

March 27, 2023

MEMO TO: BFED-1 File

F R O M: Yuki Lei K. Sugimura, Chair
Budget, Finance, and Economic Development Committee

Yuki Lei K. Sugimura.

SUBJECT: **TRANSMITTAL OF INFORMATIONAL DOCUMENTS RELATING
TO THE PROPOSED FISCAL YEAR 2024 BUDGET FOR THE
COUNTY OF MAUI** (BFED-1)

The attached informational documents pertain to Item 1 on the Committee's agenda.

Attached are the executive summaries for April 3, 2023:

1. Department of Finance, including Countywide
2. Office of the County Auditor
3. Department of the Corporation Counsel

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Attachments

March 27, 2023

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

F R O M: Ana Lillis, Legislative Analyst *al*

SUBJECT: **EXECUTIVE SUMMARY OF FISCAL YEAR (“FY”) 2024 BUDGET
PROPOSAL FOR DEPARTMENT OF FINANCE** (BFED-1)

This is an executive summary of the FY 2024 Budget proposal for the Department of Finance.

Overall Operating Budget

FY 2023 Adopted: \$25,392,595 vs. FY 2024 Proposed: \$16,798,881
(-33.8% **decrease**)

Administration Program – General Fund

Category “A” – Salaries and Wages

1 – Wages and Salaries – **Increase** by 18.2% (\$244,808)

2 – Premium Pay – **No change**

3 – Position Funding:

- Adjustment in salaries due to the Collective Bargaining Agreement increase, Within Range Progression, increase for Director and Deputy Director per Salary Commission, and reinstate 8 months salary for Land Management Administrator (\$179,616).
- Adjustment in salaries due to the Collective Bargaining Agreement increase, positions filled at a higher/lower step, and expansion positions in FY 2023, increase to full year salary (\$65,192).

4 – New Positions - **N/A**

Category “B” – Operations

1 – Materials and Supplies – **No change**

2 – Other Costs – **No change**

3 – Services – **Increase** by 98.7% (\$150,000)

- Professional Services: Additional funding for municipal advisory service, overhead rate study, bond counsel, and annual training (\$75,000).
- Collection/Convenience Fees: Additional funding for convenience fee absorbed by the County for TAT payments received via ACH and echeck (50 cents per transaction) (\$75,000).

4 – Travel – **No change**

5 – Utilities – **No Change**

Category “C” – Equipment

1 – Machinery and Equipment – **Decrease** by 100% (-\$17,750)

- Deletion of one-time appropriations for equipment for proposed FY 2023 expansion positions.

2 – Lease Purchases – **No change**

Errors or inconsistencies – **N/A**

Administration Program - Grant Revenue Fund

Category “A” – Salaries and Wages

The Administration Program does not have equivalent personnel funded through the Grant Revenue Fund.

Category “B” – Operations

1 – Materials and Supplies – **N/A**

2- Other costs – **N/A**

3 - Services – **N/A**

4 - Special Projects – **N/A**

5 - Travel – **Decrease** by 99.5% (-\$9,950,000)

6 - Utilities – **N/A**

7 Interfund Cost Reclassification – **N/A**

Countywide Costs – **N/A**

Category “C” – Equipment

1– Machinery and Equipment – **N/A**

Grant Awards

- COVID-19 Relief and Response Funds – **Decrease** (\$10,000,000 to \$0)
- Local Assistance and Tribal Consistency Fund – **NEW** (\$50,000).

Errors or Inconsistencies – **N/A**

Accounts Program – General Fund

Category “A” – Salaries and Wages

1 – Wages and Salaries –**Increase** by 8.9% (\$120,704)

2 – Premium Pay – **No change**

3 – Position Funding:

- Regular Wages: Adjustment in salaries due to the Collective Bargaining Agreement increase, Within Range Progression, step movement, and positions filled at a higher/lower step (\$75,000).

4 – New Positions -

- Expansion request:
 - o Proposed expansion position for one Countywide Federal Grants Manager, 8 months funding. (\$45,704).

Category “B” – Operations

1 - Materials & Supplies **No change**

2 - Other Costs – **Increase** by 67.7% (\$15,000)

- Registration/Training Fees: Increase for GFOA training for newly hired general ledger Accountant I, general ledger Accountant III, Accountant V, and Accounting System Assistant. FE (Central Square) training for Financial System Analyst and back up, Workday training for Payroll Manager and support staff, and GFOA annual conference for Accounting Administrator.

3 - Services – **No change**

4 - Travel – **Increase** to \$14,500 from \$0.

- Airfare, Transportation: Increase for GFOA training for newly hired general ledger Accountant I, general ledger Accountant III, Accountant V, and Accounting System Assistant. FE (Central Square) training for Financial System Analyst and back up, Workday training for Payroll Manager and support staff, and GFOA annual conference for Accounting Administrator (\$8,000).
- Per Diem Non-Reportable: Increase for GFOA training for newly hired general ledger Accountant I, general ledger Accountant III, Accountant V, and Accounting System Assistant. FE (Central Square) training for Financial System Analyst and back up, Workday training for Payroll Manager and support staff, and GFOA annual conference for Accounting Administrator (\$4,000).
- Per Diem Reportable Non-Taxable: Increase for GFOA training for newly hired general ledger Accountant I, general ledger

Accountant III, Accountant V, and Accounting System Assistant. FE (Central Square) training for Financial System Analyst and back up, Workday training for Payroll Manager and support staff, and GFOA annual conference for Accounting Administrator (\$2,500).

5 - Utilities - **No change**

Category "C" – Equipment

1 - Machinery and Equipment – **N/A**

Errors or Inconsistencies – **N/A**

Real Property Assessment Program – General Fund

Category "A" – Salaries and Wages

1 – Wages and Salaries – **Increase** by 6.7% (\$167,546).

2 – Premium Pay – **No change**

3 – Position Funding:

- Regular Wages: Adjustment in salaries due to the Collective Bargaining Agreement increase, Within Range Progression, salary correction, position reallocations, positions filled at a higher/lower step, and step movements.

4 – New Positions - **N/A**

Category "B" – Operations

1 – Materials and Supplies – **No change**

2 – Other Costs – **No change**

3 – Services – **No change**

4 – Travel – **No change**

5 - Utilities – **No change**

Category “C” – Equipment

1 - Machinery & Equipment – **N/A**

- 2 - Lease Purchases – **Increase** by 37.3% (\$1,900).
- New lease for copier/printer with 5% increase in costs.

Errors or Inconsistencies – **N/A**

Motor Vehicles & Licensing Program – General Fund

Category “A” – Salaries and Wages

1 - Wages and Salaries – **Increase** by 7.9% (\$230,032)

2 - Premium Pay – **No change**

3 - Position funding:

- Adjustment to salaries due to the Collective Bargaining Agreement increase, positions filled at a higher/lower step, salary correction, one Service Representative II transferred from 907033A, and change six long-term assignment Service Representative II to permanent (\$194,428).
- Regular Wages: Adjustments to salaries due to the Collective Bargaining Agreement increase, Within Range Progression, salary correction, one Service Representative II transferred to 907032A (\$35,604).

4 – New Positions - **N/A**

Category “B” – Operations

- 1 - Materials and Supplies – **Increase** by 4.8% (\$15,958)
- Expansion Request:

- Auto plates & tags: Plate cost increases - \$0.75 for passenger & truck (\$9,167); \$1 for electric vehicles and special plates (\$6,400); \$0.25 for motorcycles & mopeds (\$392). In addition, New design for Statewide license plate to commence in current year.

2 - Other costs – **Increase** by 17.7% (\$61,635)

- Miscellaneous Other Costs: Admin per transaction cost increase from \$3 to \$4. Projected diversion of 65,000 vehicle registration transactions through self-service terminals (\$50,000).
- Rentals: Additional funding due to projected increase for rent (\$10,151) and CAM (\$1,484) for the West Maui DMV office (\$11,635).

3 Services – **No change**

4 Travel – **No change**

5 Utilities – **No change**

Category “C” – Equipment

1 Machinery and Equipment – **N/A**

Errors or Inconsistencies – **N/A**

Motor Vehicles & Licensing Program - Grant Revenue Fund

Category “A” – Salaries and Wages

1 – Wages and Salaries – **No change**

2 – Premium Pay – **Decrease** by 1.5% (-\$2,454)

Category “B” – Operations

1 - Materials and Supplies – **No change**

2 - Other costs – **No change**

3 - Services – **No change**

4 - Travel – **No change**

5 - Utilities – **No change**

6 - Interfund Cost Reclassification – **Increase** by 7.9% (50,550)

Category “C” – Equipment

1 Machinery and Equipment – **N/A**

Grant Awards

- Commercial Driver’s License (CDL) Program - **Increase** (\$590,959 to \$609,559).
- Periodic Motor Vehicle Inspection Program – **Increase** (\$537,435 to \$555,187).
- State Disability and Communications Access Board (DCAB) Program – **Increase** (\$19,757 to \$22,083).
- State Identification (SID) Program – **Increase** (\$235,592 to \$240,561).
- State Motor Vehicle Registration Program – **Increase** (\$345,051 to \$349,500).

Errors or Inconsistencies – **N/A**

Purchasing Program – General Fund

Category “A” – Salaries and Wages

1 -Wages and Salaries – **Increase** by 11.2% (\$40,836)

2 -Premium Pay – **Increase** by \$800 (100%)

- Temporary assignment: Additional funding to reflect actual expenditures (\$800).

3 -Position Funding:

- Regular Wages: Adjustment in salaries due to the Collective Bargaining Agreement increase, Within Range Progression, and proposed position reallocation (\$40,836).

4 – New Positions – **N/A**

Category “B” - Operations

1 - Materials and Supplies – **Increase** by 165% (\$5,500)

- Expansion Request
 - o Small Equipment - under \$1000: Proposed replacement of 8+ year old office chairs for staff, improve ergonomics (\$5,500).

2 - Other Costs – **Decrease** by 1.5% (-\$750)

- Deletion of funding from FY 2023 for computer software (-\$2,750).
- Expansion Request
 - o Registration/Training Fees: Proposed increase for conference registration fees for NIGP 2023 forum for two staff (\$2,000).

3- Services -**Increase** by 5.9% (\$500)

4 - Travel –**Increase** by 2,735.3% (\$9,300)

- Expansion Requests:
 - o Airfare, Transportation: Proposed increase to provide travel to NIGP 2023 forum for two staff (\$3,500).
 - o Per Diem Reportable Non-Taxable: Proposed increase to provide travel to NIGP 2023 forum for two staff (\$5,800).

5 - Utilities – **No change**

Category “C” – Equipment

1 – Machinery and Equipment – **N/A**

Errors or Inconsistencies – **N/A**

Treasury Program – General Fund

Category “A” – Salaries and Wages

1 - Wages and Salaries – **Increase** by 6.4% (\$62,760)

2 - Premium Pay – **No change**

3 - Position Funding:

- Regular Wages: Adjustments in salaries due to the Collective Bargaining Agreement increase, Within Range Progression, positions filled at a lower step, and position reallocated down (\$62,760).

4 – New Positions – **N/A**

Category “B” – Operations

1 - Materials and Supplies – **Increase** by 1% (\$693)

2 - Other Costs – **Increase** by 19.4% (\$1,738)

- Anticipated increases in meal expenses, publication charges, lockbox rental, and computer software (\$738).
- Expansion Request
 - o Registration/Training Fees: Anticipated increase for event registration including GIOA and IAS World annual events. (\$1,000)

3 - Services – **Increase** by 31.6% (\$178,980)

- Anticipated increase in collection/convenience fees charges, postage rates, and cost of shredding services (\$5,730).
 - Security services: The fees are now being absorbed by Central Pacific Bank as part of our analysis fee under 6133 (-\$84,750).
 - Expansion Requests:
 - o Professional Services: \$100,000 for consultant for RFP for credit card processor; \$20,000 for increase in current charges (\$120,000).
 - o Bank charges: Additional funding based on historical trend (\$138,000).
- 4 - Travel –**Increase** to \$3,500
- Expansion Request
 - o Airfare, Transportation: Anticipated increase for event travel including GIOA and IAS World annual events (\$3,500).

5 - Utilities – **No change**

Category “C” – Equipment

1 – Machinery and Equipment – **N/A**

Errors or inconsistencies – **N/A**

Countywide Program – General Fund

Fringe Benefits – **Decrease** by 4.9% (-\$7,745,020)

- ERS contribution based on 24% rate for general employee and 41% for Police and Fire, including estimated costs for spiking bill.
- Reduction due to one-time appropriation for the Collective Bargaining Agreement for all bargaining units.

Fringe Benefits Reimbursements – **Increase** by 19.6% (\$5,334,397)

- Calculation based on the fringe benefits rates calendar for 2023.

Bond Issuance & Debt Service – **Increase** by 3.8% (\$2,071,351)

- Payments for the 2022 GO Bond.

Supplemental Transfers – **Increase** by 251.7% (\$29,810,943)

- Transfers to the Solid Waste Management Fund, Highway Fund, and EP&S Fund.

Insurance Programs & Self Insurance – **No change**

Open Space, Natural Resources, Cultural Resources & Scenic Views Preservation Fund – **Decrease** by 57.4% (-\$7,233,999)

- 1% of net real property tax revenue projection of \$537,701,535.

Affordable Housing Fund – **Increase** by 31.6% (\$10,320,907)

- 8% of net real property tax revenue projection of \$537,701,535.

General Costs – **Increase** by 24.4% (\$650,000)

- Funding to develop a Greenprint to guide open space acquisitions by the County.
- Funding for Countywide retention and recruitment campaign.
- Funding for broadband team.

COVID-19 and impacts from other world events – **Decrease** to \$0 (-\$10,000,000)

- Deletion of funding.

Climate Change, Resiliency & Sustainability – **N/A**

Overhead Reimbursements – **Increase** by 14% (-\$3,191,543)

- Calculation based on the fringe benefits rates calendar for 2023.

Emergency Fund – **Increase** by 1,129% (\$36,926,301)

- Increase in funding.

Post-Employment Obligations Fund – **Increase** by 233.3% (\$7,000,000)

- Increase in funding.

Managed Retreat Fund – **Increase** (\$0 to \$12,000,000)

- 20% of Transient Accommodations Tax revenue projection of \$60,000,000.

One Main Plaza Lease – **No change**

Yuki Lei K. Sugimura, Chair
March 27, 2023
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Capital Improvement Projects

There are no CIPs.

I hope this is helpful. If you have any questions, please feel free to contact me at ext. 7659.

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March 25, 2023

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

F R O M: Ana Lillis, Legislative Analyst *al*

SUBJECT: **EXECUTIVE SUMMARY OF FISCAL YEAR (“FY”) 2024 BUDGET PROPOSAL FOR COUNTY COUNCIL (OFFICE OF THE COUNTY AUDITOR)** (BFED-1)

This is an executive summary of the FY 2024 Budget proposal for the County Council (Office of the County Auditor).

Overall Operating Budget – County Auditor Program

FY 2023 Adopted: \$1,505,201 vs. FY 2024 Proposed: \$1,576,947 (4.8% **increase**)

Category “A” – Salaries and Wages

1 – Wages and Salaries – **Increase** by 8.1% (\$53,546)

2 – Premium Pay – **No change**

3 – Position Funding:

- Regular Wages: Adjustment in salaries due to proposed salary increase, increase for the County Auditor per Salary Commission, and position reallocation (\$53,546).

4 - New Positions – **N/A**

Category “B” – Operations

1 – Materials and Supplies – **No change**

2 – Other Costs – **Increase** by 4.8% (\$8,000)

3 – Services – **Increase** by 2.8% (\$18,000)

Expansion Request:

- Professional Services: Increase based on anticipated expenditures (\$18,000)

4 – Travel – ***No change***

5 – Utilities – ***Increase*** by 3.8% (\$200)

- Electricity: Increase based 5% inflationary adjustment.

Category “C” – Equipment

1 – Machinery and Equipment – ***Decrease*** by 100% (-\$8,000)

2 – Lease Purchases – ***No change***

Errors or inconsistencies – ***N/A***

Capital Improvement Projects

There are no CIPs.

I hope this is helpful. If you have any questions, please feel free to contact me at ext. 7659.

March 26, 2023

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

F R O M: Ana Lillis, Legislative Analyst *al*

SUBJECT: **EXECUTIVE SUMMARY OF FISCAL YEAR (“FY”) 2024 BUDGET
PROPOSAL FOR DEPARTMENT OF THE CORPORATION
COUNSEL** (BFED-1)

This is an executive summary of the FY 2024 Budget proposal for the Department of the Corporation Counsel.

Overall Operating Budget

FY 2023 Adopted: \$4,483,729 vs. FY 2024 Proposed: \$4,944,992 (10.3% ***increase***)

Legal Services Program

Category “A” – Salaries and Wages

1 – Wages and Salaries – ***Increase*** by 14.2% (\$539,648)

2 – Premium Pay – ***No change***

3 – Position Funding

- Regular Wages: Adjustments in salaries due to Collective Bargaining Agreement increase, position reallocation, and positions filled at a lower/higher step. (\$102,288)
- Adjustments in salaries due to increase in salaries for all Deputy Corporation Counsel per Ordinance 5398 (Bill 71 (2022)). (\$320,862)
- Adjustments in salaries due to Collective Bargaining Agreement increase and Executive Order 2022-02. (\$40,428)

4 – New Positions

- Proposed expansion position for one Legal Assistant, 8 months funding, Counseling and Drafting. (\$37,520)
- Proposed expansion position for one Legal Assistant, 0.5 to 1.0 E/P, Litigation (\$40,758)

Category “B” – Operations

1 – Materials and Supplies – **Increase** by 10.9% (\$4,960)

- Miscellaneous Supplies: Increase to purchase (8) Big Red adult CPR manikins with LED-light feedback which allows students to see simulated blood flow as they perform compressions. The instant feedback enables students to make immediate corrections so they are truly training in the same manner as a real incident. (\$4,960)

2 – Other Costs – **Increase** by 11.2% (\$16,000)

- Publications & Subscriptions: Anticipated increase due to increase in costs for online legal research licenses, law books, law journals, and other publications (West Group, Bloomberg, Matthew Bender, Wolters Kluwer, etc.). (\$16,000)

3 – Services – **Decrease** by 29.8% (-\$110,000)

- Advertisement: Funds no longer needed. Charter Commission term ended in 2023. (-\$60,000)
- Professional Services: Funds no longer needed. Charter Commission term ended in 2023. (-\$50,000)

4 – Travel – **No change**

5 – Utilities – **Increase** by 333.3% (\$30,000)

- Cellular telephone: Additional funding for Counsel and Drafting Deputies during Budget and Council meetings.

Category “C” – Equipment

- 1– Machinery and Equipment – **Decrease** by 46.5% (-\$19,345)
- Other Equipment: Deletion of equipment approved in FY 2023; one-time appropriation. (-\$41,600)
 - Other Equipment: Purchase of (5) evacuation chairs to aid in moving building occupants who are unable to walk down flights of stairs (floors 3-9 of Kalana o Maui building) during an emergency. (\$22,255)

2– Lease Purchases – **No change**

Errors or inconsistencies – Change Amount for Legal Assistant expansion positions differ from Program Budget (p. 111) to Budget Details (p. 2-3). The numbers included in this summary are the numbers from the Budget Details.

Capital Improvement Projects

There are no CIPs.

I hope this is helpful. If you have any questions, please feel free to contact me at ext. 7659.