CITY COUNCIL

REFERRAL APPEAL FORM

DATE: July 18, 2025

'25 JUL 21 PM 4:04 CITY CLERK

TO: COUNCIL CHAIR

FROM: Tommy Waters
COMMITTEE CHAIR

BILL/RESOLUTION/COMMUNICATION AND SUBJECT:

RESOLUTION 25-173, APPROVING THE PROPOSED BUDGET FOR THE HAWAI'I STATE ASSOCIATION OF COUNTIES FOR THE FISCAL YEAR 2025-2026.

STATUS (Reading/PH):

INTRODUCED ON 6/17/25

CURRENTLY REFERRED TO COMMITTEE(S):

EXECUTIVE MANAGEMENT

☐ DESIRED COMMITTEE(S) RE-REFERRED TO:

OR

☑ DIRECT REFERRAL TO COUNCIL FLOOR

Reason(s) for Appeal:

Committee Chair (Requestor)

* * * * * * * * * * * * * *

Tony Waters
Council Chair

7-21-25
Date

Granted ☑
Denied ☐

cc: Councilmembers
City Clerk
Council Assistance

COUNCIL COM. 194

(Rev. 9/23/05)

HONOLULU CITY COUNCIL

KE KANIHELA O KE KALANA O HONOLULU

CITY AND COUNTY OF HONOLULU

No. 25-173

RESOLUTION

APPROVING THE PROPOSED BUDGET FOR THE HAWAI'I STATE ASSOCIATION OF COUNTIES FOR THE FISCAL YEAR 2025-2026.

WHEREAS, the Hawai'i State Association of Counties ("HSAC") is composed of the members of the four county councils of the State of Hawai'i; and

WHEREAS, Section 18 of the HSAC bylaws requires HSAC to prepare and submit to each county council a proposed operating budget for approval each fiscal year; and

WHEREAS, on May 30, 2025, the HSAC Executive Committee unanimously approved the proposed Fiscal Year 2025-2026 HSAC operating budget; now, therefore,

BE IT RESOLVED by the Council of the City and County of Honolulu that it approves the proposed operating budget of the Hawai'i State Association of Counties for Fiscal Year 2025-2026, as approved by the HSAC Executive Committee and described in Exhibit A attached to this resolution; and

HONOLULU CITY COUNCIL

KE KANIHELA O KE KALANA O HONOLULU

CITY AND COUNTY OF HONOLULU

No. 25-173

RESOLUTION

BE IT FINALLY RESOLVED that a copy of this resolution be transmitted to the President of the Hawai'i State Association of Counties and a copy be e-mailed to: hsac@hawaiicounties.org.

INTRODUCED BY:

DATE OF INTRODUCTION:

JUN 17 2025

Honolulu, Hawai'i

Councilmembers

OCS2025-0483/6/10/2025 12:44 PM

Hawai'i State Association of Counties (HSAC)
Counties of Kaua'i, Maui, Hawai'i, and City & County of Honolulu
Website: hawaiicounties.org : **Email:** hsac@hawaiicounties.org

June 5, 2025

Aloha Chair,

Attached for your consideration is the FY 2026 Revised Proposed HSAC Budget and Justifications, which was approved by the HSAC Executive Committee on May 30 2025.

Please note pursuant to Section 18 of the HSAC bylaws, the HSAC Executive Committee shall prepare and submit to each council an operating budget. Each council shall pass a resolution or take the necessary action in accordance with their respective rules and procedures to approve the operating budget before the ensuing fiscal year begins, or as reasonably close thereto as possible.

The budget shall present a complete financial plan for the current operations of the corporation in the ensuing fiscal year, showing all funds, reserves, and proposed expenditures which will be shared commonly and equally by all councils.

Please send a copy of the approved resolution from your council to hsac@hawaiicounties.org by Monday June 30, 2025.

Your attention to this matter is greatly appreciated. Please let us know if you have any questions.

Mahalo,

Heather Kimball, HSAC President
Hawai'i State Association of Counties

Heather T. Kimball

EXHIBIT A

		FY 2025 Approved Budget	FY 2025 Adjusted Budget	FY 2025 Actual YTD (July 2024 - March 31, 2025)	FY 2026 Proposed Budget
1	**BEGINNING BALANCE**			$48,376.11	
2					
3	**REVENUES**				
4	HSAC Membership Fees	$60,000.00		$30,000.00	$60,000.00
5	**NACo Dues**				
6	Hawai'i County	$3,970.00		$3,970.00	$3,970.00
7	City and County of Honolulu	$20,330.00		Received in April	$20,330.00
8	Kaua'i County	$1,466.00		$1,466.00	$1,466.00
9	Maui County	$2,893.00		Received in April	$2,893.00
10	Events Income	$100,000.00		$254,708.12	$100,000.00
11	Interest Income	$30.00		$13.30	$30.00
12	Miscellaneous	$0.00			$0.00
13	NACo Prescription Drug Marketing Fee	$500.00			$500.00
14	NACo 3 + 1	$0.00		$1,813.19	$1,500.00
15	**TOTAL REVENUE**	$189,189.00		$291,970.61	$190,689.00
16					
17	**EXPENSES**				
18	**Executive Committee (EC)**				
19	EC Travel	$21,800.00		$9,274.48	$31,800.00
20	EC Auditing/Professional Services	$20,000.00	$23,000.00	$5,709.42	$20,000.00
21	EC Meeting Supplies	$700.00			$700.00
22	EC Subscriptions & Software	$2,000.00		$3,551.15	$4,000.00
23	**Special Committees**				
24	Special Committee Travel	$0.00			$0.00
25	Special Committee Miscellaneous	$0.00			$0.00
26	**NACo**				
27	NACo Board Travel	$30,000.00		$11,175.12	$30,000.00
28	NACo Steering Committee Travel	$0.00			$0.00
29	NACo Events & Outreach	$10,000.00		$2,500.10	$10,000.00
30	NACo Dues	$28,659.00			$28,659.00
31	**WIR**				
32	WIR Travel	$15,000.00		$2,563.69	$15,000.00
33	WIR Dues	$3,804.00			$3,804.00
34	**Other**				
35	HSAC Promotion, Events and Outreach	$5,000.00			$5,000.00
36	HSAC Consulting Fund (Lobbyist)	$25,000.00		$18,814.44	$25,000.00
37	HSAC Administrative Services (ED)	$50,261.76		$41,884.80	$50,261.76
38	HSAC Executive Director Travel	$11,000.00	$8,500.00	$3,000.00	$11,000.00
39	NCCAE Dues	$750.00		$1,500.00	$750.00
40	D&O and General Liability Insurance	$1,315.00		$1,365.00	$1,400.00
41	Miscellaneous			$48,543.46	
42	**TOTAL EXPENSES**	$225,289.76		$149,881.66	$237,374.76
43					
44	**Total Revenue**	$189,189.00	$0.00	$291,970.61	$190,689.00
45	**Total Expenses**	$225,289.76	$0.00	$149,881.66	$237,374.76
46	**Net**	($36,100.76)	$0.00	$142,088.95	($46,685.76)

HSAC Budget Justifications
FY 2025-2026

Beginning Balance will be determined at the close of the Fiscal Year. As of March 31, 2025 the account balance was $48,376.11. This balance is prior to the transfer of funds from the 2024 HNL HSAC conference which is in the amount of $248,908.12.

Membership Fees - no change.

NACO Dues - no change.

Event income (Annual conference): $100,000, divided by 4 = $25,000 from each county.

$200,364.66: 2024 HNL HSAC conference revenue.

Note that this line item used to be called "Conference income" but was deliberately changed to allow HSAC to host other revenue generating events throughout the year.

The host county is primarily responsible for generating conference revenue. Other counties are encouraged to support via sponsorship, the golf tournament, registration or by hosting another fundraising event.

Interest Income - no change.

NACo Prescription Drug Marketing Program - no change.

EC Travel is $21,800.

The number of in person meetings is 2 per year. This could include 2 day trips at $300 each, or 1 overnight at $600.

Travel includes: Air, Ground, Lodging, Registration

One day travel = $300, which includes car rental ($100) and round trip flight ($200). For two day travel, $600, which includes car rental ($200), hotel ($200), and round trip flight ($200).

3 members will be traveling, as 1 member remains on island

Proposed budget includes 2 in person day trip meetings per year for HSAC EC. Total of 2 visits per year, for 3 members.

6 x $300 = $1,800

EC travel for all 4 members to mainland conferences increases from 2 conferences =$20,000, to 3 conferences=$30,000 per year to match the same number of conferences for NACo board members.

$2,500 per member according to what is defined as travel expenses in the bylaws.

3 conferences annually relating to NACo, NCCAE and WIR.

3 x $2,500 = $7,500 annual allowance per member

4 members x $7,500 = $30,000

Total for EC Travel = $30,000 + $1,800 = **$31,800**

EC Auditing/Professional Services is $20,000 which includes $15,000 for the cost of the audit and $5,000 for accounting fees including the annual tax filing.

FY 2025 Budget adjustment: HSAC EC on Nov 14, 2024: Made a budget adjustment to move $2500 allocated under HSAC ED travel to the EC Auditing/Professional Services line item. $3000 remains in the HSAC ED travel line unspent for the NCCAE annual conference in October of 2024.

EC Meeting Supplies no change. Includes the cost of lunch for the HSAC EC and supporting staff members when the HSAC EC meets in person.

$350 per meeting x 2 meetings per year in State = $700

EC Subscriptions & Software increased to $4,000 from $2,000 to account for the increased cost of Quickbooks and the online accounts. Includes but is not limited to squarespace website fee, domain purchase, zoom account, google drive storage, annual business filing, charitable organization filing fee, annual fee for Quickbooks.

Special Committees - Travel & Miscellaneous: no change.

NACo Travel remains the same at $30,000.

Travel includes: Air, Ground, Lodging, Registration

$2,500 for each of the 3 board members, 4 meetings per year.

4($2,500 x 3) = $30,000

NACo Steering Committee Travel no change.

NACo Events and Outreach remains the same at $10,000 for the HSAC events hosted at the NACo annual and legislative conference.

NACo dues included as revenue; each county to remit assessed amounts to HSAC for payment to NACo. NACo increased the fees for 2025 based on the 2020 census data.

COUNTY	2025 DUES AMOUNT	HSAC DUES	TOTAL REQUEST FROM EACH COUNTY
Hawai'i County	$3,970	$15,000	**$18,970**
City and County of Honolulu	$20,330	$15,000	**$35,330**
Kaua'i County	$1,466	$15,000	**$16,466**
Maui County	$2,893	$15,000	**$17,893**
TOTAL	**$28,659**	**$60,000**	**$88,659**

WIR Travel remains the same at $15,000.

Travel includes: Air, Ground, Lodging, Registration

Budget for $15,000 = ($2,500 x 2 Board members x 3 meetings).

The FY24 budget line for this was amended to be decreased to $12,500, as one WIR member chose not to travel to the WIR conference and the funds were reallocated elsewhere in the budget.

WIR Dues remain the same.

HSAC Promotion, Events, and Outreach remains at $5,000.

These funds are to help cover costs related to communicating HSAC activities and reports to its members, other government officials, and the public. This also includes mailers, advertisements for annual conferences, etc.

The HSAC events at the NACo annual and legislative conference have been moved out of this budget line item and into "NACo events and outreach."

HSAC Consulting Fund remains the same at $25,000.

HSAC Administrative Services (ED) remains the same at $50,261.76.

HSAC Executive Director Travel remains the same at $11,000. The per travel allotment is set at $3,000 per trip due to cost of travel to the mainland often exceeding $2,500 and the ED does not have access to other county travel funds to be reimbursed from.

Includes 3 trips at $3000, including NACO/WIR Conferences, and the National Council of County Association Executives (NCCAE) conference.

$2000 allocated for reimbursement of travel expenses to attend the HSAC annual conference.

Cost of the flight not to exceed the amount to travel from Honolulu to the conference venue.

(3 x $3,000) + $2,000 = $11,000.

FY2025 Budget amendment: HSAC EC approved $500 for Nahelani Parsons, Executive Director to participate in the Professional Development Academy AI Leadership Academy.

These funds will be taken from the HSAC ED Travel line item in the budget which has $3000 unused budget from the NCCAE annual conference that was not attended in 2024. $2500 to be used for bookkeeping and $500 remain for the AI Leadership Academy.

National Council of County Association Executives Dues remains the same at $750.

Miscellaneous: $48,298.41 - Kahala Hotel Payment and 245.05 - Conference Reimbursement were debited from the main account instead of the conference account in error. This was reimbursed to HSAC general account in the conference transfer of funds.

Report Title:
Hawai'i State Association of Counties; HSAC; Budget

The summary description of legislation appearing on this page is for informational purposes only and is not legislation or evidence of legislative intent.