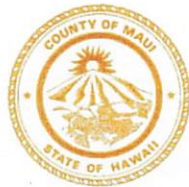


RICHARD T. BISSEN, JR.
Mayor

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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2023 JAN 13 PM 3:25
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

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

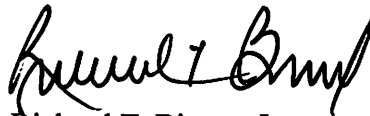
Department of Parks and Recreation
Patrick McCall, Director of Parks and Recreation

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 PLANNING

**Class Code:
0C.030**

Bargaining Unit: N/A

COUNTY OF MAUI

Established Date: Jul 5, 2018

Revision Date: Dec 14, 2018

DUTIES SUMMARY:

- Be the administrative head of the Department of Planning.
- Serve as the chief planning officer of the county and as the technical advisor to the mayor, council and planning commissions on all planning and related matters.
- Recommend revisions of the general plan at least every ten (10) years to guide the development of the county.
- Prepare, administer, and enforce long-range planning programs
- Prepare, administer, and enforce a cultural resource management program.
- Prepare, administer, and enforce zoning ordinances, zoning maps and regulations and any amendments or modifications thereto.
- Review the lists of proposed capital improvement projects contemplated by the county and recommend the order of their priority to the mayor.
- Perform such other duties and functions as shall be required by law or as shall be assigned by the mayor. (Amended 2002, 1996)

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 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. (Amended 2016)
- 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.
- 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: serving as the administrative head of a department of planning; serving as the chief planning officer or technical advisor on planning-related matters; 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; preparing, administering, and enforcing long-range planning programs; preparing, administering, and enforcing a cultural resource management program; 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; reviewing lists of proposed capital improvement projects and recommending their order of priority.

- Have 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.**

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.

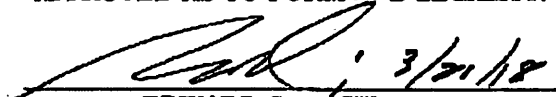
d. Preparing an annual operating and capital budget.

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:


EDWARD S. KOSHI, JR.
Department of the Corporation Counsel
County of Maui

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SUMMARY OF PROFESSIONAL QUALIFICATIONS

- Experienced administrator and planner with exceptional management and organization skills and the ability to work collaboratively with colleagues, government agencies, appointed boards, commissions, advisory committees, non-profits, consultants, landowners, developers and the public.
- Extensive knowledge of Maui County's operating and capital improvement programs.
- Experienced in project management, developing long range and master plans and special projects.
- Self motivated and skilled in gathering, manipulating, and analyzing data.
- Detail oriented with excellent written and communication skills.

EDUCATION

- Graduate Studies, Speech Communication, University of Arizona 1992
- Bachelor of Arts, Speech Communication, University of Hawaii 1990
- High School Diploma, Hilo High School
- Certificate of Completion – VITEC Care and Training for the Caregiver

PROFESSIONAL EXPERIENCE

Department of Planning, County of Maui – Maui, HI

Oct 31, 2022-Dec 22, 2022

Long Range Division

Planning Program Administrator (Temporary Assignment)

- Oversee the Long Range Planning Division.
- Formulate, oversee, and direct update of the General Plan including the Countywide Policy Plan, Maui Island Plan, and Community Plans (specifically the South Maui Community Plan).
- Hire new staff; assess staff development and training needs; allocating/assigning, tracking and monitoring staff assignments including planning and GIS functions.
- Represent the Director and provide expert consultations at public meetings, meetings with boards, commissions, individuals, community groups and the Maui County Council.

Department of Planning, County of Maui – Maui, HI

Dec 2015 - present

Plan Implementation Division

Planning Program Manager/Administrator

- Oversee Plan and Policy Implementation of the General Plan (Countywide Policy Plan, Maui Island Plan, and Community Plans).
- Formulates, oversees, and directs: Special Planning Projects (ex. Title 19 Audit, Title 19 Rewrite, Digital Zoning Maps, Lanai SMA Boundary Map); Annual Implementation Reports for the Planning Director, Mayor and County Council; Drafting and commenting on proposed land use ordinances and administrative rules, studies and reports.
- Coordinates the Division's planning activities with the Zoning Administration and Enforcement, Current and Long Range Divisions.
- Oversee Plan and Policy Monitoring of the General Plan (Countywide Policy Plan, Maui Island Plan, and Community Plans).
- Review and analysis of the County's capital improvement budget and its consistency with the General Plan.
- Hire new staff; assess staff development and training needs; preparation and monitoring of divisional budget; allocating/assigning, tracking and monitoring of staff assignments including planning and GIS functions.

- Represent the Director and provides expert consultation at public meetings, meetings with boards, commissions, individuals, community groups and the Maui County Council.

Department of Housing & Human Concerns, County of Maui-Maui, HI May 2013-Dec 2015
Kaunoa Senior Services Division

Assistant Administrator

- Assist with and supervise the administration and operations of five sections and four locations of the County's Senior Services Division.
- Develop short and long rang goals and objectives.
- Establish standards, policies and procedures for the various sections.
- Create, manage and effectuate yearly budget.
- Hire new staff; assess staff development and training needs; conduct performance evaluations; and other related personnel duties.
- Apply for and manage a federal grant for RSVP.
- Oversee management, construction, maintenance, and repair of all facilities.
- Conduct and review studies, surveys and data collection in order to evaluate effectiveness of programs and to formulate areas of improvement.
- Conduct public presentations and public awareness campaigns to generate community interest and support.
- Represent the Administrator and Director at public meetings, events, boards and commissions, and the Maui County Council.

Department of Planning, County of Maui – Maui, HI
Current Division

Jan 2011-April 2013

Planner V

- Supervise and individually conduct fact-finding, analysis, conclusions and recommendations of socio-economic, physical and other data for a phase or phases of development requiring approval, such as Community Plan Amendments, Change in Zonings, Conditional Permits, Special Use Permits, Special Management Area Permits, State Land Use District Boundary Amendments, Historic District Approvals, etc.
- Organize and maintain effective liaison between planning department divisions, government agencies, the public, and other groups and provide lead direction to all on planning programs, methods, procedures, and compliance with applicable standards and specifications.
- Assist and provide administrative support to the Maui County Council, various boards and commissions including the Maui, Lanai and Molokai Planning Commission.
- Provide analysis and recommend actions on various aspects of planning.
- Assist and provide review and comment on the development of or amendment to appropriate legislation relating to land use and zoning principles and laws.

Department of Planning, County of Maui – Maui, HI

May 2010 – Dec 2010

Director

- In addition to those items described for Deputy Director, primarily responsible for understanding and managing high profile, sensitive or controversial political situations.
- Attend County Council, Planning Commission and other various boards and commission meetings as the lead representative for the department.
- Draft and implement the General Plan and other planning projects.
- Develop organization-wide and department-wide goals, objectives, policies and procedures.

- Report events and activities of the department to Mayor's Office and County Council.
- Create, manage and effectuate yearly departmental budget.
- Provide direct assistance to government and non-profit agencies on projects such as the proposed transfer of the Montana Beach House to Hospice Maui; the expansion of Maui Memorial Hospital; and proposed affordable housing at Kula Ridge.

Department of Planning, County of Maui – Maui, HI

Sept 2008 – April 2010

Deputy Director

- Knowledgeable of the theory, principles and techniques of planning and development processes; federal, state and local laws, ordinances and codes pertaining to a wide variety of planning topics.
- Management of day to day operations including personnel management; supervision of all staff, either directly or indirectly through senior staff; payroll; employee union contract requirements; evaluations; promotions; grievances; and training.
- Develop department-wide goals, objectives, policies and procedures as well as assist in the development of organization-wide policies and procedures.
- Oversee the drafting and implementation of fiscal year budget; monitor and control expenditures.
- Assist and review planning-related legislation and applicability to department projects.
- Assist in the analysis, review and presentation of department reports and presentations such as the construction of the Kaunoa Lanai Senior Center and the Kihei Police Station.
- Serve as a liaison to and for the Mayor and Managing Director's Office.
- Monitor and ensure compliance with local, State and Federal laws, such as the review and implementation of Act 054, the "Complete Streets" law which addresses the needs of Hawaii's seniors, bicyclists, and pedestrians to have safe, well accommodated, streets.

Department of Planning, County of Maui – Maui, HI

Nov 2002 – Sept 2008

Long Range Division

Planner I-V

- Lead coordinator of the capital improvement portion of the County General Plan and Community Plan policies. Includes project interface, resource management, financing strategies, and prioritization.
- Conduct fact-finding, research and analysis to prepare plans for the development of a geographic area, public facility or activity within Maui County.
- Organize and maintain effective liaison between planning department divisions, government agencies, consultants, commissions and boards, citizen advisory groups and other focus groups.
- Coordinate and manage activities including consultant contract management and agency and public participation in planning projects or programs. Lead project planner for the Pali to Puamana Parkway Masterplan. Assist various agencies or groups, such as the Office of Aging or NPAC, in various seminars including "Designing Livable Communities" and "Leaving a Legacy: Recreating Our Work and Play". Assist and represent other agencies in long range planning facilities and programs.
- Create, conduct or review presentations on reports, master plans, and other related issues or projects. Provide research and analysis and recommend/formulate actions on developing long term care or elderly activity statistics, programs and planning.
- Assign, direct and coordinate Geographic Information System (GIS) tasks related to planning projects and County and State public facilities and infrastructure.

Department of Labor & Industrial Relations, State of Hawaii – Maui, HI

Unemployment Insurance Division

Unemployment Insurance Assistant III

May 1994 – Nov 1994

Unemployment Insurance Specialist I-III

Nov 1994 – Nov 2002

- Review records and interview persons to secure facts necessary to adjudicate benefit claims under various State and Federal programs.
- Assist applicants with retirement, social security or Medicare benefits and determine full or partial eligibility for benefits, and assist in workforce referral programs.
- Independently perform claims examination and investigation work; write formal letters of determinations of eligibility; participate and testify at appeal hearings.
- Conduct investigations on improperly paid claims suspected of fraud.
- Administrate claims based on Hawaii Revised Statutes Chapter 383.

Quadna Incorporated - Tucson, AZ

Feb 1991 – Nov 1992

Bookkeeper

- Accounts payable; accounts receivable; cash receipts; bank deposits; credit ratings; journal entries; general ledger (Solomon 7 program); light reception; word processing.