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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 31, 2023

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

Dear Ms. Fujita:

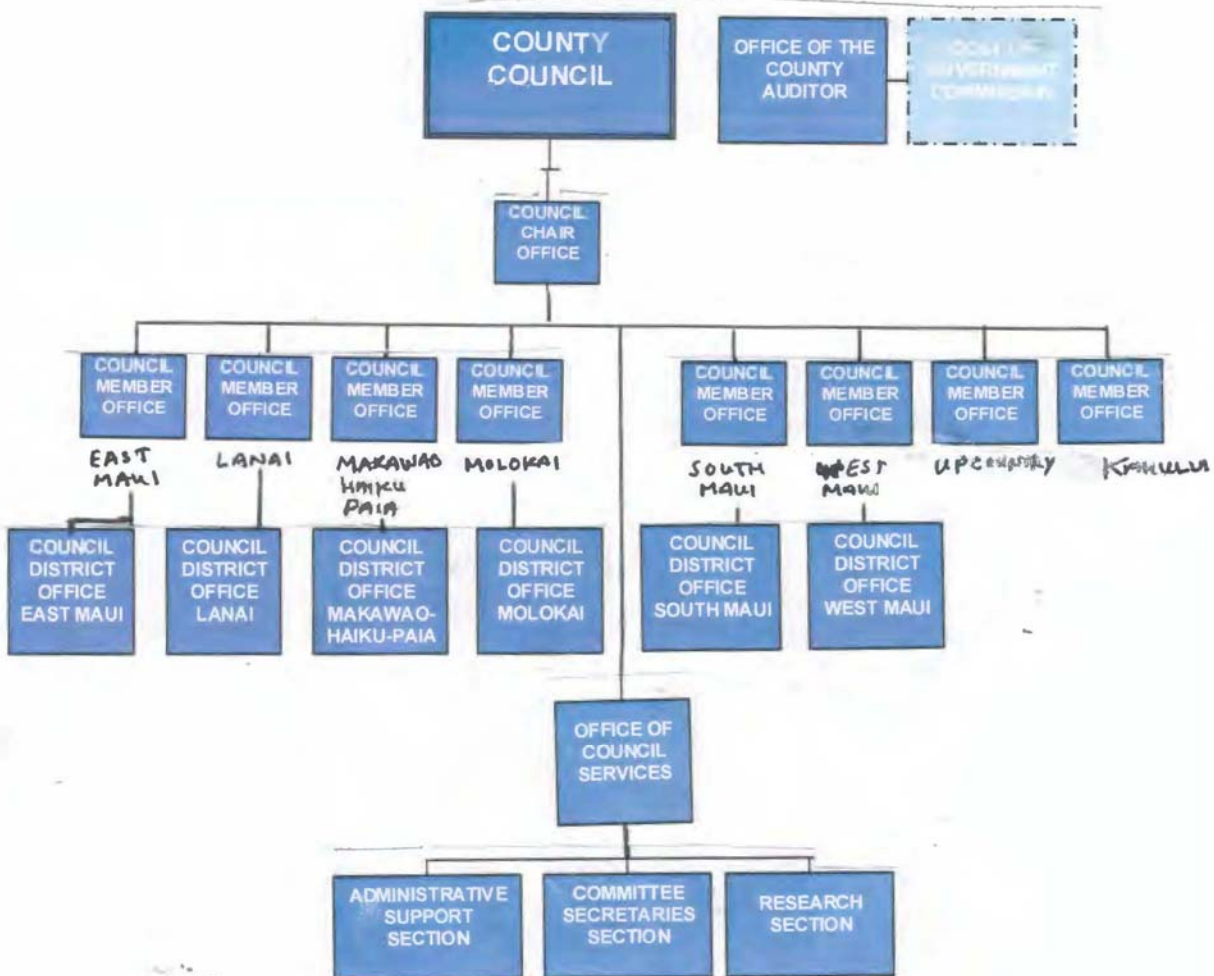
SUBJECT: **FISCAL YEAR ("FY") 2024 BUDGET** (BFED-1) (OCS-2)

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 following is a comment on the organizational chart shown in the budget. The organizational chart shown does not match the narrative in the OCS section of the Program Budget. The narrative describes Councilmembers as having responsibilities for the Residency Area Offices (RAO) (Page 129 – Program Budget), but the organizational chart indicates that the Council Chair is responsible for the RAOs (Page 125 – Program Budget). Please find below a mock-up of an organizational chart that may better reflect the budgetary relationships within the OCS. The mock-up shows that Councilmembers having RAOs are functionally linked to those Councilmembers. It also shows that the Council Chair has the budgetary authority over all aspects of OCS. (TK)

Revised Organization Chart



Salaries and Wages (Category "A")

1. Will OCS be ready to hire a Legislative Attorney and PAF Coordinator on July 1, 2023? (Page 4-3, Budget Details) (TP)
2. Is the Communication Specialist P-XX146 position already filled? (Page 4-4, Budget Details) (TP)
3. Please provide an overview of the job description and justification for a PAF Coordinator, position number P-00404. (Page 4-3, Budget Details) (NUH)

4. Please provide the justification for the Council Services Assistant, position number P-00470. Where will this workstation or desk be located? Are both the PAF Coordinator and Council Services Assistant full-time, permanent positions? (Page 4-3, Budget Details) (NUH)

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

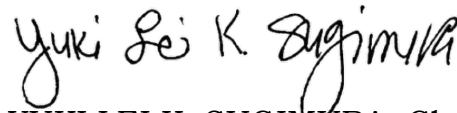
1. The following questions relate to the OCS van:
 - a. How often is the OCS van utilized and can you explain the necessity for replacing it in FY 2024? (Page 135, Budget Proposal) (GJ)
 - b. What type of vehicle is being considered as a replacement for the 2007 Ford Freestar Van? (Page 135, Program Budget) (Page 4-14, Budget Details, 901041C-7040) (TP) (NUH)
 - c. The manufacturer’s suggested retail price of a new Ford minivan is in the \$36,000 range. Please explain how you calculated the replacement cost at \$66,000. (Page 4-14, Budget Details) (NUH)
2. What was the outcome of the FAA lobbyist? Was one hired and were they able to suggest strategies for flight path alterations? (Page 133, Program Budget, 901042B-6132) (TP)
3. Who will control and program badge access to Councilmembers’ offices? The Department of Management usually programs badges and access throughout Kalana o Maui. Is OCS partnering with Management? (Page 134, Program Budget, 901041B-6129) (TP)
4. There is an expansion request in the amount of \$88,560 related to off-site document storage and Councilmember badge access for offices. How much of this is for off-site document storage? Will the badge access be programmed in-house or via a third-party vendor? If a third-party vendor is used, what are the additional costs associated with issuing and re-issuing lost or damaged badges? (Page 4-7, Budget Details) (NUH)
5. There is a \$34,650 request for Surface Pro replacements. How many Surface Pros are expected to be purchased with this amount and what models of Surface Pros will be purchased? (Page 4-14, Budget Details) (NUH)

Ms. Traci N.T. Fujita
March 31, 2023
Page 4

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:230331aocs02:rk

BFED Committee

From: BFED Committee
Sent: Friday, March 31, 2023 7:26 PM
To: Traci N. T. Fujita
Cc: BFED Committee
Subject: PLEASE READ attached letter re: FISCAL YEAR ("FY") 2024 BUDGET (BFED 1) (OCS-2). . .
Attachments: 230331aocs02 (OCS-2).pdf

Ms. Fujita: Please refer to the attached letter from the Budget, Finance, and Economic Development (BFED) Committee Chair, dated March 31, 2023.

Thank you,
Yvette Bouthillier, Secretary
BFED Committee

April 5, 2023

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

F R O M: Traci N. T. Fujita, Director ^{tntf}
Office of Council Services

SUBJECT: **FISCAL YEAR (“FY”) 2024 BUDGET** (BFED-1) (OCS-2)

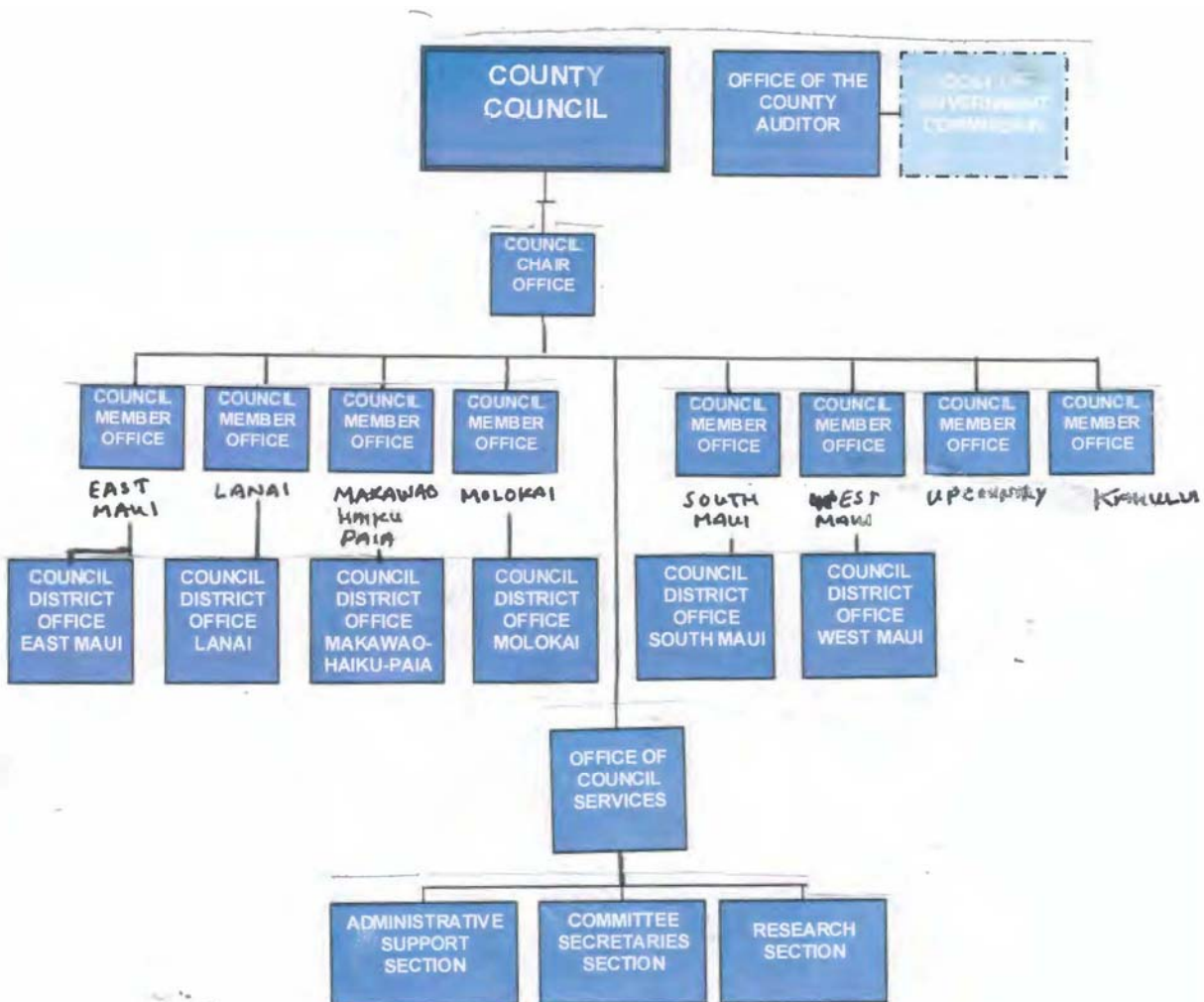
The following are responses to the questions presented in the March 31, 2023 memorandum from the Chair of the Budget, Finance, and Economic Development Committee:

Overall

1. The following is a comment on the organizational chart shown in the budget. The organizational chart shown does not match the narrative in the OCS section of the Program Budget. The narrative describes Councilmembers as having responsibilities for the Residency Area Offices (RAO) (Page 129 – Program Budget), but the organizational chart indicates that the Council Chair is responsible for the RAOs (Page 125 – Program Budget). Please find below a mock-up of an organizational chart that may better reflect the budgetary relationships within the OCS. The mock-up shows that Councilmembers having RAOs are functionally linked to those Councilmembers. It also shows that the Council Chair has the budgetary authority over all aspects of OCS. (TK)

The reason the Residency Area Offices (RAO) are under the Council Chair on the Organizational Chart is that the RAOs are a resource for all the Councilmembers. The past practice has been for the Council Chair to defer to the Councilmember to manage the RAO in their residency area. If the Organizational Chart was revised, as described below, it would place the RAO exclusively within the jurisdiction of the Councilmember and not the whole Council.

Revised Organization Chart



Salaries and Wages (Category "A")

1. Will OCS be ready to hire a Legislative Attorney and PAF Coordinator on July 1, 2023? (Page 4-3, Budget Details) (TP)

Yes, we are currently recruiting for both positions.

2. Is the Communication Specialist P-XX146 position already filled? (Page 4-4, Budget Details) (TP)

No.

3. Please provide an overview of the job description and justification for a PAF Coordinator, position number P-00404. (Page 4-3, Budget Details) (NUH)

Please see attached position description for the Project Assignment Specialist. The Project Assignment Specialist position is needed for the following reasons:

- *The number of Project Assignments continues to grow. As of April 4, 2023 there are 100 Project Assignments for this year. On April 4, 2022, there were 73 Project Assignments.*
- *This position would assist all sections within OCS:*
 - *Assist the Secretarial Section with processing outgoing Project Assignment documents.*
 - *Assist the Research Section staff with completing Project Assignments in a timely manner by keeping track of deadlines and following up with staff on the status of Project Assignments.*
 - *Assist the Support Section with incoming Project Assignment documents.*
 - *Assist with closing and archiving of Project Assignments.*

4. Please provide the justification for the Council Services Assistant, position number P-00470. Where will this workstation or desk be located? Are both the PAF Coordinator and Council Services Assistant full-time, permanent positions? (Page 4-3, Budget Details) (NUH)

The Council Services Assistant positions are currently part-time positions. The request is to make one of the positions into a full-time position. Prior to the Sunshine Law change, the Council Services Assistants would assist with public testimony at the beginning of the meeting only. Once the public testimony was done, they would return to the office to complete their other work. Now that testimony is taken throughout a meeting, they must remain at the meeting and cannot return to the office. This has led to a backlog in their work. The hope is that converting one of the positions to full-time would allow them to complete their work in a timely manner.

The person being considered for the full-time position is already working part-time and would continue using the workstation she is currently assigned to.

Yes, both the Project Assignment Specialist and one Council Services Assistant would be full-time positions appointed by the Council for two-year terms.

Operations and Equipment (Categories "B" and "C")

1. The following questions relate to the OCS van:
 - a. How often is the OCS van utilized and can you explain the necessity for replacing it in FY 2024? (Page 135, Budget Proposal) (GJ)

As of April 4, 2023, the minivan mileage is 59,660. Public Works recommends replacement of the minivan for the following reasons:

- *The County's replacement standard is 7 years or 100,000 miles. Our 2007 minivan is currently 16 years old.*
- *The total maintenance cost is \$11,317, which is a lot for a vehicle that originally cost \$23,000.*

- b. What type of vehicle is being considered as a replacement for the 2007 Ford Freestar Van? (Page 135, Program Budget) (Page 4-14, Budget Details, 901041C-7040) (TP) (NUH)

No specific vehicle type has been identified yet.

- c. The manufacturer's suggested retail price of a new Ford minivan is in the \$36,000 range. Please explain how you calculated the replacement cost at \$66,000. (Page 4-14, Budget Details) (NUH)

An internet search was conducted for pricing at various dealerships in 2022 and the price range was \$45,000 to \$55,000. Due to parts and production shortages since the Covid pandemic, dealerships mentioned prices continue to rise.

2. What was the outcome of the FAA lobbyist? Was one hired and were they able to suggest strategies for flight path alterations? (Page 133, Program Budget, 901042B-6132) (TP)

OCS worked with Councilmember Sinenci's office on drafting the Request for Proposals (RFP) to procure Professional Representation Services in Washington D.C. The RFP was never finalized.

3. Who will control and program badge access to Councilmembers' offices? The Department of Management usually programs badges and access throughout Kalana o Maui. Is OCS partnering with Management? (Page 134, Program Budget, 901041B-6129) (TP)

OCS works closely with the Loss Control Specialist in the Managing Director's office on any matters relating to the County's security badge system. Access to the Councilmember offices will be determined by each Councilmember.

4. There is an expansion request in the amount of \$88,560 related to off-site document storage and Councilmember badge access for offices. How much of this is for off-site document storage? Will the badge access be programmed in-house or via a third-party vendor? If a third-party vendor is used, what are the additional costs associated with issuing and re-issuing lost or damaged badges? (Page 4-7, Budget Details) (NUH)

The \$88,560 includes the following:

- | | |
|---|---------|
| • Off-site document storage | +4,500 |
| • Additional 10% increase | +9,060 |
| • Councilmember office badge-access doors | +75,000 |

The badge access will be programmed by the County's current vendor, Security Resources. The security system and badges are managed and funded by the Managing Director's office. Employees are not charged for lost or damaged badges.

5. There is a \$34,650 request for Surface Pro replacements. How many Surface Pros are expected to be purchased with this amount and

Fiscal Year (“FY”) 2024 Budget (BFED-1) (OCS-2)
April 5, 2023
Page 6

what models of Surface Pros will be purchased? (Page 4-14, Budget Details) (NUH)

The budget request for \$34,650 includes (21) Surface Pro replacements for the OCS staff. The Surface Pro 8 model will be purchased.

Please let me know if there are any other questions.

ocs:mgt:budget:FY2024:06CouncilBudgetSession:Responses to BFED (OCS-2):npk

Attachment

cc: Council Chair Alice Lee
OCS Supervisors

OFFICE OF COUNCIL SERVICES
County of Maui

CLOSING DATE: APRIL 28, 2023

WE'RE HIRING: PROJECT ASSIGNMENT SPECIALIST

The Office of Council Services is recruiting for a full-time Project Assignment Specialist.

Who We Are:

The Office of Council Services provides administrative services to the Council Chair, the Councilmembers' individual offices, and the Council's residency area offices.

In the County's legislative process, the role of OCS is to staff the County Council's committees and provide objective assistance to individual Councilmembers.

Staff Appointments:

The Project Assignment Specialist will be appointed by the Council for the 2023-2025 Council term by resolution and do not have permanent or civil service status. The term began at noon on January 2, 2023, and expires at noon on January 2, 2025. The Project Assignment Specialist may be reappointed by future Councils to additional terms.

POSITION DESCRIPTION

Duties and Responsibilities:

1. Prepare and assist with preparation of project assignments for Legislative Analysts, Legislative Attorneys, and other Office of Council Services staff.
2. Log assignments into database and update information in database.
3. Follow up on assignments to ensure deadlines are met.
4. Assist with transmittal of communications and documents for assignments.
5. Assist with receipt of communications and documents for assignments.
6. Close and archive assignments when completed.

Minimum Qualifications:

- Proficient in use of Microsoft Office Suite (Outlook, Word, and Excel), Adobe Acrobat, and video conferencing platforms (ie. Microsoft Teams, BlueJeans, Zoom, etc.).
- Ability to multitask.
- Ability to keep track of deadlines.

ocs:mgt:employee:job descriptions:project assignment specialist

- Ability to work independently.
- Strong organizational skills.
- Strong written and verbal communication skills.

Previous Knowledge and Experience Preferred:

- Work for the County of Maui.
- Work for a legislative body.

License Requirement:

Possession of a valid motor vehicle operator's license.

How to apply:

- Download the application form:
<http://mauicounty.us/wp-content/uploads/2020/02/Application-Form-Revised-6-29-2018.pdf>.
- Submit your completed application by e-mail to recruitment@mauicounty.us.
- Please complete all sections of the application.

If you have questions or need more information on this position, please contact the Office of Council Services at recruitment@mauicounty.us, or Traci Fujita, Director, at (808) 270-7838.

Compensation Range:

\$37,922 - \$60,776 annually, as established by Section 2.08.060, Maui County Code, depending on education and experience. The Council may assign staff to any step in the appropriate pay range.

Work Eligibility:

All persons seeking employment with the Office of Council Services shall be citizens, nationals, or permanent resident aliens of the United States or eligible under Federal law for unrestricted employment in the United States at the time of their application for employment and shall become residents of the State within 30 days after beginning their employment and as a condition of eligibility for continued employment. Applicants must provide evidence verifying citizenship or alien registration status and employment authorization in the United States at the time of application.

Nondiscrimination policy:

The Office of Council Services and the Maui County Council do not discriminate on the basis of race, sex, sexual orientation, age, religion, color, ancestry, national origin, disability, marital status, pregnancy, arrest and court record, assignment of child support, National Guard participation or any other basis covered by State or Federal laws governing nondiscrimination.

ocs:mgt:employee:job descriptions:project assignment specialist

BFED Committee

From: Nicole Kahinu
Sent: Wednesday, April 5, 2023 2:53 PM
To: BFED Committee
Cc: Alice L. Lee; OCS Supervisors
Subject: Responses to FISCAL YEAR ("FY") 2024 BUDGET (BFED 1) (OCS-2). . .
Attachments: Responses to BFED re FY24 Budget (OCS-2).pdf; 230331aocs02 (OCS-2).pdf

Aloha BFED Chair Sugimura,

Attached are the responses to your letter dated 3/31/23 (OCS-2).

Please let me know if you need anything else.

Mahalo,
Nicole
ext. 7759

From: BFED Committee <BFED.Committee@mauicounty.us>
Sent: Friday, March 31, 2023 7:26 PM
To: Traci N. T. Fujita <Traci.Fujita@mauicounty.us>
Cc: BFED Committee <BFED.Committee@mauicounty.us>
Subject: PLEASE READ attached letter re: FISCAL YEAR ("FY") 2024 BUDGET (BFED 1) (OCS-2). . .

Ms. Fujita: Please refer to the attached letter from the Budget, Finance, and Economic Development (BFED) Committee Chair, dated March 31, 2023.

Thank you,
Yvette Bouthillier, Secretary
BFED Committee