

County Council Personal Staff

City & County of Honolulu

Each Councilmember allotted \$250,000
(up to 5 full-time equivalent, FTE)

Maui County

Each Councilmember allotted \$122,544
(allotment is for personal staff, travel, supplies, equipment, etc.)

Council Chair allotted \$134,798

Hawai'i County

Each Councilmember appoints two (2) full-time staff based on approved pay scale (see attached)

- Council Aide (CA1)
- Council Legislative Analyst (CLA-1)

Council Chairman appoints six (6) full-time staff based on approved pay scale (see attached)

- Council Aide (CA-1)
- Council Legislative Analyst (CLA-1)
- Council Aide to the Chair (CA-2)
- Special Assistant (SA-1)
- Deputy Assistant to the Chair (EA-2)
- Executive Assistant to the Chair (EA-1)

Examples of Hawai'i County's salaries:

<u>Each Councilmember</u>	<u>Minimum</u>	<u>Maximum</u>
Council Aide (CA-1) =	\$26,172	\$30,300
Legislative Analyst (CLA-1) =	<u>\$41,076</u>	<u>\$47,568</u>
Total:	\$67,248	\$77,868

<u>Council Chair</u>	<u>Minimum</u>	<u>Maximum</u>
Council Aide (CA-1) =	\$ 26,172	\$ 30,300
Legislative Analyst (CLA-1) =	\$ 41,076	\$ 47,568
Council Aide to the Chair (CA-2) =	\$ 27,480	\$ 30,300
Special Assistant (SA-2) =	\$ 44,004	\$ 48,504
Deputy Assistant to the Chair (EA-2) =	\$ 30,636	\$ 41,100
Executive Assistant to the Chair (EA-1) =	<u>\$ 32,172</u>	<u>\$ 45,300</u>
Total:	\$201,540	\$243,072

MAUI COUNTY TRAVEL

All legislative spending must be reasonably necessary and for a legislative purposes. All travel is subject to approved by the chair (Rules of the Council is attached, see Rule 20 relating to Council travel), but the chair will give substantial weight to a member's judgment in expending the member's individual office account. Generally, the central account and legislative account pay only for traditionally authorized travel, while the Council members' individual office accounts pay for any reasonably necessary travel. This structure was intended to treat the members as equitably as possible, compared with one another.

*Each CM account \$122,544 - to be used for personal staff, travel, supplies, equipment, etc
Council Chair \$134,798

Traditionally authorized travel includes:

- Out-of-State travel by NACo and WIR representatives (but not other out-of-state travel, i.e., all out-of-state travel is paid by members' individual account except for the NACo and WIR representatives);
- In-state conferences, training classes, and other learning opportunities for committee chairs;
- HSAC meeting travel for designated Executive Board representatives;
- HSAC conferences for all members;
- State legislative contacts on opening day, and specific assignments by the Chair;
- Commuting travel for all members (including Lanai and Molokai members);
- Committee meeting travel for Council members and staff;
- Staff training travel.

D. Reconvened meetings. When a meeting or hearing has reconvened after being in recess, whether on the same day or later, no one may testify on an item if the testimony period has closed for that item.

E. Chair's authority. Nothing in this section shall diminish the responsibility or the authority of the Council Chair or the chair of a committee to maintain order and decorum.

F. Public forum not created. The conduct of meetings or hearings, including the receipt of testimony, is intended to support the legislative process, and does not constitute the creation of an unrestricted public forum.

Rule 18. Recesses.

A. Authority. A Council meeting, public hearing, or committee meeting may be recessed to a reasonable date, time, and place. The date, time, and place for the reconvened meeting or hearing shall be publicly announced by the Chair prior to the recess.

B. Limitation on duration. A meeting or hearing may only be recessed to another date if, at the time of the recess, it is infeasible to post a new meeting agenda for that date.

Rule 19. Postponement of Pending Council Business Beyond Next Regular Council Meeting.

The Council may postpone a pending matter beyond the next regular Council meeting, provided that the postponement is: (1) to a date and time certain; (2) contingent upon a certain event; or (3) to an unspecified date and time to be determined by the Council Chair. At the Council Chair's discretion, a matter postponed pursuant to this rule may be placed on the agenda of a Council meeting before the date and time specified or before the contingent event occurs. This rule shall not prevent the postponement of a pending matter to the next regular Council meeting. Rule 21 shall apply notwithstanding any postponement under this rule.

Rule 20. Council Travel.

A. Prior approval required. All expenditures from the County Council (including the Office of Council Services and Office of the County Clerk) travel accounts shall be subject to prior approval by the Council Chair or a representative designated for such purpose.

B. Reporting requirements. The Council Chair shall require a report, as the Chair deems appropriate, from any officer or employee who expends public funds on off-island travel. Unless specifically required by the Chair, this requirement shall not apply to travel required to attend a meeting of the Council or a committee of the Council, or to travel required between a Council member's residence and the County Building, Wailuku, Hawaii.

CITY & COUNTY TRAVEL

The Honolulu City Council abides by a policy contained in the Council Administrative Manual. The policy applies to all travel by councilmembers or City legislative staff, regardless of the funding source.

1. Travel is to be for official council or council-related business only. Personal travel may be combined, but the business portion of the trip must be properly documented and the traveler is responsible for all costs associated with the personal portion.
2. A written Intent to Travel form must be submitted to the Council Administrative Support Services to include an estimate of reimbursable costs.
3. Unless otherwise funded, reimbursed travel expenses are deducted from each councilmember's annual contingency allowance (currently around \$16,000 per fiscal year).
4. Each traveler must file a written report of the trip. Joint reports are not permitted. The reports are posted on the Legislative Branch's website. Reports are required before reimbursement can be paid.
5. All official travelers must comply with City Ethics Commission requirements. Acceptance of travel-related gifts such as airline tickets, lodging and meals during the course of official travel without appropriate approval or without consulting with the Ethics Commission may be in violation of the City's Standards of Conduct.
6. A written explanation of any cancelled trips must be filed for posting on the Council website in order to deduct cancellation costs from the annual contingency allowance. Cancellation costs without a written explanation shall be borne by the traveler.
7. Travelers should advance payment from personal funds then be reimbursed upon return. The per diem method of reimbursement is no longer used.
8. Travel routes should be the most direct and convenient to the destination site and back to the extent possible or practical. Additional costs resulting from route deviations for purposes not related to official City Council business shall be borne by the traveler.
9. All travel related expenses are reimbursable, provided they are supported by original receipts, except in cases where it is not a customary business practice to issue receipts.
10. Reasonable laundry and dry-cleaning expenses are allowed if travel exceeds five days.
11. Charter bus or shuttle van ground transportation is preferred to rental vehicles or taxis. Choosing a rental vehicle or taxi is subject to audit and the traveler will be required to justify the choice.

That's it, in a nutshell. I'm told some updates are in the works, but for now, this is what's in effect.

no need Council Chair approval to travel?

Nope. My guess is because the policy is pretty clear. Furthermore, each councilmember's travel expenses comes out of his own contingency fund, so there's no real need for the chair to grant prior approval. It leaves it up to each councilmember to interpret the policy and decide on the appropriateness of the trip. If anyone questions the trip after the fact, it is up to the respective councilmember to justify the travel.

The only thing that needs to be checked off beforehand is the determination that there are sufficient funds in the councilmember's contingency allowance to cover the trip.

Most councilmembers do notify the Chair of an upcoming trip via memo as a courtesy.

BIG ISLAND TRAVEL

Each Council Member shall have direct responsibility over the District Allowance Expense (DAE) account.

It goes on to explain what the allowance may be used for and also what is prohibited. For the fiscal year July 1, 2009 – June 30, 2010, the DAE allotment for each district is \$5,000. The allowance for the previous year was \$15,000 per council member.

Any exceptions must be approved by the Chair or the Clerk in writing. Any omiyage purchase must also have prior approval of the Chair or Clerk in writing.

Travel for the HSAC Rep to Executive Committee Meeting, NACo and WIR conferences are paid out of the General Fund, and not the members DAE account. Each Council Member is allowed one NACo trip per year, also out of the General Fund. Travel for Council Meetings (in Kona or Hilo) are also paid out of the General Fund.

Conference Registration fees are paid out of the Council Members DAE account. Any other travel is likewise paid out the DAE account.

Short
Explanation
by
Big
Island
Staff

See attached for details

2. Each Council Member shall have direct responsibility over the District Allowance Expense (DAE) account.

(a) Each Council Member shall be appropriated monies as specified in the budget for DAE to cover incidental expenses in carrying out his/her duties as an elected official. Incidental duties and activities include expenditures incurred in connection with carrying out the public's expectation of a Council Member's role and responsibility to the community and constituents. In an election year (July-December), the Council Member shall be allotted 50% of the appropriation. The remaining 50% (December-June) shall be allotted in December; however, if the incumbent Council Member is reelected in either the Primary Election or the General Election, then the remaining 50% shall be allotted immediately.

(b) Allowable DAE include, but are not limited to:

- (1) Community meeting expenses such as facility rental fees, charges for maintenance or security services, light refreshments, special mailings or handouts, leis for speakers, and the rental of special equipment.
- (2) Leis for recipients of honorary certificates and frames for honorary certificates.

FY 09-10
DAE
amount
is \$5,000

- (3) The purchase of research or reference materials, publication subscriptions, or other materials related to legislative issues or procedures.
 - (4) NACo, WIR, HSAC, conference or seminar registration fees, including travel and accommodation costs associated with the conference or seminar attended. All travel expenses shall have the concurrence of the Chairperson.
 - (5) Miscellaneous office supplies, equipment or materials. All purchases must follow the procurement law and be domiciled in the Council Members' office. Equipment and supplies are the property of the County.
 - (6) The expenses of his/her staff.
 - (7) Monthly cell phone reimbursement not to exceed \$75.00 per month.
 - (8) Joint district expenditures for allowable expenses are permitted.
- (c) Each Council Member shall be personally responsible to pay any expenses incurred in support of the conduct of official duties and activities that exceed the allowance and those expenses that are deemed prohibited.
- (d) Prohibited expenses include, but are not limited to:
- (1) Personal, political or campaign related expenses, and those spent outside of the scope of a Council Member's official duties and activities. Please review the ethics code and the campaign spending laws.
 - (2) Donations to community organizations or transfers to County agencies.
 - (3) Transfers between the DAE and Contingency Relief accounts are prohibited.
 - (4) Transfers from a district account to other district accounts are prohibited.
- (e) The expenses of the HSAC executive committee member or the official NACo or WIR board member shall be drawn from the general accounts.
- (f) The expenses for the attendance of a Council Member at Committee and Council meetings and public hearings shall be drawn from the general accounts. Similarly, the reasonable expenses for the attendance of the