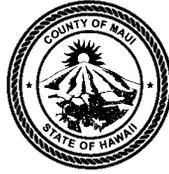


ALAN M. ARAKAWA
Mayor

WILLIAM R. SPENCE
Director

MICHELE CHOUTEAU McLEAN
Deputy Director



COUNTY OF MAUI
DEPARTMENT OF PLANNING

April 18, 2018

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

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

Alan M. Arakawa 4/18/18

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For Transmittal to:

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

Dear Chair Hokama:

SUBJECT: REQUESTS/QUESTIONS FROM THE APRIL 11, 2018 MEETING (PL-2)(BF-1)

In response to your letter dated April 12, 2018, please consider the following responses:

1. The HAEB/HAER Program. Funds were not expended from FY 2015 through FY 2018. This fund allows for the documentation of historic buildings and structures that are proposed to be demolished, which sometimes have time constraints (e.g., a county-owned historic structure is unsafe, or a property owner does not have the funds required to sufficiently document their historic building).

It is important to retain this funding, and to allow its use to be expanded beyond documentation. Having it available, either stand-alone or in combination with Certified Local Government grants, is an important component of the County's Cultural Resources Management Plan.

2. The Clean and Safe Program. In FY17, we spent all of the \$100,000 budgeted for this program and we anticipate spending all of the \$200,000 budgeted in FY18. The program costs approximately \$12,000 per month in salaries, plus taxes, insurance and workers compensation.

The "safe" component involves one member of the six-person safety team being on duty every day, seven days per week from 7:00 am to 7:00 pm. They are scheduled and coordinated by the C&S Program coordinator, a retired police officer who often works mid-day doing security

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Honorable Alan M. Arakawa
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consultations with property owners and merchants, coordinating with police or following-up with social service agencies on individual cases of problem individuals. He draws little salary.

The "clean" component involves two shifts of three cleaners who work one hour in the morning and one hour in the afternoon six days per week, picking-up rubbish, sweeping sidewalks, removing graffiti and similar services. They are hired by Mental Health Kokua, who coordinates their schedules with the C&S Program coordinator, but does not bill us for the bookkeeping because getting employment experience is one of the services they provide to their clients. The C&S Program pays for the cleaners' wages, as well as equipment and supplies.

3. PC-0019, GIS Analyst IV. The position has not been reallocated; it is currently a GIS Analyst III. This position (GIS Analyst III) became vacant in mid-2017. The recruitment process took several months and we filled the vacancy in January 2018 with a GIS Analyst III. The incumbent is highly qualified and is performing well; we would like to budget for a possible reallocation in FY19 in order to retain this qualified individual.

This position does not have a direct role in the MAPPS project. It works under the supervision of the GIS Analyst VI who is responsible for most of the Department's Enterprise GIS layers, and so this position may receive related assignments.

4. PC-0029, Planner V. this position was previously a Planner IV and it became vacant in November 2017. At around the same time, the Department lost a personnel arbitration and was ordered to re-employ an employee who had left the Department and to make the employee whole. This employee's prior position (Planner V, PC-0019) had already been filled and so we had to reallocate a vacant position to this employee's prior level, which was a Planner V, SR-24G. The position was reallocated on December 16, 2017. To comply with the arbitration order, the position was filled as soon as it was reallocated.
5. PC-0055, Planner V. this is the Department's key "flood planner" position who serves as the County's Certified Floodplain Manager. These duties had previously been performed by a Planner VI (PC-0042) who vacated the position; we filled the Planner VI position and decided that its focus would be on supervision rather than flood compliance, thus shifting the duties to a Planner V instead when another planner position became vacant. The duties carry too much responsibility for a Planner IV.

This position was reallocated on February 1, 2017; the position was vacant at the time of the reallocation. After a long recruitment process, the position was filled on December 16, 2017. The person who filled the position was already a County employee at Step I and, therefore, had to be kept at Step I.

6. Salaries for New Hires. If we request open recruitment for a vacancy, we have to specifically request if we want to recruit above the minimum step. If we do not make such a request, we can only offer the position at the minimum step, unless the candidate is a current County employee, in which case he/she must keep his/her step level. We do not otherwise have the ability or authority to change any employee's or position's step.

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If we hire outside the County and are approved to hire above the minimum step, then we evaluate the candidate's past experience, knowledge, potential to perform in the position, and likelihood of committing to the Department when we make an offer.

Recruiting above the minimum is only approved for higher-level positions such as Planner IVs and above; it would not be approved for Planner Is or IIs.

7. Professional Services (South Maui Community Plan Update). We anticipate utilizing all of the requested \$300,000 to hire a consultant to prepare the initial work for the South Maui Community Plan update and then to support our Long Range Division staff as they take the plan to the Community Plan Advisory Committee, Maui Planning Commission and Council. We do not have a breakdown of how this funding would be spent; that would be the responsibility of the contractor in how it would perform the scope of work.

This would be an estimated two-year contract with four components to the scope of work: website updates and support, research, community engagement and drafting the plan. The website work will begin immediately and continue until final adoption. Research will also begin immediately and will take approximately six months. Community engagement will overlap with research, will take approximately nine months and will include interviews, community meetings, open houses, surveys, pop-up events and workshops. Drafting will take at least twelve months, and will include the initial draft as well as the updates after the Community Plan Advisory Committee and the Maui Planning Commission complete their reviews.

8. Professional Services (Title 19 Overhaul). As you know, the Planning Department hired a consultant to perform a comprehensive audit of our zoning code (Title 19, Maui County Code) to determine how well the code is meeting the purpose of regulating land use in a manner that is consistent with adopted state and local laws; promoting public health, safety and welfare; and implementing the General Plan.

Title 19 was adopted in 1960 and has not been comprehensively updated since. The audit identified that many of the problems encountered in administering the code can be attributed to the piecemeal fashion in which it has been amended over the years. In summary, the audit found that Title 19, as it exists today, is a cumbersome and somewhat confusing code; contains provisions and terms that are often ambiguous, inconsistent, outdated or obsolete, and redundant; involves complex permit review and code enforcement procedures; and contains standards that do not promote the livable, built environment that is identified in the General Plan.

As such, the requested funding is to update/revise Title 19 as recommended by the audit. The funds would be used to hire a consultant to prepare a revised zoning code to be adopted by ordinance. We do not have a breakdown of how this funding would be spent; that would be the responsibility of the contractor in how it would perform the scope of work.

This would be a multi-year contract with seven specific components to the scope of work: review of the audit; review of the Maui County General Plan (community plans, Countywide Policy Plan, Maui Island Plan); public outreach; rewriting goals to create a user-friendly code; drafting the proposed new zoning code; taking the proposed new zoning code through the process to adoption, including review by the three planning commissions and the County Council; and providing continued support after adoption, such as staff training.

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9. Professional Services (Prioritization). This is the order of priority of our requested FY19 professional services budget:

- a. Title 19 Overhaul (\$500,000)
- b. Community Plan Technical Studies (\$150,000)
- c. Community Plan Updates (\$300,000)
- d. Document Scanning (\$100,000)
- e. Maui Island Plan Monitoring Report (\$150,000)
- f. Shoreline View Plane Study (\$100,000)
- g. Beach Management Fund Ordinance (\$75,000)

Please note that this does not include the approximately \$200,000 for professional services that we are typically budgeted each year for ongoing expenses, such as hearings officers for contested cases, minor office repairs and maintenance and court reporters. It is essential that this level of funding be retained in addition to whatever the Council may approve for the requested professional services noted above.

10. Professional Services (Document Scanning). We estimate that we will save 2,000 hours per year that will not have to be spent looking for old files, retrieving files from storage, and returning them to storage. In FY18 to date, we have spent \$12,948 for file retrieval and storage. In FY17, we spent \$16,150. In FY16, we spent \$16,336.

For your information, the current \$50,000 contract for document scanning charges us \$0.062 per page. So far, they have scanned 33,574 pages, which cost \$2,081.59.

11. Shoreline View Plane Study. No, we have not applied for grants to fund this study.

UH Sea Grant could theoretically conduct such a study, but they would need support from other UH-affiliated programs, such as the Department of Urban and Regional Planning or the School of Architecture. Supportive funding would need to be found to assemble such a team, which makes the effort more labor-intensive.

The Coastal Zone Management Program supports the intent of the study. They cannot commit to conducting the study, but they will consider (though have not committed to) a contractual agreement with the Department to provide funding for the study.

12. Development Impact Fee Study. We transmitted this study to the Council in 2016; it was filed at the end of the 2015-2016 Council term.

13. Certified Local Government Program. The CLG program is jointly administered between the National Park Service and the State Historic Preservation Division and its primary purpose is to develop strong, effective historic preservation programs at the local level.

Because Maui County is a CLG, we are eligible to receive NPS/SHPD grants for historic preservation projects in categories such as preservation education and training, historic preservation planning, and identification and nomination of cultural properties to historic registers.

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In FY18, we intend to initiate phase one of an update to the County's 1984 Cultural Resources Management Plan. Phase one will entail an audit of the County's historic preservation program and provide us with baseline recommendations for improvement. This should cost the entirety of the CLG's \$25,000 budget in FY 2018, though we anticipate being reimbursed 60% of the project cost.

Because CLG funding is limited to \$25,000, it can be challenging to accomplish larger projects. As stated in response number one, combining the HABS/HAER fund with CLG funds would allow us to complete larger projects.

14. Administrative Enforcement Appropriation. Here is the timeline for the \$65,000 contract for technical support for short-term rental home enforcement:

November 13, 2017 – Request for Proposals was issued
December 31, 2017 – Bids due
February 1, 2018 – Winning bidder selected
February 20, 2018 – Contract package sent to Finance
March 22, 2018 – Contract received from Corporation Counsel and sent to vendor
April 16, 2018 – Executed contract received from vendor
April 30, 2018 – Anticipated kick-off meeting with vendor

15. Coastal Zone Management Program Fringe. The fringe rate charged to the Coastal Zone Management Program is 75.56%, as stated in the October 18, 2017 fringe benefit rate memo from the Director of Finance. As noted in the memo, this rate does not cover terminal vacation pay, but includes OPEB, workers compensation, and unemployment insurance.

After reviewing the amount budgeted in sub-object code 6275, however, the budget office has found that it will be insufficient to pay for the proposed salaries of \$248,088. Please accept our proposed revision to increase the budgeted fringe by \$28,688 to \$187,455. We will request that the State Office of Planning, which administers the CZM grant, to increase the grant amount accordingly.

I hope that this letter satisfactorily answers your questions. If you have any questions or require additional information, please feel free to contact Deputy Director Michele McLean.

Sincerely,



 WILLIAM SPENCE
Planning Director

xc: Sananda Baz, Budget Director (pdf)
Michele McLean, Deputy Director (pdf)
Karin Phaneuf, Administrative Officer (pdf)
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