

Council Chair
Alice L. Lee

Vice-Chair
Yuki Lei K. Sugimura

Presiding Officer Pro Tempore
Tasha Kama

Councilmembers
Tom Cook
Gabe Johnson
Tamara Paltin
Keani N.W. Rawlins-Fernandez
Shane M. Sinenci
Nohelani U'u-Hodgins



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. Rogerene Arce, Director
Department of Agriculture
County of Maui
Wailuku, Hawaii 96793

Dear Ms. Arce:

SUBJECT: **FISCAL YEAR ("FY") 2024 BUDGET** (BFED-1) (AG-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. Rogerene Arce
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?

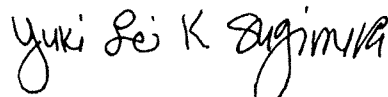
The Department is scheduled to present on April 5, 2023. The schedule is subject to change and staff will reach out if there are any changes to the schedule.

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:ljcm

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

BFED Committee

From: BFED Committee
Sent: Thursday, March 23, 2023 6:18 PM
To: Rogerene Arce
Cc: BFED Committee; Koa.Hewahewa@co.maui.hi; Kahea Ueshiro; Michelle Santos; Zeke Kalua; Maria Zielinski; Kristina Cabbat
Subject: PLEASE READ attached letter re: FISCAL YEAR ("FY") 2024 BUDGET (BFED-1) (AG-1)
Attachments: AG-1.pdf

Ms. Arce: 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

ROGERENE K.M. ARCE
Director

KOA HEWAHEWA
Deputy Director



DEPARTMENT OF AGRICULTURE
COUNTY OF MAUI
200 SOUTH HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.mauicounty.gov

March 30, 2023

APPROVED FOR TRANSMITTAL



Mayor 3/31/23
Date

Councilmember Yuki Lei K. Sugimura, Chair
Budget, Finance, and Economic Development Committee

Dear Councilmember Sugimura:

SUBJECT: FISCAL YEAR 2024 BUDGET, AGRICULTURE

The following are answers to the questions you requested for the Committee to make a comprehensive review of the Agriculture FY 2024 Budget.

Sincerely,



Rogerene K. M. Arce
Director of Agriculture

BFED FY 2024 Budget Explanation
Department of Agriculture

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?

Major changes:

- a. Salaries increased by 118% because of anticipated hiring of 1 FY 2023 vacant position (GMPS III) and 5 new FY 2024 expanded positions whose job descriptions and class are being created (Ag. Advocate, Food Access Coordinator, Ag. Waste & Resource Regeneration Specialist and Ag. Park Manager and Ag. Park Facilities Worker)
- b. County Grant subsidies increased by 1,635.2% because of the transfer of OED agriculture subsidies to Dept.
- c. Travel increased by 100% to include quarterly visits to Molokai and Lanai islands in addition to agricultural conferences and trainings for Department heads and staff
- d. Utilities increased by 25% probably because of additional employees on staff and leaving building and garage lights on overnight for security reasons

Budget decreases:

- a. Machinery and equipment decreased because a truck was purchased in FY 2023 leaving Remaining allocation (\$15,800) for other equipment are for workstations for new hires/expanded positions

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.

1 Grant Management Program Specialist III

- b. What is the timeline for filling these vacancies?

By June 30, 2023

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

Yes. New Grants Division is staffed with two and needs an additional GMPS to assist with administration of \$8.5 M of grant subsidies being transferred from OED and other grant funding that may be secured

3. If your Department had expansion positions in the FY 2023 Budget, how many of those positions were filled?

Funded EP's:

- o 3 EP with 12-months funding were filled (Director, Deputy Director, Private Secretary)
- o 2 EP with 10-months funding were filled (Grants Coordinator, Grants Mgt. Prog. Specialist III)
- o 1 EP with 6 months funding were filled (Admin. Assist. II reallocated from a GMPS)

Unfunded EP's:

- o 3 EP without funding with need to establish class not filled (Ag. Inspector, Ag. Ombudsman, Ag. Advocate)
- o 3 EP Council added without funding not filled (Food Access Coord., Waste & Resource Regeneration Spec., GMPS)

If they have not been filled, are they included in the FY 2024 Budget, and for how many months of funding?

Full year salaries are being requested for 6 unfunded EP's pending establishment of class/position (see #3)

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

Agriculture Park Facilities Worker (1) to support other equivalent staff

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?

Utilized DPS to advertise vacancies for Admin. Assistant II, Grants Coordinator and GMPS III while the Private Secretary was appointed

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?

\$370 was paid for Mayor's Office Manager who was providing occasional administrative assistance to the Department during the period of July 2022 to December 2022. There were only Director and Deputy Director on staff until December 27, 2022 when the Administrative Assistant II came on board/.

b. Were any of these overtime costs attributed to the number of vacant positions in your Department? No

c. Do you anticipate that overtime costs in FY 2023 will increase or decrease and what are the reasons for your assumption? Overtime costs are not anticipated because both Secretary and Admin. Assistant II are in place

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

a. Provide the current status of each project.

Department is receiving two CIP projects from OED

1. Status of UMAP (Upper Maui Agriculture Park) is requiring Department to make a decision on what development path to pursue. There are four options to consider and the Department is considering to pursue the "lease map" approach. Councilmember Sugimura requested \$10 million from the State and County of Maui will match \$10 M
2. Status of Booster Pump Relocation Project is needing funding for construction

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

1. Booster Pump Relocation Project

- a. \$1,397,438 encumbered for the 2 design contracts from the \$3.5 M.
- b. Unencumbered balance of \$2,102,562 was supposed to be used towards construction, but was insufficient for construction and supplemental funding of \$20 M is needed to proceed for construction. Councilmember Sugimura requested \$10 M from Rep. Nishimoto and Sen. Keith Agaran and Mayor Bissen committed to \$10 M.
 1. Also needed are additional design funds of \$750 K that Director Mahi put in a request for

9. If your Department has CIPs for FY 2024:

a. Rank your proposed CIPs, by priority.

First priority is the Booster Pump Relocation Project. While the land for UMAP is secured and in the planning stages of development into usable farm lots, funding for the relocation of the existing Kula Ag Park booster pumps is required to secure the non-potable water for UMAP.

Second priority is the UMAP (Upper Maui Agriculture Park). The expansion will provide 262 acres of additional farm land to stimulates economic growth, supports diversifying agriculture and increase food security of Maui County

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?

Yes, the \$750,000 will be encumbered by June 30, 2024 to comply with HRS 343 requirements and design for off-site water system improvements. \$7.4 M of County GB funding will be used for construction of the Booster Pump Relocation Project. The remaining County funding and State funding will be used for the construction of UMAP.

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?

Top three priorities are: Infrastructure, Education and Advocacy, Marketing and Distribution. We are seeking federal funding in grants and will

Infrastructure

\$2.5 M for Sustainable Molokai Food Hub land acquisition (\$1.3M) and capital improvements (\$1.2M)

Education and Advocacy

\$100 K to provide Good Agricultural Practices Training and Certification

\$100 K to provide Organic Farm Training and Certification

For Marketing and Distribution needs:

\$300 K for two components of the Lanai Food Security System Plan:

Small Farm Training

Farmers Market.

\$75 K for Maui Food Hub Vension to Market Plan

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?

1. Strategies 360 contracted to search for federal funding opportunities
 - a. \$72,000 first payment
 - b. Total contract \$370,000
2. Guild Consulting contracted to develop Strategic Plan
 - a. \$0 paid out
 - b. Total contract \$240,000

BFED Committee

From: Janina Agapay <Janina.E.Agapay@co.maui.hi.us>
Sent: Friday, March 31, 2023 3:43 PM
To: BFED Committee
Subject: FY 24 (BFED-1) (AG-1)
Attachments: FY24 (BFED-1)(AG-1).pdf

Aloha,

Please see attached signed letter for the FY 24 Budget (BFED-1) (AG-1)

Mahalo,

Janina Agapay

Budget Office
County of Maui
200 South High Street
Wailuku, Maui, HI 96793
Email: Janina.E.Agapay@co.maui.hi.us