



OFFICE OF THE LIEUTENANT GOVERNOR  
STATE OF HAWAII  
STATE CAPITOL  
HONOLULU, HAWAII 96813

**SHAN S. TSUTSUI**  
LIEUTENANT GOVERNOR

**THE SENATE COMMITTEE ON WAYS AND MEANS  
HOUSE COMMITTEE ON FINANCE  
SUPPLEMENTAL BUDGET BRIEFING FOR FISCAL BIENNIUM 2017-2019  
OFFICE OF THE LIEUTENANT GOVERNOR  
PROGAM ID LTG100**

**I. Overview**

**A. MISSION STATEMENT**

Pursuant to Article V, Section 4 of the Hawaii State Constitution, the primary mission of the Lieutenant Governor is to act in place of the Governor in his absence. Accordingly, the Lieutenant Governor must keep abreast of the actions and issues regarding the Administration to ensure he can effectively carry out the necessary functions of the office during these absences.

Pursuant to Section 26-1, Hawaii Revised Statutes, another core function of the Office of the Lieutenant Governor is to serve as Secretary of State for intergovernmental relations. In this role, the Lieutenant Governor is charged with directing and performing a multitude of activities for the general public, which are administrative and coordinative in nature. These activities include:

- (1) Processing name changes;
- (2) Authenticating documents for use in foreign countries;
- (3) Handling the sale and distribution of official state publications;
- (4) Compiling administrative rules;
- (5) Compiling legislative acts; and
- (6) Posting state open meeting agendas.

Section 26-1 also indicates that, “the governor shall identify and direct other duties as necessary to the lieutenant governor.” In the last year, the Lieutenant Governor has continued work on the Resources of Enrichment, Athletics, Culture and Health (R.E.A.C.H.) Initiative to support and expand after-school programs in public middle/intermediate schools throughout

the state and the Farm-to-School initiative, now known as the Aina Pono Farm to School Initiative to increase local products in public school breakfast and lunches statewide. Other projects include work on the Sports Development Initiative, Aerospace States Commission, and other programs and projects as assigned.

#### B. Economic Impact

The Office generates revenues for the State through fees collected for Secretary of State functions, including processing name changes, issuing apostilles and certifications, and selling state publications. These fees are established by statute and have not been adjusted or evaluated in many years. Such fees are deposited into the general fund and are not returned to our office to help offset the costs of operations. Since the implementation of the legal presence law in May 2012, the number of name changes processed by the Office significantly increased. Those numbers have tapered off some, as more individuals have come to comply with the law and as state identification cards and drivers' licenses have needed to be renewed. However, the introduction of online payment and processing of some name change petitions also caused the number of petitions to increase and maintain higher levels than expected.

The availability of some online name change forms was implemented in March 2014, and has helped to streamline the process, decrease processing times, and will continue to be expanded to include all name change forms in the future. The implementation of the state's electronic signature program has also impacted the name change process by reducing processing time.

### II. Federal Funds

A. The Office does not receive or expend federal funds.

### III. Non-General Funds

A. The Office does not receive or expend non-general funds.

### IV. Budget Request

A. After consideration of current funding levels, the Office determined that no additional funds were necessary to continue ongoing programs and Office operations at the current levels. Therefore, no request for additional funds was made.

Office of the Lieutenant Governor  
Functions

Table 1

<u>Division</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
	The Lieutenant Governor acts in place of the Governor in the event of the Governor's absence from the State.	To enhance the effectiveness and efficiency of state programs by providing Executive Direction, policy development, program coordination, and planning and budgeting.	LTG100	Article V, Section 4 of the Hawaii State Constitution
	The Lieutenant Governor is also designated Secretary of State for intergovernmental relations.	In this capacity, the Lieutenant Governor serves as Secretary of State for intergovernmental relations and directs and performs varied activities which are required by law, including: (1) Processing name changes; (2) Authentication of documents for use in foreign countries; (3) Sale of official state publications; (4) Compilation administrative rules; (5) Compilation of legislative acts; (6) Posting of state open meetings agendas; and (7) Processing Commissioner of Deeds applications and appointments.	LTG100	Section 26-1, HRS
	The Lieutenant Governor also performs duties and undertakes projects assigned by the Governor.	To develop and/or administer the special programs and initiatives as assigned by the Governor.	LTG100	Section 26-1, HRS

Office of the Lieutenant Governor  
Department-Wide Totals

Table 2

Fiscal Year 2018				
Act 49/17 Appropriation	Restriction	Emergency Appropriations	Total FY18	MOF
\$ 1,061,626.00	\$ -	\$ -	\$ 1,061,626.00	A
			\$ -	
			\$ -	
			\$ -	
			\$ -	
\$ 1,061,626.00	\$ -	\$ -	\$ 1,061,626.00	Total
Fiscal Year 2019				
Act 49/17 Appropriation	Reductions	Additions	Total FY19	MOF
\$ 1,061,626.00	\$ -	\$ -	\$ 1,061,626.00	A
			\$ -	
			\$ -	
			\$ -	
			\$ -	
\$ 1,061,626.00	\$ -	\$ -	\$ 1,061,626.00	Total

Office of the Lieutenant Governor  
Program ID Totals

Table 3

<u>Prog ID</u>	<u>Program Title</u>	<u>MOF</u>	<u>As budgeted in Act 49/17 (FY19)</u>			<u>Governor's Submittal (FY19)</u>			<u>Percent Change of \$\$\$</u>
			<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	
LTG100	Office of the Lieutenant Governor	A	3.00	11.00	\$ 911,355	3	11	911355	0

Office of the Lieutenant Governor  
Budget Decisions

Table 4

Prog ID	Sub-Org	Description of Request	MOF	Initial Department Requests			Budget and Finance Recommendation			Governor's Decisions		
				FY19			FY19			FY19		
				Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
No changes requested												

Office of the Lieutenant Governor  
Proposed Budget Reductions

Table 5

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOF</u>	<u>FY18</u>			<u>FY19</u>			<u>FY18</u>
					<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$\$</u>	<u>Restriction</u>
<u>(Y/N)</u>											
N/A											

Office of the Lieutenant Governor  
Proposed Budget Additions

Table 6

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Addition Type</u>	<u>Prog ID Priority</u>	<u>Dept-Wide Priority</u>	<u>Description of Addition</u>	<u>Justification</u>	<u>MOF</u>	<u>FY19</u>		
								<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
N/A										



Office of the Lieutenant Governor  
 FY18 Restrictions

Table 7

<u>Prog ID</u>	<u>Sub-Org</u>	<u>MOF</u>	<u>Budgeted by Dept</u>	<u>Restriction</u>	<u>Difference Between Budgeted &amp; Restricted</u>	<u>Percent Difference</u>	<u>Impact</u>
							N/A

Office of the Lieutenant Governor  
Emergency Appropriation Requests

Table 8

<u>Prog ID</u>	<u>Description of Request</u>	<u>Explanation of Request</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
		N/A				

Office of the Lieutenant Governor  
Expenditures Exceeding Appropriation Ceilings in FY17 and FY18

Table 9

<u>Prog ID</u>	<u>MOF</u>	<u>Date</u>	<u>Appropriation</u>	<u>Amount Exceeding Appropriation</u>	<u>Percent Exceeded</u>	<u>Reason for Exceeding Ceiling</u>	<u>Legal Authority</u>	<u>Recurring (Y/N)</u>	<u>GF Impact (Y/N)</u>
N/A									

Office of the Lieutenant Governor  
 Intradepartmental Transfers in FY17 and FY18

Table 10

<u>Actual or Anticipated Date of Transfer</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>From Prog ID</u>	<u>Percent of Program ID Appropriation Transferred From</u>	<u>To Prog ID</u>	<u>Percent of Receiving Program ID Appropriation</u>	<u>Reason for Transfer</u>	<u>Recurring (Y/N)</u>
N/A										

Office of the Lieutenant Governor  
 Vacancy Report as of November 30, 2017

Table 11

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Date of Vacancy</u>	<u>Expected Fill Date</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>Perm. Temp. (P/T)</u>	<u>FTE</u>	<u>MOF</u>	<u>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>Authority to Hire (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>	<u># of 89 Hire Appts</u>	<u>Describe if Filled by other Means</u>	<u>Priority # to Retain</u>
LTG100		11/1/2016		118001	Administrative Assistant I	Y	NA	63	T	1.00	A	\$ 35,000	\$ 41,004	Y	N	0		2
LTG100		11/1/2017		120929	Senior Policy Analyst	Y	NA	73	T	1.00	A	\$ 50,000	\$ 60,000	Y	N	0		1
LTG100		7/1/2017		118002	Administrative Assistant I	Y	NA	63	T	1.00	A	\$ 35,000	\$ 41,644	Y	N	0		3
LTG100		1/1/2017		121120	Commissioner of Deeds Specialist	Y	NA	73	T	1.00	A	\$ -	\$ 60,000	N	N	0		4

Positions Established by Acts other than the State Budget as of November 30, 2017

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Date Established</u>	<u>Legal Authority</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>FTE</u>	<u>Annual Salary</u>	<u>Filled (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>
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N/A

Office of the Lieutenant Governor  
Overtime Expenditure Summary

Table 13

				FY17 (actual)			FY18 (estimated)			FY19 (budgeted)		
<u>Prog ID</u>	<u>Sub-Org</u>	<u>Program Title</u>	<u>MOF</u>	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent
N/A												

Office of the Lieutenant Governor  
Active Contracts as of December 1, 2017

Table 14

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>Frequency</u> <u>(M/A/O)</u>	<u>Max Value</u>	<u>Outstanding</u> <u>Balance</u>	<u>Term of Contract</u>			<u>Entity</u>	<u>Contract Description</u>	<u>Explanation of How Contract is</u> <u>Monitored</u>	<u>POS</u> <u>Y/N</u>	<u>Category</u> <u>E/L/P/C/G/S</u>
						<u>Date</u> <u>Executed</u>	<u>From</u>	<u>To</u>					
LTG100	A	\$748.34	M	\$48,944.48	\$11,225.10	2/19/2015	4/1/2015	4/1/2019	First Hawaiian Leasing	Vehicle Lease	monthly	N	E
LTG100	A	min. \$27.23	M	N/A	\$ -	8/8/2014	8/8/2014	8/8/2019	XEROX	Multifunction copier lease	monthly	N	E



Office of the Lieutenant Governor  
Capital Improvements Program (CIP) Requests

Table 15

<u>Prog ID</u>	<u>Prog ID</u> <u>Priority</u>	<u>Dept-</u> <u>Wide</u> <u>Priority</u>	<u>Senate</u> <u>District</u>	<u>Rep.</u> <u>District</u>	<u>Project Title</u>	<u>MOF</u>	<u>FY18 \$\$\$</u>	<u>FY19 \$\$\$</u>
N/A								

Office of the Lieutenant Governor  
CIP Lapses

Table 16

<u>Prog ID</u>	<u>Act/Year of Appropriation</u>	<u>Project Title</u>	<u>MOF</u>	<u>Lapse Amount</u> <u>\$\$\$\$</u>	<u>Reason</u>
N/A					

Office of the Lieutenant Governor  
Program ID Sub-Organizations

Table 17

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
			N/A

Office of the Lieutenant Governor  
Organization Changes

Table 18

Year of Change

FY18/FY19

Description of Change

N/A