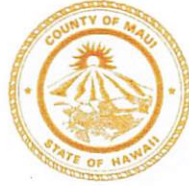


RICHARD T. BISSEN, JR.
Mayor

KEKUHAUPIO R. AKANA
Acting Managing Director



OFFICE OF THE MAYOR
COUNTY OF MAUI
200 SOUTH HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.mauicounty.gov

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OFFICE OF THE
COUNTY CLERK

January 12, 2023

The Honorable Tasha Kama, Council Chair
Maui County Council
200 South High Street
Wailuku, Hawaii 96793

Dear Council Chair:

SUBJECT: RESOLUTIONS APPOINTING DEPARTMENT DIRECTORS

Pursuant to Section 6-2(5) of the Revised Charter of the County of Maui (1983), as amended, I hereby provide notice of my Department Director appointments and attach for appropriate action the proposed resolutions approving appointments as follows:

Department of Management
Kekuhaupio "Keku" Akana, Managing Director

Department of the Corporation Counsel
Victoria J. Takayesu, Corporation Counsel

Department of the Prosecuting Attorney
Andrew H. Martin, Prosecuting Attorney

Department of Water Supply
John Stufflebean, Director of Water Supply

Department of Finance
Scott K. Teruya, Director of Finance

Department of Planning
Kathleen Aoki, Planning Director

Department of Public Works
Jordan Molina, Director of Public Works

Council Chair Tasha Kama

January 12, 2023

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Department of Environmental Management
Shayne Agawa, Director of Environmental Management

Department of Housing and Human Concerns
Lori Tshako, Director of Housing and Human Concerns

Department of Transportation
Marc Takamori, Director of Transportation

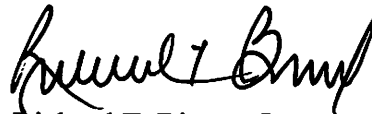
Department of Parks and Recreation
Patrick McCall, Director of Parks and Recreation

Department of Agriculture
Rogerene "Kali" Arce, Director of Agriculture

Attached, please find a copy of the job description and resume for each Department Director.

We look forward to working with you, collaboratively, and in the best interest of the County of Maui. Your kind attention and consideration are greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard T. Bissen, Jr.", written in a cursive style.

Richard T. Bissen, Jr.
Mayor, County of Maui

Enclosures



DIRECTOR OF FINANCE

**Class Code:
0C.065**

Bargaining Unit: N/A

COUNTY OF MAUI

Established Date: Dec 12, 2018

Revision Date: Dec 17, 2018

DUTIES SUMMARY:

- Prepare bills for the collection of money due the county, or authorize the preparation thereof, by other departments of the county government, under the director's general supervision.
- Collect and receive moneys due to or receivable by the county and issue receipts therefor, or authorize other departments to do so under conditions prescribed by the finance director.
- Keep accurate and complete account of receipts and disbursements.
- Maintain and manage the treasury and deposit moneys belonging to the county in depositories and instruments authorized by law which fulfill all conditions prescribed for them by law.
- Contract for services of independent contractors, including contractors for public works and county physicians, and permit disbursements to be made pursuant to policies established by the council.
- Be responsible for issuing and selling, paying interest on and redeeming bonds of the county.
- Prepare and issue warrants and checks.
- Prepare payrolls and pension rolls.
- Sell real property upon which improvement assessments or real property taxes are not paid within the period prescribed and dispose of real property or personal property not needed by any department of the county pursuant to policies established by ordinance, provided that all deeds and other conveyances shall be executed by the mayor.
- Rent or lease county property and award concessions pursuant to policies established by the council.
- Prepare and maintain a perpetual inventory of all lands and equipment or other personally owned, leased, rented or controlled by the county.
- Review assessment rolls for assessable public improvements prior to approval by the council and issue bills therefor after such approval has been given.
- Have custody of all official's surety bonds, except the surety bond of the director of finance, which shall be in the custody of the county clerk.

- Each quarter submit through the mayor to the council a statement of the revenues and expenditures for the preceding quarter and for the fiscal year up to and including the preceding quarter. Such statement shall be sufficiently detailed as to appropriations, allotments and funds to show the exact financial condition of the county and of each of its agencies and executive departments. A copy of the statement shall be filed with the county clerk and shall be a public record.
 - Administer the real property taxation function of the county.
 - Perform such other duties and functions as shall be assigned by the mayor.
- (Amended 1992)

MINIMUM QUALIFICATION REQUIREMENTS:

- Be a citizen of the United States.
- Be a resident of the State for at least one year immediately preceding the appointment.
- Have a minimum of five years of experience in a public or private financial position, at least three of which shall have been in an administrative capacity.
- As a part of or in addition to the five years of experience in a public or private financial position, three years of responsible managerial and budgetary experience.
- As a part of or in addition to the five years of experience in a public or private financial position, three years of experience in one or more of the following functions: preparing bills for the collection of money due, or authorizing the preparation of such bills by others being supervised; collecting and receiving moneys due or receivable and issuing receipts therefor, or authorizing other to do so under prescribed conditions; keeping an accurate and complete account of receipts and disbursements; maintaining and managing a treasury and depositing moneys in depositories and instruments authorized by law; contracting for services of independent contractors and permitting disbursements to be made pursuant to established policies; bearing responsibility for issuing, selling, paying interest on, and redeeming bonds; preparing and issuing warrants and checks; preparing payrolls and pension rolls; selling real property upon which improvement assessments or real property taxes are not paid within the prescribed period, and disposing of real property or personal property not needed pursuant to established policies; renting or leasing property and awarding concessions; preparing and maintaining a perpetual inventory of all lands and equipment owned, leased, rented, or controlled; reviewing assessment rolls for assessable public improvements and issuing bills once approved; having custody of official's surety bonds; submitting quarterly statements of revenue and expenditures for the preceding quarter and for the fiscal year up to and including the preceding quarter, and administering the real property taxation function of a municipality or other governmental entity.
- Have a bachelor's degree from an accredited college or university in finance, accounting, economics, business administration, public administration, or other relevant discipline, or a combination of education and work experience substantially equivalent to such a bachelor's degree.

ORDINANCE NO. 4847

BILL NO. 43 (2018)

**A BILL FOR AN ORDINANCE ESTABLISHING ADDITIONAL QUALIFICATIONS
FOR THE PLANNING DIRECTOR, THE DIRECTOR OF FINANCE, AND THE
DIRECTOR OF WATER SUPPLY**

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 the Planning Director, the Director of Finance, and the Director of Water Supply, 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. Chapter 2.14, Maui County Code, is amended by adding a new section to be appropriately designated and to read as follows:

"2.14.070 Planning director. The planning director shall have the following minimum qualifications:

1. As set forth in the charter, five years of experience in the field of planning, at least three of which shall have been in an administrative capacity, either in public service or private business, or both.

2. As a part of or in addition to the five years of experience in the field of planning, three years of responsible managerial and budgetary experience.

3. As a part of or in addition to the five years of experience in the field of planning, three years of experience in one or more of the following functions:

a. Serving as the administrative head of a department of planning.

b. Serving as the chief planning officer or technical advisor on planning-related matters.

c. Recommending revisions to a general plan of a municipality or other governmental entity, on behalf of the municipality or other governmental entity, to guide its development.

d. Preparing, administering, and enforcing long-range planning programs.

e. Preparing, administering, and enforcing a cultural resource management program.

f. Preparing, administering, and enforcing zoning ordinances, zoning maps and regulations, including but not limited to, coastal zone management areas and shoreline setback issues, and any amendments thereto.

g. Reviewing lists of proposed capital improvement projects and recommending their order of priority.

4. A bachelor's degree from an accredited college or university in urban planning, environmental planning, business administration, public administration, or other relevant discipline, or a combination of education and work experience substantially equivalent to such a bachelor's degree."

SECTION 3. Chapter 2.14, Maui County Code, is amended by adding a new section to be appropriately designated and to read as follows:

"2.14.080 Director of finance. The director of finance shall have the following minimum qualifications:

1. As set forth in the charter, five years of experience in a public or private financial position, at least three of which shall have been in an administrative capacity.

2. As a part of or in addition to the five years of experience in a public or private financial position, three years of responsible managerial and budgetary experience.

3. As a part of or in addition to the five years of experience in a public or private financial position, three years of experience in one or more of the following functions:

a. Preparing bills for the collection of money due, or authorizing the preparation of such bills by others being supervised.

b. Collecting and receiving moneys due or receivable and issuing receipts therefor, or authorizing others to do so under prescribed conditions.

c. Keeping an accurate and complete account of receipts and disbursements.

d. Maintaining and managing a treasury and depositing moneys in depositories and instruments authorized by law.

e. Contracting for services of independent contractors and permitting disbursements to be made pursuant to established policies.

f. Bearing responsibility for issuing, selling, paying interest on, and redeeming bonds.

g. Preparing and issuing warrants and checks.

h. Preparing payrolls and pension rolls.

i. Selling real property upon which improvement assessments or real property taxes are not paid within the prescribed period, and disposing of real property or personal property not needed pursuant to established policies.

j. Renting or leasing property and awarding concessions.

k. Preparing and maintaining a perpetual inventory of all lands and equipment owned, leased, rented, or controlled.

l. Reviewing assessment rolls for assessable public improvements and issuing bills once approved.

m. Having custody of official's surety bonds.

n. Submitting quarterly statements of revenue and expenditures for the preceding quarter and for the fiscal year up to and including the preceding quarter.

o. Administering the real property taxation function of a municipality or other governmental entity.

4. A bachelor's degree from an accredited college or university in finance, accounting, economics, business administration, public administration, or other relevant discipline, or a combination of education and work experience substantially equivalent to such a bachelor's degree."

SECTION 4. Chapter 2.14, Maui County Code, is amended by adding a new section to be appropriately designated and to read as follows:

"2.14.090 Director of water supply. The director of water supply shall have the following minimum qualifications:

1. As set forth in the charter, five years of experience in a management capacity, either in public service or private business, or both.

2. As set forth in the charter, the director or deputy director shall be a registered engineer.

3. As a part of or in addition to the five years of management experience, three years of responsible budgetary experience.

4. As a part of or in addition to the five years of management experience, three years of experience in one or more of the following functions:

a. Administering operations of a water purveyor, including day-to-day management and control of all water systems.

b. Preparing long-range capital improvement plans and up-to-date water use and development plans.

c. Implementing long-range capital improvement plans and water use and development plans.

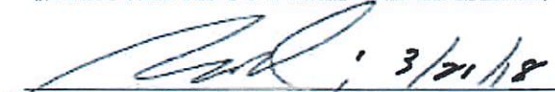
d. Preparing an annual operating and capital budget.

5. A bachelor's degree from an accredited college or university in engineering, water resources, business administration, public administration, or other relevant discipline, or a combination of education and work experience substantially equivalent to such a bachelor's degree."

SECTION 5. New material is underscored. In printing this bill, the County Clerk need not include the underscoring.

SECTION 6. This ordinance shall take effect on January 2, 2019.

APPROVED AS TO FORM AND LEGALITY:

 3/21/18
EDWARD S. KOSHI, JR.
Department of the Corporation Counsel
County of Maui

pea:misc:027abill09(plan-finance-water):ske

PERSONAL RESUME OF SCOTT K. TERUYA



Education

- 1993 Graduated from University of Hawaii, Manoa Campus, Honolulu, Hawaii.
Received Baccalaureate degree from the College of Business Administration;
Real Estate major.
- 1987 Graduated from Roosevelt High School, Honolulu, Hawaii.
- 1984 Completed education at Stevenson Intermediate School, Honolulu, Hawaii.
- 1984 Graduated from Manoa Japanese Language School, Grades K-9, Honolulu,
Hawaii.
- 1981 Completed education from Manoa Elementary School, Honolulu, Hawaii.

Professional Affiliation

- Designated Member of the International Association of Assessing Officers (IAAO)
- Nominating Committee member – 2022 to Present.
 - Governance Committee member – 2021.
 - Elected to Board of Directors 2018-2020.
 - IAAO member of the year – 2014.
 - Assessment Administrative Specialist (AAS) designation - 2013.
 - Accredited member since 2012.
 - Member since 2001.
- 2001 Associate Member of the Appraisal Institute.
- 1997 Licensed as a Certified Residential Appraiser.
State of Hawaii, Department of Commerce and Consumer Affairs Division.
License #CRA-606, Active Status
- 1994 Licensed as a Real Estate Salesperson.
State of Hawaii, Department of Commerce and Consumer Affairs Division.
License #54210, Inactive Status

Work Experience

- 1/19 to Present County of Maui, Department of Finance
200 S. High Street, Wailuku, Hawaii 96793
Position held: Director of Finance
- 09/97 to 12/18 County of Maui, Department of Finance
Real Property Assessment Division.
70 E. Kaahumanu Avenue, Suite A-16, Kahului, Hawaii 96732
Position held: County Real Property Tax Administrator, since 2007
- 01/01 to 1/05 Paradise Appraisals
360 Hoohana Street, Suite 201, Kahului, HI 96732
Position held: Independent Fee Appraiser
- 01/97 to 08/97 City and County of Honolulu
Department of Finance, Real Property Assessment Division
842 Bethel Street, 2nd Floor, Honolulu, Hawaii 96813
Position held: Real Property Appraiser III
- 02/94 to 01/97 Steven Nishimura & Associates, Inc.
2976 Kress Street, Suite #3
Lihue, Kauai, Hawaii 96766
Position held: Staff Appraiser

Volunteer Boards, Committees and Commissions

- 01/22 to Present International Association of Assessing Officers
Appointed Member – Nominating Committee
- 08/20 to 08/22 State of Hawaii
Member – Tax Review Commission
- 01/21 to 12/21 International Association of Assessing Officers
Appointed Member – Governance Committee
- 01/18 to 12/20 International Association of Assessing Officers
Board of Directors, Region 1
Three Year Term 01/01/2018-12/31/20
- 9/17 to 9/18 Hawaii Government Employees Association
Managerial and Confidential Excluded Chapter, Board of Director
Chair – Maui Island Division

10/14 to 12/17	International Association of Assessing Officers Appointed Member – Chapter and Affiliates Committee
10/13 to Present	International Association of Assessing Officers State of Hawaii - Representative
07/13 to Present	Hawaii Chapter of the International Association of Assessing Officers. Director, President 2013-2017
01/11 to 12/13	Maui Mall Merchants Association. Director-Vice President
12/09 to 01/22	Maui Bronco League. Central Maui Youth Baseball Organization President 2017-2019
10/05 to 04/13	Wailuku Country Estates Community Association Board member of the Design Review Committee Chairman 2005 – 2013
03/04 to 8/06	Wailuku Country Estates Community Association Director-Vice President
1996	County of Kauai Member - Board of Review
1995 to 1996	State of Hawaii Chairman - Natural Disaster Claims Commission

References

Mayor Michael P. Victorino
County of Maui
Wailuku, HI Ph: [REDACTED]

Kalbert K. Young
VP Budget and Finance/CFO, University of Hawaii
Honolulu, HI Ph: [REDACTED]

Mike Dahilig
Managing Director to Mayor Kawakami, County of Kauai
Lihue, HI Ph: [REDACTED]