

## **COUNTY OF MAUI**

<https://www.mauicounty.gov>

The County of Maui consists of the islands of Maui, Molokai, Lanai, and Kahoolawe, and all other islands lying within three nautical miles off the shores thereof and waters adjacent thereto, except that portion of the island of Molokai known as Kalaupapa, Kalawao, and Waikolu, and commonly known and designated as the Kalaupapa Settlement. The County is a corporate body with all powers authorized by the State Constitution, the laws of the State of Hawaii, and the Maui County Charter.

### **LEGISLATIVE BRANCH**

<https://www.mauicounty.gov/66/Council>

#### **COUNTY COUNCIL**

Except as otherwise provided by the Charter, legislative powers are vested in and exercised by the County Council, which consists of nine members elected at large for two-year terms. No member of the Council may serve more than five consecutive full terms. Each member is a resident of one of the following areas: island of Lanai, island of Molokai, East Maui (Hana-Keanae-Kailua), West Maui, Makawao-Haiku-Paia, "Upcountry" (Pukalani-Kula-Ulupalakua), South Maui, Kahului, or Wailuku-Waihee-Waikapu.

The County Council is the lawmaking body of the County of Maui and determines policies and programs for the County. The Council is responsible for the enactment of ordinances affecting county law and the adoption of resolutions setting public and county policy. Among its powers are the adoption of a general plan setting forth the County's broad policies for long-range development; setting policies, appropriating funds, and providing legislative oversight for the County's public safety, environmental protection, housing, recreation, transportation, and other community needs; enactment and monitoring of a water conservation plan, and amendments to the water use and development plan for the county; enactment of zoning and other land use ordinances affecting the development of property; enactment of the annual legislative and executive budget ordinances and their balancing through the enactment of revenue producing resolutions and/or ordinances where necessary; adoption of a pay plan; authorization for the issuance and repayment of general obligation and revenue bonds; authorizing proceedings in eminent domain; requiring periodic and special reports relating to the functions and operation of county departments; retaining special counsel for matters presenting a real necessity for such employment; and investigation of the operations of any county agency or function and any matter subject to legislation by the Council.

**Office of the County Clerk.** The Office of the County Clerk consists of the County Clerk and necessary staff. The County Clerk is appointed and may be removed by the Council. The County Clerk is the clerk of the Council; takes charge of, safely keeps, and disposes of all books, papers, and records that may be properly filed with the Office and keeps in separate files all bills, ordinances, resolutions, and rules, and cumulative indices of same; has custody of the county seal; conducts all elections held within the County as provided by law; certifies ordinances; adopts rules

for the classification, storage, and destruction of all records of the County; and performs such other functions as may be prescribed by the Council or law.

**Office of Council Services.** The Office of Council Services provides research, clerical, and logistical support to the committees and members of the Council in the performance of their official legislative duties. The role of the central staff is to focus on the legislative work of the Council and its committees. The Office directly supports the policy-making process in the following ways: by enabling compliance with procedural requirements; by researching and organizing information on policy issues; by helping Council members coordinate and carry out the legislative process; and by responding to requests for information from the general public. In addition, the central staff provides the following types of support: fiscal, facilities, procurement, and personnel administration processing for Council members' individual offices; administrative assistance to the office of the Council Chair; and services for recurring major legislative activities, which include annual budget deliberations, monitoring of state legislation, community plan reviews, and Hawaii State Association of Counties' functions. The central staff also assists with Council-initiated projects undertaken as a check on the administrative authority of the executive branch.

**Office of the County Auditor.** The Office of the County Auditor is headed by the County Auditor who is appointed to a six-year term by a majority vote of the County Council. By a two-thirds vote of its membership, the Council may remove the County Auditor at any time for cause. Among the powers and duties of the County Auditor, the County Auditor conducts or causes to be conducted: (1) an independent annual financial audit of the County; (2) other program, financial, or performance audits or evaluations regarding county organizations, operations, and regulations; and (3) performance or financial audits of the funds, programs, or activities of any agency or function of the County, as the County Auditor deems warranted.

## **EXECUTIVE BRANCH**

<https://www.mauicounty.gov>

Except as otherwise provided by the Charter, the executive power of the County is vested in and exercised by the executive branch, which is headed by the Mayor.

## **MAYOR**

The Mayor is elected to a term of four years and may not serve more than two consecutive full terms. The Mayor must be a United States citizen who has been a voter and resident of the County for at least one year preceding the filing of nomination papers. The Mayor is the chief executive officer of the County. Among the powers and duties enumerated by the Charter, the Mayor exercises supervision, directly or through the Managing Director, over executive agencies; appoints the necessary staff for which appropriations have been made by the Council; recommends to the Council a pay plan for all County officers and employees whose compensation is not otherwise provided for by law; submits an operating budget and a capital program annually to the Council for its consideration, and controls, manages, and executes the annual operating budget and capital program; makes annual and periodic reports informing the public of County policies,

programs, and operations; approves or vetoes bills passed by the Council; enters into contracts with other counties, the State, or the United States for the performance of any function or activity which the County is authorized to perform; prepares and processes applications for state, federal, or other governmental funds on behalf of the County; and exercises other powers and performs other duties prescribed by the Charter or by law.

**ATTACHED FOR ADMINISTRATIVE PURPOSES**

**Cost of Government Commission.** The Cost of Government Commission consists of nine members who are appointed to five-year terms by the Mayor with the approval of the Council. The Commission is advisory to the County Auditor. The Commission studies and investigates the organizations and methods of operations of all departments, commissions, boards, and offices, and other instrumentality of all branches of the county government and determines what changes, if any, may be desirable to accomplish county policy. The Commission submits an annual report of its findings and recommendations to the Mayor, Council, and County Auditor.

**Committee on the Status of Women.** The Committee on the Status of Women consists of seven members who are appointed to four-year terms by the Mayor and the Corporation Counsel and the county representative on the State Commission on the Status of Women who serve as ex officio members. The Committee develops information as the State Commission on the Status of Women requires or as the Committee deems advisable concerning the status of women in the County. The Committee also submits to the State Commission plans and proposals affecting the status of women in the County.

**Salary Commission.** The Salary Commission consists of nine members who are appointed to five-year terms by the Mayor with the approval of the Council. The Commission determines the compensation of elected officials and appointed directors and deputy directors of all county departments provided, however, in establishing the compensation of appointed department heads and their deputies, the Commission consults with those boards and commissions that have appointing authority for department heads.

**Kula Agricultural Park Committee.** The Kula Agricultural Park Committee consists of eleven members: two representatives from the agricultural lending or banking community; one representative from the Maui County Farm Bureau Board; one representative from an agricultural trade organization; one representative from the Maui Farmers Exchange or other produce processing co-op; one representative from the Tenants Association of Kula Agricultural Park; one representative from the University of Hawaii Extension Service; one representative from the Office of the Mayor; one representative from the Council; and two representatives from the general public. The representative from the Council is appointed by the Council for a term concurrent with the council member's term of office. The representative from the Office of the Mayor is appointed by the Mayor, without approval by the Council, for a term concurrent with the Mayor's term of office. The remaining nine members are nominated by the Mayor and approved by the Council for five-year terms. The Committee is advisory and makes recommendations to the County on matters pertaining to Kula Agricultural Park, the purpose of which is to promote the development of diversified agriculture by providing appropriately-sized agricultural lots at reasonable rent and long-term tenure.

**Workforce Development Board.** The Workforce Development Board (WDB) is a broad-based private-sector driven organization. It provides oversight of programs of the federal Workforce Innovations and Opportunity Act (WIOA),<sup>1</sup> and establishes policies that enable WIOA programs to serve participant needs. It is comprised of both private and public sector members appointed by the Mayor. At least 51 percent of the WDB membership, as well as the Board Chair and Vice Chair, are from the private sector. The Executive Director of the WDB represents the Mayor on the State's Workforce Development Council.

## **DEPARTMENT OF MANAGEMENT**

The Department of Management consists of a Managing Director and necessary staff. The Managing Director is appointed and may be removed by the Mayor. The Managing Director, who must have had five years of experience in an administrative capacity, either in public or private business or both, acts as the principal management aide to the Mayor. Under the Managing Director, the Department supervises and evaluates the administrative functions, management, and performance of and prescribes standards for the administrative practices of all agencies, departments, boards, and commissions assigned by the Mayor; and performs other duties required by the Charter or assigned by the Mayor.

### **Maui Emergency Management Agency**

The Maui Emergency Management Agency is responsible for administering and operating the various local, state, and federal emergency programs for the County. This includes planning, preparing, and coordinating emergency operations in meeting disaster situations and coordinating post-disaster recovery operations. The Fire and Public Safety Commission reviews the operations of the Agency and recommends changes to improve the performance of emergency functions and the provision of public safety services. The Commission receives and investigates any complaints brought by the public against the conduct of the Agency or any of its members and submits a written report of its findings and recommendations to the civil defense administrator for disposition.

### **Department of the Corporation Counsel**

The Department of the Corporation Counsel consists of a Corporation Counsel and necessary staff. The Corporation Counsel is appointed and may be removed by the Mayor with the approval of the Council. The Corporation Counsel must be an attorney licensed to practice law and in good standing before the Hawaii Supreme Court and have practiced law in the State for at least three years. The Corporation Counsel appoints such deputies corporation counsel and staff as authorized by the Council. Deputies corporation counsel are exempt from civil service and serve at the pleasure of the Corporation Counsel. The Corporation Counsel is the chief legal advisor and legal representative of the Council, the Mayor, all departments, boards and

---

<sup>1</sup> See P.L. 113-128; 29 U.S.C. 3111 et seq.

commissions, and officers and employees in matters relating to their official duties. The Corporation Counsel also represents the County in all legal proceedings and performs such other duties as assigned by the Mayor.

#### **ATTACHED FOR ADMINISTRATIVE PURPOSES**

**Board of Ethics.** The Board of Ethics consists of nine members who are appointed to five-year terms by the Mayor with the approval of the Council. The Board initiates, receives, hears, and investigates complaints of violations of the County Code of Ethics; initiates impeachment proceedings against elected and appointed officers found in violation of the Code; renders advisory opinions; prescribes forms for and examines disclosure statements; adopts rules to enforce the Code; and on issues before it, makes findings of fact and conclusions of law and transmits them to the appropriate appointing authority and Prosecuting Attorney for disposition.

### **Department of Environmental Management**

The Department of Environmental Management consists of a Director of Environmental Management and necessary staff. The Director is appointed and may be removed by the Mayor. Under the Director, the Department's responsibilities include: waste management and control of pollution, including recycling, litter control, and protection of the unique beauty of the County; plans, designs, builds, operates, and maintains solid waste collection, processing and disposal systems, including recycling programs, as well as sewer treatment plants, pump stations, sewer lines, reclaimed water distribution systems, and related programs. The Director must have had a minimum of five years of experience in an administrative capacity, either in public service or private business, or both.

### **Department of Finance**

The Department of Finance consists of a Director of Finance and necessary staff. The Director is appointed and may be removed by the Mayor. Under the Director, the Department's responsibilities include: preparing bills for the collection of money due the County; collecting accounts receivable by the County; keeping an accurate and complete record of receipts and disbursements; managing the treasury; contracting for services of independent contractors; issuing, selling, paying interest on, and redeeming county bonds; preparing payrolls and pension rolls; selling real property upon which improvement assessments or real property taxes are not paid and disposing of real or personal property not needed by any county department; renting or leasing county property and awarding concessions; preparing and maintaining an inventory of all lands, equipment, or other property controlled by the County; submitting quarterly statements of revenues and expenditures to the Council; and administering the real property taxation function of the County. The Director must have had a minimum of five years of experience in a public or private financial position, including at least three in an administrative capacity.

**ATTACHED FOR ADMINISTRATIVE PURPOSES**

**Real Property Tax Board of Review.** The Real Property Tax Board of Review consists of five members who are appointed to five-year terms by the Mayor with the approval of the Council. The Board hears all appeals relating to real property assessments filed with the Director of Finance.

**Department of Housing and Human Concerns**

The Department of Housing and Human Concerns consists of a Director of Housing and Human Concerns and necessary staff. The Director is appointed and may be removed by the Mayor. Under the Director, the Department's responsibilities include developing a comprehensive approach to the effective administration and coordination of programs and plans of action designed to meet human needs in the County. The Director must have had at least five years of experience in an administrative capacity, either in public service or private business, or both.

**ATTACHED FOR ADMINISTRATIVE PURPOSES**

**Council on Aging.** The Council on Aging consists of fifteen members who are appointed to five-year terms by the Mayor with the approval of the Council. The members are representatives of older individuals, participants of senior citizens programs, local elected officials, and the general public, including low income and older minority persons in the County.

**Commission on Children and Youth.** The Commission on Children and Youth consists of nine members who are appointed to five-year terms by the Mayor with the approval of the Council. An ex officio, nonvoting member is appointed by the Mayor. The Commission advises and assists the Mayor and the Council on all children and youth matters, including child care, to accomplish the County's goals and objectives. It also makes recommendations to the Council on all matters relating to children and youth and children and youth programs proposed for adoption by the Council.

**Commission on Persons with Disabilities.** The Commission on Persons with Disabilities consists of nine members who are appointed to five-year terms by the Mayor with the approval of the Council. The Commission assists the County in rendering services to persons with disabilities by: reviewing county policies and practices to determine their impact on persons with disabilities; recommending use of moneys received from federal and state governments designated for programs and improved accessibility for persons with disabilities; recommending changes to policies and practices that do not or may not meet the requirements of federal, state, or county law; reviewing county program and facility access to determine their impact on persons with disabilities; recommending changes or additions to program and facility access to ensure full availability of county services to persons with disabilities; promoting housing, employment, transportation, and other activities that address the needs of persons with disabilities; educating providers of community services and other members of the community concerning nondiscriminatory practices and laws regarding persons with disabilities.

**Animal Control Board.** The Animal Control Board consists of five members who are appointed to three-year terms by the Mayor with the approval of the Council. One member is a registered and licensed veterinarian in the State, and four members are of the general public. The Board hears and determines appeals from decisions concerning dangerous dogs and from any order issued by an enforcement or animal control officer relating thereto.

## **Department of Parks and Recreation**

The Department of Parks and Recreation consists of a Director of Parks and Recreation and necessary staff. The Director is appointed and may be removed by the Mayor. Under the Director, the Department plans, designs, constructs, maintains, and operates all parks and recreational facilities administered by the County, and develops and implements programs for cultural, recreational, and other leisure activities for the people of the County. The Director must have had a minimum of five years of experience in an administrative capacity, either in public service or private business, or both.

### **ATTACHED FOR ADMINISTRATIVE PURPOSES**

**Maui County Arborist Committee.** The Maui County Arborist Committee consists of nine members who are appointed and may be removed by the Mayor with notice to, but without approval by, the Council. Appointments are for five-year terms. Members are residents of the County with professional or other interest in landscape beautification. There are six ex officio, nonvoting members as follows: the Arborist, Plan Reviewer, Director of Parks and Recreation, Director of Public Works, Planning Director, and Director of Housing and Human Concerns. The Committee recommends a landscape planting plan in public areas, reviews landscape planting in public parks and street beautification programs, and recommends exceptional trees to be protected.

## **Department of Planning**

The Department of Planning consists of a Maui Planning Commission, Molokai Planning Commission, Lanai Planning Commission, Planning Director, Board of Variances and Appeals, and necessary staff. The Director is appointed and may be removed by the Mayor. Under the Director, the Department recommends revisions of the general plan at least every ten years to guide the development of the County; prepares, administers, and enforces long-range planning programs, a cultural resource management program, and zoning ordinances, zoning maps and rules; and reviews and prioritizes proposed capital improvement projects. The Director must have had five years of experience in the planning field, including at least three in an administrative capacity. The Director serves as the administrative head of the Department, chief planning officer of the County, and technical advisor to the Mayor, Council, and Planning Commissions on all planning and related matters.

**Maui, Molokai, and Lanai Planning Commissions.** Each planning commission consists of nine members who are appointed to five-year terms by the Mayor with the approval of the Council. The members of each Planning Commission are residents of the respective island of their Commission. The Director of Public Works and Director of the Department of Water Supply are ex officio, nonvoting members of each Commission.

The Maui Planning Commission is concerned with the area encompassing the islands of Maui and Kahoolawe and all other islands lying within three nautical miles of their shores and adjacent waters. The Molokai Planning Commission is concerned with the area encompassing the island of Molokai and all other islands lying within three nautical miles of its shores and adjacent waters, except that portion of the island commonly known as the Kalaupapa Settlement. The Lanai Planning Commission is concerned with the area encompassing the island of Lanai and all other islands lying within three nautical miles of its shores and adjacent waters.

The appropriate planning commission advises the Mayor, Council, and Planning Director in matters concerning planning programs; reviews the general plan and any revisions, and recommends their approval or rejection; reviews proposed land use ordinances and any amendments, and recommends their approval or rejection; adopts rules pursuant to land use ordinances or law; and acts as the authority on all matters relating to the Coastal Zone Management law. In reviewing the general plan, zoning ordinances, or any amendments, the Commission holds public hearings prior to making its recommendations.

**Board of Variances and Appeals.** The Board of Variances and Appeals consists of nine members who are appointed to five-year terms by the Mayor with the approval of the Council. The Board hears and determines applications for variances from the strict application of any zoning, subdivision, or building ordinances and determines appeals alleging error from any person aggrieved by a decision or order of any department charged with the enforcement of zoning, subdivision, and building ordinances; provided that the Council, by ordinance, may confer to another county agency the authority to hear and determine appeals from: decisions of the building official in the administration of the Maui County building code, plumbing code, electrical code, and housing code; orders made by the County Fire Chief in the administration of applicable state law and the Maui County fire code; and decisions of the Director of Water Supply in the administration of the rules and regulations of the Department of Water Supply relating to matters involving any denial of the use of new or alternate materials, types of construction, equipment, devices, or appliances.

#### ATTACHED FOR ADMINISTRATIVE PURPOSES

**Maui County Cultural Resources Commission.** The Maui County Cultural Resources Commission consists of nine members who are appointed to five-year terms by the Mayor with the approval of the Council. Members are chosen from professionals and persons with special interest in the following disciplines: architecture, history, archaeology, planning, architectural history, Hawaiian culture, and ethnic history and culture of the County. They should have a demonstrated interest, competence, and knowledge in historic preservation. The Commission works for the preservation of the County's historic and cultural resources through the following functions: advising and assisting federal, state and county agencies in carrying out their historic



preservation responsibilities; administering the provisions of the County's historic districts and advising the Mayor, Council, and County Planning Commissions on the establishment of historic districts and their regulation; and providing public information, education, training, and technical assistance on national, state, and county historic preservation programs.

**Maui Redevelopment Agency.** The Maui Redevelopment Agency consists of five members who are appointed to five-year terms by the Mayor with the approval of the Council. The Agency's powers and duties derive from section 53-5, HRS, under the Urban Renewal Law. The Agency advises the Planning Department, Mayor, and Council on matters pertaining to the Wailuku Redevelopment Area, for which it reviews applications for new development and renovation projects.

**Urban Design Review Board.** The Urban Design Review Board consists of nine members who are appointed to five-year terms by the Mayor with the approval of the Council. The members consist of two registered architects, one registered landscape architect, two registered civil engineers, and four persons with interest or experience in urban planning, fine arts, beautification, conservation, or historic preservation. One member is a resident of Molokai, and one member is a resident of Lanai. The four alternate members consist of two registered architects, one registered landscape architect, and one registered civil engineer. The Board advises the appropriate planning commission on matters within the jurisdiction of the various planning commissions, carries out duties delegated to it by the planning commissions, and reviews and advises the Planning Department on design related matters involving projects within the County.

### **Department of the Prosecuting Attorney**

The Department of the Prosecuting Attorney consists of a Prosecuting Attorney and necessary staff. The Prosecuting Attorney is appointed and may be removed by the Mayor with the approval of the Council. The Prosecuting Attorney must be an attorney licensed to practice law and in good standing before the Hawaii Supreme Court and have practiced law in the State for at least three years. The Prosecuting Attorney attends all courts in the County and conducts, on behalf of the people, all prosecutions for offenses against state laws, county ordinances, and rules; appears in and prosecutes every criminal case where there is a change of venue from the courts in the County; institutes proceedings for the arrest of persons charged with or suspected of public offenses; draws all indictments and attends before the grand jury cases presented for its consideration; prosecutes administrative violations of the liquor laws before the Board of Liquor Adjudication; and performs such other duties assigned by the Mayor.

### **Department of Public Works**

The Department of Public Works consists of a Director of Public Works and necessary staff. The Director is appointed and may be removed by the Mayor. Under the Director, the Department administers building, housing, and subdivision ordinances and rules; approves proposed subdivision plans; plans, designs, builds, and maintains the County's highways, and

drainage and flood control systems. The Director must have had a minimum of five years of experience in an administrative capacity, either in public service or private business, or both.

#### **ATTACHED FOR ADMINISTRATIVE PURPOSES**

**Traffic Safety Council.** The Traffic Safety Council consists of the Mayor, Chief of Police, Prosecuting Attorney, Corporation Counsel, and Director of Public Works, or designees, as ex officio members, and nine other members appointed to five-year terms by the Mayor. The Council advises or assists the County Council in all matters relating to traffic safety; makes recommendations to the County Council on all traffic safety measures referred to it; and prepares and recommends traffic safety programs for adoption by the County Council.

### **Department of Transportation**

The Department of Transportation consists of a Director of Transportation and necessary staff. The Director is appointed and may be removed by the Mayor. Under the Director, the Department is responsible for the planning and implementation of all modes of transportation in Maui County, including those in the air and on water and land, and for planning and developing an efficient program to facilitate the rapid, safe, and economical movement of people and goods in the County. The Director must have a minimum of five years of experience in an administrative capacity, either in public service or private business, or both.

### **Department of Water Supply**

The Department of Water Supply consists of a Board of Water Supply, Director of Water Supply, Deputy Director of Water Supply, and necessary staff. The Director is appointed and may be removed by the Mayor with the approval of the Council. The Department manages and operates all water systems owned by the County; and studies, surveys, and investigates locations and sources of water supply within the County, the amounts available for current and prospective uses, the water resources that may be available for such uses, and the maximum sustainable yield of such sources. The Department implements the County's general plan and community plans in the administration of its affairs. The Department also prepares and annually updates a long-range capital improvement plan and an updated water use and development plan, subject to the approval of the Council. The revenues of the Department are kept in a separate fund and are such as to make the Department self-supporting, provided that the Council may issue general obligation bonds on behalf of the Department and may provide capital improvement appropriations for the Department. The Director must have had a minimum of five years of experience in a management capacity, either in public service or private business, or both. The Deputy Director is appointed and may be removed by the Mayor. The Director or Deputy Director must be a registered engineer.

**Board of Water Supply.** The Board of Water Supply consists of nine members who are appointed to five-year terms by the Mayor with the approval of the Council. The Planning Director and Director of Public Works serve as ex officio, nonvoting members. The Board acts as an advisor to the Director of Water Supply, Mayor, and Council in all matters concerning the County's

water system. The Board reviews and submits to the Mayor the Department's request for annual appropriations for operations and capital improvements. The Board also recommends the establishment and adjustment of rates and charges for furnishing water; such rates and charges to be submitted to the Mayor for review and approval. If approved by the Mayor, proposed rates and charges are submitted to the Council for enactment by ordinance.

## DEPARTMENTS UNDER COMMISSION

### Department of Fire and Public Safety

The Department of Fire and Public Safety consists of a Fire and Public Safety Commission, Fire Chief, and necessary staff. The Fire Chief is appointed and may be removed by the Fire and Public Safety Commission. Under the Fire Chief, the Department performs fire fighting, rescue, shoreline and ocean rescue and safety, and first-responder emergency services to save lives and property from fires and other emergencies arising on land, sea, and hazardous terrain, including the mitigation and stabilization of hazardous materials and related incidents. The Fire Chief must have had a minimum of five years of experience in fire control, including at least three in an administrative capacity.

**Fire and Public Safety Commission.** The Fire and Public Safety Commission consists of nine members who are appointed to five-year terms by the Mayor with the approval of the Council. The Commission: reviews the operations of the Department of Fire and Public Safety and the Civil Defense Agency and recommends changes to improve the performance of emergency functions and the provision of public safety services; receives and investigates any charges brought forth by the public against the conduct of the Department or its personnel and submits a written report of its findings and recommendations to the Fire Chief for disposition; annually evaluates the performance of the Fire Chief and submits a report to the Mayor and Council; and also submits an annual report of its activities to the Mayor and Council.

### Department of Liquor Control

The Department of Liquor Control consists of a Liquor Control Commission, Liquor Control Adjudication Board, Director of Liquor Control, and necessary staff. The Director is appointed and may be removed by the Liquor Control Commission. Under the Director, the Department investigates violations of liquor control laws of the State and rules of the Commission, and investigates applications for liquor licenses. The Director must have had a minimum of five years of experience in law enforcement, including at least three in an administrative capacity.

**Liquor Control Commission.** The Liquor Control Commission is composed of nine members who are appointed to five-year terms by the Mayor with the approval of the Council. The Commission adopts rules for the administration of liquor control in the County and execution of state liquor control laws. The Commission also grants, renews, or refuses applications for licenses for the manufacture, importation, and sale of liquor in the County and performs other duties as provided by law.

**Liquor Control Adjudication Board.** The Liquor Control Adjudication Board consists of nine members who are appointed to five-year terms by the Mayor with the approval of the Council. The Board hears and determines administrative complaints of the Director regarding violations of liquor control laws of the State or rules of the Commission. The Board also imposes penalties for such violations.

## **Department of Personnel Services**

The Department of Personnel Services consists of a Civil Service Commission, Director of Personnel Services, and necessary staff. The Director is appointed and may be removed by the Civil Service Commission. Under the Director, the Department is responsible for the personnel management program of the County and performs such duties as are prescribed by state civil service laws or assigned by the Mayor. The Director must be thoroughly familiar with the principles and methods of personnel administration and believe in applying merit principles and scientific administrative methods to public personnel administration.

**Civil Service Commission.** The Civil Service Commission consists of five members who are appointed to five-year terms by the Mayor with the approval of the Council. The Commission adopts rules to carry out the provisions of the state civil service laws; requests an annual appropriation for the operation of the Department; hears appeals by any officer or employee aggrieved by any action of the Director of Personnel Services or by an appointing authority; and advises the Mayor and Director of Personnel Services on problems concerning personnel administration.

### **ATTACHED FOR ADMINISTRATIVE PURPOSES**

**Affirmative Action Advisory Council.** The Affirmative Action Advisory Council consists of seven members who are appointed to five-year terms by the Mayor with the approval of the Council. Four members are representatives of the community, and three are representatives of the county government. Two ex officio, nonvoting members are the Equal Employment Opportunity Coordinator and the Director of Personnel Services. The Council advises and assists the Mayor on all phases of the County's Equal Employment Opportunity program.

## **Police Department**

The Police Department consists of a Police Commission, Chief of Police, and necessary staff. The Chief of Police is appointed and may be removed by the Police Commission. Under the Chief, the Department is responsible for the preservation of the public peace; prevention of crimes; detection and arrest of law offenders; protection of the rights of persons and property; traffic safety and education; and supervision and training of police officers and other employees. The Chief of Police must have had a minimum of five years of experience in law enforcement, including at least three in an administrative capacity.

**Police Commission.** The Police Commission consists of nine members who are appointed to five-year terms by the Mayor with the approval of the Council. In addition to performing duties provided by law, the Commission receives and investigates any charges brought by the public against the conduct of the Department or its personnel and submits a written report of its findings and recommendations to the Chief of Police for disposition; and annually evaluates the performance of the Chief of Police and submits a report to the Mayor and Council.

# COUNTY OF MAUI



