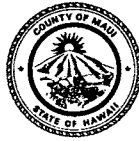


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Vice-Chair
Keani N.W. Rawlins-Fernandez

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Councilmembers
Riki Hokama
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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

April 2, 2020

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

Dear Mr. Baz:

SUBJECT: FISCAL YEAR ("FY") 2021 BUDGET (MD-1) (EDB-1)

May I please request that you be prepared to answer the following questions at the EDB Committee meeting held via BlueJeans on **April 9, 2020**. * This will enable the Committee to comprehensively review the FY 2021 Budget. **Date subject to change without notice.*

Overall

1. Given the current worldwide pandemic and its effect on the local economy, please suggest cuts that can be made to the Mayor's proposal for the Department of Management. (TP) Provide recommendations for a 5% reduction of the entire Departmental budget. (RH) If Council finds that, due to the current COVID-19 crisis, a budget reduction is required, how would the Department propose to implement the needed cuts? Are there specific programs that the Department would discontinue? Would the department delay or cancel planned "external" costs (e.g., professional services)? (TK)

Category "A" – Salaries & Wages

2. Provide vacancy and overtime reports for the entire Department. (RH)

3. Justify the need to add new expansion positions in light of the COVID-19 pandemic. Could these expansions wait to FY 2022 once we see the impact of the pandemic to our people?
 - a. 10-13 of details, 904015A, PXXX Geographic Information system IV, \$32,238 (YS)
 - b. 10-13 of details, 904015A, PXXXX Information System Analyst V, \$39,210 (Project Manager/Portfolio & Project Management Section) (YS)
 - c. 10-13 of details, 904015A, PXXXX Information System Analyst V, \$39,210 (Cyber Security Senior Analyst) (YS)
 - d. 10-14 of details, 904015A, PXXXX Information System Analyst IV, \$32,238 (YS)
 - e. 10-14 of details, 904015A, PXXXX Information System Analyst V, \$39,210 (YS)
4. Please provide the SR/step and dollar amount allotted for all position titles within the Department of Management and indicate which position titles are vacant, if any. This information is missing in the Budget Details. (TP)
5. Please provide a position description and minimum qualifications for Secretary to the Managing Director. (Page 10-3 of Budget Details 904011A: Management Program) (TP)
6. For the Management Department as a whole there is an over 50% increase in premium pay expected. Why? What measures are being pursued to address this increase? What is the current trend in premium pay for FY 2020? (Page 340 of the Program Budget) (TK)
7. In the IT Services Division budget, the premium pay budget is proposed for a 57% increase. Why? What is the current trend in premium pay for FY 2020? (Page 353 of the Program Budget) (TK)
8. What amount from the General Fund was used to offset Federal grants program personnel and benefits? Please provide details of position type, amounts, and grant name. (RH)

Category “B” – Operations

9. What amount from the General Fund was used to offset Federal grants program personnel and benefits? Please provide details of position type, amounts, and grant name. (RH)
10. Given the current pandemic, please provide an explanation of the need for Other Services expansion request. (Page10-7, Budget Details 904016B-6129: Management Program) (TP)
11. 11. Please provide an update of the percentage of employees with completed performance evaluations for FY 2020, to date. (TP)
12. Given the current pandemic and the shutdown of out-of- state travel, please explain the budgeted increase for travel. (Page 340 of Program Budget: Management Department Summary) (TP)
13. Despite the Department of Management including travel as a focus point for cost reduction and the Mayor's current ban on out-of-state travel, explain how travel budgets for many departments exceed FY 2020 estimates. (Page 338, Program Budget: Management Department Summary) (TP)
14. Please provide a breakdown of the funds for Professional Services expansion request by contract. (Page 10-7, Budget Details 904016B-6132: Management Program) (TP)
15. Please provide a breakdown of events that the Maui County Veteran's Council grant will be funding given the ongoing social distancing. (Page 348, Program Budget: Management Program) (TP)
16. Please provide a breakdown of what the AHMN community outreach expansion request will fund and the meaning of AHMN. (Page10-6, Budget Details 904011B-6221: Management Program) (TP)
17. Regarding MAPPS: (RH)
 - a. What is the current status of the HR Payroll/Workday Program implementation, including as it relates to payroll, leaves, and vacation?

- b. What is the current status of the IFAS upgrade for projects?
 - c. What is the current state of the County's cybersecurity programs?
- 18. Please describe training and how many new staffers will receive the training.)Page 10-5 of the Budget details, Index Code 904011B-6201) (KRF)
 - 19. Please explain the expansion request and the breakdown of funding for all programs listed. Please provide details for the Business Interruption Fund program. (Page 10-7 of the Budget Details, Index Code 904016B-6112) (KRF)
 - 20. Please provide the breakdown and explanation of the details for the items to be funded with this expansion request. (Page 10-7 of the Budget Details, Index Code 904016B-6132) (KRF)
 - 21. Why is the Maui Redevelopment Program budget being combined with the Management Program? What are the advantages and disadvantages of that approach? (Pages 340, 346, & 347 of the Program Budget) (TK)
 - 22. In the Management Program budget, there is a revolving fund with a small budget (\$50,000). What is the purpose and use of this fund? (Page 349 of the Program Budget) (TK)
 - 23. Please detail the computer software to be purchased or maintained with this request, "based on actual expenditures." (Page 10-8 of the Budget Details, Index Code 6244) (KRF)
 - 24. Please explain the details of the Kalana Pakui Renovations Project and breakdown of cost for each item listed under this index code. (Page 10-16 of the Budget Details, Index Code 904015B-6132) (KRF)
 - 25. Please explain the details of the Kalana Pakui Renovations Project and breakdown of cost for each item listed under this index code. (Page 10-17 of the Budget Details, Index Code 904015B-6182) (KRF)

26. Please explain how the proposed request will be utilized. (Page 10-27 of the Budget Details, Index Code 101413-6139) (KRF)

Category "C" – Equipment

27. Please explain the necessity of the \$480,000 computer equipment and its exact age. (Page 17-19 of the Budget Details, Index Code 904015C IT SERVICES, Computer Equipment (7031)). (KK)
28. Please explain the necessity of the \$950,000 computer equipment and its exact age. (Page 17-19 of the Budget Details, Index Code 904015C IT SERVICES, Computer Equipment (7031)). (KK)

Capital Improvement Program

29. As it relates to CBS-2324, New County Service Center, pages 702 and 703 of the Program Budget:
 - a. What is the estimated date of completion for the New County Service Center? (TP)
 - b. When the underground fuel storage tank is removed, what type of material will be used to fill the void and what location is this CBS-6071? (TP)
 - c. Where will the new service center be located? (MM)
 - d. Will it completely replace the existing service center? (MM)
 - e. Will we own the building and property at this new facility? (MM)
 - f. Do we currently own the land this facility will be located on? (MM)

Programs Goals & Objectives

30. Please provide an update of the percentage of departments evaluated to date during FY 2020. (Page 342, Program Budget: Management Program, Goal #1.1) (TP)
31. Please explain how agencies/departments are graded. (Page 342, Program Budget: Management Program, Goal #1.2) (TP)

32. Please explain why facility and job site assessments will decrease in FY 2021. (Page 342, Program Budget: Management Program, Goal #2.2) (TP)
33. For the Management Program, under the Key Activity Goals and Measures, Goal #4, Objective #3, to improve workplace safety has as a measure the ratio of recordable injuries per 100 employees. The value is unchanged from FY 2019 actual through FY 2020 estimate and FY 2021 estimate. Shouldn't the value be dropping if goal is being met? (Page 343 of the Program Budget) (TK)
34. For the Management Program, under the Key Activity Goals and Measures, Goal #5, Objective #4 is to "monitor reinvestment." The measures remain constant except for the increase in assessed values. Shouldn't the objective be to increase the number of building permits and reduce the number of vacancies rather than just monitoring the situation?. (Page 344 of the Program Budget) (TK)
35. Are Goals #5, #6, & #7 solely regarding Wailuku? Explain. (Page 344-345, Program Budget: Management Program, Goal#5, #6, #7) (TP)
36. Given the current worldwide pandemic and its effect on the local economy is the Administration still planning on moving forward with the Wailuku parking garage project? Explain. (Page 344, Program Budget: Management Program, Goals #5.1 & #5.3) (TP)
37. For the Management Program, under Key Activity Goals and Measures, Goal #7, Objective #1 is to expand the Clean and Safe Program. The measure given is lineal feet of service provided. The value is projected to increase, which is good, but the absolute number would benefit from having the relative measure. Is the estimated 6300 lineal feet 1 percent, ten percent, or 100 percent of the total lineal feet in the service area? (Page 345 of the Program Budget) (TK)
38. If the FY 2020 estimate for Goal #2.2 (B1 and B2) is 100 percent, why is the completion of the migration date June 30, 2021? (Page 351-352, Program Budget: ITSD) (TP)

Mr. Sananda K. Baz

April 2, 2020

Page 7

39. If the FY 2020 estimate for Goal #3.1(3A) is 100 percent, why is the "Percentage of Completion of annual update of Staff Training Plan" listed as March 31, 2021? (Page 352, Program Budget: ITSD) (TP)

Sincerely,



KEANI RAWLINS-FERNANDEZ, Chair
Economic Development and Budget
Committee

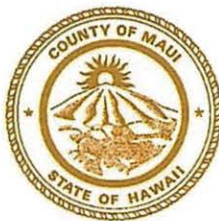
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cc: Mayor Michael P. Victorino
Budget Director

MICHAEL P. VICTORINO
Mayor

SANDY K. BAZ
Managing Director

JOSIAH K. NISHITA
Deputy Managing Director



DEPARTMENT OF MANAGEMENT
COUNTY OF MAUI
200 SOUTH HIGH STREET
WAILUKU, MAUI, HAWAII 96793

April 21, 2020

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

APPROVED FOR TRANSMITTAL

Michael P. Victorino 4/21/20
Mayor Date

For Transmittal to:

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

Dear Ms. Keani N.W. Rawlins-Fernandez:

SUBJECT: **FISCAL YEAR ("FY") 2021 BUDGET** (MD-1) (EDB-1)

In response to your letter dated April 2, 2020, I am providing a revised response to the request for a 5% reduction of the budget for the Department of Management.

A 5% reduction to the Department of Management would amount to \$842,616. We offer a total of \$971,500 for consideration.

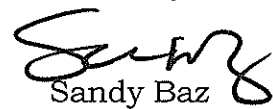
Management Program

Network Fleet Management System	\$130,000	904011B-6132
Wailuku Redevelopment Plan and Design Guidelines Update	\$95,000	904016B-6132
Public Outreach and Lahaina Parking Solicitation	\$53,500	904016B-6132
Travel and training	\$18,000	904011B-6201 & 6223
Maui Veterans Council (extending FY20 grant appropriation)	\$10,000	904027B-6317
	<u>\$306,500</u>	

Information Technology Services Program		
UPS Replacement	\$475,000	904015C-7031
Server/Data Storage Replace/Expand	\$150,000	904015C-7031
Professional Services	<u>\$40,000</u>	904015B-6132
	\$665,000	

Please contact me at ext. 7202 if you have any questions.

Sincerely,



Sandy Baz
Managing Director

EDB Committee

From: Shirley Blackburn <Shirley.Blackburn@co.maui.hi.us>
Sent: Tuesday, April 21, 2020 5:11 PM
To: EDB Committee
Cc: Shirley Blackburn; Wendy Nathan
Subject: FY 2021 Budget (MD-1)
Attachments: Shirley Blackburn.vcf; MD-1_EDB-1 5% Reduction Letter.pdf

Aloha Committee Chair Rawlins - Fernandez,

Attached please find response from Managing Director, Sandy Baz, (MD-1) - (EDB-1).

Mahalo,

Shirley L. Blackburn

Budget Specialist

County of Maui

Office of the Mayor

shirley.blackburn@co.maui.hi.us

(808) 270-7516