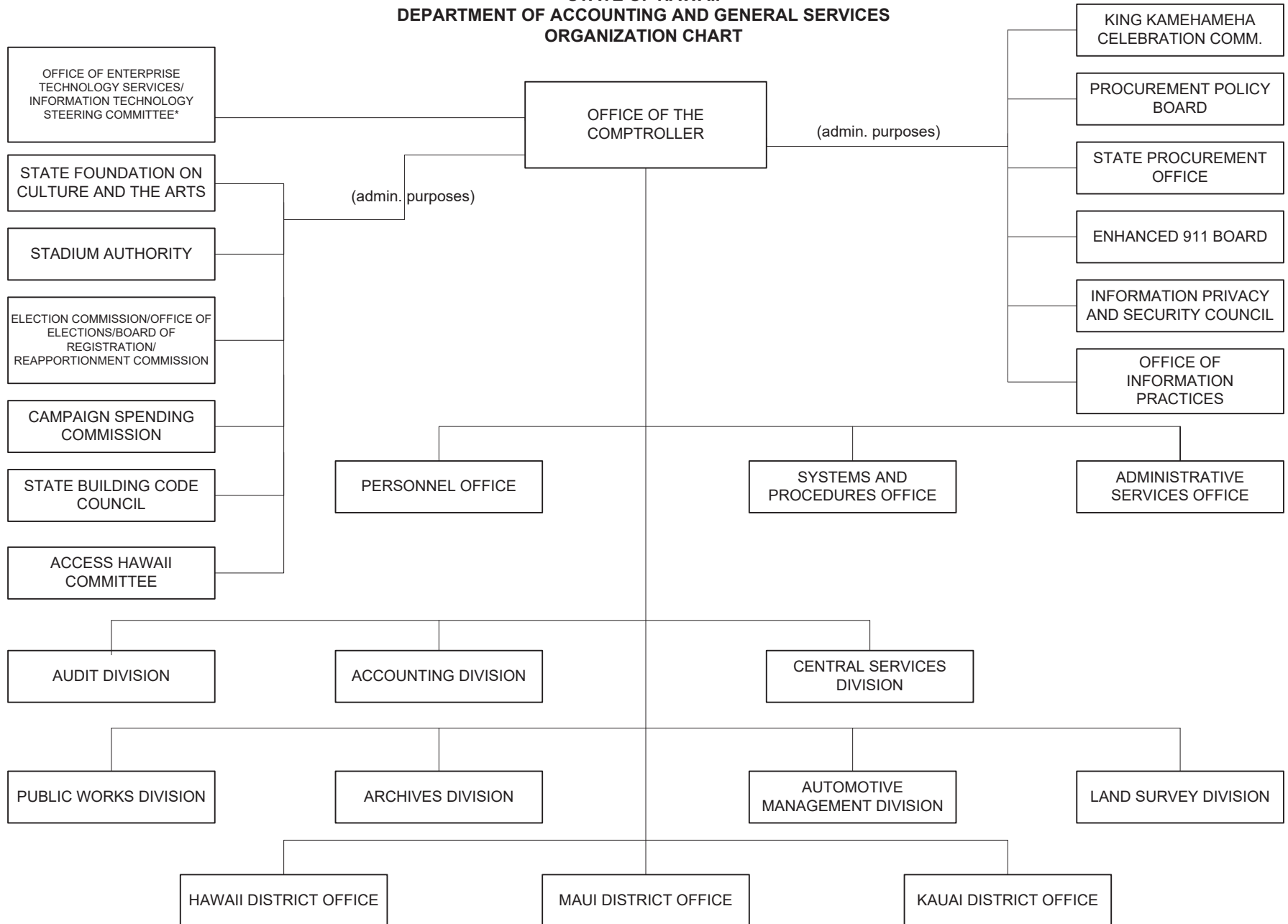




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## **Department of Accounting and General Services**

**STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES  
ORGANIZATION CHART**



# DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

## Department Summary

### ***Mission Statement***

To attain maximum value for the state taxpayers in providing physical, financial, and technical infrastructure support for state departments and agencies so they may accomplish their missions.

### ***Department Goals***

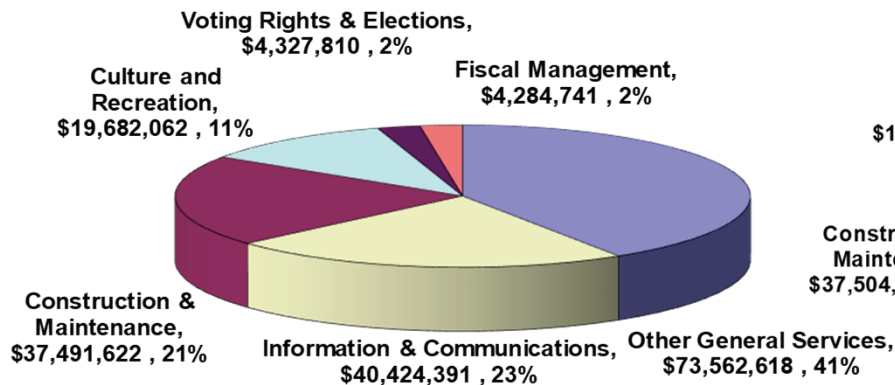
To strive for quality and consistency in the delivery of essential support services to other state departments and agencies. The department's activities reflect a continuing commitment towards cost efficiency, productivity, relevancy and timeliness of services.

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

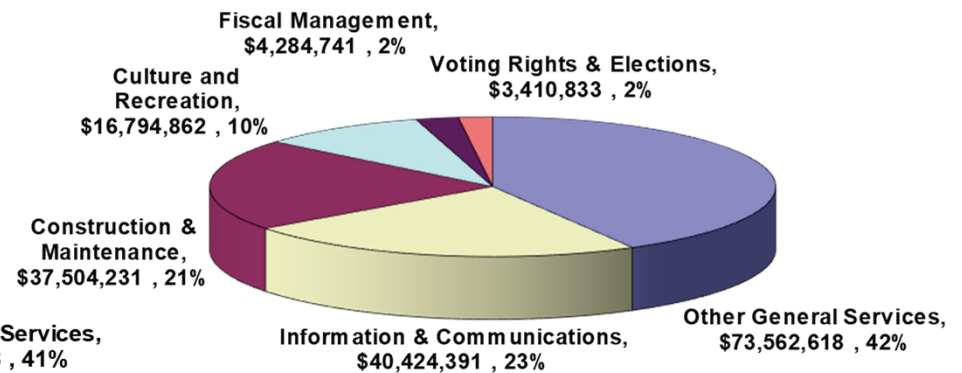
	<u>FY 2022</u>	<u>FY 2023</u>
1. Average in-house time to process payments to vendors (days)	5	5
2. Percentage of mainframe production jobs run on schedule	99	99
3. Average cost of change orders as a percentage of average actual construction cost	3	3

### **FB 2021-2023 Operating Budget by Major Program Area**

#### **FY 2022**



#### **FY 2023**



## DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

### MAJOR FUNCTIONS

- Maintains the State's accounting systems; records the State's financial transactions; verifies expenditures before payments; audits fiscal records of State agencies; and preparation of the State's Comprehensive Annual Financial Report.
- Coordinates and directs engineering, architectural, office leasing, and centralized services that include public building and school repair and maintenance (neighbor islands), custodial services, and grounds maintenance.
- Develops, implements, and manages statewide information technology governance, State information technology strategic plans, and technology standards.
- Administers the statewide information processing and telecommunication services and programs.
- Performs land survey work for government agencies.
- Preserves government records and historical material.
- Administers the State's risk management activities.
- Manages the State's motor pool and parking activities.
- Coordinates procurement activities under Chapter 103D and 103F, HRS.
- Manages and operates Aloha Stadium; guides and promotes culture, the arts, history and humanities.
- Directs the statewide elections systems; ensures full disclosure of campaign contributions and expenditures.
- Provides legal guidance and assistance on the open records law (HRS Chapter 92F (UIPA)), and the open meetings law (Part 1 of HRS Chapter 92 (Sunshine law)) and encourages government agencies to post open data online.

### MAJOR PROGRAM AREAS

The Department of Accounting and General Services has programs in the following major program areas:

#### **Formal Education**

AGS 807 School Repair & Maintenance,  
Neighbor Island Districts

#### **Culture and Recreation**

AGS 818 King Kamehameha  
Celebration Commission  
AGS 881 State Foundation on Culture  
& the Arts  
AGS 889 Spectator Events and Shows  
– Aloha Stadium

#### **Individual Rights**

AGS 105 Enforcement of Information  
Practices

#### **Government-Wide Support**

AGS 101 Accounting Sys Dev & Maintenance  
AGS 102 Expenditure Examination  
AGS 103 Recording and Reporting

AGS 104 Internal Post Audit  
AGS 111 Archives – Records  
Management  
AGS 131 Enterprise Technology Services –  
Operations and Infrastructure  
Maintenance  
AGS 203 State Risk Management and  
Insurance Administration  
AGS 211 Land Survey  
AGS 221 Public Works – Planning,  
Design, & Construction

AGS 223 Office Leasing  
AGS 231 Central Services – Custodial  
AGS 232 Central Services – Grounds  
Maintenance  
AGS 233 Central Services - Building  
Repairs and Alterations  
AGS 240 State Procurement  
AGS 244 Surplus Property Management  
AGS 251 Automotive Management – Motor  
Pool  
AGS 252 Automotive Management –  
Parking Control  
AGS 871 Campaign Spending Commission  
AGS 879 Office of Elections  
AGS 891 Enhanced 911 Board  
AGS 901 General Administrative Services

**Department of Accounting and General Services**  
(Operating Budget)

		Budget Base FY 2022	Budget Base FY 2023	FY 2022	FY 2023
<b>Funding Sources:</b>	Perm Positions	652.50	652.50	503.50	503.50
	Temp Positions	36.44	36.44	18.05	14.05
General Funds	\$	107,234,856	106,947,656	98,037,511	94,245,943
	Perm Positions	63.50	63.50	63.50	63.50
	Temp Positions	5.00	5.00	5.00	5.00
Special Funds	\$	26,436,566	26,436,566	26,377,822	26,377,822
	Perm Positions	5.00	5.00	5.00	5.00
	Temp Positions	1.00	1.00	1.00	1.00
Federal Funds	\$	856,496	856,496	856,496	856,496
	Perm Positions	-	-	-	-
	Temp Positions	-	-	-	-
Other Federal Funds	\$	606,936	606,936	-	-
	Perm Positions	-	-	-	-
	Temp Positions	1.00	1.00	1.00	1.00
Trust Funds	\$	413,907	413,907	413,907	413,907
	Perm Positions	42.00	42.00	42.00	42.00
	Temp Positions	-	-	-	-
Interdepartmental Transfers	\$	15,788,631	15,788,631	15,788,631	15,788,631
	Perm Positions	49.00	49.00	49.00	49.00
	Temp Positions	-	-	-	-
Revolving Funds	\$	38,298,877	38,298,877	38,298,877	38,298,877
		812.00	812.00	663.00	663.00
		43.44	43.44	25.05	21.05
<b>Total Requirements</b>		189,636,269	189,349,069	179,773,244	175,981,676

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

1. Trade-Off/Transfers (TO/TR) of funds only, from Office Leasing, Office of Enterprise Technology Services (ETS) and Office of Elections (OE) programs to support defunded positions in various programs. TO/TR of funds and positions from ETS' AGS 130/EG, Governance and Innovation program to a newly established program ID/org. code, AGS 131/EG, in order to streamline/simplify ETS program structure into a single program ID, AGS 131, Operations and Infrastructure Maintenance. TO/TRs are for both FY 22 and FY 23.
2. Adds \$500,000 in FY 22 in the OE program for vote counting system contracts. Reduces 4.00 FTE temporary positions in FY 23 for the reapportionment project as project ends in FY 22.
3. Adds \$2,587,200 in FY 22 for operating costs for the Aloha Stadium to cover shortfall in revenues due to the adverse economic impact of the pandemic. Also adds \$300,000 in FY 22 for annual structural assessment of the stadium facility.
4. Reduces 60.50 permanent and 5.39 temporary FTEs which were unfunded in various DAGS programs.
5. Reduces, under DAGS Program Review budget adjustments, a total of 90.50 permanent and 11.00 temporary FTE positions and \$11,584,545/\$11,701,713 in FY 22/FY 23. Includes the conversion of general funded positions and funds for Public Works (PW), 87.00 permanent and 1.00 temporary FTEs and \$5,962,321; and ETS, 10.00 temporary FTEs and \$955,512 to general obligation bonds in the CIP budget.

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:  
PROGRAM STRUCTURE NO:  
PROGRAM TITLE:

## DEPT OF ACCOUNTING AND GENERAL SERVICES

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
CURRENT LEASE PAYMENTS								
OTHER CURRENT EXPENSES	594,780	7,334,780	3,028,476	3,028,476	3,029	3,029	3,029	3,029
TOTAL CURRENT LEASE PAYMENTS COST	594,780	7,334,780	3,028,476	3,028,476	3,029	3,029	3,029	3,029
BY MEANS OF FINANCING								
GENERAL FUND	594,780	5,234,480	928,176	928,176	928	928	928	928
INTERDEPARTMENTAL TRANSFERS		2,100,300	2,100,300	2,100,300	2,101	2,101	2,101	2,101
OPERATING COST	845.00*	845.00*	663.00*	663.00*	669.0*	669.0*	669.0*	669.0*
	39.44**	43.44**	25.05**	21.05**	21.0**	21.0**	21.0**	21.0**
PERSONAL SERVICES	54,208,406	58,137,089	56,198,910	54,378,254	54,370	54,370	54,370	54,370
OTHER CURRENT EXPENSES	110,269,440	118,539,011	117,048,798	115,077,886	115,080	115,080	115,080	115,080
EQUIPMENT	2,056,129	1,081,556	1,067,660	1,067,660	1,067	1,067	1,067	1,067
MOTOR VEHICLES	652,753	2,504,400	2,429,400	2,429,400	2,430	2,430	2,430	2,430
TOTAL OPERATING COST	167,186,728	180,262,056	176,744,768	172,953,200	172,947	172,947	172,947	172,947
BY MEANS OF FINANCING								
	685.50*	685.50*	503.50*	503.50*	509.5*	509.5*	509.5*	509.5*
	32.44**	36.44**	18.05**	14.05**	14.0**	14.0**	14.0**	14.0**
GENERAL FUND	111,255,974	100,455,228	97,109,335	93,317,767	93,310	93,310	93,310	93,310
	63.50*	63.50*	63.50*	63.50*	63.5*	63.5*	63.5*	63.5*
	5.00**	5.00**	5.00**	5.00**	5.0**	5.0**	5.0**	5.0**
SPECIAL FUND	21,976,729	26,131,259	26,377,822	26,377,822	26,378	26,378	26,378	26,378
	5.00*	5.00*	5.00*	5.00*	5.0*	5.0*	5.0*	5.0*
	1.00**	1.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
FEDERAL FUNDS	697,249	856,496	856,496	856,496	857	857	857	857
	*	*	*	*	*	*	*	*
	**	**	**	**	**	**	**	**
OTHER FEDERAL FUNDS		606,936						
	*	*	*	*	*	*	*	*
	1.00**	1.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
TRUST FUNDS	2,550	413,802	413,907	413,907	414	414	414	414
	42.00*	42.00*	42.00*	42.00*	42.0*	42.0*	42.0*	42.0*
	**	**	**	**	**	**	**	**
INTERDEPARTMENTAL TRANSFERS	9,830,144	13,677,268	13,688,331	13,688,331	13,689	13,689	13,689	13,689

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:  
PROGRAM STRUCTURE NO:  
PROGRAM TITLE:

## DEPT OF ACCOUNTING AND GENERAL SERVICES

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
	49.00*	49.00*	49.00*	49.00*	49.0*	49.0*	49.0*	49.0*
	**	**	**	**	**	**	**	**
REVOLVING FUND	23,424,082	38,121,067	38,298,877	38,298,877	38,299	38,299	38,299	38,299
CAPITAL IMPROVEMENT COSTS								
PLANS	5,000	6,000	11,583,000	11,580,000	12,329	11,579	1,440	1,440
LAND ACQUISITION	2,000	1,000	5,000	3,000	4	4	2	2
DESIGN	4,194,000	843,000	4,216,000	6,000	2,098	2,495	998	2
CONSTRUCTION	44,762,000	29,393,000	57,071,000	18,489,000	22,144	17,852	8,401	14,997
EQUIPMENT	3,641,000	1,005,000	9,000	6,000	1,404	4	2	2
TOTAL CAPITAL EXPENDITURES	52,604,000	31,248,000	72,884,000	30,084,000	37,979	31,934	10,843	16,443
BY MEANS OF FINANCING								
G.O. BONDS	52,604,000	31,248,000	72,884,000	30,084,000	37,979	31,934	10,843	16,443
TOTAL PERM POSITIONS	845.00*	845.00*	663.00*	663.00*	669.0*	669.0*	669.0*	669.0*
TOTAL TEMP POSITIONS	39.44**	43.44**	25.05**	21.05**	21.0**	21.0**	21.0**	21.0**
TOTAL PROGRAM COST	220,385,508	218,844,836	252,657,244	206,065,676	213,955	207,910	186,819	192,419

**Department of Accounting and General Services**  
**(Capital Improvements Budget)**

	<u><b>FY 2022</b></u>	<u><b>FY 2023</b></u>
<b>Funding Sources:</b>		
General Obligation Bonds	72,884,000	30,084,000
Federal Funds	-	-
<b>Total Requirements</b>	<u><u>72,884,000</u></u>	<u><u>30,084,000</u></u>

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

1. Adds \$10,141,000 in FY 22 and FY 23 for Capital Improvements Program Staff Costs, Statewide. Project covers staff costs for 87.00 permanent and 1.00 temporary FTEs in the Public Works program, which were formerly funded by general funds in the operating budget.
2. Adds \$20,000,000 in FY 22 for Lump Sum Maintenance of Existing Facilities, Public Works Division, Statewide.
3. Adds \$4,700,000 in FY 22 and \$2,000,000 in FY 23 for Lump Sum Health and Safety, Information and Communication Services Division, Statewide.
4. Adds \$3,100,000 in FY 22 for Lump Sum Fire Alarm Systems Replacement & Upgrade, Statewide.
5. Adds \$17,500,000 in FY 22 and \$12,500,000 in FY 23 for State Capitol Building, Rehabilitation of Chambers/Parking Level Waterproofing System, Oahu.
6. Adds \$2,500,000 in FY 22 and FY 23 for Lump Sum State Office Building Remodeling, Statewide.
7. Adds \$1,500,000 in FY 22 and FY 23 for Washington Place, Health and Safety and Queen's Gallery Renovation, O'ahu.
8. Adds \$1,443,000 in FY 22 and FY 23 for Enterprise Resource Planning (ERP) - Capital Improvement Program Staff Costs, Statewide. Project covers staff costs for 10.00 temporary FTE positions in the Office of Enterprise Technology Services (ETS) program, which were formerly funded by general funds in the operating budget.
9. Adds \$12,000,000 in FY 22 for ETS' Data Centers, Renovations, Replacements and/or New, Statewide.



STATE OF HAWAII  
PROGRAM ID:  
PROGRAM STRUCTURE NO:  
PROGRAM TITLE:

AGS  
DEPT OF ACCOUNTING AND GENERAL SERVICES

REQUIRED CAPITAL APPROPRIATIONS - BY CAPITAL PROJECT  
IN THOUSANDS OF DOLLARS

PROJECT NUMBER	PRIORITY NUMBER	LOC	SCOPE	PROJECT TITLE												
				PROJECT TOTAL	PRIOR YRS	FY 19-20	FY 20-21	BUDGET PERIOD		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	SUCCEED YEARS
COST ELEMENT/MOF																
			PLANS	252,273	200,843	5	6	11,587	11,584	12,333	11,583	1,444	1,444	1,444		
			LAND ACQUISITION	12,492	12,474	2	1	4	2	3	3	1	1	1		
			DESIGN	120,460	103,621	4,194	843	4,215	5	2,097	2,494	997	1,497	497		
			CONSTRUCTION	1,079,364	876,099	33,817	28,996	57,070	18,488	22,143	17,851	8,400	13,500	3,000		
			EQUIPMENT	50,525	48,663	436	4	8	5	1,403	3	1	1	1		
TOTAL				1,515,114	1,241,700	38,454	29,850	72,884	30,084	37,979	31,934	10,843	16,443	4,943		
GENERAL FUND				14,456	14,456											
SPECIAL FUND				21,755	21,755											
G.O. BONDS				1,445,994	1,172,580	38,454	29,850	72,884	30,084	37,979	31,934	10,843	16,443	4,943		
REVENUE BONDS				12,000	12,000											
PRIVATE CONTRIBUTIONS				6,661	6,661											
REVOLVING FUND				14,248	14,248											



## **Operating Budget Details**

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:  
PROGRAM STRUCTURE NO: 07  
PROGRAM TITLE: FORMAL EDUCATION

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	87.00*	87.00*	81.00*	81.00*	81.0*	81.0*	81.0*	81.0*
	0.00**	0.00**	0.00**	0.00**	0.0**	0.0**	0.0**	0.0**
PERSONAL SERVICES	5,428,518	5,094,835	5,555,907	5,557,451	5,556	5,556	5,556	5,556
OTHER CURRENT EXPENSES	1,798,337	1,836,626	1,700,134	1,700,134	1,701	1,701	1,701	1,701
EQUIPMENT	19,199	54,800	40,904	40,904	40	40	40	40
MOTOR VEHICLES		150,000	75,000	75,000	76	76	76	76
TOTAL OPERATING COST	7,246,054	7,136,261	7,371,945	7,373,489	7,373	7,373	7,373	7,373
BY MEANS OF FINANCING	80.00*	80.00*	74.00*	74.00*	74.0*	74.0*	74.0*	74.0*
	**	**	**	**	**	**	**	**
GENERAL FUND	5,570,023	5,345,827	5,572,319	5,573,863	5,573	5,573	5,573	5,573
	7.00*	7.00*	7.00*	7.00*	7.0*	7.0*	7.0*	7.0*
	**	**	**	**	**	**	**	**
INTERDEPARTMENTAL TRANSFERS	1,676,031	1,790,434	1,799,626	1,799,626	1,800	1,800	1,800	1,800
TOTAL PERM POSITIONS	87.00*	87.00*	81.00*	81.00*	81.0*	81.0*	81.0*	81.0*
TOTAL TEMP POSITIONS	**	**	**	**	**	**	**	**
TOTAL PROGRAM COST	7,246,054	7,136,261	7,371,945	7,373,489	7,373	7,373	7,373	7,373

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:  
PROGRAM STRUCTURE NO: 0701  
PROGRAM TITLE: LOWER EDUCATION

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	87.00*	87.00*	81.00*	81.00*	81.0*	81.0*	81.0*	81.0*
	0.00**	0.00**	0.00**	0.00**	0.0**	0.0**	0.0**	0.0**
PERSONAL SERVICES	5,428,518	5,094,835	5,555,907	5,557,451	5,556	5,556	5,556	5,556
OTHER CURRENT EXPENSES	1,798,337	1,836,626	1,700,134	1,700,134	1,701	1,701	1,701	1,701
EQUIPMENT	19,199	54,800	40,904	40,904	40	40	40	40
MOTOR VEHICLES		150,000	75,000	75,000	76	76	76	76
TOTAL OPERATING COST	7,246,054	7,136,261	7,371,945	7,373,489	7,373	7,373	7,373	7,373
BY MEANS OF FINANCING	80.00*	80.00*	74.00*	74.00*	74.0*	74.0*	74.0*	74.0*
	**	**	**	**	**	**	**	**
GENERAL FUND	5,570,023	5,345,827	5,572,319	5,573,863	5,573	5,573	5,573	5,573
	7.00*	7.00*	7.00*	7.00*	7.0*	7.0*	7.0*	7.0*
	**	**	**	**	**	**	**	**
INTERDEPARTMENTAL TRANSFERS	1,676,031	1,790,434	1,799,626	1,799,626	1,800	1,800	1,800	1,800
TOTAL PERM POSITIONS	87.00*	87.00*	81.00*	81.00*	81.0*	81.0*	81.0*	81.0*
TOTAL TEMP POSITIONS	**	**	**	**	**	**	**	**
TOTAL PROGRAM COST	7,246,054	7,136,261	7,371,945	7,373,489	7,373	7,373	7,373	7,373

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:  
PROGRAM STRUCTURE NO:  
PROGRAM TITLE:

**AGS807**  
**070102**  
**SCHOOL R&M, NEIGHBOR ISLAND DISTRICTS**

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	87.00*	87.00*	81.00*	81.00*	81.0*	81.0*	81.0*	81.0*
	0.00**	0.00**	0.00**	0.00**	0.0**	0.0**	0.0**	0.0**
PERSONAL SERVICES	5,428,518	5,094,835	5,555,907	5,557,451	5,556	5,556	5,556	5,556
OTHER CURRENT EXPENSES	1,798,337	1,836,626	1,700,134	1,700,134	1,701	1,701	1,701	1,701
EQUIPMENT	19,199	54,800	40,904	40,904	40	40	40	40
MOTOR VEHICLES		150,000	75,000	75,000	76	76	76	76
TOTAL OPERATING COST	7,246,054	7,136,261	7,371,945	7,373,489	7,373	7,373	7,373	7,373
BY MEANS OF FINANCING	80.00*	80.00*	74.00*	74.00*	74.0*	74.0*	74.0*	74.0*
	**	**	**	**	**	**	**	**
GENERAL FUND	5,570,023	5,345,827	5,572,319	5,573,863	5,573	5,573	5,573	5,573
	7.00*	7.00*	7.00*	7.00*	7.0*	7.0*	7.0*	7.0*
	**	**	**	**	**	**	**	**
INTERDEPARTMENTAL TRANSFERS	1,676,031	1,790,434	1,799,626	1,799,626	1,800	1,800	1,800	1,800
TOTAL PERM POSITIONS	87.00*	87.00*	81.00*	81.00*	81.0*	81.0*	81.0*	81.0*
TOTAL TEMP POSITIONS	**	**	**	**	**	**	**	**
TOTAL PROGRAM COST	7,246,054	7,136,261	7,371,945	7,373,489	7,373	7,373	7,373	7,373

PROGRAM ID: **AGS807**  
 PROGRAM STRUCTURE: **070102**  
 PROGRAM TITLE: **SCHOOL REPAIR AND MAINTENANCE, NEIGHBOR ISLAND DISTRICTS**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<b>MEASURES OF EFFECTIVENESS</b>								
1. % OF OUTSTDG WO VS 3 WKS OF INCOM WO-TARGET<100	100	100	100	100	100	100	100	100
2. % EMERGENCY WO RESPONSE W/IN 2 HRS-TARGET>90	90	90	90	90	90	90	90	90
3. % TROUBLE CALLS WO RESPSE W/IN 48 HRS-TARGET>90	90	90	90	90	90	90	90	90
4. % REG WK ORDRS LESS THAN 4 MOS OLD-TARGET, >90	90	90	90	90	90	90	90	90
<b>PROGRAM TARGET GROUPS</b>								
1. TOTAL NUMBER OF SCHOOL BUILDINGS	1764	1764	1764	1764	1764	1764	1764	1764
2. TOTAL NUMBER OF SCHOOL SITES	93	93	93	93	93	93	93	93
<b>PROGRAM ACTIVITIES</b>								
1. TOTAL NUMBER OF REGULAR WORK ORDERS RECEIVED	12545	12500	12500	12500	12500	12500	12500	12500
2. TOTAL NUMBER OF EMERGENCY WORK ORDERS RECEIVED	472	500	500	500	500	500	500	500
<b>PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)</b>								
REVENUE FROM OTHER AGENCIES: ALL OTHER	1,343	1,514	1,514	1,514	1,514	1,514	1,514	1,514
TOTAL PROGRAM REVENUES	1,343	1,514	1,514	1,514	1,514	1,514	1,514	1,514
<b>PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)</b>								
ALL OTHER FUNDS	1,343	1,514	1,514	1,514	1,514	1,514	1,514	1,514
TOTAL PROGRAM REVENUES	1,343	1,514	1,514	1,514	1,514	1,514	1,514	1,514

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

## Program Plan Narrative

### **AGS807: SCHOOL R&M, NEIGHBOR ISLAND DISTRICTS**

**07 01 02**

#### **A. Statement of Program Objectives**

To maintain public school facilities in a safe and highly usable condition by providing repair and maintenance service.

The program will strive to provide timely, responsive, quality, cost effective, and innovative repair and maintenance services to public schools on the islands of Hawaii, Kauai, Maui, Molokai, and Lanai.

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

FB 21-23 Exec. Budget Requests (AGS 807):

##### **I. OPERATING BUDGET:**

(1) Trade-off/transfer in general funds from AGS 223 to fund 1.00 perm. FTE defunded position. Cost neutral request.

(2) Reduces 6.00 perm. FTE positions in FY 22 and FY 23, formerly general funded, defunded in Act 9, SLH 2020.

##### **II. OPERATING BUDGET - PROGRAM REVIEW (reductions in general funds):**

Reduces \$282,042 in FY 22 and \$280,498 in FY 23 (from other personal services and other current expenses) in neighbor island districts.

##### **III. CIP BUDGET: None.**

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

The program is responsible for providing a safe and conducive learning environment for the public schools on the islands of Hawaii, Kauai, Maui, Molokai, and Lanai by providing administrative, technical and trade-related services to the Department of Education (DOE).

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

The program will strive to meet the four (4) Service Level Agreement (SLA) (between the Department of Accounting and General Services (DAGS) and the DOE) indicators.

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

The effectiveness of this program is dependent upon a sustained and mutually cooperative relationship between the DOE and DAGS.

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

Due to the enactment of Act 51, SLH 2004, funding for staff and service maintenance contracts was transferred to the DOE. The current state of the economy requires adjustments to the expenditures to remain fiscally viable.

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

Costs are controlled through price lists and competitive pricing as much as practicable. The use of internal staff in lieu of private contractors helps to minimize repair costs. The program is measured by the number of school facilities serviced and the number of work orders completed.

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

Not applicable.

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

None.

#### **J. Further Considerations**

None.

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:  
PROGRAM STRUCTURE NO: 08  
PROGRAM TITLE: CULTURE AND RECREATION

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	59.50*	59.50*	59.50*	59.50*	59.5*	59.5*	59.5*	59.5*
	3.00**	3.00**	3.00**	3.00**	3.0**	3.0**	3.0**	3.0**
PERSONAL SERVICES	6,734,962	7,171,495	9,258,293	7,436,093	7,436	7,436	7,436	7,436
OTHER CURRENT EXPENSES	8,035,013	10,153,993	10,420,769	9,355,769	9,355	9,355	9,355	9,355
EQUIPMENT	67,431	3,000	3,000	3,000	3	3	3	3
MOTOR VEHICLES	36,420							
TOTAL OPERATING COST	14,873,826	17,328,488	19,682,062	16,794,862	16,794	16,794	16,794	16,794
BY MEANS OF FINANCING	1.50*	1.50*	1.50*	1.50*	1.5*	1.5*	1.5*	1.5*
	**	**	**	**	**	**	**	**
GENERAL FUND	1,002,762	1,005,354	3,712,654	825,454	825	825	825	825
	53.50*	53.50*	53.50*	53.50*	53.5*	53.5*	53.5*	53.5*
	2.00**	2.00**	2.00**	2.00**	2.0**	2.0**	2.0**	2.0**
SPECIAL FUND	13,273,509	14,889,326	15,142,431	15,142,431	15,142	15,142	15,142	15,142
	4.50*	4.50*	4.50*	4.50*	4.5*	4.5*	4.5*	4.5*
	**	**	**	**	**	**	**	**
FEDERAL FUNDS	597,555	756,802	756,802	756,802	757	757	757	757
	*	*	*	*	*	*	*	*
	**	**	**	**	**	**	**	**
OTHER FEDERAL FUNDS		606,936						
	*	*	*	*	*	*	*	*
TRUST FUNDS	1.00**	1.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
		70,070	70,175	70,175	70	70	70	70
TOTAL PERM POSITIONS	59.50*	59.50*	59.50*	59.50*	59.5*	59.5*	59.5*	59.5*
TOTAL TEMP POSITIONS	3.00**	3.00**	3.00**	3.00**	3.0**	3.0**	3.0**	3.0**
TOTAL PROGRAM COST	14,873,826	17,328,488	19,682,062	16,794,862	16,794	16,794	16,794	16,794



# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:  
PROGRAM STRUCTURE NO: 0801  
PROGRAM TITLE: CULTURAL ACTIVITIES

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	23.00*	23.00*	23.00*	23.00*	23.0*	23.0*	23.0*	23.0*
	2.00**	2.00**	2.00**	2.00**	2.0**	2.0**	2.0**	2.0**
PERSONAL SERVICES	1,899,718	1,874,295	1,980,194	1,980,194	1,980	1,980	1,980	1,980
OTHER CURRENT EXPENSES	4,256,815	6,135,492	5,337,268	5,337,268	5,337	5,337	5,337	5,337
EQUIPMENT	19,421	3,000	3,000	3,000	3	3	3	3
TOTAL OPERATING COST	6,175,954	8,012,787	7,320,462	7,320,462	7,320	7,320	7,320	7,320
BY MEANS OF FINANCING	1.50*	1.50*	1.50*	1.50*	1.5*	1.5*	1.5*	1.5*
	**	**	**	**	**	**	**	**
GENERAL FUND	1,002,762	1,005,354	825,454	825,454	825	825	825	825
	17.00*	17.00*	17.00*	17.00*	17.0*	17.0*	17.0*	17.0*
	1.00**	1.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
SPECIAL FUND	4,575,637	5,573,625	5,668,031	5,668,031	5,668	5,668	5,668	5,668
	4.50*	4.50*	4.50*	4.50*	4.5*	4.5*	4.5*	4.5*
	**	**	**	**	**	**	**	**
FEDERAL FUNDS	597,555	756,802	756,802	756,802	757	757	757	757
	*	*	*	*	*	*	*	*
	**	**	**	**	**	**	**	**
OTHER FEDERAL FUNDS		606,936						
	*	*	*	*	*	*	*	*
TRUST FUNDS	1.00**	1.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
		70,070	70,175	70,175	70	70	70	70
TOTAL PERM POSITIONS	23.00*	23.00*	23.00*	23.00*	23.0*	23.0*	23.0*	23.0*
TOTAL TEMP POSITIONS	2.00**	2.00**	2.00**	2.00**	2.0**	2.0**	2.0**	2.0**
TOTAL PROGRAM COST	6,175,954	8,012,787	7,320,462	7,320,462	7,320	7,320	7,320	7,320

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID: **AGS881**  
 PROGRAM STRUCTURE NO: **080103**  
 PROGRAM TITLE: **STATE FOUNDATION ON CULTURE AND THE ARTS**

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	22.00*	22.00*	22.00*	22.00*	22.0*	22.0*	22.0*	22.0*
	1.00**	1.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
PERSONAL SERVICES	1,850,806	1,755,313	1,850,159	1,850,159	1,850	1,850	1,850	1,850
OTHER CURRENT EXPENSES	4,256,815	6,135,492	5,337,268	5,337,268	5,337	5,337	5,337	5,337
EQUIPMENT	19,421	3,000	3,000	3,000	3	3	3	3
TOTAL OPERATING COST	6,127,042	7,893,805	7,190,427	7,190,427	7,190	7,190	7,190	7,190
BY MEANS OF FINANCING	0.50*	0.50*	0.50*	0.50*	0.5*	0.5*	0.5*	0.5*
	**	**	**	**	**	**	**	**
GENERAL FUND	953,850	956,442	765,594	765,594	765	765	765	765
	17.00*	17.00*	17.00*	17.00*	17.0*	17.0*	17.0*	17.0*
	1.00**	1.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
SPECIAL FUND	4,575,637	5,573,625	5,668,031	5,668,031	5,668	5,668	5,668	5,668
	4.50*	4.50*	4.50*	4.50*	4.5*	4.5*	4.5*	4.5*
	**	**	**	**	**	**	**	**
FEDERAL FUNDS	597,555	756,802	756,802	756,802	757	757	757	757
	*	*	*	*	*	*	*	*
	**	**	**	**	**	**	**	**
OTHER FEDERAL FUNDS		606,936						
TOTAL PERM POSITIONS	22.00*	22.00*	22.00*	22.00*	22.0*	22.0*	22.0*	22.0*
TOTAL TEMP POSITIONS	1.00**	1.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
TOTAL PROGRAM COST	6,127,042	7,893,805	7,190,427	7,190,427	7,190	7,190	7,190	7,190

PROGRAM ID: **AGS881**  
 PROGRAM STRUCTURE: **080103**  
 PROGRAM TITLE: **STATE FOUNDATION ON CULTURE AND THE ARTS**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<b>MEASURES OF EFFECTIVENESS</b>								
1. NUMBER OF GRANTS AWARDED	162	PR	PR	PR	199	201	203	206
2. NO. PERSONS IMPACTED BY SFCA BIENNIUM GRANTS PROGR	482576	PR	PR	PR	400000	400000	400000	400000
3. NUMBER OF PROJ BENEFIT NI, RUR & UNSRV RES	94	PR	PR	PR	100	102	104	106
4. NUMBER OF VISITORS TO HAWAII STATE ART MUSEUM	58797	34797	36188	37635	39140	40705	42333	44026
5. NO. OF WORKS OF ART ON DISPLAY	4552	4552	4554	4556	4558	4560	4562	4564
6. NO. OF STUDENTS IMPACTED	110476	PR	PR	PR	114400	118976	123735	128684
<b>PROGRAM TARGET GROUPS</b>								
1. RESIDENT POPULATION OF HAWAII (THOUSANDS)	1415	1422	1478	1537	1598	1661	1727	1796
2. RUR & UNSRV POP OF HAWAII (THOUSANDS)	441	460	478	497	516	536	557	579
3. SCHOOL POPULATION OF HAWAII (THOUSANDS)	245	245	254	264	274	284	294	304
4. CULTURAL AND ARTS ORGANIZATIONS	300	300	300	300	300	300	300	300
5. INDIVIDUAL ARTISTS	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA
6. STATE FACILITY USERS (THOUSANDS)	65000	65000	65000	65000	65000	65000	65000	65000
<b>PROGRAM ACTIVITIES</b>								
1. ARTS IN EDUCATION (NO. OF PROJECTS FUNDED)	115	PR	PR	PR	123	125	127	130
2. COMMUNITY ARTS (NO. OF PROJECTS FUNDED)	5	PR	PR	PR	9	11	13	15
3. FOLK & TRADITIONAL ARTS (NO. OF PROJECTS FUNDED)	8	PR	PR	PR	12	14	16	18
4. ART IN PUBLIC PLACES (NO. OF NEW ARTWORKS ACQ)	79	65	68	71	74	77	80	83
5. HAWAII STATE ART MUSEUM (NO. OF SCHOOLS SERVED)	16	16	18	20	22	24	26	28
6. ARTS RESIDENCIES (NO. OF SCHOOLS SERVED)	110	PR	PR	PR	112	112	112	112
7. BIENNIUM GRANTS	38	PR	PR	PR	35	35	35	35
<b>PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)</b>								
REVENUES FROM THE USE OF MONEY AND PROPERTY	81	101	101	101	101	101	101	101
REVENUE FROM OTHER AGENCIES: FEDERAL	709	700	700	700	700	700	700	700
CHARGES FOR CURRENT SERVICES	8	4	4	4	4	4	4	4
NON-REVENUE RECEIPTS	7,585	3,450	3,450	3,450	3,450	3,450	3,450	3,450
TOTAL PROGRAM REVENUES	8,383	4,255	4,255	4,255	4,255	4,255	4,255	4,255
<b>PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)</b>								
SPECIAL FUNDS	8,381	4,203	4,203	4,203	4,203	4,203	4,203	4,203
ALL OTHER FUNDS	2	52	52	52	52	52	52	52
TOTAL PROGRAM REVENUES	8,383	4,255	4,255	4,255	4,255	4,255	4,255	4,255

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

## Program Plan Narrative

### **AGS881: STATE FOUNDATION ON CULTURE AND THE ARTS**

**08 01 03**

#### **A. Statement of Program Objectives**

The mission of the State Foundation on Culture and the Arts (SFCA) is to promote, perpetuate, preserve and encourage culture and the arts as central to the quality of life of the people of Hawai'i.

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

FB 21-23 Exec. Budget Request (AGS 881):

##### **I. OPERATING BUDGET:**

Reduces \$606,936 in other federal funds (MOF P) in FY 22 and FY 23 because no federal grants are expected to be awarded. Therefore, appropriation ceiling is not needed.

##### **II. OPERATING BUDGET - PROGRAM REVIEW (reductions in general funds):**

Reduces \$191,288 in FY 22 and FY 23 to decrease the number of grants to individual artists (gig workers), culture and arts organizations and schools.

##### **III. CIP BUDGET: None.**

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

Activities performed include developing and maintaining the Art in Public Places Collection, operating the Hawai'i State Art Museum, purchase and display of visual art, administering the Biennium Grants Program that provides statewide community funding for arts programming, and conducting programs and initiatives in cultural preservation, arts education, and community development.

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

Programs in grants and cultural preservation are mandated through Chapter 9, HRS, for arts and cultural programming and Chapter 103-8.5, HRS, to develop and maintain the Art in Public Places Collection for the State. The Hawai'i State Art Museum was added to Chapter 103-8.5 in FY 2004. The programs support 12 tenets of the State Plan through

contributing to a desired physical environment, viable economy, quality education and cultural enrichment.

The SFCA efforts in Arts Education center on administering implementation of the legislatively mandated ARTS FIRST Partnership and its strategic plan to integrate the arts into the public school curriculum. The SFCA Folk Arts Program conducts apprenticeship studies in Hawaii's traditional arts and implements initiatives to preserve culture, especially Hawaii's host culture. A museum education program for children called Art Bento is expanding and welcomes hundreds of children and youth each year.

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

The SFCA maintains important relationships with the National Endowment for the Arts, its federal funding resource, and many agencies, notably the Department of Education, Department of Human Services, Department of Business, Economic Development and Tourism, and the Hawai'i Tourism Authority. Strong partnerships also include the Hawaii Community Foundation, the Hawaii Arts Alliance, the University of Hawai'i and other community and cultural organizations.

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

According to the Department of Labor Industrial Relations, the economic boom in construction is leading a statewide economic growth of 12.1% in FY 2017. Increased State construction leads to more qualifying building projects, thus increasing demand for the Arts Program Specialist III Project Manager.

The SFCA also works closely with its regional affiliates through the Western States Arts Federation, which administers many of SFCA's online programs and the National Assembly of State Arts Agencies, which advocates for state arts agencies in the Capitol.

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

The SFCA maintains a highly productive program that is dedicated to being responsive to public demands and public needs. Most of our programs have educational components and many target serving lower income populations and underserved areas of the State. For every dollar

## Program Plan Narrative

### **AGS881: STATE FOUNDATION ON CULTURE AND THE ARTS**

**08 01 03**

spent as part of a community grant, the recipient nonprofit match is close to \$34.00.

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

There is no way that the agency can retain its current programs and operations exclusively with any single funding source. Most of our Board and staff are not experienced fundraisers for government programs. Technical assistance in this area could greatly assist with programs services and enhance funding streams.

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

Established in 1965, the SFCA Biennium Grants Program is supported with funds from the State, National Endowment for the Arts, and the Hawaii State Legislature. SFCA grants assist organizations statewide in the areas of Arts Education, Community Arts, Heritage and Preservation, Presentation and Performing Arts. The total audience reached through events and projects receiving SFCA support is expected to exceed one million people. Core programs in the traditional arts, arts in underserved communities, and ARTS FIRST initiatives, notably the model 40 year-old Artists in the Schools Program, have withstood drastic cuts to the agency, including a 67% cut to the Biennium Grants Program in FY 2012.

#### **J. Further Considerations**

The SFCA is using the auditor's report and the strategic plan to determine immediate and long-term priorities for the SFCA.

The SFCA has not lost sight of its purpose, its commitment, or its value to the people of Hawai'i, especially in supporting community programming, perpetuating the host culture, and educating our children and youth. As a State arts agency, we were founded on the principle that government has an important role in affirming and providing for quality in the lives of its people and that the standard of artistic contribution achieved is the measure of society's legacy to the future.

PROGRAM ID:  
PROGRAM STRUCTURE NO:  
PROGRAM TITLE:

**AGS818**  
**080104**  
**KING KAMEHAMEHA CELEBRATION COMMISSION**

**OPERATING AND CAPITAL EXPENDITURES**

REPORT: P61-A

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	1.00*	1.00*	1.00*	1.00*	1.0*	1.0*	1.0*	1.0*
	1.00**	1.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
PERSONAL SERVICES	48,912	118,982	130,035	130,035	130	130	130	130
TOTAL OPERATING COST	48,912	118,982	130,035	130,035	130	130	130	130
BY MEANS OF FINANCING	1.00*	1.00*	1.00*	1.00*	1.0*	1.0*	1.0*	1.0*
	**	**	**	**	**	**	**	**
GENERAL FUND	48,912	48,912	59,860	59,860	60	60	60	60
	*	*	*	*	*	*	*	*
TRUST FUNDS	1.00**	1.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
		70,070	70,175	70,175	70	70	70	70
TOTAL PERM POSITIONS	1.00*	1.00*	1.00*	1.00*	1.0*	1.0*	1.0*	1.0*
TOTAL TEMP POSITIONS	1.00**	1.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
TOTAL PROGRAM COST	48,912	118,982	130,035	130,035	130	130	130	130

PROGRAM ID: **AGS818**  
 PROGRAM STRUCTURE: **080104**  
 PROGRAM TITLE: **KING KAMEHAMEHA CELEBRATION COMMISSION**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<b>MEASURES OF EFFECTIVENESS</b>								
1. % OF MEDIA WRITE-UPS THAT INCL HAWN LANG-GOAL 100%	100	100	100	100	100	100	100	100
2. % OF MEDIA THAT UTILIZE CORR NATIVE HAWN-GOAL 100%	95	95	95	95	95	95	95	95
3. % OF CELEB EVTS OV 75% NATIVE HAWN CULT-GOAL 100%	100	100	100	100	100	100	100	100
4. NUMBER OF GRANTS FUNDED-GOAL 50%	50	50	50	50	50	50	50	50
5. % OF AT LST 1 EVENT ON EA MAJOR HAWN ISL-GOAL 100%	0	100	100	100	100	100	100	100
<b>PROGRAM TARGET GROUPS</b>								
1. RESIDENTS AND VISITORS (THOUSANDS)	0	1600	1600	1600	1600	1600	1600	1600
<b>PROGRAM ACTIVITIES</b>								
1. LEI-DRAPING ON HAWAII & OAHU (NO. OF CEREM FUNDED)	0	3	3	3	3	3	3	3
2. PARADE ON HAWAII, OAHU, MAUI & KAUAI (NO. FUNDED)	0	5	5	5	5	5	5	5
3. NO. OF EVENTS HELD STATEWIDE (NOT INCL #1 & 2)	0	4	4	4	4	4	4	4
4. EDUC WORKSHOPS ON KAMEHAMEHA'S LIFE (NO. FUNDED)	2	2	2	2	2	2	2	2
5. CULTURAL WORKSHOPS ON PROTOCOL (NO. FUNDED)	4	4	4	4	4	4	4	4
6. CULTURAL WORKSHOPS ON PA'U RIDING (NO. FUNDED)	2	2	2	2	2	2	2	2
<b>PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)</b>								
REVENUES FROM THE USE OF MONEY AND PROPERTY		1	1	1	1	1	1	1
NON-REVENUE RECEIPTS		200	200	200	200	200	200	200
TOTAL PROGRAM REVENUES		201	201	201	201	201	201	201
<b>PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)</b>								
ALL OTHER FUNDS		201	201	201	201	201	201	201
TOTAL PROGRAM REVENUES		201	201	201	201	201	201	201

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

# Program Plan Narrative

**AGS818: KING KAMEHAMEHA CELEBRATION COMMISSION**

**08 01 04**

## **A. Statement of Program Objectives**

To commemorate the legacy of King Kamehameha I through culturally-appropriate and culturally-relevant celebrations that are coordinated throughout various venues statewide.

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

FB 21-23 Exec. Budget Request (AGS 818): None.

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

Grounded in Hawaiian language, tradition and culture, annual events are coordinated statewide in conjunction with volunteers and community groups who execute the activities: Lei draping of the Kamehameha statues in Honolulu, Hilo and Kohala; parades in Honolulu, Kohala, Kailua-Kona, Lahaina, and Kapa`a; and ho`olaule`a in Honolulu, Kohala, Hilo, Kailua-Kona and Kapa`a.

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

The commissioners are appointed pursuant to Chapter 8-5, HRS, and are responsible for the supervision of staff's planning and coordination activities associated with the annual commemoration. The Commission is placed within the Department of Accounting and General Services for administrative purposes pursuant to said HRS statute. In support of Part I, Section 226-25, Hawaii State Plan, HRS, and the applicable sections of the Hawaii State Constitution, the program activities promote and perpetuate Hawaiian language and culture, while remembering and honoring Hawaii's greatest king, Kamehameha I.

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

The program links State and county agencies cooperatively working together with private groups and organizations, primarily the leading 15 native Hawaiian groups that comprise the commission. These relationships are integral to the successful achieving of program objectives and the continued celebration of a nearly 150-year-old holiday. Utilization of these effective relationships results in cost savings for the Commission.

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

The economic recession and legislative misinterpretation of Chapter 8-5, HRS, resulted in the Commission receiving no public funding since FY 2010-2011. As a result, the Commission has had to solicit funds through grants and donations; however, these funds have been expended and used for program events. Act 53, SLH 2018, authorized one (1) general funded full-time exempt Executive Director position previously known as Arts Program Specialist for the program's operating budget. With the disruption of government and business due to COVID-19, it is likely that the addition of a clerk typist will not be possible, resulting in the Executive Director to maintain both positions. Due to the nature of these public events and the need to social distance the Commission and Executive Director have had to reinvent the activities in order to perpetuate the celebration.

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

The statewide celebrations generate increased revenue for the State and the respective counties. Visitors state that the number one event attraction is the annual Kamehameha Day celebrations and consistent visitor numbers in June tracked by the Hawaii Tourism Authority support that result. With public contributions paying for salary only prior to FY 2010, the rest of the cost of the annual events were dependent upon private donations and grants. In the current and recent fiscal years, with economic challenges there have been no public contributions to the Commission trust account for additional salary for a clerk typist position, the State will be reaping the benefits of the programs achieving successful results with no cost to it as the Executive Director has been performing both positions.

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

Program revenues used to come pursuant to Chapter 8-5, HRS, which states:

"(d) The commission may appoint and dismiss an arts program specialist and a part-time clerk typist, without regard to chapter 76, who shall serve at the commission's pleasure, and whose salaries shall be provided through fees, public contributions, and private donations."



## Program Plan Narrative

**AGS818: KING KAMEHAMEHA CELEBRATION COMMISSION**

**08 01 04**

And,

"(f) The comptroller shall account for all moneys appropriated by the legislature, may raise funds to defray administrative costs, and may accept donations of money and personal property on behalf of the commission; provided that all donations accepted from private sources shall be expended in the manner prescribed by the contributor, and all moneys received from all sources shall be deposited into the commission's trust account."

When the Executive Director is not involved with celebration planning and execution activities, the position is intended to focus on efforts to solicit grants and private donations to fund program needs.

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

1. The program's activities bring in revenue for the State and the respective counties on each island that hold a celebration.
2. Appropriations from the general fund should be shared with the Commission to ensure program continuity and maintenance because the celebration events generate much-needed economic stimulus with visitor attendees; celebration vendors; community attendees; and effective government/private relationships.
3. The program's activities provide a showcase for native Hawaiian community members to practice and perpetuate cultural practices.
4. The activities create an opportunity to strengthen relationships between the State and the 15 leading Hawaiian organizations that it represents along with other supporting community members and groups.

### **J. Further Considerations**

With the new Executive Director position in place, efforts have been made to improve on program operations and efficiency providing better results and utilizing resources available to update the program's office equipment and assigned space.

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:  
PROGRAM STRUCTURE NO: **0802**  
PROGRAM TITLE: **RECREATIONAL ACTIVITIES**

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	36.50*	36.50*	36.50*	36.50*	36.5*	36.5*	36.5*	36.5*
	1.00**	1.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
PERSONAL SERVICES	4,835,244	5,297,200	7,278,099	5,455,899	5,456	5,456	5,456	5,456
OTHER CURRENT EXPENSES	3,778,198	4,018,501	5,083,501	4,018,501	4,018	4,018	4,018	4,018
EQUIPMENT	48,010							
MOTOR VEHICLES	36,420							
TOTAL OPERATING COST	8,697,872	9,315,701	12,361,600	9,474,400	9,474	9,474	9,474	9,474
BY MEANS OF FINANCING								
	*	*	*	*	*	*	*	*
	**	**	**	**	**	**	**	**
GENERAL FUND			2,887,200					
	36.50*	36.50*	36.50*	36.50*	36.5*	36.5*	36.5*	36.5*
	1.00**	1.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
SPECIAL FUND	8,697,872	9,315,701	9,474,400	9,474,400	9,474	9,474	9,474	9,474
TOTAL PERM POSITIONS	36.50*	36.50*	36.50*	36.50*	36.5*	36.5*	36.5*	36.5*
TOTAL TEMP POSITIONS	1.00**	1.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
TOTAL PROGRAM COST	8,697,872	9,315,701	12,361,600	9,474,400	9,474	9,474	9,474	9,474

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:  
PROGRAM STRUCTURE NO:  
PROGRAM TITLE:

**AGS889**  
**080205**  
**SPECTATOR EVENTS & SHOWS - ALOHA STADIUM**

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	36.50*	36.50*	36.50*	36.50*	36.5*	36.5*	36.5*	36.5*
	1.00**	1.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
PERSONAL SERVICES	4,835,244	5,297,200	7,278,099	5,455,899	5,456	5,456	5,456	5,456
OTHER CURRENT EXPENSES	3,778,198	4,018,501	5,083,501	4,018,501	4,018	4,018	4,018	4,018
EQUIPMENT	48,010							
MOTOR VEHICLES	36,420							
TOTAL OPERATING COST	8,697,872	9,315,701	12,361,600	9,474,400	9,474	9,474	9,474	9,474
BY MEANS OF FINANCING								
	*	*	*	*	*	*	*	*
	**	**	**	**	**	**	**	**
GENERAL FUND			2,887,200					
	36.50*	36.50*	36.50*	36.50*	36.5*	36.5*	36.5*	36.5*
	1.00**	1.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
SPECIAL FUND	8,697,872	9,315,701	9,474,400	9,474,400	9,474	9,474	9,474	9,474
TOTAL PERM POSITIONS	36.50*	36.50*	36.50*	36.50*	36.5*	36.5*	36.5*	36.5*
TOTAL TEMP POSITIONS	1.00**	1.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
TOTAL PROGRAM COST	8,697,872	9,315,701	12,361,600	9,474,400	9,474	9,474	9,474	9,474

PROGRAM ID: **AGS889**  
 PROGRAM STRUCTURE: **080205**  
 PROGRAM TITLE: **SPECTATOR EVENTS AND SHOWS - ALOHA STADIUM**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<b>MEASURES OF EFFECTIVENESS</b>								
1. EVENT DAYS AS % OF TOTAL DAYS FACILITIES AVAILABLE	50	50	40	40	40	75	75	75
2. REVENUE RECEIVED AS % OF TOTAL OPERATING REQ.	100	100	100	100	100	100	100	100
3. NO. OF EVENTS EXCEEDING 60% SEATING CAPACITY	1	1	0	0	0	10	10	10
4. AVERAGE ATTENDANCE AS % OF 50,000 SEATING CAPACITY	17	17	0	0	0	40	40	40
5. % OF REVENUE RECEIVED FROM PUBLIC SPONSORED EVENTS	85	85	85	85	85	15	15	15
6. % OF REVENUE RECEIVED FROM PRIV. SPONSORED EVENTS	15	15	15	15	15	85	85	85
<b>PROGRAM TARGET GROUPS</b>								
1. RESIDENT POPULATION, OAHU (THOUSANDS)	989	989	1489	1500	1510	1521	1528	1536
<b>PROGRAM ACTIVITIES</b>								
1. NO. OF SPORTS EVENT DATES	55	55	7	7	7	50	50	50
2. NO. OF CULTURAL AND OTHER EVENT AND SHOW DATES	250	250	150	150	150	300	300	300
<b>PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)</b>								
REVENUES FROM THE USE OF MONEY AND PROPERTY	23	24	24	24	24	24	24	24
CHARGES FOR CURRENT SERVICES	7,583	8,601	7,691	7,691	7,691	7,691	7,691	7,691
NON-REVENUE RECEIPTS	23							
TOTAL PROGRAM REVENUES	7,629	8,625	7,715	7,715	7,715	7,715	7,715	7,715
<b>PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)</b>								
SPECIAL FUNDS	7,629	8,625	7,715	7,715	7,715	7,715	7,715	7,715
TOTAL PROGRAM REVENUES	7,629	8,625	7,715	7,715	7,715	7,715	7,715	7,715

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

## Program Plan Narrative

### **AGS889: SPECTATOR EVENTS & SHOWS - ALOHA STADIUM**

**08 02 05**

#### **A. Statement of Program Objectives**

To provide people of all ages with the opportunity to enrich their lives through attendance at spectator events and shows.

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

FB 21-23 Exec. Budget Request (AGS 889):

NOTE: AGS 889 is a special-funded program. The requests below are to add general funds to the program, which will be deposited into the special fund.

##### **I. OPERATING BUDGET:**

(1) Adds \$2,587,200 in general funds in FY 22 to cover essential operating costs. Due to the on-going pandemic and economic downturn, the Aloha Stadium (Stadium) continues to experience a severe shortfall in revenues because of the cancelling and/or drastic downsizing of public events and loss of critical operating income.

(2) Adds \$300,000 in general funds in FY 22 for an annual structure assessment of the Stadium facility to monitor critical safety and health issues. This assessment report was previously made on a biennium basis but due to ongoing deterioration of the facility, is needed more often.

The Program complies with Section 37-68(1)(A)(B), Hawaii Revised Statutes (HRS).

II. OPERATING BUDGET - PROGRAM REVIEW: None.

III. CIP BUDGET: None.

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

- Participates and provides input, recommendations, and feedback on the requirements for building a new stadium facility.

- Provide leadership, managerial, and administrative direction to stadium staff.

- Provide recommendations on vision, direction, and requirements to address major projects involving the Aloha Stadium and its property.

- Conduct ongoing promotional programs to enhance, expand, and market the facility as a viable and multi-functional facility that is able to cater and accommodate a range of events and target groups.

- Provide ticket-selling services.

- Direct, control, and coordinate support activities relating to all events and shows.

- Provide public safety and security.

- Repair, maintain, and construct improvements to stadium and related facilities.

- Provide parking and maintain traffic controls within stadium premises.

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

Key policies pursued by this program are to:

(1) Direct available resources toward increasing and expanding utilization of the facility to accommodate a wide variety of events and shows;

(2) Improve the efficiency and effectiveness of stadium operations; and

(3) Maintain existing facilities as well as construct new improvements for the convenience and safety of the viewing public.

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

The Aloha Stadium has maintained a long-standing professional relationship with the University of Hawaii (UH) through UH's use of the stadium facility for its football home games. On September 18, 2006, the Stadium Authority provisionally approved UH to use the Aloha Stadium facility rent free for its sports and entertainment events.

To further promote a philosophy of support and growth to high school and grade-level school students and to increase participation and utilization of

## Program Plan Narrative

### **AGS889: SPECTATOR EVENTS & SHOWS - ALOHA STADIUM**

**08 02 05**

the facility, the Stadium Authority adopted rules that do not charge rent for these school-related sporting events.

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

Major external trends directly and indirectly affecting the program include the Stadium's involvement in evaluating options for optimizing use of its existing resources, inter-agency involvement with the Honolulu Authority for Rapid Transportation (HART), Hawaii Interagency Council for Transit Oriented Development (HIC-TOD); and the City and County of Honolulu in building and operating a rail transit station on Stadium property, as well as planning the overall development in and around the Stadium's property in partnership with HIC-TOD. Evaluating options to address the current condition of the existing Aloha Stadium facility and evaluating operationally and financially prudent options to consider in the long run.

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

To contain the rampant spread of the COVID-19 virus, the Mayor implemented a tiered measurement system that would allow for reopening the city in phases based upon reaching specific benchmarks. Until the community reaches and meets the requirements of the final tier, the Stadium is prohibited from hosting large-scale gatherings. These unexpected changes due to the COVID-19 virus have impacted and skewed the cost, effectiveness, and program size data.

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

Restrictions implemented to slow the spread of COVID-19 have devastated Stadium's ability to remain financially solvent. Revenue is normally made up of rental of stadium facilities; revenue share from food and beverage administered by the concessionaire; parking fees received from the operation of the stadium's parking facility; revenue from the sale of the stadium's advertising inventory; and fees collected from swap meet operations. The only material revenue source realized during this COVID-19 period is from the swap meet operation. Swap meet fees include the stadium's 80.46% share of stall rentals and buyer admission fees collected.

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

At this time, Stadium has concentrated its efforts on maintaining budget projections to apprise the Administration and the Legislature of any projected funding deficit or related concerns.

#### **J. Further Considerations**

At this juncture, the Stadium Authority is also focusing its efforts on ensuring that the New Aloha Stadium Entertainment District is a top priority in order to maximize return on the project's primary and most valuable asset (district development), while also promoting the stadium facility as a competitive, large-scale venue for national and international spectator events.

OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

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

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	8.50*	8.50*	7.00*	7.00*	7.0*	7.0*	7.0*	7.0*
	0.00**	0.00**	0.00**	0.00**	0.0**	0.0**	0.0**	0.0**
PERSONAL SERVICES	683,170	747,513	640,070	640,070	640	640	640	640
OTHER CURRENT EXPENSES	86,666	22,324	15,340	15,340	15	15	15	15
TOTAL OPERATING COST	769,836	769,837	655,410	655,410	655	655	655	655
BY MEANS OF FINANCING	8.50*	8.50*	7.00*	7.00*	7.0*	7.0*	7.0*	7.0*
	**	**	**	**	**	**	**	**
GENERAL FUND	769,836	769,837	655,410	655,410	655	655	655	655
TOTAL PERM POSITIONS	8.50*	8.50*	7.00*	7.00*	7.0*	7.0*	7.0*	7.0*
TOTAL TEMP POSITIONS	**	**	**	**	**	**	**	**
TOTAL PROGRAM COST	769,836	769,837	655,410	655,410	655	655	655	655

PROGRAM ID:  
PROGRAM STRUCTURE NO:  
PROGRAM TITLE:

**AGS105**  
**1002**  
**ENFORCEMENT OF INFORMATION PRACTICES**

**OPERATING AND CAPITAL EXPENDITURES**

REPORT: P61-A

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	8.50*	8.50*	7.00*	7.00*	7.0*	7.0*	7.0*	7.0*
	0.00**	0.00**	0.00**	0.00**	0.0**	0.0**	0.0**	0.0**
PERSONAL SERVICES	683,170	747,513	640,070	640,070	640	640	640	640
OTHER CURRENT EXPENSES	86,666	22,324	15,340	15,340	15	15	15	15
TOTAL OPERATING COST	769,836	769,837	655,410	655,410	655	655	655	655
BY MEANS OF FINANCING	8.50*	8.50*	7.00*	7.00*	7.0*	7.0*	7.0*	7.0*
	**	**	**	**	**	**	**	**
GENERAL FUND	769,836	769,837	655,410	655,410	655	655	655	655
TOTAL PERM POSITIONS	8.50*	8.50*	7.00*	7.00*	7.0*	7.0*	7.0*	7.0*
TOTAL TEMP POSITIONS	**	**	**	**	**	**	**	**
TOTAL PROGRAM COST	769,836	769,837	655,410	655,410	655	655	655	655



PROGRAM ID: **AGS105**  
 PROGRAM STRUCTURE: **1002**  
 PROGRAM TITLE: **ENFORCEMENT OF INFORMATION PRACTICES**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<b>MEASURES OF EFFECTIVENESS</b>								
1. # OF INFORMAL REQUESTS (AOD) RECEIVED IN FY	1000	1000	1000	1000	1000	1000	1000	1000
2. % OF INFORMAL REQUESTS RESOLVED IN THE SAME FY	100	100	90	90	90	90	90	90
3. # OF FORMAL CASES OPENED IN FY (COR, RFA, ETC)	200	200	180	180	180	180	180	180
4. % OF FORMAL CASES CLOSED IN THE SAME FY	75	75	40	40	40	40	40	40
5. % OF TOTAL FORMAL/INFORMAL CASES CLOSED IN SAME FY	90	90	75	75	75	75	75	75
6. # OF FORMAL CASES PENDING AT END OF FY IN PRIOR FY	50	50	100	100	100	100	100	100
7. # OF OIP WEBSITE PAGE HITS, EXCL. HOME PAGE & OIP	100,000	100,000	87,000	87,000	87,000	87,000	87,000	87,000
<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. # OF FORMAL/INFORMAL OPINIONS ISSUED	20	20	10	10	10	10	10	10
2. # OF TRAINING MATERIALS ADDED/REVISED	10	10	1	1	1	1	1	1
3. # OF LIVE TRAININGS OR MEDIA/PUBLIC PRESENTATIONS	10	10	0	0	0	0	0	0
4. # OF WRITTEN PUBLIC COMMUNICATIONS AND REPORTS	30	30	20	20	20	20	20	20
5. # OF LEGISLATIVE PROPOSALS MONITORED	90	90	140	70	140	70	140	70
6. # OF LAWSUITS MONITORED	35	35	35	35	35	35	35	35
7. # OF AGENCIES SUBMITTING UIPA LOGS	265	265	265	265	265	265	265	265
8. # OF MONTHS ENGAGED IN RULEMAKING	0	0	0	0	0	0	0	0
9. # OF PUBLIC COMMUNICATIONS	30	30	0	0	0	0	0	0
<b>PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)</b>								
CHARGES FOR CURRENT SERVICES				10	10	10	10	10
TOTAL PROGRAM REVENUES				10	10	10	10	10
<b>PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)</b>								
GENERAL FUNDS				10	10	10	10	10
TOTAL PROGRAM REVENUES				10	10	10	10	10

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

# Program Plan Narrative

## **AGS105: ENFORCEMENT OF INFORMATION PRACTICES**

**10 02**

### **A. Statement of Program Objectives**

To promote government transparency and accountability by providing neutral and consistent decisions and guidance to members of the public and all State, county, and independent agencies regarding access to records maintained under Chapter 92F, HRS, Uniform Information Practices Act (UIPA), and access to public meetings subject to Part I of Chapter 92 (Sunshine Law).

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

FB 21-23 Exec. Budget Request (AGS 105):

I. OPERATING BUDGET: None.

II. OPERATING BUDGET - PROGRAM REVIEW (reductions in general funds):

Reduces 1.50 perm. FTE positions (Staff Attorneys) and \$153,967 in FY 22 and FY 23.

III. CIP BUDGET: None.

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

The Office of Information Practices (OIP) is the single statewide agency in Hawaii that provides uniform and consistent advice and training regarding the UIPA and Sunshine Law to all State, county, and independent agencies in the Executive, Legislative, and Judicial Branches of government, and to most boards. OIP also assists the Office of Enterprise Technology Services (ETS) in promoting the State's Open Data policy. As a neutral third party, OIP investigates and resolves disputes concerning those laws that are typically brought by members of the public against government entities. By protecting the public's right to access government records and public meetings, OIP ensures that government remains transparent and accountable to the people.

OIP's attorneys provide to other government attorneys, agency employees, board volunteers, and the general public extensive training, advice, opinions, rules, and informal dispute resolution. OIP attorneys also prepare and present legislative testimony and proposals, and they

monitor and occasionally intervene in lawsuits. Because of OIP's small size, its 2.50 FTE administrative staff assist the attorneys and perform multiple and often confidential tasks, which include accounting, budgeting, payroll, personnel, purchasing, compliance, legal assistance, and website management, as well as training and assistance to government agencies regarding the UIPA Record Request Log and the Records Report Management System.

OIP is preparing new administrative rules and training materials and will be conducting public hearings once they are approved by the Attorney General and Governor. After the rules are adopted, OIP must create new training materials and train all State and county government agencies. OIP has also developed draft legislation for the 2022 session that will extensively amend the Sunshine Law to permit remote meetings to be conducted by boards using interactive conference technology, or what has been commonly referred to during the COVID-19 pandemic as "virtual" meetings.

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

In protecting the public's right to access government records and public meetings, OIP is carrying out the objectives of the Hawaii State Plan to provide meaningful participation by the people in decision-making and for effective access to authority as well as equitable sharing of benefits. HRS 226-3; HRS Section 226-24(4). OIP also pursues government openness and responsiveness to permit the flow of public information, interaction, and response. HRS Section 226-27(b)(2). OIP assists ETS in implementing the State's Open Data Policy. HRS Sections 27-44, 27-44.3.

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

All State and county Executive, Judicial, Legislative, and independent agencies and most boards are subject to one or both laws that OIP administers. Due to their extensive legal experience and special expertise regarding the UIPA and Sunshine Law, OIP's attorneys advise, train, and resolve disputes involving other government attorneys, including the State Attorney General's Office and county Corporation Counsel offices, as well as agency employees, board volunteers, open government organizations, the general public, and the media.

## Program Plan Narrative

### AGS105: ENFORCEMENT OF INFORMATION PRACTICES

10 02

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

The number of yearly requests for OIP's assistance is beyond OIP's control and directly affect OIP's backlog. Additionally, OIP's workload has increased as it must revise its administrative rules, has proposed significant new legislation, and must create new training materials following any changes, which will take away considerable time from its normal duties.

Most concerning is the proposed elimination of 1.50 FTE staff attorney positions as part of the budget reduction necessitated by the pandemic, which will leave OIP with only 3.50 FTE staff attorneys for FY 22 on. Exacerbating this concern is the anticipated retirement of one of OIP's current staff attorneys in FY 22, leaving only two experienced attorneys to train new 1.50 FTE attorneys and undertake OIP's continually growing workload.

Adding insult to injury, the budget cuts eliminated the \$70,000 in salary parity funding that had been appropriated to OIP in 2019 but never released, so even without including the pay cuts that will result from impending furloughs, OIP's employees' salaries remain below that of comparable positions while their workload has substantially increased due to current vacancies and the proposed elimination of 1.50 FTE staff attorney positions.

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

Even before the COVID-19 pandemic, OIP was doing more than twice the work with half the personnel and budget than it had 25 years ago. In FY 1994, OIP administered only the UIPA with 15.00 FTE positions, and its non-inflation adjusted allocation was \$827,537; if adjusted for inflation, the equivalent budget today would be \$1,444,849. In FY 2020, OIP's total allocation was \$769,837 and it was authorized 8.50 FTE positions. For FY 2022 on, with a proposed 20% budget reduction, OIP's total budget will be only \$615,870 (excluding any collective bargaining increases that have not yet been allocated to OIP) and OIP will have only 7.00 FTE positions to administer the UIPA and Sunshine Law and advise on Open Data issues, which is less than half the personnel positions and 57% less in inflation-adjusted funding that OIP had when administered only the UIPA 25 years ago.

Before the proposed cuts - and despite the onset of the COVID-19 pandemic in FY 2020, the suspension of all of OIP's duties by the Governor's emergency orders from March 16 to May 24, 2020, and an increase in the number of formal cases filed - OIP continued to work and ended FY 2020 by successfully reducing its formal case backlog to its lowest level in over a decade. In FY 2020, OIP received a total of 1,168 formal and informal requests for OIP's services, an 8.5% increase compared to 1,127 requests in FY 2019. Nevertheless, OIP ended FY 2020 with only 67 pending formal cases, which is a more than 8% decrease from FY 2019 (82 pending cases) and a 49% decrease since FY 2018 (131 pending cases). Moreover, 73% (130 of 178) of the formal cases opened in FY 2020 were resolved in the same year. When informal cases resolved through OIP's Attorney of the Day service are included, OIP resolved 96% (1,120 of 1,168) of all FY 2020 formal and informal requests for assistance in the same year they were filed, and 85% (990 of 1,168) usually within the same day they were filed.

While OIP was able to achieve these impressive results in FY 2020 when it had five staff attorneys, it uncharacteristically lost two experienced staff attorneys and one Administrative Assistant in early FY 2021 due to retirement or personal reasons. Because of the hiring freeze that remains in place as of December 2020, OIP has not been able to hire and train replacements. The effects of losing OIP's experienced employees have been demonstrably adverse. In the first five months of FY 2021, OIP's formal case backlog has increased by over 50% and continues to climb higher. Moreover, resolution of these cases will necessarily take longer with fewer staff attorneys to work on them. The 20% budget reduction, which includes the elimination of 1.50 FTE staff attorney positions in FY 2022 on, will ensure that OIP's case backlog will explode and resolution times will be extended, which will negatively affect government agencies' ability to obtain consistent, uniform advice to remain in compliance with the open government laws and will increase the public's frustration with and mistrust of the government.

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

OIP does not generate any revenues.

## Program Plan Narrative

### AGS105: ENFORCEMENT OF INFORMATION PRACTICES

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#### I. Summary of Analysis Performed

Prior to the pandemic, OIP supported its request for salary parity by reviewing the State Compensation Plan with FY 2018 and -19 updates; Commission on Salaries Report and Recommendations to the 2013 Legislature (March 18, 2013); Report on the Disparity of Salaries for Deputy Attorneys General - A Comparative Study (October 2015, Department of the Attorney General); the Resolution of the 2016 Salary Commission (April 19, 2016; City and County of Honolulu); Maui County Ordinance No. 4071 (2013); the most recent online data of public employee salaries published by Civil Beat at civilbeat.com. OIP also verified some information with departmental personnel. OIP compared its salaries to those of other government attorneys whom it advises, other good government agency directors, and comparable civil service positions, which showed an approximate 20 to 80% disparity in OIP's salaries compared to similar positions.

OIP understands that the State's economic situation has drastically changed as a result of the pandemic. Thus, while OIP's employees have been willing to accept the loss of their salary parity funding and to take the pay reductions necessitated by the expected furloughs, OIP itself cannot continue the same level of services that it previously provided when 1.50 FTE positions of its 5.00 staff attorneys will be eliminated.

#### J. Further Considerations

At a time when the public and media have been clamoring for greater government transparency and accountability, OIP's staff and funding is being eliminated to a barely sustainable level that will substantially reduce OIP's ability to respond to the public and to prevent or resolve their disputes with government agencies and boards. The cuts being made to OIP are not noticeable in the context of the State's overall \$16 billion budget, but are substantial and highly detrimental for a small agency like OIP and will severely reduce OIP's ability to provide timely services to government agencies and boards and the general public, including the media. The budget cuts will also affect OIP's ability to attract and train new personnel and to possibly retain its experienced existing personnel.

Without personnel, especially experienced ones, OIP cannot provide uniform training, consistent advice, or timely dispute resolution to all State and county agencies and boards and the general public, which could

adversely impact compliance with Hawaii's open government laws and result in greater litigation, attorney fees, court costs, liability payments, and other expenses. Therefore, the relatively minimal savings created by the reductions in OIP's funding and personnel could actually increase government costs in other areas, while significantly eroding the public's open government rights and the people's trust in government.

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:  
PROGRAM STRUCTURE NO: 11  
PROGRAM TITLE: GOVERNMENT-WIDE SUPPORT

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
CURRENT LEASE PAYMENTS								
OTHER CURRENT EXPENSES	594,780	7,334,780	3,028,476	3,028,476	3,029	3,029	3,029	3,029
TOTAL CURRENT LEASE PAYMENTS COST	594,780	7,334,780	3,028,476	3,028,476	3,029	3,029	3,029	3,029
BY MEANS OF FINANCING								
GENERAL FUND	594,780	5,234,480	928,176	928,176	928	928	928	928
INTERDEPARTMENTAL TRANSFERS		2,100,300	2,100,300	2,100,300	2,101	2,101	2,101	2,101
OPERATING COST	690.00*	690.00*	515.50*	515.50*	521.5*	521.5*	521.5*	521.5*
	36.44**	40.44**	22.05**	18.05**	18.0**	18.0**	18.0**	18.0**
PERSONAL SERVICES	41,361,756	45,123,246	40,744,640	40,744,640	40,738	40,738	40,738	40,738
OTHER CURRENT EXPENSES	100,349,424	106,526,068	104,912,555	104,006,643	104,009	104,009	104,009	104,009
EQUIPMENT	1,969,499	1,023,756	1,023,756	1,023,756	1,024	1,024	1,024	1,024
MOTOR VEHICLES	616,333	2,354,400	2,354,400	2,354,400	2,354	2,354	2,354	2,354
TOTAL OPERATING COST	144,297,012	155,027,470	149,035,351	148,129,439	148,125	148,125	148,125	148,125
BY MEANS OF FINANCING								
	595.50*	595.50*	421.00*	421.00*	427.0*	427.0*	427.0*	427.0*
	32.44**	36.44**	18.05**	14.05**	14.0**	14.0**	14.0**	14.0**
GENERAL FUND	103,913,353	93,334,210	87,168,952	86,263,040	86,257	86,257	86,257	86,257
	10.00*	10.00*	10.00*	10.00*	10.0*	10.0*	10.0*	10.0*
	3.00**	3.00**	3.00**	3.00**	3.0**	3.0**	3.0**	3.0**
SPECIAL FUND	8,703,220	11,241,933	11,235,391	11,235,391	11,236	11,236	11,236	11,236
	0.50*	0.50*	0.50*	0.50*	0.5*	0.5*	0.5*	0.5*
	1.00**	1.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
FEDERAL FUNDS	99,694	99,694	99,694	99,694	100	100	100	100
	*	*	*	*	*	*	*	*
	**	**	**	**	**	**	**	**
TRUST FUNDS	2,550	343,732	343,732	343,732	344	344	344	344
	35.00*	35.00*	35.00*	35.00*	35.0*	35.0*	35.0*	35.0*
	**	**	**	**	**	**	**	**
INTERDEPARTMENTAL TRANSFERS	8,154,113	11,886,834	11,888,705	11,888,705	11,889	11,889	11,889	11,889
	49.00*	49.00*	49.00*	49.00*	49.0*	49.0*	49.0*	49.0*
	**	**	**	**	**	**	**	**
REVOLVING FUND	23,424,082	38,121,067	38,298,877	38,298,877	38,299	38,299	38,299	38,299

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:

PROGRAM STRUCTURE NO:

11

PROGRAM TITLE:

GOVERNMENT-WIDE SUPPORT

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
CAPITAL IMPROVEMENT COSTS								
PLANS	5,000	6,000	11,583,000	11,580,000	12,329	11,579	1,440	1,440
LAND ACQUISITION	2,000	1,000	5,000	3,000	4	4	2	2
DESIGN	4,194,000	843,000	4,216,000	6,000	2,098	2,495	998	2
CONSTRUCTION	44,762,000	29,393,000	57,071,000	18,489,000	22,144	17,852	8,401	14,997
EQUIPMENT	3,641,000	1,005,000	9,000	6,000	1,404	4	2	2
TOTAL CAPITAL EXPENDITURES	52,604,000	31,248,000	72,884,000	30,084,000	37,979	31,934	10,843	16,443
BY MEANS OF FINANCING								
G.O. BONDS	52,604,000	31,248,000	72,884,000	30,084,000	37,979	31,934	10,843	16,443
TOTAL PERM POSITIONS	690.00*	690.00*	515.50*	515.50*	521.5*	521.5*	521.5*	521.5*
TOTAL TEMP POSITIONS	36.44**	40.44**	22.05**	18.05**	18.0**	18.0**	18.0**	18.0**
TOTAL PROGRAM COST	197,495,792	193,610,250	224,947,827	181,241,915	189,133	183,088	161,997	167,597

# 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 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	23.00*	23.00*	22.00*	22.00*	22.0*	22.0*	22.0*	22.0*
	9.44**	13.44**	9.05**	5.05**	5.0**	5.0**	5.0**	5.0**
PERSONAL SERVICES	1,627,263	2,383,523	2,461,493	2,461,493	2,461	2,461	2,461	2,461
OTHER CURRENT EXPENSES	2,977,329	2,136,094	1,866,317	949,340	950	950	950	950
EQUIPMENT	650							
TOTAL OPERATING COST	4,605,242	4,519,617	4,327,810	3,410,833	3,411	3,411	3,411	3,411
BY MEANS OF FINANCING								
	22.50*	22.50*	21.50*	21.50*	21.5*	21.5*	21.5*	21.5*
	8.44**	12.44**	8.05**	4.05**	4.0**	4.0**	4.0**	4.0**
GENERAL FUND	4,502,998	4,076,191	3,884,384	2,967,407	2,967	2,967	2,967	2,967
	0.50*	0.50*	0.50*	0.50*	0.5*	0.5*	0.5*	0.5*
	1.00**	1.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
FEDERAL FUNDS	99,694	99,694	99,694	99,694	100	100	100	100
	*	*	*	*	*	*	*	*
	**	**	**	**	**	**	**	**
TRUST FUNDS	2,550	343,732	343,732	343,732	344	344	344	344
TOTAL PERM POSITIONS	23.00*	23.00*	22.00*	22.00*	22.0*	22.0*	22.0*	22.0*
TOTAL TEMP POSITIONS	9.44**	13.44**	9.05**	5.05**	5.0**	5.0**	5.0**	5.0**
TOTAL PROGRAM COST	4,605,242	4,519,617	4,327,810	3,410,833	3,411	3,411	3,411	3,411

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:  
PROGRAM STRUCTURE NO: **110104**  
PROGRAM TITLE: **VOTING RIGHTS AND ELECTIONS**

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	23.00*	23.00*	22.00*	22.00*	22.0*	22.0*	22.0*	22.0*
	9.44**	13.44**	9.05**	5.05**	5.0**	5.0**	5.0**	5.0**
PERSONAL SERVICES	1,627,263	2,383,523	2,461,493	2,461,493	2,461	2,461	2,461	2,461
OTHER CURRENT EXPENSES	2,977,329	2,136,094	1,866,317	949,340	950	950	950	950
EQUIPMENT	650							
TOTAL OPERATING COST	4,605,242	4,519,617	4,327,810	3,410,833	3,411	3,411	3,411	3,411
BY MEANS OF FINANCING								
	22.50*	22.50*	21.50*	21.50*	21.5*	21.5*	21.5*	21.5*
	8.44**	12.44**	8.05**	4.05**	4.0**	4.0**	4.0**	4.0**
GENERAL FUND	4,502,998	4,076,191	3,884,384	2,967,407	2,967	2,967	2,967	2,967
	0.50*	0.50*	0.50*	0.50*	0.5*	0.5*	0.5*	0.5*
	1.00**	1.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
FEDERAL FUNDS	99,694	99,694	99,694	99,694	100	100	100	100
	*	*	*	*	*	*	*	*
	**	**	**	**	**	**	**	**
TRUST FUNDS	2,550	343,732	343,732	343,732	344	344	344	344
TOTAL PERM POSITIONS	23.00*	23.00*	22.00*	22.00*	22.0*	22.0*	22.0*	22.0*
TOTAL TEMP POSITIONS	9.44**	13.44**	9.05**	5.05**	5.0**	5.0**	5.0**	5.0**
TOTAL PROGRAM COST	4,605,242	4,519,617	4,327,810	3,410,833	3,411	3,411	3,411	3,411



# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID: **AGS871**  
 PROGRAM STRUCTURE NO: **11010401**  
 PROGRAM TITLE: **CAMPAIGN SPENDING COMMISSION**

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	5.00*	5.00*	5.00*	5.00*	5.0*	5.0*	5.0*	5.0*
	0.00**	0.00**	0.00**	0.00**	0.0**	0.0**	0.0**	0.0**
PERSONAL SERVICES	466,788	505,499	541,995	541,995	542	542	542	542
OTHER CURRENT EXPENSES	94,593	391,685	391,685	391,685	392	392	392	392
EQUIPMENT	650							
TOTAL OPERATING COST	562,031	897,184	933,680	933,680	934	934	934	934
BY MEANS OF FINANCING	5.00*	5.00*	5.00*	5.00*	5.0*	5.0*	5.0*	5.0*
	**	**	**	**	**	**	**	**
GENERAL FUND	559,481	553,452	589,948	589,948	590	590	590	590
	*	*	*	*	*	*	*	*
	**	**	**	**	**	**	**	**
TRUST FUNDS	2,550	343,732	343,732	343,732	344	344	344	344
TOTAL PERM POSITIONS	5.00*	5.00*	5.00*	5.00*	5.0*	5.0*	5.0*	5.0*
TOTAL TEMP POSITIONS	**	**	**	**	**	**	**	**
TOTAL PROGRAM COST	562,031	897,184	933,680	933,680	934	934	934	934

PROGRAM ID: **AGS871**  
 PROGRAM STRUCTURE: **11010401**  
 PROGRAM TITLE: **CAMPAIGN SPENDING COMMISSION**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<b>MEASURES OF EFFECTIVENESS</b>								
1. % OF WORK PRODUCT ALIGNED WITH STRATEGIC PLAN	95	95	95	95	95	95	95	95
2. % OF COMM FILING FINANCIAL DISCLOSURE RPTS TIMELY	92	92	92	92	92	92	92	92
3. % OF ALL STAT REQ RPTS FILED BY COMM REVIEWED	100	100	100	100	100	100	100	100
4. NO. OF STRATEGIES/MECHANISMS TO EDUCATE COMM/RES	12	12	12	12	12	12	12	12
5. NO. OF ENFORCMT ACTION TAKEN TO ACHIEVE COMPLIANCE	50	100	50	150	50	150	50	150
6. NO. OF STRATEGIES/PRGMS EMPLOYD TO INCR TRANSPARCY	12	12	12	12	12	12	12	12
7. AMOUNT OF PUBLIC FINANCING PROVIDED	20000	200000	20000	200000	20000	200000	20000	200000
<b>PROGRAM TARGET GROUPS</b>								
1. CANDIDATE COMMITTEES	300	425	300	425	300	425	300	425
2. NON-CANDIDATE COMMITTEES	300	300	300	300	300	300	300	300
3. STATE OF HAWAII RESIDENTS	1460000	1460000	1460000	1460000	1460000	1460000	1460000	1460000
<b>PROGRAM ACTIVITIES</b>								
1. NO. OF STATUTORILY REQUIRED REPORTS REVIEWED	1500	4500	1500	4500	1500	4500	1500	4500
2. NO. OF COMMUNICATION OUTREACH TO COMM/RESIDENS	50000	100000	50000	100000	50000	100000	50000	100000
3. NO. OF EDUC/TRG/ASSIST PROV TO COMM/RESIDENTS	75000	125000	75000	125000	75000	125000	75000	125000
4. NO. OF ADVISORY OPINIONS RENDERED	3	2	3	2	3	2	3	2
5. NO. OF ENFORCEMENT ACTIONS TAKEN	50	160	50	160	50	160	50	160
6. NO. OF CANDIDATES WHO QUALIFD & REC PUBLIC FUNDING	5	30	5	30	5	30	5	30
7. NO. OF \$3 HAWAII INCOME TAX CHECK-OFFS	65000	57000	65000	57000	65000	57000	65000	57000
8. INDENTIF &/OR EMPLOYMT OF STRATE TO INCR TRANSPNCY	12	12	12	12	12	12	12	12
9. NO. OF CAMPGN SPEND RELATED BILLS INTROD & PASSED	1	1	1	1	1	1	1	1
<b>PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)</b>								
TAXES	195	173	195	173	195	173	195	195
REVENUES FROM THE USE OF MONEY AND PROPERTY	5	6	6	6	7	7	7	7
CHARGES FOR CURRENT SERVICES		3		3		3		
FINES, FORFEITS AND PENALTIES	21	50	20	50	20	50	20	20
NON-REVENUE RECEIPTS	9	26	10	26	10	26	10	10
TOTAL PROGRAM REVENUES	230	258	231	258	232	259	232	232
<b>PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)</b>								
GENERAL FUNDS	21	50	20	50	20	50	20	20
ALL OTHER FUNDS	209	208	211	208	212	209	212	212
TOTAL PROGRAM REVENUES	230	258	231	258	232	259	232	232

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

# Program Plan Narrative

**AGS871: CAMPAIGN SPENDING COMMISSION**

**11 01 04 01**

## **A. Statement of Program Objectives**

To ensure transparency and full disclosure of contributions and expenditures by all candidates and noncandidate committees, conduct investigations and administrative hearings, and administer the public funding program.

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

FB 21-23 Exec. Budget Request (AGS 871): None.

No new programs are being proposed at this time. The program is in compliance with Section 37-68(1)(A)(B).

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

- Develop and adopt reporting forms required by the campaign finance laws.
- Develop and publish manuals for all candidates and committees to provide guidance on the requirements of the law.
- Serve as a repository for all campaign spending reports filed by candidates and committees.
- Review all candidate and committee reports for compliance with laws and rules.
- Permit the inspection, copying, or duplicating of any report required by law.
- Ensure timely reporting of all reports and assess monetary fines.
- Hold public hearings.
- Investigate and hold hearings to receive evidence of any violations.
- Negotiate and draft conciliation agreements.
- Establish rules pursuant to Chapter 91, HRS.

- Request initiation of prosecution for violations of the campaign finance laws.
- Administer, monitor, and audit the distribution of public funds.
- Research, draft, and issue advisory opinions.
- Provide guidance to the public, candidates, and committees by phone and mail or other means.
- Comply with State requirements for employment, budget, contracts, inventory, and other office functions.
- Conduct random audits and field investigations.
- File for injunctive relief and other court-related actions.

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

The Commission is dedicated to the integrity and transparency of the campaign finance process through education, prevention, and enforcement, and provides partial public funding.

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

The office works with the Office of Elections, county clerks offices, State and county agencies, prosecuting attorney offices, Department of the Attorney General, Office of Enterprise Technology Services, State and county Ethics agencies, Hawaii State Legislature, Office of the Governor, open government groups, and media organizations.

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

1. Transparency in elections must be provided to empower voters with information so they can make informed decisions.

2. Campaigns, on average, are costing more and more each election year.

This gives the large contributors a louder voice and potentially easier access to legislators. This may be even more evident with independent

## Program Plan Narrative

### **AGS871: CAMPAIGN SPENDING COMMISSION**

**11 01 04 01**

expenditure committees. We must continue to re-evaluate and incrementally grow our partial public financing program as funding permits so that any person that qualifies may run a competitive race for office.

3. The demand for instant and comprehensive information means we must stay on the cutting edge of technological development. As more jurisdictions develop programs that can analyze data in multiple formats and searches, we must consider and/or adopt their best practices.

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

Developments and advancements in technology permit the Commission to become more efficient and effective to provide timely and accurate data to the public. Candidates and committees are required to input all required campaign finance data into their respective electronic filing system. The Commission and the public may then view the data for consideration, analysis, and/or audit.

Incrementally increase partial public financing to increase the number of candidates using public financing.

Candidate and committee classes should continue to be recorded, updated, and placed on the Commission website for access by all 24/7. A manual or guidebook to accompany the recorded presentation should also be available.

One or two additional positions may be needed because of additional duties and conducting investigations.

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

- Trust: Revenues are generated from the \$3 check-off on the Hawaii State income tax form, interest on the principal in the Hawaii Election Campaign Fund, excess or false name contributions, surplus/residual funds, and anonymous contributions. Revenues are deposited into the Hawaii Election Campaign Fund.

- General: Revenues are generated from fines and deposited into the State's general fund.

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

Contribution and expenditure data will be analyzed after all information has been filed.

#### **J. Further Considerations**

None.

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID: **AGS879**  
 PROGRAM STRUCTURE NO: **11010402**  
 PROGRAM TITLE: **OFFICE OF ELECTIONS**

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	18.00*	18.00*	17.00*	17.00*	17.0*	17.0*	17.0*	17.0*
	9.44**	13.44**	9.05**	5.05**	5.0**	5.0**	5.0**	5.0**
PERSONAL SERVICES	1,160,475	1,878,024	1,919,498	1,919,498	1,919	1,919	1,919	1,919
OTHER CURRENT EXPENSES	2,882,736	1,744,409	1,474,632	557,655	558	558	558	558
TOTAL OPERATING COST	4,043,211	3,622,433	3,394,130	2,477,153	2,477	2,477	2,477	2,477
BY MEANS OF FINANCING								
	17.50*	17.50*	16.50*	16.50*	16.5*	16.5*	16.5*	16.5*
	8.44**	12.44**	8.05**	4.05**	4.0**	4.0**	4.0**	4.0**
GENERAL FUND	3,943,517	3,522,739	3,294,436	2,377,459	2,377	2,377	2,377	2,377
	0.50*	0.50*	0.50*	0.50*	0.5*	0.5*	0.5*	0.5*
	1.00**	1.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
FEDERAL FUNDS	99,694	99,694	99,694	99,694	100	100	100	100
TOTAL PERM POSITIONS	18.00*	18.00*	17.00*	17.00*	17.0*	17.0*	17.0*	17.0*
TOTAL TEMP POSITIONS	9.44**	13.44**	9.05**	5.05**	5.0**	5.0**	5.0**	5.0**
TOTAL PROGRAM COST	4,043,211	3,622,433	3,394,130	2,477,153	2,477	2,477	2,477	2,477

PROGRAM ID: **AGS879**  
 PROGRAM STRUCTURE: **11010402**  
 PROGRAM TITLE: **OFFICE OF ELECTIONS**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<b>MEASURES OF EFFECTIVENESS</b>								
1. # ELIG PERSONS REGIS AS % TOTAL ELIG TO VOTE	72	83	83	83	83	83	83	83
2. # REG VOTERS WHO VOTE AS % OF REGISTERED VOTERS	0	60	0	60	0	60	0	60
3. % OF MANUAL AUDIT PRECNTS MATCH COMP GEN RESULTS	0	100	0	100	0	100	0	100
4. # COMPLAINTS & CHALLENGES TO ELECTION SYSTEM	0	0	0	0	0	0	0	0
5. # COMPLAINTS FILED & RESLVD AS % TOT COMPL RECD	100	100	100	100	100	100	100	100
<b>PROGRAM TARGET GROUPS</b>								
1. RESIDENTS ELIGIBLE TO VOTE (THOUSANDS)	895	895	895	895	895	895	895	895
<b>PROGRAM ACTIVITIES</b>								
1. PRVD VTR REGIS SVCS TO QUAL CITIZENS (000'S)	832	832	840	840	845	845	845	845
2. PROVIDE VOTER EDUCATION SERVICES (000'S)	832	832	840	840	845	845	845	845
3. PROVIDE VOTER ORIENTATION TO NTRLZD CITIS (000'S)	12	12	12	12	12	12	12	12
<b>PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)</b>								
REVENUES FROM THE USE OF MONEY AND PROPERTY	28	10	10	10	10	10	10	10
CHARGES FOR CURRENT SERVICES	49	43	37	44	37	45	37	5
TOTAL PROGRAM REVENUES	77	53	47	54	47	55	47	15
<b>PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)</b>								
GENERAL FUNDS	49	43	36	43	36	44	36	4
SPECIAL FUNDS	28	10	11	11	11	11	11	11
TOTAL PROGRAM REVENUES	77	53	47	54	47	55	47	15

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

# Program Plan Narrative

**AGS879: OFFICE OF ELECTIONS**

**11 01 04 02**

## **A. Statement of Program Objectives**

To maximize voter participation in the electoral process by developing policies and procedures that encourages registration and turnout.

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

FB 21-23 Exec. Budget Request (AGS 879):

### **I. OPERATING BUDGET:**

(1) Trade-off/transfer in general funds, within program, to fund 6.42 perm. FTE positions, defunded in Act 9, SLH 2020. Cost neutral request.

(2) Adds \$500,000 in general funds in FY 22 for voting and vote counting system contract.

(3) Reduces 1.00 perm. and 4.39 temp. FTE positions in FY 22 and FY 23, formerly general funded, defunded in Act 9, SLH 2020.

(4) Reduces 4.00 temp. FTE positions in FY 23 (1.00 FTE Project Manager; 1.00 FTE Administrative Assistant; 1.00 FTE Geographic Information Systems (GIS) Analyst and 1.00 FTE Secretary) for the 2021 Reapportionment project scheduled to end after FY 22. General funds (but not positions) were already reduced in FB 2021-23 base budget.

### **II. OPERATING BUDGET - PROGRAM REVIEW (reductions in general funds)**

Reduces \$129,777 in FY 22 and \$259,554 in FY 23 in operating costs.

### **III. CIP BUDGET: None.**

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

1. Direct and coordinate the statewide election systems and assists the counties with county elections:

- Provide election services statewide.
- Prepare, procure and control inventory of election ballots for State and

concurrently conducted county elections statewide.

- Provide secure, accessible and convenient voting services to all eligible voters statewide.

- Process, tabulate and distribute election results statewide.

- Provide computer support services (hardware and software applications) for elections (State and county).

- Provide logistical and warehousing support for elections (State and county).

2. Provide voter registration services to qualified citizens.

- Maximize voter registration statewide.

- Equalize voter registration between districts statewide.

3. Responsible for public education with respect to voter registration and information.

4. Maintain data relating to registered voters, elections, apportionment and districting.

5. Provide necessary technical services and support to the Reapportionment Commission.

6. Provide staff support to the Elections Commission.

7. Provide staff support to the Board of Registration.

8. Conduct elections in compliance with all federal and State laws.

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

The Office of Elections strives for integrity and efficiency in the administration of elections and seeks to maximize voter participation in the electoral process.

## Program Plan Narrative

**AGS879: OFFICE OF ELECTIONS**

**11 01 04 02**

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

This office works closely with the various county offices and their election staff as well as State agencies to coordinate election-related activities. The office serves as the principal liaison with various federal agencies (e.g., Election Assistance Commission, Federal Voter Assistance Program, Department of Justice, Homeland Security, etc.) on election-related matters.

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

A major trend affecting this office is the vote by mail. The increase in voters returning their ballots in the mail has resulted in an increase in voter turnout.

Another trend affecting this office is changes to federal laws. These changes have been made to strengthen the integrity of elections, increase participation in the electoral process, improve the administration of elections, and facilitate enfranchisement of voters. Some examples are reflected in the Help America Vote Act (HAVA), Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA), Voting Rights Act, and Americans with Disabilities Act (ADA).

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

The Office of Elections will serve as the secretary to the 2021 Reapportionment Commission. The Commission will convene in 2021, and their work will span FY 21-22. Funding for the commission's work will be met by a funding increase in FY 21. In addition, four FTE positions will be filled during FY 21-22 to conduct work supporting reapportionment.

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

Program revenues are generated from candidate filing fees, sale of election maps, and reimbursement from counties for election expenses. All revenues are deposited directly into the general fund.

Additionally, revenues received under the HAVA of 2002, 2018 and 2020 HAVA Election Security are deposited into a federal fund. Expenditure of funds is specifically noted in the HAVA.

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

Not applicable.

### **J. Further Considerations**

Not applicable.



# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:  
PROGRAM STRUCTURE NO: **1102**  
PROGRAM TITLE: **FISCAL MANAGEMENT**

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	46.00*	46.00*	46.00*	46.00*	46.0*	46.0*	46.0*	46.0*
	7.00**	7.00**	5.00**	5.00**	5.0**	5.0**	5.0**	5.0**
PERSONAL SERVICES	2,999,735	3,109,907	3,816,205	3,816,205	3,816	3,816	3,816	3,816
OTHER CURRENT EXPENSES	810,352	468,536	468,536	468,536	469	469	469	469
EQUIPMENT	20,082							
TOTAL OPERATING COST	3,830,169	3,578,443	4,284,741	4,284,741	4,285	4,285	4,285	4,285
BY MEANS OF FINANCING	46.00*	46.00*	46.00*	46.00*	46.0*	46.0*	46.0*	46.0*
	7.00**	7.00**	5.00**	5.00**	5.0**	5.0**	5.0**	5.0**
GENERAL FUND	3,830,169	3,578,443	4,284,741	4,284,741	4,285	4,285	4,285	4,285
TOTAL PERM POSITIONS	46.00*	46.00*	46.00*	46.00*	46.0*	46.0*	46.0*	46.0*
TOTAL TEMP POSITIONS	7.00**	7.00**	5.00**	5.00**	5.0**	5.0**	5.0**	5.0**
TOTAL PROGRAM COST	3,830,169	3,578,443	4,284,741	4,284,741	4,285	4,285	4,285	4,285

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:  
PROGRAM STRUCTURE NO: **110202**  
PROGRAM TITLE: **FISCAL PROCEDURES AND CONTROL**

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	46.00*	46.00*	46.00*	46.00*	46.0*	46.0*	46.0*	46.0*
	7.00**	7.00**	5.00**	5.00**	5.0**	5.0**	5.0**	5.0**
PERSONAL SERVICES	2,999,735	3,109,907	3,816,205	3,816,205	3,816	3,816	3,816	3,816
OTHER CURRENT EXPENSES	810,352	468,536	468,536	468,536	469	469	469	469
EQUIPMENT	20,082							
TOTAL OPERATING COST	3,830,169	3,578,443	4,284,741	4,284,741	4,285	4,285	4,285	4,285
BY MEANS OF FINANCING	46.00*	46.00*	46.00*	46.00*	46.0*	46.0*	46.0*	46.0*
	7.00**	7.00**	5.00**	5.00**	5.0**	5.0**	5.0**	5.0**
GENERAL FUND	3,830,169	3,578,443	4,284,741	4,284,741	4,285	4,285	4,285	4,285
TOTAL PERM POSITIONS	46.00*	46.00*	46.00*	46.00*	46.0*	46.0*	46.0*	46.0*
TOTAL TEMP POSITIONS	7.00**	7.00**	5.00**	5.00**	5.0**	5.0**	5.0**	5.0**
TOTAL PROGRAM COST	3,830,169	3,578,443	4,284,741	4,284,741	4,285	4,285	4,285	4,285

PROGRAM ID:  
PROGRAM STRUCTURE NO:  
PROGRAM TITLE:

**AGS101**  
**11020201**  
**ACCOUNTING SYSTEM DEVELOPMENT & MAINTENANCE**

**OPERATING AND CAPITAL EXPENDITURES**

REPORT: P61-A

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	9.00*	9.00*	9.00*	9.00*	9.0*	9.0*	9.0*	9.0*
	3.00**	3.00**	3.00**	3.00**	3.0**	3.0**	3.0**	3.0**
PERSONAL SERVICES	527,936	592,905	956,709	956,709	957	957	957	957
OTHER CURRENT EXPENSES	114,999	77,592	77,592	77,592	77	77	77	77
EQUIPMENT	863							
TOTAL OPERATING COST	643,798	670,497	1,034,301	1,034,301	1,034	1,034	1,034	1,034
BY MEANS OF FINANCING	9.00*	9.00*	9.00*	9.00*	9.0*	9.0*	9.0*	9.0*
	3.00**	3.00**	3.00**	3.00**	3.0**	3.0**	3.0**	3.0**
GENERAL FUND	643,798	670,497	1,034,301	1,034,301	1,034	1,034	1,034	1,034
TOTAL PERM POSITIONS	9.00*	9.00*	9.00*	9.00*	9.0*	9.0*	9.0*	9.0*
TOTAL TEMP POSITIONS	3.00**	3.00**	3.00**	3.00**	3.0**	3.0**	3.0**	3.0**
TOTAL PROGRAM COST	643,798	670,497	1,034,301	1,034,301	1,034	1,034	1,034	1,034

PROGRAM ID: **AGS101**  
 PROGRAM STRUCTURE: **11020201**  
 PROGRAM TITLE: **ACCOUNTING SYSTEM DEVELOPMENT AND MAINTENANCE**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<u>MEASURES OF EFFECTIVENESS</u>								
1. % PROJECTS COMPL FOR NEW SYSTEMS/ENHANCE-GOAL 75%	75	75	75	75	75	75	75	75
2. % PROJECTS COMPL FOR ACCTG MANUALS/FORMS-GOAL 80%	80	80	80	80	80	80	80	80
<u>PROGRAM TARGET GROUPS</u>								
1. NO. OF REQUESTS TO DEV NEW SYSTEMS/MODIFY EXISTING	30	30	30	30	30	30	30	8
2. NO. REQUESTS NEW/CHANGES TO ACCOUNTNG MANUALS/FORM	8	8	8	8	8	8	30	8
<u>PROGRAM ACTIVITIES</u>								
1. NO. OF HOURS - DEV OF NEW SYTEMS/MODIFY EXISTING	11600	11600	9152	9152	9152	9152	9152	9152
2. NO. OF HOURS - MAINT/MGMT ACCOUNTING MANUALS/FORMS	400	400	360	360	360	360	360	360

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

# Program Plan Narrative

## **AGS101: ACCOUNTING SYSTEM DEVELOPMENT & MAINTENANCE**

**11 02 02 01**

### **A. Statement of Program Objectives**

To enhance the effectiveness and efficiency of the statewide accounting and reporting systems of the State by developing, maintaining, improving, and controlling the methods, procedures and forms of these systems.

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

FB 21-23 Exec. Budget Request (AGS 101):

#### **I. OPERATING BUDGET:**

Trade-off/Transfers in general funds from AGS 223 in FY 22 and FY 23 to fund 5.00 perm. FTE defunded positions. The positions were defunded in Act 9, SLH 2020. Cost neutral request. These positions are critical to supporting statewide systems and Phase II of the payroll modernization, Time & Leave, as well as the upcoming project of replacing the financial accounting system.

II. OPERATING BUDGET - PROGRAM REVIEW: None.

III. CIP BUDGET: None.

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

A major portion of the program's effort is directed toward development of new statewide accounting systems and major enhancements to existing accounting systems. Activities related to the development of new accounting systems and major enhancements to the existing systems include: coordinating project tasks and activities; defining system functional and internal control requirements; identifying required system design modifications and related system specifications, re-engineering work processes, documents, and document flow; conducting acceptance testing; providing user related training, conversion, implementation, and post implementation support; and developing policies, procedures, forms and users manuals.

Concurrent with accounting system development is the maintenance and management of existing systems to: improve the operational efficiency and/or utility of the systems; comply with changes in applicable State and Federal laws, and/or management policies; correct accounting

deficiencies or internal control weaknesses as identified by independent financial auditors; and correct system errors that occur in the normal course of business. Activities related to the maintenance and management of existing systems are similar to those of major enhancements to existing accounting systems, but on a smaller scale.

This program also establishes, maintains and manages the State of Hawaii Accounting Manual, FAMIS Procedures Manual, and Financial Datamart Manual and related State Accounting Forms to provide internal control over the accounting functions of the State.

Activities related to the control functions include prescribing: accounting policies, methods and practices of the State to comply with accounting and reporting requirements for governmental entities in conformity with generally accepted accounting principles (i.e., GAAP), comply with applicable State and Federal laws, and/or management policies; and content and format of accounting information through the use of Statewide Accounting Forms to provide uniformity in the recording of accounting transactions and ensure the validity, propriety and accuracy of recorded accounting transactions.

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

Key policies are designed to fulfill the statutory requirements imposed upon the Comptroller of: making changes and modifications to the accounting system of the State (including the design, development and implementation of a proper system of internal controls to encompass the changes and modifications made to the accounting system) that appear to be in the best interest of the State, as promulgated by Section 40-2, HRS; and determining the forms required to adequately supply the accounting system with the requisite accounting data for State government; maintaining the applicability, relevancy and uniformity of accounting forms in statewide use, as promulgated by Section 40-6, HRS.

Accordingly, program policies are directed toward ensuring proper functionality of new or existing systems to reduce operating cost and increase productivity by eliminating redundant processing and duplication of effort, and streamlining and standardizing operations; internal control over assets to safeguard assets from loss or waste; and internal control over accounting information processed by the system to maintain data integrity throughout the system and generate accurate, reliable and timely

## Program Plan Narrative

### **AGS101: ACCOUNTING SYSTEM DEVELOPMENT & MAINTENANCE**

11 02 02 01

information from the system.

Policies pursued support Part I, Section 226-28, Hawaii State Plan, HRS, relating to the fiscal management objective of ensuring fiscal integrity, responsibility and efficiency in State government, and conforms with the Plan policy regarding improvements to the fiscal budgeting and management system.

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

The work performed by this program requires collaboration with the Uniform Accounting and Reporting Branch and Pre-Audit Branch of the Department of Accounting and General Services to ensure a proper accounting result from the central standpoint, and the departments and agencies to ensure a pragmatic and functional accounting result from the departmental standpoint. In addition, since this program represents the user's orientation to the system, collaboration with and support from AGS 131, Enterprise Technology Services - Operations and Infrastructure Maintenance, is necessary to develop and implement the required programming changes and maintain the data processing aspects of the system.

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

A major external trend affecting this program is the rapid growth in information technology. This trend will shorten the average life cycle of statewide accounting systems (currently averaging 30 years) and place even greater demands on this program to develop and implement new statewide accounting systems at a faster pace (e.g., replacing an old system every 10 or 15 years as opposed to every 30 years) and in shorter time frames.

This program is also impacted by: changes in financial reporting requirements for state and local governments promulgated by the Government Accounting Standards Board (GASB); findings of independent financial auditors and legislative auditors with regard to internal control weaknesses and accounting deficiencies; and changes in State and Federal laws, and management policies, as it relates to accounting and reporting.

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

Currently and for the ensuing biennium, development and implementation of new systems are being pursued under consultant contracts. The measures of effectiveness for this program is adjusted to reflect the involvement of personnel resources in the development and implementation of the new systems, as well as continuing to performing all of its designated program tasks.

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

This program does not generate any revenues.

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

This program has not conducted any in-depth analysis.

#### **J. Further Considerations**

There are no further considerations at this time.

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID: **AGS102**  
 PROGRAM STRUCTURE NO: **11020202**  
 PROGRAM TITLE: **EXPENDITURE EXAMINATION**

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	17.00*	17.00*	18.00*	18.00*	18.0*	18.0*	18.0*	18.0*
	1.00**	1.00**	0.00**	0.00**	0.0**	0.0**	0.0**	0.0**
PERSONAL SERVICES	903,627	881,675	1,086,182	1,086,182	1,086	1,086	1,086	1,086
OTHER CURRENT EXPENSES	475,256	353,400	353,400	353,400	354	354	354	354
EQUIPMENT	19,219							
TOTAL OPERATING COST	1,398,102	1,235,075	1,439,582	1,439,582	1,440	1,440	1,440	1,440
BY MEANS OF FINANCING	17.00*	17.00*	18.00*	18.00*	18.0*	18.0*	18.0*	18.0*
	1.00**	1.00**	**	**	**	**	**	**
GENERAL FUND	1,398,102	1,235,075	1,439,582	1,439,582	1,440	1,440	1,440	1,440
TOTAL PERM POSITIONS	17.00*	17.00*	18.00*	18.00*	18.0*	18.0*	18.0*	18.0*
TOTAL TEMP POSITIONS	1.00**	1.00**	**	**	**	**	**	**
TOTAL PROGRAM COST	1,398,102	1,235,075	1,439,582	1,439,582	1,440	1,440	1,440	1,440

PROGRAM ID: **AGS102**  
 PROGRAM STRUCTURE: **11020202**  
 PROGRAM TITLE: **EXPENDITURE EXAMINATION**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<b>MEASURES OF EFFECTIVENESS</b>								
1. AV IN-HSE TIME FOR PAYMTS TO VENDORS-GOAL 5 WK DAY	5	5	5	5	5	5	5	5
2. % OF LATE PAYMENTS-GOAL 5% STATEWIDE	8	8	8	8	8	8	8	8
3. % OF PAYMT VOUCHER PROCESSED W/ NO ERRORS-GOAL 90%	99	99	99	99	99	99	99	99
<b>PROGRAM TARGET GROUPS</b>								
1. NO. OF PAYMENT VOUCHERS PROCESSED (IN THOUSANDS)	77	77	77	77	77	77	77	77
<b>PROGRAM ACTIVITIES</b>								
1. NO. OF CONTRACTS EXAMINED	1300	1300	1300	1300	1300	1300	1300	1300
2. NO. OF PAYCHECKS ISSUED (IN THOUSANDS)	205	205	75	75	75	75	75	75
3. NO. OF CHECKS (NON-PAYROLL) ISSUED (IN THOUSANDS)	540	540	450	450	450	450	450	450
4. NO. OF PAYMENTS MADE ELECTRONICALLY (IN THOUSANDS)	590	590	3800	3800	3800	3800	3800	3800
<b>PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)</b>								
CHARGES FOR CURRENT SERVICES	9	7	7	7	7	7	7	7
TOTAL PROGRAM REVENUES	9	7	7	7	7	7	7	7
<b>PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)</b>								
GENERAL FUNDS	9	7	7	7	7	7	7	7
TOTAL PROGRAM REVENUES	9	7	7	7	7	7	7	7

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



# Program Plan Narrative

## AGS102: EXPENDITURE EXAMINATION

11 02 02 02

### A. Statement of Program Objectives

To assure State payments conform to established standards of propriety and legality and are made promptly.

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

FB 21-23 Exec. Budget Requests (AGS 102):

#### I. OPERATING BUDGET:

(1) Trade-off/transfers in general funds from AGS 223 to fund 4.00 FTE perm. defunded positions. Cost neutral request. These positions are critical to the statewide processing of over 770,000 checks annually and over 70,000 employees each pay period.

(2) Converts 1.00 temp. to perm. FTE, general funded position (Accountant V) in FY 22 and FY 23. Position was originally perm. but was converted to temp. in Act 53, SLH 2018. This request restores position to perm. status. Cost neutral request.

II. OPERATING BUDGET - PROGRAM REVIEW: None.

III. CIP BUDGET: None.

### C. Description of Activities Performed

Vouchers received from departments and agencies are pre-audited to determine that the proposed expenditures are legal and proper. The program ensures the transactions complies with applicable laws, appropriately charged, and conforms to prudent business practices and policies.

Payrolls received from departments and agencies are pre-audited to determine that the rate of pay is properly authorized, partial pay is correctly computed, and time records or other required documentation are supported. Assignments and garnishments against payrolls are also controlled and processed in accordance with employee desires or statutory requirements.

The program also certifies that funds are available to cover contracts.

Contracts are further examined for legality and propriety to avoid unnecessary reexamination in the future.

Other activities include the control of State check issuances, cancellations, and re issues and the maintenance of vendor codes.

### D. Statement of Key Policies Pursued

Pre-audit of vouchers and payrolls are performed on a test basis. The test is designed to assure the overall validity of all transactions. The program also maintains records of both voucher and payroll claims that must be adjusted as the result of the test.

These pre-audit activities directly serve the Hawaii State Plan, Part I, Section 226-28, HRS, to ensure fiscal integrity, responsibility, and efficiency in the financial operations of the State government.

### E. Identification of Important Program Relationships

There are no important program relationships identified.

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

The program is directly affected by any substantial changes in the volume of State government expenditures and any significant organizational changes.

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

During the current biennium, the program has maintained its level of services as previously provided and has accommodated its target group accordingly. For the budget period and the four years of the planning period, the volume data reflect adjustments based on current volume levels.

### H. Discussion of Program Revenues

The Pre-Audit Program does not generate any revenues.

### I. Summary of Analysis Performed

This program has not conducted any in depth analysis.

## Program Plan Narrative

**AGS102: EXPENDITURE EXAMINATION**

**11 02 02 02**

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### **J. Further Considerations**

There are no further considerations to be addressed.

PROGRAM ID:  
PROGRAM STRUCTURE NO:  
PROGRAM TITLE:

**AGS103**  
**11020203**  
**RECORDING AND REPORTING**

**OPERATING AND CAPITAL EXPENDITURES**

REPORT: P61-A

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	13.00*	13.00*	13.00*	13.00*	13.0*	13.0*	13.0*	13.0*
	0.00**	0.00**	0.00**	0.00**	0.0**	0.0**	0.0**	0.0**
PERSONAL SERVICES	876,053	919,845	1,017,720	1,017,720	1,018	1,018	1,018	1,018
OTHER CURRENT EXPENSES	116,551	29,827	29,827	29,827	30	30	30	30
TOTAL OPERATING COST	992,604	949,672	1,047,547	1,047,547	1,048	1,048	1,048	1,048
BY MEANS OF FINANCING	13.00*	13.00*	13.00*	13.00*	13.0*	13.0*	13.0*	13.0*
	**	**	**	**	**	**	**	**
GENERAL FUND	992,604	949,672	1,047,547	1,047,547	1,048	1,048	1,048	1,048
TOTAL PERM POSITIONS	13.00*	13.00*	13.00*	13.00*	13.0*	13.0*	13.0*	13.0*
TOTAL TEMP POSITIONS	**	**	**	**	**	**	**	**
TOTAL PROGRAM COST	992,604	949,672	1,047,547	1,047,547	1,048	1,048	1,048	1,048

PROGRAM ID: **AGS103**  
 PROGRAM STRUCTURE: **11020203**  
 PROGRAM TITLE: **RECORDING AND REPORTING**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<b>MEASURES OF EFFECTIVENESS</b>								
1. AV TIME TO ISSUANCE OF CAFR-GOAL 6 MONTHS	6	6	6	6	6	6	6	6
2. AV TIME TO ISSUANCE OF QTRLY FIN RPTS-GOAL 4 WEEKS	4	4	4	4	4	4	4	4
3. AV TIME TO POST ALLOTMENT DOCUMENTS-GOAL 4 WK DAYS	4	4	4	4	4	4	4	4
<b>PROGRAM TARGET GROUPS</b>								
1. NO. OF DEPTS/AGENCIES RECEIVING FINANCIAL REPORTS	36	36	36	36	36	36	36	36
2. NO. OF FINANCIAL REPORTS DISTRIBUTED TO DEPTS	11	11	11	11	11	11	11	11
<b>PROGRAM ACTIVITIES</b>								
1. NO. OF ALLOTMENT DOCUMENTS PROCESSED	5000	5000	5000	5000	5000	5000	5000	5000
<b>PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)</b>								
REVENUE FROM OTHER AGENCIES: ALL OTHER	2,876	3,000	3,000	3,000	3,000	3,000	3,000	3,000
TOTAL PROGRAM REVENUES	2,876	3,000	3,000	3,000	3,000	3,000	3,000	3,000
<b>PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)</b>								
GENERAL FUNDS	2,876	3,000	3,000	3,000	3,000	3,000	3,000	3,000
TOTAL PROGRAM REVENUES	2,876	3,000	3,000	3,000	3,000	3,000	3,000	3,000

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

## Program Plan Narrative

### **AGS103: RECORDING AND REPORTING**

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#### **A. Statement of Program Objectives**

To assure that the State's financial transactions are promptly and properly recorded and reported.

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

FB 21-23 Exec. Budget Request (AGS 103):

##### **I. OPERATING BUDGET:**

Trade-off/transfers in general funds from AGS 223, to fund 1.00 perm. FTE defunded position. The position was defunded in Act 9, SLH 2020. Cost neutral request. This supervisory position is critical to the statewide monthly and annual closings and the maintenance of departmental accounts.

II. OPERATING BUDGET - PROGRAM REVIEW: None.

III. CIP BUDGET: None.

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

The program activities are processing and recording receipt, expenditure, and other accounting transactions in the State's general ledgers (the control ledgers) and in the appropriate subsidiary ledgers. The program also prepares timely, meaningful, and accurate reports and controls financial transactions that are entered into the State's accounting system. The program prepares the State of Hawaii's Comprehensive Annual Financial Report.

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

Key policies pursued are directed to proper documentation of the State's financial transactions to provide meaningful financial information to decision makers on a timely basis. Policies pursued support Part I, Section 226-27, the Hawaii State Plan, HRS, relating to the fiscal management objective of ensuring fiscal integrity.

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

There is no important program relationship identified.

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

The major external trend that affects the program is changing reporting standards that are continuously promulgated by the Governmental Accounting Standards Board (GASB) and any significant organizational changes.

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

During the current biennium, the program has maintained its level of service as previously provided and has accommodated its target group accordingly.

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

The program does not generate revenues from its operations.

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

This program has not conducted any in-depth analysis.

#### **J. Further Considerations**

There are no further considerations at this time.

PROGRAM ID: AGS104  
PROGRAM STRUCTURE NO: 11020204  
PROGRAM TITLE: INTERNAL POST AUDIT

OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	7.00*	7.00*	6.00*	6.00*	6.0*	6.0*	6.0*	6.0*
	3.00**	3.00**	2.00**	2.00**	2.0**	2.0**	2.0**	2.0**
PERSONAL SERVICES	692,119	715,482	755,594	755,594	755	755	755	755
OTHER CURRENT EXPENSES	103,546	7,717	7,717	7,717	8	8	8	8
TOTAL OPERATING COST	795,665	723,199	763,311	763,311	763	763	763	763
BY MEANS OF FINANCING	7.00*	7.00*	6.00*	6.00*	6.0*	6.0*	6.0*	6.0*
	3.00**	3.00**	2.00**	2.00**	2.0**	2.0**	2.0**	2.0**
GENERAL FUND	795,665	723,199	763,311	763,311	763	763	763	763
TOTAL PERM POSITIONS	7.00*	7.00*	6.00*	6.00*	6.0*	6.0*	6.0*	6.0*
TOTAL TEMP POSITIONS	3.00**	3.00**	2.00**	2.00**	2.0**	2.0**	2.0**	2.0**
TOTAL PROGRAM COST	795,665	723,199	763,311	763,311	763	763	763	763

PROGRAM ID: **AGS104**  
 PROGRAM STRUCTURE: **11020204**  
 PROGRAM TITLE: **INTERNAL POST AUDIT**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<u>MEASURES OF EFFECTIVENESS</u>								
1. NO. OF STATUTORY AUDITS COMP AS % OF TOTAL PLANNED	100	100	100	100	100	100	100	100
2. NO. FIN AUDIT RPTS REV AS % TOTAL BY OFFICE OF AUD	100	100	100	100	100	100	100	100
3. AV LENGTH OF TIME BETWEEN AUDITS	6	6	6	6	6	6	6	6
<u>PROGRAM TARGET GROUPS</u>								
1. NUMBER OF STATUTORY REQUIRED AUDITS	280	280	280	280	280	280	280	280
2. NO. OF EXEC DEPTS SUB TO COMPTROLLER ACCT POLICIES	18	18	18	18	18	18	18	18
3. NO. OF FINANCIAL AUDITS PLANNED BY OFF OF AUDITOR	11	11	11	11	11	11	11	11
<u>PROGRAM ACTIVITIES</u>								
1. MONITOR IC & ACCTG SYS THROUGH STATUTORY REQ AUDIT	18	18	18	18	18	18	18	18
2. MONITOR IC BY REV OFFICE OF AUDITOR FIN AUDIT RPTS	11	11	11	11	11	11	11	11

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

## Program Plan Narrative

### **AGS104: INTERNAL POST AUDIT**

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#### **A. Statement of Program Objectives**

To ensure that control systems provide managers with reasonable assurance that desired outcomes will be achieved.

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

FB 21-23 Exec. Budget Request (AGS 104):

##### **I. OPERATING BUDGET:**

Reduces 2.00 unfunded positions (1.00 perm. FTE; 1.00 temp. FTE) in FY 22 and FY 23, formerly general funded, which were defunded in Act 9, SLH 2020.

II. OPERATING BUDGET - PROGRAM REVIEW: None.

III. CIP BUDGET: None.

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

The major activities of the Program include the following; (1) Audits and other assurance procedures required by statute; (2) Audits and other assurance services requested by State departments and agencies; (3) Urgent audit and other assurance services requested by State departments and agencies; (4) Monitoring on a periodic basis compliance by State departments and agencies for the establishment and maintenance of a system of internal controls; (5) Audits of contracts of State departments and agencies; (6) Assisting departments and agencies with internal control related issues and follow-up on the resolution of audit findings; and (7) Verification of invoices submitted by the Honolulu Authority for Rapid Transportation (HART).

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

It is the policy of the Program to ensure fiscal integrity, responsibility and efficiency in the State government by performing audits and other assurance procedures on a systematic and selective basis.

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

The Program monitors, through audit and monitoring processes, for compliance with the State's internal control system for the authorization, initiation, recording, processing, monitoring and reporting of financial transactions. Compliance by the State's departments and agencies with established accounting procedures and related internal controls promotes fiscal integrity, responsibility and efficiency.

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

General economic conditions leading to a slowdown in economic activity could adversely affect government services if such slowdown results in cutbacks in personnel. Such reductions could negatively impact the internal control environment due to lack of adequate resources to accurately initiate, process, record, monitor and report financial transactions.

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

99% of the Program cost is for personnel. Accordingly, position count is a major determinant in the number of audits conducted. The program has met its core responsibilities by consistently maintaining its level of the number of audits and other assurance services conducted during the past two biennium periods.

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

The Program does not anticipate generating any general fund revenues during the 2021-2023 biennium period and the 2021-2027 planning period.

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

An in-depth analysis has not been performed of the Program.

#### **J. Further Considerations**

There are no further considerations for this Program.



# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:  
PROGRAM STRUCTURE NO: **1103**  
PROGRAM TITLE: **GENERAL SERVICES**

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
CURRENT LEASE PAYMENTS								
OTHER CURRENT EXPENSES	594,780	7,334,780	3,028,476	3,028,476	3,029	3,029	3,029	3,029
TOTAL CURRENT LEASE PAYMENTS COST	594,780	7,334,780	3,028,476	3,028,476	3,029	3,029	3,029	3,029
BY MEANS OF FINANCING								
GENERAL FUND	594,780	5,234,480	928,176	928,176	928	928	928	928
INTERDEPARTMENTAL TRANSFERS		2,100,300	2,100,300	2,100,300	2,101	2,101	2,101	2,101
OPERATING COST	621.00*	621.00*	447.50*	447.50*	453.5*	453.5*	453.5*	453.5*
	20.00**	20.00**	8.00**	8.00**	8.0**	8.0**	8.0**	8.0**
PERSONAL SERVICES	36,734,758	39,629,816	34,466,942	34,466,942	34,461	34,461	34,461	34,461
OTHER CURRENT EXPENSES	96,561,743	103,921,438	102,577,702	102,588,767	102,590	102,590	102,590	102,590
EQUIPMENT	1,948,767	1,023,756	1,023,756	1,023,756	1,024	1,024	1,024	1,024
MOTOR VEHICLES	616,333	2,354,400	2,354,400	2,354,400	2,354	2,354	2,354	2,354
TOTAL OPERATING COST	135,861,601	146,929,410	140,422,800	140,433,865	140,429	140,429	140,429	140,429
BY MEANS OF FINANCING								
	527.00*	527.00*	353.50*	353.50*	359.5*	359.5*	359.5*	359.5*
	17.00**	17.00**	5.00**	5.00**	5.0**	5.0**	5.0**	5.0**
GENERAL FUND	95,580,186	85,679,576	78,999,827	79,010,892	79,005	79,005	79,005	79,005
	10.00*	10.00*	10.00*	10.00*	10.0*	10.0*	10.0*	10.0*
	3.00**	3.00**	3.00**	3.00**	3.0**	3.0**	3.0**	3.0**
SPECIAL FUND	8,703,220	11,241,933	11,235,391	11,235,391	11,236	11,236	11,236	11,236
	35.00*	35.00*	35.00*	35.00*	35.0*	35.0*	35.0*	35.0*
	**	**	**	**	**	**	**	**
INTERDEPARTMENTAL TRANSFERS	8,154,113	11,886,834	11,888,705	11,888,705	11,889	11,889	11,889	11,889
	49.00*	49.00*	49.00*	49.00*	49.0*	49.0*	49.0*	49.0*
	**	**	**	**	**	**	**	**
REVOLVING FUND	23,424,082	38,121,067	38,298,877	38,298,877	38,299	38,299	38,299	38,299
CAPITAL IMPROVEMENT COSTS								
PLANS	5,000	6,000	11,583,000	11,580,000	12,329	11,579	1,440	1,440
LAND ACQUISITION	2,000	1,000	5,000	3,000	4	4	2	2
DESIGN	4,194,000	843,000	4,216,000	6,000	2,098	2,495	998	2
CONSTRUCTION	44,762,000	29,393,000	57,071,000	18,489,000	22,144	17,852	8,401	14,997
EQUIPMENT	3,641,000	1,005,000	9,000	6,000	1,404	4	2	2
TOTAL CAPITAL EXPENDITURES	52,604,000	31,248,000	72,884,000	30,084,000	37,979	31,934	10,843	16,443

OPERATING AND CAPITAL EXPENDITURES

PROGRAM ID:  
PROGRAM STRUCTURE NO: 1103  
PROGRAM TITLE: GENERAL SERVICES

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
BY MEANS OF FINANCING G.O. BONDS	52,604,000	31,248,000	72,884,000	30,084,000	37,979	31,934	10,843	16,443
TOTAL PERM POSITIONS	621.00*	621.00*	447.50*	447.50*	453.5*	453.5*	453.5*	453.5*
TOTAL TEMP POSITIONS	20.00**	20.00**	8.00**	8.00**	8.0**	8.0**	8.0**	8.0**
TOTAL PROGRAM COST	189,060,381	185,512,190	216,335,276	173,546,341	181,437	175,392	154,301	159,901

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:  
PROGRAM STRUCTURE NO: **110302**  
PROGRAM TITLE: **INFORMATION TECH & COMMUNICATION SVCS**

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	200.00*	200.00*	137.00*	137.00*	137.0*	137.0*	137.0*	137.0*
	14.00**	14.00**	4.00**	4.00**	4.0**	4.0**	4.0**	4.0**
PERSONAL SERVICES	12,139,514	12,735,030	12,236,716	12,236,716	12,238	12,238	12,238	12,238
OTHER CURRENT EXPENSES	25,501,487	27,532,456	27,237,372	27,237,372	27,237	27,237	27,237	27,237
EQUIPMENT	571,334	950,303	950,303	950,303	950	950	950	950
TOTAL OPERATING COST	38,212,335	41,217,789	40,424,391	40,424,391	40,425	40,425	40,425	40,425
BY MEANS OF FINANCING	160.00*	160.00*	97.00*	97.00*	97.0*	97.0*	97.0*	97.0*
	13.00**	13.00**	3.00**	3.00**	3.0**	3.0**	3.0**	3.0**
GENERAL FUND	33,643,634	33,261,976	32,436,791	32,436,791	32,438	32,438	32,438	32,438
	7.00*	7.00*	7.00*	7.00*	7.0*	7.0*	7.0*	7.0*
	1.00**	1.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
SPECIAL FUND	1,256,117	1,643,229	1,675,016	1,675,016	1,675	1,675	1,675	1,675
	33.00*	33.00*	33.00*	33.00*	33.0*	33.0*	33.0*	33.0*
	**	**	**	**	**	**	**	**
INTERDEPARTMENTAL TRANSFERS	3,312,584	6,312,584	6,312,584	6,312,584	6,312	6,312	6,312	6,312
CAPITAL IMPROVEMENT COSTS								
PLANS	3,000	2,000	1,441,000	1,440,000	2,189	1,440	1,440	1,440
LAND ACQUISITION	1,000	1,000	3,000	2,000	2	2	2	2
DESIGN	658,000	91,000	502,000	2,000	300	598	998	2
CONSTRUCTION	6,150,000	17,904,000	16,194,000	1,997,000	2,701	2,001	8,401	14,997
EQUIPMENT	3,000	2,000	3,000	2,000	1,401	2	2	2
TOTAL CAPITAL EXPENDITURES	6,815,000	18,000,000	18,143,000	3,443,000	6,593	4,043	10,843	16,443
BY MEANS OF FINANCING								
G.O. BONDS	6,815,000	18,000,000	18,143,000	3,443,000	6,593	4,043	10,843	16,443
TOTAL PERM POSITIONS	200.00*	200.00*	137.00*	137.00*	137.0*	137.0*	137.0*	137.0*
TOTAL TEMP POSITIONS	14.00**	14.00**	4.00**	4.00**	4.0**	4.0**	4.0**	4.0**
TOTAL PROGRAM COST	45,027,335	59,217,789	58,567,391	43,867,391	47,018	44,468	51,268	56,868

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:  
PROGRAM STRUCTURE NO:  
PROGRAM TITLE:

**AGS130**  
**11030201**  
**ENT TECH SVCS - GOVNCE & INNVTN (HISTORICAL)**

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	42.00*	42.00*	0.00*	0.00*	0.0*	0.0*	0.0*	0.0*
	13.00**	13.00**	0.00**	0.00**	0.0**	0.0**	0.0**	0.0**
PERSONAL SERVICES	4,098,902	4,986,354						
OTHER CURRENT EXPENSES	16,354,735	19,545,271						
EQUIPMENT	286,246	500,000						
TOTAL OPERATING COST	20,739,883	25,031,625	0	0	0	0	0	0
BY MEANS OF FINANCING								
	35.00*	35.00*	*	*	*	*	*	*
	13.00**	13.00**	**	**	**	**	**	**
GENERAL FUND	19,603,132	20,561,956						
	7.00*	7.00*	*	*	*	*	*	*
	**	**	**	**	**	**	**	**
SPECIAL FUND	1,136,751	1,469,669						
	*	*	*	*	*	*	*	*
	**	**	**	**	**	**	**	**
INTERDEPARTMENTAL TRANSFERS		3,000,000						
CAPITAL IMPROVEMENT COSTS								
PLANS	1,000	1,000						
DESIGN	178,000	1,000						
CONSTRUCTION	1,620,000	16,997,000						
EQUIPMENT	1,000	1,000						
TOTAL CAPITAL EXPENDITURES	1,800,000	17,000,000						
BY MEANS OF FINANCING								
G.O. BONDS	1,800,000	17,000,000						
TOTAL PERM POSITIONS	42.00*	42.00*	*	*	*	*	*	*
TOTAL TEMP POSITIONS	13.00**	13.00**	**	**	**	**	**	**
TOTAL PROGRAM COST	22,539,883	42,031,625						

PROGRAM ID: **AGS130**  
 PROGRAM STRUCTURE: **11030201**  
 PROGRAM TITLE: **ENT TECH SVCS - GOVERNANCE AND INNOVATION**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<b>MEASURES OF EFFECTIVENESS</b>								
1. # OF PAGE VIEWS ON THE STATE'S WEBSITES (MILLIONS)	50.9	55.4	PR	PR	PR	PR	PR	PR
2. # OF PAGE VIEWS ON THE OPEN DATA PORTAL (THOUSANDS)	299	374	PR	PR	PR	PR	PR	PR
3. # OF DOCUMENTS ELECTRONICALLY SIGNED (THOUSANDS)	300	350	PR	PR	PR	PR	PR	PR
<b>PROGRAM TARGET GROUPS</b>								
1. NO. OF DEPTS & ATTACH AGEN SERVED W/IT SHARED SERV	90	90	PR	PR	PR	PR	PR	PR
2. NO. OF APPRV NEW APPL DEV REQ FOR DEPTS & ATT AGEN	12	12	PR	PR	PR	PR	PR	PR
3. NO. OF UNIQUE VISITORS TO STATE WEBSITES (IN MILL)	12	12	PR	PR	PR	PR	PR	PR
<b>PROGRAM ACTIVITIES</b>								
1. TOTAL NO. OF ENTERPRISE APPLICATIONS SUPPORTED	205	205	PR	PR	PR	PR	PR	PR
2. TOTAL # OF WEBSITES SUPPORTED	499	504	PR	PR	PR	PR	PR	PR
3. TOTAL # DATASETS PUBLISHED TO THE OPEN DATA PORTAL	784	868	PR	PR	PR	PR	PR	PR
<b>PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)</b>								
REVENUES FROM THE USE OF MONEY AND PROPERTY	14	6	6	6	6	6	6	6
REVENUE FROM OTHER AGENCIES: FEDERAL	597	1,862						
CHARGES FOR CURRENT SERVICES	1,410	4,343	4,343	4,330	4,330	4,330	4,330	4,330
TOTAL PROGRAM REVENUES	2,021	6,211	4,349	4,336	4,336	4,336	4,336	4,336
<b>PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)</b>								
SPECIAL FUNDS	1,424	1,349	1,349	1,336	1,336	1,336	1,336	1,336
ALL OTHER FUNDS	597	4,862	3,000	3,000	3,000	3,000	3,000	3,000
TOTAL PROGRAM REVENUES	2,021	6,211	4,349	4,336	4,336	4,336	4,336	4,336

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

# Program Plan Narrative

**AGS130: ENT TECH SVCS - GOVNCE & INNVTN (HISTORICAL)**

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## **A. Statement of Program Objectives**

To assist agencies in the effective, efficient and convenient delivery of programs and services to the public through information technology governance and services.

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

FB 21-23 Exec. Budget Requests (AGS 130):

### **I. OPERATING BUDGET:**

See AGS 131. Transfers all AGS 130, Enterprise Technology Services (ETS) - Governance and Innovation, means of financing (MOF), positions and funds (composed of general funds (MOF A) 35.00 perm./13.00 temp. FTE/\$20,709,744; special funds (MOF B) 7.00 perm. FTE/\$1,496,673; and interdepartmental transfers funds (MOF U) \$3,000,000 to same MOFs in a newly created program ID/org code, AGS 131/EG (ETS - Operations and Infrastructure Maintenance), in order to streamline/simplify the ETS program structure to a single program ID (AGS 131).

As ETS has integrated all functions from the formerly separate Office of Information Management and Technology (OIMT) and Information Communication Services Division (ICSD) organizations, maintaining the two separate AGS 131 and AGS 130 account structure is no longer necessary. Combining the two accounts will more accurately reflect ETS' programs, organizational structure, and functions, and will allow for effective use of program resources.

This is a cost neutral trade-off/transfer.

II. OPERATING BUDGET - PROGRAM REVIEW: None.

III. CIP BUDGET: None.

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

Please refer to AGS131: Operations and Infrastructure Maintenance for the consolidated program plan narrative.

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

Please refer to AGS131: Operations and Infrastructure Maintenance for the consolidated program plan narrative.

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

Please refer to AGS131: Operations and Infrastructure Maintenance for the consolidated program plan narrative.

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

Please refer to AGS131: Operations and Infrastructure Maintenance for the consolidated program plan narrative.

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

Please refer to AGS131: Operations and Infrastructure Maintenance for the consolidated program plan narrative.

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

Please refer to AGS131: Operations and Infrastructure Maintenance for the consolidated program plan narrative.

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

Please refer to AGS131: Operations and Infrastructure Maintenance for the consolidated program plan narrative.

## **J. Further Considerations**

None.

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID: **AGS131**  
 PROGRAM STRUCTURE NO: **11030202**  
 PROGRAM TITLE: **ENT TECH SVCS - OPER & INFRASTRUCTURE MNTNCE**

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	158.00*	158.00*	137.00*	137.00*	137.0*	137.0*	137.0*	137.0*
	1.00**	1.00**	4.00**	4.00**	4.0**	4.0**	4.0**	4.0**
PERSONAL SERVICES	8,040,612	7,748,676	12,236,716	12,236,716	12,238	12,238	12,238	12,238
OTHER CURRENT EXPENSES	9,146,752	7,987,185	27,237,372	27,237,372	27,237	27,237	27,237	27,237
EQUIPMENT	285,088	450,303	950,303	950,303	950	950	950	950
TOTAL OPERATING COST	17,472,452	16,186,164	40,424,391	40,424,391	40,425	40,425	40,425	40,425
BY MEANS OF FINANCING	125.00*	125.00*	97.00*	97.00*	97.0*	97.0*	97.0*	97.0*
	**	**	3.00**	3.00**	3.0**	3.0**	3.0**	3.0**
GENERAL FUND	14,040,502	12,700,020	32,436,791	32,436,791	32,438	32,438	32,438	32,438
	*	*	7.00*	7.00*	7.0*	7.0*	7.0*	7.0*
SPECIAL FUND	1.00**	1.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
	119,366	173,560	1,675,016	1,675,016	1,675	1,675	1,675	1,675
	33.00*	33.00*	33.00*	33.00*	33.0*	33.0*	33.0*	33.0*
	**	**	**	**	**	**	**	**
INTERDEPARTMENTAL TRANSFERS	3,312,584	3,312,584	6,312,584	6,312,584	6,312	6,312	6,312	6,312
CAPITAL IMPROVEMENT COSTS								
PLANS	2,000	1,000	1,441,000	1,440,000	2,189	1,440	1,440	1,440
LAND ACQUISITION	1,000	1,000	3,000	2,000	2	2	2	2
DESIGN	480,000	90,000	502,000	2,000	300	598	998	2
CONSTRUCTION	4,530,000	907,000	16,194,000	1,997,000	2,701	2,001	8,401	14,997
EQUIPMENT	2,000	1,000	3,000	2,000	1,401	2	2	2
TOTAL CAPITAL EXPENDITURES	5,015,000	1,000,000	18,143,000	3,443,000	6,593	4,043	10,843	16,443
BY MEANS OF FINANCING								
G.O. BONDS	5,015,000	1,000,000	18,143,000	3,443,000	6,593	4,043	10,843	16,443
TOTAL PERM POSITIONS	158.00*	158.00*	137.00*	137.00*	137.0*	137.0*	137.0*	137.0*
TOTAL TEMP POSITIONS	1.00**	1.00**	4.00**	4.00**	4.0**	4.0**	4.0**	4.0**
TOTAL PROGRAM COST	22,487,452	17,186,164	58,567,391	43,867,391	47,018	44,468	51,268	56,868

PROGRAM ID: **AGS131**  
 PROGRAM STRUCTURE: **11030202**  
 PROGRAM TITLE: **ENT TECH SVCS - OPER AND INFRASTRUCTURE MNTNCE**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<b>MEASURES OF EFFECTIVENESS</b>								
1. REQ FOR IP SVCS CMP WITHIN TIMEFRAME AS %TTL CMP	83	83	83	83	83	83	83	83
2. % OF MAINFRAME PRODUCTION JOBS RUN AS SCHEDULED	99	99	99	99	99	99	99	99
3. MFRAME PROD JOBS RERUN AS % OF TTL MFRAME PROD JOB	.18	.18	.18	.18	.18	.18	.18	.18
4. MAINFRAME DOWNTIME AS % OF TOTAL OPERATIONAL TIME	.12	.12	.12	.12	.12	.12	.12	.12
5. # TROUBLE CALLS RESOLVED AS % CALLS RECD BY NCU	98	98	98	98	98	98	98	98
6. % OF NETWORK INFRASTRUCTURE UPTIME	99.9	99.9	99.9	99.9	99.9	99.9	99.9	99.9
7. # OF CYBER SECURITY ATTACKS BLOCKED (IN MILLION)	285	290	295	300	305	310	310	310
8. # HELP DESK TICKETS RESOLVED AS % OF TOTAL RECEIVE	99	99	99	99	99	99	99	99
<b>PROGRAM TARGET GROUPS</b>								
1. # OF STATE USER AGENCIES	21	21	21	21	21	21	21	21
<b>PROGRAM ACTIVITIES</b>								
1. # OF DEVICES INCL VIRTUAL AT STATE'S DATA CENTER	650	650	650	650	650	650	650	650
2. TOTAL # OF APPLICATIONS MAINTAINED	72	72	72	72	72	72	72	72
3. AVERAGE MO CALL VOLUME REC'D BY ASSISTANCE CNTR	600	600	600	600	600	600	600	600
4. TOTAL NO. OF VIDEO CONF HOURS SCHEDULED	2000	2000	2000	2000	2000	2000	2000	2000
5. # MICROWAVE RADIO LINKS & SITES ADDED OR UPGRADED	50	15	10	5	5	5	5	5
6. AV MO VOL OF DATA BACKED UP FOR OFFSITE STORAGE	140	154	168	184	202	222	222	222
7. TOTAL NUMBER OF EXEC BR E-MAIL ACCOUNTS ADMINSTRD	12464	12713	12967	13226	13491	13760	13760	13760
8. TOTAL NUMBER OF CYBER SECURITY ALERTS BROADCAST	100	100	100	115	115	120	120	120
9. TOTAL NO. OF CYBER SECURITY INCIDENT NOTICES	800	800	900	1000	1000	1100	1100	1100
10. TOTAL # OF USER TRAINING SESSIONS HELD	150	150	150	150	150	150	150	150
<b>PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)</b>								
REVENUES FROM THE USE OF MONEY AND PROPERTY	1	1	1	1	1	1	1	1
REVENUE FROM OTHER AGENCIES: ALL OTHER	96	96	96	96	96	96	96	96
CHARGES FOR CURRENT SERVICES	3,185	3,313	3,313	3,313	3,313	3,313	3,313	3,313
TOTAL PROGRAM REVENUES	3,282	3,410	3,410	3,410	3,410	3,410	3,410	3,410
<b>PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)</b>								
SPECIAL FUNDS	97	97	97	97	97	97	97	97
ALL OTHER FUNDS	3,185	3,313	3,313	3,313	3,313	3,313	3,313	3,313
TOTAL PROGRAM REVENUES	3,282	3,410	3,410	3,410	3,410	3,410	3,410	3,410

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



# Program Plan Narrative

**AGS131: ENT TECH SVCS - OPER & INFRASTRUCTURE MNTNCE**

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## **A. Statement of Program Objectives**

To support and improve the management and operations of all State agencies by providing computer and telecommunication services, and information technology technical advice and consultation so that program objectives may be more efficiently achieved.

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

FB 21-23 Exec. Budget Requests (AGS 131):

### **I. OPERATING BUDGET:**

(1) See AGS 130. Transfers all AGS 130, Enterprise Technology Services (ETS)- Governance and Innovation, means of financing (MOF), positions and funds (composed of general funds (MOF A) 35.00 perm./13 temp. FTE/\$20,709,744; special funds (MOF B) 7.00 perm. FTE/\$1,496,673; and interdepartmental transfers funds (MOF U) \$3,000,000 to same MOFs in a newly created program ID/org code, AGS 131/EG (ETS - Operations and Infrastructure Maintenance), in order to streamline/simplify the ETS program structure to a single program ID (AGS 131).

As ETS has integrated all functions from the formerly separate Office of Information Management and Technology (OIMT) and Information Communication Services Division (ICSD) organizations, maintaining the two separate AGS 131 and AGS 130 account structure is no longer necessary. Combining the two accounts will more accurately reflect ETS' programs, organizational structure, and functions, and will allow for effective use of program resources.

This is a cost neutral trade-off/transfer.

(2) Various trade-off/transfers in general funds within ETS in order to fund 7.00 perm. FTE essential positions in FY 22 and FY 23 defunded in Act 9, SLH 2020. Cost neutral transfers.

(3) Reduces 30.00 perm. FTE positions in FY 22 and FY 23, formerly general funded, defunded in Act 9, SLH 2020.

II. OPERATING BUDGET - PROGRAM REVIEW (reductions in general funds, for FY 22 and FY 23):

(1) Reduces a total of \$295,084 in other current expenses, from the following sub-programs (program IDs/org. codes): \$172,600 (AGS 131/EA); \$12,867 (AGS 131/EC); \$2,569 (AGS 131/EE); and \$107,048 (AGS 131/EF).

(2) Reduces 10.00 temp. FTE positions and \$955,512 (AGS 131/EG). ETS is requesting that these Capital Improvements Program (CIP)-related positions be funded in the CIP budget.

### **III. CIP BUDGET (all general obligation bond funds):**

(1) Adds \$4,700,000 in FY 22 and \$2,000,000 in FY 23 for Lump Sum Health and Safety, Information and Communication Services Division, Statewide, project.

(2) Adds \$1,443,000 in FY 22 and FY 23 for new project, Enterprise Resource Planning (ERP) - CIP Staff Costs, Statewide. The project will fund 10.00 temp. FTE project positions (salaries and fringe) formerly funded under the Operating Budget. These positions are to undertake specific CIP-funded information technology (IT) projects, not for daily ETS operations. Shifting from general fund to general obligation bond funds aligns those positions with their original CIP support purposes and limited duration.

(3) Adds \$12,000,000 in FY 22 for new project, Data Centers, Renovations, Replacements and/or New, Statewide. The project is for upgrades to comply with mandatory health, safety, and security requirements for the State data center in the Kalanimoku Building.

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

Production Services - Operates a centralized computing facility and a distributed data communications network that provides comprehensive and efficient computing services to all State agencies.

Systems Services - Provides systems software support and control programming; database management and operational support; installation and maintenance services for distributed systems;

## Program Plan Narrative

**AGS131: ENT TECH SVCS - OPER & INFRASTRUCTURE MNTNCE**

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development, implementation, and maintenance of specialized systems software used in support of applications and control systems; and analyses to improve the efficiency and capacity of computer systems and security of information.

Telecommunications Services - Plans, designs, engineers, upgrades, and manages the State's telecommunication infrastructure that delivers voice, data, video, microwave, and radio communications services to State agencies. The program further provides centralized computer information management and processing services; coordination in the use of all information processing equipment, software, facilities, and services in the executive branch; and consultation and support services in the use of information processing and management technologies to improve the efficiency, effectiveness, and productivity of state government programs.

Client Services - Provides application systems development and maintenance services to statewide applications and department or agency specific applications.

Technology Support Services - Provides planning, design, management, maintenance, coordination, and technical consulting and support for the State's emerging technologies programs. In addition, it is the program's responsibility to establish, coordinate, and manage a program to provide a means for public access to public information and develop and operate an information network in conjunction with overall plans for establishing a communication backbone for State government.

Cyber Security - Provides planning, advice, assistance, scanning and monitoring in the secure use of the information processing.

Governance - Statutorily mandated duties include development, implementation and management of statewide IT governance and State IT strategic plans, as well as development and implementation of statewide technology standards, including working with each Executive Branch department and agency to develop and maintain multi-year IT strategic and tactical plans and road maps, coordinate IT budget requests, forecasts, and procurement purchases to ensure compliance with all the above.

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

The program has identified seven focus areas, or "CIO priorities," under which the program will further advance programs and projects that achieve stated objectives, to ensure an effective, efficient and open government and the legislative intent in cited statutes.

IT Workforce Development - Implementation of programs, strategies and reforms to develop and empower the State's IT workforce to increase ability to modernize government processes, systems, solutions and services while reducing over reliance on third-party consultants.

IT Governance - Establishment of processes and standards that guide the management and oversight of the State's IT and information resource investments, acquisitions and projects, as outlined in statute (HRS, Section 27-43) and enhanced by Act 58, SLH 2016, to seek efficiency and cost-savings through economies of scale, leveraging of shared assets, reduction of waste, and alignment with statewide IT strategies and industry best practices.

Services-Oriented Infrastructure - Management of enterprise shared services to leverage the State's enterprise and related economies of scale such as network, security, communications, data center, and cloud services.

Enterprise Programs and Projects - Facilitation of the successful execution of programs and projects identified as priority and/or enterprise in scope to maximize positive return on investment (ROI) (e.g., tax, health and human services, asset management, budget, finance, grants, human resources, payroll, procurement, and time and attendance).

Open Government - Building upon established open data and transparency platforms to facilitate mandates outlined in statute (Section 27-44, HRS).

Cyber Security - Ensuring a sound cyber security posture for the State and conducting direct departmental remedial actions, if necessary, to protect government information or data communication infrastructure, in accordance with statute (Section 27-43.5, HRS) and enhanced by Act 58, SLH 2016.

# Program Plan Narrative

**AGS131: ENT TECH SVCS - OPER & INFRASTRUCTURE MNTNCE**

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IT Cost Transparency - Facilitation of an effective, efficient, and open government by implementing reforms that improve transparency and accountability.

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

The program provides planning, consulting, development, maintenance, and computer applications processing services for essential statewide programs, including Accounting, Payroll, Budgeting, Capital Improvements, Human Resources Application Information, Class Registration, and Unemployment Insurance (UI). The program provides systems support, database management, and computer hosting/operations services for department-administered application systems, including Hawaii Automated Welfare Information (HAWI) System, Offender Based Tracking System, Business Registration, Professional and Vocational Licensing, Integrated Tax Information Management System, KEIKI Child Support Enforcement System, and the Hawaii Employer-Union Health Benefits Trust Fund system. The program establishes and maintains interfaces to State Judicial, Legislative, County, and federal information processing systems to ensure the necessary data exchanges between jurisdictions for their program objectives. The program establishes and maintains interfaces between the State and private sector financial institutions for the transmission of State financial transactions.

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

There are four major trends affecting the existing program: 1) Funding - the potential lack of funds to properly implement the transformation effort will result in the project taking longer and costing the State more; 2) Procurement - the program continues to work with the State Procurement Office (SPO) to improve purchasing processes and with the Attorney General (AG) to improve contracting processes, which together establish better overall efficiency for acquisitions and contracting of services; 3) Consolidation and shared services - Hawaii is leveraging the best practices and lessons learned from these efforts to shape consolidation efforts to be efficient and successful; and 4) Difficulty dealing with change - the program is implementing pro-active measures to involve affected employees and collectively encourage them to consider and adopt new approaches.

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

The program is focusing on expanding and maintaining essential IT services by implementing new technology infrastructure while simultaneously operating and upgrading the existing infrastructure within the planned operating budget.

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

The program does not generate State revenues from its operations.

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

Building upon existing State Information Technology/Information Resource Management (IT/IRM) plans, the program identified the focus areas described above to facilitate progress, while taking into consideration budget and resource limitations as well as other barriers to progress. IT governance processes are now in place to ensure the success of programs and projects in meeting intended objectives and positive ROI. ETS continues to monitor and evaluate effectiveness for delivery of service and annual costs and ROI will be calculated, monitored and evaluated, with corrective measures implemented for any significant variances, as needed. In addition, ETS is soliciting the IT Steering Committee's assessment of overall effectiveness year-over-year, as measured by success in achieving benchmarks under stated focus areas.

## **J. Further Considerations**

None.

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:  
PROGRAM STRUCTURE NO:  
PROGRAM TITLE:

**AGS111**  
**110303**  
**ARCHIVES - RECORDS MANAGEMENT**

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	19.00*	19.00*	18.00*	18.00*	18.0*	18.0*	18.0*	18.0*
	0.00**	0.00**	0.00**	0.00**	0.0**	0.0**	0.0**	0.0**
PERSONAL SERVICES	1,075,230	1,187,660	1,245,629	1,245,629	1,246	1,246	1,246	1,246
OTHER CURRENT EXPENSES	300,651	344,669	344,669	344,669	345	345	345	345
EQUIPMENT	229,606	31,450	31,450	31,450	31	31	31	31
TOTAL OPERATING COST	1,605,487	1,563,779	1,621,748	1,621,748	1,622	1,622	1,622	1,622
BY MEANS OF FINANCING	16.00*	16.00*	15.00*	15.00*	15.0*	15.0*	15.0*	15.0*
	**	**	**	**	**	**	**	**
GENERAL FUND	1,074,874	1,026,847	1,074,231	1,074,231	1,074	1,074	1,074	1,074
	3.00*	3.00*	3.00*	3.00*	3.0*	3.0*	3.0*	3.0*
	**	**	**	**	**	**	**	**
SPECIAL FUND	530,613	536,932	547,517	547,517	548	548	548	548
CAPITAL IMPROVEMENT COSTS								
DESIGN	90,000							
CONSTRUCTION	629,000							
EQUIPMENT	431,000							
TOTAL CAPITAL EXPENDITURES	1,150,000							
BY MEANS OF FINANCING								
G.O. BONDS	1,150,000							
TOTAL PERM POSITIONS	19.00*	19.00*	18.00*	18.00*	18.0*	18.0*	18.0*	18.0*
TOTAL TEMP POSITIONS	**	**	**	**	**	**	**	**
TOTAL PROGRAM COST	2,755,487	1,563,779	1,621,748	1,621,748	1,622	1,622	1,622	1,622

PROGRAM ID: **AGS111**  
 PROGRAM STRUCTURE: **110303**  
 PROGRAM TITLE: **ARCHIVES - RECORDS MANAGEMENT**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<b>MEASURES OF EFFECTIVENESS</b>								
1. NO. OF APPROVED RECORDS RETENTION SCHEDULES	5400	5410	5420	5430	5440	5455	5460	5465
2. % OF STORAGE CAPACITY FILLED AT RECORDS CENTER	80	80	80	80	80	80	80	80
3. % REC DESTROYED AT REC CTR % TOT REC ELIG FOR DEST	80	80	80	80	80	80	80	80
4. NO. OF RECORDS IN ARCHIVES (CUBIC FEET)	11430	11455	11480	11500	11600	11650	11700	11750
5. NO. OF RECORDS AVAILABLE ONLINE FOR RESEARCH	555000	670000	820000	995000	1500000	2000000	2500000	3000000
<b>PROGRAM TARGET GROUPS</b>								
1. STATE USER AGENCIES	125	125	125	125	125	125	125	125
2. # OF CUSTOMERS SERVICED AT HISTORICAL REC BR	7800	7600	7500	7400	7300	7200	7100	7000
3. # OF REC AT STATE REC CTR ELIG FOR DISPOS DUR FY	3000	3000	3000	3000	3000	3000	3000	3000
4. # ONLINE USERS ACCESSING ARCHIVES CATALOG/WEBSITE	440000	450000	460000	470000	500000	520000	540000	560000
<b>PROGRAM ACTIVITIES</b>								
1. NUMBER OF CUBIC FEET OF RECORDS STORED	46000	46000	46000	46000	46000	46000	46000	46000
2. NUMBER OF RECORDS SERIES SCHEDULED/REVISED	15	15	15	15	15	15	15	15
3. NUMBER OF RECORDS REQ RETRIEVED BY RECORDS CENTER	1100	1100	1100	1100	1100	1100	1100	1100
4. NUMBER OF CU FT OF RECORDS DISPOSED BY REC CENTER	2400	2400	2400	2400	2400	2400	2400	2400
5. SVC CUSTOMERS AT HIST REC BR (# OF RETRIEVALS)	18000	17000	16000	15000	15000	15000	14000	14000
6. PROVIDE ACCESS TO HOLD INFO THRU ONLINE CATALOG	25	25	25	25	25	25	25	25
7. PROVIDE ACCESS TO REC THRU DESC FINDING AIDS	55	60	63	65	65	65	65	65
8. COLLECT/PRES PERM/HIST REC OF STATE GOV	40	25	25	20	40	40	40	40
9. # RECORDS SCANNED FOR ONLINE ACCESS DURING THE YR	30000	30000	35000	35000	35000	35000	35000	35000
10. NUMBER OF REC UPLOADED TO INTERNET FOR ONLINE ACC	100000	120000	150000	175000	200000	225000	250000	300000
<b>PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)</b>								
REVENUES FROM THE USE OF MONEY AND PROPERTY	6	6	6	6	5	5	5	5
CHARGES FOR CURRENT SERVICES	598	557	557	557	558	558	558	558
TOTAL PROGRAM REVENUES	604	563	563	563	563	563	563	563
<b>PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)</b>								
SPECIAL FUNDS	604	563	563	563	562	562	562	562
ALL OTHER FUNDS					1	1	1	1
TOTAL PROGRAM REVENUES	604	563	563	563	563	563	563	563

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

## Program Plan Narrative

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### **AGS111: ARCHIVES - RECORDS MANAGEMENT**

#### **A. Statement of Program Objectives**

To foster open government by preserving and making accessible the historic records of State government and partnering with State agencies to manage their active and inactive records.

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

FB 21-23 Exec. Budget Request (AGS 111):

##### **I. OPERATING BUDGET:**

Reduces 1.00 perm. FTE, formerly general funded position, in FY 22 and FY 23, defunded in Act 9, SLH 2020.

##### **II. OPERATING BUDGET - PROGRAM REVIEW: None.**

##### **III. CIP BUDGET: None.**

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

The program's major activities include:

Digital Archives - The three year build-out of the Digital Archives is completed with a Beta version currently available to the public. The Hawaii Digital Archives, or HiDA, will continue to refine the user interface, ingest and preservation capabilities for State agency electronic records in a centralized digital archives. Work to improve public access to this material will be ongoing.

HiDA is an open source tool for preserving the fiscal, historical, legal, cultural, and intellectual heritage of Hawaii. The goal of the project is to create a system that not only stores digital records, but also preserves their authenticity for all time.

HiDA uses an agile, modular approach as a means to maintain records over a long period. This approach means development is constantly ongoing as services are removed or replaced with new or better software. Records themselves are also continually updated to new formats that will prevent them from going obsolete while still preserving their authenticity.

Historical Records - Collects, preserves, stores, and manages Hawaii's historical government records of enduring legal, historical, administrative, or fiscal value; provides access to these records via the web and at the Hawaii State Archives; provides in-house scanning, technical support services; and prepares scanned records to be loaded to the web.

Records Management - Provides technical and professional support to develop and revise records retention and disposition schedules for the executive branch; provides low-cost records storage in a warehouse facility for non-permanent records; and provides storage for master/security microforms for state and county agencies.

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

Key policies which will continue in FY 22-23 include:

- Address the preservation of the State's permanent electronic records through public access to the Digital Archives of Hawaii. Partner with agencies including the Legislature and Bureau of Conveyances, as well as other agencies who have agreed to share specific data types to test the Digital Archives system.

- Explore new methods of classifying and developing records retention schedules to work in an electronic environment.

- Continue to explore and use open-source software systems to make archives records and information available to users via the internet. Our open-source software solutions rely heavily on archives staff to maintain them with the help of the open source community and the Office of Enterprise Technology Services (ETS).

- Work with existing partners and seek new private-government partnerships to continue to add archival records to our online digital collections available on the Archives website.

- Use the State's internet and intranet to inform State agencies about archives services.



# Program Plan Narrative

## **AGS111: ARCHIVES - RECORDS MANAGEMENT**

**11 03 03**

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

The Archives Division collaborates with State agencies and private institutions to preserve and make accessible records of enduring value. The Archives collects records primarily from State agencies and has worked with State partners to seamlessly transfer electronic records of permanent value to the State archives.

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

State government creates and receives a growing volume of information in electronic format. Digital materials are surprisingly fragile. Their viability depends on technologies that rapidly and continually change. As recordkeeping moves from paper to electronic systems, the significance of government records and the challenges associated with caring for born digital records grow. Rapid changes in technology in operating systems, hardware and software can make digital materials inaccessible within short periods of time. Keeping digital resources usable by future generations require conscious effort and continual investment.

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

Recruitment and retaining staff can be problematic due to specialized knowledge required to develop and maintain a preservation system, compliance with statutory and regulatory mandates, strong knowledge of both Computer Science and Archival Science, and our inability to match compensation for IT staff offered in the private sector.

Limited funding and staff reductions will continue to impact the program's ability to service the public and meet projected goals.

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

The Legislature passed Act 88, SLH 2013, to establish a State Archives Preservation and Long-term Access Special Fund and assess a preservation fee on public documents to be used to preserve electronic records of long-term value in a usable state for the good of the public. Collection of the State Archives Preservation Fee began in FY 14 and expenditures from the special fund were authorized to begin in FY 15.

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

No in-depth program analysis has been performed for this program.

### **J. Further Considerations**

Ability to provide sufficient storage capacity for ever increasing size of digital collection between our own mass digitization initiatives and large amounts of data being transferred by agencies. Rapidly changing technology requires constant upgrading of computer software and hardware. The public demands increased web access to Archives records requiring additional servers and network equipment.

PROGRAM ID: AGS891  
PROGRAM STRUCTURE NO: 110304  
PROGRAM TITLE: ENHANCED 911 BOARD

OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	0.00*	0.00*	0.00*	0.00*	0.0*	0.0*	0.0*	0.0*
	2.00**	2.00**	2.00**	2.00**	2.0**	2.0**	2.0**	2.0**
PERSONAL SERVICES	194,226	246,228	256,058	256,058	256	256	256	256
OTHER CURRENT EXPENSES	6,722,264	8,756,800	8,756,800	8,756,800	8,757	8,757	8,757	8,757
TOTAL OPERATING COST	6,916,490	9,003,028	9,012,858	9,012,858	9,013	9,013	9,013	9,013
BY MEANS OF FINANCING	*	*	*	*	*	*	*	*
	2.00**	2.00**	2.00**	2.00**	2.0**	2.0**	2.0**	2.0**
SPECIAL FUND	6,916,490	9,003,028	9,012,858	9,012,858	9,013	9,013	9,013	9,013
TOTAL PERM POSITIONS	*	*	*	*	*	*	*	*
TOTAL TEMP POSITIONS	2.00**	2.00**	2.00**	2.00**	2.0**	2.0**	2.0**	2.0**
TOTAL PROGRAM COST	6,916,490	9,003,028	9,012,858	9,012,858	9,013	9,013	9,013	9,013



PROGRAM ID: **AGS891**  
 PROGRAM STRUCTURE: **110304**  
 PROGRAM TITLE: **ENHANCED 911 BOARD**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<b>MEASURES OF EFFECTIVENESS</b>								
1. NO. OF WIRLES/VOIP/WIRELINE 911 CALLS COUNTY PSAP	1250000	1250000	1550100	1550100	1550100	1550100	1550100	1550100
2. NO. OF EDUCATIONAL OUTREACH PROGRAMS DURING THE FY	0	1	0	1	0	1	0	0
3. % OF E911 FUNDS DISBURSED FOR NEW TECHLGY FOR PSAP	52	53	53	53	53	53	55	55
<b>PROGRAM TARGET GROUPS</b>								
1. NO. OF PUBLIC SAFETY ANSWERING POINTS	9	9	9	9	9	9	9	9
2. NO. OF WIRELESS/VOIP/WIRELINE PROVIDERS	55	55	55	55	55	55	70	70
<b>PROGRAM ACTIVITIES</b>								
1. TTL \$ AMT OF SURCHGE COLLECTED FISC YR (IN THOUS)	11400	10900	10900	10900	10900	10900	10900	10900
2. TTL \$ AMT DISBURSED TO PSAPS IN FISC YR (IN THOUS)	7500	7500	7500	9000	9000	9000	9000	9000
3. TTL \$ AMT DISBUR TO WSPS IN THE FISC YR (IN THOUS)	65	65	65	65	65	65	65	65
4. TTL \$ AMT DISB TO BD ADMIN MATTERS IN FY (IN THOU)	1330	1044	1060	1100	1069	1077	1100	1100
<b>PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)</b>								
REVENUES FROM THE USE OF MONEY AND PROPERTY	252	360	360	360	360	360	360	360
CHARGES FOR CURRENT SERVICES	11,161	11,161	11,161	11,161	11,161	11,161	11,161	11,161
TOTAL PROGRAM REVENUES	11,413	11,521	11,521	11,521	11,521	11,521	11,521	11,521
<b>PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)</b>								
SPECIAL FUNDS	11,413	11,521	11,521	11,521	11,521	11,521	11,521	11,521
TOTAL PROGRAM REVENUES	11,413	11,521	11,521	11,521	11,521	11,521	11,521	11,521

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

# Program Plan Narrative

**AGS891: ENHANCED 911 BOARD**

**11 03 04**

## **A. Statement of Program Objectives**

To administer the collection of the monthly surcharge from wireless service providers and provide reimbursement from the 911 Fund to public safety answering points (PSAPs) and wireless and VoIP (Voice over Internet Protocol) connection service providers to pay for the reasonable costs to lease, purchase or maintain all necessary equipment, including computer hardware, software and database provisioning required by the PSAPs to provide technical functionality for the wireless enhanced 911 service pursuant to the Federal Communications Commission (FCC) Order 94-102.

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

FB 21-23 Exec. Budget Request (AGS 891): None.

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

1. Collect monthly surcharge fees from wireless and VoIP connection service providers.
2. Reimburse PSAPs and wireless service providers for the allowable costs associated with 911 services.
3. Hire an Executive Director and an Administrative Services Assistant to carry out administrative duties, provide technical advisory support to the Board and to administer the Enhanced 911 Fund.
4. Complete an annual Five-Year Strategic Budget Plan of the activities and necessary expenditures for the next five (5) years.
5. Convene monthly 911 Committee and Board meetings.
6. Introduce 911 legislation when necessary.
7. Form investigation committees to make recommendations to the Board on 911 issues impacting PSAPs and public safety.
8. To keep informed of new 911 technologies and federal legislation that will affect the State's PSAPs and residents.

9. Continue to reevaluate the 911 surcharge fees charged for each connection to ensure equity and support of its PSAPs.

10. Continue to provide financial information monthly and quarterly to the Administrative Services Office of the Department of Accounting and General Services.

11. To provide accurate financial statements and undergo an annual independent Certified Public Accountant audit of the Enhanced 911 Fund.

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

1. To provide adequate cost recovery to PSAPs and wireless service providers for the deployment and ongoing expenses of wireless enhanced 911 services.
2. To deploy and educate the public on new 911 technologies that would increase public safety and expedite rescues of Hawaii's citizens and visitors from danger.
3. To provide training for its call takers and dispatchers in current and new technologies.
4. To ensure that all State PSAPs are equipped with state-of-the-art technologies.
5. To ensure that sufficient 911 funding is available to address any present or future financial concerns that impact public safety.

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

1. There is a national trend to upgrade the current 9-1-1 systems to an IP based (Next Generation) infrastructure. In addition, several states have implemented surcharge assessments on prepaid wireless service which the E911 Board will continue to ensure that all users pay their fair share of the cost of 911 service.
2. The PSAP have established relationships with the Federal government which includes the FCC and the Department of Defense. These two critical relationships are assisting our State in providing funding and legislation to improve the efficiency of the PSAPs through new

## Program Plan Narrative

11 03 04

### **AGS891: ENHANCED 911 BOARD**

technologies and aid to urban as well as under-served rural communities. The FCC has mandated that the telecommunications service providers provide new technology such as location accuracy to assist first responders in locating 911 callers in difficult terrain as well as high rise buildings.

3. The Department of Defense has teamed up with the Honolulu PSAP to provide mutual assistance during major catastrophes on Oahu.

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

1. There is a national trend to upgrade the current 9-1-1 systems to an IP based (Next Generation) infrastructure. In addition, several states have implemented surcharge assessments on prepaid wireless service.

2. FirstNet is a federal program to build a nationwide public safety network to provide interoperability with all public safety networks that will increase the efficiency of the PSAPs and first responders, in their efforts to save lives and protect property.

3. The E911 Board, along with other states, will be soliciting the services of a consultant to develop a State Plan that will provide guidance in the deployment and implementation of NG911 technology.

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

1. The costs associated with the implementation and ongoing operations and support associated with deploying and implementing NG911 services have not yet been fully realized. There are program measures identified to measure the efficiency of PSAP call taking and dispatching first responders which include the type, amount of calls and response times

2. The E911 Board has consistently kept its administrative costs (adjusted for uncontrollable expenses) below 5% of total expenditures.

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

Program revenues are generated from surcharges assessed on wireless and VoIP connection service provider customers and interest income from the Fund balance on deposit at the E911 Fund bank account. Surcharges are assessed in accordance with Chapter 138, HRS.

Although the Enhanced 911 Board has been unsuccessful in assessing surcharge fees on wireless prepaid mobile funds, it will continue its efforts to introduce related legislation until passed.

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

The Board performs an analysis of anticipated revenue against the allowable operational costs of the PSAPs as defined in Chapter 138, HRS, during its annual five-year strategic budget planning process. As a result of this process, the Board is able to determine if the available funds are sufficient to meet the needs of the PSAPs. Should revenues be insufficient or excessive, the Board has the authority to recommend an appropriate adjustment to its surcharge fee assessed on the wireless and VoIP connection service providers to the Legislature.

In addition we do track administrative costs on a monthly basis to ensure those costs are contained within 5% or less of total disbursements.

#### **J. Further Considerations**

1. The Board will continue to make the recommendations to the Legislature to modify Chapter 138, HRS, to include the surcharge fee assessment on prepaid wireless phones.

2. The Board will support the transition of all county PSAPs to Next Generation 911 technology.

3. The Board will support a certified training program for call takers and dispatchers.

4. The Board will revive public education for text-to-911 technology to save lives of victims of an active shooter and domestic abuse.

5. The Board will continue to support technology that will assist the disabled community to improve their 911 access.

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:  
PROGRAM STRUCTURE NO: **110307**  
PROGRAM TITLE: **PROPERTY MANAGEMENT**

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
CURRENT LEASE PAYMENTS								
OTHER CURRENT EXPENSES	99,900	6,839,900	2,533,596	2,533,596	2,534	2,534	2,534	2,534
TOTAL CURRENT LEASE PAYMENTS COST	99,900	6,839,900	2,533,596	2,533,596	2,534	2,534	2,534	2,534
BY MEANS OF FINANCING								
GENERAL FUND	99,900	4,739,600	433,296	433,296	433	433	433	433
INTERDEPARTMENTAL TRANSFERS		2,100,300	2,100,300	2,100,300	2,101	2,101	2,101	2,101
OPERATING COST	18.00*	18.00*	17.00*	17.00*	18.0*	18.0*	18.0*	18.0*
	0.00**	0.00**	0.00**	0.00**	0.0**	0.0**	0.0**	0.0**
PERSONAL SERVICES	1,524,510	1,476,977	1,570,788	1,570,788	1,523	1,523	1,523	1,523
OTHER CURRENT EXPENSES	38,735,158	43,719,084	43,719,084	43,719,084	43,720	43,720	43,720	43,720
EQUIPMENT	19,104							
TOTAL OPERATING COST	40,278,772	45,196,061	45,289,872	45,289,872	45,243	45,243	45,243	45,243
BY MEANS OF FINANCING								
	14.00*	14.00*	13.00*	13.00*	14.0*	14.0*	14.0*	14.0*
	**	**	**	**	**	**	**	**
GENERAL FUND	19,779,882	16,127,542	16,195,478	16,195,478	16,148	16,148	16,148	16,148
	*	*	*	*	*	*	*	*
	**	**	**	**	**	**	**	**
INTERDEPARTMENTAL TRANSFERS	3,150,135	3,684,700	3,684,700	3,684,700	3,685	3,685	3,685	3,685
	4.00*	4.00*	4.00*	4.00*	4.0*	4.0*	4.0*	4.0*
	**	**	**	**	**	**	**	**
REVOLVING FUND	17,348,755	25,383,819	25,409,694	25,409,694	25,410	25,410	25,410	25,410
TOTAL PERM POSITIONS	18.00*	18.00*	17.00*	17.00*	18.0*	18.0*	18.0*	18.0*
TOTAL TEMP POSITIONS	**	**	**	**	**	**	**	**
TOTAL PROGRAM COST	40,378,672	52,035,961	47,823,468	47,823,468	47,777	47,777	47,777	47,777

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:  
PROGRAM STRUCTURE NO:  
PROGRAM TITLE:

**AGS203**  
**11030702**  
**STATE RISK MANAGEMENT & INSURANCE ADMIN**

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	4.00*	4.00*	4.00*	4.00*	4.0*	4.0*	4.0*	4.0*
	0.00**	0.00**	0.00**	0.00**	0.0**	0.0**	0.0**	0.0**
PERSONAL SERVICES	526,645	446,305	472,180	472,180	472	472	472	472
OTHER CURRENT EXPENSES	26,800,541	34,925,509	34,925,509	34,925,509	34,926	34,926	34,926	34,926
EQUIPMENT	9,564							
TOTAL OPERATING COST	27,336,750	35,371,814	35,397,689	35,397,689	35,398	35,398	35,398	35,398
BY MEANS OF FINANCING								
	*	*	*	*	*	*	*	*
	**	**	**	**	**	**	**	**
GENERAL FUND	9,987,995	9,987,995	9,987,995	9,987,995	9,988	9,988	9,988	9,988
	4.00*	4.00*	4.00*	4.00*	4.0*	4.0*	4.0*	4.0*
	**	**	**	**	**	**	**	**
REVOLVING FUND	17,348,755	25,383,819	25,409,694	25,409,694	25,410	25,410	25,410	25,410
TOTAL PERM POSITIONS	4.00*	4.00*	4.00*	4.00*	4.0*	4.0*	4.0*	4.0*
TOTAL TEMP POSITIONS	**	**	**	**	**	**	**	**
TOTAL PROGRAM COST	27,336,750	35,371,814	35,397,689	35,397,689	35,398	35,398	35,398	35,398

PROGRAM ID: **AGS203**  
 PROGRAM STRUCTURE: **11030702**  
 PROGRAM TITLE: **STATE RISK MANAGEMENT AND INSURANCE ADMINISTRATION**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<b>MEASURES OF EFFECTIVENESS</b>								
1. NO. INSUR POLICIES PROCURED BEFORE EXPIRATION DATE	4	4	4	4	4	4	4	4
2. AV LENGTH OF TIME TO PROCESS PROP LOSS CLAIM REQ	15	15	15	15	15	15	15	15
3. AV LENGTH OF TIME TO RECOVER INSURANCE PROCEEDS	60	60	60	60	60	60	60	60
4. AV LENGTH OF TIME TO PROCESS LIABILITY LOSS CLAIMS	90	90	90	90	90	90	90	90
5. AV TIME TO PROCESS LIABILITY LOSS POTHOLE CLAIMS	70	70	70	70	70	70	70	70
6. AV LENGTH OF TIME TO PROCESS AUTO LOSS CLAIMS	90	90	90	90	90	90	90	90
<b>PROGRAM TARGET GROUPS</b>								
1. TOTAL NO. OF STATEWIDE INSURANCE POLICIES PROCURED	4	4	4	4	4	4	4	4
2. TOTAL NO. OF PROPERTY LOSS CLAIMS PROCESSED	100	100	100	100	100	100	100	100
3. TOTAL LIABILITY CLAIMS PROCESSED - EXCL. POTHOLE	500	500	500	500	500	500	500	500
4. TOTAL NO. OF LIABILITY POTHOLE CLAIMS PROCESSED	150	150	150	150	150	150	150	150
5. TOTAL NUMBER OF AUTOMOBILE LOSS CLAIMS PROCESSED	400	400	400	400	400	400	400	400
6. NUMBER OF STATE OFFICIALS AND EMPLOYEES	55000	55000	55000	55000	55000	55000	55000	55000
7. FAIR MARKET VALUE OF STATE BLDGS/CONTENTS (\$ MILL)	18000	18000	18000	18000	18000	18000	18000	18000
8. NUMBER OF STATE VEHICLES	5800	5800	5800	5800	5800	5800	5800	5800
<b>PROGRAM ACTIVITIES</b>								
1. TOTAL NUMBER OF STATEWIDE INSURANCE POLICIES	4	4	4	4	4	4	4	4
2. TOTAL NUMBER OF PROPERTY LOSS CLAIMS RECEIVED	80	80	80	80	80	80	80	80
3. TOTAL NUMBER OF CRIME LOSS CLAIMS RECEIVED	1	1	1	1	1	1	1	1
4. TOTAL NUMBER OF LIABILITY CLAIMS RECEIVED	650	650	650	650	650	650	650	650
5. TOTAL NUMBER OF AUTOMOBILE CLAIMS RECEIVED	375	375	375	375	375	375	375	375
6. NUMBER OF RISK ASSESSMENT REPORTS ISSUED	1	1	1	1	1	1	1	1
7. NUMBER OF BUILDING INSPECTION REPORTS ISSUED	1	1	1	1	1	1	1	1
8. NO. OF TRAINING SESSIONS PROVIDED TO STATE DEPTS	2	2	2	2	2	2	2	2
9. NUMBER OF STATEMENTS OF SELF-INSURANCE ISSUED	500	500	500	500	500	500	500	500
<b>PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)</b>								
REVENUES FROM THE USE OF MONEY AND PROPERTY	156	150	150	150	150	150	150	150
CHARGES FOR CURRENT SERVICES	14,511	14,521	14,521	14,521	14,521	14,521	14,521	14,521
TOTAL PROGRAM REVENUES	14,667	14,671	14,671	14,671	14,671	14,671	14,671	14,671
<b>PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)</b>								
ALL OTHER FUNDS	14,667	14,671	14,671	14,671	14,671	14,671	14,671	14,671
TOTAL PROGRAM REVENUES	14,667	14,671	14,671	14,671	14,671	14,671	14,671	14,671

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

# Program Plan Narrative

## **AGS203: STATE RISK MANAGEMENT & INSURANCE ADMIN**

**11 03 07 02**

### **A. Statement of Program Objectives**

The objective of this program is to operate a comprehensive risk management and insurance program to protect the State against catastrophic losses and to minimize total cost of risk.

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

FB 21-23 Exec. Budget Requests (AGS 203): None.

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

Activities performed include identifying and analyzing automobile, property and liability exposures, determining the frequency and severity of losses, and forecasting of losses to determine the most economical way of financing losses and to develop methods of minimizing exposures to loss. Other activities include claims investigations, processing and tracking.

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

The State Risk Management and Insurance Administration, Chapter 41D, HRS, provides the program the authority to and the responsibility of financing or preventing catastrophic losses to the State government. It is the policy of the program to support the Hawaii State Plan in ways that will ensure financial integrity, accountability, and efficiency in government operations through the management of risk.

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

There are no significant program relationships with Federal, City and County and private sector programs.

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

The amount of insurance purchased is based upon several factors which includes the best balance between risk and cost. Cost includes both the cost of insurance policies plus the payment of losses within deductible portions of the insurance policies. Risk is viewed in terms of historical losses and the number of occurrences for a type of loss. Also, due to fluctuating insurance markets, the cost of insurance continues to be difficult to project for biennium budget purposes. Majority of the State of

Hawaii's cost of risk is the Property insurance premium. Insurance for the State's \$19 billion insurable assets (buildings, contents and equipment) can be affected by national and global catastrophic events. In addition, the State's own loss history will directly affect the program. The State Risk Management and Insurance Administration also utilizes the results of a Probable Maximum Loss (PML) study that provides projections of losses to establish a reasonable amount of insurance for the state to purchase.

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

The State Risk Management Revolving Fund was established to centralize the financing of losses. Statewide property, crime, cyber and liability insurance policies are purchased to protect against catastrophic losses. Claims adjusting services are done entirely in-house, reducing the processing cost and improving quality.

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

The State Risk Management Revolving Fund receives proceeds from a general fund appropriation, insurance settlements, restitutions, interest from participation in the Statewide investment pool on unexpended funds, and assessments from special funded departments/agencies benefiting from insurance coverages.

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

Pursuant to Act 134, Session Laws of Hawaii 2013, Section 116, a Comptroller's Report on the Study of the Risk Management Program was prepared in December 2013. The report may be viewed at the Department of Accounting and General Services website at: [http://ags.hawaii.gov/wp-content/uploads/2014/01/study\\_on\\_risk\\_management\\_program.pdf](http://ags.hawaii.gov/wp-content/uploads/2014/01/study_on_risk_management_program.pdf).

### **J. Further Considerations**

None.

PROGRAM ID: AGS211  
PROGRAM STRUCTURE NO: 11030703  
PROGRAM TITLE: LAND SURVEY

OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	10.00*	10.00*	9.00*	9.00*	10.0*	10.0*	10.0*	10.0*
	0.00**	0.00**	0.00**	0.00**	0.0**	0.0**	0.0**	0.0**
PERSONAL SERVICES	680,523	695,178	742,474	742,474	695	695	695	695
OTHER CURRENT EXPENSES	84,354	327,802	327,802	327,802	328	328	328	328
EQUIPMENT	3,970							
TOTAL OPERATING COST	768,847	1,022,980	1,070,276	1,070,276	1,023	1,023	1,023	1,023
BY MEANS OF FINANCING	10.00*	10.00*	9.00*	9.00*	10.0*	10.0*	10.0*	10.0*
	**	**	**	**	**	**	**	**
GENERAL FUND	768,847	737,980	785,276	785,276	738	738	738	738
	*	*	*	*	*	*	*	*
	**	**	**	**	**	**	**	**
INTERDEPARTMENTAL TRANSFERS		285,000	285,000	285,000	285	285	285	285
TOTAL PERM POSITIONS	10.00*	10.00*	9.00*	9.00*	10.0*	10.0*	10.0*	10.0*
TOTAL TEMP POSITIONS	**	**	**	**	**	**	**	**
TOTAL PROGRAM COST	768,847	1,022,980	1,070,276	1,070,276	1,023	1,023	1,023	1,023



PROGRAM ID: **AGS211**  
 PROGRAM STRUCTURE: **11030703**  
 PROGRAM TITLE: **LAND SURVEY**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<b>MEASURES OF EFFECTIVENESS</b>								
1. AV NO. OF DAYS TO COMPLETE A QUIET TITLE REPORT	5	5	5	5	5	5	5	5
2. COMPLETED DESCRIPTION OF LANDS AS % OF REQUESTS	60	60	60	60	60	60	60	60
3. AVE NO. OF DAYS TO PROCESS LC & FP MAPS	15	15	15	15	15	15	15	15
4. AV NO. OF DAYS TO PRODUCE A DESCRIPTION OF LANDS	20	20	20	20	20	20	20	20
5. AV NO. OF DAYS TO PROCESS SHORELINE CERTIFICATION	40	40	40	40	40	40	40	40
<b>PROGRAM TARGET GROUPS</b>								
1. NO. REQUESTS FOR QUIET TITLE REPORTS	20	20	20	20	20	20	20	20
2. NO. REQUESTS FOR DESCRIPTIONS - STATE-OWNED LANDS	110	110	110	110	110	110	110	110
3. OWNERS OF LD CT & OTHER LANDS(TTL NO. MAPS RECD)	150	150	150	150	150	150	150	150
4. OWNERS OF BEACHFRONT PROPRTY(TTL NO CERT REQ RECD)	140	140	140	140	140	140	140	140
<b>PROGRAM ACTIVITIES</b>								
1. NO. OF REQUESTS FOR QUIET TITLE REPORTS COMPLETED	20	20	20	20	20	20	20	20
2. NO OF REQUESTS FOR DESCRIPTION OF LANDS COMPLETED	66	66	66	66	66	66	66	66
3. NO. OF LAND COURT AND FILE PLAN MAPS COMPLETED	150	150	150	150	150	150	150	150
4. NO. OF SHORELINE CERTIFICATIONS COMPLETED	140	140	140	140	140	140	140	140
<b>PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)</b>								
CHARGES FOR CURRENT SERVICES	17	52	52	52	52	52	52	52
NON-REVENUE RECEIPTS		285	285	285	285	285	285	285
TOTAL PROGRAM REVENUES	17	337	337	337	337	337	337	337
<b>PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)</b>								
GENERAL FUNDS	17	52	52	52	52	52	52	52
ALL OTHER FUNDS		285	285	285	285	285	285	285
TOTAL PROGRAM REVENUES	17	337	337	337	337	337	337	337

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

# Program Plan Narrative

**AGS211: LAND SURVEY**

**11 03 07 03**

## **A. Statement of Program Objectives**

To assist in protecting the rights of public and private land ownership by providing field survey services and descriptions of surveyed lands.

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

FB 21-23 Exec. Budget Requests (AGS 211):

### **I. OPERATING BUDGET:**

Reduces 1.00 perm. FTE position in FY 22 and FY 23, formerly general funded, defunded in Act 9, SLH 2020 (Position Number 02758, Office Assistant III, SR-08).

II. OPERATING BUDGET - BUDGET REVIEW: None.

III. CIP BUDGET: None.

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

Major activities include statewide field surveying services and furnishing of maps and descriptions of all government and selected private lands as a service to State Agencies who require this program's technical assistance. Maps and descriptions are utilized by these agencies for various types of land transactions.

Checking and processing all Land Court and File Plan maps referred by the Land Court and the Bureau of Conveyances, respectively, prior to these maps being adjudicated and recorded.

Assist the Department of Land and Natural Resources (DLNR) by reviewing all shoreline applications statewide. Maps are reviewed, checked on the ground and recommendations are forwarded to the Chairperson of the Board of Land and Natural Resources.

The State is required to respond through the Circuit Courts on all "Quiet Title Actions" in which the State is cited as the defendant. The interest of the State, as well as the general public, are thoroughly researched and reported to the Department of the Attorney General (AG). The program is also involved in litigation as expert witnesses.

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

In support of the Hawaii State Plan, the program provides office and field land surveying services to facilitate the achievements of priority directives of the agencies serviced. Included as part of the policy is the protection of the State government and individuals property rights.

For the State's socio-cultural advancement with regard to housing, the program will assist in effectively accommodating the housing needs of Hawaii's people. Subdivision maps submitted on behalf of government agencies such as the Hawaii Public Housing Authority, the Department of Hawaiian Home Lands, the Federal Government, and the private sector are checked and processed in a timely manner.

To aid in exercising an overall conservation ethic in the use of Hawaii's resources, the program reviews all shoreline certification applications to insure conformance with existing shoreline administrative rules and statutes.

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

Although essential activities exist between this program and other government agencies as well as others in the private sector, respective objectives of the parties involved are distinct and do not warrant integration.

On land litigations, the AG relies on the program's expertise and professional knowledge as expert witness.

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

The amendment to Chapters 205 and 669, HRS, Shoreline Setback Act, and "Quiet Title Actions," significantly increased the program's workload. Special attention is concentrated in preserving the public's rights to access along beaches, forest lands and historic sites. In addition, previously unaccounted for old school grants, government remnants, and government roads have been claimed on behalf of the State. Numerous illegal use of Government lands, especially along shorelines, have been detected and reported to DLNR. Subsequent actions by DLNR have resulted in the sale or lease of lands or assessment of penalties that resulted in increased revenues.

## Program Plan Narrative

**AGS211: LAND SURVEY**

**11 03 07 03**

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

Acquisition of computers, scanners and electronic surveying instruments, together with the use of e-mail and the internet, have expedited services and dramatically improved accessibility to the public and government agencies requesting survey maps and survey information.

However, limited funding and staff reductions negatively impacts the program's effectiveness.

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

Revenues for this program are derived from the sale of copies of maps and descriptions and prints of Land Court and File Plan maps. Fees are also assessed for the checking and processing of all Land Court and File Plan subdivision maps and field check of original Land Court Applications

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

An in-depth program analysis has not been performed for this program.

### **J. Further Considerations**

Rapidly changing technology in the field of computers and surveying equipment requires the program's constant need to update its software and equipment. The continued observations of the latest developments in equipment methodology are a necessary ingredient for a successful operation.

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID: **AGS223**  
 PROGRAM STRUCTURE NO: **11030704**  
 PROGRAM TITLE: **OFFICE LEASING**

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
CURRENT LEASE PAYMENTS								
OTHER CURRENT EXPENSES	99,900	6,839,900	2,533,596	2,533,596	2,534	2,534	2,534	2,534
TOTAL CURRENT LEASE PAYMENTS COST	99,900	6,839,900	2,533,596	2,533,596	2,534	2,534	2,534	2,534
BY MEANS OF FINANCING								
GENERAL FUND	99,900	4,739,600	433,296	433,296	433	433	433	433
INTERDEPARTMENTAL TRANSFERS		2,100,300	2,100,300	2,100,300	2,101	2,101	2,101	2,101
OPERATING COST	4.00*	4.00*	4.00*	4.00*	4.0*	4.0*	4.0*	4.0*
	0.00**	0.00**	0.00**	0.00**	0.0**	0.0**	0.0**	0.0**
PERSONAL SERVICES	317,342	335,494	356,134	356,134	356	356	356	356
OTHER CURRENT EXPENSES	11,850,263	8,465,773	8,465,773	8,465,773	8,466	8,466	8,466	8,466
EQUIPMENT	5,570							
TOTAL OPERATING COST	12,173,175	8,801,267	8,821,907	8,821,907	8,822	8,822	8,822	8,822
BY MEANS OF FINANCING								
	4.00*	4.00*	4.00*	4.00*	4.0*	4.0*	4.0*	4.0*
	**	**	**	**	**	**	**	**
GENERAL FUND	9,023,040	5,401,567	5,422,207	5,422,207	5,422	5,422	5,422	5,422
	*	*	*	*	*	*	*	*
	**	**	**	**	**	**	**	**
INTERDEPARTMENTAL TRANSFERS	3,150,135	3,399,700	3,399,700	3,399,700	3,400	3,400	3,400	3,400
TOTAL PERM POSITIONS	4.00*	4.00*	4.00*	4.00*	4.0*	4.0*	4.0*	4.0*
TOTAL TEMP POSITIONS	**	**	**	**	**	**	**	**
TOTAL PROGRAM COST	12,273,075	15,641,167	11,355,503	11,355,503	11,356	11,356	11,356	11,356

PROGRAM ID: **AGS223**  
 PROGRAM STRUCTURE: **11030704**  
 PROGRAM TITLE: **OFFICE LEASING**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<b>MEASURES OF EFFECTIVENESS</b>								
1. # OF LEASING SVCS REQUESTS PROC AS % REQ RECEIVED	98	98	98	98	98	98	98	98
2. AV NO. OF DAYS FROM REQUEST TO EXECUTED LEASE	300	270	270	270	270	270	270	270
3. # LEASE PAYMTS TO VENDORS COMPL BY PAYMT DUE DATE	1420	1442	1442	1442	1442	1442	1442	1442
<b>PROGRAM TARGET GROUPS</b>								
1. TOTAL NUMBER OF STATE DEPARTMENTS AND AGENCIES	14	13	13	13	13	13	13	13
2. NUMBER OF EMPLOYEES	3270	2880	2880	2880	2880	2880	2880	2880
<b>PROGRAM ACTIVITIES</b>								
1. NO. OF REQUESTS FOR OFFICE LEASING SERVICES	25	25	25	25	25	25	25	25
2. NO. OF OFFICE LEASES CONSUMMATED	25	25	25	25	25	25	25	25
3. NO. OF OFFICE LEASE PAYMENTS COMPLETED	1420	1442	1442	1442	1442	1442	1442	1442
<b>PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)</b>								
REVENUES FROM THE USE OF MONEY AND PROPERTY	4,953	3,420	3,420	3,420	3,420	3,420	3,420	3,420
TOTAL PROGRAM REVENUES	4,953	3,420	3,420	3,420	3,420	3,420	3,420	3,420
<b>PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)</b>								
GENERAL FUNDS	16	20	20	20	20	20	20	20
ALL OTHER FUNDS	4,937	3,400	3,400	3,400	3,400	3,400	3,400	3,400
TOTAL PROGRAM REVENUES	4,953	3,420	3,420	3,420	3,420	3,420	3,420	3,420

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

# Program Plan Narrative

**AGS223: OFFICE LEASING**

**11 03 07 04**

## **A. Statement of Program Objectives**

To provide centralized office leasing services and acquire office space in non-State owned buildings for use by State departments and agencies.

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

FB 21-23 Exec. Budget Request (AGS 223):

### **I. OPERATING BUDGET:**

(1) Transfers \$806,304 in general funds in FY 22 and FY 23 to various other Department of Accounting and General Services (DAGS) programs to fund critical defunded departmental positions. These are trade-off/transfer cost neutral transfers.

(2) Reduces \$1,000,000 in general funds in FY 22 and FY 23 in current lease payments. (Certificate of Participation (COP) payments completed.)

### **II. OPERATING BUDGET - PROGRAM REVIEW (reductions in general funds):**

Reduces \$2,500,000 in FY 22 and FY 23 (COP payments completed).

### **III. CIP BUDGET: None.**

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

This program provides leasing services for all State agencies of the Executive Branch, with exceptions to include the Hawaii Community Development Authority, Hawaii Housing Finance and Development Corporation, and the University of Hawaii. It assists user agencies in locating to suitable office space, negotiating lease terms and conditions, including provisions for tenant improvements and preparing lease agreements. The program staff act as tenant representatives by initiating and/or coordinating and managing necessary renovation projects for leased office space, monitoring and ensuring the delivery of proper services provided for in leases (i.e., repairs and maintenance, air conditioning, custodial services), and coordinating with DAGS, Central Services Division, in providing building operations and maintenance services where applicable. The program tracks existing leases and

renegotiates each as required. It processes invoices for lease payments and bills and collects lease rent reimbursements from user agencies, where applicable.

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

The program collects data for determining geographic lease cost, and compiles market data to determine current and future trends in the commercial office market. The key policies of cost effectiveness and service provided by the program are in keeping with the objectives and policies of the Hawaii State Plan and interim planning documents.

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

The program services all State departments of the Executive Branch upon request, and is sensitive to the operational needs of user agencies, as well as applicable funding and other restrictions and requirements affecting them. Timely completion of contracts for securing office space can have a direct impact on the user agency in providing services to other State agencies and to the general public.

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

The Honolulu office market continues to feel the impact of the COVID-19 pandemic with the loss of many office jobs and the closing, relocation and/or downsizing of office spaces, pushing the office space vacancy rate up. According to the 3rd quarter market report by the research division of one of Honolulu's real estate firms, the overall office vacancy rate on Oahu was 11.56% from 10.32% at the end of 2019 and is anticipated to continue to rise. Sub-markets in various rural areas of Oahu had vacancy rates ranging from a low of 3.42% (East Oahu) to a high of 13.19% (Kalihi/Iwilei/Kapalama). The closing of the Pomaikai Ballroom located at the Dole Cannery has also contributed to the occupancy loss. Additionally, the Central Business District sub-market had a vacancy rate of 13.02%.

The open-office trend had pushed people too close together, but the six-foot social distancing requirements caused by COVID-19 have contradicted space planner goals of increasing office space efficiencies. Social distancing in an office space would create more office space; however, that would be offset by either staggered scheduling of

## Program Plan Narrative

### **AGS223: OFFICE LEASING**

11 03 07 04

employees and/or more remote work.

The current average asking base rate on Oahu range from \$1.68 to \$1.83 per square foot, per month, and \$1.44 per square foot for common area maintenance, or a gross of \$3.12 to \$3.27 per square foot, per month.

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

The Leasing Program will continue to pursue the most favorable lease rates and terms in any given commercial office market. However, we are hesitant about leasing space in Class A downtown buildings with attractive introductory rates due to concerns about rising rents during improved market conditions and the negative public perception. We respond to the leasing needs of State agencies as efficiently as possible, with emphasis on placing new programs in lease space in order to expedite services to the public and meeting the needs of any federal mandates and legislative requirements.

The program will continue to work with our division's Planning Branch to relocate agencies from lease space to State-owned office buildings, in order to maximize the use of State space, reduce lease expenditures and create operational efficiencies for user agencies.

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

The program generates revenue of approximately \$23,900 per year from rents collected from several media tenants occupying the State Capitol and a portion of State Office Buildings in Downtown Honolulu.

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

The Leasing Program continues to operate under policies of the Hawaii State Plan and departmental goals and objectives. Reduction in statewide office leasing cost is a major objective of the program.

#### **J. Further Considerations**

There are no further considerations.

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:  
PROGRAM STRUCTURE NO: **110308**  
PROGRAM TITLE: **FACILITIES CONSTRUCTION AND MAINTENANCE**

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
CURRENT LEASE PAYMENTS								
OTHER CURRENT EXPENSES	494,880	494,880	494,880	494,880	495	495	495	495
TOTAL CURRENT LEASE PAYMENTS COST	494,880	494,880	494,880	494,880	495	495	495	495
BY MEANS OF FINANCING								
GENERAL FUND	494,880	494,880	494,880	494,880	495	495	495	495
OPERATING COST	277.00*	277.00*	175.50*	175.50*	175.5*	175.5*	175.5*	175.5*
	3.00**	3.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
PERSONAL SERVICES	14,605,366	16,276,085	10,599,477	10,599,477	10,600	10,600	10,600	10,600
OTHER CURRENT EXPENSES	22,548,893	20,073,972	19,025,320	19,036,385	19,036	19,036	19,036	19,036
EQUIPMENT	1,095,008							
MOTOR VEHICLES	282,902							
TOTAL OPERATING COST	38,532,169	36,350,057	29,624,797	29,635,862	29,636	29,636	29,636	29,636
BY MEANS OF FINANCING								
	277.00*	277.00*	175.50*	175.50*	175.5*	175.5*	175.5*	175.5*
	3.00**	3.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
GENERAL FUND	36,583,287	30,592,229	23,925,713	23,936,778	23,937	23,937	23,937	23,937
	*	*	*	*	*	*	*	*
	**	**	**	**	**	**	**	**
SPECIAL FUND		58,744						
	*	*	*	*	*	*	*	*
	**	**	**	**	**	**	**	**
INTERDEPARTMENTAL TRANSFERS	1,607,307	1,699,084	1,699,084	1,699,084	1,699	1,699	1,699	1,699
	*	*	*	*	*	*	*	*
	**	**	**	**	**	**	**	**
REVOLVING FUND	341,575	4,000,000	4,000,000	4,000,000	4,000	4,000	4,000	4,000
CAPITAL IMPROVEMENT COSTS								
PLANS	2,000	4,000	10,142,000	10,140,000	10,140	10,139		
LAND ACQUISITION	1,000		2,000	1,000	2	2		
DESIGN	3,446,000	752,000	3,714,000	4,000	1,798	1,897		
CONSTRUCTION	37,983,000	11,489,000	40,877,000	16,492,000	19,443	15,851		
EQUIPMENT	3,207,000	1,003,000	6,000	4,000	3	2		
TOTAL CAPITAL EXPENDITURES	44,639,000	13,248,000	54,741,000	26,641,000	31,386	27,891		



OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:  
PROGRAM STRUCTURE NO: 110308  
PROGRAM TITLE: FACILITIES CONSTRUCTION AND MAINTENANCE

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
BY MEANS OF FINANCING G.O. BONDS	44,639,000	13,248,000	54,741,000	26,641,000	31,386	27,891		
TOTAL PERM POSITIONS	277.00*	277.00*	175.50*	175.50*	175.5*	175.5*	175.5*	175.5*
TOTAL TEMP POSITIONS	3.00**	3.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
TOTAL PROGRAM COST	83,666,049	50,092,937	84,860,677	56,771,742	61,517	58,022	30,131	30,131

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID: **AGS221**  
 PROGRAM STRUCTURE NO: **11030801**  
 PROGRAM TITLE: **PUBLIC WORKS-PLANNING, DESIGN & CONSTRUCTION**

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	91.00*	91.00*	4.00*	4.00*	4.0*	4.0*	4.0*	4.0*
	1.00**	1.00**	0.00**	0.00**	0.0**	0.0**	0.0**	0.0**
PERSONAL SERVICES	6,072,155	7,517,665	1,555,344	1,555,344	1,555	1,555	1,555	1,555
OTHER CURRENT EXPENSES	4,234,554	2,650,000	2,650,000	2,650,000	2,650	2,650	2,650	2,650
EQUIPMENT	1,065,231							
TOTAL OPERATING COST	11,371,940	10,167,665	4,205,344	4,205,344	4,205	4,205	4,205	4,205
BY MEANS OF FINANCING	91.00*	91.00*	4.00*	4.00*	4.0*	4.0*	4.0*	4.0*
	1.00**	1.00**	**	**	**	**	**	**
GENERAL FUND	11,030,365	6,167,665	205,344	205,344	205	205	205	205
	*	*	*	*	*	*	*	*
	**	**	**	**	**	**	**	**
REVOLVING FUND	341,575	4,000,000	4,000,000	4,000,000	4,000	4,000	4,000	4,000
CAPITAL IMPROVEMENT COSTS								
PLANS	1,000	3,000	10,141,000	10,140,000	10,140	10,139		
LAND ACQUISITION	1,000		2,000	1,000	2	2		
DESIGN	3,147,000	751,000	3,713,000	4,000	1,798	1,897		
CONSTRUCTION	37,983,000	9,492,000	37,780,000	16,492,000	19,443	15,851		
EQUIPMENT	3,207,000	1,002,000	5,000	4,000	3	2		
TOTAL CAPITAL EXPENDITURES	44,339,000	11,248,000	51,641,000	26,641,000	31,386	27,891		
BY MEANS OF FINANCING								
G.O. BONDS	44,339,000	11,248,000	51,641,000	26,641,000	31,386	27,891		
TOTAL PERM POSITIONS	91.00*	91.00*	4.00*	4.00*	4.0*	4.0*	4.0*	4.0*
TOTAL TEMP POSITIONS	1.00**	1.00**	**	**	**	**	**	**
TOTAL PROGRAM COST	55,710,940	21,415,665	55,846,344	30,846,344	35,591	32,096	4,205	4,205

PROGRAM ID: **AGS221**  
 PROGRAM STRUCTURE: **11030801**  
 PROGRAM TITLE: **PUBLIC WORKS - PLANNING, DESIGN, AND CONSTRUCTION**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<b>MEASURES OF EFFECTIVENESS</b>								
1. AV VARIANCE BETWEEN EST & ACTUAL BID OPENING DATES	3	3	3	3	3	3	3	3
2. AV PRE-BID CONSTRUCTION EST AS % OF AV BID PRICE	100	100	100	100	100	100	100	100
3. AV VAR BTWN EST & ACTUAL CONSTR COMPLETION DATES	3	3	3	3	3	3	3	3
4. AV COST CHANGE ORDERS AS % AV ACTUAL CONST COST	3	3	3	3	3	3	3	3
5. FOR TTL CIP REQUIRED, % OF FUNDS ACTUALLY APPROP	100	100	100	100	100	100	100	100
<b>PROGRAM TARGET GROUPS</b>								
1. CAPITAL IMPROV APPROPRIATIONS (IN \$100,000)	300	300	527	733	733	733	733	733
2. PUBLIC BUILDINGS, REPAIRS & ALTERATIONS (\$100,000)	250	250	132	132	132	132	132	132
<b>PROGRAM ACTIVITIES</b>								
1. TOTAL COSTS OF FAC OR PROJECT UNDER DESIGN (\$MILL)	400	400	400	400	400	400	400	400
2. PROJ UNDER CONSTRUCTION DURING FY (EST COST \$MILL)	500	500	500	500	500	500	500	500
<b>PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)</b>								
REVENUES FROM THE USE OF MONEY AND PROPERTY	5	3	3	3	3	3	3	3
CHARGES FOR CURRENT SERVICES	291	371	371	371	371	371	371	371
TOTAL PROGRAM REVENUES	296	374	374	374	374	374	374	374
<b>PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)</b>								
ALL OTHER FUNDS	296	374	374	374	374	374	374	374
TOTAL PROGRAM REVENUES	296	374	374	374	374	374	374	374

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

# Program Plan Narrative

## AGS221: PUBLIC WORKS-PLANNING, DESIGN & CONSTRUCTION

11 03 08 01

### A. Statement of Program Objectives

The objective of this program is to ensure provision of approved physical facilities necessary for the effective operation of State programs by providing timely and economical design and construction services within assigned areas of responsibility.

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

FB 21-23 Exec. Budget Requests (AGS 221):

I. OPERATING BUDGET: None.

II. OPERATING BUDGET - PROGRAM REVIEW (reductions in general funds):

Reduces 87.00 perm. and 1.00 temp. FTE positions and \$5,962,321 in FY 22 and FY 23. Public Works (PW) program requests that these 88 Capital Improvements Project (CIP) related positions be funded in the CIP budget. Note that 4.00 of the 91.00 total perm. FTE positions in AGS 221, will remain in the Oper. budget. These 4.00 positions do not significantly, directly support CIP projects (e.g., execution comprises 25 percent or less of the incumbents' efforts); but which are nonetheless critical to achievement of the program objectives. The positions' aggregate funding for base compensation (expressed in the relevant base compensation rates in effect at the end of FY 19) is \$205,344; this figure will be adjusted as necessary to reflect equivalent compensation after implementation of the collective bargaining agreement measures set forth in Executive Orders 20-09 and 20-10 and any subsequent changes.

III. CIP BUDGET (all general obligation bond funds):

(1) Adds \$10,141,000 in FY 22 and FY 23 for the CIP Staff Costs, Statewide, project, to fund the transfer of Public Works (PW) project staff positions from the Oper. budget. The funds are required to support 87.00 perm. and 1.00 temp. FTE positions which are directly involved in the execution of CIP projects, leaving 4.00 perm. FTE positions in the Oper. budget.

(2) Adds \$20,000,000 in FY 22 for the Lump Sum Maintenance of Existing Facilities, Public Works Division (PWD), Statewide, project. The

funds are needed to cover the highest priority projects for building elements that are beyond the usable life of Department of Accounting and General Services (DAGS)-managed facilities.

(3) Adds \$17,500,000 in FY 22 and \$12,500,000 in FY 23 for the new project, State Capitol Building, Rehabilitation of Chambers/Parking Level Waterproofing System, Oahu. The funds are required for various health and safety repairs and improvements.

(4) Adds \$2,500,000 in FY 22 and FY 23 for the Lump Sum State Office Building Remodeling, Statewide, project, for various renovations and improvements to optimize facility usage.

(5) Adds \$1,500,000 in FY 22 and FY 23 for the Washington Place, Health and Safety and Queen's Gallery Renovation, Oahu, project, for health and safety, ADAAG-related, and preservation repairs and improvements.

### C. Description of Activities Performed

The program provides centralized planning, architectural, engineering, and construction management services to DAGS, other departments of the Executive Branch, Judiciary, Legislature, and others as delegated or upon request. The program conducts site selection studies; coordinates the acquisition of land; master plans proposed improvements to the sites; designs and constructs buildings, facilities and other improvements; acquires furniture and equipment for these facilities; administers DAGS-managed office space; reviews office space needs for all departments; and prepares and implements long-range facility plans for meeting administrative space requirements for all agencies.

The Lump Sum Maintenance of Existing Facilities, Statewide, request focuses on all work necessary to: complete critical health and safety repair, replacement and upgrades, especially of deteriorated air conditioning systems; to upgrade lighting systems, retro-commission or conduct energy surveys of existing facilities; and upgrade and implement facility management initiatives for conserving energy and non-renewable resources to maximize energy conservation benefits and to meet the mandates of Act 77, SLH 2002.

# Program Plan Narrative

**AGS221: PUBLIC WORKS-PLANNING, DESIGN & CONSTRUCTION**

**11 03 08 01**

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

In designing facilities, spaces provided are optimized in terms of size, use, configuration, location and necessary utilities. The program strives to provide these spaces as effectively as possible, by striking a balance between aesthetics, function, purpose, materials and cost.

Costs for operation and maintenance are also factored into the design by incorporating energy efficient systems for elements such as lighting, electrical systems, water heating and ventilation systems. The program is also concerned with expediting the design and construction so that the facilities will be available for occupancy by user agencies when needed.

Finally, in response to the local economic effects of the ongoing COVID-19 pandemic, the program is focused on channeling appropriated and allotted CIP funds into the State's economy as efficiently and expediently as is practicable.

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

The dollar value of appropriations and number of projects that designate DAGS as the expending agency vary annually. These projects are implemented upon request by user agencies. Therefore, the program's target group size workload is dependent to a large degree on work requested by other agencies and the types of projects for which appropriations are received.

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

Hawaii's economic condition, tax revenues and demographics affect competition for construction projects (i.e., bid prices and numbers of bidders), the number of projects and dollar amounts appropriated for projects and types of projects assigned to the program (e.g., new construction, renovations, repairs and alterations of State facilities, furniture/equipment, etc.). In addition, as noted above, in response to the local economic effects of the ongoing COVID-19 pandemic, the program is focused on channeling appropriated and allotted CIP funds into the State's economy as efficiently and expediently as is practicable.

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

FY 19 and FY 20 actual expenditures in the operating budget were lower due to a combination of vacancy savings and inability to successfully recruit to fill vacancies, and the total actual revolving fund expenditures for supplies, services and equipment for CIP projects were lower than the budgeted expenditure ceiling, resulting in an overall decrease in the expenditures for the CIP mileage, supplies, and accrued vacation and sick leave accounts.

Program efficiency increased as the variance between estimated opening times and actual opening dates decreased from FY 2019-2020. The program pre-bid cost estimates were greater than 20 percent of actual bid costs, reflecting both volatility in the Hawaii construction market and the complexity of projects under execution.

CIP appropriations are estimated based on the amount appropriated to DAGS - Public Works as the user agency in Act 53, SLH 2018. The total amount of CIP appropriations the program received were 61 percent of what the program requested.

The total amount appropriated to the program for CIP managed by DAGS was \$98 million. The total amount appropriated to the program for Public Buildings, Repair and Alterations was \$286 million.

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

Program revenue is derived from minor amounts collected for: annual interest earned investment pool accounts for CIP managed by the Department of Budget and Finance; the sale of copies of public documents per Section 92-21, HRS; rebate from "pCard" charge card purchases and assessments to CIP projects in accordance with Section 107-1.5. HRS.

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

Conventional analyses have been conducted for this request.

## **J. Further Considerations**

None.

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:  
PROGRAM STRUCTURE NO:  
PROGRAM TITLE:

**AGS231**  
**11030802**  
**CENTRAL SERVICES - CUSTODIAL SERVICES**

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
CURRENT LEASE PAYMENTS								
OTHER CURRENT EXPENSES	494,880	494,880	494,880	494,880	495	495	495	495
TOTAL CURRENT LEASE PAYMENTS COST	494,880	494,880	494,880	494,880	495	495	495	495
BY MEANS OF FINANCING								
GENERAL FUND	494,880	494,880	494,880	494,880	495	495	495	495
OPERATING COST	123.00*	123.00*	116.50*	116.50*	116.5*	116.5*	116.5*	116.5*
	2.00**	2.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
PERSONAL SERVICES	5,223,314	5,459,755	5,558,276	5,558,276	5,559	5,559	5,559	5,559
OTHER CURRENT EXPENSES	16,514,200	15,708,808	14,846,545	14,846,545	14,846	14,846	14,846	14,846
EQUIPMENT	9,199							
TOTAL OPERATING COST	21,746,713	21,168,563	20,404,821	20,404,821	20,405	20,405	20,405	20,405
BY MEANS OF FINANCING								
	123.00*	123.00*	116.50*	116.50*	116.5*	116.5*	116.5*	116.5*
	2.00**	2.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
GENERAL FUND	20,139,406	19,410,735	18,705,737	18,705,737	18,706	18,706	18,706	18,706
	*	*	*	*	*	*	*	*
	**	**	**	**	**	**	**	**
SPECIAL FUND		58,744						
	*	*	*	*	*	*	*	*
	**	**	**	**	**	**	**	**
INTERDEPARTMENTAL TRANSFERS	1,607,307	1,699,084	1,699,084	1,699,084	1,699	1,699	1,699	1,699
TOTAL PERM POSITIONS	123.00*	123.00*	116.50*	116.50*	116.5*	116.5*	116.5*	116.5*
TOTAL TEMP POSITIONS	2.00**	2.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
TOTAL PROGRAM COST	22,241,593	21,663,443	20,899,701	20,899,701	20,900	20,900	20,900	20,900

PROGRAM ID: **AGS231**  
 PROGRAM STRUCTURE: **11030802**  
 PROGRAM TITLE: **CENTRAL SERVICES - CUSTODIAL SERVICES**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<b>MEASURES OF EFFECTIVENESS</b>								
1. 4 INTERNAL SVC INSPECTIONS/QTR & ACCEPTBLE SCORES	80	80	80	80	80	80	80	80
2. BLDG OCCUPANT'S EVALUATION OF CUSTODIAL SERVICES	80	80	75	75	75	75	75	75
<b>PROGRAM TARGET GROUPS</b>								
1. TOTAL ASSIGNED BUILDINGS	78	78	78	78	78	78	78	78
<b>PROGRAM ACTIVITIES</b>								
1. TOTAL NUMBER OF WORK STATIONS (JANITOR II)	78	78	72	72	72	72	72	72
2. NUMBER OF SQUARE FEET SERVICED	2.7	2.7	2.7	2.7	2.7	2.7	2.7	2.7
<b>PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)</b>								
REVENUES FROM THE USE OF MONEY AND PROPERTY	23	6	7	7	7	7	7	7
CHARGES FOR CURRENT SERVICES	1,758	1,259	1,259	1,259	1,158	1,158	1,158	1,158
NON-REVENUE RECEIPTS	100							
TOTAL PROGRAM REVENUES	1,881	1,265	1,266	1,266	1,165	1,165	1,165	1,165
<b>PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)</b>								
GENERAL FUNDS	1	1	1	1	1	1	1	1
SPECIAL FUNDS	59	59	59	59	59	59	59	59
ALL OTHER FUNDS	1,821	1,205	1,206	1,206	1,105	1,105	1,105	1,105
TOTAL PROGRAM REVENUES	1,881	1,265	1,266	1,266	1,165	1,165	1,165	1,165

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

## Program Plan Narrative

### **AGS231: CENTRAL SERVICES - CUSTODIAL SERVICES**

**11 03 08 02**

#### **A. Statement of Program Objectives**

To maintain assigned public buildings in a clean and safe condition by providing a variety of custodial services.

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

FB 21-23 Exec. Budget Request (AGS 231):

##### **I. OPERATING BUDGET:**

(1) Reduces \$58,744 in special funds in FY 22 and FY 23. A special fund, which receives reimbursement from the State Foundation on Culture and the Arts, is being deleted due to State Auditor recommendation.

(2) Reduces 7.50 perm. FTE positions in FY 22 and FY 23, formerly general funded, which were defunded in Act 9, SLH 2020 (7.00 positions on Oahu/0.50 position on Hawaii Island).

(3) Converts 1.00 temp to 1.00 perm. FTE position on Kauai.

##### **II. OPERATING BUDGET - PROGRAM REVIEW (reductions in general funds):**

Reduces \$803,519 in FY 22 and FY 23 for contracts and utilities.

##### **III. CIP BUDGET: None.**

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

The program performs building management functions for assigned facilities statewide. With the complexity of mechanical systems found in newer buildings and progressive aging of existing ones, program responsibilities and scope of work have significantly increased. In order to meet these challenges, management initiatives have been implemented that places greater emphasis on the "user as client" relationship. In this respect, an Internet based work order system has been implemented for assigned public facilities on Oahu.

The major activities provided by this program include building

management functions to address, respond and evaluate user and occupant concerns; monitoring maintenance contracts; providing housekeeping services; ensuring that preventative maintenance and alteration functions are performed adequately and in a timely manner; and establishing energy management policy and monitoring of energy consumption for all assigned buildings. Washington Place is also part of the Custodial Program, having been transferred from the Office of the Governor in fiscal year 2013.

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

The program supports Chapter 226-14 of the Hawaii State Plan that is to accommodate the custodial requirements of agencies housed in Department of Accounting and General Services-managed facilities. Additionally, energy conservation and efficiency practices are promoted through a computerized system that monitors and controls air conditioning use in major buildings on Oahu. These activities are pursued in accordance with Chapter 226-18 of the Hawaii State Plan.

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

The program is not involved in any significant relationships with other agencies.

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

Hawaii's dependency on oil and the impact of volatile world oil prices has created funding shortfalls in the past. Although prices have declined and have become somewhat stable, future increases are expected in the coming years as the oil market rebalances according to supply and demand after the COVID-19 virus situation improves.

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

Program effectiveness and costs are controlled through the development of standardized work procedures for janitorial staff, careful selection of cleaning products, monitoring of equipment maintenance contracts, preventative maintenance activity, customer satisfaction surveys, and energy conservation practices. Program size data will increase for the coming biennium, as new facilities come on-line.



## Program Plan Narrative

**AGS231: CENTRAL SERVICES - CUSTODIAL SERVICES**

**11 03 08 02**

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

The program generates approximately \$1,000 in locker rentals to employees at various locations within the Downtown Civic Center on Oahu.

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

There are no recent studies that have been performed on this program.

### **J. Further Considerations**

None.

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:  
PROGRAM STRUCTURE NO:  
PROGRAM TITLE:

**AGS232**  
**11030803**  
**CENTRAL SERVICES - GROUNDS MAINTENANCE**

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	30.00*	30.00*	24.00*	24.00*	24.0*	24.0*	24.0*	24.0*
	0.00**	0.00**	0.00**	0.00**	0.0**	0.0**	0.0**	0.0**
PERSONAL SERVICES	1,177,544	1,125,020	1,243,464	1,243,464	1,243	1,243	1,243	1,243
OTHER CURRENT EXPENSES	758,681	649,253	609,758	620,823	622	622	622	622
EQUIPMENT	10,464							
MOTOR VEHICLES	266,002							
TOTAL OPERATING COST	2,212,691	1,774,273	1,853,222	1,864,287	1,865	1,865	1,865	1,865
BY MEANS OF FINANCING	30.00*	30.00*	24.00*	24.00*	24.0*	24.0*	24.0*	24.0*
	**	**	**	**	**	**	**	**
GENERAL FUND	2,212,691	1,774,273	1,853,222	1,864,287	1,865	1,865	1,865	1,865
TOTAL PERM POSITIONS	30.00*	30.00*	24.00*	24.00*	24.0*	24.0*	24.0*	24.0*
TOTAL TEMP POSITIONS	**	**	**	**	**	**	**	**
TOTAL PROGRAM COST	2,212,691	1,774,273	1,853,222	1,864,287	1,865	1,865	1,865	1,865

PROGRAM ID: **AGS232**  
 PROGRAM STRUCTURE: **11030803**  
 PROGRAM TITLE: **CENTRAL SERVICES - GROUNDS MAINTENANCE**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<u>MEASURES OF EFFECTIVENESS</u>								
1. EVALUATIONS FROM GROUNDS SURVEY FROM BLDG OCCUPNTS	72	72	70	70	70	70	70	70
2. ANNUAL FACILITY ASSESSMENT SCORES	85	85	85	85	85	85	85	85
<u>PROGRAM TARGET GROUPS</u>								
1. TOTAL NUMBER OF FACILITIES	119	119	119	119	119	119	119	119
<u>PROGRAM ACTIVITIES</u>								
1. NUMBER OF GROUNDSKEEPING POSITIONS	30	30	24	24	24	24	24	24
2. TOTAL ACREAGE SERVICED	110.9	110.9	110.9	110.9	110.9	110.9	110.9	110.9
3. NUMBER OF REFUSE COLLECTION SITES	28	28	28	28	28	28	28	28

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

## Program Plan Narrative

### **AGS232: CENTRAL SERVICES - GROUNDS MAINTENANCE**

**11 03 08 03**

#### **A. Statement of Program Objectives**

To maintain the grounds surrounding assigned public buildings in a neat and attractive condition by providing a variety of grounds maintenance services.

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

FB 21-23 Exec. Budget Request (AGS 232):

##### **I. OPERATING BUDGET:**

Reduces 6.00 perm. FTE positions in FY 22 and FY 23, formerly general funded, defunded in Act 9, SLH 2020.

II. OPERATING BUDGET - PROGRAM REVIEW (reductions in general funds):

Reduces \$39,495 in FY 22 and \$28,430 in FY 23 for grounds maintenance and tree trimming contracts.

III. CIP BUDGET: None.

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

The program performs grounds maintenance services at assigned public buildings and contracts out to trim trees at those facilities.

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

The program supports Chapter 226-14 of the Hawaii State Plan by maintaining grounds at assigned public buildings in a functional, aesthetic, and safe condition providing a variety of grounds maintenance services.

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

The program relies on AGS 233, Repair and Alterations, to make emergency, major, and minor repairs at the facilities. These include irrigation systems, walkways, parking lots, etc.

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

Liability issues have necessitated additional and timely tree trimming to ensure public safety.

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

Program effectiveness and costs are controlled through the development of standardized work procedures for grounds staff, monitoring of equipment maintenance contracts, preventative maintenance activity, and customer satisfaction surveys. Program size data will remain constant for the coming biennium, as no new facilities requiring grounds services are planned to be added to the existing building inventory.

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

Not Applicable.

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

There are no recent studies that have been performed on this program.

#### **J. Further Considerations**

None.

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID: **AGS233**  
 PROGRAM STRUCTURE NO: **11030804**  
 PROGRAM TITLE: **CENTRAL SERVICES - BUILDING REPAIRS & ALT**

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	33.00*	33.00*	31.00*	31.00*	31.0*	31.0*	31.0*	31.0*
	0.00**	0.00**	0.00**	0.00**	0.0**	0.0**	0.0**	0.0**
PERSONAL SERVICES	2,132,353	2,173,645	2,242,393	2,242,393	2,243	2,243	2,243	2,243
OTHER CURRENT EXPENSES	1,041,458	1,065,911	919,017	919,017	918	918	918	918
EQUIPMENT	10,114							
MOTOR VEHICLES	16,900							
TOTAL OPERATING COST	3,200,825	3,239,556	3,161,410	3,161,410	3,161	3,161	3,161	3,161
BY MEANS OF FINANCING	33.00*	33.00*	31.00*	31.00*	31.0*	31.0*	31.0*	31.0*
	**	**	**	**	**	**	**	**
GENERAL FUND	3,200,825	3,239,556	3,161,410	3,161,410	3,161	3,161	3,161	3,161
CAPITAL IMPROVEMENT COSTS								
PLANS	1,000	1,000	1,000					
DESIGN	299,000	1,000	1,000					
CONSTRUCTION		1,997,000	3,097,000					
EQUIPMENT		1,000	1,000					
TOTAL CAPITAL EXPENDITURES	300,000	2,000,000	3,100,000					
BY MEANS OF FINANCING								
G.O. BONDS	300,000	2,000,000	3,100,000					
TOTAL PERM POSITIONS	33.00*	33.00*	31.00*	31.00*	31.0*	31.0*	31.0*	31.0*
TOTAL TEMP POSITIONS	**	**	**	**	**	**	**	**
TOTAL PROGRAM COST	3,500,825	5,239,556	6,261,410	3,161,410	3,161	3,161	3,161	3,161

PROGRAM ID: **AGS233**  
 PROGRAM STRUCTURE: **11030804**  
 PROGRAM TITLE: **CENTRAL SERVICES - BUILDING REPAIRS AND ALTERATIONS**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<u>MEASURES OF EFFECTIVENESS</u>								
1. % OF PROGRAM PROJECTS COMPLETED WITHIN TIMETABLE	100	100	95	95	95	95	95	95
2. % EMERGENCY REP & ALTERATNS RESPNDED TO IN 48 HRS	100	100	100	100	100	100	100	100
3. % OF SATISFACTORY SURVEY EVALUATIONS OF R&A SVCS	85	90	90	90	90	90	90	90
4. % OF SATISFACTORY SURVEY EVAL OF SPECIAL PROJECTS	85	90	90	90	90	90	90	90
<u>PROGRAM TARGET GROUPS</u>								
1. TOTAL NUMBER OF ASSIGNED STATE BUILDINGS	164	164	164	164	164	164	164	164
<u>PROGRAM ACTIVITIES</u>								
1. TTL NO. OF NORMAL REPAIRS & ALTERATIONS PROJECTS	3678	3700	3700	3700	3700	3700	3700	3700
2. TOTAL NUMBER OF EMERGENCY PROJECTS	992	995	1000	1000	1000	1000	1000	1000

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

## Program Plan Narrative

**AGS233: CENTRAL SERVICES - BUILDING REPAIRS & ALT**

**11 03 08 04**

### **A. Statement of Program Objectives**

To maintain assigned public buildings in a safe condition and at a high level of utility by providing repair and maintenance services by making minor alterations.

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

FB 21-23 Exec. Budget Request (AGS 233):

#### **I. OPERATING BUDGET:**

Reduces 2.00 perm. FTE positions (Oahu Repair and Alterations) in FY 22 and FY 23, formerly general funded, defunded in Act 9, SLH 2020.

#### **II. OPERATING BUDGET - PROGRAM REVIEW (reductions in general funds):**

Reduces \$146,894 in FY 22 and FY 23 in contract funds.

#### **III. CIP BUDGET (all general obligation bond funds):**

Adds \$3,100,000 in FY 22 for Lump Sum Fire Alarm Systems Replacement & Upgrade, Statewide, project.

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

The program provides management, technical and workforce support to upkeep and maintain assigned public buildings, public libraries, health and civic centers statewide. The program administers projects that involve both general funds as well as capital improvements program and repair and alteration funds. With respect to minor and emergency repairs, appropriate staff on Oahu is dispatched to accomplish work orders that are primarily received via an internet based request system.

All work is performed to preserve the life of buildings as well as safeguard its occupants and public users. Activities involving emergency repairs are completed immediately to remove unsafe barriers or conditions. In addition, the program provides staff and technical assistance for legislative sessions as well as State and National functions.

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

The program supports Chapter 226-14 of the Hawaii State Plan that relates to the preservation and use of public facilities.

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

The program is not involved in any significant relationships with other agencies.

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

The cost of energy and the conservation of natural resources have necessitated the program to look at ways to reduce the consumption of natural resources in State buildings.

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

Program costs are controlled through the development of standardized work procedures, bulk purchases and competitive bidding practices. Effectiveness is measured through workload statistics, internal inspections and survey of user satisfaction.

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

Not applicable.

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

No recent studies have been performed on this program.

### **J. Further Considerations**

None.

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:  
PROGRAM STRUCTURE NO: **110309**  
PROGRAM TITLE:

**PROCUREMENT, INVENTORY & SURPLUS PROP MGT**

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	29.00*	29.00*	24.00*	24.00*	29.0*	29.0*	29.0*	29.0*
	0.00**	0.00**	0.00**	0.00**	0.0**	0.0**	0.0**	0.0**
PERSONAL SERVICES	1,564,145	1,757,516	1,727,298	1,727,298	1,768	1,768	1,768	1,768
OTHER CURRENT EXPENSES	361,602	184,600	184,600	184,600	185	185	185	185
EQUIPMENT	11,107							
MOTOR VEHICLES		1,400,000	1,400,000	1,400,000	1,400	1,400	1,400	1,400
TOTAL OPERATING COST	1,936,854	3,342,116	3,311,898	3,311,898	3,353	3,353	3,353	3,353
BY MEANS OF FINANCING								
	24.00*	24.00*	19.00*	19.00*	24.0*	24.0*	24.0*	24.0*
	**	**	**	**	**	**	**	**
GENERAL FUND	1,647,715	1,474,989	1,433,810	1,433,810	1,475	1,475	1,475	1,475
	5.00*	5.00*	5.00*	5.00*	5.0*	5.0*	5.0*	5.0*
	**	**	**	**	**	**	**	**
REVOLVING FUND	289,139	1,867,127	1,878,088	1,878,088	1,878	1,878	1,878	1,878
TOTAL PERM POSITIONS	29.00*	29.00*	24.00*	24.00*	29.0*	29.0*	29.0*	29.0*
TOTAL TEMP POSITIONS	**	**	**	**	**	**	**	**
TOTAL PROGRAM COST	1,936,854	3,342,116	3,311,898	3,311,898	3,353	3,353	3,353	3,353



PROGRAM ID: AGS240  
PROGRAM STRUCTURE NO: 11030901  
PROGRAM TITLE: STATE PROCUREMENT

OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	24.00*	24.00*	19.00*	19.00*	24.0*	24.0*	24.0*	24.0*
	0.00**	0.00**	0.00**	0.00**	0.0**	0.0**	0.0**	0.0**
PERSONAL SERVICES	1,293,354	1,393,950	1,352,771	1,352,771	1,394	1,394	1,394	1,394
OTHER CURRENT EXPENSES	343,254	81,039	81,039	81,039	81	81	81	81
EQUIPMENT	11,107							
TOTAL OPERATING COST	1,647,715	1,474,989	1,433,810	1,433,810	1,475	1,475	1,475	1,475
BY MEANS OF FINANCING	24.00*	24.00*	19.00*	19.00*	24.0*	24.0*	24.0*	24.0*
	**	**	**	**	**	**	**	**
GENERAL FUND	1,647,715	1,474,989	1,433,810	1,433,810	1,475	1,475	1,475	1,475
TOTAL PERM POSITIONS	24.00*	24.00*	19.00*	19.00*	24.0*	24.0*	24.0*	24.0*
TOTAL TEMP POSITIONS	**	**	**	**	**	**	**	**
TOTAL PROGRAM COST	1,647,715	1,474,989	1,433,810	1,433,810	1,475	1,475	1,475	1,475

PROGRAM ID: **AGS240**  
 PROGRAM STRUCTURE: **11030901**  
 PROGRAM TITLE: **STATE PROCUREMENT**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<b>MEASURES OF EFFECTIVENESS</b>								
1. EST COST SAVINGS BY JURISIC UTLIZ SPO PL/VL(\$1000)	25000	25000	25000	25000	25000	25000	25000	25000
2. PROPERTY TRANSFERRED BETWEEN AGENCIES (\$1000)	4800	4800	4800	4800	4800	4800	4800	4800
3. MOVING 3-YEAR AV OF ERRORS IN INVENTORY REPORTING	0	0	0	0	0	0	0	0
4. COST SAVINGS OF HI ELECT PROC AWARDS (1000)	50000	50000	50000	50000	50000	50000	50000	50000
5. % OF SPO WS EVAL W/ MEANINGFUL/PRACTICAL RATINGS	54	54	54	54	54	54	54	54
6. REBATES REC FR PCARD FOR PARTICIPATNG (THOU DOLLR)	1630	1630	1630	1630	1630	1630	1630	1630
<b>PROGRAM TARGET GROUPS</b>								
1. NO. OF JURISDTNS UTILIZING COOP PURCHASING AGREEMT	20	20	20	20	20	20	20	20
2. NO. OF ORG CODES LISTED IN THE FIXED ASSET INV SYS	1010	1010	1010	1010	1010	1010	1010	1010
3. NO. AGENCIES ISSUING HLTH & HUMN SVS SOLICITATIONS	10	10	10	10	10	10	10	10
4. NO. OF PCARD HOLDERS FOR ALL PARTICIPATING JURISDI	3650	3650	3650	3650	3650	3650	3650	3650
<b>PROGRAM ACTIVITIES</b>								
1. NUMBER OF AWARDS FOR PRICE & VENDOR LIST CONTRACTS	100	100	100	100	100	100	100	100
2. NO. OF HANDS SOLICITNS	1425	1425	1425	1425	1425	1425	1425	1425
3. NO. OF PROCURMT TRAINING WORKSHOP ATTENDEES	9500	9500	9500	9500	9500	9500	9500	9500
4. RATIO PCARD TRANS/PO TRANS OBJ CODE EX DOE,UH,HHSC	14	14	14	14	14	14	14	14
5. NUMBER OF ITEMS TRANSFERRED BETWEEN AGENCIES	2000	2000	2000	2000	2000	2000	2000	2000
6. NO. OF INVENTORY TRANSACTIONS AUDITED & PROCESSED	33500	33500	33500	33500	33500	33500	33500	33500
7. TOTAL VALUE OF PROP ADDED TO INVENTORY (\$1000)	555000	555000	555000	555000	555000	555000	555000	555000
8. NO. OF COMP/RESTRICT HLTH & HMN SVC SOLICITATIONS	75	75	75	75	75	75	75	75
9. NO. OF AWARDS NOTICES POSTED IN HANDS	4000	4100	4200	4300	4400	4500	4500	4500
10. NO. OF VENDORS REGISTERED IN HCE	15825	15825	15825	15825	15825	15825	15825	15825

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

## Program Plan Narrative

### AGS240: STATE PROCUREMENT

11 03 09 01

#### **A. Statement of Program Objectives**

The objective of this program is to promote economy, efficiency, effectiveness, and impartiality in the procurement of commodities, services and construction for State and County governments through development, implementation and maintenance of policies and procedures that provide for broad-based competition, accessibility to government contracts, fiscal integrity and responsibility in the procurement process; and to procure or supervise the procurement of commodities and services to meet the State's need through economical and competitive purchases and inventory control.

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

FB 21-23 Exec. Budget Request (AGS 240):

##### **I. OPERATING BUDGET:**

Reduces 3.00 perm. FTE positions in FY 22 and FY 23, formerly general funded, defunded in Act 9, SLH 2020. The positions are a Management Analyst IV, Purchasing Specialist VI and a Purchasing Specialist V.

##### **II. OPERATING BUDGET - PROGRAM REVIEW (reductions in general funds):**

Reduces 2.00 perm FTE positions and \$124,646 in FY 22 and FY 23. Positions are unestablished/vacant.

##### **III. CIP BUDGET: None.**

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

The State Procurement Office (SPO) serves as the central procurement office for all governmental bodies of the State by developing and advising on revisions to the Hawaii procurement code, rules, policies, and procedures; providing assistance and guidance; coordinating and conducting procurement training; responding to requests for Chief Procurement Officer (CPO) approval, and developing and maintaining an online procurement manual and vendor guide for the procurement of commodities, services, construction, and purchases of health and human services. Purchasing and compliance activities focus on further improving

the procurement process and guidance through the Hawaii Awards & Notices Data System (HANDS), Hawaii Compliance Express (HCE), the State of Hawaii Electronic Procurement System (HiePRO), purchasing card (pCard) program, website content and navigation, and training workshops and on-demand training through the Learning Management System (LMS). The SPO continues to apply the principles of standardization and volume buying on a competitive basis to secure the most favorable prices on commodities and services. Price and vendor lists for common-use commodity/services groups are posted online for all agencies of the Executive Branch, with cooperative participation by the Judiciary, Legislature, counties, and other separate purchasing jurisdictions.

Inventory management activities establish and enforce strict standards, policies and procedures pertaining to the accounting of State-owned property. These standards are intended to achieve the uniformity necessary to facilitate the safeguarding of State property against unauthorized use or removal, to provide an essential part of the accounting records of State agencies, to assist administrators and property custodians with the effective management of State property, and to provide a basis of property insurance, and to fix property responsibilities of State officials as prescribed by Part XII, Chapter 103D, HRS.

The SPO also governs and optimizes resources for the planning, procuring, and contracting of all health and human services for the State pursuant to Section 103F, HRS. It directs a single process that provides fair and equitable treatment of providers. Centralized activities include training and distribution of information through the Health and Human Services Section of the SPO. Requests for the CFO approval are processed and HANDS is maintained as a centralized database for contracts, request for proposals, and requests for chief procurement officer approval.

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

Key policy priorities focus on improving procurement efficiency through the development and implementation of a statewide web-based software solution for an online catalog Marketplace, and the establishment of a pathway to the implementation of a broader Electronic Procurement (eProcurement) Solution that supports and complies with all State

# Program Plan Narrative

## AGS240: STATE PROCUREMENT

11 03 09 01

statutes, regulations, policies, and guidelines relevant to procurement, including soliciting, awarding, processing, executing and administering contracts.

The SPO, with the release of a competitive solicitation, is seeking to implement a best-in-class procurement marketplace and an automated solution that will provide the State with a fully integrated platform (including the State's new Financial System) able to support the full procurement lifecycle and align with organizational, policy, process improvements to drive a more coordinated, efficient and strategically-focused capacity across the State.

SPO policies also focus on compliance, procurement guidance, and accessibility to education and training through the LMS. Expanding the training program will improve the corporate knowledge of purchasing and contracting personnel.

Reviews and updates of the Hawaii Administrative Rules based on Chapter 103D, Hawaii Public Procurement Code, and Chapter 103F, Purchase of Health and Human Services, continue to direct procurement and inventory management processes. It is the policy of the SPO to be in support of the Hawaii State Plan by promoting the achievement of efficient, effective, and responsive government programs by providing necessary procurement services and promoting transparency of government procurement processes.

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

The SPO and its leadership is a member of the National Association of State Procurement Officials (NASPO), the National Institute of Government Purchasing (NIGP), the National Contract Management Association (NCMA), National Association of Purchasing Card Professionals (NAPCP), National Association of State Auditors, Comptrollers and Treasurers (NASACT), the International Association for Contract and Commercial Management (IACCM), the Airport Purchasing Group (APG), and the Alaska-Hawaii Governmental Procurement Association (AHGPA). These organizations provide valuable information and assistance on procurement and open communications to states, cities, and other entities with similar processes and rules.

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

The external trend that has the most profound effect on the SPO, as well as the rest of the State, is the COVID-19 public health crisis. Following Governor David Ige's first emergency proclamation of March 4, 2020, to proclaim the emergency period for the purpose of authorizing to suspend Sections 103D, the Hawaii Public Procurement Code, and 103F, Purchases of Health and Human Services, of the Hawaii Revised Statutes, SPO staff were deployed to procure high-demand items such as respirators, personal protective equipment, cleaning supplies, and disinfecting services. Many of these goods became scarce and their prices inflated as demand exceeded and even depleted supplies. Because these emergency goods became scarce and their prices inflated as demand exceeded and even depleted supplies, purchasing staff at times worked around the clock and under extreme pressure. Many staff worked overtime night, weekends, and holidays.

Compounding the challenges of procuring already scarce items critical to battle the COVID-19 public health crisis, SPO staff had to ensure that all emergency purchases were made in compliance with the Federal Code 2CFR200 in order to be approved for Federal Emergency Management Agency (FEMA) reimbursement. Preparing documentation for FEMA reimbursement placed additional strain and pressure on the SPO purchasing and administrative staff.

Pursuant to the Executive Memorandum No. 20-02, Hiring Freeze, SPO staff who were already stretched thin with their current daily tasks, took on additional duties that belonged to vacant positions such as the position of the Management Analyst and eProcurement Supervisor.

The loss of the Management Analyst position has created a hardship with at least three other staff members struggling to understand what is required and respond in a timely manner and essentially taking away valuable time from their primary responsibilities. The Management Analyst is key to SPO as the single point of contact for understanding and tracking the agency's budget, resolving and documenting personnel (PAS, training, etc.) and other related issues, accessing fiscal systems, responding to the Administrative Services Office inquiries, and tracking legislation. Without this position, SPO will continue to be besieged with problems.

## Program Plan Narrative

**AGS240: STATE PROCUREMENT**

**11 03 09 01**

As SPO embarks on a new eMarketplace and eProcurement System, it is critical to have a supervisor dedicated to overseeing this very complex solicitation and implementation process. The eMarketplace alone requires uploads of hundreds of previously contracted commodities which will be made available to all State and county agencies and qualified non-profits. The eMarketplace and eProcurement system will take hundreds of hours of detailed implementation strategies, architect and design of the systems, piloting, testing, authenticating, training, contract management and communication. The need for an eProcurement supervisor is crucial for the success of this program which will bring tremendous benefits to the State.

The move to a teleworking environment for SPO staff, as a result of the City and County of Honolulu's Stay at Home/Work from Home Order, taxed SPO's resources of computer equipment and accessories for teleworking since procurement work was deemed essential. Additional laptops and computer accessories for teleworking were purchased to address this need.

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

In January 2020, two vital positions in the SPO became vacant. The Management Analyst handles legislative and budget issues for the SPO, and the Purchasing Specialist V managed procurement pursuant to Chapter 103F, HRS, Purchases of Health and Human Services. The SPO had received lists of eligible candidates for both positions; however, it was unable to proceed with interviews due to the COVID-19 Emergency Proclamation. Furthermore, the hiring freeze also halted the establishment of two construction procurement positions pursuant to Act 53, SLH 2018.

With the loss of these vital positions and without sufficient resources, SPO's customers, stakeholders, and program goals and objectives will be adversely impacted, especially during the COVID-19 public health crisis. The highest standards for efficient and competitive procurement and cost-savings will be jeopardized.

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

For Fiscal Biennium 2021-2023, SPO projects \$1.6 million annually in rebates received from purchase card transactions, and \$17,000 annually in reimbursement for Hawaii's participation on the NASPO ValuePoint sourcing team. The State's annual commissions on State car rental revenue is anticipated to be low due to COVID-19 travel restrictions. All rebates, reimbursements, commissions are deposited to the State general fund.

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

No new in-depth analyses have been performed at this time.

### **J. Further Considerations**

There are no further considerations at this time.

PROGRAM ID:  
PROGRAM STRUCTURE NO:  
PROGRAM TITLE:

AGS244  
11030902  
SURPLUS PROPERTY MANAGEMENT

OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	5.00*	5.00*	5.00*	5.00*	5.0*	5.0*	5.0*	5.0*
	0.00**	0.00**	0.00**	0.00**	0.0**	0.0**	0.0**	0.0**
PERSONAL SERVICES	270,791	363,566	374,527	374,527	374	374	374	374
OTHER CURRENT EXPENSES	18,348	103,561	103,561	103,561	104	104	104	104
MOTOR VEHICLES		1,400,000	1,400,000	1,400,000	1,400	1,400	1,400	1,400
TOTAL OPERATING COST	289,139	1,867,127	1,878,088	1,878,088	1,878	1,878	1,878	1,878
BY MEANS OF FINANCING	5.00*	5.00*	5.00*	5.00*	5.0*	5.0*	5.0*	5.0*
	**	**	**	**	**	**	**	**
REVOLVING FUND	289,139	1,867,127	1,878,088	1,878,088	1,878	1,878	1,878	1,878
TOTAL PERM POSITIONS	5.00*	5.00*	5.00*	5.00*	5.0*	5.0*	5.0*	5.0*
TOTAL TEMP POSITIONS	**	**	**	**	**	**	**	**
TOTAL PROGRAM COST	289,139	1,867,127	1,878,088	1,878,088	1,878	1,878	1,878	1,878

PROGRAM ID: **AGS244**  
 PROGRAM STRUCTURE: **11030902**  
 PROGRAM TITLE: **SURPLUS PROPERTY MANAGEMENT**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<b>MEASURES OF EFFECTIVENESS</b>								
1. SURPLUS PROPERTY TRANSFERRED TO DONEES (\$1000)	3000	3000	3000	3000	3000	3000	3000	3000
2. RATIO SVS FEE OVER PROPERTY TRANSFER VALUE (%)	2	2	2	2	2	2	2	2
3. ACTUAL DONEES AS % OF ELIGIBLE DONEES	84	84	84	84	84	84	84	84
<b>PROGRAM TARGET GROUPS</b>								
1. NON-PROFIT TAX-EXMPT EDUC & PUBLIC HTH INSTUTNS	70	70	70	70	70	70	70	70
2. PUBLIC AGENCY THAT SERVES OR PROMOTES PUB PURPOSE	60	60	60	60	60	60	60	60
3. 8(A) BUSINESS DEV/SMALL DISADVANTAGED BUSINESSES	40	40	40	40	40	40	40	40
<b>PROGRAM ACTIVITIES</b>								
1. FED PERSONAL PROP RECEIVED (LINE ITEMS)	300	300	300	300	300	300	300	300
2. FED PROP DONATED (LINE ITEMS)	500	500	500	500	500	500	500	500
3. ACQ OF STATE PROP FOR UTIL/SALE (LINE ITEMS)	235	235	235	235	235	235	235	235
4. DIST OF STATE PROP FOR REUTIL (LINE ITEMS)	235	235	235	235	235	235	235	235
5. STATE PROP DISP OF BY PUBLIC SALE (LINE ITEMS)	80	80	80	80	80	80	80	80
<b>PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)</b>								
REVENUES FROM THE USE OF MONEY AND PROPERTY	2	1	1	1	1	1	1	1
NON-REVENUE RECEIPTS	302	1,709	1,709	1,709	1,709	1,709	1,709	1,709
TOTAL PROGRAM REVENUES	304	1,710	1,710	1,710	1,710	1,710	1,710	1,710
<b>PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)</b>								
ALL OTHER FUNDS	304	1,710	1,710	1,710	1,710	1,710	1,710	1,710
TOTAL PROGRAM REVENUES	304	1,710	1,710	1,710	1,710	1,710	1,710	1,710

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

# Program Plan Narrative

**AGS244: SURPLUS PROPERTY MANAGEMENT**

**11 03 09 02**

## **A. Statement of Program Objectives**

The program coordinates the transfer of State surplus property and Federal surplus property available through the Federal Surplus Property program to eligible "donees" (State/local government, non-profit organizations that serve or promote a public purpose, qualified small minority owned businesses, tax-exempt educational and public health institutions or organizations).

To achieve the greatest economical use of State and Federal property declared surplus by providing a viable source of surplus goods for re-utilization.

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

FB 21-23 Exec. Budget Requests (AGS 244): None.

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

In accordance with Public Law 94-519, Federal surplus property generated on Oahu is physically inspected and requested through applications filed with the U.S. General Services Administration. Property allocated to the State is selected, transported, checked, and warehoused by agency personnel for distribution to eligible donees.

A self-service system enables donees to take immediate delivery of property selected. Neighbor island requests are filled, packed, and shipped via barge. Periodically, property is available at neighbor island Federal facilities (i.e., Barking Sands on Kauai) and donee may inspect, select and take delivery under oversight by surplus agency personnel. Line items per transaction number from 1 to 25 and often times more.

Based on formal or verbal notices of State disposal, desirable items are physically inspected to determine suitability for further re-utilization or disposal by public sale. All property selected are transported, checked, and warehoused by agency personnel for distribution.

Potential State user agencies are advised of the availability of desirable property. Items selected for re-utilization are transferred to the user agency for a nominal service and handling charge.

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

Policies governing program operations are directed toward maximum acquisition and fair and equitable distribution of Federal/State surplus property at the least possible cost to eligible donees. Emphasis is placed on the cost-effective utilization of surplus property by State and local agencies charged with implementing the overall goals, objectives, and policies set forth in the Hawaii State Plan.

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

As a liaison agency, working relationships are maintained with Federal and State agencies for the acquisition of property and with public agencies at the State and local level who are eligible recipients of surplus property for use in implementing the priority actions mandated by the Hawaii State Plan, and agencies from the private sector whose efforts contribute to the improvement of educational and public health programs. However, the difference in roles and jurisdiction of the respective agencies in the acquisition, warehousing, and distribution process is distinct and precludes integration of programs.

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

A number of factors dominating Federal/State program operations include the unpredictable generation of surplus property by types, quantity, and condition; new Federal legislation; changing Federal/State disposal regulations and re-utilization policies; specific donee requirements; and seasonal trends in donee participation. Of recent note are the economic recession and its impact on the budgets of government agencies and other donees.

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

No appreciable long-term changes are anticipated in regards to the program's costs, effectiveness and size.

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

Revenues accumulated from service and handling charges and the sale of surplus Federal and State vehicles and property are deposited into the Federal Property Revolving Fund.



## Program Plan Narrative

### **AGS244: SURPLUS PROPERTY MANAGEMENT**

**11 03 09 02**

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Due to the nature of the surplus property program, it is difficult to establish a basis for revenue estimates since the income generated is non-fixed revenue subject to fluctuation according to the types, quantities, and condition of available property and expenditures policies of respective donee agencies.

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

No new in-depth analyses have been performed at this time.

#### **J. Further Considerations**

There are no further considerations at this time.

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:  
PROGRAM STRUCTURE NO: **110310**  
PROGRAM TITLE: **AUTOMOTIVE MANAGEMENT**

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	40.00*	40.00*	40.00*	40.00*	40.0*	40.0*	40.0*	40.0*
	0.00**	0.00**	0.00**	0.00**	0.0**	0.0**	0.0**	0.0**
PERSONAL SERVICES	2,875,977	2,644,427	2,785,401	2,785,401	2,785	2,785	2,785	2,785
OTHER CURRENT EXPENSES	2,234,966	3,239,719	3,239,719	3,239,719	3,240	3,240	3,240	3,240
EQUIPMENT	239	31,575	31,575	31,575	32	32	32	32
MOTOR VEHICLES	333,431	954,400	954,400	954,400	954	954	954	954
TOTAL OPERATING COST	5,444,613	6,870,121	7,011,095	7,011,095	7,011	7,011	7,011	7,011
BY MEANS OF FINANCING	40.00*	40.00*	40.00*	40.00*	40.0*	40.0*	40.0*	40.0*
	**	**	**	**	**	**	**	**
REVOLVING FUND	5,444,613	6,870,121	7,011,095	7,011,095	7,011	7,011	7,011	7,011
TOTAL PERM POSITIONS	40.00*	40.00*	40.00*	40.00*	40.0*	40.0*	40.0*	40.0*
TOTAL TEMP POSITIONS	**	**	**	**	**	**	**	**
TOTAL PROGRAM COST	5,444,613	6,870,121	7,011,095	7,011,095	7,011	7,011	7,011	7,011

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:  
PROGRAM STRUCTURE NO:  
PROGRAM TITLE:

**AGS251**  
**11031001**  
**AUTOMOTIVE MANAGEMENT - MOTOR POOL**

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	13.00*	13.00*	13.00*	13.00*	13.0*	13.0*	13.0*	13.0*
	0.00**	0.00**	0.00**	0.00**	0.0**	0.0**	0.0**	0.0**
PERSONAL SERVICES	1,062,510	1,043,387	1,091,407	1,091,407	1,091	1,091	1,091	1,091
OTHER CURRENT EXPENSES	592,398	1,028,478	1,028,478	1,028,478	1,029	1,029	1,029	1,029
EQUIPMENT	167	5,000	5,000	5,000	5	5	5	5
MOTOR VEHICLES	333,431	954,400	954,400	954,400	954	954	954	954
TOTAL OPERATING COST	1,988,506	3,031,265	3,079,285	3,079,285	3,079	3,079	3,079	3,079
BY MEANS OF FINANCING	13.00*	13.00*	13.00*	13.00*	13.0*	13.0*	13.0*	13.0*
	**	**	**	**	**	**	**	**
REVOLVING FUND	1,988,506	3,031,265	3,079,285	3,079,285	3,079	3,079	3,079	3,079
TOTAL PERM POSITIONS	13.00*	13.00*	13.00*	13.00*	13.0*	13.0*	13.0*	13.0*
TOTAL TEMP POSITIONS	**	**	**	**	**	**	**	**
TOTAL PROGRAM COST	1,988,506	3,031,265	3,079,285	3,079,285	3,079	3,079	3,079	3,079

PROGRAM ID: **AGS251**  
 PROGRAM STRUCTURE: **11031001**  
 PROGRAM TITLE: **AUTOMOTIVE MANAGEMENT - MOTOR POOL**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<b>MEASURES OF EFFECTIVENESS</b>								
1. MOTOR POOL VEHICLES-AVERAGE OPER COST PER VEHICLE	3864	3870	3870	3870	3870	3870	3870	3870
2. PERCENTAGE OF REVENUES OVER EXPENDITURES	94	96	96	96	96	96	96	96
<b>PROGRAM TARGET GROUPS</b>								
1. STATE AGENCIES UTILIZING MOTOR POOL & NON-MP VEH	21	21	21	21	21	21	21	21
<b>PROGRAM ACTIVITIES</b>								
1. MOTOR POOL FLEET RENTAL REVENUES	1980	2304	1980	1980	1980	1980	1980	1980
2. OTHER NON-MOTOR POOL VEHICLE SERVICE REVENUES	185	185	185	185	185	185	21	1980
<b>PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)</b>								
REVENUES FROM THE USE OF MONEY AND PROPERTY	6	37	37	37	37	37	37	37
CHARGES FOR CURRENT SERVICES	2,478	1,945	1,945	1,945	1,945	1,945	1,945	1,945
TOTAL PROGRAM REVENUES	2,484	1,982	1,982	1,982	1,982	1,982	1,982	1,982
<b>PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)</b>								
ALL OTHER FUNDS	2,484	1,982	1,982	1,982	1,982	1,982	1,982	1,982
TOTAL PROGRAM REVENUES	2,484	1,982	1,982	1,982	1,982	1,982	1,982	1,982

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

## Program Plan Narrative

### **AGS251: AUTOMOTIVE MANAGEMENT - MOTOR POOL**

**11 03 10 01**

#### **A. Statement of Program Objectives**

The objective of the program is to support State agencies by providing safe motor pool vehicle transportation required to perform their official duties.

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

FB 21-23 Exec. Budget Requests (AGS 251): None.

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

Activities of the program include the acquisition, operation, repair, maintenance, storage, dispatching, replacement and disposal of its vehicles as well as maintaining records of rentals, assignments, mileage and billing records. The program also provides vehicular maintenance and repair services for non-motor pool vehicles.

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

The primary policies pursued by the program are to provide safe, dependable and economical vehicular transportation for State officials and employees requiring the use of State vehicles to meet their transportation requirements.

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

The program is not directly involved in any significant relationships with other agencies other than providing vehicle rental and maintenance services.

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

Major uncontrollable trends affecting the program are: 1) unpredictable cost of fuel; 2) the cost of acquiring replacement vehicles; and 3) the State agency demand for motor pool vehicles.

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

The program plans to continue replacement of vehicles more than eight (8) years old and/or too costly to repair and maintain by acquiring new and used vehicles.

For the budget and planning period, funding is included for audits, insurance coverage and equipment requirements necessary to maintain present levels of service. Program effectiveness and size reflect current service levels.

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

State agencies are assessed rental fees based on vehicle age, size and miles traveled. In addition, the program generates revenue from sale of gasoline, oil and services from agencies utilizing non-pool vehicles. Interest earned from special fund balances are another source of program revenue.

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

An in-depth analysis of the program has not been performed.

#### **J. Further Considerations**

There are no further considerations at this time.

# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID:  
PROGRAM STRUCTURE NO:  
PROGRAM TITLE:

**AGS252**  
**11031002**  
**AUTOMOTIVE MANAGEMENT - PARKING CONTROL**

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	27.00*	27.00*	27.00*	27.00*	27.0*	27.0*	27.0*	27.0*
	0.00**	0.00**	0.00**	0.00**	0.0**	0.0**	0.0**	0.0**
PERSONAL SERVICES	1,813,467	1,601,040	1,693,994	1,693,994	1,694	1,694	1,694	1,694
OTHER CURRENT EXPENSES	1,642,568	2,211,241	2,211,241	2,211,241	2,211	2,211	2,211	2,211
EQUIPMENT	72	26,575	26,575	26,575	27	27	27	27
TOTAL OPERATING COST	3,456,107	3,838,856	3,931,810	3,931,810	3,932	3,932	3,932	3,932
BY MEANS OF FINANCING	27.00*	27.00*	27.00*	27.00*	27.0*	27.0*	27.0*	27.0*
	**	**	**	**	**	**	**	**
REVOLVING FUND	3,456,107	3,838,856	3,931,810	3,931,810	3,932	3,932	3,932	3,932
TOTAL PERM POSITIONS	27.00*	27.00*	27.00*	27.00*	27.0*	27.0*	27.0*	27.0*
TOTAL TEMP POSITIONS	**	**	**	**	**	**	**	**
TOTAL PROGRAM COST	3,456,107	3,838,856	3,931,810	3,931,810	3,932	3,932	3,932	3,932

PROGRAM ID: **AGS252**  
 PROGRAM STRUCTURE: **11031002**  
 PROGRAM TITLE: **AUTOMOTIVE MANAGEMENT - PARKING CONTROL**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<b>MEASURES OF EFFECTIVENESS</b>								
1. PERCENTAGE UTILIZATION OF PARKING SPACES	105	105	105	105	105	105	105	105
2. PERCENTAGE OF REVENUES OVER EXPENDITURES	121	121	121	121	121	121	121	121
<b>PROGRAM TARGET GROUPS</b>								
1. STATE OFFICIALS-EMPLOYEE & PUB CONDUCTG BUS W/STATE	8400	8400	8400	8400	8400	8400	8400	8400
<b>PROGRAM ACTIVITIES</b>								
1. NO. OF SPACES FOR EMPLOYEES & PUBLIC	7369	7369	7369	7369	7369	7369	7369	7369
2. NO. OF PARKING CITATIONS ISSUED (MONTHLY AVERAGE)	965	965	965	965	965	965	965	965
3. EMPLOYEE PARKING & PUBLIC PARKING REVENUES	3000	3000	3000	3000	3000	3000	3000	3000
<b>PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)</b>								
REVENUES FROM THE USE OF MONEY AND PROPERTY	977	785	785	785	785	785	785	785
CHARGES FOR CURRENT SERVICES	2,596	2,636	2,636	2,636	2,636	2,636	2,636	2,636
FINES, FORFEITS AND PENALTIES	150	225	225	225	225	225	225	225
NON-REVENUE RECEIPTS	275							
TOTAL PROGRAM REVENUES	3,998	3,646	3,646	3,646	3,646	3,646	3,646	3,646
<b>PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)</b>								
ALL OTHER FUNDS	3,998	3,646	3,646	3,646	3,646	3,646	3,646	3,646
TOTAL PROGRAM REVENUES	3,998	3,646	3,646	3,646	3,646	3,646	3,646	3,646

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

## Program Plan Narrative

### **AGS252: AUTOMOTIVE MANAGEMENT - PARKING CONTROL**

**11 03 10 02**

#### **A. Statement of Program Objectives**

The objectives of the program are to maintain and allocate parking spaces, assess and collect parking fees, and control parking on State lands under the jurisdiction of the Comptroller.

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

FB 21-23 Exec. Budget Requests (AGS 252): None.

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

Program activities performed include the assignment, patrolling, and controlling of spaces; enforcing rules and regulations, and exercising the management functions of the program.

Other related activities include providing parking accommodations for the Legislature when in session; providing accommodations for special functions; providing metered and attendant spaces for the general public; repairing and maintaining parking facilities, signs and meters; and administrative recordkeeping.

Although responsibility is statewide in scope, activities are confined to those geographical areas specifically designated to be under the jurisdiction of the Comptroller.

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

The primary policies pursued by the program are to meet the parking demand of State officials, employees and the general public and to maintain parking facilities in a safe and presentable condition.

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

This program is not directly involved in any significant relationships with other agencies other than providing supportive services.

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

There are no major external trends affecting this program.

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

There are no significant discrepancies in previously planned cost, effectiveness and program size levels.

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

Program revenues are received from parking fees assessed primarily from government officials and employees, public meter and attendant controlled lots, parking citations, and investment pool interest earnings.

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

An in-depth analysis of the program has not been performed.

#### **J. Further Considerations**

There are no further considerations at this time.



# OPERATING AND CAPITAL EXPENDITURES

REPORT: P61-A

PROGRAM ID: **AGS901**  
 PROGRAM STRUCTURE NO: **110313**  
 PROGRAM TITLE: **GENERAL ADMINISTRATIVE SERVICES**

PROGRAM EXPENDITURES	IN DOLLARS				IN THOUSANDS			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
OPERATING COST	38.00*	38.00*	36.00*	36.00*	36.0*	36.0*	36.0*	36.0*
	1.00**	1.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
PERSONAL SERVICES	2,755,790	3,305,893	4,045,575	4,045,575	4,045	4,045	4,045	4,045
OTHER CURRENT EXPENSES	156,722	70,138	70,138	70,138	70	70	70	70
EQUIPMENT	22,369	10,428	10,428	10,428	11	11	11	11
TOTAL OPERATING COST	2,934,881	3,386,459	4,126,141	4,126,141	4,126	4,126	4,126	4,126
BY MEANS OF FINANCING								
	36.00*	36.00*	34.00*	34.00*	34.0*	34.0*	34.0*	34.0*
	1.00**	1.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
GENERAL FUND	2,850,794	3,195,993	3,933,804	3,933,804	3,933	3,933	3,933	3,933
	2.00*	2.00*	2.00*	2.00*	2.0*	2.0*	2.0*	2.0*
	**	**	**	**	**	**	**	**
INTERDEPARTMENTAL TRANSFERS	84,087	190,466	192,337	192,337	193	193	193	193
TOTAL PERM POSITIONS	38.00*	38.00*	36.00*	36.00*	36.0*	36.0*	36.0*	36.0*
TOTAL TEMP POSITIONS	1.00**	1.00**	1.00**	1.00**	1.0**	1.0**	1.0**	1.0**
TOTAL PROGRAM COST	2,934,881	3,386,459	4,126,141	4,126,141	4,126	4,126	4,126	4,126

PROGRAM ID: **AGS901**  
 PROGRAM STRUCTURE: **110313**  
 PROGRAM TITLE: **GENERAL ADMINISTRATIVE SERVICES**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<b>MEASURES OF EFFECTIVENESS</b>								
1. % OF LATE (INTEREST) PAYMENTS TO TOTAL PAYMENTS	.3	.2	.2	.2	.2	.2	.2	.2
2. % OF INVOICE PAYMNTS PROCESSED W/IN 7 WORKING DAYS	100	95	95	95	95	95	95	95
3. AV TIME FOR NON-COMPETITIVE RECRUITMENT ACTION	42	30	45	45	45	45	45	45
4. AV TIME FOR DELEGATED CLASSIFICATION ACTION	8	10	30	40	50	60	50	40
5. NO. OF NON-ROUTINE PERSONNEL CONSULTATIVE SVCS	1283	40	900	800	700	600	500	400
6. PERCENTAGE OF DATA PROCESSING REQUESTS COMPLETED	84	80	80	80	80	80	80	80
7. % OF DP REQUESTS COMPLTD WHICH IMPROVED EFFICIENCY	73	70	70	70	70	70	70	70
8. PERCENTAGE OF B&F REQUESTS SUBMITTED BY DUE DATE	100	100	100	100	100	100	100	100
9. % OF LEGISLATIVE REQUESTS SUBMITTED BY DATE	100	100	100	100	100	100	100	100
<b>PROGRAM TARGET GROUPS</b>								
1. NO. OF DIVISIONS, DISTRICT OFFICES & ATTACHED AGEN	24	24	24	24	24	24	24	24
2. TOTAL NUMBER OF EMPLOYEES (PERMANENT/TEMPORARY)	853	856	856	856	856	856	856	856
3. TOTAL NO. OF PAYMENT TRANSACTIONS PROCESSED (000)	26	27	27	27	27	27	27	27
4. NO. OF DEPARTMENTAL VACANCIES DURING THE YEAR	221	200	250	275	300	325	275	225
5. TOTAL NO. OF DATA PROCESSING REQUESTS PROCESSED	430	430	430	430	430	430	430	430
6. NO. OF COMPUTER APPLICATION PROGRAMS ADMINSTERED	3500	3500	3500	3500	3500	3500	3500	3500
7. NO. OF REQUESTS FROM DEPT. OF BUDGET AND FINANCE	15	15	15	15	15	15	15	15
8. TOTAL NUMBER OF LEGISLATIVE REQUESTS	40	40	40	40	40	40	40	40
<b>PROGRAM ACTIVITIES</b>								
1. NO. OF EMPLOYEES PROVIDING ADMIN/TECH/CLERICAL SUP	35	35	35	35	35	35	35	35
2. NUMBER OF PURCHASING CARDS OUTSTANDING	159	160	160	160	160	160	160	160
3. NUMBER OF PAYROLL REGISTERS HANDLED	8	8	8	8	8	8	8	8
4. NUMBER OF EPARS PROCESSED	1562	2500	2500	2500	2500	2500	2500	2500
5. NUMBER OF NON-EPAR ACTIONS PROCESSED	3665	4000	4000	4000	4000	4000	4000	4000
6. NO. OF REQUESTS FOR NON-COMPETITIVE RECRUITMENTS	70	100	50	50	50	50	100	100
7. NO. OF REQUESTS FOR DELEGATED CLASSIFICATN ACTIONS	131	140	140	140	140	140	140	140
8. NO. OF NEW COMPUTER APPLICATION SYSTEMS INSTALLED	1	1	2	2	2	2	2	2
9. NO. OF ADMIN RULES & REORG REQUESTS REVIEWED	3	4	4	4	4	4	4	4
<b>PROGRAM REVENUES BY TYPE (IN THOUSANDS of DOLLARS)</b>								
CHARGES FOR CURRENT SERVICES	238	50	50	50	50	50	50	50
TOTAL PROGRAM REVENUES	238	50	50	50	50	50	50	50
<b>PROGRAM REVENUES BY FUND (IN THOUSANDS of DOLLARS)</b>								
GENERAL FUNDS	238	50	50	50	50	50	50	50
TOTAL PROGRAM REVENUES	238	50	50	50	50	50	50	50

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

## Program Plan Narrative

11 03 13

### **AGS901: GENERAL ADMINISTRATIVE SERVICES**

from the Federal and County jurisdiction.

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

There are no major external trends affecting the program.

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

Apart from the Personnel Office, no significant differences between planned effectiveness and program size.

Personnel Office:

The loss of two positions will impact the level and timeliness of services that the Personnel Office will be able to provide to employees. Unfortunately, even if the number of employees in the department decrease, all human resources functions still need to be provided, as long as there is just one employee. Although volume may decrease, the need for a position to perform a function does not go away. Furthermore, it is very difficult to be an expert in all areas of human resources (recruitment, transactions, classification, labor relations, safety, training, workers' compensation, benefits, equal employment opportunity, reasonable accommodation).

The Department of Accounting and General Services is a moderate-sized department with about 700 employees spread across four islands. With this number of employees, each specialist position services all 700 employees in their assigned functional human resources area, primarily labor relations, recruitment/reasonable accommodation/performance management, and classification, safety/employee relations/training.

The loss of one specialist position will greatly impact the service level and timeliness of other specialists if they need to absorb the duties of the abolished position. It is also inefficient to have the remaining specialists do all human resources functions, in part due to the time and training needed to be proficient in a functional area and some positions are already responsible for multiple functional areas. Transactions includes various daily activities that impact payroll and also involves a lot of explaining, monitoring, tracking, record keeping, and coordinating with employees, supervisors, administrative personnel, payroll and other human resources staff. Their work also impacts payroll and is more

sensitive to deadlines. The loss of a transactions position (Human Resources Assistant V) will cause some delay of processing and, thus, decrease our ability to transact timely and accurately.

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

This program does not generate any revenue.

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

In-depth program analysis has not been performed.

#### **J. Further Considerations**

Guidance and support are provided for departmental operations through internal policies, administrative decisions and services.



## **Capital Budget Details**

STATE OF HAWAII  
PROGRAM ID:  
PROGRAM STRUCTURE NO:  
PROGRAM TITLE:

AGS807  
070102  
SCHOOL R&M, NEIGHBOR ISLAND DISTRICTS

REQUIRED CAPITAL APPROPRIATIONS - BY CAPITAL PROJECT  
IN THOUSANDS OF DOLLARS

PROJECT NUMBER	PRIORITY NUMBER	LOC NUMBER	SCOPE	PROJECT TITLE									SUCCEED YEARS	
				COST ELEMENT/MOF	PROJECT TOTAL	PRIOR YRS	FY 19-20	FY 20-21	BUDGET PERIOD		FY 21-22	FY 22-23		FY 23-24
PROGRAM TOTALS														
			DESIGN	19,284	19,284									
			CONSTRUCTION	321,247	321,247									
			EQUIPMENT	1,000	1,000									
TOTAL				341,531	341,531									
G.O. BONDS				341,531	341,531									

PROJECT NUMBER	PRIORITY NUMBER	LOC NUMBER	SCOPE	PROJECT TITLE									SUCCEED YEARS	
				COST ELEMENT/MOF	PROJECT TOTAL	PRIOR YRS	FY 19-20	FY 20-21	BUDGET PERIOD		FY 21-22	FY 22-23		FY 23-24
PROGRAM TOTALS														
			PLANS		550	550								
			LAND ACQUISITION		500	500								
			DESIGN		805	805								
			CONSTRUCTION		8,799	8,799								
			EQUIPMENT		319	319								
TOTAL					10,973	10,973								
			SPECIAL FUND		5,983	5,983								
			G.O. BONDS		4,990	4,990								

STATE OF HAWAII  
PROGRAM ID: AGS889  
PROGRAM STRUCTURE NO: 080205  
PROGRAM TITLE: SPECTATOR EVENTS & SHOWS - ALOHA STADIUM

REQUIRED CAPITAL APPROPRIATIONS - BY CAPITAL PROJECT  
IN THOUSANDS OF DOLLARS

PROJECT NUMBER	PRIORITY NUMBER	LOC	SCOPE	PROJECT TITLE									SUCCEED YEARS		
COST ELEMENT/MOF				PROJECT TOTAL	PRIOR YRS	FY 19-20	FY 20-21	BUDGET PERIOD		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
PROGRAM TOTALS															
PLANS				13,877	13,877										
DESIGN				21,606	21,606										
CONSTRUCTION				136,943	136,943										
EQUIPMENT				651	651										
TOTAL				173,077	173,077										
SPECIAL FUND				15,772	15,772										
G.O. BONDS				145,305	145,305										
REVENUE BONDS				12,000	12,000										

STATE OF HAWAII  
PROGRAM ID:  
PROGRAM STRUCTURE NO:  
PROGRAM TITLE:

AGS101  
11020201  
ACCOUNTING SYSTEM DEVELOPMENT & MAINTENANCE

REQUIRED CAPITAL APPROPRIATIONS - BY CAPITAL PROJECT  
IN THOUSANDS OF DOLLARS

PROJECT NUMBER	PRIORITY NUMBER	LOC	SCOPE	PROJECT TITLE			BUDGET PERIOD							SUCCEED YEARS
				COST ELEMENT/MOF	PROJECT TOTAL	PRIOR YRS	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
PROGRAM TOTALS														
EQUIPMENT				15,000	15,000									
TOTAL				15,000	15,000									
G.O. BONDS				15,000	15,000									



STATE OF HAWAII  
PROGRAM ID:  
PROGRAM STRUCTURE NO:  
PROGRAM TITLE:

AGS111  
110303  
ARCHIVES - RECORDS MANAGEMENT

## REQUIRED CAPITAL APPROPRIATIONS - BY CAPITAL PROJECT IN THOUSANDS OF DOLLARS

REPORT B78  
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PROJECT NUMBER	PRIORITY NUMBER	LOC SCOPE	PROJECT TITLE												
COST ELEMENT/MOF			PROJECT TOTAL	PRIOR YRS	FY 19-20	FY 20-21	BUDGET PERIOD		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	SUCCEED YEARS
AR101	0010	REPLACEMENT	KEKAULUOHI HALON SYSTEM REPLACEMENT, OAHU												
		DESIGN	89		89										
		CONSTRUCTION	560		560										
		EQUIPMENT	1		1										
		TOTAL	650		650										
		G.O. BONDS	650		650										
AR102	0011	NEW	KEKAULUOHI BACKUP GENERATOR, OAHU												
		DESIGN	1		1										
		CONSTRUCTION	69		69										
		EQUIPMENT	430		430										
		TOTAL	500		500										
		G.O. BONDS	500		500										
PROGRAM TOTALS															
		DESIGN	90		90										
		CONSTRUCTION	629		629										
		EQUIPMENT	431		431										
		TOTAL	1,150		1,150										
		G.O. BONDS	1,150		1,150										

STATE OF HAWAII  
PROGRAM ID:  
PROGRAM STRUCTURE NO:  
PROGRAM TITLE:

**AGS130**  
**11030201**  
**ENT TECH SVCS - GOVNCE & INNVTN (HISTORICAL)**

## REQUIRED CAPITAL APPROPRIATIONS - BY CAPITAL PROJECT IN THOUSANDS OF DOLLARS

REPORT B78  
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PROJECT NUMBER	PRIORITY NUMBER	LOC SCOPE	PROJECT TITLE												
COST ELEMENT/MOF			PROJECT TOTAL	PRIOR YRS	FY 19-20	FY 20-21	BUDGET PERIOD		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	SUCCEED YEARS
Y103	0006	REPLACEMENT	KALANIMOKU DATA CENTER UPS REPLACEMENT AND UPGRADE ELECTRICAL CIRCUIT PANEL, OAHU												
		PLANS	1		1										
		DESIGN	178		178										
		CONSTRUCTION	1,620		1,620										
		EQUIPMENT	1		1										
		TOTAL	1,800		1,800										
		G.O. BONDS	1,800		1,800										
Y104	001	NEW	STATE FINANCE SYSTEM (HAWAII MODERNIZATION INITIATIVE), STATEWIDE												
		PLANS	1			1									
		DESIGN	1			1									
		CONSTRUCTION	16,997			16,997									
		EQUIPMENT	1			1									
		TOTAL	17,000			17,000									
		G.O. BONDS	17,000			17,000									
PROGRAM TOTALS															
		PLANS	5,003	5,001	1	1									
		LAND ACQUISITION	11,498	11,498											
		DESIGN	13,180	13,001	178	1									
		CONSTRUCTION	54,615	35,998	1,620	16,997									
		EQUIPMENT	6,904	6,902	1	1									
		TOTAL	91,200	72,400	1,800	17,000									
		G.O. BONDS	91,200	72,400	1,800	17,000									

STATE OF HAWAII  
PROGRAM ID:  
PROGRAM STRUCTURE NO:  
PROGRAM TITLE:

AGS131  
11030202  
ENT TECH SVCS - OPER & INFRASTRUCTURE MNTNCE

# REQUIRED CAPITAL APPROPRIATIONS - BY CAPITAL PROJECT IN THOUSANDS OF DOLLARS

REPORT B78  
16 of 297

PROJECT NUMBER	PRIORITY NUMBER	LOC NUMBER	SCOPE	PROJECT TITLE												
			COST ELEMENT/MOF	PROJECT TOTAL	PRIOR YRS	FY 19-20	FY 20-21	BUDGET PERIOD		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	SUCCEED YEARS
Q102	003		OTHER	LUMP SUM HEALTH AND SAFETY, INFORMATION AND COMMUNICATION SERVICES DIVISION, STATEWIDE												
			PLANS	2,158	1,400	1	1	1	1	750	1	1	1	1	1	1
			LAND ACQUISITION	343	334	1	1	1	1	1	1	1	1	1	1	1
			DESIGN	9,522	5,096	447	90	1	1	299	597	997	1,497	497		497
			CONSTRUCTION	88,338	46,939	4,200	907	4,696	1,996	2,700	2,000	8,400	13,500	3,000		3,000
			EQUIPMENT	10,379	8,971	1	1	1	1	1,400	1	1	1	1	1	1
			TOTAL	110,740	62,740	4,650	1,000	4,700	2,000	5,150	2,600	9,400	15,000	3,500		3,500
			G.O. BONDS	110,740	62,740	4,650	1,000	4,700	2,000	5,150	2,600	9,400	15,000	3,500		3,500
Y102	0004		RENOVATION	RADIO SYSTEM ENHANCEMENT, STATEWIDE												
			PLANS	1		1										
			DESIGN	33		33										
			CONSTRUCTION	330		330										
			EQUIPMENT	1		1										
			TOTAL	365		365										
			G.O. BONDS	365		365										
Y105			OTHER	ERP CAPITAL IMPROVEMENTS PROGRAM STAFF COSTS, STATEWIDE												
			PLANS	11,089	988			1,443	1,443	1,443	1,443	1,443	1,443	1,443	1,443	1,443
			LAND ACQUISITION	1	1											
			DESIGN	1	1											
			CONSTRUCTION	1	1											
			EQUIPMENT	1	1											
			TOTAL	11,093	992			1,443	1,443	1,443	1,443	1,443	1,443	1,443	1,443	1,443
			GENERAL FUND	992	992											
			G.O. BONDS	10,101				1,443	1,443	1,443	1,443	1,443	1,443	1,443	1,443	1,443

STATE OF HAWAII  
PROGRAM ID:  
PROGRAM STRUCTURE NO:  
PROGRAM TITLE:

AGS131  
11030202  
ENT TECH SVCS - OPER & INFRASTRUCTURE MNTNCE

# REQUIRED CAPITAL APPROPRIATIONS - BY CAPITAL PROJECT IN THOUSANDS OF DOLLARS

REPORT B78  
17 of 297

PROJECT NUMBER	PRIORITY NUMBER	LOC NUMBER	SCOPE	PROJECT TITLE											
				COST ELEMENT/MOF	PROJECT TOTAL	PRIOR YRS	FY 19-20	FY 20-21	BUDGET PERIOD		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
Y106			OTHER	DATA CENTERS, RENOVATIONS, REPLACEMENTS, AND/OR NEW, STATEWIDE											
			PLANS	1					1						
			LAND ACQUISITION	1					1						
			DESIGN	500					500						
			CONSTRUCTION	11,497					11,497						
			EQUIPMENT	1					1						
			TOTAL	12,000					12,000						
			G.O. BONDS	12,000					12,000						
	PROGRAM TOTALS														
			PLANS	28,989	18,128	2	1	1,445	1,444	2,193	1,444	1,444	1,444	1,444	1,444
		LAND ACQUISITION	423	413	1	1	2	1	1	1	1	1	1	1	
		DESIGN	12,272	7,313	480	90	501	1	299	597	997	1,497	497		
		CONSTRUCTION	114,118	60,892	4,530	907	16,193	1,996	2,700	2,000	8,400	13,500	3,000		
		EQUIPMENT	16,238	14,828	2	1	2	1	1,400	1	1	1	1	1	
		TOTAL	172,040	101,574	5,015	1,000	18,143	3,443	6,593	4,043	10,843	16,443	4,943		
		GENERAL FUND	992	992											
		G.O. BONDS	171,048	100,582	5,015	1,000	18,143	3,443	6,593	4,043	10,843	16,443	4,943		

STATE OF HAWAII  
PROGRAM ID:  
PROGRAM STRUCTURE NO:  
PROGRAM TITLE:

AGS203  
11030702  
STATE RISK MANAGEMENT & INSURANCE ADMIN

REQUIRED CAPITAL APPROPRIATIONS - BY CAPITAL PROJECT  
IN THOUSANDS OF DOLLARS

PROJECT NUMBER	PRIORITY NUMBER	LOC NUMBER	SCOPE	PROJECT TITLE									SUCCEED YEARS	
				COST ELEMENT/MOF	PROJECT TOTAL	PRIOR YRS	FY 19-20	FY 20-21	BUDGET PERIOD			FY 23-24		FY 24-25
FY 21-22	FY 22-23	FY 23-24												
PROGRAM TOTALS														
			DESIGN	1,026	1,026									
			CONSTRUCTION	9,221	9,221									
			EQUIPMENT	1	1									
			TOTAL	10,248	10,248									
			REVOLVING FUND	10,248	10,248									

STATE OF HAWAII  
PROGRAM ID:  
PROGRAM STRUCTURE NO:  
PROGRAM TITLE:

**AGS221**  
**11030801**  
**PUBLIC WORKS-PLANNING, DESIGN & CONSTRUCTION**

# REQUIRED CAPITAL APPROPRIATIONS - BY CAPITAL PROJECT IN THOUSANDS OF DOLLARS

REPORT B78  
19 of 297

PROJECT NUMBER	PRIORITY NUMBER	LOC NUMBER	SCOPE	PROJECT TITLE									SUCCEED YEARS	
				COST ELEMENT/MOF	PROJECT TOTAL	PRIOR YRS	FY 19-20	FY 20-21	BUDGET PERIOD		FY 21-22	FY 22-23		FY 23-24
E109	001	OTHER		CAPITAL IMPROVEMENTS PROGRAM STAFF COSTS, STATEWIDE										
		PLANS	184,514	143,966				10,137	10,137	10,137	10,137			
		LAND ACQUISITION	25	21				1	1	1	1			
		DESIGN	25	21				1	1	1	1			
		CONSTRUCTION	25	21				1	1	1	1			
		EQUIPMENT	25	21				1	1	1	1			
		TOTAL		184,614	144,050				10,141	10,141	10,141	10,141		
		GENERAL FUND		11,964	11,964									
		G.O. BONDS		172,650	132,086				10,141	10,141	10,141	10,141		
P104	009	RENOVATION		WASHINGTON PLACE, HEALTH AND SAFETY AND QUEEN'S GALLERY RENOVATION, OAHU										
		PLANS	7	4				1	1	1				
		DESIGN	838	835				1	1	1				
		CONSTRUCTION	15,306	8,070				1,497	1,497	4,242				
		EQUIPMENT	7	4				1	1	1				
		TOTAL		16,158	8,913				1,500	1,500	4,245			
		G.O. BONDS		12,897	5,652				1,500	1,500	4,245			
		PRIVATE CONTRIBUTIONS		3,261	3,261									
		P19184	008	RENOVATION		STATE CAPITOL BUILDING, OAHU								
DESIGN	150			1	149									
CONSTRUCTION	3,829			2,499	1,330									
EQUIPMENT	2,501			2,500	1									
TOTAL				6,480	5,000	1,480								
G.O. BONDS				6,480	5,000	1,480								

STATE OF HAWAII  
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PROGRAM TITLE:

**AGS221**  
**11030801**  
**PUBLIC WORKS-PLANNING, DESIGN & CONSTRUCTION**

# REQUIRED CAPITAL APPROPRIATIONS - BY CAPITAL PROJECT IN THOUSANDS OF DOLLARS

REPORT B78  
20 of 297

PROJECT NUMBER	PRIORITY NUMBER	LOC NUMBER	SCOPE	PROJECT TITLE										SUCCEED YEARS		
			COST ELEMENT/MOF	PROJECT TOTAL	PRIOR YRS	FY 19-20	FY 20-21	BUDGET PERIOD		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	
P20232			RENOVATION	STATE CAPITOL BUILDING, OAHU												
			DESIGN	1		1										
			CONSTRUCTION	99		99										
			TOTAL	100		100										
			G.O. BONDS	100		100										
P21139	007		RENOVATION	KEAKEALANI BUILDING, HAWAII												
			PLANS	1			1									
			DESIGN	749			749									
			TOTAL	750			750									
			G.O. BONDS	750			750									
P21140	005		REPLACEMENT	LANAKILA MULTI-PURPOSE SENIOR CENTER (LMPSC) REPLACEMENT, OAHU												
			PLANS	1			1									
			DESIGN	1			1									
			CONSTRUCTION	6,098			6,098									
			TOTAL	6,100			6,100									
			G.O. BONDS	6,100			6,100									
P21141	006		RENOVATION	Kaneohe Civic Center, OAHU												
			PLANS	1			1									
			DESIGN	1			1									
			CONSTRUCTION	2,997			2,997									
			EQUIPMENT	1			1									
			TOTAL	3,000			3,000									
			G.O. BONDS	3,000			3,000									

STATE OF HAWAII  
PROGRAM ID:  
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**AGS221**  
**11030801**  
**PUBLIC WORKS-PLANNING, DESIGN & CONSTRUCTION**

# REQUIRED CAPITAL APPROPRIATIONS - BY CAPITAL PROJECT IN THOUSANDS OF DOLLARS

REPORT B78  
21 of 297

PROJECT NUMBER	PRIORITY NUMBER	LOC NUMBER	SCOPE	PROJECT TITLE										SUCCEED YEARS	
COST ELEMENT/MOF				PROJECT TOTAL	PRIOR YRS	FY 19-20	FY 20-21	BUDGET PERIOD		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Q101	002		RENOVATION	LUMP SUM MAINTENANCE OF EXISTING FACILITIES, PUBLIC WORKS DIVISION, STATEWIDE											
			PLANS	1,255	1,251	1		1				1	1		
			LAND ACQUISITION	16	12	1		1				1	1		
			DESIGN	17,848	8,347	2,997		3,210				1,597	1,697		
			CONSTRUCTION	178,779	108,933	25,609		16,787				13,400	14,050		
			EQUIPMENT	879	875	1		1				1	1		
			TOTAL	198,777	119,418	28,609		20,000				15,000	15,750		
			G.O. BONDS	198,777	119,418	28,609		20,000				15,000	15,750		
V104	006		OTHER	LUMP SUM STATE OFFICE BUILDING REMODELING, STATEWIDE											
			PLANS	8	4			1	1			1	1		
			DESIGN	1,595	696			500	1			199	199		
			CONSTRUCTION	13,895	5,800			1,998	2,497			1,800	1,800		
			EQUIPMENT	2				1	1						
			TOTAL	15,500	6,500			2,500	2,500			2,000	2,000		
			G.O. BONDS	15,500	6,500			2,500	2,500			2,000	2,000		
X102	005		RENOVATION	STATE CAPITOL BUILDING, REHABILITATION OF CHAMBERS LEVEL WATERPROOFING SYSTEM, OAHU											
			PLANS	3	1			1	1						
			DESIGN	1,199	1,197			1	1						
			CONSTRUCTION	29,995	1			17,497	12,497						
			EQUIPMENT	3	1			1	1						
			TOTAL	31,200	1,200			17,500	12,500						
			G.O. BONDS	31,200	1,200			17,500	12,500						



STATE OF HAWAII  
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AGS221  
11030801  
PUBLIC WORKS-PLANNING, DESIGN & CONSTRUCTION

REQUIRED CAPITAL APPROPRIATIONS - BY CAPITAL PROJECT  
IN THOUSANDS OF DOLLARS

PROJECT NUMBER	PRIORITY NUMBER	LOC NUMBER	SCOPE	PROJECT TITLE									SUCCEED YEARS		
COST ELEMENT/MOF				PROJECT TOTAL	PRIOR YRS	FY 19-20	FY 20-21	BUDGET PERIOD		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
PROGRAM TOTALS															
PLANS				203,851	163,287	1	3	10,141	10,140	10,140	10,139				
LAND ACQUISITION				71	63	1		2	1	2	2				
DESIGN				48,487	37,177	3,147	751	3,713	4	1,798	1,897				
CONSTRUCTION				407,475	281,776	27,038	9,095	37,780	16,492	19,443	15,851				
EQUIPMENT				9,979	9,962	2	1	5	4	3	2				
TOTAL				669,863	492,265	30,189	9,850	51,641	26,641	31,386	27,891				
GENERAL FUND				13,464	13,464										
G.O. BONDS				645,738	468,140	30,189	9,850	51,641	26,641	31,386	27,891				
PRIVATE CONTRIBUTIONS				6,661	6,661										
REVOLVING FUND				4,000	4,000										

PROJECT NUMBER	PRIORITY NUMBER	LOC NUMBER	SCOPE COST ELEMENT/MOF	PROJECT TITLE								SUCCEED YEARS
				PROJECT TOTAL	PRIOR YRS	FY 19-20	FY 20-21	BUDGET PERIOD		FY 23-24	FY 24-25	
CSD09	004	RENOVATION	LUMP SUM FIRE ALARM SYSTEMS REPLACEMENT AND UPGRADE, STATEWIDE									
		PLANS	3		1	1	1					
		DESIGN	301		299	1	1					
		CONSTRUCTION	5,094			1,997	3,097					
		EQUIPMENT	2			1	1					
		TOTAL	5,400		300	2,000	3,100					
		G.O. BONDS	5,400		300	2,000	3,100					
		PROGRAM TOTALS										
		PLANS	3		1	1	1					
		DESIGN	3,710	3,409	299	1	1					
CONSTRUCTION	26,317	21,223		1,997	3,097							
EQUIPMENT	2			1	1							
TOTAL	30,032	24,632	300	2,000	3,100							
G.O. BONDS	30,032	24,632	300	2,000	3,100							