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

March 31, 2023

Ms. Moana M. Lutey, County Clerk
Office of the County Clerk
County of Maui
Wailuku, Hawaii 96793

Dear Ms. Lutey:

SUBJECT: **FISCAL YEAR ("FY") 2024 BUDGET** (BFED-1) (OCC-2)

May I please request you be prepared to answer the following questions at the BFED Committee meeting on **April 17, 2023**.^{*} This will enable the Committee to comprehensively review the FY 2024 Budget. Please also submit your answers to bfed.committee@mauicounty.us by the end of the day on **April 17, 2023**. **Date subject to change without notice.*

Overall

1. The program budget for the County Clerk shows grant revenue that was received in FY 2021, but no description was included. There is also no grant revenue reported for any fiscal years following FY 2021. If this was a "one-time" grant that was received three fiscal years ago, is there really any value in continuing to report this information? If there is the potential that this grant could reoccur, what steps are being taken to secure grant revenue? (Page 124, Program Budget) (TK)
2. The capital improvement program for the County Clerk includes a FY 2024 project (CBS-7893) to renovate the Clerk's office space in Kalana o Maui. The life of the improvements is identified as 20 years. Kalana o Maui was built in 1972 and the building is over 50 years old. Will these improvements last 20 years if the building becomes functionally deficient over its remaining years of life? These improvements may be worthwhile even if the County abandons Kalana o Maui within the next 10 years when it will be

approaching 60 years of life (typically the useful economic life of modern construction). Should the County Clerk consider a budget increase for professional services to examine the need for a new, secure building for the Elections Division since the risk to employees in the conduct of elections has increased as national politics are becoming more polarized? (Page 656, Program Budget/CIP) (TK)

3. What is the strategy to increase the number of affidavits on applications for voter registrations entered into the State Voter Registration System from 18,018 to 30,000 in FY 2024? (Page 119, Program Budget) (TP)
4. What is the strategy to increase the number of address confirmation cards in compliance with legal requirements from 94,087 in FY 2022 to 115,000 in FY 2024? (Page 119, Program Budget) (TP)
5. Why does the County Clerk pay for internet service for South and East Maui residency area offices rather than keep the internet service billing for all residency area offices together? (Page 123, Program Budget, 902015B-6129) (TP)
6. Is there a proposed appropriation to publish a new version of the County Charter that would incorporate the charter amendments and associated translation adopted in the last election? (TP)
7. In Key Activity Goal 1, item 1, the number of ordinances processed and uploaded to the County website has been reduced from the actual FY 2022 amount of 170, to an estimated FY 2023 amount of 100, and an estimated FY 2024 amount of 125. If the actual number is closer to FY 2022 amounts, do you have sufficient personnel to process and upload them in a timely manner? (Page 117, Budget Proposal) (SS)
8. In Key Activity Goal 1, the number of ordinances and resolutions passed in FY 2023 is estimated to be almost 50% less than the FY 2022 actual amount. If the actual number is much higher and closer to the FY 2022 amount, do you have sufficient staff to process them in a timely manner? (Page 117-118, Budget Proposal) (SS)
9. In Key Activity Goals, the estimated number of legislative documents provided to other agencies and the public is reduced by almost half from FY 2022 to FY 2023 and FY 2024. If the actual number is

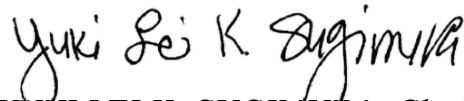
Ms. Moana M. Lutey
March 31, 2023
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much higher, do you have a contingency amount set aside in the event there is a special election? (Page 3-7, Budget Details) (YLS)

To ensure efficient processing, please include the relevant Committee item number in the subject line of your response.

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,

A handwritten signature in black ink that reads "Yuki Lei K. Sugimura". The signature is written in a cursive, flowing style.

YUKI LEI K. SUGIMURA, Chair
Budget Finance, and Economic
Development Committee

bfed:2024bgt:230331aocc02:rkk

BFED Committee

From: BFED Committee
Sent: Friday, March 31, 2023 7:33 PM
To: Moana M. Lutey
Cc: BFED Committee; Richelle M. Thomson
Subject: PLEASE READ attached letter re: FISCAL YEAR ("FY") 2024 BUDGET (BFED 1) (OCC-2)
Attachments: 230331aocc02 (OCC-2).pdf

Ms. Lutey: Please refer to the attached letter from the Budget, Finance, and Economic Development (BFED) Committee Chair, dated .

Thank you,
Yvette Bouthillier, Secretary
BFED Committee

MOANA M. LUTEY
County Clerk




RICHELLE M. THOMSON
Deputy County Clerk

OFFICE OF THE COUNTY CLERK

COUNTY OF MAUI
200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.mauicounty.gov/county/clerk

April 4, 2023

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

FROM: Richelle M. Thomson, Deputy County Clerk 

RE: Fiscal Year 2024 Budget, Office of the County Clerk
(BFED-1) (OCC-2)

Dear Chair Sugimura and members of the BFED Committee:

Thank you for the opportunity to provide responses to the BFED Committee's questions dated March 31, 2023. For ease of reference, the questions are reprinted below.

1. The program budget for the County Clerk shows grant revenue that was received in FY 2021, but no description was included. There is also no grant revenue reported for any fiscal years following FY 2021. If this was a "one-time" grant that was received three fiscal years ago, is there really any value in continuing to report this information? If there is the potential that this grant could reoccur, what steps are being taken to secure grant revenue? (Page 124, Program Budget) (TK)

The Office of the County Clerk (OCC) previously received the following grant funding:

Center for Technology and Civic Life (116014) \$130,456
State Elections by Mail (106017) \$106,176
State Elections by Mail (116017) \$106,176
State CARES-HAVA (116015) \$12,544.36

The grants above were one-time opportunities, e.g., targeted to the State's move to mail-in ballots. While OCC remains open to seeking and obtaining future grant funding, there are no current opportunities to report.

2. The capital improvement program for the County Clerk includes a FY 2024 project (CBS-7893) to renovate the Clerk's office space in Kalana O Maui. The life of the improvements is identified as 20 years. Kalana O Maui was built in 1972 and the building is over 50 years old. Will these improvements last 20 years if the building becomes functionally deficient over its remaining years of life? These improvements may be worthwhile even if the County abandons Kalana O Maui within the next 10 years when it will be approaching 60 years of life (typically the useful economic life of modern construction). Should the County Clerk consider a budget increase for professional services to examine the need for a new, secure building for the Elections Division since the risk to employees in the conduct of elections has increased as national politics are becoming more polarized? (Page 656, Program Budget/CIP) (TK)

OCC has requested CIP funding to modify the existing office space on the 7th Floor of the Kalana O Maui building. The funding is intended to allow us to reconfigure the entry way to make use of an oversized hallway/entry area, as well as install public service windows similar to those of the Water Department. This would provide more privacy for the public as well as address safety and security concerns for employees. We believe these measures to be very important to implement as soon as feasibly possible, even if ultimately the County building is permanently closed.

In terms of a permanent, new home for the office, we are open to that possibility and will make inquiries with the Department of Finance on any potential existing buildings, or currently owned County property that could accommodate OCC's functions. One primary requirement is sufficient employee and public parking and access during elections.

OCC's Legislative Division interacts frequently with the Council and the Office of Council Services, so proximity remains important. Regarding office space for the Elections Division, ideally an office space would accommodate all hired employees during an election year (which adds up to 20 temporary workers), while still providing necessary space during the off-election years. Election operations include office space, ballot storage, counting center (overseen by the State Office of Elections), Voter

Service Centers, and warehouse space required for storage of equipment, supplies, and records.

3. What is the strategy to increase the number of affidavits on applications for voter registrations entered into the State Voter Registration System from 18,018 to 30,000 in FY 2024? (Page 119, Program Budget) (TP)

The primary strategy to increase the number of affidavits on applications for voter registrations entered into the State Voter Registration System from 18,018 to 30,000 in FY 2024 is through voter outreach and education. Additionally, when members of the public apply for State identification or driver's licenses, they have the opportunity to complete a voter registration application. The Department of Motor Vehicle (DMV) then forwards these voter registration applications. Each application is screened for completeness and processed. OCC receives an average of 50 applications daily, with that number swelling to approximately 200 per day leading up to elections.

4. What is the strategy to increase the number of address confirmation cards in compliance with legal requirements from 94,087 in FY 2022 to 115,000 in FY 2024? (Page 119, Program Budget) (TP)

The strategy to increase the number of address confirmation cards in compliance with legal requirements from 94,087 to 115,000 in FY 2024 is in line with the number of voter registration applications being received by the office (See Response to No. 3, above). Each registered voter receives an address confirmation card before the election to ensure the accuracy of voter rolls. This also provides voters the opportunity to update their voter record.

5. Why does the County Clerk pay for internet service for South and East Maui residency area offices rather than keep the internet service billing for all residency area offices together? (Page 123, Program Budget, 902015B-6129) (TP)

OCC pays for internet service for all district offices. Some are billed directly to OCC, while service for the newer offices (West, South, East

Maui) are billed to the Office of Council Services, which then transfers the invoice to OCC for payment.

6. Is there a proposed appropriation to publish a new version of the County Charter that would incorporate the charter amendments and associated translation adopted in the last election? (TP)

OCC has requested \$5,000 (90215B-6130) for printing and binding. The January 2023 edition of the Charter, which includes all amendments in effect as of January 2, 2023, is available in hard copy and online at <https://mauicounty.gov/DocumentCenter/View/139187/CHARTER---January-2023>.

Due both to the number of amendments that take effect July 1, 2023, and the additional “housekeeping” authority/duties given to the County Clerk under Section 5-3 of the Charter, we have completed a review of the Charter, which has been approved by the Department of the Corporation Counsel and which we will submit to the Council for review and approval shortly. The intention is to publish a July 2023 edition of the Charter that will include the amendments that take effect July 1 along with this office’s proposed editorial changes. Following Council’s approval, the intention is to translate the Charter into Hawaiian.

7. In Key Activity Goal 1, item 1, the number of ordinances processed and uploaded to the County website has been reduced from the actual FY 2022 amount of 170, to an estimated FY 2023 amount of 100, and an estimated FY 2024 amount of 125. If the actual number is closer to FY 2022 amounts, do you have sufficient personnel to process and upload them in a timely manner? (Page 117, Budget Proposal) (SS)

The total number of resolutions and ordinances varies from year to year and depends on the actions of Council and the administration. The short answer is that we do have sufficient current staff to handle these responsibilities.

One project that has increased the division’s workload, at least on a temporary basis, has been the keeping of various new logs (bills, resolutions, communications) as we work with OCS to transition to a

more comprehensive legislative records management system similar to that of Honolulu's legislative branch. We appreciate Council's and OCS's flexibility as we collectively work toward this goal.

The Legislative Division staff currently has one unfilled position (office operations assistant II). One job duty that takes a significant amount of staff time is the verbatim transcription of Council minutes. We have included a request for \$195,000 for professional services (902056B-6132) to outsource some/all of this task in keeping with the processes used by the Office of Council Services. Outsourcing transcription is necessary even with the addition of an operations assistant. We are exploring alternate methods of keeping minutes, in compliance with Section 92-9, Hawaii Revised Statutes, which does not require verbatim minutes.

8. In Key Activity Goal 1, the number of ordinances and resolutions passed in FY 2023 is estimated to be almost 50% less than the FY 2022 actual amount. If the actual number is much higher and closer to the FY 2022 amount, do you have sufficient staff to process them in a timely manner? (Page 117-118, Budget Proposal) (SS)

Please see response to Question No. 7.

9. In Key Activity Goals, the estimated number of legislative documents provided to other agencies and the public is reduced by almost half from FY 2022 to FY 2023 and FY 2024. If the actual number is much higher, do you have a contingency amount set aside in the event there is a special election? (Page 3-7, Budget Details) (YLS)

The office has consistently worked toward providing electronic access to the public and other agencies, which has reduced the number of records requests that require individual response. Additionally, we intend to update OCC's webpages to continue the effort to providing clear, accurate information and records access to the public.

Regarding the possibility of a special election, we have requested \$250,000 (902056B-6139).

BFED Committee

From: Richelle M. Thomson
Sent: Tuesday, April 4, 2023 2:43 PM
To: BFED Committee
Cc: Jordan Helle
Subject: FY 2024 Budget, Office of the County Clerk (BFED-1) (OCC-2)
Attachments: 2023-04-04 OCC responses re FY24 Budget BFED-1, OCC-2.pdf

Dear Chair Sugimura and members of the BFED Committee,

Attached please see responses to your questions dated March 31, 2023.

Best,
Richelle

Richelle M. Thomson
Deputy County Clerk
County of Maui
200 S. High St., Suite 708
Wailuku, Hawaii 96793
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