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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 12, 2024

The Honorable Richard T. Bissen, Jr.
Mayor, County of Maui
Wailuku, Hawaii 96793

Dear Mayor Bissen:

SUBJECT: **FISCAL YEAR (“FY”) 2025 BUDGET** (BFED-1) (OM-3)

Thank you for participating in the Committee’s discussions on April 10, 2024. The Committee respectfully submits the follow-up questions listed below. May I further request that you transmit a written response to bfed.committee@mauicounty.us by **April 18, 2024**.

1. The Chief of Staff also serves as the County’s Energy Commissioner.
 - a. When was he appointed to this role?
 - b. Please provide a copy of his resume, including work experience and a list of past projects he has been involved with.
2. Relating to Office of Economic Development (“OED”) grants for FY 2024:
 - a. How many grants were written and applied for by OED in FY 2024, to date?
 - b. How many grants were in response to the wildfires?
 - c. How many grants were awarded in FY 2024, to date? Please include the grant name and funding amount.
 - d. What role, if any, does Tetra Tech serve as it relates to grant funding?

The Honorable Richard T. Bissen, Jr.
Mayor, County of Maui
April 12, 2024
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3. In the FY 2025 Budget, six County departments are each requesting a Public Information Officer (“PIO”) expansion position.
 - a. There are currently six positions within the Mayor’s Communications Office. Should these expansion positions be approved, what role will that leave the Mayor’s Communications Office?
 - b. Will these new PIO positions be limited-term appointments?
 - c. How will the existing PIO class specification be amended to cover similarly titled positions in departments other than Office of the Mayor and the Department of Management? What is the timeline for this amendment to be approved?
4. Please provide a status update on the \$50,000 Local Assistance and Tribal Consistency Fund grant authorized under Ordinance 5509 (2024). Did the County also receive this grant in FY 2024? Who applied for this grant, and if it was approved, what were the grant funds used for?
5. Should a representative from OED consider having a permanent office at each of the Business Resource Centers to provide onsite support for clients?
6. Under index code 903013B-6035 Miscellaneous Supplies, \$1,000 is an expansion request for miscellaneous expenses for Sister City events and dignitary meetings. Please explain why the Mayor’s Contingency fund of \$20,000 cannot be used to supplement this.
7. The Innovation Officer position (P-33120) is being transferred to the Mayor’s Communications Office as an Executive Assistant position.
 - a. Please explain why the Innovation Officer position is no longer needed. Who will Office of Innovation staff report to instead?
 - b. Of the five remaining positions in the Office of Innovation, how many are filled? And what are their responsibilities?

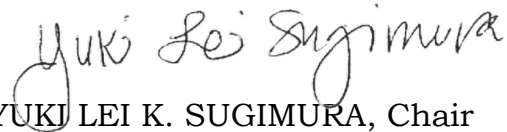
The Honorable Richard T. Bissen, Jr.
Mayor, County of Maui
April 12, 2024
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8. Please list the duties of the Grants Management Operations Assistant under the Office of Innovation. Because the Grants Management Program is under OED, will Office of Innovation grants be transferred to OED?
9. Executive Assistant positions P-26226, P-28636, and P-29236 have proposed salary increases. Please provide a justification for these increases.
10. Please provide a status update on the land management for Mapulehu Glass House on Molokai.
11. Please provide the score sheet used by OED during the grant review process.
12. Relating to the Film Industry:
 - a. How will the film industry be impacted when the program transfers to the Maui Economic Development Board, Inc.? How will the Maui County Film Commissioner be impacted?
 - b. If the Maui County Film Commissioner position is contracted out instead of being a County employee, under what authority is the Mayor given to appoint this position?
 - c. The film industry is seen as an emerging industry in the State that could help diversify the local economy. With OED cultivating the County's film industry, how much would a soundstage studio cost?
13. Please list all proposals within the proposed FY 2025 Budget that directly address the August 2023 wildfires, including wildfire recovery and response, sustainability, and resiliency.

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).

The Honorable Richard T. Bissen, Jr.
Mayor, County of Maui
April 12, 2024
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Sincerely,

A handwritten signature in black ink that reads "Yuki Lei Sugimura". The signature is written in a cursive style with a large initial "Y".

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

bfed:2025bgt:240411aom01:jpp

cc: Economic Development Director
Acting Budget Director

BFED Committee

From: BFED Committee
Sent: Friday, April 12, 2024 5:40 PM
To: Leo Caires
Cc: BFED Committee; Michelle Santos; Zeke Kalua; Lesley Milner; Kristina Cabbat; Luana Mahi
Subject: PLEASE READ attached letter re: FISCAL YEAR ("FY") 2025 BUDGET (BFED-1) (OM-3); reply by 04/18/2024
Attachments: 240411aom01.pdf

Mr. Caires: Please refer to the attached letter from the Budget, Finance, and Economic Development (BFED) Committee Chair, dated April 12, 2024. Please respond by **April 18, 2024**.

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

Ms. Milner: FYI

Thank you,
BFED Committee

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

April 18, 2024

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

APPROVED FOR TRANSMITTAL

Richard T. Bissen 4-18-24

Mayor Date

For Transmittal to:

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

Dear Chair Sugimura:

SUBJECT: **FISCAL YEAR ("FY") 2025 BUDGET** (BFED-1) (OM-3)

Pursuant to your correspondence dated April 12, 2024, below are the responses to the following:

1. The Chief of Staff also serves as the County's Energy Commissioner.

a. When was he appointed to this role?

The Chief of Staff was appointed as Energy Commissioner mid-January 2024.

b. Please provide a copy of his resume, including work experience and a list of past projects he has been involved with.

We are fortunate to have our Chief of Staff with his background in energy, which includes related work on the following projects: solar, wind and microgrid energy projects in Hawaii. His experience and past project experience will be able to support the office of the Mayor's energy initiatives.

Per MQs found in the job description, COS exceeds the following criteria: graduated from a 4 year university, and has more than 5 years working in the energy development field.

2. Relating to Office of Economic Development (“OED”) grants for FY 2024:

a. How many grants were written and applied for by OED in FY 2024, to date?

1. REPI DOD Challenge Mauka to Makai \$1.5 million, *Awarded*
2. EDA Food Safety, \$150,000, *Pending*
3. EDA Climate Workforce Resilience, \$586,000, *No Award*
4. CPRG Maui Million Trees, \$3.5 million, *Pending*
5. FEMA Disaster relief, \$1.8 million, *Obligated (per FEMA/HI-EMA) waiting final*

b. How many grants were in response to the wildfires?

1. *FEMA*

c. How many grants were awarded in FY 2024, to date? Please include the grant name and funding amount.

Awarded grants:

1. REPI DOD Challenge Mauka to Makai \$1.5 million, **Awarded**, funds will not be received until FY 2025.

d. What role, if any, does Tetra Tech serve as it relates to grant funding?

Tetra Tech does not relate to any other grant aside from the FEMA which they are serving in a consultant capacity.

3. In the FY 2025 Budget, six County departments are each requesting a Public Information Officer (“PIO”) expansion position.

a. There are currently six positions within the Mayor’s Communications Office. Should these expansion positions be approved, what role will that leave the Mayor’s Communications Office?

The Mayor’s Communications Office will continue to generate news releases on the County’s program services and initiatives, manage social media platforms, as well as respond to media. The Communications Office provides constituent services for a large amount of requests for proclamations, commemorative certificates and speaking engagements and presentations. The demand for disaster-related information is a significant one and requires daily attention from communications staff in order to compile information, ensure accuracy and timely distribution to the public and media outlets – this demand is not expected to decline in the near future.

Should the requests for PIOs from six departments be approved, it will provide those departments with the ability to meet the public's expectations for more proactive information on each department's services and facilities. In the absence of a PIO position, identifying and compiling information details for public information from departments will depend on the availability of other department staff to find time to gather information or to be cognizant of information the public would find helpful to know. The six departments requesting expansion positions of a PIO each have significant public facing operations. Missed opportunities to identify and convey information to the community often frustrates residents and businesses who rely on our services, programs and facilities.

In FY 2025, twenty-three departments will need to keep the public informed. Should the six PIO positions be approved, the Mayor's Communications Office will continue to serve the remaining departments as needed.

b. Will these new PIO positions be limited-term appointments?

No, these positions will be EP civil service positions.

PIOs supporting a specific department's needs ensures that the public's need for information is maintained.

c. How will the existing PIO class specification be amended to cover similarly titled positions in departments other than Office of the Mayor and the Department of Management? What is the timeline for this amendment to be approved?

Classification of the requested expansion positions will be based on the nature and level of duties, responsibilities, and the complexity of the work assigned by the department. Each position description will be audited and classified as appropriate by the Department of Personnel Services.

The Public Information Officer, SR-24 class is intended for the Office of the Mayor and/or Department of Management, which plans, develops, and conducts a variety of public information material and diverse subjects to the general public on all county-wide communications.

A more appropriate classification for a department level PIO would be an Information and Education Specialist, SR-22. This class of work plans and executes a comprehensive public information program for a major operating department that includes educational and community relations activities; and performs other related duties as required.

4. Please provide a status update on the \$50,000 Local Assistance and Tribal Consistency Fund grant authorized under Ordinance 5509 (2024). Did the County also receive this grant in FY 2024? Who applied for this grant, and if it was approved, what were the grant funds used for?

We have received a total of \$100,000 to date.

2023-\$50,000

2024-\$50,000

No applications have been received however, OED will continue to reach out and provide community information and workshops to assist organizations with applying for this funding. There is no deadline to expend these funds.

5. Should a representative from OED consider having a permanent office at each of the Business Resource Centers to provide onsite support for clients?

We already have an OED representative at each Business Resource Center, and as soon as we find a space on the West Side, we will do the same there.

6. Under index code 903013B-6035 Miscellaneous Supplies, \$1,000 is an expansion request for miscellaneous expenses for Sister City events and dignitary meetings. Please explain why the Mayor's Contingency fund of \$20,000 cannot be used to supplement this.

This was added as a separate line item in order to be able to clearly track expenses for these types of events. If the Council would prefer that these costs not be a separate line item, there is no objection.

7. The Innovation Officer position (P-33120) is being transferred to the Mayor's Communications Office as an Executive Assistant position.

a. Please explain why the Innovation Officer position is no longer needed. Who will Office of Innovation staff report to instead?

The Innovation Office position is no longer needed as the Office is now working closely with the Office of Economic Development rather than in a silo. The OIS team reports to the Director of OED therefore the Innovation Officer is not needed at this time.

b. Of the five remaining positions in the Office of Innovation, how many are filled? And what are their responsibilities?

We have 3 filled positions, Chief Sustainability Office, Chief Environmental Coordinator and Indigenous Innovation Officer.

The OIS team is responsible for but not limited to the following: managing projects, overseeing grant applications, and assisting with providing information on Federal Grant Applications.

8. Please list the duties of the Grants Management Operations Assistant under the Office of Innovation. Because the Grants Management Program is under OED, will Office of Innovation grants be transferred to OED?

During FY 2024, the individual in this position transferred to the Office of Economic Development. Before and after the transfer, they were responsible for oversight of the Environmental Protection grants. All remaining Office of Innovation grants were transferred to OED in FY 2025.

When filled, we anticipate this position will work with OED on management of the OIS grants that have been transferred.

9. Executive Assistant positions P-26226, P-28636, and P-29236 have proposed salary increases. Please provide a justification for these increases.

Increases for these EA positions are based on expanded duties, including supervisory functions. The description in the budget details will be adjusted to clarify this.

10. Please provide a status update on the land management for Mapulehu Glass House on Molokai.

Aina Archeology is the vendor that was selected and Hale Aloha is a subconsultant. The archaeological inventory survey was started and consultation with lineal and cultural descendants is ongoing. They should have some preliminary recommendations in the Fall.

11. Please provide the score sheet used by OED during the grant review Process.

See attached.

12. Relating to the Film Industry:

a. How will the film industry be impacted when the program transfers to the Maui Economic Development Board, Inc.? How will the Maui County Film Commissioner be impacted?

We do not expect any impact to the film industry when the program transfers to MEDB. The Film Commissioner is already working under MEDB and will not be impacted.

b. If the Maui County Film Commissioner position is contracted out instead of being a County employee, under what authority is the Mayor given to appoint this position?

The mayor did not appoint this position. The Film Commissioner was hired by MEDB with input from the Office of Economic Development

c. The film industry is seen as an emerging industry in the State that could help diversify the local economy. With OED cultivating the County's film industry, how much would a soundstage studio cost?

The cost to build a soundstage varies depending on factors including location, size, lighting, construction materials, soundproofing, and whether it is a temporary or permanent construction. OED will work with MEDB to develop possible parameters and solicit quotes. When this information is available, it will be provided to the appropriate Committee or to the Council.

13. Please list all proposals within the proposed FY 2025 Budget that directly address the August 2023 wildfires, including wildfire recovery and response, sustainability, and resiliency.

The 2023 wildfires were always front of mind when preparing the proposed FY 2025 Budget. This included increased expenses for some Departments and flat or reduced budgets for other Departments.

*Office of Recovery - \$91,078,982 (\$36,578,982 with no bridge loan)
Department of Fire and Public Safety - \$7,233,574
Department of Police - \$160,000
Maui Emergency Management Agency - \$1,847,549
Department of the Corporation Counsel - \$343,213
Department of Finance, Countywide, Insurance and Self-Insurance - \$4,200,000
Department of Public Works - \$621,108
Department of Water Supply - \$51,150*

CIPs

*West Maui - \$28,440,000 (please see Bill 61 (2024), Appendix B, Page 14)
Department of Management - \$145,500,000*

Social Services Funding - The County of Maui administers grants to a variety of organizations that provide services that benefit people all over the County, including those impacted by the wildfires. At this time, it is not possible to quantify what portion of these services are delivered to which parts of the County. Please see attached spreadsheet for a list of these grants.

Yuki Lei K. Sugimura, Chair
April 18, 2024
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Should you have any questions, please contact me at ext. 8275.

Sincerely,

A handwritten signature in blue ink, appearing to read "Leo Caires", is written over the word "Sincerely,". The signature is stylized with large loops and a long horizontal stroke.

LEO CAIRES
Chief of Staff

Review of FY24, Round 3 - OED Grant Application

Organization, Overall Rating

1) Introduction (6 pts)

Do you have confidence in this organization's ability to fulfill grant deliverables?

Background info (1 pt) *

- 1
- 0

Mission (1 pt) *

- 1
- 0

Ability to accomplish project (2 pts) *

- 2
- 1
- 0

Organizers, experience, & qualifications (2pts) *

- 2
- 1
- 0

Introduction Comments: *

B *I* U ☰ ☷ ” 🔗

⏪ [Text Area] ⏩

2) Project Description (20 pts)

Will this project benefit Maui's economic, cultural heritage, and/or have a clear purpose and path to fulfill its priority area?

Implementation dates (2 pts) *

- 2
- 1
- 0

Location (2pts) *

- 2
- 1
- 0

Public purpose (6 pts) *

- 6
- 5
- 4
- 3
- 2
- 1
- 0

What is to be provided: Activities and Services (10 pts) *

- 10
- 9
- 8
- 7
- 6
- 5
- 4
- 3

- 2
- 1
- 0

Project Description Comments: *

B I U    

3) Proposal Narrative (25 pts)

Goals/Objectives, Action Steps, & Performance Measures

Are the goal(s) clearly linked to Economic Opportunity, culture, and/or its priority area?

Goals (3 pts) *

- 3
- 2
- 1
- 0

Objectives (2 pts) *

- 2
- 1
- 0

Action Steps (10 pts) *

- 10
- 9
- 8
- 7
- 6
- 5
- 4

- 3
- 2
- 1
- 0

Performance Measures (10 pts) *

- 10
- 9
- 8
- 7
- 6
- 5
- 4
- 3
- 2
- 1
- 0

Proposal Narrative Comments: *

B *I* U ☰ ☷ ” 🔗

4) Economic Impact (15 pts)

Is there a strong correlation to this project activities and the overall impact to Maui's economy?

How it will increase organizations capacity (1 pt) *

- 1
- 0

Create new jobs or expand business (2 pt) *

- 2
- 1
- 0

Addressed economic problems (3 pt) *

- 3
- 2
- 1
- 0

How will project benefit Maui's economy (3 pts) *

- 3
- 2
- 1
- 0

Targeted population and geographic areas (3 pts) *

- 3
- 2
- 1
- 0

Answers question "Why should Maui tax payers fund this project?" (3 pts) *

- 3
- 2
- 1
- 0

Economic Impact Comments: *

B I U    

5) Marketing Plan (5 pts)

Is there a clear understanding of how to market this project to gain attendance/volunteers/or participants?

Clear marketing plan for project (1 pt) *

- 1
- 0

Use of local resources for promotion (1 pt) *

- 1
- 0

Timeline (2 pts) *

- 2
- 1
- 0

List of media companies both digital and traditional (1 pt) *

- 1
- 0

Marketing Plan Comments: *

B I U    

USE OF LOCAL & COMMUNITY RESOURCES:

List other funding sources and volunteers

Partner organizations

Is this organization supported by the community and/or demonstrates strong partnerships in Maui County?

6) Economic Self Sufficiency (5 pts)

Will this applicant/project depend on OED/County funding for its project? If funding stops will this project fail?

Plan for economic self sufficiency (2 pts) *

- 2
- 1
- 0

Timeline (1 pt) *

- 1
- 0

How you will generate revenue? (2 pts) *

- 2
- 1
- 0

Economic Self Sufficiency Comments: *

B I U    

7) Budget & Narrative (25 pts)

Is this a well-rounded budget or is it inflated? Does the narrative give enough insight and justification for the use of County funds?

Budget & Narrative (7 pts) *

- 7
- 6
- 5
- 4
- 3
- 2

- 1
- 0

Realistic (4 pts) *

- 4
- 3
- 2
- 1
- 0

Narrative provided for all lines (10 pts) *

- 10
- 9
- 8
- 7
- 6
- 5
- 4
- 3
- 2
- 1
- 0

Was addition correct? (4 pts) *

- 4
- 3
- 2
- 1
- 0

B I U    

RECOMMENDED FUNDING: Overall assessment of the organization, project, and proposal *

County Grant Subsidies - Wildfire Related

Agricultural Operations/infrastructure	2,130,000
Agriculture Recovery	1,000,000
MEO Agriculture Micro grants program	3,000,000
Purchasing Division Overtime from Fires	5,000
Affordable Rental Housing Program	3,000,000
Hale Mahaolu for Homeowners and Counseling	190,000
Food, shelter and safety grants	738,000
Early childhood grants	1,805,402
Substance abuse prevention and treatment	1,184,957
Houseless Programs	1,803,300
Feed my Sheep	125,000
Mental Health Association in Hawaii	110,000
Mental Health Kokua	192,337
Salvation Army	95,000
Self sufficiency programs	95,000
Services to frail and elderly	900,000
Women Helping Women	228,000
Maui Food Bank	400,000
Maui Adult Daycare	514,740
Kupuna Care Program	1,142,917
Title III Programs	1,500,000
Boys and Girls Club	1,430,100
Big Brothers Big Sisters	195,000
MEO Youth Services	329,572
Lahaina Restoration Foundation	191,000
Total	<u>22,305,325</u>

BFED Committee

From: Lesley Milner <Lesley.J.Milner@co.maui.hi.us>
Sent: Thursday, April 18, 2024 5:36 PM
To: BFED Committee
Cc: Janina Agapay
Subject: (BFED-1)(OM-3)
Attachments: (BFED-1)(OM-3).pdf

Aloha,

Please see attached correspondence from the Office of the Mayor. Thank you very much.

-Lesley

Lesley Milner
Acting Budget Director
County of Maui
200 S. High Street
Wailuku, HI 96793
808-270-8239