

April 1, 2021

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 2022 BUDGET FOR THE COUNTY OF MAUI** (BFED-1)

Aloha members! I hope you're having fun diving into the budget books! To help you come up for air, you will find attached informational documents pertaining to the departments that are scheduled for review on April 5, 2021, under item 1 on the committee's master agenda.

Last year, the OCS budget team explored the usefulness of providing executive summaries, and they were really helpful. So, this year, I've requested that we share this information with all of the members. Please join me in extending a mahalo a nui loa to our OCS budget team for this valuable work.

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Attachment

April 1, 2021

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

F R O M: Ana Lillis, Legislative Analyst

SUBJECT: **EXECUTIVE SUMMARY OF BUDGET PROPOSAL FOR OFFICE OF
THE COUNTY CLERK** (BFED-1)

This is an executive summary of the FY 2022 Budget proposal for the Office of the County Clerk.

Overall Operating Budget

- FY 2021 Adopted: \$1,869,140 vs. FY 2022 Proposed: \$2,009,372 (7.5% increase)

County Clerk Program

Category "A" – Salaries and Wages

1 – Wages and Salaries – **Decrease** by 5.6% (-\$49,768)

2 – Premium Pay – **Decrease** by 67.9% (-\$95,000)

- County Clerk: Deletion of additional appropriation due to non-election year (-\$40,000)
- Elections: Deletion of additional appropriation due to non-election year (-\$55,000)

3 – Position Funding

- Adjustment in salaries due to the Collective Bargaining Agreement, offset by a position filled at a lower level.
- Adjustment in salaries due to reductions to 12 Temporary Election Clerks from 5 months to 2 months funding, and one Temporary Election Clerk from 12 months to 5 months funding, all offset by increases in accordance with the Collective Bargaining Agreement.

Category “B” – Operations

1 – Materials and Supplies – **Increase** by 12% (\$9,000)

- Expansion requests:
 - o Miscellaneous Supplies: Additional funding for ballot cages (\$4,000).
 - o Postage: Additional funding for postage (\$5,000).

2 – Other Costs – **Increase** by 228% (\$235,250)

- Expansion requests
 - o Rentals: Additional funding for office rent and copier lease (\$185,000).
 - o Registration/Training Fees: Additional funding for Agilis ballot sorting equipment training (\$8,250).
 - o Rental of machinery & equipment: For lease payment of ballot sorting machine (\$50,000).

3 – Services – **Increase** by 12.2% (\$45,750)

- Expansion requests:
 - o Professional Services: Contingency for quarterly disinfecting/cleaning of Chambers and OCC, costs associated with Department relocation (\$15,750).
 - o Services/Contracts: Additional funding for office relocation expenses (\$30,000).

4 – Travel – **Decrease** by 20% (-\$5,000)

5 – Utilities – **No change**

Category “C” – Equipment

1 – Machinery and Equipment – **No change**

- Computer Equipment: Deletion of one-time appropriation in FY 2021 (-\$12,000).
- Expansion Requests:
 - o Purchase of audio multimedia and videoconference equipment (\$5,000).

- Purchase of six Microsoft Surface Forms at \$2,000 each (\$12,000).

2 – Lease Purchases – **No change**

Key Activity Goals and Measures

1 – FY 2022 New Goals – N/A

2 – FY 2022 estimates an **increase** in the following –

- Goal 2.3 - Provide legislative documents to Government agencies and the public upon request
 - # of records provided within 10 days (200 to 250)
- Goal 3.1 - Receive, process and maintain County's voter registration records and database
 - # of Affidavits on Application for Voter Registration entered into the State Voter Registration System (10,000 to 20,000)
 - # of address confirmation cards mailed in compliance with legal requirements (88,000 to 90,000)
 - # of National Voter Registration Act notices mailed in compliance with legal requirements (6,000 to 12,000)
- Goal 4.1 - Reduce the required and current and future election records storage space of the OCC
 - # of pages converted to digital records (10,000 to 20,000)

3 – FY 2022 estimates a **decrease** in the following –

- Goals 3.2 through 3.4 are N/A for FY 2022 because they are related to elections.

Capital Improvement Projects

There are no CIPs.

Errors or inconsistencies – N/A

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

April 1, 2021

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

F R O M: Kasie Apo Takayama, Legislative Analyst

SUBJECT: **EXECUTIVE SUMMARY OF BUDGET PROPOSAL FOR OFFICE OF COUNCIL SERVICES** (BFED-1)

This is an executive summary of the FY 2022 Budget proposal for the Office of Council Services.

Overall Operating Budget

FY 2021 Adopted: \$8,858,184 vs. FY 2022 Proposed: \$8,580,510 (3.1% decrease)

Council Services Program

Category "A" – Salaries and Wages

1 – Wages and Salaries – **Increase** by 5.2% (\$227,846)

- Increases per Resolutions 20-63, 20-78, 20-80, and 20-83; increases per Ordinance 5098; annual step increases; position filled at lower/higher steps; reallocation of budget from Supervising Legislative Attorney to Supervising Legislative Analyst.
- Expansion Request:
 - o Deputy Director expansion position (\$142,031).

2 – Premium Pay – **Decrease** by 18.7% (-\$46,032)

- Deletion of one-time FY 2021 appropriation for anticipated FY 2021 salary increases (-\$46,032).

3 – New Positions – **No Change**

Category “B” – Operations

1 – Materials and Supplies – **Increase** by 30.1% (\$16,200)

- Expansion request:
 - o Safety supplies for masks, sanitizer, and gloves (\$1,850).
 - o Computer accessories and peripherals (\$2,000).
 - o Increase postage to send mail to Councilmembers working remotely (\$250).
 - o Add one-time appropriations to replace printers and one workstation (\$19,100).

2 – Other Costs – **Decrease** by 80.5% (-\$903,090)

- Deletion of one-time FY 2021 appropriation for Phase I of a Countywide Climate Change and Sea Level Rise Adaptation and Resiliency Master Plan (-\$500,000).
- Deletion of one-time FY 2021 appropriation for budgeting computer software start-up costs (-\$400,000).
- Expansion requests:
 - o Increased dues for Hawaii State Bar Association, American Planning Association, American Bar Association, and Institute for Public Procurement (\$835).
 - o Add Maui News subscription for West Maui district office (\$235).
 - o Increase office rent for West Maui district office (\$1,200).

3 – Services – **Increase** by 31.0% (\$445,118)

- Expansion requests:
 - o Software for remote support; internet services for West Maui district office; budgeting software annual subscription (\$201,600).
 - o Increase freight to ship Committee-related packages to Councilmembers working remotely (\$150).
 - o Add COVID-19 cleaning and sanitizing costs for offices and common areas (\$21,250).
 - o Increase agenda and meeting management contract; add Communications Cloud annual subscription; add one-time appropriation for Communications Cloud start-up costs;

add one-time appropriation for legislative branch renovations (\$223,118).

4 – Travel – **Decrease** by 0.2% (-\$379)

5 – Utilities – **Increase** by 38.5% (\$11,640)

- Expansion requests:
 - o Add electric services for West Maui district office (\$2,700).
 - o Add mobile services for staff to telecommute (\$8,640).
 - o Add phone services for West Maui district office (\$300).

Category “C” – Equipment

3 – Machinery and Equipment – **Decrease** by 60.4% (-\$54,400)

- Deletion of one-time FY 2021 appropriation for computer equipment (-\$66,400).
- Expansion requests:
 - o Purchase new computer (\$2,000) and equipment for testing and evaluating (\$5,000); Replacement equipment for unanticipated equipment failure (\$5,000).
 - o Purchase computer equipment for:
 - Makawao Council Member (\$3,000).
 - Wailuku Council Member (\$2,500).
 - Kahului Council Member (\$2,110).
 - Lanai Council Member (\$1,000).
 - East Maui Council Member (\$8,406).
 - West Maui Council Member (\$5,000).
 - South Maui Council Member (\$1,406).

4 – Lease Purchases – **No Change**

Key Activity Goals and Measures – **No Change**

Errors or inconsistencies – N/A

Keani Rawlins-Fernandez, Chair
April 1, 2021
Page 7

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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April 1, 2021

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

F R O M: Lesley Milner, Budget Committee Analyst

SUBJECT: **EXECUTIVE SUMMARY OF BUDGET PROPOSAL FOR OFFICE OF
THE COUNTY AUDITOR** (BFED-1)

This is an executive summary of the FY 2022 Budget proposal for the Office of the County Auditor.

Overall Operating Budget

- FY 2021 Adopted: \$1,302,678 vs. FY 2022 Proposed: \$1,328,101 (2% increase)

County Auditor Program

Category "A" – Salaries and Wages

- 1 – Wages and Salaries – **Increase** by 5.8% (\$26,668)
- 2 – Premium Pay – **Decrease** by 11.1% (\$2,245)
- 3 – Position Funding
 - Fiscal Year 2021 salary adjustments.

Category "B" – Operations

- 1 – Materials and Supplies – **No change**
- 2 – Other Costs – **Increase** by 14.8% (\$21,000)
- 3 – Services – **Decrease** by 0.8% (-\$5,000)
 - Expansion requests:
 - o Cost of Government Commission requesting an increase for Technical Writer position (\$10,000).

- o Commission requesting an increase for costs to post Corporation Counsel's cases to the County's website (\$10,000).

4 – Travel – **No change**

5 – Utilities – **No change**

Category “C” – Equipment

5– Machinery and Equipment – **Decrease** by 100% (-\$15,000)

- Deletion of one time appropriation for FY 2021 computer equipment.

6– Lease Purchases – **No change**

Key Activity Goals and Measures

1 – FY 2022 New Goals – N/A

2 – FY 2022 estimates an **increase** in the following – N/A

3 – FY 2022 estimates a **decrease** in the following – N/A

- Goal 1.4 – Conduct follow-ups.
 - o Number of follow-ups performed on recommendations made in previous OCA or audit contractor reports (2 to 1).

Errors or inconsistencies – Category B/C expansion request should be listed under “Other Costs,” not “Services.” It is correct in the Expenditures Summary by Character & Object.

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

April 1, 2021

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

F R O M: Kasie Apo Takayama, Legislative Analyst

SUBJECT: **EXECUTIVE SUMMARY OF BUDGET PROPOSAL FOR DEPARTMENT OF THE CORPORATION COUNSEL** (BFED-1)

This is an executive summary of the FY 2022 Budget proposal for the Department of the Corporation Counsel.

Overall Operating Budget

FY 2021 Adopted: \$4,084,632 vs. FY 2022 Proposed: \$4,287,503 (5.0% increase)

Legal Services Program

Category "A" – Salaries and Wages

1 – Wages and Salaries – **Increase** by 2.5% (\$88,371)

2 – Premium Pay – **Increase** by 100% (\$10,000)

- Expansion Request:
 - o Additional funding due to Bargaining Unit staff overtime for online travel exemption review (\$5,000 x 2 = \$10,000).

3 – Position Funding

- Adjustments in salaries due to Collective Bargaining Agreement increase, position filled at lower level, and position reallocation.
- Adjustments in salaries for all Deputy Corporation Counsel per Ordinance No. 5097 (Bill No. 71 (2020)).
- Adjustment in salary for Risk Management Officer due to Executive Order 2020-03.

4 – New Positions – **No Change**

Category “B” – Operations

1 – Materials and Supplies – **Increase** by 4.4% (\$2,000)

- Expansion request:
 - o Office supplies for Charter Commission, which begins March 2021 (\$2,000).

2 – Other Costs – **No Change**

3 – Services – **Increase** by 61.7% (\$160,000)

- Expansion requests:
 - o Advertisement for Charter Commission (\$60,000).
 - o Contracted staff (Analyst & Secretary) for Charter Commission (\$100,000).

4 – Travel – **Increase** by 21.3% (\$10,000)

- Expansion request:
 - o Airfare and transportation for Charter Commission when in-person meetings resume (\$10,000).

5 – Utilities – **No Change**

6 – Special Projects – **No Change**

Category “C” – Equipment

7 – Machinery and Equipment – **Decrease** by 100% (-\$67,500)

- Deletion of equipment approved in FY 2021; one-time appropriation.

8 – Lease Purchases – **No Change**

Key Activity Goals and Measures

1 – FY 2022 New and Revised Goals

- Goal 4.1 – Review, advise, and facilitate adoption of countywide general records retention policy.
 - o Originally listed as Goal 4.2.
 - o FY 2021, Goal 4.1 (Audit existing records retention policies) was deleted.
 - o Percentage completed (100%)
- Goal 4.2 – Review, advise, and facilitate adoption of department-level records retention policies.
 - o Percentage completed (50%).

2 – FY 2022 estimates an **increase** in the following:

- Goal 1.2 – Close a minimum of one claim for every new claim filed; ratio of 1:1 or better.
 - o Number of closed claims equal to or greater than number of new claims filed in period (1:4 to (1:5 to 1.0)).
- Goal 1.3 – Lower the median duration of General Liability (GL) and Auto Liability (AU) claims.
 - o GL reduction in median days open (30 to 120 days).
 - o AU reduction in median days open (30 to 120 days).
- Goal 1.4 – Validate Savings of FAST TRACK (F/T) on General Liability (GL) and Auto Liability (AU) program fees.
 - o GL/AU reduction in program fees with F/T compared to without F/T (\$5,000 to \$25,000).
- Goal 2.2 – Actively defend and attempt to settle in County’s best interest a minimum of 2% of civil and administrative litigated actions pending.
 - o Number of litigation actions (civil/administrative) pending against the County (340 to 390).
- Goal 3.2 – Publish Board of Ethics opinions prior to 2019.
 - o Percentage of opinions published and available online (20% to 50%).

- Goal 5.1 – Review administrative rules and Hawaii case law; facilitate revision of existing rules via statutory rulemaking requirements.
 - o Percentage of board and commission rule updates adopted (50% to 100%).

3 – FY 2022 estimates a **decrease** in the following:

- Goal 1.1 – Raise safety awareness by providing annual training and education to personnel countywide.
 - o Percent of employees trained by Risk Management Division annually (10% to 5%).

Errors or inconsistencies – N/A

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.

April 1, 2021

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

F R O M: Wilton Leauanae, Legislative Analyst

SUBJECT: **EXECUTIVE SUMMARY OF BUDGET PROPOSAL FOR MAUI
EMERGENCY MANAGEMENT AGENCY** (BFED-1)

This is an executive summary of the FY 2022 Budget proposal for the Maui Emergency Management Agency.

Overall Operating Budget

- FY 2021 Adopted: \$2,007,127 vs. FY 2022 Proposed: \$2,237,431 (11.5% increase)

Emergency Management Program – General Fund

Category “A” – Salaries and Wages

- 1 – Wages and Salaries – **Increase** by 11.5% (\$56,976)
- 2 – Premium Pay – **Increase** by 17.5% (\$9,557)
 - Expansion Request:
 - o Increase due to additional EPs added in FY 2021 (\$14,285).
- 3 – Position Funding
 - Adjustments in salaries due to Collective Bargaining Agreement increase, position filled at a lower level, increase to CD Staff Specialist IV and EM Specialist I to full year salary for expansion positions approved in FY 2021, and increase for Emergency Management Officer due to Executive Order 2020-03.

- 4 – New Positions: **No Change**

Category “B” – Operations

- 1 – Materials and Supplies – **No Change**

2 – Other Costs– **Decrease** by 43.7% (-\$50,000)

- Deletion of County grant subsidy; one line-item grant added by Council.

3 –Services – **Increase** by 158.7% (\$200,000)

- Deletion of professional services in FY 2021; one-time appropriation for consulting fees for plans and development (-\$50,000)
- Expansion Request:
 - o For professional services to update Emergency Management Plans including shelter, pandemic, and debris management (\$250,000).

4 – Travel – **No change**

5 – Utilities – **Increase** by 5.5% (\$2,571)

- Expansion Request:
 - o Cellular telephone for additional EPs added in FY 2021.

Category “C” – Equipment

1. Machinery and Equipment – **Increase** by 124.4% (\$11,200)

- Expansion Requests:
 - o Ham Radio (radio and antenna) and ten 800 MHz radio batteries at \$120 each (\$16,200).
 - o Replacement of five iPads/Tablets at \$800 each (\$4,000).

Emergency Management Program – Grant Revenue Fund – No Change

Key Activity Goals and Measures

1 – FY 2022 estimates an **increase** in the following:

- Goal 1.1 - Administrator engagement with staff to provide performance feedback.
 - o Number of 1-on-1 weekly meetings with administrator and employees (250 to 416).

Keani Rawlins-Fernandez, Chair
April 1, 2021
Page 16

Errors or inconsistencies – N/A

I hope this is helpful. If you have any questions, please contact me at ext. 7761.

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