

EDB Committee

From: EDB Committee
Sent: Tuesday, March 31, 2020 5:04 PM
Cc: EA; EDB Committee; Shelly K. Espeleta; Chester D. Carson; Lesley J. Milner; Kasie M. Takayama; Richard E. Mitchell
Subject: Transmittal of summary reports on operational and budgetary review of County departments (EDB-1). . .
Attachments: summary reports (final) AH CAR EDB.pdf

Members: Regarding the above subject matter, transmitted are the following summary reports relating to Item EDB-1 on the Committee's agenda:

1. AH-32, Housing Division's FY 2020 Budget
2. CAR-10, Maui Emergency Management Agency's FY 2020 Budget
3. EDB-75(1), Department of Finance's FY 2020 Budget
4. EDB-75(2), Office of Economic Development's FY 2020 Budget
5. EDB-75(3), Community Development Block Grant Program FY 2020 Budget
6. EDB-75(4), Office of County Auditor's FY 2020 Budget
7. EDB-75(5), Department of Management's FY 2020 Budget
8. EDB-75(6), Office of the County Clerk's FY 2020 Budget
9. EDB-75(7), Office of Council Services' FY 2020 Budget
10. EDB-75(8), Office of the Mayor's FY 2020 Budget

Mahalo, Keani Rawlins-Fernandez, Chair
Economic Development and Budget Committee

March 27, 2020

MEMO TO: EDB-1 File

F R O M: Keani N.W. Rawlins-Fernandez, Chair
Economic Development and Budget Committee

Keani Rawlins-Fernandez

SUBJECT: **OPERATIONAL AND BUDGETARY REVIEW OF COUNTY DEPARTMENTS (DEPARTMENT OF FINANCE) (EDB-75(1))**

At its meeting of March 9, 2020, the Economic Development and Budget Committee conducted an operational and budgetary review of the Department's Fiscal Year ("FY") 2020 Budget. Attached is a copy of the Department's PowerPoint presentation and their response to a follow-up letter resulting from the Committee's discussion.

Following is a summary of questions by Committee members and answers by the Director of Finance:

1. Are the Limited Term Appointment ("LTA") positions that were included in the FY 2020 Budget still needed in FY 2021?

The additional LTA positions were needed to assist with the REAL ID program. The Department anticipates keeping four full-time positions and four half-time positions (one at each DMV location). The Department is monitoring the situation, which goes into effect on October 1, 2020, but is already anticipating being able to reduce a number of LTA positions for FY 2021.

2. Are all departments using the iNovah system?

The Department is working on getting larger departments and divisions such as Real Property Tax, Solid Waste, and Water Supply on iNovah. However, the Parks permitting system is on a current contract with Activenet. The end goal is for one website to pay all County-related functions.

3. How is the Department addressing overtime in the Accounts Program despite new positions and new technology (IFAS, Workday, etc.)? Why is overtime still high at 81 percent?

All overtime is being attributed to Workday implementation. The charges are to a designated account under Countywide Costs. Historically, overtime expenditures have been approximately 80 percent, according to a FY 2019 departmental report.

4. How many vacancies does the Department currently have? Are there any positions the County is able to save on because of electronic means the County has implemented such as kiosks for driver registration renewals?

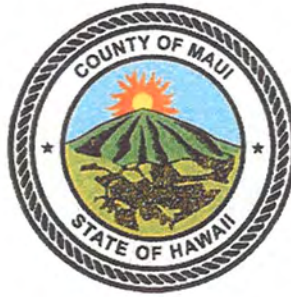
There are five vacancies in Real Property Tax and seven in the Driver's Motor Vehicle Licensing Program; however, the Department is actively recruiting to fill them. The Department is reviewing data from the use of kiosks and will need to evaluate them for cost savings. Although technology is taking the place of labor, the Department is not intending to cut positions.

5. Of the new expansion positions added in FY 2020, how many are still vacant?

Three of these positions are still vacant: Real Property Tax Manager in Administration Program, Revenue Manager in Treasury Program, and an Accountant III in Accounts Program.

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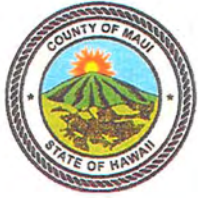
Attachment



Department of Finance FY 2020 Budget Update

March 9, 2020
EDB Committee Meeting

RECEIVED AT EDB MEETING ON 3-9-2020
(EDB-75(1)) Director of Finance



Department Summary

Vision:

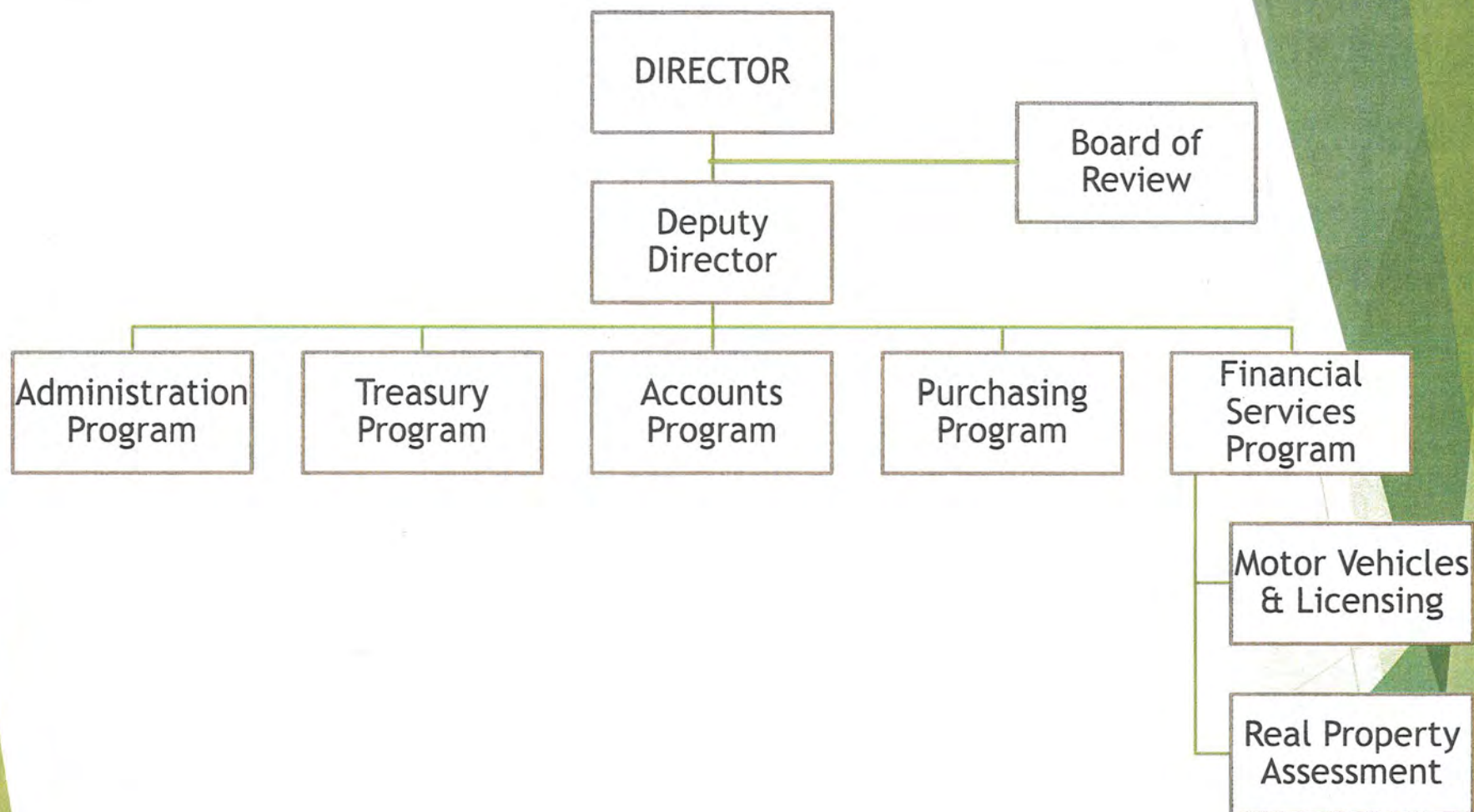
The Department of Finance is a model for good government by delivering excellence every day.

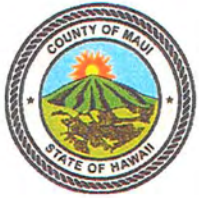
Mission:

- ▶ To preserve the County's strong financial position by creating and implementing responsible financial and service delivery strategies
- ▶ To effectively manage the County's financial resources and obligations and provide timely analyses, reports, and recommendations that ensure optimal economic solutions
- ▶ To deliver superior customer service in the purchasing, motor vehicle and licensing, and real property assessment and tax collection program areas



Organizational Chart

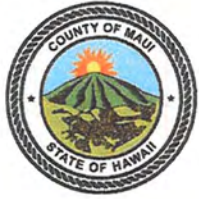




Budget Overview

Equivalent Personnel - General Fund

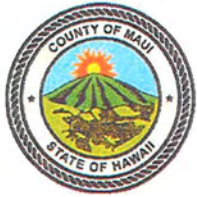
Program	FY 2019 Budget	FY 2020 Budget	Change
Administration	8.8	10.8	2.0
Accounts	18.0	20.0	2.0
Financial Services	99.7	106.7	7.0
Purchasing	7.0	7.0	0.0
Treasury	14.0	15.0	1.0
TOTAL	147.5	159.5	12.0



Budget Overview

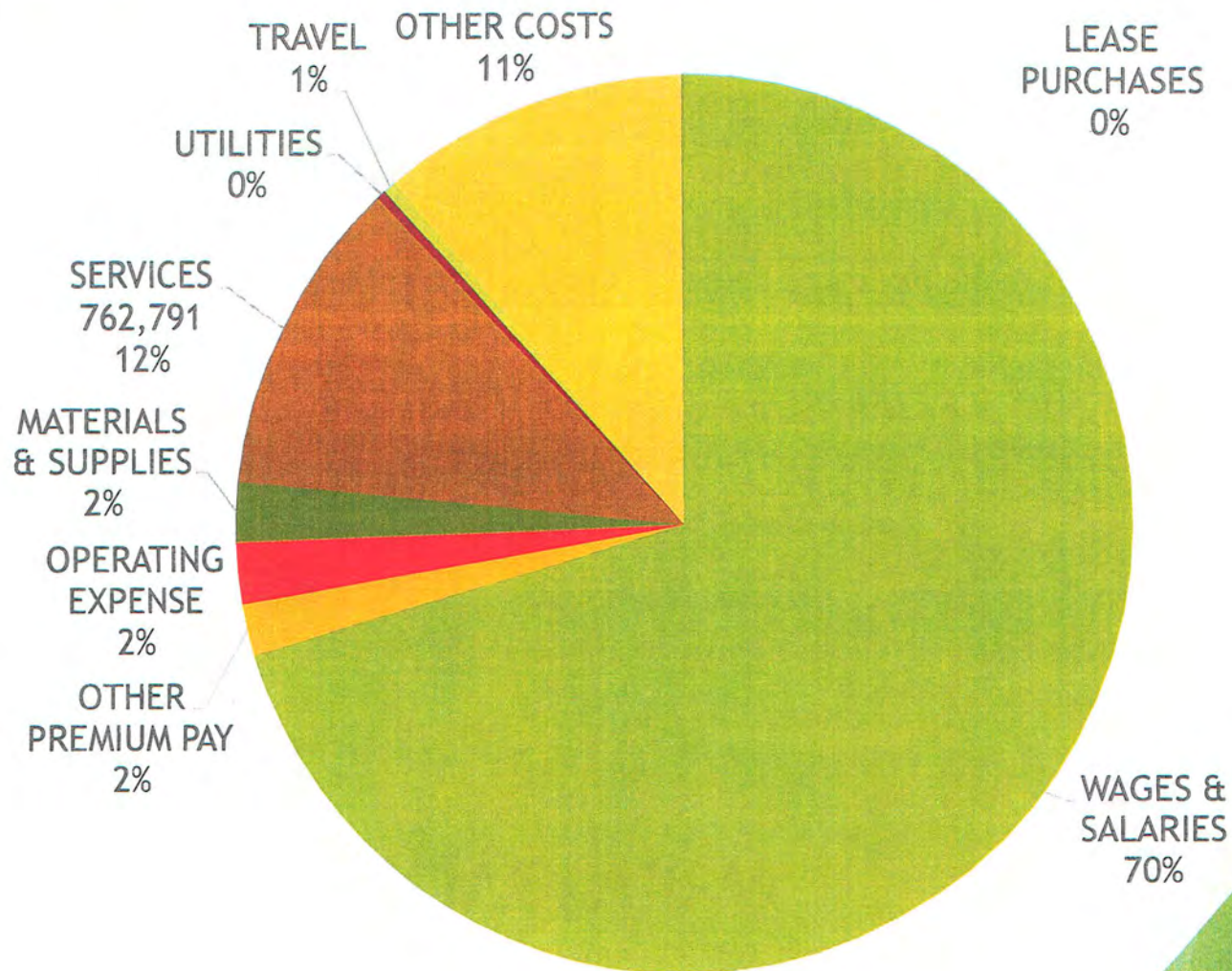
Program Budget - General Fund

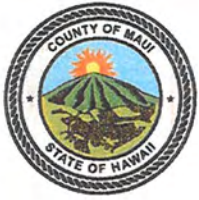
Program	FY 2020 Budget	FY 2020 Actuals (as of 2/29/20)	Balance Available	% of Budget Available
Administration	\$882,342	\$531,773	\$364,189	41.3%
Accounts	1,470,463	942,385	595,980	40.5%
Financial Services	8,925,980	4,225,185	4,583,143	51.3%
Purchasing	480,967	276,545	189,968	39.5%
Treasury	1,443,454	750,339	558,194	38.7%
TOTAL	\$13,203,196	\$6,726,227	\$6,291,474	47.7%



Budget Overview

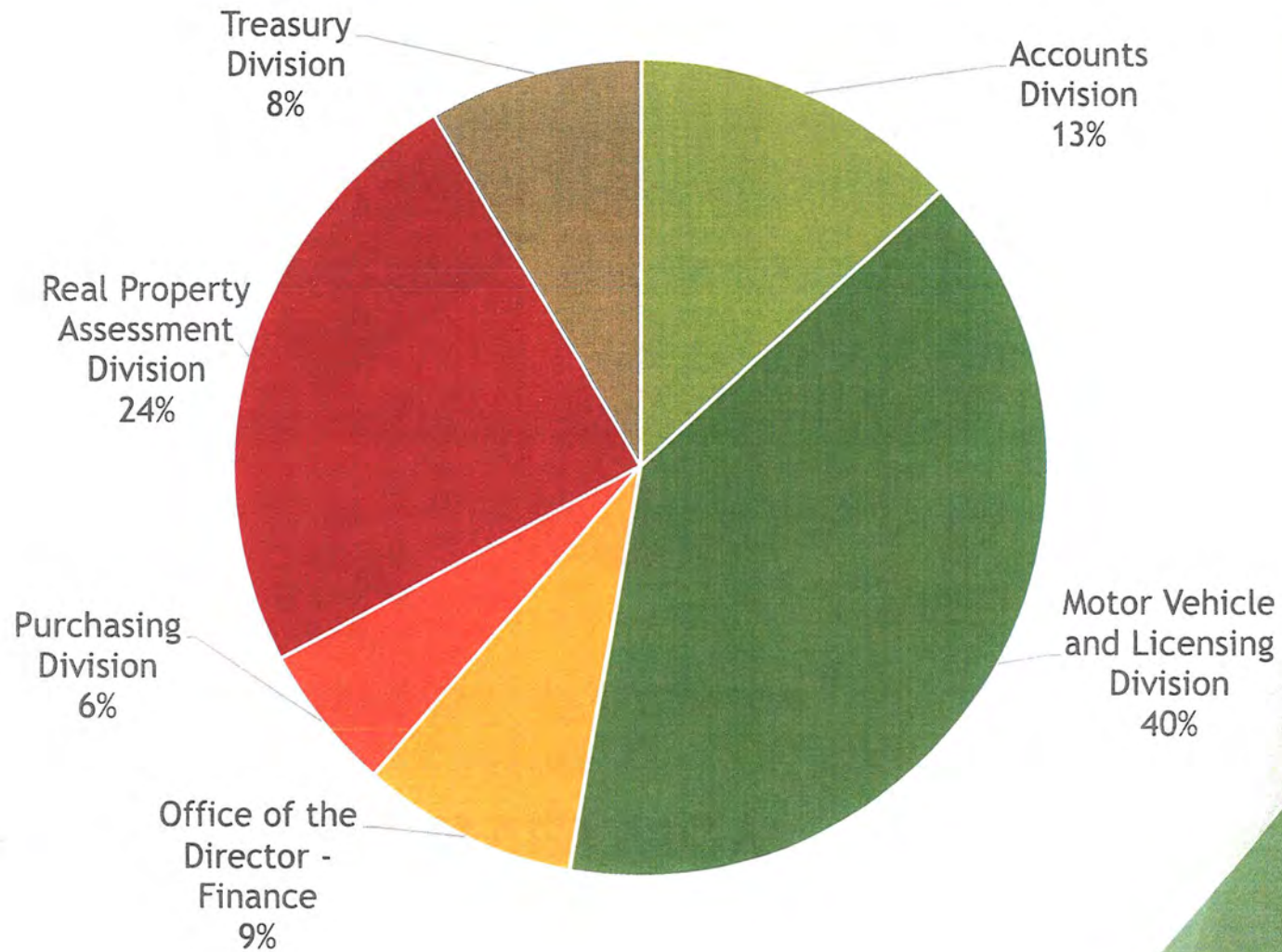
YTD EXPENSES (AS OF 2/29/20) BY COST CATEGORY

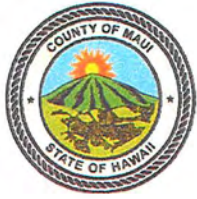




Budget Overview

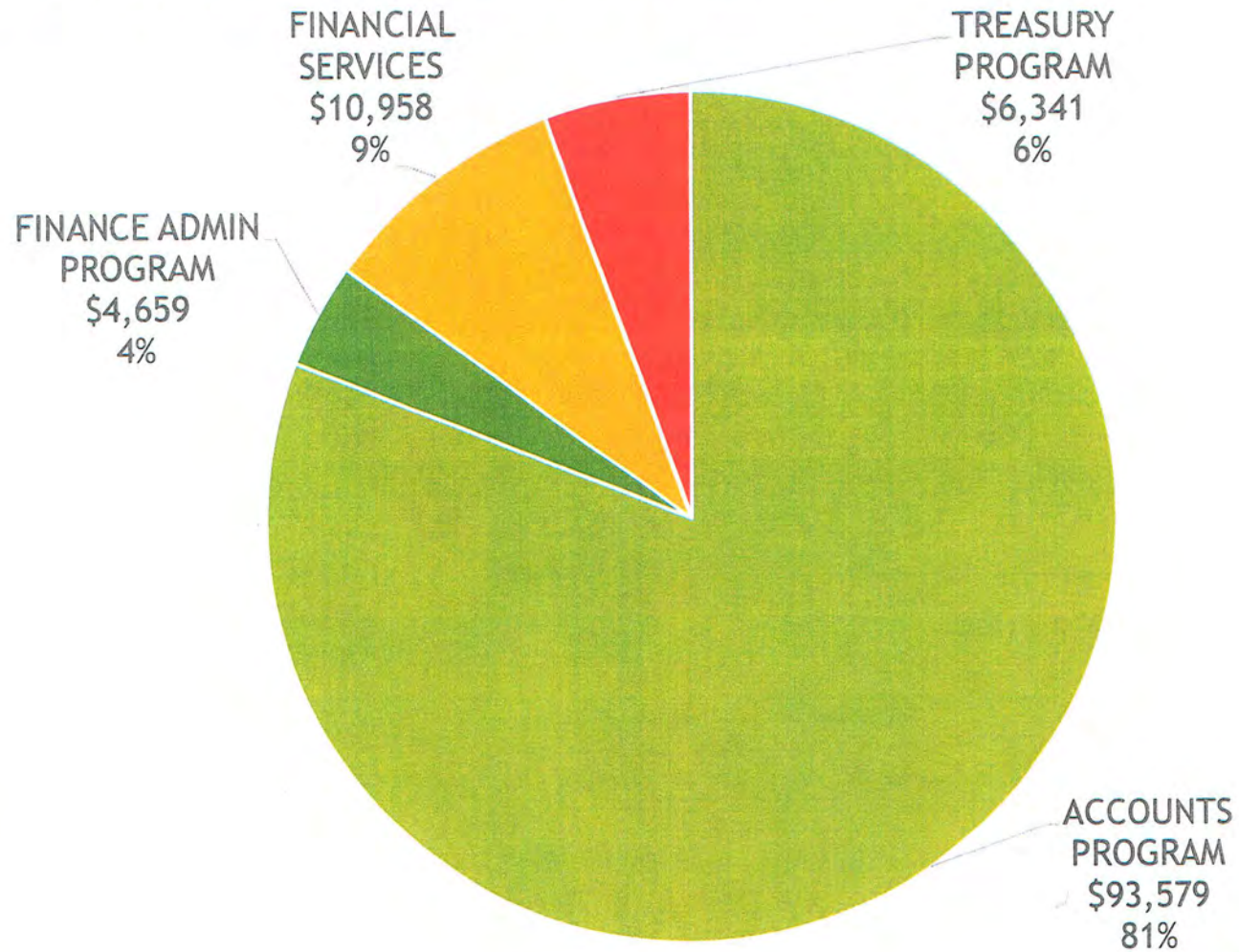
YTD (AS OF 2/29/20) TOTAL GROSS PAY BY PROGRAM

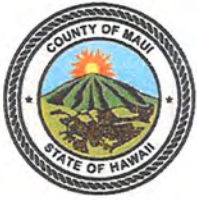




Budget Overview

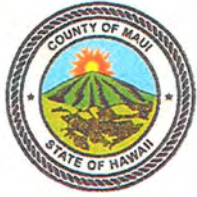
YTD AS OF 2/29/20 OVERTIME BY PROGRAM





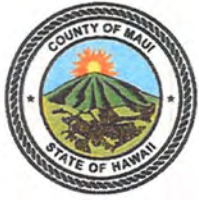
Operations: Administration

- ▶ Establishes policies and provides oversight, direction, and support for the implementation and review of policies and procedures for all 5 divisions
 - ▶ Issued updated policies for the following:
Procurement, Travel, Overtime, Flex Time, and LWOP
- ▶ Provides interdepartmental/countywide support including:
 - ▶ Fiscal control
 - ▶ Budgeting
 - ▶ Economic and strategic planning
 - ▶ Internal auditing
 - ▶ Internal controls
 - ▶ Financial analysis



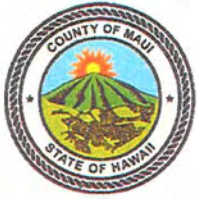
Operations: Administration

- ▶ FY 2020 Expansion Status:
 - ▶ Added a new position, Real Property Manager I under the Director's Office
 - ▶ Consultation with union was completed in July 2019
 - ▶ Reorganization approved in September 2019
 - ▶ Class specifications for the Real Property Management Specialists were created by DPS in February 2020 and currently being reviewed by Director's Office
 - ▶ Scanning of all real property/land records
 - ▶ Additional funds for training
 - ▶ Internal Control Officer and Real Property Manager
 - ▶ Planned for GFOA Annual Conference



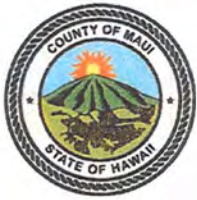
Operations: Treasury

- ▶ Consists of two sections:
 - ▶ Banking and Investments
 - ▶ Real Property Tax & Fee Collection
- ▶ Responsible for cash management, investment and debt management
 - ▶ On July 1, 2019, the County started its contract with the 3rd Party Investment Consultant, FHN Financial Main Street Advisors
 - ▶ Conducted two Investment Committee meetings in FY 2020
- ▶ Prepares, mails and collects real property tax bills and miscellaneous bills:
 - ▶ Real Property Taxes Parcel Tax Billed - \$369.7M
 - ▶ Collected - \$358.3M or 97% (based on levied value)



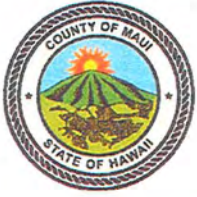
Operations: Treasury

- ▶ FY 2020 Expansion Status:
 - ▶ Added a new position, Revenue Manager
 - ▶ Consultation with union completed in October 2019
 - ▶ Reorganization approved in January 2020
 - ▶ Submitted request to fill in March 2020
- ▶ Other Updates:
 - ▶ G.O. Bond Issuance - planned for August/September 2020
 - ▶ Issued the RFP for the Municipal Advisor in December 2019
 - ▶ Received 4 bids and finalizing the contract for the selected vendor
 - ▶ Preparing for the RFP for the Bond Counsel
 - ▶ Countywide Cashiering System (iNovah)
 - ▶ RPT anticipated to go live on June 1, 2020
 - ▶ DWS - integration with CC&B currently ongoing
 - ▶ Exploring online payment system for utility bills and real property tax



Operations: Accounts

- ▶ Provides centralized accounting and financial reporting for all county operations
 - ▶ FY 2019 CAFR - completed in December 2019
 - ▶ FY 2019 Single Audit Report - due on March 31, 2020
- ▶ Administers the county's accounts payable, fixed assets and payroll responsibilities
 - ✓ Processes over 61,000 paychecks each year for more than 2,500 employees
 - ✓ Processes over 31,000 accounts payable checks each year
- ▶ New Payroll System "Workday" - all departments are now live
- ▶ IFAS Upgrade - Business Process Review has been completed; planned upgrade to One Solution no later than end of FY 2021



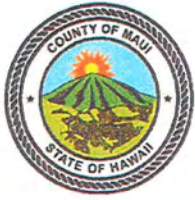
Operations: Accounts

- ▶ FY 2020 Expansion Status:
 - ▶ Added a new position, Accountant IV under Payroll Section
 - ▶ Consultation with union was completed in June 2019
 - ▶ Reorganization approved in August 2019
 - ▶ Position was filled in September 2019
 - ▶ Added Accountant III
 - ▶ Currently establishing position description



Operations: Purchasing

- ▶ Administers all purchasing and contracting activities for goods and services for the County
- ▶ Provides technical assistance and advise relating to purchasing and contracting to all departments
 - ✓ Processes over 70 construction bids, 80 good/services bids, and 20 RFPs annually
 - ✓ Processes over 14,000 requisitions (not include Water Supply) annually
 - ✓ Processes over 25,000 pCrad transactions with annual spending of approximately \$4.3 million
- ▶ Electronic Receipt of Bids for Construction Projects



Operations: Financial Services (DMVL)

► DMVL

- Issues new and renewal driver licenses, state IDs, motor vehicle registrations, various business licenses, disabled parking placards, taxi drivers permits, and dog and bicycle licenses

- Has 7 service locations

► Self-Service Kiosks

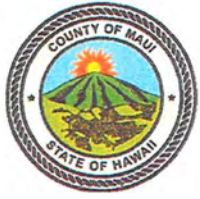
- Kahului DMVL, Lahaina Safeway, Kihei Safeway, County Building, and Wailuku Safeway
- Kahului Safeway - Awaiting confirmation of the installation date
- Programmed to issue moped registration renewals



Operations: Financial Services (DMVL)

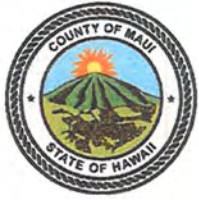
Self-Service Terminal: Calendar Year 2019

Location	Number of Transaction	Amount of Transaction
Kahului DMVL	9,991	\$3,140,540
Lahaina Safeway	539	169,851
Kihei Safeway	1,736	546,227
County Building	10	3,130
Wailuku Safeway	5,869	1,853,848
TOTAL	18,145	\$5,713,597



Operations: Financial Services (DMVL)

- ▶ FY 2020 Expansion Positions:
 - ▶ DMVL - added 8.0 LTA positions , DMVL Service Representatives
 - ▶ All positions have been filled
 - ▶ Real ID (RID) Conversion Status:
 - ▶ LTA Positions - screened 17,844 records and mailed out 15,000 RID duplicates by mail
 - ▶ As of March 2020:
 - ▶ 76,114 or 60% of the 124,758 license holders have the RID Star Designation

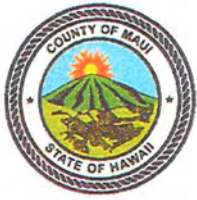


Operations: Financial Services (RPA)

- ▶ RPA
 - ▶ Appraises and assesses all real properties
 - ▶ Maintains ownership records, administers various exemption programs, maintains County's Geographic Information Systems (GIS) base maps, and establishes Tax Map Keys (TMK) for parcels designated on the GIS maps
 - ▶ Has 2 service locations

Initiatives:

- ▶ Tax Maps File Plans
- ▶ Cyclomedia training held on February 12, 2020
- ▶ Field Mobile App with field tablets
- ▶ Paperless BOR Hearings

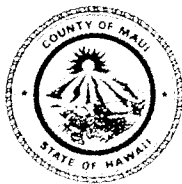


Questions

MICHAEL P. VICTORINO
Mayor

SCOTT K. TERUYA
Director

MAY-ANNE A. ALIBIN
Deputy Director



DEPARTMENT OF FINANCE 2020 MAR 23 PM 3: 50
COUNTY OF MAUI
200 S. HIGH STREET OFFICE OF THE MAYOR
WAILUKU, MAUI, HAWAII 96793
www.mauicounty.gov

March 23, 2020

Honorable Michael P. Victorino
Mayor, County of Maui
200 South High Street
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL

Michael P Victor 3/25/20

Mayor Date

For Transmittal to:

Honorable Keani N.W. Rawlins-Fernandez, Chair
Economic Development and Budget Committee
Maui County Council
200 South High Street
Wailuku, Hawaii 96793

Dear Chair Rawlins-Fernandez:

SUBJECT: OPERATIONAL AND BUDGETARY REVIEW OF COUNTY DEPARTMENTS (DEPARTMENT OF FINANCE) (EDB-75 (1))

This is in response to your request dated March 11, 2020, on the above subject relating to a cost analysis of the increase in duplicate driver's license fees approved in the Fiscal Year 2020 and if the revenue generated was adequate to offset the eight Limited Term Appointment positions.

The FY 2020 increase in the amount of \$2.00 for the duplicate driver's license fees is estimated to generate an additional \$97,752 in revenues from the \$10.00 fee adopted in the prior year. However, this will not be sufficient to cover funding for the 8.0 equivalent personnel (limited-term appointment). As indicated on the attached response to the April 5, 2019 request regarding the projected revenues for the duplicate license fee, the \$12.00 fee was projected to generate a total of \$586,512 in revenues, on an annual basis. The estimated cost to fund the 8.0 equivalent personnel (limited-term appointment), not including fringe benefits was \$293,856. However, the anticipated expenditures will be less than this projected amount due to the timing delay in the recruitment of these positions. Based on our revised projected expenditures for FY 2020, the total base salaries will be \$159,172. Please refer to the attached response for further discussion.

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OFFICE OF THE
COUNTY COUNCIL

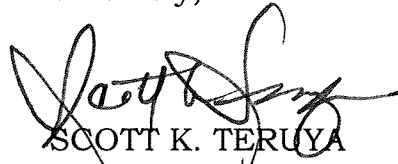
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Honorable Keani Rawlins-Fernandez
March 23, 2020
Page 2

Should you have any questions, please feel free to contact me at ext. no. 7474 or Deputy Director May-Anne Alibin at ext. no. 7475.

Sincerely,



SCOTT K. TERUYA
Director of Finance

Attachment

MICHAEL P. VICTORINO
Mayor

SCOTT K. TERUYA
Director

MAY-ANNE A. ALIBIN
Deputy Director



DEPARTMENT OF FINANCE
COUNTY OF MAUI
200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.mauicounty.gov

April 8, 2019

Ms. Michele Yoshimura
Budget Director, County of Maui
200 South High Street
Wailuku, Hawaii 96793

Honorable Michael P. Victorino
Mayor, County of Maui
200 South High Street
Wailuku, Hawaii 96793

For Transmittal to:

Honorable Keani Rawlins-Fernandez
Chair, Budget and Finance Committee
Maui County Council
200 South High Street
Wailuku, Hawaii 96793

Dear Chair Rawlins-Fernandez:

**SUBJECT: REQUESTS/QUESTIONS FROM THE APRIL 4, 2019 MEETING
(FN-15)(EDB-1)**

Pursuant to your letter dated April 5, 2019, relating to the Requests/Questions from the April 4, 2019 Economic Development and Budget Committee meeting, below are the responses to the following:

1. The Department has a large amount of overtime hours. During your confirmation, you mentioned certain projects such as the IFAS upgrade were delayed because of personnel shortages. Are there sufficient personnel in the Department to support the HR/Payroll project and the IFAS upgrade? (YS)

The large amount of overtime hours can be attributed to the HR/Payroll Replacement project and completion of the recent Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2018. While the HR/Payroll project has gone live on April 1, 2019 for HR and payroll processing,

Phase IA - Time tracking has yet to be deployed. The success of Phase IA is dependent on adequate resources and capabilities that will extend way beyond the completion of the implementation. The Accountant IV - Time Tracking Lead position is necessary for us to stabilize and house the time tracking functions in the new Workday system. With the transition to Workday system, the time configuration responsibilities have shifted, from ADP to the County. Currently, the Department is in an open recruitment process for the Accountant IV position with limited term appointment through June 30, 2019. This position was temporarily transferred to Finance Department from the Police Department but will have to be transferred back effective July 1, 2019. Initially, the position was posted as Promotion Without Examination (PWOE) but with only one eligible applicant, who subsequently withdrew his/her application. There is an immediate need to fill the Accountant IV position and the Department anticipates that this position will reduce the overtime in the Accounts Division, particularly in Payroll Section. However, the Department also realizes that there may be some challenges in filling this position due of the nature of limited term appointments, and more specifically with a very short-term duration.

Once the Workday system has been fully implemented, the Department plans to assess whether the County needs to replace the current accounting system, Integrated Financial Accounting System (IFAS) with a new accounting system or upgrade IFAS to a newer version called OneSolution. If the assessment results into a replacement of IFAS, then further review and analysis will have to be completed to ensure that the Department has adequate resources to perform such project. If the determination is to upgrade to OneSolution, the Department anticipates to utilize its current personnel to complete this project but may need to increase the overtime budget.

2. Relating to the four equivalent personnel for DMVL Service Representative II Limited Term Appointment positions in Lahaina, Pukalani, Kihei, and Kahului (Budget Details, pages 6-13 and 6-14), will these positions be sufficient to meet the projected increases in volume for driver's license renewals and requests for Real ID-compliant credentials before October 1, 2020? If the four additional equivalent personnel are not provided, how will it impact the Department's ability to accommodate these anticipated increases? (YS)

The 4.0 equivalent personnel (E/P) LTA expansion positions included in the Mayor's Proposal will partially assist in meeting the demand but will still pose some significant challenges to the Department in accommodating the projected double increase in the demand for licenses, both new issues and renewals. As discussed in the Department of Finance's Pre-Budget Session Presentation during the Economic Development and Budget Committee meeting on March 14, 2019 beginning October 1, 2020, the Department of Homeland Security (DHS) will only accept credentials with a "Star" designation. Licenses issued (new and renewal)

from January 2013 through December 2017 are anticipated to apply for a Duplicate License to obtain the "Star" marking on their licenses.

While the Department respectfully supports the Mayor's Budget Proposal of 4.0 E/P (LTA), further consideration is requested to approve a total of 8.0 E/P (LTA), of which two E/P will be assigned at each of following locations: Service Center and Satellite Offices in Kihei, Pukalani and Lahaina. Without these limited term expansion positions, the impact will be longer customer wait times, increase in number of customer complaints, increase in the overtime hours, and lower employee morale due to extensive demand.


Additionally, the Department understands that the addition of these 8.0 E/P (LTA) will have significant budgetary impact and therefore recently completed the following analysis to further assist with determination on how to fund these additional positions:

Monthly Average	Duplicate License Fee	Monthly Revenue	Annual Revenue	Revenue Source
4,073	\$10.00	\$40,730	\$488,760	Present Rate/Fee
4,073	\$12.00	\$48,876	\$586,512	Potential Rate/Fee

Expansion Position	No. of Position	Annual Salary	Annual Salaries	Fringe 94.79%
DMVL SR II	4	\$36,732	\$146,928	\$139,273
DMVL SR II	8	\$36,732	\$293,856	\$278,546

Thank you for your attention to this matter. Should you have any questions, please feel free to contact me at Ext. 7474.

Sincerely,


SCOTT K. TERUYA
Finance Director

March 30, 2020

MEMO TO: EDB-1 File

F R O M: Keani N.W. Rawlins-Fernandez, Chair
Economic Development and Budget Committee



SUBJECT: **OPERATIONAL AND BUDGETARY REVIEW OF COUNTY
DEPARTMENTS (OFFICE OF ECONOMIC DEVELOPMENT)
(EDB-75(2))**

At its meeting of February 20, 2020, the Economic Development and Budget Committee conducted an operational and budgetary review of the Office's Fiscal Year ("FY") 2020 Budget. Attached are a copy of the Office's PowerPoint presentation and their response to a follow-up letter resulting from the Committee's discussion.

Following is a summary of questions by Committee members and answers by the Economic Development Director:

1. What type of grants are the County now pursuing since hiring a grant writer?

Because OED covers a diverse group, including environmental, film, agricultural, and tourism, the grant writer conducted several interviews to determine the needs of those areas and is looking into the availability of Federal funding.

2. What is the process for entities looking to apply for first- or one-time grants? What is OED doing to help first- or one-time grantees?

First- or one-time grantees should look at using a fiscal agent, such as Lokahi Pacific who could assist with insurance requirements. OED understands that starting a nonprofit using one's own funds prior to filing for County reimbursement may be difficult. OED is willing to look into a pilot project that would assist first- or one-time grantees with this process.

OED encourages grantees to seek out umbrella organizations with a similar purpose and is willing to work on a running list of nonprofits to be potential fiscal agents.

3. What is the maximum percentage that can be used for administering a grant?

The percentage varies from 10 to 25 percent, depending on what the fiscal agent does on behalf of the grantee. First-time grantees who are not familiar with the grant process may require more assistance, thus warranting a higher percentage for administration.

4. How can the Department assist with making the grant process easier for community organizations?

Perhaps OED could advance funds of a certain amount to smaller grantees, or the County could possibly sponsor a grant so as not to overburden fiscal agents. Amending Chapter 3.36, Maui County Code, is also a possibility.

5. Can interested grantees still apply for grants for FY 2020?

Grant application deadlines for FY 2020 has closed; however, there may be district funding still available. OED will prepare a press release to announce available district funding. Interested grantees should wait for the press release and contact the OED office.

6. Was a debriefing made to address decreased attendance and sales at the recent Made in Maui County Festival?

A three-hour debriefing occurred after the event. Various issues such as parking being redirected to War Memorial Gym and Queen Kaahumanu Center and the weather on the day of the event may have contributed to the lowered attendance numbers, thus lower sales numbers. Although less people attended, the amount each person spent went up. The number of wholesale accounts also increased.

7. What was the process to increase the number of Hawaii Tourism Authority ("HTA") contracts in FY 2020? Are more HTA contracts anticipated for FY 2021?

HTA's contracts increased by 12 in FY 2020. There was a concentrated effort to make grantees aware of HTA funds at grants

workshops. There will be five additional grant workshops held soon where grantees will be encouraged to apply for HTA funding.

8. What is the status of the two new positions added in FY 2020?

An Economic Development Specialist III was hired on December 2; a Grant Management Program Specialist was hired on December 3. OED is fortunate that experienced individuals were hired to fill those roles.

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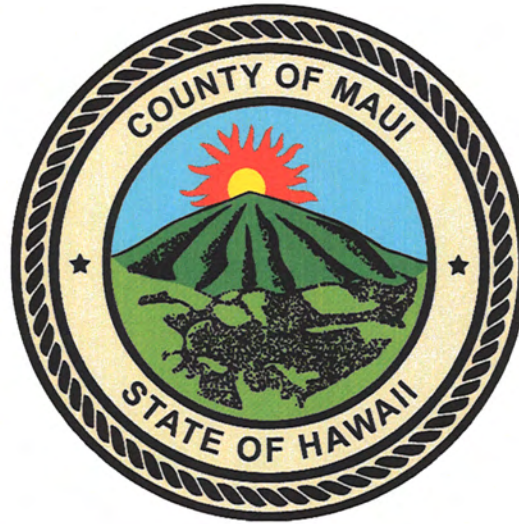
Attachments

EDB Committee

From: Kay Fukumoto <Kay.Fukumoto@co.maui.hi.us>
Sent: Thursday, February 20, 2020 9:15 AM
To: EDB Committee
Subject: Powerpoint presentation EDB-75(2)
Attachments: 2020 OED BUDGET PRESENTATION.pptx; 2020 OED BUDGET PRESENTATION.pdf

Aloha,
Attached is the powerpoint presentation for todays EDB committee meeting relating to Office of Economic Development.
Please contact me if you have any questions.

Kay Fukumoto
Economic Development Director
Office of Economic Development
County of Maui
2200 Main Street Suite 305
Wailuku, HI 96793
808-270-7224



Office of Economic Development
Finding Opportunities
Connecting Resources
Diversifying our Economy



FY20 Organizational Chart



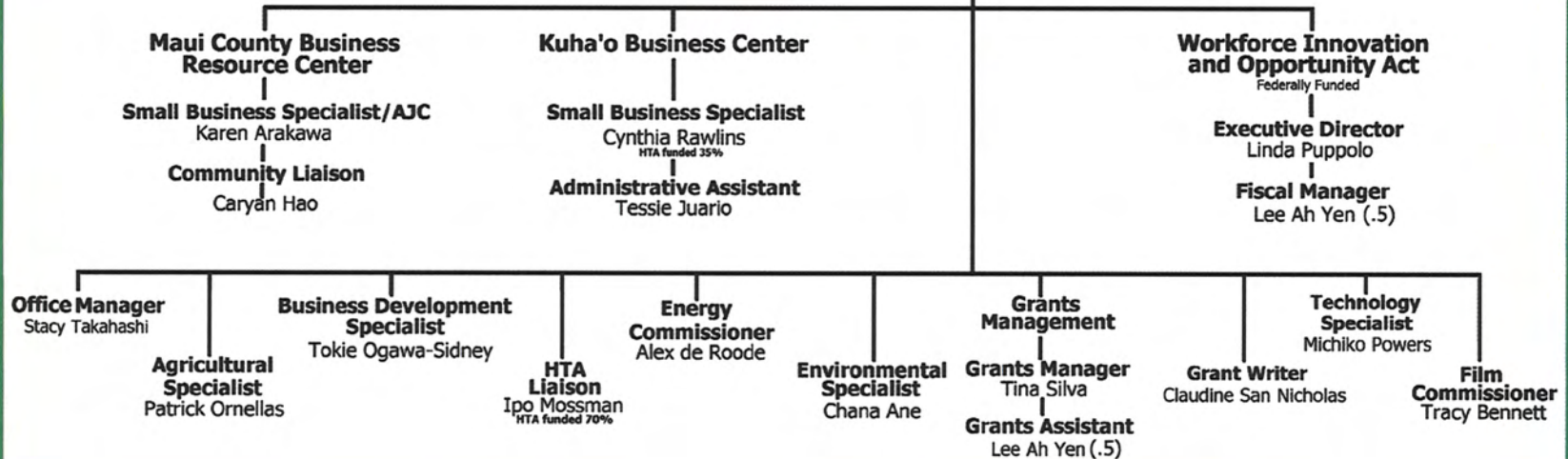
Mayor
Michael P. Victorino



Chief of Staff
Tyson Miyake



OED Director
Kay S. Fukumoto



Maui County Business Resource Center (MCBRC) And Kuha'o Business Center - Moloka'i Performance Dashboard

Fiscal Year 2019		
Key Data	MCBRC	Kuha'o (includes one on one consultations)
# of workshops offered	60	25
# of clients served	5,451	1,021

Maui County Business Resource Center

- ▶ Provides resources to new and existing business owners who need assistance with business operations within Maui County, public access to government resources, and non-profit partners.
- ▶ Houses the Federal/State mandated One Stop American Job Center (AJC) that connects job seekers to jobs. Fourteen partner organizations offer financial aid, mentoring, training, and job transition services.
- ▶ County Meeting Space for up to 30 people with online conferencing.
- ▶ Direct County Services - bus pass sale location and water fees drop off.
- ▶ Business Development Strategic Alliance Team supports entrepreneurs and other small business owners in Maui County.
- ▶ SCORE of Maui County provides free business training and support.

Kuha'o Business Center (Moloka'i)

- ▶ Provides resources to new and existing business owners who need assistance with business operations within Maui County, public access to government resources, and non-profit partners.
- ▶ Offers various workshops and personal training for businesses.
- ▶ Produces annual Molokai Business Conference
- ▶ Assisted Molokai Vendors in the 2019 Made in Maui County Festival
- ▶ Gives referrals to Lokahi Pacific for grant funding programs.
- ▶ Assists Molokai projects to apply for OED grant funds and assist with reimbursement payments.
- ▶ New in 2020, assist Hawai'i Tourism Authority with community outreach and Moloka'i Tourism Strategic Plan.

Workforce Innovation & Opportunity Act(WIOA)

- ▶ 100% Federally funded - State administered program for job seekers to access employment, education, training, and support services to succeed in the labor market. Also matches employers with skilled workers to build workforce and economy.

Federal Funding Levels by Program Year (PY)		
Programs	PY2018 Through 6/30/2020	PY2019 Through 6/30/2021
Local Admin	\$54,825	\$55,736
Adult Program	\$155,027	\$145,240
Dislocated Worker Program	\$167,818	\$195,013
Youth Program	\$173,111	\$161,365
Total	\$550,791	\$557,354

- ▶ As unemployment drops, so does WIOA funding.

Overall Economic Development Program

- ▶ OED projects initiated and completed in FY2019 to date:
 - ▶ Mayor's Small Business Awards
 - ▶ Made in Maui County Festival
 - ▶ Supported Friday Town Parties
 - ▶ Shop Small Maui/Small Business campaign
 - ▶ Hawaii on the Hill - showcased 8 companies products and attended meetings with Hawai'i congressional delegation.
 - ▶ Hawaii Small Business, Hawaii Energy Conference, Molokai Small Business Conference
 - ▶ Worked with DBEDT and Governor's office to renew Maui County Opportunity Zones
 - ▶ Hired Technology Specialist and Grant Writer in Dec. 2019
 - ▶ Implemented Open Space funding grant process

Transitioning Maui to Diversified Agriculture

- ▶ OED's Agriculture Specialist manages the Kula Agriculture Park and all tenant concerns and is the liaison to various Ag working groups.
- ▶ OED is working on Upcountry Maui Ag Park Expansion utilizing State appropriations.
- ▶ Looking at technology initiatives specifically in Agriculture.
- ▶ Looking into supporting economic development with axis deer.
- ▶ Looking for grant programs to fund agricultural initiatives.
- ▶ Support ag in the schools and internship programs to promote future ag farmers.

Business Development: Creating an Entrepreneurial Eco-System

Collaborated with 13 business development partners to create an entrepreneurial eco-system for festival vendors and other interested businesses.



Made in Maui County Festival Performance Dashboard



Key Data	2018	2019
Number of wholesale buyers, retailers & distributors (Friday)	385	600
Total number of attendees	10,100	9,200
Percentage of visitor attendees	30%	28%
Number of vendors	140	140
Amount made in retail sales	\$681,175+	\$656,799
Total number of items sold	47,047	38,508
Number of new wholesale accounts	138	323
Number of new leads	487	257

Hawaii Tourism Authority (HTA)

- ▶ Memorandum of Understanding to provide monitoring and report services to the HTA on their grants in Maui County
 - ▶ Community Enrichment Program (festivals, cultural and arts events with visitors), Aloha Aina (natural resource grants) and Kukulu Ola (Hawaiian cultural events)

Key Data	2019	2020
# HTA Contracts	28	40
\$ Value of contracts	\$862,500	\$1,499,000

- ▶ Increase in County of Maui funding by \$637,000.

Moving Our Energy Economy Forward

- ▶ Energy Commissioner is involved in PUC discussions, energy and resiliency panels at conferences and promotes sustainable energy initiatives in Maui County.
- ▶ Involved in stabilizing the charging stations on Maui with an RFP to select a vendor to upgrade County owned stations
- ▶ Looking at various County facilities in utilizing renewable energy
- ▶ On program committee for 6th Annual Hawaii Energy Conference + Exhibition - Conference focuses on statewide interests along with national and international developments in energy.
- ▶ Involved in development of resilience hub network for Maui County and climate action planning.

Attendance	
International	29
U.S. Mainland	73
Maui	104
Hawaii (other)	144
Total	350

Our Environment is our Economy

- ▶ OED's Environmental Coordinator serves as the liaison between the county and DLNR's Maui office to insure collaborative efforts to address cross jurisdictional environmental issue
- ▶ Oversees OED grants including invasive species control/ monitoring/ education, coral reef health and protection, water quality monitoring, landfill diversion, watershed restoration, and state efforts to address climate change through the Aloha + challenge.
- ▶ Involved in the Maui Conservation Alliance, the West Maui Ridge to Reef Fast Working Group, Urban Sustainability Directors Network (USDN) Annual Meeting.
- ▶ State and National representation on Green House Gas Sequestration Task Force, Climate Change and Equitable Transition working group, and the Hawaii Four County Environmental Network.
- ▶ Involved in creating a Climate Action, Sustainability & Resiliency Office.

Film Office Performance Dashboard

Key Data	FY2017	FY2018	FY2019
Money spent on productions in-county	\$5,800,000	\$15,400,000	\$14,200,000
Active crew members	210	256	302
IATSE Local 655 members registered on Maui	47	48	48
Number of productions filed for County permits	48	56	44

Also coordinated \$1,200,000 in State Film Permits in Maui County.

Economic Benefits Through OED Grants

Key Data	FY2014	FY2020
Fiscal Year Grant Budget	8.1 Million	15.3 Million
Fiscal Year Grants awarded	65	110 +
Note FY2020: Working on approximately 75+ open grants from previous fiscal year in addition to current year new grants.		

- ▶ Handled estimated **2,000** yearly payment requests and follow ups.
- ▶ Grant organizations match County funds by a **1 to 3 leverage ratio**.
- ▶ Grants are capacity building, economic initiatives, preserves and passes on traditions and the focuses on arts in our community.

Grant Program

- ▶ FY 2021 Budget Considerations
 - ▶ For Line Items and Provisos:
 - ▶ Check that Grantees are compliant
 - ▶ Language of the ordinance can be grantee specific or project specific. If grantee specific, please note proper grantee name
 - ▶ Check that Grantee can secure the proper insurance with specific language required by Risk Management.
 - ▶ For Council line item or proviso - suggest communicating any project summaries and budgets to OED prior to submittal by grantee of application.

Michael P. Victorino
Mayor

Sananda K. Baz
Managing Director

Kay Fukumoto
Economic Development Director



OFFICE OF ECONOMIC DEVELOPMENT

COUNTY OF MAUI
2200 MAIN STREET
ONE MAIN PLAZA, SUITE 305
WAILUKU, MAUI, HAWAII 96793
www.mauicounty.gov

RECEIVED
2020 MAR -4 PM 3:19
OFFICE OF THE MAYOR

March 4, 2020

Honorable Michael P. Victorino
Mayor, County of Maui
200 South High Street
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL

 3/5/2020
Acting Mayor Date

For Transmittal to:

Councilmember Keani N. W. Rawlins-Fernandez
Chair, Economic Development and Budget Committee
200 South High Street, 8th Floor
Wailuku, Hawaii 96793

Dear Chair Rawlins-Fernandez:

**SUBJECT: OPERATIONAL AND BUDGETARY REVIEW OF
COUNTY DEPARTMENTS (OFFICE OF ECONOMIC
DEVELOPMENT) (EDB-75(2))**

Thank you for the opportunity to respond to your request for more information in your letter dated February 24, 2020.

The following are responses to the following questions:

1. *Provide the number of permanent jobs created in Maui County during Fiscal Year 2020 ("FY"), to date, and identify Office of Economic Development funding allocated to job creation during FY 2020.*

I contacted Han Montambault, Specialty Center Research Advisor for the Hawai'i Business Research Library, to obtain statistics regarding this question. Unfortunately, there is no information available for the current fiscal year, however, he was able to

provide the “Nonagricultural Wages & Salary Jobs” for past two fiscal years. There are no statistics on whether these are permanent jobs.

Maui County - Total Nonagricultural Wage & Salary Jobs
Jul 2017 - Jun 2018: 926,500
Jul 2018 - Jun 2019: 932,900
Jobs created: 6,400 Growth: 0.69%

In addition, he included a document from the Hawai'i Department of Business, Economic Development and Tourism - DBEBT (through December 2019), which shows an increase of 1,000 jobs in the “Nonagricultural Wage & Salary Jobs” between the end of June 2019 through December 2019 and is attached for your reference as Exhibit “1”.

Office of Economic Development (OED) funding allocated to job creation during FY2020 is from the following sources:

- a) Increases in grant funds to current grantees, as well as funding new grantees, can directly affect job creation by funding staff positions. Grant funds went up by \$3,557,250.00 from FY 2019 and FY 2020. Although this total funding change is an overall change from one-time grantees in FY 2019 offsetting new one-time grantees in FY 2020, and increases in long standing grantees, there were new positions funded such as those in MISC's budget.
- b) Support of small business' can also affect job creation as we encourage new entrepreneurs and help existing businesses to grow. There are three specific areas that OED is involved in small business development. 1) Through workshops to help new and existing small businesses coordinated by our staff at the Maui County Business Resource Center and the Moloka'i Kuha'o Business Center to include the Moloka'i Small Business Conference – approximately \$12,000.00 in OED's budget; 2) Small business workshops, training or conferences funded via grants to Maui Economic Opportunity, Inc. such as the Core Four classes, Maui Economic

March 4, 2020

Page 3

Development Board support of business one on one assistance and the Maui Small Business Conference, and the Maui Native Hawaiian Chamber of Commerce – Holomua Business Fest. These are supported by approximately \$75,980.00 in OED grants; and 3) Supporting specific events such as the Maui Chamber of Commerce Made In Maui County Festival (\$117,400.00) and Ag Fest (\$20,200.00).

- c) Support of apprenticeship grant programs such as the Hawaii Farmer's Union United, which received \$370,000.00 in funding to promote farm jobs.
 - d) The Film Industry Promotion fund of \$116,000.00 is used specifically for creating jobs in Maui County for each film project that is coordinated by our Film Commissioner.
2. *Provide a list of organizations that received first-time County grants in FY 2020, to date, including the amount of the grant and whether the grant was for a one-time issuance.*

Please refer to Exhibit "2" – OED New Grantees FY2020.

If you have any questions, please do not hesitate to contact me at (808) 270-7224.

Sincerely,



KAY S. FUKUMOTO
Economic Development Director

Enclosures: Exhibit "1" – MEI through December 2019
Exhibit "2" – OED New Grantees FY2020

cc: Tyson Miyake, Chief of Staff
Michele Yoshimura, Budget Director

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	Monthly Economic Indicators (MEI) through December 2019 was released on January 30, 2020.																								
2																									
3	MAUI COUNTY	Series UNIT	Civilian	Civilian	Civilian	Unemployment	Total non-	Nat.	Manufacturi	Wholesale	Retail	Transp.,	Warehousin	Information	Financial	Professiona	Health Care	Arts,	Accommoda	Food	Other	Government	Federal	State	Local
4			labor force	employed	unemployed	rate 1/	agriculture	Resources,																	
5			1/ Persons	Persons	Persons	%	Jobs	Jobs	Jobs	Jobs	Jobs	Jobs	Jobs	Jobs	Jobs	Jobs	Jobs	Jobs	Jobs	Jobs	Jobs	Jobs	Jobs	Jobs	Jobs
6	2018	JAN	86,250	84,200	2,050	2.4	76,800	3,800	1,100	1,500	9,800	4,300	500	3,000	7,400	1,100	7,600	2,500	12,300	10,200	3,300	8,400	900	4,700	2,800
7	2018	FEB	85,550	83,550	2,000	2.3	76,800	3,800	1,100	1,500	9,700	4,300	500	3,000	7,400	1,200	7,500	2,600	12,300	10,100	3,400	8,400	900	4,900	2,600
8	2018	MAR	86,300	84,400	1,900	2.2	77,900	3,900	1,100	1,600	9,800	4,300	500	3,000	7,500	1,200	7,700	2,600	12,400	10,500	3,400	8,400	900	4,900	2,600
9	2018	APR	85,950	84,050	1,900	2.2	77,000	3,900	1,100	1,500	9,700	4,300	500	3,000	7,300	1,200	7,600	2,400	12,400	10,400	3,300	8,400	900	4,900	2,600
10	2018	MAY	86,000	84,100	1,900	2.2	77,200	3,900	1,100	1,500	9,700	4,300	500	3,100	7,500	1,200	7,500	2,400	12,400	10,300	3,400	8,400	900	4,900	2,600
11	2018	JUN	87,100	84,500	2,600	3.0	77,800	3,900	1,100	1,500	9,800	4,300	600	3,100	7,500	1,200	7,600	2,500	12,500	10,300	3,400	8,500	900	4,700	2,900
12	2018	JUL	88,200	86,000	2,150	2.5	77,500	3,900	1,100	1,500	9,900	4,300	500	3,100	7,300	1,100	7,500	2,300	12,600	10,500	3,400	8,500	900	4,700	2,900
13	2018	AUG	87,350	85,300	2,050	2.3	78,500	4,100	1,100	1,500	9,900	4,300	500	3,100	7,400	1,200	7,700	2,400	12,600	10,500	3,400	8,800	800	5,100	2,900
14	2018	SEP	85,700	83,450	2,300	2.7	76,800	4,000	1,100	1,500	9,700	4,200	500	3,000	7,200	1,200	7,600	2,300	12,600	10,200	3,400	8,300	800	4,900	2,600
15	2018	OCT	84,800	82,500	2,250	2.7	76,700	4,100	1,100	1,500	9,700	4,100	500	3,100	7,100	1,100	7,600	2,100	12,800	10,100	3,400	8,400	900	4,900	2,600
16	2018	NOV	85,150	82,850	2,300	2.7	77,300	4,000	1,100	1,500	9,900	4,200	500	3,000	7,200	1,100	7,600	2,100	12,500	10,400	3,400	8,800	800	5,400	2,600
17	2018	DEC	85,300	83,350	1,900	2.2	78,000	4,100	1,000	1,600	10,000	4,200	500	3,100	7,100	1,100	7,600	2,200	12,900	10,500	3,500	8,600	900	5,000	2,700
18	2019	JAN	85,800	83,300	2,500	2.9	77,900	3,900	1,100	1,500	9,900	4,200	500	3,100	7,100	1,100	7,600	2,400	12,900	10,500	3,500	8,600	900	4,900	2,800
19	2019	FEB	84,600	82,150	2,450	2.9	77,600	3,900	1,100	1,500	9,700	4,200	500	3,000	7,200	1,200	7,500	2,300	12,900	10,500	3,600	8,500	800	5,100	2,600
20	2019	MAR	84,650	82,250	2,450	2.9	78,200	4,000	1,100	1,500	9,800	4,200	500	3,100	7,400	1,200	7,700	2,200	12,800	10,600	3,600	8,500	900	5,100	2,500
21	2019	APR	84,500	82,150	2,350	2.8	78,000	4,000	1,000	1,500	9,700	4,100	500	3,000	7,400	1,200	7,700	2,200	13,000	10,600	3,600	8,500	900	5,100	2,500
22	2019	MAY	84,000	81,900	2,100	2.5	77,800	4,100	1,000	1,500	9,700	4,100	500	3,000	7,200	1,200	7,700	2,200	12,900	10,500	3,700	8,500	900	5,100	2,500
23	2019	JUN	84,850	82,250	2,600	3.1	78,600	4,200	1,100	1,500	9,700	4,100	600	3,100	7,300	1,200	7,700	2,300	13,000	10,600	3,600	8,600	900	4,900	2,800
24	2019	JUL	85,150	82,950	2,200	2.6	77,900	4,200	1,100	1,500	9,700	4,200	600	3,100	7,200	1,100	7,800	2,200	13,000	10,600	3,600	8,000	900	4,400	2,700
25	2019	AUG	84,500	82,450	2,050	2.4	78,100	4,200	1,100	1,500	9,600	4,100	600	3,100	7,400	1,200	7,900	2,200	13,000	10,600	3,600	8,000	900	4,400	2,700
26	2019	SEP	83,500	81,250	2,250	2.7	77,700	4,200	1,100	1,500	9,600	4,100	500	3,100	7,200	1,200	7,900	2,000	13,000	10,400	3,600	8,300	900	4,900	2,500
27	2019	OCT	83,950	81,650	2,300	2.7	78,000	4,200	1,100	1,500	9,600	4,100	600	3,100	7,300	1,200	7,900	2,400	12,700	10,300	3,600	8,400	900	5,000	2,500
28	2019	NOV	84,350	82,200	2,100	2.5	78,500	4,200	1,100	1,500	9,800	4,200	600	3,100	7,300	1,200	7,900	2,300	12,800	10,400	3,600	8,500	900	5,100	2,500
29	2019	DEC	84,700	82,800	1,900	2.2	79,600	4,200	1,100	1,500	10,000	4,200	600	3,100	7,300	1,200	8,000	2,700	12,900	10,600	3,600	8,600	900	5,100	2,600
30																									
31	Difference between June 2019 and December 2019		(150)	550	(700)	(1)	1,000	-	-	-	300	100	-	-	-	-	300	400	(100)	-	-	-	-	200	(200)
32																									
33																									
34	1/ Historical labor force and jobs data revised. For details, see Hawaii DLIR <http://www.hiwi.org/cgi/dataanalysis/?PAGEID=94>.																								
35	Source: Hawaii Department of Labor & Industrial Relations; Hawaii Department of Taxation; Hawaii Department of Business, Economic Development and Tourism																								

EXHIBIT "1"

OED NEW GRANTEES FY2020

Organization Name	Project	Amount	One Time Issuance
AVELO LABS INC.	Advanced Maui Dive Technology Training Program	30,000	✓
BOY SCOUTS OF AMERICA	Pool Improvements	25,000	✓
BRILLIANT MINDS	Love Aloha Campaign	15,000	✓
GIRL SCOUTS OF HAWAII	Leadership Experience STEM	30,000	✓
HAIKU COMMUNITY ASSOCIATION	Hoolaulea and Flower Festival	25,000	Proviso
HOLANI HANA INC	HanaMaui.com Portal Website Development	5,000	Proviso
KAUPO COMMUNITY ASSOCIATION	Kaupo School and Teachers Cottage Restoration	475,000	Proviso
KE AO HALII	Hana Land Acquisition	750,000	Open Space
* KHM INTERNATIONAL dba Honua Momona	Kukui -Smart nano-monitored, micro grid	50,000	✓
* MOLOKAI LAND TRUST	Capacity Building for Contract Growing	25,000	✓
NA KOA MANU CONSERVATION	Pohakuoala Gulch Community Forest Restoration Project	30,000	✓
PUKALANI COMMUNITY ASSOCIATION	Christmas Fair and Electric Golf Cart Parade	15,000	✓
SRA GLOBAL SOLUTIONS LLC	Lanai Grown Egg Farm Expansion	20,000	✓
SUSTAINABLE MOLOKAI	Mobile Market Expansion	10,000	✓

* Not executed as of 2/26/2020

EXHIBIT "2"

March 27, 2020

MEMO TO: EDB-1 File

F R O M: Keani N.W. Rawlins-Fernandez, Chair
Economic Development and Budget Committee

Keani Rawlins-Fernandez

SUBJECT: **OPERATIONAL AND BUDGETARY REVIEW OF COUNTY DEPARTMENTS (COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM) (EDB-75(3))**

At its meeting of March 9, 2020, the Economic Development and Budget Committee conducted an operational and budgetary review of the Program's Fiscal Year ("FY") 2020 Budget. Attached is a copy of the Program's handout.

Following is a summary of questions by Committee members and answers by the Community Development Block Grant Program Manager:

1. Relating to Census 2020, how much does the CDBG program rely on census results for funding?

Census results will impact the level of Federal funding the CDBG program receives.

2. How are program cuts that are being considered on the national level impacting current and future CDBG plans and projects?

For FY 2020, the process has begun to select projects with money that has already been appropriated and that are targeted to be completed by the end of the year. In addition, there is a budget of \$1,879,000 for next year's projects. Beyond that, Congress has agreed to support the program, but funding remains unclear. There was a prior agreement that CDBG money be used for County projects and community projects on alternate years. For FY 2020, the money is being used for community projects at Cameron Center, Hale Makua, Hale Mahaolu, and Ka Hale A Ke Ola Homeless Resource Center.

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Attachment



COUNTY OF MAUI



COMMUNITY DEVELOPMENT BLOCK GRANT

- CDBG HUD Administered Non-Entitled Counties in Hawaii Program provides annual grants on a formula basis to Hawaii, Kauai, and Maui counties to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.
- HUD determines the amount of each grant by using a formula comprised of several measures of community need, including the extent of poverty, population, housing overcrowding, age of housing, and population growth lag in relationship to other metropolitan areas.
- Over a 1, 2, or 3-year period, as selected by the grantee, not less than 70 percent of CDBG funds must be used for activities that benefit low- and moderate-income persons. In addition, each activity must meet one of the following national objectives for the program: benefit low- and moderate-income persons, prevention or elimination of slums or blight, or address community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community for which other funding is not available.

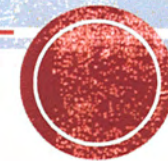


RECEIVED AT EDB MEETING ON 3-9-2020
(EDB-75(3)) COBG Program Manager



FISCAL YEAR 2020

CDBG Program Year 2019



APPROVED PROJECTS . PY 2019 . FY 2020

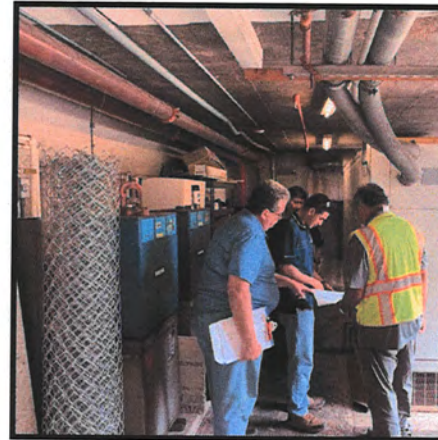
- Hale Mahaolu

- Hale Mahaolu Lahaina Surf Asbestos Abatement 15 Units Floors and Ceilings
- Project 19-1 G-5009 [SRA, ENVIRONMENTAL REVIEW COMPLETE; RFB PUBLISHING, CONTRACTOR AWARD, PRE-CON MEETING, MATERIALS PROCUREMENT & DEMOLITION & ABATEMENT PENDING]



APPROVED PROJECTS . PY 2019 . FY 2020

- Hale Makua Health Services
 - Hale Makua Kahului Boiler Upgrade
 - Project 19-2 G-5010 [SRA, ENVIRONMENTAL REVIEW COMPLETE; RFB PUBLISHING, CONTRACTOR AWARD, PRE-CON MEETING, MATERIALS PROCUREMENT & DEMOLITION & INSTALLATION PENDING]



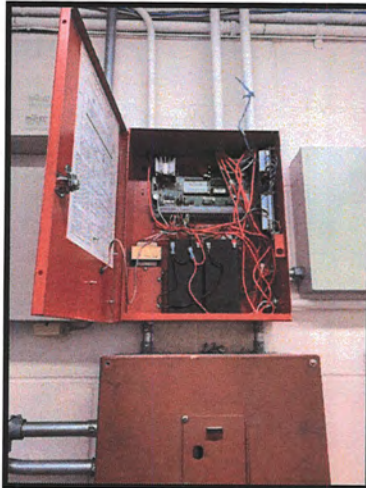
APPROVED PROJECTS . PY 2019 . FY 2020

- Ka Hale A Ke Ola Homeless Resource Center
 - KHAKO Renewal Project Phase II, BLDG 6
 - Project 19-3 G-5011 [SRA, ENVIRONMENTAL REVIEW COMPLETE; RFB PUBLISHING, CONTRACTOR AWARD, PRE-CON MEETING, MATERIALS PROCUREMENT & DEMOLITION & INSTALLATION PENDING]



APPROVED PROJECTS . PY 2019 . FY 2020

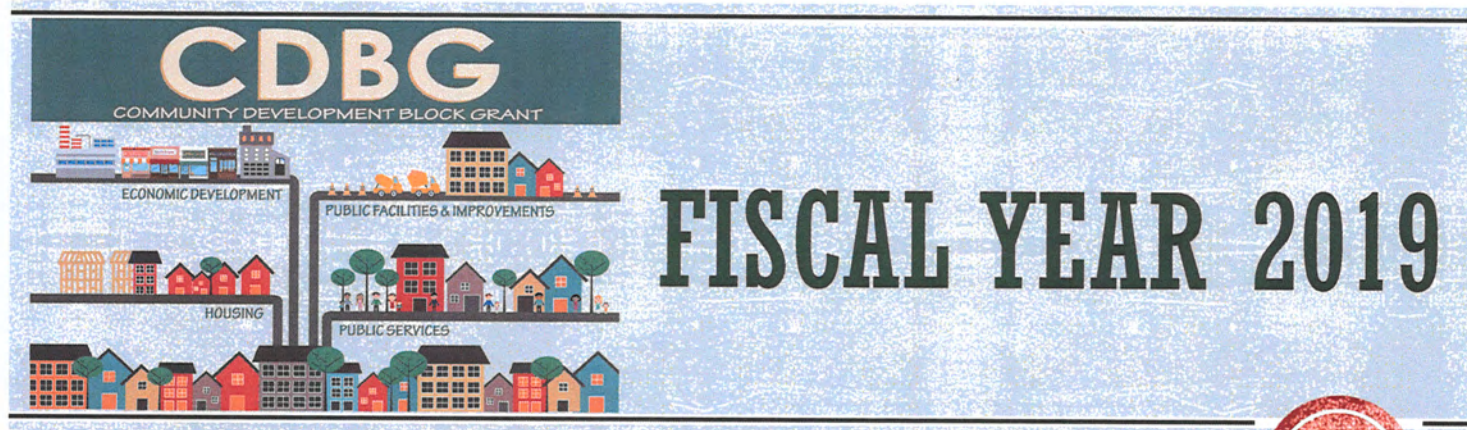
- J. Walter Cameron Center
 - Cameron Center Rehabilitation/Improvement Projects
 - Project 19-4 G-5012 [SRA, ENVIRONMENTAL REVIEW, RFB PUBLISHING, CONTRACTOR AWARD & PRE-CON MEETING, MATERIALS PROCUREMENT COMPLETE, DEMOLITION & INSTALLATION PENDING]



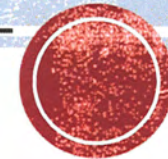
APPROVED PROJECTS . PY 2019 . FY 2020

- Big Brothers Big Sisters of Hawaii, Inc.
 - Hale Makana Mentor Center Restoration
 - Project 19-5 G-5013 [SRA, ENVIRONMENTAL REVIEW COMPLETE, RFB PUBLISHING, CONTRACTOR AWARD & PRE-CON MEETING, MATERIALS PROCUREMENT COMPLETE, DEMOLITION & INSTALLATION PENDING]





CDBG Program Year 2018



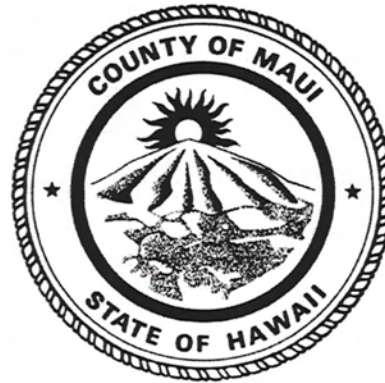
APPROVED PROJECTS . PY 2018 . FY 2019

- County of Maui Department of Environmental Management
 - Molokai Landfill Trailer Mounted Diesel Tank
 - Project 18-1 MOU [MOU, ENVIRONMENTAL REVIEW, RFB PUBLISHING, CONTRACTOR AWARD, EQUIPMENT PROCUREMENT, DELIVERY & INSPECTION COMPLETE -PROJECT CLOSED]



APPROVED PROJECTS . PY 2018 . FY 2019

- County of Maui Department of Environmental Management
 - HANA LANDFILL BULLDOZER
 - Project 18-2 MOU [MOU, ENVIRONMENTAL REVIEW COMPLETE, RFB PUBLISHING, CONTRACTOR AWARD, EQUIPMENT PROCUREMENT, DELIVERY & INSPECTION PENDING]



APPROVED PROJECTS . PY 2018 . FY 2019

- County of Maui Department of Environmental Management
 - MOLOKAI LANDFILL WHEEL LOADER
 - Project 18-3 MOU [MOU, ENVIRONMENTAL REVIEW, RFB PUBLISHING, CONTRACTOR AWARD, EQUIPMENT PROCUREMENT, DELIVERY & INSPECTION COMPLETE -PROJECT CLOSED]



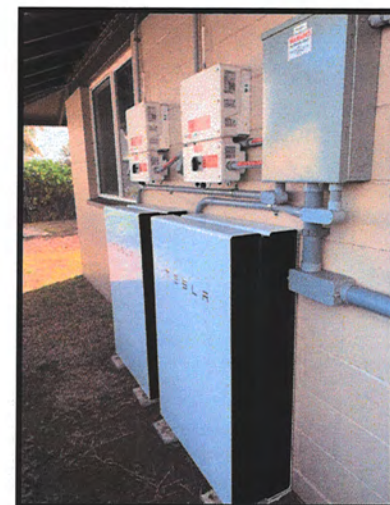
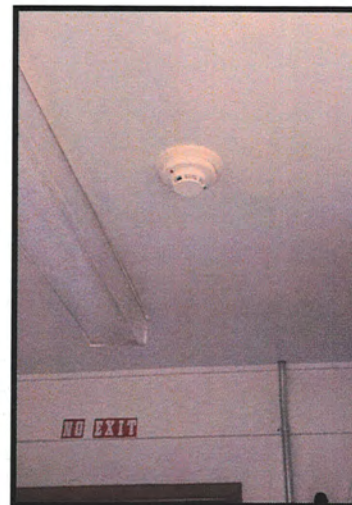
APPROVED PROJECTS . PY 2018 . FY 2019

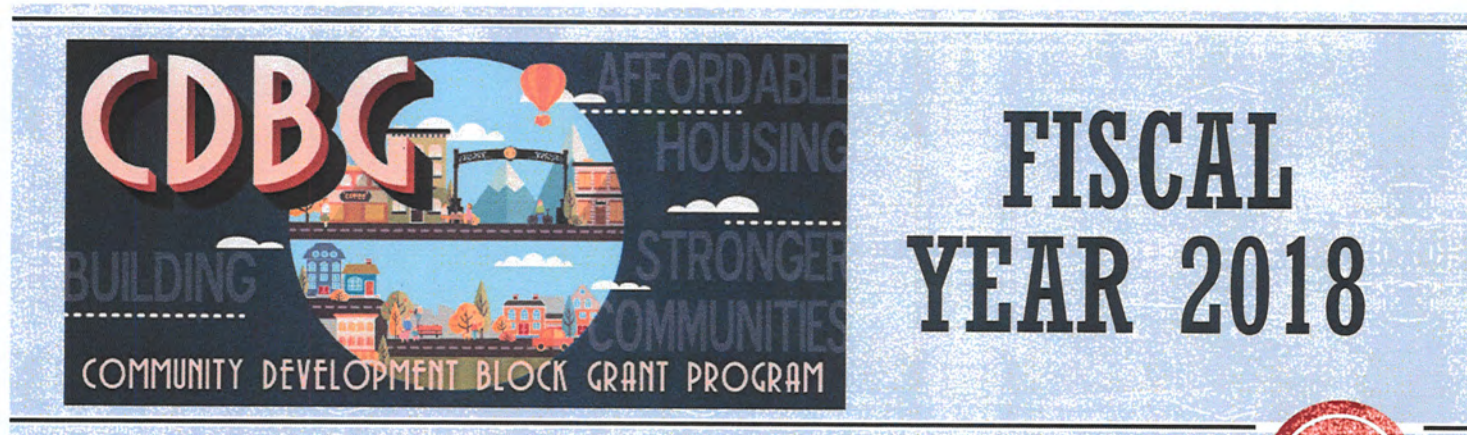
- ARC OF MAUI COUNTY
 - ARC RESIDENTIAL GROUP HOME SAFETY PROJECT
 - Project 18-4 G-4757 [SRA, ENVIRONMENTAL REVIEW, RFB PUBLISHING, CONTRACTOR AWARD & PRE-CON MEETING, MATERIALS PROCUREMENT, DEMOLITION & INSTALLATION/PRODUCT EDUCATION/USER CERTIFICATION COMPLETE, FINAL INSPECTION/AGENCY CERTIFICATION BY MAUI FIRE DEPARTMENT/CDBG COMPLETE- PROJECT CLOSED]



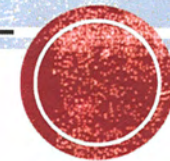
APPROVED PROJECTS . PY 2018 . FY 2019

- ARC OF MAUI COUNTY
 - ARC RESIDENTIAL GROUP HOME SAFETY PROJECT
 - Project 18-4 G-4757 **CONTINUED...**





CDBG Program Year 2017



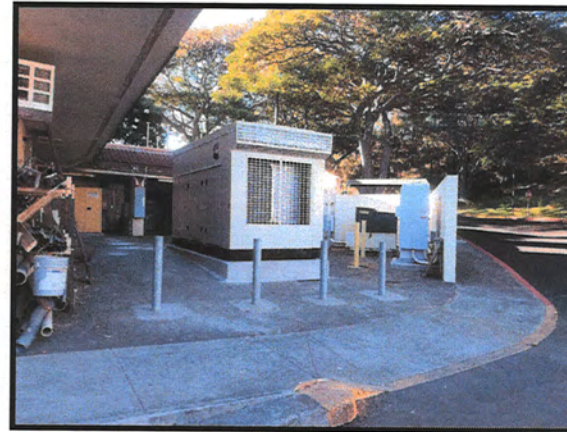
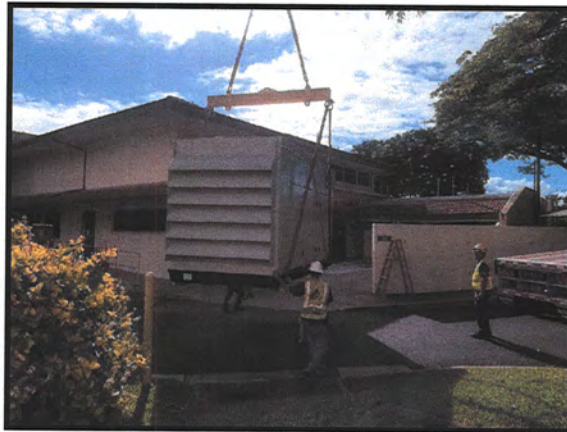
APPROVED PROJECTS . PY 2017 . FY 2018

- Hale Mahaolu
 - Hale Mahaolu Ewalu Senior Center
 - Project 17-1 G-4577 [SRA, ENVIRONMENTAL REVIEW, RFB PUBLISHING, CONTRACTOR AWARD & PRE-CON MEETING, MATERIALS PROCUREMENT, INSTALLATION, FINAL INSPECTION
DEPARTMENT OF HEALTH/CDBG COMPLETE- PROJECT CLOSED]



APPROVED PROJECTS . PY 2017 . FY 2018

- Hale Makua Health Services
 - Hale Makua Kahului Generator Upgrade
 - Project 17-2 G-4578 [SRA; ENVIRONMENTAL REVIEW, RFB PUBLISHING, CONTRACTOR AWARD & PRE-CON MEETING, MATERIALS PROCUREMENT, INSTALLATION, CDBG FINAL INSPECTION COMPLETE- PROJECT CLOSED]



TIMELINESS REPORT PROGRAM YEAR 2019

- PLEASE REFER TO YOUR HANDOUT



IDIS balance at start of PY year:

2014	1,753
2015	89,898
2016	936,215
2017	1,630,651
2018	1,830,988
2019	4,489,505

4,489,505 IDIS balance w/o Prog Inc

Prog Inc 0

4,489,505 IDIS balance with Prog Inc

2,746,482 Max balance to meet timeliness (grant amt x 1.5)

1,743,023 Target amount to spend for 1.50 w/o Prog Inc

1,743,023 Target amount to spend for 1.50 with Prog Inc

Current year grant amount 1,330,988

PY 2019 TIMELINESS STRATEGY (7/1/19-6/30/20)

Results as of: 01/31/20 FAS
02/24/20 DONotes: Timeliness Ratio Requirement (24 CFR 570.902) = 1.500
Timeliness to be measured on May 1, 2020

Am't to expend to achieve (w/ prog inc): 1.50 1,743,023
1.49 1,701,332
1.48 1,779,642
1.47 1,797,952
1.25 2,200,770
1.00 2,659,517

Grant Yr	CDBG Proj #	HUJID	Project Name	As of Reprog 7/23/19	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Unspent / Avail June 30 Bal
2016	10-6	195	Cameron Center Rehabilitation	0													0
2017	17-1	204	Hale Mahalo Ewaku Senior Center	550,000		42,004		507,008									0
2017	17-2	205	Hale Makua Kahuku Generator Upgrade	232,841					232,841								0
2017	17-4	207	KHAHO Renewal Project (Phase I)	143,294		143,294											0
2017	17-5	208	CDBG Program Administration	5,695		1,737		1,080	743	113	913	391					599
2018	18-1	209	Molokai Landfill Trailer Mounted Diesel Tank	17,997				17,997									0
2018	18-2	211	Hale Mahalo Bulb/Chiller	530,000													530,000
2018	18-3	210	Molokai Landfill Wheel Loader	371,930							371,930						0
2018	18-4	212	ARC Residential Gp. Home Safety Improv.	288,786				112,849	24,238	114,801	36,851						0
2018	18-5	213	Hale Makua Kahuku Fire Alarm Syst. Upg.	198,000						198,000							0
2018	18-6	214	Hale Makua Kahuku Fire Alarm Syst. Upg.	52,026					52,026								0
2018	18-7	216	Hale Makua Kahuku Rehabilitation	67,915					6,010			61,905					0
2018	18-8	217	CDBG Program Administration	113,263		84,323		28,910									0
2019	19-1	221	Hale Mahalo Lahana Surf Preservation	300,000													300,000
2019	19-2	223	Hale Makua Kahuku Boiler Upgrade	250,000													250,000
2019	19-3	224	KHAHO Renewal Project Phase II Bldg. 6	615,783													615,783
2019	19-4	225	Cameron Center Rehabilitation & Improv.	198,000								98,799					99,201
2019	19-5	226	Hale Mahalo Mentor Center Restoration	101,007													101,007
2019	19-6	227	CDBG Program Administration	366,198				44,217	28,161	26,154	28,103	28,103					209,459
*IDIS Avail to Commit (PR01 DO 9/24/20)				86,729													86,729
Total				4,489,505	0	271,349	0	713,056	344,020	341,067	437,797	189,198	0	0	0	0	0
Cumulative Total				0	271,349	271,349	984,404	1,328,424	1,669,491	2,107,288	2,296,486	2,296,486	2,296,486	2,296,486	2,296,486	2,296,486	0
Program Income				0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cumulative Program Income				0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unexpended Balance w/o Prog Inc				4,489,505	4,218,156	4,218,156	3,505,100	3,161,081	2,820,014	2,382,217	2,193,319	2,193,019	2,193,019	2,193,019	2,193,019	2,193,019	2,193,019
with Prog Inc				4,489,505	4,218,156	4,218,156	3,505,100	3,161,081	2,820,014	2,382,217	2,193,319	2,193,019	2,193,019	2,193,019	2,193,019	2,193,019	2,193,019
Timeliness Ratio w/o Prog Inc					2.4520	2.3038	2.3038	1.9143	1.7264	1.5407	1.3011	1.1977	1.1977	1.1977	1.1977	1.1977	
with Prog Inc					2.4620	2.3038	2.3038	1.9143	1.7264	1.5402	1.3011	1.1977	1.1977	1.1977	1.1977	1.1977	
Est. Drawdowns Needed To Achieve 1.5 :				w/o Prog Inc	1,743,023	1,471,674	1,471,674	758,618	414,599	73,532	-364,265	-553,463	-553,463	-553,463	-553,463	-553,463	w/o Prog Inc
				w/ Prog Inc	1,743,023	1,471,674	1,471,674	758,618	414,599	73,532	-364,265	-553,463	-553,463	-553,463	-553,463	-553,463	w/ Prog Inc

*IDIS Available:

10 Program Admin	1,522
14 Program Admin	332
Cameron Center Rehab. & Improvements	2,554
Lahana Surf Preservation	18,745
KHAHO Staircase Safety Initiative	11,270
KHAHO Renewal Project Phase II	4,414
Hale Makua Kahuku Fire Alarm Upg.	12,911
Molokai Landfill Trailer Mounted Diesel Tank	7,003
Molokai Landfill Wheel Loader	28,070
	86,729

b
a - b
check: 0

IDIS bal start of year a 4,489,505
As of reprog b 4,489,505
check: a - b 0

Color Legend:
Input
Active open project
Prior performer
Final Results
Tentative amount

MAHALO FOR YOUR TIME!



IDIS balance at start of PY year:

2014	1,753
2016	89,898
2017	936,215
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4,489,505 IDIS balance w/o Prog Inc	

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PY 2019 TIMELINESS STRATEGY (7/1/19-6/30/20)

Results as of: 01/31/20 IFAS
02/24/20 DD

Notes: Timeliness Ratio Requirement (24 CFR 570.902) = 1.500
Timeliness to be measured on May 1, 2020

Prog Inc 0

a 4,489,505 IDIS balance with Prog Inc

Amt to expend to achieve (w/ prog inc):	1.50	1,743,023
	1.49	1,761,332
	1.48	1,779,642
	1.47	1,797,952
	1.25	2,200,770
	1.00	2,658,517

2,746,482 Max balance to meet timeliness (grant amt x 1.5)

1,743,023 Target amount to spend for 1.50 w/o Prog Inc

1,743,023 Target amount to spend for 1.50 with Prog Inc

Grant Yr	CDBG Proj #	HUD#	Project Name	As of Reprog 7/23/19	Actual Drawdowns (federal disbursement + program income used):												Unspent / Avail June 30 Bal
					JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
1	2016	16-6	195	Cameron Center Rehabilitation	0												0
2	2017	17-1	204	Hale Mahaolu Ewalu Senior Center	550,000	42,004		507,996									0
3	17	17-2	205	Hale Makua Kahului Generator Upgrade	232,841				232,841								0
4	17	17-4	207	KHAKO Renewal Project (Phase II)	143,294	143,294											0
5	17	17-5	208	CDBG Program Administration	5,666	1,727		1,080	743	111	913	391					699
6	2018	18-1	209	Molokai Landfill Trailer Mounted Diesel Tank	17,997			17,997									0
7	18	18-2	211	Hana Landfill Bulldozer	530,000												530,000
8	18	18-3	210	Molokai Landfill Wheel Loader	371,930						371,930						0
9	18	18-4	212	ARC Residential Grp. Home Safety Improv.	288,736			112,846	24,238	114,801	36,851						0
10	18	18-5	213	Hale Makua Kahului Fire Alarm Syst. Upg.	198,000					198,000							0
11	18	18-6	214	Hale Makua Wailuku Fire Alarm Syst. Upg.	52,026				52,026								0
12	18	18-7	216	Hale Makua Wailuku Rehabilitation	67,915				6,010			61,905					0
13	18	18-8	217	CDBG Program Administration	113,383	84,323		28,919									141
14	2019	19-1	221	Hale Mahaolu Lahaina Surf Preservation	300,000												300,000
15	19	19-2	223	Hale Makua Kahului Boiler Upgrade	250,000												250,000
16	19	19-3	224	KHAKO Renewal Project Phase II Bldg. 6	615,783												615,783
17	19	19-4	225	Cameron Center Rehabilitation & Improv.	198,000							98,799					99,201
18	19	19-5	226	Hale Makana Mentor Center Restoration	101,007												101,007
19	19	19-6	227	CDBG Program Administration	366,198			44,217	28,161	28,154	28,103	28,103					209,459
				*IDIS Avail to Commit (PR01 DD 2/24/20)	a 86,729												86,729
				Total	b 4,489,505	0	271,349	0	713,056	344,020	341,067	437,797	189,198	0	0	0	
				Cumulative Total		0	271,349	271,349	984,404	1,328,424	1,669,491	2,107,288	2,296,486	2,296,486	2,296,486	2,296,486	
				Program Income													
				Cumulative Program Income		0	0	0	0	0	0	0	0	0	0	0	
				Unexpended Balance w/o Prog Inc		4,489,505	4,218,156	4,218,156	3,505,100	3,161,081	2,820,014	2,382,217	2,193,019	2,193,019	2,193,019	2,193,019	2,193,019
				with Prog Inc		4,489,505	4,218,156	4,218,156	3,505,100	3,161,081	2,820,014	2,382,217	2,193,019	2,193,019	2,193,019	2,193,019	
				Timeliness Ratio w/o Prog Inc		2.4520	2.3038	2.3038	1.9143	1.7264	1.5402	1.3011	1.1977	1.1977	1.1977	1.1977	
				with Prog Inc		2.4520	2.3038	2.3038	1.9143	1.7264	1.5402	1.3011	1.1977	1.1977	1.1977	1.1977	
				Est. Drawdowns Needed To Achieve 1.5 :													
				w/o Prog Inc		1,743,023	1,471,674	1,471,674	758,618	414,599	73,532	-364,265	-553,463	-553,463	-553,463	-553,463	w/o Prog Inc
				w/ Prog Inc		1,743,023	1,471,674	1,471,674	758,618	414,599	73,532	-364,265	-553,463	-553,463	-553,463	-553,463	w/ Prog Inc

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	b 86,729

check: a - b 0


IDIS bal start of year a 4,489,505
As of reprog b 4,489,505
check: a - b 0

Color Legend :	Input
	Active open project
	Poor performer
	Final Results
	Tentative amount

RECEIVED AT FDB MEETING ON 3-9-2020
(CEDB-75(13)) CDBG Program Manager

March 27, 2020

MEMO TO: EDB-1 File

F R O M: Keani N.W. Rawlins-Fernandez, Chair 
Economic Development and Budget Committee

SUBJECT: **OPERATIONAL AND BUDGETARY REVIEW OF COUNTY
DEPARTMENTS (OFFICE OF COUNTY AUDITOR) (EDB-75(4))**

At its meeting of March 9, 2020, the Economic Development and Budget Committee conducted an operational and budgetary review of the Office of the County Auditor's Fiscal Year 2020 Budget.

Following is a summary of questions by Committee members and answers by the County Auditor:

1. How will performance audits continue with those audits requested of the legislative branch?

Performance audits will continue to be handled by the County Auditor's staff. Audits involving investigative work will be handled by the County Auditor and senior auditor.

2. Have you considered hiring third-party consultants for assistance?

With changes and revisions to Yellow Book standards, there may be an opportunity to hire third-party consultants for assistance with certain audits; however, performance audits will continue to be done in-house.

3. Is the current Charter language regarding subpoena power sufficient for the County Auditor to perform duties?

There are housekeeping amendments needed, but these are not significant enough to amend the Charter at this time. There is also the ability to hire special counsel for subpoenas.

4. Is there an expected completion date for the audit related to deferral agreements?

EDB-1 File
March 27, 2020
Page 2

The targeted deadline is June 30, 2020; however, this date is not firm.

edb:ltr:075(4)a01:ske

March 27, 2020

MEMO TO: EDB-1 File

F R O M: Keani N.W. Rawlins-Fernandez, Chair *Keani Rawlins-Fernandez*
Economic Development and Budget Committee

SUBJECT: **OPERATIONAL AND BUDGETARY REVIEW OF COUNTY
DEPARTMENTS (DEPARTMENT OF MANAGEMENT) (EDB-75(5))**

At its meeting of February 20, 2020, the Economic Development and Budget Committee conducted an operational and budgetary review of the Department's Fiscal Year 2020 Budget. Attached is a copy of the Department's PowerPoint presentation. Also attached is a copy of a follow-up letter resulting from the Committee's discussion.

Following is a summary of questions by Committee members and answers by the Managing Director:

1. What are the Administration's plans for addressing the potential of coronavirus in the County?

Under the Mayor's directive, the Administration placed flyers in various public areas to remind the general public about basic personal hygiene and how to prevent the transfer of germs. The Administration has been coordinating directly with Maui Emergency Management Agency, other agencies, and Dr. Lorrin Pang, the State of Hawaii's Maui District Health Officer, to assist with preventing a coronavirus outbreak in the County. Training on mental health issues is also being planned.

2. Is the Administration planning for an Office or Department of Climate Change?

The Mayor is planning for a Climate Change Division to be part of the Office of the Mayor.

3. When is MAPPS coming on board?

Maui Automated Planning and Permitting System, or MAPPS, is a replacement for KIVA, the County's land management and

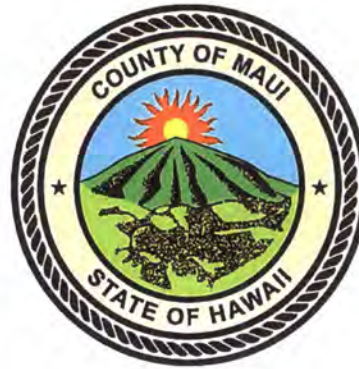
permitting system for the last 25 years. The transition to MAPPS has been lengthy to ensure the process is smooth and uneventful. An internal steering committee for MAPPS has been developed. Testing and training of the new system will occur this summer, with the goal to go live next spring.

4. How does State legislative tracking conducted by the Office of the Mayor differ from legislative tracking conducted by the Department of Management?

It is a team effort. The Managing Director's Executive Assistant coordinates with at least three community liaisons in the Mayor's Office. They all work closely with County departments to identify bills to track and testify on.

edb:ltr:075(5)a01:ske

Attachments



DEPARTMENT OF MANAGEMENT

PRESENTATION TO THE EDB COMMITTEE

FEBRUARY 20, 2020

SANDY BAZ

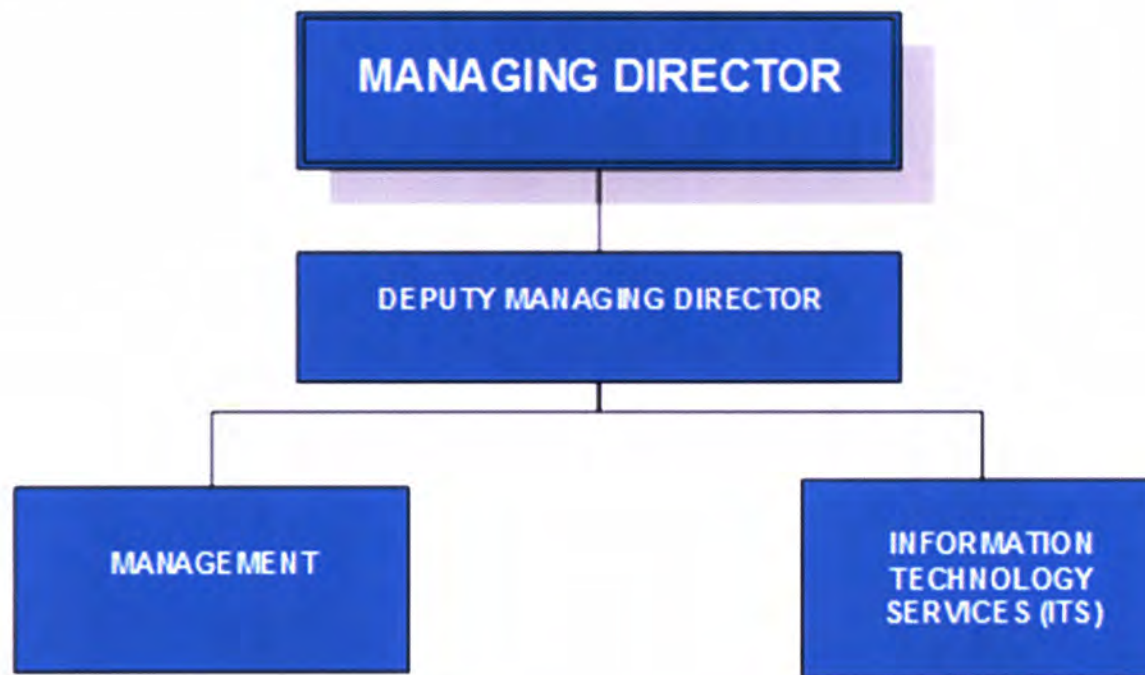
MANAGING DIRECTOR

JOSHIAH NISHITA

DEPUTY MANAGING DIRECTOR

RECEIVED AT EDB MEETING ON 2-20-2020
Managing Director: EDB-75(5)

ORGANIZATION



OVERVIEW

The Department of Management is established through Article 8, Chapter 1 of the Maui County Charter. As such, the Managing Director is appointed by the Mayor with the approval of the Council and may be removed by the Mayor. Additionally, the Managing Director is required to:

- Act as the principal management aid to the Mayor.
- Supervise the administrative functions of agencies, departments, boards and commissions assigned by the Mayor.
- Evaluate the management and performance of each agency.
- Prescribe standards of administrative practice to be followed by all agencies under his or her supervision.
- Supervise and coordinate those functions described in Subsections 7-5.6, 7-5.7 and 7-5.8. Budgetary and Operational Oversight of Depts
- Perform all other duties and functions required by the charter or assigned by the Mayor.

FUNCTIONAL AREAS

The department, in striving to provide direct services to the county, also oversees and manages the following programs and activities:

- Americans with Disabilities Act (ADA) Compliance
- Capital Improvement Projects (CIP) Countywide Coordination
- CIP Project Management
- Community and Constituent Satisfaction
- Emergency Management Oversight
- Equal Employment Opportunity/Affirmative Action (EEO/AA) Compliance
- Fleet Management System
- Information Technology (IT) Services (ITSD) Division, including GIS
- Legislative Tracking
- Performance Management Program Administration
- Departmental Organization and Management Reviews
- Vehicle Use Policy Administration
- Violence in the Workplace Action Plan Administration

COUNTY OF MAUI STRATEGIC PLAN

2019-2023

as of 8/21/19

AFFORDABLE / ATTAINABLE HOUSING	ECONOMIC DIVERSITY	CLIMATE CHANGE RESPONSE & MITIGATION	INFRASTRUCTURE IMPROVEMENT	DISASTER MANAGEMENT & MITIGATION
<p>Array of rent & own housing options based on % of AMI</p> <p>Affordable housing projects prioritized for planning & permitting</p> <p>1,000 new units occupied</p> <p>1,000 additional units being built</p> <p>5,000 new units occupied by 2026</p>	<p>21st Century Farming: Sustainable agriculture plan implemented, Farm tech growth</p> <p>Workforce Development</p> <p>Enhanced tourism sustainability & management: Balancing residential well-being, resource use & tourism needs</p> <p>Small manufacturing support & development</p>	<p>Resiliency plan completed & being implemented</p> <p>County code changes in place to support safety and mitigation</p> <p>Managed retreat shoreline requirements in place</p> <p>Renewable energy commitment on track</p> <p>Climate Resiliency Office established</p>	<p>New Transit Center</p> <p>Waikapu modular wastewater plant</p> <p>Transit system expansion: Increased routes, stops, frequency, ridership; New buses are electric</p> <p>Water source identification & development</p> <p>Moving toward 100% re-use of recycled water (injection wells for use emergency only)</p>	<p>Emergency Operations Plan updated</p> <p>County code updated to enhance renovation & "new build" hurricane resistance</p> <p>Increased public temporary disaster sheltering facilities</p> <p>New Emergency Operations Center completed</p> <p>Major port disaster mitigation plan</p>

VISION

A safe, vibrant, and inclusive community of shared prosperity

MISSION

To serve Maui County with balanced, responsive, thoughtful action and a focus on customer service

County of Maui
Department of Management as of 12/31/2019

04	Management	Prior Year	Prior Year	Amended	Current	Year	Current		% of
10	GENERAL FUND	Carryover	Encumbrance	Annual	Month	to Date	Encumbrance	Balance	Budget
				Budget	Expense	Expense	12/31/2019	Available	Available
06000	Management		352,013	1,417,599	100,350	529,188	295,260	945,166	66.7 %
06005	Maui County Veterans Council		4,618	22,000	2,945	4,506	112	22,000	100.0 %
06009	MOLOKAI VETERANS CARING		4,055	10,000		2,670	11,385		0.0 %
06010	WEST MAUI VETERANS CLUB		1	5,000		2,500	2,501		0.0 %
060	* MANAGEMENT PROGRAM	0	360,687	1,454,599	103,295	538,864	309,258	967,166	66.5 %
06500	Management information systems		3,505,880	10,984,042	555,082	6,337,006	1,722,071	6,430,846	58.5 %
06600	Geographic information systems		5,234				5,234		-
06700	MAUI REDEVELOPMENT PROGRAM		265,714	1,733,466	115,001	380,477	577,680	1,041,022	60.1 %
06710	Grant to Lokahi Pacific		194,737		27,465	74,247	120,490		-
067	* MAUI REDEVELOPMENT PROGRAM	0	460,451	1,733,466	142,466	454,724	698,170	1,041,022	60.1 %
001	** General Fund	0	4,332,252	14,172,107	800,843	7,330,594	2,734,733	8,439,034	59.5 %
10	*** GENERAL FUND	0	4,332,252	14,172,107	800,843	7,330,594	2,734,733	8,439,034	59.5 %

04	Management	Prior Year	Prior Year	Amended	Current	Year	Current		% of
13	CAPITAL PROJECTS FUND	Carryover	Encumbrance	Annual	Month	to Date	Encumbrance	Balance	Budget
				Budget	Expense	Expense	12/31/2019	Available	Available
99139	DATA CENTER A/C REPLACMENT	250,000				44,062	4,896	201,042	80.4 %
902	* Other Projects	250,000	0	0	0	44,062	4,896	201,042	80.4 %
301	** General Fund CIP	250,000	0	0	0	44,062	4,896	201,042	80.4 %
90139	NEW COUNTY SERVICE CENTER			382,411		37,436	58,708	286,267	74.9 %
99140	WAILUKU CIVIC COMPLEX		2,195,000				2,195,000		-
903	* Government Facilities	0	2,195,000	382,411	0	37,436	2,253,708	286,267	74.9 %
350	** Lapsed Bond Projects	0	2,195,000	382,411	0	37,436	2,253,708	286,267	74.9 %
94062	PUBLIC SAFETY RADIO SYS REPLCT		324,534				324,534		-
98025	PUBLIC SAFETY RADIO SYS REPLCM		100,030				100,030		-
902	* Other Projects	0	424,564	0	0	0	424,564	0	- -
94102	KALANA O MAUI CAMPUS EXP DESIG		307,882				307,882		-
98026	NEW COUNTY SERVICE CENTER		15,461,075		1,505,011	6,791,419	8,669,656		-
903	* Government Facilities	0	15,768,957	0	1,505,011	6,791,419	8,977,538	0	- -
373	** 2018 GO Bond	0	16,193,521	0	1,505,011	6,791,419	9,402,102	0	- -
99141	PUBLIC SAFETY RADIO SYS REPLCM	79,213	798,246			399,343	398,903	79,213	100.0 %
902	* Other Projects	79,213	798,246	0	0	399,343	398,903	79,213	100.0 %
98026	NEW COUNTY SERVICE CENTER		1,811,044		48,566	546,627	1,264,417		-
99140	WAILUKU CIVIC COMPLEX	31,354,740	10,075,285		93,928	101,579	41,328,449	(2)	(0)%
903	* Government Facilities	31,354,740	11,886,329	0	142,494	648,206	42,592,866	(2)	(0)%
374	** 2020 Proposed GO Bond	31,433,953	12,684,575	0	142,494	1,047,549	42,991,769	79,211	0.3 %
13	*** CAPITAL PROJECTS FUND	31,683,953	31,073,096	382,411	1,647,505	7,920,466	54,652,475	566,520	1.8 %
04	**** Management	31,694,785	35,405,348	14,604,518	2,448,348	15,251,060	57,387,208	9,066,386	19.6 %
	Grand Total	31,694,785	35,405,348	14,604,518	2,448,348	15,251,060	57,387,208	9,066,386	19.6 %

04	Manageme	Prior Year	Prior Year	Amended	Current	Year	Current		% of
11	SPECIAL REVENUE FUND	Carryover	Encumbrance	Annual	Month	to Date	Encumbrance	Balance	Budget
				Budget	Expense	Expense	12/31/2019	Available	Available
00013	EMPLOYEE PARKING FEES FUND	10,832		50,000				60,832	100.0 %
101	** County Revolving Funds	10,832	0	50,000	0	0	0	60,832	100.0 %
11	*** SPECIAL REVENUE FUND	10,832	0	50,000	0	0	0	60,832	100.0 %

Council Initiated Change – FY20

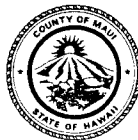
- Archaeologist
Posting March 1

Council Chair
Alice L. Lee

Vice-Chair
Keani N.W. Rawlins-Fernandez

Presiding Officer Pro Tempore
Tasha Kama

Councilmembers
Riki Hokama
Kelly Takaya King
Michael J. Molina
Tamara Paltin
Shane M. Sinenci
Yuki Lei K. Sugimura



Director of Council Services
Traci N. T. Fujita, Esq.

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

February 24, 2020

Mr. Sananda K. Baz, Managing Director
Department of Management
County of Maui
Wailuku, Hawaii 96793

Dear Mr. Baz:

SUBJECT: **OPERATIONAL AND BUDGETARY REVIEW OF
COUNTY DEPARTMENTS (DEPARTMENT OF
MANAGEMENT)** (EDB-75(5))

At its meeting of February 20, 2020, the Economic Development and Budget Committee discussed the operational and budgetary review of the Department of Management.

May I inquire as to the types of security measures the County has planned for the upcoming election-by-mail system.

May I request you provide a written response **no later than March 6, 2020**. 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 (Shelly Espeleta at ext. 7134, Chester Carson at ext. 7659, or Yvette Bouthillier at ext. 7758).

Sincerely,

A handwritten signature in black ink, appearing to read "Keani N.W. Rawlins-Fernandez".

KEANI N.W. RAWLINS-FERNANDEZ, Chair
Economic Development and Budget
Committee

edb:ltr:075(5)amd01:ske

cc: Mayor Michael P. Victorino

March 27, 2020

MEMO TO: EDB-1 File

F R O M: Keani N.W. Rawlins-Fernandez, Chair *Keani Rawlins-Fernandez*
Economic Development and Budget Committee

SUBJECT: **OPERATIONAL AND BUDGETARY REVIEW OF COUNTY DEPARTMENTS (OFFICE OF COUNTY CLERK) (EDB-75(6))**

At its meeting of March 9, 2020, the Economic Development and Budget Committee conducted an operational and budgetary review of the Office's Fiscal Year 2020 Budget. Attached is a copy of the Office's PowerPoint presentation.

Following is a summary of questions by Committee members and answers by the County Clerk:

1. Will Lanai High and Elementary School be designated as the voter service center on Lanai?

A meeting room located at the Lanai Police Station has been secured as the voter service center for the Lanai District.

2. Are there plans to coordinate the elections by mail process with the 2020 Census?

There is currently no coordination at this time. However, community organizations, such as AARP, are reaching out to coordinate with census efforts.

3. Will there be a designated drop off for ballots in the Hana District?

Fire Department stations countywide have expressed interest in being designated as drop-off locations, but this has yet to be confirmed. The public will be informed of all voter service centers and drop box locations in the County by mid-May.

4. Will there be a voter service center in each district?

One voter service center each is required for Molokai, Lanai, and Maui. Staffing issues, availability of facilities, and the need to conform with required days and times of operation hampers the

ability to have voter service centers in all districts. SB 2137, if passed, would allow for the flexibility to alter days and times to fit each county.

5. Are rural or houseless residents without a mailbox or mailing address able to vote?

A verifiable resident address is needed to register to vote. An option is to use a relative or close friend's address as their mailing address. A general delivery receipt address can be used with an accepted government ID shown to the post office.

edb:ltr:075(6)a01:ske

Attachment

✓

EDB Committee

From: James G. Krueger
Sent: Friday, March 06, 2020 4:06 PM
To: EDB Committee
Cc: Kathy L. Kaohu
Subject: EDB-75(6): Presentation and Handouts for March 9, 2020 EDB Committee meeting
Attachments: EDB-75(6) - OCC FY20 Budget Status Update.pptm; EDB-75(6) - OCC Measures as of Feb. 29 2020.pdf; EDB-75(6) - OCC Actuals as of Feb. 29 2020.pdf

Aloha, EDB Committee Chair Rawlins-Fernandez,

Please see attached for the Office of the County Clerk's presentation and handouts for the EDB Committee meeting on March 9, 2020.

Mahalo,
James Krueger
Deputy County Clerk



OFFICE OF THE COUNTY CLERK: FY 2020 BUDGET STATUS UPDATE AS OF FEBRUARY 29, 2020

Economic Development and Budget Committee

Meeting of March 9, 2020

Office of the County Clerk

Legislative Division

- ▶ Clerk to the Council
- ▶ Assistant Clerk to the Council
- ▶ Council Information & Reference Technician
- ▶ Administrative Assistant II (vacant)

Elections Division

- ▶ Elections Administrator (vacant)
- ▶ Senior Elections Clerk (2 positions)
- ▶ Elections Clerk II (2 positions)
- ▶ Temporary Elections Clerk
 - ▶ 20 positions total
 - ▶ Positions filled as the primary election approaches

Status of Accounts (as of 2/29/2020)

	Salaries (A)	Operations (B)	Equipment (C)	Total
FY20 Adopted	\$985,612	\$717,100	\$28,500	\$1,731,212
FY20 Expended	\$388,864	\$46,365	\$6,627	\$441,856
FY20 Balance	\$596,748	\$655,842	\$21,873	\$1,274,463

State of Hawaii, Act 136, SLH 2019 - Implementation of Election by Mail System grant

- Grant amount: \$106,176
- Amount Expended: \$0
- Balance: \$106,176

Key Activity Goals

- ▶ Goal #1: Support the Council's legislative function in an effective, efficient, and legally proper manner.
- ▶ Goal #2: Accomplish the legislative record-keeping responsibility of the Clerk's Office in an effective, efficient, and legally proper manner.
- ▶ Goal #3: Conduct all county, state, and federal elections held within the County in an effective, efficient, and legally proper manner.
- ▶ Goal #4: Accomplish the election record-keeping responsibility of the Clerk's Office in an effective, efficient, and legally proper manner.

The image features a minimalist design on a light gray background. On the left, a solid red triangle points downwards. On the right, a complex geometric composition of overlapping triangles in various shades of red and dark red is shown. A thin, light blue line extends from the bottom left towards the right, passing behind the red shapes. The word "MAHALO" is centered in the middle of the image in a bold, red, sans-serif font.

MAHALO

FISCAL YEAR 2020 BUDGET IMPLEMENTATION REPORT FOR THE QUARTER ENDING FEBRUARY 29, 2020

Department's Mission	Program Name	Program Goal	Program Objective	Success Measure	FY 2018 Actual	FY 2019 Estimate	FY 2019 Actual	FY 2020 Estimate	FY 2020 1st QTR YTD	FY 2020 2/29/20	FY 2020 3rd QTR YTD	FY 2020 4th QTR YTD
To undertake legislative and election functions in a lawful, fair, open, and efficient manner, on behalf of the people of the County of Maui.	County Clerk Program	Goal #1: Support the Council's legislative function in an effective, efficient and legally proper manner.	1. Enable the Council, as the legislative body of the county, to consider and enact legislation in accordance with all legal requirements	# of committee reports processed and uploaded in a digital format within one week	191	150	198	150	47	113		
				% of committee reports processed and uploaded in a digital format within one week	100%	100%	100%	100%	100%	100%		
				# of ordinances processed and uploaded onto the county website within one week	106	100	136	100	13	71		
				% of ordinances processed and uploaded onto the county website within one week	100%	100%	100%	100%	100%	100%		
				# of resolutions processed and uploaded onto the county website within one week	183	150	216	150	38	114		
				% of resolutions processed and uploaded onto the county website within one week	100%	100%	100%	100%	100%	100%		
				# of Council meetings held, for which meeting notices and written minutes were required	31	30	37	30	7	21		
				% of written meeting minutes issued, that comply with all legal requirements	100%	100%	100%	100%	100%	100%		
				# of draft minutes finalized	29	30	30	25	17	31		
				% of draft minutes finalized	100%	100%	100%	100%	100%	100%		
				# of first and final reading publications by legal deadline	213	200	265	200	23	132		
				% of first and final reading publications by legal deadline	100%	100%	100%	100%	100%	100%		
		Goal #2: Accomplish the legislative record keeping responsibility of the Clerk's Office in an effective, efficient and legally proper manner.	1. Reduce the current and future legislative records storage space requirement of the Clerk's Office	Archive prior years' committee reports in a digital format	14.5 years	5 years	9 years	5 years	0	3 years		
				% of prior committee reports archived	100%	100%	100%	100%	0%	60%		
				Archive prior years' resolutions onto the county website	4 years	6 years	13 years	4 years	2 years	7 years		
				% of prior resolutions archived	66%	100%	100%	100%	50%	100%		
			2. Receive, maintain, disseminate and dispose of records filed in the Clerk's Office	# of claims processed and distributed within 3 working days	78	80	106	80	25	73		

FISCAL YEAR 2020 BUDGET IMPLEMENTATION REPORT FOR THE QUARTER ENDING FEBRUARY 29, 2020

Department's Mission	Program Name	Program Goal	Program Objective	Success Measure	FY 2018 Actual	FY 2019 Estimate	FY 2019 Actual	FY 2020 Estimate	FY 2020 1st QTR YTD	FY 2020 2/29/20	FY 2020 3rd QTR YTD	FY 2020 4th QTR YTD
To undertake legislative and election functions in a lawful, fair, open, and efficient manner, on behalf of the people of the County of Maui.	County Clerk Program	Goal #2: Accomplish the legislative record keeping responsibility of the Clerk's Office in an effective, efficient and legally proper manner (Cont'd).	2. Receive, maintain, disseminate and dispose of records filed in the Clerk's Office (Cont'd)	% of claims processed within 3 working days	100%	100%	100%	100%	100%	100%		
				# of documents affixed with the county seal within 2 working days	1,476	1,500	2,172	1,500	486	1,088		
				% of documents affixed with the county seal within 2 working days	100%	100%	100%	100%	100%	100%		
			3. Provide legislative documents to government agencies and the public upon request	# of records provided within 10 days	330	200	223	200	54	166		
				% of records provided by legal deadlines	100%	100%	100%	100%	100%	100%		
		Goal #3: Conduct all county, state and federal elections held within the county in an effective, efficient and legally proper manner.	1. Register voters in the County of Maui and maintain the County of Maui register of voters	# of Affidavits on Application for Voter Registration entered into the State Voter Registration System	15,537	10,000	32,025	10,000	6,369	18,061		
				# of voter registration declinations received and processed	0	0	0	0	0	0		
				# of voter registration follow-up letters issued	1,578	600	1,209	600	255	496		
				# of address confirmation cards mailed in compliance with legal requirements	87,615	8,000	9,733	88,000	86,041	174,795		
				# of National Voter Registration Act notices mailed in compliance with legal requirements	5,257	0	0	6,000	0	7,009		
			2. Operate polling places in the County of Maui during the absentee-voting period and on Primary and General election days	# of election volunteers required	481	300	89	300	0	0		
				% of election volunteers recruited	100%	100%	100%	100%	0%	0%		
				# of election day official training sessions scheduled	7	12	10	6	0	0		
				% of training sessions conducted	100%	100%	100%	100%	0%	0%		
			3. Operate two early voting sites	# of absentee walk-in voters served during the early voting period	0	6,500	0	0	0	0		
		Goal #4: Accomplish the election record-keeping responsibility of the Clerk's Office in an effective, efficient and legally proper manner.	1. Reduce the current and future election records storage space requirement of the Clerk's Office	# of pages converted to digital records	23,337	8,000	32,025	10,000	6,369	18,061		
				# of pages converted to microfilm	0	50,000	50,000	0	0	21,921		

County of Maui

BA5104M: Budget Actual (DEPT4) Subobject Object Character Index Activity Program Subfund and Department as of 2/29/2020

02	County Clerk								
001	General Fund								
020	***** COUNTY CLERK PROGRAM								
02000	**** County clerk								
902015	*** COUNTY CLERK	Prior Year Carryover	Prior Year Encumbrance	Amended Annual Budget	Current Month Expense	Year to Date Expense	Current Encumbrance 02/29/2020	Balance Available	% of Budget Available
6112	Contractual Service		9,275				9,275		-
610	* SERVICES		9,275				9,275		--
60	** Operations		9,275	0	0	0	9,275	0	--
902015	*** COUNTY CLERK	0	9,275	0	0	0	9,275	0	--
5101	Regular Wages			633,712	20,794	337,533		296,179	46.7 %
510	* WAGES & SALARIES			633,712	20,794	337,533		296,179	46.7 %
5204	Night differential				11	20		(20)	-
5205	Overtime				1,833	5,510		(5,510)	-
5207	Temporary assignment				1,315	1,391		(1,391)	-
5215	Premium pay			65,000				65,000	100.0 %
5250	Salary adjustments			1,200				1,200	100.0 %
520	* OTHER PREMIUM PAY			66,200	3,159	6,921		59,279	89.5 %
50	** Salaries and wages		0	699,912	23,953	344,454	0	355,458	50.8 %
902015A	*** COUNTY CLERK	0	0	699,912	23,953	344,454	0	355,458	50.8 %
6035	Miscellaneous Supplies		2,532	2,000		2,846	2,532	(846)	(42.3)%
6037	Office Supplies		511	4,000		980	511	3,020	75.5 %
6040	Postage			200				200	100.0 %
601	* MATERIALS & SUPPLIES		3,043	6,200		3,826	3,043	2,374	38.3 %
6101	Advertisement		1,743	45,000	2,912	16,445	1,743	28,555	63.5 %
6112	Contractual Service		23,247	8,000			23,247	8,000	100.0 %
6122	Freight and Hauling			200				200	100.0 %
6129	Other Services			5,000	1,104	3,861		1,139	22.8 %
6130	Printing & Binding			3,000	72	72		2,928	97.6 %
6132	Professional Services		60,307	40,000		81,467	18,858	(19)	(0)%
6138	R & M - Services/Contracts			1,000				1,000	100.0 %
610	* SERVICES		85,297	102,200	4,088	101,845	43,848	41,803	40.9 %
6201	Airfare, Transportation			2,500				2,500	100.0 %
6222	Per Diem Non-Reportable			1,000				1,000	100.0 %
6226	Per Diem S/D/T Taxable			500				500	100.0 %
615	* TRAVEL			4,000				4,000	100.0 %
6218	Meal Allowance			2,000	180	250		1,750	87.5 %
6221	Miscellaneous Other Costs			500	7,426	7,426		(6,926)	(1385.2)%
6225	Publications & Subscriptions			200		233		(33)	(16.5)%
6230	Registration/Training Fees			1,000				1,000	100.0 %
6235	Rentals			10,000		5,760		4,240	42.4 %

County of Maui

BA5104M: Budget Actual (DEPT4) Subobject Object Character Index Activity Program Subfund and Department as of 2/29/2020

02	County Clerk								
001	General Fund								
020	***** COUNTY CLERK PROGRAM								
02000	**** County clerk								
902015B	*** COUNTY CLERK	Prior Year Carryover	Prior Year Encumbrance	Amended Annual Budget	Current Month Expense	Year to Date Expense	Current Encumbrance 02/29/2020	Balance Available	% of Budget Available
6244	Computer Software		2,161	2,500		4,360	2,161	(1,860)	(74.4)%
620	* OTHER COSTS		2,161	16,200	7,606	18,029	2,161	(1,829)	(11.3)%
60	** Operations		90,501	128,600	11,694	123,700	49,052	46,348	36.0 %
902015B	*** COUNTY CLERK	0	90,501	128,600	11,694	123,700	49,052	46,348	36.0 %
7031	Computer Equipment		1,500				1,500		-
7044	Other Equipment			5,000		4,902		98	2.0 %
713	* MACHINERY & EQUIPMENT		1,500	5,000		4,902	1,500	98	2.0 %
70	** Capital outlay		1,500	5,000	0	4,902	1,500	98	2.0 %
902015C	*** COUNTY CLERK	0	1,500	5,000	0	4,902	1,500	98	2.0 %
6108	Codification expenses			10,000				10,000	100.0 %
610	* SERVICES			10,000				10,000	100.0 %
60	** Operations		0	10,000	0	0	0	10,000	100.0 %
902023B	*** CODIFICATION EXPENSE	0	0	10,000	0	0	0	10,000	100.0 %
5101	Regular Wages			209,112	2,620	44,177		164,935	78.9 %
510	* WAGES & SALARIES			209,112	2,620	44,177		164,935	78.9 %
5204	Night differential					6		(6)	-
5205	Overtime					227		(227)	-
5215	Premium pay			75,000				75,000	100.0 %
5250	Salary adjustments			1,588				1,588	100.0 %
520	* OTHER PREMIUM PAY			76,588		233		76,355	99.7 %
50	** Salaries and wages		0	285,700	2,620	44,410	0	241,290	84.5 %
902056A	*** ELECTIONS	0	0	285,700	2,620	44,410	0	241,290	84.5 %
6035	Miscellaneous Supplies			3,000		23		2,977	99.2 %
6037	Office Supplies		1,341	11,000		384	1,341	10,616	96.5 %
6040	Postage			55,000		1,290		53,710	97.7 %
601	* MATERIALS & SUPPLIES		1,341	69,000		1,697	1,341	67,303	97.5 %
6101	Advertisement			55,000				55,000	100.0 %
6110	Computer Services			8,000		692		7,308	91.4 %
6122	Freight and Hauling			1,000		2,103		(1,103)	(110.3)%
6129	Other Services			1,000				1,000	100.0 %
6130	Printing & Binding			25,000	541	640		24,360	97.4 %
6132	Professional Services		100,000	130,000	83	(96,203)	100,000	226,203	174.0 %
6138	R & M - Services/Contracts			3,000		4,829		(1,829)	(61)%

County of Maui

BA5104M: Budget Actual (DEPT4) Subobject Object Character Index Activity Program Subfund and Department as of 2/29/2020

02	County Clerk							
001	General Fund							
020	***** COUNTY CLERK PROGRAM							
02000	**** County clerk	Prior Year	Prior Year	Amended	Current	Year	Current	% of
902056B	*** ELECTIONS	Carryover	Encumbrance	Annual	Month	to Date	Encumbrance	Budget
				Budget	Expense	Expense	02/29/2020	Available
610	* SERVICES		100,000	223,000	624	(87,939)	100,000	310,939 139.4 %
6152	Cellular telephone			2,500	98	934		1,566 62.6 %
611	* UTILITIES			2,500	98	934		1,566 62.6 %
6201	Airfare, Transportation			10,000	1,306	4,497		5,503 55.0 %
6222	Per Diem Non-Reportable			1,500		717		783 52.2 %
6223	Per Diem Reportable Non-Taxabl			2,500		906		1,594 63.8 %
6226	Per Diem S/D/T Taxable			5,000		885		4,115 82.3 %
615	* TRAVEL			19,000	1,306	7,005		11,995 63.1 %
6212	Dues			1,000				1,000 100.0 %
6218	Meal Allowance			2,000		20		1,980 99.0 %
6221	Miscellaneous Other Costs			500		10		490 98.0 %
6230	Registration/Training Fees			1,500		938		562 37.5 %
6233	Rental of machinery & equipmnt			6,000			56,341	(50,341) (839)%
6235	Rentals			1,500				1,500 100.0 %
6244	Computer Software			2,500				2,500 100.0 %
620	* OTHER COSTS			15,000		968	56,341	(42,309) (282.1)%
6319	Special election expenses			250,000				250,000 100.0 %
630	* Budgeted Expenditures			250,000				250,000 100.0 %
60	** Operations		101,341	578,500	2,028	(77,335)	157,682	599,494 103.6 %
902056B	*** ELECTIONS	0	101,341	578,500	2,028	(77,335)	157,682	599,494 103.6 %
7031	Computer Equipment			12,000				12,000 100.0 %
7044	Other Equipment			11,500		1,725		9,775 85.0 %
713	* MACHINERY & EQUIPMENT			23,500		1,725		21,775 92.7 %
70	** Capital outlay		0	23,500	0	1,725	0	21,775 92.7 %
902056C	*** ELECTIONS	0	0	23,500	0	1,725	0	21,775 92.7 %
02000	**** County clerk	0	202,617	1,731,212	40,295	441,856	217,509	1,274,463 73.6 %
020	***** COUNTY CLERK PROGRAM	0	202,617	1,731,212	40,295	441,856	217,509	1,274,463 73.6 %
001	General Fund	0	202,617	1,731,212	40,295	441,856	217,509	1,274,463 73.6 %

County of Maui

BA5104M: Budget Actual (DEPT4) Subobject Object Character Index Activity Program Subfund and Department as of 2/29/2020

02	County Clerk								
106	Intergovernmental Grant Fund								
020	***** COUNTY CLERK PROGRAM								
00004	**** State of Hawaii grants	Prior Year	Prior Year	Amended	Current	Year	Current	Balance	% of
		Carryover	Encumbrance	Annual	Month	to Date	Encumbrance	Available	Budget
106017	*** IMPL OF ELECTION BY MAIL			Budget	Expense	Expense	02/29/2020		Available
6400	Grant appropriations			106,176				106,176	100.0 %
640	* SPECIAL PROJECTS			106,176				106,176	100.0 %
60	** Operations		0	106,176	0	0	0	106,176	100.0 %
106017	*** IMPL OF ELECTION BY MAIL	0	0	106,176	0	0	0	106,176	100.0 %
00004	**** State of Hawaii grants	0	0	106,176	0	0	0	106,176	100.0 %
020	***** COUNTY CLERK PROGRAM	0	0	106,176	0	0	0	106,176	100.0 %
106	Intergovernmental Grant Fund	0	0	106,176	0	0	0	106,176	100.0 %
02	County Clerk	0	202,617	1,837,388	40,295	441,856	217,509	1,380,639	75.1 %


County of Maui

BA5104M: Budget Actual (DEPT4) Subobject Object Character Index Activity Program Subfund and Department as of 2/29/2020

02	County Clerk								
106	Intergovernmental Grant Fund								
020	***** COUNTY CLERK PROGRAM								
00004	**** State of Hawaii grants	Prior Year	Prior Year	Amended	Current	Year	Current		% of
106017	*** IMPL OF ELECTION BY MAIL	Carryover	Encumbrance	Annual	Month	to Date	Encumbrance	Balance	Budget
				Budget	Expense	Expense	02/29/2020	Available	Available
Grand Total		0	202,617	1,837,388	40,295	441,856	217,509	1,380,639	75.1 %

March 27, 2020

MEMO TO: EDB-1 File

F R O M: Keani N.W. Rawlins-Fernandez, Chair 
Economic Development and Budget Committee

SUBJECT: **OPERATIONAL AND BUDGETARY REVIEW OF COUNTY DEPARTMENTS (OFFICE OF COUNCIL SERVICES) (EDB-75(7))**

At its meeting of March 9, 2020, the Economic Development and Budget Committee conducted an operational and budgetary review of the Office's Fiscal Year ("FY") 2020 Budget. Attached is a copy of the Office's PowerPoint presentation and their response to a follow-up letter resulting from the Committee's discussion.

Following is a summary of questions by Committee members and answers by the Director of Council Services:

1. What is the projected amount of carryover savings?

The projected carryover savings amount for FY 2020 is \$75,000. A portion of the carryover savings amount is \$50,000 in Category B for committee mailers, intended for use by the EDB Committee to send out information to the public on the budget session. However, remaining monies may be used by other Committees to address matters of committee interest.

2. Is the amount of overtime being incurred directly related to the number of vacancies?

The Office of Council Services has implemented various ways to curb staff overtime, including designating certain days during the month for catch-up days when staff can attempt to work uninterrupted from each other. However, the number of vacancies definitely had an impact on the amount of overtime incurred. The \$15,000 reduction in Category A from FY 2019 to FY 2020 did not help.

3. What is the Office's policy on compensatory time off, or CTO?

EDB-1 File
March 27, 2020
Page 2

CTO is capped at a maximum of 24 hours. The CTO policy is currently being reviewed.

edb:ltr:075(7)a01:ske

Attachment

EDB Committee

From: Traci N. T. Fujita
Sent: Friday, March 06, 2020 9:53 AM
To: EDB Committee
Subject: RE: OCS Pre-Budget Presentation
Attachments: FY2020 Office of Council Services Budget Update.pptx

Sorry, please replace the presentation with the attached version.

From: Traci N. T. Fujita
Sent: Friday, March 6, 2020 9:15 AM
To: EDB Committee <EDB.Committee@mauicounty.us>
Subject: OCS Pre-Budget Presentation



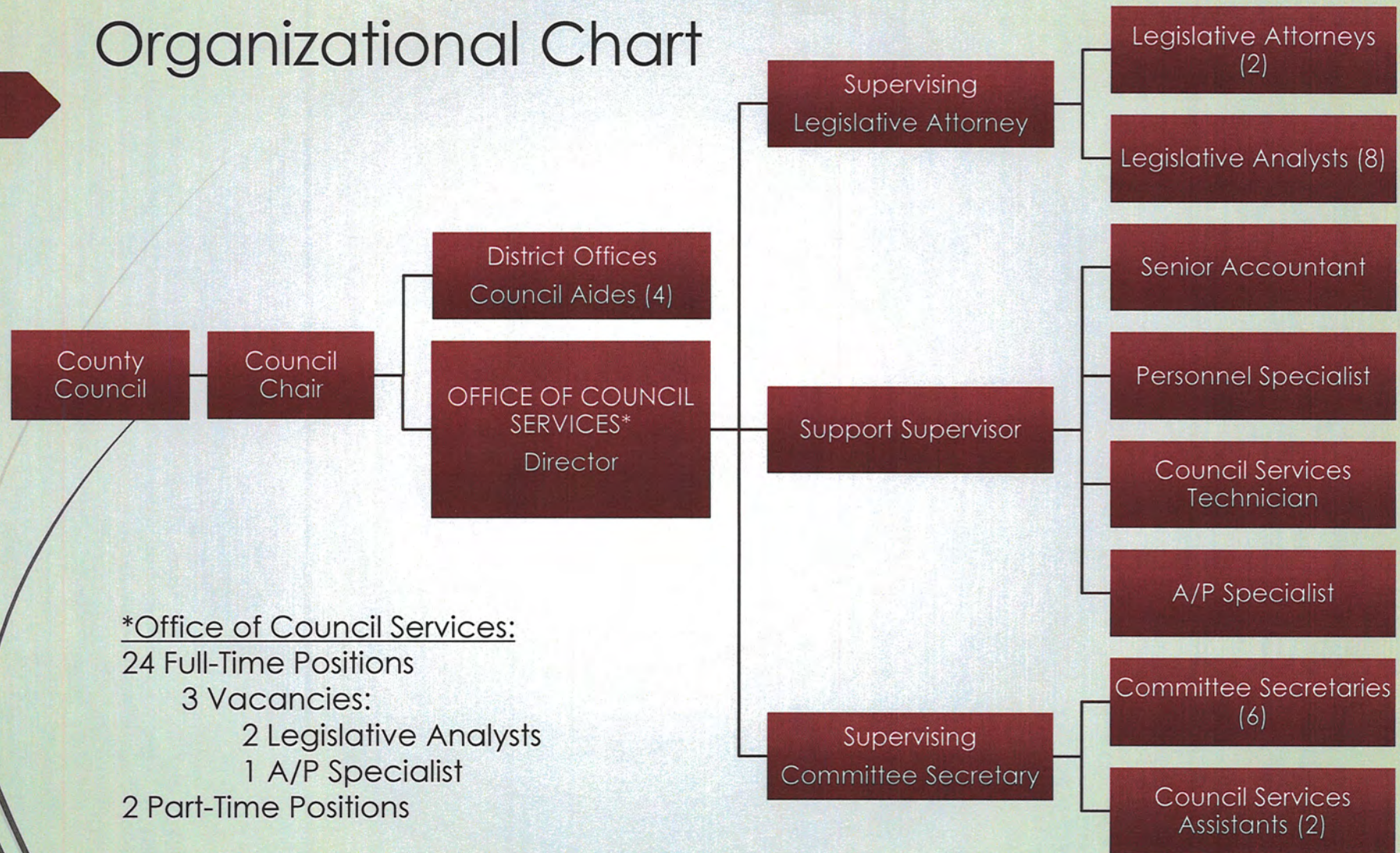
Office of Council Services FY 2020 Budget Update

Economic Development and Budget Committee

Maui County Council

March 9, 2020

Organizational Chart



Council Services Program

FY 2020 Budget Overview

	(A) FY 2020 BUDGET	(B) AMOUNT SPENT AS OF 12/31/19	(C) EXPECTED EXPENDITURES	(D) PROJECTED CARRYOVER	(E) % BUDGET AVAILABLE
Chair's Contingency & Councilmember Accounts	\$1,500,684	\$673,168	\$678,168	\$149,348	10.0%
Office of Council Services	\$4,029,995	\$1,801,602	\$1,912,796	\$315,597	7.8%
Audit and Professional Services	\$1,855,000	\$70,383	\$1,030,000	\$754,617	40.7%
TOTAL	\$7,385,679	\$2,545,153	\$3,620,964	\$1,219,562	16.5%

Chair's Contingency & Councilmember Accounts

	(A) FY 2020 BUDGET	(B) AMOUNT SPENT AS OF 12/31/19	(C) EXPECTED EXPENDITURES	(D) PROJECTED CARRYOVER	(E) % BUDGET AVAILABLE
Chair's Contingency	\$12,030	\$2,179	\$7,179	\$2,672	22.2%
Councilmembers Accounts	\$1,488,654	\$670,989	\$670,989	\$146,676	9.9%
TOTAL	\$1,500,684	\$673,168	\$678,168	\$149,348	10.0%

Office of Council Services FY 2020 Budget Overview

	(A) FY 2020 BUDGET	(B) AMOUNT SPENT AS OF 12/31/19	(C) EXPECTED EXPENDITURES	(D) PROJECTED CARRYOVER	(E) % BUDGET AVAILABLE
Salaries and Wages	\$2,992,615	\$1,344,449	\$1,572,367	\$75,799	2.5%
Operations	\$984,535	\$444,674	\$308,429	\$231,432	23.5%
Equipment	\$52,845	\$12,479	\$32,000	\$8,366	15.8%
TOTAL	\$4,029,995	\$1,801,602	\$1,912,796	\$315,597	7.8%

Office of Council Services

A - Salaries

	(A) FY 2020 BUDGET	(B) AMOUNT SPENT AS OF 12/31/19	(C) EXPECTED EXPENDITURES	(D) PROJECTED CARRYOVER	(E) % BUDGET AVAILABLE
Wages and Salaries	\$2,857,615	\$1,307,676	\$1,440,434	\$109,505	3.8%
Other Premium Pay	\$135,000	\$36,773	\$131,933	(\$33,706)	(24.9%)
TOTAL	\$2,992,615	\$1,344,449	\$1,572,367	\$75,799	2.5%

Office of Council Services

B - Operations

	(A) FY 2020 BUDGET	(B) AMOUNT SPENT AS OF 12/31/19	(C) EXPECTED EXPENDITURES	(D) PROJECTED CARRYOVER	(E) % BUDGET AVAILABLE
Supplies	\$49,535	\$17,527	\$21,527	\$10,481	21.2%
Services	\$559,814	\$335,127	\$148,000	\$76,687	13.7%
Utilities	\$30,228	\$10,499	\$14,699	\$5,030	16.6%
Travel	\$272,915	\$44,725	\$100,000	\$128,190	47.0%
Other Costs	\$72,043	\$36,796	\$24,204	\$11,043	15.3%
TOTAL	\$984,535	\$444,674	\$308,430	\$231,431	23.5%


Office of Council Services

C - Equipment

	(A) FY 2020 BUDGET	(B) AMOUNT SPENT AS OF 12/31/19	(C) EXPECTED EXPENDITURES	(D) PROJECTED CARRYOVER	(E) % BUDGET AVAILABLE
Machinery & Equipment	\$42,600	\$1,545	\$32,000	\$9,055	21.2%
Lease Purchases	\$10,245	\$10,934	\$0	(\$689)	(6.7%)
TOTAL	\$52,845	\$12,479	\$32,000	\$8,366	15.8%

Audit and Professional Services

	(A) FY 2020 BUDGET	(B) AMOUNT SPENT AS OF 12/31/19	(C) EXPECTED EXPENDITURES	(D) PROJECTED CARRYOVER	(E) % BUDGET AVAILABLE
Program Audits	\$405,000	\$70,383	\$75,000	\$259,617	64.1%
Special Counsel	\$150,000	\$0	\$55,000	\$95,000	63.3%
Housing Authority Feasibility Study	\$150,000	\$0	\$150,000	\$0	0.0%
Community Plan Review	\$250,000	\$0	\$250,000	\$0	0.0%
Budget Software	\$400,000	\$0	\$0	\$400,000	100.0%
Moloka'i Climate Change Master Plan	\$500,000	\$0	\$500,000	\$0	0.0%
TOTAL	\$1,855,000	\$70,383	\$1,030,000	\$754,617	40.7%



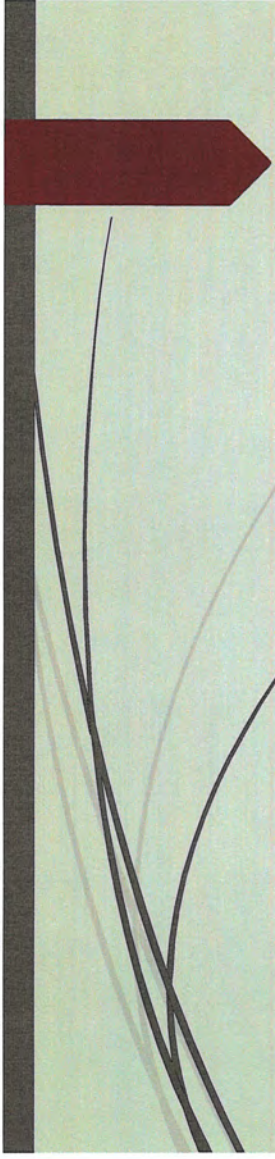
Audit and Professional Services, continued

- Program Audits:

- Fiscal and Performance Audit of Maui Redevelopment Agency authorized by Resolution 19-120 on July 5, 2019.

- Special Counsel:

- Authorized by Resolution 19-171 on October 4, 2019 to Investigate Actionable Claims Against Bank of America and the Banking and Mortgage Industry.
 - Authorized by Resolution 19-80 on April 23, 2019 to Advise and Represent Council on the Mayor's Appointment as "Interim" Administrative Heads the Same Individuals Disapproved by Council.



Audit and Professional Services, continued

- Housing Authority Feasibility Study
- Expediting the Community Plan Review Process
- Comprehensive Budgeting, Performance, Communication, and Reporting Software
- Molokaʻi Climate Change and Sea-Level Rise Adaptation and Resiliency Master Plan

March 18, 2020

MEMO TO: Keani N.W. Rawlins-Fernandez, Chair
Economic Development and Budget Committee

F R O M: Traci Fujita, Director ^{TNTF}
Office of Council Services

SUBJECT: **OPERATIONAL AND BUDGETARY REVIEW OF COUNTY
DEPARTMENTS (OFFICE OF COUNCIL SERVICES)** (EDB-75(7))

The purpose of this memorandum is to respond to a request for a report on the compensatory time balances for OCS staff, to date. Please see the attached Comp Time Balances report as of February 29, 2020. If you have further questions, please don't hesitate to contact me.

ocs:mgt:budget:fy2021:edb-75(7) cto balances:tntf

Attachment

RECEIVED
2020 MAR 18 AM 11:53
OFFICE OF THE
COUNTY COUNCIL

COMP TIME BALANCES		
2/29/2020		
NAME	BALANCE	COMMENTS
ALISON	0.50	
ANA	0.00	
BRUCE	0.00	
CHESTER	0.00	
CLARITA	20.25	
KASIE	12.25	
LESLEY	0.00	
MARLENE	0.00	
NICOLE K.	0.00	
NICOLE S.	0.00	
PAULINE	4.50	
RAYNA	6.00	
SHELLY	0.00	
STACEY	1.62	
TAMMY	23.75	
WENDY	0.00	
YVETTE	11.50	
DAVID	0.00	Internal
JAMES F.	0.00	Internal
RICHARD	11.25	Internal

March 27, 2020

MEMO TO: EDB-1 File

F R O M: Keani N.W. Rawlins-Fernandez, Chair
Economic Development and Budget Committee

Keani Rawlins-Fernandez

SUBJECT: **OPERATIONAL AND BUDGETARY REVIEW OF COUNTY DEPARTMENTS (OFFICE OF THE MAYOR) (EDB-75(8))**

At its meeting of February 20, 2020, the Economic Development and Budget Committee conducted an operational and budgetary review of the Office of the Mayor's Fiscal Year 2020 Budget. Attached is a copy of the Office's PowerPoint presentation.

Following is a summary of questions by Committee members and answers by the Mayor's Chief of Staff:

1. Who are the Mayor's community liaisons, what districts do they represent, and what are their responsibilities?
 - East Maui—Bill Medeiros handles issues for East Maui and the County's veterans' affairs.
 - Kahului—Randy Piltz handles issues for Kahului and matters relating to the Department of Public Works.
 - Lanai—Darlene Endrina handles issues for Lanai, is the Mayor's staff person on the Committee on the Status of Women, and assists with proclamations and certificates.
 - Molokai—Stacy Crivello handles issues for Molokai and matters relating to the Department of Housing and Human Concerns and Hawaiian affairs.
 - South Maui—Bill Snipes handles issues for South Maui and matters relating to the Department of Finance and Department of Management, Information Technology Division, and he is the lead staff person for the 2020 Census.
 - Upcountry—Gladys Baisa handles issues for Upcountry and coordinates the Mayor's nominations to boards, committees, and commissions.
 - Wailuku—Don Couch handles issues for Wailuku and matters relating to the Department of Planning.

- West Maui—Alan Fukuyama handles issues for West Maui and matters relating to the Department of Fire and Public Safety, Department of Parks and Recreation, Police Department, and Department of Water Supply.
 - Tourism—Terry Vencyl handles tourism-related issues that impact the County.
2. What is the process for the executive and legislative branches working collaboratively to handle ongoing County issues such as homelessness on County properties?

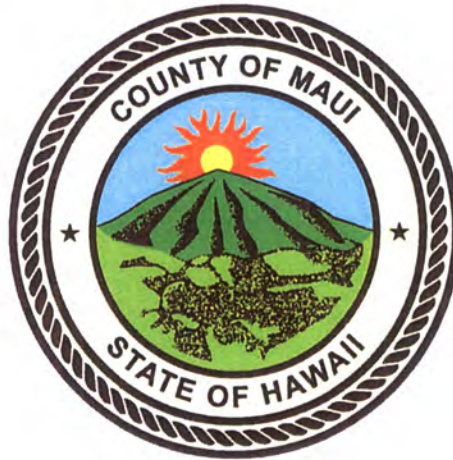
The Mayor has established a Homeless Task Force to address the County's homeless issues. The Task Force works together with the Department of Parks and Recreation, Department of Public Works, and Department of Transportation for assistance.

3. Is the Mayor planning for a County Land Manager and what are his plans to deal with abandoned vehicles?

Yes, the Mayor has expressed an interest for a Land Management Division to maintain inventory of County-owned land and to prevent illegal dumping of abandoned vehicles. He is also planning to increase the limit of abandoned vehicles per resident from one to two. Further, Ordinance 5048 increased the Abandoned Vehicle Use Program by \$500,000.

4. If a complaint is received by a Councilmember's office, should the complaint be forwarded to the Mayor's Office or sent directly to the Department?

Complaints should be referred to the respective Mayor's community liaison who works closely with the respective department. A weekly report of these complaints is provided to the Chief of Staff and Managing Director.



Office of the Mayor

February 20, 2020

RECEIVED AT EDB MEETING ON 2-20-2020

Submitted by Chief of Staff (EDB-TSC8)

Office of the Mayor

- ▶ PROVIDE excellent service to all residents and visitors.
- ▶ ACHIEVE outstanding transparency by providing timely, accurate and complete information internally and externally.
- ▶ KEEP the benefit of the entire community our top priority in decision-making.
- ▶ FOSTER relationships with county, state, federal, and international government agencies.

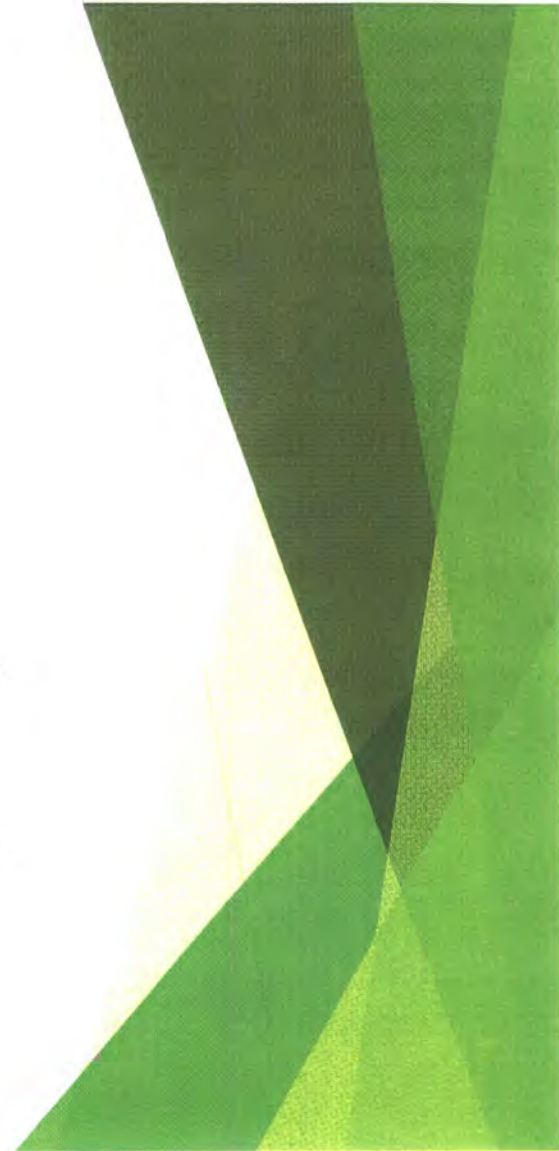


► Strategic Goals

- Respond to all texts, emails, phone calls, and letters in a timely manner.
 - Work closely and communicate regularly with our departments to know their needs and find solutions to any type of issues.
 - Set high standards for our staff to attain their full potential.
 - Work closely with our communication staff to provide timely, complete, and accurate press releases and social media posts to the public.
 - Use email, texts, phone calls, letters to inform the community and all county personnel of our activities and events.
- 

Objectives

- ▶ Attend community meetings to gather input on matters.
- ▶ Keep an open door policy to provide public access.
- ▶ Require accountability and responsibility for every program and project we undertake.
- ▶ Enhance working relationships with all government officials including state and federal entities.



COUNTY OF MAUI STRATEGIC PLAN

2019-2023



AFFORDABLE / ATTAINABLE HOUSING	ECONOMIC DIVERSITY	CLIMATE CHANGE RESPONSE & MITIGATION	INFRASTRUCTURE IMPROVEMENT	DISASTER MANAGEMENT & MITIGATION
<p>Array of rent & own housing options based on % of AMI</p> <p>Affordable housing projects prioritized for planning & permitting</p> <p>1,000 new units occupied</p> <p>1,000 additional units being built</p> <p>5,000 new units occupied by 2026</p>	<p>21st Century Farming: Sustainable agriculture plan implemented, Farm tech growth</p> <p>Workforce Development</p> <p>Enhanced tourism sustainability & management: Balancing residential well-being, resource use & tourism needs</p> <p>Small manufacturing support & development</p>	<p>Resiliency plan completed & being implemented</p> <p>County code changes in place to support safety and mitigation</p> <p>Managed retreat shoreline requirements in place</p> <p>Renewable energy commitment on track</p> <p>Climate Resiliency Office established</p>	<p>New Transit Center</p> <p>Waikapu modular wastewater plant</p> <p>Transit system expansion: Increased routes, stops, frequency, ridership; New buses are electric</p> <p>Water source identification & development</p> <p>Moving toward 100% re-use of recycled water (injection wells for use emergency only)</p>	<p>Emergency Operations Plan updated</p> <p>County code updated to enhance renovation & "new build" hurricane resistance</p> <p>Increased public temporary disaster sheltering facilities</p> <p>New Emergency Operations Center completed</p> <p>Major port disaster mitigation plan</p>
VISION A safe, vibrant, and inclusive community of shared prosperity MISSION To serve Maui County with balanced, responsive, thoughtful action and a focus on customer service				

Community Liaisons

- ▶ Listen, Research, Resolve
- ▶ Districts, Departments, Subject Matter
- ▶ Handle Issues, Complaints, Inquiries, Phone Calls, Emails, Letters
- ▶ Legislative Tracking
 - ▶ Submit testimonies and provide oral testimonies
 - ▶ Monitor hearing notices
 - ▶ Track status of bills
- ▶ Accountability
 - ▶ Weekly Reports
 - ▶ Staff Meetings
 - ▶ Team Environment



Communications Team

- ▶ Drafts and distributes press releases.
- ▶ Updates web page content for county departments, agencies, and the Office of the Mayor.
- ▶ Assists the Mayor with speeches, newspaper columns (Ask the Mayor and Our County Column), proclamations and certificates, and statements.
- ▶ Manages social media for county administration (Facebook, Instagram, Twitter, etc.)
- ▶ Produces visual media (photos, videos, flyers, etc.)
- ▶ Prepares memorandums for the Mayor for his public appearances.
- ▶ Facilitates communication and messaging between Mayor and county departments, agencies, and news media.
- ▶ Staffs and assists with Mayor's radio program and television show and appearances.
- ▶ Staffs EOC during emergencies and produces updated press releases.

Budget Team

- ▶ Produce Fiscal Year Budget.
- ▶ Reviews all travel requests and unbudgeted equipment requests.
- ▶ Monitors all Grants.
- ▶ Reviews all Requisitions relating to Equivalent Personnel (EP) on Workday.
- ▶ Quarterly Reports on performance measures and vacant positions.

Budget Software

- ▶ Research relating to budget software implementation.
 - ▶ CIC
 - ▶ OpenGov
 - ▶ Zobrio
 - ▶ Central Square

