June 26, 2023
Agenda Item IV.B
To: KIRC Commissioners
From: Michael K. Nāho‘opi‘i, Executive Director
Subject: Review and Approve FY 2024 KIRC Operating Budget

## RECOMMENDED MOTION:

A. Accept $\$ 1,828,660$ general appropriation budget, as detailed, to fund KIRC staff positions and program expenses as approved in the State Administration's budget.
B. Approve the expenditure of approximately $\$ 409,076$ from the Kaho'olawe Rehabilitation Trust Fund to fund reimbursable grants projects and non-reimbursable operations.

## BUDGET SUMMARY

The total FY24 operating budget is 2,237,736 and focuses on the continuation of on-island work accesses, on-island restoration, resource management activities and implementation of grant funded projects.

## SOURCES OF FUNDING FOR FY23

|  | FY23 | FY24 | Change |
| :--- | ---: | ---: | ---: |
| General Funds | $\$ 1,486,120$ | $\$ 1,658,788$ | $12 \%$ |
| General Funds Carryover | $\$ 42,003$ | $\$ 169,872$ | $304 \%$ |
| Reimbursable Trust Funds | $\$ 521,069$ | $\$ 409,076$ | $-21 \%$ |
| Non-Reimbursable Trust Funds | $\$ 174,664$ | $\$ 0$ | $-100 \%$ |
|  | $\$ 2,223,857$ | $\$ 2,237,736$ | $1 \%$ |




General Funds: HB300 HD1 SD1 CD1 (State Budget) is currently pending the Governor's signature. The CD 1 amendment moves KIRC funding into a separate program ID, LNR 908 and provides full year funding for the two new positions established in the FY23 budget. The CD 1 amendment also added $\$ 400,000$ general funds for office and field supplies ( $\$ 50,000$ ), project materials, equipment, and supplies $(\$ 50,000)$ and other current expenses $(\$ 300,000)$ for both FY24 and FY25.

|  | Amount | Total | Notes |
| :---: | :---: | :---: | :---: |
| Estimated FY24 Appropriation HB300 HD1 SD1 CD1 | \$1,803,789 |  |  |
| Less: Total Personnel SVCS | 1,080,088 |  |  |
| Balance for other current expenses |  | 723,701 |  |
| Less: Restriction (10\%) |  | 72,370 |  |
| Total Other Current Expenses Available |  | \$651,330 | Currently using FY23 budget of $\$ 578,700$ until OEP for FY24 is released |

General Fund Carryover: General fund carryover are general funds that have been encumbered in the previous year and will be used in the current fiscal year. These are funds encumbered in purchase orders or leases for payments which cross two fiscal years.
For FY24, the majority of the carryover is from the Base Camp Management and Communications contracts. At the start of the FY23, general funds were not immediately available as the FY23 budget approval and execution was delayed. The initial spending for the FY23 budget utilized trust funds until general funds were available.

Additionally, FY23 general funds were allocated for the first quarter of FY24 for the office lease to ensure the lease would be paid while the new FY24 State budget is authorized, and funds released.

The following table summarizes the general fund carry over for FY24:

| Source | Amount | Note |
| :--- | ---: | :--- |
| Office Lease/Storage | $\$ 27,462$ | Funding available for 1 ${ }^{\text {st }}$ Quarter |
| Base Camp Management | $\$ 126,447$ | Operations of Base Camp |
| Communications | $\$ 15,963$ | On-island radio, internet, and phones |
|  | Total | $\$ 169,872$ |

Reimbursable Trust Funds: Trust funds are used to pay for grant expenses. These expenses are reimbursable to the KIRC. The KIRC is fortunate to have the trust fund to front the cost and expenses of its grant-based projects. This allows staff to immediately start a project and then receive reimbursement. The effect is a cumulative net zero on the KIRC trust fund.

The following table summarizes the current awarded grants.

| Source | Amount | Note |
| :--- | ---: | :--- |
| IMLS 6 | $\$ 27,416$ | Project supplies and equipment and <br> communications contract funds |
| IMLS 5 | $\$ 43,508$ | Replace office computers and servers; <br> communications contract funds |
| Coastal Wetland Conservation <br> (CWC) | $\$ 228,648$ | Salary for ORSII; project materials, <br> supplies and equipment; boat operations <br> funds; base camp operations funds; <br> communication contract funds |
| DOH 6 | $\$ 109,504$ | NRS II salary, materials and supplies, <br> boat reimbursement |
|  | Total | $\$ 409,076$ |

Non-Reimbursable Trust Funds: With the additional funds provided in HB300 HD1 SD1 CD1, the FY24 budget significantly decreased the need for non-reimbursable trust funds. No nonreimbursable trust funds are estimated to be utilized this fiscal year.

## DISTRIBUTION OF BUDGET



FY23 Funding Impact on Programs: The following are the impacts of the proposed budget upon the various KIRC programs:

- Commission: The Commission Program budget includes the following:
- General funds for the Commission Coordinator;
- Travel to support four (4) hybrid Commission meetings for FY24 from general funds. Hybrid meetings will consist of in-person and remote attendance. Most of the meetings will be located at the DLNR Board Room due to the availability of audio/video equipment to host the hybrid meetings. This budget assumes Honolulu-based commissioners will attend in person, if they desire, and all offisland commissioners will attend remotely.
- Administration: The Administration Program budget includes:
- General funds for the Executive Director, Administrative Officer, Administrative Specialist III, Public Information Specialist and GIS/LAN Specialist;
- Office expenses including the office lease, storage space, computer equipment support, travel;
- Outreach materials, three (3) newsletters and an annual report;
- Purchase of materials, contracts and supplies per the IMLS 6 grant;
- Conference travel per IMLS 5 grant;
- Architecture contract to update Kīhei Ops Center CIP estimate.
- Reserve Operations: The Reserve Operation Program budget includes:
- General funds for the Vessel Operator, Logistic Specialist and Volunteer Coordinator;
- Full year funding for a new Reserve Operations Manager position;
- Reimbursable trust funds for Maui vehicles and Kīhei Boathouse operating expenses including funding for vessel maintenance, repair, and operations; funding for maintaining the Kīhei Boathouse;
- General Funds and Reimbursable trust funds for base camp operations, materials and supplies, on-island vehicle and heavy equipment repairs, fuel, backup electrical system, vehicles and trucks;
- Mix of General Funds, General Funds Carryover and Reimbursable trust funds for base camp management contracts and communications contracts.
- Restoration: The Restoration Program budget includes:
- General funds for the Natural Resource Specialist IV and two Natural Resource Specialist IIIs;
- Reimbursable trust funds for a temporary Natural Resource Specialist II position funded by the Department of Health, Clean Water Branch Grant No. 6 (DOH VI)
- Reimbursable trust funds for first year operation of DOH VI grant project.
- Ocean: The Ocean Program budget includes:
- General funds for an Ocean Specialist III and Ocean Specialist II;
- Reimbursable trust funds for second-year efforts for the Coastal Wetland Conservation (CWC) grant project.
- Reimbursable trust funds for a temporary Ocean Resource Specialist II position funded by the CWC grant.
- Culture: The Cultural Program budget includes:
- New general funds allotment for a permanent Cultural Resource Project Coordinator position.


## IMPACT TO TRUST FUND

Estimated FY24 Beginning Cash \$486,445
Balance
Revenue:

| Grant income (estimate) | $\$ 409,076$ |  |
| ---: | ---: | ---: |
| Trust Fund Interest (estimate) | $\$ 5,000$ |  |
| Income (estimate) | $\$ 65,000$ |  |
| Giving (estimate) | $\$ 30,000$ | $\$ 509,076$ |
|  |  | $\$ 409,076$ |
| Expenditures: |  | $\$ 100,000$ |
| Net Income: |  |  |
| Ending Balance FY25 (projected) |  | $\$ 586,445$ |

## LEGAL AUTHORITY:

The relevant provisions of Chapter 6K, Hawai'i Revised Statutes, read as follows:
[§6K-6] Responsibilities and duties of the commission. The general administration of the island reserve shall rest with the commission. In carrying out its duties and responsibilities, the commission...
(2) Shall approve all contracts for services and rules pertaining to the island reserve...
[§6K-9.5] Kaho`olawe rehabilitation trust fund. (b) The commission may use moneys in the trust fund to carry out the purposes of this chapter, including hiring employees, specialist and consultants necessary to complete projects relating to the purposes of this chapter.

|  | FY2023 Approved |  | FY2024 Budget |  | FY2024 G-Funds |  | FY2023 G-Funds Carry Over |  | FY2024 T-Funds Reimbursed |  | FY2024 T-Funds Non Reimbursable |  | Notes |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| COMMISSION | \$ | 52,332.74 | \$ | 46,380.00 | \$ | 46,380.00 | \$ | - | \$ | - | \$ | - | 2\% |  |
| Personnel | \$ | 39,960.00 | \$ | 43,920.00 | \$ | 43,920.00 | \$ | - | \$ | - | \$ | - |  |  |
| Non-Personnel | \$ | 12,372.74 | \$ | 2,460.00 | \$ | 2,460.00 | \$ | - | \$ | - | \$ | - |  |  |
| ADMINISTRATION | \$ | 726,630.95 | \$ | 598,223.85 | \$ | 534,003.90 | \$ | 27,462.12 | \$ | 36,757.83 | \$ | - | 27\% |  |
| Personnel | \$ | 346,320.00 | \$ | 380,592.00 | \$ | 380,592.00 | \$ | - | \$ | - | \$ | - |  |  |
| Non-Personnel | \$ | 380,310.95 | \$ | 217,631.85 | \$ | 153,411.90 | \$ | 27,462.12 | \$ | 36,757.83 | \$ | - |  |  |
| OPERATIONS | \$ | 857,385.27 | \$ | 896,993.79 | \$ | 660,168.10 | \$ | 142,409.69 | \$ | 94,416.00 | \$ | - | 40\% |  |
| Personnel | \$ | 176,620.00 | \$ | 237,340.00 | \$ | 237,340.00 | \$ | - | \$ | - | \$ | - |  |  |
| Non-Personnel | \$ | 680,765.27 | \$ | 659,653.79 | \$ | 422,828.10 | \$ | 142,409.69 | \$ | 94,416.00 | \$ | - |  |  |
| OCEAN | \$ | 325,143.50 | \$ | 305,338.50 | \$ | 126,940.00 | \$ | - | \$ | 178,398.50 | \$ | - | 14\% |  |
| Personnel | \$ | 178,598.50 | \$ | 194,238.50 | \$ | 126,940.00 | \$ | - | \$ | 67,298.50 | \$ | - |  |  |
| Non-Personnel | \$ | 146,545.00 | \$ | 111,100.00 | \$ |  | \$ | - | \$ | 111,100.00 | \$ | - |  |  |
| RESTORATION | \$ | 298,144.30 | \$ | 322,800.11 | \$ | 223,296.00 | \$ | - | \$ | 99,504.11 | \$ | - | 14\% |  |
| Personnel | \$ | 263,305.00 | \$ | 275,001.11 | \$ | 223,296.00 | \$ | - | \$ | 51,705.11 | \$ | - |  |  |
| Non-Personnel | \$ | 34,839.30 | \$ | 47,799.00 | \$ |  | \$ | - | \$ | 47,799.00 | \$ | - |  |  |
| CULTURE | \$ | 30,000.00 | \$ | 68,000.00 | \$ | 68,000.00 | \$ | - | \$ | - | \$ | - | 3\% |  |
| Personnel | \$ | 30,000.00 | \$ | 68,000.00 | \$ | 68,000.00 | \$ | - | \$ | - | \$ | - |  |  |
| Non-Personnel | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |  |  |
| TOTAL |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | \$ | 2,289,636.76 | \$ | 2,237,736.25 | \$ | 1,658,788.00 | \$ | 169,871.81 | \$ | 409,076.44 | \$ | - |  |  |
| Personnel | \$ | 1,034,803.50 | \$ | 1,199,091.61 | \$ | 1,080,088.00 | \$ | - | \$ | 119,003.61 | \$ | - | 54\% |  |
| Non-Personnel | \$ | 1,254,833.26 | \$ | 1,038,644.64 | \$ | 578,700.00 | \$ | 169,871.81 | \$ | 290,072.83 | \$ | - | 46\% |  |


|  | FY2023 Approved | FY2024 Budget | FY2024 G-Funds | FY2023 G-Funds Carry Over | FY2024 T-Funds Reimbursed | FY2024 T-Funds Non Reimbursable | Notes |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| COMMISSION |  |  |  |  |  |  |  |
| COMMISSION MEETING TRAVEL |  |  |  |  |  |  |  |
| Airfare | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ | \$ | \$ |  |
| Car Rental | \$ 200.00 | \$ 200.00 | \$ 200.00 | \$ | \$ | \$ |  |
| Subsistence | \$ 200.00 | \$ 200.00 | \$ 200.00 | \$ | \$ | \$ |  |
| Parking | \$ 60.00 | \$ 60.00 | \$ 60.00 | \$ | \$ | \$ |  |
| Total Commission Meeting Travel | \$ 2,460.00 | \$ 2,460.00 | \$ 2,460.00 | \$ | \$ | \$ |  |
| Total IMLS 3 Grant | \$ 9,912.74 | \$ | \$ | \$ | \$ | \$ |  |
| COMMISSION CONFERENCE/REGISTRATION | \$ | \$ | \$ | \$ | \$ | \$ |  |
| COMMISSION OTHER DIRECT COSTS | \$ | \$ | \$ | \$ | \$ | \$ |  |
| COMMISSION PERSONNEL | \$ 39,960.00 | \$ 43,920.00 | \$ 43,920.00 | \$ | \$ | \$ |  |
| COMMISSION TOTAL | \$ 52,332.74 | \$ 46,380.00 | \$ 46,380.00 | \$ | \$ | \$ |  |


|  | FY2023 Approved |  | FY2024 Budget |  | FY2024 G-Funds |  | $\begin{gathered} \text { FY2023 G-Funds } \\ \text { Carry Over } \\ \hline \end{gathered}$ |  | FY2024 T-Funds Reimbursed |  | FY2024 T-Funds Non Reimbursable |  | Notes |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| ADMINISTRATION |  |  |  |  |  |  |  |  |  |  |  |  |  |
| TOTAL OFFICE OPERATIONS | \$ | 6,150.00 | \$ | 7,150.00 | \$ | 7,150.00 | \$ | - | \$ | - | \$ | - |  |
| OFFICE SPACE / UTILITIES |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Building Repair \& Maintenance | \$ | 81,054.00 | \$ | 22,000.00 | \$ | 22,000.00 | \$ | - | \$ | - | \$ | - |  |
| Electric | \$ | 18,000.00 | \$ | 15,061.90 | \$ | 15,061.90 | \$ | - | \$ | - | \$ | - |  |
| Janitorial Services \& Supplies | \$ | 7,200.00 | \$ | 7,200.00 | \$ | 7,200.00 | \$ | - | \$ | - | \$ | - |  |
| Office and Storage Lease combined 2/21 | \$ | 132,425.80 | \$ | 117,462.12 | \$ | 90,000.00 | \$ | 27,462.12 | \$ | - | \$ | - |  |
| Telephone | \$ | 8,300.00 | \$ | 10,000.00 | \$ | 10,000.00 | \$ | - | \$ | - | \$ | - |  |
| Wireless/Cellular Communication | \$ | 2,150.00 | \$ | 2,000.00 | \$ | 2,000.00 | \$ | - | \$ | - | \$ | - |  |
| TOTAL OFFICE SPACE / UTILITIES | \$ | 249,129.80 | \$ | 173,724.02 | \$ | 146,261.90 | \$ | 27,462.12 | \$ | - | \$ | - |  |
| TOTAL COMPUTER EQUIPMENT \& SERVICE | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |  |
| MEETINGS - Commission/LEG/WG |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Labor | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |  |
| Travel |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Travel Total | \$ | 4,000.00 | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |  |
| TOTAL MEETINGS | \$ | 4,000.00 | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |  |
| OTHER DIRECT COSTS (Prking Permits) |  |  | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |  |
| ADMINISTRATIVE PERSONNEL BALANCE | \$ | 291,072.00 | \$ | 319,884.00 | \$ | 319,884.00 | \$ | - | \$ | - | \$ | - |  |
| OUTREACH / FUND DEVELOPMENT |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Labor - Public Information Specialist | \$ | 55,248.00 | \$ | 60,708.00 | \$ | 60,708.00 | \$ | - | \$ | - | \$ | - |  |
| Other Direct Costs |  |  |  |  |  |  |  |  |  |  |  |  |  |
| TOTAL Other Direct Costs | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |  |
| IMLS 4/6 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total IMLS 4/6 Grant | \$ | 42,989.99 | \$ | 11,250.00 | \$ | - | \$ | - | \$ | 11,250.00 | \$ | - |  |
| IMLS 5 Grant |  |  | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |  |
| Total Travel | \$ | 3,000.00 | \$ | 3,000.00 | \$ | - | \$ | - | \$ | 3,000.00 | \$ | - |  |
| Total IMLS 5 Grant | \$ | 75,041.16 | \$ | 22,507.83 | \$ | - | \$ | - | \$ | 22,507.83 | \$ | - |  |
|  | \$ | 78,041.16 | \$ | 25,507.83 | \$ | - | \$ | - | \$ | 25,507.83 | \$ | - |  |
| TOTAL OUTREACH / FUND DEVELOPMENT | \$ | 176,279.15 | \$ | 97,465.83 | \$ | 60,708.00 | \$ | - | \$ | 36,757.83 | \$ | - |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ADMINISTRATION TOTAL | \$ | 726,630.95 | \$ | 598,223.85 | \$ | 534,003.90 | \$ | 27,462.12 | \$ | 36,757.83 | \$ | - |  |


|  |  | 3 Approved | FY2024 Budget |  | FY2024 G-Funds |  | $\begin{gathered} \text { FY2023 G-Funds } \\ \text { Carry Over } \\ \hline \end{gathered}$ |  | $\begin{aligned} & \hline \hline \text { FY2024 T-Funds } \\ & \text { Reimbursed } \end{aligned}$ |  | FY2024 T-Funds Non Reimbursable |  | Notes |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| RESERVE OPERATIONS / VOLUNTEER PROGRAM |  |  |  |  |  |  |  |  |  |  |  |  |  |
| MAUI VEHICLES |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Maui Vehicle R\&M | \$ | - | \$ | 400.00 | \$ | - | \$ | - | \$ | 400.00 | \$ | - |  |
| Maui Vehicle Fuel and Oil | \$ | 700.00 | \$ | 2,100.00 | \$ | - | \$ | - | \$ | 2,100.00 | \$ | - |  |
| Purchase Used Vehicles (DRMO) | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |  |
| Insurance and Fees | \$ | 900.00 | \$ | 700.00 | \$ | - | \$ | - | \$ | 700.00 | \$ | - |  |
| Other Direct Costs - Shipping \& Fees (DRMO) | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |  |
| TOTAL MAUI VEHICLES | \$ | 1,600.00 | \$ | 3,200.00 | \$ | - | \$ | - | \$ | 3,200.00 | \$ | - |  |
| KIHEI SITE / VESSEL OPERATIONS |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total Materials and Equiment | \$ | 30,000.00 | \$ | 30,000.00 | \$ | - | \$ | - | \$ | 30,000.00 | \$ | - |  |
| Other Direct Costs |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Boathouse Electric | \$ | 1,595.00 | \$ | 1,595.00 | \$ | - | \$ | - | \$ | 1,595.00 | \$ | - |  |
| Jet O Matic | \$ | 1,299.96 | \$ | 1,299.96 | \$ | - | \$ | - | \$ | 1,299.96 | \$ | - |  |
| Phone and Internet | \$ | - | \$ | 1,080.00 | \$ | - | \$ | - | \$ | 1,080.00 | \$ | - |  |
| Water | \$ | 1,100.00 | \$ | 1,100.00 | \$ | - | \$ | - | \$ | 1,100.00 | \$ | - |  |
| Landscaping | \$ | 4,245.31 | \$ | 5,000.00 | \$ | - | \$ | - | \$ | 5,000.00 | \$ | - |  |
| Total Other Direct Costs | \$ | 8,240.27 | \$ | 10,074.96 | \$ | - | \$ | - | \$ | 10,074.96 | \$ | - |  |
| TOTAL KIHEI SITE / VESSEL OPERATIONS | \$ | 38,240.27 | \$ | 40,074.96 | \$ | - | \$ | - | \$ | 40,074.96 | \$ | - |  |
| FIELD EQUIPMENT |  |  |  |  |  |  |  |  |  |  |  |  |  |
| TOTAL FIELD EQUIPMENT | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |  |
| TOTAL HONOKANAI'A SUPPLIES | \$ | 36,920.00 | \$ | 33,880.00 | \$ | 30,588.96 | \$ | - | \$ | 3,291.04 | \$ | - |  |
| TOTAL RESERVE SUPPLIES | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |  |
| TOTAL TRAINING/License \& Cert Renewals | \$ | 700.00 | \$ | 700.00 | \$ | 700.00 | \$ | - | \$ | - | \$ | - |  |
| TOTAL CONTRACTS | \$ | 602,305.00 | \$ | 580,798.83 | \$ | 391,539.14 | \$ | 142,409.69 | \$ | 46,850.00 | \$ | - |  |
| OPERATIONS PERSONNEL BALANCE | \$ | 137,248.00 | \$ | 194,068.00 | \$ | 194,068.00 | \$ | - | \$ | - | \$ | - |  |
| TOTAL UXO / SAFETY | \$ | 1,000.00 | \$ | 1,000.00 | \$ | - | \$ | - | \$ | 1,000.00 | \$ | - |  |
| VOLUNTEER PROGRAM | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |  |
| Labor | \$ | 39,372.00 | \$ | 43,272.00 | \$ | 43,272.00 | \$ | - | \$ | - | \$ | - |  |
| Other Direct Costs - Volunteer T-Shirts | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |  |
| TOTAL Volunteer Program | \$ | 39,372.00 | \$ | 43,272.00 | \$ | 43,272.00 | \$ | - | \$ | - | \$ | - |  |
| TOTAL RESERVE OPERATIONS | \$ | 857,385.27 | \$ | 896,993.79 | \$ | 660,168.10 | \$ | 142,409.69 | \$ | 94,416.00 | \$ | - |  |




