

REQUEST FOR LEGAL SERVICES

Date: August 8, 2017
From: Yuki Lei Sugimura, Chair
Policy, Economic Development, and Agriculture Committee

TRANSMITTAL

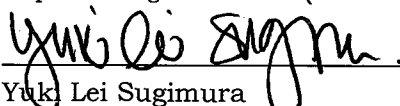
Memo to: DEPARTMENT OF THE CORPORATION COUNSEL
Attention: Edward Kushi, Jr., Esq.

Subject: ESTABLISHING ADDITIONAL QUALIFICATIONS FOR COUNTY ADMINISTRATIVE HEADS APPOINTED BY THE MAYOR (PEA-27)

Background Data: Please review and approve the attached revised proposed bill as to form and legality, and include the hard copy in your response.

Work Requested: ☒ FOR APPROVAL AS TO FORM AND LEGALITY

☐ OTHER:

Requestor's signature  Yuki Lei Sugimura	Contact Person <u>Shelly Espeleta</u> (Telephone Extension: <u>7134</u>)
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☐ ROUTINE (WITHIN 15 WORKING DAYS) ☐ RUSH (WITHIN 5 WORKING DAYS)
☐ PRIORITY (WITHIN 10 WORKING DAYS) ☐ URGENT (WITHIN 3 WORKING DAYS)

☒ SPECIFY DUE DATE (IF IMPOSED BY SPECIFIC CIRCUMSTANCES): August 11, 2017

REASON: For consideration at the August 14, 2017 PEA meeting.

FOR CORPORATION COUNSEL'S RESPONSE

ASSIGNED TO:	ASSIGNMENT NO.	BY:
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TO REQUESTOR: ☐ APPROVED ☐ DISAPPROVED ☐ OTHER (SEE COMMENTS BELOW)
☐ RETURNING--PLEASE EXPAND AND PROVIDE DETAILS REGARDING ITEMS AS NOTED

COMMENTS (NOTE - THIS SECTION NOT TO BE USED FOR LEGAL ADVICE): _____

DEPARTMENT OF THE CORPORATION COUNSEL

Date _____

By _____

pea:ltr:027acc03:ske

(Rev. 7/03)

Attachment

ORDINANCE NO. _____

BILL NO. _____ (2017)

ESTABLISHING ADDITIONAL QUALIFICATIONS FOR COUNTY
ADMINISTRATIVE HEADS APPOINTED BY THE MAYOR

BE IT ORDAINED BY THE PEOPLE OF THE COUNTY OF MAUI:

SECTION 1. Purpose. The purpose of this ordinance is to establish additional qualifications for County administrative heads appointed by the Mayor, pursuant to Section 6-4, Revised Charter of the County of Maui (1983), as amended ("Charter"). Section 6-4 of the Charter authorizes the Council to establish specific qualifications for administrative heads appointed by the Mayor in addition to any set forth in the Charter. More specific qualifications will help identify skilled, experienced individuals to lead the County's departments, strengthen operations, and better serve the public.

SECTION 2. The Maui County Code is amended by adding a new chapter to be appropriately designated and to read as follows:

"Chapter 2.14

**SPECIFIC QUALIFICATIONS OF
ADMINISTRATIVE HEADS OF DEPARTMENTS**

Sections:

- 2.14.010 Additional qualifications.
- 2.14.020 Managing director.
- 2.14.030 Corporation counsel.
- 2.14.040 Prosecuting attorney.
- 2.14.050 Director of finance.
- 2.14.060 Director of public works.

- 2.14.070 Director of parks and recreation.
- 2.14.080 Planning director.
- 2.14.090 Director of housing and human concerns.
- 2.14.100 Director and deputy director of water supply.
- 2.14.110 Director of transportation.
- 2.14.120 Director of environmental management.

2.14.010 Additional qualifications. The specific qualifications of administrative heads of departments established in this chapter are in addition to any qualifications set forth in the Revised Charter of the County of Maui (1983), as amended.

2.14.020 Managing director. A. The managing director, at a minimum, shall have the following qualifications:

1. Bachelor's degree from an accredited college or university in business administration, public administration, or other relevant discipline.
2. Three years of progressively responsible supervisory or management experience in a municipal or government setting, or equivalent experience.

B. Preference may be given to candidates who possess a master's degree from an accredited college or university in business administration, public administration, or other relevant discipline.

2.14.030 Corporation counsel. The corporation counsel, at a minimum, shall have the following qualifications:

- A. Three years of civil litigation experience.
- B. Three years of progressively responsible supervisory or management experience in a municipal or government setting, or equivalent experience.

2.14.040 Prosecuting attorney. The prosecuting attorney, at a minimum, shall have the following qualifications:

- A. Three years of criminal litigation experience.
- B. Three years of progressively responsible supervisory or management experience in a municipal or government setting, or equivalent experience.

2.14.050 Director of finance. A. The director of finance, at a minimum, shall have the following qualifications:

1. Bachelor's degree from an accredited college or university in finance, accounting, economics, business administration, public administration, or other relevant discipline.

2. Three years of progressively responsible supervisory or management experience in a municipal or government setting, or equivalent experience.

B. Preference may be given to candidates who possess a master's degree from an accredited college or university in finance, accounting, economics, business administration, or public administration, or who possess a certified public accountant (CPA) license or certified public financial officer designation.

2.14.060 Director of public works. A. The director of public works, at a minimum, shall have the following qualifications:

1. Bachelor's degree from an accredited college or university in engineering, business administration, public administration, or other relevant discipline.

2. Three years of progressively responsible supervisory or management experience in a municipal or government setting, or equivalent experience.

B. Preference may be given to candidates who possess a master's degree from an accredited college or university in engineering, business administration, public administration, or other relevant discipline.

2.14.070 Director of parks and recreation. A. The director of parks and recreation, at a minimum, shall have the following qualifications:

1. Bachelor's degree from an accredited college or university in urban planning, environmental planning, business administration, public administration, or other relevant discipline.

2. Three years of progressively responsible supervisory or management experience in a municipal or government setting, or equivalent experience.

B. Preference may be given to candidates who possess a master's degree from an accredited college or university in urban planning, environmental planning, business administration, public administration, or other relevant discipline.

2.14.080 Planning director. A. The planning director, at a minimum, shall have the following qualifications:

1. Bachelor's degree from an accredited college or university in urban planning, environmental planning, business administration, public administration, or other relevant discipline.

2. Three years of progressively responsible supervisory or management experience in a municipal or government setting, or equivalent experience.

B. Preference may be given to candidates who possess a master's degree in urban planning, environmental planning, business administration, public administration, or other relevant discipline.

2.14.090 Director of housing and human concerns. A.

The director of housing and human concerns, at a minimum, shall have the following qualifications:

1. Bachelor's degree from an accredited college or university in business administration, public administration, sociology, or other relevant discipline.

2. Three years of progressively responsible supervisory or management experience in a municipal or government setting, or equivalent experience.

B. Preference may be given to candidates who possess a master's degree in business administration, public administration, sociology, or other relevant discipline.

2.14.100 Director and deputy director of water supply. A.

The director of water supply, at a minimum, shall have the following qualifications:

1. Bachelor's degree from an accredited college or university in engineering, water resources, business administration, public administration, or other relevant discipline.

2. Three years of progressively responsible supervisory or management experience in a municipal or government setting, or equivalent experience.

B. For the director of water supply, preference may be given to candidates who possess a master's degree in engineering, water resources, business administration, public administration, or other relevant discipline.

C. The deputy director of water supply, at a minimum, shall have the following qualifications:

1. Bachelor's degree from an accredited college or university in engineering, water resources, business administration, public administration, or other relevant discipline.

2. Three years of progressively responsible supervisory or management experience in a municipal or government setting, or equivalent experience.

D. The director or deputy director of water supply shall be a registered engineer.

2.14.110 Director of transportation. A. The director of transportation, at a minimum, shall have the following qualifications:

1. Bachelor's degree from an accredited college or university in urban planning, environmental planning, business administration, public administration, or other relevant discipline.

2. Three years of progressively responsible supervisory or management experience in a municipal or government setting, or equivalent experience.

B. Preference may be given to candidates who possess a master's degree in urban planning, environmental planning, business administration, public administration, or other relevant discipline.

2.14.120 Director of environmental management. A. The director of environmental management, at a minimum, shall have the following qualifications:

1. Bachelor's degree from an accredited college or university in engineering, environmental science, water resources, business administration, public administration, or other relevant discipline.

2. Three years of progressively responsible supervisory or management experience in a municipal or government setting, or equivalent experience.

B. Preference may be given to candidates who possess a master's degree in engineering, environmental science, water resources, business administration, public administration, or other relevant discipline."

SECTION 3. This ordinance shall take effect on January 1, 2019.

APPROVED AS TO FORM AND LEGALITY:

Department of the Corporation Counsel
County of Maui

pea:misc:027abill02:ske/mzd