

DEPARTMENT OF BUDGET AND FISCAL SERVICES
CITY AND COUNTY OF HONOLULU
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MUFI HANNEMANN
 MAYOR



April 15, 2008

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 CITY COUNCIL
 HONOLULU, HAWAII

MARY PATRICIA WATERHOUSE
 DIRECTOR

MARK OTO
 DEPUTY DIRECTOR

The Honorable Todd Apo, Chair
 and Members of the Budget Committee
 Honolulu City Council
 530 South King Street, Room 202
 Honolulu, Hawaii 96813

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CITY CLERK
 HONOLULU, HAWAII

Dear Chair Apo and Councilmembers:

Subject: Testimony Relating to the Department of Budget and Fiscal Services,
 Proposed CD1 to Bill 18 (2008) – Executive Operating Budget and
 Program for FY 2009

This responds to the proposed amendments for vacancy funding for CD1 applicable to the Department of Budget and Fiscal Services (BFS), except for the Liquor Commission and the Treasury Division.

Accounting and Fiscal Services

The revised reduction in funding for vacant positions is \$60,000. We oppose this because of the following effect:

<u>Available Funding</u>		<u>Funding Required</u>	
Funded Vacancies 01/31/08	\$322,518	Known Fills by 06/30/08	\$136,422
Amended CD1	<u>\$60,000</u>	Recruiting Fills	<u>\$142,636</u>
Total	\$262,518	Total	\$279,058
Shortfall:	(\$16,540)		

In addition to the three known fills and three positions being actively recruited, the Accounting and Fiscal Services Division has two other positions noted below that would be filled during FY 2009. This would occur after a reorganization and necessary recruitment are accomplished. These needed positions can only be filled with the original funded vacancy total of \$322,518.

Known Fill:

DF307, Control Accounts Bookkeeper - Selection made.....	\$47,333
DF420, Accountant IV (reallocated from Acct III) - Selection made	\$46,956
DF266, Accountant III – Position filled	<u>\$42,133</u>
Total:	\$136,422

Recruiting:

DF218, Accountant V (AP Supv) – PD under DHR review	\$51,318
DF232, Accountant V (Payroll Staff) – help with transition since the Payroll Administrator retires in 2009	\$51,318
DF549, Accountant II (reallocate from Accountant III) – Position in DCS Fiscal (reduce overtime)	<u>\$40,000</u>
Total:.....	\$142,636

Reorganization and Fill:

DF186, Pre-audit Clerk III (reallocate from Pre-audit Clerk II) – Help supervise the AP section	\$33,756
DF306, Accountant IV for ERP support staff.....	<u>\$57,153</u>
Total:.....	\$90,909*

* Start date would be adjusted in FY 2009 to stay within proposed funded vacancies. This does not include a vacant Fiscal Office for Parks and Enterprise Services. Another Fiscal Officer is currently handling two areas, but may retire during FY 2009.

It is expected that an Accountant III will be transferring to the Treasury Division resulting in a new vacancy on 5/5/2008.

Real Property Assessment Division

The revised reduction in funding for vacant positions is \$130,000. We oppose this because of the following effect:

<u>Available Funding</u>		<u>Funding Required</u>	
Funded Vacancies 01/31/08	\$521,279	Known Fills by 06/30/08	\$426,887
Amended CD1	<u>\$130,000</u>	Recruiting Fills	<u>\$74,019</u>
Total	\$391,279	Total	\$500,906
Shortfall:	(\$109,627)		

Known Fills:

DF472, Real Property Appraiser I – Interviews held, selection pending.....	\$35,679
DF642, Real Property Appraiser I – Interviews held, selection pending.....	\$35,679
DF632, Real Property Appraiser V – Filled on 4/1/2008	\$75,231
DF482, Real Property Appraiser VI – Filled on 4/1/2008.....	\$69,549
DF465, Real Property Appraiser VI – Filled on 2/1/2008.....	\$75,240
DF616, Abstract Assistant I – Filled on 4/1/2008	\$42,684
DF504, Senior Clerk Typist – To be filled on 4/21/2008.....	\$27,756
DF495, Tax Clerk - Interviews held, selection pending	\$31,313
DF496, Tax Clerk - Interviews held, selection pending	\$33,756
Total.....	\$426,887

Recruiting:

DF438, Property Valuation Analyst – Recruitment pending.....	\$39,163
DF622, Real Property Appraiser Assistant – Recruitment pending	\$34,856
Total.....	\$74,019

Reorganization:

The Tax Map Section is undergoing a reorganization to upgrade functions and drafting technicians to GIS Cartographic Technicians. Below are the three initial positions to be converted in FY 2008.

DF451, reallocation to GIS.....	\$18,556
DF615, reallocation to GIS.....	\$28,836
DF454, reallocation to GIS.....	\$33,756
Total.....	\$81,148*

* Only one could be filled to stay within the original funded vacancies (\$521,279).

Potentially, five people (warm bodies) would have to be cut. The salary funds are needed to pay for staff that we are either currently in the process of hiring or will hire in FY 2008. Not having these positions available would negatively impact the division’s daily operations, which has grown considerably over the last few years. Operation growth involves increased parcel counts, exemptions, dedications, legislation, public briefings, responses to complaints and questions from individuals, and support for neighbor island services. With additional proposed cuts to our budget, the Real Property Assessment Division will be severely hampered in its ability to deliver services.

Treasury Division

During the Budget Committee deliberations, we specifically mentioned efforts to fill vacancies in the Treasury Division. Therefore, we are providing details regarding those efforts under separate cover.

The Honorable Todd Apo, Chair
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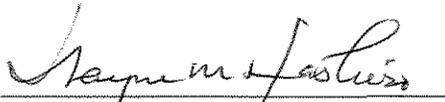
As you can see from our response, many of our vacancies have already been filled since the January 2008 vacancy report was produced. Additionally, many of the remaining vacancies are very close to being filled. We also have informed you of all known position vacancies that will occur due to transfers and retirements. If you have any questions or concerns about this response, please call me at 768-3901.

Sincerely,



Mary Pat Waterhouse
Director

APPROVED:



Wayne M. Hashiro, P.E.
Managing Director

cc: Office of the Mayor