



COST OF GOVERNMENT COMMISSION

101 Aupuni Street, Suite 325, Hilo, Hawai'i 96720

A G E N D A

Thursday, September 21, 2006 – 10:00 a.m.
Department of Liquor Control - Conference Room
101 Aupuni Street, Suite 230
Hilo, Hawai'i 96720

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES OF SEPTEMBER 7, 2006, MEETING**
- 3. STATEMENTS FROM THE PUBLIC**
- 4. APPROVAL OF ADDENDUM AND/OR SUPPLEMENTAL AGENDA**
(if necessary) [NOTE: Addendum requires 2/3 (Roll Call) Vote]
- 5. PRESENTATION AND QUESTION/ANSWER SESSION BY THE CIVIL SERVICE DEPARTMENT**

Includes discussion and question and answer session relating to or arising from the following questions and issues:

- a. Do you have any ideas about what your department can do to save money while not compromising essential services?
- b. Do you see any way to consolidate services, activities, and functions of a similar nature within your own department as well as with other departments?
- c. Are there any services, activities, and functions not necessary to the efficient conduct of government that could be eliminated?
- d. Can privatization help you? If so, in what ways? What would you privatize?
- e. Can you suggest any modernization projects to streamline operations in lieu of privatization?
- f. Do you have any other ideas on how you can make your operations more efficient?
- g. Incentives for employees.
- h. Flexibility or authority for supervisors to hire quickly.
- i. How to fill positions in West Hawai'i to avoid having East Hawai'i employees drive to Kona and incur mileage and per diem costs.
- j. Orientation for new employees.
- k. Out-sourcing projects rather than hiring more employees.
- l. Implementation of a payroll lag.

Hawai'i County is an Equal Opportunity Provider and Employer

- m. Communication No. 2006-44 (the Civil Service Department's response to the Commission's letter dated April 10, 2006)

6. DISCUSSION/ACTION ON ITEMS TO ADD TO FINAL REPORT BASED ON PRESENTATION BY THE CIVIL SERVICE DEPARTMENT

7. DISCUSSION ON FINAL DRAFT OF REPORT AND THE FOLLOWING RECOMMENDATIONS:

- a. Department of Environmental Management (Wastewater): Recommend looking into developing more opportunities in wastewater recycling, primarily for environmental reasons but also to generate revenue (*per 5/4/06 minutes, p. 15*).
- b. Department of Environmental Management (Wastewater): Recommend development of a long-term strategic plan, as the island is growing and is only going to get bigger. It needs a plan for staffing, facilities, replacements, etc. (*per 5/4/06 minutes, p. 15*).
- c. Department of Environmental Management (Solid Waste): Recommend that Mike Dworsky receive clerical assistance (*per 7/6/06 minutes, p. 2*).
- d. Department of Environmental Management (Solid Waste): Recommend that CDL truck drivers be separated from the heavy equipment operators, since they work only at the landfills and should not need CDL licenses (*per 7/6/06 minutes, p. 2*).
- e. Department of Environmental Management (Solid Waste): Recommend that contract terms be lengthened to multi-year terms (*per 7/6/06 minutes, p. 2*).
- f. Department of Environmental Management (Solid Waste): Recommend additional trainers for transfer station attendants to become equipment operators, thus increasing their ability to multi-function (*per 7/6/06 minutes, p. 3*).
- g. Department of Environmental Management (Solid Waste): Recommend that employees be subject to random drug testing, which is to include current employees and not just new hires. (Note: issue may involve union negotiations) (*per 7/6/06 minutes, p. 3*).
- h. Department of Environmental Management (or all departments): Recommend consolidating personnel forms (e.g., vacation, sick leave, etc.) into one form (*per 7/6/06 minutes, p. 7*).
- i. Department of Environmental Management: Recommend hiring an additional engineer (or exploring the position and having a long-term plan to fund it, or having a long-term vision plan) (*per 7/6/06 minutes, p. 7*).
- j. Department of Environmental Management: Acquire the Computerized Maintenance Management System (*per 7/6/06 minutes, p. 8*).

- k. Department of Public Works (Highway Maintenance): Recommend pursuing negotiations with the union to go to a 10-hour, 4-day work schedule for employees (*per 7/20/06 minutes, p. 14*).
- l. Department of Public Works (Highway Maintenance): Recommend that incorporating or consolidating all the State highways into the County highways system be pursued (*per 7/20/06 minutes, p. 14*).
- m. Department of Public Works (Building Division): Recommend providing them with an adequate travel budget in which certification and training opportunities would be available to staff (*per 7/20/06 minutes, p. 14*).
- n. Department of Public Works: Recommend investigating the creation of a traffic hotline, pursuant to item 4a of the DPW's response (*per 7/20/06 minutes, p. 15*).
- o. Police Department: Recommend implementation of the 311 County-wide information telephone number (*per 8/3/06 minutes, p. 10*).
- p. Police Department: Recommend consolidating the Police and Fire Departments' Dispatch into one unit (*per 8/3/06 minutes, p. 10*).
- q. Police Department: Recommend taking the abandoned/derelict vehicle program out of the Police Department and placing it with the Department of Environmental Management (*per 8/3/06 minutes, pp. 10-11*).
- r. Police Department: Recommend that entry-level police officers be compensated at a higher level to help the County recruit and retain officers (*per 8/3/06 minutes, p. 12*).
- s. Police Department: Recommend the Department go ahead with its Mobile Data Terminal program (*per 8/3/06 minutes, p. 12*).
- t. Planning Department (and Department of Public Works, Building Division): Recommend exploring consolidating the review of building permits (so two departments are not reviewing the same thing) (*per 8/17/06 minutes, p. 8*).
- u. Planning Department: Recommend that it give high priority to moving forward on the computerization of records and providing on-line services (*per 8/17/06 minutes, p. 10*).
- v. Pension Board: Recommend (or pass on to the Mayor) studying the number of people that would be most effective to serve on the Pension Board (*per 8/17/06 minutes, pp. 10-11*).
- w. Finance Department or appropriate department: Recommend that the County explore the possibility of leasing County vehicles (*per 8/17/06 minutes, pp. 11-12*).

**8. DISCUSSION ON THE QUALIFICATIONS OF DEPARTMENT HEADS
(Including Communication 2006-72, letter from Katherine A. Garson, Regarding the Qualifications of Department Heads)**

9. **DISCUSSION/ACTION ON POLICE COMMISSION RESPONSE TO THE COMMISSION'S LETTER DATED APRIL 10, 2006** (Comm. No. 2006-68)
10. **DISCUSSION/ACTION ON CIVIL DEFENSE AGENCY RESPONSE TO THE COMMISSION'S LETTER DATED APRIL 10, 2006** (Comm. No. 2006-76)
11. **DISCUSSION/ACTION ON OFFICE OF THE COUNTY CLERK RESPONSE TO THE COMMISSION'S LETTER DATED APRIL 10, 2006** (Comm. No. 2006-77)
12. **DISCUSSION/ACTION ON OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT RESPONSE TO THE COMMISSION'S LETTER DATED APRIL 10, 2006** (Comm. No. 2006-78)
13. **DISCUSSION/ACTION ON RHONDA HILTON'S RESPONSE TO THE COMMISSION'S LETTER DATED APRIL 10, 2006, REGARDING THE AQUATICS DIVISION OF THE DEPARTMENT OF PARKS AND RECREATION** (Comm. No. 2006-79)
14. **DISCUSSION/ACTION REGARDING PRIORITIZING DEPARTMENTS/BOARDS/COMMISSIONS OR ISSUES TO ACCOMPLISH THE MANDATE OF THE COST OF GOVERNMENT COMMISSION**

Includes discussion and action on the prioritization of the departments/boards/commissions to be analyzed, and a timeline for accomplishing the directive. Also includes discussion of items to be placed on draft list of recommendations to be included in the Commission's report.

15. **DISCUSSION OF ITEMS TO BE PLACED ON NEXT AGENDA**
16. **STATEMENTS FROM THE PUBLIC**
17. **ANNOUNCEMENTS**

The next meeting of the Cost of Government Commission is scheduled for October 5, 2006, at 10:00 a.m., at the conference room at the Hilo Department of Liquor Control, 101 Aupuni Street, Suite 230, Hilo, Hawai'i.

18. ADJOURNMENT

NOTE: If you require an accommodation or auxiliary aid and/or services to participate in this meeting (i.e., sign language interpreter, large print, etc.) please call 961-8304, x104.

NOTICE TO LOBBYISTS

If you are a lobbyist, you must register with the Hawai'i County Clerk within five days of becoming a lobbyist (Article 15, Section 2-91.3(b), Hawai'i County Code).

A lobbyist means "any individual engaged for pay or other consideration who spends more than five hours in any month or \$275 in any six-month period for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials." (Article 15, Section 2-91.3(a)(6), Hawai'i County Code.)

Registration forms and expenditure report documents are available at the Office of the County Clerk-Council, 25 Aupuni Street, Hilo, Hawai'i 96720.