## RICHARD T. BISSEN, JR. Mayor

JOSIAH NISHITA Managing Director



## OFFICE OF THE MAYOR COUNTY OF MAUI 200 SOUTH HIGH STREET WAILUKU, MAUI, HAWAI'I 96793 www.mauicounty.gov

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OFFICE OF THE COUNTY CLERK

REFERENCE NO. BD-BA 25-53

APPROVED FOR TO A NICMITTAL

January 10, 2025

Honorable Richard T. Bissen, Jr. Mayor, County of Maui 200 South High Street Wailuku, Hawaii 96793

For Transmittal to:

Honorable Alice L. Lee, Chair and Members of the Maui County Council 200 South High Street Wailuku, Hawaii 96793

Dear Chair Lee and Members:

SUBJECT: AMENDMENTS TO THE FISCAL YEAR 2025 BUDGET (DEPARTMENT OF HOUSING, HOUSING PROGRAM)

On behalf of the Department of Housing, I am transmitting a proposed bill entitled "A BILL FOR AN ORDINANCE AMENDING THE FISCAL YEAR 2025 BUDGET, COUNTY OF MAUI, DEPARTMENT OF HOUSING, HOUSING PROGRAM, GENERAL."

The purpose of the proposed bill is to amend the Fiscal Year ("FY") 2025 Budget, Department of Housing, Housing Program, General to increase the equivalent personnel from 17.0 to 23.0.

The bifurcation of the Department of Housing and Human Concerns created a new Department of Housing with four divisions (Administration, Federal Housing Programs, County Housing Programs, and Housing and Community Development). The six proposed expansion positions will allow the Department to better achieve its mission and more effectively administer each division's programs and overall operations.

The proposed expansion positions are:

- Administration
  - o Research Analyst
    - Assist the Department's leadership team with reviewing, analyzing, and drafting summary reports, presentations, proposals, and other documents related to Department programs, operations, and functions.
  - Accountant III
    - Provide quality control of the departments' accounting and financial transactions including analysis of fiscal data, controlling accounting records, maintaining and reconciling accounts, and ensuring accounting procedures are properly implemented throughout the Department.
- Federal Housing Program Division
  - o Program Specialist III
    - Assist in managing Congressional Directed Spending and Community Project Funding requests, the Department's federal funding requests for housing, and other additional federal funding opportunities.
  - o Secretary II
    - Provide administrative support to the Federal Housing Program Division.
- County Housing Programs Division
  - o Secretary I
    - Provide administrative support to the County Housing Programs Division.
- Housing and Community Development Division
  - o Secretary I
    - Provide administrative support to the Housing and Community Development Division.

No additional funding is being requested for the Fiscal Year 2025 Budget as the Department has sufficient cost savings from vacancies to fund these positions for the remainder of the Fiscal Year.

Alice L. Lee, Chair January 10, 2025 Page 3

Thank you for your attention in this matter. Should you have any questions, please contact me at ext. 8239.

Sincerely,

LESLEY MILNER Budget Director

Attachment

cc. Richard E. Mitchell, Director of Housing