



## **GOVERNMENT WIDE SUPPORT**

## VARIANCE REPORT

|   | FISCAL YEAR 2021-22 |           |           |    | THREE MONTHS ENDED 09-30-22 |          |          |    | NINE MONTHS ENDING 06-30-23 |           |          |     |
|---|---------------------|-----------|-----------|----|-----------------------------|----------|----------|----|-----------------------------|-----------|----------|-----|
|   | BUDGETED            | ACTUAL    | ± CHANGE  | %  | BUDGETED                    | ACTUAL   | ± CHANGE | %  | BUDGETED                    | ESTIMATED | ± CHANGE | %   |
| <b>PART I: EXPENDITURES &amp; POSITIONS</b>         |                     |           |           |    |                             |          |          |    |                             |           |          |     |
| <b>RESEARCH &amp; DEVELOPMENT COSTS</b>             |                     |           |           |    |                             |          |          |    |                             |           |          |     |
| <b>POSITIONS</b>                                    |                     |           |           |    |                             |          |          |    |                             |           |          |     |
| <b>EXPENDITURES (\$1,000's)</b>                     |                     |           |           |    |                             |          |          |    |                             |           |          |     |
| <b>OPERATING COSTS</b>                              |                     |           |           |    |                             |          |          |    |                             |           |          |     |
| <b>POSITIONS</b>                                    | 1,891.28            | 1,564.78  | - 326.50  | 17 | 2,010.28                    | 1,569.78 | - 440.50 | 22 | 2,010.28                    | 1,917.78  | - 92.50  | 5   |
| <b>EXPENDITURES (\$1000's)</b>                      | 2,256,464           | 2,151,446 | - 105,018 | 5  | 474,829                     | 450,594  | - 24,235 | 5  | 2,254,531                   | 2,266,078 | + 11,547 | 1   |
| <b>TOTAL COSTS</b>                                  |                     |           |           |    |                             |          |          |    |                             |           |          |     |
| <b>POSITIONS</b>                                    | 1,891.28            | 1,564.78  | - 326.50  | 17 | 2,010.28                    | 1,569.78 | - 440.50 | 22 | 2,010.28                    | 1,917.78  | - 92.50  | 5   |
| <b>EXPENDITURES (\$1000's)</b>                      | 2,256,464           | 2,151,446 | - 105,018 | 5  | 474,829                     | 450,594  | - 24,235 | 5  | 2,254,531                   | 2,266,078 | + 11,547 | 1   |
|   |                     |           |           |    | FISCAL YEAR 2021-22         |          |          |    | FISCAL YEAR 2022-23         |           |          |     |
|   |                     |           |           |    | PLANNED                     | ACTUAL   | ± CHANGE | %  | PLANNED                     | ESTIMATED | ± CHANGE | %   |
| <b>PART II: MEASURES OF EFFECTIVENESS</b>           |                     |           |           |    |                             |          |          |    |                             |           |          |     |
| 1. AV ANN RATE OF RETURN ON STATE TREASRY INVSTMTS  |                     |           |           |    | 1.5                         | 2.81     | + 1.31   | 87 | 1.5                         | 3.31      | + 1.81   | 121 |
| 2. AV PRE-BID CONSTRUCTION EST AS % OF AV BID PRICE |                     |           |           |    | 100                         | 117      | + 17     | 17 | 100                         | 100       | + 0      | 0   |
| 3. % OF NETWORK INFRASTRUCTURE UPTIME               |                     |           |           |    | 99.9                        | 99.8     | - 0.1    | 0  | 99.9                        | 99        | - 0.9    | 1   |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

**PROGRAM TITLE: GOVERNMENT-WIDE SUPPORT**

---

11

### **PART I - EXPENDITURES AND POSITIONS**

Details of the position and expenditure variances are best examined at the lowest program level.

### **PART II - MEASURES OF EFFECTIVENESS**

See Lowest Level Programs for additional information.

## VARIANCE REPORT

|   | FISCAL YEAR 2021-22 |         |          |    | THREE MONTHS ENDED 09-30-22 |         |          |    | NINE MONTHS ENDING 06-30-23 |           |          |   |
|---|---------------------|---------|----------|----|-----------------------------|---------|----------|----|-----------------------------|-----------|----------|---|
|   | BUDGETED            | ACTUAL  | ± CHANGE | %  | BUDGETED                    | ACTUAL  | ± CHANGE | %  | BUDGETED                    | ESTIMATED | ± CHANGE | % |
| <b>PART I: EXPENDITURES &amp; POSITIONS</b> |                     |         |          |    |                             |         |          |    |                             |           |          |   |
| <b>RESEARCH &amp; DEVELOPMENT COSTS</b>     |                     |         |          |    |                             |         |          |    |                             |           |          |   |
| <b>POSITIONS</b>                            |                     |         |          |    |                             |         |          |    |                             |           |          |   |
| <b>EXPENDITURES (\$1,000's)</b>             |                     |         |          |    |                             |         |          |    |                             |           |          |   |
| <b>OPERATING COSTS</b>                      |                     |         |          |    |                             |         |          |    |                             |           |          |   |
| <b>POSITIONS</b>                            | 146.50              | 122.00  | - 24.50  | 17 | 156.50                      | 131.00  | - 25.50  | 16 | 156.50                      | 153.00    | - 3.50   | 2 |
| <b>EXPENDITURES (\$1000's)</b>              | 411,056             | 366,807 | - 44,249 | 11 | 102,639                     | 101,655 | - 984    | 1  | 331,567                     | 335,538   | + 3,971  | 1 |
| <b>TOTAL COSTS</b>                          |                     |         |          |    |                             |         |          |    |                             |           |          |   |
| <b>POSITIONS</b>                            | 146.50              | 122.00  | - 24.50  | 17 | 156.50                      | 131.00  | - 25.50  | 16 | 156.50                      | 153.00    | - 3.50   | 2 |
| <b>EXPENDITURES (\$1000's)</b>              | 411,056             | 366,807 | - 44,249 | 11 | 102,639                     | 101,655 | - 984    | 1  | 331,567                     | 335,538   | + 3,971  | 1 |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

**PROGRAM TITLE: EXEC DIRECTN, COORD, & POLICY DEVELOPMENT**

---

**11 01**

### **PART I - EXPENDITURES AND POSITIONS**

Details of the position and expenditure variances are best examined at the lowest program level.

### **PART II - MEASURES OF EFFECTIVENESS**

See Lowest Level Programs for additional information.

## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO: 110101

OFFICE OF THE GOVERNOR

GOV-100

## VARIANCE REPORT

REPORT V61

12/2/22

|                                    | FISCAL YEAR 2021-22 |        |          |      |    | THREE MONTHS ENDED 09-30-22 |         |          |      |    | NINE MONTHS ENDING 06-30-23 |           |          |      |   |
|------------------------------------|---------------------|--------|----------|------|----|-----------------------------|---------|----------|------|----|-----------------------------|-----------|----------|------|---|
|                                    | BUDGETED            | ACTUAL | ± CHANGE |      | %  | BUDGETED                    | ACTUAL  | ± CHANGE |      | %  | BUDGETED                    | ESTIMATED | ± CHANGE |      | % |
| PART I: EXPENDITURES & POSITIONS   |                     |        |          |      |    |                             |         |          |      |    |                             |           |          |      |   |
| RESEARCH & DEVELOPMENT COSTS       |                     |        |          |      |    |                             |         |          |      |    |                             |           |          |      |   |
| POSITIONS                          |                     |        |          |      |    |                             |         |          |      |    |                             |           |          |      |   |
| EXPENDITURES (\$1,000's)           |                     |        |          |      |    |                             |         |          |      |    |                             |           |          |      |   |
| OPERATING COSTS                    |                     |        |          |      |    |                             |         |          |      |    |                             |           |          |      |   |
| POSITIONS                          | 21.00               | 19.00  | -        | 2.00 | 10 | 23.00                       | 19.00   | -        | 4.00 | 17 | 23.00                       | 23.00     | +        | 0.00 | 0 |
| EXPENDITURES (\$1000's)            | 3,551               | 2,999  | -        | 552  | 16 | 903                         | 844     | -        | 59   | 7  | 2,979                       | 3,038     | +        | 59   | 2 |
| TOTAL COSTS                        |                     |        |          |      |    |                             |         |          |      |    |                             |           |          |      |   |
| POSITIONS                          | 21.00               | 19.00  | -        | 2.00 | 10 | 23.00                       | 19.00   | -        | 4.00 | 17 | 23.00                       | 23.00     | +        | 0.00 | 0 |
| EXPENDITURES (\$1000's)            | 3,551               | 2,999  | -        | 552  | 16 | 903                         | 844     | -        | 59   | 7  | 2,979                       | 3,038     | +        | 59   | 2 |
|                                    |                     |        |          |      |    | FISCAL YEAR 2021-22         |         |          |      |    | FISCAL YEAR 2022-23         |           |          |      |   |
|                                    |                     |        |          |      |    | PLANNED                     | ACTUAL  | ± CHANGE |      | %  | PLANNED                     | ESTIMATED | ± CHANGE |      | % |
| PART II: MEASURES OF EFFECTIVENESS |                     |        |          |      |    |                             |         |          |      |    |                             |           |          |      |   |
| 1. NOT APPLICABLE                  |                     |        |          |      |    | NO DATA                     | NO DATA | +        | 0    | 0  | NO DATA                     | NO DATA   | +        | 0    | 0 |
| PART III: PROGRAM TARGET GROUP     |                     |        |          |      |    |                             |         |          |      |    |                             |           |          |      |   |
| 1. NOT APPLICABLE                  |                     |        |          |      |    | NO DATA                     | NO DATA | +        | 0    | 0  | NO DATA                     | NO DATA   | +        | 0    | 0 |
| PART IV: PROGRAM ACTIVITY          |                     |        |          |      |    |                             |         |          |      |    |                             |           |          |      |   |
| 1. NOT APPLICABLE                  |                     |        |          |      |    | NO DATA                     | NO DATA | +        | 0    | 0  | NO DATA                     | NO DATA   | +        | 0    | 0 |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 01 01  
GOV 100

**PROGRAM TITLE: OFFICE OF THE GOVERNOR**

---

### **PART I - EXPENDITURES AND POSITIONS**

Variance in FY 22 position and expenditure can be attributed to COVID-19 emerging variants affecting the State and the entire world that reduced the number of trips, protocol activities, larger group meetings, conferences and other activities and events that would have been held/attended in pre-COVID times.

Variance in FY 23 1st quarter expenditures is due to departure of staff as end of the current Governor's term approaches on December 5, 2022. In the last three quarters of FY 23, estimated expenditures to appropriation level is anticipated due to new administration transition costs, hiring new staff and embarking on the new administration's activities in pursuing goals and priorities.

### **PART II - MEASURES OF EFFECTIVENESS**

Not Applicable.

### **PART III - PROGRAM TARGET GROUPS**

Not Applicable.

### **PART IV - PROGRAM ACTIVITIES**

Not Applicable.

## VARIANCE REPORT

|  | FISCAL YEAR 2021-22 |        |          |      | THREE MONTHS ENDED 09-30-22 |                     |        |          | NINE MONTHS ENDING 06-30-23 |                     |          |           |          |      |   |
|--|---------------------|--------|----------|------|-----------------------------|---------------------|--------|----------|-----------------------------|---------------------|----------|-----------|----------|------|---|
|  | BUDGETED            | ACTUAL | ± CHANGE |      | %                           | BUDGETED            | ACTUAL | ± CHANGE |                             | %                   | BUDGETED | ESTIMATED | ± CHANGE |      | % |
| PART I: EXPENDITURES & POSITIONS                     |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |   |
| RESEARCH & DEVELOPMENT COSTS                         |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |   |
| POSITIONS  |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |   |
| EXPENDITURES (\$1,000's)                             |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |   |
| OPERATING COSTS                                      |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |   |
| POSITIONS  | 3.00                | 3.00   | +        | 0.00 | 0                           | 3.00                | 3.00   | +        | 0.00                        | 0                   | 3.00     | 3.00      | +        | 0.00 | 0 |
| EXPENDITURES (\$1000's)                              | 956                 | 956    | +        | 0    | 0                           | 242                 | 242    | +        | 0                           | 0                   | 741      | 741       | +        | 0    | 0 |
| TOTAL COSTS  |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |   |
| POSITIONS  | 3.00                | 3.00   | +        | 0.00 | 0                           | 3.00                | 3.00   | +        | 0.00                        | 0                   | 3.00     | 3.00      | +        | 0.00 | 0 |
| EXPENDITURES (\$1000's)                              | 956                 | 956    | +        | 0    | 0                           | 242                 | 242    | +        | 0                           | 0                   | 741      | 741       | +        | 0    | 0 |
|  |                     |        |          |      |                             | FISCAL YEAR 2021-22 |        |          |                             | FISCAL YEAR 2022-23 |          |           |          |      |   |
|  |                     |        |          |      |                             | PLANNED             | ACTUAL | ± CHANGE |                             | %                   | PLANNED  | ESTIMATED | ± CHANGE |      | % |
| PART II: MEASURES OF EFFECTIVENESS                   |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |   |
| 1. TTL REV FRM SALES AS % OF COST OF PUBLICATION     |                     |        |          |      |                             | 105                 | 105    | +        | 0                           | 0                   | 105      | 105       | +        | 0    | 0 |
| PART III: PROGRAM TARGET GROUP                       |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |   |
| 1. TOTAL DE FACTO POPULATION (THOUSANDS)             |                     |        |          |      |                             | 1447                | 1447   | +        | 0                           | 0                   | 1447     | 1447      | +        | 0    | 0 |
| PART IV: PROGRAM ACTIVITY                            |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |   |
| 1. NO. OF APPLCNTS FOR CHANGE OF NAMES BY INDIVIDUAL |                     |        |          |      |                             | 1600                | 1600   | +        | 0                           | 0                   | 1600     | 1600      | +        | 0    | 0 |
| 2. NO. REQ FOR HRS, SESS LAWS, SUPPLEMENTS           |                     |        |          |      |                             | 1600                | 1600   | +        | 0                           | 0                   | 1600     | 1600      | +        | 0    | 0 |
| 3. NO. REQ. FOR APOSTILLE/CERTIFICATION              |                     |        |          |      |                             | 5800                | 5800   | +        | 0                           | 0                   | 5800     | 5800      | +        | 0    | 0 |



## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 01 02  
LTG 100

**PROGRAM TITLE: OFFICE OF THE LIEUTENANT GOVERNOR**

---

### **PART I - EXPENDITURES AND POSITIONS**

No significant variances.

### **PART II - MEASURES OF EFFECTIVENESS**

No significant variances.

### **PART III - PROGRAM TARGET GROUPS**

No significant variances.

### **PART IV - PROGRAM ACTIVITIES**

No significant variances.

## VARIANCE REPORT

|   | FISCAL YEAR 2021-22 |         |          |    | THREE MONTHS ENDED 09-30-22 |        |          |    | NINE MONTHS ENDING 06-30-23 |           |          |    |
|---|---------------------|---------|----------|----|-----------------------------|--------|----------|----|-----------------------------|-----------|----------|----|
|   | BUDGETED            | ACTUAL  | ± CHANGE | %  | BUDGETED                    | ACTUAL | ± CHANGE | %  | BUDGETED                    | ESTIMATED | ± CHANGE | %  |
| <b>PART I: EXPENDITURES &amp; POSITIONS</b>     |                     |         |          |    |                             |        |          |    |                             |           |          |    |
| <b>RESEARCH &amp; DEVELOPMENT COSTS</b>         |                     |         |          |    |                             |        |          |    |                             |           |          |    |
| <b>POSITIONS</b>                                |                     |         |          |    |                             |        |          |    |                             |           |          |    |
| <b>EXPENDITURES (\$1,000's)</b>                 |                     |         |          |    |                             |        |          |    |                             |           |          |    |
| <b>OPERATING COSTS</b>                          |                     |         |          |    |                             |        |          |    |                             |           |          |    |
| <b>POSITIONS</b>                                | 100.50              | 85.00   | - 15.50  | 15 | 108.50                      | 92.00  | - 16.50  | 15 | 108.50                      | 105.00    | - 3.50   | 3  |
| <b>EXPENDITURES (\$1000's)</b>                  | 402,320             | 360,046 | - 42,274 | 11 | 100,253                     | 99,844 | - 409    | 0  | 324,721                     | 328,379   | + 3,658  | 1  |
| <b>TOTAL COSTS</b>                              |                     |         |          |    |                             |        |          |    |                             |           |          |    |
| <b>POSITIONS</b>                                | 100.50              | 85.00   | - 15.50  | 15 | 108.50                      | 92.00  | - 16.50  | 15 | 108.50                      | 105.00    | - 3.50   | 3  |
| <b>EXPENDITURES (\$1000's)</b>                  | 402,320             | 360,046 | - 42,274 | 11 | 100,253                     | 99,844 | - 409    | 0  | 324,721                     | 328,379   | + 3,658  | 1  |
|   |                     |         |          |    | FISCAL YEAR 2021-22         |        |          |    | FISCAL YEAR 2022-23         |           |          |    |
|   |                     |         |          |    | PLANNED                     | ACTUAL | ± CHANGE | %  | PLANNED                     | ESTIMATED | ± CHANGE | %  |
| PART II: MEASURES OF EFFECTIVENESS              |                     |         |          |    |                             |        |          |    |                             |           |          |    |
| 1. # OF PLANS/STUDIES PREPARED IN TIMELY MANNER |                     |         |          |    | 3                           | 5      | + 2      | 67 | 3                           | 4         | + 1      | 33 |
| 2. ACCURACY OF ECON FORECASTS (% ERROR)         |                     |         |          |    | 5                           | 4.8    | - 0.2    | 4  | 5                           | 5         | + 0      | 0  |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

**PROGRAM TITLE: POLICY DEVELOPMENT & COORDINATION**

**11 01 03**

### **PART I - EXPENDITURES AND POSITIONS**

(See Lowest Level Programs for Explanation of Variances)

### **PART II - MEASURES OF EFFECTIVENESS**

(See Lowest Level Programs for Explanation of Variances)

## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO: 11010302

OFFICE OF PLANNING &amp; SUSTAINABLE DEVELOPMENT

BED-144

## VARIANCE REPORT

REPORT V61

12/2/22

|                                  | FISCAL YEAR 2021-22 |        |          |       |    | THREE MONTHS ENDED 09-30-22 |        |          |      |    | NINE MONTHS ENDING 06-30-23 |           |          |      |   |
|----------------------------------|---------------------|--------|----------|-------|----|-----------------------------|--------|----------|------|----|-----------------------------|-----------|----------|------|---|
|                                  | BUDGETED            | ACTUAL | ± CHANGE |       | %  | BUDGETED                    | ACTUAL | ± CHANGE |      | %  | BUDGETED                    | ESTIMATED | ± CHANGE |      | % |
| PART I: EXPENDITURES & POSITIONS |                     |        |          |       |    |                             |        |          |      |    |                             |           |          |      |   |
| RESEARCH & DEVELOPMENT COSTS     |                     |        |          |       |    |                             |        |          |      |    |                             |           |          |      |   |
| POSITIONS                        |                     |        |          |       |    |                             |        |          |      |    |                             |           |          |      |   |
| EXPENDITURES (\$1,000's)         |                     |        |          |       |    |                             |        |          |      |    |                             |           |          |      |   |
| OPERATING COSTS                  |                     |        |          |       |    |                             |        |          |      |    |                             |           |          |      |   |
| POSITIONS                        | 31.00               | 26.00  | -        | 5.00  | 16 | 31.00                       | 26.00  | -        | 5.00 | 16 | 31.00                       | 30.00     | -        | 1.00 | 3 |
| EXPENDITURES (\$1000's)          | 6,863               | 5,053  | -        | 1,810 | 26 | 1,299                       | 1,369  | +        | 70   | 5  | 8,535                       | 7,778     | -        | 757  | 9 |
| TOTAL COSTS                      |                     |        |          |       |    |                             |        |          |      |    |                             |           |          |      |   |
| POSITIONS                        | 31.00               | 26.00  | -        | 5.00  | 16 | 31.00                       | 26.00  | -        | 5.00 | 16 | 31.00                       | 30.00     | -        | 1.00 | 3 |
| EXPENDITURES (\$1000's)          | 6,863               | 5,053  | -        | 1,810 | 26 | 1,299                       | 1,369  | +        | 70   | 5  | 8,535                       | 7,778     | -        | 757  | 9 |

|   | FISCAL YEAR 2021-22 |        |          |      |     | FISCAL YEAR 2022-23 |           |          |     |     |
|---|---------------------|--------|----------|------|-----|---------------------|-----------|----------|-----|-----|
|   | PLANNED             | ACTUAL | ± CHANGE |      | %   | PLANNED             | ESTIMATED | ± CHANGE |     | %   |
| PART II: MEASURES OF EFFECTIVENESS                    |                     |        |          |      |     |                     |           |          |     |     |
| 1. # PROJECTS REQ MULTI-AGNCY COORD LED/COCHAIR BY OP | 4                   | 5      | +        | 1    | 25  | 4                   | 4         | +        | 0   | 0   |
| 2. # OF PLANS/STUDIES/RPTS PREPRD IN A TIMELY MANNER  | 3                   | 5      | +        | 2    | 67  | 3                   | 4         | +        | 1   | 33  |
| 3. # OF BOARDS/COMMITTEES/COUNCILS OP SERVES AS MMBER | 8                   | 8      | +        | 0    | 0   | 8                   | 8         | +        | 0   | 0   |
| 4. #LUC DECISIONS UPHLDG OP POS AS % TOT LUC DECSNS   | 100                 | 100    | +        | 0    | 0   | 100                 | 100       | +        | 0   | 0   |
| 5. # ACRES INVOLVED IN LUC DECISIONS SPPRTG OP POSTN  | 600                 | 600    | +        | 0    | 0   | 600                 | 600       | +        | 0   | 0   |
| 6. % FEDCON APPS CONSISTNT W CZM ENFORCEABLE POLICIES | 100                 | 100    | +        | 0    | 0   | 100                 | 100       | +        | 0   | 0   |
| 7. # STATE AGENCIES CONTRIB DATA TO STATE GEODATABASE | 15                  | 20     | +        | 5    | 33  | 15                  | 15        | +        | 0   | 0   |
| 8. UTILIZATION OF STATE'S GEOSPATIAL DATA (MIL)       | 15                  | 25.8   | +        | 10.8 | 72  | 15                  | 25        | +        | 10  | 67  |
| 9. # OF GIS SOFTWARE LICENSES DISTRIBUTED             | 350                 | 424    | +        | 74   | 21  | 350                 | 450       | +        | 100 | 29  |
| PART III: PROGRAM TARGET GROUP                        |                     |        |          |      |     |                     |           |          |     |     |
| 1. STATE RESIDENT POPULATION (THOUSANDS)              | 1466                | 1455   | -        | 11   | 1   | 1466                | 1455      | -        | 11  | 1   |
| 2. NO. OF FEDERAL, STATE AND COUNTY AGENCIES          | 30                  | 30     | +        | 0    | 0   | 30                  | 30        | +        | 0   | 0   |
| 3. NO. OF LANDOWNER/DEVELPR,ENVIRNMT, CIVIC STKHLDRS  | 15                  | 15     | +        | 0    | 0   | 15                  | 15        | +        | 0   | 0   |
| PART IV: PROGRAM ACTIVITY                             |                     |        |          |      |     |                     |           |          |     |     |
| 1. # SPECIAL PLANS/PLNNG REPORTS DEVELOPED/REVIEWED   | 2                   | 4      | +        | 2    | 100 | 2                   | 4         | +        | 2   | 100 |
| 2. # OF COUNTY ZONING & PLAN AMENDMTS REVWED          | 5                   | 5      | +        | 0    | 0   | 5                   | 5         | +        | 0   | 0   |
| 3. # LU BOUNDARY AMDT PETITIONS, OTH LUC ITEMS REVW'D | 10                  | 10     | +        | 0    | 0   | 10                  | 10        | +        | 0   | 0   |
| 4. # SPEC PERMITS, EA/EIS, OTHER REVIEWS              | 30                  | 30     | +        | 0    | 0   | 30                  | 30        | +        | 0   | 0   |
| 5. NUMBER OF FEDERAL CONSISTENCY REVIEWS              | 50                  | 24     | -        | 26   | 52  | 50                  | 40        | -        | 10  | 20  |
| 6. # PERMITS/APPROVALS MONITORED FOR CONSIST W SMA    | 5                   | 4      | -        | 1    | 20  | 8                   | 5         | -        | 3   | 38  |
| 7. # OF NEW AND UPDATED DATA LAYERS IN STATE GEODATAB | 40                  | 83     | +        | 43   | 108 | 40                  | 60        | +        | 20  | 50  |
| 8. # MAPPING, DATA AND SUPPORT REQUESTS COMPLETED     | 400                 | 249    | -        | 151  | 38  | 400                 | 200       | -        | 200 | 50  |
| 9. # OF TRANSIT-ORIENTED DEVELPMNT PROJECTS MONITORED | 50                  | 73     | +        | 23   | 46  | 50                  | 73        | +        | 23  | 46  |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 01 03 02  
BED 144

**PROGRAM TITLE: OFFICE OF PLANNING & SUSTAINABLE DEVELOPMENT**

### **PART I - EXPENDITURES AND POSITIONS**

FY 22: Operating cost variance is due to no activity in the Brownfields Cleanup Revolving Loan Fund (BCRLF). The BCRLF has a ceiling of \$2 million.

FY 22: Position count variance is due to the Office of Planning and Sustainable Development (OPSD) not being able to fill some vacant positions due to funding being removed as a cost containment measure. OPSD received funding for the positions for FY 23 and will begin the recruiting process.

FY 23, 1st Quarter: Position count variance is due to the fact that OPSD has begun to recruit for the positions and is expected to be filled by year end.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 1. The difference between the planned and actual "Number of Special Plans and Planning Reports Prepared/Reviewed" is due to an additional plan being prepared, which was not included in the "Planned" report count last year. The plan is the Hawaii 2050 Sustainability Plan.

Item 2. The difference between the planned and actual "Number of Plans/Studies/Reports Prepared in a Timely Manner" for FY 22 is that the following two plans were not included in the "Planned" count last year. These were the Hawaii 2050 Sustainability Plan and the State of Hawaii Work Where You Live Report. The FY 23 plus 1 difference in planned and estimated "Number of Plans/Studies/Reports Prepared in a Timely Manner" is that at least one more study is projected to be prepared under the American Recovery Plan grant than was previously projected.

Item 7. The positive variance is due to the large number of federal, county, and State agencies providing new and updated data layers and increased awareness of the State's geodatabase.

Item 8. The utilization of the State's geospatial data was measured in

"total page views." The positive variance is attributed to sustained increased awareness and use of the State's geospatial open data portal over the last several years.

Item 9. The number of software licenses distributed in FY 22 was above the planned goal by approximately 20% due to an unanticipated growth in the number of more advanced users of the State's geographical information system (GIS) analysis.

### **PART III - PROGRAM TARGET GROUPS**

1. The State resident population numbers were updated. The U.S. Census Bureau QuickFacts website shows the State resident population at 1,455,271 persons.

### **PART IV - PROGRAM ACTIVITIES**

Item 1. Two more plans and reports were prepared in FY 22 than anticipated. OPSD estimates that more plans will be prepared in FY 23 than originally planned.

Item 5. The differences between planned and actual numbers are subject to variation because the Coastal Zone Management (CZM) federal consistency review is a regulatory function that does not have any control over the number of applicants submitting reviews. In addition, there has been a reduction in applications received due to economic constraints caused by the COVID-19 pandemic. Accordingly, the estimated number of federal consistency reviews for FY 23 has been reduced to 40.

Item 6. The difference between planned and actual numbers is subject to variation because the Special Management Area (SMA) permit review is a regulatory function that does not have control over the number of applicants submitting permit applications. Please note that the Office of Hawaiian Affairs is still in the planning process as to how to develop the Kakaako Makai area. In addition, there has been a reduction in applications within the Kakaako and Kalaheo Makai areas received due to economic constraints caused by the COVID-19 pandemic. Accordingly,

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 01 03 02  
BED 144

---

**PROGRAM TITLE: OFFICE OF PLANNING & SUSTAINABLE DEVELOPMENT**

---

the number of planned SMA permits approved by OPSD for FY 23 is maintained up to five.

Item 7. The large positive variance is due to a number of updates from not only the counties, but also from State agencies such as the Department of Education and Department of Health. In addition, there were a large number of new layers that included flood hazard data, historical agricultural data, and layers resulting from the 2020 Decennial Census.

Item 8. The large negative variance is due to a change in recording the numbers tracked for FY 22. The estimated/planned number included routine phone and email inquiries from State agencies. These were no longer tracked in FY 22 due to a lack of time and staff resources. Going forward, the estimated/goal will be reduced to reflect the change in recording. Agency inquiries that resulted in service requests or technical support cases are tracked and counted. As agencies become more proficient and self-sufficient in GIS, the number of service requests may correspondingly decrease over time.

Item 9. There are currently 72 transit-oriented development (TOD) projects in various stages of planning and design as reflected in the State TOD Strategic Plan as of September 9, 2022. The number of projects monitored by OPSD is based on updates received from agencies responsible for the various TOD projects as reported at TOD Council meetings and annual updates. The number of active projects of those listed in the TOD Strategic Plan is variable year-to-year based on progress made by the agency, receipt of funding or financing, and staff capacity to undertake these projects.

## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO: 11010303

STATEWIDE LAND USE MANAGEMENT (HIST)

BED-103

## VARIANCE REPORT

REPORT V61

12/2/22

|   | FISCAL YEAR 2021-22 |        |          |   | THREE MONTHS ENDED 09-30-22 |         |          |      | NINE MONTHS ENDING 06-30-23 |           |          |   |      |     |
|---|---------------------|--------|----------|---|-----------------------------|---------|----------|------|-----------------------------|-----------|----------|---|------|-----|
|   | BUDGETED            | ACTUAL | ± CHANGE | % | BUDGETED                    | ACTUAL  | ± CHANGE | %    | BUDGETED                    | ESTIMATED | ± CHANGE | % |      |     |
| PART I: EXPENDITURES & POSITIONS                      |                     |        |          |   |                             |         |          |      |                             |           |          |   |      |     |
| RESEARCH & DEVELOPMENT COSTS                          |                     |        |          |   |                             |         |          |      |                             |           |          |   |      |     |
| POSITIONS   |                     |        |          |   |                             |         |          |      |                             |           |          |   |      |     |
| EXPENDITURES (\$1,000's)                              |                     |        |          |   |                             |         |          |      |                             |           |          |   |      |     |
| OPERATING COSTS                                       |                     |        |          |   |                             |         |          |      |                             |           |          |   |      |     |
| POSITIONS   |                     |        |          |   |                             |         |          |      |                             |           |          |   |      |     |
| EXPENDITURES (\$1000's)                               |                     |        |          |   |                             |         |          |      |                             |           |          |   |      |     |
| TOTAL COSTS   |                     |        |          |   |                             |         |          |      |                             |           |          |   |      |     |
| POSITIONS   |                     |        |          |   |                             |         |          |      |                             |           |          |   |      |     |
| EXPENDITURES (\$1000's)                               |                     |        |          |   |                             |         |          |      |                             |           |          |   |      |     |
|   |                     |        |          |   | FISCAL YEAR 2021-22         |         |          |      | FISCAL YEAR 2022-23         |           |          |   |      |     |
|   |                     |        |          |   | PLANNED                     | ACTUAL  | ± CHANGE | %    | PLANNED                     | ESTIMATED | ± CHANGE | % |      |     |
| PART II: MEASURES OF EFFECTIVENESS                    |                     |        |          |   |                             |         |          |      |                             |           |          |   |      |     |
| 1. NUMBER OF BOUNDARY AMENDMENT PETITIONS AND SPECIAL |                     |        |          |   | 6                           | NO DATA | -        | 6    | 100                         | 6         | NO DATA  | - | 6    | 100 |
| 2. NUMBER OF ACCEPTED BOUNDARY AMENDMENT PETITIONS AN |                     |        |          |   | 10                          | NO DATA | -        | 10   | 100                         | 10        | NO DATA  | - | 10   | 100 |
| 3. NUMBER OF ACRES REVIEWED FOR RECLASSIFICATION      |                     |        |          |   | 3000                        | NO DATA | -        | 3000 | 100                         | 3000      | NO DATA  | - | 3000 | 100 |
| 4. NUMBER OF ACRES REVIEWED FOR SPECIAL PERMIT        |                     |        |          |   | 250                         | NO DATA | -        | 250  | 100                         | 250       | NO DATA  | - | 250  | 100 |
| 5. NUMBER OF INDIVIDUALS, BUSINESSES OR ORGANIZATIONS |                     |        |          |   | 600                         | NO DATA | -        | 600  | 100                         | 600       | NO DATA  | - | 600  | 100 |
| 6. 6. NUMBER OF CONTESTED PROGRAM DECISIONS PROCESSED |                     |        |          |   | 2                           | NO DATA | -        | 2    | 100                         | 2         | NO DATA  | - | 2    | 100 |
| 7. NUMBER OF MOTIONS PROCESSED                        |                     |        |          |   | 20                          | NO DATA | -        | 20   | 100                         | 20        | NO DATA  | - | 20   | 100 |
| 8. NUMBER OF DRAFT EIS RESPONSES ISSUED               |                     |        |          |   | 20                          | NO DATA | -        | 20   | 100                         | 20        | NO DATA  | - | 20   | 100 |
| PART III: PROGRAM TARGET GROUP                        |                     |        |          |   |                             |         |          |      |                             |           |          |   |      |     |
| 1. NUMBER OF APPLICANTS FOR LAND USE REVIEW           |                     |        |          |   | 40                          | NO DATA | -        | 40   | 100                         | 40        | NO DATA  | - | 40   | 100 |
| 2. INDIVIDUALS OR BUSINESSES/ORGANIZATIONS INTERESTED |                     |        |          |   | 1300                        | NO DATA | -        | 1300 | 100                         | 1300      | NO DATA  | - | 1300 | 100 |
| PART IV: PROGRAM ACTIVITY                             |                     |        |          |   |                             |         |          |      |                             |           |          |   |      |     |
| 1. LAND USE DISTRICT BOUNDARY AMENDMENT PETITIONS PRO |                     |        |          |   | 6                           | NO DATA | -        | 6    | 100                         | 6         | NO DATA  | - | 6    | 100 |
| 2. SPECIAL PERMIT APPLICATIONS PROCESSED.             |                     |        |          |   | 150                         | NO DATA | -        | 150  | 100                         | 150       | NO DATA  | - | 150  | 100 |
| 3. LAND USE DISTRICT BOUNDARY INTERPRETATIONS PROCESS |                     |        |          |   | 1400                        | NO DATA | -        | 1400 | 100                         | 1400      | NO DATA  | - | 1400 | 100 |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 01 03 03  
BED 103

**PROGRAM TITLE: STATEWIDE LAND USE MANAGEMENT (HIST)**

---

### **PART I - EXPENDITURES AND POSITIONS**

For FY 22 and FY 23 variance data, please refer to BED-144, Office of Planning and Sustainable Development (OPSD).

Program Structure: 11010302

### **PART II - MEASURES OF EFFECTIVENESS**

For FY 22 and FY 23 variance data, please refer to BED-144, OPSD.

Program Structure: 11010302

### **PART III - PROGRAM TARGET GROUPS**

For FY 22 and FY 23 variance data, please refer to BED-144, OPSD.

Program Structure: 11010302

### **PART IV - PROGRAM ACTIVITIES**

For FY 22 and FY 23 variance data, please refer to BED-144 OPSD.

Program Structure: 11010302



## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO: 11010304

ECONOMIC PLANNING &amp; RESEARCH

BED-130

## VARIANCE REPORT

REPORT V61

12/2/22

|  | FISCAL YEAR 2021-22 |        |          |      |    | THREE MONTHS ENDED 09-30-22 |        |          |      |    | NINE MONTHS ENDING 06-30-23 |           |          |       |     |
|--|---------------------|--------|----------|------|----|-----------------------------|--------|----------|------|----|-----------------------------|-----------|----------|-------|-----|
|  | BUDGETED            | ACTUAL | ± CHANGE |      | %  | BUDGETED                    | ACTUAL | ± CHANGE |      | %  | BUDGETED                    | ESTIMATED | ± CHANGE |       | %   |
| <b>PART I: EXPENDITURES &amp; POSITIONS</b>          |                     |        |          |      |    |                             |        |          |      |    |                             |           |          |       |     |
| <b>RESEARCH &amp; DEVELOPMENT COSTS</b>              |                     |        |          |      |    |                             |        |          |      |    |                             |           |          |       |     |
| <b>POSITIONS</b>                                     |                     |        |          |      |    |                             |        |          |      |    |                             |           |          |       |     |
| <b>EXPENDITURES (\$1,000's)</b>                      |                     |        |          |      |    |                             |        |          |      |    |                             |           |          |       |     |
| <b>OPERATING COSTS</b>                               |                     |        |          |      |    |                             |        |          |      |    |                             |           |          |       |     |
| <b>POSITIONS</b>                                     | 26.50               | 23.00  | -        | 3.50 | 13 | 26.50                       | 24.00  | -        | 2.50 | 9  | 26.50                       | 24.00     | -        | 2.50  | 9   |
| <b>EXPENDITURES (\$1000's)</b>                       | 6,685               | 5,911  | -        | 774  | 12 | 1,108                       | 629    | -        | 479  | 43 | 1,671                       | 6,086     | +        | 4,415 | 264 |
| <b>TOTAL COSTS</b>                                   |                     |        |          |      |    |                             |        |          |      |    |                             |           |          |       |     |
| <b>POSITIONS</b>                                     | 26.50               | 23.00  | -        | 3.50 | 13 | 26.50                       | 24.00  | -        | 2.50 | 9  | 26.50                       | 24.00     | -        | 2.50  | 9   |
| <b>EXPENDITURES (\$1000's)</b>                       | 6,685               | 5,911  | -        | 774  | 12 | 1,108                       | 629    | -        | 479  | 43 | 1,671                       | 6,086     | +        | 4,415 | 264 |
|  |                     |        |          |      |    | FISCAL YEAR 2021-22         |        |          |      |    | FISCAL YEAR 2022-23         |           |          |       |     |
|  |                     |        |          |      |    | PLANNED                     | ACTUAL | ± CHANGE |      | %  | PLANNED                     | ESTIMATED | ± CHANGE |       | %   |
| <b>PART II: MEASURES OF EFFECTIVENESS</b>            |                     |        |          |      |    |                             |        |          |      |    |                             |           |          |       |     |
| 1. PROG. OUTPUTS CITED IN MAJOR MEDIA (AVE.MONTHLY#) |                     |        |          |      |    | 10                          | 10     | +        | 0    | 0  | 10                          | 10        | +        | 0     | 0   |
| 2. ACCURACY OF ECON FORECASTS (% ERROR)              |                     |        |          |      |    | 5                           | 4.8    | -        | 0.2  | 4  | 5                           | 5         | +        | 0     | 0   |
| <b>PART III: PROGRAM TARGET GROUP</b>                |                     |        |          |      |    |                             |        |          |      |    |                             |           |          |       |     |
| 1. VISITS TO PROGRAM WEBSITE (AVE PER MONTH, THOUS.) |                     |        |          |      |    | 16.5                        | 16.9   | +        | 0.4  | 2  | 16.5                        | 16.9      | +        | 0.4   | 2   |
| <b>PART IV: PROGRAM ACTIVITY</b>                     |                     |        |          |      |    |                             |        |          |      |    |                             |           |          |       |     |
| 1. DATA SERIES MAINTAINED ON-LINE (X 100)            |                     |        |          |      |    | 58                          | 58     | +        | 0    | 0  | 60                          | 60        | +        | 0     | 0   |
| 2. OTHER ECONOMIC AND STATISTICAL REPORTS ISSUED (#) |                     |        |          |      |    | 48                          | 48     | +        | 0    | 0  | 48                          | 48        | +        | 0     | 0   |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 01 03 04  
BED 130

**PROGRAM TITLE: ECONOMIC PLANNING & RESEARCH**

---

### **PART I - EXPENDITURES AND POSITIONS**

Positions: Act 88, SLH 2021: 1) transferred ten (10) positions from the Department of Labor and Industrial Relations to the Department of Business, Economic Development and Tourism (DBEDT), Research and Economic Analysis Division (READ); 2) transferred seven (7) positions from the Hawaii Tourism Authority to DBEDT/READ; and 3) transferred one (1) position from the State Energy Office to DBEDT/READ.

Expenditures: \$3.814 million in CSFRF (Coronavirus State Fiscal Recovery Funds) were awarded for FY 23. A federal grant for the Labor Research Program increased for FY 23.

Actual expenditures were less than budgeted mainly due to position vacancies. Due to labor shortage in the State, it has been difficult to fill vacant positions; of which most of the vacant positions were federal-funded positions.

### **PART II - MEASURES OF EFFECTIVENESS**

No significant variances.

### **PART III - PROGRAM TARGET GROUPS**

No significant variances.

### **PART IV - PROGRAM ACTIVITIES**

No significant variances.

## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO: 11010305

DEPARTMENTAL ADMINISTRATION &amp; BUDGET DIV

BUF-101

## VARIANCE REPORT

REPORT V61

12/2/22

|   | FISCAL YEAR 2021-22 |         |          |    | THREE MONTHS ENDED 09-30-22 |         |          |     | NINE MONTHS ENDING 06-30-23 |           |          |     |
|---|---------------------|---------|----------|----|-----------------------------|---------|----------|-----|-----------------------------|-----------|----------|-----|
|   | BUDGETED            | ACTUAL  | ± CHANGE | %  | BUDGETED                    | ACTUAL  | ± CHANGE | %   | BUDGETED                    | ESTIMATED | ± CHANGE | %   |
| <b>PART I: EXPENDITURES &amp; POSITIONS</b>           |                     |         |          |    |                             |         |          |     |                             |           |          |     |
| <b>RESEARCH &amp; DEVELOPMENT COSTS</b>               |                     |         |          |    |                             |         |          |     |                             |           |          |     |
| <b>POSITIONS</b>                                      |                     |         |          |    |                             |         |          |     |                             |           |          |     |
| <b>EXPENDITURES (\$1,000's)</b>                       |                     |         |          |    |                             |         |          |     |                             |           |          |     |
| <b>OPERATING COSTS</b>                                |                     |         |          |    |                             |         |          |     |                             |           |          |     |
| <b>POSITIONS</b>                                      | 43.00               | 36.00   | - 7.00   | 16 | 51.00                       | 42.00   | - 9.00   | 18  | 51.00                       | 51.00     | + 0.00   | 0   |
| <b>EXPENDITURES (\$1000's)</b>                        | 388,772             | 349,082 | - 39,690 | 10 | 97,525                      | 97,525  | + 0      | 0   | 291,524                     | 291,524   | + 0      | 0   |
| <b>TOTAL COSTS</b>                                    |                     |         |          |    |                             |         |          |     |                             |           |          |     |
| <b>POSITIONS</b>                                      | 43.00               | 36.00   | - 7.00   | 16 | 51.00                       | 42.00   | - 9.00   | 18  | 51.00                       | 51.00     | + 0.00   | 0   |
| <b>EXPENDITURES (\$1000's)</b>                        | 388,772             | 349,082 | - 39,690 | 10 | 97,525                      | 97,525  | + 0      | 0   | 291,524                     | 291,524   | + 0      | 0   |
|   |                     |         |          |    | FISCAL YEAR 2021-22         |         |          |     | FISCAL YEAR 2022-23         |           |          |     |
|   |                     |         |          |    | PLANNED                     | ACTUAL  | ± CHANGE | %   | PLANNED                     | ESTIMATED | ± CHANGE | %   |
| <b>PART II: MEASURES OF EFFECTIVENESS</b>             |                     |         |          |    |                             |         |          |     |                             |           |          |     |
| 1. % OF RECOMMENDATIONS MADE ON DEPT REQUESTS         |                     |         |          |    | 0                           | NO DATA | + 0      | 0   | 0                           | NO DATA   | + 0      | 0   |
| 2. % OF VENDOR PAYMENTS MADE WITHIN 30 DAYS           |                     |         |          |    | 95                          | 95      | + 0      | 0   | 95                          | 95        | + 0      | 0   |
| 3. % OF VAR IN EXP FOR FIXED COSTS COMPARE WITH ALLOT |                     |         |          |    | 95                          | 95      | + 0      | 0   | 95                          | 92        | - 3      | 3   |
| 4. % OF PAYROLL RELATED HRMS TRANSACTION COMPLETED    |                     |         |          |    | 100                         | 100     | + 0      | 0   | 100                         | 100       | + 0      | 0   |
| 5. % OF USER IT TROUBLE SHOOTING REQUESTS RESONDED    |                     |         |          |    | 100                         | 100     | + 0      | 0   | 100                         | 100       | + 0      | 0   |
| 6. % OF PC AND LAN MALFUNCTIONS RESPONDED             |                     |         |          |    | 100                         | 100     | + 0      | 0   | 100                         | 100       | + 0      | 0   |
| <b>PART III: PROGRAM TARGET GROUP</b>                 |                     |         |          |    |                             |         |          |     |                             |           |          |     |
| 1. GOVERNOR AND EXECUTIVE AGENCIES                    |                     |         |          |    | 20                          | 20      | + 0      | 0   | 20                          | 20        | + 0      | 0   |
| 2. # OF DEPARTMENTAL DIVISIONS AND ATTACHED AGENCY    |                     |         |          |    | 7                           | 7       | + 0      | 0   | 7                           | 7         | + 0      | 0   |
| <b>PART IV: PROGRAM ACTIVITY</b>                      |                     |         |          |    |                             |         |          |     |                             |           |          |     |
| 1. NUMBER OF PROGRAM BUDGET REQUESTS REVIEWED         |                     |         |          |    | 0                           | NO DATA | + 0      | 0   | 0                           | NO DATA   | + 0      | 0   |
| 2. # OF REFERRALS PROCESSED                           |                     |         |          |    | 265                         | 265     | + 0      | 0   | 265                         | 265       | + 0      | 0   |
| 3. # OF LEGISLATIVE PROPOSALS REVIEWED FOR THE GOV    |                     |         |          |    | 1000                        | NO DATA | - 1000   | 100 | 1000                        | NO DATA   | - 1000   | 100 |
| 4. # OF BILLS PASSED BY THE LEG REVIEWED FOR THE GOV  |                     |         |          |    | 265                         | 336     | + 71     | 27  | 265                         | 345       | + 80     | 30  |
| 5. AVG # OF DELEGATED CLASSIFICATION ACTIONS          |                     |         |          |    | 56                          | 56      | + 0      | 0   | 56                          | 56        | + 0      | 0   |
| 6. # OF NON-ROUTINE HR CONSULTATIVE SERVICES          |                     |         |          |    | 400                         | 400     | + 0      | 0   | 400                         | 400       | + 0      | 0   |
| 7. NUMBER OF CIP ALLOTMENT REQUESTS REVIEWED          |                     |         |          |    | 0                           | 453     | + 453    | 0   | 0                           | 460       | + 460    | 0   |
| 8. # OF POSITIONS PROVIDING HR SUPPORT                |                     |         |          |    | 4                           | 4       | + 0      | 0   | 4                           | 4         | + 0      | 0   |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 01 03 05  
BUF 101

**PROGRAM TITLE: DEPARTMENTAL ADMINISTRATION & BUDGET DIV**

---

### **PART I - EXPENDITURES AND POSITIONS**

The variance in positions is due to employee turnover and the lingering effects of the hiring freeze imposed in response to the economic impacts of the COVID-19 pandemic.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 1. No data is available. This measure will be re-evaluated.

### **PART III - PROGRAM TARGET GROUPS**

There are no significant variances to report for program target groups for FY 22 and FY 23.

### **PART IV - PROGRAM ACTIVITIES**

Items 1-3. No data is available. These measures will be re-evaluated.

Item 4. The variance is due to the unpredictability of how long the pandemic would affect the State's revenues and its ability to operate. With the unexpectedly quick recovery of Hawaii's economy and the beginning of the return to pre-pandemic norms, the Legislature was able to pass more bills than anticipated.

Item 7. The Budget, Program Planning and Management Division reviewed 453 Capital Improvement Program project allotment requests in FY 22. The planned figure will be updated to reflect projected estimates.

## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO: 11010307

COLLECTIVE BARGAINING STATEWIDE (HIST)

BUF-102

## VARIANCE REPORT

REPORT V61

12/2/22

|   | FISCAL YEAR 2021-22 |        |          |      | THREE MONTHS ENDED 09-30-22 |         |          |   | NINE MONTHS ENDING 06-30-23 |           |          |      |   |      |   |
|---|---------------------|--------|----------|------|-----------------------------|---------|----------|---|-----------------------------|-----------|----------|------|---|------|---|
|   | BUDGETED            | ACTUAL | ± CHANGE | %    | BUDGETED                    | ACTUAL  | ± CHANGE | % | BUDGETED                    | ESTIMATED | ± CHANGE | %    |   |      |   |
| PART I: EXPENDITURES & POSITIONS                    |                     |        |          |      |                             |         |          |   |                             |           |          |      |   |      |   |
| RESEARCH & DEVELOPMENT COSTS                        |                     |        |          |      |                             |         |          |   |                             |           |          |      |   |      |   |
| POSITIONS   |                     |        |          |      |                             |         |          |   |                             |           |          |      |   |      |   |
| EXPENDITURES (\$1,000's)                            |                     |        |          |      |                             |         |          |   |                             |           |          |      |   |      |   |
| OPERATING COSTS                                     |                     |        |          |      |                             |         |          |   |                             |           |          |      |   |      |   |
| POSITIONS   | 0.00                | 0.00   | +        | 0.00 | 0                           | 0.00    | 0.00     | + | 0.00                        | 0         | 0.00     | 0.00 | + | 0.00 | 0 |
| EXPENDITURES (\$1000's)                             | 0                   | 0      | +        | 0    | 0                           | 0       | +        | 0 | 0                           | 10,470    | 10,470   | +    | 0 | 0    | 0 |
| TOTAL COSTS   |                     |        |          |      |                             |         |          |   |                             |           |          |      |   |      |   |
| POSITIONS   | 0.00                | 0.00   | +        | 0.00 | 0                           | 0.00    | 0.00     | + | 0.00                        | 0         | 0.00     | 0.00 | + | 0.00 | 0 |
| EXPENDITURES (\$1000's)                             | 0                   | 0      | +        | 0    | 0                           | 0       | +        | 0 | 0                           | 10,470    | 10,470   | +    | 0 | 0    | 0 |
|   |                     |        |          |      | FISCAL YEAR 2021-22         |         |          |   | FISCAL YEAR 2022-23         |           |          |      |   |      |   |
|   |                     |        |          |      | PLANNED                     | ACTUAL  | ± CHANGE | % | PLANNED                     | ESTIMATED | ± CHANGE | %    |   |      |   |
| PART II: MEASURES OF EFFECTIVENESS                  |                     |        |          |      |                             |         |          |   |                             |           |          |      |   |      |   |
| 1. NO MEASURES HAVE BEEN DEVELOPED FOR THIS PROGRAM |                     |        |          |      | NO DATA                     | NO DATA | +        | 0 | 0                           | NO DATA   | NO DATA  | +    | 0 | 0    | 0 |
| PART III: PROGRAM TARGET GROUP                      |                     |        |          |      |                             |         |          |   |                             |           |          |      |   |      |   |
| 1. STATE EXECUTIVE BRANCH AGENCIES                  |                     |        |          |      | 20                          | 20      | +        | 0 | 0                           | 20        | 20       | +    | 0 | 0    | 0 |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 01 03 07  
BUF 102

**PROGRAM TITLE: COLLECTIVE BARGAINING STATEWIDE (HIST)**

---

### **PART I - EXPENDITURES AND POSITIONS**

There were no collective bargaining appropriations made to BUF 102 for FY 22.

### **PART II - MEASURES OF EFFECTIVENESS**

No data is available as no measures of effectiveness have been developed for this program for FY 22 and FY 23.

### **PART III - PROGRAM TARGET GROUPS**

There are no significant variances to report for the program target groups for FY 22 and FY 23.

### **PART IV - PROGRAM ACTIVITIES**

No program activities have been developed for FY 22 and FY 23.

## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO: 11010308

VACATION PAYOUT - STATEWIDE

BUF-103

## VARIANCE REPORT

REPORT V61

12/2/22

|                                  | FISCAL YEAR 2021-22 |        |          |      | THREE MONTHS ENDED 09-30-22 |          |        |          | NINE MONTHS ENDING 06-30-23 |   |          |           |          |      |   |
|----------------------------------|---------------------|--------|----------|------|-----------------------------|----------|--------|----------|-----------------------------|---|----------|-----------|----------|------|---|
|                                  | BUDGETED            | ACTUAL | ± CHANGE |      | %                           | BUDGETED | ACTUAL | ± CHANGE |                             | % | BUDGETED | ESTIMATED | ± CHANGE |      | % |
| PART I: EXPENDITURES & POSITIONS |                     |        |          |      |                             |          |        |          |                             |   |          |           |          |      |   |
| RESEARCH & DEVELOPMENT COSTS     |                     |        |          |      |                             |          |        |          |                             |   |          |           |          |      |   |
| POSITIONS                        |                     |        |          |      |                             |          |        |          |                             |   |          |           |          |      |   |
| EXPENDITURES (\$1,000's)         |                     |        |          |      |                             |          |        |          |                             |   |          |           |          |      |   |
| OPERATING COSTS                  |                     |        |          |      |                             |          |        |          |                             |   |          |           |          |      |   |
| POSITIONS                        | 0.00                | 0.00   | +        | 0.00 | 0                           | 0.00     | 0.00   | +        | 0.00                        | 0 | 0.00     | 0.00      | +        | 0.00 | 0 |
| EXPENDITURES (\$1000's)          | 0                   | 0      | +        | 0    | 0                           | 321      | 321    | +        | 0                           | 0 | 12,521   | 12,521    | +        | 0    | 0 |
| TOTAL COSTS                      |                     |        |          |      |                             |          |        |          |                             |   |          |           |          |      |   |
| POSITIONS                        | 0.00                | 0.00   | +        | 0.00 | 0                           | 0.00     | 0.00   | +        | 0.00                        | 0 | 0.00     | 0.00      | +        | 0.00 | 0 |
| EXPENDITURES (\$1000's)          | 0                   | 0      | +        | 0    | 0                           | 321      | 321    | +        | 0                           | 0 | 12,521   | 12,521    | +        | 0    | 0 |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 01 03 08  
BUF 103

**PROGRAM TITLE: VACATION PAYOUT - STATEWIDE**

---

### **PART I - EXPENDITURES AND POSITIONS**

There were no vacation payouts in FY 22 from the Vacation Payout Fund.

### **PART II - MEASURES OF EFFECTIVENESS**

No measures of effectiveness have been developed for this program for FY 22 and FY 23.

### **PART III - PROGRAM TARGET GROUPS**

No program target groups have been developed for FY 22 and FY 23.

### **PART IV - PROGRAM ACTIVITIES**

No program activities have been developed for FY 22 and FY 23.



## VARIANCE REPORT

|  | FISCAL YEAR 2021-22 |        |          |       | THREE MONTHS ENDED 09-30-22 |                     |        |          | NINE MONTHS ENDING 06-30-23 |                     |          |           |          |      |    |
|--|---------------------|--------|----------|-------|-----------------------------|---------------------|--------|----------|-----------------------------|---------------------|----------|-----------|----------|------|----|
|  | BUDGETED            | ACTUAL | ± CHANGE |       | %                           | BUDGETED            | ACTUAL | ± CHANGE |                             | %                   | BUDGETED | ESTIMATED | ± CHANGE |      | %  |
| PART I: EXPENDITURES & POSITIONS                     |                     |        |          |       |                             |                     |        |          |                             |                     |          |           |          |      |    |
| RESEARCH & DEVELOPMENT COSTS                         |                     |        |          |       |                             |                     |        |          |                             |                     |          |           |          |      |    |
| POSITIONS  |                     |        |          |       |                             |                     |        |          |                             |                     |          |           |          |      |    |
| EXPENDITURES (\$1,000's)                             |                     |        |          |       |                             |                     |        |          |                             |                     |          |           |          |      |    |
| OPERATING COSTS                                      |                     |        |          |       |                             |                     |        |          |                             |                     |          |           |          |      |    |
| POSITIONS  | 22.00               | 15.00  | -        | 7.00  | 32                          | 22.00               | 17.00  | -        | 5.00                        | 23                  | 22.00    | 22.00     | +        | 0.00 | 0  |
| EXPENDITURES (\$1000's)                              | 4,229               | 2,806  | -        | 1,423 | 34                          | 1,241               | 725    | -        | 516                         | 42                  | 3,126    | 3,380     | +        | 254  | 8  |
| TOTAL COSTS  |                     |        |          |       |                             |                     |        |          |                             |                     |          |           |          |      |    |
| POSITIONS  | 22.00               | 15.00  | -        | 7.00  | 32                          | 22.00               | 17.00  | -        | 5.00                        | 23                  | 22.00    | 22.00     | +        | 0.00 | 0  |
| EXPENDITURES (\$1000's)                              | 4,229               | 2,806  | -        | 1,423 | 34                          | 1,241               | 725    | -        | 516                         | 42                  | 3,126    | 3,380     | +        | 254  | 8  |
|  |                     |        |          |       |                             | FISCAL YEAR 2021-22 |        |          |                             | FISCAL YEAR 2022-23 |          |           |          |      |    |
|  |                     |        |          |       |                             | PLANNED             | ACTUAL | ± CHANGE |                             | %                   | PLANNED  | ESTIMATED | ± CHANGE |      | %  |
| PART II: MEASURES OF EFFECTIVENESS                   |                     |        |          |       |                             |                     |        |          |                             |                     |          |           |          |      |    |
| 1. % OF WORK PRODUCT ALIGNED W/5-YEAR STRATEGIC PLAN |                     |        |          |       |                             | 95                  | 95     | +        | 0                           | 0                   | 95       | 95        | +        | 0    | 0  |
| 2. % OF COMMITTEES FILING FIN DISCLOSURE RPTS TIMELY |                     |        |          |       |                             | 92                  | 94     | +        | 2                           | 2                   | 92       | 92        | +        | 0    | 0  |
| 3. # ELIG PERSONS REGIS AS % TOTAL ELIG TO VOTE      |                     |        |          |       |                             | 83                  | 85     | +        | 2                           | 2                   | 83       | 85        | +        | 2    | 2  |
| 4. # REG VOTERS WHO VOTE AS % OF REGISTERED VOTERS   |                     |        |          |       |                             | 0                   | 0      | +        | 0                           | 0                   | 60       | 34        | -        | 26   | 43 |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

**PROGRAM TITLE: VOTING RIGHTS AND ELECTIONS**

**11 01 04**

### **PART I - EXPENDITURES AND POSITIONS**

(See Lowest Level Programs for Explanation of Variances)

### **PART II - MEASURES OF EFFECTIVENESS**

(See Lowest Level Programs for Explanation of Variances)

## STATE OF HAWAII

PROGRAM TITLE:

CAMPAIGN SPENDING COMMISSION

PROGRAM-ID:

AGS-871

PROGRAM STRUCTURE NO:

11010401

## VARIANCE REPORT

REPORT V61

12/2/22

|                                  | FISCAL YEAR 2021-22 |        |          |      |    | THREE MONTHS ENDED 09-30-22 |        |          |      | NINE MONTHS ENDING 06-30-23 |          |           |          |      |    |
|----------------------------------|---------------------|--------|----------|------|----|-----------------------------|--------|----------|------|-----------------------------|----------|-----------|----------|------|----|
|                                  | BUDGETED            | ACTUAL | ± CHANGE |      | %  | BUDGETED                    | ACTUAL | ± CHANGE |      | %                           | BUDGETED | ESTIMATED | ± CHANGE |      | %  |
| PART I: EXPENDITURES & POSITIONS |                     |        |          |      |    |                             |        |          |      |                             |          |           |          |      |    |
| RESEARCH & DEVELOPMENT COSTS     |                     |        |          |      |    |                             |        |          |      |                             |          |           |          |      |    |
| POSITIONS                        |                     |        |          |      |    |                             |        |          |      |                             |          |           |          |      |    |
| EXPENDITURES (\$1,000's)         |                     |        |          |      |    |                             |        |          |      |                             |          |           |          |      |    |
| OPERATING COSTS                  |                     |        |          |      |    |                             |        |          |      |                             |          |           |          |      |    |
| POSITIONS                        | 5.00                | 5.00   | +        | 0.00 | 0  | 5.00                        | 5.00   | +        | 0.00 | 0                           | 5.00     | 5.00      | +        | 0.00 | 0  |
| EXPENDITURES (\$1000's)          | 934                 | 524    | -        | 410  | 44 | 648                         | 198    | -        | 450  | 69                          | 986      | 1,389     | +        | 403  | 41 |
| TOTAL COSTS                      |                     |        |          |      |    |                             |        |          |      |                             |          |           |          |      |    |
| POSITIONS                        | 5.00                | 5.00   | +        | 0.00 | 0  | 5.00                        | 5.00   | +        | 0.00 | 0                           | 5.00     | 5.00      | +        | 0.00 | 0  |
| EXPENDITURES (\$1000's)          | 934                 | 524    | -        | 410  | 44 | 648                         | 198    | -        | 450  | 69                          | 986      | 1,389     | +        | 403  | 41 |

|   | FISCAL YEAR 2021-22 |         |          |       | FISCAL YEAR 2022-23 |         |           |          |       |   |
|---|---------------------|---------|----------|-------|---------------------|---------|-----------|----------|-------|---|
|   | PLANNED             | ACTUAL  | ± CHANGE |       | %                   | PLANNED | ESTIMATED | ± CHANGE |       | % |
| PART II: MEASURES OF EFFECTIVENESS                    |                     |         |          |       |                     |         |           |          |       |   |
| 1. % OF WORK PRODUCT ALIGNED WITH STRATEGIC PLAN      | 95                  | 95      | +        | 0     | 0                   | 95      | 95        | +        | 0     | 0 |
| 2. % OF COMM FILING FINANCIAL DISCLOSURE RPTS TIMELY  | 92                  | 94      | +        | 2     | 2                   | 92      | 92        | +        | 0     | 0 |
| 3. % OF ALL STAT REQ RPTS FILED BY COMM REVIEWED      | 100                 | 100     | +        | 0     | 0                   | 100     | 100       | +        | 0     | 0 |
| 4. NO. OF STRATEGIES/MECHANISMS TO EDUCATE COMM/RES   | 12                  | 12      | +        | 0     | 0                   | 12      | 12        | +        | 0     | 0 |
| 5. NO. OF ENFORCMT ACTION TAKEN TO ACHIEVE COMPLIANCE | 50                  | 38      | -        | 12    | 24                  | 150     | 150       | +        | 0     | 0 |
| 6. NO. OF STRATEGIES/PRGMS EMPLOYD TO INCR TRANSPARCY | 12                  | 12      | +        | 0     | 0                   | 12      | 12        | +        | 0     | 0 |
| 7. AMOUNT OF PUBLIC FINANCING PROVIDED                | 20000               | 0       | -        | 20000 | 100                 | 200000  | 200000    | +        | 0     | 0 |
| PART III: PROGRAM TARGET GROUP                        |                     |         |          |       |                     |         |           |          |       |   |
| 1. CANDIDATE COMMITTEES                               | 300                 | 569     | +        | 269   | 90                  | 425     | 425       | +        | 0     | 0 |
| 2. NON-CANDIDATE COMMITTEES                           | 300                 | 260     | -        | 40    | 13                  | 300     | 300       | +        | 0     | 0 |
| 3. STATE OF HAWAII RESIDENTS                          | 1460000             | 1441553 | -        | 18447 | 1                   | 1460000 | 1440000   | -        | 20000 | 1 |
| PART IV: PROGRAM ACTIVITY                             |                     |         |          |       |                     |         |           |          |       |   |
| 1. NO. OF STATUTORILY REQUIRED REPORTS REVIEWED       | 1500                | 2043    | +        | 543   | 36                  | 4500    | 4500      | +        | 0     | 0 |
| 2. NO. OF COMMUNICATION OUTREACH TO COMM/RESIDENS     | 50000               | 50000   | +        | 0     | 0                   | 100000  | 100000    | +        | 0     | 0 |
| 3. NO. OF EDUC/TRG/ASSIST PROV TO COMM/RESIDENTS      | 75000               | 75000   | +        | 0     | 0                   | 125000  | 125000    | +        | 0     | 0 |
| 4. NO. OF ADVISORY OPINIONS RENDERED                  | 3                   | 0       | -        | 3     | 100                 | 2       | 2         | +        | 0     | 0 |
| 5. NO. OF ENFORCEMENT ACTIONS TAKEN                   | 50                  | 38      | -        | 12    | 24                  | 160     | 160       | +        | 0     | 0 |
| 6. NO. OF CANDIDATES WHO QUALIFD & REC PUBLIC FUNDING | 5                   | 0       | -        | 5     | 100                 | 30      | 30        | +        | 0     | 0 |
| 7. NO. OF \$3 HAWAII INCOME TAX CHECK-OFFS            | 65000               | 34033   | -        | 30967 | 48                  | 57000   | 57000     | +        | 0     | 0 |
| 8. IDENTIF &/OR EMPLOYMT OF STRATE TO INCR TRANSPNCY  | 12                  | 12      | +        | 0     | 0                   | 12      | 12        | +        | 0     | 0 |
| 9. NO. OF CAMPGN SPEND RELATED BILLS INTROD & PASSED  | 1                   | 2       | +        | 1     | 100                 | 1       | 1         | +        | 0     | 0 |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 01 04 01  
AGS 871

**PROGRAM TITLE: CAMPAIGN SPENDING COMMISSION**

### **PART I - EXPENDITURES AND POSITIONS**

FY 22: The budgeted amount of expenditures for FY 22 was \$934,000; however, the actual expenditures was \$524,000. The variance is due to the 7% restriction imposed on the general fund appropriation and an overestimation of the amount of public fund distribution from the trust fund. FY 22 was a non-election year; the number of public fund applicants and distribution amounts are unpredictable and can differ every year. No public funds were disbursed in FY 22.

FY 23: The budgeted amount of expenditures for the 1st quarter in FY 23 was \$648,000; however, the actual expenditures was \$198,000. The variance is due to the overestimation of the amount of public funding provided to candidate committees in the 1st quarter of FY 23, which are unpredictable.

FY 23: The budgeted amount of expenditures for the three quarters ending June 30, 2023, was \$986,000; however, the estimated amount of expenditures is \$1,383,000. The variance is due to the public fund distributions and other expenditures that are expected for the last three quarters of FY 23.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 5 (FY 22): The number of enforcement actions taken to achieve compliance for FY 22 was estimated at 50; however, the actual number of enforcement actions taken was 38. The variance is due to the overestimation of the number of complaints, conciliation agreements, and investigations since we are unable to ascertain the number of campaign spending violations that will occur.

Item 7 (FY 22): The amount of public financing provided for FY 22 was estimated at \$20,000; however, the actual amount of public financing provided was \$0. The variance is due to the overestimation of the public fund distributions. In FY 22, which was a non-election year, there were no public fund applicants. The number of public fund applicants and the distribution amounts are unpredictable and can differ every year.

### **PART III - PROGRAM TARGET GROUPS**

Item 1 (FY 22): The number of candidate committees for FY 22 was estimated at 300; however, the actual number of candidate committees registered with the Commission at the end of FY 22 was 569. The variance is due to the underestimation of candidate committees that registered with the Commission. The number of candidates who decide to run in an election or decide to remain registered with the Commission is unpredictable and can differ every year.

Item 2 (FY 22): The number of noncandidate committees for FY 22 was estimated at 300; however, the actual number of noncandidate committees registered with the Commission at the end of FY 22 was 260. The variance is due to the overestimation of noncandidate committees that registered with the Commission. The number of noncandidate committees that decide to register or remain registered with the Commission is unpredictable and can differ every year.

### **PART IV - PROGRAM ACTIVITIES**

Item 1 (FY 22): The number of statutorily required reports planned to be reviewed for FY 22 was 1,500; however, the actual number of statutorily required reports reviewed for FY 22 was 2,043. The variance is due to the increased number of reports that were reviewed as a result of the 2021 Special Election for the Kauai Prosecuting Attorney which had not been anticipated.

Item 4 (FY 22): The number of advisory opinions estimated for FY 22 was three; however, the actual number of advisory opinions rendered was zero. The variance is due to the overestimation of advisory opinions being requested by the public which we have no control over.

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 01 04 01  
AGS 871

---

**PROGRAM TITLE: CAMPAIGN SPENDING COMMISSION**

---

Item 5 (FY 22): The number of enforcement actions taken to achieve compliance for FY 22 was estimated at 50; however, the actual number of enforcement actions taken was 38. The variance is due to the overestimation of the number of complaints, conciliation agreements, and investigations since we are unable to ascertain the number of campaign spending violations that will occur.

Item 6 (FY 22): The number of candidates who may qualify and receive public funding for FY 22 was estimated at five; however, the actual number of candidates who qualified and received public funding was zero. The variance is due to the overestimation of candidates who applied and qualified for public funding. In FY 22, which was a non-election year, there were no public fund applicants. The number of candidates who apply and qualify for public funding is unpredictable and can differ every year.

Item 7 (FY 22): The number of \$3 Hawaii Income Tax Check-Offs for FY 22 was estimated at 65,000; however, the actual number of \$3 Hawaii Income Tax Check-Offs was 34,033. The variance is due to the overestimation of the number of \$3 Hawaii Income Tax Check-Offs.

Item 9 (FY 22): The number of campaign spending related bills that were introduced and passed for FY 22 was estimated at one; however, the actual number of bills passed was two. The variance is due to the underestimation of bills passing during the legislative session.

PROGRAM TITLE: OFFICE OF ELECTIONS

PROGRAM-ID: AGS-879

12/2/22

PROGRAM STRUCTURE NO: 11010402

|   | FISCAL YEAR 2021-22 |        |          |    | THREE MONTHS ENDED 09-30-22 |        |          |    | NINE MONTHS ENDING 06-30-23 |           |          |    |
|---|---------------------|--------|----------|----|-----------------------------|--------|----------|----|-----------------------------|-----------|----------|----|
|   | BUDGETED            | ACTUAL | ± CHANGE | %  | BUDGETED                    | ACTUAL | ± CHANGE | %  | BUDGETED                    | ESTIMATED | ± CHANGE | %  |
| <b>PART I: EXPENDITURES &amp; POSITIONS</b>         |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| <b>RESEARCH &amp; DEVELOPMENT COSTS</b>             |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| <b>POSITIONS</b>                                    |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| <b>EXPENDITURES (\$1,000's)</b>                     |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| <b>OPERATING COSTS</b>                              |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| <b>POSITIONS</b>                                    | 17.00               | 10.00  | - 7.00   | 41 | 17.00                       | 12.00  | - 5.00   | 29 | 17.00                       | 17.00     | + 0.00   | 0  |
| <b>EXPENDITURES (\$1000's)</b>                      | 3,295               | 2,282  | - 1,013  | 31 | 593                         | 527    | - 66     | 11 | 2,140                       | 1,991     | - 149    | 7  |
| <b>TOTAL COSTS</b>                                  |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| <b>POSITIONS</b>                                    | 17.00               | 10.00  | - 7.00   | 41 | 17.00                       | 12.00  | - 5.00   | 29 | 17.00                       | 17.00     | + 0.00   | 0  |
| <b>EXPENDITURES (\$1000's)</b>                      | 3,295               | 2,282  | - 1,013  | 31 | 593                         | 527    | - 66     | 11 | 2,140                       | 1,991     | - 149    | 7  |
|   |                     |        |          |    | FISCAL YEAR 2021-22         |        |          |    | FISCAL YEAR 2022-23         |           |          |    |
|   |                     |        |          |    | PLANNED                     | ACTUAL | ± CHANGE | %  | PLANNED                     | ESTIMATED | ± CHANGE | %  |
| <b>PART II: MEASURES OF EFFECTIVENESS</b>           |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| 1. # ELIG PERSONS REGIS AS % TOTAL ELIG TO VOTE     |                     |        |          |    | 83                          | 85     | + 2      | 2  | 83                          | 85        | + 2      | 2  |
| 2. # REG VOTERS WHO VOTE AS % OF REGISTERED VOTERS  |                     |        |          |    | 0                           | 0      | + 0      | 0  | 60                          | 34        | - 26     | 43 |
| 3. % OF MANUAL AUDIT PRECNTS MATCH COMP GEN RESULTS |                     |        |          |    | 0                           | 0      | + 0      | 0  | 100                         | 100       | + 0      | 0  |
| 4. # COMPLAINTS & CHALLENGES TO ELECTION SYSTEM     |                     |        |          |    | 0                           | 0      | + 0      | 0  | 0                           | 8         | + 8      | 0  |
| 5. # COMPLAINTS FILED & RESLVD AS % TOT COMPL RECD  |                     |        |          |    | 100                         | 100    | + 0      | 0  | 100                         | 100       | + 0      | 0  |
| <b>PART III: PROGRAM TARGET GROUP</b>               |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| 1. RESIDENTS ELIGIBLE TO VOTE (THOUSANDS)           |                     |        |          |    | 895                         | 1155   | + 260    | 29 | 895                         | 1155      | + 260    | 29 |
| <b>PART IV: PROGRAM ACTIVITY</b>                    |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| 1. PRVD VTR REGIS SVCS TO QUAL CITIZENS (000'S)     |                     |        |          |    | 840                         | 853    | + 13     | 2  | 840                         | 853       | + 13     | 2  |
| 2. PROVIDE VOTER EDUCATION SERVICES (000'S)         |                     |        |          |    | 840                         | 853    | + 13     | 2  | 840                         | 853       | + 13     | 2  |
| 3. PROVIDE VOTER ORIENTATION TO NTRLZD CITS (000'S) |                     |        |          |    | 12                          | 12     | + 0      | 0  | 12                          | 12        | + 0      | 0  |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 01 04 02  
AGS 879

**PROGRAM TITLE: OFFICE OF ELECTIONS**

---

### **PART I - EXPENDITURES AND POSITIONS**

The variance in FY 22 positions is due to lack of interest in the positions and not being able to meet requirements.

The variance in FY 23 positions is due to not being able to fill two positions that were filled but later vacated due to a resignation and a termination. In August, two other positions were able to be filled. A memorandum to the Governor will be submitted for approval of four positions.

The variance in expenditures for FY 22 is due to lower than projected expenditures.

The variance in expenditures for the first quarter of FY 23 is due to funds being encumbered in FY 22.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 2: The variance in FY 23 is due to the number of turnouts from the 2022 Primary Voter Registrations.

### **PART III - PROGRAM TARGET GROUPS**

Item 1: Data was pulled from the Department of Business, Economic Development and Tourism's data of the eligible resident voting population in the 2020 Census.

### **PART IV - PROGRAM ACTIVITIES**

Items 1 and 2: The variances in FY 23 are due to the number of turnouts from the 2022 Primary Voter Registrations.

## VARIANCE REPORT

|   | FISCAL YEAR 2021-22 |         |          |    | THREE MONTHS ENDED 09-30-22 |        |          |    | NINE MONTHS ENDING 06-30-23 |           |          |     |
|---|---------------------|---------|----------|----|-----------------------------|--------|----------|----|-----------------------------|-----------|----------|-----|
|   | BUDGETED            | ACTUAL  | ± CHANGE | %  | BUDGETED                    | ACTUAL | ± CHANGE | %  | BUDGETED                    | ESTIMATED | ± CHANGE | %   |
| <b>PART I: EXPENDITURES &amp; POSITIONS</b>           |                     |         |          |    |                             |        |          |    |                             |           |          |     |
| <b>RESEARCH &amp; DEVELOPMENT COSTS</b>               |                     |         |          |    |                             |        |          |    |                             |           |          |     |
| <b>POSITIONS</b>                                      |                     |         |          |    |                             |        |          |    |                             |           |          |     |
| <b>EXPENDITURES (\$1,000's)</b>                       |                     |         |          |    |                             |        |          |    |                             |           |          |     |
| <b>OPERATING COSTS</b>                                |                     |         |          |    |                             |        |          |    |                             |           |          |     |
| <b>POSITIONS</b>                                      | 460.00              | 363.00  | - 97.00  | 21 | 468.00                      | 358.00 | - 110.00 | 24 | 468.00                      | 434.00    | - 34.00  | 7   |
| <b>EXPENDITURES (\$1000's)</b>                        | 516,297             | 479,688 | - 36,609 | 7  | 23,176                      | 21,487 | - 1,689  | 7  | 507,248                     | 506,759   | - 489    | 0   |
| <b>TOTAL COSTS</b>                                    |                     |         |          |    |                             |        |          |    |                             |           |          |     |
| <b>POSITIONS</b>                                      | 460.00              | 363.00  | - 97.00  | 21 | 468.00                      | 358.00 | - 110.00 | 24 | 468.00                      | 434.00    | - 34.00  | 7   |
| <b>EXPENDITURES (\$1000's)</b>                        | 516,297             | 479,688 | - 36,609 | 7  | 23,176                      | 21,487 | - 1,689  | 7  | 507,248                     | 506,759   | - 489    | 0   |
|   |                     |         |          |    | FISCAL YEAR 2021-22         |        |          |    | FISCAL YEAR 2022-23         |           |          |     |
|   |                     |         |          |    | PLANNED                     | ACTUAL | ± CHANGE | %  | PLANNED                     | ESTIMATED | ± CHANGE | %   |
| <b>PART II: MEASURES OF EFFECTIVENESS</b>             |                     |         |          |    |                             |        |          |    |                             |           |          |     |
| 1. AV ANN RATE OF RETURN ON STATE TREASRY INVSTMTS    |                     |         |          |    | 1.5                         | 2.81   | + 1.31   | 87 | 1.5                         | 3.31      | + 1.81   | 121 |
| 2. AV LENGTH OF TIME BETWEEN AUDITS                   |                     |         |          |    | 6                           | 6      | + 0      | 0  | 6                           | 6         | + 0      | 0   |
| 3. AV IN-HSE TIME FOR PAYMTS TO VENDORS-GOAL 5 WK DAY |                     |         |          |    | 5                           | 5      | + 0      | 0  | 5                           | 5         | + 0      | 0   |



## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

**PROGRAM TITLE: FISCAL MANAGEMENT**

**11 02**

**PART I - EXPENDITURES AND POSITIONS**

(See Lowest Level Programs for Explanation of Variances)

**PART II - MEASURES OF EFFECTIVENESS**

(See Lowest Level Programs for Explanation of Variances)

## VARIANCE REPORT

|  | FISCAL YEAR 2021-22 |        |          |    | THREE MONTHS ENDED 09-30-22 |        |          |    | NINE MONTHS ENDING 06-30-23 |           |          |    |
|--|---------------------|--------|----------|----|-----------------------------|--------|----------|----|-----------------------------|-----------|----------|----|
|  | BUDGETED            | ACTUAL | ± CHANGE | %  | BUDGETED                    | ACTUAL | ± CHANGE | %  | BUDGETED                    | ESTIMATED | ± CHANGE | %  |
| <b>PART I: EXPENDITURES &amp; POSITIONS</b>      |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| <b>RESEARCH &amp; DEVELOPMENT COSTS</b>          |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| <b>POSITIONS</b>                                 |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| <b>EXPENDITURES (\$1,000's)</b>                  |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| <b>OPERATING COSTS</b>                           |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| <b>POSITIONS</b>                                 | 389.00              | 310.00 | - 79.00  | 20 | 397.00                      | 312.00 | - 85.00  | 21 | 397.00                      | 371.00    | - 26.00  | 7  |
| <b>EXPENDITURES (\$1000's)</b>                   | 31,871              | 23,168 | - 8,703  | 27 | 7,750                       | 6,343  | - 1,407  | 18 | 22,788                      | 22,788    | + 0      | 0  |
| <b>TOTAL COSTS</b>                               |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| <b>POSITIONS</b>                                 | 389.00              | 310.00 | - 79.00  | 20 | 397.00                      | 312.00 | - 85.00  | 21 | 397.00                      | 371.00    | - 26.00  | 7  |
| <b>EXPENDITURES (\$1000's)</b>                   | 31,871              | 23,168 | - 8,703  | 27 | 7,750                       | 6,343  | - 1,407  | 18 | 22,788                      | 22,788    | + 0      | 0  |
|  |                     |        |          |    | FISCAL YEAR 2021-22         |        |          |    | FISCAL YEAR 2022-23         |           |          |    |
|  |                     |        |          |    | PLANNED                     | ACTUAL | ± CHANGE | %  | PLANNED                     | ESTIMATED | ± CHANGE | %  |
| <b>PART II: MEASURES OF EFFECTIVENESS</b>        |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| 1. % OF RETURNS AUDITED RESULTING IN ADJUSTMENTS |                     |        |          |    | 58                          | 89.3   | + 31.3   | 54 | 58                          | 93.5      | + 35.5   | 61 |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

**PROGRAM TITLE: REVENUE COLLECTION**

**11 02 01**

**PART I - EXPENDITURES AND POSITIONS**

(See Lowest Level Programs for Explanation of Variances)

**PART II - MEASURES OF EFFECTIVENESS**

(See Lowest Level Programs for Explanation of Variances)

PROGRAM TITLE: COMPLIANCE  
 PROGRAM-ID: TAX-100  
 PROGRAM STRUCTURE NO: 11020101

12/2/22

|   | FISCAL YEAR 2021-22 |        |          |       |    | THREE MONTHS ENDED 09-30-22 |        |          |       |    | NINE MONTHS ENDING 06-30-23 |           |          |       |    |
|---|---------------------|--------|----------|-------|----|-----------------------------|--------|----------|-------|----|-----------------------------|-----------|----------|-------|----|
|   | BUDGETED            | ACTUAL | ± CHANGE |       | %  | BUDGETED                    | ACTUAL | ± CHANGE |       | %  | BUDGETED                    | ESTIMATED | ± CHANGE |       | %  |
| PART I: EXPENDITURES & POSITIONS                      |                     |        |          |       |    |                             |        |          |       |    |                             |           |          |       |    |
| RESEARCH & DEVELOPMENT COSTS                          |                     |        |          |       |    |                             |        |          |       |    |                             |           |          |       |    |
| POSITIONS   |                     |        |          |       |    |                             |        |          |       |    |                             |           |          |       |    |
| EXPENDITURES (\$1,000's)                              |                     |        |          |       |    |                             |        |          |       |    |                             |           |          |       |    |
| OPERATING COSTS                                       |                     |        |          |       |    |                             |        |          |       |    |                             |           |          |       |    |
| POSITIONS   | 177.00              | 135.00 | -        | 42.00 | 24 | 182.00                      | 137.00 | -        | 45.00 | 25 | 182.00                      | 161.00    | -        | 21.00 | 12 |
| EXPENDITURES (\$1000's)                               | 10,208              | 9,236  | -        | 972   | 10 | 2,552                       | 2,351  | -        | 201   | 8  | 8,726                       | 8,726     | +        | 0     | 0  |
| TOTAL COSTS   |                     |        |          |       |    |                             |        |          |       |    |                             |           |          |       |    |
| POSITIONS   | 177.00              | 135.00 | -        | 42.00 | 24 | 182.00                      | 137.00 | -        | 45.00 | 25 | 182.00                      | 161.00    | -        | 21.00 | 12 |
| EXPENDITURES (\$1000's)                               | 10,208              | 9,236  | -        | 972   | 10 | 2,552                       | 2,351  | -        | 201   | 8  | 8,726                       | 8,726     | +        | 0     | 0  |
|   |                     |        |          |       |    | FISCAL YEAR 2021-22         |        |          |       |    | FISCAL YEAR 2022-23         |           |          |       |    |
|   |                     |        |          |       |    | PLANNED                     | ACTUAL | ± CHANGE |       | %  | PLANNED                     | ESTIMATED | ± CHANGE |       | %  |
| PART II: MEASURES OF EFFECTIVENESS                    |                     |        |          |       |    |                             |        |          |       |    |                             |           |          |       |    |
| 1. % OF RETURNS AUDITED AS % OF RETURNS FILED         |                     |        |          |       |    | 2.8                         | 1.8    | -        | 1     | 36 | 2.8                         | 1.2       | -        | 1.6   | 57 |
| 2. % OF RETURNS AUDITED RESULTING IN ADJUSTMENTS      |                     |        |          |       |    | 58                          | 89.3   | +        | 31.3  | 54 | 58                          | 93.5      | +        | 35.5  | 61 |
| 3. % INCR/DECR IN TOTAL DELINQUENT TAXES OUTSTANDING  |                     |        |          |       |    | 3.1                         | 4.2    | +        | 1.1   | 35 | 3.1                         | 3.6       | +        | 0.5   | 16 |
| PART III: PROGRAM TARGET GROUP                        |                     |        |          |       |    |                             |        |          |       |    |                             |           |          |       |    |
| 1. NO. OF ACTIVE BUSINESS LICENSES DURING FISCAL YEAR |                     |        |          |       |    | 350000                      | 362500 | +        | 12500 | 4  | 350000                      | 344000    | -        | 6000  | 2  |
| 2. TOTAL DELINQUENT TAXES OUTSTANDING DURING THE FY   |                     |        |          |       |    | 552                         | 591.3  | +        | 39.3  | 7  | 552                         | 612.6     | +        | 60.6  | 11 |
| PART IV: PROGRAM ACTIVITY                             |                     |        |          |       |    |                             |        |          |       |    |                             |           |          |       |    |
| 1. NUMBER OF RETURNS AUDITED                          |                     |        |          |       |    | 28000                       | 20531  | -        | 7469  | 27 | 28000                       | 14810     | -        | 13190 | 47 |
| 2. NUMBER OF ASSESSMENTS MADE                         |                     |        |          |       |    | 23000                       | 18341  | -        | 4659  | 20 | 23000                       | 13845     | -        | 9155  | 40 |
| 3. TOTAL AMOUNT OF COLLECTION MADE WITH ASSESSMENTS   |                     |        |          |       |    | 73                          | 47     | -        | 26    | 36 | 73                          | 15        | -        | 58    | 79 |
| 4. AMOUNT OF DELINQUENT TAXES COLLECTED               |                     |        |          |       |    | 231                         | 185    | -        | 46    | 20 | 231                         | 225       | -        | 6     | 3  |
| 5. NUMBER OF TAX LIENS FILED                          |                     |        |          |       |    | 3200                        | 5923   | +        | 2723  | 85 | 3200                        | 5800      | +        | 2600  | 81 |
| 6. NUMBER OF LEVIES PROCESSED                         |                     |        |          |       |    | 18000                       | 23624  | +        | 5624  | 31 | 18000                       | 24300     | +        | 6300  | 35 |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 02 01 01  
TAX 100

### PROGRAM TITLE: COMPLIANCE

#### PART I - EXPENDITURES AND POSITIONS

Positions: The Department of Taxation (TAX) is currently facing a large number of vacancies due to resignations, transfers, retirements and promotions. TAX has had difficulty keeping up with the turnover rate, especially due to the current economic climate. Following the initial impact of the COVID pandemic, the economy has been on the road to recovery for the past year. The unemployment rate that spiked at the beginning of the pandemic in April 2020, has since returned to a point slightly above the pre-pandemic figures. As such, the applicants. This has resulted in a consistently high vacancy count.

#### PART II - MEASURES OF EFFECTIVENESS

Item 1. For FY 22 and FY 23, the percentage decreased due to changes in audit scope.

Item 2. For FY 22 and FY 23, the percentage increased due to changes in audit scope.

Item 3. For FY 22, the increase in outstanding balances is attributable to the impact of COVID on cash collections. For FY 23, the increase is due to the impact of previous year balance write-offs attributable to COVID.

#### PART III - PROGRAM TARGET GROUPS

Item 1. Every year, the Tax Services and Processing Section (TSP) goes through their database of licenses to see which ones have had no activity for five years. TSP makes an attempt to reach out to these taxpayers. If no response is received, inactive licenses are closed.

Item 2. Due to the extenuating circumstances of COVID to businesses and individuals, the receivable balance is increased due to inability to pay.

#### PART IV - PROGRAM ACTIVITIES

Item 1. For FY 22 and FY 23, the decrease is due to changes in audit scope.

Item 2. For FY 22 and FY 23, the decrease is due to a decrease in viable leads from audits.

Item 3. For FY 22 and FY 23, the decrease is due to a concentrated focus on special projects in addition to the timing of cash inflow from assessments.

Item 4. For FY 22, the estimate was too optimistic in a COVID environment which was mitigated by the initiation of the IVR (Interactive Voice Response) system. For FY 23, increase in communication with taxpayers with balances via new IVR system.

Items 5 and 6. For FY 22 and FY 23, the increase is due to COVID impacting the economy and increasing unemployment.

## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO: 11020103

TAX SERVICES AND PROCESSING

TAX-105

## VARIANCE REPORT

REPORT V61

12/2/22

|  | FISCAL YEAR 2021-22 |        |          |    | THREE MONTHS ENDED 09-30-22 |         |          |     | NINE MONTHS ENDING 06-30-23 |           |          |    |
|--|---------------------|--------|----------|----|-----------------------------|---------|----------|-----|-----------------------------|-----------|----------|----|
|  | BUDGETED            | ACTUAL | ± CHANGE | %  | BUDGETED                    | ACTUAL  | ± CHANGE | %   | BUDGETED                    | ESTIMATED | ± CHANGE | %  |
| <b>PART I: EXPENDITURES &amp; POSITIONS</b>            |                     |        |          |    |                             |         |          |     |                             |           |          |    |
| <b>RESEARCH &amp; DEVELOPMENT COSTS</b>                |                     |        |          |    |                             |         |          |     |                             |           |          |    |
| <b>POSITIONS</b>                                       |                     |        |          |    |                             |         |          |     |                             |           |          |    |
| <b>EXPENDITURES (\$1,000's)</b>                        |                     |        |          |    |                             |         |          |     |                             |           |          |    |
| <b>OPERATING COSTS</b>                                 |                     |        |          |    |                             |         |          |     |                             |           |          |    |
| <b>POSITIONS</b>                                       | 134.00              | 105.00 | - 29.00  | 22 | 136.00                      | 102.00  | - 34.00  | 25  | 136.00                      | 119.00    | - 17.00  | 13 |
| <b>EXPENDITURES (\$1000's)</b>                         | 6,125               | 5,386  | - 739    | 12 | 1,531                       | 1,325   | - 206    | 13  | 4,947                       | 4,947     | + 0      | 0  |
| <b>TOTAL COSTS</b>                                     |                     |        |          |    |                             |         |          |     |                             |           |          |    |
| <b>POSITIONS</b>                                       | 134.00              | 105.00 | - 29.00  | 22 | 136.00                      | 102.00  | - 34.00  | 25  | 136.00                      | 119.00    | - 17.00  | 13 |
| <b>EXPENDITURES (\$1000's)</b>                         | 6,125               | 5,386  | - 739    | 12 | 1,531                       | 1,325   | - 206    | 13  | 4,947                       | 4,947     | + 0      | 0  |
|  |                     |        |          |    | FISCAL YEAR 2021-22         |         |          |     | FISCAL YEAR 2022-23         |           |          |    |
|  |                     |        |          |    | PLANNED                     | ACTUAL  | ± CHANGE | %   | PLANNED                     | ESTIMATED | ± CHANGE | %  |
| <b>PART II: MEASURES OF EFFECTIVENESS</b>              |                     |        |          |    |                             |         |          |     |                             |           |          |    |
| 1. AVE BUSINESS DAYS TO DEPOSIT CHECKS FROM TAXPAYERS  |                     |        |          |    | 7                           | 7       | + 0      | 0   | 7                           | 7         | + 0      | 0  |
| 2. % NON-WORKLISTED REFUNDS COMPLETED IN 45 BUS DAYS   |                     |        |          |    | 90                          | 92      | + 2      | 2   | 90                          | 90        | + 0      | 0  |
| 3. AVERAGE CALL ANSWER RATE                            |                     |        |          |    | 90                          | 63      | - 27     | 30  | 90                          | 85        | - 5      | 6  |
| 4. AVE CAL DAYS TO RESPOND TO PAPR/ELEC CORRESPONDENCE |                     |        |          |    | 10                          | 10      | + 0      | 0   | 10                          | 10        | + 0      | 0  |
| 5. % INC/DEC ELECTRONIC FILINGS OVER PRIOR FISCAL YR   |                     |        |          |    | 10                          | 3       | - 7      | 70  | 10                          | 3         | - 7      | 70 |
| <b>PART III: PROGRAM TARGET GROUP</b>                  |                     |        |          |    |                             |         |          |     |                             |           |          |    |
| 1. NUMBER OF TAXPAYERS FILING SELECTED KEY RETURNS     |                     |        |          |    | 1100000                     | 1158166 | + 58166  | 5   | 1100000                     | 1100000   | + 0      | 0  |
| 2. NUMBER OF CALLERS REQUESTING PERSONAL ASSISTANCE    |                     |        |          |    | 125000                      | 121811  | - 3189   | 3   | 125000                      | 125000    | + 0      | 0  |
| 3. NO. OF PAPER & ELECTRONIC CORRESPONDENCE RECEIVED   |                     |        |          |    | 30000                       | 77085   | + 47085  | 157 | 30000                       | 50000     | + 20000  | 67 |
| <b>PART IV: PROGRAM ACTIVITY</b>                       |                     |        |          |    |                             |         |          |     |                             |           |          |    |
| 1. NUMBER OF TAX RETURNS FILED                         |                     |        |          |    | 1100000                     | 1158166 | + 58166  | 5   | 1100000                     | 1100000   | + 0      | 0  |
| 2. NO. TELEPHONE CALLS SERVICED BY CUSTOMER SVC REP    |                     |        |          |    | 125000                      | 121811  | - 3189   | 3   | 125000                      | 125000    | + 0      | 0  |
| 3. NO. OF PAPER & ELECTRONIC CORRESPONDENCE RECEIVED   |                     |        |          |    | 30000                       | 77085   | + 47085  | 157 | 30000                       | 50000     | + 20000  | 67 |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 02 01 03  
TAX 105

**PROGRAM TITLE: TAX SERVICES AND PROCESSING**

---

### **PART I - EXPENDITURES AND POSITIONS**

year.

Positions: The Department of Taxation (TAX) is currently facing a large number of vacancies due to resignations, transfers, retirements and promotions. TAX has had difficulty keeping up with the turnover rate, especially due to the current economic climate. Following the initial impact of the COVID pandemic, the economy has been on the road to recovery for the past year. The unemployment rate that spiked at the beginning of the pandemic in April 2020, has since returned to a point slightly above the pre-pandemic figures. As such, the applicants. This has resulted in a consistently high vacancy count.

Expenditures: The variance in FY 22 was due to not being able to encumber funds for a settlement agreement. The variance in the first quarter of FY 23 was due to an over allotment in the first quarter.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 3. For FY 22 and FY 23, call answer rates declined due to an inability to hire and retain employees.

Item 5. For FY 22 and FY 23, E-filing increase lessened due to large increase in prior years. No additional mandates imposed.

### **PART III - PROGRAM TARGET GROUPS**

Item 3. For FY 22 and FY 23, taxpayers were web-messaging or mailing correspondence since the walk-up windows were closed for 50% of the year.

### **PART IV - PROGRAM ACTIVITIES**

Item 3. For FY 22 and FY 23, taxpayers are web-messaging or mailing correspondence since to walk-up windows were closed for 50% of the

## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO: 11020104

SUPPORTING SERVICES - REVENUE COLLECTION

TAX-107

## VARIANCE REPORT

REPORT V61

12/2/22

|   | FISCAL YEAR 2021-22 |        |          |    | THREE MONTHS ENDED 09-30-22 |        |          |    | NINE MONTHS ENDING 06-30-23 |           |          |    |
|---|---------------------|--------|----------|----|-----------------------------|--------|----------|----|-----------------------------|-----------|----------|----|
|   | BUDGETED            | ACTUAL | ± CHANGE | %  | BUDGETED                    | ACTUAL | ± CHANGE | %  | BUDGETED                    | ESTIMATED | ± CHANGE | %  |
| <b>PART I: EXPENDITURES &amp; POSITIONS</b>           |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| <b>RESEARCH &amp; DEVELOPMENT COSTS</b>               |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| <b>POSITIONS</b>                                      |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| <b>EXPENDITURES (\$1,000's)</b>                       |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| <b>OPERATING COSTS</b>                                |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| <b>POSITIONS</b>                                      | 78.00               | 70.00  | - 8.00   | 10 | 79.00                       | 73.00  | - 6.00   | 8  | 79.00                       | 91.00     | + 12.00  | 15 |
| <b>EXPENDITURES (\$1000's)</b>                        | 15,538              | 8,546  | - 6,992  | 45 | 3,667                       | 2,667  | - 1,000  | 27 | 9,115                       | 9,115     | + 0      | 0  |
| <b>TOTAL COSTS</b>                                    |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| <b>POSITIONS</b>                                      | 78.00               | 70.00  | - 8.00   | 10 | 79.00                       | 73.00  | - 6.00   | 8  | 79.00                       | 91.00     | + 12.00  | 15 |
| <b>EXPENDITURES (\$1000's)</b>                        | 15,538              | 8,546  | - 6,992  | 45 | 3,667                       | 2,667  | - 1,000  | 27 | 9,115                       | 9,115     | + 0      | 0  |
|   |                     |        |          |    | FISCAL YEAR 2021-22         |        |          |    | FISCAL YEAR 2022-23         |           |          |    |
|   |                     |        |          |    | PLANNED                     | ACTUAL | ± CHANGE | %  | PLANNED                     | ESTIMATED | ± CHANGE | %  |
| PART II: MEASURES OF EFFECTIVENESS                    |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| 1. MEDIAN # OF DAYS FROM DATE OF VACANCY TO FILL DATE |                     |        |          |    | 365                         | 365    | + 0      | 0  | 365                         | 365       | + 0      | 0  |
| PART III: PROGRAM TARGET GROUP                        |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| 1. # OF TAX PROGRAMS                                  |                     |        |          |    | 3                           | 3      | + 0      | 0  | 3                           | 3         | + 0      | 0  |
| PART IV: PROGRAM ACTIVITY                             |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| 1. NUMBER OF TAX LAW CHANGES                          |                     |        |          |    | 15                          | 15     | + 0      | 0  | 15                          | 15        | + 0      | 0  |



## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 02 01 04  
TAX 107

**PROGRAM TITLE: SUPPORTING SERVICES - REVENUE COLLECTION**

---

### **PART I - EXPENDITURES AND POSITIONS**

Positions: The Department of Taxation (TAX) is currently facing a large number of vacancies due to resignations, transfers, retirements and promotions. TAX has had difficulty keeping up with the turnover rate, especially due to the current economic climate. Following the initial impact of the COVID pandemic, the economy has been on the road to recovery for the past year. The unemployment rate that spiked at the beginning of the pandemic in April 2020, has since returned to a point slightly above the pre-pandemic figures. As such, the applicants. This has resulted in a consistently high vacancy count.

Expenditures: The variance in FY 22 was due to not being able to encumber funds for certain IT purchases. The variance in the first quarter of FY 23 was due to an over allotment in the first quarter for Special Funds.

### **PART II - MEASURES OF EFFECTIVENESS**

No significant variances to report.

### **PART III - PROGRAM TARGET GROUPS**

No significant variances to report.

### **PART IV - PROGRAM ACTIVITIES**

No significant variances to report.

## VARIANCE REPORT

|   | FISCAL YEAR 2021-22 |        |          |       | THREE MONTHS ENDED 09-30-22 |                     |        |          | NINE MONTHS ENDING 06-30-23 |                     |          |           |          |      |    |
|---|---------------------|--------|----------|-------|-----------------------------|---------------------|--------|----------|-----------------------------|---------------------|----------|-----------|----------|------|----|
|   | BUDGETED            | ACTUAL | ± CHANGE |       | %                           | BUDGETED            | ACTUAL | ± CHANGE |                             | %                   | BUDGETED | ESTIMATED | ± CHANGE |      | %  |
| PART I: EXPENDITURES & POSITIONS                      |                     |        |          |       |                             |                     |        |          |                             |                     |          |           |          |      |    |
| RESEARCH & DEVELOPMENT COSTS                          |                     |        |          |       |                             |                     |        |          |                             |                     |          |           |          |      |    |
| POSITIONS   |                     |        |          |       |                             |                     |        |          |                             |                     |          |           |          |      |    |
| EXPENDITURES (\$1,000's)                              |                     |        |          |       |                             |                     |        |          |                             |                     |          |           |          |      |    |
| OPERATING COSTS                                       |                     |        |          |       |                             |                     |        |          |                             |                     |          |           |          |      |    |
| POSITIONS   | 47.00               | 32.00  | -        | 15.00 | 32                          | 47.00               | 27.00  | -        | 20.00                       | 43                  | 47.00    | 44.00     | -        | 3.00 | 6  |
| EXPENDITURES (\$1000's)                               | 4,285               | 3,837  | -        | 448   | 10                          | 592                 | 617    | +        | 25                          | 4                   | 4,700    | 4,211     | -        | 489  | 10 |
| TOTAL COSTS   |                     |        |          |       |                             |                     |        |          |                             |                     |          |           |          |      |    |
| POSITIONS   | 47.00               | 32.00  | -        | 15.00 | 32                          | 47.00               | 27.00  | -        | 20.00                       | 43                  | 47.00    | 44.00     | -        | 3.00 | 6  |
| EXPENDITURES (\$1000's)                               | 4,285               | 3,837  | -        | 448   | 10                          | 592                 | 617    | +        | 25                          | 4                   | 4,700    | 4,211     | -        | 489  | 10 |
|   |                     |        |          |       |                             | FISCAL YEAR 2021-22 |        |          |                             | FISCAL YEAR 2022-23 |          |           |          |      |    |
|   |                     |        |          |       |                             | PLANNED             | ACTUAL | ± CHANGE |                             | %                   | PLANNED  | ESTIMATED | ± CHANGE |      | %  |
| PART II: MEASURES OF EFFECTIVENESS                    |                     |        |          |       |                             |                     |        |          |                             |                     |          |           |          |      |    |
| 1. AV IN-HSE TIME FOR PAYMTS TO VENDORS-GOAL 5 WK DAY |                     |        |          |       |                             | 5                   | 5      | +        | 0                           | 0                   | 5        | 5         | +        | 0    | 0  |
| 2. AV LENGTH OF TIME BETWEEN AUDITS                   |                     |        |          |       |                             | 6                   | 6      | +        | 0                           | 0                   | 6        | 6         | +        | 0    | 0  |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

**PROGRAM TITLE: FISCAL PROCEDURES AND CONTROL**

**11 02 02**

**PART I - EXPENDITURES AND POSITIONS**

(See Lowest Level Programs for Explanation of Variances)

**PART II - MEASURES OF EFFECTIVENESS**

(See Lowest Level Programs for Explanation of Variances)

## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO: 11020201

ACCOUNTING SYSTEM DEVELOPMENT &amp; MAINTENANCE

AGS-101

## VARIANCE REPORT

REPORT V61

12/2/22

|   | FISCAL YEAR 2021-22 |        |          |      |    | THREE MONTHS ENDED 09-30-22 |        |          |      |    | NINE MONTHS ENDING 06-30-23 |           |          |      |    |
|---|---------------------|--------|----------|------|----|-----------------------------|--------|----------|------|----|-----------------------------|-----------|----------|------|----|
|   | BUDGETED            | ACTUAL | ± CHANGE |      | %  | BUDGETED                    | ACTUAL | ± CHANGE |      | %  | BUDGETED                    | ESTIMATED | ± CHANGE |      | %  |
| PART I: EXPENDITURES & POSITIONS                      |                     |        |          |      |    |                             |        |          |      |    |                             |           |          |      |    |
| RESEARCH & DEVELOPMENT COSTS                          |                     |        |          |      |    |                             |        |          |      |    |                             |           |          |      |    |
| POSITIONS   |                     |        |          |      |    |                             |        |          |      |    |                             |           |          |      |    |
| EXPENDITURES (\$1,000's)                              |                     |        |          |      |    |                             |        |          |      |    |                             |           |          |      |    |
| OPERATING COSTS                                       |                     |        |          |      |    |                             |        |          |      |    |                             |           |          |      |    |
| POSITIONS   | 9.00                | 5.00   | -        | 4.00 | 44 | 9.00                        | 3.00   | -        | 6.00 | 67 | 9.00                        | 9.00      | +        | 0.00 | 0  |
| EXPENDITURES (\$1000's)                               | 1,034               | 877    | -        | 157  | 15 | 83                          | 96     | +        | 13   | 16 | 1,565                       | 1,401     | -        | 164  | 10 |
| TOTAL COSTS   |                     |        |          |      |    |                             |        |          |      |    |                             |           |          |      |    |
| POSITIONS   | 9.00                | 5.00   | -        | 4.00 | 44 | 9.00                        | 3.00   | -        | 6.00 | 67 | 9.00                        | 9.00      | +        | 0.00 | 0  |
| EXPENDITURES (\$1000's)                               | 1,034               | 877    | -        | 157  | 15 | 83                          | 96     | +        | 13   | 16 | 1,565                       | 1,401     | -        | 164  | 10 |
|   |                     |        |          |      |    | FISCAL YEAR 2021-22         |        |          |      |    | FISCAL YEAR 2022-23         |           |          |      |    |
|   |                     |        |          |      |    | PLANNED                     | ACTUAL | ± CHANGE |      | %  | PLANNED                     | ESTIMATED | ± CHANGE |      | %  |
| PART II: MEASURES OF EFFECTIVENESS                    |                     |        |          |      |    |                             |        |          |      |    |                             |           |          |      |    |
| 1. % PROJECTS COMPL FOR NEW SYSTEMS/ENHANCE-GOAL 75%  |                     |        |          |      |    | 75                          | 75     | +        | 0    | 0  | 75                          | 75        | +        | 0    | 0  |
| 2. % PROJECTS COMPL FOR ACCTG MANUALS/FORMS-GOAL 80%  |                     |        |          |      |    | 80                          | 80     | +        | 0    | 0  | 80                          | 80        | +        | 0    | 0  |
| PART III: PROGRAM TARGET GROUP                        |                     |        |          |      |    |                             |        |          |      |    |                             |           |          |      |    |
| 1. NO. OF REQUESTS TO DEV NEW SYSTEMS/MODIFY EXISTING |                     |        |          |      |    | 30                          | 30     | +        | 0    | 0  | 30                          | 30        | +        | 0    | 0  |
| 2. NO. REQUESTS NEW/CHANGES TO ACCOUNTNG MANUALS/FORM |                     |        |          |      |    | 8                           | 8      | +        | 0    | 0  | 8                           | 8         | +        | 0    | 0  |
| PART IV: PROGRAM ACTIVITY                             |                     |        |          |      |    |                             |        |          |      |    |                             |           |          |      |    |
| 1. NO. OF HOURS - DEV OF NEW SYTEMS/MODIFY EXISTING   |                     |        |          |      |    | 9152                        | 4056   | -        | 5096 | 56 | 9152                        | 3536      | -        | 5616 | 61 |
| 2. NO. OF HOURS - MAINT/MGMT ACCOUNTING MANUALS/FORMS |                     |        |          |      |    | 360                         | 166    | -        | 194  | 54 | 360                         | 166       | -        | 194  | 54 |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 02 02 01  
AGS 101

**PROGRAM TITLE: ACCOUNTING SYSTEM DEVELOPMENT & MAINTENANCE**

---

### **PART I - EXPENDITURES AND POSITIONS**

The position variances for FY 22 and the first quarter of FY 23 are due to six vacant positions and the inability to fill. All positions are in recruitment and expected to be filled soon.

The expenditure variances for FY 22 are the result of the vacant positions. Some variance may be partially due to the Administration's annual set-a-side general fund restrictions.

### **PART II - MEASURES OF EFFECTIVENESS**

There are no significant variances.

### **PART III - PROGRAM TARGET GROUPS**

There are no significant variances.

### **PART IV - PROGRAM ACTIVITIES**

Items 1 and 2: The variances in FY 22 and projected variances in FY 23 are due to the vacant positions compared to budgeted (refer to Part I).

## STATE OF HAWAII

PROGRAM TITLE:

EXPENDITURE EXAMINATION

PROGRAM-ID:

AGS-102

PROGRAM STRUCTURE NO:

11020202

## VARIANCE REPORT

REPORT V61

12/2/22

|   | FISCAL YEAR 2021-22 |        |          |      | THREE MONTHS ENDED 09-30-22 |        |          |     | NINE MONTHS ENDING 06-30-23 |           |          |       |     |      |    |
|---|---------------------|--------|----------|------|-----------------------------|--------|----------|-----|-----------------------------|-----------|----------|-------|-----|------|----|
|   | BUDGETED            | ACTUAL | ± CHANGE | %    | BUDGETED                    | ACTUAL | ± CHANGE | %   | BUDGETED                    | ESTIMATED | ± CHANGE | %     |     |      |    |
| PART I: EXPENDITURES & POSITIONS                      |                     |        |          |      |                             |        |          |     |                             |           |          |       |     |      |    |
| RESEARCH & DEVELOPMENT COSTS                          |                     |        |          |      |                             |        |          |     |                             |           |          |       |     |      |    |
| POSITIONS   |                     |        |          |      |                             |        |          |     |                             |           |          |       |     |      |    |
| EXPENDITURES (\$1,000's)                              |                     |        |          |      |                             |        |          |     |                             |           |          |       |     |      |    |
| OPERATING COSTS                                       |                     |        |          |      |                             |        |          |     |                             |           |          |       |     |      |    |
| POSITIONS   | 18.00               | 12.00  | -        | 6.00 | 33                          | 18.00  | 10.00    | -   | 8.00                        | 44        | 18.00    | 15.00 | -   | 3.00 | 17 |
| EXPENDITURES (\$1000's)                               | 1,440               | 1,217  | -        | 223  | 15                          | 158    | 152      | -   | 6                           | 4         | 1,387    | 1,256 | -   | 131  | 9  |
| TOTAL COSTS   |                     |        |          |      |                             |        |          |     |                             |           |          |       |     |      |    |
| POSITIONS   | 18.00               | 12.00  | -        | 6.00 | 33                          | 18.00  | 10.00    | -   | 8.00                        | 44        | 18.00    | 15.00 | -   | 3.00 | 17 |
| EXPENDITURES (\$1000's)                               | 1,440               | 1,217  | -        | 223  | 15                          | 158    | 152      | -   | 6                           | 4         | 1,387    | 1,256 | -   | 131  | 9  |
|   |                     |        |          |      | FISCAL YEAR 2021-22         |        |          |     | FISCAL YEAR 2022-23         |           |          |       |     |      |    |
|   |                     |        |          |      | PLANNED                     | ACTUAL | ± CHANGE | %   | PLANNED                     | ESTIMATED | ± CHANGE | %     |     |      |    |
| PART II: MEASURES OF EFFECTIVENESS                    |                     |        |          |      |                             |        |          |     |                             |           |          |       |     |      |    |
| 1. AV IN-HSE TIME FOR PAYMTS TO VENDORS-GOAL 5 WK DAY |                     |        |          |      | 5                           | 5      | +        | 0   | 0                           | 5         | 5        | +     | 0   | 0    |    |
| 2. % OF LATE PAYMENTS-GOAL 5% STATEWIDE               |                     |        |          |      | 8                           | 6      | -        | 2   | 25                          | 8         | 6        | -     | 2   | 25   |    |
| 3. % OF PAYMT VOUCHER PROCESSED W/ NO ERRORS-GOAL 90% |                     |        |          |      | 99                          | 99     | +        | 0   | 0                           | 99        | 99       | +     | 0   | 0    |    |
| PART III: PROGRAM TARGET GROUP                        |                     |        |          |      |                             |        |          |     |                             |           |          |       |     |      |    |
| 1. NO. OF PAYMENT VOUCHERS PROCESSED (IN THOUSANDS)   |                     |        |          |      | 77                          | 70     | -        | 7   | 9                           | 77        | 70       | -     | 7   | 9    |    |
| PART IV: PROGRAM ACTIVITY                             |                     |        |          |      |                             |        |          |     |                             |           |          |       |     |      |    |
| 1. NO. OF CONTRACTS EXAMINED                          |                     |        |          |      | 1300                        | 1000   | -        | 300 | 23                          | 1300      | 1000     | -     | 300 | 23   |    |
| 2. NO. OF PAYCHECKS ISSUED (IN THOUSANDS)             |                     |        |          |      | 75                          | 75     | +        | 0   | 0                           | 75        | 75       | +     | 0   | 0    |    |
| 3. NO. OF CHECKS (NON-PAYROLL) ISSUED (IN THOUSANDS)  |                     |        |          |      | 450                         | 392    | -        | 58  | 13                          | 450       | 392      | -     | 58  | 13   |    |
| 4. NO. OF PAYMENTS MADE ELECTRONICALLY (IN THOUSANDS) |                     |        |          |      | 3800                        | 3000   | -        | 800 | 21                          | 3800      | 3000     | -     | 800 | 21   |    |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 02 02 02  
AGS 102

**PROGRAM TITLE: EXPENDITURE EXAMINATION**

---

### **PART I - EXPENDITURES AND POSITIONS**

For FY 22, the variance in position counts is the result of six vacancies that were suspended as of April 2020 and into FY 22. All vacant positions are in the process of recruitment and are expected to be filled in the near future.

The variance in expenditures is the result of six vacant positions at the end of FY 22.

For FY 23, the variance in position counts resulted from open vacancies that are currently in recruitment.

The variance in expenditures is the result of eight vacant positions that are currently in recruitment.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 2: The percentage of late payment decreased due to a decrease in the number of vouchers processed.

### **PART III - PROGRAM TARGET GROUPS**

There are no significant variances in this category.

### **PART IV - PROGRAM ACTIVITIES**

Item 1: The number of contracts examined decreased due to less services rendered by the State due to COVID-19.

Item 3: The number of checks decreased due to a shift of payments being made electronically.

Item 4: The number of electronic payments decreased due to a decrease in unemployment insurance direct deposits for new applicants.

## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO: 11020203

RECORDING AND REPORTING

AGS-103

## VARIANCE REPORT

REPORT V61

12/2/22

|   | FISCAL YEAR 2021-22 |        |   |        | THREE MONTHS ENDED 09-30-22 |                     |        |   | NINE MONTHS ENDING 06-30-23 |                     |          |           |   |        |    |
|---|---------------------|--------|---|--------|-----------------------------|---------------------|--------|---|-----------------------------|---------------------|----------|-----------|---|--------|----|
|   | BUDGETED            | ACTUAL | ± | CHANGE | %                           | BUDGETED            | ACTUAL | ± | CHANGE                      | %                   | BUDGETED | ESTIMATED | ± | CHANGE | %  |
| PART I: EXPENDITURES & POSITIONS                      |                     |        |   |        |                             |                     |        |   |                             |                     |          |           |   |        |    |
| RESEARCH & DEVELOPMENT COSTS                          |                     |        |   |        |                             |                     |        |   |                             |                     |          |           |   |        |    |
| POSITIONS   |                     |        |   |        |                             |                     |        |   |                             |                     |          |           |   |        |    |
| EXPENDITURES (\$1,000's)                              |                     |        |   |        |                             |                     |        |   |                             |                     |          |           |   |        |    |
| OPERATING COSTS                                       |                     |        |   |        |                             |                     |        |   |                             |                     |          |           |   |        |    |
| POSITIONS   | 13.00               | 10.00  | - | 3.00   | 23                          | 13.00               | 9.00   | - | 4.00                        | 31                  | 13.00    | 13.00     | + | 0.00   | 0  |
| EXPENDITURES (\$1000's)                               | 1,048               | 1,045  | - | 3      | 0                           | 202                 | 227    | + | 25                          | 12                  | 956      | 830       | - | 126    | 13 |
| TOTAL COSTS   |                     |        |   |        |                             |                     |        |   |                             |                     |          |           |   |        |    |
| POSITIONS   | 13.00               | 10.00  | - | 3.00   | 23                          | 13.00               | 9.00   | - | 4.00                        | 31                  | 13.00    | 13.00     | + | 0.00   | 0  |
| EXPENDITURES (\$1000's)                               | 1,048               | 1,045  | - | 3      | 0                           | 202                 | 227    | + | 25                          | 12                  | 956      | 830       | - | 126    | 13 |
|   |                     |        |   |        |                             | FISCAL YEAR 2021-22 |        |   |                             | FISCAL YEAR 2022-23 |          |           |   |        |    |
|   |                     |        |   |        |                             | PLANNED             | ACTUAL | ± | CHANGE                      | %                   | PLANNED  | ESTIMATED | ± | CHANGE | %  |
| PART II: MEASURES OF EFFECTIVENESS                    |                     |        |   |        |                             |                     |        |   |                             |                     |          |           |   |        |    |
| 1. AV TIME TO ISSUANCE OF CAFR-GOAL 6 MONTHS          |                     |        |   |        |                             | 6                   | 6      | + | 0                           | 0                   | 6        | 6         | + | 0      | 0  |
| 2. AV TIME TO ISSUANCE OF QTRLY FIN RPTS-GOAL 4 WEEKS |                     |        |   |        |                             | 4                   | 4      | + | 0                           | 0                   | 4        | 4         | + | 0      | 0  |
| 3. AV TIME TO POST ALLOTMENT DOCUMENTS-GOAL 4 WK DAYS |                     |        |   |        |                             | 4                   | 4      | + | 0                           | 0                   | 4        | 4         | + | 0      | 0  |
| PART III: PROGRAM TARGET GROUP                        |                     |        |   |        |                             |                     |        |   |                             |                     |          |           |   |        |    |
| 1. NO. OF DEPTS/AGENCIES RECEIVING FINANCIAL REPORTS  |                     |        |   |        |                             | 36                  | 36     | + | 0                           | 0                   | 36       | 36        | + | 0      | 0  |
| 2. NO. OF FINANCIAL REPORTS DISTRIBUTED TO DEPTS      |                     |        |   |        |                             | 11                  | 11     | + | 0                           | 0                   | 11       | 11        | + | 0      | 0  |
| PART IV: PROGRAM ACTIVITY                             |                     |        |   |        |                             |                     |        |   |                             |                     |          |           |   |        |    |
| 1. NO. OF ALLOTMENT DOCUMENTS PROCESSED               |                     |        |   |        |                             | 5000                | 3789   | - | 1211                        | 24                  | 5000     | 5000      | + | 0      | 0  |



## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 02 02 03  
AGS 103

**PROGRAM TITLE: RECORDING AND REPORTING**

---

### **PART I - EXPENDITURES AND POSITIONS**

The position variance for FY 22 is due to two positions being vacant since August 2021 and not being able to find the right applicants and one position being vacant since May 2022. The position variance for the first quarter of FY 23 is due to four vacancies, the same three from FY 22 and one additional vacancy from July 2022. Recruitment is in progress for all four positions.

There is no significant variance in FY 22 expenditures. The variance in estimated expenditures for the nine months ending June 30, 2023, is mostly due to restriction.

### **PART II - MEASURES OF EFFECTIVENESS**

There are no significant variances in this category.

### **PART III - PROGRAM TARGET GROUPS**

There are no significant variances in this category.

### **PART IV - PROGRAM ACTIVITIES**

Item 1: The number of allotment documents processed in FY 22 was less than anticipated.

## STATE OF HAWAII

PROGRAM TITLE:

INTERNAL POST AUDIT

PROGRAM-ID:

AGS-104

PROGRAM STRUCTURE NO:

11020204

## VARIANCE REPORT

REPORT V61

12/2/22

|   | FISCAL YEAR 2021-22 |        |          |      | THREE MONTHS ENDED 09-30-22 |                     |        |          | NINE MONTHS ENDING 06-30-23 |                     |          |           |          |      |    |
|---|---------------------|--------|----------|------|-----------------------------|---------------------|--------|----------|-----------------------------|---------------------|----------|-----------|----------|------|----|
|   | BUDGETED            | ACTUAL | ± CHANGE |      | %                           | BUDGETED            | ACTUAL | ± CHANGE |                             | %                   | BUDGETED | ESTIMATED | ± CHANGE |      | %  |
| PART I: EXPENDITURES & POSITIONS                      |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |    |
| RESEARCH & DEVELOPMENT COSTS                          |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |    |
| POSITIONS   |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |    |
| EXPENDITURES (\$1,000's)                              |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |    |
| OPERATING COSTS                                       |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |    |
| POSITIONS   | 7.00                | 5.00   | -        | 2.00 | 29                          | 7.00                | 5.00   | -        | 2.00                        | 29                  | 7.00     | 7.00      | +        | 0.00 | 0  |
| EXPENDITURES (\$1000's)                               | 763                 | 698    | -        | 65   | 9                           | 149                 | 142    | -        | 7                           | 5                   | 792      | 724       | -        | 68   | 9  |
| TOTAL COSTS   |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |    |
| POSITIONS   | 7.00                | 5.00   | -        | 2.00 | 29                          | 7.00                | 5.00   | -        | 2.00                        | 29                  | 7.00     | 7.00      | +        | 0.00 | 0  |
| EXPENDITURES (\$1000's)                               | 763                 | 698    | -        | 65   | 9                           | 149                 | 142    | -        | 7                           | 5                   | 792      | 724       | -        | 68   | 9  |
|   |                     |        |          |      |                             | FISCAL YEAR 2021-22 |        |          |                             | FISCAL YEAR 2022-23 |          |           |          |      |    |
|   |                     |        |          |      |                             | PLANNED             | ACTUAL | ± CHANGE |                             | %                   | PLANNED  | ESTIMATED | ± CHANGE |      | %  |
| PART II: MEASURES OF EFFECTIVENESS                    |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |    |
| 1. NO. OF STATUTORY AUDITS COMP AS % OF TOTAL PLANNED |                     |        |          |      |                             | 100                 | 100    | +        | 0                           | 0                   | 100      | 100       | +        | 0    | 0  |
| 2. NO. FIN AUDIT RPTS REV AS % TOTAL BY OFFICE OF AUD |                     |        |          |      |                             | 100                 | 100    | +        | 0                           | 0                   | 100      | 100       | +        | 0    | 0  |
| 3. AV LENGTH OF TIME BETWEEN AUDITS                   |                     |        |          |      |                             | 6                   | 6      | +        | 0                           | 0                   | 6        | 6         | +        | 0    | 0  |
| PART III: PROGRAM TARGET GROUP                        |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |    |
| 1. NUMBER OF STATUTORY REQUIRED AUDITS                |                     |        |          |      |                             | 280                 | 28     | -        | 252                         | 90                  | 280      | 28        | -        | 252  | 90 |
| 2. NO. OF EXEC DEPTS SUB TO COMPTROLLER ACCT POLICIES |                     |        |          |      |                             | 18                  | 18     | +        | 0                           | 0                   | 18       | 18        | +        | 0    | 0  |
| 3. NO. OF FINANCIAL AUDITS PLANNED BY OFF OF AUDITOR  |                     |        |          |      |                             | 11                  | 11     | +        | 0                           | 0                   | 11       | 11        | +        | 0    | 0  |
| PART IV: PROGRAM ACTIVITY                             |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |    |
| 1. MONITOR IC & ACCTG SYS THROUGH STATUTORY REQ AUDIT |                     |        |          |      |                             | 18                  | 18     | +        | 0                           | 0                   | 18       | 18        | +        | 0    | 0  |
| 2. MONITOR IC BY REV OFFICE OF AUDITOR FIN AUDIT RPTS |                     |        |          |      |                             | 11                  | 20     | +        | 9                           | 82                  | 11       | 20        | +        | 9    | 82 |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 02 02 04  
AGS 104

**PROGRAM TITLE: INTERNAL POST AUDIT**

---

### **PART I - EXPENDITURES AND POSITIONS**

The two positions for FY 22 were vacant because the Legislature did not provide funding for the positions.

### **PART II - MEASURES OF EFFECTIVENESS**

There are no significant variances.

### **PART III - PROGRAM TARGET GROUPS**

Item 1: There was a typographical error in the number of statutory audits required. Instead of the number 280, the number should be 28.

### **PART IV - PROGRAM ACTIVITIES**

Item 2: We reviewed 20 financial audit reports by Certified Public Accountant firms contracted by the Office of the Auditor. This is an increase of 82% over the Planned review of 11. Going forward, we plan to review 20 financial audit reports since this is the number of audits contracted by the Office of the Auditor.

## VARIANCE REPORT

|   | FISCAL YEAR 2021-22 |         |          |    | THREE MONTHS ENDED 09-30-22 |        |          |     | NINE MONTHS ENDING 06-30-23 |           |          |     |
|---|---------------------|---------|----------|----|-----------------------------|--------|----------|-----|-----------------------------|-----------|----------|-----|
|   | BUDGETED            | ACTUAL  | ± CHANGE | %  | BUDGETED                    | ACTUAL | ± CHANGE | %   | BUDGETED                    | ESTIMATED | ± CHANGE | %   |
| <b>PART I: EXPENDITURES &amp; POSITIONS</b>         |                     |         |          |    |                             |        |          |     |                             |           |          |     |
| <b>RESEARCH &amp; DEVELOPMENT COSTS</b>             |                     |         |          |    |                             |        |          |     |                             |           |          |     |
| <b>POSITIONS</b>                                    |                     |         |          |    |                             |        |          |     |                             |           |          |     |
| <b>EXPENDITURES (\$1,000's)</b>                     |                     |         |          |    |                             |        |          |     |                             |           |          |     |
| <b>OPERATING COSTS</b>                              |                     |         |          |    |                             |        |          |     |                             |           |          |     |
| <b>POSITIONS</b>                                    | 24.00               | 21.00   | - 3.00   | 13 | 24.00                       | 19.00  | - 5.00   | 21  | 24.00                       | 19.00     | - 5.00   | 21  |
| <b>EXPENDITURES (\$1000's)</b>                      | 480,141             | 452,683 | - 27,458 | 6  | 14,834                      | 14,527 | - 307    | 2   | 479,760                     | 479,760   | + 0      | 0   |
| <b>TOTAL COSTS</b>                                  |                     |         |          |    |                             |        |          |     |                             |           |          |     |
| <b>POSITIONS</b>                                    | 24.00               | 21.00   | - 3.00   | 13 | 24.00                       | 19.00  | - 5.00   | 21  | 24.00                       | 19.00     | - 5.00   | 21  |
| <b>EXPENDITURES (\$1000's)</b>                      | 480,141             | 452,683 | - 27,458 | 6  | 14,834                      | 14,527 | - 307    | 2   | 479,760                     | 479,760   | + 0      | 0   |
|   |                     |         |          |    | FISCAL YEAR 2021-22         |        |          |     | FISCAL YEAR 2022-23         |           |          |     |
|   |                     |         |          |    | PLANNED                     | ACTUAL | ± CHANGE | %   | PLANNED                     | ESTIMATED | ± CHANGE | %   |
| <b>PART II: MEASURES OF EFFECTIVENESS</b>           |                     |         |          |    |                             |        |          |     |                             |           |          |     |
| 1. AV ANN RATE OF RETURN ON STATE TREASRY INVSTMTS  |                     |         |          |    | 1.5                         | 2.81   | + 1.31   | 87  | 1.5                         | 3.31      | + 1.81   | 121 |
| 2. % TREASURY TRANSACTNS UNRECONCILED AFTER 30 DAYS |                     |         |          |    | 10                          | 47     | + 37     | 370 | 10                          | 42        | + 32     | 320 |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

**PROGRAM TITLE: FINANCIAL ADMINISTRATION**

**11 02 03**

**PART I - EXPENDITURES AND POSITIONS**

(See Lowest Level Programs for Explanation of Variances)

**PART II - MEASURES OF EFFECTIVENESS**

(See Lowest Level Programs for Explanation of Variances)

## STATE OF HAWAII

PROGRAM TITLE: FINANCIAL ADMINISTRATION

PROGRAM-ID: BUF-115

PROGRAM STRUCTURE NO: 11020301

## VARIANCE REPORT

REPORT V61

12/2/22

|   | FISCAL YEAR 2021-22 |        |          |      | THREE MONTHS ENDED 09-30-22 |         |          |        | NINE MONTHS ENDING 06-30-23 |           |          |        |        |      |    |
|---|---------------------|--------|----------|------|-----------------------------|---------|----------|--------|-----------------------------|-----------|----------|--------|--------|------|----|
|   | BUDGETED            | ACTUAL | ± CHANGE | %    | BUDGETED                    | ACTUAL  | ± CHANGE | %      | BUDGETED                    | ESTIMATED | ± CHANGE | %      |        |      |    |
| PART I: EXPENDITURES & POSITIONS                      |                     |        |          |      |                             |         |          |        |                             |           |          |        |        |      |    |
| RESEARCH & DEVELOPMENT COSTS                          |                     |        |          |      |                             |         |          |        |                             |           |          |        |        |      |    |
| POSITIONS   |                     |        |          |      |                             |         |          |        |                             |           |          |        |        |      |    |
| EXPENDITURES (\$1,000's)                              |                     |        |          |      |                             |         |          |        |                             |           |          |        |        |      |    |
| OPERATING COSTS                                       |                     |        |          |      |                             |         |          |        |                             |           |          |        |        |      |    |
| POSITIONS   | 24.00               | 21.00  | -        | 3.00 | 13                          | 24.00   | 19.00    | -      | 5.00                        | 21        | 24.00    | 19.00  | -      | 5.00 | 21 |
| EXPENDITURES (\$1000's)                               | 13,910              | 12,969 | -        | 941  | 7                           | 3,477   | 3,170    | -      | 307                         | 9         | 10,788   | 10,788 | +      | 0    | 0  |
| TOTAL COSTS   |                     |        |          |      |                             |         |          |        |                             |           |          |        |        |      |    |
| POSITIONS   | 24.00               | 21.00  | -        | 3.00 | 13                          | 24.00   | 19.00    | -      | 5.00                        | 21        | 24.00    | 19.00  | -      | 5.00 | 21 |
| EXPENDITURES (\$1000's)                               | 13,910              | 12,969 | -        | 941  | 7                           | 3,477   | 3,170    | -      | 307                         | 9         | 10,788   | 10,788 | +      | 0    | 0  |
|   |                     |        |          |      | FISCAL YEAR 2021-22         |         |          |        | FISCAL YEAR 2022-23         |           |          |        |        |      |    |
|   |                     |        |          |      | PLANNED                     | ACTUAL  | ± CHANGE | %      | PLANNED                     | ESTIMATED | ± CHANGE | %      |        |      |    |
| PART II: MEASURES OF EFFECTIVENESS                    |                     |        |          |      |                             |         |          |        |                             |           |          |        |        |      |    |
| 1. AV ANN RATE OF RETURN ON STATE TREASRY INVSTMTS    |                     |        |          |      | 1.5                         | 2.81    | +        | 1.31   | 87                          | 1.5       | 3.31     | +      | 1.81   | 121  |    |
| 2. % TREASURY TRANSACTNS UNRECONCILED AFTER 30 DAYS   |                     |        |          |      | 10                          | 47      | +        | 37     | 370                         | 10        | 42       | +      | 32     | 320  |    |
| 3. % INCR IN NEW UNCLAIMED PROP HOLDER REPTS FILED    |                     |        |          |      | 10                          | 19      | +        | 9      | 90                          | 10        | 10       | +      | 0      | 0    |    |
| 4. % INCR IN UNCLAIMED PROPERTY AMOUNTS REPORTED      |                     |        |          |      | 1                           | 0       | -        | 1      | 100                         | 1         | 3        | +      | 2      | 200  |    |
| 5. % INC IN RETURNS OF UNCLMD PROP TO RIGHTFUL OWNERS |                     |        |          |      | 5                           | -33     | -        | 38     | 760                         | 5         | 10       | +      | 5      | 100  |    |
| PART III: PROGRAM TARGET GROUP                        |                     |        |          |      |                             |         |          |        |                             |           |          |        |        |      |    |
| 1. STATE DEPARTMENTS                                  |                     |        |          |      | 20                          | 20      | +        | 0      | 0                           | 20        | 20       | +      | 0      | 0    |    |
| 2. STATE INVESTMENT ACCOUNTS                          |                     |        |          |      | 8                           | 10      | +        | 2      | 25                          | 8         | 10       | +      | 2      | 25   |    |
| 3. STATE FUND INVESTMENTS (\$ MILLIONS)               |                     |        |          |      | 6800                        | 9868    | +        | 3068   | 45                          | 6800      | 9967     | +      | 3167   | 47   |    |
| 4. LOCAL AND MAINLAND FINANCIAL INSTITUTIONS          |                     |        |          |      | 14                          | 13      | -        | 1      | 7                           | 14        | 13       | -      | 1      | 7    |    |
| 5. UNCLAIMED PROPERTY HOLDERS                         |                     |        |          |      | 19000                       | 22207   | +        | 3207   | 17                          | 19000     | 23500    | +      | 4500   | 24   |    |
| 6. OWNERS OF UNCLAIMED PROPERTY                       |                     |        |          |      | 1600000                     | 2039702 | +        | 439702 | 27                          | 1600000   | 2150000  | +      | 550000 | 34   |    |
| PART IV: PROGRAM ACTIVITY                             |                     |        |          |      |                             |         |          |        |                             |           |          |        |        |      |    |
| 1. NO. OF STATE BOND ISSUES UNDERTAKEN                |                     |        |          |      | 10                          | 6       | -        | 4      | 40                          | 10        | 8        | -      | 2      | 20   |    |
| 2. AMOUNT OF STATE FUNDS MANAGED (IN MILLIONS)        |                     |        |          |      | 7800                        | 11040   | +        | 3240   | 42                          | 7800      | 11592    | +      | 3792   | 49   |    |
| 3. NO. OF STATE AGENCY ACCOUNTS SERVICED              |                     |        |          |      | 365                         | 382     | +        | 17     | 5                           | 365       | 382      | +      | 17     | 5    |    |
| 4. NO. OF UNCLAIMED PROPERTY CLAIMS PAID              |                     |        |          |      | 15000                       | 13281   | -        | 1719   | 11                          | 15000     | 15000    | +      | 0      | 0    |    |
| 5. AMOUNT OF UNCLAIMED PROPERTY CLAIMS PAID (000'S)   |                     |        |          |      | 11000                       | 11013   | +        | 13     | 0                           | 11000     | 14000    | +      | 3000   | 27   |    |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 02 03 01  
BUF 115

### PROGRAM TITLE: FINANCIAL ADMINISTRATION

#### **PART I - EXPENDITURES AND POSITIONS**

The variances in positions and in expenditures are due to personnel turnover.

#### **PART II - MEASURES OF EFFECTIVENESS**

Item 1. Investment yields result from current market conditions, which cannot be predicted. The planned number is an estimate from two years ago and both the COVID-19 pandemic and Federal Open Market Committee response to inflation significantly affected the economy and markets.

Item 2. The variance is primarily due to certain transactions not being recorded in the Financial Accounting Management and Information System. The agencies involved continue to work to resolve this issue.

Items 3-4. The variances are the result of increased industry awareness and holder compliance.

Item 5. The variance is due to a decrease in claims filed by owners. The Unclaimed Property (UP) program has no direct control over the number of claims submitted on an annual basis.

#### **PART III - PROGRAM TARGET GROUPS**

Item 2. The planned number of State investment accounts is an estimate from over two years ago. The State added two new investment brokers in 2020.

Item 3. The variance is primarily due to a large influx of federal pandemic relief funds. Additionally, the planned number of State fund investments is an estimate from over two years ago.

Item 5. The variances is the result of increased industry awareness and holder compliance.

Item 6. The variance is due to an increase in properties reported by holders and holder compliance.

#### **PART IV - PROGRAM ACTIVITIES**

Item 1. The variance is due to the number of housing bonds closed coming in lower than projected by the Hawaii Housing Finance and Development Corporation. Delays in building permits, zoning approvals, etc., caused projects to be delayed.

Item 2. The increase is primarily due to a large influx of federal pandemic relief funds pending disbursement and a significant increase in investment yields. Additionally, the planned amount is an estimate from two years ago.

Item 4. The variance due to a decrease in claims filed by owners. The UP program has no direct control over the number of claims submitted on an annual basis.

## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO: 11020303

DEBT SERVICE PAYMENTS - STATE

BUF-721

## VARIANCE REPORT

REPORT V61

12/2/22

|   | FISCAL YEAR 2021-22 |         |          |   | THREE MONTHS ENDED 09-30-22 |        |          |   | NINE MONTHS ENDING 06-30-23 |           |          |   |
|---|---------------------|---------|----------|---|-----------------------------|--------|----------|---|-----------------------------|-----------|----------|---|
|   | BUDGETED            | ACTUAL  | ± CHANGE | % | BUDGETED                    | ACTUAL | ± CHANGE | % | BUDGETED                    | ESTIMATED | ± CHANGE | % |
| <b>PART I: EXPENDITURES &amp; POSITIONS</b> |                     |         |          |   |                             |        |          |   |                             |           |          |   |
| <b>RESEARCH &amp; DEVELOPMENT COSTS</b>     |                     |         |          |   |                             |        |          |   |                             |           |          |   |
| <b>POSITIONS</b>                            |                     |         |          |   |                             |        |          |   |                             |           |          |   |
| <b>EXPENDITURES (\$1,000's)</b>             |                     |         |          |   |                             |        |          |   |                             |           |          |   |
| <b>OPERATING COSTS</b>                      |                     |         |          |   |                             |        |          |   |                             |           |          |   |
| <b>POSITIONS</b>                            | 0.00                | 0.00    | + 0.00   | 0 | 0.00                        | 0.00   | + 0.00   | 0 | 0.00                        | 0.00      | + 0.00   | 0 |
| <b>EXPENDITURES (\$1000's)</b>              | 466,231             | 439,714 | - 26,517 | 6 | 11,357                      | 11,357 | + 0      | 0 | 468,972                     | 468,972   | + 0      | 0 |
| <b>TOTAL COSTS</b>                          |                     |         |          |   |                             |        |          |   |                             |           |          |   |
| <b>POSITIONS</b>                            | 0.00                | 0.00    | + 0.00   | 0 | 0.00                        | 0.00   | + 0.00   | 0 | 0.00                        | 0.00      | + 0.00   | 0 |
| <b>EXPENDITURES (\$1000's)</b>              | 466,231             | 439,714 | - 26,517 | 6 | 11,357                      | 11,357 | + 0      | 0 | 468,972                     | 468,972   | + 0      | 0 |



## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 02 03 03  
BUF 721

**PROGRAM TITLE: DEBT SERVICE PAYMENTS - STATE**

---

### **PART I - EXPENDITURES AND POSITIONS**

The variance in expenditures is due to making lower-than-projected debt service payments in FY 22.

### **PART II - MEASURES OF EFFECTIVENESS**

No values are provided for this program. Payments are budgeted on projections for principal and interest on bonded debt for capital improvement projects.

### **PART III - PROGRAM TARGET GROUPS**

No program target groups have been developed for FY 22 and FY 23.

### **PART IV - PROGRAM ACTIVITIES**

No program activities have been developed for FY 22 and FY 23.

## VARIANCE REPORT

|   | FISCAL YEAR 2021-22 |           |          |    | THREE MONTHS ENDED 09-30-22 |          |          |     | NINE MONTHS ENDING 06-30-23 |           |          |    |
|---|---------------------|-----------|----------|----|-----------------------------|----------|----------|-----|-----------------------------|-----------|----------|----|
|   | BUDGETED            | ACTUAL    | ± CHANGE | %  | BUDGETED                    | ACTUAL   | ± CHANGE | %   | BUDGETED                    | ESTIMATED | ± CHANGE | %  |
| <b>PART I: EXPENDITURES &amp; POSITIONS</b>         |                     |           |          |    |                             |          |          |     |                             |           |          |    |
| <b>RESEARCH &amp; DEVELOPMENT COSTS</b>             |                     |           |          |    |                             |          |          |     |                             |           |          |    |
| <b>POSITIONS</b>                                    |                     |           |          |    |                             |          |          |     |                             |           |          |    |
| <b>EXPENDITURES (\$1,000's)</b>                     |                     |           |          |    |                             |          |          |     |                             |           |          |    |
| <b>OPERATING COSTS</b>                              |                     |           |          |    |                             |          |          |     |                             |           |          |    |
| <b>POSITIONS</b>                                    | 1,284.78            | 1,079.78  | - 205.00 | 16 | 1,385.78                    | 1,080.78 | - 305.00 | 22  | 1,385.78                    | 1,330.78  | - 55.00  | 4  |
| <b>EXPENDITURES (\$1000's)</b>                      | 1,329,111           | 1,304,951 | - 24,160 | 2  | 349,014                     | 327,452  | - 21,562 | 6   | 1,415,716                   | 1,423,781 | + 8,065  | 1  |
| <b>TOTAL COSTS</b>                                  |                     |           |          |    |                             |          |          |     |                             |           |          |    |
| <b>POSITIONS</b>                                    | 1,284.78            | 1,079.78  | - 205.00 | 16 | 1,385.78                    | 1,080.78 | - 305.00 | 22  | 1,385.78                    | 1,330.78  | - 55.00  | 4  |
| <b>EXPENDITURES (\$1000's)</b>                      | 1,329,111           | 1,304,951 | - 24,160 | 2  | 349,014                     | 327,452  | - 21,562 | 6   | 1,415,716                   | 1,423,781 | + 8,065  | 1  |
|   |                     |           |          |    | FISCAL YEAR 2021-22         |          |          |     | FISCAL YEAR 2022-23         |           |          |    |
|   |                     |           |          |    | PLANNED                     | ACTUAL   | ± CHANGE | %   | PLANNED                     | ESTIMATED | ± CHANGE | %  |
| <b>PART II: MEASURES OF EFFECTIVENESS</b>           |                     |           |          |    |                             |          |          |     |                             |           |          |    |
| 1. NO. OF APPROVED RECORDS RETENTION SCHEDULES      |                     |           |          |    | 5420                        | 5549     | + 129    | 2   | 5430                        | 5430      | + 0      | 0  |
| 2. AV PRE-BID CONSTRUCTION EST AS % OF AV BID PRICE |                     |           |          |    | 100                         | 117      | + 17     | 17  | 100                         | 100       | + 0      | 0  |
| 3. PERCENTAGE UTILIZATION OF PARKING SPACES         |                     |           |          |    | 105                         | 98       | - 7      | 7   | 105                         | 100       | - 5      | 5  |
| 4. COST SAVINGS OF HI ELECT PROC AWARDS (1000)      |                     |           |          |    | 50000                       | 2078     | - 47922  | 96  | 50000                       | 2000      | - 48000  | 96 |
| 5. AV LENGTH OF TIME TO PROCESS PROP LOSS CLAIM REQ |                     |           |          |    | 15                          | 34       | + 19     | 127 | 15                          | 15        | + 0      | 0  |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

**PROGRAM TITLE: GENERAL SERVICES**

**11 03**

**PART I - EXPENDITURES AND POSITIONS**

(See Lowest Level Programs for Explanation of Variances)

**PART II - MEASURES OF EFFECTIVENESS**

(See Lowest Level Programs for Explanation of Variances)

## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO: 110301

LEGAL SERVICES

ATG-100

## VARIANCE REPORT

REPORT V61

12/2/22

|                                  | FISCAL YEAR 2021-22 |        |          |        | THREE MONTHS ENDED 09-30-22 |        |          |   | NINE MONTHS ENDING 06-30-23 |           |          |        |   |       |    |
|----------------------------------|---------------------|--------|----------|--------|-----------------------------|--------|----------|---|-----------------------------|-----------|----------|--------|---|-------|----|
|                                  | BUDGETED            | ACTUAL | ± CHANGE | %      | BUDGETED                    | ACTUAL | ± CHANGE | % | BUDGETED                    | ESTIMATED | ± CHANGE | %      |   |       |    |
| PART I: EXPENDITURES & POSITIONS |                     |        |          |        |                             |        |          |   |                             |           |          |        |   |       |    |
| RESEARCH & DEVELOPMENT COSTS     |                     |        |          |        |                             |        |          |   |                             |           |          |        |   |       |    |
| POSITIONS                        |                     |        |          |        |                             |        |          |   |                             |           |          |        |   |       |    |
| EXPENDITURES (\$1,000's)         |                     |        |          |        |                             |        |          |   |                             |           |          |        |   |       |    |
| OPERATING COSTS                  |                     |        |          |        |                             |        |          |   |                             |           |          |        |   |       |    |
| POSITIONS                        | 428.78              | 357.78 | -        | 71.00  | 17                          | 470.78 | 363.78   | - | 107.00                      | 23        | 470.78   | 432.78 | - | 38.00 | 8  |
| EXPENDITURES (\$1000's)          | 72,571              | 56,495 | -        | 16,076 | 22                          | 20,263 | 13,279   | - | 6,984                       | 34        | 60,791   | 67,775 | + | 6,984 | 11 |
| TOTAL COSTS                      |                     |        |          |        |                             |        |          |   |                             |           |          |        |   |       |    |
| POSITIONS                        | 428.78              | 357.78 | -        | 71.00  | 17                          | 470.78 | 363.78   | - | 107.00                      | 23        | 470.78   | 432.78 | - | 38.00 | 8  |
| EXPENDITURES (\$1000's)          | 72,571              | 56,495 | -        | 16,076 | 22                          | 20,263 | 13,279   | - | 6,984                       | 34        | 60,791   | 67,775 | + | 6,984 | 11 |

|   | FISCAL YEAR 2021-22 |        |          |       | FISCAL YEAR 2022-23 |           |          |   |       |      |
|---|---------------------|--------|----------|-------|---------------------|-----------|----------|---|-------|------|
|   | PLANNED             | ACTUAL | ± CHANGE | %     | PLANNED             | ESTIMATED | ± CHANGE | % |       |      |
| PART II: MEASURES OF EFFECTIVENESS                    |                     |        |          |       |                     |           |          |   |       |      |
| 1. # OF CASES SETTLED, TRIED OR DECIDED               | 15000               | 14849  | -        | 151   | 1                   | 15000     | 15500    | + | 500   | 3    |
| 2. # OF INVESTIGATIONS COMPLETED                      | 5000                | 5868   | +        | 868   | 17                  | 5000      | 6000     | + | 1000  | 20   |
| 3. # LEGAL OPINIONS & ADVICE ISSUED                   | 2200                | 52675  | +        | 50475 | 2294                | 2200      | 54000    | + | 51800 | 2355 |
| 4. #CONTRACTS, RULES REVIEWED AND/OR APPROVED         | 4617                | 5971   | +        | 1354  | 29                  | 4617      | 6200     | + | 1583  | 34   |
| 5. # OF LEGISLATIVE BILLS REVIEWED                    | 8000                | 8904   | +        | 904   | 11                  | 8000      | 6000     | - | 2000  | 25   |
| 6. \$ AMOUNT OF JUDGMENTS COLLECTED FOR THE STATE     | 21000               | 23280  | +        | 2280  | 11                  | 21000     | 45000    | + | 24000 | 114  |
| 7. CIV RECOVERIES DIV EFF RATNG:COLL OVER EXPENSE (%) | 12                  | 9      | -        | 3     | 25                  | 12        | 6        | - | 6     | 50   |

|   |       |       |   |     |   |       |       |   |     |   |  |  |
|---|-------|-------|---|-----|---|-------|-------|---|-----|---|--|--|
| PART III: PROGRAM TARGET GROUP                |       |       |   |     |   |       |       |   |     |   |  |  |
| 1. EMPLOYEES AND OFFICERS OF STATE GOVERNMENT | 73000 | 73000 | + | 0   | 0 | 73000 | 73000 | + | 0   | 0 |  |  |
| 2. PEOPLE OF HAWAII (MILLIONS)                | 1.3   | 1.4   | + | 0.1 | 8 | 1.3   | 1.4   | + | 0.1 | 8 |  |  |

|   |       |       |   |       |    |       |       |   |      |    |  |  |
|---|-------|-------|---|-------|----|-------|-------|---|------|----|--|--|
| PART IV: PROGRAM ACTIVITY                             |       |       |   |       |    |       |       |   |      |    |  |  |
| 1. # HOURS-PREP/APPR FOR ADMIN HRG, PUB MTG, CT APP   | 78000 | 64396 | - | 13604 | 17 | 78000 | 78000 | + | 0    | 0  |  |  |
| 2. # HOURS - LEGAL RESEARCH, FACT GATHERING/DISCOVERY | 82000 | 69751 | - | 12249 | 15 | 82000 | 82000 | + | 0    | 0  |  |  |
| 3. # HOURS-LEGAL OPINIONS, ADVICE ISSUED              | 31000 | 28606 | - | 2394  | 8  | 31000 | 31000 | + | 0    | 0  |  |  |
| 4. # HOURS-REVIEW, APPROVAL OF RULES                  | 30000 | 15554 | - | 14446 | 48 | 30000 | 25000 | - | 5000 | 17 |  |  |
| 5. # HOURS-MATTERS RELATING TO CONTRACTS              | 12000 | 11038 | - | 962   | 8  | 12000 | 12000 | + | 0    | 0  |  |  |
| 6. # HOURS-MATTERS RELATING TO LEGISLATION            | 12000 | 12629 | + | 629   | 5  | 12000 | 12000 | + | 0    | 0  |  |  |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 03 01  
ATG 100

### PROGRAM TITLE: LEGAL SERVICES

#### **PART I - EXPENDITURES AND POSITIONS**

FY 22 vacancies were due to a combination of positions filled by 89-day hires and positions delayed for hire due to the hiring freeze.

FY 23 first quarter: The total position variance was due to a combination of vacant positions filled by temporary appointments and/or 89-day hires (which are considered vacant for reporting purposes), and 29 new positions not yet filled due to creation of new position descriptions taking priority over recruitment.

FY 22 and FY 23 expenditures variance are due to anticipated grant funds that were not received. In FY 22, \$15 million plus was appropriated and, similarly, FY 23 was appropriated grant funds in the amount of \$15 million. Neither grant funds have been received yet as of the first quarter of the current year.

#### **PART II - MEASURES OF EFFECTIVENESS**

Item 2: The variances for both years are due to an increase in investigations relating to Sex Offenders registrations and Tobacco distribution inspections which were delayed due to COVID-19.

Item 3: For FY 22 and FY 23, the number of legal opinions and advice issued increased dramatically due to the inclusion of verbal and email opinions issued. The planned amount erroneously only included written opinions issued, which grossly understates our activities.

Item 4: For FY 22, the number of contracts and rules reviewed and approved increased significantly in activity from the Department of Health due to COVID-19 issues. We anticipate this trend to continue for FY 23.

Item 5: For FY 22, the increase in legislative bills reviewed is related to COVID-19 impacting the previous legislative session, causing an increase in carry-over bills.

Item 6: For FY 22, the increased amount of judgments collected for the State than the planned amount was attributable to \$3 million in tax related matters. For FY 23 the \$24 million increase relates to a settlement with Liberty Dialysis of \$13 million and the collection of \$9 million from pharmaceutical companies relating to opioids.

Item 7: Rate improved both years due to lower costs associated with vacancies and higher collections than anticipated.

#### **PART III - PROGRAM TARGET GROUPS**

No significant variance.

#### **PART IV - PROGRAM ACTIVITIES**

Items 1 and 2: In FY 22, the number of hours prepping for hearings/court and hours doing legal research and fact gathering were significantly reduced due to the postponement of trials and hearings due to COVID-19.

Item 4: In FY 22, the number of hours reviewing and approving rules were below planned due to hours diverted to reviewing and approving emergency proclamations. For FY 23, the planned number of hours for reviews/approvals is also lower due to less rule change requests.

## VARIANCE REPORT

|                                       | FISCAL YEAR 2021-22 |        |          |       |    | THREE MONTHS ENDED 09-30-22 |        |          |       |    | NINE MONTHS ENDING 06-30-23 |           |          |      |   |
|---------------------------------------|---------------------|--------|----------|-------|----|-----------------------------|--------|----------|-------|----|-----------------------------|-----------|----------|------|---|
|                                       | BUDGETED            | ACTUAL | ± CHANGE |       | %  | BUDGETED                    | ACTUAL | ± CHANGE |       | %  | BUDGETED                    | ESTIMATED | ± CHANGE |      | % |
| PART I: EXPENDITURES & POSITIONS      |                     |        |          |       |    |                             |        |          |       |    |                             |           |          |      |   |
| RESEARCH & DEVELOPMENT COSTS          |                     |        |          |       |    |                             |        |          |       |    |                             |           |          |      |   |
| POSITIONS                             |                     |        |          |       |    |                             |        |          |       |    |                             |           |          |      |   |
| EXPENDITURES (\$1,000's)              |                     |        |          |       |    |                             |        |          |       |    |                             |           |          |      |   |
| OPERATING COSTS                       |                     |        |          |       |    |                             |        |          |       |    |                             |           |          |      |   |
| POSITIONS                             | 141.00              | 122.00 | -        | 19.00 | 13 | 155.00                      | 122.00 | -        | 33.00 | 21 | 155.00                      | 153.00    | -        | 2.00 | 1 |
| EXPENDITURES (\$1000's)               | 42,131              | 37,803 | -        | 4,328 | 10 | 12,976                      | 8,899  | -        | 4,077 | 31 | 40,891                      | 40,733    | -        | 158  | 0 |
| TOTAL COSTS                           |                     |        |          |       |    |                             |        |          |       |    |                             |           |          |      |   |
| POSITIONS                             | 141.00              | 122.00 | -        | 19.00 | 13 | 155.00                      | 122.00 | -        | 33.00 | 21 | 155.00                      | 153.00    | -        | 2.00 | 1 |
| EXPENDITURES (\$1000's)               | 42,131              | 37,803 | -        | 4,328 | 10 | 12,976                      | 8,899  | -        | 4,077 | 31 | 40,891                      | 40,733    | -        | 158  | 0 |
|                                       |                     |        |          |       |    | FISCAL YEAR 2021-22         |        |          |       |    | FISCAL YEAR 2022-23         |           |          |      |   |
|                                       |                     |        |          |       |    | PLANNED                     | ACTUAL | ± CHANGE |       | %  | PLANNED                     | ESTIMATED | ± CHANGE |      | % |
| PART II: MEASURES OF EFFECTIVENESS    |                     |        |          |       |    |                             |        |          |       |    |                             |           |          |      |   |
| 1. % OF NETWORK INFRASTRUCTURE UPTIME |                     |        |          |       |    | 99.9                        | 99.8   | -        | 0.1   | 0  | 99.9                        | 99        | -        | 0.9  | 1 |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

**PROGRAM TITLE: INFORMATION TECH & COMMUNICATION SVCS**

**11 03 02**

**PART I - EXPENDITURES AND POSITIONS**

(See Lowest Level Programs for Explanation of Variances)

**PART II - MEASURES OF EFFECTIVENESS**

(See Lowest Level Programs for Explanation of Variances)

## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO: 11030202

ENT TECH SVCS - OPER &amp; INFRASTRUCTURE MNTNCE

AGS-131

## VARIANCE REPORT

REPORT V61

12/2/22

| PART I: EXPENDITURES & POSITIONS<br>RESEARCH & DEVELOPMENT COSTS<br>POSITIONS<br>EXPENDITURES (\$1,000's) | FISCAL YEAR 2021-22 |                  |          |                | THREE MONTHS ENDED 09-30-22 |                  |                 |        | NINE MONTHS ENDING 06-30-23 |           |                  |                  |        |             |        |
|---|---------------------|------------------|----------|----------------|-----------------------------|------------------|-----------------|--------|-----------------------------|-----------|------------------|------------------|--------|-------------|--------|
|   | BUDGETED            | ACTUAL           | ± CHANGE | %              | BUDGETED                    | ACTUAL           | ± CHANGE        | %      | BUDGETED                    | ESTIMATED | ± CHANGE         | %                |        |             |        |
|   |                     |                  |          |                |                             |                  |                 |        |                             |           |                  |                  |        |             |        |
| OPERATING COSTS<br>POSITIONS<br>EXPENDITURES (\$1000's)   | 141.00<br>42,131    | 122.00<br>37,803 | -<br>-   | 19.00<br>4,328 | 13<br>10                    | 155.00<br>12,976 | 122.00<br>8,899 | -<br>- | 33.00<br>4,077              | 21<br>31  | 155.00<br>40,891 | 153.00<br>40,733 | -<br>- | 2.00<br>158 | 1<br>0 |
| TOTAL COSTS<br>POSITIONS<br>EXPENDITURES (\$1000's)   | 141.00<br>42,131    | 122.00<br>37,803 | -<br>-   | 19.00<br>4,328 | 13<br>10                    | 155.00<br>12,976 | 122.00<br>8,899 | -<br>- | 33.00<br>4,077              | 21<br>31  | 155.00<br>40,891 | 153.00<br>40,733 | -<br>- | 2.00<br>158 | 1<br>0 |

| PART II: MEASURES OF EFFECTIVENESS                    | FISCAL YEAR 2021-22 |        |          |      | FISCAL YEAR 2022-23 |           |          |   |      |      |
|---|---------------------|--------|----------|------|---------------------|-----------|----------|---|------|------|
|   | PLANNED             | ACTUAL | ± CHANGE | %    | PLANNED             | ESTIMATED | ± CHANGE | % |      |      |
| 1. REQ FOR IP SVCS CMP WITHIN TIMEFRAME AS %TTL CMP   | 83                  | 99     | +        | 16   | 19                  | 83        | 100      | + | 17   | 20   |
| 2. % OF MAINFRAME PRODUCTION JOBS RUN AS SCHEDULED    | 99                  | 99     | +        | 0    | 0                   | 99        | 99       | + | 0    | 0    |
| 3. MFRAME PROD JOBS RERUN AS % OF TTL MFRAME PROD JOB | .18                 | .18    | +        | 0    | 0                   | .18       | .18      | + | 0    | 0    |
| 4. MAINFRAME DOWNTIME AS % OF TOTAL OPERATIONAL TIME  | .12                 | .12    | +        | 0    | 0                   | .12       | .12      | + | 0    | 0    |
| 5. # TROUBLE CALLS RESOLVED AS % CALLS RECD BY NCU    | 98                  | 98     | +        | 0    | 0                   | 98        | 98       | + | 0    | 0    |
| 6. % OF NETWORK INFRASTRUCTURE UPTIME                 | 99.9                | 99.8   | -        | 0.1  | 0                   | 99.9      | 99       | - | 0.9  | 1    |
| 7. # OF CYBER SECURITY ATTACKS BLOCKED (IN MILLION)   | 295                 | 2612   | +        | 2317 | 785                 | 300       | 10000    | + | 9700 | 3233 |
| 8. # HELP DESK TICKETS RESOLVED AS % OF TOTAL RECEIVE | 99                  | 99     | +        | 0    | 0                   | 99        | 99       | + | 0    | 0    |

| PART III: PROGRAM TARGET GROUP |    |    |   |   |   |    |    |   |   |   |
|--------------------------------|----|----|---|---|---|----|----|---|---|---|
| 1. # OF STATE USER AGENCIES    | 21 | 21 | + | 0 | 0 | 21 | 21 | + | 0 | 0 |

| PART IV: PROGRAM ACTIVITY                            |       |       |   |      |     |       |       |   |      |     |
|--|-------|-------|---|------|-----|-------|-------|---|------|-----|
| 1. # OF DEVICES INCL VIRTUAL AT STATE'S DATA CENTER  | 650   | 512   | - | 138  | 21  | 650   | 512   | - | 138  | 21  |
| 2. TOTAL # OF APPLICATIONS MAINTAINED                | 72    | 72    | + | 0    | 0   | 72    | 72    | + | 0    | 0   |
| 3. AVERAGE MO CALL VOLUME REC'D BY ASSISTANCE CNTR   | 600   | 600   | + | 0    | 0   | 600   | 600   | + | 0    | 0   |
| 4. TOTAL NO. OF VIDEO CONF HOURS SCHEDULED           | 2000  | 140   | - | 1860 | 93  | 2000  | 140   | - | 1860 | 93  |
| 5. # MICROWAVE RADIO LINKS & SITES ADDED OR UPGRADED | 10    | 3     | - | 7    | 70  | 5     | 3     | - | 2    | 40  |
| 6. AV MO VOL OF DATA BACKED UP FOR OFFSITE STORAGE   | 168   | 632   | + | 464  | 276 | 184   | 664   | + | 480  | 261 |
| 7. TOTAL NUMBER OF EXEC BR E-MAIL ACCOUNTS ADMINSTRD | 12967 | 14519 | + | 1552 | 12  | 13226 | 14809 | + | 1583 | 12  |
| 8. TOTAL NUMBER OF CYBER SECURITY ALERTS BROADCAST   | 100   | 104   | + | 4    | 4   | 115   | 120   | + | 5    | 4   |
| 9. TOTAL NO. OF CYBER SECURITY INCIDENT NOTICES      | 900   | 928   | + | 28   | 3   | 1000  | 1050  | + | 50   | 5   |
| 10. TOTAL # OF USER TRAINING SESSIONS HELD           | 150   | 150   | + | 0    | 0   | 150   | 150   | + | 0    | 0   |



## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 03 02 02  
AGS 131

**PROGRAM TITLE: ENT TECH SVCS - OPER & INFRASTRUCTURE MNTNCE**

### **PART I - EXPENDITURES AND POSITIONS**

The variance in position counts for FY 22 and the first quarter of FY 23 is a result of employee turnover due to retirement and promotional opportunities. In addition, 14 new positions were authorized in FY 22. The Office of Enterprise Technology Services is currently working on obtaining approvals to fill all vacant positions. The variance in expenditures for FY 22 is due to the full allotment of the interdepartmental transfers (U) fund ceiling without the concurrent collection of U fund revenue. The variance in expenditure for the first quarter of FY 23 is due to the delay in the encumbrance of a contract.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 1: For FY 22, more requests to perform application changes were received than the previous fiscal year. For FY 23, the estimated count of expected requests to perform application changes is expected to be the same as the previous fiscal year.

Item 7: We incorporated alert information from additional products that were previously unavailable.

### **PART III - PROGRAM TARGET GROUPS**

There are no significant variances in the program target group.

### **PART IV - PROGRAM ACTIVITIES**

Item 1: Agencies removed their equipment (servers/blades), and the mainframe and storage devices moved to Omaha.

Item 4: Agencies used Teams/Zoom for meetings. The Video Conference Center was not being used since State staff was not in the office.

Item 5: The Waimanalo Ridge-Pu Papaa dish is too large to go on a wood pole and access to the tower changed with new management of the site. The construction phase of Kukuilono is not yet completed, so the

equipment cannot be moved in until the Department of Accounting and General Services finishes the job. Haleakala-Kaupulehu links were delayed due to interference. We had to go back and get new frequencies. These will be pushed into FY 23, increasing the estimate.

Item 6: The increase in data backed up for offsite storage is due to additional servers and the inclusion of data being backed up at the IBM Omaha Data Center.

Item 7: The increase in e-mail accounts administered is due to the additional licenses purchased by the departments to accommodate surges in the workforce for pandemic-related responses (ex: Department of Labor and Industrial Relations - Unemployment Insurance, Department of Health - contact tracers, etc.). The Department of Public Safety also purchased a large lot of additional licenses to cover their corrections officers for use with the new Hawaii Payroll System (Hawaii Modernization).

## STATE OF HAWAII

PROGRAM TITLE:

ARCHIVES - RECORDS MANAGEMENT

PROGRAM-ID:

AGS-111

PROGRAM STRUCTURE NO:

110303

## VARIANCE REPORT

REPORT V61

12/2/22

| PART I: EXPENDITURES & POSITIONS<br>RESEARCH & DEVELOPMENT COSTS<br>POSITIONS<br>EXPENDITURES (\$1,000's) | FISCAL YEAR 2021-22 |                |          |            | THREE MONTHS ENDED 09-30-22 |              |              |        | NINE MONTHS ENDING 06-30-23 |           |                |                |        |            |        |
|---|---------------------|----------------|----------|------------|-----------------------------|--------------|--------------|--------|-----------------------------|-----------|----------------|----------------|--------|------------|--------|
|   | BUDGETED            | ACTUAL         | ± CHANGE | %          | BUDGETED                    | ACTUAL       | ± CHANGE     | %      | BUDGETED                    | ESTIMATED | ± CHANGE       | %              |        |            |        |
|   |                     |                |          |            |                             |              |              |        |                             |           |                |                |        |            |        |
| OPERATING COSTS<br>POSITIONS<br>EXPENDITURES (\$1000's)   | 18.00<br>1,564      | 15.00<br>1,485 | -<br>-   | 3.00<br>79 | 17<br>5                     | 19.00<br>441 | 16.00<br>437 | -<br>- | 3.00<br>4                   | 16<br>1   | 19.00<br>1,261 | 19.00<br>1,188 | +<br>- | 0.00<br>73 | 0<br>6 |
| TOTAL COSTS<br>POSITIONS<br>EXPENDITURES (\$1000's)   | 18.00<br>1,564      | 15.00<br>1,485 | -<br>-   | 3.00<br>79 | 17<br>5                     | 19.00<br>441 | 16.00<br>437 | -<br>- | 3.00<br>4                   | 16<br>1   | 19.00<br>1,261 | 19.00<br>1,188 | +<br>- | 0.00<br>73 | 0<br>6 |

|   |  |  |  |  | FISCAL YEAR 2021-22 |         |          |         | FISCAL YEAR 2022-23 |           |          |   |         |      |
|---|--|--|--|--|---------------------|---------|----------|---------|---------------------|-----------|----------|---|---------|------|
|   |  |  |  |  | PLANNED             | ACTUAL  | ± CHANGE | %       | PLANNED             | ESTIMATED | ± CHANGE | % |         |      |
| PART II: MEASURES OF EFFECTIVENESS                    |  |  |  |  |                     |         |          |         |                     |           |          |   |         |      |
| 1. NO. OF APPROVED RECORDS RETENTION SCHEDULES        |  |  |  |  | 5420                | 5549    | +        | 129     | 2                   | 5430      | 5430     | + | 0       | 0    |
| 2. % OF STORAGE CAPACITY FILLED AT RECORDS CENTER     |  |  |  |  | 80                  | 63      | -        | 17      | 21                  | 80        | 80       | + | 0       | 0    |
| 3. % REC DESTROYED AT REC CTR % TOT REC ELIG FOR DEST |  |  |  |  | 80                  | 0       | -        | 80      | 100                 | 80        | 80       | + | 0       | 0    |
| 4. NO. OF RECORDS IN ARCHIVES (CUBIC FEET)            |  |  |  |  | 11480               | 12342   | +        | 862     | 8                   | 11500     | 12600    | + | 1100    | 10   |
| 5. NO. OF RECORDS AVAILABLE ONLINE FOR RESEARCH       |  |  |  |  | 820000              | 3422952 | +        | 2602952 | 317                 | 995000    | 4000000  | + | 3005000 | 302  |
| PART III: PROGRAM TARGET GROUP                        |  |  |  |  |                     |         |          |         |                     |           |          |   |         |      |
| 1. STATE USER AGENCIES                                |  |  |  |  | 125                 | 122     | -        | 3       | 2                   | 125       | 125      | + | 0       | 0    |
| 2. # OF CUSTOMERS SERVICED AT HISTORICAL REC BR       |  |  |  |  | 7500                | 4280    | -        | 3220    | 43                  | 7400      | 2        | - | 7398    | 100  |
| 3. # OF REC AT STATE REC CTR ELIG FOR DISPOS DUR FY   |  |  |  |  | 3000                | 7378    | +        | 4378    | 146                 | 3000      | 616      | - | 2384    | 79   |
| 4. # ONLINE USERS ACCESSING ARCHIVES CATALOG/WEBSITE  |  |  |  |  | 460000              | 801566  | +        | 341566  | 74                  | 470000    | 1000000  | + | 530000  | 113  |
| PART IV: PROGRAM ACTIVITY                             |  |  |  |  |                     |         |          |         |                     |           |          |   |         |      |
| 1. NUMBER OF CUBIC FEET OF RECORDS STORED             |  |  |  |  | 46000               | 34771   | -        | 11229   | 24                  | 46000     | 46000    | + | 0       | 0    |
| 2. NUMBER OF RECORDS SERIES SCHEDULED/REVISED         |  |  |  |  | 15                  | 2       | -        | 13      | 87                  | 15        | 15       | + | 0       | 0    |
| 3. NUMBER OF RECORDS REQ RETRIEVED BY RECORDS CENTER  |  |  |  |  | 1100                | 616     | -        | 484     | 44                  | 1100      | 1100     | + | 0       | 0    |
| 4. NUMBER OF CU FT OF RECORDS DISPOSED BY REC CENTER  |  |  |  |  | 2400                | 0       | -        | 2400    | 100                 | 2400      | 2400     | + | 0       | 0    |
| 5. SVC CUSTOMERS AT HIST REC BR (# OF RETRIEVALS)     |  |  |  |  | 16000               | 19891   | +        | 3891    | 24                  | 15000     | 25000    | + | 10000   | 67   |
| 6. PROVIDE ACCESS TO HOLD INFO THRU ONLINE CATALOG    |  |  |  |  | 25                  | 0       | -        | 25      | 100                 | 25        | 200      | + | 175     | 700  |
| 7. PROVIDE ACCESS TO REC THRU DESC FINDING AIDS       |  |  |  |  | 63                  | 0       | -        | 63      | 100                 | 65        | 6        | - | 59      | 91   |
| 8. COLLECT/PRES PERM/HIST REC OF STATE GOV            |  |  |  |  | 25                  | 238     | +        | 213     | 852                 | 20        | 250      | + | 230     | 1150 |
| 9. # RECORDS SCANNED FOR ONLINE ACCESS DURING THE YR  |  |  |  |  | 35000               | 49182   | +        | 14182   | 41                  | 35000     | 50000    | + | 15000   | 43   |
| 10. NUMBER OF REC UPLOADED TO INTERNET FOR ONLINE ACC |  |  |  |  | 150000              | 60245   | -        | 89755   | 60                  | 175000    | 200000   | + | 25000   | 14   |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 03 03  
AGS 111

**PROGRAM TITLE: ARCHIVES - RECORDS MANAGEMENT**

### **PART I - EXPENDITURES AND POSITIONS**

Two established positions have been in recruitment for six months, to which Archives is waiting for a list of qualified candidates from the Department of Human Resources Development. The third position is waiting to be established, then recruitment will start.

Staff vacancies in two positions during FY 22 resulted in a \$79,000 variance between actual expenditures and anticipated expenditures.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 2: As agencies are just starting to return to some semblance of normalcy, there is still a number of staff that are working remotely. As such, there appears to be a de-emphasis on transferring records out of the office to the Records Center.

Item 3: Current budget restrictions have negatively hampered the ability of the Records Center to conduct needed destruction processes. The funding in Act 178, SLH 2022, provided needed funding to work through this backlog over the remainder of this fiscal year.

Item 4: The Archives has had a noticeable increase in online users accessing the digitized records that have been placed online in the Digital Archives. As the Division continues to devote internal resources and external grant funds toward digitization of the most frequently accessed paper records, we foresee this trend in online users to continue to increase. This does not mean a corresponding decrease in walk-in researchers, rather an overall increase in Archives researchers as those who are unable to travel to the Archives on Oahu during business hours are finally able to access those resources online.

Item 5: The Digital Archives continues to work through some of the backlog of materials accessioned over the past four years and ingested the material into the Digital Archives for public access. The program is planning for another large push for records online over the next two fiscal years.

### **PART III - PROGRAM TARGET GROUPS**

Item 2: COVID-19 continues to limit the number of researchers the Archives can accommodate at any given time. As we continue to remain open to the public during normal business hours, the number of patrons is anticipated to continue to grow - but not back to pre-pandemic levels. Efforts to place the most utilized records online have shifted a significant number of patrons from in-person to online. This shift is anticipated to be a continuing trend for the foreseeable future but not eliminate in-person research.

Item 3: Budget restrictions have halted the destruction of records over the past two years. Act 178, SLH 2022, provided a needed injection of funds to eliminate this backlog of destruction, and the unit should be able to catch up by the end of the fiscal year.

Item 4: The pandemic has had a major shift in how researchers interact with the Archives. The program continues to digitize and shift resources to an online format to assist the public in determining if the Archives even has the records a research is interested in. This has reduced the number of short stays at the Archives and has dramatically increased the utilization of its online Archives.

### **PART IV - PROGRAM ACTIVITIES**

Item 1: Transferring records to the Records Center continues to be a sticking point - as traditionally this has been an agency responsibility, one that hasn't been prioritized during COVID-19. Act 178 provides funding to cover the shipping costs, so a greater quantity of records is anticipated to be transferred over the remainder of the fiscal year.

Item 2: The branch had previously focused on updating retention schedules over the lull created by the pandemic. As such, there are fewer schedules remaining that need updating.

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 03 03  
AGS 111

---

### PROGRAM TITLE: ARCHIVES - RECORDS MANAGEMENT

---

Item 3: With the pandemic disrupting normal business practices, fewer State offices are interacting with the State Records Center, resulting in fewer transfers and fewer requests.

Item 4: Budget restrictions have necessitated prioritizing how division funds were spent. As there were not pressing needs to make room for incoming transfers, destruction was lower on the list. As the restrictions were not lifted but in fact continue this fiscal year, the backlog for destruction grows. With the funding from Act 178, the unit anticipates clearing out the backlog by the end of the fiscal year.

Item 5: As operations return to normal, a greater number of researchers (and their backlog of research needs) are growing the in-person patron requests. This is a very difficult metric to predict given the number of variables; this number is anticipated to slowly grow as more of the public returns to 'normal' operations.

Item 6: As a result of the open positions the Archives has been attempting to fill, we have not had the staffing necessary to pursue both needs (new and revisions). Placing new content online has been prioritized over revising older finding aids.

Item 7: As above - with staffing limitations, new content has been prioritized over finding aids. A majority of the content going online is digitized versions of material already described, resulting in a low need for new aids.

Item 8: As one of the only memory institutions that remained open throughout the pandemic, a greater number of private donations have been directed to our program. Word of mouth for satisfied donors is also contributing to an increase in donations.

Item 9: The Archives continues to prioritize digitizing high use materials from the Archives. In addition of the grant and volunteer projects digitizing materials, the Archives is devoting a larger portion of staff time to digitization as well. This focus is anticipated to continue but to a lesser extent through the remainder of the fiscal year.

Item 10: New content continues to be uploaded to the Digital Archives, with the latest batch of records being more complex than prior uploads. As such, it required a greater amount of effort to develop and test the upload processes. A large number of scans and indexes is expected from our volunteer partner that will be uploaded over the remainder of the fiscal year.

## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO: 110304

ENHANCED 911 BOARD

AGS-891

## VARIANCE REPORT

REPORT V61

12/2/22

|  | FISCAL YEAR 2021-22 |        |          |      | THREE MONTHS ENDED 09-30-22 |                     |         |          | NINE MONTHS ENDING 06-30-23 |                     |          |           |          |       |     |
|--|---------------------|--------|----------|------|-----------------------------|---------------------|---------|----------|-----------------------------|---------------------|----------|-----------|----------|-------|-----|
|  | BUDGETED            | ACTUAL | ± CHANGE |      | %                           | BUDGETED            | ACTUAL  | ± CHANGE |                             | %                   | BUDGETED | ESTIMATED | ± CHANGE |       | %   |
| PART I: EXPENDITURES & POSITIONS                       |                     |        |          |      |                             |                     |         |          |                             |                     |          |           |          |       |     |
| RESEARCH & DEVELOPMENT COSTS                           |                     |        |          |      |                             |                     |         |          |                             |                     |          |           |          |       |     |
| POSITIONS  |                     |        |          |      |                             |                     |         |          |                             |                     |          |           |          |       |     |
| EXPENDITURES (\$1,000's)                               |                     |        |          |      |                             |                     |         |          |                             |                     |          |           |          |       |     |
| OPERATING COSTS  |                     |        |          |      |                             |                     |         |          |                             |                     |          |           |          |       |     |
| POSITIONS  | 0.00                | 0.00   | +        | 0.00 | 0                           | 0.00                | 0.00    | +        | 0.00                        | 0                   | 0.00     | 0.00      | +        | 0.00  | 0   |
| EXPENDITURES (\$1000's)                                | 9,013               | 8,714  | -        | 299  | 3                           | 2,253               | 394     | -        | 1,859                       | 83                  | 6,760    | 8,619     | +        | 1,859 | 28  |
| TOTAL COSTS  |                     |        |          |      |                             |                     |         |          |                             |                     |          |           |          |       |     |
| POSITIONS  | 0.00                | 0.00   | +        | 0.00 | 0                           | 0.00                | 0.00    | +        | 0.00                        | 0                   | 0.00     | 0.00      | +        | 0.00  | 0   |
| EXPENDITURES (\$1000's)                                | 9,013               | 8,714  | -        | 299  | 3                           | 2,253               | 394     | -        | 1,859                       | 83                  | 6,760    | 8,619     | +        | 1,859 | 28  |
|  |                     |        |          |      |                             | FISCAL YEAR 2021-22 |         |          |                             | FISCAL YEAR 2022-23 |          |           |          |       |     |
|  |                     |        |          |      |                             | PLANNED             | ACTUAL  | ± CHANGE |                             | %                   | PLANNED  | ESTIMATED | ± CHANGE |       | %   |
| PART II: MEASURES OF EFFECTIVENESS                     |                     |        |          |      |                             |                     |         |          |                             |                     |          |           |          |       |     |
| 1. NO. OF WIRLES/VOIP/WIRELINE 911 CALLS COUNTY PSAP   |                     |        |          |      |                             | 1550100             | 1487473 | - 62627  |                             | 4                   | 1550100  | 1500000   | - 50100  |       | 3   |
| 2. NO. OF EDUCATIONAL OUTREACH PROGRAMS DURING THE FY  |                     |        |          |      |                             | 0                   | 0       | + 0      |                             | 0                   | 1        | 0         | - 1      |       | 100 |
| 3. % OF E911 FUNDS DISBURSED FOR NEW TECHLGY FOR PSAP  |                     |        |          |      |                             | 53                  | 55      | + 2      |                             | 4                   | 53       | 55        | + 2      |       | 4   |
| PART III: PROGRAM TARGET GROUP                         |                     |        |          |      |                             |                     |         |          |                             |                     |          |           |          |       |     |
| 1. NO. OF PUBLIC SAFETY ANSWERING POINTS               |                     |        |          |      |                             | 9                   | 9       | + 0      |                             | 0                   | 9        | 9         | + 0      |       | 0   |
| 2. NO. OF WIRELESS/VOIP/WIRELINE PROVIDERS             |                     |        |          |      |                             | 55                  | 83      | + 28     |                             | 51                  | 55       | 85        | + 30     |       | 55  |
| PART IV: PROGRAM ACTIVITY                              |                     |        |          |      |                             |                     |         |          |                             |                     |          |           |          |       |     |
| 1. TTL \$ AMT OF SURCHGE COLLECTED FISC YR (IN THOUS)  |                     |        |          |      |                             | 10900               | 11134   | + 234    |                             | 2                   | 10900    | 11500     | + 600    |       | 6   |
| 2. TTL \$ AMT DISBURSED TO PSAPS IN FISC YR (IN THOUS) |                     |        |          |      |                             | 7500                | 7750    | + 250    |                             | 3                   | 9000     | 9000      | + 0      |       | 0   |
| 3. TTL \$ AMT DISBUR TO WSPS IN THE FISC YR (IN THOUS) |                     |        |          |      |                             | 65                  | 28      | - 37     |                             | 57                  | 65       | 0         | - 65     |       | 100 |
| 4. TTL \$ AMT DISB TO BD ADMIN MATTERS IN FY (IN THOU) |                     |        |          |      |                             | 1060                | 964     | - 96     |                             | 9                   | 1100     | 965       | - 135    |       | 12  |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 03 04  
AGS 891

**PROGRAM TITLE: ENHANCED 911 BOARD**

### **PART I - EXPENDITURES AND POSITIONS**

FY 22 Full Year: The Enhanced 911 Board has a limited staff composed of only 2.00 full-time equivalent temporary positions. (Note: The variance report (V61) position count does not include temporary positions but only shows permanent positions.) The variance in expenditures of \$300,000 is due to a vacancy in one of the temporary positions. The position remained unfilled for most of FY 22 due to a statewide hiring freeze, which was lifted in FY 22. In addition, Wireless Service Providers (WSP) cost recovery disbursements were permanently discontinued at the request of T-Mobile.

FY 23 (1st quarter): The variance is due to the delay in the timing of the first quarter disbursements, which has been historically low during the 1st quarter.

FY 23 (three quarters): Delayed disbursements will be caught up in the last quarter.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 1 (FY 22): The decrease in the number of 911 calls for FY 22 is due to the decrease in the rate of infections and deaths due to COVID-19.

Item 1 (FY 23): We believe call volume will be reduced as the threat of COVID-19 stabilizes and/or subsides. The amount of reduction in call volume will be difficult to predict.

Item 2 (FY 23): The outreach program will be postponed until next year due to priority shifting to the transition to Next Generation 911.

### **PART III - PROGRAM TARGET GROUPS**

Item 2: The FY 22 (full year) and FY 23 (full year) growth are mainly due to small communications service providers that can offer lower prices than the larger service providers.

### **PART IV - PROGRAM ACTIVITIES**

Item 1: It was anticipated that the pandemic would negatively impact revenue. It was later realized that mobile phone use was inelastic, and customers were unwilling to relinquish mobile phone use during this period despite financial hardship. In addition, it is impossible to determine the reasons for past and future estimated growth due to the confidentiality of the information.

Item 2: We decided to increase the total encumbrance for maintenance due to a new maintenance five-year contract with Akimeka.

Item 3: The amounts disbursed to WSPs decreased, which was attributable to the decision by T-Mobile to end this cost recovery for the same reasons that the other major service providers concluded. T-Mobile was the last to terminate its cost recovery.

Item 4: The Board's administrative expenses decreased due to the reduction/elimination of its WSP cost recovery and lower payroll costs due to the reduction in force of its Administrative Services Assistant (ASA) position during the pandemic. Except for the WSP cost recovery, payroll costs will rise in FY 23 due to increased wages and authorization to re-establish the ASA position.

## VARIANCE REPORT

|  | FISCAL YEAR 2021-22 |        |          |       | THREE MONTHS ENDED 09-30-22 |        |          |   | NINE MONTHS ENDING 06-30-23 |           |          |        |   |      |    |
|--|---------------------|--------|----------|-------|-----------------------------|--------|----------|---|-----------------------------|-----------|----------|--------|---|------|----|
|  | BUDGETED            | ACTUAL | ± CHANGE | %     | BUDGETED                    | ACTUAL | ± CHANGE | % | BUDGETED                    | ESTIMATED | ± CHANGE | %      |   |      |    |
| PART I: EXPENDITURES & POSITIONS                       |                     |        |          |       |                             |        |          |   |                             |           |          |        |   |      |    |
| RESEARCH & DEVELOPMENT COSTS                           |                     |        |          |       |                             |        |          |   |                             |           |          |        |   |      |    |
| POSITIONS  |                     |        |          |       |                             |        |          |   |                             |           |          |        |   |      |    |
| EXPENDITURES (\$1,000's)                               |                     |        |          |       |                             |        |          |   |                             |           |          |        |   |      |    |
| OPERATING COSTS  |                     |        |          |       |                             |        |          |   |                             |           |          |        |   |      |    |
| POSITIONS  | 87.00               | 63.00  | -        | 24.00 | 28                          | 90.00  | 63.00    | - | 27.00                       | 30        | 90.00    | 81.00  | - | 9.00 | 10 |
| EXPENDITURES (\$1000's)                                | 26,032              | 18,943 | -        | 7,089 | 27                          | 4,795  | 4,795    | + | 0                           | 0         | 20,890   | 20,657 | - | 233  | 1  |
| TOTAL COSTS  |                     |        |          |       |                             |        |          |   |                             |           |          |        |   |      |    |
| POSITIONS  | 87.00               | 63.00  | -        | 24.00 | 28                          | 90.00  | 63.00    | - | 27.00                       | 30        | 90.00    | 81.00  | - | 9.00 | 10 |
| EXPENDITURES (\$1000's)                                | 26,032              | 18,943 | -        | 7,089 | 27                          | 4,795  | 4,795    | + | 0                           | 0         | 20,890   | 20,657 | - | 233  | 1  |
|  |                     |        |          |       | FISCAL YEAR 2021-22         |        |          |   | FISCAL YEAR 2022-23         |           |          |        |   |      |    |
|  |                     |        |          |       | PLANNED                     | ACTUAL | ± CHANGE | % | PLANNED                     | ESTIMATED | ± CHANGE | %      |   |      |    |
| PART II: MEASURES OF EFFECTIVENESS                     |                     |        |          |       |                             |        |          |   |                             |           |          |        |   |      |    |
| 1. # GRIEV PER 1,000 EMPLOYEES IN BU'S UNDR DHRD JURIS |                     |        |          |       | 19                          | 16     | -        | 3 | 16                          | 19        | 18       | -      | 1 | 5    |    |
| 2. % CERTIF ISSUD W/IN 95 CALNDR DAYS LIST NOT EXIST   |                     |        |          |       | 70                          | 79     | +        | 9 | 13                          | 70        | 70       | +      | 0 | 0    |    |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

**PROGRAM TITLE: PERSONNEL SERVICES**

**11 03 05**

**PART I - EXPENDITURES AND POSITIONS**

(See Lowest Level Programs for Explanation of Variances)

**PART II - MEASURES OF EFFECTIVENESS**

(See Lowest Level Programs for Explanation of Variances)



## STATE OF HAWAII

PROGRAM TITLE:

WORKFORCE ATTR, SELECT, CLASS &amp; EFFECTIVENESS

PROGRAM-ID:

HRD-102

PROGRAM STRUCTURE NO:

11030501

## VARIANCE REPORT

REPORT V61

12/2/22

| PART I: EXPENDITURES & POSITIONS<br>RESEARCH & DEVELOPMENT COSTS<br>POSITIONS<br>EXPENDITURES (\$1,000's) | FISCAL YEAR 2021-22 |                 |          |                | THREE MONTHS ENDED 09-30-22 |                |                |        | NINE MONTHS ENDING 06-30-23 |           |                 |                 |           |          |        |
|---|---------------------|-----------------|----------|----------------|-----------------------------|----------------|----------------|--------|-----------------------------|-----------|-----------------|-----------------|-----------|----------|--------|
|   | BUDGETED            | ACTUAL          | ± CHANGE | %              | BUDGETED                    | ACTUAL         | ± CHANGE       | %      | BUDGETED                    | ESTIMATED | ± CHANGE        | %               |           |          |        |
|   |                     |                 |          |                |                             |                |                |        |                             |           |                 |                 |           |          |        |
|   |                     |                 |          |                |                             |                |                |        |                             |           |                 |                 |           |          |        |
| OPERATING COSTS<br>POSITIONS<br>EXPENDITURES (\$1000's)   | 78.00<br>24,558     | 55.00<br>17,609 | -<br>-   | 23.00<br>6,949 | 29<br>28                    | 81.00<br>4,229 | 55.00<br>4,229 | -<br>+ | 26.00<br>0                  | 32<br>0   | 81.00<br>19,982 | 81.00<br>19,714 | 0.00<br>- | 0<br>268 | 0<br>1 |
| TOTAL COSTS<br>POSITIONS<br>EXPENDITURES (\$1000's)   | 78.00<br>24,558     | 55.00<br>17,609 | -<br>-   | 23.00<br>6,949 | 29<br>28                    | 81.00<br>4,229 | 55.00<br>4,229 | -<br>+ | 26.00<br>0                  | 32<br>0   | 81.00<br>19,982 | 81.00<br>19,714 | 0.00<br>- | 0<br>268 | 0<br>1 |

| PART II: MEASURES OF EFFECTIVENESS                     | FISCAL YEAR 2021-22 |        |          |     | FISCAL YEAR 2022-23 |           |          |    |
|--|---------------------|--------|----------|-----|---------------------|-----------|----------|----|
|  | PLANNED             | ACTUAL | ± CHANGE | %   | PLANNED             | ESTIMATED | ± CHANGE | %  |
| 1. % CERTIF ISSUD W/IN 5 CALNDR DAYS WHERE LIST EXIST  | 94                  | 76     | - 18     | 19  | 94                  | 94        | + 0      | 0  |
| 2. % CERTIF ISSUD W/IN 95 CALNDR DAYS LIST NOT EXIST   | 70                  | 79     | + 9      | 13  | 70                  | 70        | + 0      | 0  |
| 3. % OF SELECTION ACTIONS TAKEN CHANGED BY APPEAL      | 1                   | 0      | - 1      | 100 | 1                   | 1         | + 0      | 0  |
| 4. % OF CLASSIF ACTNS FOR FILLED PSNS COMPLTD IN 6 MO  | 90                  | 96     | + 6      | 7   | 90                  | 90        | + 0      | 0  |
| 5. % OF CLASSF ACTNS FOR NEW & VAC PSNS COMPL IN 3 MO  | 90                  | 92     | + 2      | 2   | 90                  | 90        | + 0      | 0  |
| 6. % CLASSIFICATION ACTIONS TAKEN CHANGED BY APPEAL    | 0                   | 0      | + 0      | 0   | 0                   | 0         | + 0      | 0  |
| 7. EMPLOYEES TRAINED AS A % OF TOTAL WORKFORCE         | 50                  | 91     | + 41     | 82  | 50                  | 70        | + 20     | 40 |
| 8. % CONTRACT GRIEVANCES SETTLED W/O 3RD PARTY ASSTNC  | 90                  | 96     | + 6      | 7   | 90                  | 90        | + 0      | 0  |
| 9. # GRIEV PER 1,000 EMPLOYEES IN BU'S UNDR DHRD JURIS | 19                  | 16     | - 3      | 16  | 19                  | 18        | - 1      | 5  |
| 10. RATIO OF WRKRS COMP OPEN VS CLOSED CLAIMS DURNG FY | 1                   | 1      | + 0      | 0   | 1                   | 1         | + 0      | 0  |

| PART III: PROGRAM TARGET GROUP                   |       |       |        |    |       |       |        |    |  |
|--|-------|-------|--------|----|-------|-------|--------|----|--|
| 1. VACANCIES TO BE FILLED BY ELIGIBLES           | 1100  | 683   | - 417  | 38 | 1100  | 1000  | - 100  | 9  |  |
| 2. NUMBER OF CIVIL SERVICE POSITIONS             | 17000 | 16830 | - 170  | 1  | 17000 | 17000 | + 0    | 0  |  |
| 3. NUMBER OF NEW CIVIL SERVICE POSITIONS         | 100   | 141   | + 41   | 41 | 100   | 170   | + 70   | 70 |  |
| 4. EMPLOYEES IN THE CENTRALIZED MANAGEMENT GROUP | 18196 | 16959 | - 1237 | 7  | 18196 | 18593 | + 397  | 2  |  |
| 5. NUMBER OF CIVIL SERVICE CLASSES               | 1450  | 1451  | + 1    | 0  | 1450  | 1455  | + 5    | 0  |  |
| 6. CIVIL SERVICE EMPLOYEES                       | 14100 | 12883 | - 1217 | 9  | 14100 | 13000 | - 1100 | 8  |  |
| 7. EXEMPT SERVICE EMPLOYEES                      | 1800  | 1802  | + 2    | 0  | 1800  | 1800  | + 0    | 0  |  |
| 8. MIDDLE MANAGEMENT EMPLOYEES                   | 380   | 364   | - 16   | 4  | 380   | 365   | - 15   | 4  |  |
| 9. FIRST-LINE SUPERVISORY EMPLOYEES              | 1350  | 1273  | - 77   | 6  | 1350  | 1300  | - 50   | 4  |  |
| 10. NON-MANAGEMENT EMPLOYEES                     | 14170 | 13048 | - 1122 | 8  | 14170 | 13135 | - 1035 | 7  |  |

| PART IV: PROGRAM ACTIVITY                             |       |       |        |    |       |       |        |    |  |
|---|-------|-------|--------|----|-------|-------|--------|----|--|
| 1. NUMBER OF APPLICATIONS RECEIVED                    | 22000 | 22660 | + 660  | 3  | 22000 | 25000 | + 3000 | 14 |  |
| 2. NUMBER OF APPLICATIONS EXAMINED                    | 19000 | 18130 | - 870  | 5  | 19000 | 19000 | + 0    | 0  |  |
| 3. # QUAL APPS REFRRD FOR PLACEMENT(ELIGBLS REFERRED) | 25000 | 27346 | + 2346 | 9  | 25000 | 25000 | + 0    | 0  |  |
| 4. NUMBER OF POSITION CLASSIFICATION ACTIONS TAKEN    | 2000  | 1786  | - 214  | 11 | 2000  | 2000  | + 0    | 0  |  |
| 5. NUMBER OF CLASSIFICATION SPECIFICATIONS COMPLETED  | 100   | 63    | - 37   | 37 | 100   | 70    | - 30   | 30 |  |
| 6. NO. OF EXEMPT POSITION REQUESTS ANALYZED/REVIEWED  | 1250  | 1203  | - 47   | 4  | 1250  | 1250  | + 0    | 0  |  |
| 7. PRICE/REPRICE DETERMINATIONS (NO. CLASSES REVIEWD) | 60    | 47    | - 13   | 22 | 60    | 65    | + 5    | 8  |  |
| 8. NUMBER OF PERSONNEL ACTIONS PROCESSED              | 90000 | 92287 | + 2287 | 3  | 90000 | 90000 | + 0    | 0  |  |
| 9. NUMBER OF TRAINING PROGRAMS CONDUCTED/COORDINATED  | 500   | 524   | + 24   | 5  | 500   | 650   | + 150  | 30 |  |
| 10. NUMBER OF FORMAL GRIEVANCES REVIEWED              | 262   | 212   | - 50   | 19 | 262   | 235   | - 27   | 10 |  |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 03 05 01  
HRD 102

**PROGRAM TITLE: WORKFORCE ATTR, SELECT, CLASS & EFFECTIVENES**

### **PART I - EXPENDITURES AND POSITIONS**

The position and expenditure variances in FY 22 reflect: (a) actions taken in FY 21 to address the ongoing impact of the coronavirus pandemic on the State's economy; (b) staff turnover; and (c) lower workers' compensation and unemployment benefits expenditures for employees in non-general fund positions.

The variance in FY 23 is due to staff turnover, restrictions, and collective bargaining augmentation.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 1. The decrease is due to staff turnover in the Employee Staffing program.

Item 2. The variance is due to adjustments made to the recruitment workflow process to improve the program's ability to generate lists of eligible candidates in a more efficient manner.

Item 3. There were no selection actions taken changed by appeal.

Item 7. Employees trained as a percent of the total workforce was higher than planned. The variance is due to two major factors: (a) mandatory Equal Employment Opportunity training was introduced during this time period; and (b) partnerships with agencies such as the State Procurement Office and Hawaii Information Portal, as well as departmental partners, increased the types of training made available in our Learning Management System and, therefore, the number of employees accessing training in our system.

Item 9. The number of grievances filed by the unions was lower than planned. The decrease may be attributed to changes in the work environment related to the ongoing coronavirus pandemic.

### **PART III - PROGRAM TARGET GROUPS**

Item 1. Vacancies to be filled by eligibles was less than planned. The variance is due to staff turnover in the Employee Staffing program.

Item 3. The variance in the number of new civil service positions is due to the establishment of new positions by legislative action and operating departments at a higher rate than was anticipated when estimates were prepared.

### **PART IV - PROGRAM ACTIVITIES**

Item 4. The variance in the number of position classification actions taken is due to operating departments taking fewer classification actions than anticipated when estimates were prepared.

Item 5. The variance is due to an overestimation in the number of class specifications and minimum qualification requirements that would need to be amended in conjunction with recruitment announcements when estimates were prepared.

Item 7. The variance is due to an overestimation in the number of classes reviewed related to pricing and repricing when estimates were prepared. It is difficult to project the number of new civil service classes that will be established by the other jurisdictions.

Item 10. The number of formal grievances reviewed was lower than planned. The decrease may be attributed to changes in the work environment related to the ongoing coronavirus pandemic.

## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO: 11030502

SUPPORTING SERVICES - HUMAN RESOURCES DEV

HRD-191

## VARIANCE REPORT

REPORT V61

12/2/22

|                                  | FISCAL YEAR 2021-22 |        |          |      | THREE MONTHS ENDED 09-30-22 |        |          |   | NINE MONTHS ENDING 06-30-23 |           |          |      |   |      |     |
|----------------------------------|---------------------|--------|----------|------|-----------------------------|--------|----------|---|-----------------------------|-----------|----------|------|---|------|-----|
|                                  | BUDGETED            | ACTUAL | ± CHANGE | %    | BUDGETED                    | ACTUAL | ± CHANGE | % | BUDGETED                    | ESTIMATED | ± CHANGE | %    |   |      |     |
| PART I: EXPENDITURES & POSITIONS |                     |        |          |      |                             |        |          |   |                             |           |          |      |   |      |     |
| RESEARCH & DEVELOPMENT COSTS     |                     |        |          |      |                             |        |          |   |                             |           |          |      |   |      |     |
| POSITIONS                        |                     |        |          |      |                             |        |          |   |                             |           |          |      |   |      |     |
| EXPENDITURES (\$1,000's)         |                     |        |          |      |                             |        |          |   |                             |           |          |      |   |      |     |
| OPERATING COSTS                  |                     |        |          |      |                             |        |          |   |                             |           |          |      |   |      |     |
| POSITIONS                        | 9.00                | 8.00   | -        | 1.00 | 11                          | 9.00   | 8.00     | - | 1.00                        | 11        | 9.00     | 0.00 | - | 9.00 | 100 |
| EXPENDITURES (\$1000's)          | 1,474               | 1,334  | -        | 140  | 9                           | 566    | 566      | + | 0                           | 0         | 908      | 943  | + | 35   | 4   |
| TOTAL COSTS                      |                     |        |          |      |                             |        |          |   |                             |           |          |      |   |      |     |
| POSITIONS                        | 9.00                | 8.00   | -        | 1.00 | 11                          | 9.00   | 8.00     | - | 1.00                        | 11        | 9.00     | 0.00 | - | 9.00 | 100 |
| EXPENDITURES (\$1000's)          | 1,474               | 1,334  | -        | 140  | 9                           | 566    | 566      | + | 0                           | 0         | 908      | 943  | + | 35   | 4   |

|  |  |  |  |  | FISCAL YEAR 2021-22 |        |          |      | FISCAL YEAR 2022-23 |           |          |   |      |   |
|--|--|--|--|--|---------------------|--------|----------|------|---------------------|-----------|----------|---|------|---|
|  |  |  |  |  | PLANNED             | ACTUAL | ± CHANGE | %    | PLANNED             | ESTIMATED | ± CHANGE | % |      |   |
| PART III: PROGRAM TARGET GROUP                   |  |  |  |  |                     |        |          |      |                     |           |          |   |      |   |
| 1. TTL NO. OF CIV SERV & EXEMT SERVICE PERSONNEL |  |  |  |  | 15900               | 14685  | -        | 1215 | 8                   | 15900     | 14800    | - | 1100 | 7 |
| 2. NUMBER OF ELECTED & APPOINTED OFFICIALS       |  |  |  |  | 95                  | 95     | +        | 0    | 0                   | 95        | 95       | + | 0    | 0 |
| 3. EMPLOYEES OF DHRD                             |  |  |  |  | 88                  | 87     | -        | 1    | 1                   | 88        | 90       | + | 2    | 2 |
| 4. MEMBERS OF MERIT APPEALS BOARD                |  |  |  |  | 3                   | 3      | +        | 0    | 0                   | 3         | 3        | + | 0    | 0 |

|  |  |  |  |  |      |         |   |      |     |      |      |   |   |   |
|--|--|--|--|--|------|---------|---|------|-----|------|------|---|---|---|
| PART IV: PROGRAM ACTIVITY                            |  |  |  |  |      |         |   |      |     |      |      |   |   |   |
| 1. ADV GOV ON PROB CONC ADMIN OF PERS MANAG SYS-WKHR |  |  |  |  | 100  | NO DATA | - | 100  | 100 | 100  | 100  | + | 0 | 0 |
| 2. ADMINISTER PERSONNEL MANAG SYS OF STATE (WKHR)    |  |  |  |  | 1200 | NO DATA | - | 1200 | 100 | 1200 | 1200 | + | 0 | 0 |
| 3. DIRECT AND COORDINATE DHRD PROG (WKHR)            |  |  |  |  | 2000 | NO DATA | - | 2000 | 100 | 2000 | 2000 | + | 0 | 0 |
| 4. PARTICIPATE IN COLL BARGAINING PROCESS (WKHR)     |  |  |  |  | 875  | NO DATA | - | 875  | 100 | 875  | 875  | + | 0 | 0 |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 03 05 02  
HRD 191

**PROGRAM TITLE: SUPPORTING SERVICES - HUMAN RESOURCES DEV**

---

### **PART I - EXPENDITURES AND POSITIONS**

The variance in FY 22 is due to staff turnover.

The variance in FY 23 is due to staff turnover, collective bargaining augmentation, and Commission on Salary adjustments.

### **PART II - MEASURES OF EFFECTIVENESS**

No measures of effectiveness are available for this program.

### **PART III - PROGRAM TARGET GROUPS**

There are no significant variances to report.

### **PART IV - PROGRAM ACTIVITIES**

Items 1-4. No data available; actual figures for program activities were not available.

## VARIANCE REPORT

|   | FISCAL YEAR 2021-22 |           |          |    | THREE MONTHS ENDED 09-30-22 |         |          |    | NINE MONTHS ENDING 06-30-23 |           |          |    |
|---|---------------------|-----------|----------|----|-----------------------------|---------|----------|----|-----------------------------|-----------|----------|----|
|   | BUDGETED            | ACTUAL    | ± CHANGE | %  | BUDGETED                    | ACTUAL  | ± CHANGE | %  | BUDGETED                    | ESTIMATED | ± CHANGE | %  |
| <b>PART I: EXPENDITURES &amp; POSITIONS</b>           |                     |           |          |    |                             |         |          |    |                             |           |          |    |
| <b>RESEARCH &amp; DEVELOPMENT COSTS</b>               |                     |           |          |    |                             |         |          |    |                             |           |          |    |
| <b>POSITIONS</b>                                      |                     |           |          |    |                             |         |          |    |                             |           |          |    |
| <b>EXPENDITURES (\$1,000's)</b>                       |                     |           |          |    |                             |         |          |    |                             |           |          |    |
| <b>OPERATING COSTS</b>                                |                     |           |          |    |                             |         |          |    |                             |           |          |    |
| <b>POSITIONS</b>                                      | 173.00              | 152.00    | - 21.00  | 12 | 176.00                      | 150.00  | - 26.00  | 15 | 176.00                      | 176.00    | + 0.00   | 0  |
| <b>EXPENDITURES (\$1000's)</b>                        | 1,055,394           | 1,078,260 | + 22,866 | 2  | 283,791                     | 284,643 | + 852    | 0  | 1,143,299                   | 1,144,722 | + 1,423  | 0  |
| <b>TOTAL COSTS</b>                                    |                     |           |          |    |                             |         |          |    |                             |           |          |    |
| <b>POSITIONS</b>                                      | 173.00              | 152.00    | - 21.00  | 12 | 176.00                      | 150.00  | - 26.00  | 15 | 176.00                      | 176.00    | + 0.00   | 0  |
| <b>EXPENDITURES (\$1000's)</b>                        | 1,055,394           | 1,078,260 | + 22,866 | 2  | 283,791                     | 284,643 | + 852    | 0  | 1,143,299                   | 1,144,722 | + 1,423  | 0  |
|   |                     |           |          |    | FISCAL YEAR 2021-22         |         |          |    | FISCAL YEAR 2022-23         |           |          |    |
|   |                     |           |          |    | PLANNED                     | ACTUAL  | ± CHANGE | %  | PLANNED                     | ESTIMATED | ± CHANGE | %  |
| <b>PART II: MEASURES OF EFFECTIVENESS</b>             |                     |           |          |    |                             |         |          |    |                             |           |          |    |
| 1. AV TIME TO PROC INIT CHECK TO TERMNTG EMPlys (WKS) |                     |           |          |    | 7                           | 8       | + 1      | 14 | 7                           | 8         | + 1      | 14 |
| 2. AV NO. DAYS REQUIRED TO PROCESS ENROLLMNT TRNSCTNS |                     |           |          |    | 15                          | 15      | + 0      | 0  | 15                          | 15        | + 0      | 0  |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

**PROGRAM TITLE: EMPLOYEE FRINGE BENEFIT ADMINISTRATION**

**11 03 06**

### **PART I - EXPENDITURES AND POSITIONS**

(See Lowest Level Programs for Explanation of Variances)

### **PART II - MEASURES OF EFFECTIVENESS**

(See Lowest Level Programs for Explanation of Variances)

## STATE OF HAWAII

PROGRAM TITLE:

EMPLOYEES RETIREMENT SYSTEM

PROGRAM-ID:

BUF-141

PROGRAM STRUCTURE NO:

11030601

## VARIANCE REPORT

REPORT V61

12/2/22

|   | FISCAL YEAR 2021-22 |        |          |       | THREE MONTHS ENDED 09-30-22 |        |          |      | NINE MONTHS ENDING 06-30-23 |           |          |        |      |       |   |
|---|---------------------|--------|----------|-------|-----------------------------|--------|----------|------|-----------------------------|-----------|----------|--------|------|-------|---|
|   | BUDGETED            | ACTUAL | ± CHANGE | %     | BUDGETED                    | ACTUAL | ± CHANGE | %    | BUDGETED                    | ESTIMATED | ± CHANGE | %      |      |       |   |
| PART I: EXPENDITURES & POSITIONS                      |                     |        |          |       |                             |        |          |      |                             |           |          |        |      |       |   |
| RESEARCH & DEVELOPMENT COSTS                          |                     |        |          |       |                             |        |          |      |                             |           |          |        |      |       |   |
| POSITIONS   |                     |        |          |       |                             |        |          |      |                             |           |          |        |      |       |   |
| EXPENDITURES (\$1,000's)                              |                     |        |          |       |                             |        |          |      |                             |           |          |        |      |       |   |
| OPERATING COSTS                                       |                     |        |          |       |                             |        |          |      |                             |           |          |        |      |       |   |
| POSITIONS   | 112.00              | 101.00 | -        | 11.00 | 10                          | 115.00 | 98.00    | -    | 17.00                       | 15        | 115.00   | 115.00 | +    | 0.00  | 0 |
| EXPENDITURES (\$1000's)                               | 18,955              | 17,160 | -        | 1,795 | 9                           | 4,794  | 3,371    | -    | 1,423                       | 30        | 15,308   | 16,731 | +    | 1,423 | 9 |
| TOTAL COSTS   |                     |        |          |       |                             |        |          |      |                             |           |          |        |      |       |   |
| POSITIONS   | 112.00              | 101.00 | -        | 11.00 | 10                          | 115.00 | 98.00    | -    | 17.00                       | 15        | 115.00   | 115.00 | +    | 0.00  | 0 |
| EXPENDITURES (\$1000's)                               | 18,955              | 17,160 | -        | 1,795 | 9                           | 4,794  | 3,371    | -    | 1,423                       | 30        | 15,308   | 16,731 | +    | 1,423 | 9 |
|   |                     |        |          |       | FISCAL YEAR 2021-22         |        |          |      | FISCAL YEAR 2022-23         |           |          |        |      |       |   |
|   |                     |        |          |       | PLANNED                     | ACTUAL | ± CHANGE | %    | PLANNED                     | ESTIMATED | ± CHANGE | %      |      |       |   |
| PART II: MEASURES OF EFFECTIVENESS                    |                     |        |          |       |                             |        |          |      |                             |           |          |        |      |       |   |
| 1. AV TIME TO PROC INIT CHECK TO TERMNTG EMPLYS (WKS) |                     |        |          |       | 7                           | 8      | +        | 1    | 14                          | 7         | 8        | +      | 1    | 14    |   |
| 2. % INITIAL MTHLY PENSION PROC W/IN 1 MTH AFTR RETIR |                     |        |          |       | 100                         | 100    | +        | 0    | 0                           | 100       | 100      | +      | 0    | 0     |   |
| 3. ANNUALIZED RETURN ON INVESTMENTS OVER PAST 5 YEARS |                     |        |          |       | 7                           | 9      | +        | 2    | 29                          | 7         | 8        | +      | 1    | 14    |   |
| PART III: PROGRAM TARGET GROUP                        |                     |        |          |       |                             |        |          |      |                             |           |          |        |      |       |   |
| 1. ACTIVE MEMBERS                                     |                     |        |          |       | 66000                       | 64234  | -        | 1766 | 3                           | 66000     | 66000    | +      | 0    | 0     |   |
| 2. RETIRED MEMBERS                                    |                     |        |          |       | 50000                       | 53995  | +        | 3995 | 8                           | 50000     | 55500    | +      | 5500 | 11    |   |
| 3. INACTIVE VESTED MEMBERS                            |                     |        |          |       | 9200                        | 9032   | -        | 168  | 2                           | 9200      | 920      | -      | 8280 | 90    |   |
| PART IV: PROGRAM ACTIVITY                             |                     |        |          |       |                             |        |          |      |                             |           |          |        |      |       |   |
| 1. ANNUAL NUMBER OF NEW MEMBERS                       |                     |        |          |       | 4000                        | 4421   | +        | 421  | 11                          | 4000      | 4000     | +      | 0    | 0     |   |
| 2. ANNUAL NUMBER OF MEMBERS COUNSELED                 |                     |        |          |       | 45000                       | 48000  | +        | 3000 | 7                           | 45000     | 45000    | +      | 0    | 0     |   |
| 3. ANNUAL NUMBER OF RETIREMENT BENEFIT COMPUTATIONS   |                     |        |          |       | 4250                        | 2457   | -        | 1793 | 42                          | 4250      | 4250     | +      | 0    | 0     |   |
| 4. ANNUAL NUMBER OF NEW RETIREES                      |                     |        |          |       | 2100                        | 2630   | +        | 530  | 25                          | 2100      | 2400     | +      | 300  | 14    |   |
| 5. ANNUAL RETIREMNT BENEFIT PAYMNT AMOUNTS (MILLIONS) |                     |        |          |       | 1491                        | 1738   | +        | 247  | 17                          | 1491      | 1844     | +      | 353  | 24    |   |
| 6. ANNUAL NUMBER OF DECEASED MEMBER CLAIMS            |                     |        |          |       | 800                         | 624    | -        | 176  | 22                          | 800       | 800      | +      | 0    | 0     |   |
| 7. ANNUAL NUMBER OF REFUND PAYMENTS                   |                     |        |          |       | 1000                        | 953    | -        | 47   | 5                           | 1000      | 1000     | +      | 0    | 0     |   |
| 8. ASSETS (BILLIONS OF DOLLARS)                       |                     |        |          |       | 17                          | 22     | +        | 5    | 29                          | 17        | 22       | +      | 5    | 29    |   |
| 9. ANNUAL NET INVESTMENT INCOME (MILLIONS)            |                     |        |          |       | 1155                        | 275    | -        | 880  | 76                          | 1155      | 1527     | +      | 372  | 32    |   |
| 10. ANNUAL RETURN ON INVESTMENTS                      |                     |        |          |       | 7                           | 4      | -        | 3    | 43                          | 7         | 7        | +      | 0    | 0     |   |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 03 06 01  
BUF 141

### PROGRAM TITLE: EMPLOYEES RETIREMENT SYSTEM

#### PART I - EXPENDITURES AND POSITIONS

The variance in positions is due to regular staff turnover and establishing new positions.

The variance in expenditures is primarily due to the number of vacant positions in the process of recruitment.

#### PART II - MEASURES OF EFFECTIVENESS

Item 1. The Employees Retirement System (ERS) counsels members submitting refund applications about the irreversible decision that, upon ERS processing the refund of contributions, the member forfeits Hybrid service and, if the individual later is employed by the State or county in a position eligible for ERS membership, the forfeited Hybrid service cannot be reacquired.

Item 3. The variance reflects significantly higher returns than normal in FY 21 (26%), which will affect this measurement through FY 25. As a long-term investor, ERS expects to earn an average of 7% annually.

#### PART III - PROGRAM TARGET GROUPS

There are no significant variances for the program target groups.

#### PART IV - PROGRAM ACTIVITIES

Item 1. The variance is primarily the result of the elimination of the hiring freeze by the State.

Item 3. The variance is due to ERS focusing on maintaining operations while increasing communication efforts for early- and mid-career employees. ERS encourages members to use the ERS Retirement Benefits Calculator on its website since members may see the results of various scenarios specific to their situation. This helps ERS focus on providing retirement estimates for members that are seriously considering retiring within the next 6-12 months.

Item 4. The variance reflects the increasing number of baby boomers reaching retirement age and lifestyle changes adopted following the COVID-19 pandemic.

Item 5. The variance is due to the ongoing increase in the number of retirees, the annual post-retirement increase in benefits, and new retirees added to pension payroll having a higher pension benefit than the retirees removed due to their death. Additionally, the planned figures were from two years ago.

Item 6. The actual number of death claims is dependent on the retirement option elected by the member and whether there are any benefits payable to the estate or beneficiary. The number does not include the work required to notify the family or beneficiary of about 1,000 members, retirees, and beneficiaries that die each year with no death benefit payable.

Item 8. The variance is due to significantly higher returns than normal in FY 21 combined with the fact that planned figures were developed before the performance results of FY 21.

Items 9-10. The variances are due to factors affecting the global investment markets, including, but not limited to, inflation, supply distribution issues, and conflict in Ukraine.



## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO: 11030603

HAWAII EMPLOYER-UNION TRUST FUND

BUF-143

## VARIANCE REPORT

REPORT V61

12/2/22

|                                  | FISCAL YEAR 2021-22 |        |          |       | THREE MONTHS ENDED 09-30-22 |        |          |   | NINE MONTHS ENDING 06-30-23 |           |          |       |   |      |   |
|----------------------------------|---------------------|--------|----------|-------|-----------------------------|--------|----------|---|-----------------------------|-----------|----------|-------|---|------|---|
|                                  | BUDGETED            | ACTUAL | ± CHANGE | %     | BUDGETED                    | ACTUAL | ± CHANGE | % | BUDGETED                    | ESTIMATED | ± CHANGE | %     |   |      |   |
| PART I: EXPENDITURES & POSITIONS |                     |        |          |       |                             |        |          |   |                             |           |          |       |   |      |   |
| RESEARCH & DEVELOPMENT COSTS     |                     |        |          |       |                             |        |          |   |                             |           |          |       |   |      |   |
| POSITIONS                        |                     |        |          |       |                             |        |          |   |                             |           |          |       |   |      |   |
| EXPENDITURES (\$1,000's)         |                     |        |          |       |                             |        |          |   |                             |           |          |       |   |      |   |
| OPERATING COSTS                  |                     |        |          |       |                             |        |          |   |                             |           |          |       |   |      |   |
| POSITIONS                        | 61.00               | 51.00  | -        | 10.00 | 16                          | 61.00  | 52.00    | - | 9.00                        | 15        | 61.00    | 61.00 | + | 0.00 | 0 |
| EXPENDITURES (\$1000's)          | 9,103               | 6,918  | -        | 2,185 | 24                          | 0      | 2,275    | + | 2,275                       | 0         | 9,103    | 9,103 | + | 0    | 0 |
| TOTAL COSTS                      |                     |        |          |       |                             |        |          |   |                             |           |          |       |   |      |   |
| POSITIONS                        | 61.00               | 51.00  | -        | 10.00 | 16                          | 61.00  | 52.00    | - | 9.00                        | 15        | 61.00    | 61.00 | + | 0.00 | 0 |
| EXPENDITURES (\$1000's)          | 9,103               | 6,918  | -        | 2,185 | 24                          | 0      | 2,275    | + | 2,275                       | 0         | 9,103    | 9,103 | + | 0    | 0 |

|   |  |  |  |  | FISCAL YEAR 2021-22 |        |          |      | FISCAL YEAR 2022-23 |           |          |   |   |   |
|---|--|--|--|--|---------------------|--------|----------|------|---------------------|-----------|----------|---|---|---|
|   |  |  |  |  | PLANNED             | ACTUAL | ± CHANGE | %    | PLANNED             | ESTIMATED | ± CHANGE | % |   |   |
| PART II: MEASURES OF EFFECTIVENESS                    |  |  |  |  |                     |        |          |      |                     |           |          |   |   |   |
| 1. PERCENTAGE OF DOCUMENTS PROCESSED WITHIN 60 DAYS   |  |  |  |  | 90                  | 90     | +        | 0    | 0                   | 90        | 90       | + | 0 | 0 |
| 2. AV NO. DAYS REQUIRED TO PROCESS ENROLLMNT TRNSCTNS |  |  |  |  | 15                  | 15     | +        | 0    | 0                   | 15        | 15       | + | 0 | 0 |
| 3. PERCENTAGE OF ABANDONED CALLS                      |  |  |  |  | 5                   | 68     | +        | 63   | 1260                | 5         | 5        | + | 0 | 0 |
| 4. PERCENTAGE OF CALLS ANSWERED WITH 30 SECONDS       |  |  |  |  | 65                  | 52     | -        | 13   | 20                  | 65        | 65       | + | 0 | 0 |
| 5. AMOUNT OF REFUNDS OUTSTANDING GREATER THAN 60 DAYS |  |  |  |  | 13500               | 4810   | -        | 8690 | 64                  | 13500     | 13500    | + | 0 | 0 |
| 6. AMT OF MEDICARE PART B PREMIUM OVERPAYMENTS OS YE  |  |  |  |  | 180                 | 180    | +        | 0    | 0                   | 180       | 180      | + | 0 | 0 |
| 7. % OF TIME COMPUTER SYSTEM IS AVAILABLE DURING 1 YR |  |  |  |  | 98                  | 99     | +        | 1    | 1                   | 98        | 99       | + | 1 | 1 |
| 8. NO. OF MINOR & MAJOR HIPAA VIOLATIONS PER YEAR     |  |  |  |  | 3                   | 3      | +        | 0    | 0                   | 3         | 3        | + | 0 | 0 |

|   |  |  |  |  |       |       |   |      |     |       |       |   |      |     |
|---|--|--|--|--|-------|-------|---|------|-----|-------|-------|---|------|-----|
| PART III: PROGRAM TARGET GROUP                        |  |  |  |  |       |       |   |      |     |       |       |   |      |     |
| 1. TOTAL EMPLOYEES - (ACTIVES) FULL-TIME (STATE/CNTY) |  |  |  |  | 68600 | 65371 | - | 3229 | 5   | 68600 | 65000 | - | 3600 | 5   |
| 2. TOTAL EMPLOYEES - RETIRED                          |  |  |  |  | 46800 | 51396 | + | 4596 | 10  | 46800 | 46800 | + | 0    | 0   |
| 3. TOTAL DEPENDENT BENEFICIARIES                      |  |  |  |  | 83500 | 79140 | - | 4360 | 5   | 83500 | 83500 | + | 0    | 0   |
| 4. MEDICARE PREMIUM REIMBURSEMENT RECIPIENTS          |  |  |  |  | 50000 | 57242 | + | 7242 | 14  | 50000 | 57000 | + | 7000 | 14  |
| 5. PERSONNEL AND FINANCE OFFICERS                     |  |  |  |  | 500   | 0     | - | 500  | 100 | 500   | 0     | - | 500  | 100 |

|   |  |  |  |  |       |       |   |     |    |       |       |   |     |    |
|---|--|--|--|--|-------|-------|---|-----|----|-------|-------|---|-----|----|
| PART IV: PROGRAM ACTIVITY                             |  |  |  |  |       |       |   |     |    |       |       |   |     |    |
| 1. NEW ENROLLMENTS (ADDITIONS)                        |  |  |  |  | 9300  | 9300  | + | 0   | 0  | 9300  | 9300  | + | 0   | 0  |
| 2. TERMINATIONS (DELETIONS, CANCELLATIONS)            |  |  |  |  | 11000 | 11000 | + | 0   | 0  | 11000 | 11000 | + | 0   | 0  |
| 3. ENRLLMNT DATA CHGS (INS PLAN, NAME, ADDRESS, ETC.) |  |  |  |  | 30000 | 30000 | + | 0   | 0  | 30000 | 30000 | + | 0   | 0  |
| 4. COBRA ENROLLMENTS                                  |  |  |  |  | 1450  | 1127  | - | 323 | 22 | 1450  | 1127  | - | 323 | 22 |
| 5. OUTREACH/EDUC BENEFIT BRIEFING SESSIONS CONDUCTED  |  |  |  |  | 137   | 169   | + | 32  | 23 | 137   | 169   | + | 32  | 23 |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 03 06 03  
BUF 143

**PROGRAM TITLE: HAWAII EMPLOYER-UNION TRUST FUND**

### **PART I - EXPENDITURES AND POSITIONS**

The variance in positions is due to staff turnover.

The variance in expenditures is due to the vacant positions.

### **PART II - MEASURES OF EFFECTIVENESS**

Items 3-4. The variance is due to the implementation of the new Benefits Administration System (BAS), which led to an increased number of calls to the Member Services Branch. As of October 2022, the number of answered and abandoned call rates have returned to normal levels.

Item 5. The variance is due to staff focusing on clearing the backlog of refunds prior to the implementation of the new BAS. Staff will continue to focus on processing refunds and expects to clear the backlog by June 30, 2023. The planned figures needs to be updated for the upcoming years to better reflect the actual amounts.

### **PART III - PROGRAM TARGET GROUPS**

Item 2. The planned figures are expected to increase due to employees retiring and will be updated for the upcoming years to better reflect the actual number of retirees.

Item 4. The number of Medicare Premium Reimbursement Recipients has been steadily increasing over time; however, planned figures were not updated to reflect this trend. The planned figures will be updated for the upcoming years to better reflect the actual number of recipients.

Item 5. The planned number of personnel and finance officers are not associated with the program target group and will be removed for the upcoming years.

### **PART IV - PROGRAM ACTIVITIES**

Item 4. The variance is due to fewer employees, retirees and/or dependents enrolling into the Consolidated Omnibus Budget

Reconciliation Act. The planned figures needs to be updated to better reflect the actual amounts.

Item 5. There was an increase in virtual outreach and training sessions offered to pre-retirees, new hires, and personnel officers as a direct result of the COVID-19 pandemic and the closure of State offices. The planned figures will be updated for the upcoming years.

## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO: 11030605

RETIREMENT BENEFITS PAYMENTS - STATE

BUF-741

## VARIANCE REPORT

REPORT V61

12/2/22

|                                  | FISCAL YEAR 2021-22 |         |          |   | THREE MONTHS ENDED 09-30-22 |        |          |   | NINE MONTHS ENDING 06-30-23 |           |          |   |
|----------------------------------|---------------------|---------|----------|---|-----------------------------|--------|----------|---|-----------------------------|-----------|----------|---|
|                                  | BUDGETED            | ACTUAL  | ± CHANGE | % | BUDGETED                    | ACTUAL | ± CHANGE | % | BUDGETED                    | ESTIMATED | ± CHANGE | % |
| PART I: EXPENDITURES & POSITIONS |                     |         |          |   |                             |        |          |   |                             |           |          |   |
| RESEARCH & DEVELOPMENT COSTS     |                     |         |          |   |                             |        |          |   |                             |           |          |   |
| POSITIONS                        |                     |         |          |   |                             |        |          |   |                             |           |          |   |
| EXPENDITURES (\$1,000's)         |                     |         |          |   |                             |        |          |   |                             |           |          |   |
| OPERATING COSTS                  |                     |         |          |   |                             |        |          |   |                             |           |          |   |
| POSITIONS                        | 0.00                | 0.00    | + 0.00   | 0 | 0.00                        | 0.00   | + 0.00   | 0 | 0.00                        | 0.00      | + 0.00   | 0 |
| EXPENDITURES (\$1000's)          | 437,407             | 428,877 | - 8,530  | 2 | 92,661                      | 92,661 | + 0      | 0 | 341,520                     | 341,520   | + 0      | 0 |
| TOTAL COSTS                      |                     |         |          |   |                             |        |          |   |                             |           |          |   |
| POSITIONS                        | 0.00                | 0.00    | + 0.00   | 0 | 0.00                        | 0.00   | + 0.00   | 0 | 0.00                        | 0.00      | + 0.00   | 0 |
| EXPENDITURES (\$1000's)          | 437,407             | 428,877 | - 8,530  | 2 | 92,661                      | 92,661 | + 0      | 0 | 341,520                     | 341,520   | + 0      | 0 |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 03 06 05  
BUF 741

**PROGRAM TITLE: RETIREMENT BENEFITS PAYMENTS - STATE**

---

### **PART I - EXPENDITURES AND POSITIONS**

The variance in expenditures is due to lower-than-budgeted retirement benefits costs for employees of the Executive Branch, excluding employees of the Department of Education and the University of Hawaii. These costs include amounts for the employer's share of Social Security/Medicare, which are difficult to project.

### **PART II - MEASURES OF EFFECTIVENESS**

No measures of effectiveness have been developed for this program for FY 22 and FY 23.

### **PART III - PROGRAM TARGET GROUPS**

No program target groups have been developed for FY 22 and FY 23.

### **PART IV - PROGRAM ACTIVITIES**

No program activities have been developed for FY 22 and FY 23.

## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO:

HEALTH PREMIUM PAYMENTS - STATE

BUF-761

11030607

## VARIANCE REPORT

REPORT V61

12/2/22

|                                  | FISCAL YEAR 2021-22 |         |          |       | THREE MONTHS ENDED 09-30-22 |          |        |          | NINE MONTHS ENDING 06-30-23 |   |          |           |          |      |   |
|----------------------------------|---------------------|---------|----------|-------|-----------------------------|----------|--------|----------|-----------------------------|---|----------|-----------|----------|------|---|
|                                  | BUDGETED            | ACTUAL  | ± CHANGE |       | %                           | BUDGETED | ACTUAL | ± CHANGE |                             | % | BUDGETED | ESTIMATED | ± CHANGE |      | % |
| PART I: EXPENDITURES & POSITIONS |                     |         |          |       |                             |          |        |          |                             |   |          |           |          |      |   |
| RESEARCH & DEVELOPMENT COSTS     |                     |         |          |       |                             |          |        |          |                             |   |          |           |          |      |   |
| POSITIONS                        |                     |         |          |       |                             |          |        |          |                             |   |          |           |          |      |   |
| EXPENDITURES (\$1,000's)         |                     |         |          |       |                             |          |        |          |                             |   |          |           |          |      |   |
| OPERATING COSTS                  |                     |         |          |       |                             |          |        |          |                             |   |          |           |          |      |   |
| POSITIONS                        | 0.00                | 0.00    | +        | 0.00  | 0                           | 0.00     | 0.00   | +        | 0.00                        | 0 | 0.00     | 0.00      | +        | 0.00 | 0 |
| EXPENDITURES (\$1000's)          | 125,841             | 127,217 | +        | 1,376 | 1                           | 42,443   | 42,443 | +        | 0                           | 0 | 81,816   | 81,816    | +        | 0    | 0 |
| TOTAL COSTS                      |                     |         |          |       |                             |          |        |          |                             |   |          |           |          |      |   |
| POSITIONS                        | 0.00                | 0.00    | +        | 0.00  | 0                           | 0.00     | 0.00   | +        | 0.00                        | 0 | 0.00     | 0.00      | +        | 0.00 | 0 |
| EXPENDITURES (\$1000's)          | 125,841             | 127,217 | +        | 1,376 | 1                           | 42,443   | 42,443 | +        | 0                           | 0 | 81,816   | 81,816    | +        | 0    | 0 |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 03 06 07  
BUF 761

**PROGRAM TITLE: HEALTH PREMIUM PAYMENTS - STATE**

---

### **PART I - EXPENDITURES AND POSITIONS**

The variance is due to negotiated collective bargaining cost item increases being funded through specific acts outside of the budget act and having the funds transferred into the program's account to cover health premium payments.

### **PART II - MEASURES OF EFFECTIVENESS**

No measures of effectiveness have been developed for this program for FY 22 and FY 23.

### **PART III - PROGRAM TARGET GROUPS**

No program target groups have been developed for FY 22 and FY 23.

### **PART IV - PROGRAM ACTIVITIES**

No program activities have been developed for FY 22 and FY 23.

STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO:

HEALTH PREMIUM PAYMENTS FOR ARC

BUF-762

11030609

## VARIANCE REPORT

REPORT V61

12/2/22

|                                  | FISCAL YEAR 2021-22 |         |          |   | THREE MONTHS ENDED 09-30-22 |         |          |   | NINE MONTHS ENDING 06-30-23 |           |          |   |
|----------------------------------|---------------------|---------|----------|---|-----------------------------|---------|----------|---|-----------------------------|-----------|----------|---|
|                                  | BUDGETED            | ACTUAL  | ± CHANGE | % | BUDGETED                    | ACTUAL  | ± CHANGE | % | BUDGETED                    | ESTIMATED | ± CHANGE | % |
| PART I: EXPENDITURES & POSITIONS |                     |         |          |   |                             |         |          |   |                             |           |          |   |
| RESEARCH & DEVELOPMENT COSTS     |                     |         |          |   |                             |         |          |   |                             |           |          |   |
| POSITIONS                        |                     |         |          |   |                             |         |          |   |                             |           |          |   |
| EXPENDITURES (\$1,000's)         |                     |         |          |   |                             |         |          |   |                             |           |          |   |
| OPERATING COSTS                  |                     |         |          |   |                             |         |          |   |                             |           |          |   |
| POSITIONS                        | 0.00                | 0.00    | + 0.00   | 0 | 0.00                        | 0.00    | + 0.00   | 0 | 0.00                        | 0.00      | + 0.00   | 0 |
| EXPENDITURES (\$1000's)          | 464,088             | 498,088 | + 34,000 | 7 | 143,893                     | 143,893 | + 0      | 0 | 695,552                     | 695,552   | + 0      | 0 |
| TOTAL COSTS                      |                     |         |          |   |                             |         |          |   |                             |           |          |   |
| POSITIONS                        | 0.00                | 0.00    | + 0.00   | 0 | 0.00                        | 0.00    | + 0.00   | 0 | 0.00                        | 0.00      | + 0.00   | 0 |
| EXPENDITURES (\$1000's)          | 464,088             | 498,088 | + 34,000 | 7 | 143,893                     | 143,893 | + 0      | 0 | 695,552                     | 695,552   | + 0      | 0 |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 03 06 09  
BUF 762

**PROGRAM TITLE: HEALTH PREMIUM PAYMENTS FOR ARC**

---

### **PART I - EXPENDITURES AND POSITIONS**

The variance is due debt services and health premium payments savings being transferred in and used to make an additional Other Post-Employment Benefits pre-funding payment.

### **PART II - MEASURES OF EFFECTIVENESS**

No measures of effectiveness have been developed for this program for FY 22 and FY 23.

### **PART III - PROGRAM TARGET GROUPS**

No program target groups have been developed for FY 22 and FY 23.

### **PART IV - PROGRAM ACTIVITIES**

No program activities have been developed for FY 22 and FY 23.



## VARIANCE REPORT

|   | FISCAL YEAR 2021-22 |        |          |    | THREE MONTHS ENDED 09-30-22 |        |          |     | NINE MONTHS ENDING 06-30-23 |           |          |   |
|---|---------------------|--------|----------|----|-----------------------------|--------|----------|-----|-----------------------------|-----------|----------|---|
|   | BUDGETED            | ACTUAL | ± CHANGE | %  | BUDGETED                    | ACTUAL | ± CHANGE | %   | BUDGETED                    | ESTIMATED | ± CHANGE | % |
| <b>PART I: EXPENDITURES &amp; POSITIONS</b>         |                     |        |          |    |                             |        |          |     |                             |           |          |   |
| <b>RESEARCH &amp; DEVELOPMENT COSTS</b>             |                     |        |          |    |                             |        |          |     |                             |           |          |   |
| <b>POSITIONS</b>                                    |                     |        |          |    |                             |        |          |     |                             |           |          |   |
| <b>EXPENDITURES (\$1,000's)</b>                     |                     |        |          |    |                             |        |          |     |                             |           |          |   |
| <b>OPERATING COSTS</b>                              |                     |        |          |    |                             |        |          |     |                             |           |          |   |
| <b>POSITIONS</b>                                    | 73.00               | 67.00  | - 6.00   | 8  | 87.00                       | 63.00  | - 24.00  | 28  | 87.00                       | 87.00     | + 0.00   | 0 |
| <b>EXPENDITURES (\$1000's)</b>                      | 70,644              | 62,721 | - 7,923  | 11 | 11,488                      | 3,299  | - 8,189  | 71  | 99,405                      | 104,605   | + 5,200  | 5 |
| <b>TOTAL COSTS</b>                                  |                     |        |          |    |                             |        |          |     |                             |           |          |   |
| <b>POSITIONS</b>                                    | 73.00               | 67.00  | - 6.00   | 8  | 87.00                       | 63.00  | - 24.00  | 28  | 87.00                       | 87.00     | + 0.00   | 0 |
| <b>EXPENDITURES (\$1000's)</b>                      | 70,644              | 62,721 | - 7,923  | 11 | 11,488                      | 3,299  | - 8,189  | 71  | 99,405                      | 104,605   | + 5,200  | 5 |
|   |                     |        |          |    | FISCAL YEAR 2021-22         |        |          |     | FISCAL YEAR 2022-23         |           |          |   |
|   |                     |        |          |    | PLANNED                     | ACTUAL | ± CHANGE | %   | PLANNED                     | ESTIMATED | ± CHANGE | % |
| <b>PART II: MEASURES OF EFFECTIVENESS</b>           |                     |        |          |    |                             |        |          |     |                             |           |          |   |
| 1. AV LENGTH OF TIME TO PROCESS PROP LOSS CLAIM REQ |                     |        |          |    | 15                          | 34     | + 19     | 127 | 15                          | 15        | + 0      | 0 |
| 2. AV NO. OF DAYS TO COMPLETE A QUIET TITLE REPORT  |                     |        |          |    | 5                           | 7      | + 2      | 40  | 5                           | 5         | + 0      | 0 |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

**PROGRAM TITLE: PROPERTY MANAGEMENT**

**11 03 07**

**PART I - EXPENDITURES AND POSITIONS**

(See Lowest Level Programs for Explanation of Variances)

**PART II - MEASURES OF EFFECTIVENESS**

(See Lowest Level Programs for Explanation of Variances)

## STATE OF HAWAII

PROGRAM TITLE:

PUBLIC LANDS MANAGEMENT

PROGRAM-ID:

LNR-101

PROGRAM STRUCTURE NO: 11030701

## VARIANCE REPORT

REPORT V61

12/2/22

|  | FISCAL YEAR 2021-22 |        |          |       | THREE MONTHS ENDED 09-30-22 |        |          |      | NINE MONTHS ENDING 06-30-23 |           |          |        |      |       |    |
|--|---------------------|--------|----------|-------|-----------------------------|--------|----------|------|-----------------------------|-----------|----------|--------|------|-------|----|
|  | BUDGETED            | ACTUAL | ± CHANGE | %     | BUDGETED                    | ACTUAL | ± CHANGE | %    | BUDGETED                    | ESTIMATED | ± CHANGE | %      |      |       |    |
| PART I: EXPENDITURES & POSITIONS                       |                     |        |          |       |                             |        |          |      |                             |           |          |        |      |       |    |
| RESEARCH & DEVELOPMENT COSTS                           |                     |        |          |       |                             |        |          |      |                             |           |          |        |      |       |    |
| POSITIONS  |                     |        |          |       |                             |        |          |      |                             |           |          |        |      |       |    |
| EXPENDITURES (\$1,000's)                               |                     |        |          |       |                             |        |          |      |                             |           |          |        |      |       |    |
| OPERATING COSTS  |                     |        |          |       |                             |        |          |      |                             |           |          |        |      |       |    |
| POSITIONS  | 56.00               | 52.00  | -        | 4.00  | 7                           | 64.00  | 48.00    | -    | 16.00                       | 25        | 64.00    | 64.00  | +    | 0.00  | 0  |
| EXPENDITURES (\$1000's)                                | 22,898              | 19,026 | -        | 3,872 | 17                          | 6,021  | 1,779    | -    | 4,242                       | 70        | 23,183   | 27,425 | +    | 4,242 | 18 |
| TOTAL COSTS  |                     |        |          |       |                             |        |          |      |                             |           |          |        |      |       |    |
| POSITIONS  | 56.00               | 52.00  | -        | 4.00  | 7                           | 64.00  | 48.00    | -    | 16.00                       | 25        | 64.00    | 64.00  | +    | 0.00  | 0  |
| EXPENDITURES (\$1000's)                                | 22,898              | 19,026 | -        | 3,872 | 17                          | 6,021  | 1,779    | -    | 4,242                       | 70        | 23,183   | 27,425 | +    | 4,242 | 18 |
|  |                     |        |          |       | FISCAL YEAR 2021-22         |        |          |      | FISCAL YEAR 2022-23         |           |          |        |      |       |    |
|  |                     |        |          |       | PLANNED                     | ACTUAL | ± CHANGE | %    | PLANNED                     | ESTIMATED | ± CHANGE | %      |      |       |    |
| PART II: MEASURES OF EFFECTIVENESS                     |                     |        |          |       |                             |        |          |      |                             |           |          |        |      |       |    |
| 1. NUMBER OF ACRES ON LEASE OR EASEMENT (THOUSANDS)    |                     |        |          |       | 132                         | 128    | -        | 4    | 3                           | 132       | 129      | -      | 3    | 2     |    |
| 2. NUMBER OF ACRES ON REVOCABLE PERMIT (THOUSANDS)     |                     |        |          |       | 32                          | 30     | -        | 2    | 6                           | 32        | 30       | -      | 2    | 6     |    |
| 3. NO. OF DELINQUENT ACCOUNTS AS A % OF TOTAL ACCNTS   |                     |        |          |       | 4                           | 4.21   | +        | 0.21 | 5                           | 4         | 4.61     | +      | 0.61 | 15    |    |
| 4. \$ AMOUNT OF GEOTHERMAL REVENUES COLLECTED (000S)   |                     |        |          |       | 20                          | 1888   | +        | 1868 | 9340                        | 20        | 2200     | +      | 2180 | 10900 |    |
| 5. \$ AMT OF REVS GENERATED/DEPOSITD INTO SLDF (000'S) |                     |        |          |       | 12734                       | 18838  | +        | 6104 | 48                          | 13734     | 19000    | +      | 5266 | 38    |    |
| 6. AMOUNT OF TOTAL REVENUES GENERATED (THOUSANDS)      |                     |        |          |       | 22134                       | 22300  | +        | 166  | 1                           | 23134     | 22300    | -      | 834  | 4     |    |
| PART III: PROGRAM TARGET GROUP                         |                     |        |          |       |                             |        |          |      |                             |           |          |        |      |       |    |
| 1. NO. ACRES SET ASIDE BY EXEC ORDERS FOR GOV'T PURP   |                     |        |          |       | 417                         | 420    | +        | 3    | 1                           | 417       | 420      | +      | 3    | 1     |    |
| 2. DOLLAR AMOUNT OF REVENUES TRANSFERRED TO OHA (000)  |                     |        |          |       | 2900                        | 2305   | -        | 595  | 21                          | 2900      | 2305     | -      | 595  | 21    |    |
| PART IV: PROGRAM ACTIVITY                              |                     |        |          |       |                             |        |          |      |                             |           |          |        |      |       |    |
| 1. NUMBER OF SALES IN FEE                              |                     |        |          |       | 3.5                         | 5      | +        | 1.5  | 43                          | 3.5       | 2        | -      | 1.5  | 43    |    |
| 2. NUMBER OF GENERAL LEASES ISSUED                     |                     |        |          |       | 1                           | 0      | -        | 1    | 100                         | 1         | 1        | +      | 0    | 0     |    |
| 3. NUMBER OF REVOCABLE PERMITS ISSUED                  |                     |        |          |       | 5                           | 8      | +        | 3    | 60                          | 5         | 7        | +      | 2    | 40    |    |
| 4. NUMBER OF EXECUTIVE ORDERS ISSUED                   |                     |        |          |       | 47                          | 13     | -        | 34   | 72                          | 47        | 15       | -      | 32   | 68    |    |
| 5. NO. ACQUISTNS PRIVTE LND PUBLIC OR CONSERVTN PURPS  |                     |        |          |       | 3                           | 2      | -        | 1    | 33                          | 3         | 1        | -      | 2    | 67    |    |
| 6. NUMBER OF INSPECTIONS OF PUBLIC LANDS MADE          |                     |        |          |       | 90                          | 105    | +        | 15   | 17                          | 90        | 95       | +      | 5    | 6     |    |
| 7. NUMBER OF EASEMENTS GRANTED                         |                     |        |          |       | 21                          | 10     | -        | 11   | 52                          | 21        | 10       | -      | 11   | 52    |    |
| 8. DOLLAR AMOUNT DELINQUENT RECEIVABLES (THOUSANDS)    |                     |        |          |       | 865                         | 461    | -        | 404  | 47                          | 865       | 470      | -      | 395  | 46    |    |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 03 07 01  
LNR 101

**PROGRAM TITLE: PUBLIC LANDS MANAGEMENT**

### **PART I - EXPENDITURES AND POSITIONS**

Position vacancies resulted in lower-than-expected operating costs for FY 22 and the first three months ending September 30, 2022, in FY 23. The Land Division was given eight new positions by Act 248, SLH 2022, and is in the process of establishing those positions. In addition, management decided to keep operating expenses at a minimum in light of significant capital expenditures planned in the later part of FY 23 to FY 24 funded (both operating and capital expenditures) from the Special Land and Development Fund.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 3: The planned figure for FY 23 does not account for the negative impact that has been caused by COVID-19 to the local economy.

Item 4: In FY 22, Puna Geothermal Venture restarted electrical production sooner and at greater capacity than anticipated.

Item 5: The planned numbers for FY 22 and FY 23 were understated; adjustments were made to the FY 23 estimates.

### **PART III - PROGRAM TARGET GROUPS**

Item 2: Projected ceded land revenues were overstated and appropriate adjustments were made to the FY 23 estimates.

### **PART IV - PROGRAM ACTIVITIES**

Item 1: Sales in fee do not occur regularly and the process involves many steps and approvals. The planned figure for FY 22 was overstated and appropriate adjustments were made to the FY 23 estimates. Fee sales of only remnants are anticipated.

Item 2: With the enactment of various lease extension legislation, the demand for new leases is down while inquiries and requests for lease extensions have gone up. The planned figure for new leases in FY 22 was overstated.

Item 3: Projecting the amount of new revocable permits have been less predictable in recent years in part due to stricter Land Board standards for the issuance of new revocable permits; however, there has been more interest and demand for permits along the shoreline for temporary erosion control measures and structures. The planned figure for FY 22 was understated and appropriate adjustments were made to the FY 23 estimates.

Item 4: The issuance of executive orders depends on the circumstances of the individual agencies. The planned figure for FY 22 was overstated and appropriate adjustments were made to the FY 23 estimates.

Item 5: Acquisition of private properties for public use is subject to numerous factors before the project can become a reality. The planned figure for FY 22 was overstated and appropriate adjustments were made to the FY 23 estimates.

Item 6: Management has made site inspections a higher priority for land agents.

Item 7: Processing easements often involves other agencies or entities, including the Legislature for submerged lands easements (within the shoreline). The planned figure for FY 22 was overstated and appropriate adjustments were made to the FY 23 estimates.

Item 8: The division continues to strive to reduce delinquencies.

## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO: 11030702

STATE RISK MANAGEMENT &amp; INSURANCE ADMIN

AGS-203

## VARIANCE REPORT

REPORT V61

12/2/22

|  | FISCAL YEAR 2021-22 |        |          |      | THREE MONTHS ENDED 09-30-22 |        |          |       | NINE MONTHS ENDING 06-30-23 |           |          |       |
|--|---------------------|--------|----------|------|-----------------------------|--------|----------|-------|-----------------------------|-----------|----------|-------|
|  | BUDGETED            | ACTUAL | ± CHANGE | %    | BUDGETED                    | ACTUAL | ± CHANGE | %     | BUDGETED                    | ESTIMATED | ± CHANGE | %     |
| <b>PART I: EXPENDITURES &amp; POSITIONS</b>            |                     |        |          |      |                             |        |          |       |                             |           |          |       |
| <b>RESEARCH &amp; DEVELOPMENT COSTS</b>                |                     |        |          |      |                             |        |          |       |                             |           |          |       |
| <b>POSITIONS</b>                                       |                     |        |          |      |                             |        |          |       |                             |           |          |       |
| <b>EXPENDITURES (\$1,000's)</b>                        |                     |        |          |      |                             |        |          |       |                             |           |          |       |
| <b>OPERATING COSTS</b>                                 |                     |        |          |      |                             |        |          |       |                             |           |          |       |
| <b>POSITIONS</b>                                       | 4.00                | 4.00   | +        | 0.00 | 5.00                        | 4.00   | -        | 1.00  | 5.00                        | 5.00      | +        | 0.00  |
| <b>EXPENDITURES (\$1000's)</b>                         | 35,398              | 34,417 | -        | 981  | 3,711                       | 361    | -        | 3,350 | 65,946                      | 69,299    | +        | 3,353 |
| <b>TOTAL COSTS</b>                                     |                     |        |          |      |                             |        |          |       |                             |           |          |       |
| <b>POSITIONS</b>                                       | 4.00                | 4.00   | +        | 0.00 | 5.00                        | 4.00   | -        | 1.00  | 5.00                        | 5.00      | +        | 0.00  |
| <b>EXPENDITURES (\$1000's)</b>                         | 35,398              | 34,417 | -        | 981  | 3,711                       | 361    | -        | 3,350 | 65,946                      | 69,299    | +        | 3,353 |
|  |                     |        |          |      | FISCAL YEAR 2021-22         |        |          |       | FISCAL YEAR 2022-23         |           |          |       |
|  |                     |        |          |      | PLANNED                     | ACTUAL | ± CHANGE | %     | PLANNED                     | ESTIMATED | ± CHANGE | %     |
| <b>PART II: MEASURES OF EFFECTIVENESS</b>              |                     |        |          |      |                             |        |          |       |                             |           |          |       |
| 1. NO. INSUR POLICIES PROCURED BEFORE EXPIRATION DATE  |                     |        |          |      | 4                           | 4      | +        | 0     | 4                           | 4         | +        | 0     |
| 2. AV LENGTH OF TIME TO PROCESS PROP LOSS CLAIM REQ    |                     |        |          |      | 15                          | 34     | +        | 19    | 15                          | 15        | +        | 0     |
| 3. AV LENGTH OF TIME TO RECOVER INSURANCE PROCEEDS     |                     |        |          |      | 60                          | 87     | +        | 27    | 60                          | 60        | +        | 0     |
| 4. AV LENGTH OF TIME TO PROCESS LIABILITY LOSS CLAIMS  |                     |        |          |      | 90                          | 69     | -        | 21    | 90                          | 90        | +        | 0     |
| 5. AV TIME TO PROCESS LIABILITY LOSS POTHOLE CLAIMS    |                     |        |          |      | 70                          | 88     | +        | 18    | 70                          | 70        | +        | 0     |
| 6. AV LENGTH OF TIME TO PROCESS AUTO LOSS CLAIMS       |                     |        |          |      | 90                          | 66     | -        | 24    | 90                          | 90        | +        | 0     |
| <b>PART III: PROGRAM TARGET GROUP</b>                  |                     |        |          |      |                             |        |          |       |                             |           |          |       |
| 1. TOTAL NO. OF STATEWIDE INSURANCE POLICIES PROCURED  |                     |        |          |      | 4                           | 4      | +        | 0     | 4                           | 4         | +        | 0     |
| 2. TOTAL NO. OF PROPERTY LOSS CLAIMS PROCESSED         |                     |        |          |      | 100                         | 143    | +        | 43    | 100                         | 100       | +        | 0     |
| 3. TOTAL LIABILITY CLAIMS PROCESSED - EXCL. POTHOLE    |                     |        |          |      | 500                         | 439    | -        | 61    | 500                         | 500       | +        | 0     |
| 4. TOTAL NO. OF LIABILITY POTHOLE CLAIMS PROCESSED     |                     |        |          |      | 150                         | 179    | +        | 29    | 150                         | 150       | +        | 0     |
| 5. TOTAL NUMBER OF AUTOMOBILE LOSS CLAIMS PROCESSED    |                     |        |          |      | 400                         | 270    | -        | 130   | 400                         | 400       | +        | 0     |
| 6. NUMBER OF STATE OFFICIALS AND EMPLOYEES             |                     |        |          |      | 55000                       | 64960  | +        | 9960  | 55000                       | 55000     | +        | 0     |
| 7. FAIR MARKET VALUE OF STATE BLDGS/CONTENTS (\$ MILL) |                     |        |          |      | 18000                       | 22000  | +        | 4000  | 18000                       | 18000     | +        | 0     |
| 8. NUMBER OF STATE VEHICLES                            |                     |        |          |      | 5800                        | 5995   | +        | 195   | 5800                        | 5800      | +        | 0     |
| <b>PART IV: PROGRAM ACTIVITY</b>                       |                     |        |          |      |                             |        |          |       |                             |           |          |       |
| 1. TOTAL NUMBER OF STATEWIDE INSURANCE POLICIES        |                     |        |          |      | 4                           | 4      | +        | 0     | 4                           | 4         | +        | 0     |
| 2. TOTAL NUMBER OF PROPERTY LOSS CLAIMS RECEIVED       |                     |        |          |      | 80                          | 143    | +        | 63    | 80                          | 80        | +        | 0     |
| 3. TOTAL NUMBER OF CRIME LOSS CLAIMS RECEIVED          |                     |        |          |      | 1                           | 1      | +        | 0     | 1                           | 1         | +        | 0     |
| 4. TOTAL NUMBER OF LIABILITY CLAIMS RECEIVED           |                     |        |          |      | 650                         | 439    | -        | 211   | 650                         | 650       | +        | 0     |
| 5. TOTAL NUMBER OF AUTOMOBILE CLAIMS RECEIVED          |                     |        |          |      | 375                         | 270    | -        | 105   | 375                         | 375       | +        | 0     |
| 6. NUMBER OF RISK ASSESSMENT REPORTS ISSUED            |                     |        |          |      | 1                           | 0      | -        | 1     | 1                           | 1         | +        | 0     |
| 7. NUMBER OF BUILDING INSPECTION REPORTS ISSUED        |                     |        |          |      | 1                           | 0      | -        | 1     | 1                           | 1         | +        | 0     |
| 8. NO. OF TRAINING SESSIONS PROVIDED TO STATE DEPTS    |                     |        |          |      | 2                           | 2      | +        | 0     | 2                           | 2         | +        | 0     |
| 9. NUMBER OF STATEMENTS OF SELF-INSURANCE ISSUED       |                     |        |          |      | 500                         | 312    | -        | 188   | 500                         | 500       | +        | 0     |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 03 07 02  
AGS 203

**PROGRAM TITLE: STATE RISK MANAGEMENT & INSURANCE ADMIN**

### **PART I - EXPENDITURES AND POSITIONS**

The expenditure variance for FY 22 is primarily due to lower payments than budgeted for self-insured losses/payments and non-discretionary costs that are unpredictable.

The lower expenditures in the 1st quarter of FY 23 are due to the lower than expected payments for self-insured losses/payments.

The lower positions in the 1st quarter of FY 23 is due to the administrative process to recruit and hire the budgeted position.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 2: The longer average time to process property claims was due to the longer periods departments took to repair property damages.

Item 3: The longer time it took to recover claims was due to longer response times from third parties responding.

Item 4: The shorter time it took to process liability claims was due to faster response times from departments.

Item 5: The longer time it took to process pothole claims was due to the longer response time from the Department of Transportation's Highways Division.

Item 6: The shorter time it took to process automobile claims was due to the faster response time from the departments.

### **PART III - PROGRAM TARGET GROUPS**

Item 2: Property claims increased due to more claims filed than anticipated.

Item 3: Liability claims decreased due to less claims filed than anticipated.

Item 4: Pothole claims increased due to more claims filed than anticipated.

Item 5: The amount of automobile loss claims to process decreased due to a lower amount of claims filed.

Item 6: The employee count increase is probably due to the method used in obtaining the count from years past.

Item 7: The amount of property assets increased because additional properties were added by various departments on the State property insurance listing, and the replacement cost values also increased.

Item 8: The automobile count increased due to the additions of vehicles from various departments.

### **PART IV - PROGRAM ACTIVITIES**

Item 2: The total number of property loss claims received increased due to more claims filed than expected due to rainstorms that generated additional property damages.

Item 4: The number of liability loss claims was less than expected.

Item 5: The number of automobile loss claims filed was less than expected.

Item 6: The number of risk assessments issued was reduced due to no department requesting for assessments.

Item 7: The number of building inspections was reduced due to the pandemic, as no requests were made.

Item 9: The number of Statements of Self-Insurances issued was reduced due to less than expected activities by State government.

## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO: 11030703

LAND SURVEY

AGS-211

## VARIANCE REPORT

REPORT V61

12/2/22

|   | FISCAL YEAR 2021-22 |        |          |      | THREE MONTHS ENDED 09-30-22 |                     |        |          | NINE MONTHS ENDING 06-30-23 |                     |          |           |          |      |    |
|---|---------------------|--------|----------|------|-----------------------------|---------------------|--------|----------|-----------------------------|---------------------|----------|-----------|----------|------|----|
|   | BUDGETED            | ACTUAL | ± CHANGE |      | %                           | BUDGETED            | ACTUAL | ± CHANGE |                             | %                   | BUDGETED | ESTIMATED | ± CHANGE |      | %  |
| PART I: EXPENDITURES & POSITIONS                      |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |    |
| RESEARCH & DEVELOPMENT COSTS                          |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |    |
| POSITIONS   |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |    |
| EXPENDITURES (\$1,000's)                              |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |    |
| OPERATING COSTS                                       |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |    |
| POSITIONS   | 9.00                | 9.00   | +        | 0.00 | 0                           | 10.00               | 9.00   | -        | 1.00                        | 10                  | 10.00    | 10.00     | +        | 0.00 | 0  |
| EXPENDITURES (\$1000's)                               | 1,070               | 738    | -        | 332  | 31                          | 190                 | 196    | +        | 6                           | 3                   | 897      | 544       | -        | 353  | 39 |
| TOTAL COSTS   |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |    |
| POSITIONS   | 9.00                | 9.00   | +        | 0.00 | 0                           | 10.00               | 9.00   | -        | 1.00                        | 10                  | 10.00    | 10.00     | +        | 0.00 | 0  |
| EXPENDITURES (\$1000's)                               | 1,070               | 738    | -        | 332  | 31                          | 190                 | 196    | +        | 6                           | 3                   | 897      | 544       | -        | 353  | 39 |
|   |                     |        |          |      |                             | FISCAL YEAR 2021-22 |        |          |                             | FISCAL YEAR 2022-23 |          |           |          |      |    |
|   |                     |        |          |      |                             | PLANNED             | ACTUAL | ± CHANGE |                             | %                   | PLANNED  | ESTIMATED | ± CHANGE |      | %  |
| PART II: MEASURES OF EFFECTIVENESS                    |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |    |
| 1. AV NO. OF DAYS TO COMPLETE A QUIET TITLE REPORT    |                     |        |          |      |                             | 5                   | 7      | +        | 2                           | 40                  | 5        | 5         | +        | 0    | 0  |
| 2. COMPLETED DESCRIPTION OF LANDS AS % OF REQUESTS    |                     |        |          |      |                             | 60                  | 100    | +        | 40                          | 67                  | 60       | 60        | +        | 0    | 0  |
| 3. AVE NO. OF DAYS TO PROCESS LC & FP MAPS            |                     |        |          |      |                             | 15                  | 42     | +        | 27                          | 180                 | 15       | 15        | +        | 0    | 0  |
| 4. AV NO. OF DAYS TO PRODUCE A DESCRIPTION OF LANDS   |                     |        |          |      |                             | 20                  | 58     | +        | 38                          | 190                 | 20       | 20        | +        | 0    | 0  |
| 5. AV NO. OF DAYS TO PROCESS SHORELINE CERTIFICATION  |                     |        |          |      |                             | 40                  | 40     | +        | 0                           | 0                   | 40       | 40        | +        | 0    | 0  |
| PART III: PROGRAM TARGET GROUP                        |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |    |
| 1. NO. REQUESTS FOR QUIET TITLE REPORTS               |                     |        |          |      |                             | 20                  | 12     | -        | 8                           | 40                  | 20       | 20        | +        | 0    | 0  |
| 2. NO. REQUESTS FOR DESCRIPTIONS - STATE-OWNED LANDS  |                     |        |          |      |                             | 110                 | 43     | -        | 67                          | 61                  | 110      | 110       | +        | 0    | 0  |
| 3. OWNERS OF LD CT & OTHER LANDS(TTL NO. MAPS RECD)   |                     |        |          |      |                             | 150                 | 75     | -        | 75                          | 50                  | 150      | 150       | +        | 0    | 0  |
| 4. OWNERS OF BEACHFRONT PROPRTY(TTL NO CERT REQ RECD) |                     |        |          |      |                             | 140                 | 104    | -        | 36                          | 26                  | 140      | 140       | +        | 0    | 0  |
| PART IV: PROGRAM ACTIVITY                             |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |    |
| 1. NO. OF REQUESTS FOR QUIET TITLE REPORTS COMPLETED  |                     |        |          |      |                             | 20                  | 12     | -        | 8                           | 40                  | 20       | 20        | +        | 0    | 0  |
| 2. NO OF REQUESTS FOR DESCRIPTION OF LANDS COMPLETED  |                     |        |          |      |                             | 66                  | 48     | -        | 18                          | 27                  | 66       | 66        | +        | 0    | 0  |
| 3. NO. OF LAND COURT AND FILE PLAN MAPS COMPLETED     |                     |        |          |      |                             | 150                 | 30     | -        | 120                         | 80                  | 150      | 150       | +        | 0    | 0  |
| 4. NO. OF SHORELINE CERTIFICATIONS COMPLETED          |                     |        |          |      |                             | 140                 | 104    | -        | 36                          | 26                  | 140      | 140       | +        | 0    | 0  |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 03 07 03  
AGS 211

### PROGRAM TITLE: LAND SURVEY

#### **PART I - EXPENDITURES AND POSITIONS**

For the first three months of FY 23, the variance in positions is due to the new Office Assistant (OA) III position not yet being established.

For FY 22 and FY 23, the variance in expenditures are due to no contracts for licensed surveyors.

Item 3: The variance is due to a decrease in requests from private landowners and surveyors' delayed responses to requests for corrections.

Item 4: The variance is due to a decrease in requests from private land owners.

#### **PART II - MEASURES OF EFFECTIVENESS**

Item 1: The variance is the result of the loss of the OA III position by Act 88, SLH 2021.

Item 2: The variance is the result of a decrease in requests from State agencies resulting in the ability to complete a higher percentage of requests than expected.

Item 3: The variance is due to a greater percentage of complex requests, private surveyors' delayed responses to requests for map corrections, and the loss of the OA III position by Act 88, SLH 2021.

Item 4: The variance is due to a greater percentage of complex requests, private surveyors' delayed responses to requests for map corrections, and the loss of the OA III position by Act 88, SLH 2021.

#### **PART III - PROGRAM TARGET GROUPS**

Items 1 and 2: The variances are the result of decreases in requests from State agencies.

Items 3 and 4: The variances are due to decreases in requests from private landowners.

#### **PART IV - PROGRAM ACTIVITIES**

Items 1 and 2: The variances are due to decreases in requests from State agencies.



## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO: 11030704

OFFICE LEASING

AGS-223

## VARIANCE REPORT

REPORT V61

12/2/22

|  | FISCAL YEAR 2021-22 |        |          |       | THREE MONTHS ENDED 09-30-22 |        |          |     | NINE MONTHS ENDING 06-30-23 |           |          |       |     |       |    |
|--|---------------------|--------|----------|-------|-----------------------------|--------|----------|-----|-----------------------------|-----------|----------|-------|-----|-------|----|
|  | BUDGETED            | ACTUAL | ± CHANGE | %     | BUDGETED                    | ACTUAL | ± CHANGE | %   | BUDGETED                    | ESTIMATED | ± CHANGE | %     |     |       |    |
| PART I: EXPENDITURES & POSITIONS                     |                     |        |          |       |                             |        |          |     |                             |           |          |       |     |       |    |
| RESEARCH & DEVELOPMENT COSTS                         |                     |        |          |       |                             |        |          |     |                             |           |          |       |     |       |    |
| POSITIONS  |                     |        |          |       |                             |        |          |     |                             |           |          |       |     |       |    |
| EXPENDITURES (\$1,000's)                             |                     |        |          |       |                             |        |          |     |                             |           |          |       |     |       |    |
| OPERATING COSTS                                      |                     |        |          |       |                             |        |          |     |                             |           |          |       |     |       |    |
| POSITIONS  | 4.00                | 2.00   | -        | 2.00  | 50                          | 8.00   | 2.00     | -   | 6.00                        | 75        | 8.00     | 8.00  | +   | 0.00  | 0  |
| EXPENDITURES (\$1000's)                              | 11,278              | 8,540  | -        | 2,738 | 24                          | 1,566  | 963      | -   | 603                         | 39        | 9,379    | 7,337 | -   | 2,042 | 22 |
| TOTAL COSTS  |                     |        |          |       |                             |        |          |     |                             |           |          |       |     |       |    |
| POSITIONS  | 4.00                | 2.00   | -        | 2.00  | 50                          | 8.00   | 2.00     | -   | 6.00                        | 75        | 8.00     | 8.00  | +   | 0.00  | 0  |
| EXPENDITURES (\$1000's)                              | 11,278              | 8,540  | -        | 2,738 | 24                          | 1,566  | 963      | -   | 603                         | 39        | 9,379    | 7,337 | -   | 2,042 | 22 |
|  |                     |        |          |       | FISCAL YEAR 2021-22         |        |          |     | FISCAL YEAR 2022-23         |           |          |       |     |       |    |
|  |                     |        |          |       | PLANNED                     | ACTUAL | ± CHANGE | %   | PLANNED                     | ESTIMATED | ± CHANGE | %     |     |       |    |
| PART II: MEASURES OF EFFECTIVENESS                   |                     |        |          |       |                             |        |          |     |                             |           |          |       |     |       |    |
| 1. # OF LEASING SVCS REQUESTS PROC AS % REQ RECEIVED |                     |        |          |       | 98                          | 16     | -        | 82  | 84                          | 98        | 50       | -     | 48  | 49    |    |
| 2. AV NO. OF DAYS FROM REQUEST TO EXECUTED LEASE     |                     |        |          |       | 270                         | 200    | -        | 70  | 26                          | 270       | 270      | +     | 0   | 0     |    |
| 3. # LEASE PAYMTS TO VENDORS COMPL BY PAYMT DUE DATE |                     |        |          |       | 1442                        | 1310   | -        | 132 | 9                           | 1442      | 1310     | -     | 132 | 9     |    |
| PART III: PROGRAM TARGET GROUP                       |                     |        |          |       |                             |        |          |     |                             |           |          |       |     |       |    |
| 1. TOTAL NUMBER OF STATE DEPARTMENTS AND AGENCIES    |                     |        |          |       | 13                          | 13     | +        | 0   | 0                           | 13        | 13       | +     | 0   | 0     |    |
| 2. NUMBER OF EMPLOYEES                               |                     |        |          |       | 2880                        | 2880   | +        | 0   | 0                           | 2880      | 2880     | +     | 0   | 0     |    |
| PART IV: PROGRAM ACTIVITY                            |                     |        |          |       |                             |        |          |     |                             |           |          |       |     |       |    |
| 1. NO. OF REQUESTS FOR OFFICE LEASING SERVICES       |                     |        |          |       | 25                          | 31     | +        | 6   | 24                          | 25        | 25       | +     | 0   | 0     |    |
| 2. NO. OF OFFICE LEASES CONSUMMATED                  |                     |        |          |       | 25                          | 5      | -        | 20  | 80                          | 25        | 12       | -     | 13  | 52    |    |
| 3. NO. OF OFFICE LEASE PAYMENTS COMPLETED            |                     |        |          |       | 1442                        | 1310   | -        | 132 | 9                           | 1442      | 1310     | -     | 132 | 9     |    |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 03 07 04  
AGS 223

**PROGRAM TITLE: OFFICE LEASING**

### **PART I - EXPENDITURES AND POSITIONS**

The variance in general funds is attributable to the following factors: application of a 7% restriction in FY 22 and a 10% restriction in FY 23; 75% staff vacancy for most of FY 22 (three vacancies out of four authorized positions) and much of FY 23 (six vacancies out of eight authorized positions); and funds that were not expended for Certificates of Participation. Due to these factors, expenditures for FY 22 were 24% less than budgeted. For similar reasons, first quarter FY 23 expenditures were 39% less than budgeted. It is anticipated that, if successful, aggressive recruitment to fill vacant authorized and funded positions in the 2nd, 3rd, and 4th quarters of FY 23 will contribute to reducing the variance in budget versus expenditures to 22%.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 1: In FY 22, the actual number of leases processed as a percent received was less than planned as the Leasing Program Manager was unable to renew more leases due to a lack of Leasing Specialists to assist with the process. The estimate for FY 23 is anticipated to continue as planned.

Item 2: In FY 22, the actual number of days from approval of lease requests to lease execution was less than planned because there were only a handful of leases that were executed. The estimate for FY 23 is anticipated to continue as planned.

### **PART III - PROGRAM TARGET GROUPS**

No significant variances.

### **PART IV - PROGRAM ACTIVITIES**

Item 1: The actual number of lease requests for FY 22 was more than planned due to various agencies' downsizing or restructuring, which prompted them to look for different spaces. For FY 23, the estimated number of requests is anticipated to continue as planned.

Item 2: In FY 22, the actual number of office leases consummated was 80% less than the budgeted number, with that variance attributable to the lack of Leasing Specialists available to assist the Leasing Program Manager with the process. For FY 23, it is anticipated that the program's efforts to recruit for both the Program Manager and Leasing Specialist positions will result in increased capability to consummate leases, with the estimated number of consummated leases expected to rise to slightly more than 50% of the budgeted number in the second half of the fiscal year.

## VARIANCE REPORT

|   | FISCAL YEAR 2021-22 |        |          |       |    | THREE MONTHS ENDED 09-30-22 |        |          |       |     | NINE MONTHS ENDING 06-30-23 |           |          |       |    |
|---|---------------------|--------|----------|-------|----|-----------------------------|--------|----------|-------|-----|-----------------------------|-----------|----------|-------|----|
|   | BUDGETED            | ACTUAL | ± CHANGE |       | %  | BUDGETED                    | ACTUAL | ± CHANGE |       | %   | BUDGETED                    | ESTIMATED | ± CHANGE |       | %  |
| PART I: EXPENDITURES & POSITIONS                      |                     |        |          |       |    |                             |        |          |       |     |                             |           |          |       |    |
| RESEARCH & DEVELOPMENT COSTS                          |                     |        |          |       |    |                             |        |          |       |     |                             |           |          |       |    |
| POSITIONS   |                     |        |          |       |    |                             |        |          |       |     |                             |           |          |       |    |
| EXPENDITURES (\$1,000's)                              |                     |        |          |       |    |                             |        |          |       |     |                             |           |          |       |    |
| OPERATING COSTS                                       |                     |        |          |       |    |                             |        |          |       |     |                             |           |          |       |    |
| POSITIONS   | 263.00              | 221.00 | -        | 42.00 | 16 | 278.00                      | 224.00 | -        | 54.00 | 19  | 278.00                      | 272.00    | -        | 6.00  | 2  |
| EXPENDITURES (\$1000's)                               | 37,194              | 31,549 | -        | 5,645 | 15 | 9,823                       | 8,961  | -        | 862   | 9   | 30,135                      | 24,248    | -        | 5,887 | 20 |
| TOTAL COSTS   |                     |        |          |       |    |                             |        |          |       |     |                             |           |          |       |    |
| POSITIONS   | 263.00              | 221.00 | -        | 42.00 | 16 | 278.00                      | 224.00 | -        | 54.00 | 19  | 278.00                      | 272.00    | -        | 6.00  | 2  |
| EXPENDITURES (\$1000's)                               | 37,194              | 31,549 | -        | 5,645 | 15 | 9,823                       | 8,961  | -        | 862   | 9   | 30,135                      | 24,248    | -        | 5,887 | 20 |
|   |                     |        |          |       |    | FISCAL YEAR 2021-22         |        |          |       |     | FISCAL YEAR 2022-23         |           |          |       |    |
|   |                     |        |          |       |    | PLANNED                     | ACTUAL | ± CHANGE |       | %   | PLANNED                     | ESTIMATED | ± CHANGE |       | %  |
| PART II: MEASURES OF EFFECTIVENESS                    |                     |        |          |       |    |                             |        |          |       |     |                             |           |          |       |    |
| 1. AV PRE-BID CONSTRUCTION EST AS % OF AV BID PRICE   |                     |        |          |       |    | 100                         | 117    | +        | 17    | 17  | 100                         | 100       | +        | 0     | 0  |
| 2. AV VAR BTW EST CMPL DATE & ACTUAL CONST CMPL DATE  |                     |        |          |       |    | 3                           | 5.4    | +        | 2.4   | 80  | 3                           | 3         | +        | 0     | 0  |
| 3. AV COST CHANGE ORDERS AS % AV ACTUAL CONST COST    |                     |        |          |       |    | 3                           | 7.8    | +        | 4.8   | 160 | 3                           | 3         | +        | 0     | 0  |
| 4. BLDG OCCUPANT'S EVALUATION OF CUSTODIAL SERVICES   |                     |        |          |       |    | 75                          | 75     | +        | 0     | 0   | 75                          | 75        | +        | 0     | 0  |
| 5. % PROGRAM PROJS COMPELETD W/IN SCHEDULED TIMETABLE |                     |        |          |       |    | 95                          | 95     | +        | 0     | 0   | 95                          | 95        | +        | 0     | 0  |
| 6. % EMERG REPRS & ALTRTNS REQST RESP TO W/IN 48 HRS  |                     |        |          |       |    | 100                         | 100    | +        | 0     | 0   | 100                         | 100       | +        | 0     | 0  |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

**PROGRAM TITLE: FACILITIES CONSTRUCTION AND MAINTENANCE**

**11 03 08**

**PART I - EXPENDITURES AND POSITIONS**

(See Lowest Level Programs for Explanation of Variances)

**PART II - MEASURES OF EFFECTIVENESS**

(See Lowest Level Programs for Explanation of Variances)

## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO: 11030801

PUBLIC WORKS-PLANNING, DESIGN &amp; CONSTRUCTION

AGS-221

## VARIANCE REPORT

REPORT V61

12/2/22

|  | FISCAL YEAR 2021-22 |        |          |    | THREE MONTHS ENDED 09-30-22 |        |          |     | NINE MONTHS ENDING 06-30-23 |           |          |    |
|--|---------------------|--------|----------|----|-----------------------------|--------|----------|-----|-----------------------------|-----------|----------|----|
|  | BUDGETED            | ACTUAL | ± CHANGE | %  | BUDGETED                    | ACTUAL | ± CHANGE | %   | BUDGETED                    | ESTIMATED | ± CHANGE | %  |
| <b>PART I: EXPENDITURES &amp; POSITIONS</b>            |                     |        |          |    |                             |        |          |     |                             |           |          |    |
| <b>RESEARCH &amp; DEVELOPMENT COSTS</b>                |                     |        |          |    |                             |        |          |     |                             |           |          |    |
| <b>POSITIONS</b>                                       |                     |        |          |    |                             |        |          |     |                             |           |          |    |
| <b>EXPENDITURES (\$1,000's)</b>                        |                     |        |          |    |                             |        |          |     |                             |           |          |    |
| <b>OPERATING COSTS</b>                                 |                     |        |          |    |                             |        |          |     |                             |           |          |    |
| <b>POSITIONS</b>                                       | 91.00               | 68.00  | - 23.00  | 25 | 91.00                       | 66.00  | - 25.00  | 27  | 91.00                       | 85.00     | - 6.00   | 7  |
| <b>EXPENDITURES (\$1000's)</b>                         | 10,168              | 5,957  | - 4,211  | 41 | 2,181                       | 1,467  | - 714    | 33  | 8,419                       | 4,543     | - 3,876  | 46 |
| <b>TOTAL COSTS</b>                                     |                     |        |          |    |                             |        |          |     |                             |           |          |    |
| <b>POSITIONS</b>                                       | 91.00               | 68.00  | - 23.00  | 25 | 91.00                       | 66.00  | - 25.00  | 27  | 91.00                       | 85.00     | - 6.00   | 7  |
| <b>EXPENDITURES (\$1000's)</b>                         | 10,168              | 5,957  | - 4,211  | 41 | 2,181                       | 1,467  | - 714    | 33  | 8,419                       | 4,543     | - 3,876  | 46 |
|  |                     |        |          |    | FISCAL YEAR 2021-22         |        |          |     | FISCAL YEAR 2022-23         |           |          |    |
|  |                     |        |          |    | PLANNED                     | ACTUAL | ± CHANGE | %   | PLANNED                     | ESTIMATED | ± CHANGE | %  |
| <b>PART II: MEASURES OF EFFECTIVENESS</b>              |                     |        |          |    |                             |        |          |     |                             |           |          |    |
| 1. AV VARIANCE BETWEEN EST & ACTUAL BID OPENING DATES  |                     |        |          |    | 3                           | 1      | - 2      | 67  | 3                           | 3         | + 0      | 0  |
| 2. AV PRE-BID CONSTRUCTION EST AS % OF AV BID PRICE    |                     |        |          |    | 100                         | 117    | + 17     | 17  | 100                         | 100       | + 0      | 0  |
| 3. AV VAR BTWN EST & ACTUAL CONSTR COMPLETION DATES    |                     |        |          |    | 3                           | 5.4    | + 2.4    | 80  | 3                           | 3         | + 0      | 0  |
| 4. AV COST CHANGE ORDERS AS % AV ACTUAL CONST COST     |                     |        |          |    | 3                           | 7.8    | + 4.8    | 160 | 3                           | 3         | + 0      | 0  |
| 5. FOR TTL CIP REQUIRED, % OF FUNDS ACTUALLY APPROP    |                     |        |          |    | 100                         | 74.5   | - 25.5   | 26  | 100                         | 12.9      | - 87.1   | 87 |
| <b>PART III: PROGRAM TARGET GROUP</b>                  |                     |        |          |    |                             |        |          |     |                             |           |          |    |
| 1. CAPITAL IMPROV APPROPRIATIONS (IN \$100,000)        |                     |        |          |    | 527                         | 301    | - 226    | 43  | 733                         | 60        | - 673    | 92 |
| 2. PUBLIC BUILDINGS, REPAIRS & ALTERATIONS (\$100,000) |                     |        |          |    | 132                         | 190    | + 58     | 44  | 132                         | 51.25     | - 80.75  | 61 |
| <b>PART IV: PROGRAM ACTIVITY</b>                       |                     |        |          |    |                             |        |          |     |                             |           |          |    |
| 1. TOTAL COSTS OF FAC OR PROJECT UNDER DESIGN (\$MILL) |                     |        |          |    | 400                         | 190    | - 210    | 53  | 400                         | 400       | + 0      | 0  |
| 2. PROJ UNDER CONSTRUCTION DURING FY (EST COST \$MILL) |                     |        |          |    | 500                         | 638    | + 138    | 28  | 500                         | 500       | + 0      | 0  |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 03 08 01  
AGS 221

### **PROGRAM TITLE: PUBLIC WORKS-PLANNING, DESIGN & CONSTRUCTION**

---

Item 2: Repairs and alterations appropriations for FY 22 exceeded the planned amount. For FY 23, appropriations fell short of the anticipated need, as the Administration and the Legislature continued to assert a cautious approach to the long-term commitments associated with CIP funding.

#### **PART IV - PROGRAM ACTIVITIES**

Item 1: The total cost of projects under design in FY 22 was less than 50% of the planned value, as the value of appropriations for new projects lagged. The value for FY 23 is expected to perform on target.

Item 2: The variance for FY 22 is due to the program's efforts to complete design work for a large number of projects and put those projects to bid, as a means of moving more CIP funds into the State's construction economy, surpassing the planned value of projects under construction by more than 27%. The value for FY 23 is expected to perform on target.

## STATE OF HAWAII

PROGRAM TITLE:

CENTRAL SERVICES - CUSTODIAL SERVICES

PROGRAM-ID:

AGS-231

PROGRAM STRUCTURE NO:

11030802

## VARIANCE REPORT

REPORT V61

12/2/22

|  | FISCAL YEAR 2021-22 |        |          |   | THREE MONTHS ENDED 09-30-22 |        |          |    | NINE MONTHS ENDING 06-30-23 |           |          |   |
|--|---------------------|--------|----------|---|-----------------------------|--------|----------|----|-----------------------------|-----------|----------|---|
|  | BUDGETED            | ACTUAL | ± CHANGE | % | BUDGETED                    | ACTUAL | ± CHANGE | %  | BUDGETED                    | ESTIMATED | ± CHANGE | % |
| PART I: EXPENDITURES & POSITIONS                     |                     |        |          |   |                             |        |          |    |                             |           |          |   |
| RESEARCH & DEVELOPMENT COSTS                         |                     |        |          |   |                             |        |          |    |                             |           |          |   |
| POSITIONS  |                     |        |          |   |                             |        |          |    |                             |           |          |   |
| EXPENDITURES (\$1,000's)                             |                     |        |          |   |                             |        |          |    |                             |           |          |   |
| OPERATING COSTS                                      |                     |        |          |   |                             |        |          |    |                             |           |          |   |
| POSITIONS  | 117.00              | 108.00 | - 9.00   | 8 | 124.00                      | 109.00 | - 15.00  | 12 | 124.00                      | 124.00    | + 0.00   | 0 |
| EXPENDITURES (\$1000's)                              | 21,725              | 21,470 | - 255    | 1 | 6,427                       | 6,334  | - 93     | 1  | 17,447                      | 15,880    | - 1,567  | 9 |
| TOTAL COSTS  |                     |        |          |   |                             |        |          |    |                             |           |          |   |
| POSITIONS  | 117.00              | 108.00 | - 9.00   | 8 | 124.00                      | 109.00 | - 15.00  | 12 | 124.00                      | 124.00    | + 0.00   | 0 |
| EXPENDITURES (\$1000's)                              | 21,725              | 21,470 | - 255    | 1 | 6,427                       | 6,334  | - 93     | 1  | 17,447                      | 15,880    | - 1,567  | 9 |
|  |                     |        |          |   | FISCAL YEAR 2021-22         |        |          |    | FISCAL YEAR 2022-23         |           |          |   |
|  |                     |        |          |   | PLANNED                     | ACTUAL | ± CHANGE | %  | PLANNED                     | ESTIMATED | ± CHANGE | % |
| PART II: MEASURES OF EFFECTIVENESS                   |                     |        |          |   |                             |        |          |    |                             |           |          |   |
| 1. 4 INTERNAL SVC INSPECTIONS/QTR & ACCEPTBLE SCORES |                     |        |          |   | 80                          | 80     | + 0      | 0  | 80                          | 80        | + 0      | 0 |
| 2. BLDG OCCUPANT'S EVALUATION OF CUSTODIAL SERVICES  |                     |        |          |   | 75                          | 75     | + 0      | 0  | 75                          | 75        | + 0      | 0 |
| PART III: PROGRAM TARGET GROUP                       |                     |        |          |   |                             |        |          |    |                             |           |          |   |
| 1. TOTAL ASSIGNED BUILDINGS                          |                     |        |          |   | 78                          | 78     | + 0      | 0  | 78                          | 78        | + 0      | 0 |
| PART IV: PROGRAM ACTIVITY                            |                     |        |          |   |                             |        |          |    |                             |           |          |   |
| 1. TOTAL NUMBER OF WORK STATIONS (JANITOR II)        |                     |        |          |   | 72                          | 72     | + 0      | 0  | 72                          | 78        | + 6      | 8 |
| 2. NUMBER OF SQUARE FEET SERVICED                    |                     |        |          |   | 2.7                         | 2.7    | + 0      | 0  | 2.7                         | 2.7       | + 0      | 0 |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 03 08 02  
AGS 231

**PROGRAM TITLE: CENTRAL SERVICES - CUSTODIAL SERVICES**

### **PART I - EXPENDITURES AND POSITIONS**

The expenditure variance of \$255,218 for FY 22 is primarily due to budgeted reimbursements not realized of \$206,536 and \$46,501 in program restrictions, resulting in a net variance of \$2,181, which is less than 1% and is insignificant.

For FY 22, there were nine vacant positions. Selections have been made for three Janitor II positions (Position Nos. (PN) 258, 1355, and 55077). Interviews are pending for three other positions (Janitor III, PN 2521; Office Assistant II, PN 12676; and Management Analyst III, PN 17060). Internal Vacancy Announcement results are pending for two positions: Central Services Manager, PN 6163, and Janitor III, PN 18979, while the Janitor II, PN 1344, is awaiting the receipt of the Department of Human Resources Development list.

For the 1st quarter of FY 23, there were fifteen (15.00) vacant positions. The vacancies are as follows: seven new positions were added by Act 88, SLH 2021, as amended by Act 248, SLH 2022, during this past legislative session. This included six Janitor IIs (PNs 92014, 92015, 92016, 92017, 92018, and 92019) and one Janitor III (PN 92020). Those aforementioned positions are currently being established. All of the following positions are approved to fill and are in various stages of the recruitment process: Central Services Manager (PN 6163), Management Analyst III (PN 17060), Building Manager (PN 34200), three Janitor IIs (PNs 1344, 122528, and 15981), and two Janitor IIIs (PNs 2521 and 18979).

For the remaining nine months of FY 23, all current and future vacancies will be subject to current and future position vacancy approval processes to fill.

### **PART II - MEASURES OF EFFECTIVENESS**

There are no significant variances in the measures of effectiveness.

### **PART III - PROGRAM TARGET GROUPS**

There are no significant variances in the program target group.

### **PART IV - PROGRAM ACTIVITIES**

There are no significant variances in the program activities.



## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO: 11030803

CENTRAL SERVICES - GROUNDS MAINTENANCE

AGS-232

## VARIANCE REPORT

REPORT V61

12/2/22

|   | FISCAL YEAR 2021-22 |        |          |      |    | THREE MONTHS ENDED 09-30-22 |        |          |      |    | NINE MONTHS ENDING 06-30-23 |           |          |      |    |
|---|---------------------|--------|----------|------|----|-----------------------------|--------|----------|------|----|-----------------------------|-----------|----------|------|----|
|   | BUDGETED            | ACTUAL | ± CHANGE |      | %  | BUDGETED                    | ACTUAL | ± CHANGE |      | %  | BUDGETED                    | ESTIMATED | ± CHANGE |      | %  |
| PART I: EXPENDITURES & POSITIONS                      |                     |        |          |      |    |                             |        |          |      |    |                             |           |          |      |    |
| RESEARCH & DEVELOPMENT COSTS                          |                     |        |          |      |    |                             |        |          |      |    |                             |           |          |      |    |
| POSITIONS   |                     |        |          |      |    |                             |        |          |      |    |                             |           |          |      |    |
| EXPENDITURES (\$1,000's)                              |                     |        |          |      |    |                             |        |          |      |    |                             |           |          |      |    |
| OPERATING COSTS                                       |                     |        |          |      |    |                             |        |          |      |    |                             |           |          |      |    |
| POSITIONS   | 24.00               | 18.00  | -        | 6.00 | 25 | 30.00                       | 21.00  | -        | 9.00 | 30 | 30.00                       | 30.00     | +        | 0.00 | 0  |
| EXPENDITURES (\$1000's)                               | 1,993               | 1,619  | -        | 374  | 19 | 472                         | 419    | -        | 53   | 11 | 1,667                       | 1,527     | -        | 140  | 8  |
| TOTAL COSTS   |                     |        |          |      |    |                             |        |          |      |    |                             |           |          |      |    |
| POSITIONS   | 24.00               | 18.00  | -        | 6.00 | 25 | 30.00                       | 21.00  | -        | 9.00 | 30 | 30.00                       | 30.00     | +        | 0.00 | 0  |
| EXPENDITURES (\$1000's)                               | 1,993               | 1,619  | -        | 374  | 19 | 472                         | 419    | -        | 53   | 11 | 1,667                       | 1,527     | -        | 140  | 8  |
|   |                     |        |          |      |    | FISCAL YEAR 2021-22         |        |          |      |    | FISCAL YEAR 2022-23         |           |          |      |    |
|   |                     |        |          |      |    | PLANNED                     | ACTUAL | ± CHANGE |      | %  | PLANNED                     | ESTIMATED | ± CHANGE |      | %  |
| PART II: MEASURES OF EFFECTIVENESS                    |                     |        |          |      |    |                             |        |          |      |    |                             |           |          |      |    |
| 1. EVALUATIONS FROM GROUNDS SURVEY FROM BLDG OCCUPNTS |                     |        |          |      |    | 70                          | 70     | +        | 0    | 0  | 70                          | 70        | +        | 0    | 0  |
| 2. ANNUAL FACILITY ASSESSMENT SCORES                  |                     |        |          |      |    | 85                          | 85     | +        | 0    | 0  | 85                          | 85        | +        | 0    | 0  |
| PART III: PROGRAM TARGET GROUP                        |                     |        |          |      |    |                             |        |          |      |    |                             |           |          |      |    |
| 1. TOTAL NUMBER OF FACILITIES                         |                     |        |          |      |    | 119                         | 119    | +        | 0    | 0  | 119                         | 119       | +        | 0    | 0  |
| PART IV: PROGRAM ACTIVITY                             |                     |        |          |      |    |                             |        |          |      |    |                             |           |          |      |    |
| 1. NUMBER OF GROUNDSKEEPING POSITIONS                 |                     |        |          |      |    | 24                          | 24     | +        | 0    | 0  | 24                          | 30        | +        | 6    | 25 |
| 2. TOTAL ACREAGE SERVICED                             |                     |        |          |      |    | 110.9                       | 110.9  | +        | 0    | 0  | 110.9                       | 110.9     | +        | 0    | 0  |
| 3. NUMBER OF REFUSE COLLECTION SITES                  |                     |        |          |      |    | 28                          | 28     | +        | 0    | 0  | 28                          | 28        | +        | 0    | 0  |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 03 08 03  
AGS 232

**PROGRAM TITLE: CENTRAL SERVICES - GROUNDS MAINTENANCE**

### **PART I - EXPENDITURES AND POSITIONS**

For FY 22, the variance in expenditures of \$373,878 is primarily due to program restrictions of \$314,843 resulting in a variance of \$59,035 of which \$53,473 is due to vacancy savings. This leaves a net variance of \$5,562, which is less than 1% and insignificant.

For FY 23, the 1st quarter variance of \$53,024 is due to vacancy savings.

For FY 22, there were six vacant positions as follows: Grounds Maintenance Supervisor II, Position No. (PN) 2706, is pending the results of an Internal Vacancy Announcement; Secretary II, PN 4372, and Nursery Worker II are both awaiting the Department of Human Resources Development list; two Grounds Keeper Is, PNs 110527 and 26729, selections have been made for both; and Power Mower Operator I, PN 122921, is pending the results of the interview.

For the 1st quarter of FY 23, there were nine vacant positions. The vacancies are as follows: six new positions via Act 88, SLH 2021, as amended by Act 248, SLH 2022, were added including a Landscape Architect, PN 92021; Nursery Worker I, PN 92022; Power Mower Operator I, PN 92023; Groundskeeper II, PN 92024; and two Groundskeeper Is, PNs 92025 and 92026. These positions are currently being established. All of the following positions are approved to fill and are in various stages of the recruitment process: Grounds Maintenance Supervisor, PN 2706; Nursery Worker II, PN 4374; and Power Mower Operator I, PN 122921. For the remaining nine months of FY 23, all current and future vacancies will be subject to existing and future request to fill approval processes.

### **PART II - MEASURES OF EFFECTIVENESS**

There are no significant variances in the measures of effectiveness.

### **PART III - PROGRAM TARGET GROUPS**

There are no significant variances in the program target group.

### **PART IV - PROGRAM ACTIVITIES**

There are no significant variances in the program activities.

## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO: 11030804

CENTRAL SERVICES - BUILDING REPAIRS &amp; ALT

AGS-233

## VARIANCE REPORT

REPORT V61

12/2/22

|  | FISCAL YEAR 2021-22 |        |          |      | THREE MONTHS ENDED 09-30-22 |                     |        |          | NINE MONTHS ENDING 06-30-23 |                     |          |           |          |      |    |
|--|---------------------|--------|----------|------|-----------------------------|---------------------|--------|----------|-----------------------------|---------------------|----------|-----------|----------|------|----|
|  | BUDGETED            | ACTUAL | ± CHANGE |      | %                           | BUDGETED            | ACTUAL | ± CHANGE |                             | %                   | BUDGETED | ESTIMATED | ± CHANGE |      | %  |
| PART I: EXPENDITURES & POSITIONS                     |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |    |
| RESEARCH & DEVELOPMENT COSTS                         |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |    |
| POSITIONS  |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |    |
| EXPENDITURES (\$1,000's)                             |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |    |
| OPERATING COSTS                                      |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |    |
| POSITIONS  | 31.00               | 27.00  | -        | 4.00 | 13                          | 33.00               | 28.00  | -        | 5.00                        | 15                  | 33.00    | 33.00     | +        | 0.00 | 0  |
| EXPENDITURES (\$1000's)                              | 3,308               | 2,503  | -        | 805  | 24                          | 743                 | 741    | -        | 2                           | 0                   | 2,602    | 2,298     | -        | 304  | 12 |
| TOTAL COSTS  |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |    |
| POSITIONS  | 31.00               | 27.00  | -        | 4.00 | 13                          | 33.00               | 28.00  | -        | 5.00                        | 15                  | 33.00    | 33.00     | +        | 0.00 | 0  |
| EXPENDITURES (\$1000's)                              | 3,308               | 2,503  | -        | 805  | 24                          | 743                 | 741    | -        | 2                           | 0                   | 2,602    | 2,298     | -        | 304  | 12 |
|  |                     |        |          |      |                             | FISCAL YEAR 2021-22 |        |          |                             | FISCAL YEAR 2022-23 |          |           |          |      |    |
|  |                     |        |          |      |                             | PLANNED             | ACTUAL | ± CHANGE |                             | %                   | PLANNED  | ESTIMATED | ± CHANGE |      | %  |
| PART II: MEASURES OF EFFECTIVENESS                   |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |    |
| 1. % OF PROGRAM PROJECTS COMPLETED WITHIN TIMETABLE  |                     |        |          |      |                             | 95                  | 95     | +        | 0                           | 0                   | 95       | 95        | +        | 0    | 0  |
| 2. % EMERGENCY REP & ALTERATNS RESPNDED TO IN 48 HRS |                     |        |          |      |                             | 100                 | 100    | +        | 0                           | 0                   | 100      | 100       | +        | 0    | 0  |
| 3. % OF SATISFACTORY SURVEY EVALUATIONS OF R&A SVCS  |                     |        |          |      |                             | 90                  | 90     | +        | 0                           | 0                   | 90       | 90        | +        | 0    | 0  |
| 4. % OF SATISFACTORY SURVEY EVAL OF SPECIAL PROJECTS |                     |        |          |      |                             | 90                  | 90     | +        | 0                           | 0                   | 90       | 90        | +        | 0    | 0  |
| PART III: PROGRAM TARGET GROUP                       |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |    |
| 1. TOTAL NUMBER OF ASSIGNED STATE BUILDINGS          |                     |        |          |      |                             | 164                 | 164    | +        | 0                           | 0                   | 164      | 164       | +        | 0    | 0  |
| PART IV: PROGRAM ACTIVITY                            |                     |        |          |      |                             |                     |        |          |                             |                     |          |           |          |      |    |
| 1. TTL NO. OF NORMAL REPAIRS & ALTERATIONS PROJECTS  |                     |        |          |      |                             | 3700                | 3054   | -        | 646                         | 17                  | 3700     | 3500      | -        | 200  | 5  |
| 2. TOTAL NUMBER OF EMERGENCY PROJECTS                |                     |        |          |      |                             | 1000                | 1000   | +        | 0                           | 0                   | 1000     | 1000      | +        | 0    | 0  |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 03 08 04  
AGS 233

**PROGRAM TITLE: CENTRAL SERVICES - BUILDING REPAIRS & ALT**

### **PART I - EXPENDITURES AND POSITIONS**

For FY 22, the expenditure variance of \$805,438 is primarily due to \$781,281 in restrictions resulting in a net variance of \$24,157, which is less than 1% and insignificant.

The expenditure variance of \$2,000 in the 1st quarter of FY 23 is due entirely to vacancy savings. The expected expenditure variance for the remaining nine months of FY 23 of \$303,857 is due primarily to program restrictions of \$338,140.

For FY 22, there were four vacant positions. The vacancies were as follows: Central Services Administrator, Position No. (PN) 12945, is pending Internal Vacancy Announcement results; the Engineer V, PN 18923, selection has been made; no action has been initiated for the Engineer VI, PN 22339, as the position will be deleted in FY 23; and for the Building Maintenance Worker I, PN 46483, a Department of Human Resources Development list has been requested.

For the 1st quarter of FY 23, there were five vacant positions. Three new positions were provided via Act 88, SLH 2021, as amended by Act 248, SLH 2022: Engineer VI, PN 92028; Engineer V, PN 92029; and Electrician I, PN 92030. These positions are currently being established. All of the following positions are approved to fill and are in various stages of recruitment: Central Services Administrator, PN 12945; and Building Maintenance Worker I, PN 46483. For the remaining nine months of FY 23, the filling of vacant positions and future vacancies will go through existing and future approval processes to fill.

### **PART II - MEASURES OF EFFECTIVENESS**

There are no significant variances in the measures of effectiveness.

### **PART III - PROGRAM TARGET GROUPS**

There are no significant variances in the program target group.

### **PART IV - PROGRAM ACTIVITIES**

Item 1: The amount of normal repair projects and requests decreased primarily due to COVID-19 concerns in the buildings.

## VARIANCE REPORT

|  | FISCAL YEAR 2021-22 |        |          |    | THREE MONTHS ENDED 09-30-22 |        |          |    | NINE MONTHS ENDING 06-30-23 |           |          |    |
|--|---------------------|--------|----------|----|-----------------------------|--------|----------|----|-----------------------------|-----------|----------|----|
|  | BUDGETED            | ACTUAL | ± CHANGE | %  | BUDGETED                    | ACTUAL | ± CHANGE | %  | BUDGETED                    | ESTIMATED | ± CHANGE | %  |
| <b>PART I: EXPENDITURES &amp; POSITIONS</b>            |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| <b>RESEARCH &amp; DEVELOPMENT COSTS</b>                |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| <b>POSITIONS</b>                                       |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| <b>EXPENDITURES (\$1,000's)</b>                        |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| <b>OPERATING COSTS</b>                                 |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| <b>POSITIONS</b>                                       | 24.00               | 18.00  | - 6.00   | 25 | 28.00                       | 14.00  | - 14.00  | 50 | 28.00                       | 28.00     | + 0.00   | 0  |
| <b>EXPENDITURES (\$1000's)</b>                         | 3,392               | 1,490  | - 1,902  | 56 | 391                         | 403    | + 12     | 3  | 3,066                       | 1,545     | - 1,521  | 50 |
| <b>TOTAL COSTS</b>                                     |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| <b>POSITIONS</b>                                       | 24.00               | 18.00  | - 6.00   | 25 | 28.00                       | 14.00  | - 14.00  | 50 | 28.00                       | 28.00     | + 0.00   | 0  |
| <b>EXPENDITURES (\$1000's)</b>                         | 3,392               | 1,490  | - 1,902  | 56 | 391                         | 403    | + 12     | 3  | 3,066                       | 1,545     | - 1,521  | 50 |
|  |                     |        |          |    | FISCAL YEAR 2021-22         |        |          |    | FISCAL YEAR 2022-23         |           |          |    |
|  |                     |        |          |    | PLANNED                     | ACTUAL | ± CHANGE | %  | PLANNED                     | ESTIMATED | ± CHANGE | %  |
| <b>PART II: MEASURES OF EFFECTIVENESS</b>              |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| 1. EST COST SAVINGS BY JURISIC UTLIZ SPO PL/VL(\$1000) |                     |        |          |    | 25000                       | 42569  | + 17569  | 70 | 25000                       | 40000     | + 15000  | 60 |
| 2. COST SAVINGS OF HI ELECT PROC AWARDS (1000)         |                     |        |          |    | 50000                       | 2078   | - 47922  | 96 | 50000                       | 2000      | - 48000  | 96 |
| 3. SURPLUS PROPERTY TRANSFERRED TO DONEES (\$1000)     |                     |        |          |    | 3000                        | 3574   | + 574    | 19 | 3000                        | 3000      | + 0      | 0  |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

**PROGRAM TITLE: PROCUREMENT, INVENTORY & SURPLUS PROP MGT**

**11 03 09**

### **PART I - EXPENDITURES AND POSITIONS**

(See Lowest Level Programs for Explanation of Variances)

### **PART II - MEASURES OF EFFECTIVENESS**

(See Lowest Level Programs for Explanation of Variances)

## STATE OF HAWAII

PROGRAM TITLE:

STATE PROCUREMENT

PROGRAM-ID:

AGS-240

PROGRAM STRUCTURE NO: 11030901

## VARIANCE REPORT

REPORT V61

12/2/22

| PART I: EXPENDITURES & POSITIONS<br>RESEARCH & DEVELOPMENT COSTS<br>POSITIONS<br>EXPENDITURES (\$1,000's)<br><br>OPERATING COSTS<br>POSITIONS<br>EXPENDITURES (\$1000's)<br><br>TOTAL COSTS<br>POSITIONS<br>EXPENDITURES (\$1000's) | FISCAL YEAR 2021-22 |        |          |      | THREE MONTHS ENDED 09-30-22 |        |          |   | NINE MONTHS ENDING 06-30-23 |           |          |       |   |      |   |
|---|---------------------|--------|----------|------|-----------------------------|--------|----------|---|-----------------------------|-----------|----------|-------|---|------|---|
|   | BUDGETED            | ACTUAL | ± CHANGE | %    | BUDGETED                    | ACTUAL | ± CHANGE | % | BUDGETED                    | ESTIMATED | ± CHANGE | %     |   |      |   |
|   |                     |        |          |      |                             |        |          |   |                             |           |          |       |   |      |   |
|   | 19.00               | 15.00  | -        | 4.00 | 21                          | 23.00  | 11.00    | - | 12.00                       | 52        | 23.00    | 23.00 | + | 0.00 | 0 |
|   | 1,514               | 1,148  | -        | 366  | 24                          | 292    | 288      | - | 4                           | 1         | 1,287    | 1,168 | - | 119  | 9 |
|   | 19.00               | 15.00  | -        | 4.00 | 21                          | 23.00  | 11.00    | - | 12.00                       | 52        | 23.00    | 23.00 | + | 0.00 | 0 |
|   | 1,514               | 1,148  | -        | 366  | 24                          | 292    | 288      | - | 4                           | 1         | 1,287    | 1,168 | - | 119  | 9 |

| PART II: MEASURES OF EFFECTIVENESS<br>1. EST COST SAVINGS BY JURISIC UTILIZ SPO PL/VL(\$1000)<br>2. PROPERTY TRANSFERRED BETWEEN AGENCIES (\$1000)<br>3. MOVING 3-YEAR AV OF ERRORS IN INVENTORY REPORTING<br>4. COST SAVINGS OF HI ELECT PROC AWARDS (1000)<br>5. % OF SPO WS EVAL W/ MEANINGFUL/PRACTICAL RATINGS<br>6. REBATES REC FR PCARD FOR PARTICIPATNG (THOU DOLLR) | FISCAL YEAR 2021-22 |        |          |       | FISCAL YEAR 2022-23 |           |          |   |       |    |
|--|---------------------|--------|----------|-------|---------------------|-----------|----------|---|-------|----|
|  | PLANNED             | ACTUAL | ± CHANGE | %     | PLANNED             | ESTIMATED | ± CHANGE | % |       |    |
|  | 25000               | 42569  | +        | 17569 | 70                  | 25000     | 40000    | + | 15000 | 60 |
|  | 4800                | 5619   | +        | 819   | 17                  | 4800      | 5000     | + | 200   | 4  |
|  | 0                   | 0      | +        | 0     | 0                   | 0         | 0        | + | 0     | 0  |
|  | 50000               | 2078   | -        | 47922 | 96                  | 50000     | 2000     | - | 48000 | 96 |
|  | 54                  | 56     | +        | 2     | 4                   | 54        | 54       | + | 0     | 0  |
|  | 1630                | 956    | -        | 674   | 41                  | 1630      | 1000     | - | 630   | 39 |

| PART III: PROGRAM TARGET GROUP<br>1. NO. OF JURISDTNS UTILIZING COOP PURCHASING AGREEMT<br>2. NO. OF ORG CODES LISTED IN THE FIXED ASSET INV SYS<br>3. NO. AGENCIES ISSUING HLTH & HUMN SVS SOLICITATIONS<br>4. NO. OF PCARD HOLDERS FOR ALL PARTICIPATING JURISDI | FISCAL YEAR 2021-22 |        |          |     | FISCAL YEAR 2022-23 |           |          |   |      |     |
|--|---------------------|--------|----------|-----|---------------------|-----------|----------|---|------|-----|
|  | PLANNED             | ACTUAL | ± CHANGE | %   | PLANNED             | ESTIMATED | ± CHANGE | % |      |     |
|  | 20                  | 20     | +        | 0   | 0                   | 20        | 20       | + | 0    | 0   |
|  | 1010                | 1001   | -        | 9   | 1                   | 1010      | 1010     | + | 0    | 0   |
|  | 10                  | 30     | +        | 20  | 200                 | 10        | 30       | + | 20   | 200 |
|  | 3650                | 2763   | -        | 887 | 24                  | 3650      | 2500     | - | 1150 | 32  |

| PART IV: PROGRAM ACTIVITY<br>1. NUMBER OF AWARDS FOR PRICE & VENDOR LIST CONTRACTS<br>2. NO. OF HANDS SOLICITNS<br>3. NO. OF PROCURMT TRAINING WORKSHOP ATTENDEES<br>4. RATIO PCARD TRANS/PO TRANS OBJ CODE EX DOE,UH,HHSC<br>5. NUMBER OF ITEMS TRANSFERRED BETWEEN AGENCIES<br>6. NO. OF INVENTORY TRANSACTIONS AUDITED & PROCESSED<br>7. TOTAL VALUE OF PROP ADDED TO INVENTORY (\$1000)<br>8. NO. OF COMP/RESTRICT HLTH & HMN SVC SOLICITATIONS<br>9. NO. OF AWARDS NOTICES POSTED IN HANDS<br>10. NO. OF VENDORS REGISTERED IN HCE | FISCAL YEAR 2021-22 |         |          |         | FISCAL YEAR 2022-23 |           |          |   |      |    |
|---|---------------------|---------|----------|---------|---------------------|-----------|----------|---|------|----|
|   | PLANNED             | ACTUAL  | ± CHANGE | %       | PLANNED             | ESTIMATED | ± CHANGE | % |      |    |
|   | 100                 | 30      | -        | 70      | 70                  | 100       | 100      | + | 0    | 0  |
|   | 1425                | 1613    | +        | 188     | 13                  | 1425      | 1400     | - | 25   | 2  |
|   | 9500                | 7601    | -        | 1899    | 20                  | 9500      | 7600     | - | 1900 | 20 |
|   | 14                  | 14      | +        | 0       | 0                   | 14        | 14       | + | 0    | 0  |
|   | 2000                | 1130    | -        | 870     | 44                  | 2000      | 1130     | - | 870  | 44 |
|   | 33500               | 17944   | -        | 15556   | 46                  | 33500     | 25000    | - | 8500 | 25 |
|   | 555000              | 1744377 | +        | 1189377 | 214                 | 555000    | 555000   | + | 0    | 0  |
|   | 75                  | 65      | -        | 10      | 13                  | 75        | 70       | - | 5    | 7  |
|   | 4200                | 2531    | -        | 1669    | 40                  | 4300      | 2000     | - | 2300 | 53 |
|   | 15825               | 17086   | +        | 1261    | 8                   | 15825     | 17500    | + | 1675 | 11 |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 03 09 01  
AGS 240

### PROGRAM TITLE: STATE PROCUREMENT

#### **PART I - EXPENDITURES AND POSITIONS**

The majority of the FY 22 lapsed funds is from Personal Services caused by vacant positions and a vacancy rate of 21% due to transfers, resignations, and lengthy delays in hiring. The recruitment process revealed a highly competitive market for qualified applicants; agencies must move through the recruitment/interview process and make conditional offers of employment quickly for preferred candidates. Otherwise, the recruitment process is restarted in the event that no viable candidate is found.

The vacancies hindered the State Procurement Office (SPO) from delivering procurement guidance to government agencies in a timely manner and remain fully operational. Several staff took on temporary assignments of vacant positions, and some took on duties outside of their own position descriptions.

In FY 23, a total of 7.00 full-time equivalent (FTE) positions were added to AGS 240. Act 248, SLH 2022, added 4.00 FTE positions with a six-month delay in hiring. Act 176, SLH 2022, added 2.00 FTE positions, pending Governor's approval to establish the positions. Act 168, SLH 2022, added 1.00 FTE position, pending Governor's approval to establish the position. The 7.00 new FTE positions are to address the need for procurement compliance, provide guidance with construction procurement, and establish a statewide procurement automation system. As of September 30, 2022, two of the vacant positions were in the interview stage of recruitment.

#### **PART II - MEASURES OF EFFECTIVENESS**

Item 1: Cost savings are underestimated for FY 22 and FY 23. An estimate of \$40,000,000 for FY 22 and FY 23 would be more accurate.

Item 2: The FY 22 actual was higher due to the transfer of high value assets such as buildings, boats, vehicles, etc. The trend is expected to continue in FY 23.

Item 4: Figures for FY 22 and FY 23 are overestimated. An estimate of \$2,000,000 for FY 22 and FY 23 would be more accurate.

Item 6: Figures for FY 22 and FY 23 are overestimated. An estimate of \$1,000,000 for FY 22 and FY 23 would be more accurate.

#### **PART III - PROGRAM TARGET GROUPS**

Item 3: The 200% increase reflects adding the sub-agencies and branches within the department divisions to the count, utilizing data from the Hawaii Awards & Notices Data System.

Item 4: In FY 22, the Purchasing Card (pCard) Program transitioned from First Hawaiian Bank to Bank of America. During the transition in FY 22 and continuing in FY 23, departments and agencies were able to review which employees required pCards. Agencies are encouraged to use pCards as a method of payment over purchase orders due to the rebate the program receives.

#### **PART IV - PROGRAM ACTIVITIES**

Item 1: The decrease in the number of contracts awarded is a reflection of the portfolios' period of performance of 12 months and upwards to a five-year base period.

Item 2: The number of solicitations reflects a return to pre-pandemic levels with Hawaii's economic recovery from the COVID-19 public health crisis.

Item 3: Learners not eligible to use the Department of Human Resources Development's (DHRD) Learning Management System (LMS) are not included in the count. SPO and DHRD are working towards giving these learners access to LMS.

Item 5: The FY 22 actual was lower because agencies retain their assets for longer periods of time. The trend is expected to continue in FY 23.



## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 03 09 01  
AGS 240

---

**PROGRAM TITLE: STATE PROCUREMENT**

---

Item 6: The FY 22 actual was lower because agencies retain assets for longer periods of time; hence, less inventory transactions are submitted. The planned number for FY 23 needs to be adjusted to match the past few fiscal years.

Item 7: The FY 22 actual was due to an increase in the amount/value of land, land improvements, building, and infrastructure additions to the inventory. The trend is expected to continue in FY 23.

Item 8: Figures for FY 22 and FY 23 are overestimated. An estimate of 70 for FY 22 and FY 23 would be more accurate.

Item 9: The number of notices reflects a return to pre-pandemic levels as Hawaii's economy recovers from the COVID-19 public health crisis.

Item 10: The number of vendors registered in Hawaii Compliance Express is underestimated for FY 22 and FY 23. An estimate of 17,500 for FY 22 and 17,500 for FY 23 would be more accurate.

## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO: 11030902

SURPLUS PROPERTY MANAGEMENT

AGS-244

## VARIANCE REPORT

REPORT V61

12/2/22

|  | FISCAL YEAR 2021-22 |        |          |       | THREE MONTHS ENDED 09-30-22 |        |          |     | NINE MONTHS ENDING 06-30-23 |           |          |      |     |       |    |
|--|---------------------|--------|----------|-------|-----------------------------|--------|----------|-----|-----------------------------|-----------|----------|------|-----|-------|----|
|  | BUDGETED            | ACTUAL | ± CHANGE | %     | BUDGETED                    | ACTUAL | ± CHANGE | %   | BUDGETED                    | ESTIMATED | ± CHANGE | %    |     |       |    |
| PART I: EXPENDITURES & POSITIONS                     |                     |        |          |       |                             |        |          |     |                             |           |          |      |     |       |    |
| RESEARCH & DEVELOPMENT COSTS                         |                     |        |          |       |                             |        |          |     |                             |           |          |      |     |       |    |
| POSITIONS  |                     |        |          |       |                             |        |          |     |                             |           |          |      |     |       |    |
| EXPENDITURES (\$1,000's)                             |                     |        |          |       |                             |        |          |     |                             |           |          |      |     |       |    |
| OPERATING COSTS                                      |                     |        |          |       |                             |        |          |     |                             |           |          |      |     |       |    |
| POSITIONS  | 5.00                | 3.00   | -        | 2.00  | 40                          | 5.00   | 3.00     | -   | 2.00                        | 40        | 5.00     | 5.00 | +   | 0.00  | 0  |
| EXPENDITURES (\$1000's)                              | 1,878               | 342    | -        | 1,536 | 82                          | 99     | 115      | +   | 16                          | 16        | 1,779    | 377  | -   | 1,402 | 79 |
| TOTAL COSTS  |                     |        |          |       |                             |        |          |     |                             |           |          |      |     |       |    |
| POSITIONS  | 5.00                | 3.00   | -        | 2.00  | 40                          | 5.00   | 3.00     | -   | 2.00                        | 40        | 5.00     | 5.00 | +   | 0.00  | 0  |
| EXPENDITURES (\$1000's)                              | 1,878               | 342    | -        | 1,536 | 82                          | 99     | 115      | +   | 16                          | 16        | 1,779    | 377  | -   | 1,402 | 79 |
|  |                     |        |          |       | FISCAL YEAR 2021-22         |        |          |     | FISCAL YEAR 2022-23         |           |          |      |     |       |    |
|  |                     |        |          |       | PLANNED                     | ACTUAL | ± CHANGE | %   | PLANNED                     | ESTIMATED | ± CHANGE | %    |     |       |    |
| PART II: MEASURES OF EFFECTIVENESS                   |                     |        |          |       |                             |        |          |     |                             |           |          |      |     |       |    |
| 1. SURPLUS PROPERTY TRANSFERRED TO DONEES (\$1000)   |                     |        |          |       | 3000                        | 3574   | +        | 574 | 19                          | 3000      | 3000     | +    | 0   | 0     |    |
| 2. RATIO SVS FEE OVER PROPERTY TRANSFER VALUE (%)    |                     |        |          |       | 2                           | 22     | +        | 20  | 1000                        | 2         | 20       | +    | 18  | 900   |    |
| 3. ACTUAL DONEES AS % OF ELIGIBLE DONEES             |                     |        |          |       | 84                          | 68     | -        | 16  | 19                          | 84        | 70       | -    | 14  | 17    |    |
| PART III: PROGRAM TARGET GROUP                       |                     |        |          |       |                             |        |          |     |                             |           |          |      |     |       |    |
| 1. NON-PROFIT TAX-EXMPT EDUC & PUBLIC HTH INSTUTNS   |                     |        |          |       | 70                          | 11     | -        | 59  | 84                          | 70        | 30       | -    | 40  | 57    |    |
| 2. PUBLIC AGENCY THAT SERVES OR PROMOTES PUB PURPOSE |                     |        |          |       | 60                          | 70     | +        | 10  | 17                          | 60        | 70       | +    | 10  | 17    |    |
| 3. 8(A) BUSINESS DEV/SMALL DISADVANTAGED BUSINESSES  |                     |        |          |       | 40                          | 29     | -        | 11  | 28                          | 40        | 35       | -    | 5   | 13    |    |
| PART IV: PROGRAM ACTIVITY                            |                     |        |          |       |                             |        |          |     |                             |           |          |      |     |       |    |
| 1. FED PERSONAL PROP RECEIVED (LINE ITEMS)           |                     |        |          |       | 300                         | 409    | +        | 109 | 36                          | 300       | 400      | +    | 100 | 33    |    |
| 2. FED PROP DONATED (LINE ITEMS)                     |                     |        |          |       | 500                         | 303    | -        | 197 | 39                          | 500       | 300      | -    | 200 | 40    |    |
| 3. ACQ OF STATE PROP FOR UTIL/SALE (LINE ITEMS)      |                     |        |          |       | 235                         | 310    | +        | 75  | 32                          | 235       | 300      | +    | 65  | 28    |    |
| 4. DIST OF STATE PROP FOR REUTIL (LINE ITEMS)        |                     |        |          |       | 235                         | 223    | -        | 12  | 5                           | 235       | 200      | -    | 35  | 15    |    |
| 5. STATE PROP DISP OF BY PUBLIC SALE (LINE ITEMS)    |                     |        |          |       | 80                          | 70     | -        | 10  | 13                          | 80        | 100      | +    | 20  | 25    |    |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 03 09 02  
AGS 244

**PROGRAM TITLE: SURPLUS PROPERTY MANAGEMENT**

### **PART I - EXPENDITURES AND POSITIONS**

The position variances are attributed to delays in hiring and two vacant positions not being filled. Surplus is actively filling those two positions.

The expenditure variances can be attributed to lower-than-anticipated vehicle purchases. More expenditures are projected for FY 23.

Surplus Property Services is working to strengthen its financial viability by leveraging the internet and technology-based applications to enhance sales, promotion, and marketing of the surplus property program. This will enable more donees to benefit from the varied surplus property available to them at significantly reduced prices.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 1: The increase is due to the high demand for used equipment and supplies triggered by the economic downfall.

Item 2: The increase in the ratio is due to the high demand for used equipment, supplies, etc.

Item 3: The number of nonprofit organizations and small businesses decreased due to the restricted screening location at Pearl Harbor.

### **PART III - PROGRAM TARGET GROUPS**

Item 1: The number of nonprofit organizations is decreasing due to a lack of desirable items from the federal government.

Item 2: The increase is due to more State agencies searching for used/affordable items from Surplus.

Item 3: The variance is due to fewer 8(A) small businesses interested in acquiring federal surplus coupled with a decrease in the number of small businesses due to the businesses graduating after nine years.

### **PART IV - PROGRAM ACTIVITIES**

Item 1: The increase in federal personal property received is due to the high demand for used equipment and supplies.

Item 2: The decrease in line items of federal property donated is due to the grouping of similar items when turning in for disposal.

Item 3: The increase in acquisitions of State property is due to the increase in turning in property from State agencies.

Item 4: The decrease is due to more State agencies utilizing the Excess Property website to transfer State property directly between State agencies. Thus, State properties being distributed by the Surplus Property Office decreased.

Item 5: The decrease in disposals by Public Sale is because fewer line items are posted online.

## VARIANCE REPORT

|  | FISCAL YEAR 2021-22 |        |          |       | THREE MONTHS ENDED 09-30-22 |                     |        |          | NINE MONTHS ENDING 06-30-23 |                     |          |           |          |      |    |
|--|---------------------|--------|----------|-------|-----------------------------|---------------------|--------|----------|-----------------------------|---------------------|----------|-----------|----------|------|----|
|  | BUDGETED            | ACTUAL | ± CHANGE |       | %                           | BUDGETED            | ACTUAL | ± CHANGE |                             | %                   | BUDGETED | ESTIMATED | ± CHANGE |      | %  |
| PART I: EXPENDITURES & POSITIONS                     |                     |        |          |       |                             |                     |        |          |                             |                     |          |           |          |      |    |
| RESEARCH & DEVELOPMENT COSTS                         |                     |        |          |       |                             |                     |        |          |                             |                     |          |           |          |      |    |
| POSITIONS  |                     |        |          |       |                             |                     |        |          |                             |                     |          |           |          |      |    |
| EXPENDITURES (\$1,000's)                             |                     |        |          |       |                             |                     |        |          |                             |                     |          |           |          |      |    |
| OPERATING COSTS                                      |                     |        |          |       |                             |                     |        |          |                             |                     |          |           |          |      |    |
| POSITIONS  | 40.00               | 33.00  | -        | 7.00  | 18                          | 40.00               | 32.00  | -        | 8.00                        | 20                  | 40.00    | 40.00     | +        | 0.00 | 0  |
| EXPENDITURES (\$1000's)                              | 6,979               | 4,597  | -        | 2,382 | 34                          | 1,877               | 1,421  | -        | 456                         | 24                  | 5,068    | 5,583     | +        | 515  | 10 |
| TOTAL COSTS  |                     |        |          |       |                             |                     |        |          |                             |                     |          |           |          |      |    |
| POSITIONS  | 40.00               | 33.00  | -        | 7.00  | 18                          | 40.00               | 32.00  | -        | 8.00                        | 20                  | 40.00    | 40.00     | +        | 0.00 | 0  |
| EXPENDITURES (\$1000's)                              | 6,979               | 4,597  | -        | 2,382 | 34                          | 1,877               | 1,421  | -        | 456                         | 24                  | 5,068    | 5,583     | +        | 515  | 10 |
|  |                     |        |          |       |                             | FISCAL YEAR 2021-22 |        |          |                             | FISCAL YEAR 2022-23 |          |           |          |      |    |
|  |                     |        |          |       |                             | PLANNED             | ACTUAL | ± CHANGE |                             | %                   | PLANNED  | ESTIMATED | ± CHANGE |      | %  |
| PART II: MEASURES OF EFFECTIVENESS                   |                     |        |          |       |                             |                     |        |          |                             |                     |          |           |          |      |    |
| 1. MOTOR POOL VEHICLES-AVERAGE OPER COST PER VEHICLE |                     |        |          |       |                             | 3870                | 3870   | +        | 0                           | 0                   | 3870     | 3870      | +        | 0    | 0  |
| 2. PERCENTAGE UTILIZATION OF PARKING SPACES          |                     |        |          |       |                             | 105                 | 98     | -        | 7                           | 7                   | 105      | 100       | -        | 5    | 5  |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

**PROGRAM TITLE: AUTOMOTIVE MANAGEMENT**

**11 03 10**

### **PART I - EXPENDITURES AND POSITIONS**

(See Lowest Level Programs for Explanation of Variances)

### **PART II - MEASURES OF EFFECTIVENESS**

No Measures Have Been Developed for this Program.

## STATE OF HAWAII

PROGRAM TITLE:

AUTOMOTIVE MANAGEMENT - MOTOR POOL

PROGRAM-ID:

AGS-251

PROGRAM STRUCTURE NO:

11031001

## VARIANCE REPORT

REPORT V61

12/2/22

|  | FISCAL YEAR 2021-22 |        |          |    | THREE MONTHS ENDED 09-30-22 |        |          |    | NINE MONTHS ENDING 06-30-23 |           |          |    |
|--|---------------------|--------|----------|----|-----------------------------|--------|----------|----|-----------------------------|-----------|----------|----|
|  | BUDGETED            | ACTUAL | ± CHANGE | %  | BUDGETED                    | ACTUAL | ± CHANGE | %  | BUDGETED                    | ESTIMATED | ± CHANGE | %  |
| <b>PART I: EXPENDITURES &amp; POSITIONS</b>          |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| <b>RESEARCH &amp; DEVELOPMENT COSTS</b>              |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| <b>POSITIONS</b>                                     |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| <b>EXPENDITURES (\$1,000's)</b>                      |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| <b>OPERATING COSTS</b>                               |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| <b>POSITIONS</b>                                     | 13.00               | 11.50  | - 1.50   | 12 | 13.00                       | 10.50  | - 2.50   | 19 | 13.00                       | 13.00     | + 0.00   | 0  |
| <b>EXPENDITURES (\$1000's)</b>                       | 3,079               | 1,846  | - 1,233  | 40 | 983                         | 530    | - 453    | 46 | 2,096                       | 2,573     | + 477    | 23 |
| <b>TOTAL COSTS</b>                                   |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| <b>POSITIONS</b>                                     | 13.00               | 11.50  | - 1.50   | 12 | 13.00                       | 10.50  | - 2.50   | 19 | 13.00                       | 13.00     | + 0.00   | 0  |
| <b>EXPENDITURES (\$1000's)</b>                       | 3,079               | 1,846  | - 1,233  | 40 | 983                         | 530    | - 453    | 46 | 2,096                       | 2,573     | + 477    | 23 |
|  |                     |        |          |    | FISCAL YEAR 2021-22         |        |          |    | FISCAL YEAR 2022-23         |           |          |    |
|  |                     |        |          |    | PLANNED                     | ACTUAL | ± CHANGE | %  | PLANNED                     | ESTIMATED | ± CHANGE | %  |
| <b>PART II: MEASURES OF EFFECTIVENESS</b>            |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| 1. MOTOR POOL VEHICLES-AVERAGE OPER COST PER VEHICLE |                     |        |          |    | 3870                        | 3870   | + 0      | 0  | 3870                        | 3870      | + 0      | 0  |
| 2. PERCENTAGE OF REVENUES OVER EXPENDITURES          |                     |        |          |    | 96                          | 114    | + 18     | 19 | 96                          | 114       | + 18     | 19 |
| <b>PART III: PROGRAM TARGET GROUP</b>                |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| 1. STATE AGENCIES UTILIZING MOTOR POOL & NON-MP VEH  |                     |        |          |    | 21                          | 19     | - 2      | 10 | 21                          | 19        | - 2      | 10 |
| <b>PART IV: PROGRAM ACTIVITY</b>                     |                     |        |          |    |                             |        |          |    |                             |           |          |    |
| 1. MOTOR POOL FLEET RENTAL REVENUES                  |                     |        |          |    | 1980                        | 1849   | - 131    | 7  | 1980                        | 1855      | - 125    | 6  |
| 2. OTHER NON-MOTOR POOL VEHICLE SERVICE REVENUES     |                     |        |          |    | 185                         | 261    | + 76     | 41 | 185                         | 265       | + 80     | 43 |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 03 10 01  
AGS 251

**PROGRAM TITLE: AUTOMOTIVE MANAGEMENT - MOTOR POOL**

---

### **PART I - EXPENDITURES AND POSITIONS**

For FY 22, the position variance is due to one vacant Automotive Mechanic Helper and the Automotive Services Administrator retiring in February 2022. The expenditure variance is due to the Department of Accounting and General Services' Motor Pool purchasing less fleet cars than projected.

For FY 23, the variance in position will be filled and acquisition of fleet replacement vehicles will continue and will be expended in the remaining three quarters of the year.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 2: For both fiscal years, the variances are due to underestimating the planned percentage of revenues over expenditures.

### **PART III - PROGRAM TARGET GROUPS**

For both fiscal years, the variances are due to overestimating the planned percentage for State agencies utilizing motor pool and non-motor pool vehicles.

### **PART IV - PROGRAM ACTIVITIES**

Item 1: For both fiscal years, the variances are due to overestimating the planned motor pool fleet rental revenues due to the pandemic and less daily rental of motor vehicles.

Item 2: For both fiscal years, the variances are due to underestimating the planned other non-motor pool vehicle service revenues.

## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO: 11031002

AUTOMOTIVE MANAGEMENT - PARKING CONTROL

AGS-252

## VARIANCE REPORT

REPORT V61

12/2/22

|  | FISCAL YEAR 2021-22 |        |          |       | THREE MONTHS ENDED 09-30-22 |                     |        |          | NINE MONTHS ENDING 06-30-23 |                     |          |           |          |      |    |
|--|---------------------|--------|----------|-------|-----------------------------|---------------------|--------|----------|-----------------------------|---------------------|----------|-----------|----------|------|----|
|  | BUDGETED            | ACTUAL | ± CHANGE |       | %                           | BUDGETED            | ACTUAL | ± CHANGE |                             | %                   | BUDGETED | ESTIMATED | ± CHANGE |      | %  |
| PART I: EXPENDITURES & POSITIONS                       |                     |        |          |       |                             |                     |        |          |                             |                     |          |           |          |      |    |
| RESEARCH & DEVELOPMENT COSTS                           |                     |        |          |       |                             |                     |        |          |                             |                     |          |           |          |      |    |
| POSITIONS  |                     |        |          |       |                             |                     |        |          |                             |                     |          |           |          |      |    |
| EXPENDITURES (\$1,000's)                               |                     |        |          |       |                             |                     |        |          |                             |                     |          |           |          |      |    |
| OPERATING COSTS  |                     |        |          |       |                             |                     |        |          |                             |                     |          |           |          |      |    |
| POSITIONS  | 27.00               | 21.50  | -        | 5.50  | 20                          | 27.00               | 21.50  | -        | 5.50                        | 20                  | 27.00    | 27.00     | +        | 0.00 | 0  |
| EXPENDITURES (\$1000's)                                | 3,900               | 2,751  | -        | 1,149 | 29                          | 894                 | 891    | -        | 3                           | 0                   | 2,972    | 3,010     | +        | 38   | 1  |
| TOTAL COSTS  |                     |        |          |       |                             |                     |        |          |                             |                     |          |           |          |      |    |
| POSITIONS  | 27.00               | 21.50  | -        | 5.50  | 20                          | 27.00               | 21.50  | -        | 5.50                        | 20                  | 27.00    | 27.00     | +        | 0.00 | 0  |
| EXPENDITURES (\$1000's)                                | 3,900               | 2,751  | -        | 1,149 | 29                          | 894                 | 891    | -        | 3                           | 0                   | 2,972    | 3,010     | +        | 38   | 1  |
|  |                     |        |          |       |                             | FISCAL YEAR 2021-22 |        |          |                             | FISCAL YEAR 2022-23 |          |           |          |      |    |
|  |                     |        |          |       |                             | PLANNED             | ACTUAL | ± CHANGE |                             | %                   | PLANNED  | ESTIMATED | ± CHANGE |      | %  |
| PART II: MEASURES OF EFFECTIVENESS                     |                     |        |          |       |                             |                     |        |          |                             |                     |          |           |          |      |    |
| 1. PERCENTAGE UTILIZATION OF PARKING SPACES            |                     |        |          |       |                             | 105                 | 98     | -        | 7                           | 7                   | 105      | 100       | -        | 5    | 5  |
| 2. PERCENTAGE OF REVENUES OVER EXPENDITURES            |                     |        |          |       |                             | 121                 | 117    | -        | 4                           | 3                   | 121      | 114       | -        | 7    | 6  |
| PART III: PROGRAM TARGET GROUP                         |                     |        |          |       |                             |                     |        |          |                             |                     |          |           |          |      |    |
| 1. STATE OFFICIALS-EMPLOYEE & PUB CONDUCTG BUS W/STATE |                     |        |          |       |                             | 8400                | 8400   | +        | 0                           | 0                   | 8400     | 8400      | +        | 0    | 0  |
| PART IV: PROGRAM ACTIVITY                              |                     |        |          |       |                             |                     |        |          |                             |                     |          |           |          |      |    |
| 1. NO. OF SPACES FOR EMPLOYEES & PUBLIC                |                     |        |          |       |                             | 7369                | 7055   | -        | 314                         | 4                   | 7369     | 7055      | -        | 314  | 4  |
| 2. NO. OF PARKING CITATIONS ISSUED (MONTHLY AVERAGE)   |                     |        |          |       |                             | 965                 | 317    | -        | 648                         | 67                  | 965      | 744       | -        | 221  | 23 |
| 3. EMPLOYEE PARKING & PUBLIC PARKING REVENUES          |                     |        |          |       |                             | 3000                | 2207   | -        | 793                         | 26                  | 3000     | 2864      | -        | 136  | 5  |



## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 03 10 02  
AGS 252

**PROGRAM TITLE: AUTOMOTIVE MANAGEMENT - PARKING CONTROL**

---

### **PART I - EXPENDITURES AND POSITIONS**

For FY 22, the position variance is due to four vacant Parking and Security Officers, one vacant Administrative Services Assistant, and the Automotive Services Administrator retiring in February 2022. The variance in expenditures is due to the curtailing of deferred maintenance for parking facilities.

For FY 23, the variances in positions will be filled and the variance in expenditures will be spent during the remaining three quarters of the year.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 1. For both fiscal years, the variances are due to the downturn of metered public parking and certain State offices being closed for walk-in business.

### **PART III - PROGRAM TARGET GROUPS**

There are no significant variances in the program target group.

### **PART IV - PROGRAM ACTIVITIES**

Item 1: Planned amounts were overestimated, and in subsequent updates will be revised to current number of spaces of 7,055.

Item 2: For both fiscal years, the variances are due to a shortage of Parking and Security Officers and less citations being issued due to the slow-down of public parking.

Item 3: For FY 22, the variance is due to the slow-down of public parking caused by COVID-19 and State offices being closed to the public. For FY 23, the increase in revenues is due to employee parking and public parking rate increases.

## STATE OF HAWAII

PROGRAM TITLE:

GENERAL ADMINISTRATIVE SERVICES

PROGRAM-ID:

AGS-901

PROGRAM STRUCTURE NO: 110313

## VARIANCE REPORT

REPORT V61

12/2/22

|                                    | FISCAL YEAR 2021-22                                |                          |          |   | THREE MONTHS ENDED 09-30-22 |         |          |      | NINE MONTHS ENDING 06-30-23 |           |          |   |      |     |
|------------------------------------|--|--------------------------|----------|---|-----------------------------|---------|----------|------|-----------------------------|-----------|----------|---|------|-----|
|                                    | BUDGETED   | ACTUAL                   | ± CHANGE | % | BUDGETED                    | ACTUAL  | ± CHANGE | %    | BUDGETED                    | ESTIMATED | ± CHANGE | % |      |     |
| PART I: EXPENDITURES & POSITIONS   |  |                          |          |   |                             |         |          |      |                             |           |          |   |      |     |
| RESEARCH & DEVELOPMENT COSTS       | POSITIONS  | EXPENDITURES (\$1,000's) |          |   |                             |         |          |      |                             |           |          |   |      |     |
|                                    |  |                          |          |   |                             |         |          |      |                             |           |          |   |      |     |
| OPERATING COSTS                    | POSITIONS  | EXPENDITURES (\$1000's)  |          |   |                             |         |          |      |                             |           |          |   |      |     |
|                                    |  |                          |          |   |                             |         |          |      |                             |           |          |   |      |     |
| TOTAL COSTS                        | POSITIONS  | EXPENDITURES (\$1000's)  |          |   |                             |         |          |      |                             |           |          |   |      |     |
|                                    |  |                          |          |   |                             |         |          |      |                             |           |          |   |      |     |
|                                    |  |                          |          |   |                             |         |          |      |                             |           |          |   |      |     |
|                                    |  |                          |          |   | FISCAL YEAR 2021-22         |         |          |      | FISCAL YEAR 2022-23         |           |          |   |      |     |
|                                    |  |                          |          |   | PLANNED                     | ACTUAL  | ± CHANGE | %    | PLANNED                     | ESTIMATED | ± CHANGE | % |      |     |
| PART II: MEASURES OF EFFECTIVENESS |  |                          |          |   |                             |         |          |      |                             |           |          |   |      |     |
| 1.                                 | % OF LATE (INTEREST) PAYMENTS TO TOTAL PAYMENTS    |                          |          |   | .2                          | .4      | +        | 0.2  | 100                         | .2        | .4       | + | 0.2  | 100 |
| 2.                                 | % OF INVOICE PAYMNTS PROCESSED W/IN 7 WORKING DAYS |                          |          |   | 95                          | 100     | +        | 5    | 5                           | 95        | 95       | + | 0    | 0   |
| 3.                                 | AV TIME FOR NON-COMPETITIVE RECRUITMENT ACTION     |                          |          |   | 45                          | 60      | +        | 15   | 33                          | 45        | 55       | + | 10   | 22  |
| 4.                                 | AV TIME FOR DELEGATED CLASSIFICATION ACTION        |                          |          |   | 30                          | 27      | -        | 3    | 10                          | 40        | 40       | + | 0    | 0   |
| 5.                                 | NO. OF NON-ROUTINE PERSONNEL CONSULTATIVE SVCS     |                          |          |   | 900                         | NO DATA | -        | 900  | 100                         | 800       | NO DATA  | - | 800  | 100 |
| 6.                                 | PERCENTAGE OF DATA PROCESSING REQUESTS COMPLETED   |                          |          |   | 80                          | 86      | +        | 6    | 8                           | 80        | 85       | + | 5    | 6   |
| 7.                                 | % OF DP REQUESTS COMPLTD WHICH IMPROVED EFFICIENCY |                          |          |   | 70                          | 75      | +        | 5    | 7                           | 70        | 75       | + | 5    | 7   |
| 8.                                 | PERCENTAGE OF B&F REQUESTS SUBMITTED BY DUE DATE   |                          |          |   | 100                         | 100     | +        | 0    | 0                           | 100       | 100      | + | 0    | 0   |
| 9.                                 | % OF LEGISLATIVE REQUESTS SUBMITTED BY DATE        |                          |          |   | 100                         | 100     | +        | 0    | 0                           | 100       | 100      | + | 0    | 0   |
| PART III: PROGRAM TARGET GROUP     |  |                          |          |   |                             |         |          |      |                             |           |          |   |      |     |
| 1.                                 | NO. OF DIVISIONS, DISTRICT OFFICES & ATTACHED AGEN |                          |          |   | 24                          | 24      | +        | 0    | 0                           | 24        | 23       | - | 1    | 4   |
| 2.                                 | TOTAL NUMBER OF EMPLOYEES (PERMANENT/TEMPORARY)    |                          |          |   | 856                         | 792     | -        | 64   | 7                           | 856       | 821      | - | 35   | 4   |
| 3.                                 | TOTAL NO. OF PAYMENT TRANSACTIONS PROCESSED (000)  |                          |          |   | 27                          | 22      | -        | 5    | 19                          | 27        | 22       | - | 5    | 19  |
| 4.                                 | NO. OF DEPARTMENTAL VACANCIES DURING THE YEAR      |                          |          |   | 250                         | 232     | -        | 18   | 7                           | 275       | 250      | - | 25   | 9   |
| 5.                                 | TOTAL NO. OF DATA PROCESSING REQUESTS PROCESSED    |                          |          |   | 430                         | 454     | +        | 24   | 6                           | 430       | 450      | + | 20   | 5   |
| 6.                                 | NO. OF COMPUTER APPLICATION PROGRAMS ADMINSTERED   |                          |          |   | 3500                        | 3500    | +        | 0    | 0                           | 3500      | 3500     | + | 0    | 0   |
| 7.                                 | NO. OF REQUESTS FROM DEPT. OF BUDGET AND FINANCE   |                          |          |   | 15                          | 15      | +        | 0    | 0                           | 15        | 15       | + | 0    | 0   |
| 8.                                 | TOTAL NUMBER OF LEGISLATIVE REQUESTS               |                          |          |   | 40                          | 40      | +        | 0    | 0                           | 40        | 40       | + | 0    | 0   |
| PART IV: PROGRAM ACTIVITY          |  |                          |          |   |                             |         |          |      |                             |           |          |   |      |     |
| 1.                                 | NO. OF EMPLOYEES PROVIDING ADMIN/TECH/CLERICAL SUP |                          |          |   | 35                          | 34      | -        | 1    | 3                           | 35        | 39       | + | 4    | 11  |
| 2.                                 | NUMBER OF PURCHASING CARDS OUTSTANDING             |                          |          |   | 160                         | 158     | -        | 2    | 1                           | 160       | 160      | + | 0    | 0   |
| 3.                                 | NUMBER OF PAYROLL REGISTERS HANDLED                |                          |          |   | 8                           | 8       | +        | 0    | 0                           | 8         | 7        | - | 1    | 13  |
| 4.                                 | NUMBER OF EPARS PROCESSED                          |                          |          |   | 2500                        | 871     | -        | 1629 | 65                          | 2500      | 1500     | - | 1000 | 40  |
| 5.                                 | NUMBER OF NON-EPAR ACTIONS PROCESSED               |                          |          |   | 4000                        | 2456    | -        | 1544 | 39                          | 4000      | 2500     | - | 1500 | 38  |
| 6.                                 | NO. OF REQUESTS FOR NON-COMPETITIVE RECRUITMENTS   |                          |          |   | 50                          | 146     | +        | 96   | 192                         | 50        | 150      | + | 100  | 200 |
| 7.                                 | NO. OF REQUESTS FOR DELEGATED CLASSIFICATN ACTIONS |                          |          |   | 140                         | 246     | +        | 106  | 76                          | 140       | 150      | + | 10   | 7   |
| 8.                                 | NO. OF NEW COMPUTER APPLICATION SYSTEMS INSTALLED  |                          |          |   | 2                           | 2       | +        | 0    | 0                           | 2         | 2        | + | 0    | 0   |
| 9.                                 | NO. OF ADMIN RULES & REORG REQUESTS REVIEWED       |                          |          |   | 4                           | 4       | +        | 0    | 0                           | 4         | 4        | + | 0    | 0   |

## VARIANCE REPORT NARRATIVE FY 2022 AND FY 2023

11 03 13  
AGS 901

**PROGRAM TITLE: GENERAL ADMINISTRATIVE SERVICES**

### **PART I - EXPENDITURES AND POSITIONS**

The variances in the number of positions filled as of June 30, 2022, and the three months ending September 30, 2023, are due to delays in recruitment and difficulty in finding qualified candidates.

The decrease in expenditures for FY 22 is primarily due to funding restrictions and vacancy savings.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 1: The increase in interest payments in FY 22 are due to the late submission of invoices to the Administrative Services Office. In some cases, due to staff shortages, goods and services received could not be certified timely, which resulted in delayed payments to vendors. Similar delays are anticipated in FY 23.

Item 3: For FY 22, with the approval to fill delegated to department heads, recruitment requests increased (FY 22 - 146 requests; FY 21 - 35 requests; FY 20 - 70 requests; FY 19 - 114 requests). The Stadium reduction in force (December 2021 - March 1, 2022) and staffing in the Personnel Office contributed to the delay as staff had to cover other functional areas. Similar delays are anticipated in FY 23.

Item 4: Approximately 88 positions were abolished due to Act 88; these are not typical classification actions and are fairly quick to process, which may have impacted the average time.

Item 5: The deadline to submit a change to this performance measure was missed; we plan to do so for the next biennium.

### **PART III - PROGRAM TARGET GROUPS**

Item 3: For FY 22 and FY 23, the decrease in the number of payment transactions is due to less payment transactions overall due in part to supply chain issues as a result of the pandemic.

### **PART IV - PROGRAM ACTIVITIES**

Item 1: The increase in FY 23 is due to the transfer of three positions from AGS 101 and the addition of a Management Analyst.

Item 3: The decrease in the number of payroll registers in FY 23 is due to the transfer of the Stadium payroll to the Department of Business, Economic Development and Tourism.

Item 4: There were no pay adjustments and corrections in FY 22 as the budget bill was signed after June 30, 2022; therefore, these pay actions will be reflected in the FY 23 counts. Transactions Section staffing was at less than 50% in FY 22: one position was restored but half-funded; a second position was filled on December 1, 2021; and a third position was filled on March 1, 2022.

Item 5: Changes to work processes (e.g., EC-1, Workers' Compensation, and Time and Leave) may affect counts and will need to be reviewed. Tasks that are unexpected or late that become a priority, especially if it impacts payroll, affect our logging (not a high priority).

Item 6: The increase in requests is attributed to the delegation of approval to fill to department heads and the filling of defunded positions.

Item 7: Abolishments and the transfer of Stadium positions contributed to the increase.