

REQUEST FOR LEGAL SERVICES

RECEIVED

By Dept. of the Corporation Counsel at 7:58 am, May 02, 2025

Date: May 1, 2025

From: Yuki Lei K. Sugimura, Chair

Budget, Finance, and Economic Development Committee

TRANSMITTAL

Memo to:

DEPARTMENT OF THE CORPORATION COUNSEL

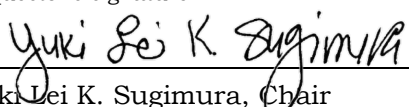
Attention: Victoria J. Takayesu, Esq.

Subject: FISCAL YEAR 2026 BUDGET: BILL 48, CD1 (2025); BILL 49, CD1 (2025); RESOLUTION 25-89, CD1; AND RESOLUTION 25-90, CD1 (BFED-1) (CC-06)

Background Data: Please see revised bills and resolutions. Please submit your response to bfed.committee@mauicounty.us with a reference to BFED-1.

Work Requested: ☒ [X] FOR APPROVAL AS TO FORM AND LEGALITY

☐ [] OTHER:

Requestor's signature  Yuki Lei K. Sugimura, Chair	Contact Person Peter Hanano or Richelle Kawasaki (Telephone Extension: 8007 and 7137, respectively)
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☐ [] ROUTINE (WITHIN 15 WORKING DAYS)

☐ [] RUSH (WITHIN 5 WORKING DAYS)

☐ [] PRIORITY (WITHIN 10 WORKING DAYS)

☐ [] URGENT (WITHIN 3 WORKING DAYS)

☒ [X] SPECIFY DUE DATE (IF IMPOSED BY SPECIFIC CIRCUMSTANCES): 8:00 a.m. on May 6, 2025

REASON: To begin assembling packet for posting of FY 2026 Budget legislation.

FOR CORPORATION COUNSEL'S RESPONSE

ASSIGNED TO: KCT	ASSIGNMENT NO. 2025-0169	BY: ALH
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TO REQUESTOR: ☒ [X] 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):

Date 5/4/25

DEPARTMENT OF THE CORPORATION COUNSEL
By 

(Rev. 7/03)

Attachment

ORDINANCE NO. _____

BILL NO. 48, CD1 (2025)

A BILL FOR AN ORDINANCE AMENDING SECTION 2.44.015,
MAUI COUNTY CODE, RELATING TO SALARIES OF DEPUTIES
CORPORATION COUNSEL AND DEPUTIES PROSECUTING ATTORNEY

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

SECTION 1. Section 2.44.015, Maui County Code, is amended by
amending subsection A to read as follows:

“A. The corporation counsel and the prosecuting attorney [shall] have sole discretion to set the annual salary of each deputy in their respective departments within a range that is [twenty] 20 percent greater or less than the allocated amount, provided that the annual salary of any deputy [shall] must not exceed the salary of the first deputy corporation counsel or the first deputy prosecuting attorney, whichever is lower. The allocated amount for a deputy [shall depend] depends upon the number of full years that has elapsed since the deputy was admitted to the practice of law in any [State] state or the District of Columbia, as of the beginning of the fiscal year, as follows:

[Effective July 1, 2022

Years	Allocated Amount
0	\$71,419
1	79,064
2	86,422
3	94,357
4	102,004
5	109,666
6	117,312
7	124,958
8	131,930
9+	140,252

Effective July 1, 2023

Years	Allocated Amount
0	\$74,990
1	83,017
2	90,743
3	99,075
4	107,105
5	115,150
6	123,178
7	131,206
8	138,527
9+	147,264

Effective July 1, 2024

Years	Allocated Amount
0	\$78,739
1	87,168
2	95,281
3	104,029
4	112,460
5	120,907
6	129,337
7	137,767
8	145,453
9+	154,627

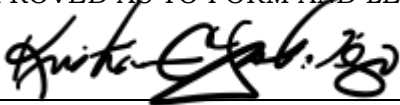
Effective July 1, 2025

<u>Years</u>	<u>Allocated Amount</u>
<u>0</u>	<u>\$122,315</u>
<u>1</u>	<u>130,122</u>
<u>2</u>	<u>138,428</u>
<u>3</u>	<u>147,263</u>
<u>4</u>	<u>156,663</u>
<u>5</u>	<u>166,663</u>
<u>6</u>	<u>177,301</u>
<u>7</u>	<u>188,618</u>
<u>8</u>	<u>200,658</u>
<u>9+</u>	<u>213,466”</u>

SECTION 2. Material to be repealed is bracketed. New material is underscored. In printing this bill, the County Clerk need not include the brackets, the bracketed material, or the underscoring.

SECTION 3. This ordinance, upon its approval, shall take effect on July 1, 2025.

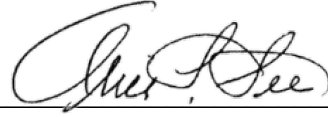
APPROVED AS TO FORM AND LEGALITY:



KRISTINA C. TOSHIKIYO

Department of the Corporation Counsel
County of Maui

INTRODUCED BY:

A handwritten signature in cursive script, appearing to read "Alice L. Lee". The signature is written in black ink and is positioned above a horizontal line.

ALICE L. LEE

ORDINANCE NO. _____

BILL NO. **49, CD1** (2025)

A BILL FOR AN ORDINANCE AMENDING SECTION 2.08.060, MAUI COUNTY
CODE, ON SALARIES IN THE OFFICE OF COUNCIL SERVICES

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

SECTION 1. Section 2.08.060, Maui County Code, is amended to read as
follows:

“A. The following pay plan is established:

Pay Plan

[

Supervising legislative analyst	CR-7
Senior legislative analyst	CR-9
Legislative attorney	CR-6
Legislative analyst	CR-5
Communications specialist	CR-1
Hawaiian language communications specialist	CR-1
Supervising committee secretary	CR-4
Senior committee secretary	CR-2
Committee secretary	CR-3
Support supervisor	CR-8
Senior accountant	CR-11
Personnel specialist	CR-1
Council services technician	CR-1
Senior council services technician	CR-11
Accounts payable specialist	CR-1
Procurement specialist	CR-1
Project assignment specialist	CR-1
Council services assistant (full-time)	CR-10
Council services ambassador	CR-10
Council aide	CR-0
Council executive assistant	(variable)
Council services assistant (part-time)	(variable)

]

<u>Council aide</u>	<u>CR-0</u>
<u>Communications specialist</u>	<u>CR-1</u>
<u>Hawaiian language communications specialist</u>	<u>CR-1</u>
<u>Project assignment specialist</u>	<u>CR-1</u>
<u>Support specialist</u>	<u>CR-1</u>
<u>Senior committee secretary</u>	<u>CR-2</u>
<u>Committee secretary</u>	<u>CR-3</u>
<u>Supervising committee secretary</u>	<u>CR-4</u>
<u>Legislative analyst</u>	<u>CR-5</u>
<u>Legislative attorney</u>	<u>CR-6</u>
<u>Supervising legislative analyst</u>	<u>CR-7</u>
<u>Support supervisor</u>	<u>CR-8</u>
<u>Senior legislative analyst</u>	<u>CR-9</u>
<u>Council services ambassador</u>	<u>CR-10</u>
<u>Council services assistant (full-time)</u>	<u>CR-10</u>
<u>Senior support specialist</u>	<u>CR-11</u>
<u>Council executive assistant</u>	<u>variable</u>
<u>Council services assistant (part-time)</u>	<u>variable</u>

B. The following pay ranges are established.

1. The annual salary for the director of council services and deputy director may be set by the council by resolution.

2. The salaries or other compensation of council executive assistants may be set by the council member directly supervising the position, subject to availability of funding.

3. The salaries or other compensation of council services assistants may be set by the director of council services, with approval of the council chair, but may not exceed 150 percent of the minimum wage.

4. During the term of appointment of any employee in the office of council services, the director of council services may adjust the salary of the position within the pay range step established by the council. The pay schedule for positions in the office of council services is as follows:

Pay Ranges
Annual Rates in Dollars
[Effective July 1, 2024

Levels	CR-6
A	78,740
B	87,168
C	95,280
D	104,029
E	112,459
F	120,906
G	129,337
H	137,766
I	145,453
J	154,628

Levels	CR-0	CR-1	CR-2	CR-3	CR-4	CR-5	CR-7	CR-8	CR-9
A	52,889	58,220	57,233	52,404	61,921	70,830	92,525	66,954	76,608
B	55,008	60,550	59,508	54,476	64,347	73,663	97,384	69,632	79,674
C	57,233	62,971	61,921	56,657	66,930	76,608	102,241	72,417	82,861
D	59,508	65,491	64,347	58,951	69,606	79,674	107,101	75,314	86,175
E	61,921	68,110	66,930	61,293	72,390	82,861	111,958	78,327	89,584
F	64,347	70,817	69,606	63,779	75,313	86,175	116,817	81,440	93,213
G	66,930	73,670	72,390	66,278	78,283	89,583	121,676	84,721	96,957
H	69,606	76,600	75,313	68,938	81,451	93,213	126,534	88,090	100,827
I	72,390	79,674	78,283	71,693	83,665	96,957	131,393	91,625	104,841
J	75,313	82,861	81,451	74,563	87,012	100,827	136,250	95,289	109,036
K	78,283	86,175	83,665	77,573	90,491	104,841	142,803	99,101	113,397
L	81,451	89,622	87,012	80,631	92,301	109,035	145,660	103,066	117,933
M	83,079	91,415	88,752	82,243	94,148	111,214	148,573	105,127	120,292
N	84,741	93,243	90,527	83,887	96,029	113,439	151,545	107,229	122,697

Levels	CR-10	CR-11
A	42,594	62,877
B	44,297	65,393
C	46,069	68,009
D	47,875	70,729
E	49,857	73,558
F	51,838	76,482
G	53,900	79,563
H	56,016	82,728
I	58,267	86,049
J	60,626	89,490
K	63,039	93,070
L	65,613	96,792
M	66,925	98,727
N	68,264	100,703

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Effective July 1, 2025

<u>Steps</u>	CR-0	CR-1	CR-2	CR-3	CR-4	CR-5	CR-6	CR-7	CR-8	CR-9	CR-10	CR-11
A	<u>63,467</u>	<u>69,864</u>	<u>68,680</u>	<u>62,885</u>	<u>74,305</u>	<u>84,996</u>	<u>122,315</u>	<u>111,030</u>	<u>80,345</u>	<u>91,930</u>	<u>51,113</u>	<u>75,452</u>
B	<u>66,640</u>	<u>73,357</u>	<u>72,114</u>	<u>66,029</u>	<u>78,020</u>	<u>89,246</u>	<u>130,122</u>	<u>116,582</u>	<u>84,362</u>	<u>96,526</u>	<u>53,668</u>	<u>79,225</u>
C	<u>69,972</u>	<u>77,025</u>	<u>75,719</u>	<u>69,330</u>	<u>81,921</u>	<u>93,708</u>	<u>138,428</u>	<u>122,411</u>	<u>88,580</u>	<u>101,352</u>	<u>56,352</u>	<u>83,186</u>
D	<u>73,471</u>	<u>80,876</u>	<u>79,505</u>	<u>72,797</u>	<u>86,017</u>	<u>98,393</u>	<u>147,263</u>	<u>128,531</u>	<u>93,009</u>	<u>106,420</u>	<u>59,169</u>	<u>87,346</u>
E	<u>77,144</u>	<u>84,920</u>	<u>83,480</u>	<u>76,437</u>	<u>90,318</u>	<u>103,313</u>	<u>156,663</u>	<u>134,958</u>	<u>97,660</u>	<u>111,741</u>	<u>62,128</u>	<u>91,713</u>
F	<u>81,002</u>	<u>89,166</u>	<u>87,655</u>	<u>80,259</u>	<u>94,834</u>	<u>108,479</u>	<u>166,663</u>	<u>141,706</u>	<u>102,543</u>	<u>117,328</u>	<u>65,234</u>	<u>96,299</u>
G	<u>85,052</u>	<u>93,624</u>	<u>92,037</u>	<u>84,272</u>	<u>99,576</u>	<u>113,903</u>	<u>177,301</u>	<u>148,791</u>	<u>107,670</u>	<u>123,194</u>	<u>68,496</u>	<u>101,113</u>
H	<u>89,304</u>	<u>98,306</u>	<u>96,639</u>	<u>88,485</u>	<u>104,555</u>	<u>119,598</u>	<u>188,618</u>	<u>156,230</u>	<u>113,053</u>	<u>129,354</u>	<u>71,921</u>	<u>106,169</u>
I	<u>93,769</u>	<u>103,221</u>	<u>101,471</u>	<u>92,909</u>	<u>109,782</u>	<u>125,578</u>	<u>200,658</u>	<u>164,042</u>	<u>118,706</u>	<u>135,822</u>	<u>75,517</u>	<u>111,478</u>
J	<u>98,458</u>	<u>108,382</u>	<u>106,545</u>	<u>97,555</u>	<u>115,272</u>	<u>131,857</u>	<u>213,466</u>	<u>172,244</u>	<u>124,641</u>	<u>142,613</u>	<u>79,293</u>	<u>117,051</u>
K	<u>103,381</u>	<u>113,801</u>	<u>111,872</u>	<u>102,433</u>	<u>121,035</u>	<u>138,450</u>		<u>180,856</u>	<u>130,873</u>	<u>149,744</u>	<u>83,257</u>	<u>122,904</u>
L	<u>108,550</u>	<u>119,491</u>	<u>117,465</u>	<u>107,554</u>	<u>127,087</u>	<u>145,372</u>		<u>189,899</u>	<u>137,417</u>	<u>157,231</u>	<u>87,420</u>	<u>129,049</u>
M	<u>113,977</u>	<u>125,466</u>	<u>123,339</u>	<u>112,932</u>	<u>133,441</u>	<u>152,641</u>		<u>199,394</u>	<u>144,288</u>	<u>165,092</u>	<u>91,791</u>	<u>135,502</u>
N	<u>119,676</u>	<u>131,739</u>	<u>129,506</u>	<u>118,579</u>	<u>140,113</u>	<u>160,273</u>		<u>209,364</u>	<u>151,502</u>	<u>173,347</u>	<u>96,381</u>	<u>142,277</u>

The director of council services may place any employee on administrative leave, with or without pay, as a result of disciplinary action or subject to an investigation or at the employee's request.


C. Whenever payment is made on the basis of monthly, weekly, hourly, or daily rate, the rate must be computed in the following manner: by dividing the annual rate by ~~[twelve]~~ 12 to find the monthly rate; by dividing the annual rate by ~~[fifty-two]~~ 52 to find the weekly rate; by dividing the weekly rate by ~~[forty]~~ 40 to find the hourly rate; and by multiplying the hourly rate by the number of daily hours of service required to find the daily rate.

D. The council may assign council services staff by appointment resolution to any step in the appropriate pay range. Except for legislative attorneys, council services staff assigned to a step by appointment resolution will move to the next step in the appropriate pay range on the annual anniversary date of their appointment[,]] if, after consultation with the councilmembers, a satisfactory annual performance review has been issued by the director of council services. After reaching the highest step in subsection B, council services staff will receive a ~~[2]~~ three percent salary increase on the next anniversary date of the ~~[staffs]~~ staff's appointment and may be appointed with that salary for the next term. The council may suspend any of this subsection's provisions by resolution. The pay of each council executive assistant must be set by the council member supervising the position. The pay of each council aide must be set by the council chair, within the range established by this section. Compensation must not exceed appropriations and is subject to the general authority of the council chair, as chief administrative officer of the legislative branch, to adopt appropriate personnel policies (including policies regarding employee benefits, personnel leaves, and furloughs) unless otherwise required by the council."

SECTION 2. Material to be repealed is bracketed. New material is underscored. In printing this bill, the County Clerk need not include the brackets, the bracketed material, or the underscoring.

SECTION 3. This Ordinance takes effect on July 1, 2025.

APPROVED AS TO FORM AND LEGALITY:

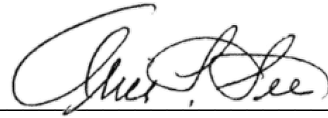
A handwritten signature in black ink, appearing to read "Kristina C. Toshikiyo", written over a horizontal line.

KRISTINA C. TOSHIKIYO

Department of the Corporation Counsel
County of Maui

bfed:2026bgt:budgetbills:2.08.060FY26 250429:dr

INTRODUCED BY:

A handwritten signature in cursive script, appearing to read "Alice L. Lee". The signature is written in black ink and is positioned above a horizontal line.

ALICE L. LEE

Resolution

No. 25-89, CD1

SETTING THE SALARY FOR THE DIRECTOR OF COUNCIL SERVICES FOR THE REMAINDER OF THE 2025-2027 COUNCIL TERM

WHEREAS, Section 2.08.060(B)(1), Maui County Code, states: “The annual salary for the director of council services and deputy director may be set by the council by resolution.”; and

WHEREAS, by Resolution 25-6, adopted on January 2, 2025, the Council appointed David M. Raatz, Jr. as Director of Council Services and set his annual salary for the 2025-2027 Council term; and

WHEREAS, the Council now wishes to adjust the salary for the Director of Council Services for the remainder of the 2025-2027 Council term, starting July 1, 2025; now therefore,

BE IT RESOLVED by the Council of the County of Maui that the annual salary of the Director of Council Services for the remainder of the 2025-2027 Council term, effective July 1, 2025, is \$239,043.

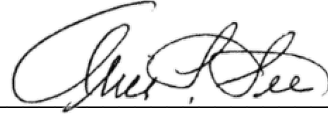
APPROVED AS TO FORM AND LEGALITY:



KRISTINA C. TOSHIKIYO
Department of the Corporation Counsel
County of Maui

bfed:2025bgt:budgetbills:250430reso2589

INTRODUCED BY:

A handwritten signature in cursive script, appearing to read "Alice L. Lee", written in black ink.

ALICE L. LEE

Resolution

No. 25-90, CD1

SETTING THE SALARY FOR THE DEPUTY DIRECTOR OF
COUNCIL SERVICES FOR THE REMAINDER OF
THE 2025-2027 COUNCIL TERM

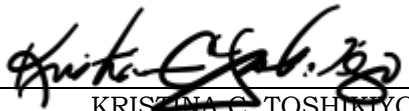
WHEREAS, Section 2.08.060(B)(1), Maui County Code, states: “The annual salary for the director of council services and deputy director may be set by the council by resolution.”; and

WHEREAS, by Resolution 25-7, adopted on January 2, 2025, the Council appointed Richelle K. Kawasaki as Deputy Director of Council Services and set her annual salary for the 2025-2027 Council term; and

WHEREAS, the Council now wishes to adjust the salary for the Deputy Director of Council Services for the remainder of the 2025-2027 Council term, starting July 1, 2025; now therefore,

BE IT RESOLVED by the Council of the County of Maui that the annual salary of the Deputy Director of Council Services for the remainder of the 2025-2027 Council term, effective July 1, 2025, is \$227,091.

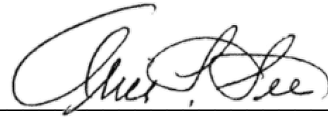
APPROVED AS TO FORM AND LEGALITY:



KRISTINA C. TOSHIKO
Department of the Corporation Counsel
County of Maui

bfd:2026bgt:budgetbills:250430reso2590

INTRODUCED BY:

A handwritten signature in cursive script, appearing to read "Alice L. Lee". The signature is written in black ink and is positioned above a horizontal line.

ALICE L. LEE

BFED Committee

From: Kristina C. Toshikiyo <Kristina.C.Toshikiyo@co.maui.hi.us>
Sent: Sunday, May 4, 2025 12:48 PM
To: BFED Committee
Cc: Peter A. Hanano; Richelle K. Kawasaki; Alice L. Hale
Subject: Transmitting BFED-1 Bills 48 and 49 and Resos 25-89 and 25-90
Attachments: 2025-05-04 BFED-1 CC-06 RAFL Closing Bills 48 & 48 and Resos 25-89 and 25-90 pdf.pdf

Aloha,

Please see the attached approved bills/resolutions.

Thank you!

Kristina

***Department of the Corporation Counsel emails may contain attorney-client privilege information and should not be forwarded without approval.

Kristina C. Toshikiyo
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