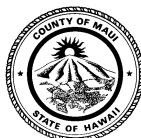


Council Chair  
Alice L. Lee

Vice-Chair  
Yuki Lei K. Sugimura

Presiding Officer Pro Tempore  
Tasha Kama

Councilmembers  
Tom Cook  
Gabe Johnson  
Tamara Paltin  
Keani N.W. Rawlins-Fernandez  
Shane M. Sinenci  
Nohelani U'u-Hodgins



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](http://www.MauiCounty.us)

February 7, 2025

Mr. Richard "Remi" Mitchell, Director  
Department of Housing  
County of Maui  
Wailuku, Hawaii 96793

Dear Mr. Mitchell:

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

The Council's Budget, Finance, and Economic Development Committee discussed Bill 6 (2025) at its meeting of February 4, 2025.

May I please request you provide the following:

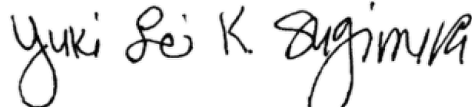
1. The bargaining unit and proposed salary range/step for each proposed expansion position identified in correspondence from the Budget Director dated January 10, 2025; and
2. The Department's current and proposed organizational charts.

May I further request you transmit your response to [bfed.committee@mauicounty.us](mailto:bfed.committee@mauicounty.us) by **February 19, 2025**. To ensure efficient processing, please include the Committee item number, BFED-20(1), in the subject line.

Mr. Richard "Remi" Mitchell  
February 7, 2025  
Page 2

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

Sincerely,

A handwritten signature in black ink that reads "Yuki Lei K. Sugimura". The signature is written in a cursive, flowing style.

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

bfed:ltr: 020(1)aho03:kes

Attachment

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

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

**JOSIAH NISHITA**  
Managing Director



**OFFICE OF THE MAYOR**  
COUNTY OF MAUI  
200 SOUTH HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
[www.mauicounty.gov](http://www.mauicounty.gov)

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

REFERENCE NO. BD-BA 25-53

January 10, 2025

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

APPROVED FOR TRANSMITTAL

For Transmittal to:

 1/10/2025  
Mayor Date

Honorable Alice L. Lee, Chair  
and Members of the Maui County Council  
200 South High Street  
Wailuku, Hawaii 96793

Dear Chair Lee and Members:

**SUBJECT: AMENDMENTS TO THE FISCAL YEAR 2025 BUDGET  
(DEPARTMENT OF HOUSING, HOUSING PROGRAM)**

On behalf of the Department of Housing, I am transmitting a proposed bill entitled "A BILL FOR AN ORDINANCE AMENDING THE FISCAL YEAR 2025 BUDGET, COUNTY OF MAUI, DEPARTMENT OF HOUSING, HOUSING PROGRAM, GENERAL."

The purpose of the proposed bill is to amend the Fiscal Year ("FY") 2025 Budget, Department of Housing, Housing Program, General to increase the equivalent personnel from 17.0 to 23.0.

The bifurcation of the Department of Housing and Human Concerns created a new Department of Housing with four divisions (Administration, Federal Housing Programs, County Housing Programs, and Housing and Community Development). The six proposed expansion positions will allow the Department to better achieve its mission and more effectively administer each division's programs and overall operations.

The proposed expansion positions are:

- Administration
  - Research Analyst
    - Assist the Department's leadership team with reviewing, analyzing, and drafting summary reports, presentations, proposals, and other documents related to Department programs, operations, and functions.
  - Accountant III
    - Provide quality control of the departments' accounting and financial transactions including analysis of fiscal data, controlling accounting records, maintaining and reconciling accounts, and ensuring accounting procedures are properly implemented throughout the Department.
- Federal Housing Program Division
  - Program Specialist III
    - Assist in managing Congressional Directed Spending and Community Project Funding requests, the Department's federal funding requests for housing, and other additional federal funding opportunities.
  - Secretary II
    - Provide administrative support to the Federal Housing Program Division.
- County Housing Programs Division
  - Secretary I
    - Provide administrative support to the County Housing Programs Division.
- Housing and Community Development Division
  - Secretary I
    - Provide administrative support to the Housing and Community Development Division.

No additional funding is being requested for the Fiscal Year 2025 Budget as the Department has sufficient cost savings from vacancies to fund these positions for the remainder of the Fiscal Year.

Alice L. Lee, Chair  
January 10, 2025  
Page 3

Thank you for your attention in this matter. Should you have any questions, please contact me at ext. 8239.

Sincerely,

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

LESLEY MILNER  
Budget Director

Attachment

cc. Richard E. Mitchell, Director of Housing