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*Mayor*



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**County of Hawai'i**  
**DEPARTMENT OF PUBLIC WORKS**  
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August 21, 2025

Abbey Seitz  
Safe Routes to School Advisory Committee Chair  
869 Punchbowl Street  
Honolulu HI, 96813  
(via email: [abbey@hiappleseed.org](mailto:abbey@hiappleseed.org))

**SUBJECT: SRTS FUNDING REQUEST**  
Safe Routes to School Coordinator Position  
Department of Public Works-Engineering Division

Aloha,

The County of Hawaii is requesting the amount of \$500,000 be released to continue to fund our Safe Routes to School (SRTS) Coordinator position for an additional five (5) years beginning July 1, 2026 (FY2026-2027) as the current funding mechanism will expire as of June 30, 2026. The County intends to utilize the funding as set aside in the SRTS Advisory Committees Final Report to the Legislature to continue promoting safe walking and biking to school to children and their families, island wide.

Hawaii Island encompasses more than 4,000 square miles and contains over 50 public and public charter schools with a student population of over 27,000 students, many of which live within walking and biking distance to and from school. Having a SRTS Coordinator allows us to effectively engage with schools, families, and community partners to make biking and walking safer and more viable transportation options for school age children and other residents accessing our K-12 facilities. As our current position is only funded through the 2025-2026 fiscal year, we are requesting funds be released to Hawaii County to continue our existing program under the Department of Public Works - Engineering Division. Should additional money become available through HDOT or the TAP grant, the County will make every effort to secure said funding source to pay for the coordinator position.

Abbey Seitz  
Safe Routes to School Advisory Committee Chair  
August 21, 2025

Please see below for a description of job duties and responsibilities we intend to continue performing:

#### **STATEMENT OF DUTIES AND RESPONSIBILITIES OF EMPLOYEE**

EMPLOYEE shall perform the following duties and responsibilities as provided below:

The Safe Routes to School (SRTS) Program Coordinator will be responsible for development, coordination, and implementation of an SRTS program for the County Department of Public Works (DPW). The SRTS program goals include enabling and encouraging children to walk and bicycle to school, making bicycling and walking to school a safer and more appealing transportation alternative, and facilitating the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools. This is a full-time position which includes program development/planning, program administration, communication and coordination with stakeholders, marketing/outreach, education and training, event promotion, volunteer coordination, and program evaluation.

Additional duties include, but are not limited to:

- Researches, develops, recommends, and implements an SRTS program and/or project plans to meet overall program goals established by the DPW.
- Work directly with parents, teachers, and school administrators to develop and implement locally-appropriate campaigns and projects.
- Plans, organizes, coordinates, promotes, and serves as DPW's primary liaison with other staff, citizen groups, event promoters, corporate partners, business owners, the media, and other agencies for the Safe Routes to School (SRTS) program.
- Creates an annual work plan, calendar, project task lists, and time estimates based on the SRTS grant and action plans for Hawai'i Island schools.
- Participates in planning and coordinating a variety of community outreach/education activities and projects in support of the Safe Routes to School (SRTS) programs and services.
- Develops and recommends program parameters, program budget, and metrics, including associated program policies and operating/administrative procedures.
- Coordinates regular Task Force meetings with SRTS partners/stakeholders.
- Develops written content for web pages and events/programs. Distributes information about the program and safety for the community and individual schools.

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- Pursue grant opportunities applicable to the SRTS program and, if awarded, coordinate grant activities implementation.
- Attend and report to Council and Commissions as requested.
- In conjunction with monthly invoicing, gather key final deliverables developed by the SRTS program within the invoice period, including work plans, studies, surveys, public engagement reports, project proposals, and progress reports.

Please feel free to reach out to Jesse Domian at 808-961-8447 or via email at [jesse.domian@hawaiicounty.gov](mailto:jesse.domian@hawaiicounty.gov) with any questions you may have. Your support and consideration are greatly appreciated.

Sincerely,



Neil A. Azevedo  
Acting Director