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## COUNTY COUNCIL

COUNTY OF MAUI  
200 S. HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
[www.MauiCounty.us](http://www.MauiCounty.us)

March 19, 2024

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

Dear Mr. Takamori:

SUBJECT: **FISCAL YEAR ("FY") 2025 BUDGET** (BFED-1) (TD-1)

May I please request you submit your response to the following questions by **March 28, 2024**. This will enable the Committee to comprehensively review the FY 2025 Budget.

1. Please outline the major changes in your Department's budget from FY 2024 to FY 2025.
  - a. Explain any budget changes made because of the August 2023 wildfires.
  - b. If your budget will decrease, how will this impact your Department's operations and ability to serve the public?
2. How many vacant positions currently exist within your Department?
  - a. Please include the job titles for the vacancies and indicate how long the positions have been vacant.
  - b. What is the anticipated timeline for filling these vacancies?
  - c. What are the consequences, if any, for removing funding for these vacant positions from the FY 2025 Budget?

3. If your Department had expansion positions in the FY 2024 Budget, how many of those positions were filled? If they have not been filled, are they included in the FY 2025 Budget? How many months of funding are being requested?
4. If your Department is proposing expansion positions in the FY 2025 Budget, how do you plan to fill those positions?
5. How many positions were filled in FY 2024 that were not expansion positions?
6. How did your Department recruit to fill vacancies and what were the most effective methods for attracting candidates?
7. The following questions are related to overtime payments:
  - a. How much in overtime has been paid to date in FY 2024 and what was the reason for the overtime?
  - b. Were any of these overtime costs attributed to the number of vacant positions in your Department?
  - c. Do you anticipate that overtime costs in FY 2025 will increase or decrease and what are the reasons for your assumption?
8. The following questions are related to your Department's program and activities:
  - a. Identify the programs and activities conducted by your Department because of a Federal or State mandate. Indicate the amount of Federal or State funding the County receives for each program or activity, including how much for each the County expends.
  - b. Identify the programs and activities conducted solely because of a Maui County Code mandate and indicate the amount for each the County expends.
9. If your Department had Capital Improvement Projects ("CIPs") in FY 2024:

- a. Provide the current status of each CIP project, if different from the information provided in the Fiscal Year 2024 2<sup>nd</sup> Quarter CIP Report.
  - b. Provide information on how much funding has been encumbered or expended to date for each project.
10. If your Department has proposed CIPs for FY 2025:
  - a. Rank your proposed CIPs, by priority.
  - b. Will CIP funding included in the FY 2025 Budget be encumbered by June 30, 2025? If not, how much do you anticipate will be encumbered by that date?
11. If your Department manages a revolving fund:
  - a. Explain whether the revolving fund is still needed and why.
  - b. Provide the current balance.
12. If your Department manages grants:
  - a. For each grant line item not designated for a specific recipient (e.g., Small Business Promotion; Youth Programs), provide a breakdown of the grants that will be funded by the line item.
  - b. Provide a breakdown of all grants that will be funded by your Department under Subobject Code 6317, County grant subsidy.
13. Provide details on your Department's Carryover/Savings that were included in the FY 2025 Budget.
14. What are your top three Department priorities for FY 2025 and how does your Department's budget reflect that?
15. Did your Department apply for any grant funding in FY 2024? If yes, how much in funding was received?
16. How much has your Department spent on Professional Services in FY 2024, and what projects and consultants were funded under this line item?

Mr. Marc Takamori

March 19, 2024

Page 4

17. How much of your Department's expenditures in FY 2024 will be reimbursed by the Federal Emergency Management Agency in relation to the wildfires? What amount of FY 2025 expenditures are expected to be reimbursed?
18. Provide a list of equipment, locations, and structures used or managed by your Department that was destroyed in the wildfires. Explain for each whether your Department plans to repair or replace it. If it will be repaired or replaced, provide the estimated cost and timeline for the repair or replacement.

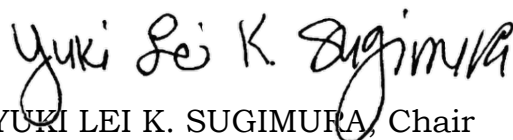
The Department is scheduled to present before the Committee on April 3, 2024. The schedule is subject to change and Committee staff will reach out if there are any changes to the schedule.

Please be prepared to provide a ten-minute presentation on the changes in your Department's budget from FY 2024 to FY 2025, addressing the following:

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

Thank you for your attention to this request. Should you have any questions, please contact me or the Committee staff (James Krueger at ext. 7761, Kasie Apo Takayama at ext. 7665, or Yvette Bouthillier at ext. 7758).

Sincerely,



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

bfed:2025bgt:240315altr01:jgk

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

## BFED Committee

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**From:** BFED Committee  
**Sent:** Tuesday, March 19, 2024 5:51 PM  
**To:** 'marc.takamori@co.maui.hi.us'  
**Cc:** BFED Committee; Kelson Batangan; Coralyn Dumlao; Michelle Santos; Zeke Kalua; Maria Zielinski; Lesley Milner; Kristina Cabbat  
**Subject:** PLEASE READ attached letter re: FISCAL YEAR ("FY") 2025 BUDGET (BFED 1); (TD-1); reply by 03/28/2024  
**Attachments:** 240319atd01.pdf

**Mr. Takamori:** Please refer to the attached letter from the Budget, Finance, and Economic Development (BFED) Committee Chair, dated March 19, 2024. Please respond by **March 28, 2024**.

**Mayor's Office (attention: Michelle Santos and Zeke Kalua):** Please forward the attached letter to Mayor Bissen for his information.

**Ms. Zielinski:** FYI

Thank you,  
Yvette Bouthillier, Secretary  
BFED Committee

**RICHARD T. BISSEN, JR.**  
Mayor

**JOSIAH K. NISHITA**  
Managing Director



**MARC I. TAKAMORI**  
Director

**KAUANOE BATANGAN**  
Deputy Director

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

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

March 27, 2024

cc Ms. Maria Zielinski   
Budget Director, County of Maui  
200 South High Street  
Wailuku, HI 96793

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


For Transmittal to:  
Honorable 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") 2025 BUDGET (BFED-1) (TD-1)**

The Department of Transportation hereby transmits the following response to your letter dated March 19, 2024 regarding the Fiscal Year ("FY") 2025 Budget.

**APPROVED FOR TRANSMITTAL**

 3-28-24  
Mayor Date

**Question 1: Provide:**

- 1. Please outline the major changes in your Department's budget from FY 2024 to FY 2025.**

**Response:** The major changes in the Department's budget are as follows for the General Funded programs:

- Decrease of \$300,000 due to one-time appropriation for a feasibility study for the Lana'i Ferry.
- Decrease of \$550,000 due to one-time appropriation for the grant to MEO to purchase one 14-passenger/2 wheelchair bus for Hana and for electric charging for electric vehicles.
- Increase of \$275,000 of a one-time appropriation for a grant to MEO to purchase one 24-passenger accessible bus for Molokai.
- Decrease of \$1,437,714 from the PARK MAUI program due to not expanding the program as a result of the wildfires.
- Increase of \$250,000 for a 5% increase requested by MEO on salaries and fringe for the MEO Human Service Transportation grant.
- Increase of one General Funded EP for a Grants Specialist II position with six months funding of \$29,148.

- a. Explain any budget changes made because of the August 2023 wildfires.**

**Response:** The decrease in the PARK MAUI program was made because part of the program included parking management within Lahaina town. The program is able to consider other locations, but we need to further discuss what the priority will be moving forward.

- b. If your budget will decrease, how will this impact your Department's operations and ability to serve the public?**

**Response:** When comparing the FY 2024 adopted and FY 2025 proposed budgets, the Department's operations budget decreased by 4.4% overall. This is primarily attributed to the items noted above. It will not impact our operations other than the PARK MAUI program which will not be expanded this year.

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

**Response:** There are a total of three vacant positions within the Department.

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

**Response:** Info as follows:

- Transportation System Analyst (LTA) – job posted 2/9/23 (under continuous recruitment)
- Planner V – job posted 4/1/23 (under continuous recruitment)
- Program Specialist III – job posted 1/23/24 (under continuous recruitment)

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

**Response:** Info as follows:

- Transportation System Analyst (LTA) – currently going through interviews.
- Planner V – currently going through interviews.
- Program Specialist III – recently posted and in open recruitment, waiting for qualified list from DPS.

**c. What are the consequences, if any, for removing funding for these vacant positions from the FY 2025 Budget?**

**Response:** The responsibilities of these positions will continue to fall primarily on the department heads and existing staff.

**Question 3: If your Department had expansion positions in the FY 2024 Budget, how many of those positions were filled? If they have not been filled, are they included in the FY 2025 Budget? How many months of funding are being requested?**

**Response:** There was one expansion position requested and approved in the FY 2024 budget. That position has been filled.



**Question 4: If your Department is proposing expansion positions in the FY 2025 Budget, how do you plan to fill those positions?**

**Response:** The Department has found that reaching out to potential candidates has garnered better results than waiting for qualified people to apply for open positions.

**Question 5: How many positions were filled in FY 2024 that were not expansion positions?**

**Response:** Two positions were filled in FY 2024 that were not expansion positions.

**Question 6: In what ways did the Department recruit to fill vacancies and what were the most effective methods for attracting candidates?**

**Response:** The Department has found that reaching out to potential candidates has garnered better results than waiting for qualified people to apply for open positions.

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

**a. How much in overtime has been paid to date in FY 2024 and what was the reason for the overtime?**

**Response:** As of February 29, 2024, overtime pay in FY 2024 is \$18,059. This was due to the Lahaina Fire response and unfilled positions.

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

**Response:** Yes.

**c. Do you anticipate that overtime costs in FY 2025 will increase or decrease and what are the reasons for your assumption?**

**Response:** Overtime costs will decrease as positions are filled. Additionally, we don't expect disaster related overtime costs in FY 2025.

**Question 8: The following questions are related to your Department’s program and activities:**

- a. **Identify the program and activities conducted by your Department because of a Federal or State mandate. Indicate the amount of Federal or State funding the County receives for each program or activity, including how much for each the County expends.**

**Response:** Federal Transit Administration (FTA) funds are utilized to purchase buses for our Maui Bus contracts. The expectation of FTA is that the three Maui Bus transportation programs will continue on an ongoing basis. Federal fund allotments vary by federal fiscal year.

- b. **Identify the programs and activities conducted solely because of a Maui County Code mandate and indicate the amount for each the County expends.**

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

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

**Question 9: If your Department had Capital Improvement Projects (“CIPs”) in FY2024?**

- a. **Provide the current status of each CIP project, if different from the information provided in the Fiscal Year 2024 2nd Quarter CIP Report.**

**Response:** There were two CIP projects in FY 2024 as follows:

- Transportation Baseyard Facility
- Bus Stops and Shelters

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

**Response:** Transportation Baseyard Facility:

- The Department just received the budget amendment and are working toward selecting a consultant for professional services for the planning and design of the facility. We expect to make that selection shortly.

Bus Stops and Shelters:

- The Department needed to re-evaluate the planning and design of FY 2024 bus shelters due to the Lahaina Wildfires. We are in the process of finalizing those plans and anticipate encumbering funds for construction of the bus shelters by December 2024.

**Question 10: If your Department has proposed CIPs for FY 2025:**

- a. Rank your proposed CIPs, by priority.**

**Response:** There are two CIP projects proposed in FY 2025 as follows:

- Transportation Baseyard Facility
- Bus Stops and Shelters

- b. Will CIP funding included in the FY 2025 Budget be encumbered by June 30, 2025? If not, how much do you anticipate will be encumbered by that date?**

**Response:** The Department anticipates encumbering the requested funds by December 31, 2025.

**Question 11: If your Department manages a revolving fund:**

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

**Response:** N/A

- b. Provide the current balance.**

**Response:** N/A

**Question 12: If your Department manages grants:**

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

**Response:** N/A

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

**Response:** Grants are as follows:

- MEO Bus Replacement Grant - \$275,000
- MEO Human Services Transportation Grant - \$7,074,662
- DOH Air Ambulance Grant - \$672,215

**Question 13: Please provide details on your Department's Carryover/Savings that were included in the FY 2025 Budget.**

**Response:** The carryover savings included in the FY 2025 budget are from the unrestricted fund balance for FY 2023 reflected in the County's Annual Comprehensive Financial Report (ACFR). Any carryover savings from FY 2024 will be recognized in the FY 2026 budget.

**Question 14: What are your top three Department priorities for FY 2025 and how does your Department's budget reflect that?**

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

1. Fill vacant positions.
2. Finalize the planning and design of the transportation baseyard facility.
3. Review and maintain core transportation services.

**Question 15: Did the Department apply for any grant funding in FY 2024? If yes, how much in funding was received?**

**Response:** The Department applied for a Congressionally Directed Spending Request with Senator Schatz and Representative Tokuda. We are still waiting for awards to be announced.

**Question 16: How much has your Department spent on Professional Services in FY 2024, and what projects and consultants were funded under this line item?**

**Response:** As of 2/29/24, the Department as expended \$33,410 for our Washington Liason.

**Question 17: How much of the Departments expenditures in FY 2024 will be reimbursed by the Federal Emergency Management Agency in relation to the wildfires? What amount of FY 2025 expenditures are expected to be reimbursed?**

**Response:** Transportation submitted a claim with FEMA for Force Account Labor in the Amount of \$10,030.27. The cost share is 90/10. The only expenditures for FY 2025 that is anticipated would be to replace the one heavy-duty low-floor diesel transit bus that burned in the wildfires. Information regarding the bus is stated in the following question.

**Question 18: Provide a list of equipment, locations, and structures used or managed by your Department that was destroyed in the wildfires. Explain for each whether your Department plans to repair or replace it. If it will be repaired or replaced, provide the estimated cost and timeline for the repair or replacement.**

**Response:** The Department lost one heavy-duty low-floor diesel transit bus in the Lahaina wildfires. The bus was parked at the baseyard near the Lahaina smoke stack off of Papalaua Street. The Department has been working with Corporation Counsel – Risk Management Division regarding insurance monies for the bus and has been working with FEMA on covering the replacement cost of the bus. The Department plans to go out to bid to replace this bus. The estimated cost provided by a bus dealer to Corporation Counsel was \$892,701. Bus generally take approximately a year and a half to complete.

Should you have any questions, please contact me or Department of Transportation at ext. 7511.

Sincerely,



MARC TAKAMORI, Director,  
Department of Transportation

## BFED Committee

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**From:** Janina Agapay <Janina.E.Agapay@co.maui.hi.us>  
**Sent:** Thursday, March 28, 2024 4:09 PM  
**To:** BFED Committee  
**Cc:** Lesley Milner; Marc Takamori  
**Subject:** (BFED-1)(TD-1)  
**Attachments:** (BFED-1)(TD-1).pdf

Hello,

Please see attached correspondence from Transportation.

Thank you,

**Janina Agapay**

County of Maui

Budget Office

(808) 270-7836

[Janina.E.Agapay@co.maui.hi.us](mailto:Janina.E.Agapay@co.maui.hi.us)