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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](http://www.MauiCounty.us)

April 2, 2024

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

Dear Ms. Lutey:

SUBJECT: **FISCAL YEAR ("FY") 2025 BUDGET** (BFED-1) (OCC-2)

May I please request you be prepared to answer the following questions at the BFED Committee meeting on **April 16, 2024**.<sup>\*</sup> This will enable the Committee to comprehensively review the FY 2025 Budget. Please also submit your answers to [bfed.committee@mauicounty.us](mailto:bfed.committee@mauicounty.us) by the end of the day on **April 12, 2024**. <sup>\*</sup>*Date subject to change without notice.*

**Overall**

1. What is the process for residents displaced by the wildfires to vote this year? Will a voter service center be available in West Maui? Will they be able to vote by mail? How will displaced residents be notified of the voting process, including those who relocated off-island? (TP)
2. Have voter service center locations on Molokai and Lānaʻi been secured? (TP)
3. Does your Office anticipate needing to hire security at each of the voter service centers? (TP)
4. What is the voting process for unsheltered residents? Are they required to physically register to vote at your Office or at a voter service center? (TP)
5. Please explain what voter registration affidavits are and how they are used in the election process. Do they need to be called affidavits? (Page 139, Program Budget) (TP)

6. What is your Office's plan for disasters, and emergencies that may occur during the election season, such as when Hurricane Iselle hit Hawai'i Island before the 2014 Primary Election? (TP)
7. What is the significance of the estimates for the success measurements under Goal #3? How were the estimates determined? Is a higher number considered better? (Page 141, Program Budget) (TP)
8. What strategies will be employed for voters to cure deficient return identification envelopes? How will voters be notified to do this, especially if they mailed in their ballots close to Election Day? (Page 142, Program Budget) (TP)
9. Has your Office started to collect voters' phone and email information upon registration so they may be contacted through these means to cure a deficient return identification envelope? (TP)
10. This is Hawai'i's third election cycle with mail-in voting. Does your Office have a plan to remind the public of the mail-in voting process? (TP)
11. How many ballot drop boxes will be available during the election season and where will they be located? (Page 142, Program Budget) (TP)

### **Salaries**

1. Does your Office anticipate any challenges with filling Temporary Election Clerk positions or volunteer positions? (TP)

### **Operations and Equipment (Categories "B" and "C")**

1. Please explain the request of \$746,950 for Services, which is an increase of 34.4% above FY 2024 Adopted, and justify the need for the funding. (Page 143, Program Budget) (GJ)
2. Relating to Miscellaneous Supplies under index code 902015B, explain what Council Chamber supplies would be replaced. (Page 3-6, Budget Details) (TP)
3. Do you anticipate needing additional postage funds to cover returned mailers and absentee ballots? (Page 3-6, Budget Details) (NUH)

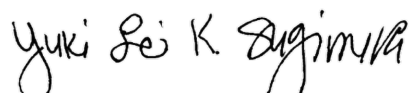
Ms. Moana M. Lutey  
April 2, 2024  
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4. Relating to Professional Services under index code 902056B: (Page 3-7, Budget Details)
  - a. Please explain why the State Office of Elections no longer pays for charter flights to pick up ballots from Molokai and Lānaʻi. (TP)
  - b. Historically, the State has reimbursed the County for half of the cost for Molokai and Lānaʻi charter flights. To clarify, is the requested \$121,000 the remaining cost after the State reimburses the County? (NUH)
5. Relating to Repairs and Maintenance Services/Contracts under index code 902056B, an additional \$45,000 is requested for maintenance, service, and parts for the Agilis election mail sorting machine. Do you anticipate needing this funding during election years? (Page 3-7, Budget Details) (NUH)
6. Relating to Computer Equipment under index code 902056C, what percentage of aging laptops can be replaced with the requested \$20,000? What percentage of aging laptops have been replaced in the past 3 years? (Page 145, Program Budget) (TP)

To ensure efficient processing, please include the relevant Committee item number in the subject line of your response.

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

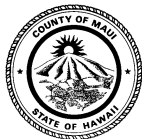
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**From:** BFED Committee  
**Sent:** Tuesday, April 2, 2024 2:39 PM  
**To:** Moana M. Lutey  
**Cc:** BFED Committee; Richelle M. Thomson  
**Subject:** PLEASE READ attached letter re: FISCAL YEAR ("FY") 2025 BUDGET (BFED-1) (OCC-2);  
reply by 04/12/2024  
**Attachments:** 240401aocc01.pdf

**Ms. Lutey:** Please refer to the attached letter from the Budget, Finance, and Economic Development (BFED) Committee Chair, dated April 2, 2024. Please respond by **April 12, 2024**.

Thank you,  
BFED Committee

MOANA M. LUTEY  
County Clerk



RICHELLE M. THOMSON  
Deputy County Clerk

## OFFICE OF THE COUNTY CLERK

COUNTY OF MAUI  
200 S. HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
[www.mauicounty.gov/county/clerk](http://www.mauicounty.gov/county/clerk)

April 15, 2024

TO: Chair Yuki Lei K. Sugimura  
Budget, Finance, and Economic Development Committee

FROM: Moana M. Lutey, County Clerk

RE: Fiscal Year 2025 Budget, Office of the County Clerk  
(BFED-1) (OCC-2)

Dear Chair Sugimura and members of the BFED Committee:

Thank you for the opportunity to provide responses to the BFED Committee's questions dated April 2, 2024. For ease of reference, the questions are reprinted below with the response.

### **Overall**

- 1. What is the process for residents displaced by the wildfires to vote this year? Will a voter service center be available in West Maui? Will they be able to vote by mail? How will displaced residents be notified of the voting process, including those who relocated off-island?** (TP)

Residents who have been displaced by the wildfires will be permitted to use their Lahaina address for voting purposes. We will have a voter service center in West Maui and additional ballot box drop-offs available. All voters will have the ability to vote by mail.

We have been conducting direct outreach to all displaced Lahaina residents to inform them about their ability to vote as a Lahaina resident, the need to update their mailing addresses and offer to assist with any questions they may have. We have a website: <https://mauicountyvotes.com/>, worked with the State Office of Elections on direct mailers to all Lahaina residents and will have public service announcements on social media, Akaku, etc.

**2. Have voter service center locations on Molokai and Lāna‘i been secured?** (TP)

Yes. On Molokai, the voter service center will be located at the Mitchell Pauole Community Center and on Lana‘i, we will be at the Filipino Clubhouse.

**3. Does your Office anticipate needing to hire security at each of the voter service centers?** (TP)

It is our goal to ensure the safety of all voters. At this time, we do not anticipate hiring security for the voter service centers. We will ask MPD to assign officers who will be trained in election laws in the event we require assistance. Because there are federal elections this year, the FBI is also consulting with us on security at voter service centers.

**4. What is the voting process for unsheltered residents? Are they required to physically register to vote at your Office or at a voter service center?** (TP)

Houseless voters can register online, as part of a driver’s license or state identification application or by completing a voter registration application. We are offering to conduct registration and voter update services at the Family Life Center and Ka Hale A Ke Ola.

**5. Please explain what voter registration affidavits are and how they are used in the election process. Do they need to be called affidavits?** (Page 139, Program Budget) (TP)

The Hawaii Voter Registration Application is referred to as an affidavit because the person completing the form is affirming that the information provided is true and correct. This is the form that all voters registering to vote fill out. We can refer to this form as the Hawaii Voter Registration Application.

**6. What is your Office’s plan for disasters, and emergencies that may occur during the election season, such as when Hurricane Iselle hit Hawai‘i Island before the 2014 Primary Election?** (TP)

The State Office of Elections has provided us with a Continuity of Operations Plan (“COOP”) that we are modifying and will adopt.

**7. What is the significance of the estimates for the success measurements under Goal #3? How were the estimates determined? Is a higher number considered better?** (Page 141, Program Budget) (TP)

Our goal is to have increased participation during the elections. The estimates are significant because they will assist in providing feedback on our success with voter outreach.

The higher numbers of Applications for Voter Registration, ballots received in the drop boxes and corrected signatures would be a positive result, as it would show that our outreach was successful.

**8. What strategies will be employed for voters to cure deficient return identification envelopes? How will voters be notified to do this, especially if they mailed in their ballots close to Election Day?** (Page 142, Program Budget) (TP)

All registered voters who provide an email address will be enrolled to receive email updates on their ballots via BallotTrax. The voter will be able to track their ballot and receive updates, including the need for the ballot to be cured. The voter will also have the ability to provide a cellphone number if they would like to receive ballot updates by call or text. The website to sign up is: [Hawaii.ballottrax.net/voter](http://Hawaii.ballottrax.net/voter).

The other method to cure deficient ballots will be to email, mail or drop off an affidavit that will be provided to voters with a letter informing the voter of the deficiency with their ballot.

**9. Has your Office started to collect voters’ phone and email information upon registration so they may be contacted through these means to cure a deficient return identification envelope?** (TP)

Yes. The Voter Registration Application requests email addresses. As we contact voters to update their information, we also request telephone numbers and email addresses.

**10. This is Hawai‘i’s third election cycle with mail-in voting. Does your Office have a plan to remind the public of the mail-in voting process?**  
(TP)

Yes, in addition to the public education conducted by the State Office of Election, we are also providing reminders that Hawaii is a mail-in voting state. Thus far, we have a website (MauiCountyVotes.com) that provides information, a television in our lobby with information, Akaku is running PSAs for us, and we are in discussion with Spectrum to also get information

**11. How many ballot drop boxes will be available during the election season and where will they be located?** (Page 142, Program Budget) (TP)

We have a total of 24 ballot drop boxes and hope to have as many as possible available during the election cycle. We are in discussion with management at additional sites but can confirm that boxes will be available at the following locations:

1. Haiku Community Center;
2. Hana Fire Station;
3. Kalana O Maui Building;
4. Kihei Community Center;
5. Kula Fire Station;
6. Lahaina Civic Center;
7. Makawao Fire Station;
8. Napili Fire Station;
9. Paia Community Center;
10. Wailea Fire Station;
11. UH Maui College;
12. Mitchell Pauole Community Center (Molokai); and
13. Filipino Clubhouse (Lāna`i).

Updates will be provided.



## **Salaries**

### **1. Does your Office anticipate any challenges with filling Temporary Election Clerk positions or volunteer positions? (TP)**

We are currently working to fill all of our positions. We have most of the volunteer positions filled but are having difficulty finding Temporary Election Clerks. If we are unable to fill these positions internally, we will hire through Employers Options.

### **Operations and Equipment (Categories “B” and “C”)**

#### **1. Please explain the request of \$746,950 for Services, which is an increase of 34.4% above FY 2024 Adopted, and justify the need for the funding. (Page 143, Program Budget) (GJ)**

The request for increase in Services include \$25,000 for the Maui County Council document repository hosting, maintenance, and upgrades; \$45,000 for maintenance, service, and parts for Agilis; and the following which were previously paid for upfront by the State of Hawaii: \$20,000 for Charter flights to Molokai and Lanai on the Primary and General Election days to pick up ballots; \$101,000 to pay workers for delivery and collection teams and voter service centers on Maui, Molokai, & Lanai.

#### **2. Relating to Miscellaneous Supplies under index code 902015B, explain what Council Chamber supplies would be replaced. (Page 3-6, Budget Details) (TP)**

Wireless microphones, monitors, and peripherals used in the Chamber for Council and Committee meetings.

#### **3. Do you anticipate needing additional postage funds to cover returned mailers and absentee ballots? (Page 3-6, Budget Details) (NUH)**

Not at this time. We should have sufficient funds to cover postage.

#### **4. Relating to Professional Services under index code 902056B: (Page 3-7, Budget Details)**

Yuki Lei K. Sugimura, Chair  
Budget, Finance, and Economic Development Committee  
FY2025 Budget, BFED-1, OCC-2  
April 15, 2024  
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**a. Please explain why the State Office of Elections no longer pays for charter flights to pick up ballots from Molokai and Lāna‘i. (TP)**

The State Office of Elections will be reimbursing the County for half of this expense after the election cycle. The State Office of Elections no longer fronts the money for election expenses.

**b. Historically, the State has reimbursed the County for half of the cost for Molokai and Lāna‘i charter flights. To clarify, is the requested \$121,000 the remaining cost after the State reimburses the County? (NUH)**

This includes the cost of the charter flights, payment to volunteers, cost of translation, card mailers and temporary employment agencies. The State Office of Elections will be reimbursing the County for half of this expense after the election cycle. In the past, the State would front this money and bill the County at the end of the election cycle.

**5. Relating to Repairs and Maintenance Services/Contracts under index code 902056B, an additional \$45,000 is requested for maintenance, service, and parts for the Agilis election mail sorting machine. Do you anticipate needing this funding during election years? (Page 3-7, Budget Details) (NUH)**

Yes, Agilis requires service on an annual basis. A contractor comes to our office to replace belts, run Agilis and make any necessary adjustments.

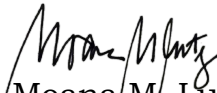
**6. Relating to Computer Equipment under index code 902056C, what percentage of aging laptops can be replaced with the requested \$20,000? What percentage of aging laptops have been replaced in the past 3 years? (Page 145, Program Budget) (TP)**

We will replace 10 laptops with CPUs. I am not aware of any laptops being replaced in the past 3 years.

Yuki Lei K. Sugimura, Chair  
Budget, Finance, and Economic Development Committee  
FY2025 Budget, BFED-1, OCC-2  
April 15, 2024  
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Please let us know if you have any additional questions.

Sincerely,



Moana M. Lutey  
County Clerk

## **BFED Committee**

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**From:** Moana M. Lutey  
**Sent:** Tuesday, April 16, 2024 8:23 AM  
**To:** BFED Committee  
**Cc:** Joyce Murashige; Richelle M. Thomson  
**Subject:** Fiscal Year 2025 Budget, Office of the County Clerk (BFED-1) (OCC-2) Corrected copy  
**Attachments:** 2024-4-15 OCC responses re BFED-1 (OCC-2) signed.pdf

Good morning,

So sorry, we had some typos and formatting issues in the last transmission of this document last night. Please see the corrected copy, attached.

Best,  
Moana

Moana M. Lutey  
County Clerk  
County of Maui  
200 S. High Street  
Wailuku, HI 96793  
(808) 270-7748