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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

March 19, 2024

Mr. David Raatz, Jr., Director
Office of Council Services
County of Maui
Wailuku, Hawaii 96793

Dear Mr. Raatz, Jr.:

SUBJECT: **FISCAL YEAR ("FY") 2025 BUDGET** (BFED-1) (OCS-1)

May I please request you submit your response to the following questions by **March 28, 2024**. This will enable the Committee to comprehensively review the FY 2025 Budget.

1. Please outline the major changes in your Department's budget from FY 2024 to FY 2025.
 - a. Explain any budget changes made because of the August 2023 wildfires.
 - b. If your budget will decrease, how will this impact your Department's operations and ability to serve the public?
2. How many vacant positions currently exist within your Department?
 - a. Please include the job titles for the vacancies and indicate how long the positions have been vacant.
 - b. What is the anticipated timeline for filling these vacancies?
 - c. What are the consequences, if any, for removing funding for these vacant positions from the FY 2025 Budget?

3. If your Department had expansion positions in the FY 2024 Budget, how many of those positions were filled? If they have not been filled, are they included in the FY 2025 Budget? How many months of funding are being requested?
4. If your Department is proposing expansion positions in the FY 2025 Budget, how do you plan to fill those positions?
5. How many positions were filled in FY 2024 that were not expansion positions?
6. How did your Department recruit to fill vacancies and what were the most effective methods for attracting candidates?
7. The following questions are related to overtime payments:
 - a. How much in overtime has been paid to date in FY 2024 and what was the reason for the overtime?
 - b. Were any of these overtime costs attributed to the number of vacant positions in your Department?
 - c. Do you anticipate that overtime costs in FY 2025 will increase or decrease and what are the reasons for your assumption?
8. The following questions are related to your Department's program and activities:
 - a. Identify the programs and activities conducted by your Department because of a Federal or State mandate. Indicate the amount of Federal or State funding the County receives for each program or activity, including how much for each the County expends.
 - b. Identify the programs and activities conducted solely because of a Maui County Code mandate and indicate the amount for each the County expends.
9. If your Department had Capital Improvement Projects ("CIPs") in FY 2024:

- a. Provide the current status of each CIP project, if different from the information provided in the Fiscal Year 2024 2nd Quarter CIP Report.
 - b. Provide information on how much funding has been encumbered or expended to date for each project.
10. If your Department has proposed CIPs for FY 2025:
 - a. Rank your proposed CIPs, by priority.
 - b. Will CIP funding included in the FY 2025 Budget be encumbered by June 30, 2025? If not, how much do you anticipate will be encumbered by that date?
11. If your Department manages a revolving fund:
 - a. Explain whether the revolving fund is still needed and why.
 - b. Provide the current balance.
12. If your Department manages grants:
 - a. For each grant line item not designated for a specific recipient (e.g., Small Business Promotion; Youth Programs), provide a breakdown of the grants that will be funded by the line item.
 - b. Provide a breakdown of all grants that will be funded by your Department under Subobject Code 6317, County grant subsidy.
13. Provide details on your Department's Carryover/Savings that were included in the FY 2025 Budget.
14. What are your top three Department priorities for FY 2025 and how does your Department's budget reflect that?
15. Did your Department apply for any grant funding in FY 2024? If yes, how much in funding was received?
16. How much has your Department spent on Professional Services in FY 2024, and what projects and consultants were funded under this line item?

Mr. David Raatz, Jr.

March 19, 2024

Page 4

17. How much of your Department's expenditures in FY 2024 will be reimbursed by the Federal Emergency Management Agency in relation to the wildfires? What amount of FY 2025 expenditures are expected to be reimbursed?
18. Provide a list of equipment, locations, and structures used or managed by your Department that was destroyed in the wildfires. Explain for each whether your Department plans to repair or replace it. If it will be repaired or replaced, provide the estimated cost and timeline for the repair or replacement.

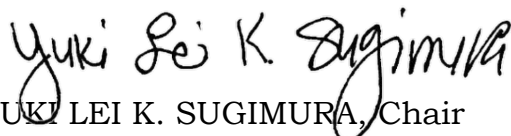
The Department is scheduled to present before the Committee on April 9, 2024. The schedule is subject to change and Committee staff will reach out if there are any changes to the schedule.

Please be prepared to provide a ten-minute presentation on the changes in your Department's budget from FY 2024 to FY 2025, addressing the following:

- Operations
- CIPs
- Grants awarded by the Department, if any
- Grants received by the Department, if any
- Revolving funds
- Rates and fees, including any estimated increase or decrease in revenue as a result of the changes

Thank you for your attention to this request. Should you have any questions, please contact me or the Committee staff (James Krueger at ext. 7761, Kasie Apo Takayama at ext. 7665, or Yvette Bouthillier at ext. 7758).

Sincerely,



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

BFED Committee

From: BFED Committee
Sent: Tuesday, March 19, 2024 6:32 PM
To: David M. Raatz
Cc: BFED Committee; Richelle K. Kawasaki
Subject: PLEASE READ attached letter re: FISCAL YEAR ("FY") 2025 BUDGET (BFED 1) (OCS-1); reply by 03/28/2024
Attachments: 240319aocs01.pdf

Mr. Raatz: Please refer to the attached letter from the Budget, Finance, and Economic Development (BFED) Committee Chair, dated March 19, 2024. Please respond by **March 28, 2024**.

Thank you,
Yvette Bouthillier, Secretary
BFED Committee

March 28, 2024

MEMO TO: Yuki Lei K. Sugimura, Chair, and
Members of the Budget, Finance, and Economic
Development Committee

F R O M: David M. Raatz, Director *DMR*
Office of Council Services

SUBJECT: **FISCAL YEAR ("FY") 2025 BUDGET** (BFED-1) (OCS-1)

Please see written responses in *italics* to the questions posed in the March 19, 2024, correspondence to the Office of Council Services.

1. Please outline the major changes in your Department's budget from FY 2024 to FY 2025.
 - a. Explain any budget changes made because of the August 2023 wildfires.

OCS's FY 2025 Budget includes a one-time appropriation of \$250,000 for a mobile trailer to replace the West Maui Residency Area Office, which was destroyed in the August 2023 wildfires.
 - b. If your budget will decrease, how will this impact your Department's operations and ability to serve the public?

The proposed OCS FY 2025 Budget is 0.3%, or \$32,058, more than FY 2024. This overall appropriation is necessary to meet requirements of the State Constitution, State statutes, the County Charter, and the County Code and to maintain the level of operations and customer service to which the Councilmembers and the public are entitled.
2. How many vacant positions currently exist within your Department?
 - a. Please include the job titles for the vacancies and indicate how long the positions have been vacant.

OCS has one Legislative Analyst vacancy because of a resignation, effective April 1, 2024. A Committee Secretary position is vacant but is anticipated to be filled next month.

- b. What is the anticipated timeline for filling these vacancies?

OCS is advertising for the Legislative Analyst vacancy on a continuous recruitment.

- c. What are the consequences, if any, for removing funding for these vacant positions from the FY 2025 Budget?

The staffing level for Legislative Analyst is 8 E/P. Lowering this count by one would impact OCS's ability to maintain the level of service provided to the Council's eight standing committees and the nine Councilmembers and would result in increased overtime costs.

3. If your Department had expansion positions in the FY 2024 Budget, how many of those positions were filled? If they have not been filled, are they included in the FY 2025 Budget? How many months of funding are being requested?

The following expansion positions in the FY 2024 Budget were filled: Legislative Attorney, effective October 1, 2023; Project Assignment Specialist, effective July 10, 2023; and part-time Council Ambassador, effective March 18, 2024.

4. If your Department is proposing expansion positions in the FY 2025 Budget, how do you plan to fill those positions?

OCS is proposing the following expansion positions in FY 2025: Part-time Clerk-Support and Communications Specialist. The Department anticipates recruiting with the County's Department of Personnel Services, and the job announcements will be posted on OCS's website and social media accounts.

5. How many positions were filled in FY 2024 that were not expansion positions?

OCS filled one Committee Secretary position in FY 2024, with another Committee Secretary position soon to be filled in April 2024. OCS also filled one Legislative Analyst position and one Legislative Attorney position.

6. How did your Department recruit to fill vacancies and what were the most effective methods for attracting candidates?

OCS posts vacancies with the County's Department of Personnel Services and on OCS's website and social-media accounts. We also share our job listings to professional and academic organizations.

7. The following questions are related to overtime payments:

- a. How much in overtime has been paid to date in FY 2024 and what was the reason for the overtime?

To date, OCS has paid \$76,512 in overtime. All overtime must be pre-approved by a supervisor, with final approval by the Director. Meeting legal and procedural deadlines and staffing meetings that run after hours are reasons for overtime.

- b. Were any of these overtime costs attributed to the number of vacant positions in your Department?

Yes.

- c. Do you anticipate that overtime costs in FY 2025 will increase or decrease and what are the reasons for your assumption?

OCS anticipates overtime costs to remain the same.

8. The following questions are related to your Department's program and activities:

- a. Identify the programs and activities conducted by your Department because of a Federal or State mandate. Indicate the amount of Federal or State funding the County receives for each program or activity, including how much for each the County expends.

Additional personnel are needed to staff committee meetings to facilitate with signing up testifiers. OCS reallocated one part-time clerk position to full-time this year for this purpose, and OCS is requesting to reallocate another part-time clerk position next year. The additional funding for this required work is approximately \$23,000.

- b. Identify the programs and activities conducted solely because of a Maui County Code mandate and indicate the amount for each the County expends.

We do not have programs or activities conducted solely because of a Code mandate.

9. If your Department had Capital Improvement Projects (“CIPs”) in FY 2024:

- a. Provide the current status of each CIP project, if different from the information provided in the Fiscal Year 2024 2nd Quarter CIP Report.

Not applicable.

- b. Provide information on how much funding has been encumbered or expended to date for each project.

Not applicable.

10. If your Department has proposed CIPs for FY 2025:

- a. Rank your proposed CIPs, by priority.

Not applicable.

- b. Will CIP funding included in the FY 2025 Budget be encumbered by June 30, 2025? If not, how much do you anticipate will be encumbered by that date?

Not applicable.

11. If your Department manages a revolving fund:
 - a. Explain whether the revolving fund is still needed and why.
Not applicable.
 - b. Provide the current balance.
Not applicable.

12. If your Department manages grants:
 - a. For each grant line item not designated for a specific recipient (e.g., Small Business Promotion; Youth Programs), provide a breakdown of the grants that will be funded by the line item.
Not applicable.
 - b. Provide a breakdown of all grants that will be funded by your Department under Subobject Code 6317, County grant subsidy.
Not applicable.

13. Provide details on your Department's Carryover/Savings that were included in the FY 2025 Budget.
OCS carried over \$50,000 in Carryover/Savings for the scanning project and \$100,000 for residual OCS office renovations.

14. What are your top three Department priorities for FY 2025 and how does your Department's budget reflect that?
OCS's top three priorities are: 1) Staff recruitment and retention; 2) temporary and long-term replacement of West Maui Residency Area office that was destroyed in the wildfires; and 3) maintaining the high level of service provided to Councilmembers and the public.

15. Did your Department apply for any grant funding in FY 2024? If yes, how much in funding was received?

Not applicable.

16. How much has your Department spent on Professional Services in FY 2024, and what projects and consultants were funded under this line item?

To date, OCS has expended \$175,474 in Professional Services, including video production, broadcast, and distribution services and software services for webcast and agenda management.

17. How much of your Department's expenditures in FY 2024 will be reimbursed by the Federal Emergency Management Agency in relation to the wildfires? What amount of FY 2025 expenditures are expected to be reimbursed?

None.

18. Provide a list of equipment, locations, and structures used or managed by your Department that was destroyed in the wildfires. Explain for each whether your Department plans to repair or replace it. If it will be repaired or replaced, provide the estimated cost and timeline for the repair or replacement.

The West Maui Residency Area Office located at 845 Wainee Street, Building E, Unit EU-1B in Lahaina and its contents listed below were destroyed by the wildfires. Because there are limited office-space rentals in the area, OCS is requesting \$250,000 to replace it with a mobile office. OCS is in the logistics planning phase.

To date, OCS has replaced one Surface Pro tablet with an estimated cost of \$2,000. All other equipment and furniture will be replaced when an office space is secured.

1	<i>Surface Pro tablet</i>	\$2,000
1	<i>laptop</i>	
1	<i>desktop cpu</i>	
4	<i>monitor</i>	
1	<i>docking station</i>	
2	<i>keyboard</i>	
2	<i>mouse</i>	
1	<i>printer</i>	
1	<i>battery back-up</i>	
1	<i>firewall</i>	
1	<i>television</i>	
1	<i>Netgear switch</i>	
1	<i>Spectrum cable box</i>	
1	<i>Spectrum router</i>	
1	<i>telephone</i>	
2	<i>bookshelf</i>	
1	<i>conference table</i>	
3	<i>desk</i>	
3	<i>office chair</i>	
10	<i>chairs</i>	
1	<i>lateral filing cabinet</i>	
1	<i>computer workstation</i>	
1	<i>shredder</i>	
1	<i>stool</i>	
1	<i>mini refrigerator</i>	

ocs:mgt:budget:FY2025:06CouncilBudgetSession:ske/npk

cc: OCS Supervisors

BFED Committee

From: Tammy Frias
Sent: Thursday, March 28, 2024 5:35 PM
To: BFED Committee
Cc: David M. Raatz; OCS Supervisors
Subject: Correspondence from OCS Director (OCS-1) BFED-1, Fiscal Year 2025 Budget
Attachments: Responses to BFED re FY25 Budget (OCS-1).pdf

Importance: High

Aloha BFED Committee,

Please see attached Memo from OCS Director Raatz, dated 03/28/2024, responding to the 03/19/2024 letter from BFED Chair Sugimura re: the above-referenced matter. Thank you.

Mahalo!



Tammy M. Frias
Supervising Committee Secretary
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