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January 27, 2025

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OFFICE OF THE
COUNTY COUNCIL

MEMO TO: BFED-20(1) File

F R O M: Yuki Lei K. Sugimura, Chair *Yuki Lei K. Sugimura*
Budget, Finance, and Economic Development Committee

SUBJECT: **TRANSMITTAL OF INFORMATIONAL DOCUMENTS RELATING
TO DISCUSSION ON BILL 6 (2025), AMENDING FISCAL YEAR
2025 BUDGET: DEPARTMENT OF HOUSING, HOUSING
PROGRAM, GENERAL** (BFED-20(1))

The attached informational documents pertain to Item 20(1) on the Committee's agenda.

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Attachments

RICHARD T. BISSEN, JR.
Mayor

JOSIAH NISHITA
Managing Director



OFFICE OF THE MAYOR
COUNTY OF MAUI
200 SOUTH HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.mauicounty.gov

RECEIVED
2025 JAN 10 AM 9:07
OFFICE OF THE
COUNTY CLERK

REFERENCE NO. BD-BA 25-53

January 10, 2025

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

APPROVED FOR TRANSMITTAL

For Transmittal to:

 1/10/2025
Mayor Date

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
 - 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
 - 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.
 - Secretary II
 - Provide administrative support to the Federal Housing Program Division.
- County Housing Programs Division
 - Secretary I
 - Provide administrative support to the County Housing Programs Division.
- Housing and Community Development Division
 - 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
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Thank you for your attention in this matter. Should you have any questions, please contact me at ext. 8239.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lesley', followed by a long, horizontal, wavy line that extends to the right.

LESLEY MILNER
Budget Director

Attachment

cc. Richard E. Mitchell, Director of Housing

ORDINANCE NO. _____

BILL NO. 6 (2025)

A BILL FOR AN ORDINANCE AMENDING
THE FISCAL YEAR 2025 BUDGET FOR THE COUNTY OF MAUI,
DEPARTMENT OF HOUSING, HOUSING PROGRAM, GENERAL

BE IT ORDAINED BY THE PEOPLE OF THE COUNTY OF MAUI:

SECTION 1. Ordinance No. 5657, Bill No. 60, CD1, FD2 (2024), as amended, "Fiscal Year 2025 Budget", Section 3.B.8.a.(1).(i), Department of Housing, Housing Program, General, is amended to increase the equivalent personnel by 6.0 to read as follows:

<u>"FUNCTION AND PROGRAMS</u>	<u>A – Salaries</u>	<u>B – Operations & Equipment</u>	<u>Total</u>
8. Department of Housing			
a. Housing Program			
(1) General	1,345,330	965,833	2,311,163"
(i) Disbursement for salaries and premium pay is limited to [17.0] <u>23.0</u> equivalent personnel.			

SECTION 2. Material to be repealed is bracketed. New material is underscored.

SECTION 3. This Ordinance takes effect on approval.

APPROVED AS TO FORM AND LEGALITY:



KRISTINA C. TOSHIKIYO
Deputy Corporation Counsel

INTRODUCED BY:

A handwritten signature in cursive script, appearing to read "Chris Lee", is written above a horizontal line.

Upon the request of the Mayor.

DIGEST

ORDINANCE NO. _____
BILL NO. 6 (2025)

A BILL FOR AN ORDINANCE AMENDING
THE FISCAL YEAR 2025 BUDGET FOR THE COUNTY OF MAUI,
DEPARTMENT OF HOUSING, HOUSING PROGRAM, GENERAL

This bill proposes to amend the Fiscal Year 2025 Budget, Section 3.B.8.a.(1).(i), Department of Housing, Housing Program, General by increasing the equivalent personnel from 17.0 to 23.0.

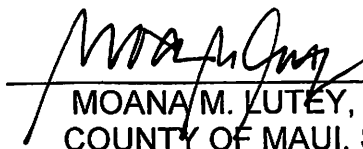
I, MOANA M. LUTEY, County Clerk of the County of Maui, State of Hawaii, DO
HEREBY CERTIFY that the foregoing BILL NO. 6 (2025) was passed on First Reading
by the Council of the County of Maui, State of Hawaii, on the 17th day of January, 2025,
by the following vote:

AYES: Councilmembers Tom Cook, Gabriel Johnson, Natalie A. Kama,
Keani N. W. Rawlins-Fernandez, Tamara A. M. Paltin, Shane M.
Sinenci, Nohelani U'u-Hodgins, Vice-Chair Yuki Lei K. Sugimura,
and Chair Alice L. Lee.

NOES: None.

EXCUSED: None.

DATED at Wailuku, Maui, Hawaii, this 21st of January, 2025.



MOANA M. LUTEY, COUNTY CLERK
COUNTY OF MAUI, STATE OF HAWAII

Copies of the foregoing Bill, in full, are on file in the Office of the County Clerk,
County of Maui, for use and examination by the public.