMENT OF THE CORPORATION
COUNSEL** (BFED-1)

This is an executive summary of the FY 2023 Budget proposal for the Department of the Corporation Counsel.

Overall Operating Budget

FY 2022 Adopted: \$4,287,503 vs. FY 2023 Proposed: \$4,502,269 (5.0% ***increase***)

Legal Services Program

Category “A” – Salaries and Wages

1 – Wages and Salaries – ***Increase*** by 6.9% (\$246,250)

2 – Premium Pay – ***No Change***

3 – Position Funding

- Adjustments in salaries due to a position filled at a lower step.

4 – New Positions

- Expansion Requests:
 - o \$37,080 for Law Technician I expansion position, 10 months funding.
 - o \$222,622 for two Deputy Corporation Counsel expansion positions, 10 months funding.

Category “B” – Operations

- 1 – Materials and Supplies – **Decrease** by 4.2% (-\$2,000)
- 2 – Other Costs – **Decrease** by 7.0% (-\$10,784)
 - Computer Software: Deletion of funding.
 - Expansion Request:
 - Dues: Related operation costs for the proposed expansion positions (\$1,800).
- 3 – Services – **Decrease** by 11.9% (-\$50,000)
 - Professional Services: Decrease funding – end of commission term.
- 4 – Travel – **Decrease** by 17.6% (-\$10,000)
 - Airfare, Transportation: Funding not needed - end of commission term.
- 5 – Utilities – **No Change**

Category “C” – Equipment

- 1 – Machinery and Equipment – **Increase** from \$0 (\$41,600)
 - Expansion Request:
 - o Other Equipment: Replacement of 16 Automated External Defibrillators ("AED") at \$2,300 each and 8 AED Training Machines at \$600 each for the Wailuku Campus buildings and Kahului Service Center (\$41,600).
- 2 – Lease Purchases – **No Change**

Key Activity Goals & Measures

1 – FY 2023 New or Revised Goals

- FY 2022, Goal 1.1 (Raise safety awareness by providing annual training and education to personnel countywide) was deleted.
- Goal 3.2 – Implementation of Online E-Filing System for the filing of Financial Disclosure Statements
 - o Percentage completion (100%).
- FY 2022, Goal 4.1 (Review, advise, and facilitate adoption of countywide and department-level records retention policies) was deleted.

2 – FY 2023 estimates an **increase** in the following:

- Goal 1.3 – Validate savings of FAST TRACK (“F/T”) on General Liability (“GL”) and Auto Liability (“AU”) program fees
 - Listed as Goal 1.4 in FY 2022.
 - GL/AU reduction in program fees with F/T compared to without F/T (\$25,000 to \$39,000).
- Goal 2.1 – Complete responses to requests for legal services submitted to the Counseling and Drafting section within 30 days
 - o Number of requests for legal services received (4,000 to 5,000).
 - o Number of requests for legal services completed (4,000 to 5,000).
 - o Number of requests for legal services closed within 30 days (3,500 to 4,000).
- Goal 3.1 – Publish Board of Ethics opinions prior to 2019
 - o Percentage of opinions published and available online (50% to 100%).
- Goal 4.1 – Review, advise, and facilitate adoption of countywide and department-level records retention policies
 - o Listed as Goal 4.2 in FY 2022.
 - o Percentage completed (50% to 75%).

3 – FY 2023 estimates a **decrease** in the following: - **N/A**

Errors or inconsistencies – N/A

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Capital Improvement Projects

There are no CIPs.

I hope this is helpful. If you have any questions, please feel free to contact me at ext. 7660.

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