



COST OF GOVERNMENT COMMISSION

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

A G E N D A

Thursday, December 7, 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 NOVEMBER 20, 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 DEPARTMENT OF RESEARCH AND DEVELOPMENT ON THE FOLLOWING ISSUES:**
 - a. Discussion and question and answer session relating to assisting County departments with finding grant monies and monitoring grant compliance, as a number of departments suggested that having an in-house grants person would be helpful.
 - b. Do you have any ideas about what your department can do to save money while not compromising essential services?
 - c. 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?
 - d. Are there any services, activities, and functions not necessary to efficient conduct of government that could be eliminated?
 - e. Can privatization help you? If so, in what ways? What would you privatize?
 - f. Can you suggest any modernization projects that might streamline your operations in lieu of privatizing functions?
 - g. Do you have any other ideas on how you can make your operations more efficient?
- 6. DISCUSSION/ACTION ON ITEMS TO ADD TO FINAL REPORT BASED ON PRESENTATION BY THE DEPARTMENT OF RESEARCH AND DEVELOPMENT**

7. DISCUSSION/ACTION ON ITEMS TO ADD TO FINAL REPORT BASED ON RECOMMENDATIONS PROPOSED BY COMMISSIONER MELVYN SAKAGUCHI:

- a. Each department should have an easy-to-read budget which includes operating funds, personnel costs (including the number of positions in the department), cars and facility maintenance costs. Additionally, there should be a clear statement of the primary functions of the department. This information should be available to all members of the department and to the general public.
- b. The County should lease facilities used by County departments and agencies, instead of building facilities.
- c. Transfer all billing and receivable functions (utilities, property tax, etc.) as well as payroll services to a private vendor.
- d. Expedite the development of an island-wide public safety communication network being initiated by the Police Department; allow private telecommunication companies to install transmission equipment on the towers to insure that all residents on the island have access to telecom service during emergencies.
- e. Establish a major award program (several awards of \$5,000 to \$10,000) for County employees making suggestions to improve services and reducing costs, possibly financed by companies doing business in the County.
- f. Where decision-making on an issue such as continued use of private cars by police personnel becomes very politicized and decision-making difficult, consideration should be given putting the issue on the ballot and letting the public make the decision directly.
- g. Establish custodian residences at all major public parks.
- h. Re-examine the functions of all departments; many departments appear to be saddled with functions or responsibilities that don't fit and consequently these functions are ignored or given a lower priority in the allocation of resources.
- i. Second tier career administrators in the County should be encouraged (maybe mandated) to change departments every ten years.
- j. Provide opportunities for at least 5% of County employees to attend national and regional conferences and go on visitations to other county governments of comparable size over the next three years.
- k. Every three years contract with the State of Hawai'i Legislative Auditor's Office to conduct a management and program audit of all or selected County departments to identify new practices or procedures which should be in place for efficiency and cost savings.

- l. Provide for the exemption of all advisory commissions from the “Sunshine Law” provisions and rigorous quorum requirements.
- m. Pay all County commission/advisory committee members a nominal sum of \$100 per meeting (longer than two hours; not longer than four hours).
- n. Schedule an equal number of meetings of County-wide commissions and advisory groups in West Hawai‘i and East Hawai‘i.
- o. Establish a new County department to take a leadership role in promoting more extensive use of computers, and telecommunications and internet, and managing all technological resources and initiatives.
- p. Lease all cars used by County officials and employees rather than purchasing them.

8. DISCUSSION ON INCLUDING IN FINAL DRAFT OF REPORT THE FOLLOWING RECOMMENDATIONS:

- a. 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*).
- b. Department of Environmental Management: Acquire the Computerized Maintenance Management System (*per 7/6/06 minutes, p. 8*).
- c. 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*).

9. DISCUSSION/ACTION REGARDING MERIT OR INCENTIVE AWARDS FOR EMPLOYEES

10. DISCUSSION ON AND DRAFTING OF FINAL REPORT. THE PROPOSED FINAL REPORT INCLUDES 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 (*11/20/06 minutes, p. 2*).
- b. Department of Environmental Management (Solid Waste):
 - (1) Recommend that the Solid Waste Division receive additional clerical assistance (*11/20/06 minutes, p. 3*).
 - (2) Recommend that CDL truck drivers be separated from heavy equipment operators, who work only at the landfills and should not need CDL licenses (*11/20/06 minutes, p. 3*).

- (3) Recommend that contract terms be lengthened to multi-year terms (*11/20/06 minutes, p. 3*).
- (4) Recommend additional trainers for transfer station attendants to become equipment operators, which would increase their ability to multi-function (*11/20/06 minutes, p. 4*).
- (5) Recommend that employees be subject to random drug testing, which is to include current employees and not just new hires (*11/20/06 minutes, p. 4*)

c. Data Systems Department:

- (1) Allow Data Systems to become the central point for all PC/Peripherals/ Software purchases for the entire County of Hawai'i (*11/20/06 minutes, p. 16*).
- (2) Utilize the Police Microwave system to replace the monthly recurring costs of Frame Relay/DSL circuits (*11/20/06 minutes, p. 16*).
- (3) Create a wireless network for the major urban areas of Hawai'i island, i.e., Kona, South Kohala, Waimea, Hilo, and Puna, to be used by the Public Safety sector (*11/20/06 minutes, p. 16*).
- (4) Consolidate all analyst activities from other departments to come under Data Systems (including analysts from the Police Department, Prosecutor's Office, Parks and Recreation, and the Office of Aging) (*11/20/06 minutes, p. 16*).
- (5) Standardize the PC, LAN/WAN security and internet policies across the entire County of Hawai'i network (*11/20/06 minutes, p. 16*).
- (6) Consolidate and standardize GIS applications (ESRI versus Intergraph) (*11/20/06 minutes, p. 16*).
- (7) Give Data Systems the authority to develop an internet policy on who is to have access, and who is not to have access, to internet web sites, and work with all departments on formulating that policy (*11/20/06 minutes, p. 16-17*).

d. Finance Department:

- (1) Suggest that all departments revisit their telecommunication costs and verify the number of lines within their department (*11/20/06 minutes, p. 16*).
- (2) Implement a five-day payroll lag (*11/20/06 minutes, p. 17*).
- (3) (Or appropriate department): Recommend that the County explore the possibility of leasing County vehicles (*11/20/06 minutes, p. 23*).

- e. Department of Public Works (Highway Maintenance):
- (1) Recommend pursuing negotiations with the union to go to a 10-hour, 4-day work schedule for employees (*11/20/06 minutes, p. 20*).
 - (2) Recommend that County and State highways be condensed into one, with the County handling all the maintenance of the State highways (*11/20/06 minutes, p. 20-21*).
 - (3) (and Planning Department): Recommend exploring consolidating the review of building permits (so two departments are not reviewing the same thing) (*11/20/06 minutes, p. 23*).
- f. Police Department:
- (1) Recommend implementation of the 311 County-wide information telephone number (*11/20/06 minutes, p. 22*).
 - (2) Recommend consolidating the Police and Fire Departments' Dispatch into one unit (*11/20/06 minutes, p. 22*).
 - (3) Recommend taking the abandoned/derelict vehicle program out of the Police Department and placing it with the Department of Environmental Management (*11/20/06 minutes, p. 22*).
 - (4) Recommend that entry-level police officers be compensated at a higher level to help the County recruit and retain officers (*11/20/06 minutes, p. 22*).
 - (5) Recommend the Department go ahead with its Mobile Data Terminal program (*11/20/06 minutes, p. 22*).
- g. Planning Department:
- (1) (and Public Works, Highway Maintenance Division): Recommend exploring consolidating the review of building permits (so two departments are not reviewing the same thing) (*11/20/06 minutes, p. 23*).
 - (2) (and Department of Public Works, Building Division): Recommend exploring consolidating the review of building permits (so two departments are not reviewing the same thing) (*11/20/06 minutes, p. 23*).
 - (3) Recommend that it give high priority to moving forward on the computerization of records and providing on-line services (*11/20/06 minutes, p. 23*).
- h. 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 (*11/20/06 minutes, p. 23*).

- i. County Clerk's Office: Recommend that each polling place have the ability to accommodate out-of-district voters through electronic voting only (*11/20/06 minutes, p. 24*).

11. 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 the list of recommendations to be included in the Commission's report.

12. DISCUSSION OF ITEMS TO BE PLACED ON NEXT AGENDA

13. STATEMENTS FROM THE PUBLIC

14. ANNOUNCEMENTS

The next meeting of the Cost of Government Commission is scheduled for Tuesday, December 19, 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.

15. 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.