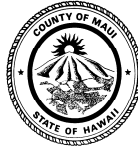


Council Chair
Alice L. Lee

Vice-Chair
Yuki Lei K. Sugimura

Presiding Officer Pro Tempore
Tasha Kama

Councilmembers
Tom Cook
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Director of Council Services
David M. Raatz, Jr., Esq.

Deputy Director of Council Services
Richelle K. Kawasaki, Esq.

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

April 4, 2025

Mr. Josiah Nishita, Managing Director
Department of Management
County of Maui
Wailuku, Hawaii 96793

Dear Mr. Nishita:

SUBJECT: **FISCAL YEAR 2026 BUDGET** (BFED-1) (MD-02)

May I please request you be prepared to answer the following questions at the BFED Committee meeting on **April 9, 2025**.^{*} This will enable the Committee to comprehensively review the FY 2026 Budget. *^{*}Date subject to change without notice.*

May I further request that, after approval by the Office of the Mayor, you transmit your answers to bfed.committee@mauicounty.us by **9:00 a.m. on April 11, 2025**.

Overall

1. The Department's "primary operational objective is to manage and provide support and oversight for all County departments and agencies." The Managing Director has previously indicated that the Department should not be assigned an increasing number of disparate responsibilities. With the addition of the Board of Ethics under the Department's purview, the Department's range of disparate responsibilities will widen. Should the County establish a new department, similar to the United States General Services Administration or the State Department of Accounting and General Services, to manage some of these disparate responsibilities? (Page 486, Department Summary, Program Budget) (TK)
2. As it relates to Management Program Goal #1: (Program Budget, Page 494) (NUH)

- a. Are success measurements reviewed quarterly? The FY 2025 Second Quarter Budget Implementation Report does not report this success measurement.
 - b. How often are each Department's Goals & Measures reviewed with its respective Director to ensure the FY 2025 estimates are achieved?
3. As it relates to Management Program Goal #6: (Page 495, Budget Program) (NUH)
 - a. Provide the anticipated timeline for the restoration of the Old Lahaina Courthouse, Old Lahaina Prison, and Hale Aloha.
 - b. Describe the most significant challenges to overcome in restoring the properties.
4. As it relates to Information Technology Services Program Goal #2: (Page 503, Program Budget)
 - a. Explain why the success measurement relating to the completion of the MAPPS project has not been removed. Is it not finished? (TP) (NUH)
 - b. Explain the implementation status of Microsoft 365 Countywide and provide the anticipated completion date. (NUH)
 - c. Describe what the Phase II and Phase III implementations of Microsoft 365 entail. (NUH)
5. As it relates to the Board of Ethics Program: (Page 513, Program Budget)
 - a. How was it determined that the Department of Management would take oversight of the Board of Ethics? (NUH)
 - b. Once the Board of Ethics hires staff, will oversight of the Board remain with your Department, return to the Department of the Corporation Counsel, or transfer to another department? (TP)

6. Explain the outcome of the engineering, planning, and community engagement work performed in the Palama Drive neighborhood. Funds were appropriated for the project in FY 2023. (TP)
7. Provide an updated list of all County-owned property suitable for housing. (Page 493, Budget Proposal) (SS)
8. What specific actions are being taken to reduce the County's liability on County-owned land that are not managed or properly maintained, including those directly owned, provided through an executive order, and leased? (TP)

Salaries (Category "A")

1. P-00662, Administrative Assistant II, will "assist with administrative duties and creation of CDBG-DR and its operational integration with Office of Recovery." Explain why this position is under the Management Program, which is funded through the General Fund, instead of under the Community Development Block Grant – Disaster Recovery program. (Page 14-3, Budget Details) (NUH)
2. The Information Technology Services Program appears to contain expansion positions from previous fiscal years that have yet to be created. Explain whether these positions are still needed. (Page 14-12, Budget Details) (TC)
3. Can current Information Technology Services Program positions be reallocated to fulfill the needs of expansion positions being requested? (Pages 14-10 to 14-12, Budget Details) (TC)
4. Justify the need for three Information Systems Analyst V positions for the Microsoft 365 project when the Department had several of these positions vacant as of December 31, 2024. Have the vacancies been filled? (Page 14-10, Budget Details) (NUH)
5. Provide the Office of Recovery Program's organizational chart. (NUH)
6. Explain why the requested expansion positions are under the Office of Recovery Program, which is funded through the General Fund, instead of under the CDBG-DR program. (Page 510, Program Budget) (YLS)

7. As it relates to the Chief of Operations, Chief of Planning & Development, CIP Project Coordinator, Recovery Manager, and Research Analyst positions: (Page 510, Program Budget) (YLS) (TC) (NUH)
 - a. Explain the need for each position and provide their position descriptions.
 - b. Explain whether there will be similar positions under the CDBG-DR program.
8. Explain why the Department is transferring P-29910, Civil Engineer III, to the Office of Recovery Program while requesting an expansion position for a Civil Engineer III. (Page 14-3, Budget Details) (YLS)
9. Provide the status of creating positions for the Board of Ethics and explain whether the Board will be able to fill positions beginning July 1, 2025. (Page 14-23, Budget Details) (YLS)

Operations & Equipment (Category “B”)

1. As it relates to Professional Services, Index Code 904007B: (Page 498, Program Budget)
 - a. Provide a detailed breakdown of the costs for updating the security computer servers. (NUH)
 - b. Explain whether the security computer servers update is a part of the County’s security contract. (YLS)
2. As it relates to Professional Services, Index Code 904011B: (Page 14-6, Budget Details)
 - a. Explain why funding for the fleet-tracking system is needed. Provide the total cost of the system and the annual cost to maintain it. (YLS) (TP)
 - b. Are all County vehicles managed under the Vehicle and Equipment Fleet Tracking System? If not, list the departments not included and explain why. (YLS) (TP)

- c. Explain the need to budget for unanticipated associated expenditures now instead of waiting for actual overage costs to occur. (NUH)
 - d. Explain why using \$500,000 from the General Fund is necessary for the Puunene Base Yard Master Plan supplementing the Department of Environmental Management and Department of Water Supply. (YLS)
- 3. As it relates to Contractual Service, Index Code 904038B: (Page 498, Program Budget)
 - a. Provide a description and a cost breakdown, by program, for Wailuku Clean & Safe, Kula Ridge Master Plan & Management Agreements, and Countywide Public Art Program. (YLS) (GJ) (NUH)
 - b. Explain who has been or will be contracted for the Countywide Public Art Program. (GJ)
- 4. As it relates to Professional Services, Index Code 904015B: (Page 506, Program Budget) (YLS)
 - a. Explain whether the additional funding for the migration of file servers and transitioning the Department of Police to Microsoft 365 is a one-time cost.
 - b. Explain whether the Emergency Management Agency geographic information system data will require an annual cost, including for maintenance. If so, provide the annual cost.
- 5. As it relates to Repair & Maintenance – Service/Contracts, Index Code 904015B, explain whether the additional funding for the Microsoft Unified Support Agreement and iNovah printer maintenance is an annual cost. (Page 14-14, Budget Details) (NUH)
- 6. As it relates to Computer Software, Index Code 904015B, provide the total cost for the Microsoft 365 Azure cloud and explain whether it is an annual cost. If it is an annual cost, explain whether the cost will increase if additional cloud storage is needed. (Page 506, Program Budget) (YLS) (NUH)

7. As it relates to the requested \$2,775,000 for Computer Equipment, Index Code 904015C: (Page 14-16, Budget Details) (NUH)
 - a. Provide the lifespan of the County's current desktops and laptops.
 - b. Provide a breakdown, by department, of the types of equipment, number of units, and estimated cost that will be funded through this appropriation.
8. As it relates to Professional Services, Index Code 904051B: (Page 511, Program Budget) (TP)
 - a. Explain how these funds will be used to support the Public Assistance program, Hazard Mitigation Grant Program, and Community Development Block Grant program. (TP)
 - b. How much of the funds to support PA, HMGP, and CDBG programs will be recouped from the federal government, and how long will it take to be recouped? (YLS) (NUH)
 - c. Can these funds be used to support State Public Assistance program projects such as King Kamehameha III Elementary School and Front Street Apartments? (TP)
 - d. Explain whether the United States Army Corps of Engineers is relocating debris from the temporary disposal site to the permanent site and paying tipping fees. If so, explain why funds for debris relocation are necessary. (TP)
 - e. Provide a cost breakdown of the debris relocation. (NUH)
 - f. The description for the debris relocation funds states the following: "Funds anticipated to cover another six (6) months of operations." Explain what this means and provide a breakdown of the costs. (YS) (NUH)
9. As it relates to Rental of Building, Index Code 904051B: (Page 14-19, Budget Details)

- a. Has the Office of Recovery Program identified a warehouse to lease? If so, provide its location, the monthly lease cost, and the lease term. (YLS)
 - b. Will \$250,000 cover lease costs for a full year? (NUH)
 - c. How long will items be stored in the warehouse and how long will they last in storage? (NUH)
10. As it relates to County grant subsidy, Index Code 904051B: (Page 511, Program Budget)
- a. Provide a breakdown of grants provided in FY 2025. (NUH)
 - b. Will the Office of Recovery administer the grants for mental health, housing assistance, fuels reduction, and non-recovery historical restoration? (TP)
 - c. Provide a detailed breakdown of each grant and explain how each grant will be awarded. (YLS) (NUH)
 - d. Explain the non-recovery historical restoration efforts that would be funded. (NUH)
 - e. How is a need determined to be recovery or non-recovery? (TP)
 - f. Will the grants assist with the recovery needs of individuals with low- or moderate-income? (TP)
 - g. Are any of the grants reimbursable by the federal government? (NUH)
11. As it relates to Miscellaneous Other Costs, Index Code 904055B: (Page 511, Program Budget)
- a. Provide a detailed breakdown of the requested funds. (YLS)
 - b. Provide more information relating to financial support of inter-departmental recovery needs. Are staff from other departments being used? Explain why or why not. (NUH)

- c. Explain the process of keeping the Council informed on how funds are spent. (TP)
- 12. As it relates to County grant subsidy, Index Code 904062B, provide information on Ho'ola ia Mauiakama Disaster Long Term Recovery and describe the services provided. (Page 14-21, Budget Details) (NUH)
- 13. For each service contract the Office of Recovery Program has that assists with recovery, including assistance from the CDBG-DR program, provide the vendor name, the specific contract purpose, and the cost of the contract. (YLS)
- 14. As it relates to Gasoline, Diesel, Oil, etc., Index Code 904071B, explain why the Board of Ethics program requires this funding. Does the Board have a vehicle? (Page 515, Program Budget) (TK)
- 15. As it relates to Contractual Service, Index Code 904071B, explain whether there is an option for the Department of the Corporation Counsel to provide training media and legal assistance services. If not, describe the training media and legal assistance needed. (Page 14-24, Budget Details) (NUH)
- 16. As it relates to Office Furniture, Index Code 904071C, explain whether office space in One Main Plaza has already been secured. If so, provide the cost and explain where the funding is in the Department's budget. (Page 14-25, Budget Details) (YLS)
- 17. Could expenditures categorized under Sub-Object Code 6120 – Electricity be offset through a solar power system program? What about electricity costs for leased facilities? (SS)
- 18. Explain whether the Administration is considering purchasing any facilities the County currently leases. If so, explain what properties are under consideration. (SS)

Capital Improvement Projects

- 1. As it relates to CBS-8938, 251 Napua Street Structure Demolition: (Page 927, Program Budget)
 - a. Explain why this is being considered a CIP. (YLS)

- b. Has a demolition permit been approved? (YLS)
 - c. Are employees currently using the building? If so, explain where and when they will be relocated. (NUH)
 - d. Provide a project timeline, including when demolition will occur and the parking lot will be completed. (NUH)
 - e. Explain what the \$50,000 will be used for. Will it cover the entire demolition and debris removal, and will additional funding be needed to create the parking lot? (NUH)
 - f. Will the project be contracted out or will the work be handled by County employees? (NUH)
2. As it relates to CBS-8942, New County Service Center, Phase II: (Page 928, Program Budget) (NUH)
- a. What is the anticipated square footage of the building?
 - b. Which County departments will be relocated to this facility?
3. As it relates to CBS-8940, Central Maui Landfill Phase VII Part I Closure: (Page 929, Program Budget)
- a. Explain why this project is not under the Department of Environmental Management. Will the Department of Management be responsible for the maintenance and monitoring of the landfill? (YLS)
 - b. What is the maximum height of the landfill allowed by permit? (NUH)
 - c. What is the anticipated closure date? (NUH)
 - d. Describe the closure cap. Will it surround the entire landfill? (NUH)

Appendix A, Part I

1. As it relates to the Department of Homeland Security Closed Circuit Television Project: (Page 43)
 - a. Explain whether the grant name should be corrected to “Department of Homeland Security CCTV Project.”
 - b. Explain why this project is not listed under the Department of Police. (YLS)
 - c. Provide information on what the grant will be used for. Will it support United States Immigration and Customs Enforcement operations? (SS)
 - d. Is the Administration considering participation in ICE’s 287(g) Program? (SS)
 - e. Explain where the CCTV cameras will be installed. (GJ)
2. As it relates to the Urban Forest Management Plan: (Page 43) (GJ)
 - a. Provide the status of the plan.
 - b. Provide a timeline for the completion of the plan.
 - c. Explain whether this grant is at risk for federal cuts.

Appendix A, Part II

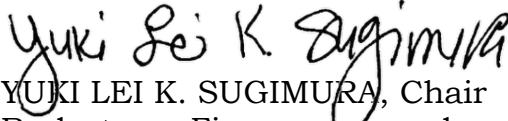
1. Explain whether the Employee Parking Fee Fund is still necessary. (Page 55) (TC)

Thank you for your attention to this request. To ensure efficient processing, please include the relevant Committee item number in the subject line of your response.

Mr. Josiah Nishita
April 4, 2025
Page 11

Should you have any questions, please contact me or the Committee staff (Kirsten Szabo at ext. 7662, James Krueger at ext. 7761, Jarret Pascual at ext. 7141, Clarissa MacDonald at ext. 7135, or Pauline Martins at ext. 8039).

Sincerely,


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

bfed:2026bgt:250401amd01:jgk

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

BFED Committee

From: BFED Committee
Sent: Friday, April 4, 2025 10:20 AM
To: Josiah Nishita
Cc: BFED Committee; Erin Wade; Cynthia Sasada; 'Michelle Santos'; 'Zeke Kalua'; Lesley Milner; kristina.cabbat@co.maui.hi.us; tiare.p.horner@co.maui.hi.us; Janina Agapay
Subject: FISCAL YEAR 2026 BUDGET (BFED-1) (MD-02); reply by 4/11/25
Attachments: (MD-2) Correspondence to Management 04-04-2025.pdf

RICHARD T. BISSEN, JR.
Mayor

JOSIAH K. NISHITA
Managing Director

ERIN A. WADE
Deputy Managing Director



DEPARTMENT OF MANAGEMENT
COUNTY OF MAUI
200 SOUTH HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.mauicounty.gov

April 18, 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

For Transmittal to:

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

Dear Chair Sugimura:

SUBJECT: FISCAL YEAR ("FY") 2026 BUDGET (BFED-1) (MD-2)

This letter is in response to BFED Committee's April 4, 2025, letter regarding the FY 2026 budget. Questions received from County Council are *italicized* and Department of Management's responses are in normal font. Answers to the below questions relating to expenditures, encumbrances, and vacancies are provided as of March 27, 2025, and do not include estimates of the entire Fiscal Year unless stated otherwise.

Overall

1. *The Department's "primary operational objective is to manage and provide support and oversight for all County departments and agencies." The Managing Director has previously indicated that the Department should not be assigned an increasing number of disparate responsibilities. With the addition of the Board of Ethics under the*

APPROVED FOR TRANSMITTAL

Richard T. Bissen, Jr.
Mayor
4-21-25
Date

Department's purview, the Department's range of disparate responsibilities will widen. Should the County establish a new department, similar to the United States General Services Administration or the State Department of Accounting and General Services, to manage some of these disparate responsibilities? (Page 486, Department Summary, Program Budget) (TK)

The Board of Ethics will operate independently and will not require oversight from the Department of Management, other than for administrative purposes. The only reason it is included in Management budget is because it needs to be housed in a department for budget and legal purposes. It is being transferred from Corporation Counsel because Corp. Counsel legally needs to have oversight over legal staff operating within its department, and the nature of BOE operating independently would make this requirement challenging.

2. *As it relates to Management Program Goal #1: (Program Budget, Page 494) (NUH)*

- a. *Are success measurements reviewed quarterly? The FY 2025 Second Quarter Budget Implementation Report does not report this success measurement.*

The Department of Management is in the process of updating departments' success measures to more accurately reflect county goals and objectives. Success measurements are reviewed annually as the targets set by departments are annual targets, not quarterly targets.

- b. *How often are each Department's Goals & Measures reviewed with its respective Director to ensure the FY 2025 estimates are achieved?*

The Department of Management meets with departments individually on a periodic basis to review department operations, progress and performance. As stated above, the success and performance measurements are being updated to more accurately reflect the goals and measures of the County as a whole.

3. *As it relates to Management Program Goal #6: (Page 495, Budget Program) (NUH)*

- a. *Provide the anticipated timeline for the restoration of the Old Lahaina Courthouse, Old Lahaina Prison, and Hale Aloha.*

Planning and design for the restoration of the Old Lahaina Courthouse, Prison, and Hale Aloha is anticipated to be completed by the end of FY2026. In January, Lahaina Restoration Foundation hired AECOM to do a historic restoration masterplan

for all impacted properties. They will be providing a timeline in the next couple of months.

- b. *Describe the most significant challenges to overcome in restoring the properties.*

Historic restoration after wildfires is a complex process with numerous challenges. Completion of the masterplan mentioned above will provide better insight into the most difficult aspects of the process.

4. *As it relates to Information Technology Services Program Goal #2:
(Page 503, Program Budget)*

- a. *Explain why the success measurement relating to the completion of the MAPPS project has not been removed. Is it not finished?
(TP) (NUH)*

MAPPS implementation is complete and can be removed from the budget narrative. Additional initiatives, upgrades, permits and reporting continue to be requested as ongoing support and maintenance.

- b. *Explain the implementation status of Microsoft 365 Countywide and provide the anticipated completion date. (NUH)*

Phase 1 of the Microsoft 365 (M365) implementation is complete for all employees in all departments, except for MPD, as of the launch of M365 at the County on November 12, 2024.

Implementation included:

- The migration of emails from our legacy email system, Groupwise, to Microsoft Outlook
- The migration of personal files from personal drives to Microsoft OneDrive
- Completing necessary operating system upgrades, and installing upgraded versions of all Microsoft office products
- The rollout of collaboration and productivity tools, primarily Teams, and other M365 applications (Bookings, Forms, Planner, Lists, Stream, Todo, Whiteboard)
- Integrating with County applications that work with email
- Setting up new identity management tools and measures to support M365 access and security, including multi-factor authentication
- Training of all employees on new tools, solutions, and modern ways of working with the cloud-based, mobile enabled, and well-integrated suite of Microsoft products

MPD was not part of the Phase 1 rollout of M365 due to the need to establish a domain trust with MPD, and to bring all the County under one Microsoft tenant.

- c. *Describe what the Phase II and Phase III implementations of Microsoft 365 entail. (NUH)*

Phase II and III of the M365 rollout at the County will be determined based on the evaluation of business, leadership, and technology needs while balancing resource availability, operational priorities, and ITSD's portfolio management and strategic direction. While opportunities to leverage M365 are many and ever evolving, future phases of the M365 rollout at the County will prioritize replacing outdated technology and technology platforms that are volatile or obsolete, such as the current shared file storage and telephony solutions. Bringing MPD into the County-wide M365 environment will also be a high priority that requires licensing, many of the implementation steps of Phase I, and training for an additional 500+ users. Phase II and III scope will also include implementing additional Microsoft security products and introducing SharePoint communication sites with a governance framework.

5. *As it relates to the Board of Ethics Program: (Page 513, Program Budget)*

- a. *How was it determined that the Department of Management would take oversight of the Board of Ethics? (NUH)*

It is being transferred because Corporation Counsel legally needs to have oversight over attorneys operating within its department, and the nature of BOE operating independently would make this requirement challenging since the executive director will be an attorney.

- b. *Once the Board of Ethics hires staff, will oversight of the Board remain with your Department, return to the Department of the Corporation Counsel, or transfer to another department? (TP)*

The Department of Management expects that BOE will remain within the department in the near term, but is open to conversations with Council regarding a long-term home for the BOE.

6. *Explain the outcome of the engineering, planning, and community engagement work performed in the Palama Drive neighborhood. Funds were appropriated for the project in FY 2023. (TP)*

The Palama Drive Drainage Improvement project is currently in design. The Department of Public Works reached out to residents along Palama Drive and at the Ikai Street intersection, requesting information on the history, concerns, or photos of the ponding. Resident responses were received and shared with DPW's engineering consultant, Fukumoto Engineering, for consideration.

Fukumoto Engineering provided a preliminary design for rehabilitating the existing injection well. DPW requested Fukumoto Engineering explore other solutions in addition to the well rehabilitation design to further alleviate the flooding. DPW further requested Fukumoto Engineering prepare a drainage report to quantify the flow rate of the runoff to help determine drainage improvements. A contract amendment is currently being processed for the additional work to prepare this drainage report.

7. *Provide an updated list of all County-owned property suitable for housing. (Page 493, Budget Proposal) (SS)*

The Department of Housing is planning to engage a consultant to update this list.

8. *What specific actions are being taken to reduce the County's liability on County-owned land that are not managed or properly maintained, including those directly owned, provided through an executive order, and leased? (TP)*

The Mayor will be launching a Land Management Task Force, coordinated by the Department of Management. This effort will address wildfire prevention and mitigation, illegal encampments, cultural preservation and environmental stewardship, positive activation of County lands, security and enforcement and community engagement and education. This Task Force is in the process of being created and the coordinated efforts of this program are not currently reflected in FY26 budget, although multiple departments have submitted requests that align with this effort.

Salaries (Category "A")

1. *P-00662, Administrative Assistant II, will "assist with administrative duties and creation of CDBG-DR and its operational integration with Office of Recovery." Explain why this position is under the Management Program, which is funded through the General Fund, instead of under the Community Development Block Grant – Disaster Recovery program. (Page 14-3, Budget Details) (NUH)*

The primary purpose of the proposed expansion position of the Administrative Assistant II is to work on the CDBG-DR and OOR functional and operational integration as well as OOR's functional and operational integration into the Department of Management. It is placed in the Management Program because this work will involve close coordination and interface with administrative and personnel functions that are performed in the Management Program for the department. Furthermore, having the proposed position in the Management Program provides greater flexibility for the position to meet the needs of the entire department and County, if necessary, instead of limiting it to only one program of the department. Many of the Department of Management staff routinely assist other departments who are short on staff or need a quick infusion of assistance. Any position with the CDBG-DR program will have to be limited to work only related to CDBG-DR.

2. *The Information Technology Services Program appears to contain expansion positions from previous fiscal years that have yet to be created. Explain whether these positions are still needed. (Page 14- 12, Budget Details) (TC)*

All positions, with the exception of one, have been created and many are in active recruitment. The position that has not been created reports to the CTO. The position is for an Enterprise Architect and is a critical role in helping to define the overall technology strategy and standards for the County. Currently, we are still in active recruitment for a new CTO.

3. *Can current Information Technology Services Program positions be reallocated to fulfill the needs of expansion positions being requested? (Pages 14-10 to 14-12, Budget Details) (TC)*

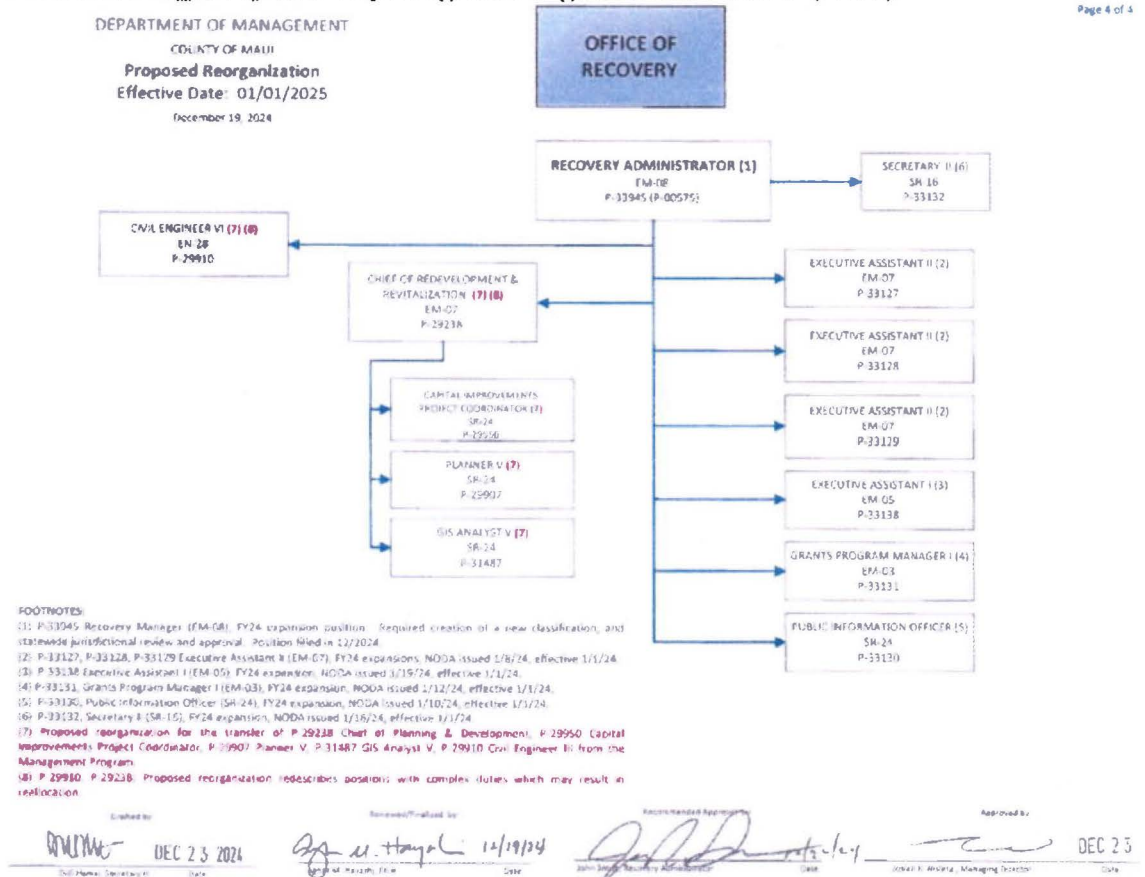
Current positions cannot be reallocated to fulfill expansion positions. There is currently a significant amount of overtime to cover day-to-day operations. In addition, all departments and strategic County initiatives require technical and specialized expertise, new software, new hardware, integrations, etc.

4. *Justify the need for three Information Systems Analyst V positions for the Microsoft 365 project when the Department had several of these positions vacant as of December 31, 2024. Have the vacancies been filled? (Page 14-10, Budget Details) (NUH)*

Microsoft 365 was implemented at the County with the support of a contracted implementation specialist, Ernst & Young, with a team of five plus consultants. Due to the existing vacancies in ITSD, Ernst & Young were also contracted to provide the County with two full-time resources to deliver ongoing support for our operational teams and end users following the launch of M365, that is set to expire in May 2025. The

application owners who are currently managing the various M365 applications also manage several other critical enterprise-wide applications, and certain maintenance procedures and upgrades have had to be delayed due to our resource constraints for managing all the applications. All these applications require adequate resource allocation to ensure business continuity and optimal management. M365 products are fast evolving and require dedicated management, especially due to the County-wide and day-to-day use by all employees. Future phases of the M365 rollout at the County are expected to add additional application management and system maintenance to ITSD's workload and will require specific expertise.

5. *Provide the Office of Recovery Program's organizational chart. (NUH)*



This chart does not include the addition of CDBG-DR which was more recently adopted by the Council and will be a separate grant funded program with over 50 EP under the Office of Recovery.

6. *Explain why the requested expansion positions are under the Office of Recovery Program, which is funded through the General Fund, instead of under the CDBG-DR program. (Page 510, Program Budget) (YLS)*

The scope of CDBG-DR's operations is very limited and federally dictated. The Office of Recovery is responsible for a wide range of recovery efforts as established by the Maui County Recovery Framework, including for example, the oversight and implementation of the Lahaina Long-Term Recovery Plan (LTRP). While many projects in the LTRP are eligible for CDBG-DR funds, others will not be. Further, even projects that may end up being eligible for CDBG-DR funds have to be initially developed by a separate team. Once projects are deemed eligible for CDBG-DR, those projects will be funded by CDBG-DR. One example of this is development of the Royal Complex in Lahaina, which may eventually be eligible for DR funds, but OOR staff is currently assisting Oihi Resources staff in developing the project. There are also a significant number of other federal funding sources and programs that will be aiding in recovery and managed through the Office of Recovery, including but not limited to State Revolving Funds, Public Assistance, and Hazard Mitigation Grant Program.

7. *As it relates to the Chief of Operations, Chief of Planning & Development, CIP Project Coordinator, Recovery Manager, and Research Analyst positions: (Page 510, Program Budget) (YLS) (TC) (NUH)*

a. *Explain the need for each position and provide their position descriptions.*

The PD for the Chief of Operations will be developed upon position approval. The position will manage the day to day operational components of recovery, integrating with the State and FEMA on housing operations, integrating with CDBG-DR operations, helping to expand our property management capabilities as we acquire properties, managing MOAs and MOUs with grantees, managing day-to-day operations at the recovery center, coordinating logistics for public meetings and operational components there, security and access issues, coordinating with MEMA on long-term-recovery integration with MEMA's operational plans, assisting the Recovery Administrator with managing Task Forces, and supporting county planning.

The PD for the Research Analyst position will be developed upon position approval. The purpose of this position is to provide research support to the entire OOR office, dedicated to the research of complex requirements for funding, integration and duplication between programs, changes in CFRs and new CFRs, comparative programs and projects nation-wide, etc.

Regarding the need for and purpose of the other positions, see

Attachment A, OOR Position Descriptions.

- b. *Explain whether there will be similar positions under the CDBG-DR program.*

There are no positions in the CDBG-DR office that directly reflect the above-mentioned positions. We do have a civil engineer, GIS analyst, public information officer, and other positions meant to expand capacity in DR. The OOR positions above are strategic permanent civil service positions that will support the administrator in all aspects of recovery, as well as assisting the MD's Office with non-recovery related work as needed. Further, DR staff will work strictly on CDBG-DR programs and associated projects. The staff positioned within the OOR will manage CIP and other development projects that are not yet eligible or will never be eligible for CDBG-DR funds. When OOR staff work on CDBG-DR eligible projects, they will have the ability to bill their time back to CDBG-DR.

8. *Explain why the Department is transferring P-29910, Civil Engineer III, to the Office of Recovery Program while requesting an expansion position for a Civil Engineer III. (Page 14-3, Budget Details) (YLS)*

The plan to transfer P-29910 to OOR was approved in December 2024 along with other transfer positions to support standing up the OOR. The new Civil Engineer III position is needed to assist the Engineering Program Manager with non-OOR engineering matters in the department and supporting projects county-wide now that the original CE position has transferred to OOR.

9. *Provide the status of creating positions for the Board of Ethics and explain whether the Board will be able to fill positions beginning July 1, 2025. (Page 14-23, Budget Details) (YLS)*

The positions will be created upon approval of the expansions as authorized. The Position Descriptions will be completed working alongside the new Executive Director upon their hire. As indicated in the explanation provided in the budget details, the proposed funding for the expansions is for eight months and anticipated fill date is targeted for November 2025.

Operations & Equipment (Category "B")

1. *As it relates to Professional Services, Index Code 904007B: (Page 498, Program Budget)*

- a. *Provide a detailed breakdown of the costs for updating the*

security computer servers. (NUH)

The majority of the cost will be going to upgrading the current servers in the KOM building server racks. The current equipment is out of date, at its End of Life (EOL) and will not be supported by the manufacturer. The estimated \$500,000.00 will cover cost of material and labor for installing/programming these server racks.

- b. *Explain whether the security computer servers update is a part of the County's security contract. (YLS)*

The update is separate from the County's security contract but is required to maintain the operation of the County's existing camera equipment. The update will allow County to provide the most current services with Avigilon to the end user. The update will also allow the County to move towards a cloud-based format and allow us to move all recorders to the latest version.

2. *As it relates to Professional Services, Index Code 904011B: (Page 14- 6, Budget Details)*

- a. *Explain why funding for the fleet-tracking system is needed. Provide the total cost of the system and the annual cost to maintain it. (YLS) (TP)*

Funding for the fleet-tracking system is critical to supporting the County's Motor Vehicle Policy and overall operational efficiency. The system promotes accountability, enhances safety, protects public assets and rapid recovery, and supports data-driven decision-making. It enables the County to optimize fleet usage, reduce unnecessary vehicle inventory, and lower operating costs through real-time tracking and reporting.

The anticipated system maintenance costs, based on the original RFP, included 750 vehicle GPS units at \$17.50 per unit per month and 260 equipment GPS units at \$9.00 per unit per month, totaling an estimated \$185,580 per year.

However, additional vehicles and equipment have been identified during the installation planning process, and future County vehicle acquisitions will also require installation of new units and ongoing monthly service costs. To account for these needs and provide flexibility for growth, a total budget of \$225,000 is requested.

There is also an installation fee of \$65 per unit, but all installation costs will be covered with FY2025 funds.

- b. *Are all County vehicles managed under the Vehicle and Equipment Fleet Tracking System? If not, list the departments not included and explain why. (YLS) (TP)*

No, not all County vehicles are managed under the Vehicle and Equipment Fleet Tracking System. The system was developed to support the County's Motor Vehicle Policy and includes the majority of departmental fleets; however, as examples, the Maui Police Department (MPD), Maui Fire Department (MFD), and Office of Council Services (OCS) and Office of the County Clerk (OCC) are not included. These departments are exempt from the County's Motor Vehicle Policy because they operate under their own separate vehicle use policies, which are tailored to meet their unique operational and public safety needs.

- c. *Explain the need to budget for unanticipated associated expenditures now instead of waiting for actual overage costs to occur. (NUH)*

Additional vehicles and equipment have been identified during the installation planning process, and future County vehicle acquisitions will also require installation of new units and ongoing monthly service costs. To account for these needs and provide flexibility for growth, a total budget of \$225,000 is requested.

- d. *Explain why using \$500,000 from the General Fund is necessary for the Puunene Base Yard Master Plan supplementing the Department of Environmental Management and Department of Water Supply. (YLS)*

Management is funding the Master Plan because it is a multi-department facility. DPW Highways Division is currently working on a comprehensive Baseyard Facilities Master Plan that includes strategic assessment and long-term planning to support infrastructure and operational improvements for DPW Highways Division baseyards, with a goal of identifying and prioritizing actions that best serve the County. This funding will extend those master planning efforts to incorporate the infrastructure and operational needs of both DWS and DEM, with a focus on utilizing an approximately 80-acre parcel near Puunene Mill that DPW is currently looking to acquire.

3. *As it relates to Contractual Service, Index Code 904038B: (Page 498,*

Program Budget)

- a. *Provide a description and a cost breakdown, by program, for Wailuku Clean & Safe, Kula Ridge Master Plan & Management Agreements, and Countywide Public Art Program. (YLS) (GJ) (NUH)*

\$400,400	Wailuku Clean & Safe. Additional landscape maintenance included for Vineyard and Church Street.
\$275,000	Contracts to support land management (previously Kula Ridge Master Plan & Management Agreements).
\$339,250	Countywide Public Art Program

- b. *Explain who has been or will be contracted for the Countywide Public Art Program. (GJ)*

The Maui Public Art Core is currently under contract and the county expects to renew the contract with them.

4. *As it relates to Professional Services, Index Code 904015B: (Page 506, Program Budget) (YLS)*

- a. *Explain whether the additional funding for the migration of file servers and transitioning the Department of Police to Microsoft 365 is a one-time cost.*

There should be no additional professional services costs, once the file servers and MPD are migrated to M365.

- b. *Explain whether the Emergency Management Agency geographic information system data will require an annual cost, including for maintenance. If so, provide the annual cost.*

There will be an annual cost for maintenance. Request has been submitted to determine approximate fee. MPD pays \$300,000 per year for similar services, so we assume the cost will be in that ballpark.

5. *As it relates to Repair & Maintenance – Service/Contracts, Index Code 904015B, explain whether the additional funding for the Microsoft Unified Support Agreement and iNovah printer maintenance is an*

annual cost. (Page 14-14, Budget Details) (NUH)

Microsoft Unified Support and iNovah printer maintenance will require annual costs.

6. *As it relates to Computer Software, Index Code 904015B, provide the total cost for the Microsoft 365 Azure cloud and explain whether it is an annual cost. If it is an annual cost, explain whether the cost will increase if additional cloud storage is needed. (Page 506, Program Budget) (YLS) (NUH)*

The requested amount is for the initial configuration of the Azure cloud storage environment. We anticipate the annual reoccurring costs to be approximately \$350,000.

7. *As it relates to the requested \$2,775,000 for Computer Equipment, Index Code 904015C: (Page 14-16, Budget Details) (NUH)*

- a. *Provide the lifespan of the County's current desktops and laptops.*

The typical lifespan of the County's current desktops and laptops is approximately 5 years. Out of the requested \$2,775,000 for Computer Equipment, \$400,000 will be allocated for replacement desktops and laptops. Other items included under the Computer Equipment request are:

- Printer replacements
- Alcatel Switch Lifecycle Replacements
- Virtual Infrastructure Lifecycle Refresh
- SCADA Infrastructure Refresh
- UPS Expansion for Kalana o Maui Data Center

- b. *Provide a breakdown, by department, of the types of equipment, number of units, and estimated cost that will be funded through this appropriation.*

Department	Equipment Type	Estimated # of Units	Estimated Cost
Finance	Laptops	20	\$48,000
	Desktops	25	\$42,000
Fire & Public Safety	Laptops	12	\$28,000
	Desktops	20	\$34,000
Human Concerns	Laptops	15	\$36,000
	Desktops	5	\$8,500
MPD	Desktops	75	\$127,000
Parks & Recreation	Desktops	25	\$42,000
Public Works	Desktops	20	\$34,000

8. *As it relates to Professional Services, Index Code 904051B: (Page 511, Program Budget) (TP)*

- a. *Explain how these funds will be used to support the Public Assistance program, Hazard Mitigation Grant Program, and Community Development Block Grant program. (TP)*

The projects in the LTRP need to first be developed by OOR in order to be funded by CDBG-DR. Once a project is developed to a certain extent, costs can shift over to CDBG-DR funds. Regarding Hazard Mitigation, while the state has only awarded us limited funds at this point, there is a probability that additional funds will become available, and this funding will support the county's readiness to accept additional HMGP funds. Regarding Public Assistance, FEMA has denied some of our requests. This money will help in the appeals process so that we can get as much PA funds as possible.

- b. *How much of the funds to support PA, HMGP, and CDBG programs will be recouped from the federal government, and how long will it take to be recouped? (YLS) (NUH)*

Professional Services for projects that become eligible for PA, HMGP, and CDBG projects are eligible for reimbursement. The amount of reimbursement is dependent on the program. Pursuit of funds is an ongoing process, and we do not know how much of these funds will be reimbursed at this time, or what the timeline will be.

- c. *Can these funds be used to support State Public Assistance program projects such as King Kamehameha III Elementary School and Front Street Apartments? (TP)*

The state did not pursue Public Assistance for the school or Front Street Apartments.

- d. *Explain whether the United States Army Corps of Engineers is relocating debris from the temporary disposal site to the permanent site and paying tipping fees. If so, explain why funds for debris relocation are necessary. (TP)*

The County funds included for relocation are used to develop and operate the permanent site near Central Maui Landfill. FEMA/USACE is relocating debris from the temporary site near Olowalu via contractor to the permanent site. The contractor will

pay tipping fees to DEM on a monthly basis, which will be tracked as revenue in the Solid Waste Fund. There will be a lag in funding, so the County needs the funds to operate.

- e. *Provide a cost breakdown of the debris relocation. (NUH)*

The total cost for transportation between sites is estimated by USACE to be \$150,000,000. The State government is expected to cost share at ten percent. PDS operation, which the county is paying for, is estimated to cost \$3,000,000 per month and run for six months, totaling \$18,000,000.

- f. *The description for the debris relocation funds states the following: "Funds anticipated to cover another six (6) months of operations." Explain what this means and provide a breakdown of the costs. (YS) (NUH)*

These funds are being used to operate and maintain the landfill while USACE is relocating debris. This process is expected to continue through December and a RFP will be released for operations and maintenance. Based on the operating costs from the temporary site, DEM estimates that the permanent site will cost about \$3,000,000 a month to operate.

9. *As it relates to Rental of Building, Index Code 904051B: (Page 14-19, Budget Details)*

- a. *Has the Office of Recovery Program identified a warehouse to lease? If so, provide its location, the monthly lease cost, and the lease term. (YLS)*

Yes, the County has identified the old Homemade Bakery site in Wailuku, but due diligence is still occurring.

- b. *Will \$250,000 cover lease costs for a full year? (NUH)*

Yes, \$250,000 will cover the lease costs as well as \$1,200 a month in anticipated costs for electricity and water.

- c. *How long will items be stored in the warehouse and how long will they last in storage? (NUH)*

The intent of this warehouse is to store permanent goods such as furniture and appliances as opposed to food and clothing. The items will be stored until they are distributed to survivors as they rebuild and return to permanent housing. The estimated timeline is three to five years.

10. *As it relates to County grant subsidy, Index Code 904051B: (Page 511, Program Budget)*

a. *Provide a breakdown of grants provided in FY 2025. (NUH)*

- \$200,000 for Hale Makua
- \$75,000 to CNHA for the Lahaina Festival 2024
- \$1,400,000 to Native Hawaiian Education Association (904055B-6317)
- \$8,000,000 was intended for CNHA to support temporary housing

b. *Will the Office of Recovery administer the grants for mental health, housing assistance, fuels reduction, and non-recovery historical restoration? (TP)*

See answer to question C.

c. *Provide a detailed breakdown of each grant and explain how each grant will be awarded. (YLS) (NUH)*

904051B 6317 contains \$14,750,000 in the Mayor's Proposed Budget. These funds are broken down as follows, with each line needing conditional language, an index code transfer, or both.

Amount	Purpose	Action Needed
\$1,800,000	Lahaina Restoration Foundation for historical property restoration: Lahaina Courthouse, Prison, Hale Aloha, etc.	Conditional language needed
\$500,000	Ke Ola Hou for health, education and human services to wildfire survivors	Conditional language needed
\$250,000	Lahaina Town Action for incubation of displaced businesses	Conditional language needed
\$700,000	CNHA for workforce development and resiliency hub operations	Conditional language needed
\$7,500,000	Hawaii Community Lending	Conditional language needed
\$2,700,000	Funds for land acquisition and management in West Maui	Transfer to CIP
\$1,200,000	Iao Theater Roof Restoration	Transfer to CIP
		Conditional language needed and transfer to 904038B 6317
\$100,000	Royal Order for roof repairs	

d. *Explain the non-recovery historical restoration efforts that would be funded. (NUH)*

The Department is requesting to transfer funds to the Management Program for roof repairs to the Royal Order facility (grant) and Iao Theater (CIP).

- e. *How is a need determined to be recovery or non-recovery? (TP)*

A need is recovery-related if it supports property, infrastructure, or persons directly impacted by a disaster, or supports expanding capacity to accommodate persons directly impacted.

- f. *Will the grants assist with the recovery needs of individuals with low- or moderate-income? (TP)*

Yes.

- g. *Are any of the grants reimbursable by the federal government? (NUH)*

While reimbursement may be possible in the future, we are not anticipating them being reimbursed at this time. Many of the services provided by these grants are augmenting federal funds.

11. *As it relates to Miscellaneous Other Costs, Index Code 904055B: (Page 511, Program Budget)*

- a. *Provide a detailed breakdown of the requested funds. (YLS)*

The \$2,753,000 is intended for security needs, services to support land acquisition, and other miscellaneous expenses. The budget includes \$1,000,000 for security funds, which are needed for surveillance and lighting as rebuilding speeds up and the burn zone is fully reopened. The budget includes \$1,753,000 for services needed to support the acquisition of parcels which may be used for open space and/or hazard mitigation in West Maui and other miscellaneous expenses in relation to recovery.

- b. *Provide more information relating to financial support of inter-departmental recovery needs. Are staff from other departments being used? Explain why or why not. (NUH)*

Staff from other departments are being assigned to plan and execute long-term recovery projects, but their normal workload remains at the same level, and recovery projects add additional workload. The Office of Recovery is including funds to support projects that departments do not have the bandwidth to manage with current staff.

- c. *Explain the process of keeping the Council informed on how funds*

are spent. (TP)

The Department is willing to provide updates to Council regarding project progress upon request. If there are specific requests, please let us know what type of information is needed and in what format.

12. *As it relates to County grant subsidy, Index Code 904062B, provide information on Ho'ola ia Mauiakama Disaster Long Term Recovery and describe the services provided. (Page 14-21, Budget Details) (NUH)*

Ho'ola has a plan to expedite the rebuilding process for the 627 owner occupied homes lost in the fire. Their stated goal is reducing the estimated rebuild period from 13 years to five years. These funds are intended to help Ho'ola start hiring staff and setting up systems and services to begin executing the plan. For more information on the organization, see the website, <https://www.maulongtermrecovery.org/>

13. *For each service contract the Office of Recovery Program has that assists with recovery, including assistance from the CDBG-DR program, provide the vendor name, the specific contract purpose, and the cost of the contract. (YLS)*

As of March 27, Professional Services (subobject 6132) for the OOR Program (904051B) has an encumbrance balance of \$6,046,227 and has expended \$4,963,495. The Recovery Program plans to encumber all professional services funds by the end of FY25. Projects and consultants funded through this line item in FY25 include:

- Tetra Tech technical support for Public Assistance projects;
- Tidal Basin data;
- highways restriping;
- Linn Nishikawa Associates for website maintenance;
- Constant and Associates for Long Term Recovery Plan engagement;
- Mitsunaga and Associates for design services.

Current professional service needs also include funding for the below projects. We will utilize 904051B-6317, County Grant Subsidy (sub-object 6317) for these costs:

- Brown and Caldwell for One Water initiatives;
- consulting services for recovery and Lahaina rebuild projects;
- additional support for the Permanent Debris Site;
- Additional Tetra Tech Public Assistance technical support;
- Tetra Tech CDBG-DR technical support;
- Anticipated land purchases;
- planning and development services for fire-affected areas.

904055B Miscellaneous Other Costs will be used to fund an additional anticipated \$15 million for various services:

- Stantec support for project funding alternatives;
- Wailuku Police Station sign;
- Constant and Associates for Community Planning and Public Outreach;
- St Bernard's Parish Training for DR;
- Lease of former Home Maid Bakery site for CNHA Warehousing;
- Anticipated costs related to Historic and Cultural sites in Lahaina;
- contingency for additional TDS-PDS costs to complete roadways;
- Language Translation Services through Linn Nishikawa Associates Inc.

14. *As it relates to Gasoline, Diesel, Oil, etc., Index Code 904071B, explain why the Board of Ethics program requires this funding. Does the Board have a vehicle? (Page 515, Program Budget) (TK)*

The initial request was made based off the assumption that reimbursement of travel using personal vehicles would be included in this category. The funds are needed but can be reallocated to the correct index code for reimbursement of vehicle travel using personal vehicles.

15. *As it relates to Contractual Service, Index Code 904071B, explain whether there is an option for the Department of the Corporation Counsel to provide training media and legal assistance services. If not, describe the training media and legal assistance needed. (Page 14-24, Budget Details) (NUH)*

These funds are related to BOE conducting trainings, legal assistance services, and related marketing as a part of BOE's core functions, not functions that Corporation Counsel is responsible for. The funds enable BOE to carry out its core requirement to ensure that all Maui County elected officials, employees, and board and commission members are given regular ethics training. Also, they will allow BOE to provide adequate education and communication to the public about the BOE and its enforcement function to ensure that all employees, elected officials, and appointed officers demonstrate the highest standards of ethical conduct so that the public may have trust and confidence in the integrity of government. These funds will also enable BOE to hire a professional communication company to design an online training program that all Maui County elected officials, employees, and board and commission members can complete upon employment and for periodic renewal.

16. *As it relates to Office Furniture, Index Code 904071C, explain whether office space in One Main Plaza has already been secured. If so, provide the cost and explain where the funding is in the Department's budget. (Page 14-25, Budget Details) (YLS)*

The Board of Ethics has office space at the Trask building.

17. *Could expenditures categorized under Sub-Object Code 6120 – Electricity be offset through a solar power system program? What about electricity costs for leased facilities? (SS)*

The County of Maui has a contract with Johnson Controls International to review all county electricity usage to improve efficiency and cost savings, including solar panel installation.

18. *Explain whether the Administration is considering purchasing any facilities the County currently leases. If so, explain what properties are under consideration. (SS)*

We are considering purchasing properties that we are currently leasing. Because negotiations are ongoing, please contact the department individually for further details.

Capital Improvement Projects

1. *As it relates to CBS-8938, 251 Napua Street Structure Demolition: (Page 927, Program Budget)*

- a. *Explain why this is being considered a CIP. (YLS)*

The County entered into an agreement in 2021 with a private buyer to remove the structure from the property within a reasonable timeframe. This timeframe was extended multiple times due to the buyer's issues with obtaining required permits for the move. After a period of non-responsiveness, the County issued a deadline for the buyer to complete the move by March 31, 2025. As of the date of this response, the structure still has not been moved; therefore, the County is seeking to demolish the structure, as the underlying land is needed for additional employee parking.

- b. *Has a demolition permit been approved? (YLS)*

No, a demolition permit application has yet to be submitted.

- c. *Are employees currently using the building? If so, explain where and when they will be relocated. (NUH)*

No.

- d. *Provide a project timeline, including when demolition will occur,*

and the parking lot will be completed. (NUH)

The Department will apply for a demolition permit upon funding approval. Procurement of demolition will begin in July 2025 with demolition followed by minor grading, graveling and striping of site occurring Fall 2025.

- e. *Explain what the \$50,000 will be used for. Will it cover the entire demolition and debris removal, and will additional funding be needed to create the parking lot? (NUH)*

Funding is expected to cover demolition and debris removal as well as minor grading, graveling and striping of site to create the parking lot expansion.

- f. *Will the project be contracted out or will the work be handled by County employees? (NUH)*

Demolition work will be contracted out, but the Department will work with DPW Highways to perform the parking improvements in-house.

2. *As it relates to CBS-8942, New County Service Center, Phase II: (Page 928, Program Budget) (NUH)*

- a. *What is the anticipated square footage of the building?*

Approximately 52,000 square feet and three stories.

- b. *Which County departments will be relocated to this facility?*

This is to be determined in the design contract.

3. *As it relates to CBS-8940, Central Maui Landfill Phase VII Part I Closure: (Page 929, Program Budget)*

- a. *Explain why this project is not under the Department of Environmental Management. Will the Department of Management be responsible for the maintenance and monitoring of the landfill? (YLS)*

Because the project is directly related to the 2023 wildfire recovery, it is funded under the Office of Recovery, which is under the Department of Management. The Department of Environmental Management will still be responsible for administering the project, as well as for operation, maintenance, monitoring, and closure of Phase VII Part I.

- b. *What is the maximum height of the landfill allowed by permit? (NUH)*

Phase VII Part I is being constructed and operated under the Governor's Emergency Proclamation, so there is no established permitted height. The landfill footprint of Phase VII Part I is such that the total volume of debris received from the Temporary Disposal Site (TDS) will stay below the elevation of Pulehu Road.

- c. *What is the anticipated closure date? (NUH)*

The transfer of the wildfire debris from the TDS to Phase VII Part I is anticipated to be completed by early December 2025. The construction of the closure cap to encapsulate the debris is anticipated to take three to four months to construct.

- d. *Describe the closure cap. Will it surround the entire landfill? (NUH)*

The Phase VII Part I area is approximately fourteen acres in area and the debris within that lined footprint will be covered/umbrellaed by a closure cap over the top of the debris down to the limits of waste. The closure cap will consist of a two-foot-thick monolithic layer of low permeability soil under a one-foot-thick vegetative layer, designed to isolate the waste, prevent storm water infiltration, promote storm water runoff, and minimize erosion.

Questions from Appendix A, Part I

1. *As it relates to the Department of Homeland Security Closed Circuit Television Project: (Page 43)*

- a. *Explain whether the grant name should be corrected to "Department of Homeland Security CCTV Project."*

CCTV stands for Closed Circuit Television, so either name works for the department.

- b. *Explain why this project is not listed under the Department of Police. (YLS)*

This is not a Police requested project. The CCTV is monitored by the Department of Management and MEMA. The Department of Management monitors security cameras county wide to protect County assets.

- c. *Provide information on what the grant will be used for. Will it support United States Immigration and Customs Enforcement operations? (SS)*

No, this grant will not support ICE operations.

- d. *Is the Administration considering participation in ICE's 287(g) Program? (SS)*

No, Department of Management Security monitors the daily security functions of the County of Maui.

- e. *Explain where the CCTV cameras will be installed. (GJ)*

The ten-camera grant project from Homeland Security is to provide Camera views around Maui that can be used to view approaching storms conditions as well as wild land fires.

2. *As it relates to the Urban Forest Management Plan: (Page 43) (GJ)*

- a. *Provide the status of the plan.*

The project to develop the Urban Forest Management Plan is in the contracting phase. We anticipate executing the contract in April and starting the planning process with the consultant in May.

- b. *Provide a timeline for the completion of the plan.*

The project has multiple phases, including research and data gathering/analysis, stakeholder and community engagement, and plan development. The target completion date for the plan is December 2026.

- c. *Explain whether this grant is at risk for federal cuts.*

Based upon information we have received from the Department of Land and Natural Resources, Division of Forestry and Wildlife, the grant is at risk for federal cuts, although we have not received confirmation that it is cut.

Appendix A, Part II

1. *Explain whether the Employee Parking Fee Fund is still necessary. (Page 55) (TC)*

The Department would prefer to keep the Parking Fee Fund in place as we

Chair Yuki Lei Sugimura
BFED-1 (MD-02)
Page 24

complete the space study for the Wailuku campus and evaluate space related options.

Should you have any further questions, please contact my office at ext. 7855 or email Josiah.Nishita@co.maui.hi.us.

Sincerely,



JOSIAH K. NISHITA
Managing Director

DEPARTMENT OF PERSONNEL SERVICES County of Maui POSITION DESCRIPTION		Dept: <u>Department of Management</u> Div: <u>Office of Recovery</u> Section: _____ Physical Location: <u>Trask Building</u>	
1. Pos. No. <u>P-33945</u> Perm <input checked="" type="checkbox"/> Temp _____ Full-time <input checked="" type="checkbox"/> Pt-time _____		2. PRESENT CLASS <u>Office of Recovery Administrator</u> SR: <u>EM-08</u> 3. Incumbent's Name: <u>John Smith</u>	
4. Action Requested: Initial Allocation (<input type="radio"/>) Reallocation (<input type="radio"/>) Description Only (<input type="radio"/>) Redescription-Review (<input checked="" type="radio"/>) Recommended Allocation: CLASS: <u>Office of Recovery Administrator</u> SR: <u>EM-08</u>			
5. Authorized by: _____ (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):			
6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.			
Please see attached.			% of Time
FOR CIVIL SERVICE USE ONLY			
ACTION TAKEN: Initial Alloc () Realloc () No Change (X) Other: <u>Change to supervisory org/reporting structure</u>			
CLASS: <u>MA.240 OFFICE OF RECOVERY ADMINISTRATOR</u>		SR: <u>EM-08</u>	
See Audit Rpt No.	<u>Supervisory change</u>	Study By: <u>MNW</u>	Alloc Notice No.
Non-Comp Exam Req: Date Admn: _____		Pass () Fail () Score: _____	
EFFECTIVE DATE: <u>1/1/2025</u>		APPROVED: <u>Kainea K.G. Aiwohi-</u> Digitally signed by Kainea K.G. Aiwohi-Alo Date: 2025.01.13 09:49:07 -10'00' DATE: _____	

7. Supervision Received (Give name and title of immediate supervisor):

Name: **Josiah K. Nishita (P-26197)**

Title: **Managing Director**

8. Responsibilities of the Position:

a. Supervisory Responsibilities (List names, titles and nature of supervision given):

Name

Title

Nature of Supervision

Executive Assistant II (3)
Executive Assistant I
Grants Program Manager
Public Information Officer
Secretary II

Direct
Direct
Direct
Direct
Direct

b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a)

c. Tools and Equipment (List tools and equipment used or operated):

d. Hazards, Hardship, etc (List and describe any unusual working conditions):

e. List Licenses or Certificates Held:

Valid Driver's License, Type 3

9. CERTIFICATE OF EMPLOYEE: I certify that the statements above are accurate and complete.

Signature of Employee:



Date:

1/6/25

10. Statement of Immediate Supervisor

a. Comment on the statements made by employee (Indicate exceptions or additions):

b. Describe the nature and extent of supervision you exercise over this position:

c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):

d. License and/or Certificates Required:

11. CERTIFICATE OF IMMEDIATE SUPERVISOR: I certify that the statements above are accurate and complete.

Signature of Immediate Supervisor:

Date:

12. CERTIFICATE OF DIVISION HEAD: I certify that I have reviewed the statements above and that they are accurate and complete.

Signature of Division Head:



Date:

JAN 6 2025

13. Statement of Department Head:

a. Indicate and comment on any inaccuracies or disagreements:

b. Comment on qualifications indicated by Immediate Supervisor in 10-c above

14. CERTIFICATE OF DEPARTMENT HEAD: I certify that the statements above are accurate and complete.

Signature of Department Head:



Date:

JAN 6 2025

ATTACHMENT 1

DEPARTMENT OF MANAGEMENT OFFICE OF RECOVERY ADMINISTRATOR EM-08 P-33945

Duties of the Position

Under the general supervision of the Deputy Managing Director, the Office of Recovery Administrator is an executive level position within the Office of Recovery in the Department of Management, responsible for coordinating and managing the disaster recovery efforts in Maui County. In addition to being the lead of recovery strategy execution and oversight, this position also serves as the primary point of contact for the county council and mayor's office, facilitating communication and alignment of recovery initiatives with local government leadership. Working closely with a diverse range of stakeholders, including government agencies, nonprofit organizations, and community leaders, the Office of Recovery Administrator ensures the deliberate and strategic integration of recovery and resilience actions and the development of inclusive, comprehensive recovery plans.

1. The Office of Recovery Administrator is responsible for establishing the Office of Recovery and spearheading the implementation of the Maui County Recovery Framework. This includes ensuring alignment with county, state, and national best practices and guidelines. Furthermore, the position entails providing vital leadership and guidance throughout the development and execution of a comprehensive recovery plan. This plan covers all aspects of recovery, encompassing infrastructure, community planning, housing, public health, social services, natural and cultural resources, and economic revitalization. 35% (a)(b)(c)
 - a. Oversee the Office of Recovery's organizational structure, staffing, and operations, to effectively manage and coordinate disaster recovery efforts in Maui County.
 - b. Create and enforce recovery guidelines in accordance with federal and state regulations, tailored to meet the specific needs of the community.
 - c. Integrate resilience-building measures into the recovery plan to enhance Maui County's preparedness for future disasters.
2. This position will actively engage with various governmental agencies, non-profit organizations, community leaders, and the private sector to ensure effective coordination of resources and efforts in disaster recovery. Building strong, cooperative relationships with these stakeholders is essential for the successful execution of recovery plans and the long-term resilience of Maui County. 30% (a)(b)(c)(d)
 - a. Foster strong working relationships with federal, state, and local government agencies, as well as community organizations and nonprofits, to coordinate resources, funding, and expertise for the recovery efforts.
 - b. Act as the primary liaison between Maui County and external recovery partners, ensuring a cohesive and coordinated approach.

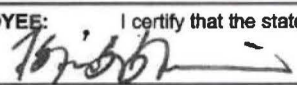
- c. Facilitates and supports effective decision-making and coordination across management and coordination levels for recovery objectives and activities, including Leadership and Administration, Policy and Oversight, Funding and Financial Management, Community Planning, Housing Recovery, Infrastructure Recovery, Natural and Cultural Resources, and Economic Development.
 - d. Collaborate with emergency management teams to ensure that disaster recovery planning is integrated with emergency response and preparedness efforts.
- 3. Responsible for overseeing the financial aspects of the Office of Recovery, including budget management, grant administration, and fundraising through grant-seeking and partnerships. **10% (a)(b)(c)**
 - a. Oversee the financial aspects of recovery, including budgeting, resource allocation, grant management, and financial reporting.
 - b. Supports the pursuit of funding opportunities, including grants and public-private partnerships, to support recovery initiatives.
 - c. Ensures a well-administered financial acquisition and grants management process.
- 4. Responsible for overseeing the preparation of grant applications, fostering information sharing, and actively managing community engagement, public participation, and public awareness efforts for recovery functions. **10% (a)(b)(c)**
 - a. Promote community engagement in the recovery process, ensuring that the voice of residents and local stakeholders is heard and integrated into the recovery plan.
 - b. Oversee public awareness campaigns, public meetings, and communication strategies.
 - c. Oversee the preparation of notices of interest and grant applications for member communities for recovery funding.
 - d. Fosters information sharing and manages proactive community engagement, public participation, and public awareness.
 - e. Serves as primary point of contact (POC) for disaster recovery preparedness with all Maui County members, city and county representatives, state/federal officials, contractors, and the public.
- 5. Lead, mentor, and develop a team of recovery professionals. **10% (a)(b)(c)**
 - a. Collaborate with the Deputy Managing Director to lead, mentor, and develop a team of recovery professionals.
 - b. Provide guidance, support, and training to team members to ensure the successful execution of recovery projects.
 - c. Foster professional growth and development with the team.
- 6. Performs other related duties as assigned by the Managing and/or Deputy Managing Director. **5% (a)(b)**

- Key:**
- (a) The performance of this function is the reason that the job exists
 - (b) The number of other employees available to perform this function is limited.
 - (c) This function is highly specialized and the employee is hired for special expertise or ability to perform this function.


DEPARTMENT OF PERSONNEL SERVICES County of Maui POSITION DESCRIPTION		Dept: <u>Department of Management</u> Div: <u>Management Program</u> Section: _____ Physical Location: <u>Kalana O Maui</u>	
1. Pos. No. <u>MD-0060 / P-29550</u> Perm <input checked="" type="checkbox"/> Temp _____ Full-time <input checked="" type="checkbox"/> Pt-time _____		2. PRESENT CLASS <u>Capital Improvement Project Coordinator</u> SR: <u>24</u> 3. Incumbent's Name: <u>Brian Shimomura</u>	
4. Action Requested: Initial Allocation (<input type="radio"/>) Reallocation (<input type="radio"/>) Description Only (<input checked="" type="radio"/>) Redescription-Review (<input type="radio"/>) Recommended Allocation: CLASS: _____ SR: _____			
5. Authorized by: _____ (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved);			
6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.			
Refer to ATTACHMENT 1 (08/01/2020)			% of Time
FOR CIVIL SERVICE USE ONLY			
ACTION TAKEN: Initial Alloc (<input type="checkbox"/>) Realloc (<input type="checkbox"/>) No Change (<input type="checkbox"/>) Other: _____			
CLASS: <u>2B.100 Capital Improvements Project Coordinator</u>		SR: <u>SR-24</u>	
See Audit Rpt No. <u>2021-062</u>	Study By: <u>CRP</u>	Alloc Notice No. _____	
Non-Comp Exam Req: Date Admn: _____		Pass (<input type="checkbox"/>) Fail (<input type="checkbox"/>) Score: _____	
EFFECTIVE DATE: <u>August 1, 2020</u>	APPROVED: <u>David Underwood</u>	Digitally signed by David Underwood Date: 2020.10.15 13:35:52 -10'00' DATE: _____	


7. Supervision Received	(Give name and title of immediate supervisor) :	
Name: <u>vacant</u>	Title: <u>Chief of Planning and Development</u>	

8. Responsibilities of the Position:		
a. Supervisory Responsibilities (List names, titles and nature of supervision given):		
	<u>Name</u>	<u>Title</u>
	<u>Nature of Supervision</u>	
b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):		
c. Tools and Equipment (List tools and equipment used or operated):		
d. Hazards, Hardship, etc (List and describe any unusual working conditions):		
e. List Licenses or Certificates Held:		

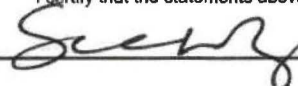
9. CERTIFICATE OF EMPLOYEE:	I certify that the statements above are accurate and complete.	
Signature of Employee: 	Date: <u>9-10-2020</u>	

10. Statement of Immediate Supervisor		
a. Comment on the statements made by employee (Indicate exceptions or additions):		
b. Describe the nature and extent of supervision you exercise over this position:		
c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):		
d. License and/or Certificates Required:		

11. CERTIFICATE OF IMMEDIATE SUPERVISOR:	I certify that the statements above are accurate and complete.	
Signature of Immediate Supervisor: 	Date: <u>9/12/20</u>	

12. CERTIFICATE OF DIVISION HEAD:	I certify that I have reviewed the statements above and that they are accurate and complete.	
Signature of Division Head: 	Date: <u>9/12/20</u>	

13. Statement of Department Head:		
a. Indicate and comment on any inaccuracies or disagreements:		
b. Comment on qualifications indicated by Immediate Supervisor in 10-c above.		

14. CERTIFICATE OF DEPARTMENT HEAD:	I certify that the statements above are accurate and complete.	
Signature of Department Head: 	Date: <u>9/10/20</u>	

ATTACHMENT 1

DEPARTMENT OF MANAGEMENT CAPITAL IMPROVEMENT PROJECT COORDINATOR, SR-24 P-29550

Duties of the Position

Under the supervision and general direction of the Chief of Planning and Development (P-29238), subject position plans, coordinates, and manages capital improvement projects for county departments as requested; manages assigned projects from initial planning inception through design, bid, award, construction, occupancy, and warrantee period.

PLANNING – 30% (a) (b)

1. Assist in evaluating, rating, and recommending consultant selection under the County Quality Based Selection process.
2. Prepares scope of consultant services for planning and design of projects including Environmental Quality Control requirements, Disability and Communication Access Board compliance, land use permitting, and other governmental approval processes.
3. Assist in negotiating consultant fees and contracts.
4. Conduct and attend public hearings, user group meetings, and public meetings. May represent the department in meetings with other governmental agencies including the County Council.
5. Prepares planning, design and construction cost estimates and quantity estimates for difficult development projects.
6. Assists in the development and implementation of standards relating to acquisition, planning, design, and construction of facilities. Assists in the development of long range planning for facilities including master plans for future facilities.
7. Reviews projects and makes recommendations for compliance with Handicapped accessibility requirements.
8. Reviews and comments on Planning Department actions such as SMA applications, Change in Zoning, Environmental Assessments, and other related transmittals. Makes recommendations on the application of the assessments ordinance for subdivisions and other developments.
9. Participates in the preparation of the department's CIP Budget. Assists in determining priorities and schedules for CIP and major facilities repair projects.

DESIGN – 30% (a) (b)

1. Directs and monitors consultants in accordance with consultant contract provisions. Verify progress payments. Make periodic status reports to the Chief of Planning and Development and Deputy Managing Director. Manages project design. Prepares reports and correspondence. Maintains the project file.
2. Prepare plans and specifications for minor projects of moderate difficulty utilizing design and specifications from previous projects and utilizing industry standards for the scope of work.
3. Reviews design drawings, details, specifications, cost estimates, engineering reports and studies with design consultants, contractors, department representatives and other governmental agencies to ensure that all design objectives, requirements, and regulations are met and all necessary approvals are obtained.
4. Meets and collaborates with architects, planners, landscape architects, and engineers on preparation of plans and specifications for public bidding to ensure compliance with project schedules, design intent, budget, and scope of work for the project.

CONSTRUCTION – 30% (a) (b)

1. Manages and conducts difficult project construction and inspection activities, interprets plans and specifications, coordinates, reviews, and makes recommendations for approval of shop drawings and contract change orders.
2. Meet with contractors and consultants and recommend value engineering changes to scope of work.
3. Verifies certified payroll affidavits for compliance with State Labor Laws, keeps records of work done and materials used, reviews monthly and final payment estimates for completeness and accuracy.
4. Makes periodic inspections and observes the work of contractors to ensure compliance with project plans and specifications.
5. Reviews project field changes and change orders for reasonableness and accuracy and assists in drafting and processing change orders, contract amendments and post contract documents.

GENERAL – 10% (a) (b)

1. Prepares applications for SMA Minor permits and SMA exemptions, building permits, and water meter applications.

2. Provides weekly and quarterly CIP status report updates, CDBG quarterly performance reports and other reports as required.
3. Performs other related duties as assigned by the Chief of Planning and Development and/or Deputy Managing Director. (a)(b)

KEY:

(a)	The performance of this function is the reason that the job exists.
(b)	The number of other employees available to perform this function is limited.
(c)	This function is highly specialized, and the employee is hired for special expertise or ability to perform this function.

DEPARTMENT OF PERSONNEL SERVICES County of Maui POSITION DESCRIPTION		Dept: <u>Department of Management</u> Div: <u>Management Program</u> Section: _____ Physical Location: <u>Kalana O Maui</u>	
1. Pos. No. <u>MD-0053 / P-29238</u> Perm <input checked="" type="checkbox"/> Temp _____ Full-time <input checked="" type="checkbox"/> Pt-time _____		2. PRESENT CLASS <u>Civil Engineer VI</u> SR: <u>28</u> 3. Incumbent's Name: <u>Vacant</u>	
4. Action Requested: Initial Allocation (<input type="radio"/>) Reallocation (<input checked="" type="radio"/>) Description Only (<input type="radio"/>) Redescription-Review (<input type="radio"/>) Recommended Allocation: CLASS: <u>Chief of Planning and Development</u> SR: <u>EM-03</u>			
5. Authorized by: _____ (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):			
6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.			
Refer to ATTACHMENT 1 (01/09/2021)			% of Time
FOR CIVIL SERVICE USE ONLY			
ACTION TAKEN: Initial Alloc () Realloc (<input checked="" type="checkbox"/>) No Change () Other: _____			
CLASS: <u>MA.195 Chief of Planning and Development</u>		SR: <u>EM-03</u>	
See Audit Rpt No. <u>AR2021-071</u> Study By: <u>CN</u>		Alloc Notice No. _____	
Non-Comp Exam Req: Date Admn: _____		Pass () Fail () Score: _____	
EFFECTIVE DATE: <u>10/1/2020</u>		APPROVED: <u>CM Razo-Porter</u>	

Digitally signed by CM Razo-Porter
 DN: cn=CM Razo-Porter, o=County of Maui,
 ou=Personnel Services,
 email=Cynthia.razo@mauicounty.gov, c=US
 Date: 2021.02.23 13:19:33 -10'00'

7. Supervision Received (Give name and title of immediate supervisor):

Name: Josiah K. Nishita

Title: Deputy Managing Director

8. Responsibilities of the Position:

a. Supervisory Responsibilities (List names, titles and nature of supervision given):

<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>
Brian Shimomura	CIP Project Coordinator (P-29550)	Direct and general supervision
Janet Six	Principal Archaeologist (P-31487)	Direct and general supervision
Erin Wade	Planner V (P-29907)	Direct and general supervision

b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):

c. Tools and Equipment (List tools and equipment used or operated):

d. Hazards, Hardship, etc (List and describe any unusual working conditions):

e. List Licenses or Certificates Held:

Possession of a valid motor vehicle license. Registered PE license in Hawaii.

9. CERTIFICATE OF EMPLOYEE: I certify that the statements above are accurate and complete.

Signature of Employee:

Date:

10. Statement of Immediate Supervisor

a. Comment on the statements made by employee (Indicate exceptions or additions):

b. Describe the nature and extent of supervision you exercise over this position:

c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):

d. License and/or Certificates Required:

Possession of a valid motor vehicle license.

11. CERTIFICATE OF IMMEDIATE SUPERVISOR: I certify that the statements above are accurate and complete.

Signature of Immediate Supervisor:

Date:

1/24/21

12. CERTIFICATE OF DIVISION HEAD: I certify that I have reviewed the statements above and that they are accurate and complete.

Signature of Division Head:

Date:

1/24/21

13. Statement of Department Head:

a. Indicate and comment on any inaccuracies or disagreements:

b. Comment on qualifications indicated by Immediate Supervisor in 10-c above.

14. CERTIFICATE OF DEPARTMENT HEAD: I certify that the statements above are accurate and complete.

Signature of Department Head:

Date:

1/26/21

ATTACHMENT 1

DEPARTMENT OF MANAGEMENT CHIEF OF PLANNING & DEVELOPMENT P-29238

Duties of the Position

Under the general supervision of the Deputy Managing Director, subject position is responsible for planning, design and development of programs and projects not specifically handled within other departments or projects of a multi-departmental, or multi-agency nature requiring coordination as assigned to the Planning & Development (P&D) Section of the Management Program by the Managing Director and/or the Mayor. The incumbent works with the Civil Engineer V (P-29910) to ensure the successful completion of projects assigned.

DUTIES OF THE POSITION:

- 30% 1. Develops and implements plans, policies, procedures and standards relating to the planning, acquisition, design, construction, facilities and asset management, and inspection of capital improvement projects of the P&D Section in coordination with the CE V. (a)(b)(c)
- a. Coordinates the preparation of professional and technical planning, reserve studies, engineering, and surveying reports;
 - b. Reviews and comments on engineering, architectural, functional and landscaping plans and designs for new facilities;
 - c. Determines scope of projects and oversees the acquisition of appropriate permits and other requirements;
 - d. Makes recommendations for consultant services, and oversees and monitors consultant selection process;
 - e. Prepares and reviews contract specifications, recommends contractor's bid for awards, and oversees and coordinates bidding processes;
 - f. Coordinates the work of planning and engineering consultants and recommends completed work for department's approval;
 - g. Directs the inspection of construction projects in progress and upon completion;
 - h. Participates in the coordination of the various types of land purchases for the department;
 - i. Coordinates the preparation of proposals and applications for various Federal, State and County grants;
 - j. Represents the department at meetings and conferences with government agencies, the County Council and community groups on planning, programming and development matters.
- 30% 2. Oversees and reviews the P&D section's resources, operations and organization (a)(b):
- a. Prepares the P&D Section's budget, creates and oversees the division's spending plan and recommends adjustments;
 - b. Monitors the P&D Section's expenses, validates accuracy and appropriateness and tracks against budget
 - c. Manages all personnel related matters for P&D section subordinate positions and participates in the evaluation of work performance and selection of new employees;
 - d. Supervises the work of all P&D section staff;
 - e. Ensures P&D section's compliance with all safety standards in coordination with the Department's Safety Specialist;

- f. Coordinates P&D section's activities with those of other division and public agencies in order to ensure consistency in meeting departmental goals and objectives.
 - g. Staff the Redevelopment Agency and represent the County of Maui Department of Management at Boards and Commissions activities.
- 15% 3. Assists the Energy/Countywide Capital Improvement Program Coordinator, Deputy Managing Director/Managing Director with the planning, design, analysis and implementation of complex projects and programs. (a)(b)(c)
- a. Works with community groups, private industry and intergovernmental agencies to plan for projects that have neighborhood and/or system-wide impacts.
 - b. Performs analysis of anticipated impacts and develops programs to mitigate negative impacts, coordinate public communication to provide a high level of transparency about projects, use of government funds, phasing and opportunities for community involvement.
- 10% 4. Assists the Energy/Countywide Capital Improvement Program Coordinator with scheduling priorities, and monitoring and reporting for Capital Improvement Projects in the Capital Program (a)(b):
- a. Participates in the preparation of the department's Capital Improvement and Operations budgets;
 - b. Assists with managing the 6-Year Capital Improvement Project planning and budget;
 - c. Assists with fulfilling all reporting requirements on the status of projects and facilities and Capital Improvement Programs as deemed necessary by the Director and Deputy Director;
- 10% 5. Works with the Energy/Countywide Capital Improvement Program Coordinator to plan, direct and coordinate the development and maintenance of special area plans and campuses (a)(b):
- a. Coordinates the development of a master plan for upgrading the County's campuses, baseyards and other facilities with department planners and multi-departmental staff;
 - b. Coordinates multi-agency planning efforts as directed to move the County towards meeting the objectives of the Hawaii State Plan, Countywide Policy Plan, Maui Island Plan and Community Plans.
 - c. Reviews and proposes revisions to Maui County Code and Hawaii Revised statutes pertaining to areas and campuses requiring special area plans;
- 5 % 6. Performs other related duties as assigned by the Deputy Managing Director and/or Managing Director. (a)(b)

KEY: (a) The performance of this function is the reason that the job exists
 (b) The number of other employees available to perform this function is limited.
 (c) This function is highly specialized, and the employee is hired for special expertise or ability to perform this function.

BFED Committee

From: Tiare P. Horner <Tiare.P.Horner@co.maui.hi.us>
Sent: Monday, April 21, 2025 9:54 AM
To: BFED Committee; Josiah K. Nishita; Erin A. Wade
Cc: Noah D. Jackson; Cynthia E. Sasada; Lesley J. Milner
Subject: (BFED-1)(MD-02)
Attachments: (BFED-1)(MD-02).pdf

Greetings BFED Committee,

Please see attached correspondence for (BFED-1)(MD-02).

Mahalo,

Tiare P. Horner
Budget Specialist

County of Maui
200 S. High Street
Wailuku, HI 96793
Direct Line – 808.270.7517
Email – Tiare.P.Horner@co.maui.hi.us