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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 14, 2025

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

Dear Mr. Mitchell:

SUBJECT: **FISCAL YEAR 2026 BUDGET** (BFED-1) (HO-03)

Thank you for participating in the Committee's discussion on April 11, 2025. 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 21, 2025**.

1. As noted to the Committee last year, the Managing Director said the County discussed with Pulelehua's project developer about acquiring portions of the project containing affordable housing units. However, the proposed terms were beyond what the County thought was feasible. Has the County revisited this discussion? Is the County willing to purchase a portion or all of the Pulelehua project? (TP)
2. We are nearing the two-year anniversary of the August 2023 Maui wildfires. What steps have the Department and Administration taken to provide new, permanent, affordable housing* opportunities in West Maui? "Affordable housing" means: a housing project that is 100-percent affordable, the parcel is correctly zoned at the County and State levels, and identified in the respective Community Plan. (TP)
3. In the FY 2025 Council Adopted Budget, up to \$3,000,000 was conditioned under the Affordable Housing Fund to Homestead Community Development Corporation for the Permanently Affordable Rental Unity Strategy, or PARUS. What is the status of PARUS? Please provide details of the agreement, if any. (TP)

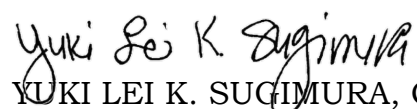
Mr. Richard "Remi" E. Mitchell
April 14, 2025
Page 2

4. In your HO-1 response, you noted a total of 18 vacant positions in the Department, five of which are unfunded. For the remaining 13 vacancies, how many more steps need to be taken before the Department can post for open recruitment? Has the Department identified candidates who are willing, ready, and able to apply for these positions? (TP)
5. The following relate to the Section 8 Housing Choice Voucher Program: (TK)
 - a. How long is the waitlist?
 - b. How old is the waitlist?
 - c. When does the application process open for the waitlist?
6. What is the Department's stance on Real Property Tax rates as it relates to incentivizing local homeowner occupancy while disincentivizing non-local ownership? Please explain. (GJ)
7. Please provide a copy of your Department's approved reorganization. (YLS)

To ensure efficient processing, please duplicate the coding in the subject line above for easy reference.

Thank you for your attention to this request. 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:250411aho01:jpp
cc: Mayor Richard T. Bissen, Jr.
Budget Director
Deputy Director of Housing

BFED Committee

From: BFED Committee
Sent: Monday, April 14, 2025 6:47 PM
To: Richard.E.Mitchell@co.maui.hi.us
Cc: 'Michelle Santos'; 'Zeke Kalua'; Lesley Milner; kristina.cabbat@co.maui.hi.us; tiare.p.horner@co.maui.hi.us; Janina E. Agapay; Saumalu Mataafa; Amanda.M.Martin@co.maui.hi.us; BFED Committee
Subject: RE: FISCAL YEAR 2026 BUDGET (BFED-1) (HO-03); reply by 4/21/25
Attachments: (HO-3) Correspondence to Housing 04-14-2025.pdf

RICHARD T. BISSEN, JR.
Mayor

RICHARD E. MITCHELL, ESQ.
Director

SAUMALU MATA'afa
Deputy Director



DEPARTMENT OF HOUSING
COUNTY OF MAUI
2065 MAIN STREET, SUITE 108
WAILUKU, MAUI, HAWAI'I 96793
PHONE: (808) 270-7351
FAX: (808) 270-6284

April 21, 2025

Ms. Lesley Milner 
Budget Director
County of Maui
200 South High Street
Wailuku, Hawai'i 96793

APPROVED FOR TRANSMITTAL

 4-22-25
Mayor Date

Honorable Richard T. Bissen, Jr.
Mayor, County of Maui
200 South High Street
Wailuku, Hawai'i 96793

For Transmittal to:

Honorable Yuki Lei K. Sugimura, Chair
Budget, Finance, and Economic Development Committee
Maui County Council
Wailuku, Hawai'i 96793

Dear Chair Sugimura:

SUBJECT: FISCAL YEAR 2026 BUDGET (BFED-1) (HO-03)

The Department of Housing (Department) is in receipt of your letter dated April 14, 2025, relating to the Department's Fiscal Year (FY) 2026 proposed budget. Both the Budget, Finance, and Economic Development (BFED) Committee's questions and the Department's responses are below:

1. **As noted to the Committee last year, the Managing Director said the County discussed with Pulelehua's**

project developer about acquiring portions of the project containing affordable housing units. However, the proposed terms were beyond what the County thought was feasible. Has the County revisited this discussion? Is the County willing to purchase a portion or all of the Pulelehua project? (TP)

Several County Departments convened a meeting with Paul Cheng, the Pulelehua project developer, on February 28, 2025, to discuss his various requests to the County. At the meeting, Mr. Cheng offered to sell a portion of the Pulelehua project to the County. Mr. Cheng submitted a written offer and other related materials to the Department of Management during the first week of March. The Department of Management asked the Department of Finance to obtain an appraisal for the project on March 14, 2025.

2. **We are nearing the two-year anniversary of the August 2023 Maui wildfires. What steps have the Department and Administration taken to provide new, permanent, affordable housing* opportunities in West Maui? "Affordable housing" means: a housing project that is 100-percent affordable, the parcel is correctly zoned at the County and State levels and identified in the respective Community Plan. (TP)**

The Department was created on July 1, 2024, approximately one year after the devastating fires. Over the last 10 months, the Department has partnered with a private developer to develop 120 multifamily rental apartments on a portion of a County-owned parcel in Napili. The Council recently passed Bill 33 CD1 (2025) on first reading which allocates up to \$650,000 for predevelopment costs for the project.

The Department is unaware of any existing project that meets the definition of "affordable housing," as described in the question above.

The Department has met with Kaanapali Land Management (Puukolii Mauka project), Paul Cheng (Pulelehua project), and Department of Hawaiian Home Lands (Villages of Leialii

1-B and Honokowai Homestead Community) in FY 2025 to discuss challenges and offer support under the scope of the Department's authority. Each project collectively shares water and wastewater infrastructure challenges that hinder progress. The Department attends monthly meetings with the Department of Environmental Management and the Department of Water Supply to collaborate on regional water and wastewater infrastructure to support the projects.

The Department has executed grant agreements for Lahaina Community Land Trust's Insurance Gap and Property Acquisition Programs. The programs increase the County's affordable housing inventory, maintain housing affordability in perpetuity, and provide insurance assistance to West Maui residents.

The Department also executed a \$36 million loan agreement to redevelop the Kaiaulu o Kupuohi project (Kupuohi) in Lahaina. The Department worked with the Department of Finance to purchase the Kupuohi project site to keep it affordable in perpetuity.

The Department intends to reevaluate the Honokowai parcel for housing development when it is fully staffed. The Honokowai parcel was transferred to the County through a State Executive Order.

The Department collaborates with the Office of Recovery regularly on the redevelopment of destroyed multifamily rental properties in West Maui.

The Department is currently working on redeveloping the destroyed Komohana Hale Apartments and is seeking federal reimbursements for the destroyed Lahaina Crossroads Apartments.

3. **In the FY 2025 Council Adopted Budget, up to \$3,000,000 was conditioned under the Affordable Housing Fund to Homestead Community Development Corporation for the Permanently Affordable Rental Unity Strategy, or PARUS. What is the status of PARUS? Please provide details of the agreement, if any. (TP)**

The Department is currently in the process of executing a grant agreement with PARUS.

4. **In your HO-1 response, you noted a total of 18 vacant positions in the Department, five of which are unfunded. For the remaining 13 vacancies, how many more steps need to be taken before the Department can post for open recruitment? Has the Department identified candidates who are willing, ready, and able to apply for these positions? (TP)**

The Hawaii Governmental Employees Association (HGEA) concluded its consultation with the Department on its comprehensive FY 2025 reorganization on April 11, 2025.

The Department of Personnel Services (DPS) now must review the proposed actions for all positions including the thirteen vacancies before the Department can post for recruitment. The DPS has already started its review of several key vacant positions.

The Department has received interest from several candidates interested in applying for the Department's vacancies. The Department will be represented at a career fair in May to advertise its approved positions.

5. **The following relate to the Section 8 Housing Choice Voucher Program: (TK)**

- a. **How long is the waitlist?**

The Section 8 Housing Choice Voucher Program waitlist currently has 1,463 applicants.

- b. **How old is the waitlist?**

Applications for the waitlist were accepted from June 26, 2023, through June 30, 2023.

- c. **When does the application process open for the waitlist?**

The Department generally opens the waitlist when it identifies a need to supplement the existing pool of applicants if any of the following occur:

- The Department exhausts its waitlist.
- An inadequate number of applicants apply.
- The number of available vouchers increases.
- Overall applicant demand decreases significantly.

6. What is the Department's stance on Real Property Tax rates as it relates to incentivizing local homeowner occupancy while disincentivizing non-local ownership? Please explain. (GJ)

The Department does not have an official stance on Real Property Tax rates. Director Mitchell has noted on several occasions during Housing and Land Use Committee and BFED meetings that it is important to control the commodification of the County's housing stock. One way to do this is by increasing the owner-occupant exemption commensurate with an increase to the real property tax rates for residential real property. This approach to controlling the commodification is a policy decision to be made by the Council.

7. Please provide a copy of your Department's approved reorganization. (YLS)

See Attachment #1

Should you have further questions, please contact me or the Department at (808) 270-7110 or email me at director.housing@co.maui.hi.us.

Sincerely,

A handwritten signature in blue ink, appearing to read 'R. Mitchell', with a large, stylized flourish extending from the end.

RICHARD E. MITCHELL, ESQ.
Director of Housing

Attachment (1)

DEPARTMENT SUBMITTAL / APPROVED BY

Richard E. Mitchell, Esq., Director of Housing

Date

APPROVED BY

Josiah K. Nishita, Managing Director

Date

DEPARTMENT OF HOUSING (1)

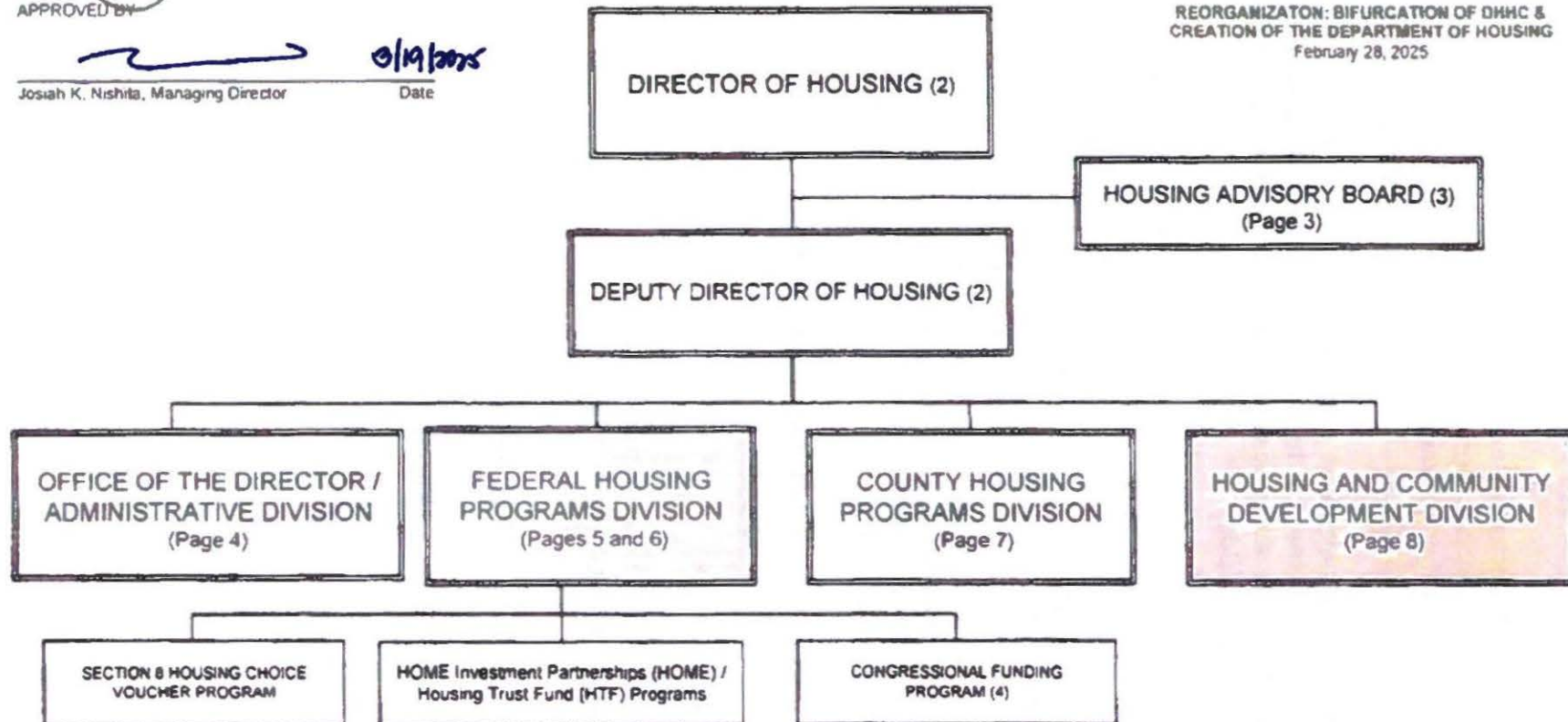
DEPARTMENT OF HOUSING

COUNTY OF MAUI

Target Effective Date: March 7, 2025

Proposed FY2025 Functional Chart

REORGANIZATION: BIFURCATION OF DHHC &
CREATION OF THE DEPARTMENT OF HOUSING
February 28, 2025



(1) The Department of Housing (Department) was created as a result of a 2022 amendment to the Charter of the County of Maui (1983), as amended (Charter), which required the bifurcation of the Department of Housing & Human Concerns (DHHC) into two separate departments, effective July 1, 2024 (see Charter, Chapters 10 and 20, respectively), and approved by Ordinance 5657, Bill No. 60, CD1, FD2 (2024). The Department is organized under the Charter, Section 8-20.1 – 8-20.5 (see Appendix II). The Department's total authorized equivalent personnel (E/P) under the FY2025 Council Adopted Budget is thirty-nine (39), which includes four (4) FY2025 expansion positions + thirty-four (34) positions formerly under FY2024 DHHC's Housing Program, including two (2) FY2023 expansion positions (P-33963, P-X3080) + one (1) position transferred from the Department of Management (P-33549, FY2023 expansion position). The Council authorized an additional six (6) FY2025 expansion positions on February 7, 2025, via a budget amendment (Ordinance 5769, Bill 6 (2025)). The six (6) FY2025 expansion positions are included in the proposed reorganization charts.

(2) FY2025 expansion positions created as a result of a 2022 Charter amendment, bifurcating the DHHC. Four (4) expansions are authorized in the FY2025 Council Adopted Budget, which include the Director, Deputy Director, Private Secretary and Administrative Assistant II.

(3) Housing Advisory Board created as a result of a 2022 Charter amendment, bifurcating DHHC. The Housing Advisory Board consists of five (5) members who advise the Director on efforts to create affordable housing (see Charter Section 8-20.4).

(4) The Congressional Funding Program Section is a new section proposed for the Department's Federal Housing Programs Division.

DEPARTMENT SUBMITTAL / APPROVED BY:

Richard E. Mitchell, Esq., Director of Housing

APPROVED BY:

Josiah K. Nishita, Managing Director

3.3.25

Date

3/19/2025

Date

Department of Housing (1) (4) (5)

Responsible for the execution of Workforce and affordable housing initiatives benefiting County residents. The Department oversees the: Affordable Housing Fund, Experimental and Demonstrative Housing Projects Fund, Home Acquisition and Ownership Programs Fund, and Housing Interim Financing and Buy-Back Revolving Fund. The Department is also responsible for overseeing the County's Residential Workforce Housing policy. The Department fulfills its duties and responsibilities under the Charter, Appendix II, Chapter 20, Sections 8-20.1-5.
Department Proposed E/P=45

DEPARTMENT OF HOUSING

COUNTY OF MAUI

Target Effective Date: March 7, 2025

Proposed FY2025 Functional Chart

REORGANIZATION: BIFURCATION OF DHHC &
CREATION OF THE DEPARTMENT OF HOUSING
February 28, 2025

Office of the Director / Administrative Division

Responsible for organizing, directing, and overseeing the Department's resources and operations. Ensures the performance of responsibilities as mandated by the Charter. Represents the Department at official County Council meetings. Manages the Department in accordance with its approved budget.
E/P = 7, (Page 4)

Housing and Community Development Division (2)

Responsible for supporting efforts to create affordable housing to meet the needs of Maui County residents. This includes facilitating partnerships with entities developing affordable housing on public or private land, overseeing construction of housing projects on County land, and assisting private developers seeking entitlements under Chapter 201H, Hawaii Revised Statutes, or Chapters 2.97 and 16.28, Maui County Code.
E/P=5, (Page 8)

County Housing Programs Division

Responsible for a wide range of affordable/workforce housing initiatives benefiting County residents. Initiatives include: administration of the Department grant programs, oversight of County owned multifamily rental properties, and monitoring affordable housing requirements set in Chapter 2.96, Maui County Code. Oversees the County's Affordable Housing Fund, Homeowner Programs Revolving fund, and the Housing Interim Financing and Buy-Back Revolving fund.
E/P=6, (Page 7)

Federal Housing Programs Division (3)

Responsible for administering federally funded resources for housing and promoting fair housing. Administers federal grants issued by the United States Department of Housing and Urban Development. Pursues and implements other grant opportunities.
E/P=27, (Pages 5-6)

HOME/HTF Programs

ME provides formula grants to fund building, buying, or rehabilitating affordable housing. It also provides direct rental assistance to low-income families. HTF provides grants to produce and preserve affordable housing for extremely low and very low income households.

Section 8 Housing Choice Voucher Program

Provides rental, family self-sufficiency, and mortgage assistance to eligible families under the federally funded Section 8 Housing Choice Voucher Program.

Congressional Funding Program

Provides funding for projects earmarked by Hawaii's congressional delegation. Funding is subject to annual appropriations by Congress.

(1) The Department was created as a result of a 2022 Charter amendment, bifurcating the DHHC, effective July 1, 2024. Reorganization includes transfer of existing positions under FY2024 DHHC's Housing Program to the new Department of Housing, and implementation of expansion positions and transferred positions from the Mayor's Office and the Department of Management.

(2) Facilitating the construction of housing projects using County land is an expanded function in the Department assigned to the Housing and Community Development Division.

(3) Pursuing and implementing additional grant opportunities are expanded functions in the Department assigned to the Federal Housing Programs Division.

(4) An additional six (6) FY2025 expansion positions were authorized by Council on February 7, 2025, via a budget amendment (Ordinance 5769, Bill 6 (2025)): + two (2) in Administrative Division, + two (2) in the Federal Housing Programs Division, + one (1) in the County Housing Program Division, + one (1) in the Housing and Community Development Division.

NOTE: The expansion positions described in footnote (4) increases the authorized FY2025 E/P for the Department from 39 to 45 E/P

DEPARTMENT SUBMITTAL / APPROVED BY

Richard E. Mitchell, Esq., Director of Housing

3.3.25

Date

APPROVED BY:

Josiah K. Nishita, Managing Director

3/19/2025

Date

DEPARTMENT OF HOUSING

COUNTY OF MAUI

Target Effective Date: March 7, 2025

Proposed FY2025 Functional Chart

**REORGANIZATION: BIFURCATION OF DHHC &
CREATION OF THE DEPARTMENT OF HOUSING**

February 28, 2025

Housing Advisory Board (1)

The Housing Advisory Board is established to advise the Director, under Charter Section 8-20.4, on the Department's efforts to create affordable housing in the County.

(1) Housing Advisory Board created as a result of a 2022 Charter Amendment, bifurcating DHHC. The Housing Advisory Board consists of five members who advise the Director of Housing on efforts to create affordable housing.

DEPARTMENT SUBMITTAL / APPROVED BY

 3.3.25
Richard E. Mitchell, Esq., Director of Housing Date

APPROVED BY:

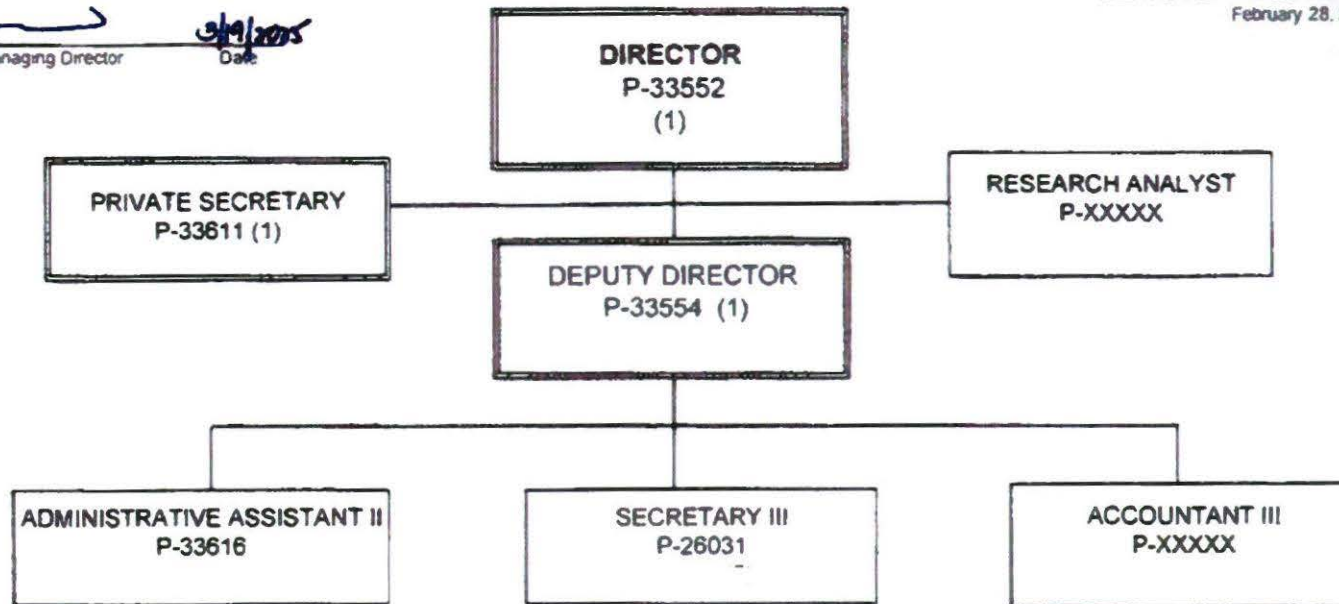
 3/4/2025
Josiah K. Nishita, Managing Director Date

**OFFICE OF THE DIRECTOR /
ADMINISTRATIVE DIVISION**

DEPARTMENT OF HOUSING

COUNTY OF MAUI
Target Effective Date: March 7, 2025
Proposed FY2025 Functional Chart

REORGANIZATION: BIFURCATION OF DHMC &
CREATION OF THE DEPARTMENT OF HOUSING
February 28, 2025



(1) P-33552 Director, P-33554 Deputy Director, P-33611 Private Secretary, and P-33616 Administrative Assistant II, are authorized expansion positions in the FY2025 Council Adopted Budget (page 10-3).

(2) P-26031 was previously Secretary I, SR-14, in DHMC Housing Division reporting to the Assistant Housing Administrator P-25892; reorganization transfers position to the Department's Administrative Division and proposed its reallocation to Secretary III, SR-18, due to the change in reporting hierarchy to the Deputy Director of Housing. DPS review and approval pending.

(3) Proposed expansion position approved by Ordinance 5769, Bill 6 (2025), on 2/7/2025.

DEPARTMENT SUBMITTAL / APPROVED BY:

Richard B. Mitchell, Esq., Director of Housing

3.9.25

Date

APPROVED BY:

Josiah K. Nishita, Managing Director

3/19/2025

Date

FEDERAL HOUSING PROGRAMS DIVISION

DEPARTMENT OF HOUSING

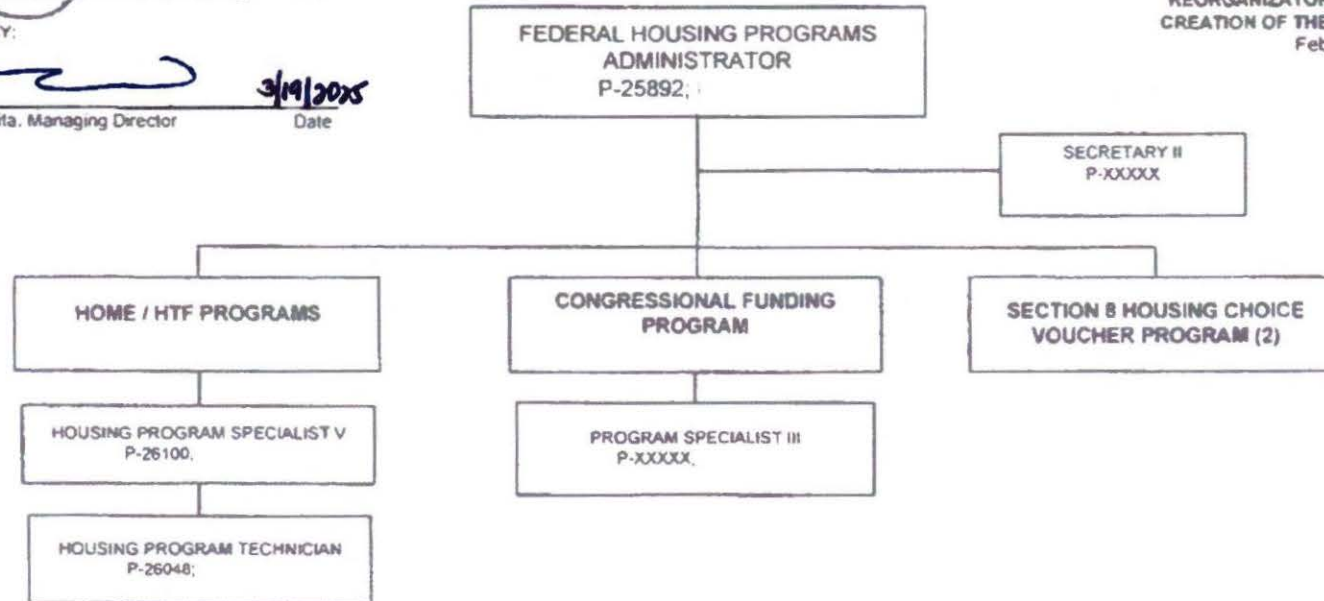
COUNTY OF MAUI

Target Effective Date: March 7, 2025

Proposed FY2025 Functional Chart

REORGANIZATION: BIFURCATION OF DHHC &
CREATION OF THE DEPARTMENT OF HOUSING

February 28, 2025



(F) = Federal Funds

(1) P-25892 was formerly the Assistant Housing Administrator, EM-03, in the FY2024 DHHC Housing Division. The proposed reorganization transfers the position to the Department's Federal Housing Programs Division, changes reporting hierarchy, and reallocates it to the Federal Housing Programs Administrator, EM-05, proposed, DPS review and approval pending.

(2) Section 8 Housing Choice Voucher Program transfers all 21 subordinate positions to P-29652 fully intact, with no change in functionality, position duties and reporting hierarchy from FY2024 DHHC Housing Division. Reporting hierarchy changes to redescribed P-25892. All positions are federally funded. See reorganization chart page 6.

(3) P-26100 was transferred from the FY2024 DHHC Housing Division. The position was approved for reallocation from Housing Program Specialist II, SR-18, by DPS effective 6/1/2023 (FY2023). Reporting hierarchy changes to redescribed P-25892. Position proposed for reallocation to Housing Program Specialist V, SR-24, for added supervisory duties of subordinate position P-26048 and coordination of special projects including the Department's Homeownership Assistance Program.

(4) P-26048, Housing Program Technician, SR-13, was the same position in the FY2024 DHHC Housing Division; reorganization transfers the position to Department's County Federal Housing Programs Division at its current class, with changes in duties. Duties related to County Housing Program Division are transferred to the County Housing Program Division's proposed expansion for Secretary I. New duties added to assist P-26100 with HOME American Rescue Plan Act and the Department's Homeowner Assistance Program. Reporting hierarchy changes with immediate supervisor to P-26100 (Reporting hierarchy and duties change but no reallocation proposed, redescription only).

(5) Proposed expansion position approved by Ordinance 5769, Bill 6 (2025), on 2/7/2025.

DEPARTMENT SUBMITTAL / APPROVED BY:

Richard E. Mitchell, Esq., Director of Housing

3.3.25

Date

APPROVED BY:

Josiah K. Nishita, Managing Director

3/1/25

Date

FEDERAL HOUSING PROGRAMS DIVISION

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM (2)

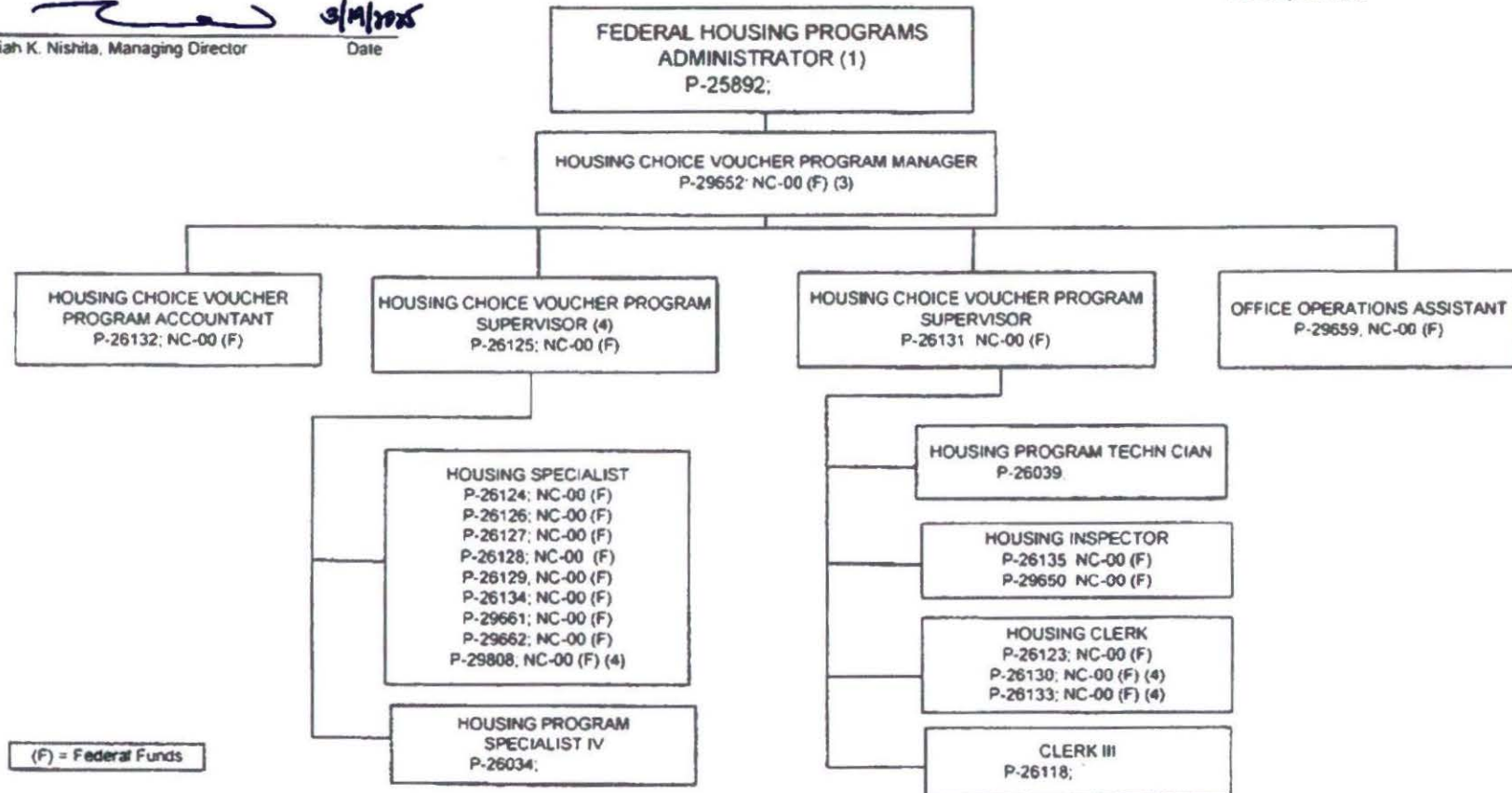
DEPARTMENT OF HOUSING

COUNTY OF MAUI

Target Effective Date: March 7, 2025

Proposed FY2025 Functional Chart

REORGANIZATION: BIFURCATION OF DHHC &
CREATION OF THE DEPARTMENT OF HOUSING
February 28, 2025



(1) P-25892 was formerly the Assistant Housing Administrator, EM-03, in the FY2024 DHHC Housing Division; reorganization transfers the position to the Department's Federal Housing Programs Division, reporting hierarchy changes and reallocation to Federal Housing Programs Administrator, EM-05, proposed. DPS review and approval pending.

(2) Section 8 Housing Choice Voucher Program transfers all 21 subordinate positions to P-29652 fully intact, with no change in functionality, position duties and reporting hierarchy from FY2024 DHHC Housing Division. Reporting hierarchy changes to P-25892 (as redescribed relevant to its transfer and placement in the Department). All positions are federally funded (F).

(3) P-29652, Housing Choice Voucher Program Manager was the same position in the FY2024 DHHC Housing Division; reorganization transfers the position to Department's County Federal Housing Programs Division at its current class with no change in duties, reporting hierarchy change only.

(4) P-26130, P-26125, P-26133, and P-29808 are authorized E/P in the FY2025 Council Adopted budget as unfunded positions. Salaries / wages will be funded as needed through available grant revenues. E/P is preserved for future operational demands, as warranted.

DEPARTMENT SUBMITTAL / APPROVED BY:

Richard E. Mitchell, Esq., Director of Housing

Date

APPROVED BY:

Josiah K. Nishita, Managing Director

Date

COUNTY HOUSING PROGRAMS DIVISION

DEPARTMENT OF HOUSING

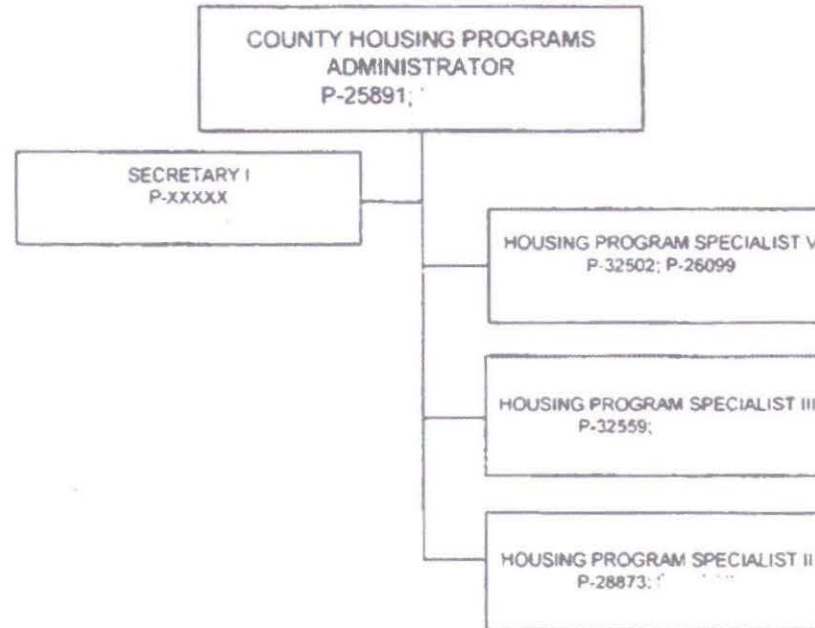
COUNTY OF MAUI

Target Effective Date: March 7, 2025

Proposed FY2025 Functional Chart

REORGANIZATION: BIFURCATION OF DHHC &
CREATION OF THE DEPARTMENT OF HOUSING

February 28, 2025



(1) P-25891, County Housing Program Administrator, EM-05, was formerly the Housing Administrator, EM-05, in the FY2024 DHHC Housing Division; reorganization transfers the position to the Department's County Housing Program Division and remains allocated at the current class, although federal program (Section 8 Housing Choice Voucher Program) duties were transferred to P-25892 Federal Housing Programs Administrator. Reporting hierarchy and duties change, but no reallocation proposed (redescription only).

(2) P-26099 and P-32502, Housing Program Specialist V, SR-24, were the same positions in the FY2024 DHHC Housing Division; reorganization transfers the positions to the Department's County Housing Program Division at its current class with changes in duties and reporting hierarchy.

(3) P-32559 Housing Program Specialist III, SR-20, was the same position in the FY2024 DHHC Housing Division; reorganization transfers the position to the Department's County Housing Program Division at its current class with changes in duties and reporting hierarchy. The position was reallocated from Housing Program Specialist II, SR-18, in DHHC prior to bifurcation effective 11/1/2023.

(4) P-28873, Housing Program Specialist II, SR-18, was the same position in the FY2024 DHHC Housing Division; reorganization transfers the position to the Department's County Housing Program Division at its current class with changes in duties and reporting hierarchy. The position was reallocated from Housing Program Specialist I, SR-16, in DHHC prior to bifurcation effective 11/1/2023.

(5) Proposed expansion position approved by Ordinance 5769, Bill 6 (2025), on 2/7/2025.

DEPARTMENT SUBMITTAL APPROVED BY

Richard B. Mitchell, Director of Housing

APPROVED BY

Josiah K. Nishita, Managing Director

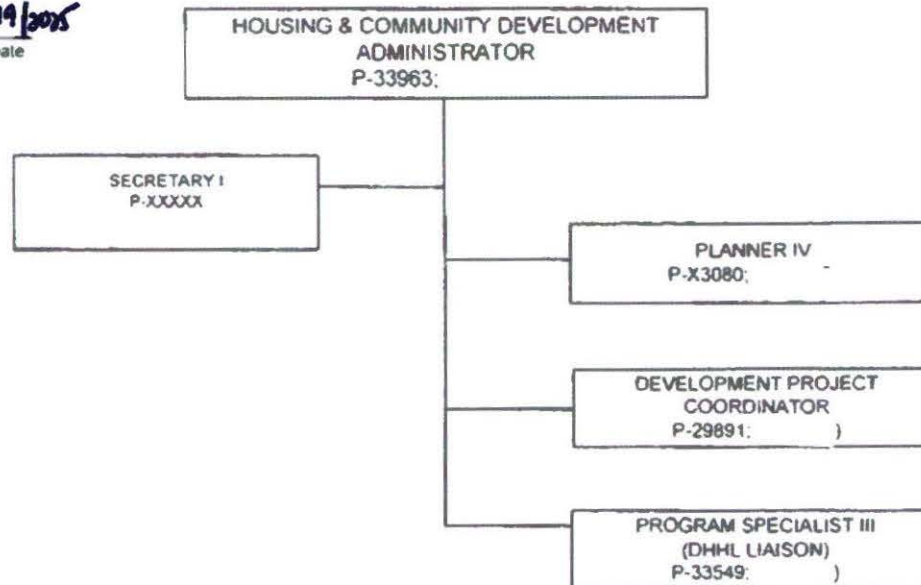
3.5.25

Date

3/19/2025

Date

HOUSING & COMMUNITY DEVELOPMENT DIVISION



DEPARTMENT OF HOUSING

COUNTY OF MAUI

Target Effective Date, March 7, 2025

Proposed FY2025 Functional Chart

REORGANIZATION: BIFURCATION OF DHMC &
CREATION OF THE DEPARTMENT OF HOUSING
February 28, 2025

(1) P-33963 is an authorized FY2023 expansion position in the FY2024 DHHC Housing Division reorganization transfers the position (which was not established at time of transfer) to the Department's Housing & Community Development Division. The position is budgeted in the FY2025 Council Adopted Budget as Housing & Community Development Chief, EM-07. Establishment of the position is pending and preliminary notification by DPS (9/23/24) indicates position is approved for pricing at EM-05.

(2) P-X3080 is an authorized FY2023 expansion position in the FY2024 DHHC Housing Division reorganization transfers the position (which was not established at time of transfer) to the Department's Housing & Community Development Division. The position is budgeted in the FY2025 Council Adopted Budget as Planner IV, EM-02. Establishment of the position is pending DPS approval for initial allocation to the budgeted class.

(3) P-29891, Development Project Coordinator, SR-24, was the same position in the FY2024 DHHC Housing Division, reorganization transfers the position to the Department's Housing & Community Development Division at its current class with no change in duties, reporting hierarchy change only.

(4) P-33549, Program Specialist III, SR-24, is an authorized FY24 expansion position in the Department of Management, Management Program, reorganization transfers the position to Department's Housing & Community Development Division. The position is specifically assigned duties as the Department of Hawaiian Home Lands Liaison, a requirement of a 2022 Charter Amendment (Appendix II, Chapter 20, Section 6-20.5). Initial creation of the new function in the County (Department of Management) required reorganization; approved by Managing Director on 11/13/2023.

(5) Proposed expansion position approved by Ordinance 5769 Bill 6 (2025) on 2/7/2025.

REORGANIZATION PROPOSAL

Establishment of the Department of Housing & Transfer of the Department of Hawaiian Home Lands Liaison Position from the Department of Management

**Initial Submission February 21, 2025
Corrected and Resubmitted March 13, 2025**

Background Information:

The Charter of the County of Maui (1983), as amended (Charter), includes recent amendments relevant and specific to the Department of Housing (Department) and its organizational structure. The Charter states in Appendix II, Chapter 20:

- (1) "There shall be a department of housing, consisting of a director, a deputy director, a housing advisory board, a liaison to the Department of Hawaiian Home Lands and the necessary staff." (Section 8-20.1).
- (2) "There shall be a liaison within the department to the Department of Hawaiian Home Lands on all matters involving housing development in the county." (Section 8-20.5).

As a new department in the County of Maui, bifurcated from the Department of Housing and Human Concerns (DHHC), the Department must comply with The County of Maui Administrative Directive, Procedure No. 1A-002-04 (amended April 5, 2004) (Directive). This Reorganization Proposal is prepared in accordance with the *County of Maui Reorganization Guidance* (updated September 1, 2023) to address and fully satisfy the requirements of the Directive.

The Department's core responsibilities include providing affordable/workforce housing initiatives and programs to benefit County residents. The Department has primary oversight over the following revolving funds: the Affordable Housing Fund, the Experimental and Demonstration Housing Projects Fund, the Home Acquisition and Ownership Programs Fund, and the Housing Interim Financing and Buy-Back Revolving Fund. In addition, the Department's power, duties, and functions are articulated in the Charter, Chapter 20, Section 8-20.3. The Department has thirty-nine (39) authorized positions in the Fiscal Year (FY) 2025 Maui County Council (Council) Adopted Budget, of which seventeen (17) are general funded positions and twenty-two (22) are grant funded positions. The total FY 2025 budget for the Department is \$41,115,256.00 which is comprised of \$32,614,093.00 (79.3%) grant revenue fund and \$8,501,163 (20.7%) general fund.

The Department of Management (DM) initiated the process to create the Department of Hawaiian Home Lands Liaison (DHHLL) position in June 2023. Creation of this expansion position established a new function in the County of Maui, warranted several personnel and budget related steps prior to the

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completion of reorganization requirements. The steps were completed, and the reorganization was approved by the Managing Director on November 13, 2023, to establish the position in the DM initially because the Department would not be established until July 1, 2024. The intent of the early establishment of the DHHLL position by DM was to allow personnel requirements (position classification, pricing, creation, recruitment, selection, etc.) to be completed in advance of the Department on July 1, 2024. Subsequently, the DHHLL needed to be transferred before the standing up of the Department. The actions completed to establish the DHHLL position and reorganization to add the DHHLL function to the County are summarized for informational and historical purposes below:

1. The position was included in the Charter; however, it was not included in the FY 2024 Council Adopted Budget as an official Equivalent Personnel (E/P), defined as the decimal equivalent of a full-time position. The County did not have the authority to create a position for this function. Therefore, DM requested the Budget Office to amend the FY 2024 Council Adopted Budget to add one E/P to the DM Management Program. Bill 92 (2023), "A Bill For An Ordinance Amending the Fiscal Year 2024 Budget For The County of Maui, Department of Management, Management Program" was passed and adopted by Council in November 2023.
- With the authorized E/P in the DM's FY 2024 Budget, the DM completed the reorganization requirements to establish the new DHHLL function in the County, and it was approved by the Managing Director in November 2023.
- The Council expressed concern and interest in the position. Therefore, the DM solicited the Council's feedback. The position duties responsibilities were crafted to include suggestions made by Councilmember Tasha Kama (2/14/23 email to MD Kekuhaupio Akana).
- The DHHLL position description (PD) was finalized by the DM and submitted to the Department of Personnel Services (DPS) on June 29, 2023. The DM's intent was to submit the PD to the DPS as early as possible for classification and pricing to ensure the position would be established in time for its effective date of July 1, 2024. The DM's objective was to have the position created by December 2023. The DM hoped the early submission to DPS would allow for recruitment, selection, and on-boarding of the candidate selected for the DHHLL position before July 1, 2024.
- The classification and pricing of the DHHLL position took longer than anticipated. It was subsequently completed by the DPS ten months after the PD was submitted and the DHHLL position was established in May 2024. The position was filled on January 16, 2025.

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I. Purpose/Description of Proposed Reorganization

The primary objective of the proposed reorganization is to comply with the 2022 amendment to the Charter and fulfill the Directive requirements to create and establish the Department as a County Department consistent with Article 8 of the Charter.

Additionally, it is to ensure the Department is appropriately staffed with the necessary and relevant skilled professional resources to fulfill the powers, duties and functions as prescribed by the Charter. The reorganization submission, once approved, will be utilized to conduct union consultation in accordance with relevant collective bargaining agreements.

The proposed organizational structure encompasses a combination of position movements recognized in the Department's FY 2025 Council Adopted Budget. It also includes authorized expansion positions that were included in a budget amendment, which proposed increasing E/P from seventeen (17) to twenty-three (23). The budget amendment was transmitted to Council on January 10, 2025, and was posted as Bill 6 (2025) on the January 17, 2025 Council meeting agenda. Bill 6 (2025) was passed on First Reading on January 17, 2025. The Council posted Bill 6 (2025) for Second Reading on February 7, 2025. The Council unanimously adopted Ordinance 5769, Bill 6 (2025), at its meeting on February 7, 2025. To highlight, the reorganization proposes:

- (1) Establishment of the Office of the Director (Administrative) Division with administrative support staff.
- (2) Creation of three operating divisions, each managed separately by an Administrator and cost categorized and budgeted in separate index codes:
 - Federal Housing Programs Division (924008 general fund, grant revenue fund)
 - County Housing Program Division (924003 general fund)
 - Housing and Community Development Division (924001 general fund)
- (3) Transfer of all thirty-two (32) existing, established positions in the DHHC authorized as of June 30, 2024 (ten general fund and twenty-two grant revenue fund positions), and placement of the positions in the Administrative Division or one of the three operating divisions in the Department.

Of the thirty-two (32) positions, eleven (11) are proposed for the following actions:

- Redescription/reallocation and reporting hierarchy change for three (3) existing positions

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- Redescription and reporting hierarchy change of six (6) existing positions
- Reporting hierarchy change for two (2) existing positions.

Twenty-one (21) existing positions transfer to the Department without any changes in duties and reporting hierarchy.

- (4) Transfer of one (1) DHLL position from the Department of Management and placement of the position in the Department's Federal Housing Programs Division.
- (5) Creation and establishment of two (2) authorized FY 2023 expansion positions (authorized in DHHC but not established, deferred for Department placement).
- (6) Creation and establishment of four (4) authorized FY 2025 expansion positions and placement in the Administrative Division (Department Director's Office positions).
- (7) Creation and establishment of the Housing Advisory Board in the Department of Housing.
- (8) Creation and establishment of six (6) authorized FY 2025 budget amendment expansion positions to the Department and placement in the Administrative Division or one of the three operating divisions in the Department.

The Department's proposed organizational and functional structure includes an Administrative Division and three operating divisions, for a total of forty-five (45) positions. Of the forty-five (45) positions anticipated, twenty-two (22) positions (57%) are funded by grant revenues and reside in the Federal Housing Programs Division. A description of the four divisions follows:

The **Office of the Director** (also referred to as the Administrative Division) includes seven (7) positions. The FY 2025 Council Adopted Budget authorized four (4) expansion positions which include the Director, Deputy Director, Private Secretary and Administrative Assistant II, for the Department. The Director, Deputy Director and Private Secretary are appointed positions. The fifth position (P-26031 Secretary I) is an existing position from the DHHC Housing Division and is proposed for reallocation to Secretary III due to its placement reporting to the Deputy Director. Two additional expansion positions (Research Analyst and Accountant III) were included in a budget amendment Bill 6 (2025), which proposed increasing E/P from seventeen (17) to twenty-three (23). The Council unanimously adopted Ordinance 5769, Bill 6 (2025) at its meeting on February 7, 2025.

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The Administrative Division is responsible for the overall process of organizing, directing, overseeing, and safeguarding the Department of Housing's resources (financial, manpower, assets). It manages the Department's operations to effectively and efficiently meet its duties pursuant to and in compliance with the Charter, Maui County Code (MCC) and Hawaii Revised Statutes, as applicable. Additionally, it provides department representation to the Council and the public.

The **Federal Housing Programs Division (FHPD)** is the largest division of the Department. The FHPD is proposed with twenty-seven (27) positions. Twenty-five (25) positions are existing positions from the DHHC and authorized in the FY 2025 Council Adopted Budget. The two expansion positions (Secretary II and Program Specialist III) were included in a budget amendment, Bill 6 (2025), which proposed increasing E/P from seventeen (17) to twenty-three (23). The Council unanimously adopted Ordinance 5769, Bill 6 (2025), at its meeting on February 7, 2025.

The FHPD is responsible for administering the federally funded resources for housing and promoting fair housing. The FHPD will administer, oversee, and monitor compliance for the federal grants issued by the United States Department of Housing and Urban Development (HUD) which includes the HOME Investment Partnerships (HOME)/Housing Trust Fund (HTF) Programs, and the Section 8 Housing Choice Voucher Program (Section 8). The FHPD is also tasked with responding to and managing Congressional Directed Spending (CDS) and Community Project Funding (CPF) projects in addition to pursuing and implementing other grant opportunities beneficial to the County.

The FHPD will have twenty-seven (27) E/P. The Section 8 Program (twenty-two positions, 81%) is fully funded by grant revenues.

The **County Housing Program Division (CHPD)** includes six positions. Five of the positions are existing positions from the DHHC Housing Division and authorized in the FY 2025 Council Adopted Budget. The additional CHPD expansion position (Secretary I) was included in a budget amendment, Bill 6 (2025), which proposed increasing E/P from seventeen (17) to twenty-three (23). The Council unanimously adopted Ordinance 5769, Bill 6 (2025), at its meeting on February 7, 2025.

The CHPD is responsible for affordable/workforce housing initiatives benefitting County residents, which include administrative of County grant programs, oversight of County owned multifamily rental properties, monitoring affordable requirements set in the Chapter 2.96, MCC.

The **Housing and Community Development Division (HCD)** is comprised of five positions. Four of the positions are existing positions and authorized in the

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FY 2025 Council Adopted Budget with three transferred from DHHC Housing Division and the fourth (DHHLL) transferred from the DM. As discussed earlier in the proposal, this DHHLL was created to comply with the 2022 amendment to the Maui County Charter. The additional position (Secretary I) was included in a budget amendment, Bill 6 (2025), which proposed increasing E/P from seventeen (17) to twenty-three (23). The Council unanimously adopted Ordinance 5769, Bill 6 (2025), at its meeting on February 7, 2025.

The HCD is responsible for supporting efforts to create affordable housing to meet the needs of the Maui County residents which includes facilitating partnerships with entities in the development of affordable housing on public or private land, facilitating the construction of housing projects using County land, and assisting private developers seeking entitlements through the Chapter 201H, Hawaii Revised Statutes process or the Chapter 2.97, MCC.

The *Table of Proposed Changes* below summarizes the proposed staffing for the Department and details all proposed changes to each position (refer also to Exhibit 1 for the notes referred to in the Table and the Proposed Organizational and Functional Charts):

TABLE OF PROPOSED CHANGES

	Position Status as of 3/13/25	Position #	From Position Title/Program	From Index Code	To Position Title/Program	To Index Code	\$ Impact (Incr. Direct)	Proposed Change
OFFICE OF THE DIRECTOR/ ADMINISTRATIVE								
1	Filled	P-33552	N/A	N/A	Director Administrative Division Department of Housing (Department of Housing)	924002	\$155,392	Expansion: Create & initial placement (A)
2	Filled	P-33554	N/A	N/A	Deputy Director Administrative Division Department of Housing	924002	\$139,854	Expansion: Create & initial placement (A)
3	Filled	P-33616	N/A	N/A	Administrative Assistant II SR-22 Administrative Division Department of Housing	924002		Expansion: Create & initial placement (A)
4	Filled	P-33611	N/A	N/A	Private Secretary SR-20 Administrative Division Department of Housing	924002	\$69,600	Expansion: Create & initial placement (A)

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5	Vacant (a/o 10/16/24)	P 26031	Secretary I SR-14 Housing Division Department of Housing and Human Concerns (DHHC)	914127	Secretary III SR-18 Administrative Division Department of Housing	924002		Existing position transfer: Duties and reporting changes, reallocation proposed (B)
6	T/B Requested	P- XXXXX	N/A	N/A	Research Analyst SR-22 Administrative Division Department of Housing	924002		Approved FY 2025 Expansion position via Ordinance 5769, Bill 6 (2025), approved by Council on 2/7/25 for additional E/P only (L)
7	T/B Requested	P- XXXXX	N/A	N/A	Accountant III SR-22 Administrative Division Department of Housing	924002		Approved FY 2025 Expansion position via Ordinance 5769, Bill 6 (2025), approved by Council on 2/7/25 for additional E/P only (L)
HOUSING & COMMUNITY DEVELOPMENT DIVISION								
8	Vacant	P 33963	Housing & Community Development Chief EM07 Housing & Community Development Division DHHC	914126	Housing & Community Development Administrator EM-05 Housing & Community Development Division Department of Housing	924001		FY23 Expansion transfer: Create and Initial placement (C)
9	Vacant	P- X3080	Planner IV SR-22 Housing & Community Development Division DHHC	914126	Planner IV SR-22 Housing & Community Development Division	924001		FY23 Expansion transfer: Create and Initial placement (C)

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					Department of Housing			
10	Filled	P-33549	Program Specialist III (Department of Hawaiian Home Lands Liaison) SR-24 Management Program Department of Management	904011	Program Specialist III (Department of Hawaiian Home Lands Liaison) SR-24 Housing & Community Development Division Department of Housing	924001		Existing position transfer from Dept of Management: Reporting change only (duties unchanged) (D)
11	Filled	P-29891	Development Project Coordinator SR-24 Housing Division DHHC	914127	Development Project Coordinator SR-24 Housing and Community Development Division Department of Housing	924001		Existing position transfer: Reporting change only (duties unchanged) (E)
12	T/B Requested	P-XXXXX	N/A	N/A	Secretary I SR-14 Housing and Community Development Division Department of Housing	924001	J	Approved FY 2025 Expansion position via Ordinance 5769, Bill 6 (2025), approved by Council on 2/7/25 for additional E/P only (L)
COUNTY HOUSING PROGRAM DIVISION								
13	Vacant (a/o 3/1/25)	P-25891	Housing Administrator EM-05 Housing Division DHHC	914127	County Housing Program Administrator EM-05 County Housing Program Division Department of Housing	924003		Existing position transfer: Duties and reporting changes, no reallocation proposed (F)
14	Filled	P-26099	Housing Program Specialist V SR-24 Housing Division DHHC	914127	Housing Program Specialist V SR-24 County Housing Program Division Department of Housing	924003		Existing position transfer: Duties and reporting changes (G)

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15	Filled	P-28873	Housing Program Specialist II SR-18 Housing Division DHHC	914127	Housing Program Specialist II SR-18 County Housing Program Division Department of Housing	924003	Existing position transfer: Duties and reporting changes (N)
16	Vacant (a/o 12/13/24)	P-32502	Housing Program Specialist V SR-24 Housing Division DHHC	914127	Housing Program Specialist V SR-24 County Housing Program Division Department of Housing	924003	Existing position transfer: Duties and reporting changes (O)
17	Filled	P-32559	Housing Program Specialist III SR-20 Housing Division DHHC	914127	Housing Program Specialist III SR-20 County Housing Program Division Department of Housing	924003	Existing position transfer: Duties and reporting changes (P)
18	T/B Requested	P XXXXX	N/A	N/A	Secretary I SR-14 County Housing Program Division Department of Housing	924003	Approved FY 2025 Expansion position via Ordinance 5769, Bill 6 (2025), approved by Council on 2/7/25 for additional E/P only (L)
FEDERAL HOUSING PROGRAMS DIVISION							
19	Vacant	P-25892	Assistant Housing Administrator EM-03 Housing Division DHHC	914127	Federal Housing Programs Administrator EM-05 Federal Housing Programs Division Department of Housing	924008	Existing position transfer: Duties and reporting changes, reallocation proposed (H)
20	Filled	P-26100	Housing Program Specialist IV SR-22 Housing Division DHHC	914127	Housing Program Specialist V SR-24 Federal Housing Programs Division Department of Housing	924008	Existing position transfer: Duties and reporting changes, reallocation proposed (I)

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21	Filled	P-26048	Housing Program Technician SR-13 Housing Division DHHC	914127	Housing Program Technician SR-13 Federal Housing Programs Division Department of Housing	924008		Existing position transfer: Duties and reporting changes, no reallocation proposed (M)
22	Filled	P-29652	Housing Choice Voucher Program Manager NC-00 Housing Division DHHC	Grant Revenue Fund	Housing Choice Voucher Program Manager NC-00 Federal Housing Programs Division Department of Housing	Grant Revenue Fund		Existing position transfer: Reporting change only (duties unchanged) (J)
23	Filled	P-26131	Housing Choice Voucher Program Supervisor NC-00 Housing Division DHHC	Grant Revenue Fund	Housing Choice Voucher Program Supervisor NC-00 Federal Housing Programs Division Department of Housing	Grant Revenue Fund		Existing position transfer: Duties and reporting unchanged (K)
24	Vacant	P-26125	Housing Choice Voucher Program Supervisor NC-00 Housing Division DHHC	Grant Revenue Fund	Housing Choice Voucher Program Supervisor NC-00 Federal Housing Programs Division Department of Housing	Grant Revenue Fund	\$-	Existing position transfer: Duties and reporting unchanged (K)
25	Vacant	P-26130	Housing Clerk NC-00 Housing Division DHHC	Grant Revenue Fund	Housing Clerk NC-00 Federal Housing Programs Division Department of Housing	Grant Revenue Fund	\$	Existing position transfer: Duties and reporting unchanged (K)
26	Vacant	P-26133	Housing Clerk NC-00 Housing Division DHHC	Grant Revenue Fund	Housing Clerk NC-00 Federal Housing Programs Division Department of Housing	Grant Revenue Fund	\$-	Existing position transfer: Duties and reporting unchanged (K)
27	Filled	P-26123	Housing Clerk NC-00 Housing Division DHHC	Grant Revenue Fund	Housing Clerk NC-00 Federal Housing Programs Division Department of Housing	Grant Revenue Fund		Existing position transfer: Duties and reporting unchanged (K)

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28	Filled	P-26118	Clerk III SR-10 Housing Division DHHC	Grant Revenue Fund	Clerk III SR-10 Federal Housing Programs Division Department of Housing	Grant Revenue Fund		Existing position transfer: Duties and reporting unchanged (K)
29	Vacant	P-26039	Housing Program Technician SR-13 Housing Division DHHC	Grant Revenue Fund	Housing Program Technician SR-13 Federal Housing Programs Division Department of Housing	Grant Revenue Fund		Existing position transfer: Duties and reporting unchanged (K)
30	Vacant	P-26132	Housing Choice Voucher Program Accountant NC-00 Housing Division DHHC	Grant Revenue Fund	Housing Choice Voucher Program Accountant NC-00 Federal Housing Programs Division Department of Housing	Grant Revenue Fund		Existing position transfer: Duties and reporting unchanged (K)
31	Filled	P-26135	Housing Inspector NC-00 Housing Division DHHC	Grant Revenue Fund	Housing Inspector NC-00 Federal Housing Programs Division Department of Housing	Grant Revenue Fund		Existing position transfer: Duties and reporting unchanged (K)
32	Filled	P-29650	Housing Inspector NC-00 Housing Division DHHC	Grant Revenue Fund	Housing Inspector NC-00 Federal Housing Programs Division Department of Housing	Grant Revenue Fund		Existing position transfer: Duties and reporting unchanged (K)
33	Filled	P-29659	Office Operations Assistant NC-00 Housing Division DHHC	Grant Revenue Fund	Office Operations Assistant NC-00 Federal Housing Programs Division Department of Housing	Grant Revenue Fund		Existing position transfer: Duties and reporting unchanged (K)
34	Filled	P-26034	Housing Program Specialist IV SR-22 Housing Division DHHC	Grant Revenue Fund	Housing Program Specialist IV SR-22 Federal Housing Programs Division Department of Housing	Grant Revenue Fund	\$73,836	Existing position transfer: Duties and reporting unchanged (K)
35	Filled	P-26134	Housing Specialist NC-00 Housing Division	Grant Revenue Fund	Housing Specialist NC-00 Federal Housing Programs Division	Grant Revenue Fund	\$56,076	Existing position transfer:

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			DHHC		Department of Housing			Duties and reporting unchanged (K)
36	Filled	P-29661	Housing Specialist NC-00 Housing Division DHHC	Grant Revenue Fund	Housing Specialist NC-00 Federal Housing Programs Division Department of Housing	Grant Revenue Fund		Existing position transfer: Duties and reporting unchanged (K)
37	Filled	P-29662	Housing Specialist NC-00 Housing Division DHHC	Grant Revenue Fund	Housing Specialist NC-00 Federal Housing Programs Division Department of Housing	Grant Revenue Fund		Existing position transfer: Duties and reporting unchanged (K)
38	Vacant	P-29808	Housing Specialist NC-00 Housing Division DHHC	Grant Revenue Fund	Housing Specialist NC-00 Federal Housing Programs Division Department of Housing	Grant Revenue Fund	\$-	Existing position transfer: Duties and reporting unchanged (K)
39	Filled	P-26124	Housing Specialist NC-00 Housing Division DHHC	Grant Revenue Fund	Housing Specialist NC-00 Federal Housing Programs Division Department of Housing	Grant Revenue Fund		Existing position transfer: Duties and reporting unchanged (K)
40	Filled	P-26126	Housing Specialist NC-00 Housing Division DHHC	Grant Revenue Fund	Housing Specialist NC-00 Federal Housing Programs Division Department of Housing	Grant Revenue Fund		Existing position transfer: Duties and reporting unchanged (K)
41	Filled	P-26127	Housing Specialist NC-00 Housing Division DHHC	Grant Revenue Fund	Housing Specialist NC-00 Federal Housing Programs Division Department of Housing	Grant Revenue Fund		Existing position transfer: Duties and reporting unchanged (K)
42	Filled	P-26128	Housing Specialist NC-00 Housing Division DHHC	Grant Revenue Fund	Housing Specialist NC-00 Federal Housing Programs Division Department of Housing	Grant Revenue Fund		Existing position transfer: Duties and reporting unchanged (K)
43	Filled	P-26129	Housing Specialist NC-00 Housing Division DHHC	Grant Revenue Fund	Housing Specialist NC-00 Federal Housing Programs Division Department of Housing	Grant Revenue Fund		Existing position transfer: Duties and reporting unchanged (K)

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44	T/B Requested	P- XXXXX	N/A	N/A	Program Specialist III (Congressionally Directed Spending/Communi- ty Project Funding Program) SR-24 Federal Housing Programs Division Department of Housing	924008		Approved FY 2025 Expansion position via Ordinance 5769, Bill 6 (2025). approved by Council on 2/7/25 for additional E/P only (L)
45	T/B Requested	P- XXXXX	N/A	N/A	Secretary II SR-16 Federal Housing Programs Division Department of Housing	924008		Approved FY 2025 Expansion position via Ordinance 5769, Bill 6 (2025). approved by Council on 2/7/25 for additional E/P only (L)
TOTAL Estimated Cost Impact (includes all expansions)						\$2,536,330		
General Fund						\$1,484,590		
Grant Revenue Fund						\$1,051,740		

** For Notes (A) through (P), please refer to Exhibit 1.

II. Justification for Proposed Changes

The proposed reorganization is warranted to comply with the Charter's Appendix II, Chapter 20, Department of Housing, Section 8-20.1-20.5, as amended.

The Department's Proposal recognizes the transfer of existing and expansion positions authorized in its FY 2025 Council Adopted Budget and recently authorized amended FY 2025 Council Adopted Budget.

Transfer of Existing Positions and FY 2025 Expansions. The majority of the positions (39) in the proposed reorganization are authorized in the FY 2025 Council Adopted Budget for placement in the Department. These positions were either previously existing and assigned housing related responsibilities in the DHHC or established for the specific purpose for the Department on its creation effective July 1, 2025:

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- (1) Thirty-two (32) positions are transfers of positions that already existed in the DHHC Housing Division in FY 2024.
- (2) Two (2) positions are authorized expansion positions to the DHHC FY 2024 Budget that were deferred creation for the Department.
- (3) The DHLL position (1) was created in the Department of Management in FY 2024 and intended for the Department on creation.
- (4) Four (4) expansion positions for the Administrative Division (Director, Deputy Director, Private Secretary, Administrative Assistant II).


Authorized Additions. The Department identified six (6) expansion positions necessary to function effectively and fulfill its responsibilities pursuant to the Charter. These expansion positions were included in a budget amendment, Bill 6 (2025), which proposed increasing E/P from seventeen (17) to twenty-three (23). The Council unanimously adopted Ordinance 5769, Bill 6 (2025), at its meeting on February 7, 2025.

The resource needs of the Department have been carefully and comprehensively examined by the Department's leadership team in the development of the proposed reorganization. The additional six (6) expansion positions are deemed necessary and warranted to fully equip the Department with the technical and professional resources to accomplish its objectives as articulated in the Charter. Further definition and refinement of the department's operational functions and positions are anticipated over time as the department continues to evaluate its operational effectiveness and performance.

The Department's justification for the additional six (6) expansion positions identified in the Reorganization Proposal are as follows:

- (1) Research Analyst (Administrative Division) – position is needed to manage the inordinate amount of historical housing-related documents and reports that will need reviewing, analyzing, and editing; to provide quality control for documents requiring review and signature; to draft summary reports and presentations on housing issues; and to compile information related to public records request. The position will support and coordinate Housing Advisory Board meetings at the direction of the Director.
- (2) Accountant III (Administrative Division) – position will be responsible for funding and financing multiple programs, loan agreement procedures and requirements, Davis-Bacon wages and State prevailing wages review and grant financial-related requirements, and maintaining internal fiscal controls over accounting transactions, account reconciliations, reporting and reimbursements.

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- (3) Secretary I (Two positions total, one each assigned to CHPD and HCD) – positions are needed to provide administrative support to the respective Division Administrators and to staff the meetings of the Housing Advisory Board.
- (4) Secretary II (FHPD) – position is needed to provide administrative support to the respective Division Administrator.
- (5) Program Specialist III (FHPD) – position is necessary to manage CDS and CPF projects (a new grant program to the County), and will liaison with Federal government agencies and officials pertinent on legislative matters to maximize this grant funding source. The position will also be responsible for promoting fair housing.

III. Effect of Changes on Functional Responsibilities, Services and Duties

The proposed reorganization effectuates the change to the County's organizational structure mandated by the Charter amendment. The creation of the Department enables the County the ability to fulfill the powers, duties and functions articulated in the Charter for the Department (Section 8-20.3). The specific effect on all positions is detailed in the *Table of Proposed Changes* included in this proposal.

To reiterate, the proposed reorganization and the new organizational structure encompass:

- (1) Establishing the Office of the Director (Administrative) Division with administrative support staff, and creation of three operating divisions, each managed separately by an Administrator and cost categorized and budgeted in separate index codes:
 - FHPD (924008 general fund, grant revenue fund)
 - CHPD (924003 general fund)
 - HCD (924001 general fund)
- (2) Transferring thirty-two (32) established positions that previously existed in the Housing Division of the DHHC as of June 30, 2024, and placement of the positions in the Administrative Division or one of the three operating divisions in the Department.
- (3) Eleven (11) of the thirty-two (32) established positions being transferred to the Department will be affected accordingly:
 - a) Redescription/reallocation and reporting hierarchy change for three (3) existing positions.
 - b) Redescription and reporting hierarchy change of six (6) existing positions.
 - c) Reporting hierarchy change for two (2) existing positions.

In reference to the eleven positions mentioned in (3) above, further details and clarification, and the specific changes to each of the positions follow:

- a) Redescription/reallocation and reporting hierarchy change for three (3) existing positions:

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P-26031: The DHHC Housing Division Secretary I, previously reported to the Housing Administrator and will transfer to the Department's Administrative Division, directly under the Deputy Director, to support the department head and administrative team. The proposed reallocation to Secretary III is due to its placement reporting to the Deputy Director.

P-25892: The DHHC Housing Division Assistant Housing Administrator, previously reported to the Housing Administrator and will transfer to the FHPD. The position is proposed to be reallocated to FHPD Administrator. The administrator will be responsible for supporting FHPD operations, staff and federally funded programs such as HUD, HOME, HTF, CDS and CPF.

P-26100: The DHHC Housing Division Housing Program Specialist IV previously reported to the Assistant Housing Administrator and will transfer to the FHPD as proposed Housing Program Specialist V. The proposed reallocation to Housing Program Specialist V includes supervision of the Housing Program Technician (as redescribed) and coordination of special projects such as the Department's homeownership assistance program.

- b) Redescription and reporting hierarchy change of six (6) existing positions. (Although the Department is proposing changes in duties, it is not proposing reallocation to these positions.)

P-26099: DHHC Housing Division Housing Program Specialist V previously reported to the Assistant Housing Administrator and will transfer to the Department's CHPD under the CHPD Administrator. Proposed position redescription emphasizes duties to oversee compliance with Chapter 2.96, MCC. Duties related to construction labor law compliance were removed and transferred to Accountant III, Administrative Division. Duties related to Chapter 2.97, MCC, were removed and transferred to the Housing Administrator of HCD.

P-28873: DHHC Housing Division Housing Program Specialist II previously reported to the Assistant Housing Administrator and will transfer to the Department's CHPD under the CHPD Administrator. Proposed position redescription removed duties related to Fair Housing, VAWA and Landlord-Tenant Issues and transferred them to proposed expansion FHPD Program Specialist III.

P-32502: DHHC Housing Division Housing Program Specialist V previously reported to the Assistant Housing Administrator and will transfer to the Department's CHPD under the CHPD Administrator. Proposed position redescription emphasizes MCC chapters relating to Homeowner programs and drafting of administrative rules and guidelines. Duties to represent the Department on interdepartmental committees or boards relating to housing, community development and planning and to conduct public outreach on housing programs and services were removed and transferred to HCD Planner IV.

P-32559: DHHC Housing Division Housing Program Specialist III previously reported to the Assistant Housing Administrator and will transfer to the Department's CHPD under the CHPD Administrator. Proposed position redescription emphasizes oversight on County-fund grant programs such as Rental Assistance, Mortgage Assistance, Women Reintegration and Homeownership & Housing Counseling.

P-25891: The DHHC Housing Division Housing Administrator previously reported to the DHHC Deputy Director and will transfer to the Department's CHPD under the Department's Deputy Director to support CHPD' programs, operations and staff. Duties related to Chapter 2.97, MCC, and Chapter 16.28, MCC, were removed and transferred to the HCD. Duties related to federal programs were removed and transferred to the FHPD.

P-26048: The DHHC Housing Division Housing Program Technician, previously reported to the Assistant Housing Administrator and will transfer to the Department's FHPD under the proposed reallocated FHPD Housing Program Specialist V to support with federal funded programs such as HOME and HTF.

c) Reporting hierarchy change for two (2) existing positions.

P-29891: The DHHC Housing Division Project Coordinator previously reported to the Assistant Housing Administrator and will transfer to the HCD under the HCD Administrator. Duties and responsibilities remain unchanged.

P-29652: The Housing Choice Voucher Program Manager previously reported to the Assistant Housing Administrator and will transfer to FHPD under the FHP Administrator. Duties and responsibilities remain unchanged.

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- d) Twenty-one (21) existing positions transfer to the Department without any changes in duties and reporting hierarchy. These positions remain in their organizational placement in the Section 8 Housing Choice Voucher Program.

P-26131, P-26125, P-26130, P-26133, P-26123, P-26118, P-26039, P-26132, P-26135, P-29650, P-29659, P-26034, P-26134, P-29661, P-29662, P-29808, P-26124, P-26126, P-26127, P-26128 and P-26129:
Reporting hierarchy and duties remain unchanged for all staff reporting to the Housing Choice Voucher Program Manager.

- (4) Transfer of one (1) DHHLL position from the DM and placement of the position in the Department's FHPD. P-33549 was transferred to comply with Charter, Appendix II Chapter 20, Section 8-20.
- (5) Creation and establishment of two (2) authorized FY 2023 expansion positions (authorized in DHHC for Housing positions but not established, deferred for Department placement in FY 2025). P-33963 and P-X3080 is placed in the FHPD.
- (6) Creation and establishment of four (4) positions authorized in the Department's FY 2025 Council Adopted Budget, and their placement in the Administrative Division (Department Director's Office positions). P-33552, P-33554, P-33616 and P-33611 were created in accordance with Charter, Appendix II Chapter 20, Section 8-20.
- (7) Creation and establishment of additional six (6) expansion positions that were authorized and adopted via Ordinance 5769, Bill 6 (2025) on February 7, 2025. These six positions include:

Two (2) positions in the Administrative Division include a Research Analyst, and an Accountant III. Two (2) positions in the FHPD include a Program Specialist III and a Secretary II. Two (2) Secretary I positions include one placed in the CHPD and another placed in the HCD. Detailed explanation of these positions are included in Part II. Justification for Proposed Changes under Authorized Additions. These positions are not yet established and are pending position numbers.

IV. Financial Impact

The estimated cost for salaries/wages for the Department of Housing's reorganization at implementation is \$2,536,330.00 for the forty-five (45) employees, as identified in the *Table of Proposed Changes*. This includes \$1,484,590.00 in general funds and \$1,051,740.00 in grant revenue funds.

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[☒] APPROVED [☐] DISAPPROVED


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Of the forty (45) positions anticipated, twenty-two (22) positions (48%) reside under the FHPD under Section 8 and are funded by grant revenues with estimated salaries of \$1,051,740.00.

On February 7, 2025, Council adopted Ordinance 5769, Bill 6 (2025) to increase the Department's E/P to include six (6) expansion positions. The amendment did not have any financial impact as the Department intends to fund the salaries for these six positions for the remaining months of FY 2025 with departmental cost savings.

On a fully allocated basis (fringe benefit rates pursuant to the Department of Finance Employee Fringe Benefits Rates - Calendar Year 2025, issued October 21, 2024), the annualized cost (general fund) is estimated at \$2,294,600.00.

The Department's FY 2025 Council Adopted Budget authorizes \$8,501,163.00 in General Funds and \$32,614,093.00 in Grant Revenue Funds for the Department's total operations. For salaries alone, the FY 2025 Council Adopted Budget reflects that the Department is funded \$2,403,063.00 (\$1,345,330.00 through the General Fund and \$1,057,733.00 through grant revenues). Summation of both grant funds and general funds budgeted for salaries is \$2,536,330.00 for the full year.

V. EP Count

All forty-five (45) positions are authorized equivalent personnel (E/P) for the Department's FY 2025 Council Adopted Budget:

- Thirty-four (34) positions existed in the FY2024 DHHC Council Adopted Budget and transfers to the Department (Thirty-two (32) are established positions and two (2) are FY23 DHHC expansions that were not established).
- One (1) position existed in the FY 2024 Department of Management Budget (DHHLL) and transferred to the Department.
- Four (4) positions are authorized FY 2025 expansion positions.
- Six (6) expansion positions were authorized by Council via Ordinance 5769, Bill 6 (2025), at its meeting on February 7, 2025. These are general funded positions and are anticipated to be funded through departmental savings for the remaining months of FY2025 on implementation of the reorganization. For FY 2026, an increase in salaries will be budgeted for the expansion positions at full year pricing.

VI. Union Consultation

The Department will initiate consultation with the Hawaii Government Employees Association (HGEA) upon approval of the proposed reorganization by the Managing Director.

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VII. Proposed Table of Organization (TO)

The proposed organizational and functional charts dated February 28, 2025, have been prepared and are included with the proposal.

VIII. Position Descriptions

The proposed reorganization includes forty-five (45) positions as mentioned. Position descriptions (PD) for forty-three (43) positions, excluding the Director and Deputy positions, were completed by the Department on February 27, 2025.

Total number of PDs completed by the department = 43. The following table provides the status in the processing of the PDs as of March 12, 2025:

	Quantity	Position # and Titles
Number of PDs Pending Department Director Review & Approval	0	None
Number of PDs Approved by Department Director (ready for submission to DPS upon approval of proposed reorganization).	18	P-26031 Secretary III P-XXXX Research Analyst P-XXXX Accountant III P-X3080 Planner IV P-29891 Project Coordinator P-XXXX HCD Secretary I P-26099 Housing Program Specialist V P-28873 Housing Program Specialist II P-32502 Housing Program Specialist V P-32559 Housing Program Specialist III P-XXXX CHPD Secretary I P-26100 Housing Program Specialist V FHPD P-26048 Housing Program Technician P-26118 Clerk III P-26039 Housing Program Technician P-26034 Housing Specialist IV P-XXXX Program Specialist III P-XXXX FHPD Secretary II
Number of PDs Approved by Department Director, Pending DPS approval	1	P-25892 FHPD Housing Administrator
Number of PDs approved by DPS	5	P-33616 Administrative Assistant II P-33611 Private Secretary P-33963 HCD Housing Administrator P-33549 Program Specialist DHHL P-25891 CHPD Housing Administrator

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Number of Non-Civil Service PDs that are approved by the Department Director and do not require approval from DPS due to their Non-Civil Service status.	19	P-29652 HCV Program Manager P-26131 HCV Program Supervisor P-26125 HCV Program Supervisor P-26123, P-26130 & P-26133 Housing Clerk P-26132 HCV Program Accountant P-26135 & P-29650 Housing Inspector P-29659 HCV Office Operations Assistant P-26128 Housing Specialist -Special Programs P-26134, P-29661, P-29662 P-29808, P-26124, P-26126, P-26127 & P-26129 - Housing Specialist
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Specific changes to each position also follow the *Table of Proposed Changes* in this proposal which include changes to the reporting hierarchy and/or modification of duties.

The Department acknowledges that the final approval of the pricing and classification of each of the proposed positions discussed in this reorganization proposal is subject to the comprehensive review, audit, and approval by the Department of Personnel Services (DPS).

Approval Requested By:



Richard E. Mitchell, Esq.
Director of Housing

3.13.25

Date

☒ APPROVED ☐ DISAPPROVED

MANAGING DIRECTOR DATE 3/19/2025

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Exhibit 1

Table of Proposed Changes Notes:

- (A) **P-33552, P-33554, P-33616, P-33611**: Expansion position allocated in FY 2025, effective 7/1/24, with creation of the Department in accordance with the Charter, Appendix II Chapter 20, Section 8-20. Position is funded via general fund.
- (B) **P-26031**: Proposed transfer from DHHC Housing Division to Department's Administrative Division. Reporting hierarchy changes from P-25892, Assistant Housing Administrator, DHHC, to P-33554, Deputy Director, which warrants reallocation (position's placement reporting to the Department Deputy Director impacts its classification). Position description will be revised to reflect its new reporting hierarchy and duties. Position is funded via general fund.
- (C) **P-33963, P-X3080**: Proposed transfer from DHHC to the Department's HCD. FY 2023 expansion position allocated in accordance with Ordinance 5392 (2022), MCC, via amendment to the FY 2023 DHHC Budget. Position was not established in DHHC although authorized in the DHHC FY 2023 and FY 2024 Budgets. Position description and class specifications are pending Department of Personnel Services approval. Position is funded via general fund.
- (D) **P-33549**: Proposed transfer from Department of Management. FY 2024 expansion position allocated in accordance with Ordinance 5657 (2023), MCC, via amendment to FY 2024 Department of Management Budget and created in the Management Program; approved by the Managing Director 11/13/23. Compliance with County Charter Section 8-20.5 necessitates transfer to the Department. Position is funded via general fund.
- (E) **P-29891**: Proposed transfer from DHHC Housing Division to the Department, HCD. Reporting hierarchy changes from P-25892, DHHC Assistant Housing Administrator, to P-33963, HCD Administrator. Position description will be revised to reflect new reporting hierarchy only; duties and responsibilities remain unchanged. Position is funded via general fund.
- (F) **P-25891**: Proposed transfer from DHHC Housing Division to Department's CHPD. Position description will be revised to reflect reporting hierarchy changes from P-26037, DHHC Deputy Director, to P-33554, Department's Deputy Director. Duties related to Chapter 2.97, MCC, and Chapter 16.28, MCC, transferred to the HCD. Duties related to federal programs transferred to the FHPD. Added duties to support CHPD' programs, operations and staff. Position is funded via general fund.

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[☒] APPROVED [☐] DISAPPROVED

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- (G) **P-26099**: Proposed transfer from DHHC Housing Division to the CHPD. Reporting hierarchy changes from P-25892, DHHC Assistant Housing Administrator, to P-25891, CHPD Administrator. Duties related to Chapter 2.97, MCC, transferred to HCD Administrator. Duties related to construction labor law compliance transferred to Accountant III, Administrative Division. Position description further emphasizes compliance with Chapter 2.96, MCC. (Reporting hierarchy and duties change, but no reallocation is proposed.) Position is funded via general fund.
- (H) **P-25892**: Proposed transfer from DHHC Housing Division to Department of Housing FHPD, and proposed reallocation from EM-03 to EM-05. Reporting hierarchy changes from P-25891, DHHC Housing Administrator, to P-33554 Department's Deputy Director. Duties to support FHPD programs, operations and staff transferred from the DHHC Housing Division Housing Administrator in at the administrator level justifies proposed reallocation from EM-03 to EM-05. Position description will be revised to reflect new reporting hierarchy, role, and responsibilities in proposed placement. Position is funded via general fund.
- (I) **P-26100**: Proposed transfer from DHHC Housing Division to the FHPD. Reporting hierarchy changes from P-25892, DHHC Assistant Housing Administrator, to P-25892, FHPD Administrator (as redescribed). Position is proposed for reallocation to Housing Program Specialist V, SR-24, for new responsibilities added: supervisory duties of subordinate position P-26048 and coordination of special projects including the Department's homeownership assistance program. Position is funded via general fund.
- (J) **P-29652**: Proposed transfer from DHHC Housing Division to the FHPD. Reporting hierarchy changes from P-25892, DHHC Assistant Housing Administrator, to P-25892, FHPD Administrator (as redescribed). Position description will be revised to reflect new reporting hierarchy only; duties and responsibilities remain unchanged. Position is funded via grant revenues.
- (K) **P-26131, P-26125, P-26130, P-26133, P-26123, P-26118, P-26039, P-26132, P-26135, P-29650, P-29659, P-26034, P-26134, P-29661, P-29662, P-29808, P-26124, P-26126, P-26127, P-26128, P-26129 (21 positions)**: Proposed transfer from DHHC Housing Division to the FHPD. Reporting hierarchy, duties and responsibilities remain unchanged. Position is funded via grant revenues.
- (L) **P-XXXXX (6 positions)**: Proposed expansion positions in FY 2025. Identified by Department of Housing administrative as a critical function upon establishing and standing Department of Housing operations in the initial months of FY 2025. The proposed expansion positions were authorized by Council via Ordinance 5769, Bill 6 (2025), on February 7, 2025.

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MANAGING DIRECTOR

3/19/2025
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- (M) **P-26048:** Proposed transfer from DHHC Housing Division to the FHPD. Reporting hierarchy changes from P-25982, DHHC Assistant Housing Administrator, to P-26100, Housing Program Specialist V, FHPD. Responsibilities also change with duties related to CHPD transferred to the proposed expansion for the CHPD Secretary I, and new duties added to assist P-26100 with HOME American Rescue Plan Act and the County's homeowner assistance program. (Reporting hierarchy and duties change, but no reallocation is proposed.) Position is funded via grant revenues.
- (N) **P-28873:** Proposed transfer from DHHC Housing Division to the CHPD. Reporting hierarchy changes from P-25892, DHHC Assistant Housing Administrator, to P-25891, CHPD Administrator. Responsibilities also change with duties to respond to Fair Housing, VAWA and Landlord-Tenant Issues transferred to proposed expansion FHPD Program Specialist III. (Reporting hierarchy and duties change, but no reallocation is proposed.) Position is funded via general fund.
- (O) **P-32502:** Proposed transfer from DHHC Housing Division to the CHPD. Reporting hierarchy changes from P-25892, DHHC Assistant Housing Administrator, to P-25891, CHPD Administrator. Responsibilities also change with duties the to represent the Department on interdepartmental committees or boards relating to housing, community development and planning and to conduct public outreach on housing programs and services were transferred to HCD Planner IV. The roles and responsibilities were refined to focus on the MCC chapters relating to Homeowner programs and drafting of administrative rules and guidelines. (Reporting hierarchy and duties change, but no reallocation is proposed.) Position is funded via general fund.
- (P) **P-32559:** Proposed transfer from DHHC Housing Division to the CHPD. Reporting hierarchy changes from P-25892, DHHC Assistant Housing Administrator, to P-25891, CHPD Administrator. Responsibilities also change with duties to emphasize oversight on County-funded grant programs such as Rental Assistance, Mortgage Assistance, Women Reintegration and Homeownership & Housing Counseling. (Reporting hierarchy and duties change, but no reallocation is proposed.) Position is funded via general fund.

BFED Committee

From: Janina E. Agapay <Janina.E.Agapay@co.maui.hi.us>
Sent: Tuesday, April 22, 2025 11:06 AM
To: BFED Committee
Cc: Lesley J. Milner; Richard E. Mitchell; Saumalu Mataafa; Amanda M. Martin
Subject: (BFED-1)(HO-03)
Attachments: (BFED-1)(HO-03).pdf

Hello,

Please see attached correspondence.

Thank you,

Janina Agapay

County of Maui | Budget Office

Phone: (808) 270-7836

Email: Janina.E.Agapay@co.maui.hi.us