

MICHAEL P. VICTORINO  
Mayor

SCOTT K. TERUYA  
Director

MAY-ANNE A. ALIBIN  
Deputy Director

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COUNTY OF MAUI  
200 SOUTH HIGH STREET  
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2019 JUN 25 AM 9:35  
OFFICE OF THE MAYOR

June 24, 2019

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

For Transmittal to:

Honorable Tasha Kama, Chair  
Affordable Housing Committee  
Maui County Council  
200 South High Street  
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL

Michael P Victorino 6/25/19  
Mayor Date

**SUBJECT: CONFLICTS BETWEEN CHAPTER 2.96, MAUI COUNTY CODE,  
RELATING TO THE RESIDENTIAL WORKFORCE HOUSING  
POLICY, AND CHAPTER 3.35, MAUI COUNTY CODE,  
RELATING TO THE AFFORDABLE HOUSING FUND (AH-23)**

Dear Chair Kama:

In response to your letter dated June 21, 2019, enclosed herewith please find the response to your request:

1. Please provide a job description of the Real Property Manager expansion position recently allocated to the Department of Finance Real Property Tax Division.

*The Real Property Manager I expansion position for FY20 reports to the Director's office and attached is a copy of the proposed job description for the expansion position.*

Honorable Tasha Kama, Chair  
Affordable Housing Committee  
06/24/2019  
Page 2

2. Will the Real Property Manager be tasked with identifying and developing opportunities for affordable housing on County-owned or -leased lands?

*The position of the Real Property Manager I is an entry position and the position description attached summarized general duties. I believe the Department of Housing and Human Concerns has a Development Project Coordinator position.*

Should you have any questions, please feel free to contact me at extension 7474.

Sincerely,



SCOTT K. TERUYA  
Director of Finance

Attachment

## DUTIES OF THE POSITION

Under close supervision receives initial orientation and training in learning basic principles on the range of assignments involved to coordinate all activities related to the acquisition, disposition, and leasing of County real property, and the management and control of existing real property assets.

This position is introduced to all county, state and federal regulations regarding the acquisition or sale of such property.

Under general supervision of the Real Property Manager V, introduced to policies, processes and procedures to be used county-wide which address the acquisition, management, control, and disposition of real property. Receives training and orientation in the principles, theories, methods, and techniques for property appraisals, leases, contracts and other transaction relating to the roles and responsibilities of this position. Also introduced to existing policies and procedures and applicable County laws.

Under general supervision introduced to coordinating with applicable departments in the management of county granted leases and concessions. Introduced to studies and collects and analyzes data related to property leases, contracts, rental or sales options, and transactions in order to develop reports. Participates in the creation or development of all necessary documents and other materials required for each transaction. Assists Real property Managers in reviewing and monitoring of county leases to ensure timely compliance and adherence to stipulated contractual terms.

(a)(b) 60%

Receives assistance in facilitating a systematic and periodic review and inspection of leased county properties to ensure facilities and assets are well maintained and free from lease violations. Receives training on re-negotiation, drafting, signing, and approval of county lease documents and contracts between applicable departments and stakeholders. Assists with preparing a quarterly report to the Director of all activities related to property management, contracts, and leases. (a)(b) 30%

May be assigned to do research or to projects in a variety of related areas by the Director.  
May perform other related duties as required. 10%

### Notes:

- (a) The performance of this function is the reason that the job exists.
- (b) The number of other employees available to perform this function is limited.
- (c) This function is highly specialized, and the employee is hired for special expertise or ability to perform this function.