

MICHAEL P. VICTORINO  
Mayor

SCOTT K. TERUYA  
Director

MAY-ANNE A. ALIBIN  
Deputy Director



DEPARTMENT OF FINANCE  
COUNTY OF MAUI  
200 SOUTH HIGH STREET  
WAILUKU, MAUI, HAWAII 96793

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COUNTY CLERK

January 10, 2022

Honorable Michael P. Victorino  
Mayor, County of Maui  
200 South High Street  
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL

Michael P. Victorino 1/10/22  
Mayor Date

For Transmittal to:

Honorable Alice L. Lee, Chair  
Maui County Council  
200 South High Street  
Wailuku, Hawaii 96793

Dear Council Chair Lee:

**SUBJECT: COUNTY COUNCIL NOTIFICATION PURSUANT TO  
ORDINANCE NO. 5217, RELATING TO THE FISCAL YEAR 2022  
OPERATING BUDGET, SECTION 7 OF THE GENERAL BUDGET  
PROVISIONS**

Pursuant to Ordinance No. 5217, relating to the Operating Budget for the County of Maui for the Fiscal Year July 1, 2021 to June 30, 2022, Section 7 of the General Budget Provisions, this letter serves to respectfully inform the Maui County Council of the reallocation of position no. P-25603, from Purchasing Specialist II to Purchasing Specialist IV. This position is budgeted under the Purchasing Program, in the Department of Finance.

Section 7 requires written notice to the County Council setting forth: (1) an explanation of the reasons for change; and (2) organizational charts showing the existing organization and the proposed organization of the department shall be provided for reallocations and reclassifications that involve a change in supervisory duties and responsibilities.

The reallocation of P-25603 does not involve a change in supervision line of reporting nor supervisory duties; however, the compensation plan changed, from Bargaining Unit 13 at SR-18 to Bargaining Unit 13 at SR-22, due to changes in duties and responsibilities. The reallocation of this position has completed the County's administrative due diligence evaluation and authorization

COUNTY COMMUNICATION NO. 22-19

*Honorable Alice Lee, Chair*

*Page 2*

*January 10, 2022*

procedures, as applicable, by the Department of Personnel Services and Department of Management and properly fulfilled the required reorganization, union consultation, and/or pricing/classification review requirements.

The objectives of the reallocation of position no. P-25603 are as follows:

1. Provide the direct and specialized technical knowledge necessary for the Division of Purchasing to perform its functions and to provide advice and guidelines to the departments in all aspects of procurement process in compliance with the State and County procurement laws and regulations.
2. Allows the Central Purchasing Agent position to focus on other important tasks and administrative duties.
3. Supports the potential for promotion without examination and succession planning.

Attached for your reference is the approved FY 2021 Organizational Charts for the Division of Purchasing, which reflects the organizational structure prior to the reallocation of position no. P-25603. As stated earlier, the reallocation of this positions did not have a change in supervision line of reporting and thus, an approved re-organizational chart was not required for the completion of this reallocation of position. The FY 2022 Organizational Charts, which reflects the reallocated position is currently pending for review and approval.

Thank you for your attention on this matter. Should you have any questions or concerns, please contact me at extension no. 7474 or Deputy Director May-Anne Alibin at extension no. 7476.

Sincerely,

  
 SCOTT K. TERUYA  
Director of Finance

Attachments

cc: Department of Management (A, Hayashi, EA II)  
Department of Personnel Services

DEPARTMENT SUBMITTAL/APPROVAL BY:

Scott K. Teruya OCT 30 2020  
SCOTT K. TERUYA, FINANCE DIRECTOR DATE

APPROVED BY:

Sananda K. Dae 1/4/21  
SANANDA K. DAE, MANAGING DIRECTOR DATE

**PURCHASING DIVISION**  
DEPARTMENT OF FINANCE  
COUNTY OF MAUI  
Effective Date: September 30, 2020  
FY 2021 Organizational Chart

**PURCHASING DIVISION**  
**DEPARTMENT OF FINANCE**

Plans, coordinates, directs and administers all purchasing activities for materials, supplies, services and equipment needed by all agencies of the county assure compliance with ordinances and economies in purchase and use. Administers activities related to contracting for goods and services by establishing standard procurement specifications and monitoring contract provisions. Provides technical assistance and advice to departments on purchasing matters to include issuing purchase orders, maintaining procurement records and suppliers database. Responsible for processing and maintaining records for contracts, grants, leases, and other contractual obligations between the County of Maui and outside entities. (Maui County Charter: Sec 8-4.3 §5; Maui County Code: Ch 3.12; HRS: Title 9, Ch 103D)



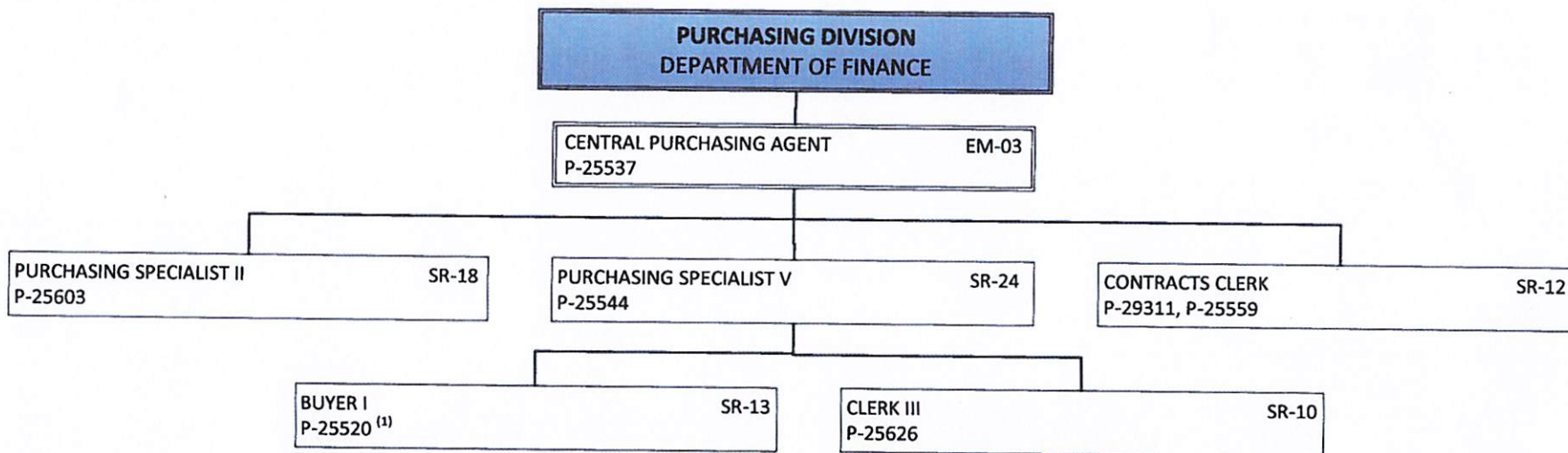
DEPARTMENT SUBMITTAL/APPROVAL BY:

*[Signature]* OCT 30 2020  
SCOTT K. TERUYA, FINANCE DIRECTOR DATE

APPROVED BY:

*[Signature]* 1/4/21  
SANANDA K. BAZ, MANAGING DIRECTOR DATE

**PURCHASING DIVISION**  
DEPARTMENT OF FINANCE  
COUNTY OF MAUI  
Effective Date: September 30, 2020  
FY 2021 Organizational Chart



**NOTE:**

<sup>(1)</sup> Position P-25520, Buyer I, SR-13, is budgeted in the FY 2021 Council Adopted Budget as Buyer II, SR-15; pending personnel action by the management to re-allocate position.