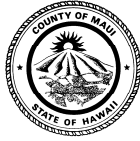


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Director of Council Services
David M. Raatz, Jr., Esq.

Deputy Director of Council Services
Richelle K. Kawasaki, Esq.

COUNTY COUNCIL

COUNTY OF MAUI
200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.MauiCounty.us

March 31, 2024

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

Dear Mr. Takamori:

SUBJECT: **FISCAL YEAR ("FY") 2025 BUDGET** (BFED-1) (TD-2)

May I please request you be prepared to answer the following questions at the BFED Committee meeting on **April 3, 2024**. * This will enable the Committee to comprehensively review the FY 2025 Budget. May I further request that, after approval by the Office of the Mayor, you transmit your answers to bfed.committee@mauicounty.us by the end of the day on **April 4, 2024**. **Date subject to change without notice.*

Overall

1. Relating to Administration Program, Goal #3, item 1, why is 10% of systemwide annualized farebox returns considered to be a success measurement for the fixed route system? How does this compare to other similarly sized systems in the United States? (Page 781, Program Budget) (TK)
2. Please provide the percentage of riders for the Maui Bus that require Americans with Disabilities Act (ADA) accessible services? (Pages 775 and 776, Program Budget) (NUH)
 - a. What percentage of buses and bus stops are ADA compliant? How much would it cost to add ADA-compliant upgrades to each non-ADA-compliant bus stop?
 - b. What methods of educational support will be provided to paratransit riders?
3. Relating to Public Transit Program – Paratransit Service, Goal #1: (Page 801, Program Budget) (GJ)

- a. Is the $\frac{3}{4}$ -mile radius of the fixed route portions of the Maui Bus a sufficient area to meet the needs of ADA passengers?
 - b. What is the purpose of the $\frac{3}{4}$ -mile radius? Has there been a study on whether an increased radius of service would result in better service?
 - c. Please provide data the Department has collected relating to requests to access the Paratransit Service Program from individuals outside the service area.
4. Please detail how Maui Bus ridership and revenue were impacted by the August 2023 wildfires. (GJ)
 5. The Maui Bus Instagram page has not posted since November 2022. How is the Department keeping the public updated with the latest news and media campaigns regarding the bus system? How does the public receive live updates? (Page 776, Program Budget) (NUH)
 6. Relating to Human Service Transportation Program, Goal #3, item 2, why is the number of human services transportation passengers boardings anticipated to decrease between FYs 2024 and 2025? (Page 790, Program Budget) (GJ) (YLS)
 7. Relating to Air Ambulance Program, Goal #2, item 2, why is the number of completed emergency air ambulance trips anticipated to increase from 51 in FY 2024 to 162 in FY 2025? (Page 793, Program Budget) (TC)
 8. Relating to PARK MAUI Program, Goal #1, item #1, why does the Department anticipate total revenues collected to decrease from \$3,000,000 in FY 2024 to \$500,000 in FY 2025? (Page 796, Program Budget) (YLS)

Salaries and Wages (Category "A")

1. Is the Grants Specialist II expansion position full-time or part-time? Who is currently in charge of applying for grants? Is there a potential for this position to extend past six months? (Page 783, Program Budget) (NUH)
2. Relating to the Human Service Transportation Program under Index Code 917745B: (Page 792, Program Budget)

- a. How many employees will receive salary and fringe benefit increases? Why are they receiving a salary increase? (TK)
 - b. Please provide the employees' current salaries and confirm whether they are receiving a livable wage of \$29.29/hour according to the Massachusetts Institute for Technology Living Wage Calculator. (GJ)
 - c. Is the Program facing retention and recruitment challenges? Please explain. (GJ)
3. Have contractors been retained by the County for the PARK MAUI Program? If so, why are we contracting this service instead of creating County positions? (Page 796, Program Budget) (TK)
 4. Was the Transportation Contracts Specialist position under Index Code 917706A filled when the job title and classification were corrected? (Page 23-3, Budget Details) (TP)
 5. Can one of the Department's long-term vacancies be redescribed to the Grants Specialist II instead of requesting an expansion position? (Page 23-3, Budget Details) (ALL)
 6. Is there a job description for the Transportation Parking Coordinator position under Index Code 917706A? If so, please provide a copy. (Page 23-3, Budget Details) (TP)
 7. Will the proposed Planner III and Planner IV expansion positions assist the Department with receiving additional State and County funding? What are their other duties? Will any State or Federal funding be used to pay for their salaries? (Page 23-17, Budget Details) (SS)

Operations and Equipment (Categories "B" and "C")

1. Relating to the PARK MAUI program: (Pages 777 and 797, Program Budget)
 - a. Please provide a breakdown of the \$2,317,231 request for Contractual Services for the PARK MAUI program. What contracting company is being used and what is their scope of work? (GJ)
 - b. Please explain why in FY 2024, the Council adopted amount was \$3,754,945 for the PARK MAUI program, but the actual

amount spent in FY 2023 was \$1,916,491. And why is there a \$1,437,714 decrease for FY 2025? (TP)

- c. How much of the budgeted amount will be offset by revenue generated by the program? (TK)
 - d. Is there a General Fund subsidy for the program? If so, could the Department consider increasing parking rates to generate additional revenue to avoid any cost impacts to the General Fund? (TK)
 - e. How much revenue is expected from the program over the next year and then annually thereafter? (SS)
 - f. What is the timeframe and cost to expand PARK MAUI beyond Wailuku? Which priority areas in Maui County would PARK MAUI expand to? (TC)
 - g. How will PARK MAUI operate in the Lahaina burn zones? Will paid parking be effective upon reopening? (TP)
2. Does the FY 2025 Proposed amount of \$22,550,601 for Services include the \$13,450,000 for the Maui Bus Fixed Route Service under Index Code 917760B? Please explain. (Page 779, Program Budget; Page 23-14, Budget Details) (TK)
 3. What is the status of the Maui Fixed Bus Route advertising? Was any revenue generated in FY 2024? If no, why not? (Page 780, Program Budget) (TP)
 4. What is the status of the 24-passenger accessible bus for Molokai under Index Code 917737B? Will the larger bus be able to navigate the constraints unique to Molokai, such as narrower streets? (Page 784, Program Budget) (TC)
 5. What is the Maui Metropolitan Planning Organization's plans to utilize matching Federal funds under Index Code 917722B? (Page 786, Program Budget) (YLS)
 6. For the Administration Program, relating to Professional Services under Index Code 917706B, please explain whether this request is for a lobbyist in Washington, D.C. If so, please provide the name of the lobbyist and explain how this differs from other federal lobbying, grant monitoring, and advocacy services contracted by the County. (Page 23-5, Budget Details) (GJ) (TP)

7. For the Administration Program, relating to Professional Services under Index Code 917709B, what is the status of the Feasibility Study for the Lanai Ferry? Has the study been completed and is it accessible to the public?
 - a. Will additional funding for the study be needed in FY 2025? What are the Department's next steps? (Page 23-5, Budget Details) (TC) (GJ) (ALL) (TP) (SS)
8. For the Administration Program Highway Fund, the FY 2023 Adopted was \$1,550,000, but the FY 2023 Actual totaled \$50,000. Please explain. (TP)
 - a. What is included in the Administration Program's operations expansion request of \$47,900? (Pages 23-11 and 23-13, Budget Details) (NUH)

Capital Improvement Projects

1. Relating to CBS-1039, Bus Stops and Shelters: (Page 966, Program Budget)
 - a. Does the Department consider factors such as weather, tree canopy, and population vulnerability when determining whether a bus stop should receive shelter or other amenities? (GJ)
 - b. What bus stop improvements are possible other than shelters? What would qualify a bus stop to receive such upgrades? (GJ)
 - c. How many bus stops with ridership that equal or exceed 25 boardings per day do not have shelter? (GJ)
 - d. Does the Department plan on adding bus stops to any bus routes in FY 2025? (GJ)
 - e. How many bus shelters will be installed? Has the increase in materials and shipping costs affected updates to bus stops and shelters? (NUH)
 - f. What work can be completed with \$600,000 for planning, design, and infrastructure construction? (NUH)

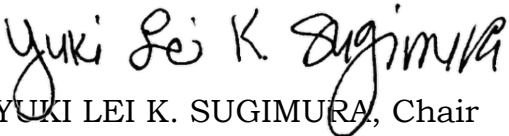
Mr. Marc Takamori
March 31, 2024
Page 6

- g. How many of the remaining 66 uncovered bus stops will receive shelter in FY 2025? (TC)
 2. Please provide an update on CBS-7244, Transportation Baseyard Facility. (Page 968, Program Budget) (GJ)
 - a. What work is the Department planning in FY 2025 with the \$2,600,000? How is new construction scheduled to start on July 1, 2024, when the \$20,000,000 for construction is to be funded in FY 2027? (Pages 968 and 969, Program Budget) (GJ)

To ensure efficient processing, please include the relevant Committee item number in the subject line of your response.

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

Sincerely,



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

bfed:2025bgt:240329atd01:clm

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

BFED Committee

From: BFED Committee
Sent: Sunday, March 31, 2024 1:44 PM
To: 'marc.takamori@co.maui.hi.us'
Cc: BFED Committee; K. Kauanoë Batangan; Coralyn Dumlao; Michelle Santos; Zeke Kalua; Lesley Milner; Carla M. Nakata
Subject: PLEASE READ attached letter re: FISCAL YEAR ("FY") 2025 BUDGET (BFED 1); (TD-2)
Attachments: (TD-2) Correspondence to Transportation 03-31-2024.pdf

Mr. Takamori: Please refer to the attached letter from the Budget, Finance, and Economic Development (BFED) Committee Chair, dated March 31, 2024. Please respond by **April 4, 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,
Yvette Bouthillier, Senior Secretary
BFED Committee

RICHARD T. BISSEN, JR.
Mayor

JOSIAH K. NISHITA
Managing Director




MARC I. TAKAMORI
Director

KAUANOE BATANGAN
Deputy Director

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

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

April 4, 2024

Ms. Lesley Milner 
Acting Budget Director, County of Maui
200 South High Street
Wailuku, HI 96793

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

For Transmittal to:
Honorable Yuki Lei K. Sugimura
Chair, Budget, Finance, and Economic Development Committee
Maui County Council
200 South High Street
Wailuku, Hawaii 96793

Dear Chair Sugimura,

SUBJECT: FISCAL YEAR ("FY") 2025 BUDGET (BFED-1) (TD-2)

The Department of Transportation (DOT, Department) hereby transmit the following response to your letter dated March 31, 2024 regarding the Fiscal Year ("FY") 2025 Budget.

APPROVED FOR TRANSMITTAL

 4-5-24
Mayor Date

Question 1: Provide:

- 1. Relating to Administration Program, Goal #3, item 1, why is 10% of systemwide annualized farebox returns considered to be a success measurement for the fixed route system? How does this compare to other similarly sized systems in the United States? (Page 781, Program Budget) (TK)**

Response: The Department is using the 10% farebox recovery rate as an estimate since the goal takes into consideration the new Fare Free Fixed Route Program that was put into place this fiscal year. After the August wildfires, the Maui Bus rates and fees were suspended and re-instated on March 1, 2024. The Fare Free Program was then implemented starting on March 1, 2024 and now offers the following riders' free trips on the Maui Bus Fixed Route service who are: Seniors – 55 years or older, Medicare recipients, students 24 years and younger, ADA Paratransit cardholders, income-eligible cardholders, and persons with disabilities fixed route cardholders. It's hard to compare other similarly sized public transit systems with Maui given that Maui now offers free fares for certain ridership segments.

Question 2 Provide:

- 2. Please provide the percentage of riders for the Maui Bus that require Americans with Disabilities Act (ADA) accessible services? (Pages 775 and 776, Program Budget) (NUH)**

Response: There are currently 2,020 riders qualified for the complementary ADA Paratransit service.

- a. What percentage of buses and bus stops are ADA compliant? How much would it cost to add ADA-compliant upgrades to each non-ADA-compliant bus stop?**

Response: All of the buses used in the Maui Bus programs are 100% ADA complaint. All improved bus stops are also 100% ADA complaint. The Department continues to work towards improving non-ADA complaint bus stops. With the increase in inflation and supply chain challenges that have increased the cost of goods and services, the Department estimates that the cost of construction to improve a bus stop could run approximately \$125k, but will vary by location. The condition of each bus stop is unique and will need to be reviewed and go through the planning and design process.

b. What methods of educational support will be provided to paratransit riders?

Response: Paratransit riders are provided an “ADA Paratransit Service Rider’s Guide” upon qualifying for the service. Newly qualified riders are also given a courtesy call by our Transportation Program Coordinator after their eligibility card is mailed to them. The Transportation Program Coordinator also helps to answer questions for many social and healthcare workers who assist their clients on determining if Paratransit is a viable service for them.

Question 3 Provide:

3. Relating to Public Transit Program – Paratransit Service, Goal #1: (Page 801, Program Budget) (GJ)

a. Is the ¾-mile radius of the fixed route portions of the Maui Bus a sufficient area to meet the needs of ADA passengers?

Response: The Department follows Federal requirements and provides paratransit service to origins and destinations within corridors with a width of three-fourths of a mile on each side of each fixed route. The corridor includes an area with a three-fourths of a mile radius at the ends of each fixed route. This is because paratransit functions as a safety net for persons whose disabilities prevents them from using the regular fixed route system; it is not intended to meet all of the transportation needs of all persons with disabilities, all of the time. The Human Services Transportation program provides transportation services for areas outside of the paratransit service area which gives riders alternative options.

b. What is the purpose of the ¾-mile radius? Has there been a study on whether an increased radius of service would result in better service?

Response: The three-fourths mile radius is federally mandated. Expanding the radius would increase the cost of the service and potentially impact the on-time performance of the existing system. No study has been done to determine the effects of a change in service area coverage.

- c. **Please provide data the Department has collected relating to requests to access the Paratransit Service Program from individuals outside the service area.**

Response: Individuals residing outside of the three-fourths mile radius can still apply to utilize the service if they are able to get themselves within the service area. However, as mentioned earlier, the Human Services Transportation program does provide transportation services for areas outside of the paratransit service area which gives riders alternative options.

Question 4 Provide:

4. **Please detail how Maui Bus ridership and revenue were impacted by the August 2023 wildfires. (GJ)**

Response: The following services were affected by the August wildfires:

- Lahaina Islander, Lahaina Villager, West Maui Islander, and all Commuter Services were suspended from the afternoon of August 8, 2023.
- All Maui Bus Fares were suspended from August 9, 2023 through February 29, 2024
- Commuter Services were re-instated on August 16, 2023.
- West Maui Express was created and started on August 24, 2023.
- Modified Lahaina Villager started on November 5, 2023.
- All Maui Bus Fares were re-instated on March 1, 2024.
- Fare Free Fixed Route Program started on March 1, 2024.

Maui Bus Passenger Boardings	
July 2022 – February 2023	July 2023 – February 2024
952,958	901,717

Maui Bus Passenger Boardings (Per Month)	
Month	Passenger Counts
July 2023	119,029
August 2023	89,599
September 2023	98,601
October 2023	112,083
November 2023	112,373
December 2023	121,217
January 2023	124,110
February 2023	124,705

Question 5 Provide:

- 5. The Maui Bus Instagram page has not posted since November 2022. How is the Department keeping the public updated with the latest news and media campaigns regarding the bus system? How does the public receive live updates? (Page 776, Program Budget) (NUH)**

Response: At the beginning of the new Administration, the Public Information Officer's team requested that the Department refrain from using its own social media accounts and instead work with the communication team to publish messages through the County of Maui's various platforms, including social media. In addition to the press releases and social media posts that are published, there are several ways for announcements to be disbursed to Maui Bus riders. The Department has the ability to post and push announcements through the Maui Bus app as well as post announcements on the MauiBus.org website. On the fixed route buses, the Department is able to program automatic voice announcements that will automatically play while the buses are in service for the riders to hear. Paper notices are also posted on the various buses based on service announcements.

Question 6 Provide:

- 6. Relating to Human Service Transportation Program, Goal #3, item 2, why is the number of human services transportation passengers boardings anticipated to decrease between FYs 2024 and 2025? (Page 790, Program Budget) (GJ) (YLS)**

Response: This is an error. The anticipated number of passenger boardings should be listed as 199,700.

Question 7 Provide:

- 7. Relating to Air Ambulance Program, Goal #2, item 2, why is the number of completed emergency air ambulance trips anticipated to increase from 51 in FY 2024 to 162 in FY 2025? (Page 793, Program Budget) (TC)**

Response: There is no way to anticipate the number of trips that will take place, the goal was updated to the actual number of trips provided in FY 2023.

Question 8 Provide:

- 8. Relating to PARK MAUI Program, Goal #1, item #1, why does the Department anticipate total revenues collected to decrease from \$3,000,000 in FY 2024 to \$500,000 in FY 2025? (Page 796, Program Budget) (YLS)**

Response: Due to the Lahaina wildfires, the Department is re-evaluating what the program should look like in the future. We do not anticipate expanding PARK MAUI into beach parking in FY25. Being that the program and rates and fees are being proposed for Wailuku only, the Department reduced the program's anticipated revenues. After receiving additional information from our contractors, the Department needs to further adjust its projections to \$60,000 in FY25.

Salaries and Wages (Category "A")

Question 1 Provide:

- 1. Is the Grants Specialist II expansion position full-time or part-time? Who is currently in charge of applying for grants? Is there a potential for this position to extend past six months? (Page 783, Program Budget) (NUH)**

Response: The Grants Specialist II position is full time. The Transportation Grants Administrative Officer is currently in charge of grants. Six months of funding was to allow for recruitment.

Question 2 Provide:

- 2. Relating to the Human Service Transportation Program under Index Code 917745B: (Page 792, Program Budget)**
 - a. How many employees will receive salary and fringe benefit increases? Why are they receiving a salary increase? (TK)**

Response: Per Maui Economic Opportunity (MEO), all 98 transportation employees are expected to receive a salary increase. Their current collective bargaining agreement (CBA) ends June 30, 2024. Based on upcoming negotiations, it is anticipated that the union will demand that MEO pay prevailing wages to Human Services (HS) drivers to match the County's ADA Paratransit contract requirements. Currently, MEO is NOT required to pay the prevailing wage rates to HS drivers, but are paying the prevailing wage of \$25.79 to match what the ADA

Paratransit drivers are making. The next prevailing wage increase is scheduled for July 1, 2024 at \$27.09.

- b. Please provide the employees' current salaries and confirm whether they are receiving a livable wage of \$29.29/hour according to the Massachusetts Institute for Technology Living Wage Calculator. (GJ)**

Response: Per MEO, no, the HST drivers do not receive the \$29.29/hour wage.

- c. Is the Program facing retention and recruitment challenges? Please explain. (GJ)**

Response: Per MEO, they currently have seven vacant positions (3 Human Services and 4 Paratransit) and have ten employees (eight are drivers) out on short- and long-term leave. In a perfect world, MEO would hire an additional five drivers to help cover recurring absences.

Question 3 Provide:

- 3. Have contractors been retained by the County for the PARK MAUI Program? If so, why are we contracting this service instead of creating County positions? (Page 796, Program Budget) (TK)**

Response: Yes, contractors have been retained to manage parking operations at the Wailuku Garage. Should state law be amended to allow contractors to assist with parking enforcement on state and county roads, they will help with that as well. We are in the process of recruiting a Program Specialist III (formerly described as the Transportation Parking Coordinator) to oversee the PARK MAUI Program.

Question 4 Provide:

- 4. Was the Transportation Contracts Specialist position under Index Code 917706A filled when the job title and classification were corrected? (Page 23-3, Budget Details) (TP)**

Response: No, the changes to the job title and classification were made prior to recruitment. These changes were initiated by the Department of Personnel Services (DPS) during the Position Description review and class assignment process.

Question 5 Provide:

5. **Can one of the Department's long-term vacancies be re-described to the Grants Specialist II instead of requesting an expansion position? (Page 23-3, Budget Details) (ALL)**

Response: No, all open positions are going through the recruitment process, with several interviews scheduled in the next few weeks for both of the Department's long-term vacancies. All allocated positions are essential to the Department in moving forward with current operations and projects.

Question 6 Provide:

6. **Is there a job description for the Transportation Parking Coordinator position under Index Code 917706A? If so, please provide a copy. (Page 23-3, Budget Details) (TP)**

Response: The job description for the Transportation Parking Coordinator was finalized as a Program Specialist III position. The description is attached as well as posted on the County's job recruitment website as we're going through open recruitment for it.

Question 7 Provide:

7. **Will the proposed Planner III and Planner IV expansion positions assist the Department with receiving additional State and County funding? What are their other duties? Will any State or Federal funding be used to pay for their salaries? (Page 23-17, Budget Details) (SS)**

Response: Per the Maui Metropolitan Planning Organization (MPO):

The proposed Planner III and Planner IV positions will be responsible for Maui MPO projects, programs, duties and responsibilities only. The County of Maui DOT staff does not assign any duties or responsibilities to any Maui MPO staff. The Maui MPO is not a division within the County of Maui DOT, but is administratively tied through the County of Maui DOT/Maui MPO Administrative Agreement.

The Planners will assist the Executive Director in managing all federally funded projects, and also serve as a liaison to county, state and federal agencies and consultants to provide needed data and information. Other examples of tasks and responsibilities include assisting in federally mandated responsibilities assigned to MPOs such as those listed below:

1. **Maui MPO Transportation Improvement Program (TIP).** Overseeing any changes such as administrative modifications and amendments. When these occur, they must be reflected in the Maui MPO TIP Report. If the change is an amendment, public review and comment is required. The Planner III or IV would monitor all comments received through email, the MPO website or any other means, then document and seek answers from a variety of agencies and provide a formal response through the disposition of public comment. The Planners would also prepare all documents as needed for the Maui MPO Technical Advisory Committee (TAC) and Policy Board meetings for their review and comment. Additionally, when the Over the Shoulder Review (OSR) meetings occur twice per year (Spring and Fall), the Planners would attend these meetings and assist the Executive Director in coordinating with partnering agencies to address needed and proposed changes to the TIP Program.
2. **Maui Long Range Transportation Plan (LRTP).** Planners will assist with all community engagement and public outreach activities, in addition to completing initial reviews of deliverables prior to finalization by Executive Director. More specific tasks include:
 - a. Gathering data, mapping layers as requested;
 - b. Liaising with County and state agencies to collect past and present projects information to assess progress;
 - c. Assisting with all logistics needed for community engagement;
 - d. Assisting with virtual engagement opportunities – web page updates, email distribution, MPO online data collection, etc.;
 - e. Assist with peer review – communicating with agencies, stakeholders for document reviews; and
 - f. Assist with reviews of updated LRTP sections as they are prepared for public and agency review.
3. **Public Participation Plan (PPP).** The PPP is federally mandated to be updated every five years. In 2023, a full rewrite and update was completed and approved by the MPO TAC and Policy Board. It is expected that when the PPP needs to be updated in 2028, there will be no need for a consultant, however with additional staffing a Planner III or IV should be capable of completing a simple update, with the oversight of the Executive Director.
4. **State and Federal Funding Opportunities.** There is more federal and state funding available for transportation infrastructure and active transportation opportunities, in addition to mixed use development (affordable housing and public transit) such as Transit Oriented Development (TOD) than there has ever been. Additional staff will allow for much needed support to not only apply for these funding opportunities but to also assist in drafting RFPs needed for the consultant selection process, and managing contracts as they are awarded. Three immediate funding opportunities are available: Federal Highway Administration's Resilience Improvement Planning Grants, Transportation

Alternatives Program (TAP) funding and in August, the Hawaii MPO distribution funding.

5. **Complete Streets Support to COM Department of Public Works.** In recent years, DPW has undertaken several transportation studies (Kihei Sub regional Transportation Study & Central Maui Transportation Study) that have resulted in the identification of locations for Complete Streets projects. There have also been TOD community corridor studies recently completed in West Maui and Central Maui that have also resulted in the identification of Complete Streets project needs and locations. One of the most critical components of a successful CS project is community support. In the past, these projects have not been successful due to the lack of community understanding and support of the CS projects. Community engagement is not typically in the “wheelhouse” of the COM DPW. As described in the Comprehensive Agreement’s objective to work with the partnering agencies (HDOT, MDOT and DPW) is by providing a continuing, cooperative and comprehensive planning process, with the additional staffing capacity, the Maui MPO, will work with DPW to provide the community support needed in order to achieve community buy in and accomplish a transparent process in the completion of direly needed Complete Streets projects throughout Maui.

Other duties. There are three additional Maui MPO Planning Studies presently taking place that need additional support:

- a. Complete Streets Project – assist with review of deliverables, logistical support for community engagement, public notices and public responses
 - b. Hana Greenway – provide logistical support for community engagement, initial review of deliverables
 - c. South Maui Quick Build Project – work with stakeholders such as Ulu Pono Initiative and Healthy Eating Active Living (HEAL) to assist the South Maui Community in selecting a street safe design and artist.
6. **Hawaii Legislative Session – tracking relevant legislative bills.** Planners will assist the Executive Director in tracking all relevant legislation for the Maui MPO during each legislative session. Contingent upon abilities and training opportunities, Planners will assist in drafting initial MPO testimony.
 7. **Maui MPO TAC and Policy Board meetings.** Planners will attend and provide support as needed throughout meetings. They will listen to meeting minutes and provide initial transcription. They will also assist in meeting mailouts and publicly posting meetings for notice.

State and Federal Funding Used to Pay Planner Salaries.

The Maui MPO will be using the Federal Highway Administration (FHWA) and Federal Transit Authority (FTA) Planning Funds, additional funding for these

positions will be provided by the FHWA Surface Transportation Block Grant (STBG).

Operations and Equipment (Categories “B” and “C”)

Question 1 Provide:

- 1. Relating to the PARK MAUI program: (Pages 777 and 797, Program Budget)**
 - a. Please provide a breakdown of the \$2,317,231 request for Contractual Services for the PARK MAUI program. What contracting company is being used and what is their scope of work? (GJ)**

Response: Diamond Parking Services \$1,562,328.96 (FY 2024)

- They are the parking operator whose services includes but not limited to: parking program management; parking enforcement; revenue collections, counting, and reconciliation; permit management; maintenance; and customer support.

Dixon Resources Unlimited \$610,561.00 (FY 2024)

- They are parking management and implementation support service for new parking services, technologies and public outreach.

Skidata, Inc. \$354,162.00 (FY 2024)

- They are the parking equipment solutions vendor for the Wailuku Parking Garage that includes serves and support.

- a. Please explain why in FY 2024, the Council adopted amount was \$3,754,945 for the PARK MAUI program, but the actual amount spent in FY 2023 was \$1,916,491. And why is there a \$1,437,714 decrease for FY 2025? (TP)**

Response: In FY 2024, the Department anticipated an additional contract to procure equipment and a mobile app for managing parking at various beach parks. Following the Lahaina wildfires, the contract’s Notice to Proceed (NTP) was not issued due to the uncertainty of what the PARK MAUI program will look like moving forward.

b. How much of the budgeted amount will be offset by revenue generated by the program? (TK)

Response: If PARK MAUI's proposed rates and fees are adopted for the Wailuku Parking Garage, we anticipate the revenues to be approximately \$60,000 in FY25.

c. Is there a General Fund subsidy for the program? If so, could the Department consider increasing parking rates to generate additional revenue to avoid any cost impacts to the General Fund? (TK)

Response: The program is currently funded by the General Fund. Once rates and fees are established, the Department will be able to generate additional revenues to offset the General Fund

d. How much revenue is expected from the program over the next year and then annually thereafter? (SS)

Response: The proposed rates and fees are for the Wailuku Parking Garage only. At the proposed rates, the anticipated revenues for FY25 are \$60,000. Annual revenues for future years will depend on the size and scope of the program, as beach parking was projected to produce the majority of PARK MAUI's revenues.

e. What is the timeframe and cost to expand PARK MAUI beyond Wailuku? Which priority areas in Maui County would PARK MAUI expand to? (TC)

Response: The Department has not yet decided on when or in what manner it will expand PARK MAUI.

f. How will PARK MAUI operate in the Lahaina burn zones? Will paid parking be effective upon reopening? (TP)

Response: The Department does not anticipate expanding PARK MAUI in FY25. Any decision to operate in the Lahaina burn zones will be done only after community consultation.

Question 2 Provide:

2. **Does the FY 2025 Proposed amount of \$22,550,601 for Services include the \$13,450,000 for the Maui Bus Fixed Route Service under Index Code 917760B? Please explain. (Page 779, Program Budget; Page 23-14, Budget Details) (TK)**

Response: Yes, it does. It includes the Maui Bus Fixed Route Service, Maui Bus ADA Paratransit Service and the Maui Bus Commuter Service.

Question 3 Provide:

3. **What is the status of the Maui Fixed Bus Route advertising? Was any revenue generated in FY 2024? If no, why not? (Page 780, Program Budget) (TP)**

Response: The Department only allows for County generated or County sponsored public service announcements to be posted in the buses. No revenues were generated in FY 2024. The Department needs to work with Corp Counsel to revise some of the advertising language in the Maui County Code before the Department can put the program out to bid.

Question 4 Provide:

4. **What is the status of the 24-passenger accessible bus for Molokai under Index Code 917737B? Will the larger bus be able to navigate the constraints unique to Molokai, such as narrower streets? (Page 784, Program Budget) (TC)**

Response: Per MEO, they are requesting a 24-passenger accessible bus for Molokai. The larger bus is preferred for the extended rural shuttle service and the route taken is one that is similar to that of Molokai's Department of Education's diesel school bus route that drives along the coastline. The last bus stop on the extended rural shuttle service ends at "Mana'e" on the East End.

Question 5 Provide:

- 5. What is the Maui Metropolitan Planning Organization's plans to utilize matching Federal funds under Index Code 917722B? (Page 786, Program Budget) (YLS)**

Response: Per the Maui MPO:

The Maui MPO's duties, responsibilities and opportunities (with the significant increase in federal transportation funding) have expanded exponentially and the current level of staffing is not sufficient. While the Maui MPO has added additional Planning studies in order to provide support to Maui's communities, the amount of staffing needed to assist with these studies, and especially additional federal grants is great. There are currently the highest levels of federal funding for transportation infrastructure and active transportation than there has ever been. Additional staffing is needed to apply for the federal and state grants in addition to contracting, and managing these projects throughout Maui.

The opportunity for Maui is significant. For these two positions, 80% of the costs will be covered by federal funds, while the remaining 20% will be covered by local match (split between the State and the County).

The plans include hiring two Planner positions – please see response to question #7 under the Salary and Wages section, which explains in detail the duties and responsibilities of the two Planner positions.

Question 6 Provide:

- 6. For the Administration Program, relating to Professional Services under Index Code 917706B, please explain whether this request is for a lobbyist in Washington, D.C. If so, please provide the name of the lobbyist and explain how this differs from other federal lobbying, grant monitoring, and advocacy services contracted by the County. (Page 23-5, Budget Details) (GJ) (TP)**

Response: The Department has a contract with Williams & Jensen for representation services in Washington DC. This firm serves as a liaison between the County and the United States Congress and administration. Efforts include focusing on obtaining federal funding for transportation, infrastructure and guidance with Federal Transit Administration reporting requirements, including National Transit Database reporting. The liaison also provides assistance on Federally funding projects and processes.

Question 7 Provide:

7. **For the Administration Program, relating to Professional Services under Index Code 917709B, what is the status of the Feasibility Study for the Lanai Ferry? Has the study been completed and is it accessible to the public?**

Response: The Department is finalizing the contract for the Ferry Feasibility Study and anticipate issuing the NTP within the next few weeks.

- a. **Will additional funding for the study be needed in FY 2025? What are the Department's next steps? (Page 23-5, Budget Details) (TC) (GJ) (ALL) (TP) (SS)**

Response: It is not anticipated that additional funding will be needed for the study. The selected proposal costs stay within the budgeted allocation of funding. Execution of the contract and issuing the NTP are the next steps followed by the consultants beginning their work on the study.

Question 8 Provide:

8. **For the Administration Program Highway Fund, the FY 2023 Adopted was \$1,550,000, but the FY 2023 Actual totaled \$50,000. Please explain. (TP)**

Response: The Department went out to procurement for replacement buses. The bus procurement was protested and was not resolved by the ending of the fiscal year causing the bus replacement funds to lapse.

- a. **What is included in the Administration Program's operations expansion request of \$47,900? (Pages 23-11 and 23-13, Budget Details) (NUH)**

Response: The expansion request of \$47,900 is part of the increase in dues for the Maui MPO as part of the County's 10% match for the Maui MPO's federal funds. The other 10% comes from the State in the same amount. The expansion requests will help fund grant funded positions for the Maui MPO. Please refer to question #5 in the Operations and Equipment section.

Capital Improvement Projects

Question 1 Provide:

- 1. Relating to CBS-1039, Bus Stops and Shelters: (Page 966, Program Budget)**
 - a. Does the Department consider factors such as weather, tree canopy, and population vulnerability when determining whether a bus stop should receive shelter or other amenities? (GJ)**

Response: The Department does consider those factors, along with community requests.

- b. What bus stop improvements are possible other than shelters? What would qualify a bus stop to receive such upgrades? (GJ)**

Response: The Department is currently focused on improving bus stops that would include the installation of shelters with amenities. The Department could consider other design elements changes. However, when the shelter project was first implemented, a consultant and the Department worked with the community to come up with the final design so that it would be the standard moving forward. Understandably though, when bus stops don't include enough right-of-way, a different configuration may be warranted.

- c. How many bus stops with ridership that equal or exceed 25 boardings per day do not have shelter? (GJ)**

Response: There are approximately ten stops that meet the 25 boardings per day that do not have shelters. However, as the Department continues to move forward with improving bus stops with shelters, there were three bus stop shelters that were damaged by vehicles that need to be replaced. Two locations were damaged by hit and run collisions.

- d. Does the Department plan on adding bus stops to any bus routes in FY 2025? (GJ)**

Response: The Department does not currently have plans to add new bus stops to existing bus routes. However, when requests come in from the public, the Department will review the request and determine if the requested stop could be added within the

existing route without negatively affecting the timing of the schedule.

- e. **How many bus shelters will be installed? Has the increase in materials and shipping costs affected updates to bus stops and shelters? (NUH)**

Response: It is anticipated that our requested funding would allow for the improvement of 4 bus stops (installation of 4 shelters). However, there has been an increase in material and shipping costs that may impact the amount of shelters that can be installed.

- f. **What work can be completed with \$600,000 for planning, design, and infrastructure construction? (NUH)**

Response: In the past, The Department's request for planning, design, and construction of bus stop and shelters was \$1,000,000. During previous budget processes, the approved amount was reduced to \$600,000. The Department continued to request flat funding to keep the project moving forward.

- g. **How many of the remaining 66 uncovered bus stops will receive shelter in FY 2025? (TC)**

Response: The Department is unable to determine where the 66 number of uncovered bus stops came from. The Department plans to utilize the \$600,000 for the planning, design and construction of approximately 4 bus stop shelters. This will depend on the pricing of materials, shipping and labor.

Question 2 Provide:

2. **Please provide an update on CBS-7244, Transportation Baseyard Facility. (Page 968, Program Budget) (GJ)**

Response: The Department has an executed purchase sale agreement for the transportation base yard land. The Department's next steps are to begin the planning and design phase of the project that will include an environmental assessment or environmental impact statement review. In the meantime, the Department will continue to work closely with our Federal delegation and our Washington DC liaison on federal funding opportunities for the construction portion of the project.

- a. **What work is the Department planning in FY 2025 with the \$2,600,000? How is new construction scheduled to start on July 1, 2024, when the \$20,000,000 for construction is to be funded in FY 2027? (Pages 968 and 969, Program Budget) (GJ)**

Response: This was an error. The Department isn't planning to start construction until FY2027 after the planning and design phases are completed and construction funding is secured. Construction would be planned in phases.

Rates & Fees – PARK MAUI Program

The Department has transmitted new rates and fees for the PARK MAUI program for the Wailuku Garage. The proposed rates and fees for PARK MAUI is located on page 49 (Ramseyer version). The Department was made aware of an error in the transmitted version and will be proposing an amendment through the Budget Office,

Should you have any questions, please contact me or the Department of Transportation at (808) 270-7511.

Sincerely,



MARC TAKAMORI, Director,
Department of Transportation



County Of Maui Program Specialist III (SR-24)

SALARY	\$5,713.00 Monthly	LOCATION	Maui County (various), HI
JOB TYPE	Permanent Full-Time	JOB NUMBER	R-9792
DEPARTMENT	Department of Transportation	OPENING DATE	02/02/2024

Description

Plans, directs, coordinates, develops, implements and evaluates activities of one or more programs requiring analysis of complex issues at the department level; develops and implements studies, plans, policies and projects to improve services and operations; carries out liaison responsibilities with other departments, external agencies and vendors; and performs other related duties as required.

Distinguishing Characteristics:

This class differs from the Program Specialist II in that the Program Specialist III performs as a senior worker with the overall responsibility for the program planning, direction, coordination, development and implementation of activities for one or more major components of the department's programs; whereas the Program Specialist II performs the full range of program planning and development at the departmental level.

Work requires use of judgment and initiative in developing solutions to problems, interpreting general policies and determining work assignments to provide advice and consultation to others. Positions in this class also serve as program resource and liaison. Work requires the ability to coordinate projects and foster cooperation with other departments and governmental agencies, vendors, and private or community organizations.

Examples of Duties

The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.

- Conducts studies, analyzes systems and policies, identifying problems and potential solutions; leads and participates in the preparation of plans and programs, determines scope of work, plans development process and timelines of programs;
- Develops, interprets, implements and evaluates new or revised policies, procedures and guidelines and recommends alternatives, changes or enhancements;
- Monitors and evaluates program effectiveness and efficiency, and develops recommendations to superiors on modifications to ensure program effectiveness and efficiency;
- Serves as the primary program resource and provides advice and consultation to managers, supervisors, other employees and the public;
- Prepares program budget and participates in the preparation of annual budget requests;
- Prepares requests for proposals, drafts and administers professional services contracts, payments, grant reimbursements, and other required documentation;

- Identifies program needs and potential sources of funding from State, Federal and private sources, prepares and develops grant applications and supporting documentation and administers projects;
- Organizes and makes public presentations, provides design, technical support and project management functions;
- Performs as project lead with other professional staff and consultants, developing work plans, schedules and budgets; coordinates, reviews and monitors progress of projects; serves as liaison with local jurisdictions, agencies, and community groups;
- Trains staff and/or provides technical and policy guidance to staff and/or to departmental personnel, other departments and agencies;
- Keeps abreast of Federal, State and County laws, ordinances, regulations and legislation that may govern or impact program, evaluates impact and resolves issues or problems;
- Oversees the maintenance of records, prepares operational reports, evaluates statistics to ensure achievement of objectives and to implement program changes;
- Prepares, negotiates and monitors conformance with inter-agency agreements;
- Organizes and serves as department representative on multi-agency technical review committees, serves as program liaison and attends meetings with employees, departments, vendors and private and community organizations regarding program matters;
- May supervise others as assigned;
- Performs other related duties as required.

Minimum Qualification Requirements

Training and Experience: A combination of education and experience substantially equivalent to graduation from an accredited college or university with a bachelor's degree in public administration, business administration, or a field pertinent to the department's program

and activities; and four (4) years of specialized professional work experience pertinent to the department's programs and/or activities.

License Requirement: Possession of a valid motor vehicle driver's license (equivalent to State of Hawaii Type 3).

Knowledge of: Principles, practices and methods of program planning and development; pertinent Federal, State and County laws, codes and regulations; research and statistical methods and information sources; report writing; public relations; project management methods and techniques; principles and practices of public administration and budget preparation; effective organization and staff utilization; knowledge and understanding of department's programs and activities, operations, processes, regulations, goals and objectives, issues and concerns, policies and procedures.

Ability to: Research and analyze issues, data, reports and identify alternative solutions, project consequences of proposed actions and implement recommendations; plan, direct, organize, coordinate, implement and manage activities and operations for the development of new or revised programs, policies and procedures; estimate, prepare and administer budgets for studies and in managing projects; interact professionally with various levels of employees, officials and special interest groups; prepare clear and concise reports on complex issues; communicate effectively orally and in writing; develop and maintain effective working relationships with others; interpret and apply federal, state and local policies, laws and regulations.

Health and Physical Condition: Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper to perform the essential functions of the position with or without reasonable accommodations.

Physical Effort Grouping: Light

APPLICATIONS MAY BE FILED ONLINE AT: <https://www.governmentjobs.com/careers/Maui>

EXAMINATIONS ARE ADMINISTERED IN THE COUNTY OF MAUI ONLY

The above examination is being given on an open-competitive basis to establish an eligible list which shall be effective for not more than one year unless extended by the Director of Personnel Services.

AN EQUAL OPPORTUNITY EMPLOYER

The County of Maui does not discriminate on the basis of race, sex, sexual orientation, age, religion, color, ancestry, national origin, disability, marital status, pregnancy, arrest and court record, assignment of child support, national guard participation or any other basis covered by state or federal laws governing non-discrimination

Pre-Employment/Post-Offer Drug Screening Test: All applicants, who will enter a safety sensitive position or certain designated categories that the Personnel Services Director has established or who are required by law to be drug tested must pass a pre-employment/post-offer drug screening test as a condition of employment. There is no retesting or re-evaluation process. Cost for the drug screening test shall be borne by the County of Maui.

Personnel Services Email: personnel.services@mauicounty.gov

Agency

County Of Maui

Address

200 South High Street

Wailuku, Hawaii, 96793

Phone

(808) 270-7850

Website

<http://mauicounty.gov>

Program Specialist III (SR-24) Supplemental Questionnaire***QUESTION 1**

Do you have a bachelor's degree in public administration, business administration, or a field pertinent to the department's program and activities? Note: You must attach a copy of your degree stating field of study or a copy of your official college transcript.

- Yes
 No

***QUESTION 2**

This requires four (4) years of specialized professional work experience pertinent to the department's programs and/or activities. Do you have at least four (4) years of the qualifying experience? Note: Please ensure your related work experience is listed on your application.

- Yes
 No

QUESTION 3

If yes, please indicate at which employer(s) did you gain this experience. (See "resume" is not acceptable.)

* Required Question

BFED Committee

From: Janina Agapay <Janina.E.Agapay@co.maui.hi.us>
Sent: Friday, April 5, 2024 12:05 PM
To: BFED Committee
Cc: Lesley Milner
Subject: (BFED-1)(TD-2)
Attachments: (BFED-1)(TD-2).pdf

Hello,

Please see attached correspondence from Department of Transportation.

Thank you,

Janina Agapay

County of Maui

Budget Office

(808) 270-7836

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