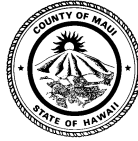


Council Chair
Alice L. Lee

Vice-Chair
Keani N.W. Rawlins-Fernandez

Presiding Officer Pro Tempore
Tasha Kama

Councilmembers
Gabe Johnson
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

April 2, 2021

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

Dear Ms. Fujita:

SUBJECT: **FISCAL YEAR ("FY") 2022 BUDGET** (OCS-1) (BFED-1)

May I please request you be prepared to answer the following questions at the BFED Committee meeting held via BlueJeans on **April 5, 2021**.^{*} This will enable the Committee to comprehensively review the FY 2022 Budget. Please also submit your answers to bfed.committee@mauicounty.us by the end of the day on **April 7, 2021**. **Date subject to change without notice.*

Overall

1. If Council were to ask for an 11 percent cut in programs and activities funded by the General Fund to fully fund the recommendations proposed in the Comprehensive Affordable Housing Plan at \$57,000,000, without increasing real property tax revenue:
 - a. What programs or activities would you cut for your department? (TK)
 - b. What impact would the cuts have on residents? (TK)

Salaries and Wages (Category "A")

1. Please provide the following information relating to the proposed Deputy Director position: (Pg. 115, Program Budget)

- a. The anticipated Position Description, Minimum Qualifications, and Summary of Duties. (TP) (YS)
 - b. Justification for the creation of a new Deputy Director position. (Page 3-4, Budget Details, 901041A) (YS)
2. Are Steps C and higher receiving step increases annually? My understanding was that once someone passes Step C, they will receive an increase every three years. (Pages 3-3 and 3-4, Budget Details, 901041A) (TP)
3. Will the vacated Supervising Legislative Attorney position be filled or eliminated? (Page 3-4, Budget Details, 901041A) (YS)
4. Please provide the duties of the Director position. (Page 3-3, Budget Details, 901041A) (YS)

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

1. Regarding travel, please provide explanations for the following:
 - a. There seems to be a lot less travel since 2019. Why is the FY 2022 proposed travel amount higher? (Page 111, Program Budget) (TP)
 - b. There is only a slight decrease in travel indicated, which is nearly flat with FY 2021, but a \$91,765 increase over the FY 2020 Actual cost. What are the FY 2021 expenditures on travel, to date? (TK)
 - c. Please justify the need to expand the travel budget for FY 2022 when travel is still discouraged and virtual meetings and conferences have become commonplace. (Pages 111 and 114, Program Budget) (TK)
2. What will be the disposition of the replaced computer equipment? (Page 117, Program Budget) (MM)
3. Please provide a breakdown of the subscription costs for the newly acquired budgeting software. (Page 116, Program Budget) (Page 3-7, Budget Details, 901041B, 6110) (TK)

Ms. Traci N. T. Fujita
April 2, 2021
Page 3

4. Please provide a breakdown of the exact startup costs for the Communication Cloud and the annual subscription costs. When will the Communication Cloud be launched for staff use? (Page 116, Program Budget) (Page 3-8, Budget Details, 901041B, 6132) (MM)

Thank you for your attention to this request. Should you have any questions, please contact me or the Committee staff (Lesley Milner at ext. 7886, Kasie Apo Takayama at ext. 7665, or Yvette Bouthillier at ext. 7758).

Sincerely,

A handwritten signature in black ink, appearing to read 'Keani N.W. Rawlins-Fernandez', with a long horizontal flourish extending to the right.

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

bfed:2022bgt:210402aocs01:kmatt

cc: Budget Director

April 7, 2021

MEMO TO: Budget, Finance, and Economic Development Committee

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

SUBJECT: **FISCAL YEAR ("FY") 2022 BUDGET** (OCS-1) (BFED-1)

Please see written responses in *italics* to the questions posed in the April 2, 2021 memorandum to the Office of Council Services (OCS) and during the BFED meeting on April 5, 2021.

Overall

1. If Council were to ask for an 11 percent cut in programs and activities funded by the General Fund to fully fund the recommendations proposed in the Comprehensive Affordable Housing Plan at \$57,000,000, without increasing real property tax revenue:

- a. What programs or activities would you cut? (TK)

The Council Services FY22 budget request is very lean. In fact, it is 3.9% less than the FY21 Budget. An 11% reduction would amount to \$797,764.99. In reviewing the Council Services' budget request, no recommendation can be made to cut programs or activities to reduce the budget by 11%.

- b. What impact would the cuts have on residents? (TK)

Not applicable.

Salaries and Wages (Category "A")

1. Please provide the following information relating to the proposed Deputy Director position: (Pg. 115, Program Budget)
 - a. The anticipated Position Description, Minimum Qualifications, and Summary of Duties. (TP) (YS)

Please see attached Deputy Director of Council Services position description and summary of duties. As with most other deputy director positions, there are no minimum qualifications for this position.

b. Justification for the creation of a new Deputy Director position. (Page 3-4, Budget Details, 901041A) (YS)

- *Span of Control: The Deputy Director will supervise the Supervising Legislative Analyst and the two Legislative Attorneys. The Supervising Legislative Analyst will supervise the eight Legislative Analysts. This is a more manageable span of control for the Research Section than the prior ten to one ratio.*
- *Project Assignment Form (PAF) Management: PAFs have grown each year and require more attention and oversight. Having one person manage both PAFs and committee work is difficult because committee work takes precedence over PAFs. The Deputy Director will oversee PAFs and the Supervising Legislative Analyst will oversee committee work. This split in duties will allow both PAFs and committee work to get the attention and oversight needed.*
- *Back-up for Director: The Deputy Director will serve as a back-up to the Director in the Director's absence. The Deputy Director will also review work drafted by the Director. The Deputy Director position provides continuity of operations and is important for succession planning for the office.*

2. Are Steps C and higher receiving step increases annually? My understanding was that once someone passes Step C, they will receive an increase every three years. (Pages 3-3 and 3-4, Budget Details, 901041A) (TP)

Historically the practice has been to increase steps for OCS employees annually. It is our understanding that an increase every three years after Step C applies to civil service employees. OCS employees are not civil service employees and do not have the job protections and

security civil service employees have. Unlike civil service employees, OCS employees do not receive lump sum payments and have not received across-the-board salary increases since FY20. OCS staff are appointed for a two year term with no guarantee of reappointment. OCS staff salaries are structured with recruitment and retention in mind given the uncertainty of employment.

3. Will the vacated Supervising Legislative Attorney position be filled or eliminated? (Page 3-4, Budget Details, 901041A) (YS)

The Supervising Legislative Attorney position will not be filled and will remain vacant.

4. Please provide the duties of the Director position. (Page 3-3, Budget Details, 901041A) (YS)

Please see attached Director of Council Services position description and summary of duties.

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

1. Regarding travel, please provide explanations for the following:
 - a. There seems to be a lot less travel since 2019. Why is the FY 2022 proposed travel amount higher? (Page 111, Program Budget) (TP)

The FY22 budget request for travel is \$379 less than FY21. The budget request assumes Councilmembers will start traveling again in FY22 at pre-Covid levels.

During the BFED meeting there was a request for information about travel in FY19 as referenced on page 111 of the Mayor's Proposed Budget. The adopted appropriation for travel in FY19 was \$221,166 which is only for the OCS central account. In contrast, the actual expenditure for travel in FY19 was \$193,814 which includes expenses from the OCS central account, the Councilmember office accounts, and the Office of the County Auditor. Therefore to compare the adopted travel appropriation with the actual travel expenditure is not a true comparison because the numbers are pulled from different sources. The chart on page 111 of the Mayor's Proposed Budget

entitled Expenditures Summary by Character & Object is not generated by OCS.

- b. There is only a slight decrease in travel indicated, which is nearly flat with FY 2021, but a \$91,765 increase over the FY 2020 Actual cost. What is the FY 2021 expenditures on travel, to date? (TK)

Please see response to Question 1.a. in this section about comparing adopted travel appropriations with actual travel expenditures. The FY21 travel expenditures as of March 31, 2021 is \$31,794.

- c. Please justify the need to expand the travel budget for FY 2022 when travel is still discouraged and virtual meetings and conferences have become commonplace. (Pages 111 and 114, Program Budget) (TK)

The FY22 budget request for travel is nearly flat from FY21. Please see response to Question 1.a. in this section.

During the BFED meeting there was a request for the comparative net savings on mileage expenses between calendar years 2019 to 2020.

<i>CY19 Budget</i>	<i>37,069.00</i>
<i>CY19 Expenses</i>	<i>26,852.38</i>
<i>CY19 Savings</i>	<i>10,216.62</i>

<i>CY20 Budget</i>	<i>38,362.50</i>
<i>CY20 Expenses</i>	<i>9,028.30</i>
<i>CY20 Savings</i>	<i>29,334.20</i>

Therefore, the comparative net savings from calendar year 2019 to 2020 is \$19,117.58.

2. What will be the disposition of the replaced computer equipment? (Page 117, Program Budget) (MM)

Each Councilmember decides for their office whether to keep or turn in to OCS old computer equipment. However, if Councilmembers choose to keep old computer equipment it will not be replaced using OCS central account funds. Currently, each Councilmember office has been issued two Surface Pros, one other computer device, and one black and white printer. Any other computer equipment is purchased and maintained through funds from the Councilmember office accounts.

3. Please provide a breakdown of the subscription costs for the newly acquired budgeting software. (Page 116, Program Budget) (Page 3-7, Budget Details, 901041B, 6110) (TK)
 - *Initial cost of OpenGov in FY21 \$282,562.12*
 - *Budgeting and Planning software \$178,541.67*
 - *Premium Support \$12,500*
 - *Custom Professional Services \$80,219.70*
 - *Tax \$11,300.75*
 - *Annual subscription in FY22 \$125,000*
4. Please provide a breakdown of the exact startup costs for the Communication Cloud and the annual subscription costs. When will the Communication Cloud be launched for staff use? (Page 116, Program Budget) (Page 3-8, Budget Details, 901041B, 6132) (MM)
 - *Initial cost of GovDelivery in FY21 \$6,250.02*
 - *Advance Package – Online Training \$500*
 - *Advance Package – Setup and Configuration \$1,000*
 - *Communications Cloud – Online Training \$500*
 - *Communications Cloud – Setup and Configuration \$4,000*
 - *Tax \$250.02*
 - *Annual subscription starting in FY21 \$13,020.86*
 - *Communications Cloud Advanced Package \$2,499.99*
 - *Communications Cloud \$10,000*
 - *Tax \$520.87*
 - *Estimated launch of GovDelivery is May 12, 2021*

OFFICE OF COUNCIL SERVICES

County of Maui

DEPUTY DIRECTOR OF COUNCIL SERVICES

Type of position:

Appointed position concurrent with the term of the County Council; not a civil service position.

Duties include the following:

- Assist the Director in the management of the Office of Council Services.
- Substitute for the Director in the Director's absence.
- Oversee the Research Section with assistance from the Supervising Legislative Analyst.
- Supervise and train the legislative attorneys and evaluate their performance.
- Supervise and train the Supervising Legislative Analyst and evaluate his/her performance.
- Assist the Director with supervising the section supervisors.
- Assist the Director with the recruitment of staff.
- Oversee Project Assignments, including receiving Project Assignment Forms, issuing assignments, maintaining the PAF log, providing guidance to staff in completing projects, reporting on assignments, and closing assignments.
- Assist in the management of special projects such as Council inauguration, Council Orientation, and hosting the HSAC Conference.
- Produce legal news reports for the Councilmembers with the assistance of the legislative attorneys.
- Oversee the procurement of special counsel, professional services, audits, and other legislative programs.
- Perform research and drafting assignments, as necessary.
- Review documents drafted by the Director.
- Oversee training of Councilmembers and staff.
- Undertake reading and training in local government, management, office technology, legal requirements, and other related areas.
- Regularly consult with the Director on the status of activities relating to these duties.
- Perform other related duties.

OFFICE OF COUNCIL SERVICES

County of Maui

DIRECTOR OF COUNCIL SERVICES

Type of position:

Appointed position concurrent with the term of the County Council; not a civil service position.

Duties include the following:

- Manage the Office of Council Services, primarily through assignments to the three sections (Committee Secretaries, Research, Support) in consultation with the section supervisors.
- Initiate and monitor long-term assignments (e.g., computer-system enhancements and facilities maintenance) to staff; review and approve documents drafted under these assignments.
- Review correspondence and reports drafted by the section supervisors.
- Review correspondence and reports drafted by OCS staff pursuant to Project Assignment Forms (PAFs).
- Represent OCS at Council meetings and coordinate efforts with the Office of the County Clerk.
- Review and approve standards and procedures for OCS.
- Review and approve purchases by OCS.
- Review and approve documents transmitted on behalf of OCS (e.g., purchase orders, time sheets, work requests, contract requests, leave applications).
- Meet with individuals and groups in OCS and in related agencies (e.g., County Clerk, Council members, Executive Assistants) regarding office standards and procedures.
- Communicate with other County agencies and non-County entities (e.g., vendors, general public) on behalf of OCS, in consultation with Council Chair and OCS personnel, as warranted.
- Assist section supervisors in managing and developing personnel and recruiting new employees.
- Evaluate the performance of section supervisors.
- Perform research and drafting assignments, as necessary.
- Undertake reading and training in local government, management, office technology, legal requirements, and other related areas.
- Regularly consult with Council Chair on status of activities relating to these duties.
- Perform other related duties.

BFED Committee

From: Traci N. T. Fujita
Sent: Wednesday, April 07, 2021 4:56 PM
To: BFED Committee
Subject: RE: PLEASE READ attached letter re: FISCAL YEAR ("FY") 2022 BUDGET (OCS-1) (BFED 1)
Attachments: Responses to BFED memorandum.pdf

Aloha,

Please find attached the responses to the letter from the BFED Chair dated April 2, 2021.

Thank you,

Traci
(x7687)

From: BFED Committee <BFED.Committee@mauicounty.us>
Sent: Saturday, April 3, 2021 11:05 AM
To: Traci N. T. Fujita <Traci.Fujita@mauicounty.us>
Cc: BFED Committee <BFED.Committee@mauicounty.us>; michele.yoshimura@co.maui.hi.us
Subject: PLEASE READ attached letter re: FISCAL YEAR ("FY") 2022 BUDGET (OCS-1) (BFED 1)

Ms. Fujita: Please refer to the attached letter from the Budget, Finance, and Economic Development (BFED) Committee Chair, dated April 2, 2021.

Ms. Yoshimura: FYI

Thank you,
Yvette Bouthillier, Secretary
BFED Committee