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Director of Council Services
David M. Raatz, Jr., Esq.

Deputy Director of Council Services
Richelle K. Kawasaki, Esq.

COUNTY COUNCIL

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

April 1, 2025

Ms. Moana Lutey, County Clerk
Office of the County Clerk
County of Maui
Wailuku, Hawaii 96793

Dear Ms. Lutey:

SUBJECT: **FISCAL YEAR 2026 BUDGET** (BFED-1) (OCC-02)

May I please request you be prepared to answer the following questions at the Budget, Finance, and Economic Development Committee meeting on **April 16, 2025***. This will enable the Committee to comprehensively review the FY 2026 Budget.

May I further request that you transmit your answer to bfed.committee@mauicounty.us by the end of the day on **April 16, 2025**. **Date subject to change without notice.*

However, if a written response is received by **Friday, April 11, 2025**, your Department may be excused from appearing before the Committee on April 16.

Overall

1. Relating to Goal #4, item 1, what percentage of election records have been converted to digital format, or alternatively, how many physical pages remain to be converted? (Page 138, Program Budget) (TP)
2. Departments such as Planning and Water Supply have developed programs and secured funding to improve recruitment and retention, including the use of recruitment and retention pay. Are there any known barriers—whether budgetary, administrative, or contractual—that prevent the development of similar initiatives for election clerks? Additionally, does the Department believe such

efforts are necessary to support the recruitment and retention of election staff? (GJ)

Salaries and Wages (Category “A”)

1. When were the position descriptions and minimum qualifications for election staff last updated? Given the critical nature of their work, the modest wage levels, and the growing nationwide concerns over threats to election personnel, prompting measures such as electronically concealing staff addresses, has the Department considered re-evaluating these classifications? (Pages 3-3 and 3-4, Budget Details, 902015A and 902056A) (TP)

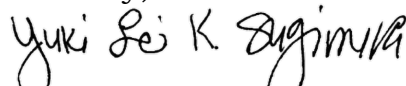
Operations and Equipment (Category “B”)

1. Please provide the total amount expended to date for special election expenses, including a breakdown of those expenses. Additionally, what increased expenditures are anticipated for special election costs in the upcoming fiscal year? (Page 141, Program Budget, 902056B-6319) (YLS) (TC)
2. Does the additional funding for public hearings on Lānaʻi and Molokai cover travel and related expenses for your Department staff and Council members, or is it intended for your staff only? (Page 3-6, Budget Details, 902015B-6201) (TP)

To ensure efficient processing, please duplicate the coding in the subject line above for easy reference.

Thank you for your attention to this request. Should you have any questions, please contact me or the Committee staff (Kirsten Szabo at ext. 7662, James Krueger at ext. 7761, Jarret Pascual at ext. 7141, Clarissa MacDonald at ext. 7135, or Pauline Martins at ext. 8039).

Sincerely,

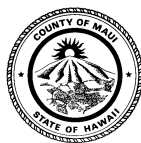


YUKI LEI K. SUGIMURA, Chair
Budget, Finance, and Economic
Development Committee

BFED Committee

From: BFED Committee
Sent: Tuesday, April 1, 2025 11:39 AM
To: Moana M. Lutey
Cc: BFED Committee; Richelle M. Thomson
Subject: FISCAL YEAR 2026 BUDGET (BFED-1) (OCC-02); reply by 4/16/25
Attachments: (OCC-02) Correspondence to County Clerk.pdf

MOANA M. LUTEY, ESQ.
County Clerk
Ke Kākau `Ōlelo Kalana



RICHELLE M. THOMSON, ESQ.
Deputy County Clerk
Ke Hope Kākau `Ōlelo Kalana

OFFICE OF THE COUNTY CLERK
KE KE`ENA O KE KĀKAU `ŌLELO KALANA
COUNTY OF MAUI
KALANA O MAUI
200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.mauicounty.gov/county/clerk
www.mauicountyvotes.gov

April 4, 2025

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

Via email: bfed.committee@mauicounty.us

SUBJECT: **FISCAL YEAR 2026 BUDGET** (BFED-1) (OCC-02)

Dear Chair Sugimura and Members of the BFED Committee:

Thank you for the opportunity to respond to your April 1, 2025, correspondence. For ease of reference, the questions are included below.

Overall

Question 1: Relating to Goal #4, item 1, what percentage of election records have been converted to digital format, or alternatively, how many physical pages remain to be converted? (Page 138, Program Budget) (TP)

The Office of the County Clerk (OCC) has been able to convert all election-related records to digital format. As such, OCC now digitizes all new documents as they are received. By way of background, State and Federal Law, specifically 42 U.S.C. Section 1974, generally requires that records be retained for 22 months after a federal election, then destroyed if there is no pending court action or court order.

On a related topic, the Office of the County Clerk updated its records retention schedule in September 2023. One change that was made is that once a hard-copy original record has been converted to an electronic image, the electronic record becomes the permanent record that must be maintained for the duration specified on the schedule. For example, voter registration records must be kept permanently; once a hard-copy voter

registration has been received and converted to electronic, the hard copy is retained for 22 months and then destroyed.

We additionally have made progress on conversion and management of legislative-related records. Upon implementation of the highly anticipated CivicPlus Agenda and Meetings Management system, the records related to the legislative process will be better organized and available to the general public, Council, and the administrative departments. A significant benefit will be the more timely update of ordinances to the Maui County Code, which is also a CivicPlus product.

Question 2: Departments such as Planning and Water Supply have developed programs and secured funding to improve recruitment and retention, including the use of recruitment and retention pay. Are there any known barriers—whether budgetary, administrative, or contractual—that prevent the development of similar initiatives for election clerks? Additionally, does the Department believe such efforts are necessary to support the recruitment and retention of election staff? (GJ)

We are in favor of using every means available to bring both the Legislative and Election Divisions' staff salaries to living-wage levels. We have contacted the departments that offer recruitment and retention bonuses and are gathering the documents used by those departments to understand this process, which includes union consultation. Retention bonuses are a stop-gap measure that we intend to use until permanent changes can be made to the position descriptions by way of the reallocation/redescription process. The City and County of Honolulu's Clerk's Office is also undergoing this process and we will pool our resources toward this goal.

Our office staff are primarily Bargaining Unit 3 employees, and are currently without a contract. We anticipate that, when contract negotiations begin, "repricing" will occur. We support efforts to pay civil service employees wages that are commensurate with their duties and believe that BU-3 union wages currently lag significantly.

Salaries and Wages (Category "A")

Question 1: When were the position descriptions and minimum qualifications for election staff last updated? Given the critical nature of their work, the modest wage levels, and the growing nationwide concerns

over threats to election personnel, prompting measures such as electronically concealing staff addresses, has the Department considered re-evaluating these classifications? (Pages 3-3 and 3-4, Budget Details, 902015A and 902056A) (TP)

The majority of the position descriptions were revised effective 2016.

Operations and Equipment (Category "B")

Question 1: Please provide the total amount expended to date for special election expenses, including a breakdown of those expenses. Additionally, what increased expenditures are anticipated for special election costs in the upcoming fiscal year? (Page 141, Program Budget, 902056B-6319) (YLS) (TC)

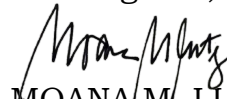
Mid-term vacancies in Council, the Office of the Mayor, and State or Federal offices may trigger a special election. The Clerk's Office must maintain both the capability and funding to respond to this event within a fixed and tight timeframe.

In conjunction with the State, we have reevaluated election-related costs and submit that \$450,000-\$650,000 is a realistic estimate of the cost to conduct a special election. Note that the expenses associated with any County-only special election would be borne by the County, with no State cost-share, and would include all of the standard protocol on all three islands: voter service centers, deployment of ballot drop boxes, staffing, equipment, and supplies.

Question 2: Does the additional funding for public hearings on Lāna'i and Molokai cover travel and related expenses for your Department staff and Council members, or is it intended for your staff only? (Page 3- 6, Budget Details, 902015B-6201) (TP)

No. The additional funding for public hearings only relates to the estimated cost for Clerk's Office staff and equipment.

Best regards,



MOANA M. LUTEY, Esq.
County Clerk

BFED Committee

From: County Clerk
Sent: Friday, April 4, 2025 3:19 PM
To: BFED Committee
Subject: FY2025 Budget (BFED-1) (OCC-02)
Attachments: 2025-4-4 FY 2026 Budget BFED1, OCC-02.pdf

Please see attached.

Office of the County Clerk
County of Maui
200 S. High Street, 7th Floor
Wailuku, Hawaii 96793
Legislative Division: (808) 270-7748
Elections Division: (808) 270-7749, www.mauicountyvotes.com