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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. Kathleen Aoki, Director
Department of Planning
County of Maui
Wailuku, Hawaii 96793

Dear Ms. Aoki:

SUBJECT: **FISCAL YEAR ("FY") 2024 BUDGET** (BFED-1) (PL-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. Kathleen Aoki
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?

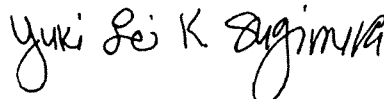
The Department is scheduled to present on April 14, 2023. The schedule is subject to change and staff will reach out if there are any changes to the schedule.

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 10:19 AM
To: kathleen.aoki@co.maui.hi.us
Cc: BFED Committee; garrett.e.smith@co.maui.hi.us; joy.paredes@co.maui.hi.us; 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) (PL-1)
Attachments: PL-1.pdf

Ms. Aoki: 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

KATHLEEN ROSS AOKI
Planning Director

GARRETT E. SMITH
Deputy Director



DEPARTMENT OF PLANNING
COUNTY OF MAUI
ONE MAIN PLAZA
2200 MAIN STREET, SUITE 315
WAILUKU, MAUI, HAWAII 96793

March 31, 2023

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

For Transmittal to:

Honorable Yuki Lei Sugimura, Chair
Budget, Finance, and Economic Development Committee
Maui County Council
200 South High Street
Wailuku, Hawaii 96793

Dear Chair Sugimura:

SUBJECT: FISCAL YEAR ("FY") 2024 BUDGET

Thank for your March 23, 2023 letter. We offer the following responses to your questions.

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 most significant change is an increase in salaries from \$5,151,441 in FY 2023 to \$5,679,179 for FY 2024. This increase accommodates increases pursuant to the Collective Bargaining Union Agreements as well as employee reallocations. We have also requested an increase in Equipment of \$200,525 to cover the replacement of three motor vehicles and the acquisition of two motor vehicles (for position expansions).

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

Seventeen

APPROVED FOR TRANSMITTAL

Mayor

Date

Honorable Richard T. Bissen Jr
For Transmittal to:
Honorable Yuki Lei Sugimura
March 31, 2023
Page 2

- 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.*
 - P-26539 Office Operations Assistant II (vacant since 7/16/22) - plan to fill ASAP, but no new applicants have applied
 - P-26493 Planner III (vacant since 10/1/22) - plan to fill by 5/1/23
 - P-26542 Planner IV (vacant since 11/1/22) - plan to fill ASAP, but no applicants have applied
 - P-26440 Planner IV (vacant since 11/1/22) - plan to fill ASAP, but no applicants have applied
 - P-26515 Planner V (vacant since 4/3/23) - plan to fill ASAP, but no new applicants have applied
 - P-26540 Planner V (vacant since 11/16/22) - plan to fill ASAP, but no new applicants have applied
 - P-28727 Planner V (reallocating to Planner I, vacant since 12/16/22) - plan to fill by 6/1/23
 - P-26459 GIS Analyst V (vacant since 1/16/23) - considering reallocation down, no new applicants
 - P-32560 Planner III (expansion since 10/24/22) – plan to fill ASAP; trying to abolish DPS Planner Test in hopes of qualifying more applicants
 - P-28567 Planning Program Manager (vacant since 1/2/23) - will post limited term (Director has return rights) by 7/1/23
 - P-29727 LU&BP Technician (vacant since 2/16/23) - considering reallocation up to LU&BP Examiner, plan to fill by 10/1/23
 - P-32523 Planner I (expansion since 10/3/22) - plan to fill ASAP; trying to abolish DPS Planner Test in hopes of qualifying more applicants
 - P-26476 Administrative Planning Officer (vacant since 1/2/23) - plan to fill ASAP pending interviews
 - P-28877 Secretary I (vacant since 1/2/23) - posted limited term (incumbent has return rights), plan to fill by 5/1/23
 - P-29899 Zoning Inspector I (vacant since 3/16/23) - plan to fill by 7/1/23
 - P-26475 Departmental Personnel Clerk (vacant since 10/1/22, reallocated up from an Office Ops II) - plan to fill ASAP, pending applicants
 - P-XXXXXX APO/Business Administrator I (expansion since 10/3/22) - working with DPS on how to allocate in the administration office

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

Yes. The Department is struggling with these vacancies to perform the functions and duties required by the Charter. We are delayed in processing permits and the public is frustrated as a result. The existing staff is overburden with excess workload which fosters internal frustration and low morale.

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

Three of six positions have been filled.

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

Yes, the remaining three positions are included in the budget. See details below:

- Planner III (P-32560) from FY22/23 that we are still in process of filling (lack of applicants); it is fully funded in FY24.
- Administrative Planning Officer from FY22/23 that we are still in process of filling; it is fully funded in FY24 as a Business Administrator I.
- Planner I (P-32523) from FY23 that we are still in process of filling; it is fully funded in FY24 as a Planner II.

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

We are not requesting any expansion positions.

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

We filled 20 positions 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?*

The Department recruited through the Department of Personnel Services which posts positions online and utilizes the County of Maui Facebook page as well. We also participated in an in-person job fair at Queen Kaahumanu Center. We recently looked into posting job opportunities on the American Planning Association's website (there is a fee). A mix of online and in-person recruitment has been garnering more applicants, though qualified applicants are scarce.

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, approximately 2,400 hours, or \$125,000 of overtime has been paid out in FY 2023.

Reasons include:

- Staff agreeing to work overtime to address the backlog of permits
- Implementation of MAPPS
- Staff being temporarily assigned to a vacancy and thus having to perform essentially two positions at the same time

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

Yes, as well as the implementation of the MAPPS program and attending evening board and commission meetings.

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

It is expected to remain the same. While we anticipate and hope that the vacancies will be filled, with new positions comes a significant amount of time to train new employees. Training new hires thus impacts the amount of time spent on performing regular

duties such as processing permits. There will also continue to be the backlog of assignments/permits that will take time to address.

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?*

Questions #8 and #9 are not applicable to the Department of Planning.

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?*

The Department's top three priorities are to fill vacancies, improve morale and address permit backlog. The Department's budget request addresses this by funding 100% of all positions, respective of collective bargaining increases and reallocations, and maintaining existing operational funding. With the filling of positions, we anticipate that morale will improve because the workload will be more widely distributed among staff. We also anticipate that the backlog will decrease given more staff to do the work, however this also dependent on the unknown number of permits to be submitted.

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

The Department applies for Coastal Zone Management funding with the State of Hawaii (State) consistently every year. Given the processing protocols by the State, which is subject to federal requirements for which these grant monies originate, the application and receipt of funds is delayed by at least a year.

- The Department received \$445,696 for FY 2021 in August 2023
- The Department recently billed the State for \$454,605 for FY 2022. We expect to receive these funds within the year (2023)
- The Department will bill the State for FY 2023 in early 2024

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, the Department has spent, encumbered and is in the process of encumbering the following:

General Fund

- Court reporter/mediation services (hearing officers): \$102,579.64
IDEPO, DPR Hawaii, Glenn Kosaka, Linden Joesting
- Wetlands Overlay mapping project: \$274,064.72
H.T. Harvey & Associates
- Central Maui Community Plan Update: \$356,980.00
Raimi+Associates
- Transient Vacation Rental enforcement: \$200,000.00
GovOS
- Community Plan/Promotion/Software: \$8,105.00

Revolving Fund – Special Management Area

- A Request For Proposal is being prepared to encumber funds of \$100,000 for consultant services for a feasibility study and design for Kanaio stream restoration (Maalaea).

Honorable Richard T. Bissen Jr
For Transmittal to:
Honorable Yuki Lei Sugimura
March 31, 2023
Page 7

Thank you for your attention and consideration. Should you have any questions or need additional information, please feel free to contact me.

Sincerely,

Kathleen Ross
Aoki

Digitally signed by Kathleen
Ross Aoki
Date: 2023.03.31 12:18:37
-10'00'

KATHLEEN ROSS AOKI
Planning Director

xc: Garrett Smith, Deputy Director (pdf)
Connie Gouveia, Administrative Officer (pdf)
Charmaine Rodrigues, Purchasing Specialist (pdf)

KRA:jlj

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**DEPARTMENT COVER SHEET
FOR DOCUMENTS TO MAYOR**

RECEIVED

CONTACT PERSON: Kathleen Aoki, Director

DATE: March 31, 2023

DEPARTMENT: Planning

OFFICE OF THE MAYOR

SUBJECT/BRIEF DESCRIPTION: For Mayor's Signature and transmitting to Council

FISCAL YEAR ("FY") 2024 BUDGET

DATE ACTION REQUIRED BY: asap

ACTION REQUIRED BY MAYOR:

☒ SIGNATURE ☐ NOTARY ☐ APPROVAL ☐ REVIEW/COMMENT ☒ OTHER

REASONS FOR REQUESTED ACTION:

Transmittal to Council

MAYOR'S OFFICE – WHEN COMPLETED, RETURN:

☐ BACK TO THE DEPARTMENT ☒ OTHER Please transmit to Council with a copy back to Planning.

Jay Paredes x 7750

BFED Committee

From: Janina Agapay <Janina.E.Agapay@co.maui.hi.us>
Sent: Monday, April 3, 2023 8:47 AM
To: BFED Committee
Subject: FY24 (BFED-1)(PL-1)
Attachments: FY24 (BFED-1)(PL-1).pdf

Aloha,

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