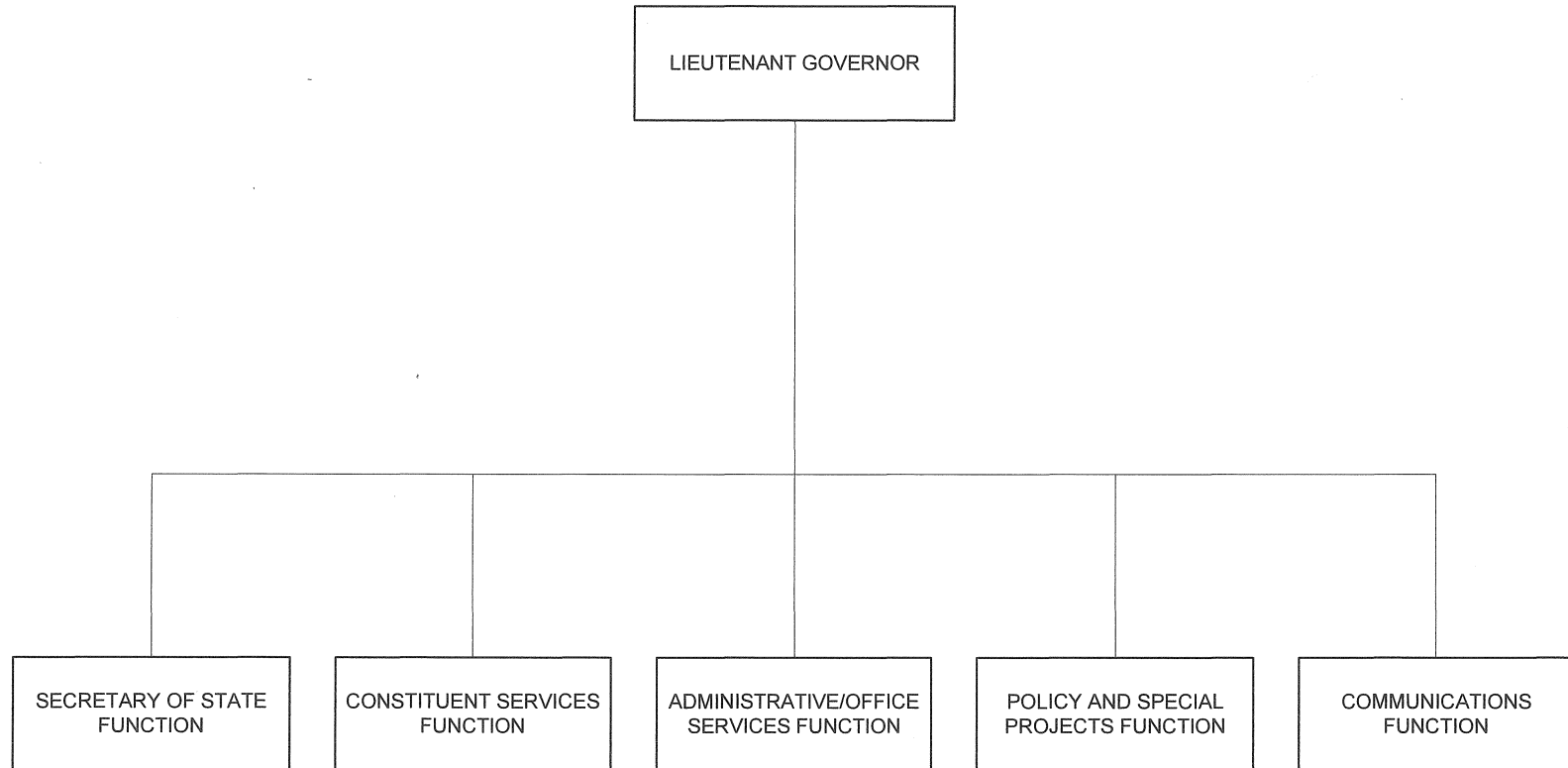




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## **Office of the Lieutenant Governor**

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 and by developing policies and priorities to give program direction.

### ***Department Goals***

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

### ***Significant Measures of Effectiveness***

1. Total revenue from sales as a percentage of cost of publication

**FY 2018**

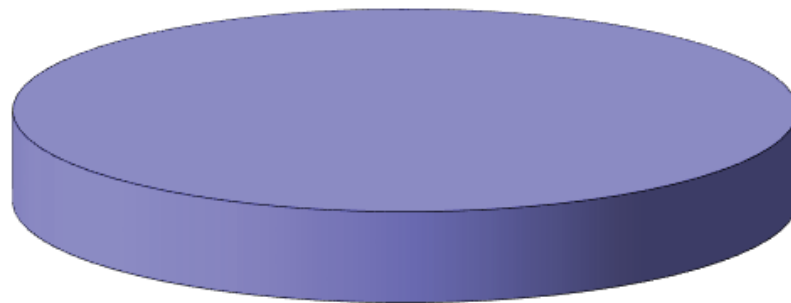
105

**FY 2019**

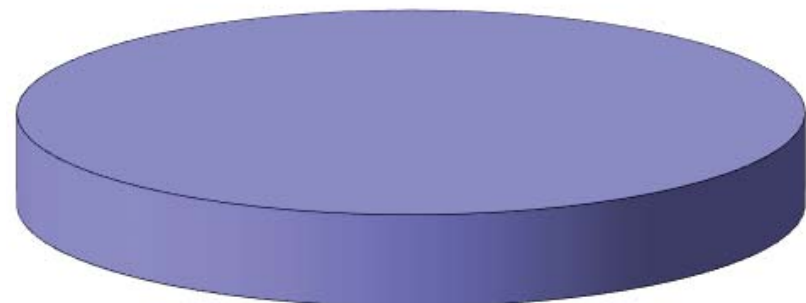
105

### **FB 2017-2019 Operating Budget by Major Program Area**

**FY 2018** **FY 2019**



Office of the  
Lieutenant Governor,  
\$1,061,626 , 100%



Office of the  
Lieutenant Governor,  
\$1,061,626 , 100%

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

- Exercises the executive powers whenever the Governor is absent from the State or is unable to discharge the powers and duties of the office.
- Performs duties and undertakes projects assigned by the Governor.
- Serves as the Secretary of State for intergovernmental relations.

## **MAJOR PROGRAM AREAS**

The Office of the Lieutenant Governor has a program in the following major program area:

### **Government-Wide Support**

LTG 100      Office of the Lieutenant Governor

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

		Budget Base FY 2018	Budget Base FY 2019	FY 2018	FY 2019
<b>Funding Sources:</b>	Perm Positions	3.00	3.00	3.00	3.00
	Temp Positions	11.00	11.00	11.00	11.00
General Funds	\$	1,061,626	1,061,626	1,061,626	1,061,626
		3.00	3.00	3.00	3.00
		11.00	11.00	11.00	11.00
<b>Total Requirements</b>		1,061,626	1,061,626	1,061,626	1,061,626

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

1. None.

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

	<u><b>FY 2018</b></u>	<u><b>FY 2019</b></u>
<b>Funding Sources:</b>		
General Obligation Bonds	-	-
Federal Funds	-	-
	<hr/>	
<b>Total Requirements</b>	-	-
	<hr/>	

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

1. None.

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:  
PROGRAM STRUCTURE NO:  
PROGRAM TITLE:

OFFICE OF THE LIEUTENANT GOVERNOR

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
OPERATING COST	9.00*	3.00*	3.00*	3.00*	3.0*	3.0*	3.0*	3.0*
	13.50**	11.00**	11.00**	11.00**	11.0**	11.0**	11.0**	11.0**
PERSONAL SERVICES	1,354,873	931,432	911,355	911,355	911	911	911	911
OTHER CURRENT EXPENSES	159,998	150,271	150,271	150,271	150	150	150	150
TOTAL OPERATING COST	1,514,871	1,081,703	1,061,626	1,061,626	1,061	1,061	1,061	1,061
BY MEANS OF FINANCING	9.00*	3.00*	3.00*	3.00*	3.0*	3.0*	3.0*	3.0*
	13.50**	11.00**	11.00**	11.00**	11.0**	11.0**	11.0**	11.0**
GENERAL FUND	1,514,871	1,081,703	1,061,626	1,061,626	1,061	1,061	1,061	1,061
TOTAL PERM POSITIONS	9.00*	3.00*	3.00*	3.00*	3.0*	3.0*	3.0*	3.0*
TOTAL TEMP POSITIONS	13.50**	11.00**	11.00**	11.00**	11.0**	11.0**	11.0**	11.0**
TOTAL PROGRAM COST	1,514,871	1,081,703	1,061,626	1,061,626	1,061	1,061	1,061	1,061

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

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

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
OPERATING COST	6.00*	0.00*	0.00*	0.00*	0.0*	0.0*	0.0*	0.0*
PERSONAL SERVICES	2.50**	0.00**	0.00**	0.00**	0.0**	0.0**	0.0**	0.0**
OTHER CURRENT EXPENSES	540,359							
	22,324							
TOTAL OPERATING COST	562,683	0	0	0	0	0	0	0
BY MEANS OF FINANCING								
	6.00*	*	*	*	*	*	*	*
	2.50**	**	**	**	**	**	**	**
GENERAL FUND	562,683							
TOTAL PERM POSITIONS	6.00*	*	*	*	*	*	*	*
TOTAL TEMP POSITIONS	2.50**	**	**	**	**	**	**	**
TOTAL PROGRAM COST	562,683							



# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID: LTG105  
 PROGRAM STRUCTURE NO: 1004  
 PROGRAM TITLE: ENFORCEMENT OF INFORMATION PRACTICES (HIST)

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
OPERATING COST	6.00*	0.00*	0.00*	0.00*	0.0*	0.0*	0.0*	0.0*
PERSONAL SERVICES	2.50**	0.00**	0.00**	0.00**	0.0**	0.0**	0.0**	0.0**
OTHER CURRENT EXPENSES	540,359							
	22,324							
TOTAL OPERATING COST	562,683	0	0	0	0	0	0	0
BY MEANS OF FINANCING								
	6.00*	*	*	*	*	*	*	*
	2.50**	**	**	**	**	**	**	**
GENERAL FUND	562,683							
TOTAL PERM POSITIONS	6.00*	*	*	*	*	*	*	*
TOTAL TEMP POSITIONS	2.50**	**	**	**	**	**	**	**
TOTAL PROGRAM COST	562,683							

PROGRAM ID: LTG105  
 PROGRAM STRUCTURE: 1004  
 PROGRAM TITLE: ENFORCEMENT OF INFORMATION PRACTICES (HISTORICAL)

	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
<u>MEASURES OF EFFECTIVENESS</u>								
1. # CASES CLOSED IN FY-EXCLUDE TRNG/LIT RULES/SP PRJ	100							
2. # PENDING CASES @ END OF FY-NO TRNG/LIT/RULES/SP P	100							
3. % OF PENDING CASES OPENED IN REPORTED IN FY	80							
4. % OF PENDING CASES OPEN FROM PREVIOUS FY	15							
5. % OF PENDING CASES MORE THAN 2 FY OLD	5							
6. % STATE DEPTS7JUD POSING UIPA LOG TO DAT.HAWAII.	100							
7. # HITS ON OIP WEBSITE, EXCLUDING HOME PAGE HITS	75000							
<u>PROGRAM TARGET GROUPS</u>								
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								
<u>PROGRAM ACTIVITIES</u>								
1. #UIPA/SL FORMAL/INFORMAL REQUESTS FOR ASSISTANCE	1300							
2. # OF AOD INQUIRIES RECEIVED	1100							
3. # OF FORMAL AND INFORMAL OPINIONS ISSUED	26							
4. # OF LAWSUITS MONITORED	15							
5. # OF LEGISLATIVE PROPOSALS MONITORED	180							
6. # OF WEBSITE UNIQUE VISITS FROM HI, EXCLUDING OIP	23000							
7. # OF LIVE TRAINING SESSIONS & PUBLIC PRESENTATIONS	20							
8. # OF TRNG MATERIALS & VIDEOS POSTED TO WEBSITE	20							
9. # OF PUBLIC COMMUNICATIONS	50							

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

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:

PROGRAM STRUCTURE NO:

PROGRAM TITLE:

11

GOVERNMENT-WIDE SUPPORT

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
OPERATING COST	3.00*	3.00*	3.00*	3.00*	3.0*	3.0*	3.0*	3.0*
	11.00**	11.00**	11.00**	11.00**	11.0**	11.0**	11.0**	11.0**
PERSONAL SERVICES	814,514	931,432	911,355	911,355	911	911	911	911
OTHER CURRENT EXPENSES	137,674	150,271	150,271	150,271	150	150	150	150
TOTAL OPERATING COST	952,188	1,081,703	1,061,626	1,061,626	1,061	1,061	1,061	1,061
BY MEANS OF FINANCING								
	3.00*	3.00*	3.00*	3.00*	3.0*	3.0*	3.0*	3.0*
	11.00**	11.00**	11.00**	11.00**	11.0**	11.0**	11.0**	11.0**
GENERAL FUND	952,188	1,081,703	1,061,626	1,061,626	1,061	1,061	1,061	1,061
TOTAL PERM POSITIONS	3.00*	3.00*	3.00*	3.00*	3.0*	3.0*	3.0*	3.0*
TOTAL TEMP POSITIONS	11.00**	11.00**	11.00**	11.00**	11.0**	11.0**	11.0**	11.0**
TOTAL PROGRAM COST	952,188	1,081,703	1,061,626	1,061,626	1,061	1,061	1,061	1,061

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:  
PROGRAM STRUCTURE NO: 1101  
PROGRAM TITLE: EXEC DIRECTN, COORD, & POLICY DEVELOPMENT

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
OPERATING COST	3.00*	3.00*	3.00*	3.00*	3.0*	3.0*	3.0*	3.0*
	11.00**	11.00**	11.00**	11.00**	11.0**	11.0**	11.0**	11.0**
PERSONAL SERVICES	814,514	931,432	911,355	911,355	911	911	911	911
OTHER CURRENT EXPENSES	137,674	150,271	150,271	150,271	150	150	150	150
TOTAL OPERATING COST	952,188	1,081,703	1,061,626	1,061,626	1,061	1,061	1,061	1,061
BY MEANS OF FINANCING								
	3.00*	3.00*	3.00*	3.00*	3.0*	3.0*	3.0*	3.0*
	11.00**	11.00**	11.00**	11.00**	11.0**	11.0**	11.0**	11.0**
GENERAL FUND	952,188	1,081,703	1,061,626	1,061,626	1,061	1,061	1,061	1,061
TOTAL PERM POSITIONS	3.00*	3.00*	3.00*	3.00*	3.0*	3.0*	3.0*	3.0*
TOTAL TEMP POSITIONS	11.00**	11.00**	11.00**	11.00**	11.0**	11.0**	11.0**	11.0**
TOTAL PROGRAM COST	952,188	1,081,703	1,061,626	1,061,626	1,061	1,061	1,061	1,061

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

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

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
OPERATING COST	3.00*	3.00*	3.00*	3.00*	3.0*	3.0*	3.0*	3.0*
	11.00**	11.00**	11.00**	11.00**	11.0**	11.0**	11.0**	11.0**
PERSONAL SERVICES	814,514	931,432	911,355	911,355	911	911	911	911
OTHER CURRENT EXPENSES	137,674	150,271	150,271	150,271	150	150	150	150
TOTAL OPERATING COST	952,188	1,081,703	1,061,626	1,061,626	1,061	1,061	1,061	1,061
BY MEANS OF FINANCING	3.00*	3.00*	3.00*	3.00*	3.0*	3.0*	3.0*	3.0*
	11.00**	11.00**	11.00**	11.00**	11.0**	11.0**	11.0**	11.0**
GENERAL FUND	952,188	1,081,703	1,061,626	1,061,626	1,061	1,061	1,061	1,061
TOTAL PERM POSITIONS	3.00*	3.00*	3.00*	3.00*	3.0*	3.0*	3.0*	3.0*
TOTAL TEMP POSITIONS	11.00**	11.00**	11.00**	11.00**	11.0**	11.0**	11.0**	11.0**
TOTAL PROGRAM COST	952,188	1,081,703	1,061,626	1,061,626	1,061	1,061	1,061	1,061

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

	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
<b>MEASURES OF EFFECTIVENESS</b>								
1. TTL REV FRM SALES AS % OF COST OF PUBLICATION	105	105	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	1800	1800	1800	1800	1800	1800	1800	1800
2. NO. REQ FOR HRS, SESS LAWS, SUPPLEMENTS	1000	1000	1000	1000	1000	1000	1000	1000
3. NO. REQ. FOR APOSTILLE/CERTIFICATION	5500	5500	5500	5500	5500	5500	5500	5500
<b>PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)</b>								
CHARGES FOR CURRENT SERVICES	88	88	88	88	88	88	88	88
TOTAL PROGRAM REVENUES	88	88	88	88	88	88	88	88
<b>PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)</b>								
GENERAL FUNDS	88	88	88	88	88	88	88	88
TOTAL PROGRAM REVENUES	88	88	88	88	88	88	88	88

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

## Program Plan Narrative

LTG100: OFFICE OF THE LIEUTENANT GOVERNOR

11 01 02

### **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.

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

No request for funds or new programs proposed.

### **C. Description of Activities Performed**

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 also 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 have centered on the Resources for Enrichment, Athletics, Culture and Health (R.E.A.C.H.) initiative for after school programs for middle/intermediate school students; the Hawaii Sports Development Initiative; Farm to School Initiative; Aerospace States Association; and West Region-at-Large Executive Committee Member, State Strategies in Education & Workforce Co-Chair, and State Strategies in International Relations Committee member for the National Lieutenant Governors Association, among others. Hawai'i Rev. Statutes Section 26-1.

4. The Lieutenant Governor is responsible for the implementation of the Commissioner of Deeds Program, pursuant to Chapter 503B, Hawai'i Rev. Statutes.

### **D. Statement of Key Policies Pursued**

The Office is focused on policies that will improve the quality of life for the citizens of Hawaii with special attention to after-school programs for middle and intermediate public school students, economic growth through the development of professional, amateur and youth sports, and increasing the consumption of locally grown produce in our public schools.

### **E. Identification of Important Program Relationships**

Acting Governor: Office of the Governor and cabinet.

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

Other initiatives and programs: Department of Education, Department of Human Services, Office of Youth Services, Department of Agriculture, Aloha Stadium, University of Hawaii, Department of Business, and Economic Development and Tourism, among others.

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

Advancements in technology require review of current processes to provide constituents with better access to Secretary of State operations of the Office of the Lieutenant Governor. The Office of the Lieutenant Governor has worked to make available online filing for the most utilized name change application forms and allow for online payment of application fees. In the future, additional processes should be reviewed to increase accessibility and efficiency; however, without IT staff, such advancements are a challenge and cannot be the priority of the Office.

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

Not applicable.

## Program Plan Narrative

**LTG100: OFFICE OF THE LIEUTENANT GOVERNOR**

**11 01 02**

### **H. Discussion of Program Revenues**

Revenues generated by the Office in the form of fees collected for Secretary of State functions continue to follow current trends. Subsequent to the implementation of the legal presence law in March 2012, the number of name change petitions increased dramatically, with the expectation that the number would taper off over time as individuals obtained proper identification documents. However, due to the implementation of an online filing and payment process for the most common name change petitions available, the number of name change petitions has not diminished. Therefore, fees collected from the processing of name change petitions has increased over the past four years and appears to be on trend to continue this pattern. However, with the greater availability and utilization of online resources and products, the sale of official state publications has decreased over the past four years, with such trend also continuing.

### **I. Summary of Analysis Performed**

Not applicable.

### **J. Further Considerations**

None.