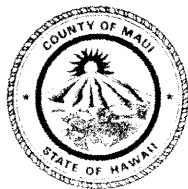


Michael P. Victorino  
Mayor

Sananda K. Baz  
Managing Director



**OFFICE OF THE MAYOR**  
COUNTY OF MAUI  
200 S. HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
[www.mauicounty.gov](http://www.mauicounty.gov)

April 16, 2019

OFFICE OF THE  
COUNTY COUNCIL

2019 APR 17 AM 8:22

RECEIVED

Honorable Michael P. Victorino  
Mayor, County of Maui  
200 South High Street  
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL

*Michael P. Victorino* 4/16/19  
Mayor Date

For Transmittal to:

Honorable Keani N.W. Rawlins-Fernandez, Chair  
Economic Development and Budget Committee  
200 South High Street  
Wailuku, Hawaii 96793

Dear Chair Rawlins-Fernandez:

**SUBJECT: REQUESTS/QUESTIONS FROM THE APRIL 1, 2019  
MEETING (OM-1) (EDB-1)**

Pursuant to your letter dated April 4, 2019 relating to requests/questions from the Economic Development and Budget Committee's meeting on April 1, 2019, please see the following responses:

1. As it relates to the proposed Office Operations Assistant II, Secretary I, and Administrative Assistant II positions (Budget Details, page 11-3):
  - a. What will be the duties and roles of these positions and how will these positions differ from the current administrative and clerical positions in the Administrative Program?

*OM-0103 Office Operations Assistant II*

1. *Works as a Community Liaison\* for the East Maui district.*

- 2. Attends meetings; briefs the Mayor by memorandums, email or face-to-face meetings on subject matter or community concerns.*
- 3. Assists in reviewing grants and monitoring OED-funded community functions in East Maui.*
- 4. Acts as a direct liaison between the administration and the Maui County veterans community.*
- 5. Other duties as assigned.*

*\* The Community Liaisons in the Office of the Mayor develop an expertise in communities and subject areas, such as departments, tourism, agriculture, energy, youth, veterans' affairs, business or budget. In communities, they develop partnerships with community leaders and associations. They obtain and maintain current contact information for community leaders, regularly attend community association and other meetings, and they are the "go to" contacts for the community to connect with Mayor Victorino on current or upcoming matters of concerns. Community Liaisons form positive, relationship-based working relationships with council members and their staffs for shared areas of responsibilities (kuleana). Community Liaisons also regularly brief Mayor by memorandums, email or face-to-face briefings on subject matter or community concerns and are able to develop win-win solutions for Mayor's consideration.*

*OM-0110 Secretary I:*

- 1. Works in tandem with the Executive Secretary to the Mayor in processing invitations, meeting requests and travel for the Mayor. Organizes and maintains files for the convenience of the Mayor.*
- 2. Receives and routes telephone calls to the Community Liaisons according to the nature of the call, using discretionary judgment as to the disposition of the call in conjunction with each CL's assignments and responsibilities.*
- 3. Drafts, edits, revises and types in final form correspondence, reports, memorandums, forms, meeting minutes and other written*

*material from oral and written instructions. Prepares agendas and minutes of public and inter/intra meetings. Arranges for and/or coordinates clerical services to meet fluctuation of the office workload.*

*4. Keeps the calendar of the Mayor and CLs. Schedules and adjusts appointments and conferences accordingly. Makes all necessary arrangements for meetings, including time and space requirements and the notification of persons to attend.*

*5. Other duties as assigned.*

*Administrative Assistant II (Expansion Position):*

*Expansion Position: Fiscal responsibility to our community both allows and necessitates us to pursue the abundance of available federal, state and private foundation grants. This new position in the Mayor's Office will be responsible for researching, identifying, obtaining and managing said grants for the various departments within the administration.*

b. How is the work being performed now?

*The Office Operations Assistant II and the Secretary I positions have been filled since the beginning of the term and each individual has been doing the work as stated above. As for the expansion position, there is no one in the Mayor's office actively seeking grants for the administration.*

2. Please explain how the requested appropriation for Airfare, Transportation (Budget Details, page 11-5, Index Code 903013B, Sub-Object Code 6201) would be expended. In particular, please explain why the amount has doubled from FY 2019.

*The appropriation may be used for travel for legislative and administrative purposes. Mayor and his staff may travel for purposes of attending State Legislature sessions, training conferences, meetings with the Governor and other State officials, congressional visits, sister city visits, and other related purposes.*

*In past Fiscal Years, recording of expenditures for travel by the Office of the Mayor was not limited to index 903013B. In FY 2020, however, index 903013B will be inclusive of all travel costs for the Office of the Mayor, thus resulting in an increase from FY 2019.*

3. Please provide a breakdown of the requested \$6,000 for Miscellaneous Other Cost under the Hawaii State Commission on the Status of Women for FY 2020 (Budget Details, page 11-39, Sub-Object Code 6221).

*The grant from the Hawaii State Commission on the Status of Women was received in FY 2019 for the purposes of the Domestic Violence Fair as well as the committee's advocacy and education efforts. For FY 2020, the grant was included in Appendix A-I in anticipation of receiving grant funds for the same purpose.*

4. Page 17 of the Program Budget states that "most of the departments' goals and measures were new." Is this a warning that goals and measures may be "ill-defined" or a "work in progress?" Do departments have a deadline for completing the development of goals and measures (recognizing that we should strive for continuous improvement)?

*With the change in Administration on January 2, 2019, the departments reviewed their goals, objectives, and measures and made revisions as they saw appropriate for FY 2020. Moving forward and with most of the Directors confirmed, the departments will continue working on their strategic plans and the development of long-term goals and measures to meet the strategic vision of the Administration.*

5. Page 17 of the Program Budget also states, "a policy was established to increase the Emergency Fund to 20% of General Fund operating expenditures." How much is 20 percent of General Fund operating expenditures, and has the County accomplished this goal?

*The FY 2019 adopted General Fund operating budget is \$417,320,026 of which 20% is \$83,464,005. As of March 31, 2019, the Emergency Fund balance was \$35,449,172 which is 42% of the target amount.*

6. Please explain the meaning of the last sentence of the Revolving Fund paragraph on Program Budget page 57.

*The last sentence of the Revolving paragraph on page 57 of the Program Budget book states “The balance remaining in each...Appendix A.11. of the annual budget ordinance” refers to Section 14 of the General Budget Provisions.*

*Section 14 of the General Budget Provision reads “The special purpose revenues set forth in Appendix A, Part II (attached hereto and made a part hereof), are expected to be on hand as of June 30, 2019, or derived by the County during the Fiscal Year 2020, from the programs or activities described in the Revised Charter of the County of Maui (1983), as amended, the Maui County Code, or the Hawaii Revised Statutes at the references set forth under A through V therein. The balance remaining in each of the revolving or special funds as of June 30, 2019, is hereby re-appropriated to the particular fund. Revenues derived from the particular program or activities during the fiscal year shall be deposited into the applicable special purpose revenue fund. Expenditures from a fund shall be through appropriations set forth in Appendix A.II of the annual budget ordinance.”*

7. Are the provisos for the Open Space, Natural Resources, Cultural Resources, and Scenic Views Preservation Fund accurate (Budget bill, Appendix A.II, pages 46-47)? It appears provisos (1) through (4) are duplicated as provisos (5) through (8).

*The provisos under the Open Space, Natural Resources, Cultural Resources, and Scenic Views Preservation Fund numbered (5) through (8) were inadvertently duplicated and should be deleted.*

8. How does the County expend the revenue generated from fees collected at the Lahaina Parking Lot Concession (Budget bill, Appendix A.II, Hawaiian Cultural Restoration Revolving Fund (Chapter 3.38, Maui County Code); and Appendix B-1, page 3)?

*Section 3.38.020.A., Maui County Code states “The Hawaiian cultural restoration revolving fund shall provide funds for the preservation and restoration of Hawaiian historic and cultural sites and artifacts relating to Moku`ula and the ponds of Mokuhinia at Lahaina, Maui, Hawaii, including maintenance of the sites.” As of March 31, 2019, the Hawaiian Cultural Restoration Revolving Fund is showing \$0 expenditures.*

Keani N.W. Rawlins-Fernandez, Chair  
April 16, 2019  
Page 6

In addition, the comments made on the Program Budget as stated in your letter have been duly noted.

Should you have any questions, please contact me at ext. 7212.

Sincerely,

A handwritten signature in black ink, appearing to read "Michele M. Yoshimura". The signature is fluid and cursive, with a prominent loop at the end.

MICHELE M. YOSHIMURA  
Budget Director