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David M. Raatz, Jr., Esq.

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

April 8, 2025

Ms. Kate Blystone, Director  
Department of Planning  
County of Maui  
Wailuku, Hawaii 96793

Dear Ms. Blystone:

SUBJECT: **FISCAL YEAR 2026 BUDGET** (BFED-1) (PL-03)

Thank you for participating in the Committee's discussion on April 7, 2025. The Committee respectfully submits the follow-up questions listed below. May I further request that you transmit a written response to [bfed.committee@mauicounty.us](mailto:bfed.committee@mauicounty.us) by **April 15, 2025**.

1. Are all of the Department's vacant positions in open recruitment? If no, why not? Provide a list of vacant positions not currently under recruitment. (TP) (YLS)
2. When was the Department's Planner series position descriptions last updated or reorganized? (TP)
3. There are nine vacancies at the Planner IV level or higher. Is there flexibility to hire at a lower level and train up to the level that is needed? (TP)
4. Have position descriptions and minimum qualifications for the Grants Specialist II and Information and Education Specialist I expansion positions been created? (TP)
5. Has the Department consulted with Maui Nui Resiliency Hui on the proposed restoration of the Kapū'ali area, also known as Cut Mountain, using the requested \$700,000 under the Special Management Area Revolving Fund? (TP)

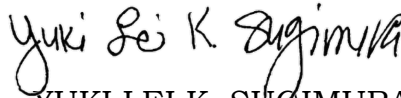
Ms. Kate Blystone  
April 8, 2025  
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6. Please confirm which Department grant awards require a County match. If a match is required, please note the grant and the County match requirement. (TP)

To ensure efficient processing, please duplicate the coding in the subject line above for easy reference.

Thank you for your attention to this request. Should you have any questions, please contact me or the Committee staff (Kirsten Szabo at ext. 7662, James Krueger at ext. 7761, Jarret Pascual at ext. 7141, Clarissa MacDonald at ext. 7135, or Pauline Martins at ext. 8039).

Sincerely,



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

bfed:2026bgt:250407apl01:jpp

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

## BFED Committee

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**From:** BFED Committee  
**Sent:** Wednesday, April 9, 2025 10:35 AM  
**To:** Kate.Blystone@co.maui.hi.us  
**Cc:** BFED Committee; 'Michelle Santos'; 'Zeke Kalua'; Lesley Milner;  
kristina.cabbat@co.maui.hi.us; tiare.p.horner@co.maui.hi.us; Janina Agapay; Ana Lillis;  
joy.paredes@co.maui.hi.us  
**Subject:** FISCAL YEAR 2026 BUDGET (BFED-1) (PL-03)  
**Attachments:** (PL-3) Correspondence to Planning Director 04-08-2025.pdf

**RICHARD T. BISSEN, JR.**  
Mayor


**KATE L. K. BLYSTONE**  
Director

**ANA LILLIS**  
Deputy Director



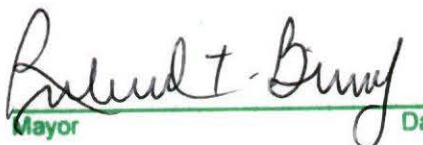
**DEPARTMENT OF PLANNING**  
COUNTY OF MAUI  
ONE MAIN PLAZA  
2200 MAIN STREET, SUITE 315  
WAILUKU, MAUI, HAWAII 96793

April 14, 2025

Lesley Milner   
Budget Director, County of Maui  
200 South High Street  
Wailuku, Hawaii 96793

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

**APPROVED FOR TRANSMITTAL**

 **4-15-25**  
**Mayor** **Date**

For Transmittal to:

Honorable Yuki Lei Sugimura, Chair  
Budget, Finance, and Economic Development Committee  
Maui County Council  
200 South High Street  
Wailuku, Hawaii 96793

Dear Chair Sugimura:

**SUBJECT: FISCAL YEAR ("FY") 2026 BUDGET (BFED-1) (PL-03)**

Thank for your correspondence dated April 8, 2025, received via e-mail on April 9, 2025. We offer the following responses to your questions.

- 1. Are all of the Department's vacant positions in open recruitment? If no, why not? Provide a list of vacant positions not currently under recruitment?***

Thirteen of the Department's 24 vacant positions are in active open recruitment. The other 11 positions have not been requested yet as some are duplicate positions in which a list is still not available such as Planner V where all candidates have been interviewed. The Department is in process of recruiting either open, promotion with exam (PWOE), or Intra-Departmental for the remaining positions that have recently become vacant. Positions marked with a "\*" in the list below were "frozen" based on FY25 budget requests.

Honorable Richard T. Bissen Jr  
For Transmittal to:  
Honorable Yuki Lei Sugimura  
April 14, 2025  
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P-28747 Planner V (CPD)  
\*P-32533 Planner V (CPD)  
P-28627 Planner V (LRD)  
P-28726 Planner V (LRD)  
P-26440 Planner II (CPD)  
P-30959 Planner V (PID)  
P-29897 Office Operations Asst. II (ZAED)  
\*P-29284 Zoning Inspector II (ZAED)  
P-26535 Zoning Inspector II (ZAED)  
P-26556 LU & BP Technician (ZAED)  
P-26517 Planning Program Administrator (ZAED)

**2. *When was the Department's Planner series position descriptions last updated or reorganized?***

The Department actively reviews the Planner position descriptions and updates as needed based on job necessity. The Department has successfully worked with DPS to remove the testing requirement from the Planner series and now DPS reviews resumes based on training and experience only. The Department is satisfied with the overall organization of our five divisions: Administration (Admin), Current (CPD), Long Range (LRD), Plan Implementation (PID), and Zoning Administration and Enforcement (ZAED). An individual reorganization is forthcoming for the Administrative Planning Officer moving from ZAED back to Admin. This will also allow ZAED to reallocate the Senior Land Use and Building Plans Examiner to a Supervising Land Use and Building Plans Examiner to better serve the section and division.

**3. *There are nine vacancies at the Planner IV level or higher. Is there flexibility to hire at a lower level and train up to the level that is needed?***

The Department routinely reallocates positions at a lower level and trains up planners to higher levels. We will continue to do this, but we also need more senior planners who have experience in our jurisdiction and other jurisdictions to support and train junior planners. We will continue to recruit for all levels of planners. We are hopeful that supplemental agreements will entice more senior planners to join the Department to fill out these positions.

**4. *Have position descriptions and minimum qualifications for the Grants Specialist II and Information and Education Specialist I expansion positions been created?***

At this time, the Department has not set specific position descriptions for the Grants Specialist II and Information and Education Specialist I expansion positions; however, we have reviewed the class specifications for each requested position. We have based our request on these class specifications and general minimum



Honorable Richard T. Bissen Jr  
For Transmittal to:  
Honorable Yuki Lei Sugimura  
April 14, 2025  
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qualifications and expectations of work. The Department will edit the position description of an existing Information and Education Specialist I position that currently exists in our Long-Range Division to achieve the needs of the expansion position which will be allocated to our Admin. division. The Department will work closely with DPS and other departments who have a Grants Specialist II in their organizations to come up with a specific position description for that expansion request. If these positions are funded, the Department will expeditiously begin the process of initial allocation through DPS.

The Grants Specialist II only has the minimum qualifications. We have a general outline of the description of duties and percentages we will transition into a position description upon approval of the budget.

5. ***Has the Department consulted with Maui Nui Resiliency Hui on the proposed restoration of the Kapū'ali area, also known as Cut Mountain, using the requested \$700,000 under the Special Management Area Revolving Fund?***


The Department has been in contact with the Maui Nui Resiliency Hui on this project. We do not wish to deplete the fund with this project and would prefer to partially fund the project with this budget and fund the rest of the project in future budgets. It is not the Department's role, however, to decide the use of funds from the Special Management Area Revolving Fund. We defer to the Council on how to use these funds and ask other departments to help administer these grants.

6. ***Please confirm which Department grant awards require a County match. If a match is required, please note the grant and the County match requirement.***

An approximately 80 percent County match (\$402,062) is required for our Coastal Zone Management Grant and the Certified Local Government program requires a 40 percent match.

Mahalo for allowing us to respond to your requests.

Sincerely,



KATE L. K. BLYSTONE  
Director

## BFED Committee

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**From:** Janina E. Agapay <Janina.E.Agapay@co.maui.hi.us>  
**Sent:** Tuesday, April 15, 2025 4:09 PM  
**To:** BFED Committee  
**Cc:** Lesley J. Milner; Katie L. Blystone; Ana L. Lillis; joy.paredes@co.maui.hi.us  
**Subject:** (BFED-1)(PL-03)  
**Attachments:** (BFED-1)(PL-03).pdf

Hello,

Please see attached correspondence (BFED-1)(PL-03).

Thank you,

***Janina Agapay***

County of Maui | Budget Office

Phone: (808) 270-7836

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