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COUNTY COUNCIL
COUNTY OF MAUI
200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.MauiCounty.us

March 20, 2025

Mr. Marc Takamori, Director
Department of Transportation
County of Maui
Wailuku, Hawaii 96793

Dear Mr. Takamori:

SUBJECT: **FISCAL YEAR 2026 BUDGET** (BFED-1) (TD-01)

May I please request you submit your response to the following questions by **March 31, 2025**. This will enable the Committee to comprehensively review the FY 2026 Budget.

1. Please outline the major changes in your Department's budget from FY 2025 to FY 2026. If your budget will decrease, how will this impact your Department's operations and ability to serve the public?
2. How many vacant positions currently exist within your Department?
 - a. Please include the job titles for the vacancies and indicate how long the positions have been vacant.
 - b. What is the anticipated timeline for filling these vacancies?
 - c. What are the consequences, if any, for removing funding for these vacant positions from the FY 2026 Budget?
3. If your Department had expansion positions in the FY 2025 Budget, how many of those positions were filled? If they have not been filled, are they included in the FY 2026 Budget? How many months of funding are being requested?

4. If your Department is proposing expansion positions in the FY 2026 Budget, how do you plan to fill those positions?
5. How many positions were filled in FY 2025 that were not expansion positions?
6. Describe your recruitment process.
 - a. How did your Department recruit to fill vacancies and what were the most effective methods for attracting candidates?
 - b. Does your Department take an active role in recruitment or is recruitment handled primarily by the Department of Personnel Services? Please explain.
7. The following questions are related to overtime payments:
 - a. How much in overtime has been paid to date in FY 2025 and what was the reason for the overtime?
 - b. Were any of these overtime costs attributed to the number of vacant positions in your Department?
 - c. Do you anticipate that overtime costs in FY 2026 will increase or decrease and what are the reasons for your assumption?
8. The following questions are related to your Department's program and activities for FY 2026:
 - a. Identify the programs and activities conducted by your Department because of a Federal or State mandate. Indicate for each program and activity the amount of Federal or State funding your Department anticipates receiving and the amount of County funding your Department is requesting.
 - b. Identify the programs and activities conducted solely because of a Maui County Code mandate and indicate the amount your Department is requesting.
9. If your Department had Capital Improvement Projects in FY 2025:

- a. Provide the current status of each CIP, if different from the information provided in the Fiscal Year 2025 2nd Quarter CIP Report.
 - b. Provide information on how much funding has been encumbered or expended to date for each project.
10. If your Department has proposed CIPs for FY 2026:
- a. Rank your proposed CIPs, by priority.
 - b. Will CIP funding included in the FY 2026 Budget be encumbered by June 30, 2026? If not, how much do you anticipate will be encumbered by that date?
11. If your Department manages a revolving fund:
- a. Explain whether the revolving fund is still needed and why.
 - b. Provide the current balance.
12. If your Department manages grants:
- a. For each grant line-item not designated for a specific recipient (e.g., Small Business Promotion; Youth Programs), provide a breakdown of the grants that will be funded by the line item.
 - b. Provide a breakdown of all grants that will be funded by your Department under Sub-object Code 6317, County grant subsidy.
 - c. Did your Department apply for any grant funding in FY 2025? If yes, how much grant funding was received?
13. Provide details on your Department's Carryover/Savings that were included in the FY 2026 Budget.
14. What are your top three Department priorities for FY 2026 and how does your Department's budget reflect that?

15. How much has your Department spent on Professional Services in FY 2025, and what projects and consultants were funded under this line item?
16. How much of your Department's expenditures in FY 2025 will be reimbursed by the Federal Emergency Management Agency in relation to the wildfires? What amount of FY 2026 expenditures are expected to be reimbursed?
17. If your Department is receiving Federal grants, including pass-through grants:
 - a. What amount is your Department receiving for routine operations?
 - b. What amount is your Department receiving for August 2023 Maui Wildfires disaster recovery?
 - c. Explain any factors that could jeopardize your receipt of Federal grants, including Federal policy changes, compliance requirements, or expiration dates.
 - d. Explain how your Department will adjust if it does not receive the anticipated Federal grant funding.
18. If your Department received funding to repair or replace equipment, locations, and structures destroyed in the wildfires, provide the current status for each. If there are items still pending repair or replacement, provide the estimated cost and timeline for the repair or replacement.

The Department is scheduled to present on **April 14, 2025**. The schedule is subject to change and Committee staff will reach out if there are any changes to the schedule.

Please be prepared to provide a ten-minute presentation on the changes in your Department's budget from FY 2025 to FY 2026, addressing the following:

- Operations
- CIPs, if any
- Grants awarded by the Department, if any

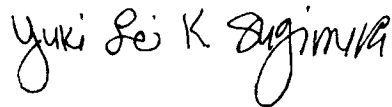
Mr. Marc Takamori
March 20, 2025
Page 5

- Grants received by the Department, if any
- Revolving funds, if any
- Rates and fees, including any estimated increase or decrease in revenue as a result of the changes

Please transmit your response to bfed.committee@mauicounty.us by **March 31, 2025**. To ensure efficient processing, please include the Committee item number in the subject line. Please use a font size of at least 12 points for the response. This formatting allows Committee members and the community to clearly read the document once posted.

Should you have any questions, please contact me or the Committee staff (Kirsten Szabo at ext. 7662, James Krueger at ext. 7761, or Pauline Martins at ext. 8039).

Sincerely,



YUKI LEI K. SUGIMURA, Chair
Budget, Finance, and Economic
Development Committee

bfed:2026bgt:253019atd01:kes

cc: Mayor Richard T. Bissen, Jr.
Budget Director

RICHARD T. BISSEN, JR.
Mayor

JOSIAH K. NISHITA
Managing Director



MARC I. TAKAMORI
Director

DIANE C. YOGI
Deputy Director

DEPARTMENT OF TRANSPORTATION
COUNTY OF MAUI
200 SOUTH HIGH STREET
WAILUKU, MAUI, HAWAII 96793

TELEPHONE: (808) 270-7511
FAX: (808) 270-7505

March 28, 2025

Ms. Lesley Milner
Budget Director, County of Maui
200 South High Street
Wailuku, Hawaii 96793

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

APPROVED FOR TRANSMITTAL

Richard T. Bissen Jr. 3-31-25
Mayor Date

For Transmittal to:

Honorable Yuki Lei K. Sugimura, Chair
Budget, Finance, and Economic Development Committee
200 South High Street
Wailuku, Hawaii 96793

Dear Chair Yuki Lei Sugimura:

SUBJECT: FISCAL YEAR 2026 BUDGET (BFED-1) (TD-01))

The Department of Transportation (DOT) hereby transmits the following response to your letter dated March 20, 2025, regarding FY 2026 Budget (BFED-1) (TD-01)).

Question 1: Please outline the major changes in your Department's budget from FY 2025 to FY 2026. If your budget will decrease, how will this impact your Department's operations and ability to serve the public?

Response: The major changes are outlined below:

- Increase of one general funded EP for a Program Specialist III position with six months funding of \$35,508, one general funded EP for an Accountant III position with six months funding of \$31,548, and one general funded EP for an Administrative Assistant with six months funding of \$31,548.
- Decrease of \$275,000 due to a one-time appropriation in FY2025 for a grant to MEO to purchase one 24- passenger accessible bus for Molokai.
- Increase of \$475,000 for a one-time appropriation for a grant to MEO for the purchase of one 14-passenger/2 wheelchair electric bus.
- Increase of \$544,175 for a 7.14% increase requested by MEO based on actual cost increases to prevailing wages, software licensing fees, vehicle maintenance and insurance premiums.
- Increase of \$2,000,000 for funds allocated to the Ferry Program to include contracts, consultant fees, environmental reviews, etc.
- Increase of \$672,500 for a 5% increase requested by Roberts Hawaii for the Maui Bus fixed route contract based on cost increases related to prevailing wages increase, administrative overhead, utilities, and fleet maintenance costs.
- Increase of \$210,000 for a 5% increase requested by MEO for the Maui Bus ADA paratransit contract based on actual cost increases relating to prevailing wage increases, software licensing fees, maintenance and insurance premiums.
- Increase of \$110,000 for a 5% increase requested by Roberts Hawaii for the Maui Bus commuter contract based on cost increases relating to prevailing wages increases, administrative overhead, utilities and fleet maintenance costs.
- Increase of \$70,000 for the purchase of one 4WD mid-size pick up truck, crew cab with lift gate. The Department currently does not have a vehicle and employees must use their own vehicle to perform work out in the field.

Question 2: How many vacant positions currently exist within your Department?

- a. Please include the job titles for the vacancies and indicate how long the positions have been vacant.

Response: The department currently has three vacant positions. Info as follows:

- Transportation Grants Administrative Officer LTA; currently being finalized by DPS for recruitment.
- Contracts Assistant LTA; job posted 2/27/25 awaiting qualified list from DPS.

- Grants Specialist II; currently being finalized by DPS for recruitment.

b. What is the anticipated timeline for filling these vacancies?

Response: Info as follows:

- Transportation Grants Administrative Officer LTA; anticipate DPS will be posting for recruitment in April 2025.
- Contracts Assistant LTA; anticipate scheduling interviews in April 2025.
- Grants Specialist II; anticipate DPS will be posting for recruitment in May 2025.

c. What are the consequences, if any, for removing funding for these vacant positions from the FY 2026 Budget?

Response: The responsibilities will continue to fall primarily on the Department heads and existing staff.

Question 3: If your Department had expansion positions in the FY 2025 Budget, how many of those positions were filled? If they have not been filled, are they included in the FY 2026 Budget? How many months of funding are being requested?

Response: There was one expansion position requested and approved in the FY 2025 budget. That position is being finalized for recruitment and anticipated to be filled within FY 2025, or early FY 2026.

Question 4: If your Department is proposing expansion positions in the FY 2026 Budget, how do you plan to fill those positions?

Response: The Department has been working closely with DPS on recruitment. We have also been reaching out to potential candidates which has been very effective in filling positions.

Question 5: How many positions were filled in FY 2025 that were not expansion positions?

Response: The Department has filled (3) three vacancies in FY 2025:

- Program Specialist III filled on 9/23/24.
- Transportation System Analyst LTA filled on 10/1/24.
- Planner V filled on 4/1/25.

Question 6: Describe your recruitment process.

- a. How did your Department recruit to fill vacancies and what were the most effective methods for attracting candidates?

Response: The Department has found that reaching out to potential candidates have proven to be the most effective method in recruiting.

- b. Does your Department take an active role in recruitment or is recruitment handled primarily by the Department of Personnel Services? Please explain.

Response: The Department has been working closely with DPS to create and fill vacant positions.

Question 7: The following questions are related to overtime payments:

- a. How much in overtime has been paid to date in FY 2025 and what was the reason for the overtime?

Response: As of February 28, 2025, overtime pay in FY 2025 is \$14,348. This was due to unfilled positions, and work required after hours.

- b. Were any of these overtime costs attributed to the number of vacant positions in your Department?

Response: Yes.

- c. Do you anticipate that overtime costs in FY 2026 will increase or decrease and what are the reasons for your assumption?

Response: Overtime costs are expected to decrease, however, as positions are being filled, this will allow the Department to start expanding certain programs that would be requiring additional public outreach outside of normal work hours.

Question 8: The following questions are related to your Department's program and activities for FY 2026:

- a. Identify the programs and activities conducted by your Department because of a Federal or State mandate. Indicate for each program and activity the amount of Federal or State funding your Department anticipates receiving and the amount of County funding your Department is requesting.

Response: Federal Transit Administration (FTA) funds are utilized to purchase buses and bus equipment for our Maui Bus contracts. We requested \$2,800,000 in matching funds for these purchases.

- b. Identify the programs and activities conducted solely because of a Maui County Code mandate and indicate the amount your Department is requesting.

Response: Per 11.02.010 and 11.05.010 of the Maui County Code:

- The department shall be responsible for the operation and maintenance of the County bus system in accordance with the charter, this chapter, and applicable statutes and ordinances.
- The department shall establish the routes, schedules, and levels of service of the County bus system. The routes, schedules and levels of service shall be in conformance with the short-range transit plan and any update.
- The department shall provide ADA paratransit service and establish policies and guidelines for its operation. The policies and guidelines shall conform to applicable transit plans of the department.

Funding requests are as follows:

- Maui Bus Fixed Route Services \$14,122,500
- Maui Bus ADA Paratransit Services \$4,410,000
- Maui Bus Commuter Services \$2,310,000

Question 9: If your Department had Capital Improvement Projects in FY 2025:

- a. Provide the current status of each CIP, if different from the information provided in the Fiscal Year 2025 2nd Quarter CIP Report.

Response: No changes from the 2nd Quarter CIP report.

- b. Provide information on how much funding has been encumbered or expended to date for each project.

Response: No changes from the 2nd Quarter CIP report.

Question 10: If your Department has proposed CIPs for FY 2026:

- a. Rank your proposed CIPs, by priority.

Response: Rankings are as follows:

1. Kahului Transit Center
2. Transportation Baseyard Facility
3. Bus Stops and Shelters
4. Parking Benefits District
5. Vevau Street Improvements

- b. Will CIP funding included in the FY 2026 Budget be encumbered by June 30, 2026? If not, how much do you anticipate will be encumbered by that date?

Response: The Department expects to have CIP funding encumbered before its lapsing date.

Question 11: If your Department manages a revolving fund:

- a. Explain whether the revolving fund is still needed and why.

Response: Yes, the Parking Revenue Fund is needed. The primary purpose of the fund is for the County's parking operations.

- b. Provide the current balance.

Response: The estimated balance as of June 30, 2025 provided in Appendix A, Part I is \$26,916. However, the current balance is now \$42,308. The Department would like to request an amendment to increase the estimated balance and the anticipated revenues to \$45,000.

Question 12: If your Department manages grants:

- a. For each grant line-item not designated for a specific recipient (e.g., Small Business Promotion; Youth Programs), provide a breakdown of the grants that will be funded by the line item.

Response: N/A

- b. Provide a breakdown of all grants that will be funded by your Department under Sub-object Code 6317, County grant subsidy.

Response: Grants are as follows:

- MEO Bus Replacement Grant - \$475,000
- MEO Human Services Transportation Grant - \$7,618,840
- DOH Air Ambulance Grant - \$672,215

- c. Did your Department apply for any grant funding in FY 2025? If yes, how much grant funding was received?

Response: The Department has submitted applications and received \$2,692,075 for commuter buses and microtransit vans. Applications are also pending for replacement ADA paratransit buses and replacement 25 passenger buses.

Question 13: Provide details on your Department's Carryover/Savings that were included in the FY 2026 Budget.

Response: The carryover savings included in the FY 2026 Budget are from the unrestricted fund balance for FY 2024 reflected in the County's Annual Comprehensive Financial Report (ACFR) along with anticipated additional revenues based on the funds collected in the first half of FY 2025. Any carryover savings from FY 2025 will be recognized in the FY 2027 Budget.

Question 14: What are your top three Department priorities for FY 2026 and how does your Department's budget reflect that?

Response: The Department's top three priorities are as follows:

1. Transportation Baseyard Facility
2. Expansion of Park Maui
3. Ferry Program

While the Department is actively working on the transportation baseyard facility project and getting started with the expansion of Park Maui outside of Wailuku

Town, the Department has requested new funding for the ferry program. With the Ferry Feasibility Study completed, the new funds will allow the Department to continue working with consultants and start the environmental review process for the ferry program.

Question 15: How much has your Department spent on Professional Services in FY 2025, and what projects and consultants were funded under this line item?

Response: As of 2/28/25, the Department has expended \$29,209 for its Washington DC Liaison.

Question 16: How much of your Department's expenditures in FY 2025 will be reimbursed by the Federal Emergency Management Agency in relation to the wildfires? What amount of FY2026 expenditures are expected to be reimbursed?

Response: The Department is currently out to bid for one heavy-duty low-floor diesel transit bus that was burned in the wildfires. Bid closing is on April 21, 2025 and we anticipate entering into a contract in FY 2025 which will take approximately a year to complete.

Question 17: If your Department is receiving Federal grants, including pass-through grants:

a. What amount is your Department receiving for routine operations?

Response: N/A

b. What amount is your Department receiving for August 2023 Maui Wildfires disaster recovery?

Response: The Department is out to bid for one heavy-duty low-floor diesel transit bus. The total amount for reimbursement is \$892,701.

c. Explain any factors that could jeopardize your receipt of Federal grants, including Federal policy changes, compliance requirements, or expiration dates.

Response: We are in constant communication with the State Department of Transportation, FTA and our Washington DC Liaison. To date, our Federal grants are currently not affected by the recent changes.

- d. Explain how your Department will adjust if it does not receive the anticipated Federal grant funding.

Response: The Department will need to defer bus replacement and bus equipment purchases for our aging fleet. It could also limit the expansion of new programs as well.

Question 18: If your Department received funding to repair or replace equipment, locations, and structures destroyed in the wildfires, provide the current status for each. If there are items still pending repair or replacement, provide the estimated cost and timeline for the repair or replacement.

Response: The Department is currently out to bid for one heavy-duty low-floor diesel transit bus. Anticipated delivery date is approximately one year from the notice to proceed.

Should you have any questions, please do not hesitate to contact me at (808) 270-7511.

Sincerely,

A handwritten signature in black ink, appearing to be 'Marc Takamori', with a stylized, flowing script.

Marc Takamori
Director of Transportation

BFED Committee

From: Janina E. Agapay <Janina.E.Agapay@co.maui.hi.us>
Sent: Monday, March 31, 2025 4:20 PM
To: BFED Committee
Cc: Lesley J. Milner; Diane C. Yogi; Marc I. Takamori; Cora-Lyn Dumlao
Subject: (BFED-1)(TD-01)
Attachments: (BFED-1)(TD-01).pdf

Hello,

Please see attached (BFED-1)(TD-01).

Thank you,

Janina Agapay

County of Maui | Budget Office

Phone: (808) 270-7836

Email: Janina.E.Agapay@co.maui.hi.us