

April 1, 2019

MEMO TO: EDB-1 File

F R O M: Michael J. Molina  
Councilmember



SUBJECT: **PROPOSED FISCAL YEAR 2020 BUDGET FOR THE COUNTY OF MAUI** (EDB-1) (MJM) (Q-)

I am submitting the following questions on the Fiscal Year 2020 Budget:

**CORPORATION COUNSEL**

1. Miscellaneous Other Costs, (page 107 of Program Budget / Page 1-7 of Budget Details, Index Code 905022B, Sub-Object Code 6221) Relating to the contractual service appropriated by the Council in FY 2018 to conduct a surveillance study for the Kalana O Maui building, why was this item deleted from the FY 2020 budget? Has the security measure been addressed? Please explain.
2. Provide a copy of the Department's CTO and OT policy for the Deputy Corporation Counsel, First Deputy Corporation Counsel, and Corporation Counsel.

**COUNTY CLERK-**

1. "Administrative Position II" CL-0011, page 2-2, Expanded Position.
  - a. Provide a detailed outline of the functions of this position?
  - b. Current departmental staff has historically performed the duties of the Administrative Position II, what caused the need the recategorization?
2. Temporary Elections Clerks, pages 2-2 & 3.
  - a. Why is 7 Temporary Elections Clerks working 6-months after the election?
  - b. Provide a detailed explanation of the duties performed on behalf of the State, that the state should be completing?
  - c. Outline revenues reimbursed by the State for operations of the elections and identify outstanding revenues that the State owes the county?
3. Item number 902015B, 6112 Contract Services, page 2-6. I have been told that Granicus is too time consuming.
  - a. Since Granicus is so burdensome are you looking at other options for posting agendas that is less complex?
  - b. Is there a better system that works more efficiently with Word?

RECEIVED AT EDB MEETING ON 4.1.19  
SUBMITTED BY MOLINA

4. CL-0009, Elections Warehouse Technician, page 2-2.
  - a. Why is the Warehouse technician being recategorized?
  - b. Which position will be used for the Warehouse function?
5. CL-0011, Office Operations, page 2-2. This position was recently held by an individual that retired and the position was not filled.
  - a. Why is the Legislative staff being reduced from 4 to 3 positions?
  - b. What will be done to lessen the burden on the staff to off-set the reduction in legislative staff?
  - c. Why wasn't the Administrative Assistant II position taken from Elections or proposed as an EP?
6. CLT-0001 to 0026, Temporary Elections Clerks, pages 2-2 and 3.
  - a. How many of the Temporary Elections Clerks remain on payroll beyond their term of appointment?
  - b. Of the individuals that are on beyond their term of appointment provide a detailed outline of day to day functions and duties.

**COUNTY COUNCIL-**

1. Council Services Program, Item CC-0001 to 058, pages 3-3-4 to 5, staff.
  - a. Provide job descriptions for your entire staff?
2. Council Services Program, item 901042B, 6103/6132, Professional Services, page 3-8&9.
  - a. Provide an updated status on the audit for your department?
  - b. Provide a detailed explanation for why fewer than expected audits were performed this fiscal year?
3. Council Services Program, item 901042B, 6112, Contract Services, page 3-7. OCS is proposing to eliminate 3<sup>rd</sup> party.
  - a. Accordingly, what kind of pressure does this place on Committee Secretarial staff whether they be summary or verbatim minutes?
  - b. Identify which meetings will require verbatim minutes and which meetings will not?
  - c. Has this change been reviewed with your entire secretarial staff and what was their response?

4. Office of Council Services payroll, page 3-2 to 4. Provide an explanation for creating additional salary steps for staff that have reached the top of their pay scale?
5. Index code 9010418,6130, Printing and Binding, page 3-7, is a reduction in the number of committee mailers.
  - a. Why is a reduction in committee mailers proposed especially in this day and age of transparency and open government?
6. Index code 9010418, 6201 and 6222, page 3-8, Travel and Per Diem, equal increases of over \$50,000 with the explanation of HSAC conference on Hawaii, yet the conference is on Maui.
  - a. Why is there an increase in these areas when the conference is on Maui? How will these funds re-appropriated?

**COUNTY AUDITOR-**

1. Audit Services, Page 3-20, 901013B, 6103.
  - a. A 5-yr RFP Contract was executed on November 2018 for the amount of \$450,000.00. Is the contract a total of \$450,000.00 for the duration of 5 years or is it \$450,000.00 per year for 5 years?
  - b. Please provide the scope of work for this contract.
  - c. Are there fee increases built into the contract for future years?

**EMERGENCY MANAGEMENT AGENCY-**

1. EM Specialist 1 CD-XXXX, Page 4-2, 912014A
  - a. Please provide the job description of the proposed new position.
  - b. Will this position alleviate some of the CD Specialist III or IV's task?
  - c. What is the current overtime cost?
  - d. You are proposing \$50,000.00 in premium pay. How much of this is for overtime? And will this expansion in staff decrease your overtime?

**ENVIRONMENTAL MANAGEMENT-**

1. Wastewater Admin. Program is requesting \$92,000 in payroll adjustments.
  - a. On page 5-10 premium pay is requesting a \$50,000 increase, explain the need for the increase?
  - b. What efforts are you implementing to get premium pay under control?
2. Wastewater Operations Program, pages 5-38 and 39, item 6120 Electricity. The division is proposing a usage of over \$3.6 million in electricity.

April 1, 2019

Page 4

- a. What is the department doing to implement alternative sources of energy to reduce dependency on electricity?
3. Wastewater Operations Program, pages 5-43, item 9190408, 6132 Professional Services, \$200,000 for Wastewater Study for Waikapu.
  - a. Is this study for the benefit of the Waikapu Country Town project, if so will the funds for this study be reimbursed to the county?
4. Solid Waste Operations Program, page 5-57-58, proposing 9 EP's for the land fill, for purposes of Sunday landfill operation.
  - a. How many of the 9 EP's will work on a given Sunday?
  - b. Explain other responsibilities that the 9 EP's will be assigned?
  - c. How will the 9 EP's help with efficiency for the operation of the landfill?
5. Solid Waste Operations Program, page 5-75, item 919521B, 6035 Misc. Supplies, proposing a \$210,000 with no explanation for the 200% increase.
  - a. Provide details for the expanded costs on this item?
6. CIP, CBS No-1183 and 1184, Kuau No 3 and 4 Force Main Replacement.
  - a. Identify when these projects will commence and how long will the project take to complete?
  - b. What will be done to minimize traffic disruption, can this project be completed at night without disruption to the residents?

#### **DEPARTMENT OF FINANCE**

1. Financial Services Program, DMV, Program Budget, Page 214, Provide statistics on the motor vehicle registration renewal self-service terminal / kiosk at Safeway in Maui Lani. How has this impacted the wait times at the Department of Motor Vehicle centers? What is the Department's plan for installing additional self-service terminals / kiosks? Where will they be located?
2. ADP eTime and PayForce (Page 6-10 of Budget Details, Index Code 907022B, Sub-Object Code 6132, Professional Services), Relating to the proposed request of \$213,000.000 for an extension of services for please explain why this extension is needed and what is causing the delay in launching the Workday program. Is there an anticipated launch date of the Workday Program? What will the cost be to maintain this program? Department of Finance.

3. Internal Control Officer and Assistant Accounting System Administrator, (page 204, 216, 227 of Program Budget / page 6-3, 6-8, 6-13, 6-14, 6-30 of Budget Details, Index Codes 907014BA, 907039A, 907074A, 907022A, Sub-Object Code 5101, Wages and Salaries). As it relates to the expansion positions requested, please provide a description of the roles / duties for each position. Explain how these positions will impact your Department, taking into consideration the reinstatement of two positions
  - a. Real Property Manager I (one position)
  - b. Services Representative II – LTA (four positions)
    - i. What is the term for these positions?
  - c. Revenue Manager (one position)
4. “Settlements and judgements” (page 6-51 of Budget Details, Index Code 907816B, Sub-Object Code 6558, Settlements and judgements) explain and describe how the funding is utilized?

**DEPARTMENT OF FIRE AND PUBLIC SAFETY**

1. The Department’s request of \$6,381,724 in premium pay (Page 235 of Program Budget), provide the breakdown by program, by company (if applicable). Please include emergency call back, hazardous pay, night differential, overtime, standby, temporary assignment, rank for rank recall, and other factors that may be included.
2. Office Operations Assistant II position (page 239 of Program Budget / page 7-4 of Budget Details, Index Code 911008A, Sub-Object Code 5101, Salaries and Wages) for the Administration/Maintenance Program. What is the role / duty of the position? How will this position differ from the current administrative / clerical positions? Provide a description of the current administrative / clerical positions.
3. Position No. FD-0213, Administrative Assistant II, Administration Program, there is a requested increase in salary of \$20,340.00 (page 7-3 of Budget Details). Please provide an explanation for this increase since no explanation was indicated in the Budget Details.
4. Professional Services indicated as Meeting minutes (page 7-8 of Budget Details, Index Code 911206B, Sub-Object Code 6132, Professional

April 1, 2019

Page 6

services). Requesting an increase of \$9,100.00 and \$6,000.00. Please explain the need for this increase? Currently, who is responsible for dictating the meeting minutes? What meetings are included?

5. Define the Rank for Rank recall program. Provide a copy of the Department's policy for this program. What impact does this program have on the Department? What is the impact on premium pay?
6. Define Temporary Assignment (TA) as it pertains to the Department. Provide a copy of the Department's Temporary Assignment (TA) policy. Explain the difference between TA and Rank for Rank recall. When is TA used instead of Rank for Rank recall?
7. Haiku Fire Station (page 7-6 of Budget Details, Index Code 911008B, Sub-Object Code 6132, Professional services). The Department requested \$170,000.00 in professional services for an assessment. Please explain the scope of the "Assessment for Haiku Fire Station."
8. Pursuant to Section 8-7.2(2) of the Revised Charter of the County of Maui (1983), as amended, the Fire and Public Safety Commission shall "Review and submit to the mayor the department of fire and public safety's request for an annual appropriation for the operation of the department."
  - a. Provide a copy of the meeting agenda of which the review of the Department of Fire and Public Safety's proposed budget was reviewed.
  - b. Provide a copy of the comments, if any, from members of the Commission relating to the proposed budget prepared by the Fire Chief.
  - c. Provide a copy of the budget prepared by the Fire Chief, approved by the Commission, and submitted to the Mayor of inclusion in the Mayor's Program budget for FY 2020.

#### **HOUSING-**

1. Housing Program, item 914457B, 6132, Professional Services, page 8-10.
  - a. Is this item for the assessment study for the County owned lands for sighting potential affordable housing projects?
  - b. Is the \$60,000 per parcel an estimate or is this a specific amount based on competitive bidding?

- c. If Council wanted to review additional privately-owned parcels for affordable housing, provide an estimated cost to assess per parcel?
2. Affordable Rental Housing Programs, code 914485B, 6317, proposed to increase \$70,000 over last year's budget.
  - a. Affordable Rental Housing is in very high demand, why is the Mayor proposing as less than 7% increase for rental housing over FY2019?
  - b. If the appropriation for this item was increased \$1 million, explain how the funds could be used?
3. On page 287, Hale Mahaolu For Homeowners and Housing Counseling Program of \$80,000.
  - a. Provide details for how many people are being served by this program, what percentage of participants purchase a home?
  - b. What are the income levels requirements for participation in the program and is there a fee for participation in the program?
  - c. If there is a fee, since the County funds this program, can the fee be reimbursed to participants after completing the program?
4. On page 290, Mayor's Program Budget, Section 8 Housing Program.
  - a. Of the approximately 1,464 vouchers issued, how many voucher recipients are able to find housing?
  - b. If the recipient is unable to find a rental, does the County lose the funding for that voucher or can we use it for other purposes?
  - c. If recipients can't find a rental, what efforts does the department take to assist with finding housing?
5. Proposed Operating Budget Bill for FY 2020, page, 47, Affordable Housing Fund.
  - a. How much of the \$21.9 million has been committed to projects?
  - b. How many of the projects are for affordable rental housing?
  - c. How many affordable rental units are within the committed projects?
  - d. Is there land purchases proposed in the 2020 appropriations.

**HUMAN CONCERNS-**

1. Hale Makua, code 914137B, 6317, page 8-36, \$100,000 increase for master plan improvements to KCC and Wailuku facility relocation.

- a. Provide more detail about the proposed improvement and planning effort proposed for the above mentioned facilities?
2. Homeless Program, code 914903B, 6317, page 8-36, \$60,000 increase.
  - a. Why with homelessness in crisis stage is the increase for this item only \$60,000 or which less than a 4% increase?
  - b. Explain new efforts to address homelessness in the county?
3. Maui Youth and Family, code 914296B, 6317, page 8-40, \$200,000 increase.
  - a. Is this a one-time appropriation?
  - b. Where is the facility located?
  - c. Is the grant for construction, planning or assessment of the project location?
4. Boys and Girls Club of Paukukalo, code 914189B, 6317, page 8-41, \$500,000 increase.
  - a. There is no explanation for this item, please provide more detail.

#### **LIQUOR-**

1. In correspondence dated February 25, 2019, to the GET committee noted that "carryover savings are returned to the licensees, not the County's General Fund".
  - a. Explain how carry over savings are returned to licensees?
  - b. Is there any instance where a carryover savings would not be returned to licensees?
2. In the above referenced correspondence, you noted that "three of the vacancies are on hold to be used in the "Departmental reorganizational proposal".
  - a. Provide more detail on the department's proposed reorganization?
  - b. Provide any detail on how the reorganization will enhance the operation of the department and customer service?
3. Provide the number of case reports that are generated and the number of premises inspected for this past fiscal year? Additionally, explain how many licensees are in compliance, require training or reflect on employee performance?

#### **DEPARTMENT OF MANAGEMENT**

1. Expansion position to increase the salary of the current Executive Assistant I (0.5 FTE) in the Management Program to Full-Time Salary (page 367 of Program Budget / page 10-3 of Budget Details, Index Code 904011A, Sub-Object Code 5101, Salaries and Wages). The requested increase is \$49,442.00. In the explanation of changes column in the budget details, a reference is made to the salary amount in FY 2019, but no salary amount is



indicated. Provide justification for this expansion and include the difference in salary amount.

2. Information System Analyst IV position (page 374 of Program Budget / page 10-11 of Budget Details, Index Code 904015B, Sub-Object Code 5101, Salaries and Wages). The Department is requesting an increase in salary of \$16,416.00. Is this position currently vacant? If yes, why was this position not filled? Provide justification for the requested position and increase in salary.
3. On page 10-14 of the Budget Details, there is a request of \$500,000.00 for Workday (page 10-14 of Budget Details, Index Code 904015B, Sub-Object Code 6138, R & M Services/Contracts). Please explain what this funding will be used for. Is this a one-time or recurring fee?
4. On page 10-15 of the Budget Details, there is a request of \$20,000.00 for Workday IT Administration under Registration / Training Fees (page 10-15 of Budget Details, Index Code 904015B, Sub-Object Code 6230, Registration/Training Fees). If training sessions have already been provided to County employees on the use of the program, what does this fee include? Is this a one-time or recurring fee?

#### **OFFICE OF THE MAYOR**

1. Administrative Assistant II expansion position (page 393 of Program Budget / page 11-3 of Budget Details, Index Code 903013A, Sub-Object Code 5101, Salaries and Wages), a Secretary I (0.75 FTE) restored position (page 11-3 of Budget Details, Position No. OM-0103), and an Office Operations Assistant II (0.5 FTE) restored position (page 11-3 of Budget Details, Position No. OM-0110). What are the duties / roles of these positions and how will these positions differ from the current administrative / clerical positions in the Administration Program? How is the work being performed now?
2. Grant Management Program Specialist position and an Economic Development Specialist III position (page 403 of Program Budget / page 11-14 of Budget Details, Index Code 903039A, Sub-Object Code 5101, Salaries and Wages). Provide rationale for these expansion positions. How is the work being performed now? Regarding the Economic Development Specialist

position, how will this position differ from the existing seven Specialist positions?

3. Airfare, Transportation in the Administration Program (page 11-5 of Budget Details, Index Code 903013B, Sub-Object Code 6201), please explain why the funding request has doubled from FY 2019.
4. Office of Economic Development Grants Management, Mayor's Program Budget, page 406-412, please explain the process for determining increases or decreases in grant amounts awarded to grantees each year. What are the benchmarks each grantee must be able to meet at the end of the fiscal year that may determine the amount of the award in FY 2020?
5. Coqui Frog Eradication Project (page 11-33 of Budget Details, Index Code 903232B, Sub-Object Code 6317, County grant subsidy), please provide an explanation and breakdown of the proposed increase.
6. Hawaii St Comm / Status Women (page 11-39 of Budget Details), please provide a cost breakdown of the proposed \$6,000.00 for Miscellaneous Other Costs.

#### **DEPARTMENT OF PARKS AND RECREATION**

1. Makawao-Pukalani-Kula-Ulupalakua Park Systems (CBS-2340, page 755 of Program Budget) and Paia-Haiku Parks Systems (CBS-2348, page 759 of Program Budget) funding, provide an itemized list of the projects proposed for FY 2020, including the cost for each project. In addition, provide a list of the projects completed and breakdown of the expenditures, to date, for FY 2019, including the status of each project.
2. CBS-3232 (page 743 of Program Budget), Countywide Park Playground Improvements, provide an itemized list of the proposed projects for FY 2020, in order of priority, and estimated cost.
3. CBS-4581 (page 744 of Program Budget), Countywide Parks Facilities, provide an itemized list of the proposed projects for FY 2020, in order of priority, and estimated cost.

April 1, 2019

Page 11

4. CBS-4613 (page 745 of Program Budget), Countywide Light Ordinance Compliance, provide a list of all park facilities, structures, and fields that are not in compliance with the Light Ordinance. Attach a schedule of proposed work and completion dates.
5. CBS-5056 (page 760 of Program Budget), Alfred Flako Boteilho Sr. Gym Improvements, provide a breakdown of the \$225,000.00 requested for FY 2020. In addition, provide a breakdown of expenditures for FY 2019, status of the project, and anticipated completion date?
6. CBS-1209 (page 764 of Program Budget), War Memorial Complex Paving Improvements, provide a breakdown of the \$2,750,000.00 requested for FY 2020. Additionally, provide details on the expenditures and work started / completed, to date, for FY 2019. Will this project have an impact on the proposed alternate parking plan for the Wailuku Civic Complex project? Please explain.

**PLANNING-**

1. Administration and Planning Program, PCT – 0010-0012, pages 14-6 & 7, are Limited Term Appointments (LTA), proposing to change to permanent status.
  - a. Explain recategorizing these LTA's to permanent status, isn't this recategorization considered an expanded position?
  - b. Does a LTA have the same benefits as a permanent status employee?
2. Administration and Planning Program, Planners III, III, and IV are proposed EP's, page 14-7.
  - a. Detail what "planning projects" the Planner III and IV will be implementing and will the positions be performing other duties?
  - b. Will the positions be terminated after the "planning projects" are complete?
  - c. Will the "planning projects" develop training programs for new hires, training, enhance customer service and continuing education programs?
3. Administration and Planning Program, item 9090108, 6132, Professional Services, \$910,000, page 14-9.
  - a. Provide more detail for how the \$300,000 for South Maui Community Plan update will be expended?

- b. Provide more detail about the SMCP Urban Design and Physical Form Study, the MIP baseline report and Coastal View plane Study?
  - c. What will be achieved and what improvements will be the result of the above-mentioned studies and reports?
4. Shoreline Management, item 909185B, 6317, County Grant, page 14-12, \$100,000.
  - a. Are there specific locations you want this effort to focus?
  - b. If this program is successfully being implemented by volunteers, why are we now paying for the effort?
  - c. Will this program seek to replace successful volunteer programs, such as Hoaloha Aina in Kihei?
5. Mayor's Program Budget, page 478, relating to "# of Bed and Breakfast Home and Short-term Rental Home permits and renewals issued."
  - a. Identify if any districts are 75% or more of the permitted limit of B&B or STRH allowed by ordinance and at what point do you stop taking permits?
  - b. Do you anticipate submitting a request to modify the numbers allowed for B&B or STRH's, besides Paia/Haiku?

**POLICE-**

1. Investigative Services Program, item 910422B, 6132, Professional services, page 15-25, \$150,000, increase is identified as "average of historical amts".
  - a. This explanation is vague, provide more detail about this increase?
2. Investigative Services Program, item 910042A, 5215, Premium Pay, pages 15-19 to 21, \$470,000 in premium pay.
  - a. Explain the purpose for premium pay, is it primarily used for training or are there other uses for this additional pay?
  - b. premium pay for uniform patrols and technical support services is over \$2 million, explain the purpose for use of premium pay?
3. Technical and Support Services, Police Cadets, page 15.62, 8 EP's, increase of \$200,000.
  - a. Provide an explanation of the duties of the cadets?
  - b. At what point, if any, will the cadets become part of the uniform patrol?

4. Motor Pool and Utility Police, item 910190B, 6143, Repairs and Maintenance, page 15-73, \$100,000, for “average of historical amts,” this explanation is vague.
  - a. Provide more information and purpose of this increase in appropriation?
5. Equipment, Motor Pool and Utility, item 910190C, page 15-77 and 78, requesting 18 replacement vehicles.
  - a. What happens to the old vehicles, does county receive compensation for s trade ins, and what happens to the equipment in the old vehicles?

**PROSECUTING ATTORNEY-**

Special Needs Advocacy Program, Page 16-25, 196835, 6129

- a. What type of service(s) will you be providing with the proposed increase of \$285,586?
- b. Please provide a detailed description and implementation.

**PUBLIC WORKS-**

1. Engineering Program, 916124B, 6129, Other Services, page 17-13, \$100,000 increase, the explanation for the increase is “anticipated expenditures”, is vague
  - a. Provide more detail for the increase in this item?
2. Engineering Program, 916124B, 6132, Professional Services, page 17-14, \$750,000 reduction.
  - a. Provide an explanation of the MS4 Program and why it’s being moved to Special Maintenance?
3. Special Maintenance Program, PW-066, page 17-20, Pavement Preservation, personnel.
  - a. Why is it necessary to transfer these positions Road, Bridge and Drainage Maintenance?
  - b. Are there additional costs associated with transferring these positions?
4. Road Maintenance Makawao, Code 916536B, pages 17-65-66.
  - a. Provide an assessment of roads requiring repair, which have been prioritized for improvements in the Paia, Haiku and Makawao areas.
  - b. Highlight road repairs that are not included in the FY2020 Budget proposal.
5. Road, Bridge and Drainage Program, item 916544C, Equipment, D-8 Dozer, page 17-72. The Lahaina division only has one dozer, which is vital to fighting brush fire.
  - a. Can you explain why this item was not included in the budget proposal?

**DEPARTMENT OF TRANSPORTATION-**

1. Bus Replacement Grant, item 917737B, 6317, page 18-5, \$570,000 increase.
  - a. Has the department pursue seeking bids for this program to try to bring down costs?
  - b. For this increase how many individuals/riders are being served by this contract.
  - c. What is the cost to the county per individual rider and what is the charge to the rider?
  
2. Para-Transit Service, code 917762B, 6160, page 18-13, \$114,912 increase.
  - a. Has the department pursue seeking bids for this program to try to bring down costs?
  - b. For this increase how many individuals/riders are being served by this contract.
  - c. What is the cost to the county per individual rider and what is the charge to the rider?

**DEPARTMENT OF WATER SUPPLY-**

1. Professional Services, Page 19-13, 953083B, 6132
  - a. You are proposing a \$2,000,000.00 increase in Meter Replacement Program Phase 1, Please provide information on the Replacement Program?
  - b. How often will you need to replace the meters?
  
2. DWS Field Operations, Page 19-44, 953307C, 7040
  - a. You are proposing to purchase a new crew cab, 4WD for \$85,000.00, Please provide the justification for this purchase.

**FY 2020 BUDGET ORDINANCE**

1. As it relates to the Budget Ordinance, page 46 - 47 of Appendix A-II, Special Purpose Revenues – Schedule of Revolving/Special Funds for Fiscal Year 2020, in regards to the open space fund, are item numbers 5 -8 duplicate entries to item numbers 1 – 4?