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

March 23, 2023

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

Dear Mr. Takamori:

SUBJECT: **FISCAL YEAR ("FY") 2024 BUDGET** (BFED-1) (TD-1)

May I please request you submit your answers to the following questions by **March 31, 2023**. This will enable the Committee to comprehensively review the FY 2024 Budget.

1. Please outline the major changes in your Department's budget from FY 2023 to FY 2024. If the budget will decrease, how will this impact the Department's operations and the Department's ability to service the public?
2. How many vacant positions currently exist within the Department?
 - a. Please include the job titles for the vacant positions and how long they have been vacant.
 - b. What is the timeline for filling these vacancies?
 - c. Would there be any consequences for removing funding for these vacant positions from the FY 2024 Budget?
3. If your Department had expansion positions in the FY 2023 Budget, how many of those positions were filled? If they have not been filled, are they included in the FY 2024 Budget, and for how many months of funding?

Mr. Marc Takamori

March 23, 2023

Page 2

4. If your Department is proposing expansion positions in the FY 2024 Budget, how do you plan to fill those positions?
5. How many positions were filled in FY 2023 that were not expansion positions?
6. In what ways did the 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 overtime has been paid to date in FY 2023 and what was the reason for these costs?
 - b. Were any of these overtime costs attributed to the number of vacant positions in your Department?
 - c. Do you anticipate that overtime costs in FY 2023 will increase or decrease and what are the reasons for your assumption?
8. If your Department had Capital Improvement Projects ("CIPs") in FY 2023:
 - a. Provide the current status of each project.
 - b. Provide information on how much funding has been encumbered or expended to date for each project.
9. If your Department has CIPs for FY 2024:
 - a. Rank your proposed CIPs, by priority.
 - b. Will the CIP funding included in the FY 2024 Budget be encumbered by June 30, 2024? If not, how much do you anticipate will be encumbered by June 30, 2024?
10. Please provide details on your Department's carryover savings that were included in the FY 2024 Budget.
11. What are your top three priorities for FY 2024 and how does your Department budget reflect that?

Mr. Marc Takamori
March 23, 2023
Page 3

12. Did the Department apply for any grant funding in FY 2023? If yes, how much was received?
13. How much has the Department spent on professional services in FY 2023 and what projects and consultants were funded under this line item?

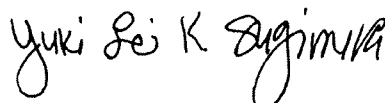
The Department is scheduled to present on April 5, 2023. The schedule is subject to change and staff will reach out if there are any changes to the schedule.

Please be prepared to provide a ten-minute presentation on an overview of the changes in your Department's budget from FY 2023 to FY 2024, addressing the following:

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

Thank you for your attention to this request. Should you have any questions, please contact me or the Committee staff (Lesley Milner at ext. 7886, 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:2024bgt:230323altr01:ljcm

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

BFED Committee

From: BFED Committee
Sent: Friday, March 24, 2023 10:05 AM
To: 'marc.takamori@co.maui.hi.us'
Cc: BFED Committee; K. Kauanoë Batangan; Coralyn Dumlao; Michelle Santos; Zeke Kalua; Maria Zielinski; Kristina Cabbat; Desiree Echalas; Janina Agapay
Subject: PLEASE READ attached letter re: FISCAL YEAR ("FY") 2024 BUDGET (BFED 1) (TD 1)
Attachments: TD-1.pdf

Mr. Takamori: Please refer to the attached letter from the Budget, Finance, and Economic Development (BFED) Committee Chair, dated 3/23/2023.

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

Ms. Zielinski: FYI

Thank you,
Yvette Bouthillier, Secretary
BFED Committee

RICHARD T. BISSEN, JR.
Mayor

KEKUHAUPIO R. AKANA
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

March 30, 2023

Ms. Maria Zielinski
Budget Director, County of Maui
200 South High Street
Wailuku, HI 96793

A handwritten signature in black ink, appearing to be "me", is written over the address of Ms. Maria Zielinski.

APPROVED FOR TRANSMITTAL

A handwritten signature in black ink, appearing to be "M. I. Takamori", is written over a horizontal line. To the right of the signature, the date "3.31.23" is handwritten. Below the signature, the word "Mayor" is printed in green, and below the date, the word "Date" is printed in green.

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") 2024 Budget (BFED-1) (TD-1)

The Department of Transportation (DOT) hereby transmit the following response to your letter dated March 23, 2023 regarding Fiscal Year ("FY") 2024 Budget:

Question 1: Please outline the major changes in your Department's budget from FY 2023 to FY2024, If the budget will decrease, how will this impact the Department's operations and the Department's ability to service the public?

Response: The following are the major changes to the Department's budget from FY 2023 to FY 2024:

- MEO Bus Replacement Grant Funds of \$550,000 to fund one 14-passenger/2 wheelchair bus for Hana (\$250,000) and for electric charging for electric vehicles (\$300,000). These funds will allow MEO to purchase one replacement bus as well as plan and install electric chargers for their transportation facility allowing them to move towards electric vehicles and buses.
- MEO Human Services Transportation Grant increase of \$249,904 for a total of \$6,824,662. The expansion request includes a 3.8% increase requested by MEO for staff salaries based on the MEO and Teamsters Collective Bargaining Agreement, increases in insurance premiums and other operational expenses.
- County Matching Funds increase of \$1,300,000 for a total of \$2,800,000. These funds will allow the Department to match federal funds for capital.
- Maui Public Transit Program has the following increases. Maui Bus Fixed Route Service increase of \$8,592,368 for a total of \$13,450,000. Maui Bus Paratransit Service increase of \$2,473,629 for a total of \$4,200,000. Maui Bus Commuter Service increase of \$1,925,670 for a total of \$2,200,000. In the past several fiscal years, the County has received COVID relief funds to supplement the public transit program. Now that those COVID relief funds are no longer available, the Department's request for FY24 will revert to pre-pandemic levels. Also note that the Department recently solicited and selected contractors for the next 5-year contract period. The new contract period starts July 1, 2023.

Question 2: How many vacant positions currently exist within the Department?

- a. Please include the job titles for the vacant positions and how long they have been vacant.

Response: There are a total of four vacant positions within the Department.

- Transportation System Analyst LTA – 16 months
- Parking Coordinator – 8 months
- Transportation Contracts Assistant – 8 months
- Planner V – 8 months

b. What is the timeline for filling these vacancies?

Response:

- Transportation System Analyst LTA – Currently recruiting, expect to fill in FY 2023
- Parking Coordinator – New position, DPS is reviewing to assign classification
- Transportation Contracts Assistant – New position, DPS is reviewing to assign classification
- Planner V – Currently conducting interviews, expect to fill in FY 2023

c. Would there be any consequences for removing funding for these vacant positions from the FY 2024 Budget?

Response: Yes, current staff would be over burdened with the additional responsibilities of the new Park Maui Program.

Question 3: If your Department had expansion positions in the FY 2023 Budget, how many of those positions were filled? If they have not been filled, are they included in the FY 2024 Budget, and for how many months of funding?

Response: The three expansion positions are not yet filled. As previously stated, one position is going through the interview process and expected to be filled in FY 2023. The other two positions will be posted once DPS finalizes the positions classification. They are included in the FY 2024 Budget with 12 months funding.

Question 4: If your Department is proposing expansion positions in the FY 2024 Budget, how do you plan to fill those positions?

Response: The Department is requesting a CIP Coordinator position in FY 2024. We would begin the recruitment process with DPS for the expansion position which has an existing position classification.

Question 5: How many positions were filled in FY 2023 that were not expansion positions?

Response: None

Question 6: In what ways did the Department recruit to fill vacancies and what were the most effective methods for attracting candidates?

Response: As the Department recently started to recruit for the open positions, we are currently utilizing DPS's open recruitment process.

Question 7: The following questions are related to overtime payments:

- a. How much overtime has been paid to date in FY 2023 and what was the reason for these costs?

Response: \$720 in overtime pay was granted to meet deadlines and for after hours bus shelter and bus camera system repair work.

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

Response: No

- c. Do you anticipate that overtime costs in FY 2023 will increase or decrease and what are the reasons for your assumption?

Response: It is anticipated that there will not be a significant change in overtime costs provided that the Department is able to fill the expansion positions prior to assuming the PARK MAUI program that is currently supported by the Department of Management.

Question 8: If your Department had Capital Improvement Projects ("CIPs") in FY 2023:

- a. Provide the current status of each project.

Response: The following are the Department's CIP projects.

- Bus Stops and Shelters – In contract for construction of Phase 7 shelters and for planning and design for Phase 8 bus stops.
- Central Maui Transit Hub – Construction is ongoing and expected to be completed by end of summer. A budget amendment was granted in March 2023; the Department is requesting access to those funds.
- Transportation Baseyard – In discussion with A&B to purchase the land.
- Parking Benefits District – Will fund smaller improvements at certain parking lot sites as we move forward with the PARK MAUI program.

- b. Provide information on how much funding has been encumbered or expended to date for each project.

Response: Please find below the FY 2023 amounts per project that has been encumbered or expended to date.

- Bus Stops and Shelters – \$404,400
- Central Maui Transit Hub – \$0
- Transportation Baseyard – \$3,750
- Parking Benefits District – \$0

Question 9: If your Department has CIPs for FY 2024:

a. Rank your proposed CIPs, by priority.

Response:

- 1) Transportation Baseyard
- 2) Bus Stops and Shelter Project

b. Will the CIP funding included in the FY 2024 Budget be encumbered by June 30, 2024? If not, how much do you anticipate will be encumbered by June 30, 2024?

Response: Yes, it is anticipated to be encumbered by June 30, 2024.

Question 10: Please provide details on your Department's carryover savings that were included in the FY 2024 Budget.

Response: The carryover savings included in the FY 2024 proposed Budget is from the unrestricted fund balance for FY 2022 reflected in the County's Annual Comprehensive Financial Report (ACFR). Any carryover savings from FY 2023 will be recognized in the FY 2025 Budget.

Question 11: What are your top three priorities for FY 2024 and how does your Department budget reflect that?

Response:

- 1) Central Maui Transit Hub – The Department expects the facility to be open and operational by the end of this summer. We are therefore expecting to complete the project utilizing the money allocated through the March 2023 budget amendment.
- 2) Transportation Baseyard – The Department is transitioning to an all-electric transit bus fleet. Constructing a County owned baseyard to house and maintain this fleet is essential for constructing the necessary charging stations, allowing

for more competitive bidding with our service contracts, and the consolidation of the Department's infrastructure. The Department is seeking federal grant monies and will need matching funds from the County to support this endeavor.

- 3) PARK MAUI – Per the Department of Management, the Wailuku Parking Garage is expected to open towards the end of FY 2023/beginning of FY 2024. We are looking to launch the PARK MAUI program around this time and are working to award contracts for the various services needed to support the program. Additionally, the program is supported by the Department of Management while the Department of Transportation seeks to fill its expansion positions. We are working to fill those positions as soon as possible.

Question 12: Did the Department apply for any grant funding in FY 2023? If yes, how much was received?

Response: Yes, the Department applied for federal funds for the Transportation Baseyard Project. Awardees will be notified in FY 2024.

Question 13: How much has the Department spent on professional services in FY 2023 and what projects and consultants were funded under this line item?

Response: To date, \$33,277 has been expended from our Professional Services allocation for Professional Representation Services in Washington D.C. Denis Dwyer of Williams & Jensen PLLC has been instrumental in assisting us in the acquisition of federal funds.

Sincerely,



Marc I. Takamori
Director, Department of Transportation

BFED Committee

From: Desiree Echalas <Desiree.B.Echallas@co.maui.hi.us>
Sent: Friday, March 31, 2023 2:08 PM
To: BFED Committee
Subject: FY 2024 (BFED-1) (TD-1)
Attachments: (BFED-1) (TD-1) Response.pdf

Please see attached response (TD-1) from Department of Transportation.

Mahalo,

Desiree Echalas

Budget Specialist

County of Maui

Office of the Mayor

Desiree.B.Echallas@co.maui.hi.us

Phone: (808) 270-8239