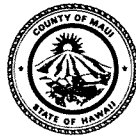


Council Chair  
Alice L. Lee

Vice-Chair  
Yuki Lei K. Sugimura

Presiding Officer Pro Tempore  
Tasha Kama

Councilmembers  
Tom Cook  
Gabe Johnson  
Tamara Paltin  
Keani N.W. Rawlins-Fernandez  
Shane M. Sinenci  
Nohelani U'u-Hodgins



Director of Council Services  
Traci N. T. Fujita, Esq.

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

**COUNTY COUNCIL**  
COUNTY OF MAUI  
200 S. HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
[www.MauiCounty.us](http://www.MauiCounty.us)

March 23, 2023

Mr. Herman Andaya, Administrator  
Maui Emergency Management Agency  
County of Maui  
Wailuku, Hawaii 96793

Dear Mr. Andaya:

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

✓

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. Herman Andaya  
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?

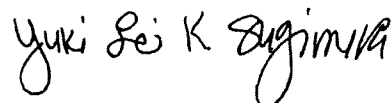
The Department is scheduled to present on April 17, 2023. The schedule is subject to change and staff will reach out if there are any changes to the schedule.

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:ljam

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

## BFED Committee

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**From:** BFED Committee  
**Sent:** Friday, March 24, 2023 10:26 AM  
**To:** 'Herman.Andaya@co.maui.hi.us'  
**Cc:** BFED Committee; Gaye.R.Gabuat@co.maui.hi.us; 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) (EMA-1)  
**Attachments:** EMA-1.pdf

**Mr. Andaya:** 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

**HERMAN ANDAYA**  
Administrator



County of Maui  
**MAUI EMERGENCY MANAGEMENT AGENCY**  
200 SOUTH HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
PHONE: (808) 270-7285  
FAX: (808) 270-7275  
emergency.management@mauicounty.gov

4 April 2023

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

A handwritten signature in black ink, appearing to be "Richard T. Bissen, Jr.", written over the address of Ms. Maria E. Zielinski.

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

**APPROVED FOR TRANSMITTAL**

4-5-23  
\_\_\_\_\_  
Mayor Date

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

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

Dear Chair Sugimura:

This is in response to your letter dated March 23, 2023, relating to the above referenced subject.

- 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?***



Utilizing Emergency Management Principles, We Protect All Persons  
Within the County of Maui to Achieve Whole Community Resilience



We are requesting that the Council maintain our funding levels into FY2024. As such, we are not proposing any significant changes to our FY 2024 budget.

**2. *How many vacant positions currently exist within the Department?***

There are currently no vacancies within the Department

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

Not applicable.

**b. *What is the timeline for filling these vacancies?***

Not applicable.

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

Not applicable

**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?***

The department had 2 expansion positions and they are currently filled.

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

The Department did not propose expansion positions for the FY 2024 Budget.

**5. *How many positions were filled in FY 2023 that were not expansion positions?***

1 non-expansion position was filled in FY 2023 (Secretary I).

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





For 2 of the positions, we relied on the Department of Personnel Services for recruitment. Of the 2 positions, 1 was from another department and the other was not selected for one of our positions and he was encouraged to apply for his current position. For the third position, I learned that an individual resigned from the police department and so I reached out to him and encouraged him to apply for one of our vacant positions.

**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?**

The total amount of overtime paid out as of the above date is \$27,413.09. This amount reflects a number of activities, primarily, the activation of the emergency operations center during emergencies and to employees that were designated (by rotation) to be "on call."

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

No.

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

I am unable to answer this question since we cannot anticipate when emergencies will occur or the frequency thereof.

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

This Department currently manages no Capital Improvement Projects.

- a. Provide the current status of each project.**

Not applicable.

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

Not applicable



**9. If your Department has CIPs for FY 2024:**

Not applicable.

**a. Rank your proposed CIPs, by priority.**

Not applicable.

**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?**

Not applicable.

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

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.

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

The Top Three priorities of the Department include the following:

1. **Increase the functional capabilities of the Emergency Operations Center through specialized training for EOC partners.** We request that the Council maintain the FY 2023 allotment relating to professional services which is used in part to fund training opportunities for MEMA staff and EOC partners. One of our objectives is to strengthen the functionality of the EOC by providing training opportunities for staff and partners which in turn will increase our response capabilities.
2. **Develop and update existing emergency plans to ensure the most effective and expedient response and recovery to various hazards and threats.** We request that the Council maintain the FY 2023 allotment relating to professional services which in part is used to fund the maintenance and/or development of emergency plans. This Department continues to maintain a multitude of threat specific and functional plans which are often a requirement for the application of grants. Plans created well in





advance of a threat enables the Department to not only respond expediently but comprehensively as well.

3. **Enhance public messaging and alerts and notifications.** We request that the Council maintain the FY 2023 allocation so we may continue to provide public messaging, especially with respect to personal preparedness, encouraging the public to register to receive MEMA Alerts and the Recruitment of CERT (Community Emergency Response Team) volunteers.

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

Yes. The department applied for various grants, the following are grants that were awarded in FY 2023:

1. Homeland Security Grant Program – We were awarded \$680,000 through this grant and no monies have been received to date.
2. Emergency Management Performance Grant – We were awarded \$125,000 through this grant. No monies have been received to date.

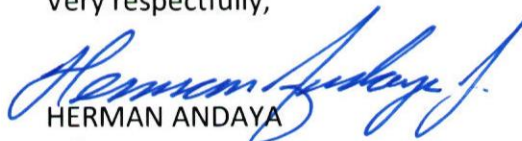
**13. How much has the Department spent on professional services in FY 2023 and what projects and consultants were funded under this line item?**

As of the above date, this Department has expended \$80,600.89 from the Professional Services line item. The projects and its respective consultants are as follows:

1. Development of a Debris Management Plan (\$100,000 was encumbered) – HDR Engineering – Expense to date is \$33,750.
2. Development of a Recovery Plan (\$74,480 was encumbered) – Constant and Associates – Expense to date is \$37,240.
3. Professional development/staff training – Lori Teragawachi – Expense - \$8,426.44

Should you have any questions, please feel free to contact me at extension no. 7825. Thank you for your consideration.

Very respectfully,

  
HERMAN ANDAYA  
Administrator



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Within the County of Maui to Achieve Whole Community Resilience



## BFED Committee

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**From:** Desiree Echalas <Desiree.B.Echallas@co.maui.hi.us>  
**Sent:** Wednesday, April 5, 2023 3:49 PM  
**To:** BFED Committee  
**Subject:** FY 24 (BFED-1) (EMA-1)  
**Attachments:** FY 24 (BFED-1) (EMA-1) Response.pdf

Please see response (EMA-1) from Emergency Management.

Desiree Echalas  
Budget Specialist  
County of Maui  
Office of the Mayor  
[Desiree.B.Echallas@co.maui.hi.us](mailto:Desiree.B.Echallas@co.maui.hi.us)  
Phone: (808) 270-8239