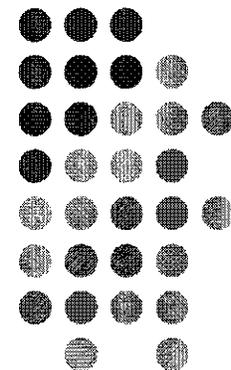
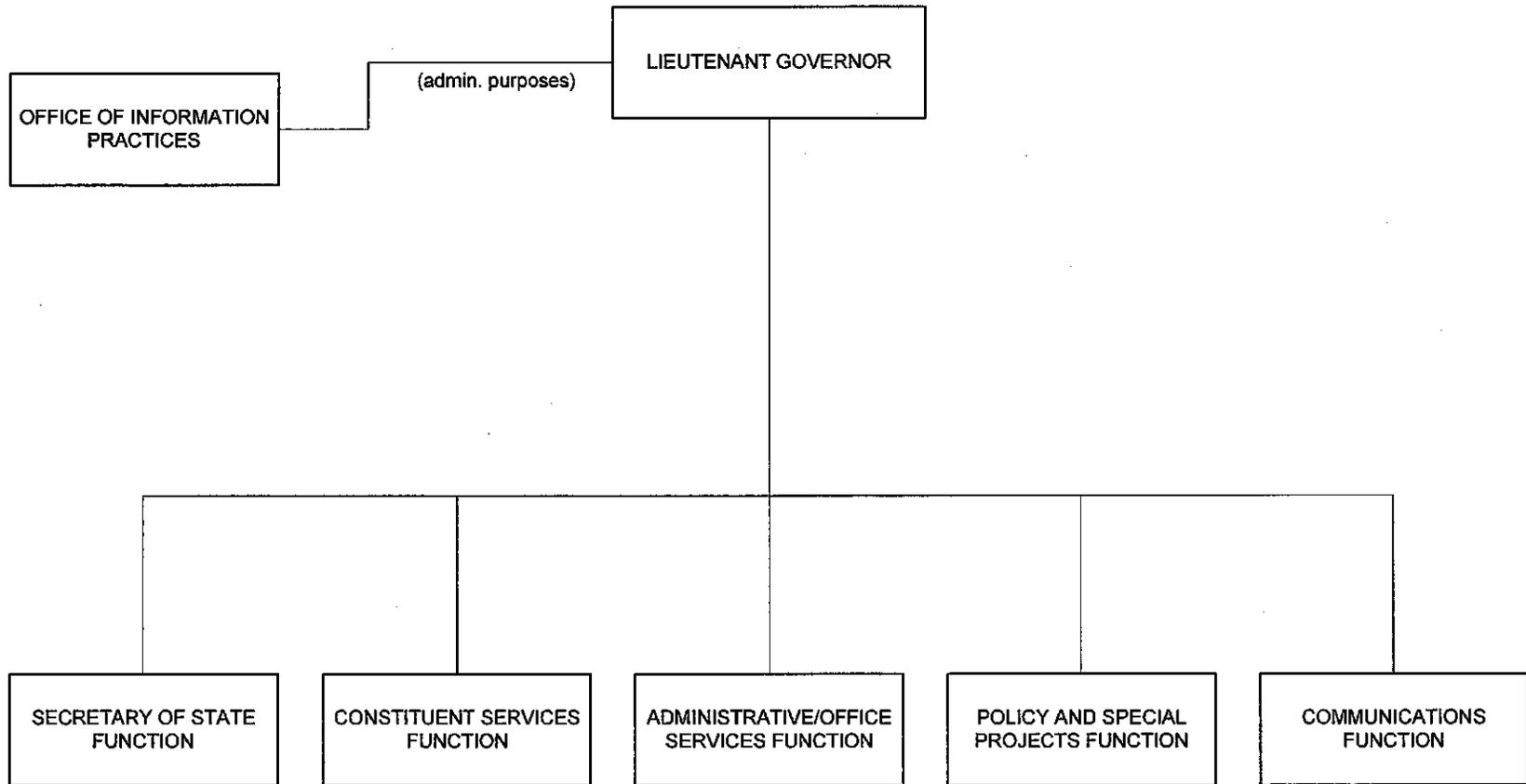


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**Office of the Lieutenant Governor**



STATE OF HAWAII  
DEPARTMENT OF THE LIEUTENANT GOVERNOR  
ORGANIZATION CHART



# OFFICE OF THE LIEUTENANT GOVERNOR

## Department Summary

***Mission Statement***

To enhance the efficiency and effectiveness of state programs by providing leadership and executive management.

***Department Goals***

To provide effective leadership and executive management, and protect the public's interest by ensuring that government processes are open.

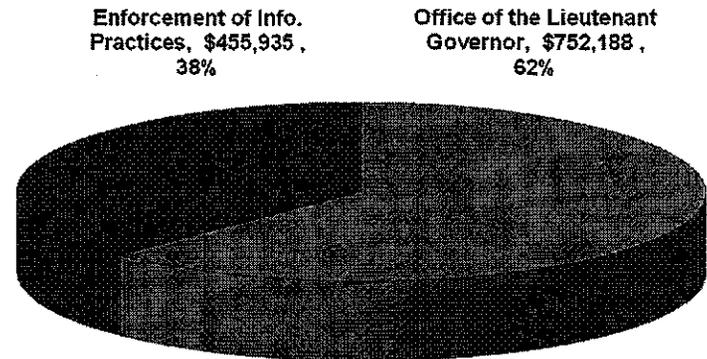
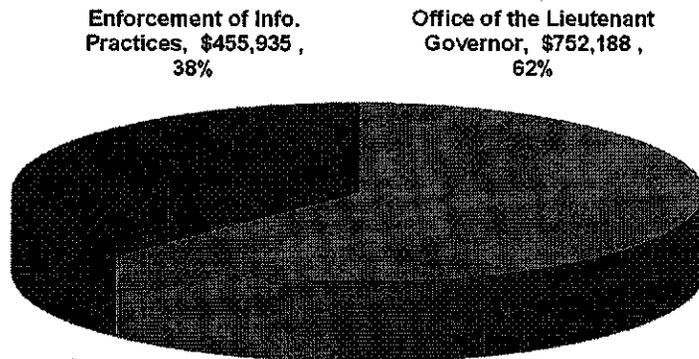
***Significant Measures of Effectiveness***

	<u>FY 2014</u>	<u>FY 2015</u>
1. Total revenue from sales as a percentage of cost of publication	105	105
2. Number of requests for general guidance (Attorney of the Day)	1150	1150

### FB 2013-2015 Operating Budget by Major Program Area

FY 2014

FY 2015



## **OFFICE OF THE LIEUTENANT GOVERNOR MAJOR FUNCTIONS**

- Exercise the executive powers whenever the Governor is absent from the State or unable to exercise and discharge the powers and duties of the office; serve as the Secretary of State for intergovernmental relations; perform duties and undertake projects assigned by the Governor; and provide administrative support to the Office of Information Practices.
- Provide general advice and guidance to agencies and the public on the UIPA and the Sunshine Law; assist the public in obtaining records and responses to record requests; conduct inquiries into an agency's compliance with the UIPA and the Sunshine Law; and investigate alleged violations of these laws.

## **MAJOR PROGRAM AREAS**

The Office of the Lieutenant Governor has programs in the following major program areas:

### **Individual Rights**

LTG 105      Enforcement of Information Practices

### **Government-Wide Support**

LTG 100      Office of the Lieutenant Governor

**Office of the Lieutenant Governor  
(Operating Budget)**

		<b>Budget Base</b>		
		<b>FY 2014</b>	<b>FY 2014</b>	<b>FY 2015</b>
<b>Funding Sources:</b>	Positions	8.00	8.00	8.00
General Funds	\$	1,048,123	1,208,123	1,208,123
<b>Total Requirements</b>		8.00 1,048,123	8.00 1,208,123	8.00 1,208,123

**Major Adjustments in the Executive Budget Request:** (general funds unless noted)

1. Adds \$50,000 to fund an Administrative Assistant for the Office of the Lieutenant Governor (LG)
2. Adds 1.00 temporary position and \$56,000 for an Energy Analyst for the LG.
3. Adds 0.50 temporary position and \$54,000 to restore funds for manpower requirements for the Office of Information Practices.

**OPERATING AND CAPITAL APPROPRIATIONS**

REPORT P61-A

PROGRAM ID:  
 PROGRAM STRUCTURE NO.  
 PROGRAM TITLE: **OFFICE OF THE LIEUTENANT GOVERNOR**

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY2011-12	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	FY2018-19
OPERATING COST	8.00*	8.00*	8.00*	8.00*	8.0*	8.0*	8.0*	8.0*
PERSONAL SERVICES	927,416	865,882	1,125,388	1,125,388	1,126	1,126	1,126	1,126
OTHER CURRENT EXPENSES	92,301	62,735	82,735	82,735	82	82	82	82
<b>TOTAL OPERATING COST</b>	<b>1,019,717</b>	<b>928,617</b>	<b>1,208,123</b>	<b>1,208,123</b>	<b>1,208</b>	<b>1,208</b>	<b>1,208</b>	<b>1,208</b>
BY MEANS OF FINANCING	8.00*	8.00*	8.00*	8.00*	8.0*	8.0*	8.0*	8.0*
GENERAL FUND	1,019,717	928,617	1,208,123	1,208,123	1,208	1,208	1,208	1,208
TOTAL POSITIONS	8.00*	8.00*	8.00*	8.00*	8.00*	8.00*	8.00*	8.00*
<b>TOTAL PROGRAM COST</b>	<b>1,019,717</b>	<b>928,617</b>	<b>1,208,123</b>	<b>1,208,123</b>	<b>1,208</b>	<b>1,208</b>	<b>1,208</b>	<b>1,208</b>

**Office of the Lieutenant Governor  
(Capital Improvements Budget)**

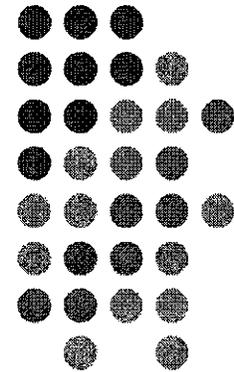
	<u>FY 2014</u>	<u>FY 2015</u>
<b>Funding Sources:</b>		
General Obligation Bonds	0	0
Federal Funds	0	0
<b>Total Requirements</b>	<u>0</u>	<u>0</u>

**Highlights of the Executive CIP Budget Request:** (general obligation bonds unless noted)

1. None.

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## Operating Budget Details



OPERATING AND CAPITAL APPROPRIATIONS

REPORT P61-A

PROGRAM ID:  
 PROGRAM STRUCTURE NO. 10  
 PROGRAM TITLE: INDIVIDUAL RIGHTS

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY2011-12	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	FY2018-19
OPERATING COST	5.00*	5.00*	5.00*	5.00*	5.0*	5.0*	5.0*	5.0*
PERSONAL SERVICES	352,024	351,066	435,611	435,611	436	436	436	436
OTHER CURRENT EXPENSES	30,197	20,324	20,324	20,324	20	20	20	20
<b>TOTAL OPERATING COST</b>	<b>382,221</b>	<b>371,390</b>	<b>455,935</b>	<b>455,935</b>	<b>456</b>	<b>456</b>	<b>456</b>	<b>456</b>
BY MEANS OF FINANCING								
GENERAL FUND	5.00*	5.00*	5.00*	5.00*	5.0*	5.0*	5.0*	5.0*
	382,221	371,390	455,935	455,935	456	456	456	456
TOTAL POSITIONS	5.00*	5.00*	5.00*	5.00*	5.00*	5.00*	5.00*	5.00*
TOTAL PROGRAM COST	382,221	371,390	455,935	455,935	456	456	456	456

OPERATING AND CAPITAL APPROPRIATIONS

REPORT P61-A

PROGRAM ID: **LTG105**  
 PROGRAM STRUCTURE NO. **1002**  
 PROGRAM TITLE: **ENFORCEMENT OF INFORMATION PRACTICES**

PROGRAM EXPENDITURES	--IN DOLLARS--				--IN THOUSANDS--			
	FY2011-12	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	FY2018-19
OPERATING COST	5.00*	5.00*	5.00*	5.00*	5.0*	5.0*	5.0*	5.0*
PERSONAL SERVICES	352,024	351,066	435,611	435,611	436	436	436	436
OTHER CURRENT EXPENSES	30,197	20,324	20,324	20,324	20	20	20	20
<b>TOTAL OPERATING COST</b>	<b>382,221</b>	<b>371,390</b>	<b>455,935</b>	<b>455,935</b>	<b>456</b>	<b>456</b>	<b>456</b>	<b>456</b>
BY MEANS OF FINANCING								
GENERAL FUND	5.00*	5.00*	5.00*	5.00*	5.0*	5.0*	5.0*	5.0*
	382,221	371,390	455,935	455,935	456	456	456	456
TOTAL POSITIONS	5.00*	5.00*	5.00*	5.00*	5.00*	5.00*	5.00*	5.00*
TOTAL PROGRAM COST	382,221	371,390	455,935	455,935	456	456	456	456

PROGRAM ID: LTG105  
 PROGRAM STRUCTURE: 1002  
 PROGRAM TITLE: ENFORCEMENT OF INFORMATION PRACTICES

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
<b>MEASURES OF EFFECTIVENESS</b>								
1. # CASES CLOSED IN FY-EXCLUDE TRNG/LIT RULES/SP PRJ	70	70	160	160	160	160	160	160
2. # PENDING CASES @ END OF FY-NO TRNG/LIT/RULES/SP P	70	70	65	65	65	65	65	65
3. % OF PENDING CASES OPENED IN REPORTED FY	80	80	80	80	80	80	80	80
4. % OF PENDING CASES OPEN FROM PREVIOUS FY	50	50	15	15	15	15	15	15
5. % OF PENDING CASES MORE THAN 2 FY OLD	95	95	5	5	5	5	5	5
6. % STATE DEPTS&JUD POSTING UIPA LOG TO DATA.HAWAII.	60	60	100	100	100	100	100	100
7. # HITS ON OIP WEBSITE, EXCLUDING HOME PAGE HITS			48,000	48,000	48,000	48,000	48,000	48,000
<b>PROGRAM TARGET GROUPS</b>								
1. DE FACTO POPULATION OF HAWAII								
2. ALL STATE AND COUNTY AGENCIES								
3. ALL STATE AND COUNTY GOVERNMENT EMPLOYEES								
4. OTHERS INTERESTED IN HAWAII GOVT RECORDS & MTGS								
<b>PROGRAM ACTIVITIES</b>								
1. # UIPA/SL FORMAL/INFORMAL REQUESTS FOR ASSISTANCE	800	800	1150	1150	1150	1150	1150	1150
2. # OF AOD INQUIRIES RECEIVED			1000	1000	1000	1000	1000	1000
3. # OF FORMAL AND INFORMAL OPINIONS ISSUED			26	26	26	26	26	26
4. # OF LAWSUITS MONITORED	15	15	4	4	4	4	4	4
5. # OF LEGISLATIVE PROPOSALS MONITORED			160	160	160	160	160	160
6. # OF WEBSITE UINIQUE VISITS FROM HI, EXCLUDING OIP	5	5	23,000	23,000	23,000	23,000	23,000	23,000
7. # OF LIVE TRAINING SESSIONS & PUBLIC PRESENTATIONS	9	9	20	20	20	20	20	20
8. # OF TRNG MATERIALS & VIDEOS POSTED TO WEBSITE	24	24	20	20	20	20	20	20
9. # OF PUBLIC COMMUNICATIONS			50	50	50	50	50	50

NOTE: PROGRAM REVENUES BY TYPE AND FUND MAY NOT BE ACCURATE DUE TO SYSTEMS ERROR.

A. Statement of Program Objectives

1. Administration of the state's open records law, the Uniform Information Practices Act (Modified) Chapter 92F, HRS
2. Administration of the state's open meetings law, the Sunshine Law, Part I of Chapter 92, HRS
3. Administration of the state's Records Report System, HRS §92F-18
4. Determination of certain appeals from Department of Taxation decisions, HRS §231-19.5

B. Description of Request and Compliance with Section 37-68(1)(A)(B)

1. Convert position #102257 from .50 FTE to 1.0 FTE and add funding of \$29,000
2. Restore "vacancy savings" previously removed from budget: \$25,000

C. Description of Activities Performed

OIP provides legal guidance and assistance to the public as well as to all state and county boards and agencies regarding the public's rights and agency and board responsibilities and compliance under the UIPA and the Sunshine Law. In so doing, OIP assists the public in obtaining responses to record requests; conducts inquiries and investigations of alleged possible violations of both statutes; reviews the records of agencies, resolves complaints, provides recommendations for legislative changes or comments on legislation affecting the UIPA or Sunshine Law; provides assistance to boards and agencies in complying with the provisions of the UIPA and Sunshine Law; issues written advisory opinions under both laws; rules on appeals under the UIPA on agency denials of access to records; produces newsletters and other communications; develops training materials and conducts live training sessions; maintains and oversees the Records Report

System; and reports to the Governor and the Legislature. OIP also reviews and rules on appeals from Department of Taxation decisions as to what constitutes written opinions that are available for public inspection and copying under HRS §231.19.5.

D. Statement of Key Policies Pursued

The key policies pursued are the State's policies underlying the UIPA and Sunshine Law to: (1) promote the public interest in disclosure; (2) provide for accurate, relevant, timely, and complete disclosure of government records in accordance with the UIPA; (3) enhance governmental accountability through a general policy of access to government records and meetings; (4) make government accountable to individuals in the collection, use, and dissemination of information related to them; and (5) balance the individual privacy interest against the public access interest, allowing access unless it would constitute a clearly unwarranted invasion of privacy.

E. Identification of Important Program Relationships

Because the UIPA and the Sunshine Law affect all state and county agencies and boards, the program's important relationships are with the thousands of units of state and county departments, agencies administrations, boards, commissions, authorities, and committees. Important relationships thus include all state and county legal counsel, board members, and government staff assigned to address or comply with these laws for their respective agencies or boards. Important relationships also include the general public, whose rights are protected by OIP.

**F. Description of Major External Trends Affecting the Program**

Trends that affect OIP's program primarily include the advancements in technology providing for electronic access to and dissemination of information. These technological advances must be addressed by amending statutes to recognize, address and utilize this form of access and dissemination; and by encouraging agencies to utilize this technology to provide access to government records; and by developing new training materials and tools that can harness technology to improve OIP's efficiency and effectiveness.

**G. Discussion of Cost, Effectiveness, and Program Size Data**

To cost effectively leverage its limited resources and to increase awareness by more state and county government agencies, board members, and the general public, OIP has placed greater emphasis on education and the prevention of problems. In FY 2012, OIP increased by 50% the number of training materials that are freely available on its website 24/7. With the basic training on the UIPA and Sunshine Law readily available on-line, OIP was able to double the number of in-person training sessions to provide more specialized courses. For the first time, OIP partnered in FY 2012 with other public and private organizations to provide continuing legal education to over 265 attorneys so that they can properly counsel their clients on open government laws and procedures. OIP's education efforts and use of technology has efficiently leveraged the time and knowledge of its four experienced staff attorneys and has made OIP's training more widely and readily available to everyone, including the general public, and not just government employees and board members.

Mainly through e-mails and website postings, OIP more than quadrupled its communications in FY 2012 in order to reach out to the agencies and the public with timely information regarding OIP and open government news. Additionally, OIP conducted its first on-line survey of users in the fall of 2011 to learn how it could improve its services and was honored to discover that more than 95% (48 of 51) respondents reported being satisfied or very satisfied with OIP's services overall.

The emphasis on training and communication has resulted in greater agency and public awareness of the open government requirements and a more than 30% increase in requests for OIP's assistance, including a 39% increase in attorney of the day calls. Despite this increased workload, OIP was still able to issue 25 opinions and obtain successful passage of two legislative proposals in FY 2012.

OIP advises all state and county departments, boards, agencies, commissions, and other entities and has achieved its successes in FY 2012 with a total staff of 7.5 approved positions. Largely due to budget cuts and restrictions in recent years and the need to make unfunded payouts for vacation/sick leave liabilities on behalf of departing employees, OIP was not fully staffed until October 2011, when it was able to fill its fourth staff attorney position. Despite its small size, OIP is fortunate to have a stable and experienced staff to do all that OIP does for the general public and the thousands of governmental units that are subject to the UIPA and Sunshine Law. At this point, OIP's value and cost effectiveness are not in question, but retention of employees is a concern.

H. Discussion of Program Revenues

Not applicable.

I. Summary of Analysis Performed

Not applicable.

J. Further Considerations

Requests for informal assistance via OIP's attorney of the day (AOD) service increased 39% in FY 2012. Experienced attorneys are needed to provide same-day AOD advice on all aspects of the UIPA and Sunshine Law, and it typically takes a few years before a new attorney gains the necessary knowledge to be able to competently perform this service. Additionally, given the small size of OIP's staff, each position is critical to the office's efficient operation. Thus, the loss of experienced staff would greatly impact OIP, and retention of employees is a concern, particularly in light of the adverse impacts of previous cuts in pay and work hours in recent years.

OPERATING AND CAPITAL APPROPRIATIONS

REPORT P61-A

PROGRAM ID:

PROGRAM STRUCTURE NO. 11

PROGRAM TITLE: GOVERNMENT-WIDE SUPPORT

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY2011-12	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	FY2018-19
OPERATING COST	3.00*	3.00*	3.00*	3.00*	3.0*	3.0*	3.0*	3.0*
PERSONAL SERVICES	575,392	514,816	689,777	689,777	690	690	690	690
OTHER CURRENT EXPENSES	62,104	42,411	62,411	62,411	62	62	62	62
<b>TOTAL OPERATING COST</b>	<b>637,496</b>	<b>557,227</b>	<b>752,188</b>	<b>752,188</b>	<b>752</b>	<b>752</b>	<b>752</b>	<b>752</b>
BY MEANS OF FINANCING								
GENERAL FUND	3.00*	3.00*	3.00*	3.00*	3.0*	3.0*	3.0*	3.0*
	637,496	557,227	752,188	752,188	752	752	752	752
TOTAL POSITIONS	3.00*	3.00*	3.00*	3.00*	3.00*	3.00*	3.00*	3.00*
TOTAL PROGRAM COST	637,496	557,227	752,188	752,188	752	752	752	752

OPERATING AND CAPITAL APPROPRIATIONS

REPORT P61-A

PROGRAM ID: **LTG100**  
 PROGRAM STRUCTURE NO. **110102**  
 PROGRAM TITLE: **OFFICE OF THE LIEUTENANT GOVERNOR**

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY2011-12	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	FY2018-19
OPERATING COST	3.00*	3.00*	3.00*	3.00*	3.0*	3.0*	3.0*	3.0*
PERSONAL SERVICES	575,392	514,816	689,777	689,777	690	690	690	690
OTHER CURRENT EXPENSES	62,104	42,411	62,411	62,411	62	62	62	62
<b>TOTAL OPERATING COST</b>	<b>637,496</b>	<b>557,227</b>	<b>752,188</b>	<b>752,188</b>	<b>752</b>	<b>752</b>	<b>752</b>	<b>752</b>
BY MEANS OF FINANCING								
GENERAL FUND	3.00*	3.00*	3.00*	3.00*	3.0*	3.0*	3.0*	3.0*
	637,496	557,227	752,188	752,188	752	752	752	752
<b>TOTAL POSITIONS</b>	<b>3.00*</b>	<b>3.00*</b>	<b>3.00*</b>	<b>3.00*</b>	<b>3.00*</b>	<b>3.00*</b>	<b>3.00*</b>	<b>3.00*</b>
<b>TOTAL PROGRAM COST</b>	<b>637,496</b>	<b>557,227</b>	<b>752,188</b>	<b>752,188</b>	<b>752</b>	<b>752</b>	<b>752</b>	<b>752</b>

PROGRAM ID: LTG100  
 PROGRAM STRUCTURE: 110102  
 PROGRAM TITLE: OFFICE OF THE LIEUTENANT GOVERNOR

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
<b>MEASURES OF EFFECTIVENESS</b>								
1. TTL REV FRM SALES AS % OF COST OF PUBLICATION	80	80	105	105	105	105	105	105
<b>PROGRAM TARGET GROUPS</b>								
1. TOTAL DE FACTO POPULATION (THOUSANDS)	1447	1447	1447	1447	1447	1447	1447	1447
<b>PROGRAM ACTIVITIES</b>								
1. NO. OF APPLCNTS FOR CHANGE OF NAMES BY INDIVIDUAL	1300	1300	1900	1900	1900	1900	1900	1900
2. NO. REQ FOR HRS, SESS LAWS, SUPPLEMENTS (000)	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2
<b>PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)</b>								
CHARGES FOR CURRENT SERVICES	116	116	116	116	116	116	116	116
TOTAL PROGRAM REVENUES	116	116	116	116	116	116	116	116
<b>PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)</b>								
GENERAL FUNDS	116	116	116	116	116	116	116	116
TOTAL PROGRAM REVENUES	116	116	116	116	116	116	116	116

NOTE: PROGRAM REVENUES BY TYPE AND FUND MAY NOT BE ACCURATE DUE TO SYSTEMS ERROR.

A. Statement of Program Objectives

To enhance the efficiency and effectiveness of state programs by providing leadership and executive management and by developing policies and priorities to give program direction.

1. The Lieutenant Governor serves in his capacity on a full-time basis and performs such duties as provided by law. Hawai'i Const. Article V, Section 2. Additionally, the Lieutenant Governor also acts in place of the Governor in the event of the Governor's absence from the State. Hawai'i Const. Article V, Section 4.
2. The Lieutenant Governor is designated Secretary of State for intergovernmental relations. In this capacity, the Lieutenant Governor directs and performs varied activities which are required by law, including: name changes, authentication of documents, sale of official state publications, compilation of administrative rules, compilation of legislative acts and monitoring of state open meeting laws. Hawai'i Rev. Statutes Section 26-1.
3. The Lieutenant Governor also performs duties and undertakes projects assigned by the Governor. At this time, these duties are: (i) maximizing the amount of external funds coming into the state through the Hawai'i Fair Share Initiative (FSI), (ii) working collaboratively with other state agencies and the private sector to foster economic opportunities for Hawai'i within the Asia Pacific Region, and (iii) assuming a leadership role in the area of energy, by way of coordinating and supporting the state's energy priorities in advancing our clean energy future. Hawai'i Rev. Statutes Section 26-1.

4. The Lieutenant Governor also provides administrative support to agencies attached to this office, which include: The Office of Information Practices. Hawai'i Rev. Statutes Section 26-1.

B. Description of Request and Compliance with Section 37-68(1)(A)(B)

Request an additional \$50,000 to fill one vacant administrative position and to supplement operating costs. Since March of 2012, the volume of name changes being processed has nearly doubled (due to the passage of the "presence law" last session), and therefore additional capacity is needed to adequately service the public.

Also, request an additional \$56,000 and a temporary position to hire an energy analyst to support the Lieutenant Governor's leadership role with respect to advancing Hawai'i's clean energy policies and priorities.

C. Description of Activities Performed

The administrative position would support the processing of name changes and other secretary of state duties that are required to be performed by statute.

The energy analyst would perform any and all necessary research and analysis on energy issues that come before the Lieutenant Governor.

D. Statement of Key Policies Pursued

Performing required secretary of state services efficiently and effectively, advancing Hawai'i's clean energy future, fostering economic development opportunities within the Asia Pacific Region and maximizing external funds for the State of Hawai'i.

E. Identification of Important Program Relationships

Secretary of State Services: Department of Health and the Attorney General's Office.

Energy: DBEDT, the PUC, Hawai'i's Congressional Delegation and other key clean energy partners and stakeholders.

Asia Pacific Relations: DBEDT, the U.S. Japan Council, the various ethnic chambers of commerce, consulates, etc.

FSI: The Department of Budget and Finance, the Department of Accounting and General Services and Hawai'i's Congressional Delegation.

F. Description of Major External Trends Affecting the Program

N/A

G. Discussion of Cost, Effectiveness, and Program Size Data

N/A

H. Discussion of Program Revenues

N/A

I. Summary of Analysis Performed

N/A