

ALAN M. ARAKAWA
Mayor



DAVID J. UNDERWOOD
Director

CYNTHIA M. RAZO-PORTER
Deputy Director

COUNTY OF MAUI
DEPARTMENT OF PERSONNEL SERVICES

200 S. HIGH STREET * WAILUKU, MAUI, HAWAII 96793-2155
PHONE (808) 270-7850 * FAX (808) 270-7969

Website: www.mauicounty.gov/departments/Personnel • Email: personnel.services@mauicounty.gov

March 20, 2018

OFFICE OF THE
COUNTY COUNCIL

2018 MAR 21 PM 4:13

RECEIVED

Mr. Sandy Baz
Budget Director, County of Maui
200 South High Street
Wailuku, Hawaii 96793

Honorable Alan M. Arakawa
Mayor, County of Maui
200 South High Street
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL
Alan Arakawa 3/20/18

Mayor Date

For Transmittal to:

Honorable G. Riki Hokama, Chair
Budget and Finance Committee
200 South High Street
Wailuku, Hawaii 96793

Dear Chair Hokama:

SUBJECT: FISCAL YEAR ("FY") 2019 BUDGET (BF-1)

We are in receipt of your communication BF-1, which requests:

"May I request a copy of the budget request from the Commission to be included in the Mayor's proposed budget for Fiscal Year 2019."

The operating budget request for the Department of Personnel Services was drafted by department staff and was discussed by the Commission at its November 1, 2017 meeting. The department has no capital budget, so no capital budget request was submitted. I have attached a copy of the Commission's November 1, 2017 meeting agenda for your reference.

As the actual budget request is rather lengthy, consisting of a number of spreadsheets and supporting documents, I have summarized the request below, including the FY2018 adopted amounts, any increases/decreases, any expansion requests, and the total requested for FY2019.

Honorable G. Riki Hokama
March 20, 2018
Page 2

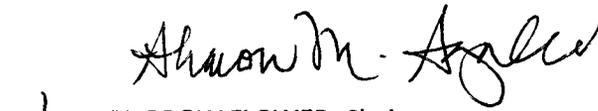
DPS 2018 Budget Summary

	FY2018 Adopted	Continuation Inc/(Dec)	FY 2019 Expansion Increase	Proposed
Regular Wages	1,290,030	32,021		1,322,051
Premium Pay	13,000	37,000		50,000
Operations	339,040	30,300	80,000	449,340
Lease Equipment	7,800			7,800
	<u>1,649,870</u>	<u>99,321</u>	<u>80,000</u>	<u>1,829,191</u>

Total increase over 2018 adopted budget 179,321
Percentage increase over 2018 adopted budget 10.87%

I hope this addresses your questions. If you have any questions, please feel free to contact me at (808) 270-7850.

Sincerely,


YARROW FLOWER, Chair
Civil Service Commission

YF:du
Attachment

Council Chair
Mike White

Vice-Chair
Robert Carroll

Presiding Officer Pro Tempore
Stacy Crivello

Councilmembers
Alika Atay
Elle Cochran
Don S. Guzman
Riki Hokama
Kelly T. King
Yuki Lei K. Sugimura



COUNTY COUNCIL
COUNTY OF MAUI
200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.MauiCounty.us

March 12, 2018

Ms. Yarrow Flower, Chair
Civil Service Commission
County of Maui
Wailuku, Hawaii 96793

Dear Ms. Flower:

SUBJECT: **FISCAL YEAR ("FY") 2019 BUDGET (BF-1)** PS

Pursuant to Section 8-9.4(2) of the Revised Charter of the County of Maui (1983), as amended, the Civil Service Commission shall "Request an annual appropriation for the operation of the department."

May I request a copy of the budget request from the Commission to be included in the Mayor's proposed budget for FY 2019.

May I further request that you transmit your response **no later than March 28, 2018**, to enable the Committee to comprehensively review the FY 2019 Budget.

To ensure efficient processing, please duplicate the coding in the subject line above for easy reference.

Thank you for your attention to this request. Should you have any questions, please contact me or the Committee staff (Michele Yoshimura at ext. 7663 or Yvette Bouthillier at ext. 7758) at your earliest convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Riki Hokama".

RIKI HOKAMA, Chair
Budget and Finance Committee

CIVIL SERVICE COMMISSION
COUNTY OF MAUI
200 South High Street
Wailuku, Hawaii 96793

RECEIVED

2017 OCT 25 PM 12:23

OFFICE OF THE
COUNTY CLERK

PUBLIC NOTICE OF MEETING

COMMISSIONERS:

Yarrow L. Flower
(Makawao)
Chair

Alice L. Lee
(Wailuku)
Vice-Chair

Linda K. Fujitani
(Kula)

Patrice Matsumoto
(Kahului)

Sharon M. Suzuki
(Wailuku)

Pursuant to Chapter 92, Hawaii Revised Statutes, NOTICE IS
HEREBY GIVEN by the Civil Service Commission of the
County of Maui, State of Hawaii, of its regular meeting
scheduled for:

DATE: November 1, 2017

TIME: 9:00 a.m.

PLACE: Department of Personnel Services
Conference Room 629
Kalana O Maui (County Building)
200 South High Street
Wailuku, Hawaii 96793

AGENDA ITEMS ARE SUBJECT TO CANCELLATION. For a confirmation of the meeting date and time, please contact commission staff at the Department of Personnel Services.

ORAL OR WRITTEN TESTIMONY on any agenda item will be accepted prior to the discussion of each agenda item. If written testimony is submitted at the meeting, eight copies are requested.

INDIVIDUALS PLANNING TO ATTEND THE MEETING who have special needs or require an accommodation that would assist in their successful participation in the meeting, *i.e.*, large print, taped materials, sign language interpreter, accessible parking, etc. should call the Department of Personnel Services at least two working days in advance.

DOCUMENTS ON FILE WITH THE COMMISSION, which may include correspondence relating to the agenda items below, may be inspected prior to the meeting date. Photocopies may be ordered, subject to charges imposed by law (Maui County Code, Section 2.64.010). Contact the Department of Personnel Services to make arrangements for inspection or photocopying of documents.

AGENDA

1. CALL TO ORDER

- 2. PUBLIC TESTIMONY
- 3. APPROVAL OF MINUTES – October 4, 2017 Meeting
- 4. NEW BUSINESS:
 - A. Annual Report of the activities and operations of the Civil Service Commission and Department of Personnel Services for the fiscal year period July 1, 2016 through June 30, 2017.
- 5. DIRECTOR’S MONTHLY REPORT
 - A. HR and Payroll Systems Update
 - B. Update on Collective Bargaining:
 - (1) UPW Bargaining Unit 01 (blue collar employees)
 - (2) HGEA Bargaining Unit 02 (blue collar supervisors), BU 03 (white collar non-supervisory employees), BU 04 (white collar supervisors), BU 13 (professional and scientific employees), and BU 14 (county water safety officers and state law enforcement officers)
 - (3) HFFA Bargaining Unit 11 (fire fighters)
 - (4) SHOPO Bargaining Unit 12 (police officers)
 - C. Vacant Positions Report – September 21, 2017
 - D. DPS Performance Measures – 1st Quarter ended September 30, 2017
 - E. Update on Training Academy for Departmental Personnel Officers
 - F. Fiscal Year 2018-2019 Budget Preparation
- 5. SCHEDULE NEXT MEETING DATE & DISCUSS NEXT MEETING BUSINESS
 - A. Next meeting – December 6, 2017
- 6. ADJOURN

ADJOURN REGULAR MEETING UNDER THE SUNSHINE LAW AND MOVE INTO AN ADJUDICATORY MEETING OF THE COMMISSION PURSUANT TO SECTION 92-6, HAWAII REVISED STATUTES, AND SECTIONS 11-102-6 AND 11-102-39, RULES OF THE CIVIL SERVICE COMMISSION. The adjudicatory meeting will be closed to the public. HRS 92-6.

* * * *

I HEREBY CERTIFY that this notice was filed in the Office of the County Clerk of the County of Maui at least six calendar days prior to the time and date of the forthcoming meeting; and FURTHER CERTIFY that the notice was filed in the office of the Department of Personnel

Services of the County of Maui which is the office of the Civil Service Commission of the County of Maui, and posted on the bulletin boards of the Department of Personnel Services on the sixth floor of the County Building (Kalana O Maui) at 12:23 P.M. on this 25th day of October, which is at least six calendar days prior to the date and time of the forthcoming meeting.

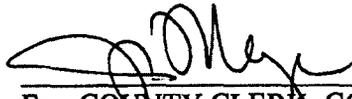
Any inquiries, contact commission staff at the office of the Department of Personnel Services, County of Maui, 200 South High Street, Room 623, Wailuku, Hawaii, during office hours from 7:45 a.m. to 4:30 p.m., Monday through Friday, except on holidays, by phone at: 270-7850, fax: 270-7969 or e-mail: personnel.services@co.maui.hi.us. Molokai residents may call toll-free at 1-800-272-0117; Lanai residents: call 1-800-272-0125.

CIVIL SERVICE COMMISSION
COUNTY OF MAUI

By 

David J. Underwood
Director of Personnel Services

Received and filed in the Office of the County
Clerk of the County of Maui at 12:23 P.M.
on this 25th day of October, 2017



For: COUNTY CLERK, COUNTY OF MAUI

**DEPARTMENT COVER SHEET
FOR DOCUMENTS TO MAYOR**

RECEIVED

2018 MAR 20 PM 4: 06

CONTACT PERSON: David Underwood

OFFICE OF THE MAYOR 18

DEPARTMENT: Personnel Services

SUBJECT/BRIEF DESCRIPTION: Response letter to Riki Hokama, Budget & Finance Committee Chair, re
Fiscal Year ("FY") 2019 Budget (BF-1).

DATE ACTION REQUIRED BY: March 26, 2018

ACTION REQUIRED BY MAYOR:

SIGNATURE NOTARY APPROVAL REVIEW/COMMENT OTHER

Approved for transmittal.

REASONS FOR REQUESTED ACTION:

Responding to B&F Chair Hokama's letter (see attached) requesting a copy of the budget request from the Commission to
be included in the Mayor's proposed budget for Fiscal Year 2019.

MAYOR'S OFFICE – WHEN COMPLETED, RETURN:

BACK TO THE DEPARTMENT OTHER

Please forward to B&F Chair Hokama. Provide copies to Mayor & Budget Director . Return a copy of only DPS' letter showing Mayor or MD's signature.