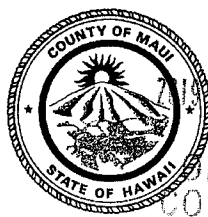


MICHAEL P. VICTORINO
Mayor

SANDY K. BAZ
Acting Managing Director



RECEIVED

JAN 14 PM 4:39

OFFICE OF THE
COUNTY COUNCIL

COUNTY OF MAUI
OFFICE OF THE MAYOR
200 SOUTH HIGH STREET
WAILUKU, HI 96793

January 14, 2019

Mike Molina, Chair
GET Committee
Maui County Council
c/o 200 S. High Street, 7th Floor
Wailuku, Hawaii 96793

RE: GET-1; Director Appointment for the Department of Housing and Human Concerns

Dear Chair Molina:

For your review, enclosed please find:

1. County of Maui Job Description for the Director of Housing and Human Concerns
2. Ordinance No. 4841, Bill No. 37 (2018) of the Maui County Code
3. Resume for William Spence

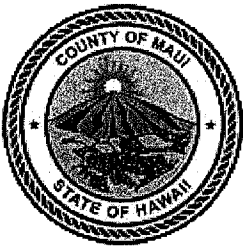
Thank you for your consideration of this applicant. Should you have any questions or concerns, please do not hesitate to call me at ext. 5535.

Sincerely,

A handwritten signature in black ink that reads "Michael P. Victorino".

MICHAEL P. VICTORINO
Mayor, County of Maui

Enclosures



DIRECTOR OF HOUSING AND HUMAN CONCERNS

Class Code:
0C.070

Bargaining Unit: N/A

COUNTY OF MAUI

Established Date: Jun 26, 2018

Revision Date: Dec 14, 2018

DUTIES SUMMARY:

- Develop a comprehensive approach to the effective administration and coordination of programs and plans of action designed to meet human needs in the county.
- Develop, supervise and coordinate such programs and projects as shall be assigned by the mayor.
- Perform such other duties and functions as may be assigned by the mayor.

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 an administrative capacity, either in public service or private business, or both. (Amended 2016, 1992)
- As part of or in addition to the five years of administrative experience, three years of responsible managerial and budgetary experience.
- As part of or in addition to the five years of administrative experience, three years of experience in developing, supervising and coordinating programs and projects designed to meet housing and/or human needs.
- A bachelor's degree from an accredited college or university in business administration, public administration, sociology, or other relevant discipline, or a combination of education and work experience substantially equivalent to such a bachelor's degree.

ORDINANCE NO. 4841

BILL NO. 37 (2018)

A BILL FOR AN ORDINANCE ESTABLISHING ADDITIONAL QUALIFICATIONS
FOR THE DIRECTOR OF HOUSING AND HUMAN CONCERNS

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 Director of Housing and Human Concerns, 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:

"2.14.060 Director of housing and human concerns. The director of housing and human concerns shall have the following minimum qualifications:

1. As set forth in the charter, five years of experience 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 administrative experience, three years of responsible managerial and budgetary experience.

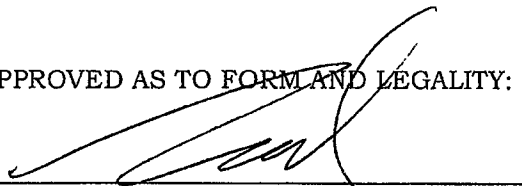
3. As a part of or in addition to the five years of administrative experience, three years of experience in developing, supervising and coordinating programs and projects designed to meet housing and/or human needs.

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

SECTION 3. New material is underscored. In printing this bill, the County Clerk need not include the underscore.

SECTION 4. This ordinance shall take effect on January 2, 2019.

APPROVED AS TO FORM AND LEGALITY:



EDWARD S. KUSHI, JR.

Department of the Corporation Counsel
County of Maui
2017-0098

PEA-27 2018-02-27 Proposed Ordinance
Additional Qualifications (DHHC)

WE HEREBY CERTIFY that the foregoing BILL NO. 37 (2018)

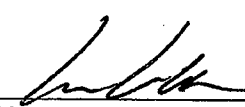
1. Passed FINAL READING at the meeting of the Council of the County of Maui, State of Hawaii, held on the 6th day of April, 2018, by the following vote:

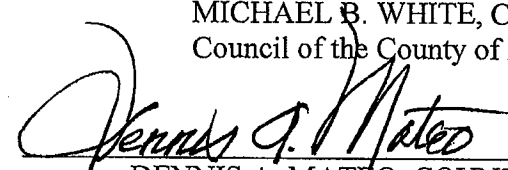
Michael B. WHITE Chair	Robert CARROLL Vice-Chair	Alika ATAY	Eleanora COCHRAN	S. Stacy CRIVELLO	Donald S. GUZMAN	G. Riki HOKAMA	Kelly T. KING	Yuki Lei K. SUGIMURA
Aye	Aye	Aye	Aye	Aye	Excused	Aye	Excused	Aye

2. Was transmitted to the Mayor of the County of Maui, State of Hawaii, on the 10th day of April, 2018.


DATED AT WAILUKU, MAUI, HAWAII, this 10th day of April, 2018.

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2018 APR 10 PM 3:11
OFFICE OF THE MAYOR

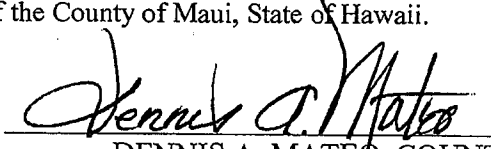

MICHAEL B. WHITE, CHAIR
Council of the County of Maui


DENNIS A. MATEO, COUNTY CLERK
County of Maui

THE FOREGOING BILL IS HEREBY APPROVED THIS 13 DAY OF April, 2018.


ALAN M. ARAKAWA, MAYOR
County of Maui

I HEREBY CERTIFY that upon approval of the foregoing BILL by the Mayor of the County of Maui, the said BILL was designated as ORDINANCE NO. 4841 of the County of Maui, State of Hawaii.


DENNIS A. MATEO, COUNTY CLERK
County of Maui

Passed First Reading on March 23, 2018
Effective date of Ordinance January 2, 2019

RECEIVED
2018 APR 13 PM 2:34
OFFICE OF THE
COUNTY CLERK

I HEREBY CERTIFY that the foregoing is a true and correct copy of Ordinance No. 4841, the original of which is on file in the Office of the County Clerk, County of Maui, State of Hawaii.

Dated at Wailuku, Hawaii, on

County Clerk, County of Maui

William Spence

Professional Experience

Director of Housing and Human Concerns. July 2018 to Present

As the first Housing Director with a working knowledge of the entitlement and development processes, I have initiated a number of projects and have accomplished the following:

- Appropriating affordable housing funds to conduct feasibility studies for two properties controlled by the county. This is the first such proactive step undertaken by the county in many years.
- Implementing the mayor's "fast-track" permitting program that prioritizes permits for affordable projects. Months of time have been saved for two projects, other builders have inquired for when they apply for permits.
- Pushed permits through for Kaiwahine, a 100% affordable rental project, enabling the developer to meet deadlines that secured \$50 million in funding.
- Provided draft legislation to council toward prioritizing ministerial and discretionary permitting for affordable housing projects.
- Working with developers and small landowners toward the use of low-cost modular structures primarily aimed at housing our homeless population.
- Working with small landowners and a church for new concepts, including the development of "tiny homes villages."

Planning Director, January 2011 to July 2018

I am the second longest-termed Planning Director in Maui County history. During my tenure I accomplished and oversaw a number of significant projects including:

- Completing an audit of our 50-year old zoning code, and obtaining a \$500,000 budget from Council to completely replace it.
- Drafting State legislation giving more authority to the counties over state land use districts. This was supported by HSAC and the county planning directors.
- Appearing before members of the State Senate and House, as well as their committees, the State Land Use Commission, and numerous times before Council in support of all types of housing projects.
- Started the Plan Implementation Division, dedicating resources to doing the many projects and actions contained in Maui Island Plan and community plans.

- Overseeing the finalization of the digital zoning map ("DSSRT") project approved by the council in 2018.
- Initiating the re-write of our Special Management Area rules to reduce the number of permits required and clarify vague and inconsistent policies.
- Working closely with Corporation Counsel, defending the county in a number of lawsuits and other legal proceedings.

Planning Consultant, 2002 to 2011

As an independent consultant, my focus was to help small and medium-sized land owners to obtain discretionary or legislative approvals. These approvals ranged from simple assessments, to bed-and-breakfast operations, to large subdivisions, condominium projects, and quasi-public projects.

My responsibilities in representing land owners included assembling all of the necessary information and studies, writing a technical report, packaging them into an application document. I stayed with the applications throughout the governmental process and to approval. I often made presentations to community associations, neighbors, and decision-making bodies such as planning commissions or the County Council. As a normal part of the permitting process I worked closely with other professionals such as engineers, architects, archaeologists, and attorneys.

Staff Planner, 1992 to 2002

During my ten years at the Maui Planning Department, I was involved in virtually every type of permit and legislative action. I was also the lead planner for a number of special projects like community plan revisions and mass rezonings. All of them involved multiple presentations and hearings before public-interest groups, citizen advisory committees, the Maui and Molokai Planning Commissions, and the Maui County Council:

Professional Affiliations

-
- American Planning Association, 28 years
 - International City/County Management Association
 - Former board member of the Hui Noeau and Art Maui

Personal

[REDACTED]

[REDACTED]

[REDACTED]