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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. Lance Taguchi, County Auditor
Office of the County Auditor
County of Maui
Wailuku, Hawaii 96793

Dear Mr. Taguchi:

SUBJECT: **FISCAL YEAR ("FY") 2025 BUDGET** (BFED-1) (OCA-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. Lance Taguchi

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.

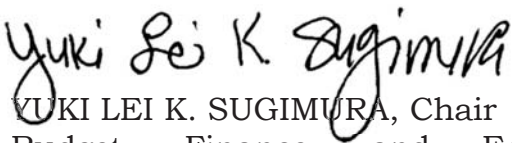
The Department is scheduled to present before the Committee on April 9, 2024. The schedule is subject to change and Committee staff will reach out if there are any changes to the schedule.

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 6:27 PM
To: Lance Taguchi
Cc: BFED Committee; County Auditor
Subject: PLEASE READ attached letter re: FISCAL YEAR ("FY") 2025 BUDGET (BFED 1) (OCA-1); reply by 03/28/2024
Attachments: 240319aoca01.pdf

Mr. Taguchi: 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



OFFICE OF THE COUNTY AUDITOR

COUNTY OF MAUI
2145 WELLS STREET, SUITE 303
WAILUKU, MAUI, HAWAII 96793
<http://www.mauicounty.gov/auditor>

March 28, 2024

Honorable Yuki Lei K. Sugimura, Chair
and Members of the Budget, Finance, and Economic
Development Committee
County of Maui
200 South High Street
Wailuku, Hawaii 96793

Dear Chair Sugimura and Members:

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

In response to your March 19, 2024 letter, see answers shown in *italic* text below.

1. Please outline the major changes in your Department's budget from FY 2024 to FY 2025. *No major changes.*
 - a. Explain any budget changes made because of the August 2023 wildfires. *N/A - none.*
 - b. If your budget will decrease, how will this impact your Department's operations and ability to serve the public? *Proposed FY 2025 budget remains flat. Proposed funding levels allow the Office of the County Auditor to achieve our goals of retaining and hiring qualified staff, as well as conducting Financial and Performance Audits, evaluations, and other projects. Any increase or decrease to those funding levels will affect our ability to achieve those goals.*
2. How many vacant positions currently exist within your Department? *Two.*
 - a. Please include the job titles for the vacancies and indicate how long the positions have been vacant. *Senior Analyst, 9 months; Senior Analyst, 3 months due to retirement.*

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

March 28, 2024

Page 2

- b. What is the anticipated timeline for filling these vacancies? ***Recruitment ongoing. These positions are exempt from civil service and serve at the pleasure of the County Auditor. There are 14 months remaining on the County Auditor's term. The inability to ensure/offer long-term employment hampers our ability to attract qualified applicants.***
 - c. What are the consequences, if any, for removing funding for these vacant positions from the FY 2025 Budget? ***Positions cannot be filled.***
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? ***N/A – no expansion in FY 2024.***
4. If your Department is proposing expansion positions in the FY 2025 Budget, how do you plan to fill those positions? ***N/A – none requested.***
5. How many positions were filled in FY 2024 that were not expansion positions? ***N/A - no vacancies of non-expansion positions.***
6. How did your Department recruit to fill vacancies and what were the most effective methods for attracting candidates? ***Outreach to and referrals from other audit shops or CPA firms.***
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? ***None - no overtime costs. My staff adjusts work schedules according to deadlines and priorities.***
 - b. Were any of these overtime costs attributed to the number of vacant positions in your Department? ***No.***
 - c. Do you anticipate that overtime costs in FY 2025 will increase or decrease and what are the reasons for your assumption? ***I will continue to allow my staff the option to adjust work schedules according to deadlines and priorities. However, if we are unable to fill the vacancies and hire qualified staff, overtime hours may increase to ensure deadlines, priorities, and goals are met.***

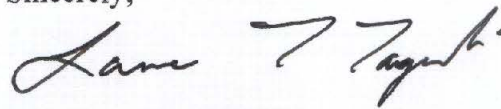
8. The following questions are related to your Department's program and activities:
 - a. Identify the programs and activities conducted by your Department because of a Federal or State mandate. Indicate the amount of Federal or State funding the County receives for each program or activity, including how much for each the County expends. *The County Auditor contracts a third-party Certified Public Accounting firm to conduct an audit of federal funds (i.e., Single Audit Report).*
 - b. Identify the programs and activities conducted solely because of a Maui County Code mandate and indicate the amount for each the County expends. *N/A – none required solely by Maui County Code. In accordance with Sections 3-9.2.1.a and 9-13 of the Revised Charter of the County of Maui (1983), as amended, the County Auditor contracts a third-party Certified Public Accounting firm to conduct the County's annual financial audit (i.e., Annual Comprehensive Financial Report).*
9. If your Department had Capital Improvement Projects ("CIPs") in FY 2024: *N/A - none.*
 - 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: *N/A - none.*
 - 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: *N/A - none.*
 - a. Explain whether the revolving fund is still needed and why.
 - b. Provide the current balance.

12. If your Department manages grants: *N/A - none.*
 - 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. *The Administration determines Carryover/Savings.*
14. What are your top three Department priorities for FY 2025 and how does your Department's budget reflect that? *Proposed funding levels allow the Office of the County Auditor to achieve our goals of retaining and hiring qualified staff, as well as conducting Financial and Performance Audits, evaluations, and other projects.*
15. Did your Department apply for any grant funding in FY 2024? If yes, how much in funding was received? *No.*
16. How much has your Department spent on Professional Services in FY 2024, and what projects and consultants were funded under this line item? *No FY 2024 funds have been expended or encumbered at this time, however, preliminary work is currently underway to determine feasibility of contracting consultant and/or professional services. Professional Services may be used to assist with Financial or Performance Audits and may include, but are not limited to the following areas: accounting, architecture, engineering, finance, law, planning, property management, real property appraisal, etc.*
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? *N/A - none.*

Honorable Yuki Lei K. Sugimura, Chair
and Members of the Budget, Finance, and Economic
Development Committee
March 28, 2024
Page 5

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. *N/A - none.*

Sincerely,



LANCE T. TAGUCHI, CPA
County Auditor

BFED Committee

From: County Auditor
Sent: Thursday, March 28, 2024 4:59 PM
To: BFED Committee
Subject: OCA-1 response RE: PLEASE READ attached letter re: FISCAL YEAR ("FY") 2025 BUDGET (BFED 1) (OCA-1); reply by 03/28/2024
Attachments: 240328a01-BFED-1_OCA-1.pdf

Aloha, BFED Committee. My apologies, computer problems prevented earlier transmittal. As requested, please see attachment. Thank you.

Camille Sakamoto
Administrative Officer
Office of the County Auditor
County of Maui
2145 Wells Street, Suite 303
Wailuku, Maui, HI 96793
(808) 463-3192
<http://www.mauicounty.gov/auditor>

From: BFED Committee <BFED.Committee@mauicounty.us>
Sent: Tuesday, March 19, 2024 6:27 PM
To: Lance Taguchi <Lance.Taguchi@mauicounty.us>
Cc: BFED Committee <BFED.Committee@mauicounty.us>; County Auditor <County.Auditor@mauicounty.us>
Subject: PLEASE READ attached letter re: FISCAL YEAR ("FY") 2025 BUDGET (BFED 1) (OCA-1); reply by 03/28/2024

Mr. Taguchi: 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