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Director of Council Services
Traci N. T. Fujita, Esq.

Deputy Director of Council Services
David M. Raatz, Jr., Esq.

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

March 23, 2023

Ms. Traci Fujita, Director
Office of Council Services
County of Maui
Wailuku, Hawaii 96793

Dear Ms. Fujita:

SUBJECT: **FISCAL YEAR ("FY") 2024 BUDGET** (BFED-1) (OCS-1)

May I please request you submit your answers to the following questions by **March 31, 2023**. This will enable the Committee to comprehensively review the FY 2024 Budget.

1. Please outline the major changes in your Department's budget from FY 2023 to FY 2024. If the budget will decrease, how will this impact the Department's operations and the Department's ability to service the public?
2. How many vacant positions currently exist within the Department?
 - a. Please include the job titles for the vacant positions and how long they have been vacant.
 - b. What is the timeline for filling these vacancies?
 - c. Would there be any consequences for removing funding for these vacant positions from the FY 2024 Budget?
3. If your Department had expansion positions in the FY 2023 Budget, how many of those positions were filled? If they have not been filled, are they included in the FY 2024 Budget, and for how many months of funding?

4. If your Department is proposing expansion positions in the FY 2024 Budget, how do you plan to fill those positions?
5. How many positions were filled in FY 2023 that were not expansion positions?
6. In what ways did the 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 overtime has been paid to date in FY 2023 and what was the reason for these costs?
 - 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 2023 will increase or decrease and what are the reasons for your assumption?
8. If your Department had Capital Improvement Projects ("CIPs") in FY 2023:
 - a. Provide the current status of each project.
 - b. Provide information on how much funding has been encumbered or expended to date for each project.
9. If your Department has CIPs for FY 2024:
 - a. Rank your proposed CIPs, by priority.
 - b. Will the CIP funding included in the FY 2024 Budget be encumbered by June 30, 2024? If not, how much do you anticipate will be encumbered by June 30, 2024?
10. Please provide details on your Department's carryover savings that were included in the FY 2024 Budget.
11. What are your top three priorities for FY 2024 and how does your Department budget reflect that?

Ms. Traci Fujita
March 23, 2023
Page 3

12. Did the Department apply for any grant funding in FY 2023? If yes, how much was received?
13. How much has the Department spent on professional services in FY 2023 and what projects and consultants were funded under this line item?

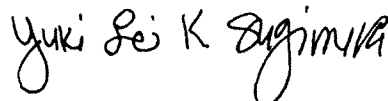
The Department is scheduled to present on April 17, 2023. The schedule is subject to change and staff will reach out if there are any changes to the schedule.

Please be prepared to provide a ten-minute presentation on an overview of the changes in your Department's budget from FY 2023 to FY 2024, 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 (Lesley Milner at ext. 7886, 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:2024bgt:230323altr01:ljam

cc: Mayor Richard T. Bissen, Jr.
Budget Director

BFED Committee

From: BFED Committee
Sent: Friday, March 24, 2023 10:32 AM
To: Traci N. T. Fujita
Cc: BFED Committee; David M. Raatz; Shelly K. Espeleta; Tammy Frias; Marlene K. Rebugio; Michelle Santos; Zeke Kalua; Maria Zielinski; Kristina Cabbat; Desiree Echallas; Janina Agapay
Subject: PLEASE READ attached letter re: FISCAL YEAR ("FY") 2024 BUDGET (BFED 1) (OCS-1)
Attachments: OCS-1.pdf

Ms. Fujita: Please refer to the attached letter from the Budget, Finance, and Economic Development (BFED) Committee Chair, dated 3/23/2023.

Mayor's Office (attention: Michelle Santos and Zeke Kalua): Please forward the attached letter to Mayor Bissen for his information.

Ms. Zielinski: FYI

Thank you,
Yvette Bouthillier, Secretary
BFED Committee

March 30, 2023

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

F R O M: Traci N. T. Fujita, Director *tn tf*
Office of Council Services

SUBJECT: **FISCAL YEAR (“FY”) 2024 BUDGET** (BFED-1) (OCS-1)

The following are responses to the questions presented in the March 23, 2023 memorandum from the Chair of the Budget, Finance, and Economic Development Committee:

1. Please outline the major changes in your Department’s budget from FY 2023 to FY 2024. If the budget will decrease, how will this impact the Department’s operations and the Department’s ability to service the public?

The following are the major changes from the FY 2023 budget:

Salaries and Wages (Category “A”)

<i>Expansion positions</i>	<i>+188,281</i>
<i>Staff changes/increases</i>	<i>+191,666</i>
<i>Councilmember office account A increases</i>	<i>+199,186</i>

Operations and Equipment (Categories “B” and “C”)

<i>Add Zoom licenses</i>	<i>+12,000</i>
<i>Councilmember office account B/C increases</i>	<i>+17,030</i>
<i>Replace (21) Surface Pros for OCS staff</i>	<i>+53,760</i>
<i>Replace OCS minivan</i>	<i>+60,000</i>
<i>Add Councilmember office badge-access doors</i>	<i>+75,000</i>
<i>Increase OCS operating costs by 10%</i>	<i>+170,970</i>
<i>FY23 carryover savings for OCS renovations</i>	<i>+200,000</i>

The following are additional requests to our FY 2024 budget request:

<i>Sergeant at arms</i>	<i>+25,000</i>
<i>Legislative tracking software</i>	<i>+85,000</i>
<i>Scanning project</i>	<i>+250,000</i>

A budget decrease will have a negative impact on our operations. The extent of the impact will depend on how the budget will be decreased.

2. How many vacant positions currently exist within the Department?

a. Please include the job titles for the vacant positions and how long they have been vacant.

The Communications Specialist position has been vacant for 10 months, and one Legislative Analyst position has been vacant for 2 months.

b. What is the timeline for filling these vacancies?

We are currently recruiting for the Legislative Analyst position and it should be filled by April 30, 2023.

c. Would there be any consequences for removing funding for these vacant positions from the FY 2024 Budget?

Yes, the Legislative Analyst position is scheduled to be filled by April 30, 2023.

3. If your Department had expansion positions in the FY 2023 Budget, how many of those positions were filled? If they have not been filled, are they included in the FY 2024 Budget, and for how many months of funding?

Two out of the two expansion positions were filled this year.

4. If your Department is proposing expansion positions in the FY 2024 Budget, how do you plan to fill those positions?

The Project Assignment Specialist and Legislative Attorney recruitments have started and are anticipated to be filled at the beginning of FY 2024.

5. How many positions were filled in FY 2023 that were not expansion positions?

There were five non-expansion positions filled in FY 2023.

6. In what ways did the Department recruit to fill vacancies and what were the most effective methods for attracting candidates?

We used the standard recruitment process with DPS, posted on our website and social media accounts, and word of mouth. We also reached out to a few candidates from the County Clerk recruitment pool.

7. The following questions are related to overtime payments:

- a. How much overtime has been paid to date in FY 2023 and what was the reason for these costs?

To date, \$70,382 has been paid in overtime. All overtime must be justified and is usually due to meeting legal and procedural deadlines and staff making up for vacant position work.

- b. Were any of these overtime costs attributed to the number of vacant positions in your Department?

Yes.

- c. Do you anticipate that overtime costs in FY 2023 will increase or decrease and what are the reasons for your assumption?

We anticipate overtime costs to stay the same.

8. If your Department had Capital Improvement Projects ("CIPs") in FY 2023:

- a. Provide the current status of each project.

The OCS office renovations project began on Tuesday, March 28, 2023, and is estimated to be completed in October 2023.

- b. Provide information on how much funding has been encumbered or expended to date for each project.

The project fund has \$820,045 encumbered with \$0 expended to date.

9. If your Department has CIPs for FY 2024:

We do not anticipate any CIPs for FY 2024.

- a. Rank your proposed CIPs, by priority.
- b. Will the CIP funding included in the FY 2024 Budget be encumbered by June 30, 2024? If not, how much do you anticipate will be encumbered by June 30, 2024?

10. Please provide details on your Department's carryover savings that were included in the FY 2024 Budget.

We carried over \$200,000 in savings for the OCS office renovations project. We would also like to request an additional \$85,000 to be carried over for the legislative tracking software.

11. What are your top three priorities for FY 2024 and how does your Department budget reflect that?

Our top three priorities are retention of staff, recruitment of staff, and completion of the office renovation project.

12. Did the Department apply for any grant funding in FY 2023? If yes, how much was received?

No.

13. How much has the Department spent on professional services in FY 2023 and what projects and consultants were funded under this line item?

To date, we have expended \$168,166 in professional services which include the Akaku and Granicus contracts that are funded in this line item.

Please let me know if there are any other questions.

ocs:mgt:budget:FY2024:06CouncilBudgetSession:npk

cc: Council Chair Alice Lee
OCS Supervisors

BFED Committee

From: Nicole Kahinu
Sent: Friday, March 31, 2023 2:04 PM
To: BFED Committee
Cc: Alice L. Lee; OCS Supervisors
Subject: Responses to FISCAL YEAR ("FY") 2024 BUDGET (BFED 1) (OCS-1)
Attachments: Responses to BFED re FY24 Budget (OCS-1).pdf; OCS-1.pdf

Aloha BFED Committee,

Attached are the responses to your letter dated 3/23/23 (OCS-1).

Please let me know if you need anything else.

Mahalo,
Nicole
ext. 7759

From: BFED Committee <BFED.Committee@mauicounty.us>
Sent: Friday, March 24, 2023 10:32 AM
To: Traci N. T. Fujita <Traci.Fujita@mauicounty.us>
Cc: BFED Committee <BFED.Committee@mauicounty.us>; David M. Raatz <David.Raatz@mauicounty.us>; Shelly K. Espeleta <Shelly.Espeleta@mauicounty.us>; Tammy Frias <Tammy.Frias@mauicounty.us>; Marlene K. Rebugio <Marlene.Rebugio@mauicounty.us>; Michelle Santos <Michelle.Santos@co.maui.hi.us>; Zeke Kalua <Zeke.Kalua@co.maui.hi.us>; Maria Zielinski <Maria.E.Zielinski@co.maui.hi.us>; Kristina Cabbat <Kristina.Cabbat@co.maui.hi.us>; Desiree Echallas <Desiree.B.Echallas@co.maui.hi.us>; Janina Agapay <Janina.E.Agapay@co.maui.hi.us>
Subject: PLEASE READ attached letter re: FISCAL YEAR ("FY") 2024 BUDGET (BFED 1) (OCS-1)

Ms. Fujita: Please refer to the attached letter from the Budget, Finance, and Economic Development (BFED) Committee Chair, dated 3/23/2023.

Mayor's Office (attention: Michelle Santos and Zeke Kalua): Please forward the attached letter to Mayor Bissen for his information.

Ms. Zielinski: FYI

Thank you,
Yvette Bouthillier, Secretary
BFED Committee