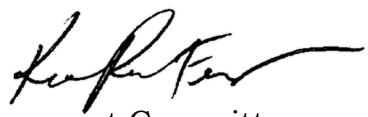


April 8, 2021

MEMO TO: BFED-1 File

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

SUBJECT: **TRANSMITTAL OF INFORMATIONAL DOCUMENTS RELATING
TO THE PROPOSED FISCAL YEAR 2022 BUDGET FOR THE
COUNTY OF MAUI** (BFED-1)

The attached informational documents pertain to the Departments scheduled for review on April 12, 2021, under Item 1 on the Committee's master agenda.

bfed:2022bgt:210403afile06:ljcm

Attachment

April 8, 2021

MEMO TO: Keani Rawlins-Fernandez, Chair
Budget, Finance, and Economic Development Committee

F R O M: Wilton Leauanae, Legislative Analyst

SUBJECT: **EXECUTIVE SUMMARY OF BUDGET PROPOSAL FOR
DEPARTMENT OF PARKS AND RECREATION** (BFED-1)

This is an executive summary of the FY 2022 Budget proposal for the Department of Parks and Recreation.

Overall Operating Budget

- FY 2021 Adopted: \$35,416,145 vs. FY 2022 Proposed: \$35,589,549
(.5% increase)

Administration Program

Category "A" – Salaries and Wages

1 – Wages and Salaries – **Increase** by 7.5% (\$146,608).

2 – Premium Pay – **No Change**

3 – Position Funding

- Increases in accordance with the Collective Bargaining Agreement, position reallocation, and increase funding to full year's salary for FY 2021 expansion position.

4 – New Positions

- \$26,360 for Park Security Officer I expansion position.

Category "B" – Operations

1 – Materials and Supplies – **Decrease** by 9.3% (-\$5,975).

- Expansion requests:

- Safety supplies for safety expansion position (\$600).
- Small tools for proposed expansion position (\$125).

2 – Other Costs – **Decrease** by 9.1% (-\$37,450).

- Expansion requests:
 - Meal allowance for proposed expansion position. (\$100).
 - Uniform allowance Meal allowance for expansion positions (\$850)
- Deletion of one-time appropriation for reports and annual permit software service agreement (-\$36,000).

3 – Services – **Increase** by 3.2% (\$4,500).

- Expansion request:
 - R&M – Service contracts: Annual maintenance and monitoring of new Fire Alarm System required by code for War Memorial Complex offices (\$8,000).

4 – Travel – **No Change**

5 – Utilities – **Increase** by 3.7% (\$600).

- Expansion request:
 - Cellular telephone for proposed expansion position (\$600).

Category “C” – Equipment

1 – Machinery and Equipment – **Increase** by 20% (\$3,330).

- Expansion Request:
 - Replacement of ten (10) Automated External Defibrillators (AED's)(\$20,000).
- Other Equipment: Deletion of one-time FY 2021 appropriation (-\$16,670).

2 – Lease Purchases – **Increase** by 2.6% (\$250).

Grant Awards

- Lahaina Restoration Foundation (\$191,000) – **No Change**
- Maui Community Correctional Center for Workline Program (\$117,000) – **No Change**
- Maui Inline Hockey Association (\$0) – **No Change**
- Bahay Kubo Heritage Foundation (\$0) – **No Change**

Key Activity Goals and Measures

1 – FY 2022 new or updated goals – N/A

2 – FY 2022 estimates an **increase** in the following:

- Goal 1.1: Increase awareness of residents and visitors as well as education levels of staff members in regards to County park rules, regulations, and safe practices.
 - o Average number of citations issued monthly (COVID-19 impacts) (90 to 100).

Errors or inconsistencies – N/A

Administration Program – Revolving Fund

Category “A” – Salaries and Wages

1 – Wages and Salaries – **N/A**

2 – Premium Pay – **N/A**

Category “B” – Operations

1 – Materials and Supplies – **N/A**

2 – Other Costs – **Decrease** by 50% (-\$1,100).

3 – Services – **Decrease** by 100% (\$200,000).

4 – Travel – **N/A**

5 – Utilities – **N/A**

Category “C” – Equipment

1 – Machinery and Equipment – **N/A**

Key Activity Goals and Measures

1 – FY 2022 new or updated goals – N/A

2 – FY 2022 estimates an **increase** in the following: - N/A

3 – FY 2022 estimates a **decrease** in the following:

- Goal 1.1: Re-establish, improve, and facilitate, to the extent practicable, the ocean/environmental protection and cultural awareness (OPACA) programs each year to ensure that CORA operators have the necessary foundation to be responsible stewards on public lands.
 - o Number of OPACA programs facilitated per year (2 to 1).

Errors or inconsistencies – N/A

Parks Program

Category “A” – Salaries and Wages

1 – Wages and Salaries – **Increase** by 1.9% (\$77,926).

2 – Premium Pay – **No Change**

3 – Position Funding

- Increase in accordance with the Collective Bargaining Agreement; position filled at higher salary rate.

Category “B” – Operations

1 – Materials and Supplies – **No Change**

2 – Other Costs – **No Change**

3 – Services – **Decrease** by 3.5% (-\$37,000).

- Deletion of one time appropriation for assessment of irrigation pond.

4 – Travel – **No Change**

5 – Utilities – **No Change**

Category “C” – Equipment

1 – Machinery and Equipment – **Decrease** by 55% (-\$166,500).

- Expansion Requests:
 - o Golf course equipment: Replacement of a GreensMaster Triflex (\$81,000).
 - o Motor Vehicles: Replace pick-up truck with utility box and rack. (\$55,000).

2 – Lease Purchases – **Decrease** by 76.1% (-\$77,113).

- Expansion Requests:
 - o Lease Equipment: Replace existing Sharp MX4110N printer/copier with a new five-year lease (\$3,000).
- Leased Equipment: 5-year lease ended in Nov. 2020 (-\$80,113)

Key Activity Goals and Measures

1 – FY 2022 New Goals

- Goal 1.2 – Complete deferred facility and parks maintenance projects.
 - o Number of chain link replaced annually in linear feet (1,500).
 - o Number of parking lots sealed and/or restriped annually (4)

2 – FY 2022 estimates an **increase** in the following:

- Goal 1.1 – (Parks Program) Develop and implement an Annual Preventative Maintenance Plan.
 - o Number of rectangular fields renovated and monitored annually (7 to 8).

- Goal 1.2 – (Parks Program) Complete deferred facility and parks maintenance projects.
 - o Percentage of parks with upgraded irrigation or water management systems installed (91% to 95%).
 - o Percentage of work orders responded to within 48 hours (94% to 95%).
- Goal 1.1 – (Waiehu Golf Course)- Reduction of weed population per 5 year schedule.
 - o Percentage of tees free of weeds (94% to 96%).
- Goal 2.1 (Waiehu Golf Course) – Increase rounds played by Maui County residents.
 - o Number of rounds played by adult residents (15,000 to 17,000).
- Goal 2.3 (Waiehu Golf Course) – Increase in revenue generated.
 - o Percentage of increase in revenue generated (5% to 7%).

3 – FY 2022 estimates a **decrease** in the following:

- Goal 1.1 – (Waiehu Golf Course)- Reduction of weed population per five year schedule.
 - o Percentage of fairways free of weeds (92% to 90%).
- Goal 2.2 (Waiehu Golf Course) – Increase rounds played by non-residents.
 - o Number of rounds played by non-residents (5,000 to 1,500).
 - o Number of rounds played by Hawaii State residents (Maui County non-residents)(4,300 to 1,100).

Errors or inconsistencies – N/A

Recreation and Support Services Program

Category “A” – Salaries and Wages

1 – Wages and Salaries – **Increase** by 9.1% (\$1,110,668).

2 – Premium Pay –**No Change**

3 – Position Funding

- Restore budget following reduction due to COVID-19, increase in accordance with the Collective Bargaining Agreement, increase funding to full year's salary for FY 2021 expansion positions, positions filled at lower rates, position filled at lower step.

4 – New Positions **No Change**

Category “B” – Operations

1 – Materials and Supplies – **Increase** by 0.4% (\$6,660).

- Expansion request:
 - o Janitorial supplies. Restore budget following reduction due to COVID-19 (\$10,000).

2 – Other Costs – **No Change**

3 – Services – **Increase** by 1.3% (\$59,500).

- Expansion request:
 - o Transportation Services: Restore budget following reduction due to COVID-19 (\$22,000).

4 – Travel – **No Change**

5 – Utilities – **No Change**

Category “C” – Equipment

1 – Machinery and Equipment – **Decrease** by 63.8% (-\$634,500).

- Expansion Requests:
 - o Replace 4x4 Diesel Flatbed Dump Truck (\$80,000).
 - o Replace ¾ Ton Truck with Utility Box/Rack/Liftgate, and 4-door Pickup Truck with Long Bed & Aluminum Liftgate (\$100,000).

- Replace 4-door Pickup Truck with Long Bed & Aluminum Liftgate (\$45,000).
 - Replace 4-Door Pickup Truck with Long Bed & Aluminum Liftgate (\$45,000).
 - Replace 4-Door Pickup Truck with Long Bed & Aluminum Liftgate (\$45,000).
 - Replace 4-Door Pickup Truck with Long Bed & Aluminum Liftgate (\$45,000).
- Deletion of one-time appropriations in motor vehicles, parks maintenance equipment, and recreational equipment (-\$952,000).

2 – Lease Purchases – **No Change**

Key Activity Goals and Measures

1 – FY 2022 New Goals

- Goal 3.1 – Provide pertinent training and professional development for program staff.
 - Number of annual training hours provided for Recreation staff (800).

2 – FY 2022 estimates an **increase** in the following:

- Goal 1.1 – To provide quality park facilities for the community.
 - Percentage of quarterly facility inspections completed (80% to 85%)

Recreation and Support Services Program – Grant Revenue Fund

Grant Awards

- PALS Food Service Program (\$100,000) – **No Change**
- Recreation Programs (\$0) – **No Change**
- No Kid Hungry - \$5,000 to \$0

Capital Improvement Projects

Countywide

Parks and Recreation

- CBS-1117: Countywide Parks ADA Improvements (GF)(\$500,000) for renovations.
 - o Additional \$20,000,000 (GF) projected for FY 2023-2027 for renovations (\$4,000,000 annually).
- CBS-3232: Countywide Park Playground Improvements (PA)(\$600,000) for renovations.
 - o Additional (GF) \$2,750,000 projected for FY 2023-2025 for renovations.
- CBS-4581: Countywide Parks Facilities (GF)(\$500,000).
 - o Additional \$2,000,000 (GF) projected for FY 2023-2026 for renovations (\$500,000 annually).

Hana

Government Facilities

- CBS-5530: Old Hana School Improvements (GB)(\$3,000,000) for renovations.

Parks and Recreation

- CBS-1971: Helene Hall Improvements (GB)(\$1,300,000) for new construction.
 - o Additional (GB)\$800,000 projected for FY 2023 for renovations.

Kihei-Makena

- CBS-5552: South Maui Beach Parks Parking Lots Improvements (GF)(\$775,000) for design and renovations.

Lanai

- CBS-6052: Lanai Youth Center and Skate Park (GB)(\$4,000,000) for new construction.
 - o Additional (GB)\$650,000 projected for FY 2023 for new construction.

Paia-Haiku

- CBS-5056: Alfred Flako Boteilho Sr. Gym Improvements (GF)(\$500,000) for design.
 - o Additional (GB)\$4,000,000 projected for FY 2023 for renovations.

Wailuku-Kahului

- CBS-4583: Kanaha Beach Park Master Plan Implementation (GF)(\$75,000) for design.
 - o Additional (GB) \$10,000,000 projected for FY 2023-2025 for renovations and new construction.
- CBS-4616: War Memorial Gym Building Improvements (GB)(\$15,000,000) for renovations.
 - o Additional (GB) \$10,000,000 projected for FY 2023 for renovations.
- CBS-5481: Ichiro “Iron” Maehara Baseball Stadium Improvements (GF)(\$800,000) for renovations.
- CBS-5516: Kehalani Mauka Park Improvements (GF)(\$150,000) for design.
 - o Additional \$1,765,000 (GF) projected for FY 2023 for new construction.
- CBS-5539: War Memorial Football Stadium and Track Rehabilitation (GF)(\$210,000).
 - o Additional (GB)\$7,200,000 projected for FY 2023 for renovations.
- CBS-6072: Velma McWayne Santos Center Improvements (GB)(\$2,125,000) for renovations.
- CBS-6645: Lihikai School Park Site Improvements (GF)(\$1,500,000) for new construction.

West Maui

- CBS-6077: Lahaina Civic Center Rehabilitation (GF)(\$600,000) for design and renovations.
 - o Additional (GB)\$5,000,000 projected for FY 2023-2024 for renovations (\$2,500,000 annually).

Keani Rawlins-Fernandez, Chair
April 8, 2021
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- CBS-6647: Lahaina Civic Center Tennis Court Restroom Improvements (GF)(\$425,000) for renovations.
- CBS-6652: Napili Park Improvements (PA)(\$350,000) for design and new construction.

Errors or inconsistencies – N/A

I hope this is helpful. If you have any questions, please contact me at ext. 7661.

bfed:misc:execsummary:pr:wal

April 8, 2021

MEMO TO: Keani Rawlins-Fernandez, Chair
Budget, Finance, and Economic Development Committee

F R O M: Lesley Milner, Budget Committee Analyst

SUBJECT: **EXECUTIVE SUMMARY OF BUDGET PROPOSAL FOR
DEPARTMENT OF PERSONNEL SERVICES** (BFED-1)

This is an executive summary of the FY 2022 Budget proposal for the Department of Personnel Services.

Overall Operating Budget

- FY 2021 Adopted: \$1,831,315 vs. FY 2022 Proposed: \$1,889,383 (3.2% increase)

Personnel Administration and Management Support Services Program

Category “A” – Salaries and Wages

1 – Wages and Salaries – ***Increase*** by 4.7% (\$62,068)

2 – Premium Pay – ***No change***

3 – Position Funding

- Increases to full year for two Human Resources Specialist I expansion positions in FY 2021, adjustments in salaries due to Collective Bargaining Agreement increases, positions filled at a lower level, position reallocation, and increases due to Executive Order 2020-03.

Category “B” – Operations

1 – Materials and Supplies – ***No change***

2 – Other Costs – ***No change***

3 – Services – ***No change***

4 – Travel – ***No change***

5 – Utilities – **No change**

Category “C” – Equipment

1 – Machinery and Equipment – **Decrease** by 100% (-\$4,000)

2 – Lease Purchases – **No change**

Key Activity Goals and Measures

1 – FY 2022 New Goals

2 – FY 2022 estimates an **increase** in the following:

- Goal 1.2 – Provide hiring departments with eligible candidates in a timely manner.
 - o Median time to provide Certification of Eligible (in working days) (9 to 10).
- Goal 1.3 – Assist departments in filling vacancies in a timely manner.
 - o Average time to fill vacancies (requisition approval to employee on board), in days (100 to 120).

Errors or inconsistencies – N/A

Capital Improvement Projects

There are no CIPs.

I hope this is helpful. If you have any questions, please contact me at ext. 7668.

April 8, 2021

MEMO TO: Keani Rawlins-Fernandez, Chair
Budget, Finance, and Economic Development Committee

F R O M: Ana Lillis, Legislative Analyst

SUBJECT: **EXECUTIVE SUMMARY OF BUDGET PROPOSAL FOR
DEPARTMENT OF PLANNING** (BFED-1)

This is an executive summary of the FY 2022 Budget proposal for the Department of Planning.

Overall Operating Budget

FY 2021 Adopted: \$6,966,693 vs. FY 2022 Proposed: \$7,187,859 (3.2% increase)

Administration and Planning Program – General Fund

Category “A” – Salaries and Wages

1 – Wages and Salaries – **Increase** by 6.8% (\$311,910).

2 – Premium Pay – **Increase** by 29% (\$11,200).

- Expansion Request:
 - o Additional funding for the South Maui Community Plan update (\$11,200).

3 – Position Funding

- Adjustments in salaries in accordance with the Bargaining Collective Agreement, position reallocations, positions filled at lower/higher levels, increases due to Executive Order 2020-03, and increase Planner I to full year salary expansion position in FY 2021 (\$275,960).

4 – New Positions – **Increase** by \$35,950.

- Expansion Request:

- Increase Planner III from 0.5 E/P to 1.0 E/P with 8 months funding. Add 8 months funding for unfunded Planner III in FY 2021 (\$35,950).

Category “B” – Operations

1 – Materials and Supplies – **No change**

2 – Other Costs – **Decrease** by 7% (-\$70,934).

- University of Hawaii Sea Grant Dune Management and Public Shoreline Access Coordinator: Return to 12 month budget cycle at 75% (-52,804).
- University of Hawaii Sea Grant Coastal Hazards Specialist: Return to 12 month budget cycle at 75% (-\$18,130).

3 – Services – **No change**

- Deletion of one-time appropriation to contract with an entity to create a comprehensive list of all lawfully allowed short-term rental occupancy units (-\$25,000).
- Deletion of one-time appropriation to create a study to address coastal erosion at Maalaea (-\$175,000).
- Expansion request:
 - Additional funding for Central Maui Community Plan Update (\$200,000).

4 – Travel – **No change**

5 – Utilities – **No change**

Category “C” – Equipment

1 – Machinery and Equipment – **Decrease** by 45.3% (-\$29,000).

- Computer Equipment: Deletion of equipment approved in FY 2021, one-time appropriation (-\$18,000).
- Motor Vehicles: Deletion of equipment approved in FY 2021, one-time appropriation (-\$35,000).
- Office Equipment: Deletion of equipment approved in FY 2021, onetime appropriation (-\$10,000).

- Expansion request:
 - o Replacement of one standard SUV (\$35,000).

2 – Lease Purchases – **No Change**

Key Activity Goals and Measures

1 – FY 2022 New Goals – N/A

2 - FY 2022 estimates an **increase** in the following –

- Goal 1.1 - Process building permit reviews, zoning verification requests, complaints, permits and requests for information in an efficient and professional manner.
 - o Percentage of building permits reviewed within 30 days (75% to 90%).
 - o Number of zoning complaints investigated (650 to 700).
 - o Percentage of zoning complaints closed/brought into compliance without a Notice of Violation (75% to 80%).
 - o Percentage of Special Management Area minor permits approved (75 to 90).
 - o Number of Special Management Area and Shoreline permits approved to address shoreline emergencies (10 to 16).
- Goal 2.1 - Update the Department's website with proposed and enacted legislation, frequently asked questions, and other timely information.
 - o Number of website updates (25 to 30).
- Goal 2.2 - Conduct public meetings for boards, commissions and community plan advisory committees.
 - o Number of public meetings conducted (100 to 125).

3 – FY 2022 estimates a **decrease** in the following –

- Goal 1.1 - Process building permit reviews, zoning verification requests, complaints, permits and requests for information in an efficient and professional manner.
 - o Number of building permits reviewed (2,000 to 1,750).
 - o Number of zoning verifications performed (4,500 to 4,000).

- Percentage of zoning complaints resulting in a Notice of Violation (25% to 20%).
 - Number of Sign and Banner permits issued (350 to 150).
 - Number of Special Management Area exemptions issued (250 to 200).
 - Number of formal, written Requests for Comments answered (350 to 250).
- Goal 3.2 - Initiate implementation of the General Plan.
 - Number of implementing actions initiated by department (3 to 2).
 - Goal 3.3 - Assist government and private entities with implementation of the General Plan.
 - Number of implementing actions assisted by department (4 to 3).

Errors or inconsistencies – Goal 2.4 (page 469), FY 2022 estimate for Number of visits to the website should read “5,000”.

Administration and Planning Program – Grant Revenue Fund

Category “A” – Salaries and Wages

- 1 – Wages and Salaries – **Increase** by 1.2% (\$2,976).
- 2 – Premium Pay – **Decrease** by 100% (-\$10,649).

Category “B” – Operations

- 1 – Materials and Supplies – **No change**
- 2 – Other Costs – **Increase** by 100% (\$2,709).
- 3 – Services – **No change**
- 4 – Travel – **No change**
- 5 – Utilities – **No change**
- 6 – Interfund Cost Reclassification – **Increase** by 1.7% (\$2,954).

Category “C” – Equipment

1 – Lease Purchases – **No Change**

Grant Awards

- Certified Local Government Program (\$25,000): **No Change**
- CZM Program: **decrease** \$447,706 to \$445,696

Capital Improvement Projects

There are no CIPs.

I hope this is helpful. If you have any questions, please feel free to contact me at ext. 7660.