

DEPARTMENT OF BUDGET AND FISCAL SERVICES  
**CITY AND COUNTY OF HONOLULU**  
530 SOUTH KING STREET, ROOM 208 • HONOLULU, HAWAII 96813  
PHONE: (808) 768-3900 • FAX: (808) 768-3179 • WEB: www.honolulu.gov



RICK BLANGIARDI  
MAYOR

ANDREW T. KAWANO  
DIRECTOR

CARRIE CASTLE  
DEPUTY DIRECTOR

April 11, 2023

The Honorable Radiant Cordero, Chair  
and Councilmembers  
Committee on Budget  
Honolulu City Council  
530 South King Street, Room 202  
Honolulu, Hawaii 96813

Dear Chair Cordero and Councilmembers:

SUBJECT: Administration Responses to Bill No. 11 (2023), CD1 Amendments  
of the Special Budget Committee on March 30, 2023

The Committee on Budget's recommendation to Bill No. 11 (2023), adopted during the Special Budget Committee meeting on March 30, 2023, identifies over \$206 million in budget reductions from the original budget submittal by the Blangiardi Administration. The attachment provides the specific concerns of each executive department with respect to the reductions in the adopted CD1.

In addition to the specific concerns of each executive department, we respectfully express the following overall concerns by major operating budget category:

**Salaries:**

The CD1 amendments aim to fund position salaries in city departments with the Fiscal Year (FY) 2023 budget as the base FY2024 salaries budget plus 5% for salary increases. The resulting total reduction to the Mayor's proposed FY2024 budget for salaries amounts to approximately \$122.3 million.

- The Administration is committed to fund all of the various collective bargaining settlements included in the Mayor's FY2024 Executive Operating Budget submittal. The pay increases far exceed 5% due to the timing of scheduled increases and, for most bargaining units, included step increases. Council's methodology of using a flat 5% rate increase for FY2024 is insufficient to fund executive department salaries.

DEPT. COM. 248

**BUD**

- Using the FY2023 budget as the base is also insufficient due to the timing of the budget process. Vacant positions within departments/sections were filled after the FY2023 salary budget was established. These filled positions need to be included and funded as part of the base. Employees who have been promoted into vacant positions also have return rights to their former positions for at least 6 month per the applicable collective bargaining agreements and civil service administrative rules. As such, these vacated positions need to remain available and funded and should not be eliminated.
- The Mayor's proposed FY2024 budget empowers departments by giving their administrative staff the maximum flexibility to hire qualified candidates by retaining the majority of the budgets for vacant positions in the departmental salaries' budget and not in the provision for vacant positions as in FY2023. With vacancy dollars remaining in salaries, departments are funded to hire and fill all necessary vacant positions to meet operational demands of the public.
- The Blangiardi Administration has taken the necessary steps to measure performance based on key hiring data elements to ensure all departments are moving forward with the goals of hiring and promoting qualified candidates, reducing the vacancy rate and providing operational capacity to serve the public.
- The Department of Human Resources (DHR), the Department of Budget and Fiscal Services (BFS) and the Office of the Managing Director (MDO) have taken active roles in streamlining processes, allowing the departments to move forward with obtaining candidate lists, interviewing, and offering employment for their vacancies with urgency.
- These streamlining processes have significantly cut down the time it takes for administrative approval to fill positions. Within BFS, the time it takes to review and approve requests to fill has been reduced by up to 70%. DHR's increased efficiencies have reduced its processing time by up to 67% versus the FY2022 baseline time analysis.
- Along with a more efficient approval process, DHR has also worked on efficiencies in providing the departments with lists of qualified candidates and a streamlined process for the screening and notice to applicants. Additionally, DHR has increased their capacity by hiring additional recruitment personnel via contract positions, utilizing the Fiscal Recovery Funds (FRF), and have made filling their permanent positions a top priority for the city.

For the above reasons, we respectfully request your reconsideration of fully restoring all salaries so we do not lose the positive momentum gained in FY2023. Also, please consider that we are but two years away from the FY2021 hiring freeze and the restricted FY2022 operating budget. This city's hiring momentum needs to continue to turn the tide on increasing vacancies experienced in FY2021 and FY2022. FY2023 is only the start, and we respectfully urge Council for additional time to reduce departmental vacancies, which are detrimentally affecting the provision of core services to the public.

**Current Expenses:**

CD1 amendments reduce current expenses by \$77.7 million.

- BFS has been deliberate in its review of budget issues and request above budget ceilings to ensure that the increases in Current Expenses (CE) are necessary and will result in maintaining a high level of service and improvements. Generally, many of the increases in CE are related to the increased costs of goods, professional services and utilities (electricity, water, fuel). Increases for new goods and services were closely scrutinized to ensure the public would benefit and the budget decisions were fiscally responsible.
- Failure to fund these increases may result in a decreased ability to operate and effectively provide services to the public. This can cause disruption to valuable services such as maintaining park operations, police and public safety coverage, as well as executing on much needed facility maintenance services. In many cases, the decreases will prevent departments from paying for known cost increases in leases and service contracts that are necessary to provide core services. Increases in CE are also used for educational training opportunities for newly hired and existing city staff, which is strongly supported by the Mayor and his leadership team to improve service to the public and employee retention through job satisfaction and growth.

Accordingly, we respectfully ask Council to restore the reductions in CE.

The Honorable Radiant Cordero, Chair  
and Councilmembers  
April 11, 2023  
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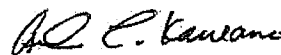
**Equipment:**

CD1 amendments reduce equipment by \$6.2 million.

- The equipment funded in the FY2024 operating budget reflects the most urgent operational needs of the requesting agencies. These selected units of equipment are needed to replace old equipment that is generally far beyond its useful life cycle. The equipment that may be impacted by the CD1 reductions are heavily used for repair and maintenance of our city parks, public safety activities, responding to various types of "life or death" emergencies, required programmed replacements, and safeguarding the operations and maintenance of the rail transit system, along with other needs of the city. The Administration believes the equipment request as submitted is both fiscally responsible and necessary. We respectfully ask Council to restore the reductions in the equipment budget.

Should you have any questions regarding this information, please contact me at 768-3901.

Sincerely,



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Kawano, Andy  
Date: 2023.04.12 08:12:25  
-10'00'

Andrew T. Kawano  
Director

Attachment

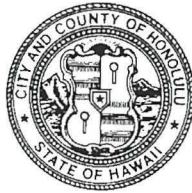
APPROVED:



Michael D. Formby  
Managing Director

DEPARTMENT OF BUDGET AND FISCAL SERVICES  
**CITY AND COUNTY OF HONOLULU**  
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RICK BLANGIARDI  
MAYOR



ANDREW T. KAWANO  
DIRECTOR


CARRIE CASTLE  
DEPUTY DIRECTOR

April 4, 2023

**MEMORANDUM**

TO: Michael D. Formby, Managing Director

VIA: Shelli Oye, Budget Program Administrator  
Department of Budget and Fiscal Services

FROM: Andrew T. Kawano, Director  
Department of Budget and Fiscal Services 

SUBJECT: Bill 11 (2023) Operating Budget CD1 Response (Comments and Concerns)

Attached is our department's comments and concerns to Bill 11 amendments from the Special Budget Committee meeting of March 30, 2023.

Attachment

## DEPARTMENT: BUDGET AND FISCAL SERVICES

April 4, 2023

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### ADMINISTRATION

#### **Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(83,712)	GN	Reduce funding for salaries

#### Department's Comments and Concerns:

We respectfully request full restoration of \$83,712 in salaries.

The BFS Administration Division currently has only two General Funded vacancies and is in the process of filling one of those vacancies. It is of utmost importance to note that the proposed salary reduction may not have taken into consideration the obligatory step movements (pay increases) for existing employees that will be realized throughout FY 2024 due to collective bargaining agreements or the amount that was funded in the Provision for Vacant Positions (PVP) for the positions that have been filled throughout FY 2023. Failure to restore the salary funding would result in the inability to fill the vacant position the Administrative Specialist II position which has only been vacant since February 2023 and independently performs complex assignments related to the administrative and operational functions (personnel and human resources management, organization, budget and fiscal management) of the Department.

#### **Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(40,000)	GN	Reduce funding for current expenses

#### Department's Comments and Concerns:

We respectfully request full restoration of \$40,000 in current expenses.

The proposed reduction of \$40,000 represents a 60% reduction in the BFS Administration FY 2024 current expense budget request, and will result in the City not being able to complete and issue the Annual Comprehensive Financial Report (ACFR), which is required by Section 3-114 of the City Charter. Additionally, not issuing the ACFR will also have a negative impact on the City's bond ratings and possibly on the dollar amount of the grants the City receives.

This funding is necessary in order to complete the Other-Post Employment Benefits Plan (OPEB) Actuarial Valuation Report, the audit of the Employer-Union Health Benefits Trust Fund (EUTF) Financial Statement and Actuary's Census Data, the Governmental Accounting Standards Board (GASB) 75 OPEB Valuation Report, the GASB 68 Pension Actuarial Report, and Audit of Employees' Retirement System (ERS)

## **DEPARTMENT: BUDGET AND FISCAL SERVICES**

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Employer Allocations, all of which are required in order to complete and issue the Annual Comprehensive Financial Report (ACFR).

In addition to not being able to provide professional association membership to staff for continuing education purposes at reduced costs, the proposed reduction would also result in the Department not being able to pay the Government Finance Officers Association (GFOA) membership dues. GFOA membership is required in order to apply for the GFOA Certificates of Excellence for Financial Report, related to the ACFR. The fact that the City has continued to receive this annual award has contributed to the City's high bond ratings.

### **ACCOUNTING AND FISCAL SERVICES**

#### **Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(464,104)	GN	Reduce funding for salaries

#### **Department's Comments and Concerns:**

We respectfully request full restoration of \$464,104 in salaries.

The reduction in salaries is eliminating salaries for two filled positions that were listed on the vacancy report along with the balance of our vacant positions that are in various stages of being filled; of which most have been vacant for less than a year.

#### **Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(20,000)	GN	Reduce funding for current expenses

#### **Department's Comments and Concerns:**

We respectfully request full restoration of \$20,000 in current expenses.

The reduction \$20,000 represents a 32% cut out of a requested budget of \$61,890 in general funds. This reduction in funds will impair Division's ability to provide basic supplies and training to staff in the face of changing technology and governmental accounting standards that impact the City's financial statements. Note the balance of the total \$327,636 is made up of other funds that have restrictions that do not allow for expenses outside of those fund purposes.

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### INTERNAL CONTROL

**Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(287,739)	GN	Reduce funding for salaries

Department's Comments and Concerns:

We respectfully request full restoration of \$287,739 in salaries.

The reduction of the FY 2024 budgeted salaries of \$287,739 would not allow the Division to rebuild and operate at full capacity to ensure the effectiveness and efficiency of City operations, reliability of financial reporting, and compliance with applicable laws, regulations, and policies. It is essential for the Division to have the budget to hire and fill the Chief Accountant, which is currently in recruitment, and two Analyst positions that are vacant. Developing a robust BFS Internal Control Division would help City management to meet its goals and objectives and improve accountability and transparency in the City.

### PURCHASING AND GENERAL SERVICES

**Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(724,810)	GN	Reduce funding for salaries

Department's Comments and Concerns:

We respectfully request full restoration of \$724,810 in salaries.

The proposed reduction of \$724,810 to BFS Division of Purchasing and General Services' requested FY 2024 budget of \$2,162,693 from the General Fund results in a FY 2024 General Fund budget of \$1,551,630 in salaries. This reduction will result in a shortage of (\$113,747) in salaries for existing staff salaries which, if passed, would result in a reduction of pay or possible layoffs.

Additionally, while Council has authorized an increase of four (4) positions to the Division, the proposed reduction would leave the Division unable to fund those positions, since these positions were not included in the FY 2023 appropriation, which formed the basis of Council's proposed FY 2024 reduction in salaries.

Council's calculation to derive the FY 2024 proposed salaries budget also seems to not account for step movements, filling of vacancies throughout FY 2023, or the availability



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and usage of the Provision for Vacant Positions (PVP), all of which was considered in the Department's original budget request.

The BFS Division of Purchasing requests the \$724,810 be restored in accordance with our original FY 2024 Salaries budget request to allow purchasing to fund the four (4) additional Procurement & Specifications Specialist positions to support an increase in federally-funded procurements and overall increase in city-wide procurement transactions to ensure greater efficiency and superior contracts. Without a sufficient budget to fund the requested positions the City will be under greater threat of being unable to encumber lapsing funds in a timely manner based on workloads that have increased by orders of magnitude over previous years.

### **Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(3,000)	GN	Reduce funding for current expenses

#### Department's Comments and Concerns:

We respectfully request full restoration of \$3,000 in current expenses.

The BFS Division of Purchasing and General Services has requested a total of \$57,616 for its current expenses for the FY 2024 budget. The Division currently has 30 positions authorized and is responsible for the centralized purchasing for all city Departments, property management, and personal property inventory city-wide. Over \$30,000 of the Division's requested budget consists of critical rentals of office equipment and computer software. The next largest expense is for training staff member from reputable entities such as the National Institute of Government Purchasing (NIGP) to ensure staff attain and maintain proficiency to continue to grow in the newest purchasing trends. The final bulk of expenses are for office supplies, equipment, postage, etc. For the work produced and funds encumbered the Division believes every item in our current expense budget is necessary and critical to our Division's ability to function at optimal levels.

## **TREASURY**

### **Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(412,153)	GN	Reduce funding for salaries

#### Department's Comments and Concerns:

We respectfully request full restoration of \$412,153 in salaries.

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The reduction in the salaries budget would prevent the Division from filling any vacant positions which would negatively impact the Division's ability to administer the City's real property tax collection program, including the collection of delinquent real property tax through the foreclosure process, as well as the Division's ability to collect and enforce the City's Transient Accommodations Tax (TAT). The civil service positions that will be assigned to the TAT section are in the process of being created, with the duties currently being completed by budgeted personal service contracts. This reduction will result in the loss of funding for budgeted warm body contract positions and prevent the civil service positions from being filled.

Budgeting the FY 2023 salary levels plus 5% to pay for existing staff is insufficient as it does not account for mandatory step movements due to collective bargaining agreements or positions filled throughout FY 2023 and the transfer of funds throughout FY 2023 from the Provision of Vacant Positions (PVP).

### **Councilmember: Calvin Say**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(125,000)	GN	Reduce funding for current expenses

#### Department's Comments and Concerns:

We respectfully request full restoration of \$125,000 in current expenses.

This funding is budgeted for the Investment Decision Software and Implementation/Support Services RFP to maximize investment returns on the City's idle cash. Although the solicitation is near completion, if the \$125,000 is cut from the budget, there will be insufficient budgeted funds to cover the cost of the contract.

## **REAL PROPERTY**

### **Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(1,066,210)	GN	Reduce funding for salaries

#### Department's Comments and Concerns:

We respectfully request full restoration of \$1,066,210 in salaries.

This reduction will result in the inability of filling vacant positions and existing staff taking on additional duties, which would likely contribute toward earlier than expected

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retirements or resignations. Without this funding, the Division may not be able to properly accommodate additional real property assessment related ordinance changes.

Budgeting the FY 2023 salary levels plus 5% is insufficient as it does not account for mandatory step movements due to collective bargaining agreements or positions filled throughout FY 2023 and the transfer of funds throughout FY 2023 from the Provision of Vacant Positions (PVP).

### Councilmember: Tommy Waters

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(500,000)	GN	Reduce funding for current expenses for OC 3049 Other Services – Not Classified

#### Department's Comments and Concerns:

We respectfully request full restoration of \$500,000 in current expenses.

Deletion of this funding may impair the availability of needed City funding resources to determine whether Bill 9 (2022) will be a feasible and successful tax program. Initial federal Fiscal Recovery Funds may not suffice as the research on Bill 9 (2022) for the empty homes tax program covers a complex program based on many variables that are difficult to validate.

## BUDGETARY ADMINISTRATION

### Councilmember: Tommy Waters

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(264,936)	GN	Reduce funding for salaries

#### Department's Comments and Concerns:

We respectfully request full restoration of \$264,936 in salaries.

Applying FY 2023 salary levels plus 5% to pay for existing staff is insufficient. This methodology does not factor all scheduled increases (e.g. across the board (ATB) increases according to CBA and step movements) which actually exceeds 5% and positions for which funds were transferred to the Provision for Vacant Positions (PVP) that are now filled. Therefore, this reduction affects warm-bodied salaries. Also, the Division is currently in the process of filling its vacancies and due to the size of the division, is not able to generate savings to enable the filling of our vacant positions. Full restoration of funding is needed.

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April 4, 2023

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### FISCAL/CIP ADMINISTRATION

**Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(301,813)	GN	Reduce funding for salaries

#### Department's Comments and Concerns:

We respectfully request full restoration of \$301,813 in salaries.

The proposed cut of \$301,813 is over 40% of salaries funded by the General Fund in the Fiscal/CIP Administration Division's budget. The Division has no vacant General Funded positions, meaning the proposed reduction would result in a cut of over 40% in salary amounts for all existing staff, or laying off several of our staff.

It appears that the amount of the cut was calculated based on total salaries rather than General Fund salaries, because the proposed reduction amount exceeds the increase in salaries funded by the General Fund. The Fiscal/CIP Division has three sources of funding for salaries – General Fund, Community Development Fund (for staff working on CDBG grant administration) and HOME (for staff working on HOME grant administration).

Also, the comparison between FY 2023 salaries and FY 2024 salaries in this division budget does not consider the amount that was funded in the Provision for Vacant Positions (PVP) and for collective bargaining that was funded in the Provision for Salary Adjustments and Accrued Vacation Pay for FY 2023. In the FY 2023 budget there was \$142,697 in vacant positions for this division in the PVP, and collective bargaining increases for FY 2023 were included in the Provision for Salary Adjustments. All of the division's vacant General Funded positions were filled, and in the FY 2024 budget proposal all of the salaries as well as collective bargaining increases and step increases are included. Comparing our FY 2023 budget to the FY 2024 budget does not consider the amount that was in the PVP and Provision for Salary Adjustments in FY 2023, and therefore overstates the amount of the increases between the FY 2023 (adopted) and FY 2024 (proposed) budgets.

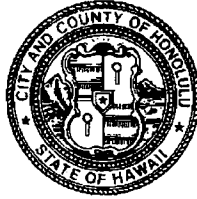
DEPARTMENT OF COMMUNITY SERVICES  
CITY AND COUNTY OF HONOLULU

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RICK BLANGIARDI  
MAYOR



ANTON C. KRUCKY  
DIRECTOR

AEDWARD LOS BANOS  
DEPUTY DIRECTOR

April 4, 2023

**MEMORANDUM**

TO: Michael D. Formby, Managing Director

VIA: Andrew T. Kawano, Director  
Department of Budget and Fiscal Services

FROM: Anton C. Krucky, Director  
Department of Community Services

A handwritten signature in black ink, appearing to read "Anton C. Krucky", is written over the printed name and title.

SUBJECT: Bill 11 (2023) Operating Budget CD1 Response (Comments and Concerns)

Attached is our agency's comments and concerns to Bill 11 amendments from the Special Budget Committee meeting of March 30, 2023.

Attachment

## DEPARTMENT OF COMMUNITY SERVICES:

April 4, 2023

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### ADMINISTRATION

#### **Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(42,044)	GN	Reduce funding for Salaries.

#### Department's Comments and Concerns:

We respectfully request full restoration in Salaries. \$39,540 of the Administration (ADM) Salaries increase of \$77,016 is attributable to the restoration of \$39,540 FY 2023 allotment for the Provision for Vacant Positions. The Personnel Clerk position has been filled in FY 2023 and DCS will require funding in FY 2024.

#### **Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(700)	GN	Reduce funding for Current Expenses.

#### Department's Comments and Concerns:

We respectfully request full restoration in Current Expenses. The increase in Current Expenses of ADM is limited to \$735 over FY 2023 levels. The adjustment would reduce the adjustment to \$35. The full increase for FY 2024 is necessary to cover the Telephone Costs in Object Code 3103.

### **OFFICE OF GRANTS MANAGEMENT**

#### **Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(155,532)	GN	Reduce positions and funding for Salaries for the Early Childhood Division.

#### Department's Comments and Concerns:

We respectfully request full restoration of positions and Salaries. Established in 1990, Chapter 11 – Child Care, of the Revised Ordinances of Honolulu (ROH) emphasizes that it is City policy to take a positive and active role in the development and promotion of cooperative relationships aimed at “increasing the availability of accessible and affordable quality child care...”. Currently there is a deficit – for every one early childhood education opening, there are five eligible keiki in the City and County of Honolulu. Not only is early childhood education a significant longitudinal social determinant, providing childcare can help with immediate economic development by returning family members to the workforce.

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The Coordinator position will work to establish the Early Childhood Advisory Committee, as well as develop and implement an overall City Strategy on early child care identified in ROH Chapter 11. The position will also seek out and direct federal and other funding into the City to improve access to child care through workforce development initiatives. The County of Maui has been successful in securing federal and philanthropic dollars far beyond its overhead in this regard. To apply for and implement grant funding awarded requires staffing and for the FY 2024 budget why the request is for two positions. Additional support is also necessary to administer the Early Childhood Advisory Committee.

We are aware of the attention early childhood education is receiving at the State level and will work that there is no duplication of work in this regard. Childcare covers a broad spectrum and there is definite role for the City.

### Councilmember: Radiant Cordero

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(427,539)	GN	Reduce funding for Current Expenses.

#### Department's Comments and Concerns:

We respectfully request full restoration in Current Expenses. For FY 2024, the Office of Grants Management (OGM) has requested only \$43,805 in General Fund Current Expense. Of OGM's request, \$28,950 is to fund initiatives for the Honolulu County Committee on the Status of Women. Operationally OGM only uses \$14,855 in General Fund Current Expenses, of which most is used to cover costs related to the Division's share of Xerox workstation lease and shared Department office supplies.

Reduction of these funds in the magnitude of \$427,539 would require a reduction in Grants In Aid awards as well as initiatives of the Honolulu County Committee on the Status of Women. It would also impair OGM's ability to support the Mayor's Committee on Disabilities, the Grants In Aid Advisory Commission and the City's Child Care development programs.

## ELDERLY AFFAIRS DIVISION

### Councilmember: Radiant Cordero

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(504,000)	GN	Reduce funding for Salaries.

## DEPARTMENT OF COMMUNITY SERVICES:

April 4, 2023

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### Department's Comments and Concerns:

We respectfully request full restoration in Salaries. For FY 2024, Elderly Affairs Division (EAD) is allocated \$547,512 in General Fund Salaries. A reduction as proposed, would severely impair EAD's ability to administer State and Federal grant programs.

EAD's total salary increase over FY 2023, however does amount to \$504,725. Of that amount \$151,073, is attributable to the Federal and State funding available for positions in FY 2024. The remaining \$353,652 is attributable to the FY 2023 allotment for the Provision for Vacant Positions. EAD has filled one of these positions and has plans to fill seven more positions in FY 2024 with the approval of a reorganization.

The referenced reorganization is essential for EAD to fulfill evolving grant funding requirements and meet the needs of our kupuna. The reorganization is poised to position the City to meet the demands of our growing kupuna population (the quickest growing segment of Oahu's population) and secure increased funding from Federal and State partners. The proposed General Fund reduction would prevent hiring of positions critical to maintaining the division's designation as an Area Agency on Aging (AAA) as well Oahu's Aging and Disability Resource Center (ADRC). Losing the designation as an AAA and ADRC will result in the potential loss of \$4.3 million in Federal funds and \$12.9 million in State funds.

## WORKHAWAII

**Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(225,567)	GN	Reduce funding for Salaries

### Department's Comments and Concerns:

We respectfully request full restoration in Salaries. For FY 2024, WorkHawaii (WH) is requesting \$465,032 in General Fund Salaries. The resulting funding level, \$239,465 would be a regression to FY 2021 levels at a time when there is a great need by both local jobseekers and employers.

In its FY 2024 budget request, WH includes salary increase of \$500,017. Of that amount, \$371,797 is attributable to increases for the Federal and State funded positions. The remaining \$128,220 increase in FY 2024 is attributable to General Funds, primarily the proposed reclassification of the Assistant Program Administrator position to General Funds. WH is geared to manage workforce development programs of the US Department of Labor. The reclassification of this position is intentional to afford WH opportunities to pursue other funding sources relative to economic development that leverages WH programs and relationships. Under the proposed salary budget 92% remains State and Federally funded compared to 94% in FY 2023.



## DEPARTMENT OF COMMUNITY SERVICES:

April 4, 2023

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### Councilmember: Radiant Cordero

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(144,535)	GN	Reduce funding for Current Expenses.

#### Department's Comments and Concerns:

We respectfully request full restoration in Current Expenses. For FY 2024, WH proposed \$200,000 in General Fund Current Expense, representing only 2.9% of total Current Expenses and only a \$75 increase from FY 2023, while State and Federally funded current expenditures increased by over \$584,000. The proposed reduction of General Funds would significantly impair WH's ability to administer its State and Federal Current Expenses are otherwise allocated to grants via a labor distribution method. General Funds are necessary to cover any costs that cannot be recovered through its State and Federal grants.

## COMMUNITY ASSISTANCE DIVISION

### Councilmember: Radiant Cordero

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(1,654,000)	GN	Reduce funding for Salaries.

#### Department's Comments and Concerns:

We respectfully request full restoration in Salaries. The proposed reduction is well in excess of General Funds requested of \$721,491. A reduction of this magnitude would jeopardize the City's ability to administer its Federal programs. Overall the Community Assistance Division (CAD) is proposing a salary budget increase of \$1,654,543. Of that amount \$1,309,077 is Federally funded salaries, and \$60,912 are additional positions to administer the low-income bus fare program assigned to DCS in FY 2023. The remaining \$284,554 represents the restoration from the allotment for the Provision for Vacant Positions. While CAD continues to experience turnover, it has been working to fill these vacancies to bring staff work levels to a range that is sustainable. CAD staff have been working overtime to address shortages for years now.

### Councilmember: Radiant Cordero

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(383,061)	GN	Reduce funding for Current Expenses.

#### Department's Comments and Concerns:

We respectfully request full restoration in Current Expenses. The proposed reduction is well in excess of general funds requested of \$44,632. DCS' FY24 request represents

## DEPARTMENT OF COMMUNITY SERVICES:

April 4, 2023

Page 5

only 0.05% of its entire Current Expense budget (\$86.1M), which is primarily federally funded. While CAD's proposed Current Expense budget request is up \$11,242 from FY 2023, its total Current Expense budget is up \$14,569,263. A reduction of this magnitude would jeopardize the City's ability to administer its Federal programs and the additional work associated with the overall increase. These general funds are essential to cover ineligible costs of its Federal programs.

### COMMUNITY BASED DEVELOPMENT DIVISION

**Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(422,788)	GN	Reduce funding for Salaries.

Department's Comments and Concerns:

We respectfully request full restoration in Salaries. \$261,000 of the Community Based Development Division Salaries increase of \$498,750 is three months (one quarter's) worth of salaries up to 21 Personal Services Contract's to assist with the delay of State reimbursement for Homeless Outreach Navigation for Unsheltered Persons (HONU) staffing. HONU is a mobile facility with a goal of providing short-term shelter services to homeless individuals and families and to connect them to longer-term shelter and other housing services. An additional \$67,200 is attributable to a Planner VI position in the FY 2023 allotment for the Provision for Vacant Positions which has been filled in FY 2023 and will require funding in FY 2024.

**Councilmember: Radiant Cordero**

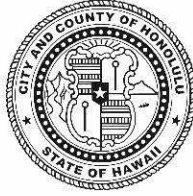
<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(2,211,000)	GN	Reduce funding for Current Expenses.

Department's Comments and Concerns:

We respectfully request full restoration in Current Expenses. In FY 2024, there is an \$182,124 increase in General Fund Current Expenses. The Division's \$2,211,703 increase in FY 2024 is primarily attributable to the increase for the Federal, State and Affordable Housing funding in FY 2024, which totaled \$1,535,117. Overall, the \$182,124 General Fund increase is a reduction of \$1,750,000 for one-time studies and environmental assessments for Affordable Housing projects budgeted in FY23 which is offset by a total of \$1,851,642 for HONU program-related expenses at \$103,000; \$910,000 for the Waikiki Vista project; and an increase of \$838,642 for Homeless Initiatives projects due to rent increases. The proposed reduction of \$(2,211,000) will impact the Division's ability to address our most vulnerable populations.

DEPARTMENT OF THE CORPORATION COUNSEL  
**CITY AND COUNTY OF HONOLULU**

530 SOUTH KING STREET, ROOM 110 • HONOLULU, HAWAII 96813  
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RICK BLANGIARDI  
MAYOR

DANA M.O. VIOLA  
CORPORATION COUNSEL

RENEE R. SONOBE HONG  
FIRST DEPUTY CORPORATION COUNSEL

April 4, 2023

**MEMORANDUM**

TO: Michael D. Formby, Managing Director

VIA: Andrew T. Kawano, Director  
Department of Budget and Fiscal Services

FROM: Dana M.O. Viola, Corporation Counsel  
Department of the Corporation Counsel

SUBJECT: Bill 11 (2023) Operating Budget CD1 Response (Comments and Concerns)

Attached is our agency's comments and concerns to Bill 11 amendments from the Special Budget Committee meeting of March 30, 2023.

Attachment

**LAW**

**DEPARTMENT OF THE CORPORATION COUNSEL – LEGAL SERVICES**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(1,132,992) S	GN	Reduce funding for salaries

Department's Comments and Concerns:

The formula used for the proposed CD1 cut, adversely affects COR by

- Decreasing funding available to fill positions by the additional \$643,513 transfer to the Provision for Vacant Positions in FY23 (these funds are not included in the FY24 PVP);
- Decreasing the amount of related salary adjustments;
- Deleting the \$173,892 for 2 new Claims Management Specialist positions; and 1 new Para Legal Assistant III position for e-Discovery services; and
- Applying the entire cut to the GN fund (COR's salaries are funded by GN, SW and LC)

COR requests the restoration of the FY24 salary funds. Sufficient salary funding is essential to maintain the staffing levels necessary to meet our workload requirements in support of the Mayor, the City Council, all city agencies and departments, including its semi-autonomous agencies, and all City boards and commissions. At the core of our operations, sufficient salary funding is needed to recruit and retain our Deputy positions at levels commensurate with their expertise and competitive with other government agencies and law firms.

**LAW**

**DEPARTMENT OF THE CORPORATION COUNSEL – LEGAL SERVICES**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(141,000) CE	GN	Reduce funding for current expenses

Department's Comments and Concerns:

COR requests the restoration of the FY24 current expense funds to address increased operational requirements:

- \$100,000 increase in Parts & Accessories-Equipment to purchase needed office furniture and fixtures for COR's library office renovation to provide sufficient office space for authorized COR Deputy positions.
- \$25,000 increase in Out-of-State Travel Expense to the pre-Covid level for conference attendance, legal education training, and depositions.
- \$15,800 increase in Subscriptions to cover the annual cost of the iManage software (new legal document management program).

**ETHICS COMMISSION  
CITY AND COUNTY OF HONOLULU**

925 DILLINGHAM BOULEVARD, SUITE 190 • HONOLULU, HAWAII 96817  
PHONE: (808) 768-9242 • FAX: (808) 768-7768 • EMAIL: [ethics@honolulu.gov](mailto:ethics@honolulu.gov) • INTERNET: [www.honolulu.gov/ethics](http://www.honolulu.gov/ethics)



RICK BLANGIARDI  
MAYOR

JAN K. YAMANE  
EXECUTIVE DIRECTOR  
AND LEGAL COUNSEL

LAURIE WONG-NOWINSKI  
ASSISTANT EXECUTIVE DIRECTOR  
AND LEGAL COUNSEL

April 4, 2023

**MEMORANDUM**

TO: Michael D. Formby, Managing Director

VIA: Andrew T. Kawano, Director  
Department of Budget and Fiscal Services  
*Jan K. Yamane* Digitally signed by Yamane, Jan K  
Date: 2023.04.04 12:02:31 -10'00'

FROM: Jan K. Yamane, Executive Director and Legal Counsel  
Ethics Commission

SUBJECT: Bill 11 (2023) Operating Budget CD1 Response (Comments and Concerns)

Attached is our agency's comments and concerns to Bill 11 amendments from the Special Budget Committee meeting of March 30, 2023.

Attachment

## **SALARIES**

### **Councilmember: Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
(\$72,221)	0521	Reduction in Funding for Salaries

#### Department's Comments and Concerns:

ETH requests that all filled positions be funded. Also, ETH continues to advocate for salary increases for its exempt, excluded employees, including:

- 1) Executive Director and Legal Counsel (EDLC)
- 2) Assistant Executive Director and Legal Counsel (Asst. EDLC)
- 3) Associate Legal Counsel (ALC)
- 4) Associate Legal Counsel (ALC)
- 5) Private Secretary II

These positions are not tied to or included in a bargaining unit. Increases must be included in the ETH budget. Without increases for ETH attorneys, ETH attorney salaries fall behind current attorney rates for the city and state, making ETH less competitive in attracting and retaining highly skilled and qualified staff. The same holds true for the Private Secretary II, which is on par with other Private Secretary IIs who service cabinet-level officials.

1) The Executive Director and Legal Counsel was budgeted a raise in FY23, but was unable to take the raise because its salary is capped at the First Deputy Corporation Counsel's rate. The Salary Commission awarded no raises for cabinet-level staff in 2022. If the 2023 Salary Commission awards large raises for cabinet-level staff in April 2023 and Council simultaneously reduces the funding request for the EDLC's salary increase, the result will be a significant lag of the EDLC's salary behind First Dep COR. This inequity makes it more difficult to attract and retain qualified EDLC staff. Further, the executive budget request was far more conservative—requesting a 3 percent raise—than the 10 percent + raises contemplated by the Salary Commission. If anything, the EDLC's salary increase should mirror that of the Salary Commission's raise for the First Dep COR.

2) The Asst. EDLC and ALC salaries will lag behind other city attorneys unless increases are given. ETH lacks the economies of scale of larger city attorney agencies such as the Departments of the Prosecuting Attorney and Corporation Counsel. We have a full staff with no vacancies and, hence, no savings with which to award higher attorney salaries. During budget testimony, Prosecuting Attorney and Corporation

Counsel described their starting rates for new attorneys, which were higher than we can afford to pay our highly skilled ETH attorneys with specialized knowledge. We need salary increases to keep pace with our sister agencies.

3) The Private Secretary II position is exempt, excluded and salary increases must be requested. This position is given parity with positions in BU03/SR22. Without an increase in the salary, we will not be able to give increases on par with other Private Secretary IIs in the city.

### **CURRENT EXPENSES**

#### **Councilmember: Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
(\$13,000)	0521	Reduction in Funding for Current Expenses – Professional Services

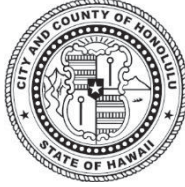
#### **Department's Comments and Concerns:**

ETH's request for procurement monies for professional services should be retained. Over time, ETH's procurement monies have been reduced again and again. This year's request would restore them to a level comparable to approximately 5 years ago. These monies are very important as they enable ETH to procure specialized professional services—for example, special prosecutors, hearings officers, and other professionals—when the Ethics Commission and staff are conflicted. We do not use them every year, but when a matter comes up that necessitates procurement of specialized professionals, the monies must be available in ETH's budget. In the event we do not utilize the funds, they are returned to the general fund at the end of the fiscal year.



DEPARTMENT OF CUSTOMER SERVICES  
**CITY AND COUNTY OF HONOLULU**  
925 DILLINGHAM BOULEVARD, SUITE 257 • HONOLULU, HAWAII 96817  
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<http://www.honolulu.gov>

RICK BLANGIARDI  
MAYOR



KIMBERLY M. HASHIRO  
DIRECTOR

DEREK T. MAYESHIRO  
DEPUTY DIRECTOR

April 4, 2023

**MEMORANDUM**

TO: Michael D. Formby, Managing Director

VIA: Andrew T. Kawano, Director  
Department of Budget and Fiscal Services

FROM: Kimberly M. Hashiro, Director  
Department of Customer Services *Kim M. Hashiro* Digitally signed by Hashiro, Kimberly  
Date: 2023.04.04 17:02:19 -10'00'

SUBJECT: Bill 11 (2023) Operating Budget CD1 Response (Comments and Concerns)

Attached is our agency's comments and concerns to Bill 11 amendments from the Special Budget Committee meeting of March 30, 2023.

Attachment

**Attachment**

**ADMINISTRATION**

**Councilmember: Calvin Say**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(419,184)	GN	Reduce funding for Salaries

**Department's Comments and Concerns:**

We respectfully request full restoration of \$419,184 in funding to enable CSD to cover the salaries of 7.0 filled positions. Funding is needed in salaries and not current expenses, to pay existing employee salaries plus negotiated collective bargaining increases, and should not be shifted to current expenses. 1.0 position (MI704) is being held for a former CSD employee who has return rights to her civil service position.

**Councilmembers: Calvin Say and Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$419,184	GN	Increase funding for Current Expenses

**Department's Comments and Concerns:**

We respectfully request that \$419,184 in funding remain in salaries, and not be moved to current expenses, to pay existing employee salaries plus negotiated collective bargaining increases.

**PUBLIC COMMUNICATION**

**Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(175,532)	GN	Reduce funding for salaries

**Department's Comments and Concerns:**

We respectfully request full restoration of \$175,532 in salaries, which is needed to provide for approved collective bargaining increases. The requested salary budget is necessary for the existing services to public via the customer care call center, information branch, and print shop staff. Out of 4.0 vacant positions listed in the 2/1/23

**DEPARTMENT:** Department of Customer Services

April 4, 2023

Page 2

vacant positions snapshot, 2.0 positions (MI341 and MI347) have been filled. Request restoration of funding.

**Councilmember: Val Aquino Okimoto**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
(1.0)		
\$(68,556)	GN	Reduce position and funding for salaries

Department's Comments and Concerns:

We respectfully request full restoration of 1.0 FTE and \$68,556 in funding to enable the Public Communication (PC) Division to assess how to best utilize MI698, Librarian III, which has been vacant since July 2011. We are evaluating the possibility of converting the position to a Records Management Analyst (RMA) position. The records management unit is currently comprised of a RMA IV and RMA I, who are responsible for the city-wide records management program and city archives.

Efficiency would be achieved by creating one unit to provide the public with access to reference materials, such as environmental studies and annual reports, published by and for the city, as well as manage other records, such as meeting minutes and historical documents, retained by the city. The reference unit, which is not staffed at the moment, primarily serves the public by providing access to city-sponsored published materials to such people as authors doing research for books and college students working on advanced degrees. The records unit, which is staffed by two employees and does not directly deal with the public, serves the city by managing the retention schedule of records for all departments and agencies as well as a number of large archive rooms in the lower level of the civic center parking garage. This would require a reorganization to merge the Municipal Reference Center and the Records Centers to improve efficiency utilizing existing positions and increase service to the public and all city departments.

**SATELLITE CITY HALL**

**Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(415,066)	GN	Reduce funding for salaries

Department's Comments and Concerns:

**DEPARTMENT:** Department of Customer Services

April 4, 2023

Page 3

We respectfully request full restoration of \$415,066 in funding and note that in FY23, there were aggressive efforts to fill needed vacancies for front-line operations. These additional positions allow the satellite offices to elevate their level of customer service to the public in two areas:

1. Designating a staff member to act as a concierge at the front entrance of eight satellite offices. The functions of a concierge are to answer public questions, validate their required documents, and direct them to the correct service line.
2. Continuing to provide and also expand U.S. Passport intake services that began in August 2023 utilizing existing staff, and funding for supplies and postage. The cost of this new service is being offset by the processing fees collected at a rate of \$35 per transaction.

These additional services have received high praise from the public. Request restoration of funding to allow us to maintain and increase services.

**Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(29,000)	GN	Reduce funding for Current Expenses

Department's Comments and Concerns:

We respectfully request full restoration of \$29,000 in two areas that are experiencing an escalation in cost:

1. Satellite offices have ninety-plus front-line employees that process approximately 900,000 transactions annually. Their operations require high usage of office equipment and supplies that must function or be available at all times. The cost of these needed items has significantly increased over the last year, and we are expecting further equipment shortages and cost increases due to supply chain issues.
2. Four of the 10 satellite locations are not housed in City office buildings. Being a tenant, they are required to pay monthly rent. There is an additional monthly Common Area Maintenance (CAM) charge along with a rental amount. Though fixed annual rental rates are stated in the contracts, CAM charges are evaluated with new monthly rates determined for a year. CAM also includes the satellite offices' share of actual property tax allotment. For example, Hawaii Kai Satellite's CAM effective Jan 2023 increased by \$514.28 monthly or \$6,171.36 for the year. This increase is unbudgeted. We are anticipating CAM increases at the other satellite offices. Request restoration of funding to cover these operating cost increases.

**DEPARTMENT:** Department of Customer Services

April 4, 2023

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**MOTOR VEHICLE, LICENSING AND PERMITS**

**Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(1,189,159)	GN	Reduce funding for salaries

**Department's Comments and Concerns:**

We respectfully request full restoration of \$1,189,159 in salary funding to enable the Motor Vehicle, Licensing and Permits (MVLN) Division to fill all vacant positions. An active and aggressive recruitment effort has been in effect to fill the remaining vacant MVLN positions. All positions are essential for the department to increase customer satisfaction, service more customers and reduce complaints. The increase also includes negotiated salary increases for respective collective bargaining units.

**Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(1,886,000)	GN	Reduce funding for Current Expenses Add proviso "at least \$50,000 out of current expenses shall be appropriated for a feral chicken control contract"

**Department's Comments and Concerns:**

We respectfully request full restoration of \$1,886,000 in funding for current expenses. The increase in funds reflects the rise in costs to perform ongoing essential duties. For instance, contracted costs to perform required services of animal care and control, license plate production, and printing and mailing of motor vehicle registration reminder notices alone are anticipated to increase over \$1.3 million in FY24. In addition, current expenses also enable continued call center services where approximately 800-900 calls per day are fielded daily regarding driver's license and motor vehicle registration. This critical service helps customers find information that they need to process their driver license, State ID, or motor vehicle registration, while allowing MVLN staff to service individuals at five locations across the island.

MVLN is currently working with the city's purchasing division to establish a more diverse program to address the feral chicken challenges using FY23 funding. With this contract, the department intends to continue to provide active pest control at city-owned lands island-wide, and provide new services to the public which include cage loaners, and

**DEPARTMENT:** Department of Customer Services

April 4, 2023

Page 5

subsidized chicken disposal and pest control efforts on private properties. MVLP will utilize these funds in the most effective manner possible.

**Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(140,000)	GN	Reduce funding for Equipment

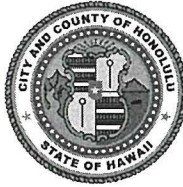
Department's Comments and Concerns:

We respectfully request full restoration of \$140,000 in funding to purchase scanning equipment (including a server) for motor vehicle registration staff. By scanning, staff will be able to more accurately and quickly store and share documents with satellite city hall personnel who need information to complete transactions for the public. This will help with providing better customer service as well as increase employee productivity. Currently, to obtain current year information, staff must manually search through boxes of paper documents. This leads to frustration by both the staff and customers, who must wait or return later to complete their transactions. This one time purchase of equipment will eliminate this bottle neck process. While at a lesser volume, all other counties already have paperless processes in place.

**DEPARTMENT OF DESIGN AND CONSTRUCTION  
CITY AND COUNTY OF HONOLULU**

650 SOUTH KING STREET, 11<sup>TH</sup> FLOOR  
HONOLULU, HAWAII 96813  
Phone: (808) 768-8480 • Fax: (808) 768-4567  
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RICK BLANGIARDI  
MAYOR



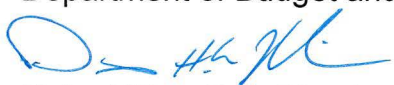
HAKU MILLES, P.E.  
DIRECTOR  
BRYAN GALLAGHER, P.E.  
DEPUTY DIRECTOR

April 3, 2023

**MEMORANDUM**

TO: Michael D. Formby, Managing Director

VIA: Andrew T. Kawano, Director  
Department of Budget and Fiscal Services

FROM:  Haku Milles, P.E. Director  
Department of Design and Construction

SUBJECT: Bill 11 (2023) Operating Budget CD1 Response (Comments and Concerns)

Attached is our agency's comments and concerns to Bill 11 amendments from the Special Budget Committee meeting of March 30, 2023.

Attachment

## DEPARTMENT: DESIGN AND CONSTRUCTION

April 3, 2023

Page 2

### ADMINISTRATION

**Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(82,309)	GN	Reduce funding for salaries.

Department's Comments and Concerns:

We respectfully request full restoration of \$82,309. The reduction in salaries for the Administration will eliminate the hiring of an Information Specialist (PIO) for the department to coordinate with the City Administration and other agencies to address matters pertaining to CIP projects, CDBG, community and emergency events. Request restoration of \$82,309 general funds for salaries.

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(57,000)	GN	Reduce funding for current expenses.

Department's Comments and Concerns:

We respectfully request full restoration of \$57,000 to provide training for new and existing employees on mandated NPDES requirements; and payment of professional dues for licensed employees. The direct impact to this reduction will result in a lack of updated knowledge provided to employees who are monitoring NPDES requirements on CIP projects.

### PROJECT AND CONSTRUCTION MANAGEMENT

**Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(2,272,881)	GN	Reduce funding for salaries.

Department's Comments and Concerns:

We respectfully request full restoration of \$2,272,881 to fill our existing vacancies. The reduction of \$2,272,881 will remove the funds needed to not only fill our existing vacancies, but will eliminate the salary funds needed for approximately 15 civil service positions. The direct impact of this salary reduction may result in a reduction in force and a lack of resources to work on CIP projects.



**DEPARTMENT: DESIGN AND CONSTRUCTION**

**April 3, 2023**

**Page 3**

**LAND SERVICES**

**Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(330,337)	GN	Reduce funding for salaries.

**Department's Comments and Concerns:**

We respectfully request full restoration of \$330,337 to fill our existing vacancies. The reduction of \$330,337 will remove the funds needed to fill approximately 5 of our existing vacancies in our Land Survey Branch. The direct impact of this salary reduction may result in a lack of resources to conduct land surveys. Request restoration of \$330,337 general funds for salaries.

DEPARTMENT OF EMERGENCY MANAGEMENT  
**CITY AND COUNTY OF HONOLULU**

650 SOUTH KING STREET • HONOLULU, HAWAII 96813  
PHONE: (808) 723-8960 • FAX: (808) 768-1492



RICK BLANGIARDI  
MAYOR

HIROKAZUTOIYA  
DIRECTOR

JENNIFER M. WALTER  
DEPUTY DIRECTOR

April 3, 2023

**MEMORANDUM**

TO: Michael D. Formby, Managing Director

VIA: Andrew T. Kawano, Director  
Department of Budget and Fiscal Services

FROM: Hirokazu Toiya, Director  
Department of Emergency Management

A handwritten signature in blue ink, likely belonging to Hirokazu Toiya, is written over the "FROM" line.

SUBJECT: Bill 11 (2023) Operating Budget CD1 Response (Comments and Concerns)

Attached is our department's comments and concerns to Bill 11 amendments from the Special Budget Committee meeting of March 30, 2023.

Attachment

## DERPARTMENT OF EMERGENCY MANAGEMENT

April 3, 2023

Page 2

### EMERGENCY MANAGEMENT COORDINATION

#### **Councilmember(s): Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(189,951)	GN	Reduce funding for salaries

#### Department's Comments and Concerns:

The reduction will hamper the department's ability to recruit and hire two (2) critical positions that are currently vacant and create uncertainty for the department's operating budget for FY24. What appears as an increase in the proposed FY24 budget for salaries relative to the FY23 appropriation is due to the fact that the department had vacancies at the point in time in 2022 when departmental budgets were "swept" into the budget for Provision for Vacant Positions (PVP). We respectfully request full restoration of the \$189,951 reduction in salaries as the department is keeping general funded staffing at the same levels as FY23 and is not proposing any increase in staffing. We expect to fill one position in the remainder of FY23 and have the other position filled early in first quarter FY24.

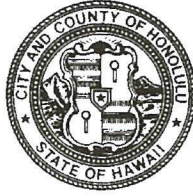
<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(102,000)	GN	Reduce funding for current expenses

#### Department's Comments and Concerns:

We respectfully request the full restoration of the \$102,000 reduction for current expenses as the City will not be able to make the necessary enhancements to the emergency public alert and notification system, potentially compromising public safety. The current system, HNL info Alerts, was developed in 2017 by DIT at the request of DEM. Previously, a commercial system was being provided to the City free of charge, but when the ownership of the company providing the services changed, the new management decided to begin charging the City for its services. At the time, we believed the best course of action was to have an application developed in-house to avoid costs. DIT was initially able to develop the basic system in-house albeit with limited functionality. Although there was no direct cost in the initial development of the system, in reality, there is an incremental cost for each text message sent and significant amount of staff time for both DIT and DEM to maintain and keep the system up to date and even more resources to make necessary enhancements. Although we continue to work with DIT to make minor incremental updates to the existing HNL info alerts system, we continue to have significant shortfalls in functionality and system reliability. There are several commercial systems on the market that have all of the required functionality as well as a higher rate of system reliability that can better meet the City's needs. We now believe the best course of action for the sake of public safety is to procure one of the available commercial services to be used by not only DEM but other City departments such as HPD, DTS, and BWS. Our ability to consistently issue timely emergency notifications across multiple platforms including text messages, push notification, and social media is of paramount importance to the safety of our community, and the City should make the necessary investments to support this function.

HONOLULU EMERGENCY SERVICES DEPARTMENT  
**CITY AND COUNTY OF HONOLULU**

3375 KOAPAKA STREET, SUITE H-450 • HONOLULU, HAWAII 96819-1814  
Phone: (808) 723-7800 • Fax: (808) 723-7836



RICK BLANGIARDI  
MAYOR

JAMES H.E. IRELAND, M.D.  
DIRECTOR

IAN T.T. SANTEE, MPA  
DEPUTY DIRECTOR

April 4, 2023

**MEMORANDUM**

TO: Michael D. Formby, Managing Director

VIA: Andrew T. Kawano, Director  
Department of Budget and Fiscal Services

FROM: James H.E. Ireland, M.D., Director  
Honolulu Emergency Services Department

SUBJECT: Bill 11 (2023) Operating Budget CD1 Response (Comments and Concerns)

Attached is our agency's comments and concerns to Bill 11 amendments from the Special Budget Committee meeting of March 30, 2023.

Attachments

**DEPARTMENT: Honolulu Emergency Services Department**

April 4, 2023

Page 1

**Emergency Medical Services**

**Councilmember(s): Council Member Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
(\$3,156,000)	GN	Reduce funding for salaries
(\$121,000)	GN	Reduce funding for current expenses
(\$3,220,000)	GN	Reduce funding for equipment

**Department's Comments and Concerns:**

We respectfully request full restoration of salaries, current expense, and equipment funds.

Reduction in salaries will result in almost (3) three ambulance stations to close. Increase of response times will result in potentially detrimental and negative impacts on service provided. Post-pandemic call volumes are at a record high and public demand for services has reached unsustainable levels. Ambulance crews are responding to unprecedented levels of emergency calls.

Reduction in current expenses will result in inability to cover projected cost increases of unleaded gas, diesel, electricity, and sewer fees and less medical supplies to be purchased.

Reduction in equipment will result in EMS not purchasing (8) eight ambulances and (3) three powered gurneys. A lack of funding would result in a deferral of much-needed purchases. Our ambulances are in and out of repair with very high mileage.

In calendar year 2022, EMS received 121,581 calls in to the dispatch center, sent a physical ambulance to respond- 85,979, and transported- 59,308 people.

**DEPARTMENT: Honolulu Emergency Services Department**

April 4, 2023

Page 2

**Ocean Safety**

**Councilmember(s): Council Member Andria Tupola**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$1,350,000	GN	Add positions and funding for salaries. Add proviso: "At least \$1,350,000 out of salaries shall be appropriated to implement the Extended Lifeguard Services Program required under Chapter 2, Article 9, Revised Ordinances of Honolulu 2021, which provides for extended lifeguard services that encompasses all daytime hours from dawn to dusk
\$10,000	GN	Add funding for equipment. Add proviso: "At least \$10,000 out of equipment shall be appropriated to provide a storage container, located at Kalaniana'ole Beach Park

**Department's Comments and Concerns:**

This addition supports the plan of a gradual implementation of Ocean Safety's service by extending hours to towers.

The addition to current expense supports the purchase of a storage container for life-saving equipment at Kalaniana'ole Beach Park.

The department appreciates the additions, however, we respectfully decline, as we stand by the Mayors submitted balanced budget. We are working with the administration to ensure continued progress in achieving island-wide dawn to dusk while maintaining the mayor's budget.

**DEPARTMENT: Honolulu Emergency Services Department**

April 4, 2023

Page 3

**Ocean Safety**

**Councilmember(s): Council Member Esther Kia'aina**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$225,000	GN	Add one position and funding for salaries for three positions. Add provisio: "At least \$225,000 out of salaries shall be appropriated for three positions assigned to the Kalama Beach Park Lifeguard Station.

**Department's Comments and Concerns:**

The addition of funds will allow preparations to staff a tower at Kalama Beach Park.

The department appreciates the additions, however, we respectfully decline, as we stand by the Mayors submitted balanced budget. We are working with the administration to ensure continued progress in achieving island-wide dawn to dusk while maintaining the mayor's budget.

**DEPARTMENT: Honolulu Emergency Services Department**

April 4, 2023

Page 4

**Health Services**

**Councilmember(s): Council Member Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
(\$288,000)	GN	Reduce funding for salaries
(\$37,000)	GN	Reduce funding for current expense

**Department's Comments and Concerns:**

We respectfully request full restoration of salaries and current expense funds.

Decrease in salaries will result in up to a reduction of (5) five employees. This reduction will result in a decrease in service provided by Health Service's to current and future employees.

Decrease in current expense will result in reduction of service provided to all city employees through the contracted city Employee Assistance Program (EAP).



**DEPARTMENT: Honolulu Emergency Services Department**

April 4, 2023

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**Administration**

**Councilmember(s): Council Member Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
(\$770,000)	GN	Reduce funding for salaries
(\$549,000)	GN	Reduce funding for current expense

**Department's Comments and Concerns:**

We respectfully request full restoration of Salaries and Current Expense funds.

Decrease in salaries will result in slowed progress of the C.O.R.E program and the transition from federal funds to general funds.

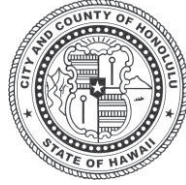
Decrease in current expense will result in inability to fund necessary utility costs to support the C.O.R.E. program as well as funds will be needed from other sources to support to pay the city's contracted biller for EMS.

DEPARTMENT OF ENTERPRISE SERVICES  
GOLF COURSE DIVISION \* HONOLULU ZOO \* NEAL S. BLAISDELL CENTER  
TOM MOFFATT WAIKIKI SHELL

**CITY AND COUNTY OF HONOLULU**

777 WARD AVENUE · HONOLULU, HAWAII 96814-2166  
PHONE: (808) 768-5488 \* FAX: (808) 768-5433 \* INTERNET: [www.honolulu.gov/des](http://www.honolulu.gov/des)

RICK BLANGIARDI  
MAYOR



JERRY PUPILLO  
DIRECTOR

TRACY S. KUBOTA  
DEPUTY DIRECTOR

April 3, 2023

**MEMORANDUM**

TO: Michael D. Formby, Managing Director  
Office of the Managing Director

VIA: Andrew T. Kawano, Director  
Department of Budget and Fiscal Services

FROM: Jerry Pupillo, Director  
Department of Enterprise Services

SUBJECT: Bill 11 (2023) Operating Budget CD1 Response (Comments and Concerns)

A handwritten signature in black ink, appearing to read "J. Pupillo", is written over a red digital signature line.

Digitally signed by  
Pupillo, Jerome  
Date: 2023.04.04  
14:14:58 -10'00'

Attached is our agency's comments and concerns to Bill 11 amendments from the Special Budget Committee meeting of March 30, 2023.

Attachment

DEPARTMENT: ENTERPRISE SERVICES

April 3, 2023

Page 2

**AUDITORIUMS**

**Councilmember: Val Okimoto**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(69,360)	SV	Reduction in OC 1101 -- Regular Pay

**Department's Comments and Concerns:**

We respectfully request full restoration of this reduction. This reduces salaries for two security attendant positions, which are necessary to secure our facilities and equipment, and to ensure the safety of staff and guests at the Blaisdell and Tom Moffatt Waikiki Shell campuses.

**ADMINISTRATION**

**Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(150,000)	SV	Reduction in OC 1101 -- Regular Pay

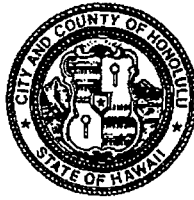
**Department's Comments and Concerns:**

We respectfully request full restoration of this reduction. This reduces salaries which are required to cover collective bargaining pay increases for positions which are currently filled. This reduction would require DES to utilize current expenses to cover the salary shortfall, which will negatively impact operations. It will also require us to cut funding for two important vacant positions, Safety Specialist and Clerk, which are planned fills for FY24. Both functions are necessary to provide a safe work environment and payroll auditing support for the Neal S. Blaisdell Center, Tom Moffatt Waikiki Shell, Honolulu Zoo, and six municipal golf courses.

DEPARTMENT OF FACILITY MAINTENANCE  
**CITY AND COUNTY OF HONOLULU**

1000 Ulu'ohia Street, Suite 215, Kapolei, Hawaii 96707  
Phone: (808) 768-3343 • Fax: (808) 768-3381  
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RICK BLANGIARDI  
MAYOR



DAWN B. SZEWCZYK, P.E.  
DIRECTOR AND CHIEF ENGINEER

WARREN K. MAMIZUKA  
DEPUTY DIRECTOR


IN REPLY REFER TO:  
23-074

April 4, 2023

**MEMORANDUM**

TO: Michael D. Formby, Managing Director

VIA: Andrew T. Kawano, Director  
Department of Budget and Fiscal Services

FROM: Dawn B. Szewczyk, P.E.  
Director and Chief Engineer  
Department of Facility Maintenance 

SUBJECT: Bill 11 (2023) Operating Budget CD1 Response  
(Comments and Concerns)

Attached is our agency's comments and concerns to Bill 11 amendments from the Special Budget Committee meeting of March 30, 2023.

Attachment

**ACTIVITY TITLE: DIVISION OF PUBLIC BUILDING AND ELECTRICAL MAINTENANCE (PBEM)**

**Councilmember: Val Okimoto**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
(\$1,580,712)	GN	Reduce position and funding for salaries for Public Building and Electrical Maintenance.

Department's Comments and Concerns: Reducing funding will adversely impact PBEM's ability to fill vacant positions.

We respectfully request full restoration of \$1,580,712. Full funding is needed to fill vacant positions (Lead Carpenter-Cabinet Maker, Building Custodian I, Carpet Cleaner I, Carpet Cleaner II, and twenty-four (24) vacant positions never filled) that are vital in performing core services such as: Security, custodial, and repair and maintenance functions at/for City buildings and maintaining the operation of City street lights. Specific responsibilities that may be affected are servicing and maintaining HVAC, elevators, and emergency generators at City buildings, including HPD, HFD, and EMS. PBEM has been actively recruiting to fill the Utility Worker I, Utility Worker II, Building Custodian I, Building Custodian II, and Carpet Cleaner II positions. The Carpet Cleaner I position has been filled. The 24 vacant positions that have never been filled are awaiting a reorganization and the creation of the new positions.

**ACTIVITY TITLE: DIVISION OF PUBLIC BUILDING AND ELECTRICAL MAINTENANCE (PBEM)**

**Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
(\$90,000)	GN	Reduce funding for equipment.

Department's Comments and Concerns: Reducing funding will adversely affect PBEM's ability to maintain the grounds of various City locations.

We respectfully request full restoration of \$90,000. Full funding of \$90,000 is needed to replace six (6) 48" ride-on mowers at Kapolei Hale, HPD Training Academy, Wahiawa HPD, Waianae Neighborhood Community Center, and (two at) Honolulu Civic Center. The existing equipment must be replaced as it is uneconomical to repair due to its age and condition and further use may be a safety hazard.

**ACTIVITY TITLE: DIVISION OF AUTOMOTIVE EQUIPMENT SERVICES (AES)**

**Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
(\$1,512,756)	GN	Appropriation equal to 2023, plus 5% for salary increase.

Department's Comments and Concerns: A reduction of salary funding will adversely impact AES' ability to fill vacant positions.

We respectfully request full restoration of \$1,512,756. Full funding is needed to fill vacant positions that perform maintenance, repair and inspection services for City agency vehicles that provide core services to the public. Public services such as those provided by Refuse Collection, Sewer and Storm Drain Maintenance, Stream Cleaning, Street Lighting, Road Signs and Markings, Ambulance and Ocean Safety operations will all be negatively affected if salary funding is reduced.

**ACTIVITY TITLE: DIVISION OF AUTOMOTIVE EQUIPMENT SERVICES (AES)**

**Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
(\$ 2,126,000)	GN	Reduce funding for current expenses.

Department's Comments and Concerns: Reduction of current expense funding will result in a shortage of funding to purchase fuel and repair parts for the City's fleet of vehicles and equipment.

We respectfully request full restoration of \$2,126,000 in current expense funding. Projected increase in fuel costs account for nearly \$1.98M of this amount. The remaining amount, approximately \$141,000, is to account for the increase in prices of repair parts, materials, supplies and shipping services. These items are necessary in order to restore inoperative vehicles and equipment to proper operating condition.

**ACTIVITY TITLE: ADMINISTRATION – CHIEF ENGINEER'S OFFICE (CEO & SWQ)**

**Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
(\$1,199,872)	GN	Appropriation equal to 2023, plus 5% for salary increase.

Department's Comments and Concerns: Reducing funding will adversely impact CEO's and SWQ's ability to fill vacant positions.

We respectfully request full restoration of \$1,199,872. Full funding is needed to fill vacant positions. Per the passing of Charter Amendment 6, the Department of Facility Maintenance is responsible for developing a master plan to identify long-term needs and plans to replace/upgrade aging infrastructure and to build new infrastructure in growing areas. Full funding is needed to fill these newly created positions and allowing the Department to meet these new requirements, implementing stormwater management requirements/controls to protect and safeguard our water, as well as for performing existing administrative and professional functions at the Department level.

**ACTIVITY TITLE: ADMINISTRATION – CHIEF ENGINEER'S OFFICE (CEO)**

**Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
(\$1,480,000)	GN	Reduce funding for current expenses. Amendment reduces the increase in FY24.

Department's Comments and Concerns: Reducing funding will adversely impact SWQ's ability to comply the permit requirements.

We respectfully request full restoration of \$1,480,000. Full funding is needed to comply with the regulatory requirements as it relates to performing City-wide 3<sup>rd</sup> Party Inspections for both public and private construction projects managed by the City's NPDES MS4 Permit (HI S000002) under Part D.1.d(5) and System Inspections under Part D.1.f(1). Starting in FY24, the City will be consolidating all inspections under DFM-SWQ to streamline oversight and reduce administrative costs. Previously, oversight agencies (i.e. DPP, DDC, ENV, DTS, DFM) were responsible for budgeting their own costs for inspections managed within their respective departments individually. Cost were determined based on the total number of active projects per fiscal year, which were estimated at around over \$200k per month. Currently, DFM-SWQ is able to provide funding for approximately half of the required number of inspections (i.e. \$1.3 million in FY24). The shortfall of \$1.2 Million will be needed to comply with the permit. In addition, \$280k is also needed to perform necessary additional storm drain inspections as required by the permit. Failure to perform these inspections will result in the City being held in non-compliance and facing significant penalties and fines.

**ACTIVITY TITLE: DIVISION OF ROAD MAINTENANCE (DRM)**

**Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
(\$11,609,000)	GN	Reduce funding for salaries.

Department's Comments and Concerns: Reducing funding will adversely impact DRM's ability to fill vacant positions.

We respectfully request full restoration of \$11,609,000. Full funding is needed to fill vacant positions that are vital in performing core services to the public such as maintaining City: Roadways, sidewalks, storm drains, bridges, striping, signs and markings, outdoor municipal parking lots, bike paths, bus stops/shelters, reoad medians and traffic islands, remnant properties, streams, channels, ditches, and other flood-control facilities. Vacant positions that existed in FY 2023 are being filled, and restoration of the funds in FY 2024 are needed to provide salary funds for these new civil service employees.

**ACTIVITY TITLE: DIVISION OF ROAD MAINTENANCE (DRM)**

**Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
(\$10,822,000)	GN	Reduce funding for current expenses.

Department's Comments and Concerns: Reducing funding will render DRM unable to perform planned contract rehabilitation and resurfacing of City roadways.

We respectfully request full restoration of \$10,822,000. Full funding is needed for interim resurfacing of City roadways island-wide that have become deteriorated where simple pothole patching is not effective and DDC contract Rehabilitation of Streets CIP projects are being delayed due to underground utility project or other conflicts.

**ACTIVITY TITLE: DIVISION OF ROAD MAINTENANCE (DRM)**

**Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
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(\$20,000)      GN      Reduce funding for equipment.

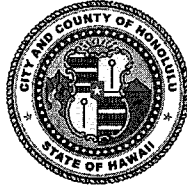
Department's Comments and Concerns: Reducing funding will hamper operations at the Halawa and Laie Corporation Yards.

We respectfully request full restoration of \$20,000. Full funding is needed to acquire an ice machine (\$10,000) at the Laie Corporation Yard, and to replace a 5-gallon paint shaker (\$10,000) at the Halawa Corporation Yard's Signs & Markings Section. Without an ice machine to cool drinking water for field crews performing heavy labor tasks in the hot sun, staff may be susceptible to heat exhaustion or heat stroke. A paint shaker is needed to properly mix traffic paint prior to the crew applying pavement markings on City roads. Improperly mixed paint would cause color fluctuations and separations in the paint compounds may cause premature wear that may require more frequent restriping work.

HONOLULU FIRE DEPARTMENT  
**CITY AND COUNTY OF HONOLULU**

636 South Street  
Honolulu, Hawaii 96813-5007  
Phone: 808-723-7139 Fax: 808-723-7111 Internet: [www.honolulu.gov/hfd](http://www.honolulu.gov/hfd)

RICK BLANGIARDI  
MAYOR



SHELDON K. HAO  
FIRE CHIEF

JASON SAMALA  
DEPUTY FIRE CHIEF

April 4, 2023

**MEMORANDUM**

TO: Michael D. Formby, Managing Director  
Office of the Mayor

VIA: Andrew T. Kawano, Director  
Department of Budget and Fiscal Services

FROM: Sheldon K. Hao, Fire Chief

SUBJECT: Bill 11 (2023) Operating Budget CD1 Response (Comments and Concerns)

Attached is the Honolulu Fire Department's comments and concerns to Bill 11 amendments from the Special Budget Committee meeting of March 30, 2023.

A handwritten signature in black ink, reading "Sheldon K. Hao", is written above the printed name and title.

SHELDON K. HAO  
Fire Chief

Attachment

**DEPARTMENT: Honolulu Fire Department**

April 4, 2023

Page 1

**ADMINISTRATION****Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(9,216)	GN	Reduction in Salaries

**Department's Comments and Concerns:**

We respectfully request full restoration of \$9,216. The Honolulu Fire Department's (HFD) Administrative Services Bureau (ASB) requires the entire proposed fiscal year (FY) 2024 salary budget to ensure operational needs are adequately staffed. The 7% collective bargaining agreement (CBA) increase, Excluded Managerial (EM) raises, and insufficient funding of vacant EM positions further substantiates the need for the full budgetary request. Any reduction would severely impact operations and our ability to fill current vacancies.

**Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(52,000)	GN	Reduction in Current Expenses

**Department's Comments and Concerns:**

We respectfully request full restoration of \$52,000. The HFD's ASB requires the entire proposed FY 2024 current expense budget to adequately support operational needs. The significant increase in cost for utilities/fuel and goods/services is the cause for the increase in our proposed budget. Any reduction would severely impact operations.

**FIRE COMMUNICATION CENTER****Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(11,191)	GN	Reduction in Salaries

**Department's Comments and Concerns:**

We respectfully request full restoration of \$11,191. The HFD's Fire Communication Center requires the entire proposed FY 2024 salary budget to ensure operational needs are adequately staffed. The 7% CBA increase and EM raises further substantiates the need for the full budgetary request. Any reduction would severely impact operations.

**DEPARTMENT: Honolulu Fire Department**

April 4, 2023

Page 2

**FIRE PREVENTION****Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(126,000)	GN	Reduction in Salaries

**Department's Comments and Concerns:**

We respectfully request full restoration of \$126,000. The HFD's Fire Prevention Bureau requires the entire proposed FY 2024 salary budget to ensure operational needs are adequately staffed. The 7% CBA increase and EM raises further substantiates the need for the full budgetary request. Any reduction would severely impact operations.

**MECHANIC SHOP****Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(385,495)	GN	Reduction in Salaries

**Department's Comments and Concerns:**

We respectfully request full restoration of \$385,495. The HFD's Mechanic Shop (MS) requires the entire proposed FY 2024 salary budget to ensure operational needs are adequately staffed to maintain and/or repair frontline apparatuses and auxiliary vehicles. CBA increases further substantiates the need for the full budgetary request. Any reduction would severely impact operations and our ability to fill current vacancies.

**Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(50,000)	GN	Reduction in Current Expenses

**Department's Comments and Concerns:**

We respectfully request full restoration of \$50,000. The HFD's MS requires the entire proposed FY 2024 current expense budget to adequately support operational needs. The significant increase in cost for utilities/fuel and goods/services is the cause for the increase in our proposed budget. Any reduction would severely impact operations.

**DEPARTMENT: Honolulu Fire Department**

April 4, 2023

Page 3

**TRAINING AND RESEARCH****Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(113,856)	GN	Reduction in Salaries

**Department's Comments and Concerns:**

We respectfully request full restoration of \$113,856. The HFD's Training and Research Bureau (TRB) requires the entire proposed FY 2024 salary budget to ensure operational needs are adequately staffed. The 7% CBA increase further substantiates the need for the full budgetary request. Any reduction would severely impact operations and our ability to fill vacancies and train Fire Fighter Recruits and incumbents.

**Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(5,000)	GN	Reduction in Current Expenses

**Department's Comments and Concerns:**

We respectfully request full restoration of \$5,000. The HFD's TRB requires the entire proposed FY 2024 current expense budget to adequately support operational and training needs. The significant increase in cost for utilities/fuel and goods/services is the cause for the increase in our proposed budget. Any reduction would severely impact operations.

**RADIO SHOP****Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(9,281)	GN	Reduction in Salaries

**Department's Comments and Concerns:**

We respectfully request full restoration of \$9,281. The HFD's Radio Shop (RS) requires the entire proposed FY 2024 salary budget to ensure operational needs are adequately staffed to maintain and/or repair communication systems. CBA increases further substantiates the need for the full budgetary request. Any reduction would severely impact operations.

**DEPARTMENT: Honolulu Fire Department**

April 4, 2023

Page 4

**Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(259,000)	GN	Reduction in Equipment

Department's Comments and Concerns:

We respectfully request full restoration of \$259,000. The HFD's RS requires the entire proposed FY 2024 equipment budget to ensure operational needs are met. The increased funding is required to replace radios that can no longer communicate with the City and County of Honolulu's (City) Project 25 System.

**FIRE OPERATIONS****Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(302,404)	GN	Reduction in Salaries

Department's Comments and Concerns:

We respectfully request full restoration of \$302,404. The HFD's Fire Operations (OPS) requires the entire proposed FY 2024 salary budget to ensure operational needs are adequately staffed. The 7% CBA increase, EM raises, and insufficient funding of vacant EM Positions further substantiates the need for the full budgetary request. Any reduction would severely impact operations and our ability to fill current vacancies.

**Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(530,000)	GN	Reduction in Current Expenses

Department's Comments and Concerns:

We respectfully request full restoration of \$530,000. The HFD's OPS requires the entire proposed FY 2024 current expense budget to adequately support operational needs. The significant increase in cost for utilities/fuel and goods/services is the cause for the increase in our proposed budget. Any reduction would severely impact operations.

**DEPARTMENT: Honolulu Fire Department**

April 4, 2023

Page 5

**Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(59,000)	GN	Reduction in Equipment

Department's Comments and Concerns:

We respectfully request full restoration of \$59,000. The HFD's OPS requires the entire proposed FY 2024 equipment budget to ensure operational needs are met. The significant increase in cost for equipment required for operations is the cause for the increase in our proposed budget. Any reduction would severely impact operations.

**PLANNING AND DEVELOPMENT****Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(30,000)	GN	Reduction in Current Expense

Department's Comments and Concerns:

We respectfully request full restoration of \$30,000. The HFD's Planning and Development requires the entire proposed FY 2024 current expense budget to adequately support operational needs. The significant increase in cost for goods/services is the reason for the increase in our proposed budget. Any reduction would severely impact operations.

**FIRE COMMISSION****Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(742)	GN	Reduction in Salaries

Department's Comments and Concerns:

We respectfully request full restoration of \$742. The HFD requires the entire proposed FY 2024 salary budget to fund required CBA increases.

**DEPARTMENT: Honolulu Fire Department**

April 4, 2023

Page 6

**CITY RADIO SYSTEM**

**Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(6,955)	GN	Reduction in Salaries

**Department's Comments and Concerns:**

We respectfully request full restoration of \$6,955. The HFD's City Radio System requires the entire proposed FY 2024 salary budget to ensure operational needs are adequately staffed to maintain and/or repair the City's communication system. The CBA increase further substantiates the need for the full budgetary request. Any reduction would severely impact operations.

**Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(1,000)	GN	Reduction in Current Expenses

**Department's Comments and Concerns:**

We respectfully request full restoration of \$1,000. The HFD's City Radio System requires the entire proposed FY 2024 current expense budget to adequately support operational needs. The significant increase in cost for goods/services is the cause for the increase in our proposed budget. Any reduction would severely impact operations.



DEPARTMENT OF HUMAN RESOURCES  
**CITY AND COUNTY OF HONOLULU**  
650 SOUTH KING STREET, 10<sup>TH</sup> FLOOR • HONOLULU, HAWAII 96813  
TELEPHONE: (808) 768-8500 • FAX: (808) 768-5563 • INTERNET: [www.honolulu.gov/hr](http://www.honolulu.gov/hr)

RICK BLANGIARDI  
MAYOR



NOLA N. MIYASAKI  
DIRECTOR  
FLORENCIO C. BAGUIO, JR.  
ASSISTANT DIRECTOR

April 4, 2023

To: Michael D. Formby, Managing Director

Via: Andrew T. Kawano, Director  
Department of Budget and Fiscal Services

From: Nola N. Miyasaki, Director  
Department of Human Resources

Subject: Bill 11 (2023) Operating Budget CD1 Response (Comments and Concerns)

Attached is our agency's comments and concerns to Bill 11 amendments from the Special Budget Committee meeting of March 30, 2023.

Attachment

## Department of Human Resources

April 4, 2023

Page 1

### ADMINISTRATION

#### **Council Member: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(220,129)	GN	Reduction in OC 1101 – Regular Pay

#### Department's Comments and Concerns:

Requesting full restoration of funds. Reduced funding for salaries will negatively impact the division by not having sufficient funds to fulfill the City's commitment for the collective bargaining raises – which have also been extended to excluded employees via Mayor's directive – for existing employees and would force the termination of one employee that started after February 1, 2022. Additionally, the reduced funding may not allow the division to fill the requested 3 new positions.

- Private Secretary I for the Assistant Director; currently the Administrative Services Officer is partially responsible for the private secretary responsibilities of the Assistant Director.
- Human Resources Specialist I and Personnel Clerk I; these positions have been previously budgeted contract positions to support the Enterprise Resource Planning Branch and provide clerical and administrative support to ERP team in its development, upgrade, and implementation of the City's HRM-related systems. DHR is now converting these positions to civil service to address retention issues due to the non-permanent status of temporary contract positions.

#### **Council Member: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(4,000)	GN	Reduction in OC 3212 – Out-of-State Travel
\$(2,000)	GN	Reduction in OC 3751 – Fees for Membership & Registration

#### Department's Comments and Concerns:

Requesting full restoration of funds to support two training opportunities for staff that are not available locally.

The first trip is for the DHR's Enterprise Resource Planning (ERP) liaison to attend the annual CGI user group conference held this year in Seattle, Washington. The CGI platform is critical to continued efforts to modernize the DHR Function across the City. Participation in the conference leverages our existing investment through education, setting product direction, and networking to collaboratively share ideas, issues and problem resolution with other jurisdictions nationwide. As the City moves to upgrade the HR/Payroll and Timekeeping systems, it is imperative that staff is aware of new release functionality to be able to assess the impact to the City and determine how to best implement the application. In addition, participants are able to contribute directly to

## Department of Human Resources

April 4, 2023

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the planning of new releases, discussing solutions to our challenges and ensuring the City's needs are met.

Funds for the second trip will allow an employee of the Equal Opportunity Office (EOO) to attend a national conference and/or training program designed specifically for staff who specialize in assisting their organizations in complying with civil rights mandates. The lack of funding in this object code directly impacts professional development of staff charged with the responsibility for being a subject matter expert and ensuring civil rights compliance oversight of programs and services provided by the City and County Honolulu. The last time an EOO staff member attended a national conference/training program was in 2014. There are no comparable conference/training opportunities offered locally.

### **EMPLOYMENT & PERSONNEL SERVICES DIVISION**

#### **Council Member: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(216,410)	GN	Reduction in OC 1101 – Regular Pay

#### **Department's Comments and Concerns:**

Requesting full restoration of funds. DHR has reached a pivotal inflection point in its efforts to streamline the City's recruitment and hiring processes and we are starting to see marked improvements in both. Cutting the requested funding for EPS will stymie our ability to carry the momentum into FY24 and beyond, particularly in this most challenging labor market where Oahu has lost 21,000 residents in the last two years and saw our labor pool reduced by 10,000 workers.

Reduced funding for salaries will also negatively impact the division by not having sufficient funds to fulfill the City's commitment for the collective bargaining raises – which have also been extended to excluded employees via Mayor's directive – for existing employees and will force the termination of 4 employees who started after February 1, 2022. Additionally, the reduced funding may not allow the division to fill the requested 2 new positions, which are required to continue the work that DHR has achieved to date in increasing hiring numbers and creating hiring efficiencies:

- Information Specialist I; this position will continue DHR's efforts in deploying digital and social media marketing to recruit for City positions.
- Human Resources Specialist V; this position is needed to expand, maintain, and administer the functionality of the NeoGov system; will provide training, tech support, and interface between NeoGov and the City; and will serve as a resource to City departments and staff in utilizing the platform.

## Department of Human Resources

April 4, 2023

Page 3

### **CLASSIFICATION & PAY DIVISION**

#### **Council Member: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(54,041)	GN	Reduction in OC 1101 – Regular Pay

#### Department's Comments and Concerns:

Requesting full restoration of funds. The Council Chair was supportive of this division in light of DHR's long-term strategy to update and modernize the City's existing classifications and position descriptions. Reduced funding for salaries will also negatively impact the division by not having sufficient funds to fulfill the City's commitment for the collective bargaining raises – which have also been extended to excluded employees via Mayor's directive – for existing employees and force the termination of one employee that started after February 1, 2022. Additionally, the reduced funding may not allow the division to fill the requested 1 new position.

- Human Resources Specialist II; this position is needed to support the City's need to review and administer changes necessary for minimum qualifications of positions, pay and retention issues as related to the Administration's priority on filling vacancies.

### **INDUSTRIAL SAFETY AND WORKERS' COMPENSATION DIVISION**

#### **Council Member: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(71,209)	GN	Reduction in OC 1101 – Regular Pay

#### Department's Comments and Concerns:

Requesting full restoration of funds. Reduced funding for salaries will impact the division by not having sufficient funds to fulfill the City's commitment for the collective bargaining raises – which have also been extended to excluded employees via Mayor's directive – for existing employees and will force the termination of two employees that started after February 1, 2022.

#### **Council Member: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(2,000)	GN	Reduction in OC 3212 – Out-of-State Travel
\$(1,000)	GN	Reduction in OC 3751 – Fees for Membership & Registration

## Department of Human Resources

April 4, 2023

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### Department's Comments and Concerns:

Requesting full restoration of funds to invest in a training opportunity, not available on-island, which will ultimately assist the division with managing ever-increasing costs for workers' compensation.

Funding will allow a member of the Division Management team to attend the National Workers' Compensation and Disability Conference (NWCDC) from September 20-22, 2023. Our ISWC leadership team has direct oversight and responsibility for activities relating to the safety and health of City employees as well as the City's self-insured, self-administered workers' compensation program.

Due to a combination of factors that include Hawaii's liberal workers' compensation law (which contains a statutory presumption that every claim is for a covered injury) and recent Hawaii Supreme Court decisions that were found adverse to Hawaii employers, managing workers' compensation cases in Hawaii can be a very challenging and costly endeavor. ISWC's total workers' compensation expenditures for work-injured City employees have steadily increased an average of 11% per year from FY 2018 to FY 2022. Total workers' compensation expenditures for the City in FY 2022 were \$22.2 million and are projected for FY 2023 to be \$23.9 million.

The NWCDC provides us with an opportunity to hear from and network with the nation's leading experts in workers' compensation claims management, disability management, and most importantly, medical management. The conference curriculum covers advancements and emerging technologies in both medical treatment and medication therapy. Additionally, the attendee will also have the opportunity to network with industry experts in both insurance-related legal and regulatory matters which should yield positive impacts to both our medical and indemnity costs.

We do appreciate and recognize that the cost of conference tuition, travel and accommodations are significant. However, we do believe that the conference is a tremendous value and that the attendee will bring back to the Division staff new insights and strategies that will positively impact the City's self-insured workers' compensation program.

## **LABOR RELATIONS & TRAINING DIVISION**

**Council Member: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(18,862)	GN	Reduction in OC 1101 – Regular Pay

**Department of Human Resources**

April 4, 2023

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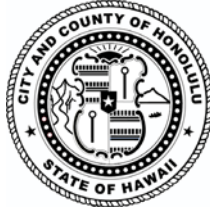
**Department's Comments and Concerns:**

Requesting full restoration of funds. Reduced funding for salaries will impact the division by not having sufficient funds to fulfill the City's commitment for the collective bargaining raises – which have also been extended to excluded employees via Mayor's directive – for existing employees. The shortage of funds will also reduce the number of Po'okela Internship Program participants, which allows university students to work with mentors within the City departments and exposes them to career opportunities that they may be interested in upon graduation. This program creates a strong relationship with the University of Hawaii career center and UH students, and has been expanded in recent years to Chaminade and Community College outreach.

DEPARTMENT OF INFORMATION TECHNOLOGY  
**CITY AND COUNTY OF HONOLULU**

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RICK BLANGIARDI  
MAYOR



MARK D. WONG  
DIRECTOR AND CIO

STEPHEN COURTNEY  
DEPUTY DIRECTOR

April 4, 2023

**MEMORANDUM**

TO: Michael D. Formby, Managing Director  
Office of the Managing Director

VIA: Andrew T. Kawano, Director  
Department of Budget and Fiscal Services

FROM: ~ for ~ Mark D. Wong, Director and CIO  
Department of Information Technology

A handwritten signature in black ink, appearing to read "Stephen Courtney", is written over a faint, light-colored rectangular background.

Digitally signed by  
Courtney, Stephen  
Date: 2023.04.04 17:27:20  
-10'00'

SUBJECT: Bill 11 (2023) Operating Budget CD1 Response (Comments and Concerns)

Attached is our agency's comments and concerns to Bill 11 amendments from the Special Budget Committee meeting of March 7, 2023.

Attachment

## DEPARTMENT: INFORMATION TECHNOLOGY

April 4, 2023

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The Department of Information Technology (DIT) has prepared the following responses to Council Members' proposed amendments to the executive operating budget, Bill No. 11 (2023). It is important to understand that DIT has been staying within restrictive spending limits for the past 20 years and making the best of aging technology, requesting funding only when absolutely necessary.

We have carefully balanced the allocation of our resources to securely and effectively deliver services to our employees and to the public. DIT delivers enterprise-wide services that serve as the technological foundation for the rest of the City. Reductions in these services will have predictably negative outcomes, and if the currently proposed cuts are sustained, many of the City's IT services will revert to pre-1967 conditions.

### **ADMINISTRATION**

#### **Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(4,289)	GN	Reduce funding for salaries

#### **Department's Comments and Concerns:**

We respectfully request full restoration of \$4,289 to meet salary requirements for this division.

This Division is **100% filled**. The full budget amount of \$662,592 is needed in FY24 to meet the salary costs of this division. The proposed cut of \$(4,289) would leave only \$658,303 to pay \$662,592 in filled position salary cost.

#### **Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(5,319,000)	GN	Reduce funding for current expenses

#### **Department's Comments and Concerns:**

We respectfully request full restoration of \$5,319,000 in Current Expenses to be able to fund two critical systems that without them, the City and State could shut down. These systems are the Mainframe as a Service and Storage as a Service.



**DEPARTMENT: INFORMATION TECHNOLOGY**

April 4, 2023

Page 3

The proposal cuts our Current Expense category by (\$5,319,000). Two major costs were moved into current expense from equipment for FY 2024. The portion of the increase being cut is \$2,592,047 for the costs of running the mainframes essential to supporting public safety. These systems include the entire statewide REAL ID compliant driver license, State ID, and commercial driver license systems; registration systems for motor vehicle, motorcycle, moped, scooter, bicycle, and trailer systems; and online Law Enforcement database. These combined systems allow drivers to operate motorized vehicles and travel within the United States.

\$1,918,000 of the re-categorized expense is for the Enterprise Storage that is the foundation for every major application system in the City. Email and calendaring, websites, Windows, databases, the ERP system including all payroll, accounts payable, and purchasing, DPP permit processing, cybersecurity and identity, file storage for desktop tools, eforms are just a few systems that would have to be disabled without this storage. The City would be left without the protection of backups, and it may not even be possible to restore these applications, as this storage service is the only way we have of storing and backing up our data and programs. The systems not affected by this storage are the telephone system, video feed backups, and our dispatch systems.

**Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(1,099,000)	GN	Reduce funding for equipment

**Department's Comments and Concerns:**

We respectfully request full restoration of \$1,099,000 in Equipment funds to be able to upgrade our network and infrastructure equipment to prevent successful cyber attacks against the City.

The proposed cuts to our Equipment category by (\$1,099,000) will have recurring effects on our ability to secure the City's computer network and systems. In order to keep our infrastructure up to date with current cybersecurity defenses we need to continually update our tools and equip systems. The equipment budgeted is refresh servers and network equipment, which has a limited lifespan before bad actors begin to exploit their vulnerabilities.

**APPLICATIONS****Councilmember: Tommy Waters**

## DEPARTMENT: INFORMATION TECHNOLOGY

April 4, 2023

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<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(734,107)	GN	Reduce funding for salaries

### Department's Comments and Concerns:

We respectfully request full restoration of \$734,107 in Salary Funds so that the Applications Division may meet its payroll obligations in FY24.

We expect this Division to be roughly 94% filled by the end of March 2023. Full Regular Pay salary costs are \$2,791,891, of which \$2,671,052 is necessary to cover filled positions. The proposed cut of (\$734,107) would leave only \$2,057,784 to cover the filled position salary cost. An estimated 8-12 warm bodies would lose funding. In addition, one new Data Processing Systems Analyst III (Database Analyst or "DBA") position will not be filled. The number of database platforms has grown dramatically in the past eight years, and DIT has not added a DBA since 2009. It was critical to add another DBA to the Data Management Section of the Applications Division due to the limited number of databases a single DBA can become proficient in.

## OPERATIONS

### **Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(310,674)	GN	Reduce funding for salaries

### Department's Comments and Concerns:

We respectfully request full restoration of \$310,674 in Salary Funds so that the Operations Division may meet its payroll obligations in FY24.

This Division is **100% filled**, with none of the budgeted salaries allocated to vacant positions. The full budget amount of \$1,765,020 is needed in FY24 to meet the salary costs of this division. The proposed cut of (\$310,674) would leave the division with \$1,454,346 to cover the filled positions costs. An estimated three filled Computer Operator I and two filled Computer Operator II positions would lose funding.

### **Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$ (5,000)	GN	Reduce funding for current expenses

## DEPARTMENT: INFORMATION TECHNOLOGY

April 4, 2023

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### Department's Comments and Concerns:

We respectfully request reconsideration of the \$5,000 in proposed cut to the Current Expense Fund. However, this amount would be manageable within the division.

The division is able to reprioritize and absorb this decrease without any significant adverse effects.

## TECHNICAL SUPPORT

### **Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(142,410)	GN	Reduce funding for salaries

### Department's Comments and Concerns:

We respectfully request full restoration of \$142,410 in Salary Funds so that the Technical Support Division may meet its payroll obligations in FY24.

This Division had a long-term employee retire at the end of December 2022, creating its only vacancy. The interview process has just been completed, and the division expects to fill this critical position and be **100% filled** before the end of the fiscal year on June 30, 2023. The full budget amount will be needed in FY24 to meet the salary costs of this division. Budgeted Regular Pay cost is \$1,493,488; of which we have 1 vacant position budgeted at \$94,560. Should the proposed cuts be accepted we will have \$1,351,078 to pay filled position costs of \$1,398,928. This division would not be able to fill the vacant position for 6 months.

## ERP/CSR

### **Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(630,761)	GN	Reduce funding for salaries

### Department's Comments and Concerns:

We respectfully request full restoration of \$630,761 in Salary Funds so that the ERP/CSR Division may meet its payroll obligations in FY24.

## **DEPARTMENT: INFORMATION TECHNOLOGY**

April 4, 2023

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This Division is currently filled at 92% with one position that probably won't be filled until next fiscal year. In the division's total salary budget of \$3,196,975 is an additional \$233,184 to fund (4) new permanent positions - (2) Data Processing Systems Analyst (DPSA) I, (1) DPSA III, and (1) Computer Programmer (CP) II; and \$165,048 to fund (2) new contract positions – (2) CP IIs. The salary costs for these (6) positions were initially covered in the SLFRF budget this fiscal year, but now need to be converted over to our Operating Budget, as they are intended to be recurring costs.

The proposed amendment would leave us with \$2,566,214 to cover roughly \$2,701,183 in filled position costs. This means that we would not be able to fill (6) positions that make up less than half the number recommended by the Council's audit and approved in the City Administration budget. Additionally, the division would have to lay off two (2) currently filled positions.

## **COMMUNICATIONS AND NETWORK**

**Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(342,541)	GN	Reduce funding for salaries

### **Department's Comments and Concerns:**

We respectfully request full restoration of \$342,541 in Salary Funds so that the Communications and Network Division may meet its payroll obligations in FY24.

This Division is currently at 82% with expectations to fill two of the six vacant positions before June 30, 2023. As for the remaining four vacant positions, we are working with DHR and BFS on reclassification of the position titles due to technological changes in the equipment being utilized and serviced. Budgeted Regular Pay cost is \$1,745,656. The total cost for the Regular Pay of filled positions is projected at \$1,562,496, however if the proposed amendment passes, our total salary budget for Regular Pay would be short, which means that \$1,403,115 would need to cover \$1,562,496 of filled positions salary costs. Essentially, this would mean that all premium pay (\$52,687) would need to stop (standby pay, overtime, night differential, holiday overtime, etc.). Along with this stoppage would be an additional (\$106,694) in layoffs from filled positions. This is an equivalent salary cost of (2) filled Radio Tech I positions.

DEPARTMENT OF LAND MANAGEMENT  
CITY AND COUNTY OF HONOLULU

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RICK BLANGIARDI  
MAYOR


SCOTT K. HAYASHI  
DIRECTOR  
CATHERINE A. TASCHNER  
DEPUTY DIRECTOR

April 4, 2023

**MEMORANDUM**

TO: Michael D. Formby, Managing Director

VIA: Andrew T. Kawano, Director  
Department of Budget and Fiscal Services

FROM: Catherine A. Taschner, Deputy Director  
Department of Land Management 

SUBJECT: Bill 11 (2023) Operating Budget CD1 Response (Comments and Concerns)

Attached is our agency's comments and concerns to Bill 11 amendments from the Special Budget Committee meeting of March 30, 2023.

Attachment

## Department of Land Management

April 4, 2023

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### **ADMINISTRATION**

#### **Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(1,560,533)	GN	Reduce funding for salaries

#### **Department's Comments and Concerns:**

We respectfully request full restoration in salaries. The Department of Land Management ("DLM") respectfully requests the full restoration of \$1,560,533 to its FY24 operating budget. Currently, DLM is only able to hire approximately one third of its staff on a civil-service basis, due to the existing organizational chart which establishes only one division within DLM. DLM expects to initiate a department-wide reorganization before the end of FY2023, which will create two more divisions within DLM. Once created through the reorganization process, DLM will be able to hire the remaining two thirds of the budgeted staff on a civil-service basis.

While the reorganization is pending, DLM has entered into personal service contracts ("PSCs") for employees that are performing the functions of the two divisions that will be created through the reorganization. Currently, there are nine (9) PSC employees, and the aggregate funding amount for the 9 PSC salaries is approximately \$600,000. These 9 PSC employees play key roles in the department, and include the Administrative Specialist and 100% of the staff dedicated to real property acquisitions and developments. DLM's FY24 budget salaries request includes funding for the 9 PSC employees, as well as future staff which includes critical roles such as a Deputy Secretary and a Clean Water & Natural Lands Program Manager.

#### **Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(2,865,000)	GN	Reduce funding for current expenses

#### **Department's Comments and Concerns:**

We respectfully request full restoration in current expenses. DLM respectfully requests the full restoration of \$2,865,000 to its FY24 operating budget. These monies are required to perform DLM's Charter functions, which include protection and management of City real property interests. Approximately \$1,200,000 is required to fund private guard services to secure recent/pending real property acquisitions made by the City, including Deelite Bakery and 1615 Ala Wai, and will help to ensure public safety by deterring theft, vandalism, crime, and to keep the homeless off of these properties.

**Department of Land Management**

April 4, 2023

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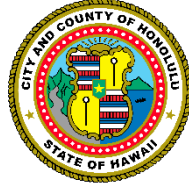
Approximately \$700,000 is needed to fund subsidies for the carrying costs for recent/pending real property acquisitions, while the City conducts feasibility analyses in anticipation of redevelopment.

Approximately \$930,000 is needed to pay the leasehold rent for the Pearl City Warehouse / Kuahao Place, which is currently used as storage for various departments, including DPR, DDC, and DFM. DDC previously budgeted for leasehold rent payments for this warehouse, so there is a net zero impact on the City's budget since DDC's budget was reduced by an equal amount.

Finally, approximately \$35,000 was budgeted to be used for towards unexpected subsidies for non-routine maintenance of subsidy to certain City-owned properties that do not have sufficient project reserves to support unanticipated repairs. Particularly with affordable housing projects, these subsidies at the department level will directly benefit the resident tenants.

**OFFICE OF THE MAYOR  
CITY AND COUNTY OF HONOLULU**

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RICK BLANGIARDI  
MAYOR

MICHAEL FORMBY  
MANAGING DIRECTOR  
  
KRISHNA F. JAYARAM  
DEPUTY MANAGING DIRECTOR

April 4, 2023

**MEMORANDUM**

TO: Michael D. Formby, Managing Director

VIA: Andrew T. Kawano, Director  
Department of Budget and Fiscal Services

FROM: Krishna F. Jayaram, Deputy Managing Director  
Office of the Managing Director

SUBJECT: Bill 11 (2023) Operating Budget CD1 Response (Comments and Concerns)

Attached is our agency's comments and concerns to Bill 11 amendments from the Special Budget Committee meeting of March 30, 2023.

Attachment



## OFFICES OF THE MAYOR & MANAGING DIRECTOR

April 4, 2023

Page 1

### MAYOR - ADMINISTRATION

**Councilmember(s):** Radiant Cordero

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(150,000)	GN	Reduce position and funding for salaries.

Department's Comments and Concerns:

We respectfully request the \$150,000 be restored. This increase in funding for salaries is due to the scheduled transition of the Communication Director's position from federally funded (FRF) to General Fund (GN). Effective communication with the public has been a strategic priority of the Mayor and his Administration and this position has been key to working with the Council on joint press releases, bill signings, news conferences and joint media events. The current Communications Director brings to the position a wealth of knowledge and experience in local and national media. During his tenure, the current Communications Director has played an integral role in the Administration's efforts to increase awareness of important City and County policies and programs to residents, businesses and media. Mayor and the Managing Director respectfully request Council restore this salary as justified and necessary.

**Councilmember(s):** Radiant Cordero

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(5,000)	GN	Reduce funding in current expenses

Department's Comments and Concerns:

We respectfully request that \$5,000 be restored in order to fund increased out of state travel for the Mayor. Due to pandemic restrictions, the Mayor's out of state travel was significantly scaled back in the last two years. The Mayor plans to capitalize on opportunities to network and collaborate with the U.S. Conference of Mayors, national city programs, and city grant opportunities on vital issues for the advancement of the City and County of Honolulu.

## OFFICES OF THE MAYOR & MANAGING DIRECTOR

April 4, 2023

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### **MAYOR – CONTINGENCY FUND**

**Councilmember(s):** Radiant Cordero

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(10,000)	GN	Reduce funding in current expenses

#### Department's Comments and Concerns:

We respectfully request that \$10,000 be restored to current expenses. With eased COVID-19 restrictions in recent years, the Administration expects an increase in special events such as:

- Community Engagement – the Mayor has made it a priority of the administration to build the community's confidence and trust in the City and County of Honolulu by hosting a variety of events to increase community engagement. City sponsored events such as Mayor's Town Hall series, the Little League World Series parade, and other community meetings are important tools in maintaining transparency and soliciting public feedback on important issues facing Honolulu.
- Promoting Honolulu — the Mayor will continue to promote Honolulu to dignitaries from around the country and the world. When dignitaries visit Honolulu, contingency funds are utilized to purchase reciprocal gifts and provide cultural and educational opportunities to our guests.

This increase in current expenses was introduced to meet these demands. Without this increased funding, the ability to host impactful events for the community will be significantly hindered.

## OFFICES OF THE MAYOR & MANAGING DIRECTOR

April 4, 2023

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### MANAGING DIRECTOR – CITY MANAGEMENT

**Councilmember(s):** Tommy Waters

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(1,205,116)	GN	Appropriation equal to 2023, plus 5% for salary increase

Department's Comments and Concerns:

We respectfully request that \$1,205,116 be restored. The additional funding represents an increase in much-needed positions for the City Management (Managing Director's Office) and the Office of Economic Revitalization (OER).

**City Management** - The increase in salaries for City Management will fund two additional positions and step increases for current secretarial staff. The new positions are for an Administrative Specialist and a Chief Data Officer.

The Administrative Specialist is working closely with the current Administrative Services Officer (ASO) to oversee all of the Human Resources and Budget aspects of the Mayor's Office (MAY), City Management, and the attached offices (OER, MOCA, NCO, HOU, and CCSR). Because these offices have experienced substantial growth in staffing and programming over the last two years, there is a compelling need for additional ASO support to assist with these duties. We lost our prior ASO due to the heavy work demand and lack of support as the office assigned agencies expanded and took on additional programs. We simply must have the administrative support necessary to support these key offices as they deliver services to the Council, our mutual constituencies and the general public.

Consistent with Ordinance 22-31 (Bill 32 (2022)) Relating to Open Data Requirements, we are requesting funding for the Chief Data Officer position who will, "[w]ithin one year of the hiring of a chief data officer and every two years thereafter," create a city data plan for submission to the mayor, the council, and all agency directors. The Chief Data Officer will: 1) oversee the strategic direction, creation and implementation of the city data plan, 2) advise agencies on the use and management of data, 3) establish systems and continual support for minimum key performance indicators, 4) facilitate sharing and use of data, 5) coordinate data analytics and transparency master planning, 6) ensure agencies transmit data in a data-rich format, 7) develop data-related administrative rules and 8) facilitate the disaggregation of racial data and reporting beyond federal minimum standards (all per ordinance).

Without these two positions, day-to-day operations of City Management and their attached offices will be severely impacted. We respectfully request restoration.

## OFFICES OF THE MAYOR & MANAGING DIRECTOR

April 4, 2023

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**OER** - The increase in salaries for OER are due to the transition of eight (8) positions temporarily funded by FRF to General fund in FY24 to accomplish the mission set forth by the Council in 2020. The transitioning positions are listed below:

- **Planner IV, SR22 - Regenerative Tourism: \$83,376;**
  - o Serve as program manager for the development and growth of the Regenerative Tourism sector. Required to work with City Departments, State and County Governments, travel, tourism and hospitality businesses, related nonprofits, and the community to develop, implement, and report on services and programs.
- **Planner V, SR24 - Small Business and Finance Program Manager: \$97,560;**
  - o Foundation building for more robust and equitable small business support in the long-term. Solicit Economic Development Administration (EDA), Small Business Administration (SBA), or other economic development funding to support the program/office. Works with City, State, and Federal Government, small businesses, and the finance industry as well as related nonprofits and the community to develop, implement, and report on policies, programs, and activities to strengthen the small business ecosystem.
- **Administrative Specialist I, SR20 – Administrative Specialist I: \$52,044;**
  - o Position assists 6 Program Management areas and 15 staff in the execution of program procurement, program activities and program reporting and systems management. Supports OER Executive Director, Deputy and program staff with grant applications, submittals, reporting and file management.
- **Film Industry Development Specialist, SR22 – Film Industry Development Specialist: \$71,172;**
  - o Position is needed due to an increase in production activity. The Film Office serves as the chief liaison for filmmakers to any City agency for inquiries and permits for an industry that regularly spends \$350M in the City and County of Honolulu. Current workloads exceed the current resource capacity of staff. The direct and indirect economic stimulation to the City and County of Honolulu from this small office within OER is significant and we invite Council to meet with our film staff to better understand the economic value of this office.

## OFFICES OF THE MAYOR & MANAGING DIRECTOR

April 4, 2023

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- **(4.0 FTEs) Community Relations Specialist I, SR20 - Business Constituent Educator(s): \$225,120.**

- Positions connect with several thousand businesses providing information on regulations and resources that support small businesses through in person visits, phone calls and webinars.

Per Resolution 20-197, FD1 the Office of Economic Revitalization was established to oversee, coordinate and direct the city's economic development and resilience programs. Economic areas identified are healthcare, sustainable agriculture, regenerative tourism, green energy and transportation, innovation and technology, housing and re-development, resilient infrastructure, and film and entertainment. Loss of the requested positions will result in an inability to fulfill the intention of the Council set forth in this resolution as fully supported by this administration.

**Councilmember(s):** Esther Kiaʻāina

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$300,000	GN	Add two positions and funding for salaries for three positions. Add proviso: "At least \$300,000 out of salaries shall be appropriated to fund a federal grants team of three."

Department's Comments and Concerns:

We share the Vice Chair Kiaʻāina's goal of improving the City's ability to identify and compete for federal grants. There are existing personnel within the Department of Budget and Fiscal who currently handle SLFRF federal monies management who we believe have the necessary experience and skillset to do this work. As our SLFRF management processes are established and as these grant positions are transitioning into the second half of the SLFRF program, we will discuss with the Vice Chair the plan to change the scope of work of these personnel. We are open to further discussions with the Vice Chair and open to her thoughts on where best to establish these key positions.

## OFFICES OF THE MAYOR & MANAGING DIRECTOR

April 4, 2023

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**Councilmember(s):** Esther Kia'āina

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$85,000	GN	Add funding for salaries. Add proviso: "At least \$85,000 out of salaries shall be appropriated for an ombudsman to investigate Liquor Commission complaints to be housed in the Office of the Managing Director."

### Department's Comments and Concerns:

The City administration does not believe an ombudsman solely for the Liquor Commission located within City Management is organizationally optimal. City Management, COR, and BFS have been in discussion regarding where an investigatory fact-finding role and responsibility (such as an ombudsman), should be located in the city and are focused on BFS's Internal Control Division – which has vacant positions and which used to have personnel who functioned somewhat similarly to an ombudsman. We are discussing our thoughts on a larger role for a city ombudsman with the Vice Chair.

**Councilmember(s):** Augie Tulba

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(196,284)	GN	Reduce positions and funding for salaries for Administration

### Department's Comments and Concerns:

We respectfully request the \$196,284 be restored. The increase in salaries for City Management is to fund two additional positions and step increases for clerical staff. The two additional positions include an Administrative Specialist and a Chief Data Officer.

The Administrative Specialist is working closely with the current Administrative Services Officer (ASO) to oversee all of the Human Resources and Budget aspects of the Mayor's Office (MAY), City Management, and the attached offices (OER, MOCA, NCO, HOU, and CCSR). Because these offices have experienced substantial growth in staffing and programming over the last two years, there is a compelling need for additional ASO support to assist with these duties. We lost our prior ASO due to the heavy work demand and lack of support as the office assigned agencies expanded and took on additional programs. We simply must have the administrative support necessary to support these key offices as they deliver services to the Council, our mutual constituencies and the general public.

Consistent with Ordinance 22-31 (Bill 32 (2022)) Relating to Open Data Requirements, we are requesting funding for the Chief Data Officer position who will, "[w]ithin one year

## OFFICES OF THE MAYOR & MANAGING DIRECTOR

April 4, 2023

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of the hiring of a chief data officer and every two years thereafter,” create a city data plan for submission to the mayor, the council, and all agency directors. The Chief Data Officer will: 1) oversee the strategic direction, creation and implementation of the city data plan, 2) advise agencies on the use and management of data, 3) establish systems and continual support for minimum key performance indicators, 4) facilitate sharing and use of data, 5) coordinate data analytics and transparency master planning, 6) ensure agencies transmit data in a data-rich format, 7) develop data-related administrative rules and 8) facilitate the disaggregation of racial data and reporting beyond federal minimum standards (all per ordinance).

Without these two positions, day-to-day operations of City Management and their attached offices will be severely impacted. We respectfully request restoration.

**Councilmember(s):** Val A. Okimoto

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(295,000)	GN	Reduce funding for current expenses for OC 3006- Other Professional Services

### Department's Comments and Concerns:

We respectfully request the \$295,000 be restored. The additional funding is needed for the following activities:

Outreach (\$75,000) - Funding for communications and program teams for outreach events, community meetings, and day-to-day business and constituent educator functions like transportation, signage, hand-outs, business support kits, etc.

Consulting (\$50,000) - Supports the facilitation of the new Economic Revitalization Commission in establishing the first economic development strategic plan, internal and external communications strategy and business/community engagement.

Resource Network (\$120,000) - Connects local entrepreneurship support services (like loan funds, SBDC, Chambers, accelerators, etc.) via an online platform to make them more accessible to Oahu's business owners.

Data and Research (\$50,000) - These funds are needed to conduct initial baseline research data (from DBEDT and other sources) and data analysis (conducted by UHERO to include the cost of a research assistant for data analysis) for the implementation of the first strategic plan document from the Economic Revitalization Commission. Data and Analytics will support metrics established in the economic development activities of OER and the strategic plan/report for FY24. We also anticipate this highly educated and innovative group of Commissioners may want to conduct other

## OFFICES OF THE MAYOR & MANAGING DIRECTOR

April 4, 2023

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data gathering and research activity which may require available funds. We do not want to limit this Commission's ability to gather data and knowledge to support their recommendations.

Loss of these programmatic funds will result in the inability to conduct the work the Council set forth in the resolution establishing the OER. We respectfully request the funds be restored and we are happy to meet with Councilmember Okimoto to share the value of these critical current expense functions.

**Councilmember(s):** Val A. Okimoto

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(122,414)	GN	Reduce funding for current expenses for OC 3007 – Rent of Offices

Department's Comments and Concerns:

We respectfully request the restoration of these funds. OER is a sub-occupant of the Department of Transportation Services (DTS) office space on the 12th Floor of 711 Kapiolani Boulevard. There are no lease negotiations relevant to the listed space. OER is currently a sub-occupant of DTS.

	<b>Rent</b>	<b>CAM</b>	<b>Total</b>
- 2022	\$73,000	\$39,000	\$112,000
- 2023	\$79,000	\$43,000	\$122,000



## OFFICES OF THE MAYOR & MANAGING DIRECTOR

April 4, 2023

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### MANAGING DIRECTOR – CULTURE AND THE ARTS

**Councilmember(s):** Tommy Waters

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(84,161)	GN	Appropriation equal to 2023, plus 5% for salary increase

Department's Comments and Concerns:

We respectfully request the restoration of these funds. This line item includes: (1) funding intended to decrease salary differential between Executive Directors; and (2) transition an FRF funded position executing current duties to General Fund.

**Councilmember(s):** Augie Tulba

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(52,068)	GN	Reduce position and funding for salaries

Department's Comments and Concerns:

We respectfully request restoration of these funds. The position is currently FRF funded, but we are requesting to transition this critical function to General Fund. Cutting this position would result in inability/decreased capacity to provide services for the following:

1. Community Art Exhibitions in Honolulu Hale and Kapolei Hale
2. Community non-profit events in Mission Memorial Auditorium
3. Honolulu City Lights
4. Community events on Frank F. Fasi Civic Grounds (i.e. Korean Festival, Honolulu City Lights, Out of the Darkness Walk, Autumn Moon Festival, Lāhainā Noon)

**Councilmember(s):** Radiant Cordero

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(210,000)	GN	Reduce funding for current expenses

Department's Comments and Concerns:

We respectfully request restoration of these funds.

1. \$200,000 Festival of Pacific Arts and Culture – June 6-16, 2024. Partnership between the community and all levels of government to host 29 Pacific nations for traditional arts and cultural festival in multiple locations throughout Hawai'i. This cut would result in our inability to properly host the many dignitaries, artisans, and cultural practitioners attending the festival.

## OFFICES OF THE MAYOR & MANAGING DIRECTOR

April 4, 2023

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2. \$10,000 Hawaiian Language consultation – MOCA provides Hawaiian language and cultural expertise/consultation to all departments within the City. Because of limited resources and the increased demand for services, we are unable to satisfy all requests without the occasional support of outside consultants.

**Councilmember(s):** Esther Kia'āina

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$100,000	GN	Add funding for current expenses

Department's Comments and Concerns:

We respectfully decline the offered additional funding but understand the Vice Chair's intention. The administration believes the original funding request is sufficient and respectfully requests restoration of \$200,000 for Consultant Services for Festival of Pacific Arts and Culture as explained in the previous line item. The reduction of one and addition of the other would result in a net reduction of \$100,000 for FestPac. We do not believe this is sufficient funds to cover the work necessary to execute this cultural festival with a high degree of confidence.

## OFFICES OF THE MAYOR & MANAGING DIRECTOR

April 4, 2023

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### MANAGING DIRECTOR – OFFICE OF HOUSING

**Councilmember(s):** Andria Tupola

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(571,284)	GN	Reduce funding for salaries

Department's Comments and Concerns:

The Mayor, Managing Director and the Office of Housing respectfully requests the funding in the Mayor's proposed budget be restored. Under the Revised Charter of the City and County of Honolulu, the Office of Housing is assigned the critical role of overseeing, coordinating, and directing the development and implementation of plans and programs related to affordable housing, senior housing, and homelessness for the benefit of the people of our City. Housing is a priority for the Administration, the City Council and the people of the City and County of Honolulu. As such, we respectfully request this funding be fully restored. We will be meeting with Council following our study regarding the future of the Office of Housing in the City and look forward to a meaningful discussion regarding how best to serve our constituency.

**Councilmember(s):** Radiant Cordero

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(310,000)	GN	Reduce funding for current expenses

Department's Comments and Concerns:

The Office of Housing respectfully asks that the council restore the requested amount under 'other current expenses' to pay for consultant services. These funds are necessary to help evaluate the effectiveness of the city's current housing policies as well as develop strategies to address housing issues and Honolulu's long-term plan. While key policy decisions will be made in collaboration with the council, the Office of Housing must prepare a document that describes our current program, plans and goals for the people of the City and County of Honolulu.

## OFFICES OF THE MAYOR & MANAGING DIRECTOR

April 4, 2023

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### **MANAGING DIRECTOR – OFFICE OF CLIMATE CHANGE, SUSTAINABILITY AND RESILIENCY**

**Councilmember(s):** Tommy Waters

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(400,477)	GN	Appropriation equal to 2023, plus 5% for salary increase

#### Department's Comments and Concerns:

We respectfully request the restoration of funds for salaries in support of staff for vital functions within CCSR and for implementation of portions of Ordinance 20-47, now ROH Section 2.10. The amount of \$400,477 will be used to fund salaries for the following critical positions to deliver programs required by City Charter and ordinance, compete for and implement projects with federal and private grants, and deliver on priorities outlined in community-based and Council-adopted City policy documents and plans, e.g., O'ahu Resilience Strategy and Climate Action Plan.

- Food Security and Sustainability Program Manager

Justification: This position implements new and priority City programs, in response to food security and access, and multi-million dollar grants program to aid small farmers. This position also implements programs to develop long-term food sustainability and resilience on O'ahu in line with Department of Health grant funds that support the position part-time. Seeks and implements federal grants (e.g., USDA) to expand relevant City programs. In addition to executing several past and current federally funded projects and programs, this staffed position has secured an additional approximately \$465,000 in government grants in the past 2 years. Additionally, coordination and partnership efforts of this staffed position has sparked contribution of another approximately \$800,000 from local private philanthropy over the past 3 years for food security and sustainability initiatives, highlighting the criticality for City capacity. Currently this position is filled and funded with expiring government and private grants, with approval to use FRF funds.

- Energy Efficiency Specialist

Justification: This position implements the City's Better Buildings Benchmarking Program per Ordinance 22-17, and supports an estimated 1,200 building owners that will be reporting data in compliance with this law by June 2024 (with an additional approximately 1,000 buildings by June 2025). Functions include, but are not limited to: educating relevant stakeholders and building owners about the program, responding to building owners' queries and support needs, administering extension and exemption requests, performing data verification, and, critically based on the reported data, connecting stakeholders to opportunities beyond benchmarking to cut energy and water use and costs among

## OFFICES OF THE MAYOR & MANAGING DIRECTOR

April 4, 2023

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large buildings island-wide. Currently, this position is filled and funded with FRF funds.

- Climate Adaptation Specialist

Justification: This position is needed to manage and implement priority actions as outlined in the City's (forthcoming) Climate Adaptation Strategy, as well as, roles and duties to implement CCSR's Coastal and Water Program and Climate Adaptation Policy as outlined in Ordinance 20-47 now ROH Section 2.10.5 and 13. Position will continue to actively seek private and federal grants to implement City programs. In place only since September 2022, this position is currently filled and funded with expiring private grants and limited FY23 City funds.

- Sustainability Data Analyst.

Justification: This position supports implementation of portions of Ordinance 20-47 now ROH Section 2.10, and modernizing City operations. This position will lead development and publication of several annual data reporting and transparency requirements and initiatives of CCSR and for the City, including, but not limited to, the City's Annual Sustainability Report (ASR); City energy, fuel, and water use; City building benchmarking; as well as, data collection, workflow, analysis, and visualization needed to achieve priority CCSR programs and goals. This establishes one new position, in recognition that CCSR is losing the capacity of eight (8) AmeriCorps VISTA volunteers given that multi-year program's end in Q1 FY24.

## OFFICES OF THE MAYOR & MANAGING DIRECTOR

April 4, 2023

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### **MANAGING DIRECTOR – NEIGHBORHOOD COMMISSION**

**Councilmember(s):** Tommy Waters

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(117,315)	GN	Appropriation equal to 2023, plus 5% for salary increase

Department's Comments and Concerns:

We respectfully request the funds be restored. The increase of \$117,315 in salaries is to attract and retain staff. Duties at the Neighborhood Commission have increased with facilitating remote technology equipment and software along with in-person meetings. These salaries improve community relations with City representatives and members of the public.

ROYAL HAWAIIAN BAND  
**CITY AND COUNTY OF HONOLULU**

2805 MONSARRAT AVENUE • HONOLULU, HAWAII 96815  
PHONE: (808) 768-6677 • FAX: (808) 768-6670 • WEB: [www.rhb-music.com](http://www.rhb-music.com)

RICK BLANGIARDI  
MAYOR



CLARKE L. K. BRIGHT  
BANDMASTER

April 3, 2023

**MEMORANDUM**

TO: Michael D. Formby, Managing Director

VIA: Andrew T. Kawano, Director  
Department of Budget and Fiscal Services

FROM: Clarke L. K. Bright, Bandmaster  
Royal Hawaiian Band

A handwritten signature in black ink, appearing to read "Clarke L. K. Bright", is written over a faint red line.

Digitally signed by Bright, Clarke  
L K  
Date: 2023.04.03 10:49:55 -10'00'

SUBJECT: Bill 11 (2023) Operating Budget CD1 Response (Comments and Concerns)

Attached is our agency's comments and concerns to Bill 11 amendments from the Special Budget Committee meeting of March 30, 2023.

Attachment:

**DEPARTMENT: Royal Hawaiian Band**

Date: April 2, 2023

Page 1

**ACTIVITY TITLE (CD1 response)****Councilmember: Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(488,157)	GN	Reduction in OC 1101 – Provisional Vacant Positions

**Department's Comments and Concerns:**

We respectfully request full restoration of the FY24 salary funds. Proposed reduction eliminates funding for 8 positions filled since September of 2022. Funding for these positions were not included in the 2023 salary budget since all were vacant prior to the FY23 budget request.

**Councilmember: Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(17,000)	GN	Reduction in OC 4700 – Equipment not classified

**Department's Comments and Concerns:**

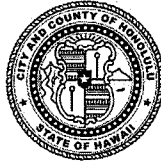
We respectfully request full restoration of the FY24 equipment funds. Proposed reduction eliminates the department's ability to replace musical instruments on inventory that are beyond the 10 year service cycle. Many of the instruments have been repeatedly repaired and are mechanically worn out of initial operational specifications.



DEPARTMENT OF THE MEDICAL EXAMINER  
**CITY AND COUNTY OF HONOLULU**

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RICK BLANGIARDI  
MAYOR



MASAHIKO KOBAYASHI, M.D., Ph.D.  
MEDICAL EXAMINER

IN REPLY REFER TO:  
23-12


March 28, 2023

**MEMORANDUM**

TO: Michael D. Formby, Managing Director

VIA: Andrew T. Kawano, Director  
Department of Budget and Fiscal Services

FROM: Masahiko Kobayashi, M.D., Ph.D.  
Medical Examiner  
Department of the Medical Examiner

 Digitally signed by  
Kobayashi, Masahiko  
Date: 2023.04.03  
11:18:39 -10'00'

SUBJECT: Bill 11 (2023) Operating Budget CD1 Response (Comments and  
Concerns)

Attached is our agency's comments and concerns to Bill 11 amendments from  
the Special Budget Committee meeting of March 30, 2023.

Attachment

**DEPARTMENT: Department of the Medical Examiner**

April 3, 2023

Page 1

**INVESTIGATION OF DEATHS**

**Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(988,187)	GN	Reduction in Salaries

**Department's Comments and Concerns:**

Reduction of \$988,187 from the proposed FY24 salaries (\$3,294,128) would result in running out of salary funds of existing staff members sometime in April 2024. MED would not be able to continue the operation after that.

The increase in salaries from FY23 to 24 (\$1,097,994) includes:

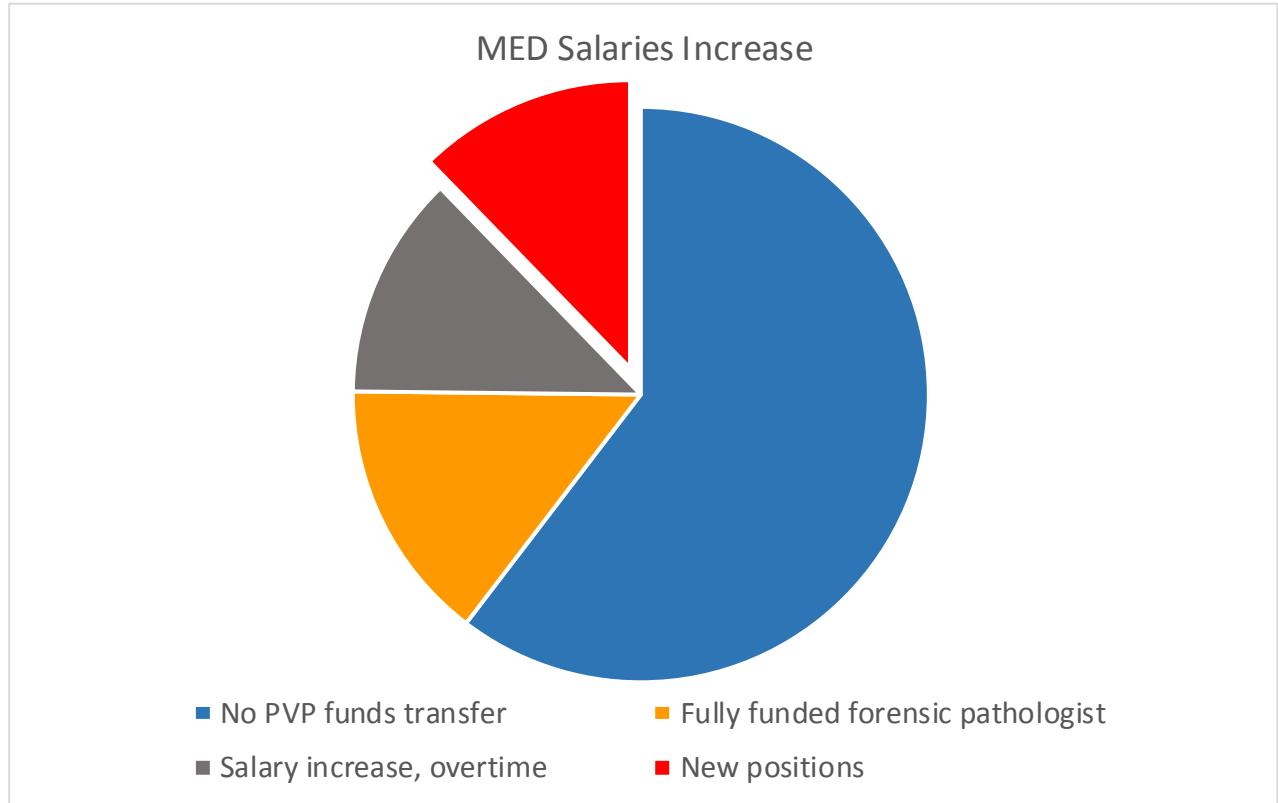
- 1) Changes MED has little or no control on (\$963,438 – 88%):
  - a. \$662,920: Provision for vacant positions (PVP) funds transfer that occurred at the time of FY23 budget appropriation. No PVP funds are transferred out of FY24 MED budget. This created a large amount of “apparent” increase that is quite misleading.
  - b. \$162,500: A half of salary for the third forensic pathologist position that was approved in FY23 only with a half of salary.
  - c. \$138,018: Union-negotiated salary increase for all other positions as well as increased overtime due to staff shortage.
- 2) New positions MED has requested (\$134,556 – 12%):
  - a. \$48,114 x 2: Two (2) medicolegal investigators permanent positions
  - b. \$38,328: One (1) senior clerk typist personal service contract position
  - MED’s caseload increases every year, and our staff have been struggling. Our operation is unsustainable without these new positions.

MED respectfully requests full restoration of \$988,187 including salaries for the new positions that are critical for our operation.

**DEPARTMENT: Department of the Medical Examiner**

April 3, 2023

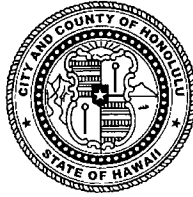
Page 2



DEPARTMENT OF PARKS & RECREATION  
**CITY AND COUNTY OF HONOLULU**

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RICK BLANGIARDI  
MAYOR



LAURA H. THIELEN  
DIRECTOR


KĒHAULANI PU'U  
DEPUTY DIRECTOR

April 4, 2023

**MEMORANDUM**

TO: Michael D. Formby, Managing Director

VIA: Andrew T. Kawano, Director  
Department of Budget and Fiscal Services

FROM: Laura H. Thielen   
Department of Parks and Recreation

SUBJECT: Bill 11 (2023) Operating Budget CD1 Response (Comments and Concerns)

Attached is our agency's comments and concerns to Bill 11 amendments from the Special Budget Committee meeting of March 30, 2023.

Attachment

LHT:kc

## DEPARTMENT OF PARKS AND RECREATION

April 4, 2023

Page 1

### ADMINISTRATION

#### **Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
(\$342,606)	GN	Reduction in OC 1101-Regular Pay

#### Department's Comments and Concerns:

Request restoration of funds for salaries so the department can continue to fill vacant positions that support the department in personnel, budget, planning, permitting, property and supply management. The division is in the process of filling two key positions, Executive Assistant II and Administrative Services Officer II. A reduction in salaries could potentially affect warm bodies.

#### **Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
(\$2,000,000)	GN	Reduction in OC 3049-Other Service Not Classified
		Reduction in OC 3670-Other Rental

#### Department's Comments and Concerns:

Request restoration of funds in current expenses. These funds are needed to payback lease payment for Energy Service Performance Contract (ESPC) that the Department of Parks and Recreation (DPR) has entered into with Noresco. The Department is contractually obligated to make these payments. Funds are also needed for verification by vendor that the guaranteed savings stated in the agreement equals or exceeds actual expenses and maintenance for weather-based irrigation controls and on-site chlorine generation solutions.

Lease payment Energy Service Performance Contract	\$2,692,470
Verification of ESPC	\$ 36,689
Maintenance of Irrigation and chlorine generation solution	<u>\$ 737,116</u>
TOTAL	<u>\$3,466,275</u>

Reduction would also affect Island wide Asset Management Maintenance plan essential for both preventive maintenance and CIP planning. Having a planned asset management system will be effective in both efficiency of preventive maintenance and maximization and protection of capital investments.

## DEPARTMENT OF PARKS AND RECREATION

April 4, 2023

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### **Councilmember: Esther Kia'aina**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$15,000	GN	Addition in OC 3212-Travel Expense-Out-of-State

#### Department's Comments and Concerns:

DPR respectfully declines this add for travel expenses for park ranger program and instead requests to restore the reductions made to department initiatives.

### **URBAN FORESTRY PROGRAM**

### **Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
(\$1,437,053)	GN	Reduction in OC 1101-Regular Pay

#### Department's Comments and Concerns:

Request restoration of funds for salaries so the department can continue to fill vacant positions at our Botanical Gardens, Nursery and Landscaping and Arboriculture Section. At the rate the department is filling positions a reduction in salaries could potentially affect warm bodies.

### **Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
(\$1,211,000)	GN	Reduction in OC 3043 Tree Trimming and Pruning Service

#### Department's Comments and Concerns:

Request restoration of funds. Funds in object code 3043, Tree Trimming and Pruning Services are needed to provide tree maintenance service island wide and maintain public safety. The cost of tree trimming contracts has been increasing. Funds are also needed when tree/palm needs to be removed when they become undermined and pose public safety hazard due to coastal erosion. The division of Urban Forestry is working with State agencies to implement dune restoration projects at City beach parks.

### **Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$1,000,000	GN	Addition in OC 3043 Tree Trimming and Pruning Service

#### Department's Comments and Concerns:

DPR respectfully declines this add and instead requests to restore the reductions made to department initiatives. DPR will continue to pursue Federal Funds for planting of trees to increase the urban tree canopy.

## DEPARTMENT OF PARKS AND RECREATION

April 4, 2023

Page 3

### Councilmember: Radiant Cordero

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
(\$75,000)	GN	Reduction in OC 4706 – Power Operated Equipment

#### Department's Comments and Concerns:

Request restoration of funds. Funds are needed to purchase two (2) riding mower and one (1) blower compact ride on type. Mowers are beyond its life expectancy and is essential to maintain 200 plus acres at Ho'omaluhia. Blower is beyond its life expectancy and is needed to remove debris from roadways, parking lots, landscape areas and walkways at Ho'omaluhia.

## MAINTENANCE SUPPORT SERVICES

### Councilmember: Tommy Waters

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
(\$1,169,839)	GN	Reduction in OC 1101-Regular Pay

#### Department's Comments and Concerns:

Request restoration of funds for salaries so the department can continue to fill vacant positions in our various trades section and Park Grounds Improvement Section. Reduction in salaries could potentially affect warm bodies.

### Councilmember: Esther Kia'aina

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$750,000	GN	Addition in OC 3049 Other Services Not Classified

#### Department's Comments and Concerns:

DPR respectfully declines add for improvements in parks in Council District 3 and instead requests to restore reductions made to department initiatives.

### Councilmember: Matthew Weyer

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$100,000	GN	Addition in OC 3049 Other Services Not Classified
\$100,000	GN	Addition in OC 3049 Other Services Not Classified

#### Department's Comments and Concerns:

DPR respectfully declines add to repave parking lot at Swanzey Beach Park and Waialua District Park. Request funds be used to restore reductions made to department initiatives.

## DEPARTMENT OF PARKS AND RECREATION

April 4, 2023

Page 4

### RECRATION SERVICES

**Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
(\$2,341,754)	GN	Reduction in OC 1101-Regular Pay

Department's Comments and Concerns:

Request restoration of funds for salaries so the department can continue to fill vacant positions that support various recreation activities. Reduction in salaries could potentially affect warm bodies.

### GROUNDS MAINTENANCE

**Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
(\$3,855,785)	GN	Reduction in OC 1101-Regular Pay

Department's Comments and Concerns:

Request restoration of funds for salaries so the department can continue to fill vacant positions. Funds are needed to fill positions for grounds maintenance crew that ensure parks are maintained for public safety and respond to various complaints. We would like to continue to fill positions in Grounds Maintenance so comfort stations can be cleaned, rubbish picked up, and grass mowed.

**Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
(\$176,000)	GN	Reduction in OC 2201 Cleaning and Toilet Supplies

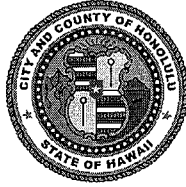
Department's Comments and Concerns:

Request restoration of funds. Funds are needed to purchase toilet tissue and cleaning supplies. Increase in funds is needed to maintain the same level of supplies that is currently being used. The cost of toilet tissue and cleaning supplies has steadily increased due to inflation and the basic economics of supply and demand.



DEPARTMENT OF PLANNING AND PERMITTING  
**CITY AND COUNTY OF HONOLULU**

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DEPT. WEB SITE: [www.honolulu.gov/dpp](http://www.honolulu.gov/dpp)



RICK BLANGIARDI  
MAYOR


DAWN TAKEUCHI APUNA  
DIRECTOR

JIRO A. SUMADA  
DEPUTY DIRECTOR

April 4, 2023

TO: Michael D. Formby, Managing Director

VIA: Andrew T. Kawano, Director  
Department of Budget and Fiscal Services

FROM: Dawn Takeuchi Apuna, Director   
Department of Planning and Permitting

SUBJECT: Bill 11 (2023) Operating Budget CD1 Response (Comments and Concerns)

Attached is our agency's comments and concerns to Bill 11 amendments from the Special Budget Committee meeting of March 30, 2023.

Should you have any questions, please contact our Administrative Services Officer, Lee Sanderson, at (808) 768-8002 or via email at [lee.sanderson@honolulu.gov](mailto:lee.sanderson@honolulu.gov).

Attachment

Attachment A

**ADMINISTRATION**

**Councilmember: Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(789,300)	GN	Reduce funding for salaries

Department's Comments and Concerns:

We respectfully request full restoration in salaries. Without the additional funding requested for salaries, the Administration will lack capacity and expertise to execute initiatives to modernize its permit processing software, improve departmental training, manage private activity bond programs for affordable housing, and improve overall administration of the Department. (Approximately 13 positions.)

**Councilmember: Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(1,120,000)	GN	Reduce funding for current expenses

Department's Comments and Concerns:

We respectfully request full restoration in current expenses. The loss of the funding requested would limit the Department's ability to provide up to 124 affordable housing units for Oahu to support Ordinance 21-12, Bill 1 (2021).

**Councilmember: Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(11,000)	GN	Reduce funding for equipment

Department's Comments and Concerns:

We respectfully request full restoration in equipment. This funding will procure Geographic Information System (GIS) plotters, which are large printers made to produce wall-sized maps. The branch currently only has one working plotter, and these funds will procure a replacement and a backup.

## **SITE DEVELOPMENT**

### **Councilmember: Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(851,843)	GN	Reduce funding for salaries

#### Department's Comments and Concerns:

We respectfully request full restoration in salaries. Loss of the requested funding would limit the Department's ability to comply with FEMA flood zone certification requirements, potentially raising costs for landowners on Oahu, as well as reducing the number of construction site inspections that can be done in a timely manner, thereby increasing the timeline for obtaining permits. (Approximately 11 positions.)

### **Councilmember: Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(95,000)	GN	Reduce funding for current expenses

#### Department's Comments and Concerns:

We respectfully request full restoration in current expenses. In FY2024 Site Development has requested an appropriation of \$1,100 and \$294,777 in General Fund (GN) and Highway Fund (HW), respectively. With this proposed reduction in GN would create a negative appropriation in Site Development. If the proposed reduction is in Highway Fund this would limit the number of construction site inspections that can be done in a timely manner and limit training opportunities for Site Development employees.

## **LAND USE PERMITS**

### **Councilmember: Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(249,766)	GN	Reduce funding for salaries

#### Department's Comments and Concerns:

We respectfully request full restoration in salaries. Loss of this funding will limit the Department's ability to form and operationalize the Oahu Historic Preservation Commission, process complex applications for developments, and analyze shoreline setback variances. (Approximately 3 positions.)

### **Councilmember: Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(92,000)	GN	Reduce funding for current expenses

Department's Comments and Concerns:

We respectfully request full restoration in current expenses. This reduction, which leaves only \$173, would severely limit operations within this division to the point it could not perform its essential duties.

**PLANNING**

**Councilmember: Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(699,778)	GN	Reduce funding for salaries

Department's Comments and Concerns:

We respectfully request full restoration in salaries. Such a reduction would limit the Department's ability to develop long-range plans for Oahu and develop livable communities around our rail stations. (Approximately 9 positions.)

**Councilmember: Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(127,000)	GN	Reduce funding for current expenses

Department's Comments and Concerns:

We respectfully request full restoration in current expenses. Loss of this funding would limit the Department's ability to hire expert consultants for specialized studies such as urban simulations or population modeling the Department cannot perform organically.

**CUSTOMER SERVICE**

**Councilmember: Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(1,540,421)	GN	Reduce funding for salaries

Department's Comments and Concerns:

We respectfully request full restoration in salaries. Loss of the salary in the division primarily tasked with processing building permits would maintain the current backlog in processing, limit construction on Oahu, and maintain the years-long backlog in debt collection. (Approximately 29 positions.)

**Councilmember: Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(162,000)	GN	Reduce funding for current expenses

Department's Comments and Concerns:

We respectfully request full restoration in current expenses. Reducing the operating expenses would limit the number of complaints investigated and enforcement actions issued.

**BUILDING**

**Councilmember: Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(1,863,861)	GN	Reduce funding for salaries

Department's Comments and Concerns:

We respectfully request full restoration in salaries. This division is primarily tasked with reviewing complex commercial building applications and inspecting construction to ensure compliance with safety codes. Any reduction in salary would limit the division's ability to reduce the review backlog and timely conduct inspections. (Approximately 29 positions.)

**Councilmember: Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(13,000)	GN	Reduce funding for current expenses

Department's Comments and Concerns:

We respectfully request full restoration in current expenses. This reduction would limit the division's ability to conduct refresher training for inspectors and reduce their ability to conduct timely, accurate inspections to ensure buildings are safe and habitable.

POLICE DEPARTMENT  
**CITY AND COUNTY OF HONOLULU**

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RICK BLANGIARDI  
MAYOR

ARTHUR J. LOGAN  
CHIEF

KEITH K. HORIKAWA  
RADE K. VANIC  
DEPUTY CHIEFS

OUR REFERENCE EA-LC

April 4, 2023

**MEMORANDUM**

TO: Michael D. Formby, Managing Director

VIA: Andrew T. Kawano, Director  
Department of Budget and Fiscal Services

FROM: Arthur J. Logan, Chief of Police

SUBJECT: Bill 11 (2023) Operating Budget CD1 Response (Comments and Concerns)

Attached is our agency's comments and concerns to Bill 11 amendments from the Special Budget Committee meeting of March 30, 2023.

  
Arthur J. Logan  
Chief of Police

Attachment

APPROVED:

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Andrew T. Kawano  
Director

**DEPARTMENT: Honolulu Police Department**

April 3, 2023

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**POLICE COMMISSION**

**Councilmember(s): Tommy Waters and Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(87,727) S	GN	Appropriation equal to 2023, plus 5% for salary increase
\$(48,000) CE	GN	Reduce funding for current expenses

**Department's Comments and Concerns:**

The Honolulu Police Commission (HPC) appoints and may remove the Chief of Police; reviews the departmental budget and makes recommendations to the Mayor; submits an annual report to the Mayor and the City Council; receives, considers, and investigates allegations brought by the public against the department or any of its members and reports its findings to the Chief of Police; and reviews requests for legal counsel for police officers.

The HPC has no sworn positions and is solely comprised of civilians. A reduction in salaries hinders the HPC's efforts to fill the vacant police commission investigator position. The incumbent of this position investigates allegations against departmental personnel.

The reduction in current expense funds for the HPC will limit police commission personnel to participate in annual conferences such as the National Association for Civilian Oversight of Law Enforcement, Hawaii State Law Enforcement Officials Association, and State of Hawaii Police Commissioners Conference.

The HPD respectfully requests full funding for the Honolulu Police Commission's activity.

**DEPARTMENT: Honolulu Police Department**

April 3, 2023

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**OFFICE OF THE CHIEF OF POLICE**

**Councilmember(s): Tommy Waters and Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(3,637,104) S	GN	Appropriation equal to 2023, plus 5% for salary increase
\$ (71,000) CE	GN	Reduce funding for current expenses

**Department's Comments and Concerns:**

The Office of the Chief of Police includes the Chief's Office, the Professional Standards Office, and the Intelligence Enforcement Unit.

The salaries budgeted for Fiscal Year (FY) 2023 are calculated using salary rates from FY2022. The execution of the collective bargaining agreement (CBA) for Bargaining Unit 12 occurred on July 26, 2022, after the FY2023 budget was approved. The FY2023 salary rate was calculated from the FY2022 salary rate as the CBA was not approved until July 26, 2022; after the FY2023 operating budget was already finalized. Additionally, this amendment does not factor in the additional 5 percent raise in the CBA for FY2024. In FY2023, the HPD expensed retroactive payments for salaries for FY2023 and FY2022 as required by the CBA.

The proposed amendment reducing \$71,000 from current expenses in the Office of the Chief of Police eliminates the HPD Administration's plan to create and release recruitment commercials using various media platforms as part of the HPD's efforts in filling vacancies.

The HPD respectfully requests full funding for the Office of the Chief of Police activity.



**DEPARTMENT: Honolulu Police Department**

April 3, 2023

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**PATROL**

**Councilmember(s): Tommy Waters and Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(26,922,820) S	GN	Appropriation equal to 2023, plus 5% for salary increase
\$ (5,000) CE	GN	Reduce funding for current expenses

**Department's Comments and Concerns:**

The Patrol activity is responsible for all operations related to the prevention of crime, enforcement of the laws of the State of Hawaii and the City and County of Honolulu, and the apprehension and custody of violators. The Patrol Bureau includes all eight patrol districts and the Central Receiving Division (CRD), which supports both the patrol and investigative units' processing, custodial care, and the security of all arrestees. The CRD is also responsible for the security of the main station.

The salaries budgeted for Fiscal Year (FY) 2023 are calculated using salary rates from FY2022. The execution of the collective bargaining agreement (CBA) for Bargaining Unit 12 occurred on July 26, 2022, after the FY2023 budget was approved. The FY2023 salary rate was calculated from the FY2022 salary rate as the CBA was not approved until July 26, 2022; after the FY2023 operating budget was already finalized. Additionally, this amendment does not factor in the additional 5 percent raise in the CBA for FY2024. In FY2023, the HPD expensed retroactive payments for salaries for FY2023 and FY2022 as required by the CBA.

This amendment to reduce \$26,922,820 from the Patrol activity is about a \$3 million reduction in salaries for each of the HPD's eight patrol districts and the CRD. The HPD is already planning on expanding the 3/12 schedule in FY2024 for all patrol districts to address staffing shortages. This additional reduction in salaries will necessitate reassigning police officers from specialized duties, such as community policing and other uniform support personnel, into patrol operations.

The HPD respectfully requests full funding for the Patrol activity.

**DEPARTMENT: Honolulu Police Department**

April 3, 2023

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**SPECIAL FIELD OPERATIONS**

**Councilmember(s): Tommy Waters and Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(3,366,660) S	GN	Appropriation equal to 2023, plus 5% for salary increase
\$(169,000) CE	GN	Reduce funding for current expenses

**Department's Comments and Concerns:**

The Special Field Operations activity is comprised of the Specialized Services Division (SSD), Community Affairs Division (CAD), Major Events Division (MED), and Legislative Liaison Office (LLO).

The salaries budgeted for Fiscal Year (FY) 2023 are calculated using salary rates from FY2022. The execution of the collective bargaining agreement (CBA) for Bargaining Unit 12 occurred on July 26, 2022, after the FY2023 budget was approved. The FY2023 salary rate was calculated from the FY2022 salary rate as the CBA was not approved until July 26, 2022; after the FY2023 operating budget was already finalized. Additionally, this amendment does not factor in the additional 5 percent raise in the CBA for FY2024. In FY2023, the HPD expensed retroactive payments for salaries for FY2023 and FY2022 as required by the CBA.

The reduction in current expenses of \$169,000 for the Special Field Operations activity impacts the SSD's ability to maintain the HPD's helicopter (repairs and fuel), which provides support for patrol and investigative operations. The reduction also impacts the CAD's Police Activities League and Drug Abuse Resistance Education programs. Additionally, the reduction impacts the MED's ability to train patrol officers to respond to potential acts of terrorism, active shooter, or other hazardous events. The funding in current expenses also includes vendor services for the HPD's Special Duty operations, and the reduction may impact the HPD's ability to support city projects, such as road or sewer repairs or large events such as the Honolulu Marathon.

The HPD respectfully requests full funding for the Special Field Operations activity.

**DEPARTMENT: Honolulu Police Department**

April 3, 2023

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**INVESTIGATIONS**

**Councilmember(s): Tommy Waters and Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(9,794,624) S	GN	Appropriation equal to 2023, plus 5% for salary increase
\$(472,000) CE	GN	Reduce funding for current salaries [ <i>sic</i> ]

**Department's Comments and Concerns:**

The Investigations activity is comprised of the Criminal Investigation Division (CID), Narcotics/Vice Division (NVD), Traffic Division, and Scientific Investigation Section (SIS).

The salaries budgeted for Fiscal Year (FY) 2023 are calculated using salary rates from FY2022. The execution of the collective bargaining agreement (CBA) for Bargaining Unit 12 occurred on July 26, 2022, after the FY2023 budget was approved. The FY2023 salary rate was calculated from the FY2022 salary rate as the CBA was not approved until July 26, 2022; after the FY2023 operating budget was already finalized. Additionally, this amendment does not factor in the additional 5 percent raise in the CBA for FY2024. In FY2023, the HPD expensed retroactive payments for salaries for FY2023 and FY2022 as required by the CBA.

The reduction of \$472,000 in current expenses for the Investigations activity impacts the CID's ability to procure software required by recent legislation. The reduction also creates an inability to renew software needed for investigative operations in cybercrimes, financial crimes, and other property crimes. The reduction impacts the available funds for the maintenance of sophisticated scientific instruments such as a gas chromatograph and mass spectrometer, as well as restocking various crime laboratory supplies needed for deoxyribonucleic acid, firearms, and other scientific analysis.

The HPD respectfully requests full funding for the Investigations activity.

**DEPARTMENT: Honolulu Police Department**

April 3, 2023

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**SUPPORT SERVICES**

**Councilmember(s): Tommy Waters and Chair Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(6,447,615) S	GN	Appropriation equal to 2023, plus 5% for salary increase
\$(259,000) CE	GN	Reduce funding for current expenses

**Department's Comments and Concerns:**

The Support Services activity is responsible for functions that support the HPD's overall operations and assist with the daily functions of the department. The bureau consists of the Communications Division (COM), Records and Identification Division (REC), Information Technology Division (ITD), Telecommunications Systems Section (TSS), and Vehicle Maintenance Section (VMS).

The salaries budgeted for Fiscal Year (FY) 2023 are calculated using salary rates from FY2022. The execution of the collective bargaining agreement (CBA) for Bargaining Unit 12 occurred on July 26, 2022, after the FY2023 budget was approved. The FY2023 salary rate was calculated from the FY2022 salary rate as the CBA was not approved until July 26, 2022; after the FY2023 operating budget was already finalized. Additionally, this amendment does not factor in the additional 5 percent raise in the CBA for FY2024. In FY2023, the HPD expensed retroactive payments for salaries for FY2023 and FY2022 as required by the CBA.

The COM is the largest Public Safety Answering Point (PSAP) in the State of Hawaii and serves as the PSAP for all 911 calls placed in the City and County of Honolulu. The division also serves as the Oahu Warning Point and the alternate Hawaii State Warning Point for civil defense emergencies. Due to vacancies in police communications officer positions, overtime is needed to ensure that police dispatch and 911 call-taking services continue to be provided. A reduction in this operation would severely impact public safety and the public's trust in calling 911 for help.

The REC was required to extend its hours to accommodate the public to register firearms and for permit applications. Recently, case law allowed for Hawaii residents to carry concealed firearms. This additional vetting process required overtime for REC

**DEPARTMENT: Honolulu Police Department**

April 3, 2023

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personnel to satisfy this additional permitting process. The REC's operations were expanded without an increase in staffing.

The \$259,000 reduction in current expenses in this activity impacts all divisions within Support Services. The reduction affects the ability of the VMS to procure parts and services to maintain and repair police vehicles as costs rise. The reduction impacts the funding source for the COM's telephone and other communication services. The TSS, which oversees radio communications, the lifeline for police operations, may delay necessary upgrades in radio technologies for the HPD. The REC maintains the false alarm tracking and billing program mandated by city ordinance and all firearms-related registration and permitting. The ITD maintains all of the HPD's computer needs and data storage.

The HPD respectfully requests full funding for the Support Services activity.

**DEPARTMENT: Honolulu Police Department**

April 3, 2023

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**SUPPORT SERVICES**

**Councilmember(s): Andria Tupola**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$1,000,000 S	GN	Add funding for current expenses. Add proviso: "At least \$1,000,000 out of current expenses shall be appropriated to provide employee incentives."

**Department's Comments and Concerns:**

The HPD respectfully declines the addition of \$1,000,000 for employee incentives. The HPD is currently exploring various incentive types for recruitment and retention. There is adequate funding in Administrative Services without the reductions proposed in these amendments.

**SUPPORT SERVICES**

**Councilmember(s): Andria Tupola**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$2,000,000 CE	GN	Add funding for current expenses. Add proviso: "At least \$2,000,000 out of current expenses shall be appropriated to furnish the Wai'anae Police Station."

**Department's Comments and Concerns:**

The HPD respectfully declines the addition of \$2,000,000 to furnish the Waianae Police Station. The first floor of the Waianae Police Station is functional; however, the full capabilities of the station are limited due to staffing shortages. The HPD requests the \$2,000,000 be directed to its fully operational facilities that are in need of repair to continue police services and operations. When staffing levels are improved, the completion of the Waianae Police Station into a fully functional facility can be revisited.

**DEPARTMENT: Honolulu Police Department**

April 3, 2023

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**ADMINISTRATIVE SERVICES**

**Councilmember(s): Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$4,700,000 CE	GN	Reduce funding for current expenses

**Department's Comments and Concerns:**

The Administrative Services activity consists of the Finance Division, Human Resources Division (HRD), Training Division, and Human Services Unit.

The HPD plans to upgrade the current HPD-issued pistol platform to an upgraded system that includes a mounted light and red dot optic. This upgrade will align the HPD to current standards used by similar police departments on the mainland and platforms used by federal law enforcement agencies. This upgrade aims to improve officer accuracy if the situation arises. The last pistol refresh occurred in 2012.

The current expense in Administrative Services also funds the fuel costs for three patrol districts, all elements of the main station, the CRD, and Training Division. The rise in fuel costs is included in the current expense funds.

The current expense funds also support services needed for suitability screenings such as preemployment urinalysis and preemployment psychological evaluations required in the HRD's preemployment process. Additionally, the funds support the Training Division's instructor certifications and departmentwide trainings.

The HPD respectfully requests full funding for the Administrative Services activity.

Department of the Prosecuting Attorney  
**City and County of Honolulu**

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STEVEN S. ALM  
PROSECUTING ATTORNEY

THOMAS J. BRADY  
FIRST DEPUTY  
PROSECUTING ATTORNEY

April 4, 2023

**MEMORANDUM**

TO: Michael D. Formby, Managing Director

VIA: Andrew T. Kawano, Director  
Department of Budget and Fiscal Services

FROM: Steven S. Alm, Prosecuting Attorney  
Department of the Prosecuting Attorney

SUBJECT: Bill 11 (2023) Operating Budget CD1 Response (Comments and Concerns)

Attached is our agency's comments and concerns to Bill 11 amendments from the Special Budget Committee meeting of March 30, 2023.

Attachment



## **ADMINISTRATION**

Councilmember: Radiant Cordero

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(50,000)	GN	Reduce funding for salaries

### **Department's Comments and Concerns:**

We respectfully request full restoration of \$50,000 in salaries.

Full funding is needed to cover the salary of a law clerk position. Law clerk positions allow the department to recruit and train law school graduates to become future Deputy Prosecuting Attorneys (DPAs). Law clerks also support DPAs with their workload. Therefore, a reduction in funding would ultimately decrease the resources available for the prosecution of cases, which would negatively impact public safety.

Councilmember: Radiant Cordero

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(457,000)	GN	Reduce funding for current expenses

### **Department's Comments and Concerns:**

We respectfully request full restoration of \$457,000 in current expenses.

Full funding is needed to cover a projected increase in Alii Place Building office rent. Effective January 1, 2023, the department experienced an unforeseen increase of approximately 26% in office rent expense due to increases in Alii Place Building common area maintenance (CAM), real property taxes, and insurance costs passed through to the department. Office rent expense adjustments are made for calendar periods and are not provided in advance. A reduction in funding would significantly impact the department's ability to cover a similar annual office rent adjustment in FY 2024.

Councilmember: Andria Tupola

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$200,000	GN	Add funding for current expenses. Add proviso: "At least \$200,000 out of current expenses shall be appropriated to support the Department of the Prosecuting Attorney's Weed and Seed Program and Safe and Sound Waikiki Program."

Department's Comments and Concerns:

PAT's direct activities are focused on the "Weed" (law enforcement) portion of these programs. We participate with community organizations that coordinate "Seed" activities which educate, rebuild, restore and improve the community.

Councilmember: Andria Tupola

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$250,000	GN	Add funding for current expenses. Add proviso: "At least \$250,000 out of current expenses shall be appropriated to support the Department of the Prosecuting Attorney's Community Outreach Courts."

Department's Comments and Concerns:

The funding should be provided under the Prosecution activity and not the Administration activity, and under the Salary category and not the Current Expenses category. The Community Outreach Court is supported through the assigned deputy prosecuting attorney and a dedicated clerical staff employee.

**PROSECUTION**

Councilmember: Tommy Waters

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(2,674,304)	GN	Reduce funding for salaries

Department's Comments and Concerns:

We respectfully request full restoration of \$2,674,304 in salaries.

Full funding is needed to cover requested salary increases for Deputy Prosecuting Attorneys (DPAs), additional Para-Legal Assistants, and vacant position fills. This decrease would be the equivalent of approximately 25 DPAs, which is the size of an entire division within the department. Therefore, a reduction in funding would significantly decrease the level of resources available for the prosecution of cases, which would negatively impact public safety. The salary increases for DPAs are necessary because government agencies such as the Department of the Attorney General are offering attorneys with no experience \$90,000 and attorneys with at least three years of experience \$107,000. During the current fiscal year, twenty DPAs have left the Department of the Prosecuting Attorney, the majority of which were recruited and hired by the Department of the Attorney General.

Councilmember: Radiant Cordero

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(232,000)	GN	Reduce funding for current expenses

Department's Comments and Concerns:

We respectfully request full restoration of \$232,000 in current expenses.

Full funding is needed to cover the fringe benefits associated with Prosecution salary increases, annual Deputy Prosecuting Attorney (DPA) training, and software required to improve case management. These current expenses are covered by Federal and State funds, and not general funds.

**VICTIM/WITNESS ASSISTANCE**

Councilmember: Radiant Cordero

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(92,000)	GN	Reduce funding for salaries

Department's Comments and Concerns:

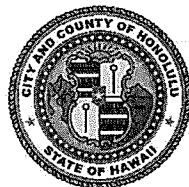
We respectfully request full restoration of \$92,000 in salaries.

Full funding is needed to cover the salaries of two Victim/Witness Counselors who provide assistance to victims and witnesses of crimes. Victim/Witness Counselors work to ensure that the victims and witnesses understand the criminal justice system and their role in the prosecution of a case. Victim/Witness Counselors play a key part in the success of a case. Therefore, a reduction in funding would ultimately decrease the resources available for victim and witness assistance, which would negatively impact public safety.

DEPARTMENT OF TRANSPORTATION SERVICES  
CITY AND COUNTY OF HONOLULU

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RICK BLANGIARDI  
MAYOR




J. ROGER MORTON  
DIRECTOR

JON Y. NOUCHI  
DEPUTY DIRECTOR

April 4, 2023

TO: Michael D. Formby, Managing Director

VIA: Andrew T. Kawano, Director  
Department of Budget and Fiscal Services

FROM: J. Roger Morton, Director  
Department of Transportation Services 

SUBJECT Bill 11 (2023) Operating Budget CD1 Response  
(Comments and Concerns)

Attached is our agency's comments and concerns to Bill 11 amendments from the Special Budget Committee meeting of March 30, 2023.

Attachment

**Transportation Engineering**

**Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(789,000)	HW	Reduction in salaries

Department's Comments and Concerns: The DTS respectfully requests full restoration of \$789,000 in salaries. This estimated 35% reduction in HW salary funding would affect our current staff and funded vacancies that service the City and County of Honolulu. The list of vacant positions as of 2/1/2023 shows seven HW funded vacancies totaling \$481,224 under this program. All vacancy directly affects operations as staff shoulder the work to maintain operations. Also, indirectly increasing the risk of city liability.

Cuts to this program will result in reduction of staff that service City Council districts, and we do not want to do that to anyone. Staff of this program has oversight over two main aspects concerning the roads and streets of the City.

The first is to provide for the safe and efficient operations of all the City's roads and streets as it relates to the movement of people and freight via both public and private vehicles, bicycles and walking. In concert with this, the division is responsible to maintain striping and signing plans; recommend and implement standards for signs, pavement markings and warning devices; receive, investigate, analyze and resolve queries from the public and government agencies regarding the operation of vehicular, pedestrian and bicycle traffic; maintain, review and revise the City's Traffic Code Ordinance; analyze and determine warrants for traffic signals; maintain worksheets of traffic control devices; operate and maintain certain municipal parking lots and on-street parking; manage the City's general street curb area in regards to freight and passenger loading zones; and administer the School Traffic Safety Committee. This division implements many of the City's Complete Streets projects in coordination with other City, State and Federal agencies.

The second main aspect of the division is to provide, administer, promote and implement various traffic improvement, safety and bikeway programs via the Capital Improvement Program, by working with consultants, community organizations, contractors and government officials. In addition, the division administers various educational promotions related to traffic and pedestrian safety (such as the Walk Wise Hawaii, Be Safe Be Seen, Ped Man, Safe Routes to School, and the production of public service media announcements); and participates in the Oahu Fleet Safety Organization.

**DEPARTMENT:** Transportation Services

April 4, 2023

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**Transportation Engineering**

**Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(14,000)	HW	Reduction in current expenses

Department's Comments and Concerns: The DTS respectfully requests full restoration of \$14,000 in current expenses. This cut will result in a reduction of Object Code 3945, Traffic Safety Program Expenses.

Cuts to this program will result in reduction of current expenses used to service City Council districts, and we do not want to do that to anyone.

Staff of this program provide, administer, promote and implement various traffic improvement, safety and bikeway programs via the Capital Improvement Program, by working with consultants, community organizations, contractors and government officials. In addition, the division administers various educational promotions related to traffic and pedestrian safety (such as the Walk Wise Hawaii, Be Safe Be Seen, Ped Man, Safe Routes to School, and the production of public service media announcements); and participates in the Oahu Fleet Safety Organization.

### **Transportation Technology**

#### **Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(1,046,000)	HW	Reduction in salaries

Department's Comments and Concerns: The DTS respectfully requests full restoration of \$1,046,000 in salaries. This estimated 31% reduction in HW salary funding would affect our current staff and funded vacancies that service the City and County of Honolulu. The list of vacant positions as of 2/1/2023 shows 15 HW funded vacancies totaling \$1,060,392 under this program. All vacancy directly affects operations as staff shoulder the work to maintain operations. Also, indirectly increasing the risk of city liability.

Cuts to this program will result in reduction of staff that service City Council districts, and we do not want to do that to anyone. The goal of our staff in this program are to effectively and efficiently manage, operate, develop, and implement Honolulu's traffic signal systems operations, Traffic Management Center activities and expansion, traffic camera coverage, traveler information program, Intelligent Transportation Systems (ITS) projects and transit applications, and management of street use permits and its related traffic management. The program is developing and establishing the next generation of smart traffic technology and ITS projects. The program optimizes the existing traffic signal operation for maximum throughput volumes with minimum delays while addressing safety, maintenance, and operational considerations. The program provides and researches real time traveler information to drivers, commuters, transit vehicles, and news media on current traffic conditions. Traffic images from the various traffic cameras are networked to the internet, Police, Civil Defense, Fire, local television and radio stations, and other transportation-related agencies for up to date traffic information.

This program also includes the Street Usage Section, which reviews and issues traffic control permits for parades, special events, construction and other street usage. The section monitors the permits issued. It also coordinates and utilizes the Joint Traffic Management Center functions and special duty police, signs, barricades, cones and changeable-message displays to reroute or warn commuters and to maintain a safe construction work zone, special event, parade travel area. The program also provides oversight of the operations and management of the completed Joint Traffic Management Center; in coordination with other City, State and Federal agencies.

### **Transportation Technology**

**Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(31,000)	HW	Reduction in equipment

Department's Comments and Concerns: The DTS respectfully requests full restoration of \$31,000 in equipment. This cut will result in a 100% reduction of Object Code 4700, Equipment Not Classified. Specifically, a critical piece of equipment called a fusion splicer used to repair fiber optic networks.

Cuts to this program will result in eliminating our request for new equipment to replace our 15-year obsolete equipment, for which replacement parts are no longer available, used to service and maintain City Council districts, and we do not want to do that to anyone.

The goal of our staff in this program are to effectively and efficiently manage, operate, develop, and implement Honolulu's traffic signal systems operations, Traffic Management Center activities and expansion, traffic camera coverage, traveler information program, Intelligent Transportation Systems (ITS) projects and transit applications, and management of street use permits and its related traffic management. The program is developing and establishing the next generation of smart traffic technology and ITS projects. The program optimizes the existing traffic signal operation for maximum throughput volumes with minimum delays while addressing safety, maintenance, and operational considerations. The program provides and researches real time traveler information to drivers, commuters, transit vehicles, and news media on current traffic conditions. Traffic images from the various traffic cameras are networked to the internet, Police, Civil Defense, Fire, local television and radio stations, and other transportation-related agencies for up to date traffic information.

This program also includes the Street Usage Section, which reviews and issues traffic control permits for parades, special events, construction and other street usage. The section monitors the permits issued. It also coordinates and utilizes the Joint Traffic Management Center functions and special duty police, signs, barricades, cones and changeable-message displays to reroute or warn commuters and to maintain a safe construction work zone, special event, parade travel area. The program also provides oversight of the operations and management of the completed Joint Traffic Management Center; in coordination with other City, State and Federal agencies.



## **Transportation Rail**

### **Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(1,572,000)	BT	Reduction in salaries

Department's Comments and Concerns: The DTS respectfully requests full restoration of \$1,572,000 in salaries. This estimated 50% reduction in BT salary funding would affect our current staff and funded vacancies that service the City and County of Honolulu. The list of vacant positions as of 2/1/2023 shows 28 BT funded vacancies totaling \$1,633,224 under this program. All vacancy directly affects operations as staff shoulder the work to maintain operations. Also, indirectly increasing the risk of city liability.

Cuts to this program will result in reduction of staff that service City Council districts, and we do not want to do that to anyone. Staff of this program are responsible for the operations and maintenance of the City's rail system. The program will oversee the operations and maintenance of the rail transit system upon commencement of rail services, and has participated in pre-commencement inspections and testing activities. The program is comprised of two branches.

The Rail Operations and Maintenance Branch oversees contracted operations and maintenance in areas such as Operations Control Center, Train Operations, Station Operations, Rolling Stock Maintenance, Track & Structure Maintenance, Traction Electrification System Maintenance, Train Control System Maintenance, and Telecommunication System Maintenance.

The Rail Facilities Management and Maintenance Branch is responsible for the management and maintenance of rail facilities and equipment. The branch oversees contracted operations and maintenance of elevators/escalators. The branch self performs operations and maintenance at stations, parking facilities, transit centers, and guideway in areas such as electrical systems, plumbing systems, roofing systems, concrete systems, cleaning, landscaping, and graffiti removal.

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**Transportation Rail**

**Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(34,085,000)	BT	Reduction in current expenses

Department's Comments and Concerns: The DTS respectfully requests full restoration of \$34,085,000 in current expenses. This cut will result in a 65% reduction of Object Code 3049, Other Services - Not Classified. Specifically, our \$52,000,000 budget request required by our Core Systems Operation & Maintenance Services contract.

Cuts to this program will result in reducing the prescribed amount of funding required by our existing contract used to provide rail transit service to City Council districts, and we do not want to do that to anyone or be subject to a claim for a violation of contract.

Staff of this program is responsible for the operations and maintenance of the City's rail system. The program will oversee the operations and maintenance of the rail transit system upon commencement of rail services, and has participated in pre-commencement inspections and testing activities. Therefore, we anticipate the City will need the full FY 2024 request restored with commencement beginning in July 2023.

## **Transportation Rail**

### **Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(1,053,000)	BT	Reduction in equipment

Department's Comments and Concerns: The DTS respectfully requests full restoration of \$1,053,000 in equipment. This cut will result in a 50% reduction of equipment necessary for staff to operate and maintain our rail system and facilities completely.

Cuts to this program will result in reducing the level of funding to provide the necessary tools and equipment used to provide responsive, safe and clean rail transit service to City Council districts, and we do not want to do that to anyone.

Staff of this program are responsible for the operations and maintenance of the City's rail system. The program will oversee the operations and maintenance of the rail transit system upon commencement of rail services, and has participated in pre-commencement inspections and testing activities. The program is comprised of two branches.

The Rail Operations and Maintenance Branch oversees contracted operations and maintenance in areas such as Operations Control Center, Train Operations, Station Operations, Rolling Stock Maintenance, Track & Structure Maintenance, Traction Electrification System Maintenance, Train Control System Maintenance, and Telecommunication System Maintenance.

The Rail Facilities Management and Maintenance Branch is responsible for the management and maintenance of rail facilities and equipment. The branch oversees contracted operations and maintenance of elevators/escalators. The branch self performs operations and maintenance at stations, parking facilities, transit centers, and guideway in areas such as electrical systems, plumbing systems, roofing systems, concrete systems, cleaning, landscaping, and graffiti removal.

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**Administration**

**Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(771,000)	GN	Reduction in salaries

Department's Comments and Concerns: The DTS respectfully requests full restoration of \$771,000 in salaries. This estimated 223% reduction in GN salary funding would affect our current staff funded with GN funds that service the City and County of Honolulu under the Office of the Director. The City Council Line Item Report as of 2/21/2023 and the Position Summary by Classification as of 2/16/2023 show three GN funded Personal Services Contracts totaling \$344,856 under this program. All vacancy directly affects operations as staff shoulder the work to maintain operations. Also, indirectly increasing the risk of city liability.

Cuts to this program will result in reduction of staff that service our Director of Transportation Services in responding to requests from Councilmembers of their respective City Council districts, and we do not want to do that to anyone.

Staff in this program plans, directs, and coordinates the activities of DTS in accordance with the provisions of the City Charter and the guidance of the Mayor and Managing Director. It provides administrative service activities for the department, including personnel management, budget preparation, and fiscal management. It provides complete streets administration for City infrastructure departments, traffic and transit related media information and liaison services to the Honolulu Rate Commission. The Administration program is responsible for implementing and managing operations and maintenance services for multimodal transportation including concession agreement management and entering into other innovative business relationships.

## **Transportation Performance & Development**

### **Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(504,000)	HW	Reduction in salaries

Department's Comments and Concerns: The DTS respectfully requests full restoration of \$504,000 in salaries. This estimated 32% reduction in HW salary funding would affect our current staff and funded vacancies that service the City and County of Honolulu. The list of vacant positions as of 2/1/2023 shows four HW funded vacancies totaling \$293,970 under this program. All vacancy directly affects operations as staff shoulder the work to maintain operations. Also, indirectly increasing the risk of city liability.

Cuts to this program will result in reduction of staff that service City Council districts, and we do not want to do that to anyone. Staff of this program are responsible for the department level business process, change management, and monitoring of key performance indicators; provides transportation planning and coordinates federal financial funding resources; is responsible for supporting Oahu's data-driven regional multi-modal transportation plans that inform the City's transportation improvement project selection; represents the City and coordinates with the Oahu Metropolitan Planning Organization regarding the Oahu Regional Transportation Plan, Transportation Improvement Program, and Overall Work Program; serves as the department's clearinghouse for the review of and comment on environmental assessment and transportation impact submittals to ensure consistency with the application of national best practice multimodal principles, traffic congestion mitigation, and roadway safety elements; administers, programs, and manages the City's federal-aid transportation funding for multi-modal and complete-street initiatives including roadway, intersection, pedestrian, bikeway, and transit improvements; monitors, oversees, and regulates mandatory State and Federal funding certifications and assurances to ensure and maintain compliance as a grant recipient; regulates federal-aid compliance of the Disadvantaged Business Enterprise and Equal Employment Opportunity Programs for the City; coordinates, budgets, and programs the department's Capital Improvement Program and incorporates Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) federal funding; develop, maintain, and process all federal grant applications; conducts, analyzes, and organizes transportation data necessary to conduct traffic analysis, traffic counts and surveys, formulate capacity demands, and initiate safety measures such as traffic signals, crosswalks, and speed limits; and coordinates, implements, and manages short and long-range parking master plans, financials, and technology to maximize non-fare revenue.

**Transportation Performance & Development**

**Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(127,000)	HW	Reduction in current expenses

Department's Comments and Concerns: The DTS respectfully requests full restoration of \$127,000 in current expenses. This cut will result in a reduction of Object Code 2759, Parts/Access/Equip (Other). Specifically, \$3,162,198 for the items necessary to complete the transition of City parking meters to 4g smart meters under this program.

Cuts to this program will result in reduction of current expenses used to service City Council districts, and we do not want to do that to anyone. Staff of this program are responsible for the department level business process, change management, and monitoring of key performance indicators; provides transportation planning and coordinates federal financial funding resources; is responsible for supporting Oahu's data-driven regional multi-modal transportation plans that inform the City's transportation improvement project selection; represents the City and coordinates with the Oahu Metropolitan Planning Organization regarding the Oahu Regional Transportation Plan, Transportation Improvement Program, and Overall Work Program; serves as the department's clearinghouse for the review of and comment on environmental assessment and transportation impact submittals to ensure consistency with the application of national best practice multimodal principles, traffic congestion mitigation, and roadway safety elements; administers, programs, and manages the City's federal-aid transportation funding for multi-modal and complete-street initiatives including roadway, intersection, pedestrian, bikeway, and transit improvements; monitors, oversees, and regulates mandatory State and Federal funding certifications and assurances to ensure and maintain compliance as a grant recipient; regulates federal-aid compliance of the Disadvantaged Business Enterprise and Equal Employment Opportunity Programs for the City; coordinates, budgets, and programs the department's Capital Improvement Program and incorporates Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) federal funding; develop, maintain, and process all federal grant applications; conducts, analyzes, and organizes transportation data necessary to conduct traffic analysis, traffic counts and surveys, formulate capacity demands, and initiate safety measures such as traffic signals, crosswalks, and speed limits; and coordinates, implements, and manages short and long-range parking master plans, financials, and technology to maximize non-fare revenue.

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**Transportation Mobility**

**Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(9,594,000)	BT	Reduction in salaries

Department's Comments and Concerns: The DTS respectfully requests full restoration of \$9,594,000 in salaries. This estimated 13% reduction in BT salary funding would necessitate across-the-board reductions in TheBus and TheHandi-Van service hours. The City Council Line Item Report as of 2/21/2023 and shows \$69,157,390 of BT funding is needed in FY 2024 for the restoration of service back to pre-pandemic levels.

Cuts to this program will result in approximately 100,000 hours of service cuts in City Council districts, and we do not want to do that to anyone.

**Transportation Mobility**

**Councilmember: Radiant Cordero**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(166,000)	BT	Reduction in equipment

Department's Comments and Concerns: The DTS respectfully requests full restoration of \$166,000 in equipment. This cut will result in an estimated 37% reduction of Object Code 4473, Computer Software. Specifically, Trapeze PASS, which supports the reservation system for TheHandi-Van is in need of improvement.

Cuts to this program will result in reducing our ability to obtain this computer software and will impact para-transit service in City Council districts, and we do not want to do that to anyone.

The \$446,577 will be used to purchase Trapeze PASS - Web Portal, APP and Notifications, License and Implementation. This software is needed to upgrade TheHandi-Van reservation system to allow customers to reserve rides on-line. This on-line reservation feature will reduce call volume and customer hold time when calling the call center. The PASS APP provides another option for riders to access the web portal using their mobile phones. The PASS-Notification application will expand our current PASS-IVR notification to include outbound emails/SMS notifications to riders that mirror the existing PASS-IVR.

The Department of Justice Office of Civil Rights (DOJ) has opened an investigation into possible violations of the ADA Complementary Paratransit Service rules based on the poor performance of the call center.

Other peer paratransit operations have had success in reducing the number of staff needed to man a paratransit call center while continuing to meet call center performance goals.

Oahu Transit Services Inc. (OTS) has 42 employees assigned to the call center which operates 7-days a week including all holidays. The new equipment is estimated to be equivalent to five staff and will help OTS meet DOJ goals to consistently answer all calls within 5 minutes and 95% of calls within 3 minutes.



**MISCELLANEOUS – Transfer to Hanauma Bay Nature Preserve Fund**

**Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$3,261,530	GN	Increase Transfer to Hanauma Bay Nature Preserve Fund from Provision for Judgments, Settlements and Losses

**Department's Comments and Concerns:**

The Hanauma Bay Nature Preserve Fund settlement is currently estimated at \$3.3 million. The settlement revenue has been budgeted in full between FY2023 and FY2024, with \$1.65 million in each year in the Hanauma Bay Fund. Revenues can be found under Recoveries – Others on page C-19 of the Detailed Statement of Revenues and Surplus in the *Executive Program and Budget Fiscal Year 2024, Volume 1 – Operating Program & Budget*. The General Fund settlement will be expended from the Provision for Judgments, Settlements and Losses which is budgeted at \$20 million in both FY2023 and FY2024, therefore the appropriation should not be cut, and no additional transfer of funds is needed.

**MISCELLANEOUS - Provision for Judgments, Settlements and Losses**

**Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
(\$3,261,530)	GN	Decrease amount for settlement

**MISCELLANEOUS – Transfer to Hanauma Bay Nature Preserve Fund**

**Councilmember: Tommy Waters**

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$3,261,530	GN	Increase Transfer to Hanauma Bay Nature Preserve Fund from Provision for Judgments, Settlements and Losses

**Department's Comments and Concerns:**

The Hanauma Bay Nature Preserve Fund settlement is currently estimated at \$3.3 million. The settlement revenue has been budgeted in full between FY2023 and FY2024, with \$1.65 million in each year in the Hanauma Bay Fund. Revenues can be found under Recoveries – Others on page C-19 of the Detailed Statement of Revenues and Surplus in the *Executive Program and Budget Fiscal Year 2024, Volume 1 – Operating Program & Budget*. The General Fund settlement will be expended from the Provision for Judgments, Settlements and Losses which is budgeted at \$20 million in both FY2023 and FY2024, therefore the appropriation should not be cut, and no additional transfer of funds is needed.