# COUNTY COUNCIL 

COUNTY OF MAUI
200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.MauiCounty.us
March 23, 2023

Mr. Leo Caires, Chief of Staff
Office of the Mayor
County of Maui
Wailuku, Hawaii 96793
Dear Mr. Caires:

## SUBJECT: FISCAL YEAR ("FY") 2024 BUDGET (BFED-1) (OM-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?

Mr. Leo Caires

March 23, 2023
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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?

Mr. Leo Caires
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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 18, 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
- KIPs
- 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

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## BFED Committee

| From: | BFED Committee |
| :--- | :--- |
| Sent: | Friday, March 24, 2023 10:38 AM |
| To: | Leo Caires |
| Cc: | BFED Committee; Michelle Santos; Zeke Kalua; Maria Zielinski; Kristina Cabbat; Desiree |
|  | Echalas; Janina Agapay |
| Subject: | PLEASE READ attached letter re: FISCAL YEAR ("FY") 2024 BUDGET (BFED 1) (OM-1) |
| Attachments: | OM-1.pdf |

Mr. Caires: 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

RICHARD T. BISSEN, JR. Mayor

## KEKUHAUPIO R. AKANA

Managing Director

OFFICE OF THE MAYOR
COUNTY OF MAUI 200 SOUTH HIGH STREET
WAILUKU, MAUI, HAWAI‘I 96793
www.mauicounty.gov

March 30, 2023

Honorable Richard T. Bissen, Jr.
Mayor, County of Maui 200 South High Street Wailuku, Hawaii 96793

For Transmittal to:


Honorable Yuki Lei K. Sugimura, Chair
and Members of the Maui County Council
200 South High Street
Wailuku, Hawaii 96793
Dear Chair Sugimura:

## SUBJECT: FISCAL YEAR ("FY") 2024 BUDGET (BFED-1) (OM-1)

Pursuant to your correspondence dated March 23, 2023, the following are responses to your questions.

1. Please outline the major changes in your Department's budget from FY 2023 to FY2024. If the budget will decrease, how will this impact the Department's operations and the Department's ability to service the public?

Overall, the FY 2024 budget for Office of the Mayor will decrease by $\$ 12.5$ million primarily attributable to the transfer of agriculture-related County subsidies to the Department of Agriculture in the Office of Economic Development (OED). Likewise, there was a reduction of $\$ 4.3$ million in designated Open Space (Land).

Wages and Salaries have included five (5) expansion positions: Innovation Officer, Economic Development Specialist I, Grant Coordinator, East Maui Water Authority Director, and East Maui Water Authority Secretary.

Yuki Lei K. Sugimura, Chair
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Since all relevant agriculture County subsidies have been transferred to the Department of Agriculture, there will be no reduction in service or operations.
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.

Please see attachment
(b) What is the timeline for filling these vacancies?

Please see attachment
(c) Would there be any consequences for removing funding for these vacant positions from the FY 2024 Budget?

Yes, they are all critical to operations. We are actively recruiting.
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?

No expansion positions in FY 2023 Budget
4. If your Department is proposing expansion positions in the FY 2024 Budget, how do you plan to fill those positions?

Our FY 2024 budget provides for a multi-pronged recruitment initiative in addition to the "traditional" recruitment process.
5. How many positions were filled in FY 2023 that were not expansion positions?

None
6. In what ways did the Department recruit to fill vacancies and what were the most effective methods for attracting candidates?

Since this relates to a previous administration we are unable to accurately respond.
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?

A total of $\$ 13,087$ was paid to date in FY 2023 for overtime. The overtime was primarily attributable the Budget office. Given the time sensitivity of completing the budget within a specific amount of time, overtime during this period is necessary. The Budget office has also been short-staffed.
(b) Were any of these overtime costs attributed to the number of vacant positions in your Department?

Partly but the nature of the budget process would necessitate staff working overtime.
(c) Do you anticipate that overtime costs in FY 2023 will increase or decrease and what are the reasons for your assumption?

For the remainder of FY 2023 we would anticipate somewhat lower overtime costs in the Budget office in particular.
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.

Office of Mayor did not have any CIP projects for FY 2023
9. If your Department has CIPs for FY 2024:
(a) Rank your proposed CIPs, by priority.

We only have one CIP - Kula Agricultural Park Phase 1 Expansion Upcountry Maui Ag Park. We view this as a high priority as we are anticipating matching funding from the State of Hawaii Department of Agriculture.
(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?

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March 30, 2023
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While we anticipate that funding for the project will be encumbered by June 30, 2024 the only caveat is that the $\$ 10$ million in State of Hawaii matching funds will need to be in the same fiscal year.
10. Please provide details on your Department's carryover savings that were included in the FY 2024 Budget.

The carryover savings included in the FY 2024 Proposed Budget is from the unrestricted fund balance for FY 2022 reflected in the County's Annual Comprehensive Financial Report (ACFR). Any carryover savings from FY 2023 will be recognized in the FY 2025 Budget.
11. What are your top three priorities for FY 2024 and how does your Department budget reflect that?
(1) Strive to increase collaboration and communication among all departments to ensure we maintain a well-informed Administration.
(2) Work with our out-facing stakeholders and the public to preserve strong communication and collaboration.
(3) Seek greater efficiencies in processes and procedures.

Our budget has provided for more robust communications, broadband and recruitment functionality. We believe these focal areas will enable the Office of Mayor to better serve the County staff and the public.
12. Did the Department apply for any grant funding in FY 2023? If yes, how much was received?

We received the following grant funding in FY 2023:

CDBG Program
USDA for Kula Ag
Workforce Innovation and Opportunity Act $1,358,676$
Total
$\$ 3,788,010$
13. How much has the Department spent on professional services in FY 2023 and what projects and consultants were funded under this line item?

A total of $\$ 300,896.50$ has been paid to date in FY 2023 to consultants. Consultancy costs are largely attributable to (1) engineering costs relating to climate change, resiliency and sustainability, (2) budget module maintenance fees, (3) film industry reimbursables, (4) Maui County Business

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Resource Center and (5) Molokai Kuhao Business Resource Center. Please see attachment for further details.

Should you have any questions, please contact me at ext. 8275.


Attachments

## VACANCY REPORT

Department: OFFICE OF THE MAYOR

| POSITION / LOCATION (Please indicate if expansion) | DATE OF VACANCY | REASONS FOR VACANCY | STATUS OF PERSONNEL ACTION | ANTICIPATED FILL DATE |
| :---: | :---: | :---: | :---: | :---: |
| P-29597 Executive Assistant I - Wailuku KOM 9th fl | 02/17/23 | Termination 02/17/23 | Recruiting, possible reallocation | 04/01/23 |
| P-26225 Budget Specialist III - Wailuku KOM 9th fl | 01/02/23 | Termination 01/02/23 | Recruiting | 04/01/23 |
| P-29707 Grants Specialist II - Wailuku KOM 9th fl | 01/02/23 | Termination 01/02/23 | Recruiting | 04/01/23 |
| P-26224 Administrative Assistant II - Wailuku OMP 3rd fl | 01/02/23 | Termination 01/02/23 | Recruiting | 04/01/23 |
| P-28892 Economic Development Specialist II Wailuku OMP 3rd fl | 01/02/23 | Termination 01/02/23 | Recruiting | 04/01/23 |
| P-26407 CDBG Program Specialist II - Wailuku KOM 9 th fl | 03/06/23 | Transfer out 03/06/23 | Recruiting | 04/01/23 |
|  |  |  |  |  |

## County of Maui

GT1010M: GL Multi-Year Transactions by Subobject and Index from 7/1/2022 to 6/30/2023


County of Maui
GT1010M: GL Multi-Year Transactions by Subobject and Index from 7/1/2022 to 6/30/2023


## County of Maui

GT1010M: GL Multi-Year Transactions by Subobject and Index from 7/1/2022 to 6/30/2023


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## County of Maui

GT1010M: GL Multi-Year Transactions by Subobject and Index from 7/1/2022 to 6/30/2023


## BFED Committee

| From: | Desiree Echalas [Desiree.B.Echalas@co.maui.hi.us](mailto:Desiree.B.Echalas@co.maui.hi.us) |
| :--- | :--- |
| Sent: | Friday, March 31, 2023 2:20 PM |
| To: | BFED Committee |
| Subject: | FY 2024 (BFED-1) (OM-1) |
| Attachments: | (BFED-1) (OM-1) Response.pdf |

Please see attached response (OM-1) from Office of the Mayor.

Mahalo,

Desiree Echalas
Budget Specialist
County of Maui
Office of the Mayor
Desiree.B.Echalas@co.maui.hi.us
Phone: (808) 270-8239


[^0]:    bfed:2024bgt:230323altr01:ljcm
    cc: Mayor Richard T. Bissen, Jr.
    Budget Director

