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April 17, 2019

Ms. Michele M. Yoshimura 
Budget Director, County of Maui
200 South High Street
Wailuku, Hawaii 96793

Honorable Michael P. Victorino
Mayor, County of Maui
200 South High Street
Wailuku, Hawaii 96793

For Transmittal to:

Honorable Keani N.W. Rawlins-Fernandez, Chair
Economic Development and Budget Committee
200 South High Street
Wailuku, Hawaii 96793

Dear Chair Rawlins-Fernandez:

SUBJECT: **REQUESTS/QUESTIONS FROM THE APRIL 8, 2019
MEETING** (OM-2) (EDB-1)

Pursuant to your letter dated April 10, 2019 relating to requests/questions from the Economic Development and Budget Committee's meeting on April 8, 2019, please see the following responses to the 12 requests/questions from Councilmember Paltin:

1. Administrative Goal 1.1: Encourage public accessibility to County government; Provide assistance to constituents with concerns or issues relating to County government. What is the FY 20 estimate for # of correspondences? (Narrative, pg. 390)

The FY 2020 estimate for number of correspondences is 35,000.

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APPROVED FOR TRANSMITTAL


Mayor

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Date

2. Is there a problem with the budget narrative software? If so, what would be the cost to acquire budget software that works?

The Budget office does not have a budget software for the Program Budget Book. Currently, the budget narratives are done in Microsoft Word with links to Excel to import data, including tables and charts. Furthermore, the capital program section of the Program Budget Book is generated in the Capital Budget System. Each project sheet is copied from the Capital Budget System into a Word document.

The Budget Office has not had the opportunity to look into a budget software to date. Once the Budget session is over, this will be a priority.

3. Budget Program Goal 3: Attract and retain highly qualified and energetic individuals to carry out the mission of the Budget office. Please provide minimum qualifications for Budget program positions. Is an accounting background required? (Narrative, pg. 397)

The mission of the Budget Office is providing timely, accurate, and unfiltered information and analysis regarding budgeting, forecasting, and fiscal policy issues to the Mayor, County Council, and departments. The minimum qualifications for a Budget Specialist depends on the level of the Specialist which ranges from I to V, including a combination of education and work experience.

4. Why don't Economic Development employees incur premium pay? (Narrative, pg. 402)

Current pay levels align with existing employee salary requirements.

5. Economic Development Goal 2.1 includes the following success measurement: "Number of new grants executed in the fiscal year". What is meant by "new"? (Narrative, pg. 406)

"New" means any grant requiring a new grant number. New grant applications are accepted during the fiscal year and administered over certain performance periods. Grants from previous fiscal period(s) are also still administered until the final report and payment are made.

Approximately 120 grants are administered in OED during any fiscal year which includes new and existing grants.

6. Does HTA position also recruit more applicants to HTA programs or work with other departments in order to bring more revenue into the county? (Narrative, pg. 406)

The Maui County HTA Liaison is contracted by MOU to monitor existing Maui County HTA contractors and to also assist contractors (current and new) in their applications for future funding. Any new contacts are forwarded to the HTA to be put on the list to be contacted for inclusion into future grant application process. Because the Liaison works in the OED office, he does have opportunities to share the HTA funding options with existing OED grantees or new organizations seeking tourism funds. The Liaison does not work with other departments to bring in more revenue for the County of Maui. His role is specific to the MOU responsibilities which focus is current contractors.

7. Economic Development – Film Industry. What steps are being taken to connect local talent to the industry? In there any coordination with MAPA or Maui Onstage? (Narrative, pg. 417)

There are various steps taken to help promote our local crews and talent. There is a crew database where folks register, submit resumes, Internet Movie Data Base (iMDB) profiles, work history, credits and contact information. When an incoming production plans to film in Maui County, often times the producers will ask for recommendations so our Film Commissioner sets them up with their own log-in to the database. He also hosts Film/TV Industry Nights, 2-3 times a year, inviting all interested to network, talk story and learn about the upcoming projects, tax credit updates, and always has a special guest. These events help keep everyone aligned with what the Film Office is working on, networking opportunities, meet & greets, photo ops, and maintaining a cohesive unit as a competitor to Oahu and the neighbor islands. Maui County Film Office Facebook and Twitter pages alert folks of job opportunities, casting notices, and other Film/TV happenings.

The Film Commissioner generally doesn't get involved with casting, actor/actress side of the business, as they are strictly governed by the Screen Actors Guild (SAG) and American Federation of Television & Radio Actors (AFTRA) unions. He invites and includes them in all industry

events, but do not get referrals or give referrals, as it's handled by the unions and Casting Agencies.

8. What does HUD define as low-to-moderate income? (Narrative, pg. 421)

The following is HUD's definition of various income levels (see also Attachment "1"):

<i>Extremely Low</i>	<i>30% Median Income</i>
<i>Low</i>	<i>50% Median Income</i>
<i>Moderate</i>	<i>80% Median Income</i>

Please note that the above income limits pertain to the CDBG Program. Other HUD funded programs have their own income limit guidelines.

9. To clarify, equipment purchased in the Open Space, Natural Resources, Cultural Resources, and Scenic Views Preservation is land? (Narrative, pg. 426)

Yes, on page 426, the land purchase is classified under Equipment.

10. Please provide Position Description, Summary of Duties, and Minimum Qualifications for expansion positions (Budget Details, pg. 11-14).

a. Technology Specialist

Position Description and Summary of Duties:

Primary responsibilities include expanding economic opportunities in technology industries in Maui County. Candidate will identify and define technology initiatives in the County of Maui through researching community and industry needs (i.e. health care, agriculture, education, etc.) Position also looks into securing funding sources to support identified technology focuses. Work is performed under the Economic Development Director.

Qualifications:

Bachelor's degree with a minimum of three years of technology industry involvement, technology financing experience, and or

technology program development. Must have excellent written and verbal communication skills, be proficient in research, interpreting, and analyzing diverse data to direct decisions in technology advancement. Qualified candidates should possess excellent writing skills – writes clearly and informatively, varies writing style to meet different industry needs, presents numerical data effectively, able to read and interpret written information. Required computer skills (Microsoft Office Word, PowerPoint, Excel and Adobe) and familiar with sending/receiving emails, browsing the web to find grant opportunities and database management.

b. Grant Writer

Position Description and Summary of Duties:

Primary responsibilities include identifying, defining, and securing funding sources to support existing and planned program activities in the Office of Economic Development in the areas of economic development, agriculture, small business development, arts and cultural programs, energy projects, environmental and sustainability projects, film industry support, and technology initiatives. Candidate must possess excellent writing skills to prepare proposals and grant applications. During interim periods when grant writing work is minimal, the individual will assist the Grant Manager with grant processing work. Work is performed under the Economic Development Director.

Qualifications:

Bachelor's degree with a minimum of three years of proven grant writing, program development, and contract administration experience. Must have excellent written and verbal communication skills, be proficient in research, interpreting, and analyzing diverse data to incorporate in grant submissions. Qualified candidates should possess excellent writing skills – writes clearly and informatively, varies writing style to meet grant application needs, presents numerical data effectively, able to read and interpret written information. Required computer skills (Microsoft Office Word, PowerPoint, Excel and Adobe) and familiar with sending/receiving emails, browsing the web to find grant opportunities and database management.

11. Is there a missing table for the Emergency Fund? (Narrative, pg.427/Budget Details, pg. 11-60/Budget Bill pg. 17)


No, there is no table missing for the Emergency Fund.

12. Are annual employee appraisals and evaluations done on both civil service and appointed positions? Who conducts these evaluations for the Mayor's staff? If they are not done, how is the job performance measured?

The individuals who work in the Office of the Mayor are all appointed positions (no civil service) and employee evaluations are conducted annually. The Chief of Staff conducts the evaluations using the County of Maui's Department of Personnel Services Evaluation Policy.

Should you have any questions, please contact me at ext. 7855.

Sincerely,



DEIDRE TEGARDEN
Chief of Staff