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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 22, 2026

Ms. Victoria Takayesu, Corporation Counsel
Department of the Corporation Counsel
County of Maui
Wailuku, Hawaii 96793

Dear Ms. Takayesu:

**SUBJECT: PROPOSED FISCAL YEAR 2027 BUDGET FOR THE
COUNTY OF MAUI (BFED-1) (CC-02)**

May I please request you submit your response to the following questions by **April 6, 2026**. This will enable the Committee to comprehensively review the FY 2027 Budget.

Please restate each question followed by the corresponding response. Please also ensure the response is clear and legible using a minimum 12-point font, including any attachments or exhibits. This formatting allows Members and the community to clearly read the document once posted.

1. Please outline the major changes in your Department's budget from FYs 2026 to 2027. If your budget will decrease, how will this impact your Department's operations and ability to serve the public?
2. How many vacant positions currently exist within your Department?
 - a. For each vacancy, please include the position ID, job title, the date the position became vacant, and the anticipated hire date.
 - b. What are the consequences, if any, for removing funding for these vacant positions from the FY 2027 Budget?
 - c. Please use the following format to respond:

Position ID	Department	Program	Job Title	Date of Vacancy	Anticipated Hire Date	Impact of Removing or Reducing Funding
[insert]	[insert]	[insert]	[insert]	[insert]	[insert]	[insert]

3. If your Department’s FY 2026 Budget contained expansion positions, please provide the following:
 - a. A list of the expansion positions.
 - b. For each expansion position that has not been filled, please indicate whether the position is included in the FY 2027 Budget.
 - c. For each unfilled expansion position included in the FY 2027 Budget:
 - i. Please state how many months of funding are being requested.
 - ii. Please identify where the position is in the hiring process — position creation; Administration, Department of Personnel Services, or union review; recruitment; interview; or other stage.
 - d. Please use the following format to respond:

Position ID	Job Title	Department	Program	Filled?	Date Filled	Included in Fiscal Year 2027 Budget?	Months of Funding Requested in Fiscal Year 2027	Current Stage in Hiring Process
[insert]	[insert]	[insert]	[insert]	[Yes/No]	[insert or N/A]	[Yes/No]	[insert or N/A]	[insert]

4. If your Department is proposing expansion positions in the FY 2027 Budget, how do you plan to fill those positions? Please also identify whether there are any similar positions within the same division, section, or Department that are currently vacant. If so, please state how long each similar position has been vacant.
5. How many positions were filled in FY 2026 that were not expansion positions?
6. How did your Department recruit to fill vacancies and what were the most effective methods for attracting candidates?

7. The following questions are related to overtime payments:
 - a. How much OT has been paid in FY 2026, to date, and what was the reason for the overtime?
 - b. What is the Department's process for authorizing, approving, and reviewing OT worked and OT paid to employees?
 - c. Were any of these OT costs attributed to the number of vacant positions in your Department?
 - d. Do you anticipate that OT costs in FY 2027 will increase or decrease and what are the reasons for your assumption?
8. The following questions are related to your Department's program and activities for FY 2027:
 - a. Identify the programs and activities conducted by your Department because of a Federal or State mandate. Indicate the amount of Federal or State funding your Department anticipates receiving and the amount of County funding your Department is requesting.
 - b. Identify the programs and activities conducted solely because of a Maui County Code mandate and indicate the amount your Department is requesting.
9. If your Department had Capital Improvement Projects in FY 2026:
 - a. Provide the status of each CIP if it is different from the information provided in the FY 2026 2nd Quarter CIP Report.
 - b. Provide information on how much funding has been encumbered or expended to date for each project.
10. If your Department has proposed Capital Improvement Projects for FY 2027:
 - a. Rank your proposed CIPs, by priority.

- b. Will CIP funding included in the FY 2027 Budget be encumbered by June 30, 2027? If not, how much do you anticipate will be encumbered by that date?
11. How many contracts did your Department execute in FY 2026? Please provide the total number and total dollar value of contracts awarded through each of the following procurement methods:
 - a. Request for Proposals.
 - b. Invitation for Bids.
 - c. Sole-Source Procurement.
12. If your Department manages a revolving fund:
 - a. Explain whether the revolving fund is still needed and why.
 - b. Provide the current balance.
13. If your Department manages grants:
 - a. Please provide a master list of all executed grants and all grants held up in review, including the reason each is being held.
 - b. For each grant line item not designated for a specific recipient (e.g., Small Business Promotion; Youth Programs), provide a breakdown of the grants that will be funded by the line item.
 - c. Provide a breakdown of all grants that will be funded by your Department under Sub-object Code 6317, County grant subsidy.
14. What are your top three Department priorities for FY 2027? How does your Department's budget reflect those priorities?
15. Did your Department apply for any grant funding in FY 2026? If yes, how much was received?
16. How much has your Department spent on Professional Services in FY 2026? What projects and consultants were funded under this line item?

17. How much of your Department's expenditures in FY 2026 will be reimbursed by the Federal Emergency Management Agency for the August 2023 Maui Wildfires? What amount of FY 2027 expenditures are expected to be reimbursed?
18. If your Department is receiving Federal grants, including pass-through grants:
 - a. Provide the amount your Department is receiving for routine operations.
 - b. Provide the amount your Department is receiving for August 2023 Maui Wildfires disaster recovery.
 - c. Explain any factors that could jeopardize the receipt of Federal grants, including changes in Federal policies, compliance requirements, or expiration dates.
 - d. Explain whether any Federal grants your Department has received or anticipates receiving have been reduced, suspended, terminated, or otherwise cut by the awarding agency.
 - i. For each affected grant, provide the amount affected, the effective date, the stated reason, and the impact on your Department.
 - e. Explain how your Department will adjust if it does not receive the anticipated Federal grant funding.
19. If your Department received funding to repair or replace equipment, locations, and structures destroyed in the wildfires, provide the current status for each. If there are items still pending repair or replacement, provide the estimated cost and timeline for the repair or replacement.
20. If your Department is managing a Council-initiated condition or appropriation in FY 2026, explain any challenges your Department faced in implementing the condition or appropriation and what information would have assisted you.

Ms. Victoria Takayesu
March 22, 2026
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The Department is not currently scheduled to present in person to the Committee. The schedule is subject to change and Committee staff will reach out if there are any changes to the schedule.

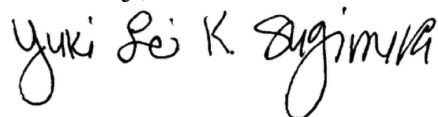
Please be prepared to give a presentation of up to 10 minutes on changes to your Department's budget from Fiscal Year 2026 to Fiscal Year 2027, addressing the following:

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

Please transmit your response to bfed.committee@mauicounty.us by **April 6, 2026**. To ensure efficient processing, please include the Committee item number in the subject line.

Should you have any questions, please contact me or the Committee staff (Kirsten Szabo at ext. 7662, James Krueger at ext. 7661, or Pauline Martins at ext. 8039).

Sincerely,



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

bfed:2027bgt:260319acc01:kes

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

BFED Committee

From: BFED Committee
Sent: Monday, March 23, 2026 10:16 PM
To: Victoria Takayesu-Hamilton
Cc: Mimi Desjardins; 'Michelle Santos'; 'Zeke Kalua'; 'Lesley Milner'; 'Kristina Cabbat'; 'Tiare P. Horner'; 'Janina Agapay'; 'Lisa.Kahuhu@co.mauhi.us'
Subject: PROPOSED FISCAL YEAR 2027 BUDGET FOR THE COUNTY OF MAUI (BFED-1) (CC-02)
Attachments: 260319acc01 (CC-02).pdf

RICHARD T. BISSEN, JR.
Mayor

VICTORIA J. TAKAYESU
Corporation Counsel

MIMI DESJARDINS
First Deputy


LYDIA A. TODA
Risk Management Officer



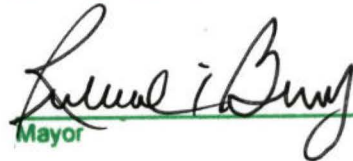
DEPARTMENT OF THE CORPORATION COUNSEL
COUNTY OF MAUI
200 SOUTH HIGH STREET, 3RD FLOOR
WAILUKU, MAUI, HAWAI'I 96793
EMAIL: CORPCOUN@MAUICOUNTY.GOV
TELEPHONE: (808)270-7740

April 1, 2026

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

 Lesley Milner, Budget Director
Office of the Mayor, County of Maui
200 S. High Street
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL

 4-6-26
Mayor Date

FOR TRANSMITTAL TO:

Yuki Lei K. Sugimura, Chair
and Council Members
Budget, Finance, and Economic
Development Committee
200 S. High Street
Wailuku, Hawaii 96793

SUBJECT: **PROPOSED FISCAL YEAR 2027 BUDGET FOR THE
COUNTY OF MAUI** (BFED-1) (CC-02)

Please find below responses of the Department of the Corporation Counsel ("Department") to your letter of March 22, 2026:

As requested, we have restated each question followed by the corresponding response in 12-point font.

1. Please outline the major changes in your Department's budget from FYs 2026 to 2027. If your budget will decrease, how will this impact your Department's operations and ability to serve the public?

We are requesting three expansion Deputy Corporation Counsel positions to cover Office of Recovery, Planning,

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 and Council Members
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and Water. We are also requesting additional funds of \$75,000 for a new case management platform, and \$30,000 for an all-staff conference and training to ensure everyone is kept up to date on current policies and advances in the law as well as in artificial intelligence.

2. How many vacant positions currently exist within your Department?

As of 3/30/2026 we have 9 vacant positions, not including our 2 funded and 2 unfunded summer intern positions. See chart below. Recruitment for interns has begun for the summer and the positions will be filled.

- a. For each vacancy, please include the position ID, job title, the date the position became vacant, and the anticipated hire date.
- b. What are the consequences, if any, for removing funding for these vacant positions from the FY 2027 Budget?
- c. Please use the following format to respond:

Position ID	Dept	Program	Job Title	Date of Vacancy	Anticipated Hire Date	Impact of Removing or Reducing Funding
P-25445	CC	Legal Services	Law Technician I in support of C&D – Return Rights position	12/18/2025	Exhausted eligibles list. Waiting on DPS for more eligibles when available.	The clerical staff is overwhelmed. There are 3 legal secretaries serving 13 attorneys on the C&D side
P-25521	CC	Legal Services	Supervising Law Technician in support of C&D	07/06/2024	7/15/2026 via PWOE	The clerical staff is overwhelmed. There are 3 legal secretaries serving 13 attorneys on the C&D side

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and Council Members
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Position ID	Dept	Program	Job Title	Date of Vacancy	Anticipated Hire Date	Impact of Removing or Reducing Funding
P-25526	CC	Legal Services	Paralegal - LIT	01/08/2026	Exhausted eligibles list. Waiting on DPS for more eligibles when available.	Impact is there is only one Paralegal to serve 10 Litigation attorneys
P-25526	CC	Legal Services	Law Technician II - LIT	10/15/2025	We have been unsuccessful with applicants. We have put in a new req in the hopes of getting an eligibles list from DPS by mid-May	The clerical staff is overwhelmed. There is one Supervising Law Technician and a DM-89 temp hire serving 10 attorneys on the Litigation side
P-25528	CC	Legal Services	Legal Clerk III in support of LIT	11/17/2025	This was previously a Law Tech I position but was reallocated down at DPS's recommendation to get more eligibles. We have exhausted the eligibles list and are waiting for more eligibles from DPS	The clerical staff is overwhelmed. There is one Supervising Law Technician and a DM-89 temp hire serving 10 attorneys on the Litigation side
P-29583	CC	Legal Services	Safety Specialist III - Risk	5/31/2025	Plans to reallocate down to SSII in the hopes of getting more applicants	We will request an SSII list once we have reallocated the position down.
P-32498	CC	Legal Services	Law Technician I C&D	1/1/2026	Incumbent transferred to Finance for a higher paying position. Exhausted eligibles list. Waiting on DPS for more eligibles when available.	The clerical staff is overwhelmed. There are 3 legal secretaries serving 13 attorneys on the C&D side

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Position ID	Dept	Program	Job Title	Date of Vacancy	Anticipated Hire Date	Impact of Removing or Reducing Funding
P-34321	CC	Legal Services	Worker's Compensation Specialist I	12/16/2025	Currently in recruitment. Have not received an eligibles list from DPS yet.	The Loss Control Specialist is overwhelmed having to carry the General and Auto Claims, as well as Work Comp claims.
P-34723	CC	Legal Services	Legal Clerk III	12/26/2025 position created	FY2026 expansion - This was approved as a Law Tech I position but was created at a lower level at DPS's recommendation to get more eligibles. We have exhausted the eligibles list and are waiting for more eligibles from DPS	The clerical staff is overwhelmed. There are 3 legal secretaries serving 13 attorneys on the C&D side

3. If your Department's FY2026 Budget contained expansion positions, please provide the following:
 - a. A list of the expansion positions.
 - b. For each expansion position that has not been filled, please indicate whether the position is included in the FY 2027 Budget.
 - c. For each unfilled expansion position included in the FY 2027 Budget:
 - i. Please state how many months of funding are being requested.

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 and Council Members
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 April 1, 2026

ii. Please identify where the position is in the hiring process — position creation; Administration, Department of Personnel Services, or union review; recruitment; interview; or other stage.

d. Please use the following format to respond:

Position ID	Job Title	Dept	Program	Filled ?	Date Filled	Included in Fiscal Year 2027 Budget?	Months of Funding Requested in Fiscal Year 2027	Current Stage in Hiring Process
P-34365	Deputy Corporation Counsel	CC	Legal Services	Yes	10/1/2025	Yes	12	Hired
P-34364	Deputy Corporation Counsel	CC	Legal Services	Yes	8/8/2025	Yes	12	Hired
P-34723	Legal Clerk III	CC	Legal Services	No	N/A	Yes	12	12/26/2025 position created FY2026 expansion - This was approved as a Law Tech I position but was created at a lower level at DPS's recommendation to get more eligibles. We have exhausted the eligibles list and are waiting for more eligibles from DPS

4. If your Department is proposing expansion positions in the FY

Yuki Lei K. Sugimura, Chair
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2027 Budget, how do you plan to fill those positions? Please also identify whether there are any similar positions within the same division, section, or Department that are currently vacant. If so, please state how long each similar position has been vacant.

The Department is proposing 3 expansion Deputy Corporation Counsel positions, and a 4th that was approved by Ordinance 5954, on 2/18/2026, to move the CDBG-DR Deputy Corporation Counsel position approved in FY2026 to the Department of the Corporation Counsel. There are no vacant deputy corporation counsel positions currently.

We intend to continue posting on the HSBA career website, LinkedIn, posting on governmentjobs.com (via DPS), and word of mouth.

5. How many positions were filled in FY 2026 that were not expansion positions?

Seven non-expansion positions were filled as follows:

**P-25502 – Deputy Corporation Counsel – LIT Division
P-25523 - Deputy Corporation Counsel – LIT Division
P-25530 – Investigator – LIT Division
P-28746 – Law Tech I – supporting LIT Division (DM-89)
P-29584 – Insurance & Claims Asst. II – RISK Division
P-29890 – Safety Specialist III – RISK Division
P-33630 – Deputy Corporation Counsel – LIT Division**

6. How did your Department recruit to fill vacancies and what were the most effective methods for attracting candidates?

The Department has to recruit through DPS for all “staff” (non-attorney) positions and has no control over the time involved, or approval of the applicants. We can

refer people to apply, but that does not mean that DPS will determine that they meet the minimum qualifications (MQs) even if we are in dire need. DPS has not been flexible with the MQs even if we believe a person is qualified and capable of doing the job. Another problem is the salaries are not sufficient, nor can they be considered livable wages for most staff positions.

With regard to the Deputy positions the most attractive method in the hiring process was the increase in salaries, and the non-involvement of DPS in the recruitment process.

7. The following questions are related to overtime payments:
- a. How much OT has been paid in FY 2026, to date, and what was the reason for the overtime?

The total OT paid out in FY2026 to date is \$5909.48. This is due to being short staffed in our clerical division. There is also an additional amount not yet available for staff who volunteered to help man MEMA during the Kona low storms.

- b. What is the Department's process for authorizing, approving, and reviewing OT worked and OT paid to employees?

The Department has an OT policy for non-attorney staff and a form requiring preapproval before OT is incurred. The attorneys are not entitled to OT.

- c. Were any of these OT costs attributed to the number of vacant positions in your Department?

Yes.

- d. Do you anticipate that OT costs in FY 2027 will increase or

decrease and what are the reasons for your assumption?

We believe OT will remain the same or increase due to a continued shortage of staff and a lack of applicants from DPS. We have to monitor staff's OT to ensure that staff isn't being taxed beyond what can be reasonably expected.

8. The following questions are related to your Department's program and activities for FY 2027:
 - a. Identify the programs and activities conducted by your Department because of a Federal or State mandate. Indicate the amount of Federal or State funding your Department anticipates receiving and the amount of County funding your Department is requesting. **N/A**
 - b. Identify the programs and activities conducted solely because of a Maui County Code mandate and indicate the amount your Department is requesting. **N/A**
9. If your Department had Capital Improvement Projects in FY 2026:
N/A
 - a. Provide the status of each CIP if it is different from the information provided in the FY 2026 2nd Quarter CIP Report.
 - b. Provide information on how much funding has been encumbered or expended to date for each project.
10. If your Department has proposed Capital Improvement Projects for FY 2027:
N/A
 - a. Rank your proposed CIPs, by priority.

- b. Will CIP funding included in the FY 2027 Budget be encumbered by June 30, 2027? If not, how much do you anticipate will be encumbered by that date?

11. How many contracts did your Department execute in FY 2026? Please provide the total number and total dollar value of contracts awarded through each of the following procurement methods:
 - a. Request for Proposals. **1 contract = \$158,000**
 - b. Invitation for Bids. **N/A**
 - c. Sole-Source Procurement. **N/A**

12. If your Department manages a revolving fund: **N/A**
 - a. Explain whether the revolving fund is still needed and why.
 - b. Provide the current balance.

13. If your Department manages grants: **N/A**
 - a. Please provide a master list of all executed grants and all grants held up in review, including the reason each is being held.
 - b. For each grant line item not designated for a specific recipient (e.g., Small Business Promotion; Youth Programs), provide a breakdown of the grants that will be funded by the line item.
 - c. Provide a breakdown of all grants that will be funded by your Department under Sub-object Code 6317, County grant subsidy.

14. What are your top three Department priorities for FY 2027?

How does your Department's budget reflect those priorities?

- **We are currently seeking three deputy positions to fulfill the growing demand on our department given the extraordinary level of work being performed by those County departments specifically involved with recovery efforts, i.e., the Office of Recovery, Water and Planning. That will also give us the flexibility to redistribute work.**
- **A new file management system that meets the needs of Litigation, Counseling and Drafting and Risk Management. Our current platform is outdated and untenable.**
- **Training for our staff to motivate and inspire our team as well as to keep everyone updated on new policies. It is also critical to keep our deputies updated on legal advancements as well as the use of AI. I also want to use this opportunity to seek involvement from staff on their ideas and practical ways to improve our department.**

15. Did your Department apply for any grant funding in FY 2026? If yes, how much was received?

N/A - The Department has been unsuccessful in locating available grants for government civil law firms.

16. How much has your Department spent on Professional Services in FY 2026? What projects and consultants were funded under this line item?

- **JND eDiscovery (New eDiscovery platform)
\$148,818.75**

17. How much of your Department's expenditures in FY 2026 will be reimbursed by the Federal Emergency Management Agency for the August 2023 Maui Wildfires? What amount of FY 2027 expenditures are expected to be reimbursed? **N/A**

18. If your Department is receiving Federal grants, including pass-through grants: **N/A**

- a. Provide the amount your Department is receiving for routine operations.
- b. Provide the amount your Department is receiving for August 2023 Maui Wildfires disaster recovery.
- c. Explain any factors that could jeopardize the receipt of Federal grants, including changes in Federal policies, compliance requirements, or expiration dates.
- d. Explain whether any Federal grants your Department has received or anticipates receiving have been reduced, suspended, terminated, or otherwise cut by the awarding agency.
 - i. For each affected grant, provide the amount affected, the effective date, the stated reason, and the impact on your Department.
- e. Explain how your Department will adjust if it does not receive the anticipated Federal grant funding.
19. If your Department received funding to repair or replace equipment, locations, and structures destroyed in the wildfires, provide the current status for each. If there are items still pending repair or replacement, provide the estimated cost and timeline for the repair or replacement.

N/A

20. If your Department is managing a Council-initiated condition or appropriation in FY 2026, explain any challenges your Department faced in implementing the condition or appropriation and what information would have assisted you.

N/A

Yuki Lei K. Sugimura, Chair
and Council Members
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Should you have any additional questions, please feel free to contact myself and/or Lisa Kahuhu.

Sincerely,



VICTORIA J. TAKAYESU
Corporation Counsel

BFED Committee

From: Janina E. Agapay <Janina.E.Agapay@co.maui.hi.us>
Sent: Monday, April 6, 2026 3:58 PM
To: BFED Committee
Cc: Lesley J. Milner; Victoria Takayesu-Hamilton; Tabitha Martins;
mimi.desjardins@co.maui.hi.us; Lisa A. Kahuhu
Subject: (BFED-1)(CC-02)
Attachments: (BFED-1)(CC-02).pdf

Aloha,

Please see attached correspondence.

Mahalo,

Janina Agapay

County of Maui | Budget Office

Phone: (808) 270-7836

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