



KA HĀLĀWAI KŪMAU A KE KŌMIKE MO'OHELU KĀLĀ, 'OIHANA KĀLĀ,  
A ME KE KIKOWAENA HĀLĀWAI O HAWAII'  
KE'ENA KULEANA HO'OKIPA O HAWAII'

**BUDGET, FINANCE, AND CONVENTION CENTER  
STANDING COMMITTEE MEETING  
HAWAII TOURISM AUTHORITY**

**HĀLĀWAI KELEKA'A'IKE**  
**VIRTUAL MEETING**

Po'akahi 20 Nowemapa 2023 ma 1:30 p.m.  
**Monday, November 20, 2023 at 1:30 p.m.**

E ho'olele 'iwa'ia ka hālāwai ma o ka Zoom. Meeting will be live streaming via Zoom.  
<https://us06web.zoom.us/j/85114765437>

*E noi 'ia paha 'oe e kāinoa me kou inoa a leka uila paha. E 'olu'olu, e ho'okomo i kou inoa piha akā hiki nō iā 'oe ke ho'ohana i ka inoa kapakapa e like me kou makemake.*

**You may be asked to enter your name or email. The Board requests that you enter your full name, but you may use a pseudonym or other identifier if you wish to remain anonymous.**

**Kelepona / Call In: (669) 444-9171**  
**Helu Hālāwai / Webinar ID: 851 1476 5437**

*Hiki i ka lehulehu ke hō'ike mana'o ma o ka palapala a i 'ole ma o ka waha. E kau palena 'ia ka hō'ike mana'o waha (ma ke kino a i 'ole ma o ka Zoom) he 'elima minuke ka lō'ihī no kēlā me kēia kumuhana. E kāinoa no ka hō'ike mana'o waha ma ke pākaukau ho'okipa ma ka lumi hālāwai. E kāinoa no ka hō'ike mana'o waha ma o ka Zoom ma o ke pihi "Q&A."*

**Members of the public may provide written or oral testimony on agenda items. Oral testimony (in-person or via Zoom) will be limited to five minutes for each testifier per agenda item. Signup for oral testimony via Zoom will be accepted through the Q&A feature on Zoom.**

*E ho'ohui 'ia nā palapala hō'ike mana'o i hiki ma ka pū'olo hālāwai. E leka uila 'ia nā palapala iā Carole Hagihara-Loo ma [carole@gohta.net](mailto:carole@gohta.net), a i 'ole, e lawe kino 'ia i ke ke'ena. No nā palapala hō'ike mana'o i hō'ea mai ma hope o ka pa'a o ka pū'olo hālāwai (he 48 hola ma mua o ka hālāwai), e kāka'ahi 'ia nā kope i ke kōmike a e mākaukau no ka 'ike 'ia e ke anaina ma ka hālāwai.*

**Written testimony received ahead of the preparation of the committee packet will be included in the packet. Email written testimony to Carole Hagihara-Loo at [Carole@gohta.net](mailto:Carole@gohta.net) or hand-deliver or send via postal mail to the Hawaii Tourism Authority office, 1801 Kalākaua Avenue, 1<sup>st</sup> Floor, Honolulu, HI 96815. Written testimony received after the issuance of the board packet (48 hours ahead of the meeting) will be distributed to the committee and available for public inspection at the meeting.**

## **AGENDA**

1. *Ho'omaka a Wehena*  
**Call to Order and Opening Protocol**
  
2. *Kikolā*  
**Roll Call to Announce Name of Participating Board Members and to Identify Who Else is Present with Board Member if Location is Nonpublic**
  
3. *'Āpono Mo'olelo Hālāwai*  
**Approval of Minutes of the October 25, 2023 Budget, Finance, and Convention Center Standing Committee Meeting**
  
4. *Hō'ike'ike, Kūkā, a Ho'oholo no ka Mo'olelo Kālā a ka HTA no 'Okakopa 2023*  
**Presentation, Discussion, and Action on the Hawai'i Tourism Authority (HTA's) October 2023 Financial Report; Recommend Approval**
  
5. *Hō'ike'ike, Kūkā, a Ho'oholo no ka Mo'olelo Kālā a Papahana Ho'oponopono a ke Kikowaena Hālāwai o Hawai'i no 'Okakopa 2023*  
**Presentation, Discussion, and Action on the Hawai'i Convention Center's October 2023 Report and Update on the Hawai'i Convention Center's 6-Year CIP Plan; Recommend Approval**
  
6. *Hō'ike'ike a Kūkā no ke Kuleana Pāhana Hālāwai a me ke Kikowaena Hālāwai o Hawai'i*  
**Presentation and Discussion Regarding an Update of the Meetings, Conventions and Incentives Market Activity and Pace Report, and Hawai'i Convention Center Activity and Local Sales**
  
7. *Kūkā a Ho'oholo no ke Kālā Keu no ka Ho'opakele Alowelo a Hokona i 'āpono 'ia e Ka Papa Alaka'i*  
**Discussion and/or Action on Funding of the Additional Marketing Services Approved by the Board to Address Recovery in FY24**
  
8. *Hō'ike'ike, Kūkā, a Ho'oholo no nā Palapala A a me B*  
**Presentation, Discussion, and Action on Form A (FY 25 Supplemental Budget Request to DBEDT) and Form B (B&F and Governor's Budget to Departments)**

9. *Hō'ike'ike, Kūkā, a Ho'oholo no nā Kuleana a me nā Mana'o 'Ē A'e e Pili ana i ka Mo'ohelu Kālā HTA i Hāpai 'ia e nā Lālā o ka 'Aha'ōlelo, ka Papa Alaka'i, nā Limahana, nā Kāko'o, apwa.*

**Presentation, Discussion, and Action on HTA Budget Issues, Comments, and Suggestions Raised by Legislators, Board Members, Staff, Stakeholders, etc., Such as:**

- a. *Ka Nū Hou no Ke Kulekele Ho'olilo Kālā Pōulua*  
**Status of Use of the Tourism Emergency Special Fund**
- b. *Ka Nū Hou no ka Pane iā Luna Ho'omalua 'Oihana Ho'okipa Quinlan no ka Hō'ike 'Ano o ka Mo'ohelu Kālā Makahiki Kālā24*  
**Status of Response to House Tourism Chair Quinlan's Review  
Comments on FY 2024 Operating Budget**
- c. *Ka Nū Hou no ka Māhuahua o ke Noi Kālā Keu*  
**Update on Campaign Effectiveness, Cost/Benefit Ratio, and ROI for  
Incremental Budget Requests**
- d. *Ka Nū Hou no nā 'Ai'ē Ka'a 'Ole*  
**Status of HTA Past Due Accounts**
- e. *Ka Nū Hou no Nā Palapala 'Aelike 'Āpanakahi a me ka Uku*  
**Status of Contracts and Payments for all Branding Incremental  
Requests**
- f. *Ka Nū Hou no nā 'Aelike Māhele Ho'okō a me ka Uku Keu*  
**Status of Executive Employment Contracts and Bonuses**
- g. *Ka Nū Hou no ka Ho'oka'a'ike a Noi 'Ikepili Kūwaho*  
**Status of Communication for any Outside Requests About the  
Budget, Including the Legislature**
- h. *Ka Nū Hou a Kūkā no ka Mana'o Ho'okō a Ka'ina Hana Ka'ahela*  
**Status and Discussion on Travel Policies and Procedures.**
- i. *Ka Nū Hou a Kūkā no ka Ho'oponopono 'Aelike Mana'o Ho'okō a Ka'ina  
Hana no*  
**Status and Discussion on Contract Modifications Policies and  
Procedures**

## 10. Ho'oku'u

### Adjournment

**\*\*\* Aha Ho'okō:** *Ua hiki i ka Papa Alaka'i ke mālama i kekahi hālāwai kūhelu i kū i ka Hawai'i Revised Statutes (HRS) § 92-4. E mālama 'ia kēia hālāwai kūhelu nei ma lalo o ka § 92-5 (a)(4), § 92-5 (a)(8) and §201B-4(a)(2) no ka pono o ko ka Papa Alaka'i kūkā a ho'oholo 'ana i nā nīnūnē a nīnau i pili i ko ka Papa Alaka'i kuleana me ko ka Papa Alaka'i loio. He hālāwai kūhelu kēia i 'ole paulele 'ia ka 'ikepili a i mea ho'i e mālama kūpono ai i ko Hawai'i 'ano, he wahi i kipa mau 'ia e nā malihini.*

**\*\*\* Executive Session:** The Board may conduct an executive session closed to the public pursuant to Hawai'i Revised Statutes (HRS) § 92-4. The executive session will be conducted pursuant to HRS § 92-5 (a) (2), § 92-5 (a)(4), § 92-5 (a)(8) and §201B-4(a)(2) for the purpose of consulting with the board's attorney on questions and issues pertaining to the board's powers, duties, privileges, immunities, and liabilities; to consider hiring and evaluation of officers or employees, where consideration of matters affecting privacy will be involved; and to discuss information that must be kept confidential to protect Hawai'i's competitive advantage as a visitor destination.

*Inā he lawelawe a mea like paha e pono ai ke kīnānā, e ho'oka'a'ike aku me Carole Hagihara-Loo ma (808)-973-2289 a ma ka leka uila e like me ka wikiwiki i hiki, 'a'ole ho'i a ma 'ō aku o ka 'ehā lā ma mua o ka hālāwai. Inā 'ike 'ia he noi i ka lā ma mua o ka hālāwai, e ho'ā'o mākou e 'imi i ka lawelawe a mea like paha, 'a'ole na'e ho'i e hiki ke ho'ohiki 'ia ke kō o ua noi lā. Ua noa pū kēia ho'olaha ma nā kino 'oko'a e like me ka mea pono.*

If you need an auxiliary aid/service or other accommodation due to a disability, contact Carole Hagihara-Loo at (808) 973-2289 or [carole@gohta.net](mailto:carole@gohta.net) as soon as possible, preferably no later than 4 days prior to the meeting. **Requests made as early as possible have a greater likelihood of being fulfilled.** Upon request, this notice is available in alternative/accessible formats.

*E like nō me ka 'ōlelo o ke Kānāwai Hawai'i i ho'oholo 'ia māhele 92-32.7, e mālama ana ke Ke'ena Kuleana Ho'okipa o Hawai'i i kekahi wahi e hiki ai ka po'e o ka lehulehu ke noho a komo pū ma nā hālāwai ma o ka ho'ohana 'ana i ka 'enehana pāpaho (ICT). Aia ana kēia 'enehana pāpaho ma ka papahale mua o ka lumi ho'okipa i mua o ke Ke'ena Kuleana Ho'okipa o Hawai'i ma ke Kikowaena Hālāwai O Hawai'i. 'O 1801 Kalākaua Avenue, Honolulu, Hawai'i, 96815 ka helu wahi.*

In accordance with HRS section 92-3.7, the Hawai'i Tourism Authority will establish a remote viewing area for members of the public and board members to view and participate in meetings held using interactive conference technology (ICT). The ICT audiovisual connection will be located on the 1st Floor in the Lobby area fronting the Hawai'i Tourism Authority at the Hawai'i Convention Center at 1801 Kalākaua Avenue, Honolulu, Hawai'i, 96815.

# **3**

## **Approval of Minutes of the October 25, 2023 Budget, Finance, and Convention Center Standing Committee Meeting**



Ke'ena Kuleana Ho'opipa O Hawai'i  
1801 Kalākaua Avenue  
Honolulu, Hawai'i 96815  
**kelepona** tel 808 973 2255  
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hawaii tourism authority.org

**BUDGET, FINANCE, AND CONVENTION CENTER STANDING COMMITTEE MEETING  
HAWAII TOURISM AUTHORITY  
Wednesday, October 25, 2023, at 1:00 p.m.**

**Virtual Meeting**

**MINUTES OF THE BUDGET, FINANCE & CONVENTION CENTER STANDING COMMITTEE MEETING**

<b>MEMBERS PRESENT:</b>	David Arakawa (Chair), James McCully, Blaine Miyasato, Mike White
<b>MEMBERS NOT PRESENT:</b>	Kimberly Agas (Vice-Chair), James Tokioka (Ex Officio, DBEDT Director)
<b>HTA STAFF PRESENT:</b>	Daniel Nāho'opi'i, Kalani Ka'anā'anā, Isaac Choy, Caroline Anderson, Talon Kishi, Maka Casson-Fisher
<b>GUESTS:</b>	Teri Orton, John Reyes
<b>LEGAL COUNSEL:</b>	John Cole

**1. Call to Order and Opening Protocol**

Mr. Casson-Fisher opened the meeting with the E Hō Mai chant. Ms. Anderson called the meeting to order at 1:11 p.m.

**2. Roll Call to Announce Name of Participating Board Members and to Identify Who Else is Present with Board Member if Location is Nonpublic**

Ms. Anderson did the roll call. All confirmed in attendance and that they were alone.

**3. Approval of Minutes of the September 27, 2023, Budget, Finance, and Convention Center Standing Committee Meeting**

Chair Arakawa made a motion to approve the September 27, 2023, minutes, and Mr. Miyasato seconded. There were no comments from the committee members nor the public; Ms. Anderson did the roll call, and the motion passed unanimously.

#### **4. Presentation, Discussion, and Action on the Hawai'i Tourism Authority (HTA's) September 2023 Financial Report; Recommend Approval**

Chair Arakawa made a motion to approve the September 2023 financial report, and Mr. McCully seconded.

Mr. Choy spoke about the month ending September 30, 2023, the first fiscal year quarter. Spending was about \$3 million. Although the allotment was \$15 million, they encumbered mostly all of it. In the HCC funds, there is about \$45 million. For the HCC roof repairs, they have \$14,800,000 for the CIP. The \$64 million will be recorded as they spend it. The TESH has about \$5 million. The Federal Funds have \$14 million, which is the EDA funds. Nothing significant happened during September.

Mr. Miyasato asked for some elaboration on the Federal Funds. Ms. Anderson said that of the \$14 million, about \$7 million is with the Department of Land and Natural Resources for approximately seven projects for outdoor recreation. For the other \$7 million, about \$4 million is for marketing and branding, \$750,000 is for the Urban Trails project, and another \$750,000 is for the Tourism Collaborative Enhancing Agritourism Initiatives. Mr. Miyasato asked if the \$4 million for marketing and branding can be used in any way related to marketing and branding. Ms. Anderson said it was designated for cooperative and overall brand marketing. Chair Arakawa asked if the EDA grant is broad enough for different things. Ms. Anderson said it is for travel, tourism, and outdoor recreation in general. Ms. Anderson said they had already submitted a plan, which has been approved. If the desire is to change the projects, they will have to resubmit them.

Chair Arakawa asked if the \$15 million is from the allotment of the \$60 million. Mr. Choy said it is separate. Before the legislature gave \$64 million for the rooftop, the plan was to repair the temporary roof with the \$15 million. They will probably incorporate that into the permanent repair.

Chair Arakawa asked for the TESH amount for the disaster response. Mr. Miyasato said he did not recall voting on the use of the TESH. Mr. Nāho'opi'i said they have not yet determined how to use the emergency funds. All that was discussed at the Administrative Committee meeting was the spending process. They voted on the \$2.6 million but not on the source. Mr. White asked if they use the emergency fund for an emergency, will it be more easily qualified for FEMA reimbursement at 75%. Mr. Choy said not necessarily, as it may not qualify for FEMA

reimbursement. Mr. Nāho‘opi‘i said any discussions on the disaster recovery stage should not be brought to the public at this time. They have to make a recommendation to the full Board and then, at that point, the PIG.

Mr. Cole said the PIG can make its recommendation at the full Board meeting. There can be discussion but no action at the PIG. Mr. Cole mentioned the motion that was at the capitol when the committee voted about the incremental funding: "Voting was for the Board to approve the emergency U.S. marketing plan using the TESH subject to the Board approving a resolution providing for the use of the money in the TESH or using another to be identified funding source." That amount was for \$2.6 million.

There were no comments or questions. Ms. Anderson did the roll call, and the motion passed unanimously.

#### **5. Presentation, Discussion, and Action on the Hawai‘i Convention Center’s September 2023 Report and Update on the Hawai‘i Convention Center’s 6-Year CIP Plan; Recommend Approval**

Chair Arakawa made a motion to recommend the approval of the HCC September 23 report and updating the HCC 6-year CIP plan to the full Board. Chair Arakawa made a motion, and Mr. Miyasato seconded. He gave the floor to Ms. Orton.

Ms. Orton gave an update on the September financials at the HCC. They marked another eventful month, hosting 20 licensed events with the return of some local events like the Okinawan Festival, PBX, PLC Institute, and a citywide event, Best Western. In addition, they continue to house the Department of Business and Economic Development and the Federal Emergency Management Association at the HCC in support of the Maui wildfires. Gross revenues exceeded \$2.6 million, and they posted a facility net income of a positive \$504,000. This is their third consecutive month of hosting a positive bottom line.

The economic and financial impact of citywide business and the five other citywide events during July and August highlight the importance of improving results for both the HCC and the state's economic impact. They are looking at a \$21 million revenue forecast for the remainder of the year and a bottom-line net loss of \$2.5 million. When there is citywide business in the building, it drives revenue in food, beverage, and rent, and therefore there is less subsidy for the state. They are forecasting revenues for the remainder of the year at \$2.5 million at the operating budget bottom line compared to the \$5.3 million they had in the budget. They are on the upside of \$2.8 million to their budget. They moved R&M and an advanced deposit of funds



from a savings account to a government treasury obligation that will yield significantly higher returns in interest.

Included in the fiscal year forecast is additional interest, just shy of \$900,000. They originally only budgeted \$60,000 in interest for the investment. So, shifting that into another account has paid off. If they had to remove the \$900,000, they would still be on the upside of \$2 million to their budget. Chair Arakawa asked Ms. Orton to prepare bullet points for the Board meeting the following day. Mr. Choy said it is improper to put interest into an operating net, so he asked Ms. Orton to put it in another slide for the adjustment.

Ms. Orton said ROI for September 2023 was \$18.62.

She highlighted a few events:

2023 Hawai'i Tourism Conference from October 2-3. CHEST held their conference from October 8 to 11, anticipating 6,000 attendees, but reached a record of 7,500 attendees.

PestWorld2023 was from October 17-20 and had 3,500 attendees.

Ms. Orton mentioned a few upcoming events:

The 2023 Fall Honolulu National College Fair is from October 24.

The Hawai'i Food & Wine Festival is coming up in November.

The Society for Social Studies of Science has its Annual Meeting on November 7.

Ms. Orton said they have an increase in support for their Carbon Offset Program. They had several conferences that participated in the Carbon Offset Program, which is the purchasing of carbon credits for their rentable space. The dollar amount they contributed goes back to planting trees in reforestation locations. She said they were advised by Hawai'i Legacy Reforestation that they have a long-term lease agreement for a second reforestation location on the north shore. They will have an opportunity to start a second location to take clients out there to plant their own trees.

Participating events include:

- CHEST 2023 (42 trees)
- 2023 International Conference on Machine Learning (36 trees)
- 2023 Made in Hawai'i Festival (12 trees)
- 2023 Okinawan Festival (11 trees)

Chair Arakawa asked Ms. Orton to elaborate on the Carbon Offset Program. Ms. Orton said there is a formula from the Hawai'i Legacy Reforestation project. It is based on square footage. For every rentable square foot of space that the client uses at the HCC, a dollar amount goes to purchasing a carbon credit to offset their footprint while using the HCC. They have had a fantastic response to this program.

Ms. Orton said they were nominated and awarded several awards. Their recent awards include:

- Exhibitor 2023 Centers of Excellence winner.
- 2023 Facilities & Destinations (F&D) Magazine Prime Site Award.
- 2023 Smart Stars Best Convention Center – Smart Meetings magazine.

They recently got GBAC STAR accreditation, which includes:

- Gold standard of high performance in cleaning and maintenance for a hygienic indoor environment.
- Certified during the COVID pandemic, reviewing HCC's preparation and response to infectious diseases and biohazard situations.
- Received recertification involving a stringent 20-point review of procedures and performance standards.
- HCC continues sanitation standards and protocols to ensure a safe environment for guests and staff.

They recently hosted students and staff from Kapi'olani Community College, Honolulu Community College, and Hawai'i Pacific University visited HCC for a presentation of their operations and back of house tour.

There were no questions or comments.

Ms. Orton gave the floor to Ms. Tait for an R&M update.

Ms. Tait gave an overview of the projects they are working on. There are currently 16 different projects valued at \$11.6 million. One of the main projects is the chiller replacement, valued at just under \$7 million. They are replacing all the chillers and upgrading the units. They are on schedule and budget and should be completed by mid-2024. The other projects are in the procurement stage, with RFPs out, issued for about \$29 million.

Some of the larger projects include painting the exterior of the building to improve aesthetics and a leak repair project valued at \$11 million, which will resolve planter leakages.

They are planning and preparing to issue RFPs for another sixteen projects valued at \$39 million. Ms. Tait spoke about the projects they have with Cumming Group. They are adding on a few projects, including the interior painting of the building, kitchen equipment replacement, and the digital signage upgrade project. As far as completion, they have completed leak repairs and remediation in different areas, mainly in the halls, as well as the exterior sign upgrades. Mr. Choy said at the last Board meeting they reported on the replacement of the roof that they were underbid for by their construction and project manager. He reported that during the bid

process, there was a protest. The protest is over, so they are back on schedule for the roof replacement project.

There were no further questions or comments.

Ms. Anderson did the roll call, and the motion passed unanimously.

## **6. Presentation and Discussion Regarding an Update of the Meetings, Conventions and Incentives Market Activity and Pace Report, and Hawai'i Convention Center Activity and Local Sales**

Mr. Reyes said sustainability is a big issue for single-property and citywide business. They are seeing the introduction of the millennial planner, where sustainability is huge. Out of the HTUSA \$2.6 million, Global MCI receives \$600,000. He gave an update on what they have been doing. They had recommended retention and business development at \$200,000. What that means is keeping business on Maui. On the strategic partner side, Meet Hawai'i has fourteen strategic partners, and they have set up four customized marketing partnerships.

For Maui recovery, they have retained three groups for Maui, and are working on a few more.

For the MCI Outreach:

- Four Strategic Partnerships (SITE, Northstar Meetings, Helms Briscoe, and HPN)
- Working on two additional Strategic Partnerships
- IMEX America 2023- 15,000 attendance- SITE Reception Meet Hawai'i Booth- On-Site Media Interviews, event professionals, Smart Meetings, NorthStar Meetings.

Chair Arakawa said the \$600,000 might not come out of the emergency fund as there are two possible sources to fund that program.

Mr. Reyes said that regarding sales production updates, there are two things they talk about. One is a new volume of events and room nights for any future year: their sales production. The second is consumption. That speaks about on-the-books (OTB), and OTB booked events and room nights in the year they occur. For citywide production in September, which is generally not a great production month, definite room nights are 27% ahead of 2022, and over 71% ahead in tentative room nights. Their production goal for the year is 173%, a 21% increase from the previous year. They are forecasting that out of sales production, they should achieve about 90% of that number. In regard to consumption, there are 70,153 room nights, or 89% of the target room night goal. Just because they are outpacing their numbers does not mean stopping their projection in room nights or conversion of events. They produce 103,041 room nights per year.

For booking events related to production, the last report had 59 events. In August, they converted eight events. They have been discussing an event strategy by not only looking at

definite room nights. They have collaborated with Ms. Orton and the HCC for greater alignment. This includes:

- Focusing on hiring a Corporate Citywide Seller (Book short-term corporate opportunities)
- CY 2024 introduced Citywide Team and Individual Event Goal
- Targeting Citywide Tentative Events for 2026 – 2030

For calendar year 2024, they have 13 events on the books, and their target was 9, so they exceeded that pace goal. They are 44% of where they should be but have 13 events left to book. They have 9 tentatives, so they have to find more tentative bookings for 2024. Their event goal is 28. He highlighted their conversation from 2026 through 2030. For 2026, they have 2 events, and the target is 5, so they are under by 3 and are at 60%. They must book more events. He said they are not only focusing on room nights. For 2027, they are on pace with 4 events but must book 24 more events. He said they met with the citywide team and believed that by the end of the year, they would book 17 more events. In 2023 they have 15 events produced by Meet Hawai'i but should be able to close another 5 in 2023. In 2024 they have 13 events; in 2025, they have 10 on the books and 6 they could convert. Citywide bookings are still happening for 2026 and beyond.

Chair Arakawa asked if Mr. Reyes could change the font on the presentation slide. He asked Mr. Miyasato if he had any feelings regarding using the emergency funds. Mr. Miyasato said they declared it an emergency six days into the crisis and set up the PIG to deal with the fallout. That group is tasked with inventorying all available resources and assigning value to how they will allocate and leverage the resources. Chair Arakawa said that after the PIG announces their report, there will be another meeting to approve recommendations. In the meantime, he said the staff has access to the information being gathered, so the staff can recommend to the Administrative Committee for the BFCC Standing Committee on the use of the emergency funds if necessary before the PIG finalizes their report to the full Board. Mr. Miyasato said the PIG must do the job properly without being rushed so they can assess where the emergency is to address the emergencies. He challenged the staff to look at the full-year budget.

Mr. Reyes added that in speaking with the director of sales and marketing from Maui, for the phased opening, a lot of business on the books for Q4 of 2023 is groups, and it has stabilized there. He said he is seeing concerns by group customers for Q1 and Q2 of 2024. He said there must be flexibility as leisure will follow soon. Chair Arakawa asked if Mr. Reyes could prepare a separate white paper defining a citywide, attaching the criteria for determination of a citywide, and why citywide is important business.

Chair Arakawa thanked Mr. Reyes for focusing on hiring the corporate citywide seller to book short-term opportunities. On page 12, Chair Arakawa asked Mr. Reyes to consider a slide showing his budget from before 2017 with good historical results so they can aim for that again. Mr. Reyes said he would prepare a whitepaper with citywide information for the Board meeting.

### **7. Presentation, Discussion, and Action on HTA Budget Issues, Comments, and Suggestions Raised by Legislators, Board Members, Staff, Stakeholders, etc.**

Chair Arakawa said they are looking to give direction to the staff on what they should work on for future committee or Board meetings. They have to determine which existing programs or contracts will need to be modified to make up the \$14 million they are doing in incremental increases and whether the HTA budget changes will come from the emergency fund. The first issue to discuss is identifying the general categories, the second is to work on the specific changes, and the third is to present the proposal to the Board of the cuts, programs, and contracts and then notify the Governor's office.

Mr. Miyasato asked about the government process for the HTA organization. He said they no longer have procurement and asked if they still have independence through the Board and budgetary protocols as an independent agency. Mr. Arakawa said that is correct. Mr. Choy elaborated. At the end of the last session, they were called into the Lieutenant Governor's office and admonished for what they were doing. During the previous legislative process, they were asked by the WAM committee to give an itemized list totaling \$64 million of exactly where all the money for 2023 and 2024 was going to be spent. Mr. Nāho'opi'i, Mr. Ka'anā'anā, and Mr. Choy gave an itemized list. It went to the legislative process, and they defunded them to zero. The HTA is working off a detailed list approved by the Lieutenant Governor and the WAM committee. Now, the HTA is getting into a position where they want to move things around, and they need to be specific and notify the relevant people.

Chair Arakawa said the Governor is willing to give the HTA \$60 million, but to get the money, the Governor has to give an allotment after consulting with DBEDT and Budget and Fiscal Services to check if the items are on their list. Mr. Cole said the steps they discussed for the Governor to allocate the \$60 million to the HTA went through several approvals and reviews. His understanding is that the Governor allot the money to the HTA for use. Mr. Choy said the allotment system is quarterly, so they report their spending quarterly, which is approximately \$15 million per quarter. Mr. Cole said that the HTA provided the list of contracts and projects they would use the money for with the amounts allocated. He said it could be revised, but if there are noticeable changes, they need to go through the review process again. Outside of that, they have the TESH and the federal funds that Mr. Choy spoke of, which could be pegged

into some of those things, but regardless, they have to follow the state procurement code, and all processes need to be followed.

Mr. Miyasato stated that he is trying to get a clear understanding of the rules of engagement. Mr. Choy said BD113 is the TESH where they have their operating budget. When the Governor gave them the \$60 million, he gave it to them in a different account, so he is unsure if that indicates that the HTA does not have lump sum funding and that their funding is based on a list they gave the Governor. He believes they need to give notice if they change things around. Chair Arakawa said they need to do this as quickly as possible. Mr. Choy said the request the HTA is making is an incremental increase, so they will need to make a decrease somewhere else.

Mr. White identified the sources of the \$60 million allotment: the emergency funds, the EDA funds, and the encumbered funds they may be able to shift. Mr. Nāho'opi'i said the information will be handed out as it is not in the meeting packet. From the past Board meetings, he showed the list of the ask, which was to increase the marketing dollars to address a couple of issues, such as the Maui wildfires, which created a situation where there was a decline in corporate markets. Also, there was a request for an increase in marketing for Japan to accelerate the recovery of the Japanese international market. \$2.6 million was the original request back in August 2023. Japan was at the last Board meeting for \$2.5 million, and Canada was at \$1.5 million. At the previous Branding Standing Committee meeting, \$2.5 million was approved out of the \$10 million ask. As was mentioned in Mr. Reyes's presentation, the MCI had asked \$350,000 to fund that corporate meeting salesperson. Mr. Nāho'opi'i said those items are the ones that were given the highest priority, totaling \$9.45 million.

Mr. Nāho'opi'i said the staff looked at the first FY2024 cash flow. There are multiple ways to identify funds. For example, not all the funding was awarded in the CEP, but they have identified \$518,000 that may be accessible. There will need to be some unencumbering of this money in the contract. The next one they identified was the Island Chapter Contract period. From what they have budgeted and encumbered, an additional \$130,000 may be available at the end of the contract. Air Route Development Consulting, in 2024, requested to hire a consultant for air route development, but they have not contracted or put out a bid for that. If they decide not to pursue it in the fiscal year 2024 there will still be \$250,000 available. 'Ōlelo Hawai'i was another line item in their funding request, and there were additional savings from the current year. They identified up to \$600,000.

For the Global Support Services Contract, a multitude of services and activities, if they scale back some of it and start some of the programming in FY2025 instead of FY2024, they could rescue \$200,000. In the Research Campaign Effectiveness Evaluation Contract, there are two

large programs. One is the Campaign Effectiveness Program, and the other is the Major Festivals and Events Evaluation. If they decide to skip a year in conducting the surveys, etc., it is estimated to save about \$421,000. The next one, Unspent Funds from Current DMAP Implementation Programs, means, that if they delay the start of the planning of the DMAP process, they could use that upfront.

Since the planning process will take longer, they can utilize additional in FY2025. The last one is Europe MMA. Even though it was recently awarded and Board-approved to start back into Europe, they have \$2 million available if they decide against it. For EDA, part of it is experiences for \$1.5 million from the Urban Trail and Tourism Collaboratives. The other one is looking at the Community Industry PR contractor, which budgeted \$320,000 over some time. They can identify certain amounts of money there if they decide to scale back. For Destination Stewardship, they could start this later in the process and look to shift it to FY2025. So, in total, there is an amount of \$5 million identified.

Mr. Nāho'opī'i did not include the EDA marketing for \$4 million, but it can be used in multiple ways. There are some limitations with EDA currently. According to their current ruling, the HTA cannot utilize a non-U.S. contractor. They requested a ruling on that, and a determination will be made. If they allow the HTA to use foreign companies, then the HTA could also be in those markets utilizing the EDA funds.

He listed other things:

- The TESH - up to \$5 million.
- Additional funding request to the Governor, pushing more into FY2025 and increasing their budget request for FY2025.
- Seeking additional federal funding programs.

Mr. Nāho'opī'i said he kept the descriptions broad as there are details related to the actual contracts, and they cannot discuss that in public. Also, they need to dive down deeply and cannot just cut programs and have to be specific on how they will be adjusting programs. He said they are just identifying the potential ways to adjust the budgets for further discussions.

Mr. White said there has been talk about the drop in overall business for the state, which will result in some budget cuts across all departments. He asked if they had been advised whether the HTA would be involved in the budget cuts. Chair Arakawa asked if anyone had heard anything. Mr. Choy said he had not received any formal memo.

Chair Arakawa reiterated that they do not have the legislatively appropriated budget, as they have money from the Governor, so it is up to the Governor. Mr. Nāho'opī'i asked for more time to get to the details. If there is guidance from the committee on what funds they must not adjust, they must advise him. He asked for additional time to research their programs, review

the work plans, make the adjustments, and work closer on the marketing side to know their expenditure flows for the proposed programs. They need to figure out the FY2024 cash flow and the exact amount they need from January to June 2024.

Chair Arakawa said they also need to talk to the vendors they plan to reduce. Mr. Nāho'opi'i said they would come back with a detailed plan of action. Mr. Miyasato said this is a conversation for the full Board. He suggested that everyone does the research and only then take it back to the full Board for discussion as it is strategic and has many implications regarding the master plan.

Ms. Anderson said that of the \$4 million in the EDA funds for marketing, \$750,000 has been allocated for cooperative marketing in the U.S. market. Chair Arakawa said the full Board will approve any cuts or changes. Mr. White requested that they understand what the cuts will cost them in business. He also mentioned the Campaign Effectiveness Studies, and he would like to hear from those familiar with the program on how much information they have on that study, as he was looking forward to showing the legislature how effective the monies are being spent on the campaigns. He asked for a better understanding of the cost/benefit ratios for some of the cuts. Chair Arakawa asked if DBEDT could help with that, and Mr. Nāho'opi'i said they would work together to determine the economic impact. Mr. Nāho'opi'i said Ms. Anderson had already established a program evaluation that includes how these programs roll up and feed into their overall KPIs. As they build it out, they still have the Ho'okahua Hawai'i and Branding Standing Committees the following month, and they can send it to the committees before putting it back together for a final plan for the full Board.

Chair Arakawa said it is important to go to a subject matter committee if there are any cuts. He said with Mr. Miyasato's approval, maybe they could have joint committee meetings with the Ho'okahua Hawai'i committee, the BFCC, and the Administrative & Audit Committee to economize their time, and then they could be prepared to vote at the full Board meeting. Mr. White recommended asking Mr. Miyasato to call a special Board meeting.

Chair Arakawa spoke about the campaign efficiency study and ROI. In the discussion of the incremental increases, he recalled asking for a portion of the KPIs of the contract modification for the incremental increases to include the ROI section to know how effective the emergency programs had been.

Mr. Miyasato spoke about the \$750,000 Ms. Anderson mentioned for the cooperative market and said it should be offset within the total budget. Chair Arakawa spoke about Rep. Quinlan's email regarding the HTA budget. Copies will be given to the Board members. Mr. Nāho'opi'i is currently working on the response. Chair Arakawa asked that any correspondence from the



legislature go to all Board members and try to make it public if possible. Mr. Nāho'opi'i said they had followed that process.

Chair Arakawa spoke about bonuses and salaries. At the last Board meeting, when they went through Form A, and the review process, they saw some of the salaries and bonuses, which showed that some make more money than department heads and the Governor. That discussion was at the administrative meeting, but it needs to be put in the BFCC. Those bonus agreements are confidential and need to be discussed in the Executive Session. That information must get to the Administrative Committee and the Budget PIG. The second issue was whether the bonuses were factored into the budget request. Mr. Nāho'opi'i said they created a table by collecting the information on historical employment contracts and bonuses and submitted it to Mr. White for review. On the table will be dates, names, bonuses, and their contract calculations.

Regarding the second part, Mr. Kishi researched estimates of the bonus each year as they submitted their budget request. Mr. Kishi will provide an estimated amount for the following fiscal year. Chair Arakawa asked Mr. Kishi to check if the bonuses were included in what was submitted to the Governor and the Lieutenant Governor. Mr. Kishi said he remembers he ensured they had enough for payroll but not bonuses.

Mr. Nāho'opi'i said Carol would get the submitted materials related to bonuses and the criteria that would entitle someone to a bonus and summarize it on the charts with the formula and calculation, which will be provided to the Administrative Committee.

There were no further discussions or comments.

Chair Arakawa said that after the meeting at the capital, one of the vendors approached him with a few outstanding invoices. He asked for a follow-up with the outstanding amounts as of July 1, 2023. The amount was over \$4 million, which included interest. The legislature will also be looking at that. Mr. Choy said the current status of that is paid. The back office will be proactive on the invoice payment system for the compensation schedule. He asked the vendors to give the back office a copy when they submit their monthly invoice and then wait for approval from the front office so that payment can be made. Mr. Nāho'opi'i said he is working with the program manager on the front office side to create tighter procedures with timing, etc., to create more general rules for smoother flow.

Chair Arakawa brought up the other issue, ROI, travel, etc., and the cost benefits, which would be on the next agenda item.

**8. Presentation, Discussion, and Action on the Hawai'i Tourism Authority's and Hawai'i Convention Center's Form A Submittal (FY25 Supplemental Budget – Operating Budget Adjustment Request) Submitted to the Department of Business, Economic Development and Tourism (DBEDT)**

**a. Explanation of Form A**

**b. Supplemental Budget Request Process**

**c. Formation of Permitted Interaction Group (PIG) for FY25 Supplemental Budget Request**

**d. Budget Briefing Schedule with Remaining Board Members**

Chair Arakawa said it is a 2025 supplemental budget because the legislature is on a two-year cycle. Mr. Choy asked Mr. Kishi to explain. Mr. Kishi said that for the HTA's operating budget, they are requesting \$69,915,000. Of that, \$3,296,000 will go to personnel costs, and in that \$3 million, there are 25 existing positions, of which 20 are filled and 5 are vacant. They are asking for 38 positions, of which 13 will be branding positions. Of the 13, they included a Destination Management manager, a Public Information Officer to help Mr. Gionson, and then a few more finance and accounting positions to help with auditing. Another \$66 million will go towards the OCE, which is all the contract costs.

Chair Arakawa said the legislature would ask what public communications were drafted by the vendor and what was drafted in-house. Mr. Miyasato asked if this was the budget Mr. Arakawa and Mr. Choy drew up. Chair Arakawa confirmed that as correct. Mr. Miyasato asked when it would be presented. Mr. Choy said it is agenda items c and d. Mr. Miyasato asked when they could see all the details and a preview of what was built. Chair Arakawa said it is on agenda item d. He said that because some contractual information is sensitive, they do it in two-by-two briefings with Board members to comply with sunshine law. Depending on availability, this will be with the budget and administrative staff and will happen in the next month and a half. Ms. Hagihara will be setting up those meetings. This year, they have a Budget and Finance PIG to do six members at once. The rest will be two by two.

Mr. Kishi continued with the HCCESF budget request. They will request a \$14 million expenditure ceiling, which is \$3 million more than their \$11 million budget. The \$3 million will go towards R&M projects. Chair Arakawa asked Mr. Kishi to add that for the Board meeting the following day.

Chair Arakawa said Form A was submitted to DBEDT with 15 days' notice, and DBEDT is reviewing it. After DBEDT's review, it goes to the Budget and Fiscal Services for reviews and cuts and then to the Governor, who then submits it with all the other departments to the House and Senate. Mr. Choy agreed with Mr. Miyasato's comment that they should have addressed this

earlier, but for them to look at the budget before submittal to DBEDT, they would have to start by the end of May, no later than June to be ready for the form in July and August. They could do this the following year. Mr. Miyasato said he appreciates Mr. Choy. He said they could have turned the form in without all the details to start with so they could get input. Chair Arakawa clarified that there are no lobbyists for the HTA. Mr. White asked if Form A budget details could be posted so they could view it to prepare for the two-on-two meetings. Chair Arakawa asked Mr. Nāho'opi'i and Mr. Choy to add a separate section on budget review to have all the documents in that portion of SharePoint.

## **9. Adjournment**

Ms. Anderson adjourned the meeting at 3:59 p.m.

Respectfully submitted,



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Sheillane Reyes  
Recorder

# **4**

## **Presentation, Discussion, and Action on the Hawai'i Tourism Authority (HTA's) October 2023 Financial Report; Recommend Approval**

**Report and Update by the Budget, Finance, and Convention Center Committee (BFCC) of their Meeting  
Held on November 20, 2023**

**and**

**For the Regular Board Meeting of the Hawai'i Tourism Authority**

**Held on November 30, 2023**

**4. Presentation, Discussion and Action on the Hawai'i Tourism Authority October 2023 Financial Report; Recommend Approval:**

- YTD expenditures for FY 2024:
  - \$11,980,982 for Tourism
  - \$2,728,980 for Convention Center
  - \$449,655K for EDA Grant (DLNR contract)
- B&F transferred the \$64,000,000 HCC roof repair appropriation to Maui wildfire recovery efforts.
- PM/CM contract for HCC roof repair project has been executed. Will use \$15M GOB appropriation to fund the contract through December 2024.

**7. Discussion and/or Action on Funding of the Additional Marketing Services Approved by the Board to Address Recovery in FY24:**

- Total branding incremental request of \$13,450,000
- \$1,096,000 of program savings
- \$3,754,000 of program cuts
- \$8,600,000 from other funding sources

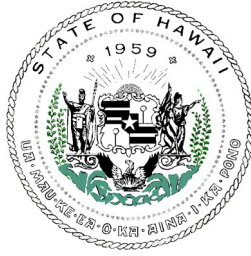
**8. Presentation, Discussion and Action on Form A Submittal (FY 25 Supplemental Budget Request to DBEDT) and Form B (B&F and Governor's Budget to Departments)**

- Form A was submitted:
  - \$69.9M operating budget for HTA:
    - \$66.6M for contracts and other costs
    - \$3.3M for personnel; 38 positions – 25 existing (including vacancies) and 13 new positions
  - \$14M expenditure ceiling for the Convention Center Enterprise Special Fund (CCESF)
- Form B:
  - \$60M operating budget and 25 positions have been recommended for HTA
  - \$25M expenditure ceiling for the CCESF
  - \$64M of general obligation bonds for HCC roof repair project

Prepared by:

Talon Kishi, HTA Budget Fiscal Officer

11/17/2023



**The State of Hawai`i**  
**Department of Business, Economic Development, and Tourism**  
**Hawai`i Tourism Authority**  
**Financial Statements**  
**October 31, 2023**

These financial statements have been prepared by HTA management (unless otherwise noted) for information purposes only. See notes to the financial statements.

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Prepared by: Talon Kishi

Budget and Fiscal Officer

HAWAII TOURISM AUTHORITY

Hawaii Tourism Authority  
Selected Management Disclosures  
October 31, 2023

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**Hawaii Tourism Authority  
Balance Sheet  
As of October 31, 2023**

	<b>Tourism Funds</b>	<b>Convention Center Funds</b>	<b>Convention Center Roof Repairs</b>	<b>Tourism Emergency Special Fund</b>	<b>Federal Funds</b>	<b>Total Funds</b>
<b>Assets</b>						
General funds	48,716,283	8,499,420	-	-	-	57,215,703
Special funds (restricted)	15,051,751	36,321,473	-	-	-	51,373,224
Federal grants	-	-	-	-	13,574,717	13,574,717
Generabl obligation bonds	-	-	14,871,000	-	-	14,871,000
Cash and cash equivalents	-	-	-	1,606,236	-	1,606,236
Investments	-	-	-	3,580,868	-	3,580,868
Total assets	<u>63,768,034</u>	<u>44,820,893</u>	<u>14,871,000</u>	<u>5,187,104</u>	<u>13,574,717</u>	<u>142,221,748</u>
<b>Liabilities and Fund Balances</b>						
Fund balances						
Encumbered - General funds	34,489,498	2,095,063	-	-	-	36,584,561
Encumbered - Special funds	8,599,723	3,540,999	-	-	6,000,345	18,141,067
Unencumbered	20,678,813	39,184,831	14,871,000	5,187,104	7,574,372	87,496,120
Total fund balances	<u>63,768,034</u>	<u>44,820,893</u>	<u>14,871,000</u>	<u>5,187,104</u>	<u>13,574,717</u>	<u>142,221,748</u>
Total liabilities and fund balances	<u>63,768,034</u>	<u>44,820,893</u>	<u>14,871,000</u>	<u>5,187,104</u>	<u>13,574,717</u>	<u>142,221,748</u>



**Hawaii Tourism Authority**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**For the Month Ended October 31, 2023**  
**Ending Fund Balance as of October 31, 2023**

	Tourism Funds	Convention Center Funds	Convention Center Roof Repairs	Tourism Emergency Special Fund	Federal Funds	Total Funds
<b>Revenues</b>						
Change in fair value	-	-	-	7,998	-	7,998
Interest and dividends, net	-	-	-	11,488	-	11,488
HCC operations	-	-	-	-	-	-
Other income	6,115	-	-	-	-	6,115
Total revenues	<u>6,115</u>	<u>-</u>	<u>-</u>	<u>19,486</u>	<u>-</u>	<u>25,601</u>
<b>Expenditures</b>						
Administrative	22,840	-	-	1,058	-	23,898
Branding	5,239,470	-	-	-	-	5,239,470
Destination management	834,948	-	-	-	-	834,948
Governance and org-wide*	24,159	-	-	-	-	24,159
HCC marketing	-	567,229	-	-	-	567,229
HCC operations	-	228,400	-	-	-	228,400
HCC repairs and maintenance	-	1,933,350	-	-	-	1,933,350
Natural resources	175,000	-	-	-	449,655	624,655
Perpetuating Hawaiian culture	402,400	-	-	-	-	402,400
Planning & evaluation	12,380	-	-	-	-	12,380
Resident and Industry Communications	284	-	-	-	-	284
Safety & Security	-	-	-	-	-	-
Salaries and fringe	214,847	-	-	-	-	214,847
Sports	400,000	-	-	-	-	400,000
Workforce	-	-	-	-	-	-
Total expenditures	<u>7,326,328</u>	<u>2,728,979</u>	<u>-</u>	<u>1,058</u>	<u>449,655</u>	<u>10,506,020</u>
Change in fund balances	<u>(7,320,213)</u>	<u>(2,728,979)</u>	<u>-</u>	<u>18,428</u>	<u>(449,655)</u>	<u>(10,480,419)</u>
<b>Fund balances</b>						
Beginning of month	<u>71,088,247</u>	<u>47,549,872</u>	<u>14,871,000</u>	<u>5,168,676</u>	<u>14,024,372</u>	<u>152,702,167</u>
Ending fund balance	<u>63,768,034</u>	<u>44,820,893</u>	<u>14,871,000</u>	<u>5,187,104</u>	<u>13,574,717</u>	<u>142,221,748</u>

\* Refer to notes of the financial statements for more information.

Hawaii Tourism Authority  
Selected Management Disclosures  
October 31, 2023

**Summary of Significant Accounting Policies**

**The Financial Reporting Entity**

The Hawaii Tourism Authority (HTA or Authority) was established on January 1, 1999, by Act 156, Session Laws of Hawaii 1998. It was placed within the State of Hawaii, Department of Business, Economic Development, and Tourism, for administrative purposes only. The Authority is responsible for developing a strategic tourism marketing plan and developing measures of effectiveness to assess the overall benefits and effectiveness of the marketing plan and progress toward achieving the Authority's strategic plan goals. In addition, effective July 1, 2000, control and management of the Hawaii Convention Center (HCC) were transferred to the Authority from the Convention Center Authority (CCA) by Executive Order No. 3817. Effective July 1, 2002, the Center, by statute, became the responsibility of the Authority. The Center opened to the public in June 1998 and is used for various events, including conventions and trade shows, public shows, and spectator events. The Center offers approximately 350,000 square feet of rentable space, including 51 meeting rooms.

The Authority is governed by a board of directors comprising 12 voting members, including those recommended by the State Legislature. The Governor of the State appoints the 12 voting members.

**Funds**

The Authority's major funds are as follows:

**Tourism Funds:**

- **Tourism Special Fund (TSF)** –The Tourism Special Fund accounts for functions related to developing and promoting the tourism industry. Effective January 1, 2022, pursuant to Act 1 Special Legislative Session 2021, the TSF was sunset and discontinued the ability to expend any new funds. Funds encumbered as of June 30, 2021, can be spent.
- **General Funds** – The 2023 State legislature did not provide HTA an operating budget for fiscal year 2024. As such, the Governor approved the transfer of \$60,000,000 in general funds from Section 5 of Act 164, SLH 2023, to HTA on July 1, 2023. Funds will lapse on June 30, 2024.

**Convention Center Funds:**

- **Convention Center Enterprise Special Fund (CCESF)** – Under Section 201B-8, the Convention Center Enterprise Special Fund accounts for functions related to the operation and management of the Hawaii Convention Center (HCC). Unencumbered funds are unavailable to spend because the 2023 Hawaii State Legislature did not provide the CCESF an expenditure ceiling to fund the operations of the HCC.
- **General Funds (operations)** – The 2023 State legislature did not provide the HCC an operating budget for fiscal year 2024. As such, the Governor approved the transfer of \$11,000,000 in general funds from Section 5 of Act 164, SLH 2023, for the HCC on July 1, 2023. Funds will lapse on June 30, 2024.
- **General Funds (CIP)** - Pursuant to Act 164, SLH 2023, \$64,000,000 of general funds were provided for long-term repairs of the HCC rooftop terrace deck. Per Executive Memorandum 23-08, dated October 30, 2023, the Department of Budget and Finance (B&F) transferred HTA's

Hawaii Tourism Authority  
Selected Management Disclosures  
October 31, 2023

\$64,000,000 CIP appropriation to aid in the Maui Wildfire Recovery efforts. The Legislature should reappropriate the funds as general obligation bonds for fiscal year 2025.

- **General Obligation Bonds** – Pursuant to Act 248, SLH 2022, \$15,000,000 of general obligation bond funds were provided for the temporary repairs of the HCC roof repair and other items. The Governor authorized the release of funds on February 22, 2023. The funds will lapse on June 30, 2024.

**Tourism Emergency Special Fund:**

- **Tourism Emergency Special Fund** – The Tourism Emergency Special Fund accounts for functions related to maintaining a tourism emergency fund. Per Section 201B-10, revenues prescribed by Section 237D-6.5(b) and all investment earnings are credited to the fund's assets. Funds are currently held at the Bank of Hawaii. Funds must be exclusively used to respond to a tourism emergency under Section 201B-9. On August 19, 2023, the governor declared a tourism emergency in the sixth emergency proclamation relating to the Maui wildfires. The Governor extended the tourism emergency in the eighth emergency proclamation dated November 6, 2023. The Authority has spent approximately \$251,000 on Maui wildfire response efforts. The Authority plans on spending approximately \$2.6M on an emergency marketing campaign for Maui.

**Federal Funds:**

- **Economic Development Administration (EDA) Tourism Grant** – Official Name: ARPA-EDA Tourism Grant (Non-Competitive ARPA State Tourism Grant for the State of Hawaii) – The Authority was awarded \$14,024,372 on December 8, 2021. Grant rules required the approval of the Grant Administration Plan (GAP) before the commencement of work. EDA approved the Authority's GAP on March 21, 2023. The Authority will share approximately \$7,200,000 of the grant with the Department of Land and Natural Resources (DLNR) to enhance and develop Hawaii's outdoor recreational assets. All work must be completed by May 31, 2027, and money spent by September 30, 2027.

**Basis of Accounting**

The Governmental Funds' financial statements are reported using the modified-cash basis of accounting.

**Governance & Org-Wide Expenditures**

Governance and organization-wide expenditures primarily consist of board meeting costs - including board member inter-island travel, audit expenses for the Authority and the HCC, and HCC facility insurance.

**Encumbrances**

Generally, encumbrances are obligations in the form of purchase orders, contracts, or other commitments that only become liabilities once the performance of the conditions stated in the commitment.

**Transient Accommodations Tax (TAT)**

Under Section 237D-6.5, \$11,000,000 shall be allocated to the Convention Center Enterprise Special Fund annually. The annual TAT distribution has not been made to HTA as of November 14, 2023.

Hawaii Tourism Authority  
Selected Management Disclosures  
October 31, 2023

**Investments**

The Authority's investments are reported at fair value.

The TSF and CCESF participate in the State's investment pool program directed by B&F.

**Employees' Retirement System of the State of Hawaii (ERS)**

On June 30, 2022, management estimated the net pension liability of approximately \$5,733,000 for its proportionate share of the State's net pension liability. An actuarial valuation determined the net pension liability as of June 30, 2021.

For the year ended June 30, 2022, the Authority recognized pension expenses of approximately \$488,000. On June 30, 2022, management estimated the deferred outflows and deferred inflows of resources related to pensions of approximately \$590,000 and \$972,000, respectively. Based on last year's pension expense, management estimates the June 30, 2023, pension expense to be approximately \$500,000.

**Hawaii Employer-Union Health Benefits Trust Fund (EUTF)**

On June 30, 2022, management estimated the net other post-employment benefits (OPEB) liability of approximately \$4,989,000. An actuarial valuation measured the net OPEB liability as of June 30, 2021.

For the year ended June 30, 2022, the Authority recognized OPEB expenses of approximately \$115,000. On June 30, 2022, management estimated the deferred outflows and deferred inflows or resources related to OPEB of approximately \$212,000 and \$503,000, respectively. Based on last year's OPEB expense, management estimates the OPEB expense for June 30, 2023, to be approximately \$120,000.

**Accrued Vacation**

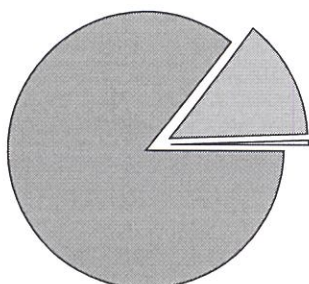
On June 30, 2022, management estimated the accrued vacation liability was approximately \$413,000, with a current liability of approximately \$129,000. Based on last year's accrued vacation liability, management estimates accrued vacation as of June 30, 2023, to be approximately \$420,000, with a current liability of approximately \$130,000.

**Use of Estimates**

Preparing these financial statements required management to make estimates and assumptions that affect the amounts reported in the basic financial statements and accompanying notes. Actual results may differ from those estimates.

## Summary Of Investments

### Investment Allocation



0.4%	CASH	17,769.07
14.1%	CASH EQUIVALENTS	588,466.61
85.5%	FIXED INCOME	3,580,868.45
100.0%	<b>TOTAL</b>	<b>4,187,104.13</b>

### Investment Summary

	Market Value	%	Estimated Income	Current Yield
CASH	17,769.07	0.42	0	0.00
CASH EQUIVALENTS	588,466.61	14.05	30,718	5.22
FIXED INCOME	3,580,868.45	85.52	100,813	2.82
<b>Total Fund</b>	<b>4,187,104.13</b>	<b>100.00</b>	<b>131,530</b>	<b>3.14</b>

### Schedule Of Investments

UNITS	DESCRIPTION	BOOK VALUE	MARKET VALUE	% OF CATEGORY
	CASH	1,784.69	1,784.69	10.04
	ACCRUED INCOME	15,984.38	15,984.38	89.96
	TOTAL CASH	17,769.07*	17,769.07*	100.00*
	<b>CASH EQUIVALENTS</b>			
	<b>CASH MANAGEMENT</b>			
588,466.61	DREYFUS TREASURY OBLIGATIONS CASH MANAGEMENT FUND	588,466.61	588,466.61	100.00
	<b>FIXED INCOME</b>			
	<b>U S TREASURY OBLIGATIONS</b>			
585,000	US TREASURY NOTES 2.5% 01/31/2024	582,517.13	580,770.45	16.22



Statement Period  
Account Number

10/01/2023 through 10/31/2023  
BANK OF HAWAII  
AGENT U/A DATED 10/31/2018 FOR  
HAWAII TOURISM AUTHORITY -  
TOURISM EMERGENCY TRUST  
FUND

## Schedule Of Investments

UNITS	DESCRIPTION	BOOK VALUE	MARKET VALUE	% OF CATEGORY
500,000	US TREASURY NOTES 2.25% 04/30/2024	497,754.55	491,990.00	13.74
500,000	US TREASURY NOTES NOTE 2.125% 07/31/2024	496,264.78	487,775.00	13.62
500,000	US TREASURY NOTES 2.25% 10/31/2024	489,196.94	484,530.00	13.53
550,000	US TREASURY NOTES 2.5% 01/31/2025	537,296.38	531,245.00	14.84
500,000	US TREASURY NOTES 2.875% 04/30/2025	491,662.32	483,065.00	13.49
525,000	US TREASURY NOTES 4.75% 07/31/2025	523,708.01	521,493.00	14.56
	TOTAL U S TREASURY OBLIGATIONS	3,618,400.11*	3,580,868.45*	100.00*
	<b>Total Fund</b>	<b>4,224,635.79*</b>	<b>4,187,104.13*</b>	<b>100.00*</b>



Statement of Account

Last statement: October 03, 2023  
This statement: October 31, 2023  
Total days in statement period: 29

Page 1 of 1  
Number of Enclosures: (0)

Direct inquiries to:  
888 643-3888



HAWAII TOURISM AUTHORITY  
TOURISM EMERGENCY SPECIAL FUND  
1801 KALAKAUA AVE 1ST FL  
HONOLULU HI 96815

BANK OF HAWAII  
111 S KING ST  
HONOLULU HI 96813

**Bank of Hawaii**

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**AVOID THE CLUTTER OF PAPER BY SWITCHING TO ONLINE STATEMENTS. IT'S EASY. JUST SIGN ON TO YOUR ONLINE BANKING ACCOUNT AND GO PAPERLESS TODAY! MEMBER FDIC.**

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**Analyzed Business Checking**

Account number	0091-585227	Beginning balance	\$0.00
Low balance	\$0.00	Total additions	1,000,000.00
Average balance	\$724,137.93	Total subtractions	.00
		Ending balance	<u>\$1,000,000.00</u>

**CREDITS**

<u>Date</u>	<u>Description</u>	<u>Additions</u>
10-11	ACH Credit BANK OF HAWAII PAYMENT 231011 XXXXX8102	1,000,000.00

**DAILY BALANCES**

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
10-11	1,000,000.00				

MEMBER FDIC

EQUAL HOUSING LENDER

**Hawaii Convention Center**  
Facility  
Income Statement  
From 10/01/2023 Through 10/31/2023  
(In Whole Numbers)

	Current Month Actual	Current Month Budget	Variance	Current Month Prior Year	YTD Actual	YTD Budget	Variance	YTD Prior Year
<b>Direct Event Income</b>								
Rental Income (Net)	348,939	229,262	119,677	181,464	1,282,035	942,502	339,533	863,975
Service Revenue	246,399	104,835	141,564	103,095	892,784	380,575	512,209	341,939
<b>Total Direct Event Income</b>	<b>595,338</b>	<b>334,097</b>	<b>261,241</b>	<b>284,558</b>	<b>2,174,819</b>	<b>1,323,077</b>	<b>851,743</b>	<b>1,205,914</b>
<b>Direct Service Expenses</b>	<b>426,405</b>	<b>228,871</b>	<b>(197,534)</b>	<b>174,406</b>	<b>1,336,622</b>	<b>850,526</b>	<b>(486,096)</b>	<b>614,837</b>
<b>Net Direct Event Income</b>	<b>168,933</b>	<b>105,226</b>	<b>63,707</b>	<b>110,152</b>	<b>838,197</b>	<b>472,551</b>	<b>365,646</b>	<b>591,077</b>
<b>Ancillary Income</b>								
Food and Beverage (Net)	881,389	492,244	389,145	889,429	4,377,974	2,538,902	1,839,072	1,728,248
Event Parking (Net)	83,757	102,106	(18,349)	60,791	385,220	393,843	(8,623)	288,146
Electrical Services	96,735	42,800	53,935	1,800	147,018	80,200	66,818	7,630
Audio Visual	93,634	30,158	63,476	64,430	267,022	121,695	145,328	140,927
Internet Services	27,108	0	27,108	0	55,354	0	55,354	0
Rigging Services	29,234	4,000	25,234	(2,286)	43,722	13,000	30,722	47,437
Business Center	0	0	0	0	0	0	0	0
Security Commissions	0	0	0	0	0	0	0	0
First Aid Commissions	0	0	0	0	0	0	0	0
<b>Total Ancillary Income</b>	<b>1,211,857</b>	<b>671,308</b>	<b>540,549</b>	<b>1,014,164</b>	<b>5,276,310</b>	<b>3,147,640</b>	<b>2,128,670</b>	<b>2,212,388</b>
<b>Total Event Income</b>	<b>1,380,790</b>	<b>776,534</b>	<b>604,256</b>	<b>1,124,317</b>	<b>6,114,507</b>	<b>3,620,190</b>	<b>2,494,316</b>	<b>2,803,465</b>
<b>Other Operating Income</b>								
Non-Event Parking	70	433	(363)	1,196	940	1,732	(792)	1,844
Other Income	176,079	10,042	166,037	9,651	315,468	40,168	275,300	44,588
<b>Total Other Operating Income</b>	<b>176,149</b>	<b>10,475</b>	<b>165,674</b>	<b>10,848</b>	<b>316,408</b>	<b>41,900</b>	<b>274,508</b>	<b>46,432</b>
<b>Total Gross Income</b>	<b>1,556,939</b>	<b>787,009</b>	<b>769,930</b>	<b>1,135,164</b>	<b>6,430,915</b>	<b>3,662,090</b>	<b>2,768,825</b>	<b>2,849,897</b>
<b>Net Salaries &amp; Benefits</b>								
Salaries & Wages	522,188	548,093	25,905	355,635	2,042,235	2,167,756	125,521	1,406,963
Payroll Taxes & Benefits	141,867	155,482	13,615	102,291	551,278	621,928	70,650	390,805
Labor Allocations to Events	(128,079)	(75,794)	52,285	(50,263)	(408,325)	(269,916)	138,409	(169,821)
<b>Total Net Salaries &amp; Benefits</b>	<b>535,977</b>	<b>627,781</b>	<b>91,805</b>	<b>407,663</b>	<b>2,185,188</b>	<b>2,519,768</b>	<b>334,580</b>	<b>1,627,947</b>
<b>Other Indirect Expenses</b>								
Net Contracted Services	26,235	36,390	10,155	61,085	184,302	156,066	(28,236)	244,793
Operations	18,348	13,099	(5,249)	9,622	107,220	52,396	(54,824)	36,203
Repair & Maintenance	103,905	110,021	6,116	75,748	349,318	440,084	90,766	282,688
Operational Supplies	88,043	69,650	(18,393)	56,451	331,691	305,984	(25,707)	188,873
Insurance	26,553	27,730	1,177	25,109	118,658	120,521	1,863	85,020
Utilities	345,158	269,173	(75,985)	206,709	1,073,802	1,018,440	(55,362)	993,019
Meetings & Conventions	1,509	804	(705)	552	12,513	11,216	(1,297)	3,793
Promotions & Communications	0	6,266	6,266	1,382	0	25,064	25,064	11,627
General & Administrative	29,009	37,011	8,002	31,176	132,240	152,222	19,982	105,934
Management Fees	19,433	19,433	(0)	19,033	77,733	77,732	(1)	76,133
Other	3,988	4,733	745	8,824	19,959	18,932	(1,027)	14,261
<b>Total Other Indirect</b>	<b>662,182</b>	<b>594,310</b>	<b>(67,872)</b>	<b>495,690</b>	<b>2,407,436</b>	<b>2,378,657</b>	<b>(28,779)</b>	<b>2,042,344</b>
<b>Net Income (Loss) before CIP Funded Expenses</b>	<b>358,780</b>	<b>(435,082)</b>	<b>793,863</b>	<b>231,811</b>	<b>1,838,291</b>	<b>(1,236,335)</b>	<b>3,074,626</b>	<b>(820,394)</b>
<b>CIP Funded Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>151</b>	<b>601</b>	<b>0</b>	<b>601</b>	<b>151</b>
<b>Net Income (Loss) from Operations</b>	<b>358,780</b>	<b>(435,082)</b>	<b>793,863</b>	<b>231,962</b>	<b>1,838,892</b>	<b>(1,236,335)</b>	<b>3,075,227</b>	<b>(820,243)</b>
<b>Fixed Asset Purchases</b>	<b>5,280</b>	<b>25,000</b>	<b>19,720</b>	<b>1,989</b>	<b>35,354</b>	<b>100,000</b>	<b>64,646</b>	<b>92,704</b>
<b>Net Income (Loss) After Fixed Asset Purchases</b>	<b>353,500</b>	<b>(460,082)</b>	<b>813,582</b>	<b>229,973</b>	<b>1,803,538</b>	<b>(1,336,335)</b>	<b>3,139,873</b>	<b>(912,947)</b>



**Hawaii Convention Center**  
Facility  
Income Statement  
From 10/01/2023 Through 10/31/2023  
(In Whole Numbers)

	Current Month Actual	Current Month Budget	Variance	Current Month Prior Year	YTD Actual	YTD Budget	Variance	YTD Prior Year
<b>Revenues</b>								
Food & Beverage	1,530,325	930,116	600,209	1,227,315	6,847,780	4,861,486	1,986,294	2,741,688
Facility	1,112,950	540,558	572,392	432,530	3,439,265	2,042,827	1,396,438	1,788,093
<b>Total Revenues</b>	<b>2,643,275</b>	<b>1,470,674</b>	<b>1,172,601</b>	<b>1,659,845</b>	<b>10,287,045</b>	<b>6,904,313</b>	<b>3,382,732</b>	<b>4,529,781</b>
<b>Expenses</b>								
Food & Beverage	884,351	648,412	(235,939)	478,197	3,456,872	3,207,282	(249,590)	1,509,281
Facility	1,400,143	1,257,344	(142,799)	949,837	4,991,881	4,933,366	(58,515)	3,840,895
<b>Total Expenses</b>	<b>2,284,495</b>	<b>1,905,756</b>	<b>(378,738)</b>	<b>1,428,034</b>	<b>8,448,754</b>	<b>8,140,648</b>	<b>(308,106)</b>	<b>5,350,175</b>
Net Income (Loss) before CIP Funded Expenses	358,780	(435,082)	793,863	231,811	1,838,291	(1,236,335)	3,074,626	(820,394)
CIP Funded Expenses	0	0	0	151	601	0	601	151
Net Income (Loss) from Operations	358,780	(435,082)	793,863	231,962	1,838,892	(1,236,335)	3,075,227	(820,243)
Fixed Asset Purchases	5,280	25,000	19,720	1,989	35,354	100,000	64,646	92,704
Net Income (Loss) after Fixed Asset Purchases	<u>353,500</u>	<u>(460,082)</u>	<u>813,583</u>	<u>229,973</u>	<u>1,803,538</u>	<u>(1,336,335)</u>	<u>3,139,873</u>	<u>(912,947)</u>

# **5**

**Presentation, Discussion, and Action on the  
Hawai'i Convention Center's October 2023 Report  
and Update on the Hawai'i Convention Center's 6-  
Year CIP Plan; Recommend Approval**

## **Hawai'i Convention Center Financial and R&M Updates** **for October 2023**

### **Financial Highlights:**

- October 2023 saw a great mix of city-wide conventions and local bookings come through the Hawaii Convention Center (HCC).
- HCC welcome back two of our repeat city-wide clients, the American College of Chest Physicians (ACCP) and the National Pest Management Association (NPMA).
- HCC hosted 35 licensed events during the month which was 10 more than budgeted.
- continued to house the Department of Business and Economic Development and Federal Emergency Management Association in support of the Maui wildfires.
- total facility revenue for the month exceeded \$2.6 million, this includes \$176k of other income (primarily interest income) and net income of \$353,500.
- This is our fourth consecutive month of posting a positive bottom line.

### Note:

As mentioned last month, we transferred our Repairs and Maintenance and advance deposit funds from a savings account into a government treasury obligation that will yield significantly higher returns on interest. The current return is 4.98%. We are forecasting nearly a \$1M improvement from interest income.

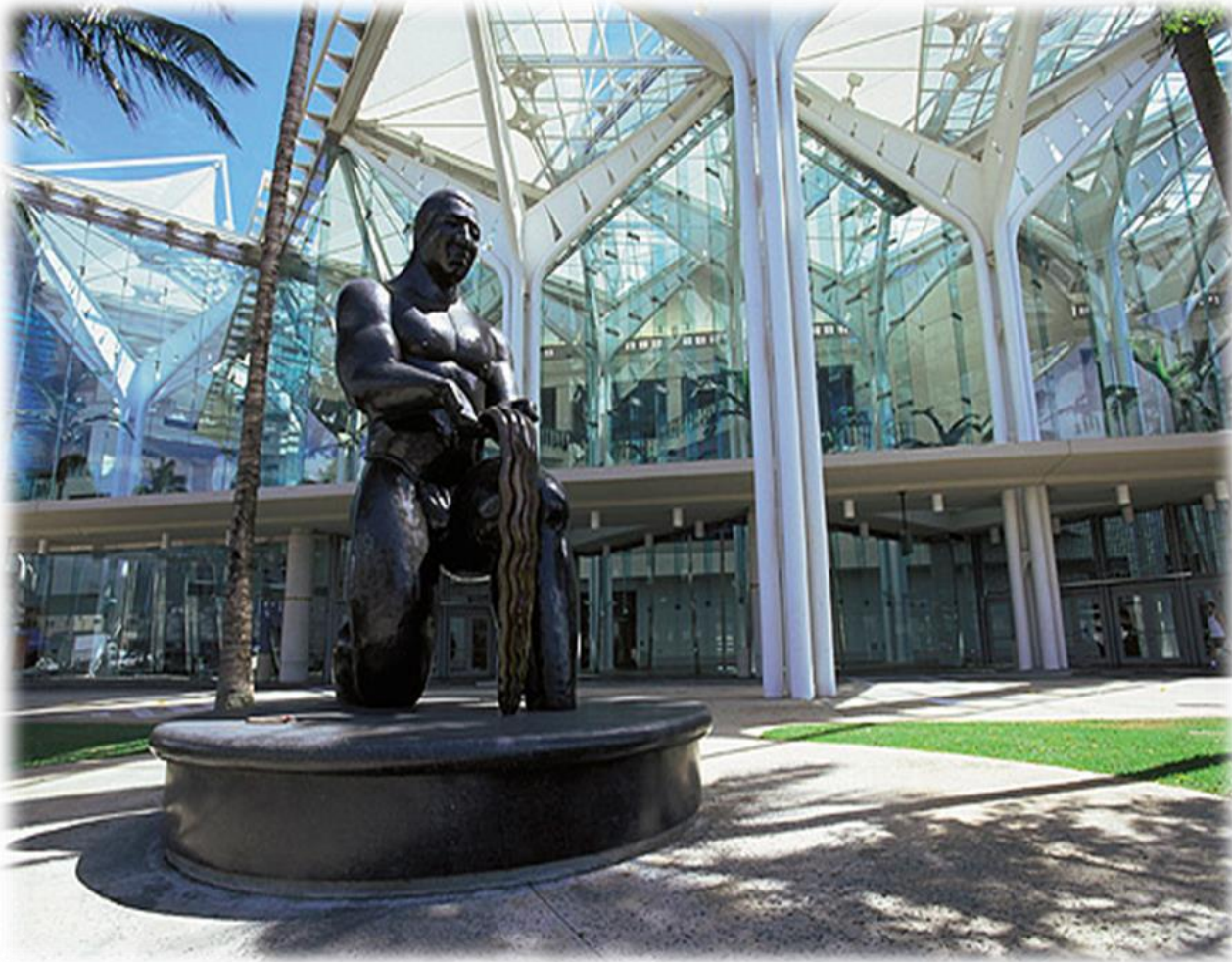
- HCC's FY24 reforecast vs budget. For FY24, we are reforecasting gross revenues of \$22.7M, which includes \$1.1M of interest income, and a facility net loss of \$2.4 million which is \$3M under budget.
- Even adjusting for the removal of \$1.1M of interest income, we are forecasting a strong year financially that is favorable to budget.

### **Repair and Maintenance Update:**

1. Exterior Building Painting
  - a. 2 proposals received
  - b. Wide range of cost proposals
  - c. Cumming clarifying installation and logistic plans for both proposers
  - d. Target to complete evaluations by end November 2023

2. Chiller Replacement
  - a. Chillers have arrived and are on island
  - b. Permit application submitted
  - c. Target installation Q2 2024
  
3. 3<sup>rd</sup> fl and Exterior Planters Repair
  - a. RFP awarded to Diede Construction
  - b. Finalizing contract
  - c. Investigation to start as soon as contract is executed, target December 2023. Will involve some invasive work to determine true condition of planters to confirm repair specifications.
  - d. Planters included in this project; 3<sup>rd</sup> floor (Kalākaua Ave and Ala Wai Canal), Parking level, I-level and Grand Staircase
  
4. Escalator Replacement
  - a. RFP in final stages of review
  - b. Target issue RFP – December 2023
  
5. House Sound System Upgrade  
LED Lighting Upgrade
  - a. Good response to RFP, multiple companies attended site visit and continue to engage regarding proposal submittals.
  - b. Due to detailed scope of project and necessary modifications, have allowed contractors additional site visits to inspect current systems and infrastructure.
  - c. Extended proposal due dates to mid-December 2023.
  
6. Ballroom and Lobby Transom Glass Replacement  
Kalākaua Exterior Wall Repair and Drywell Rehabilitation
  - a. Will issue as Design, Bid, Build projects
  - b. HCC issuing Request for Qualifications (RFQ) for Architectural Services

# *Hawai'i Convention Center*



*Update for*  
***October 2023***  
*For*  
***(November 2023 meeting)***

# Financial Update

	Oct-23 Actual	FY 2024 Rereforecast	FY 2024 Budget	Variance	FY 2023 Actual	FY 2022 Actual
Facility Number of Events	35	245	225	20	273	213
Facility Operating Revenue	\$2,467,200	\$21,575,800	\$18,354,500	\$3,221,300	\$14,310,800	\$7,178,200
Facility Other Income	\$176,100	\$1,118,500	\$125,700	\$992,800	\$135,700	\$78,500
Facility Total Revenue	<b>\$2,643,300</b>	<b>\$22,694,300</b>	<b>\$18,480,200</b>	<b>\$4,214,100</b>	<b>\$14,446,500</b>	<b>\$7,256,700</b>
Facility Operating Expenses	-\$2,289,800	-\$25,042,700	-\$23,812,600	-\$1,230,100	-\$18,412,200	-\$11,842,500
Facility Net Income/(Subsidy)	<b>\$353,500</b>	<b>-\$2,348,400</b>	<b>-\$5,332,400</b>	<b>\$2,984,000</b>	<b>-\$3,965,700</b>	<b>-\$4,585,800</b>
Local S&M Operating Expenses	-\$92,100	-\$1,223,700	-\$1,223,700	\$0	-\$959,400	-\$522,600
HCC Net Income/(Subsidy)	<b>\$261,400</b>	<b>-\$3,572,100</b>	<b>-\$6,556,100</b>	<b>\$2,984,000</b>	<b>-\$4,925,100</b>	<b>-\$5,108,400</b>

# ROI October 2023 FYTD

HCC Revenue + State Revenue  
+Tax Revenue  
= \$230.5 M

HCC Expense + HVCB MCI  
Expense = \$9.9 M

***ROI = For every dollar spent,  
\$23.16 returned to the State***

## Historical ROI:

10.23 - \$23.16 (2 CW's)

09.23 - \$18.62 (1 CW)

08.23 - \$25.91 (1 CW)

07.23 - \$30.74 (4 CW's)

06.23 - \$4.19

05.23 - \$4.61

04.23 - \$4.58

03.23 - \$3.79

02.23 - \$4.24

01.23 - \$4.75

12.22 - \$5.40

11.22 - \$6.88

# Recent Events @ Hawai'i Convention Center

- 2023 Fall Honolulu National College Fair – NACAC, Oct 24, 5,000 attendees
- Hawaii Food & Wine Festival, Nov 5, 700 attendees
- 2023 Society for Social Studies of Science Annual Meeting, Nov 8-11, 1,000 attendees (CW)





# Upcoming Local/Citywide Events

- Honolulu Mineral, Fossil, Gem & Jewelry Show, Nov 8-12, 10,000 attendees
- Applied Materials FTC 2023, Nov 24-Dec 2, 1,300 attendees (CW)
- 2023 Honolulu Marathon Expo, Dec 7 -13, 60,000 attendees



**Will play new Food & Beverage Sizzle Video**

# Carbon Offset Program

- This is a first-of-its-kind Carbon Offset Program that provides meeting organizers with the opportunity to offset the carbon footprint of their meeting.
- Participating events include:
  - CHEST 2023 (42 trees)
  - 2023 International Conference on Machine Learning (36 trees)
  - 2023 Made in Hawaii Festival (12 trees)
  - 2023 Okinawan Festival (11 trees)

Total Contributions	Partner Trees Planted
<b>\$15,952.77</b>	<b>8,521</b>
<b><u>HCC Carbon Offset Trees Planted</u></b>	
<b>199</b>	

**8,720**

Total Legacy Trees Planted



**195.82**  
MTCO<sub>2</sub>e

Carbon Offset

As of September 2023  
(total carbon offset costs)



**ICML**  
International Conference  
On Machine Learning



# **Repair, Maintenance and Replacement Projects Update**

# Repair, Maintenance and Replacement Projects

## 6-Year Plan (page 1)

Project Number	Project Title	Estimated Project Cost	Priority	Prior Expenses to Sept 23	FY24	FY25	FY26	FY27	FY28	FY29	Total
001	Rooftop Terrace Deck Full Repair	\$ 64,000,000	1	\$ 119,663	\$ 1,880,337	\$ 30,000,000	\$ 32,000,000				\$ 64,000,000
011	Ballroom Gutter, Foyer Transom Glass Roof Repair and Soffit Repair	\$ 7,706,791	1	\$ 65,705	\$ 7,641,086						\$ 7,706,791
013	Ballroom Roof Repairs	\$ 2,271,093	1	\$ 25,090	\$ 2,246,003						\$ 2,271,093
012	Parapet Roof Repairs	\$ 3,066,470	1	\$ 22,591	\$ 3,043,879						\$ 3,066,470
003	Kalākaua Kitchen and Atkinson Drywell Renovation	\$ 2,440,752	2	\$ 311,842		\$ 2,128,910					\$ 2,440,752
007	Kitchen Hood Control Panel Replacement	\$ 188,872	1	\$ 117,666	\$ 71,206						\$ 188,872
008	Pantry 348 Walk-in Refrigerator Replacement	\$ 135,443	1	\$ 46,597	\$ 47,166	\$ 41,681					\$ 135,444
009	Slate Tile Repair	\$ 2,142,108	1	\$ 159,818	\$ 1,982,290						\$ 2,142,108
010	Chiller Replacement	\$ 6,884,147	1	\$ 166,562	\$ 6,717,585						\$ 6,884,147
014	Lobby Water Feature	\$ 1,086,810	3	\$ 3,932			\$ 1,082,878				\$ 1,086,810
015	House Sound Audio System Upgrade	\$ 2,973,864	1	\$ 31,164	\$ 2,942,700						\$ 2,973,864
022	Chill Water Pipe Reinsulation	\$ 677,894	1	\$ 197	\$ 667,697						\$ 667,894
023	Air Wall Repairs	\$ 400,000	1	\$ 16,155	\$ 383,845						\$ 400,000
024	Roll-up Door Replacement	\$ 225,000	2	\$ 23,656		\$ 201,344					\$ 225,000
025	Ballroom and Meeting Room Wallpaper Replacement	\$ 203,531	1	\$ 126,771	\$ 76,760						\$ 203,531
026	IT Network Upgrades	\$ 125,000	3	\$ -			\$ 55,000	\$ 70,000			\$ 125,000
027	Ice Machines Replacement	\$ 500,000	1	\$ -	\$ 500,000						\$ 500,000
028	Theatre 310 and 320 Furnishings Upgrade	\$ 750,000	3	\$ -			\$ 375,000	\$ 375,000			\$ 750,000
029	Theatre 310 and 320 Seating Upgrade	\$ 500,000	3	\$ 155			\$ 249,845	\$ 250,000			\$ 500,000
030	FB China and Equipment Upgrade	\$ 3,500,000	1	\$ -	\$ 3,500,000						\$ 3,500,000
031	Ala Wai Waterfall Repair	\$ 1,071,501	3	\$ 2,362			\$ 1,069,516				\$ 1,071,878
036	Water Intrusion Remediation	\$ 400,000	1	\$ 166,165	\$ 233,835						\$ 400,000
037	Exterior Security Camera Upgrade	\$ 231,348	1	\$ 155,504	\$ 75,844						\$ 231,348
041	Children's Courtyard Repair	\$ 329,162	1	\$ -		\$ 329,162					\$ 329,162
042	Kahakai/Atkinson Drywell Rehabilitation	\$ 351,113	3	\$ 775	\$ 350,338						\$ 351,113
043	Air Handler Unit 9 and 10 Replacement	\$ 401,382	3	\$ -		\$ 401,382					\$ 401,382
044	Fire Sprinkler Line Refurbishment	\$ 343,394	2	\$ -	\$ 100,000	\$ 125,000	\$ 118,394				\$ 343,394
045	Escalator and Elevator Refurbishment	\$ 15,865,737	1	\$ 5,028	\$ 6,900,000	\$ 2,640,000	\$ 6,320,709				\$ 15,865,737
046	LED Light Upgrade	\$ 4,781,506	1	\$ 58,765	\$ 4,722,741						\$ 4,781,506

- Current project
- Cumming-managed project
- HCC-managed project
- CM/PM - to be assigned



# Repair, Maintenance and Replacement Projects

## 6-Year Plan (page 2)

Project Number	Project Title	Estimated Project Cost	Priority	Prior Expenses to Sept 23	FY24	FY25	FY26	FY27	FY28	FY29	Total
048	Electrical Harmonics Testing	\$ 100,000	3	\$ -			\$ 100,000				\$ 100,000
049	Main Kitchen Dishwasher Replacement	\$ 421,315	1	\$ 217,818	\$ 203,497						\$ 421,315
050	Main Kitchen Flooring Replacement	\$ 2,046,380	1/3	\$ -	\$ 50,000		\$ 1,996,380				\$ 2,046,380
051	PBX System Replacement	\$ 90,505	1	\$ -	\$ 90,505						\$ 90,505
052	Ride-on Sweeper Replacement	\$ 55,000	1	\$ 100	\$ 54,900						\$ 55,000
053	Forklift Replacement	\$ 175,000	1	\$ 86,702	\$ 88,298						\$ 175,000
054	Boardroom Upgrade	\$ 1,099,549	2	\$ 48,585			\$ 1,050,963				\$ 1,099,548
055	Elevator #2 Upgrade	\$ 250,000	3	\$ -			\$ 250,000				\$ 250,000
058	Kitchen Hood Fire Suppression System Replacement	\$ 341,407	1	\$ 18,770	\$ 322,636						\$ 341,406
060	Lobby Sail Repair and Maintenance	\$ 179,000	1	\$ 41,196	\$ 61,021	\$ 76,783					\$ 179,000
061	ADA Lift (#320) Replacement	\$ 165,000	1	\$ 387	\$ 164,613						\$ 165,000
064	F&B Equipment	\$ 1,266,870	1	\$ 12,640	\$ 1,254,230						\$ 1,266,870
065	Transformer Replacement	\$ 140,297	1	\$ 294	\$ 140,002						\$ 140,296
066	Kitchen Boiler Replacement	\$ 130,000	1	\$ -	\$ 130,000						\$ 130,000
068	3rd Floor Planter Repair and Exterior Planter Repair	\$ 11,048,647	1	\$ 15,441	\$ 4,415,590	\$ 6,617,616					\$ 11,048,647
069	Parking System Upgrade	\$ 528,382	1	\$ 28,382	\$ 500,000						\$ 528,382
070	Parking Garage Floor Sealing	\$ 250,000	1	\$ -	\$ 250,000						\$ 250,000
071	Access Control Upgrade	\$ 2,000,000	1	\$ -	\$ 1,000,000	\$ 1,000,000					\$ 2,000,000
072	Ride-on Scrubber Replacement	\$ 80,000	1	\$ -	\$ 80,000						\$ 80,000
073	Common Area Furniture Upgrade	\$ 200,000	1	\$ -	\$ 200,000						\$ 200,000
074	Ice Rink and Equipment	\$ 500,000	1	\$ -	\$ 500,000						\$ 500,000
075	Exterior Building Painting	\$ 5,876,960	1	\$ -	\$ 5,876,960						\$ 5,876,960
076	Main Kitchen Freezer Repair	\$ 500,000	1	\$ -	\$ 500,000						\$ 500,000
077	Interior Building Painting	\$ 7,000,000	2	\$ -	\$ 7,000,000						\$ 7,000,000
078	Pot Wash Machine Replacement	\$ 35,000	1	\$ -	\$ 35,000						\$ 35,000
079	Digital Signage Upgrade	\$ 6,150,000	1	\$ 20,390	\$ 3,129,610	\$ 3,000,000					\$ 6,150,000
080	Water Remediation	\$ 167,851	1	\$ -	\$ 167,851						\$ 167,851
081	Facility Equipment Replacement	\$ 1,000,000	1	\$ -	\$ 500,000	\$ 500,000					\$ 1,000,000
082	Escalator and Elevator Repairs	\$ 1,000,000	1	\$ 43,956	\$ 300,000	\$ 656,044					\$ 1,000,000
083	FB Room Service Carts	\$ 100,000	1	\$ -	\$ 100,000						\$ 100,000
084	1901 Renovation	\$ 1,500,000	1	\$ -	\$ 1,500,000						\$ 1,500,000
	Legal Retainer	\$ 151,094		\$ 108,213	\$ 42,881						\$ 151,094
	<b>GRAND TOTAL</b>	<b>\$ 168,101,175</b>		<b>\$ 2,269,037</b>	<b>\$ 72,740,906</b>	<b>\$ 47,717,922</b>	<b>\$ 44,668,685</b>	<b>\$ 695,000</b>	<b>\$ -</b>	<b>\$ -</b>	

# Repair, Maintenance and Replacement Projects

## CUMMING GROUP Priority Projects

- *Kitchen Hood Control Panel and Fire Suppression Upgrade*
- *Slate Tile Repair*
- *Chiller Replacement*
- *Main Kitchen Dishwasher Replacement*
- *Ballroom Roof Repairs*
- *House Sound Audio Upgrade*
- *Ballroom Gutter, Foyer Transom Glass and Soffit Repair*
- *3<sup>rd</sup> floor and Exterior Planters Repair*
- *LED Lighting Upgrade*
- *Walk-in Refrigerator Replacement*
- *Main Kitchen Flooring Replacement*
- *Exterior Building Painting*
- *Main Kitchen Freezer Repair*
- *Interior Building Painting*
- *Pot Wash Machine Replacement*
- *Digital Signage Upgrade*

# Repair, Maintenance and Replacement Projects Completed (since 2019)

- *Gutter Trough, Roof Membrane and Other Roof Repairs; \$8.3M, completed 2020*
- *Boiler Replacement; \$585k, completed 2020*
- *Ala Wai Waterfall Repairs; \$185k, completed 2020*
- *Chiller 4 Repairs; \$55k, completed 2020*
- *#320 Roof Repairs; \$1.4M, completed 2020*
- *Banquet Chairs and Facility Equipment Upgrade; \$2.25M, completed 2020*
- *Cooling Tower Replacement; \$3.2M, completed 2021*
- *Theatre LED Lighting Upgrade; \$77k, completed 2021*
- *Roof Overflow Drain Repairs; \$16k, completed 2021*
- *Jockey Chiller Repairs; \$28k, completed 2021*
- *ADA Lift Replacement, \$71.5k, completed 2021*
- *Emergency Generator Repairs, \$32k, completed 2021*
- *Window Repairs – Vandalism, \$177k, completed 2021*
- *Leak Repairs – December 2021 / January 2022, \$396k, completed 2022*
- *Chiller Repairs – \$69.3k, completed 2022*
- *Trellis Renovation - \$4.7M, completed 2022*
- *Lobby Glass Replacement - \$25k, completed 2022*
- *Security Camera, NVR, Access Control System - \$1.56M, completed 2022*
- *Kitchen AC Compressor Replacement - \$16.5k, completed 2022*
- *Event Stage ADA Ramp - \$41k, completed 2023*
- *Escalator #1 Handrail Replacement - \$64k, completed 2023*
- *Exterior Sign Refurbishment - \$50k, completed 2023*
- *Leak Repair Remediation - \$168k, completed 2023*





Mahalo Nui Loa

## **6**

### **Presentation and Discussion Regarding an Update of the Meetings, Conventions and Incentives Market Activity and Pace Report, and Hawai'i Convention Center Activity and Local Sales**

## CITYWIDE DEFINITION OVERVIEW

### DEFINITIONS

- **Pace:** A calculation that evaluates the annual sales activity level by comparing production to the same time frames for previous years. This calculation shows if the current year-to-date room night bookings are at the same or higher/lower levels than the past year.
- **Citywide Group:** A group that books Hawai'i Convention Center for meeting space; and which needs two or more hotels and has a minimum of 1,000 out-of-town attendees. [As part of the post-pandemic recovery strategy, smaller groups are being booked for need years and for select need months in other years when the opportunity for larger bookings has passed.]<sup>1</sup>
- **Definite Room Night:** Room nights associated with groups that have a signed contract or letter of commitment with the convention center and or a signed contract with a hotel.
- **Tentative Room Night:** Room nights associated with groups that have indicated interest in holding a meeting or convention in Hawai'i and a lead has been sent to the convention center and/or the hotels. Citywide leads are considered tentative when space is blocked at the convention center. Includes leads generated by partners at HTUSA coordinated trade shows.
- **Consumed Room Night:** Room nights generated from groups that have convened in Hawai'i. For citywide events, this figure is calculated from the number of attendees. For single property meetings, the figure is the contracted room nights.
- **Economic Impact:** The direct and induced spending generated from a group meeting in Hawai'i. The economic impact formulas are based on research of attendee spending patterns.

### CY 2023 Citywide Business Economic Impact

- 15 total citywide events
- Generated \$251.0 m economic impact <sup>2</sup> (70,153 definite room nights, 39,700 attendees)
- Benefit of citywide events is hotel room compression and the circulation of attendee dollars in Hawai'i economy (accommodations, restaurants, retail, transportation and other related attendee spending). Also contributes to Hawai'i State General Excise Tax, Hawai'i Transient Accommodation Tax and O'ahu Transient Accommodation Tax.

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<sup>1</sup> Under recommendation to modify.

<sup>2</sup> Hawai'i Convention Center Definite Booking Calendar for 2023 Tableau Report 2023 October 25

# **GLOBAL MCI SALES UPDATE**

## **HTA Budget, Finance & Convention Center Standing Committee Meeting**

**November 20, 2023**

**John Reyes,**

**Senior Vice President, Chief MCI Sales Officer**



# MĀLAMA MAUI UPDATE

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# MAUI RECOVERY

## MCI Outreach

- Destination Hawai'i Maui Event  
-Global Webinar Maui Focus
- Finalizing two additional Strategic Partnership Maui focus;  
-Corporate: CEMA December 2023 Roadshow  
- Incentive: Incentive Research Foundation



### Skift MEETINGS

Destination

#### Maui Loses \$11 Million a Day as Visitors Stay Away

Rayna Katz  
Topic: 07/24 - 08/02



### Smartmeetings The Intelligent Way to Plan

Breaking

#### Hawai'i is Open for Business

By Erin G. Parsley | August 23, 2023



#### Advice from Meet Hawai'i on supporting the islands in wake of Lahaina fires

Meeting professionals watching images of devastation from the city of Lahaina on the island of Maui may be asking if it is safe or even prudent to bring groups to the Hawaiian Islands now. Smart Meetings reached out to John Reyes, senior vice president and chief sales officer of Meet Hawai'i, to ask how meeting planners can best support their counterparts in Hawaii right now.

# SALES PRODUCTION UPDATE



# DEFINITIONS

## Sales Production

- New volume of events and room nights for any future year

## Consumption

- On the Books (OTB)
- OTB booked events and room nights in the year they occur





# CITYWIDE SALES PRODUCTION

## October 2023 Year-to-Date (YTD)

Citywide Room Nights	Oct 2023	Oct 2022	Variance	2023 YTD	2022 YTD	Variance
<b>Citywide Definite RN</b>	15,325	18,876	-19%	106,087	59,448	+78%
<b>Citywide Tentative RN</b>	43,707	49,105	-11%	374,107	244,612	+53%

As reported in Meet Hawai'i Global draft MCI Status Report - October 2023



# **FUTURE PACE (Consumption)**

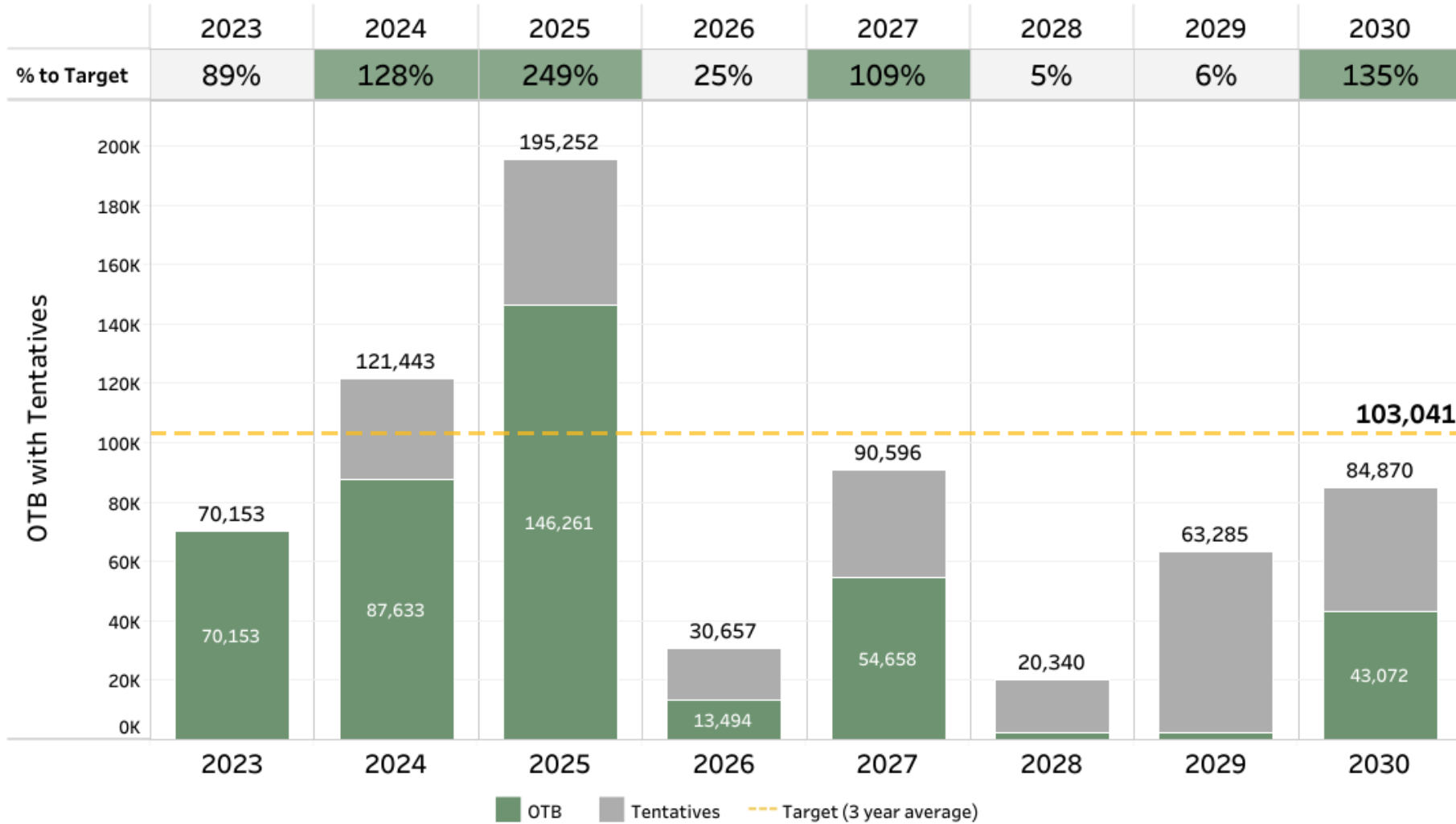
Citywide Events Booked at HCC



# Hawai'i 8 Year Future Pace for Citywide

Number of events and room nights on the books against a 3-year average target. Data last refreshed on 11/15/2023 11:21 PM

- Citywide
- Single Property



# HCC BOOKING TREND (CONSUMPTION)

Calendar Year	10/20/23	11/10/23
2020	3	3
2021	0	0
2022	8	8
2023	15	15
2024	13	14
2025	10	11
2026	2	2
2027	4	5
2028	1	1
2029	1	1
2030	2	2
Total	59	62

Updated 11/10/23



# Events Strategy Collaboration

## Sales Production

- Meet Hawai'i and HCC collaborating on Joint Event Goal for greater alignment
- Focused on hiring Corporate Citywide Seller (Book short-term corporate opportunities)
- CY 2024 introduced Citywide Team and Individual Event Goal
- Targeting Citywide Tentative Events for 2026 – 2030



# Future Pace Definite Events

\*Hawai'i Eight Year Future Pace Citywide 11/15/2023

CY	EVENTS OTB	EVENTS TARGET	EVENTS VARIANCE	% VARIANCE	Events LTB	EVENTS TENTATIVE	EVENT GOAL
2024	14	9	5	+56%	14	8	28
2025	11	7	4	+57%	17	11	28
2026	2	5	(3)	-60%	26	5	28
2027	5	4	1	+25%	23	4	28
2028	1	3	(2)	-67%	27	3	28
2029	1	2	(1)	-50%	27	3	28
2030	2	2	0	0%	26	3	28



# Forecasted Calendar Year End 2023 Events To Book

Calendar Year	Convention Center Events On the Books	Forecasted to Close by End CY 2023	Total
2023	15	0	15
2024	14	4	18
2025	11	5	16
2026	2	3	5
2027	5	0	5
2028	1	2	3



**MAHALO!**





# **7**

## **Budget Adjustment for FY 24 Incremental Budget**

**Budget Adjustment to Accommodate Marketing Funding Request  
Budget, Finance, and Convention Center Standing Committee  
Meeting  
November 20, 2023**

<b>Incremental Request, Savings, Cuts, Sources</b>			<b>Comments</b>
<b><u>Branding Incremental Request</u></b>			
US Maui Recovery Marketing Program #1	\$	2,600,000.00	Already spent (Only FY24 then \$1.35M, remaining 10% will be paid in Sept 24 -
Canada Maui Recovery Marketing Program #1	\$	1,500,000.00	assuming no payments can be made in Jul/Aug)
Japan Recovery Program #1	\$	2,500,000.00	(Only FY24 then \$1.35M for Jan-May services)
US Maui Recovery Marketing Program #2	\$	2,500,000.00	Original request was \$10M CY24
MCI - Corporate Meetings and Incentive Sales person	\$	350,000.00	(Only FY24 then \$175K)
Current Funding Deficit	\$	4,000,000.00	
<b>Total Request</b>	<b>\$</b>	<b>13,450,000.00</b>	
<b>Program Savings</b>	<b>Funding Amount</b>		
Unspent funds from CY22 and CY23 CEP & Signature Events	\$	830,000.00	From events that cancelled for multiple reasons. Main cause was the wildfires.
Unspent funds from previous Island Chapter contract period (Jan-Jun 2023)	\$	130,000.00	IHVB ED salary for most of CY2023
Surfing	\$	75,000.00	Unspent budget not needed.
UH Athletics Partnerships	\$	51,000.00	Unspent budget not needed.
Visitor Impact Program (Hawai'i Green Business Program)	\$	10,000.00	HGBP Doesn't need their final payment, Liquidate existing ENC
<b>Subtotal Program Savings</b>	<b>\$</b>	<b>1,096,000.00</b>	
<b>Program Cuts</b>			
Air Route Development Consulting	\$	250,000.00	Eliminates professional services for route development services in CY24
DMAP implementation programs	\$	1,530,350.00	New DMAPs activities will not be implemented in FY 2024 (do planning only)
'Ōlelo Hawai'i	\$	375,000.00	HRS 201B-7(b)(5)(b) Original Budget was \$500K
Global Support Services CY24	\$	525,000.00	Losing one time enhancements to GoHawaii.com Festival & Events Eval for 2024 events and Campaign
Campaign Effectiveness, Evaluation contract	\$	151,785.00	Effectiveness study in Q1 CY 2024 will be discontinued
Hawaiian Culture Initiative	\$	420,000.00	Eliminates services previously provided by NaHHA

Market Support for Sales Missions in CY2024	\$	30,000.00	HTA will not fund cultural practitioners to travel in market in Q1/Q2 CY24
Ma'ema'e Toolkit CY2024 Update	\$	25,000.00	Ma'ema'e Toolkit will not have a CY2024 update
PGA	\$	310,000.00	Eliminates support for Mitsubishi Tournament Support (\$257,500) and a budget savings of \$52,500
LPGA	\$	136,865.00	Reduces support for 2024 LOTTE Championship
<b>Subtotal Program Cuts</b>	<b>\$</b>	<b>3,754,000.00</b>	
<b>Other Funding Sources</b>			
Marketing Opportunity Fund	\$	100,000.00	
Tourism Emergency Fund	\$	4,750,000.00	\$4.75M remaining after Shelter Costs paid
Federal Programs	\$	3,250,000.00	EDA funds will be used to pay for similar marketing activities in the US Market
Increase/Adjust Budget Request for FY 2025			(\$1.425M to move some of Japan and MCI to FY25)
Payroll Salaries	\$	500,000.00	
<b>Subtotal Other Funding Sources</b>	<b>\$</b>	<b>8,600,000.00</b>	
<b>Total Funds Available to Cover Request</b>	<b>\$</b>	<b>13,450,000.00</b>	Program Savings + Program Cuts + Other Funding Sources
<b>FUNDING DEFICIT</b>	<b>\$</b>	<b>-</b>	Amount needed to cover Marketing Request

## **8**

**Presentation, Discussion, and Action on the  
Hawai'i Tourism Authority's and  
Hawai'i Convention Center's  
Form A Submittal (FY25 Supplemental Budget –  
Operating Budget Adjustment Request)  
Submitted to the Department of Business,  
Economic Development and Tourism (DBEDT)**

**FY 25 SUPPLEMENTAL BUDGET  
OPERATING BUDGET ADJUSTMENT REQUEST  
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT AND TOURISM**

Department Priority: 1

Program ID/Org. Code: BED113-TO  
Program Title: Hawai'i Tourism Authority

Department Contact: Talon Kishi

Phone: 808-973-2275

Request Category:

- Trade-Off/Transfer (+)\_\_\_ (-) \_\_\_
- Conversion of Unbudgeted Positions X
- Fixed Cost/Entitlement \_\_\_\_\_
- Federal Fund Adjustment \_\_\_\_\_
- 2023 Wildfires Recovery \_\_\_\_\_
- Health and Safety, Court Orders,  
Consent Decrees, Fed Mandates \_\_\_\_\_
- Full Year Funding for Eligible Positions X
- Second Year Funding X
- Other \_\_\_\_\_

**I. TITLE OF REQUEST:**

Description of Request:

The 2023 Legislature did not fund HTA for fiscal years 2024 and 2025. As such, HTA is seeking \$70,000,000 of second year cash flow for HTA. We also request the extension of 25.00 unauthorized positions for FY 25 as indicated in attachment A to this worksheet, of which 24.00 positions are exempt and 1.00 civil service, 20.00.00 positions filled and 5.00 vacant. Lastly, we request approval for 13.00 additional exempt positions for fiscal year 2025, making 38.00 total employees for HTA.

**II. OPERATING COST SUMMARY**

	FY 24 Request			FY 25 Request			FY 26	FY 27	FY 28	FY 29
	FTE (P)	FTE (T)	(\$)	FTE (P)	FTE (T)	(\$)	(\$ thous)	(\$ thous)	(\$ thous)	(\$ thous)
A. Personal Services	-	-	-	38.00	-	3,296,904.38	3,412,296.04	3,531,726.40	3,655,336.82	3,783,273.61
B. Other Current Expenses	-	-	-	-	-	66,618,412.00	68,950,056.42	71,363,308.39	73,861,024.19	76,446,160.04
C. Equipment	-	-	-	-	-	-	-	-	-	-
L. Current Lease Payments	-	-	-	-	-	-	-	-	-	-
M. Motor Vehicles	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REQUEST</b>	-	-	-	38.00	-	69,915,316.38	72,362,352.46	74,895,034.79	77,516,361.01	80,229,433.64

By MOF:

A	-	38.00	-	69,915,316.38	72,362,352.46	74,895,034.79	77,516,361.01	80,229,433.64
B								
N								
P								
R								
S								
T								
U								
W								
X								

**FY 25 SUPPLEMENTAL BUDGET  
OPERATING BUDGET ADJUSTMENT REQUEST  
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT AND TOURISM**

**III. OPERATING COST DETAILS**

A. Personal Services (List all positions)

	MOF	FY 24 Request			FY 25 Request			FY 26	FY 27	FY 28	FY 29
		FTE (P)	FTE (T)	(\$)	FTE (P)	FTE (T)	(\$)	(\$ thous)	(\$ thous)	(\$ thous)	(\$ thous)
HTA Brand Manager, SRNA	A	-	-	-	1.00	-	75,417.66	78,057.28	80,789.29	83,616.91	86,543.50
HTA Director of Planning, SRNA	A	-	-	-	1.00	-	131,865.93	136,481.23	141,258.08	146,202.11	151,319.18
HTA Account Specialist, SRNA	A	-	-	-	1.00	-	65,783.79	68,086.23	70,469.24	72,935.67	75,488.42
HTA Brand Manager, SRNA	A	-	-	-	1.00	-	76,934.22	79,626.92	82,413.86	85,298.35	88,283.79
HTA VP of Finance, SRNA	A	-	-	-	1.00	-	150,835.33	156,114.56	161,578.57	167,233.82	173,087.01
HTA Procurement Specialist, SRNA	A	-	-	-	1.00	-	59,046.30	61,112.92	63,251.87	65,465.69	67,756.99
HTA Brand Manager, SRNA	A	-	-	-	1.00	-	76,934.22	79,626.92	82,413.86	85,298.35	88,283.79
HTA Procurement Manager, SRNA	A	-	-	-	1.00	-	86,195.17	89,212.00	92,334.42	95,566.12	98,910.94
HTA Public Affairs Officer, SRNA	A	-	-	-	1.00	-	153,843.58	159,228.11	164,801.09	170,569.13	176,539.05
HTA Senior Brand Manager, SRNA	A	-	-	-	1.00	-	117,446.20	121,556.82	125,811.30	130,214.70	134,772.21
HTA Executive Assistant, SRNA	A	-	-	-	1.00	-	88,992.10	92,106.82	95,330.56	98,667.13	102,120.48
HTA Brand Manager, SRNA	A	-	-	-	1.00	-	76,934.22	79,626.92	82,413.86	85,298.35	88,283.79
HTA Chief Brand Officer, SRNA	A	-	-	-	1.00	-	175,821.24	181,974.98	188,344.10	194,936.15	201,758.91
HTA Senior Brand Manager, SRNA	A	-	-	-	1.00	-	109,900.70	113,747.23	117,728.38	121,848.87	126,113.58
HTA Budget & Fiscal Officer, SRNA	A	-	-	-	1.00	-	107,737.74	111,508.56	115,411.36	119,450.76	123,631.54
HTA Contracts & Administrative Manager, SRNA	A	-	-	-	1.00	-	64,640.16	66,902.57	69,244.16	71,667.70	74,176.07
HTA Administrative Assistant, SRNA	A	-	-	-	1.00	-	52,209.36	54,036.69	55,927.97	57,885.45	59,911.44
HTA Chief Administrative Officer, SRNA	A	-	-	-	1.00	-	172,382.05	178,415.42	184,659.96	191,123.06	197,812.36
HTA Administrative Assistant, SRNA	A	-	-	-	1.00	-	62,004.83	64,175.00	66,421.12	68,745.86	71,151.97
HTA Brand Manager, SRNA	A	-	-	-	1.00	-	76,934.22	79,626.92	82,413.86	85,298.35	88,283.79
HTA President and CEO - vacant, SRNA	A	-	-	-	1.00	-	271,923.75	281,441.08	291,291.52	301,486.72	312,038.76
HTA Accounting Assistant (formerly Secretary II) - vacant and in process of filling, SRNA	A	-	-	-	1.00	-	66,297.60	68,618.02	71,019.65	73,505.33	76,078.02
HTA Administrative Assistant (Branding) - vacant and in the process of filling, SRNA	A	-	-	-	1.00	-	59,046.30	61,112.92	63,251.87	65,465.69	67,756.99
HTA Planner (Planning) - vacant and in the process of filling, SRNA	A	-	-	-	1.00	-	75,417.66	78,057.28	80,789.29	83,616.91	86,543.50
Chief Stewardship Officer (Destination Stewardship) - vacant and in the process of filling, SRNA	A	-	-	-	1.00	-	175,821.24	181,974.98	188,344.11	194,936.15	201,758.92
HTA Contracts Managers (Accounting) - vacant and need to create position, SRNA	A	-	-	-	1.00	-	41,436.00	42,886.26	44,387.28	45,940.83	47,548.76
HTA Compliance Officer (Accounting) - vacant and need to create position, SRNA	A	-	-	-	1.00	-	62,154.00	64,329.39	66,580.92	68,911.25	71,323.14
HTA Administrative Assistant (Compliance) - vacant and need to create position, SRNA	A	-	-	-	1.00	-	29,523.15	30,556.46	31,625.94	32,732.84	33,878.49
HTA Administrative Assistant (Accounting) - vacant and need to create position, SRNA	A	-	-	-	1.00	-	29,523.15	30,556.46	31,625.94	32,732.84	33,878.49
HTA Administrative Assistant (Accounting) - vacant and need to create position, SRNA	A	-	-	-	1.00	-	29,523.15	30,556.46	31,625.94	32,732.84	33,878.49
HTA Public Information Specialist (Communications) - vacant and need to create position, SRNA	A	-	-	-	1.00	-	37,500.00	38,812.50	40,170.94	41,576.92	43,032.11
HTA Administrative Assistant (Destination Stewardship) - vacant and need to create position, SRNA	A	-	-	-	1.00	-	26,104.68	27,018.34	27,963.99	28,942.73	29,955.72

**FY 25 SUPPLEMENTAL BUDGET  
OPERATING BUDGET ADJUSTMENT REQUEST  
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT AND TOURISM**

HTA Administrative Assistant (Destination Stewardship) - vacant and need to create position, SRNA	A	-	-	-	1.00	-	26,104.68	27,018.34	27,963.99	28,942.73	29,955.72
HTA Destination Manager Maui County - vacant and need to create position, SRNA	A				1.00		76,934.00	79,626.69	82,413.62	85,298.10	88,283.53
HTA Destination Manager City & County Honolulu - vacant and need to create position, SRNA	A				1.00		76,934.00	79,626.69	82,413.62	85,298.10	88,283.53
HTA Destination Manager Kaua'i County - vacant and need to create position, SRNA	A				1.00		76,934.00	79,626.69	82,413.62	85,298.10	88,283.53
HTA Destination Manager Hawai'i County - vacant and need to create position, SRNA	A				1.00		76,934.00	79,626.69	82,413.62	85,298.10	88,283.53
HTA Destination Manager Molokai - vacant and need to create position, SRNA	A				1.00		76,934.00	79,626.69	82,413.62	85,298.10	88,283.53
Fringe Benefits											
Subtotal Personal Service Costs		-	-	-	38.00	-	3,296,904.38	3,412,296.04	3,531,726.40	3,655,336.82	3,783,273.61
By MOF	A	-	-	-	38.00	-	3,296,904.38	3,412,296.04	3,531,726.40	3,655,336.82	3,783,273.61
	B	-	-	-	-	-	-	-	-	-	-
	N	-	-	-	-	-	-	-	-	-	-
<b>B. Other Current Expenses (List by line item)</b>											
Admin - includes overhead costs such as office supplies, and membership dues for industry associations and databases.	A	-	-	-	-	-	850,000.00	879,750.00	910,541.25	942,410.19	975,394.55
Branding - CON 23003 - USA MMA	A	-	-	-	-	-	15,204,991.00	15,737,165.69	16,287,966.48	16,858,045.31	17,448,076.90
Branding - CON 23004 - Japan MMA	A	-	-	-	-	-	6,500,000.00	6,727,500.00	6,962,962.50	7,206,666.19	7,458,899.50
Branding - New Contract # TBD - Island Chapters	A	-	-	-	-	-	3,200,000.00	3,312,000.00	3,427,920.00	3,547,897.20	3,672,073.60
Branding - New Contract # TBD - Island Support Services	A	-	-	-	-	-	1,375,000.00	1,423,125.00	1,472,934.38	1,524,487.08	1,577,844.13
Branding - CON 21019 - Oceania MMA	A	-	-	-	-	-	1,290,905.00	1,336,086.68	1,382,849.71	1,431,249.45	1,481,343.18
Branding - CON 24004 - Europe MMA	A	-	-	-	-	-	1,000,000.00	1,035,000.00	1,071,225.00	1,108,717.88	1,147,523.00
Branding - CON 23016 - Canada MMA	A	-	-	-	-	-	1,000,000.00	1,035,000.00	1,071,225.00	1,108,717.88	1,147,523.00
Branding - CON 20007 - Korea MMA	A	-	-	-	-	-	433,640.00	448,817.40	464,526.01	480,784.42	497,611.87
Branding - New Contract # TBD - Korea MMA	A	-	-	-	-	-	466,360.00	482,682.60	499,576.49	517,061.67	535,158.83
Branding - CON 24002 - Tourism Conference	A	-	-	-	-	-	300,000.00	310,500.00	321,367.50	332,615.36	344,256.90
Communication & Outreach - CON 20010 - Website Support Services	A	-	-	-	-	-	250,000.00	258,750.00	267,806.25	277,179.47	286,880.75
Communication & Outreach - CON 22001 - HTA Web Support	A	-	-	-	-	-	25,000.00	25,875.00	26,780.63	27,717.95	28,688.08
Destination Management - CON 23008 - Support Services for Destination Stewardship	A	-	-	-	-	-	9,245,852.00	9,569,456.82	9,904,387.81	10,251,041.38	10,609,827.83
Destination Management - New Contract # TBD - DMAP Implementation	A	-	-	-	-	-	1,000,000.00	1,035,000.00	1,071,225.00	1,108,717.88	1,147,523.00
Governance - includes board travel expenses, board meeting costs, and financial audit services	A	-	-	-	-	-	125,000.00	129,375.00	133,903.13	138,589.73	143,440.38
HCC Marketing - CON 22003 - Global MCI	A	-	-	-	-	-	5,500,000.00	5,692,500.00	5,891,737.50	6,097,948.31	6,311,376.50
Natural Resources - MOA 22012 - Hawaii Green Business Program	A	-	-	-	-	-	50,000.00	51,750.00	53,561.25	55,435.89	57,376.15

**FY 25 SUPPLEMENTAL BUDGET  
OPERATING BUDGET ADJUSTMENT REQUEST  
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT AND TOURISM**

Natural Resources - New Contract # TBD - STAH	A	-	-	-	-	-	50,000.00	51,750.00	53,561.25	55,435.89	57,376.15
Perpetuating Hawaiian Culture - MOA 21039 - Kahea Airport Greetings	A	-	-	-	-	-	700,000.00	724,500.00	749,857.50	776,102.51	803,266.10
Perpetuating Hawaiian Culture - CON 20195 - Newspaper Translation	A	-	-	-	-	-	500,000.00	517,500.00	535,612.50	554,358.94	573,761.50
Perpetuating Hawaiian Culture - Kona Harbor Greetings	A	-	-	-	-	-	61,000.00	63,135.00	65,344.73	67,631.79	69,998.90
Perpetuating Hawaiian Culture - Kahea Greeting - Kauai Harbor	A	-	-	-	-	-	54,000.00	55,890.00	57,846.15	59,870.77	61,966.24
Perpetuating Hawaiian Culture - Hilo Kahea Greetings	A	-	-	-	-	-	35,000.00	36,225.00	37,492.88	38,805.13	40,163.31
Planning - New Contract # TBD- Product Development Plan	A	-	-	-	-	-	350,000.00	362,250.00	374,928.75	388,051.26	401,633.05
Planning - New Contract TBD - Tourism Strategic Plan Update	A	-	-	-	-	-	300,000.00	310,500.00	321,367.50	332,615.36	344,256.90
Planning - New Contract TBD - Airline Route Development Program	A	-	-	-	-	-	250,000.00	258,750.00	267,806.25	277,179.47	286,880.75
Planning - CON 22004 - Festival and Event Valuations	A	-	-	-	-	-	180,000.00	186,300.00	192,820.50	199,569.22	206,554.14
Planning - New Contract # TBD - Program Evaluation	A	-	-	-	-	-	90,000.00	93,150.00	96,410.25	99,784.61	103,277.07
Planning - CON 21013 - Hawai'i Cruise Industry Consultant Services	A	-	-	-	-	-	89,000.00	92,115.00	95,339.03	98,675.89	102,129.55
Safety & Security - CON 21040 - Visitor Assistance Program O'ahu	A	-	-	-	-	-	370,000.00	382,950.00	396,353.25	410,225.61	424,583.51
Safety & Security - CON 21041 - Visitor Assistance Program Maui	A	-	-	-	-	-	55,000.00	56,925.00	58,917.38	60,979.48	63,113.77
Safety & Security - CON 21042 - Visitor Assistance Program Kaua'i	A	-	-	-	-	-	55,000.00	56,925.00	58,917.38	60,979.48	63,113.77
Safety & Security - CON 21043 - Visitor Assistance Program Hawai'i Island	A	-	-	-	-	-	170,000.00	175,950.00	182,108.25	188,482.04	195,078.91
Sports - New Contract # TBD - PGA	A	-	-	-	-	-	2,038,850.00	2,110,209.75	2,184,067.09	2,260,509.44	2,339,627.27
Sports - New Contract # TBD - LPGA	A	-	-	-	-	-	250,000.00	258,750.00	267,806.25	277,179.47	286,880.75
Sports - CON 24003 - Big West Conference	A	-	-	-	-	-	167,000.00	172,845.00	178,894.58	185,155.89	191,636.34
Travel - Board Meetings and Programs	A	-	-	-	-	-	190,000.00	196,650.00	203,532.75	210,656.40	218,029.37
Other - Opportunity Fund	A	-	-	-	-	-	10,000,000.00	10,350,000.00	10,712,250.00	11,087,178.75	11,475,230.01
Other - FY 2024 Carryover	A	-	-	-	-	-	2,696,814.00	2,791,202.49	2,888,894.58	2,990,005.89	3,094,656.09
Workforce - New Contract # TBD - Workforce Development	A	-	-	-	-	-	150,000.00	155,250.00	160,683.75	166,307.68	172,128.45
Subtotal Other Current Expenses							66,618,412	68,950,056	71,363,308	73,861,024	76,446,160
By MOF	A			0			66,618,412	68,950,056	71,363,308	73,861,024	76,446,160
	B			0			0	0	0	0	0
	N			0			0	0	0	0	0
C. Equipment (List by line item)											
Subtotal Equipment							-	-	-	-	-
By MOF	A			-			-	-	-	-	-
	B			-			-	-	-	-	-
	N			-			-	-	-	-	-



**FY 25 SUPPLEMENTAL BUDGET  
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DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT AND TOURISM**

L. Current Lease Payments (Note each lease)											
Subtotal Current Lease Payments			-			-	-	-	-	-	
By MOF	A		-			-	-	-	-	-	
	B		-			-	-	-	-	-	
	N		-			-	-	-	-	-	
M. Motor Vehicles (List Vehicles)											
Subtotal Motor Vehicles			-			-	-	-	-	-	
By MOF	A		-			-	-	-	-	-	
	B		-			-	-	-	-	-	
	N		-			-	-	-	-	-	
<b>TOTAL REQUEST</b>		0.00	0.00	0	38.00	0.00	69,915,316	72,362,352	74,895,035	77,516,361	80,229,434

**FY 25 SUPPLEMENTAL BUDGET  
OPERATING BUDGET ADJUSTMENT REQUEST  
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT AND TOURISM**

**IV. JUSTIFICATION OF REQUEST**

The legislature did not provide funding to HTA for fiscal years 2024 or 2025 in Act 164 SLH 2023. HTA should receive funding for the agency's mission to develop, coordinate, and implement state policies and directions for tourism and related activities. HTA is requesting \$69,812,515 for FY 2025. Branding contracts will cost approximately \$30.7M, which includes \$15.2M for USA marketing and \$10.7M for international markets. Marketing the Hawai'i Convention Center will cost approximately \$5.5M. HTA also plans to spend \$10.2M on destination management and destination stewardship contracts. The State must remain vigilant and proactive to keep Hawai'i a competitive tourism destination. Each potential visitor to the State must always examine the opportunity cost to visit Hawai'i instead of another destination. With systemic problems such as high cost of living, homelessness, and the degradation of public infrastructure and natural resources, Hawai'i's main economic driver continues to face many headwinds.

The Office of the Auditor's 2018 audit included vital recommendations for HTA's procurement and contract management processes. Five new positions will be assigned to the accounting department. These five new positions will provide HTA's accounting department with the additional human resources required to address the auditor's remarks and to help HTA comply with all applicable laws, rules, and regulations. Two new positions will be required to assist with HTA's destination management and stewardship programs, and one new position for additional support in public affairs.

**V. RELATIONSHIP OF THE REQUEST TO STATE PLAN OR FUNCTIONAL PLAN**

Refer to the response to IV- Justification above.

**VI. INFORMATION SYSTEMS AND TECHNOLOGY**

N/A

**VII. IMPACT ON OTHER STATE PROGRAMS/AGENCIES**

None at this time.

**VIII. IMPACT ON FACILITY REQUIREMENTS (R&M, CIP)**

N/A

**IX. EXTERNAL CONFORMANCE REQUIREMENTS**

Following HRS 103D and related HAR requirements.

**X. REQUIRED LEGISLATION (Please specify appropriate statutes; i.e., HRS)**

None at this time.

**XI. OTHER COMMENTS**

None at this time.

FY 25 SUPPLEMENTAL BUDGET  
 OPERATING BUDGET TRADE-OFF/TRANSFERS AND CONVERSION OF UNBUDGETED POSITIONS  
 DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT AND TOURISM - Hawai'i Tourism Authority

Note 1

Prog ID	Org Code	Cost Element	Program Category - Contract Number - Contract Title	MOF	Psn No.	FTE (P)	FTE (T)	FY 24 \$	FY 25 \$
BED113	TO	B	Admin - includes overhead costs such as office supplies, and membership dues for industry associations and databases.	A	N/A	N/A	N/A	-	850,000
BED113	TO	B	Branding - CON 23003 - USA MMA	A	N/A	N/A	N/A	-	15,204,991
BED113	TO	B	Branding - CON 23004 - Japan MMA	A	N/A	N/A	N/A	-	6,500,000
BED113	TO	B	Branding - New Contract # TBD - Island Chapters	A	N/A	N/A	N/A	-	3,200,000
BED113	TO	B	Branding - New Contract # TBD - Island Support Services	A	N/A	N/A	N/A	-	1,375,000
BED113	TO	B	Branding - CON 21019 - Oceania MMA	A	N/A	N/A	N/A	-	1,290,905
BED113	TO	B	Branding - CON 24004 - Europe MMA	A	N/A	N/A	N/A	-	1,000,000
BED113	TO	B	Branding - CON 23016 - Canada MMA	A	N/A	N/A	N/A	-	1,000,000
BED113	TO	B	Branding - CON 20007 - Korea MMA	A	N/A	N/A	N/A	-	433,640
BED113	TO	B	Branding - New Contract # TBD - Korea MMA	A	N/A	N/A	N/A	-	466,360
BED113	TO	B	Branding - CON 24002 - Tourism Conference	A	N/A	N/A	N/A	-	300,000
BED113	TO	B	Communication & Outreach - CON 20010 - Website Support Services	A	N/A	N/A	N/A	-	250,000
BED113	TO	B	Communication & Outreach - CON 22001 - HTA Web Support	A	N/A	N/A	N/A	-	25,000
BED113	TO	B	Destination Management - CON 23008 - Support Services for Destination Stewardship	A	N/A	N/A	N/A	-	9,245,852
BED113	TO	B	Destination Management - New Contract # TBD - DMAP Implementation	A	N/A	N/A	N/A	-	1,000,000
BED113	TO	B	Governance - includes board travel expenses, board meeting costs, and financial audit services	A	N/A	N/A	N/A	-	125,000
BED113	TO	B	HCC Marketing - CON 22003 - Global MCI	A	N/A	N/A	N/A	-	5,500,000
BED113	TO	B	Natural Resources - MOA 22012 - Hawaii Green Business Program	A	N/A	N/A	N/A	-	50,000
BED113	TO	B	Natural Resources - New Contract # TBD - STAH	A	N/A	N/A	N/A	-	50,000
BED113	TO	B	Perpetuating Hawaiian Culture - MOA 21039 - Kahea Airport Greetings	A	N/A	N/A	N/A	-	700,000
BED113	TO	B	Perpetuating Hawaiian Culture - CON 20195 - Newspaper Translation	A	N/A	N/A	N/A	-	500,000
BED113	TO	B	Perpetuating Hawaiian Culture - Kona Harbor Greetings	A	N/A	N/A	N/A	-	61,000
BED113	TO	B	Perpetuating Hawaiian Culture - Kahea Greeting - Kauai Harbor	A	N/A	N/A	N/A	-	54,000
BED113	TO	B	Perpetuating Hawaiian Culture - Hilo Kahea Greetings	A	N/A	N/A	N/A	-	35,000
BED113	TO	B	Planning - New Contract # TBD- Product Development Plan	A	N/A	N/A	N/A	-	350,000
BED113	TO	B	Planning - New Contract TBD - Tourism Strategic Plan Update	A	N/A	N/A	N/A	-	300,000
BED113	TO	B	Planning - New Contract TBD - Airline Route Development Program	A	N/A	N/A	N/A	-	250,000
BED113	TO	B	Planning - CON 22004 - Festival and Event Valuations	A	N/A	N/A	N/A	-	180,000
BED113	TO	B	Planning - New Contract # TBD - Program Evaluation	A	N/A	N/A	N/A	-	90,000
BED113	TO	B	Planning - CON 21013 - Hawai'i Cruise Industry Consultant Services	A	N/A	N/A	N/A	-	89,000
BED113	TO	B	Safety & Security - CON 21040 - Visitor Assistance Program O'ahu	A	N/A	N/A	N/A	-	370,000
BED113	TO	B	Safety & Security - CON 21041 - Visitor Assistance Program Maui	A	N/A	N/A	N/A	-	55,000
BED113	TO	B	Safety & Security - CON 21042 - Visitor Assistance Program Kaua'i	A	N/A	N/A	N/A	-	55,000
BED113	TO	B	Safety & Security - CON 21043 - Visitor Assistance Program Hawai'i Island	A	N/A	N/A	N/A	-	170,000
BED113	TO	B	Sports - New Contract # TBD - PGA	A	N/A	N/A	N/A	-	2,038,850
BED113	TO	B	Sports - New Contract # TBD - LPGA	A	N/A	N/A	N/A	-	250,000
BED113	TO	B	Sports - CON 24003 - Big West Conference	A	N/A	N/A	N/A	-	167,000
BED113	TO	B	Travel - Programs	A	N/A	N/A	N/A	-	190,000
BED113	TO	B	Workforce - New Contract # TBD - Workforce Development	A	N/A	N/A	N/A	-	150,000

BED113	TO	B	Other - Opportunity Fund	A	N/A	N/A	N/A	-	10,000,000
BED113	TO	B	Other - FY 2024 Carryover	A	N/A	N/A	N/A	-	2,696,814
<b>Total</b>								-	<b>66,618,412</b>

**Note 2**

**Note 3**

**Note 1** HTA was not funded by the legislature for FY 2024 in Act 164 SLH 2023. Instead, HTA received a \$60,000,000 appropriation from budget proviso Act 164 SLH 2023 Part III Section 5.

**Note 2** The opportunity fund will be utilized in markets with market share impact and retention opportunities. HTA will seek out conditions where these funds will have the greatest return on investment. Per HTA policies and procedures, any expenditure greater than \$250,000 will require Board approval. Setting aside approximately 15% of HTA funds for marketing opportunities and emergencies in the wake of the Maui wildfires will be prudent and serve the best interest of the State.

**Note 3** To pay for services rendered at the end of fiscal year 2024.

Cost Element:

- A. Personal Services
- B. Other Current Expenses
- C. Equipment
- L. Current Lease Payments
- M. Motor Vehicles

FY 25 SUPPLEMENTAL BUDGET  
 OPERATING BUDGET TRADE-OFF/TRANSFERS AND CONVERSION OF UNBUDGETED POSITIONS  
 DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT AND TOURISM - Hawai'i Tourism Authority

**Note**

Prog ID	Org Code	Cost Element	Item Description / Position Title	MOF	Psn No.	FTE (P)	FTE (T)	FY 24 \$	FY 25 \$
BED113	TO	A	HTA Brand Manager	A	00124319	1.00	-	-	75,417.66
BED113	TO	A	HTA Director of Planning	A	00124312	1.00	-	-	131,865.93
BED113	TO	A	HTA Account Specialist	A	00124329	1.00	-	-	65,783.79
BED113	TO	A	HTA Brand Manager	A	00124324	1.00	-	-	76,934.22
BED113	TO	A	HTA VP of Finance	A	00124313	1.00	-	-	150,835.33
BED113	TO	A	HTA Procurement Specialist	A	00124328	1.00	-	-	59,046.30
BED113	TO	A	HTA Brand Manager	A	00124321	1.00	-	-	76,934.22
BED113	TO	A	HTA Procurement Manager	A	00124326	1.00	-	-	86,195.17
BED113	TO	A	HTA Public Affairs Officer	A	00124311	1.00	-	-	153,843.58
BED113	TO	A	HTA Senior Brand Manager	A	00124316	1.00	-	-	117,446.20
BED113	TO	A	HTA Executive Assistant	A	00124310	1.00	-	-	88,992.10
BED113	TO	A	HTA Brand Manager	A	00124322	1.00	-	-	76,934.22
BED113	TO	A	HTA Chief Brand Officer	A	00124308	1.00	-	-	175,821.24
BED113	TO	A	HTA Senior Brand Manager	A	00124318	1.00	-	-	109,900.70
BED113	TO	A	HTA Budget & Fiscal Officer	A	00124327	1.00	-	-	107,737.74
BED113	TO	A	HTA Contracts & Administrative Manager	A	00124325	1.00	-	-	64,640.16
BED113	TO	A	HTA Administrative Assistant	A	00124314	1.00	-	-	52,209.36
BED113	TO	A	HTA Chief Administrative Officer	A	00124309	1.00	-	-	172,382.05
BED113	TO	A	HTA Administrative Assistant	A	00124330	1.00	-	-	62,004.83
BED113	TO	A	HTA Brand Manager	A	00124320	1.00	-	-	76,934.22
BED113	TO	A	HTA President and CEO - vacant	A	00124306	1.00	-	-	271,923.75
BED113	TO	A	HTA Accounting Assistant (formerly Secretary II) - vacant and in process of filling	A	00125064	1.00	-	-	66,297.60
BED113	TO	A	HTA Administrative Assistant (Branding) - vacant and in the process of filling	A	00124315	1.00	-	-	59,046.30
BED113	TO	A	HTA Planner	A	00124323	1.00	-	-	75,417.66
BED113	TO	A	Chief Stewardship Officer	A	00124317	1.00	-	-	175,821.24
BED113	TO	A	HTA Contracts Managers - vacant and need to create position	A	TBD	1.00	-	-	41,436.00
BED113	TO	A	HTA Compliance Officer - vacant and need to create position	A	TBD	1.00	-	-	62,154.00
BED113	TO	A	HTA Administrative Assistant (Compliance) - vacant and need to create position	A	TBD	1.00	-	-	29,523.15
BED113	TO	A	HTA Administrative Assistant (Accounting) - vacant and need to create position	A	TBD	1.00	-	-	29,523.15
BED113	TO	A	HTA Administrative Assistant (Accounting) - vacant and need to create position	A	TBD	1.00	-	-	29,523.15
BED113	TO	A	HTA Public Information Specialist - vacant and need to create position	A	TBD	1.00	-	-	37,500.00
BED113	TO	A	HTA Administrative Assistant (Destination Stewardship) - vacant and need to	A	TBD	1.00	-	-	26,104.68
BED113	TO	A	HTA Administrative Assistant (Destination Stewardship) - vacant and need to	A	TBD	1.00	-	-	26,104.68
BED113	TO	A	HTA Destination Manager Maui County - vacant and need to create position	A	TBD	1.00	-	-	76,934.00
BED113	TO	A	HTA Destination Manager City & County Honolulu - vacant and need to create position	A	TBD	1.00	-	-	76,934.00

**Note 3**  
**Note 3**  
**Note 2** 50% of full-year salary  
**Note 2** 50% of full-year salary  
**Note 2** 50% of full-year salary  
**Note 2** 50% of full-year salary  
**Note 2** 50% of full-year salary  
**Note 4** 50% of full-year salary  
**Note 4** 50% of full-year salary  
**Note 5**  
**Note 5**

BED113	TO	A	HTA Destination Manager Kaua'i County - vacant and need to create position	A	TBD	1.00	-	-	76,934.00	<b>Note 5</b>
BED114	TO	A	HTA Destination Manager Hawai'i County - vacant and need to create position	A	TBD	1.00	-	-	76,934.00	<b>Note 5</b>
BED114	TO	A	HTA Destination Manager Molokai - vacant and need to create position	A	TBD	1.00	-	-	76,934.00	<b>Note 5</b>
<b>Total</b>						<b>38</b>	<b>-</b>	<b>-</b>	<b>3,296,904</b>	

**Note** HTA was not funded by the legislature for FY 2024 in Act 164 SLH 2023. Instead, HTA received a \$60,000,000 appropriation from budget proviso Act 164 SLH 2023 Part III Section 5. Personnel expenditures for FY 2024 will be approximately \$2,526,480.

**Note 2** HTA Contracts Manager (vacant/new position) - To implement the recommendations per the Office of the Auditor's report 18-04, the HTA contracts manager will be responsible for enforcing policies and procedures that ensures HTA's contracting practices align with the best interest of the State and foster appropriate use of public funds.

**Note 2** HTA Compliance Officer (vacant/new position) - To implement the recommendations per the Office of the Auditor's report 18-04, the HTA compliance officer will be responsible for ensuring that HTA's procurement and contracting policies, procedures, and practices comply with all applicable laws, rules, and regulations, which include but are not limited to Hawaii Revised Statute (HRS), Hawaii Administrative Rules (HAR), and federal funding guidance 2 CFR Part 200.

**Note 2** HTA Administrative Assistant (compliance; vacant/new position) - To implement the recommendations per the Office of the Auditor's report 18-04, the HTA administrative assistant will be responsible for assisting the compliance officer to ensure HTA's policies, procedures, and practices comply with all applicable laws, rules, and regulations.

**Note 2** HTA Administrative Assistant x2 (accounting; vacant/new position) - To implement the recommendations per the Office of the Auditor's report 18-04, the HTA administrative assistant will be responsible for assisting the accounting department to process accounting documents and ensuring accounting records are complete, accurate, and properly filed.

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**Note 4** HTA Public Information Specialist - To implement an increased level of public communication and legislative updates due to the formation of the Destination Stewardship Branch. The HTA public information specialist develops, organizes, directs and coordinates a comprehensive statewide program to inform the public of HTA's plans, activities and accomplishments and other matters related to public relations, and maintains an effective channel of communication with other government, legislative and community agencies; and develops and implements a program of internal information flow to all staff; and performs other duties as required.

**Note 4** HTA Administrative Assistant (Destination Stewardship, vacant/new position) - To support the Destination Stewardship Branch. The HTA administrative assistant has the responsibility of providing general administrative services in support of the Destination Stewardship Branch assisting in carrying out various fiscal/accounting duties; and the implementation of office operations and procedures in order to ensure organizational effectiveness and efficiency.

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**Note 5** HTA Destination Manager (DM) (Destination Stewardship) - To manage the day-to-day operations of the destination stewardship strategy. The DMs will manage branch and organizational operations and deliver regionally-based destination, product, and community development outcomes to support HTA's mission. The five regions will include the counties of Maui, Kauai, Hawaii, Molokai, and Honolulu. HTA is currently contracting four of the five DMs through the HVCB Community Enrichment Program/Destination Management Action Plan (CEP/DMAP) contract. HTA is in the process of hiring the fifth destination manager for Molokai County. HTA is requesting 100% of the DMs' salaries for fiscal year 2025. HTA will end the employment contracts and transition the DMs into their new HTA positions at the start of the fiscal year.

Cost Element:

- A. Personal Services
- B. Other Current Expenses
- C. Equipment
- L. Current Lease Payments
- M. Motor Vehicles

FY 25 SUPPLEMENTAL BUDGET  
 OPERATING BUDGET TRADE-OFF/TRANSFERS AND CONVERSION OF UNBUDGETED POSITIONS  
 DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT AND TOURISM - Hawai'i Tourism Authority

Note 1

Prog ID	Org Code	Cost Element	Program Category - Contract Number - Contract Title	MOF	Psn No.	FTE (P)	FTE (T)	FY 24 \$	FY 25 \$
BED113	TO	B	Admin - includes overhead costs such as office supplies, and membership dues for industry associations and databases.	A	N/A	N/A	N/A	-	850,000
BED113	TO	B	Branding - CON 23003 - USA MMA	A	N/A	N/A	N/A	-	15,204,991
BED113	TO	B	Branding - CON 23004 - Japan MMA	A	N/A	N/A	N/A	-	6,500,000
BED113	TO	B	Branding - New Contract # TBD - Island Chapters	A	N/A	N/A	N/A	-	3,200,000
BED113	TO	B	Branding - New Contract # TBD - Island Support Services	A	N/A	N/A	N/A	-	1,375,000
BED113	TO	B	Branding - CON 21019 - Oceania MMA	A	N/A	N/A	N/A	-	1,290,905
BED113	TO	B	Branding - CON 24004 - Europe MMA	A	N/A	N/A	N/A	-	1,000,000
BED113	TO	B	Branding - CON 23016 - Canada MMA	A	N/A	N/A	N/A	-	1,000,000
BED113	TO	B	Branding - CON 20007 - Korea MMA	A	N/A	N/A	N/A	-	433,640
BED113	TO	B	Branding - New Contract # TBD - Korea MMA	A	N/A	N/A	N/A	-	466,360
BED113	TO	B	Branding - CON 24002 - Tourism Conference	A	N/A	N/A	N/A	-	300,000
BED113	TO	B	Communication & Outreach - CON 20010 - Website Support Services	A	N/A	N/A	N/A	-	250,000
BED113	TO	B	Communication & Outreach - CON 22001 - HTA Web Support	A	N/A	N/A	N/A	-	25,000
BED113	TO	B	Destination Management - CON 23008 - Support Services for Destination Stewardship	A	N/A	N/A	N/A	-	9,245,852
BED113	TO	B	Destination Management - New Contract # TBD - DMAP Implementation	A	N/A	N/A	N/A	-	1,000,000
BED113	TO	B	Governance - includes board travel expenses, board meeting costs, and financial audit services	A	N/A	N/A	N/A	-	125,000
BED113	TO	B	HCC Marketing - CON 22003 - Global MCI	A	N/A	N/A	N/A	-	5,500,000
BED113	TO	B	Natural Resources - MOA 22012 - Hawaii Green Business Program	A	N/A	N/A	N/A	-	50,000
BED113	TO	B	Natural Resources - New Contract # TBD - STAH	A	N/A	N/A	N/A	-	50,000
BED113	TO	B	Perpetuating Hawaiian Culture - MOA 21039 - Kahea Airport Greetings	A	N/A	N/A	N/A	-	700,000
BED113	TO	B	Perpetuating Hawaiian Culture - CON 20195 - Newspaper Translation	A	N/A	N/A	N/A	-	500,000
BED113	TO	B	Perpetuating Hawaiian Culture - Kona Harbor Greetings	A	N/A	N/A	N/A	-	61,000
BED113	TO	B	Perpetuating Hawaiian Culture - Kahea Greeting - Kauai Harbor	A	N/A	N/A	N/A	-	54,000
BED113	TO	B	Perpetuating Hawaiian Culture - Hilo Kahea Greetings	A	N/A	N/A	N/A	-	35,000
BED113	TO	B	Planning - New Contract # TBD- Product Development Plan	A	N/A	N/A	N/A	-	350,000
BED113	TO	B	Planning - New Contract TBD - Tourism Strategic Plan Update	A	N/A	N/A	N/A	-	300,000
BED113	TO	B	Planning - New Contract TBD - Airline Route Development Program	A	N/A	N/A	N/A	-	250,000
BED113	TO	B	Planning - CON 22004 - Festival and Event Valuations	A	N/A	N/A	N/A	-	180,000
BED113	TO	B	Planning - New Contract # TBD - Program Evaluation	A	N/A	N/A	N/A	-	90,000
BED113	TO	B	Planning - CON 21013 - Hawai'i Cruise Industry Consultant Services	A	N/A	N/A	N/A	-	89,000
BED113	TO	B	Safety & Security - CON 21040 - Visitor Assistance Program O'ahu	A	N/A	N/A	N/A	-	370,000
BED113	TO	B	Safety & Security - CON 21041 - Visitor Assistance Program Maui	A	N/A	N/A	N/A	-	55,000
BED113	TO	B	Safety & Security - CON 21042 - Visitor Assistance Program Kaua'i	A	N/A	N/A	N/A	-	55,000
BED113	TO	B	Safety & Security - CON 21043 - Visitor Assistance Program Hawai'i Island	A	N/A	N/A	N/A	-	170,000
BED113	TO	B	Sports - New Contract # TBD - PGA	A	N/A	N/A	N/A	-	2,038,850
BED113	TO	B	Sports - New Contract # TBD - LPGA	A	N/A	N/A	N/A	-	250,000
BED113	TO	B	Sports - CON 24003 - Big West Conference	A	N/A	N/A	N/A	-	167,000
BED113	TO	B	Travel - Programs	A	N/A	N/A	N/A	-	190,000
BED113	TO	B	Workforce - New Contract # TBD - Workforce Development	A	N/A	N/A	N/A	-	150,000



BED113	TO	B	Other - Opportunity Fund	A	N/A	N/A	N/A	-	10,000,000
BED113	TO	B	Other - FY 2024 Carryover	A	N/A	N/A	N/A	-	2,696,814
<b>Total</b>								-	<b>66,618,412</b>

**Note 2**

**Note 3**

**Note 1** HTA was not funded by the legislature for FY 2024 in Act 164 SLH 2023. Instead, HTA received a \$60,000,000 appropriation from budget proviso Act 164 SLH 2023 Part III Section 5.

**Note 2** The opportunity fund will be utilized in markets with market share impact and retention opportunities. HTA will seek out conditions where these funds will have the greatest return on investment. Per HTA policies and procedures, any expenditure greater than \$250,000 will require Board approval. Setting aside approximately 15% of HTA funds for marketing opportunities and emergencies in the wake of the Maui wildfires will be prudent and serve the best interest of the State.

**Note 3** To pay for services rendered at the end of fiscal year 2024.

Cost Element:

- A. Personal Services
- B. Other Current Expenses
- C. Equipment
- L. Current Lease Payments
- M. Motor Vehicles

FY 25 SUPPLEMENTAL BUDGET  
 OPERATING BUDGET TRADE-OFF/TRANSFERS AND CONVERSION OF UNBUDGETED POSITIONS  
 DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT AND TOURISM - Hawai'i Tourism Authority

**Note**

Prog ID	Org Code	Cost Element	Item Description / Position Title	MOF	Psn No.	FTE (P)	FTE (T)	FY 24 \$	FY 25 \$
BED113	TO	A	HTA Brand Manager	A	00124319	1.00	-	-	75,417.66
BED113	TO	A	HTA Director of Planning	A	00124312	1.00	-	-	131,865.93
BED113	TO	A	HTA Account Specialist	A	00124329	1.00	-	-	65,783.79
BED113	TO	A	HTA Brand Manager	A	00124324	1.00	-	-	76,934.22
BED113	TO	A	HTA VP of Finance	A	00124313	1.00	-	-	150,835.33
BED113	TO	A	HTA Procurement Specialist	A	00124328	1.00	-	-	59,046.30
BED113	TO	A	HTA Brand Manager	A	00124321	1.00	-	-	76,934.22
BED113	TO	A	HTA Procurement Manager	A	00124326	1.00	-	-	86,195.17
BED113	TO	A	HTA Public Affairs Officer	A	00124311	1.00	-	-	153,843.58
BED113	TO	A	HTA Senior Brand Manager	A	00124316	1.00	-	-	117,446.20
BED113	TO	A	HTA Executive Assistant	A	00124310	1.00	-	-	88,992.10
BED113	TO	A	HTA Brand Manager	A	00124322	1.00	-	-	76,934.22
BED113	TO	A	HTA Chief Brand Officer	A	00124308	1.00	-	-	175,821.24
BED113	TO	A	HTA Senior Brand Manager	A	00124318	1.00	-	-	109,900.70
BED113	TO	A	HTA Budget & Fiscal Officer	A	00124327	1.00	-	-	107,737.74
BED113	TO	A	HTA Contracts & Administrative Manager	A	00124325	1.00	-	-	64,640.16
BED113	TO	A	HTA Administrative Assistant	A	00124314	1.00	-	-	52,209.36
BED113	TO	A	HTA Chief Administrative Officer	A	00124309	1.00	-	-	172,382.05
BED113	TO	A	HTA Administrative Assistant	A	00124330	1.00	-	-	62,004.83
BED113	TO	A	HTA Brand Manager	A	00124320	1.00	-	-	76,934.22
BED113	TO	A	HTA President and CEO - vacant	A	00124306	1.00	-	-	271,923.75
BED113	TO	A	HTA Accounting Assistant (formerly Secretary II) - vacant and in process of filling	A	00125064	1.00	-	-	66,297.60
BED113	TO	A	HTA Administrative Assistant (Branding) - vacant and in the process of filling	A	00124315	1.00	-	-	59,046.30
BED113	TO	A	HTA Planner	A	00124323	1.00	-	-	75,417.66
BED113	TO	A	Chief Stewardship Officer	A	00124317	1.00	-	-	175,821.24
BED113	TO	A	HTA Contracts Managers - vacant and need to create position	A	TBD	1.00	-	-	41,436.00
BED113	TO	A	HTA Compliance Officer - vacant and need to create position	A	TBD	1.00	-	-	62,154.00
BED113	TO	A	HTA Administrative Assistant (Compliance) - vacant and need to create position	A	TBD	1.00	-	-	29,523.15
BED113	TO	A	HTA Administrative Assistant (Accounting) - vacant and need to create position	A	TBD	1.00	-	-	29,523.15
BED113	TO	A	HTA Administrative Assistant (Accounting) - vacant and need to create position	A	TBD	1.00	-	-	29,523.15
BED113	TO	A	HTA Public Information Specialist - vacant and need to create position	A	TBD	1.00	-	-	37,500.00
BED113	TO	A	HTA Administrative Assistant (Destination Stewardship) - vacant and need to	A	TBD	1.00	-	-	26,104.68
BED113	TO	A	HTA Administrative Assistant (Destination Stewardship) - vacant and need to	A	TBD	1.00	-	-	26,104.68
BED113	TO	A	HTA Destination Manager Maui County - vacant and need to create position	A	TBD	1.00	-	-	76,934.00
BED113	TO	A	HTA Destination Manager City & County Honolulu - vacant and need to create position	A	TBD	1.00	-	-	76,934.00

**Note 3**

**Note 3**

**Note 2** 50% of full-year salary

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**Note 4** 50% of full-year salary

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**Note 5**

**Note 5**

BED113	TO	A	HTA Destination Manager Kaua'i County - vacant and need to create position	A	TBD	1.00	-	-	76,934.00	<b>Note 5</b>
BED114	TO	A	HTA Destination Manager Hawai'i County - vacant and need to create position	A	TBD	1.00	-	-	76,934.00	<b>Note 5</b>
BED114	TO	A	HTA Destination Manager Molokai - vacant and need to create position	A	TBD	1.00	-	-	76,934.00	<b>Note 5</b>
<b>Total</b>						<b>38</b>	<b>-</b>	<b>-</b>	<b>3,296,904</b>	

**Note** HTA was not funded by the legislature for FY 2024 in Act 164 SLH 2023. Instead, HTA received a \$60,000,000 appropriation from budget proviso Act 164 SLH 2023 Part III Section 5. Personnel expenditures for FY 2024 will be approximately \$2,526,480.

**Note 2** HTA Contracts Manager (vacant/new position) - To implement the recommendations per the Office of the Auditor's report 18-04, the HTA contracts manager will be responsible for enforcing policies and procedures that ensures HTA's contracting practices align with the best interest of the State and foster appropriate use of public funds.

**Note 2** HTA Compliance Officer (vacant/new position) - To implement the recommendations per the Office of the Auditor's report 18-04, the HTA compliance officer will be responsible for ensuring that HTA's procurement and contracting policies, procedures, and practices comply with all applicable laws, rules, and regulations, which include but are not limited to Hawaii Revised Statute (HRS), Hawaii Administrative Rules (HAR), and federal funding guidance 2 CFR Part 200.

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- A. Personal Services
- B. Other Current Expenses
- C. Equipment
- L. Current Lease Payments
- M. Motor Vehicles

**FY 25 SUPPLEMENTAL BUDGET  
OPERATING BUDGET ADJUSTMENT REQUEST  
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT AND TOURISM**

Department Priority: 1

Program ID/Org. Code: BED113-XC  
Program Title: Hawai'i Convention Center

Department Contact: Talon Kishi

Phone: 808-973-2275

Request Category:

- Trade-Off/Transfer (+)\_\_\_ (-) \_\_\_
- Conversion of Unbudgeted Positions
- Fixed Cost/Entitlement \_\_\_\_\_
- Federal Fund Adjustment \_\_\_\_\_
- 2023 Wildfires Recovery \_\_\_\_\_
- Health and Safety, Court Orders,  
Consent Decrees, Fed Mandates \_\_\_\_\_
- Full Year Funding for Eligible Positions
- Second Year Funding X
- Other X

**I. TITLE OF REQUEST:**

Description of Request:

The 2023 Legislature did not provide HTA with an appropriation ceiling for the Convention Center Enterprise Special Fund (CCESF) for fiscal years 2024 and 2025. As such, we are seeking a \$14,000,000 expenditure ceiling for fiscal year 2025 for the CCESF.

**II. OPERATING COST SUMMARY**

	FY 24 Request			FY 25 Request			FY 26	FY 27	FY 28	FY 29
	FTE (P)	FTE (T)	(\$)	FTE (P)	FTE (T)	(\$)	(\$ thous)	(\$ thous)	(\$ thous)	(\$ thous)
A. Personal Services	-	-	-	-	-	-	-	-	-	-
B. Other Current Expenses	-	-	-	-	-	14,000,000.00	14,490,000.00	14,997,150.00	15,522,050.25	16,065,322.01
C. Equipment	-	-	-	-	-	-	-	-	-	-
L. Current Lease Payments	-	-	-	-	-	-	-	-	-	-
M. Motor Vehicles	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REQUEST</b>	-	-	-	-	-	14,000,000.00	14,490,000.00	14,997,150.00	15,522,050.25	16,065,322.01

By MOF:

A	-	-	-	-	-	14,000,000.00	14,490,000.00	14,997,150.00	15,522,050.25	16,065,322.01
B										
N										
P										
R										
S										
T										
U										
W										
X										

**FY 25 SUPPLEMENTAL BUDGET  
OPERATING BUDGET ADJUSTMENT REQUEST  
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT AND TOURISM**

**III. OPERATING COST DETAILS**

	MOF	FY 24 Request			FY 25 Request			FY 26	FY 27	FY 28	FY 29
		FTE (P)	FTE (T)	(\$)	FTE (P)	FTE (T)	(\$)	(\$ thous)	(\$ thous)	(\$ thous)	(\$ thous)
A. Personal Services (List all positions)											
Subtotal Personal Service Costs		-	-	-	-	-	-	-	-	-	-
By MOF											
A		-	-	-	-	-	-	-	-	-	-
B		-	-	-	-	-	-	-	-	-	-
N		-	-	-	-	-	-	-	-	-	-
B. Other Current Expenses (List by line item)											
Convention Center Operations	B	-	-	-	-	-	5,545,696.00	5,739,795.36	5,940,688.20	6,148,612.28	6,363,813.71
Sales and Marketing	B	-	-	-	-	-	1,272,648.00	1,317,190.68	1,363,292.35	1,411,007.59	1,460,392.85
Repairs and Maintenance	B	-	-	-	-	-	7,181,656.00	7,433,013.96	7,693,169.45	7,962,430.38	8,241,115.44
		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
Subtotal Other Current Expenses				0			14,000,000	14,490,000	14,997,150	15,522,050	16,065,322
By MOF											
A				0			0	0	0	0	0
B				0			14,000,000	14,490,000	14,997,150	15,522,050	16,065,322
N				0			0	0	0	0	0
C. Equipment (List by line item)											
Subtotal Equipment				-			-	-	-	-	-
By MOF											
A				-			-	-	-	-	-
B				-			-	-	-	-	-
N				-			-	-	-	-	-
L. Current Lease Payments (Note each lease)											
Subtotal Current Lease Payments				-			-	-	-	-	-
By MOF											
A				-			-	-	-	-	-
B				-			-	-	-	-	-
N				-			-	-	-	-	-
M. Motor Vehicles (List Vehicles)											
Subtotal Motor Vehicles				-			-	-	-	-	-
By MOF											
A				-			-	-	-	-	-
B				-			-	-	-	-	-
N				-			-	-	-	-	-
<b>TOTAL REQUEST</b>		0.00	0.00	0	0.00	0.00	14,000,000	14,490,000	14,997,150	15,522,050	16,065,322

**FY 25 SUPPLEMENTAL BUDGET  
OPERATING BUDGET ADJUSTMENT REQUEST  
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT AND TOURISM**

**IV. JUSTIFICATION OF REQUEST**

The Hawai'i Convention Center is an amazing public asset that will require further investment to revive the HCC into a world-class convention center. Thus far, the legislature has invested \$79M towards the rooftop terrace deck and surrounding areas. Besides the rooftop project, the HCC has a deferred maintenance cost list totaling approximately \$69,000,000. The CCESF has approximately \$34.5M and should increase to \$46.5M by the end of the fiscal year. Increasing the appropriation ceiling from \$11M to \$14M will allow HTA to address the growing list of deferred maintenance projects that have been dismissed due to the lack of an appropriation ceiling. The HCC is both an important economic asset and a public facility for the state. This duality of utility was highlighted during the initial response efforts to the Maui wildfires. The HCC hosted a city-wide event while being prepared to assist and shelter up to 2,000 Maui evacuees. The legislature should prioritize investing in the HCC so that it can continue serving the state.

**V. RELATIONSHIP OF THE REQUEST TO STATE PLAN OR FUNCTIONAL PLAN**

Refer to the response to IV- Justification above.

**VI. INFORMATION SYSTEMS AND TECHNOLOGY**

N/A

**VII. IMPACT ON OTHER STATE PROGRAMS/AGENCIES**

None at this time.

**VIII. IMPACT ON FACILITY REQUIREMENTS (R&M, CIP)**

Refer to the response to IV- Justification above.

**IX. EXTERNAL CONFORMANCE REQUIREMENTS**

Following HRS 103D and related HAR requirements.

**X. REQUIRED LEGISLATION (Please specify appropriate statutes; i.e., HRS)**

None at this time.

**XI. OTHER COMMENTS**

None at this time.

**FY 25 SUPPLEMENTAL BUDGET  
DEPARTMENT SUMMARY OF OPERATING BUDGET ADJUSTMENT REQUESTS  
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM**

MOF	FY 24			FY 25		
	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
A	120.46	46.00	395,480,200	120.46	46.00	254,542,344
B	45.50	24.00	110,130,603	45.50	24.00	110,471,753
N	6.00	7.00	6,216,660	6.00	7.00	7,049,536
P	8.04	10.00	5,558,565	8.04	10.00	5,558,565
R	-	-	-	-	-	-
S	-	-	-	-	-	-
T	-	-	7,146,250	-	-	7,146,250
U	-	-	-	-	-	-
V	-	-	-	-	-	-
W	23.00	51.00	28,167,344	23.00	51.00	23,703,052
X	-	-	-	-	-	-
<b>TOTAL</b>	<b>203.00</b>	<b>138.00</b>	<b>552,699,622</b>	<b>203.00</b>	<b>138.00</b>	<b>408,471,500</b>

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	FY 24			FY 25			B&F Recommendation			
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	
<b>TRADE-OFF/TRANSFER &amp; CONVERSION OF UNBUDGETED POSITIONS REQUESTS:</b>															
TO		BED160/HF	30	Housing Finance (HF) Increase for Other Current Expenses	W				-	-	34,980				34,980
TO		BED160/HD	30	Housing Development decrease for OCE	W						(34,980)				(34,980)
OR		BED170/KB	31	Add 6.00 Security Guards for Oahu and Kauai using existing OCE funds (Reduce OCE)	A						(155,000)				
OR		BED170/KB	31	Add 6.00 Security Guards for Oahu and Kauai using existing OCE funds(Increase Personnel)	A				-	6.00	155,000				
TO		BED100/SM	32	Convert position from temporary to permanent	A				1.00	(1.00)	-				

**SUBTLTRADE-OFF/TRNSFRS & CONV. OF UNBGT'D PSNS:**

-	-	-	1.00	5.00	-	-	-	-	-	-
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**By MOF**

<b>Request Category Legend:</b>	
TO	Trade-Off/Transfer
UP	Conversion of Unbudgeted Positions

General	A	-	-	-	1.00	5.00	-	-	-	-	-	-	-	-
Special	B	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal Funds	N	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Federal Funds	P	-	-	-	-	-	-	-	-	-	-	-	-	-
Private	R	-	-	-	-	-	-	-	-	-	-	-	-	-
County	S	-	-	-	-	-	-	-	-	-	-	-	-	-
Trust	T	-	-	-	-	-	-	-	-	-	-	-	-	-
Inter-departmental Transfer	U	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal Stimulus Funds	V	-	-	-	-	-	-	-	-	-	-	-	-	-
Revolving	W	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	X	-	-	-	-	-	-	-	-	-	-	-	-	-



Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	FY 24			FY 25			B&F Recommendation					
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FY 24			FY 25		
												FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount

<b>ALLOWABLE NON-DISCRETIONARY EXPENSE REQUESTS:</b>																		

<b>SUBTOTAL ALLOWABLE NON-DISCRETIONARY EXPENSE REQUESTS:</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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**Request Category Legend:**  
FE Fixed Cost/Entitlement

<b>By MOF</b>																	
General	A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Special	B	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal Funds	N	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Federal Funds	P	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Private	R	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
County	S	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Trust	T	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Inter-departmental Transfer	U	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal Stimulus Funds	V	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Revolving	W	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	X	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

<b>FEDERAL FUND ADJUSTMENT REQUESTS:</b>																		

<b>SUBTOTAL FEDERAL FUND ADJ REQUESTS:</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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**Request Category Legend:**  
FA Federal Fund Adjustments

<b>By MOF</b>																	
General	A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Special	B	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal Funds	N	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Federal Funds	P	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Private	R	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
County	S	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Trust	T	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Inter-departmental Transfer	U	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal Stimulus Funds	V	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Revolving	W	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	X	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	FY 24			FY 25			B&F Recommendation					
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FY 24			FY 25		
												FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
<b>OTHER REQUESTS:</b>																	
OR		BED143/TE	1	HSBIR Program	A						2,000,000						
OR		BED143/TE	2	Manufacturing Assistance Program	A						1,500,000						
OR		BED143/TE	3	Accelerator Program	A						1,500,000						
OR		BED170/KB	4	Establishment of Food and Product Innovation Network Director position	A				1.00		50,000						
OR		BED142/AA	5	Establishment of three SR-22 positions	A				3.00		97,644						
OR		BED142/AA	6	Public Relations, Communications, and Outreach Services	A						144,000						
OR		BED142/AA	7	5th Floor Renovation - Hemmeter Building	A						472,861						
OR		BED180/SA	8	SDSF increase, two exempt positions, one redescription for NASED project	B				(1.00)	3.00	10,000,000						49,500,000
OR		BED170/KB	9	Establish a Kauai Property Manager	A				1.00		35,000						
		BED170/KB		Establish a Kauai Property Manager	W										1.00		57,558
OR		BED170/KB	10	Establish an ADC Oahu Groundskeeper to be funded by existing OCE funds	A					1.00	-						
OR		BED170/KB	11	Establish a Kauai Water System Manager	A				1.00		35,000						
		BED170/KB	11	Establish a Kauai Water System Manager	W										1.00		57,558
OR		BED113/XC	12	Convention Center Enterprise Special Fund Ceiling	B						14,000,000						25,000,000
OR		BED138/GI	13	New positions for existing program and new federally funded program	B				-	1.25	388,065					1.25	388,065
OR		BED138/GI	13	New positions for existing program and new federally funded program	P				-	1.75	430,565					1.75	430,565
OR		BED130/GA	14	State Funding for a Position (Reduce federal fund portion)	P				(0.50)		(13,608)						
OR		BED130/GA	14	State Funding for a Position (Increase state fund portion)	A				0.50		29,148						
OR		BED138/GI	15	Correction to FY24 CIP	A						50,000,000						
OR		BED138/GI	15	Correction to FY24 CIP	B						50,000,000						
OR		BED120/SI	16	Cost Match and Working Capital	B						700,000						700,000
OR		BED113/TO	17	HTA Operations	A				38.00		69,915,316				25.00		60,000,000
OR		BED144/PL	18	GIS Program Enhancement	A						82,500						
OR		BED144/PI	19	GIS Software	A						27,500						
OR		BED144/PL	20	GIS Esri Advantage Program	A						129,784						
OR		BED107/BA	21	Special Fund Ceiling Increase for Non-Personnel Budget	B						120,000						120,000
OR		BED170/KB	21	ADC Vehicle Purchase	W						165,000						110,000
OR		BED105/CI	22	Full Year Funding Restoration FIDSV POS. 44000	A				-	-	71,016						-

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	FY 24			FY 25			B&F Recommendation					
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FY 24			FY 25		
												FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
OR		BED105/CI	23	Creative Indsutries Statewide County / State Collaboration MOA	A				-	-	475,000						-
		BED105/CI	23	Creative Indsutries Statewide County / State Collaboration MOA	B												475,000
OR		BED120/SI	24	Funds for payroll shortage	A						97,098						-
OR		BED144/PZ	25	Change MOF for personnel salary from N to A	N				(5.00)		(395,796)						
OR		BED144/PZ	25	Change MOF for personnel salary from N to A	A				5.00		395,796						
OR		BED144/PL	26	Add three positions and funding for Special Plans Branch	A				3.00		182,238						
OR		BED144/PL	27	Add three positions and funding for Statewide Sustainability Program	A				3.00		202,592						
OR		BED144/PL	28	Add position and funding for Transit-Oriented Development	A				1.00		73,057						
OR		BED142/DE	29	Convert unbudgeted position and add funds for full capacity of HBDEO	A				1.00		337,156						-
		BED160		Convert Rental Housing Revolving Fund Infusion from general funds to general obligation bond funds	A												(180,000,000)
		BED160		Convert Dwelling Unit Revolving Fund Infusion from general funds to general obligation bond funds	A												(50,000,000)

**SUBTOTAL OTHER REQUESTS:**

-	-	-	51.00	7.00	203,246,932	-	-	-	27.00	3.00	(93,161,254)
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**By MOF**

Request Category Legend:	
WR	2023 Wildfires Recovery
HS	Health and Safety, Court Orders, Consent Decrees or Federal Mandates
FY	Full Year Funding for Eligible Positions
SY	Second Year Funding

Request Category	MOF	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
General	A	-	-	-	57.50	1.00	127,852,706	-	-	-
Special	B	-	-	-	(1.00)	4.25	75,208,065	-	-	-
Federal Funds	N	-	-	-	(5.00)	-	(395,796)	-	-	-
Other Federal Funds	P	-	-	-	(0.50)	1.75	416,957	-	-	-
Private	R	-	-	-	-	-	-	-	-	-
County	S	-	-	-	-	-	-	-	-	-
Trust	T	-	-	-	-	-	-	-	-	-
Inter-departmental Transfer	U	-	-	-	-	-	-	-	-	-
Federal Stimulus Funds	V	-	-	-	-	-	-	-	-	-
Revolving	W	-	-	-	-	-	165,000	-	-	-
Other	X	-	-	-	-	-	-	-	-	-

**TOTAL ADJUSTMENTS:**

-	-	-	52.00	12.00	203,246,932	-	-	-	27.00	3.00	(93,161,254)
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**By MOF**

Request Category	MOF	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
General	A	-	-	-	58.50	6.00	127,852,706	-	-	-
Special	B	-	-	-	(1.00)	4.25	75,208,065	-	-	-
Federal Funds	N	-	-	-	(5.00)	-	(395,796)	-	-	-
Other Federal Funds	P	-	-	-	(0.50)	1.75	416,957	-	-	-
Private	R	-	-	-	-	-	-	-	-	-
County	S	-	-	-	-	-	-	-	-	-
Trust	T	-	-	-	-	-	-	-	-	-
Inter-departmental Transfer	U	-	-	-	-	-	-	-	-	-
Federal Stimulus Funds	V	-	-	-	-	-	-	-	-	-
Revolving	W	-	-	-	-	-	165,000	-	-	-
Other	X	-	-	-	-	-	-	-	-	-

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	FY 24		FY 25			B&F Recommendation						
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FY 24			FY 25		
												FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
<b>GRAND TOTAL = BASE + TRO/TRNF &amp; CONV UNBGT PSN + ALLOW NON-DISCR + FED ADJ + OTHER REQ</b>						203.00	138.00	552,699,622	255.00	150.00	611,718,432	203.00	138.00	552,699,622	230.00	141.00	315,310,246
<b>By MOF</b>																	
				General	A	120.46	46.00	395,480,200	178.96	52.00	382,395,050	120.46	46.00	395,480,200	145.46	46.00	84,542,344
				Special	B	45.50	24.00	110,130,603	44.50	28.25	185,679,818	45.50	24.00	110,130,603	45.50	25.25	186,654,818
				Federal Funds	N	6.00	7.00	6,216,660	1.00	7.00	6,653,740	6.00	7.00	6,216,660	6.00	7.00	7,049,536
				Other Federal Funds	P	8.04	10.00	5,558,565	7.54	11.75	5,975,522	8.04	10.00	5,558,565	8.04	11.75	5,989,130
				Private	R	-	-	-	-	-	-	-	-	-	-	-	-
				County	S	-	-	-	-	-	-	-	-	-	-	-	-
				Trust	T	-	-	7,146,250	-	-	7,146,250	-	-	7,146,250	-	-	7,146,250
				Inter-departmental Transfer	U	-	-	-	-	-	-	-	-	-	-	-	-
				Federal Stimulus Funds	V	-	-	-	-	-	-	-	-	-	-	-	-
				Revolving	W	23.00	51.00	28,167,344	23.00	51.00	23,868,052	23.00	51.00	28,167,344	25.00	51.00	23,928,168
				Other	X	-	-	-	-	-	-	-	-	-	-	-	-



PART B:						ACT 164, SLH 2023		DEPARTMENT REQUESTS				B&F RECOMMENDATION			
Req Cat	Dept Pri	Prog ID	Proj No.	Project Title	MOF	FY 24	FY 25	NEW REQUESTS		SUPPLEMENTAL TOTALS		NEW REQUESTS		SUPPLEMENTAL TOTALS	
								FY 24	FY 25	FY 24	FY 25	FY 24	FY 25	FY 24	FY 25
		BED150	P23010	CENTRAL KAKAAKO STREET IMPROVEMENTS, OAHU	S	4,500,000	-			4,500,000	-			4,500,000	-
		BED146	703	IMPRVMENTS & UPGRDS TO SEAWATER SYSTM AT HI OCEAN SCIENCE & TECHNOLOGY PARK, HAWAII	D	1,900,000	-			1,900,000	-			1,900,000	-
		BED144	OPTOD5	STATE TRANSIT-ORIENTED DEVELOPMENT (TOD) PLANNING, STATEWIDE	C	2,000,000	2,000,000			2,000,000	2,000,000			2,000,000	2,000,000
		BED146	603	COMPREHENSIVE EIS FOR OFFSHORE OCEAN ECONOMY TEST BED DEMONSTRATION PROJECTS, HAWAII	C	1,500,000	-			1,500,000	-			1,500,000	-
		BED170	201401	AAHOAKA RESERVOIR IMPROVEMENTS, KAUAI	C	410,000	-			410,000	-			410,000	-
		BED170	201401	AAHOAKA RESERVOIR IMPROVEMENTS, KAUAI	C	690,000	-			690,000	-			690,000	-
		BED150		SARATOGA AVENUE ELECTRICAL UPGRADES, OAHU	C								12,125,000		12,125,000
		BED150		KALAELOA ELECTRICAL UPGRADES, OAHU	C								4,500,000		4,500,000
		BED113		CONVENTION CENTER ROOF REPAIRS, OAHU	C								64,000,000		64,000,000
		BED170		WATER AND IRRIGATION INFRASTRUCTURE, OAHU	C								4,500,000		4,500,000
		BED170		FOOD AND PRODUCT INNOVATION NETWORK, STATEWIDE	C								9,500,000		9,500,000
		BED144		WAIKIKI ADAPTATION AND RESILIENCE PHASE II, OAHU	C								80,000		80,000
		BED160		CASH INFUSION FOR RENTAL HOUSING REVOLVING FUND, STATEWIDE	C								180,000,000		180,000,000
		BED160		CASH INFUSION FOR DWELLING UNIT REVOLVING FUND, STATEWIDE	C								50,000,000		50,000,000
<b>TOTAL - NEW REQUESTS BY MOF</b>						<b>63,000,000</b>	<b>7,000,000</b>	<b>-</b>	<b>298,192,000</b>	<b>63,000,000</b>	<b>305,192,000</b>	<b>-</b>	<b>353,107,000</b>	<b>63,000,000</b>	<b>360,107,000</b>

Request Category:	
W	Wildfires Recovery
M	Major R&M for public or educ. facility
C	Completion of Ongoing CIP Project
H	Health & Safety, Court Orders, Consent Decrees, Federal Mandates
E	Energy Efficiency or Conservation Imprv.
P	Public Infrastructure Imprv.

General Fund	A	-	5,000,000	-	-	-	5,000,000	-	(5,000,000)	-	-
Special Funds	B	-	-	-	-	-	-	-	-	-	-
General Obligation Bonds	C	56,600,000	2,000,000	-	298,192,000	56,600,000	300,192,000	-	358,107,000	56,600,000	360,107,000
GO Bonds Reimbursable	D	1,900,000	-	-	-	1,900,000	-	-	-	1,900,000	-
Revenue Bonds	E	-	-	-	-	-	-	-	-	-	-
Federal Funds	N	-	-	-	-	-	-	-	-	-	-
Other Federal Funds	P	-	-	-	-	-	-	-	-	-	-
Private Contributions	R	-	-	-	-	-	-	-	-	-	-
County Funds	S	4,500,000	-	-	-	4,500,000	-	-	-	4,500,000	-
Trust Funds	T	-	-	-	-	-	-	-	-	-	-
Interdepartmental Transfers	U	-	-	-	-	-	-	-	-	-	-
Federal Stimulus Funds	V	-	-	-	-	-	-	-	-	-	-
Revolving Funds	W	-	-	-	-	-	-	-	-	-	-
Other Funds	X	-	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>		<b>63,000,000</b>	<b>7,000,000</b>	<b>-</b>	<b>298,192,000</b>	<b>63,000,000</b>	<b>305,192,000</b>	<b>-</b>	<b>353,107,000</b>	<b>63,000,000</b>	<b>360,107,000</b>