

Reader's Guide to the Budget

This section provides a description of the standard forms contained within each departmental program budget. The county's budget is comprised of many different funds, of which, the General Fund is the most notable. The General Fund includes the operating funds for the majority of county departments including, Fire and Public Safety, Housing and Human Concerns, Police, Parks and Recreation, and some of Public Works. This fund also provides funding for capital projects and supplemental transfers to Solid Waste and Golf Funds.

Presented within the County of Maui operating budget are details of each department budget as well as program summaries. The program summary for each department includes the following sections:

- **Department Summary:** Includes a description of the department/agency's purpose, countywide outcome(s) section provides a link of the *department's* goals and objectives to the overall county outcomes, a glance at the department/agency's programs and/or activities, organizational chart, charts of ensuing fiscal year expenditures and equivalent personnel by fund, summary of equivalent personnel by program, strategies to accomplish the department/agency's mission or purpose, and a description of the external factors impacting the department/agency's operations.
- **Program Narratives:** Includes a brief statement of the program's purpose or function, countywide outcome(s), population served by the program, services provided, key activity goals and measures¹, program summary charts of expenditures and equivalent personnel by character and fiscal year, detailed expenditures summary by character and object, equivalent personnel summary by position title, and continuation and expansion budget changes from current fiscal year's budget. A program may be funded by more than one type of fund. The type of funding for the program described is indicated in the header of each page. Programs that are funded through Grant Revenue Fund and Revolving Fund² are also presented. The program narratives also include tables containing the following information:
 - **Continuation Budget Changes from FY 2016 Adopted Budget:** Includes a brief explanation of changes for items with increases and/or decreases from the Adopted Budget, at the object level. The **Continuation Budget Changes** table includes the Mayor's allowable adjustments that are generally categorized as either inflationary adjustments or other allowable budget adjustments for the following purposes:
 1. **Personnel Related Items** – Funds required for longevity pay based on the most current bargaining unit contracts.
 2. **Annualization of Programs and New Facilities** – Increases to annualize programs or new facilities that were funded only for a portion of FY 2016.
 3. **Operating Reserves** – Operating costs to make facilities operational and functional are allowed in the continuation budget for authorized capital projects scheduled for completion during FY 2017.
 4. **Nonrecurring Items** – Nonrecurring or one-time items approved by the County Council that may be removed from the continuation budget, including equipment and vehicle purchases included in the FY 2016 Adopted Budget.
 5. **Statutorily Established Salary Increases** – Salary increases required by statutes for specified position classifications.

¹ Performance Measures with "N/A" in the data fields represent new measures added/created in the ensuing fiscal year and therefore, prior actual or current estimates are not available.

² In prior fiscal years, information relating to budgetary items funded through the Revolving Fund was not presented as this fund type is not part of the County's Budgetary Structure.

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6. **Equipment – On-Going Lease** – Increases relating to on-going leased equipment such as copy machines.
7. **Salary Adjustments** – The salary related amounts based on the authorized budget for FY 2016 plus any necessary annualizing of positions.
8. **Allowable Inflationary Adjustments** - Departments use allowable inflationary adjustment rates as provided by the Budget Office to accurately project budgetary needs created by inflation for FY 2017. The rates are used to develop increases and/or decreases in those items subject to the inflationary factors. Requests for increases and/or decreases in funding related to inflation are considered for Water, Sewer, Electricity, Propane, Gasoline and Diesel Fuel. Below is the Schedule of Inflationary Factor that was provided to the departments in order to calculate these adjustments:

COUNTY OF MAUI
OFFICE OF THE MAYOR - BUDGET DIVISION
INFLATIONARY FACTOR

<u>Item</u>	<u>Sub-Object Code</u>	<u>FY 2017</u>
<u>Water</u>	6178	0.05 *
<u>Sewer</u>	6150	0.05 *
<u>Electricity</u>	6120	0.05 *
<u>Propane</u>	6022	0.02 *
<u>Gasoline and Diesel Fuel</u>	6022/6023	0.03 *

*Inflationary factors are applied to the average of FY2014 and FY2015 actual expenditures. Reductions should be reflected for energy savings measures. Increases other than inflation need to be presented as an expansion.

In addition to the allowable continuation items mentioned above, departmental proposals to change a program by redirecting funds from one program to another are also reflected as part of the Continuation Budget Request.

- **Expansion Budget Requests from FY 2016 Adopted Budget** - Includes the following items: increase in salaries and premium pay, including equivalent personnel; additional operating funds above those allowed in the continuation budget, including new and/or pilot programs; equipment purchases; funds to replace grant awards no longer provided to the county; and any expansion request that is related to information technology.
- **County Grant Subsidy Detail** - Includes the name of grantee/program, prior fiscal years' actual amounts, current fiscal year's appropriation amount, and ensuing fiscal year's proposed amount for each line item grant. It also includes a description of each county grant subsidy program. This section is presented as applicable to the department.

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Examples of the detailed expenditures summary by character and object, equivalent personnel summary by position title, continuation and expansion budget changes from current fiscal year's budget, and county grant subsidy detail are presented on the next few pages with descriptions to help readers gain a better understanding of the information provided.

CHARACTER/ OBJECT DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 ADOPTED	2017 PROPOSED	CHANGE AMOUNT	CHANGE PERCENT
Salaries and Wages						
OTHER PREMIUM PAY	\$62,153	\$122,062	\$45,360	\$51,200	\$5,840	12.9%
WAGES & SALARIES	\$156,375	\$299,012	\$306,480	\$354,272	\$47,792	15.6%
Salaries and Wages Total	\$218,528	\$421,074	\$351,840	\$405,472	\$53,632	15.2%
Operations						
MATERIALS & SUPPLIES	\$23,008	\$9,375	\$18,200	\$18,200	\$0	N/A
OTHER COSTS	\$111,065	\$72,479	\$42,400	\$67,400		%
SERVICES	\$15,271	\$217,659	\$92,000	\$167,000		%
SPECIAL PROJECTS	\$0	\$0	\$600,000	\$600,000		A
TRAVEL	\$49,935	\$26,024	\$12,380	\$12,380		A
UTILITIES	\$43,804	\$50,000	\$10,000	\$50,055		%
Operations Total	\$242,883	\$375,478	\$1,182,980	\$915,035	\$100,784	12.4%
Equipment						
CIP EXPENDITURE	\$271,264	\$0	\$0	\$0	\$0	N/A
MACHINERY & EQUIPMENT	\$0	\$133	\$0	\$0	\$0	N/A
Equipment Total	\$271,264	\$133	\$0	\$0	\$0	N/A
Department Total	\$1,041,991	\$1,020,680	\$1,166,091	\$1,320,507	\$154,416	13.2%

The budget details provide the account type at the object level. The Object Descriptions found within each Character Type are listed in the table below.

Character Type	Object Description ³
Salaries and Wages	Wages and Salaries, Other Premium Pay and Fringes
Countywide Expenditures	Fringe Benefits and Employee Welfare, Pensions, Other Employee Welfare, Other Costs, Materials and Supplies, and Services
Operations	Materials and Supplies, Services, Utilities, Other Costs, Budgeted Expenditures, Interest Expense, Debt Service, Interfund Cost Reclassification, Non-Operating Expenses, Non-Operating Grant Expenses, Amortization of Debt Expense, Non-Budget Expenditures, and Special Projects
Debt Service	Debt Service, Interest and Issuance Costs and Principal Costs
Transfers Out	Transfers out to General Fund, Special Revenue Funds, Debt Service Fund, Capital Projects Fund, Other Governmental Funds, Proprietary Funds, and Full Accrual Fund
Transfers In	Transfers in to General Fund, Special Revenue Funds, and Other Governmental Funds

³ Each object type consists of various sub-object codes. The sub-object code is the county's lowest level of account detail. For a list of sub-object descriptions under each object type, please contact the Budget Office.

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Character Type	Object Description
Equipment or Capital Outlays	Land, Buildings, Leasehold Improvements, Machinery and Equipment, Lease Purchases, Asset Disposal, Transferred to Fixed Assets, and Capital Improvement Program (CIP) Expenditure

Provides the title of each position.

Provides the E/P count per position title as adopted by County Council for FY 2014, FY 2015 and FY 2016.

Mayor's proposed E/P count for FY 2017.

Indicates the change in E/P count and percentage from FY 2016 Adopted to FY 2017 Proposed.

Equivalent Personnel by Position Title

POSITION TITLE	2014 ADOPTED	2015 ADOPTED	2016 ADOPTED	2017 PROPOSED	CHANGE AMOUNT	CHANGE PERCENT
Account Clerk III	1.0	1.0	1.0	1.0	0.0	N/A
Administrative Officer	1.0	1.0	1.0	1.0	0.0	N/A
Departmental Personnel Clerk	1.0	1.0	1.0	1.0	0.0	N/A
First Deputy Prosecuting Attorney	0	0	1.0	1.0	0.0	N/A
Law Office Manager	0	0	1.0	1.0	0.0	N/A
Prosecuting Attorney	0	0	1.0	1.0	0.0	N/A
Victim Witness Director	1.0	1.0	1.0	1.0	0.0	N/A
Program Total	7.0	7.0	7.0	7.0	0.0	N/A

Provides the total E/P count by program for each fiscal year.

Continuation Budget Changes (+/- \$10,000) from FY 2016 Adopted Budget

EXPLANATION OF BUDGET CHANGES	CHANGE AMOUNT	CHANGE E/P
Salaries and Wages		
WAGES AND SALARIES:		
912014A-5101 Regular Wages: Adjustments in salary bargaining increases and step changes.	\$27,728	0.0
Operations		
SERVICES:		
912014B-6132 Professional Services: Deletion of one-time appropriation for set-up and data entry of a logistics database.	-\$20,000	
Equipment		
None	\$0	

Items are presented by index code along with explanations of changes from FY 2016 Adopted to FY 2017 Proposed.

Reflects the FY 2017 proposed change in E/P count, if any.

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Expansion Budget Request from FY 2016 Adopted Budget

EXPLANATION OF BUDGET CHANGES	A description of the change(s) and additional appropriation amount requested in the proposed fiscal year.	CHANGE AMOUNT	CHANGE E/P
Salaries and Wages			
None		\$0	0.0
Operations			
SERVICES:			
907055B-6138 R & M - Services/Contracts: Increase based on act maintenance.	Totals reflect the Expansion Budget request in both dollar and E/P amounts, if any, as proposed for FY 2017.	\$2,000	
Equipment			
None		\$0	
TOTAL PROPOSED EXPANSION BUDGET		\$2,000	0.0

List of the grantee or program that will be receiving grant awards from the county, also listed as a line item grant in the budget ordinance.

Indicates the actual amount of grant award received by the grantee in FY 2014 and FY 2015.

Indicates the amount of grant subsidy appropriated in FY 2016.

Mayor's proposed budget for FY 2017.

County Grant Subsidy Detail

Name of Grantee/Program	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Proposed
University of Hawaii Maui College Sea Grant	\$78,246	\$77,839	\$88,975	\$88,975
Wailuku Main Street/Tri-Isle Main Street Resource Center	-\$182,250	\$0	\$0	\$0
Wailuku First Friday Events	\$0	\$0	\$0	\$25,000
TOTAL COUNTY GRANT SUBSIDY – ADMINISTRATION & PLANNING PROGRAM	-\$104,004	\$77,839	\$88,975	\$113,975

County Grant Subsidy Program Description
University of Hawaii Maui College Sea Grant

Provides a description of the grant award program.

Grant funding provides 80% of the salary, 35% employee fringe and nominal indirect costs (3.5%) for the University of Hawaii Maui College Sea Grant extension agent on Maui, who essentially works full-time with the Planning Department's shoreline planners and assists with the county's compliance with State Coastal Zone Management Law (Chapter 205A, HRS).

Wailuku First Friday Events

Grant funding supports Wailuku First Friday events, a free community street part held on the first Friday of each month on Market Street in historic Wailuku town.

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This budget book also contains details of the Mayor's proposed capital budget. The project sheets for each capital project with proposed appropriation for FY 2017 are presented by department.

Guidelines to the Capital Project Sheet

Listed below are the terminologies and abbreviations used in capital project sheets. Project sheets provide detailed information about the proposed capital project, its relevance to strategic plans, and financial information.

Each project sheet contains the following components:

Project Name: This is a descriptive name that provides the reader with some basic information about the project.

CBS No.: This is a unique identification number assigned to the project for tracking and Capital Budget System (CBS) purposes.

Department Name: Name of the department responsible for managing the capital project.

District: One of eight community districts within Maui County: Hana, Paia-Haiku, Makawao-Pukalani-Kula, Wailuku-Kahului, Kihei-Makena, West Maui, Lanai and Molokai. A designation of Countywide indicates the project benefits or is used in more than one district.

Project Type: Maui County has eight different project types:

- Drainage:** projects include road drainage and gulch improvements and drainage master plans.
- Government Facilities:** projects include construction, improvements, or repairs to facilities such as fire and police stations, youth centers, base yards, historic sites and other general government facilities.

CBS No: CBS-1003									
Project Name: Countywide Fire Facilities									
Department: Department of Fire and Public Safety									
District: Countywide									
Project Type: Government Facilities									
Anticipated Life: 20-25 Years									
Prior Years	Appr	Ensuimg	Subsequent Years					Total	
Expend/Encb	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	6-Year	
998,832	300,000	300,000	500,000	500,000	500,000	500,000	0	2,300,000	
PROJECT DESCRIPTION									
Capital maintenance projects which includes projects related to renovation, replacement, or repair of major building components. Projects being considered include, application of non-slip floor finish, building renovations for additional office space for ocean safety personnel, and construction of a garage structure for equipment storage.									
PROJECT JUSTIFICATION									
Providing for these facility requests may lower the risk of injury to employees, provide additional office space, and provide for weather protection for vehicles and equipment.									
STRATEGIC PLAN ALIGNMENT									
Department's Strategic Plan				Countywide Priority Results					
Sec 2:1 improve the department's response times to emergencies; Sec 7:1 Ensure the department meets all applicable OSHA Standards; Sec 6:5 Develop a facility rehab plan.				A Suitable Public Infrastructure An Efficient, Effective, and Responsive Government A Prepared, Safe, and Livable County					
OPERATING IMPACT NARRATIVE									
No operating impact.									
FUNDING DETAILS									
Phase Description	Fund Code	Appr FY2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	
Renovations	GF	300,000	300,000	500,000	500,000	500,000	500,000	0	
Schedule of Activities		Methods of Financing (Ensuimg + 5 Years)							
Activity	Start	End	Amount	Funding Source		Amount			
Renovations	07/01/2015	12/31/2021	2,300,000	General Fund		2,300,000			
Total Capital Project Costs			2,300,000	Total Funding Requirements					2,300,000
Total O&M Costs			0						
Total Capital & Operating Costs			2,300,000						

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3. **Other:** projects include capital projects for the county that are not classified project types and for capital equipment related projects.
4. **Parks and Recreation:** projects include playing field construction, gym improvements, swimming pool construction and repair, and court resurfacing.
5. **Road Improvements:** projects include new construction, resurfacing, safety improvements, bikeways, sidewalks, and bridge repair and maintenance.
6. **Sanitation:** projects include landfill facility expansion, closure and composting/recycling projects.
7. **Sewer:** projects include pump station improvements, facility upgrades and transmission system improvements.
8. **Water Supply:** projects include construction, repair and maintenance of facilities and infrastructure of water utility.

Anticipated Life Cycle: The projected useful life (number of years) of a capital project.

Project Description: Briefly describes the capital project, type and scope of work that will be done and other relevant information regarding the project.

Project Justification: Justifies the need for the project and describes the major benefits or reasons why this project is required. It may include information such as relieving current inadequacies, meeting new and/or increase service demands, benefits to the environment, health and safety issues, etc.

Strategic Plan Alignment: Identifies the capital project's relevance to the department's strategic plan, the Countywide Priority Results, and the County's General Plan or Island Plans.

Operating Impact Narrative: Defines the project's impact on the annual operating budget for the departments. It includes items such as changes in staffing levels, anticipated expenses for salaries, operations, maintenance, and utility.

Start/End Date: Dates each project phase is anticipated to start and be completed.

Project Phase: Each capital project includes estimated project costs in the following phases:

1. **Acquisition-Land or Building:** Covers all aspects of the project associated with or incidental to the acquisition of any interest in land or building required in connection with the project, including appraisal necessary for the acquisition.
2. **Planning:** Includes feasibility studies, environmental assessments/impact statements, and permitting.
3. **Design:** Includes topographic surveys, development of plans and specifications, and preparation of cost estimates.
4. **New Construction:** A new construction project is a single undertaking involving construction of one or more facilities. Included in the project are: all work necessary to accomplish a specific purpose and produce a complete and usable new structure; the equipment installed and made part of the facility; and site development. New construction includes:
 - Construction of or site work for a new plant, including erection, installation, or assembly of a new building, structure, or utility system.
 - Any addition, expansion, or extension to a structure that adds to its overall exterior dimensions.

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- Complete replacement of a facility that, because of age, hazardous conditions, obsolescence, structural and building safety conditions or other causes, is beyond the point where it may be economically repaired or renovated and can no longer be used for its designated purpose.
- 5. **Renovations:** Renovations include:
 - Alteration of interior space arrangement and other physical characteristics, such as utilities, so that a structure may be more effectively used for its present designated functional purpose.
 - Conversion of interior arrangement and other physical characteristics, such as utilities and fix equipment installed on and made a part of the facility or structure, so that an existing structure may be effectively utilized for a new functional purpose.
 - Renovation of most or all of a facility or structure or an existing mechanical system to comply with current building code requirements or to modernize it so that it may be more effectively used for its designated functional purpose.
 - Restoration of a facility or structure to the maximum extent possible to its former or original state (historic property).
 - Relocation from one site to another of a facility or structure either by moving it intact or by disassembling it and subsequently reassembling it.
 - Major repair to restore a facility, mechanical system, or utility system to a condition that allows it to continue to be appropriately used, including the reprocessing or replacement of parts or materials that have deteriorated by action of the elements or “wear and tear” in use.
- 6. **Furniture, Fixture, and Equipment:** Equipment is a tangible resource of a permanent or long-term nature used in an operation or activity.
- 7. **Other:** Any additional costs (i.e. construction management services) associated with this project, which do not fit one of the preceding categories.

Funding Code: Project funding is identified as potential sources for capital projects for planning purposes. The source codes on each of a project sheet indicates the following:

- AH** Affordable Housing Fund
- BW** Bikeway Fund
- GB** General Obligation Bond issues secured by the county’s General Fund
- GF** General Fund
- FD** Federal funds, usually related to highway and public transportation system projects. Generally, federal funds are provided at the rate of \$4 to \$1 county match for the construction portion of qualifying projects
- HF** Highway Fund
- LBF** Lapsed Bond funds are proceeds from the issuance of general obligation bonds that lapse six months after the end of the fiscal year
- LF** Liquor Control Fund
- OG** Other grant fund sources not identified in other funding codes
- PA** Park assessment is land, or funds in lieu of land, that is dedicated or paid to the county as a condition of the approval of a subdivision. The funds may be used for the purpose of providing parks and playgrounds
- SRF** State Revolving Loan Fund for Water and Wastewater projects
- ST** State funded projects
- SW** Solid Waste Fund
- WF** Wastewater Fund
- WR** Restricted Water Fund
- WU** Unrestricted Water Fund