



DEPARTMENT OF
HOUSING AND HUMAN CONCERNS
 COUNTY OF MAUI

ALAN M. ARAKAWA
 Mayor

CAROL K. REIMANN
 Director

JAN SHISHIDO
 Deputy Director

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April 24, 2018

Mr. Sananda Baz
 Budget Director, County of Maui
 200 South High Street
 Wailuku, Hawaii 96793

Honorable Alan M. Arakawa
 Mayor, County of Maui
 200 South High Street
 Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL

 ACTING Mayor Date 4/25/18

For Transmittal to:

Honorable Riki Hokama
 Chair, Budget and Finance Committee
 Maui County Council
 200 South High Street
 Wailuku, Hawaii 96793

Dear Chair Hokama:

SUBJECT: FISCAL YEAR ("FY") 2019 BUDGET (HC-6) (BF-1)

Thank you for your correspondence of April 24, 2018 requesting additional information related to Kaunoa Senior Services Leisure Program Activities Revolving Fund. The information requested is listed below in bold and is followed by the Department's responses.

- 1. If the fund's purpose is to collect fees from participants to help recover the costs for certain special events, activities, and excursions, why is the balance of the fund as of June 30, 2018 estimated to be \$362,909? Explain. Are the fees in excess of the actual cost for the events?**

The estimated balance of the fund reflects payments collected in advance. Kaunoa advertises its activities 2-3 months in advance. Senior participants register and pay for these activities 2-3 months in advance in order for staff to make reservations and orders with vendors ahead of time. These payments make up the positive balance of the Revolving Fund, which will not have a zero balance. The account does not close out at the end of the fiscal year. Fees collected are for reimbursement only and are not in excess of the cost of the event.

- 2. The computation of fees is based on costs associated with activities, including instructor and performance fees, admission for performances and events, supplies and meals. If the fees are to recover instructor costs, how are the instructors currently paid? Provide a list of payments for instructor fees for FY 2017 and FY 2018 to date.**

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 COUNTY COUNCIL

Honorable Riki Hokama
Chair, Budget and Finance Committee
Maui County Council
April 24, 2018
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The Revolving Fund recoups reimbursement costs for one-time guest instructors or those that teach at Kaunoa for special events only. These instructors do not have a contract with the County. Senior participants reimburse these guest instructors.

Non civil-service instructors are paid out of Kaunoa's A-Account. They are contracted annually. These instructors provide regular, on-going classes for Kaunoa on a weekly, monthly basis throughout the year. They are funded by the County and do not receive benefits. Payments are less than \$150,000/year for over 40 instructors and 11.0 e/p.

Lists containing instructor payments for FY 17 (\$147,234) and the first 6 months of FY 18 (\$75,379) are attached.

3. Explain the difference between the instructors paid through the Fund and the 11.0 LTA instructors in your Department's budget. Should the Fund pay for the 11.0 LTA instructors?

Please refer to response to question #2 for explanation of the difference in paying instructors.

The Revolving Fund was set up as a reimbursement account for Kaunoa's special events. The attached Ordinance No. 3763, Bill No. 50 (2010) specifically states that "the fund shall not be used for employee salaries."

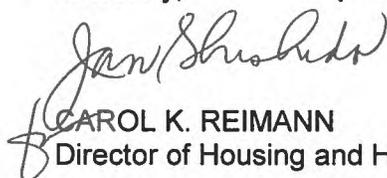
The Senior Services Administrator recommends having non-civil service instructors remain in Kaunoa's A-Account. Contracts maintain the stability and affordability of the senior Leisure/Wellness Program and allows Kaunoa to hold instructors accountable for performance, safety training, and adherence to County policies.

4. Explain whether the instructors are considered as civil service employees, with full benefits. If they are not civil service, explain their status.

Instructors are non-civil service with limited hours and no benefits. Contracts are re-assessed and renewed annually.

Thank you for the opportunity to provide this information. Should you have any questions, please feel free to contact me at Ext. 7805.

Sincerely,


CAROL K. REIMANN
Director of Housing and Human Concerns

Attachments

Earnings Report
Detail Annual 7.1.16 to 6.30.17

Dept ID	Gross Amount	Instructor ID	Custom Area 4	Cost Number - Job Dta
08HSSV	4839.00	HCX0167	NEXLEISURE	0000000914325
08HSSV	3692.00	HCX0169	NEXLEISURE	0000000914325
08HSSV	4022.00	HCX0170	NEXLEISURE	0000000914325
08HSSV	3544.00	HCX0173	NEXLEISURE	0000000914325
08HSSV	2988.00	HCX0177	NEXLEISURE	0000000914325
08HSSV	1509.00	HCX0184	NEXLEISURE	0000000914325
08HSSV	3113.00	HCX0188	NEXLEISURE	0000000914325
08HSSV	15408.00	HCX0189	NEXLEISURE	0000000914325
08HSSV	7445.00	HCX0175	NEXLEISURE	0000000914325
08HSSV	1672.00	HCX0172	NEXLEISURE	0000000914325
08HSSV	4664.00	HCX0193	NEXLEISURE	0000000914325
08HSSV	3930.00	HCX0192	NEXLEISURE	0000000914325
08HSSV	8997.00	HCX0174	NEXLEISURE	0000000914325
08HSSV	656.00	HCX0190	NEXLEISURE	0000000914325
08HSSV	12617.50	HCX0197	NEXLEISURE	0000000914325
08HSSV	3735.00	HCX0186	NEXLEISURE	0000000914325
08HSSV	4969.50	HCX0195	NEXLEISURE	0000000914325
08HSSV	1628.25	HCX0196	NEXLEISURE	0000000914325
08HSSV	1448.00	HCX0202	NEXLEISURE	0000000914325
08HSSV	1976.00	HCX0205	NEXLEISURE	0000000914325
08HSSV	7597.50	HCX0185	NEXLEISURE	0000000914325
08HSSV	5850.50	HCX0194	NEXLEISURE	0000000914325
08HSSV	1780.00	HCX0187	NEXLEISURE	0000000914325
08HSSV	1690.00	HCX0216	NEXLEISURE	0000000914325
08HSSV	561.00	HCX0206	NEXLEISURE	0000000914325
08HSSV	2724.00	HCX0168	NEXLEISURE	0000000914325
08HSSV	3670.00	HCX0178	NEXLEISURE	0000000914325
08HSSV	1140.00	HCX0217	NEXLEISURE	0000000914325
08HSSV	1978.00	HCX0176	NEXLEISURE	0000000914325
08HSSV	3498.00	HCX0200	NEXLEISURE	0000000914325
08HSSV	6707.00	HCX0180	NEXLEISURE	0000000914325
08HSSV	4119.50	HCX0204	NEXLEISURE	0000000914325
08HSSV	880.00	HCX0198	NEXLEISURE	0000000914325
08HSSV	2022.00	HCX0199	NEXLEISURE	0000000914325
08HSSV	330.00	HCX0209	NEXLEISURE	0000000914325
08HSSV	4469.50	HCX0213	NEXLEISURE	0000000914325
08HSSV	513.00	HCX0203	NEXLEISURE	0000000914325
08HSSV	2106.00	HCX0166	NEXLEISURE	0000000914325
08HSSV	676.50	HCX0171	NEXLEISURE	0000000914325
08HSSV	903.00	HCX0207	NEXLEISURE	0000000914325
08HSSV	1165.50	HCX0201	NEXLEISURE	0000000914325

Earnings Report
Detail Annual 7.1.17 to 12.31.17

Dept ID	Gross Amount	Instructor ID	Custom Area 4	Cost Number - Job Dta
08HSSV	2425.00	HCX0167	NEXLEISURE	0000000914325
08HSSV	845.00	HCX0169	NEXLEISURE	0000000914325
08HSSV	1914.00	HCX0170	NEXLEISURE	0000000914325
08HSSV	1775.00	HCX0173	NEXLEISURE	0000000914325
08HSSV	1584.00	HCX0177	NEXLEISURE	0000000914325
08HSSV	726.00	HCX0184	NEXLEISURE	0000000914325
08HSSV	1863.00	HCX0188	NEXLEISURE	0000000914325
08HSSV	7992.00	HCX0189	NEXLEISURE	0000000914325
08HSSV	3784.00	HCX0175	NEXLEISURE	0000000914325
08HSSV	3168.00	HCX0193	NEXLEISURE	0000000914325
08HSSV	2156.00	HCX0192	NEXLEISURE	0000000914325
08HSSV	6105.00	HCX0174	NEXLEISURE	0000000914325
08HSSV	264.00	HCX0190	NEXLEISURE	0000000914325
08HSSV	6300.00	HCX0197	NEXLEISURE	0000000914325
08HSSV	1925.00	HCX0186	NEXLEISURE	0000000914325
08HSSV	2211.00	HCX0195	NEXLEISURE	0000000914325
08HSSV	726.00	HCX0196	NEXLEISURE	0000000914325
08HSSV	968.00	HCX0205	NEXLEISURE	0000000914325
08HSSV	5542.50	HCX0185	NEXLEISURE	0000000914325
08HSSV	2629.00	HCX0194	NEXLEISURE	0000000914325
08HSSV	189.00	HCX0208	NEXLEISURE	0000000914325
08HSSV	1100.00	HCX0187	NEXLEISURE	0000000914325
08HSSV	1012.00	HCX0216	NEXLEISURE	0000000914325
08HSSV	297.00	HCX0206	NEXLEISURE	0000000914325
08HSSV	1056.00	HCX0168	NEXLEISURE	0000000914325
08HSSV	2024.00	HCX0178	NEXLEISURE	0000000914325
08HSSV	528.00	HCX0217	NEXLEISURE	0000000914325
08HSSV	1100.00	HCX0176	NEXLEISURE	0000000914325
08HSSV	2112.00	HCX0200	NEXLEISURE	0000000914325
08HSSV	2816.00	HCX0180	NEXLEISURE	0000000914325
08HSSV	2134.00	HCX0204	NEXLEISURE	0000000914325
08HSSV	88.00	HCX0198	NEXLEISURE	0000000914325
08HSSV	814.00	HCX0199	NEXLEISURE	0000000914325
08HSSV	220.00	HCX0209	NEXLEISURE	0000000914325
08HSSV	2244.00	HCX0213	NEXLEISURE	0000000914325
08HSSV	1188.00	HCX0166	NEXLEISURE	0000000914325
08HSSV	378.00	HCX0207	NEXLEISURE	0000000914325
08HSSV	882.00	HCX0201	NEXLEISURE	0000000914325
08HSSV	294.00	HCX0182	NEXLEISURE	0000000914325

ORDINANCE NO. 3763

BILL NO. 50 (2010)

A BILL FOR AN ORDINANCE AMENDING TITLE 3,
MAUI COUNTY CODE, TO CREATE A REVOLVING FUND
FOR THE KAUNOA SENIOR SERVICES LEISURE PROGRAM ACTIVITIES

BE IT ORDAINED BY THE PEOPLE OF THE COUNTY OF MAUI:

SECTION 1. Title 3, Maui County Code, is amended by adding a
new chapter to be appropriately designated and to read as follows:

"Chapter 3.37

**KAUNOA SENIOR SERVICES
LEISURE PROGRAM ACTIVITIES REVOLVING FUND**

Sections:

3.37.010	Purpose.
3.37.020	Fund established.
3.37.030	Administration.
3.37.040	Computation of fees.

3.37.010 Purpose. The Kaunoa Senior Services Leisure Program Activities Revolving Fund will enable Kaunoa Senior Services to collect fees from participants to help recover the costs for certain special events, activities, and excursions.

3.37.020 Fund established. There is hereby established and created a fund to be known as the "Kaunoa Senior Services Leisure Program Activities Revolving Fund". Fees collected from Kaunoa Senior Services Leisure Program activities shall be deposited in the fund.

3.37.030 Administration. A. The director of finance shall establish a separate account to record all revenue credited to, and expenditures made from, the revolving fund.

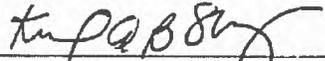
B. Fees collected from Kaunoa Senior Services Leisure Program activities are hereby deemed appropriated upon receipt and are authorized to be expended for the payment of costs associated with Kaunoa Senior Services

Leisure Program activities. The fund shall not be used to pay for employee salaries.

3.37.040 Computation of fees. All Kaunoa Senior Services Leisure Program activity fees shall be based on costs associated with activities, including instructor and performance fees, admission for performances and events, supplies, and meals."

SECTION 2. This ordinance shall take effect upon its approval.

APPROVED AS TO FORM
AND LEGALITY:


KIMBERLY A.B. SLOPER
Deputy Corporation Counsel
County of Maui

S:\ALL\JTU\ORDS\3.37 Kaunoa Leisure Time Revolving Fund.wpd

WE HEREBY CERTIFY that the foregoing BILL NO. 50 (2010)

1. Passed FINAL READING at the meeting of the Council of the County of Maui, State of Hawaii, held on the 24th day of August, 2010, by the following vote:

Dennis A. MATEO Chair	Michae J. MOLINA Vice-Chair	Gladys C. BAISA	Jo Anne JOHNSON	Solomon P. KAHO'OHALAHALA	William J. MEDEIROS	Wayne K. NISHIKI	Joseph PONTANILLA	Michael P. VICTORINO
Aye	Aye	Aye	Aye	Excused	Aye	Aye	Aye	Aye

2. Was transmitted to the Mayor of the County of Maui, State of Hawaii, on the 24th day of August, 2010.

DATED AT WAILUKU, MAUI, HAWAII, this 24th day of August, 2010.

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2010 AUG 24 PM 2:04
OFFICE OF THE MAYOR

DENNIS A. MATEO, CHAIR
Council of the County of Maui

JEFFREY T. KUWADA, COUNTY CLERK
County of Maui

THE FOREGOING BILL IS HEREBY APPROVED THIS 26th DAY OF AUGUST, 2010.

CHARMAINE TAVARES, MAYOR
County of Maui

I HEREBY CERTIFY that upon approval of the foregoing BILL by the Mayor of the County of Maui, the said BILL was designated as ORDINANCE NO. 3763 of the County of Maui, State of Hawaii.

JEFFREY T. KUWADA, COUNTY CLERK
County of Maui

Passed First Reading on August 6, 2010.
Effective date of Ordinance August 26, 2010.

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2010 AUG 27 PM 2:21
OFFICE OF THE
COUNTY CLERK

I HEREBY CERTIFY that the foregoing is a true and correct copy of Ordinance No. 3763, the original of which is on file in the Office of the County Clerk, County of Maui, State of Hawaii.

Dated at Wailuku, Hawaii, on

County Clerk, County of Maui