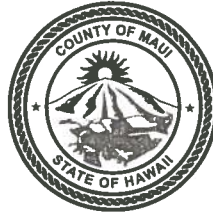


ALAN M. ARAKAWA  
Mayor



KA'ALA BUENCONSEJO  
Director

BRIANNE L. SAVAGE  
Deputy Director

(808) 270-7230  
Fax (808) 270-7934

**DEPARTMENT OF PARKS AND RECREATION**

700 Hali'a Nakoia Street Unit 2, Wailuku, Hawaii 96793

April 17, 2017

RECEIVED  
2017 APR 21 PM 12: 56

OFFICE OF THE MAYOR

OFFICE OF THE  
COUNTY CLERK

2017 APR 24 AM 9: 34

RECEIVED

Honorable Alan M. Arakawa  
Mayor, County of Maui  
200 South High Street  
Wailuku, Hawaii 96793

For Transmittal to:

Honorable Mike White, Chair  
and Members of the Maui County Council  
200 South High Street  
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL

*[Signature]*  
Mayor Date

Dear Chair White and Members:

**SUBJECT: DEPARTMENT OF PARKS AND RECREATION GENERAL BUDGET PROVISIONS SECTION 7**

The Department of Parks and Recreation in alignment with Section 7 of the General Budget Provisions has provided the attached explanation of the reasons for the change, the existing organizational charts and the proposed organizational changes for the Fiscal Year 2018. These proposed changes still require all of the administrative approvals, union consultation and DPS processing. The Department anticipates initiating and completing these processes during Fiscal Year 2018.

Should you have any questions, please contact do not hesitate to contact me at Ext. 7230.

Sincerely,

*[Signature]*  
KA'ALA BUENCONSEJO  
Director of Parks and Recreation

KB:BS:lms

COUNTY COMMUNICATION NO. 17-203

**Department of Parks and Recreation**  
**FY2018 Organizational Explanation of the Reasons for the Change**

Please find below a position by position explanation of the reason for the change for the positions identified in RED in the PROPOSED Organizational chart. Please note that all proposed changes still must be submitted and approved by the Department of Management, require Union consultation, and then finalization and implementation by the Department of Personnel Services and/or other administrative approvals through the Department of Personnel Services before implementation.

Position Number	FY 2017 EXISTING	FY 2018 PROPOSED
PR-0474	Automatic Sprinkler System Repairer I (LTA) Recreation Division - Central District (page 10)	Parks Maintenance Administrator or Parks Division Chief (page 5)
PR-0126	Park Maintenance Superintendent – Maintenance Division (page 4)	Park Maintenance Superintendent – Parks Division (page 5)
PR-0059	Arborist – Beautification Section (page 6)	Arborist – Parks Division (page 5)
PR-0467	Park Support Services Coordinator – Recreation Division – Chief’s Office (page 9)	Project Manager – Parks Division (page 5)

**Explanation for Change**

The past two years the department has been specifically focused on correcting past practices, re-establishing a positive work culture, and implementing more efficient and effective operational procedures. Through this process there have been areas identified that need personnel restructuring in order to sustain and ensure optimal department operations for the existing and future demands of the department to best serve the community. The Maintenance Division has surfaced as one of those primary areas where a re-organization is necessary for the operational improvements to continue in the Department.

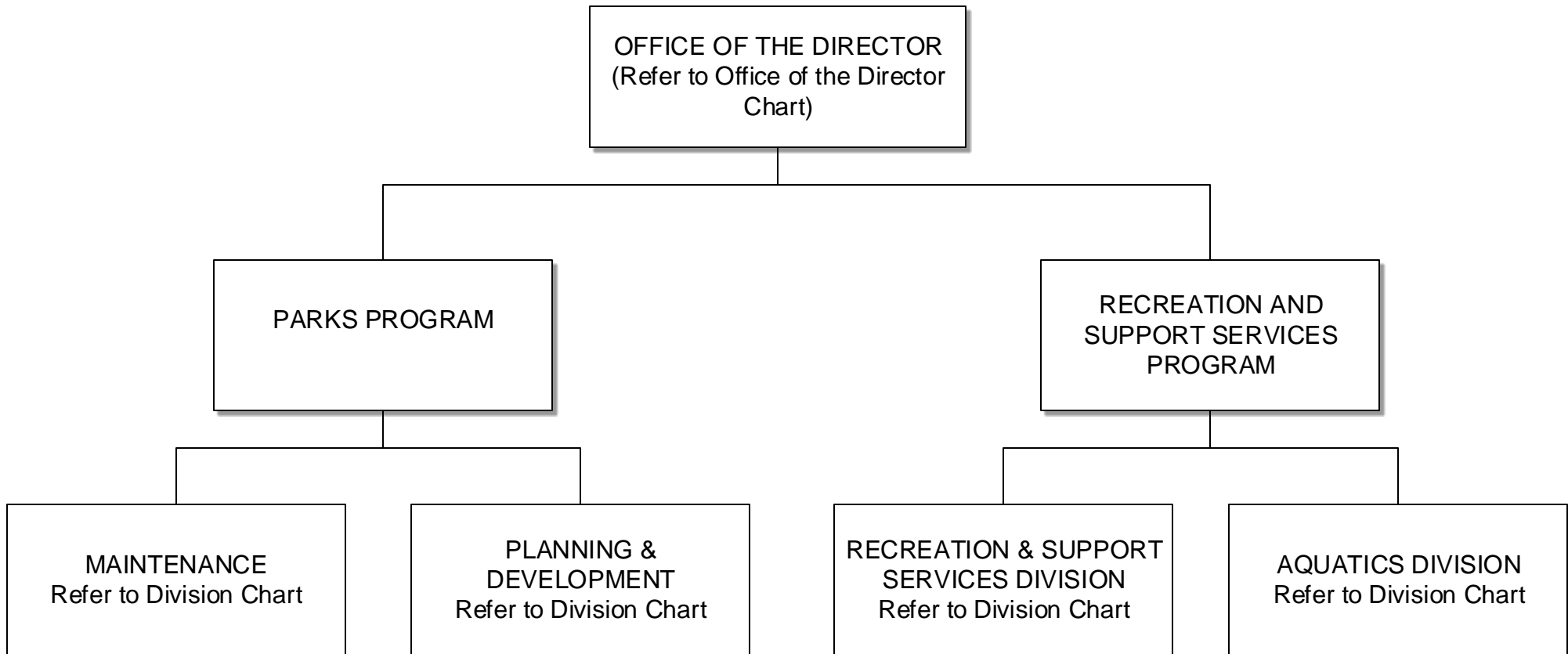
This Division is the only Division that has operated without a Division Chief position and this is the driving force behind taking PR-0474 and creating a Parks Division Chief or Park Maintenance Administrator level position.

This would then allow for the Parks Maintenance Superintendent PR-0126 to take over the primary role of administering private maintenance contracts for work that needs to be contracted out by the Department to be completed. Under the Parks Maintenance Superintendent the Arboriculturist PR-0059 and a Project Manager PR-0427 (currently Park Support Services Coordinator in Recreation Division) would also be located to take over all of the maintenance contract management for the Department. This would include maintenance contracts for the current Recreation and Aquatics Divisions. This consistency and streamlining of workload would allow for the Pools and Recreation Districts to focus on recreation programming and the daily and weekly maintenance tasks they are intended to be responsible for. This section would create consistency in coordination with the Department of Finance and Department of Corporation Counsel to maximize cost allocations for repair and maintenance and minimize county liability for contractual work being conducted on county properties. In addition to contract management this section would be responsible for the upkeep and maintenance of the work order and maintenance tracking software system, Maintenance Connection. This would allow for a streamlined department training

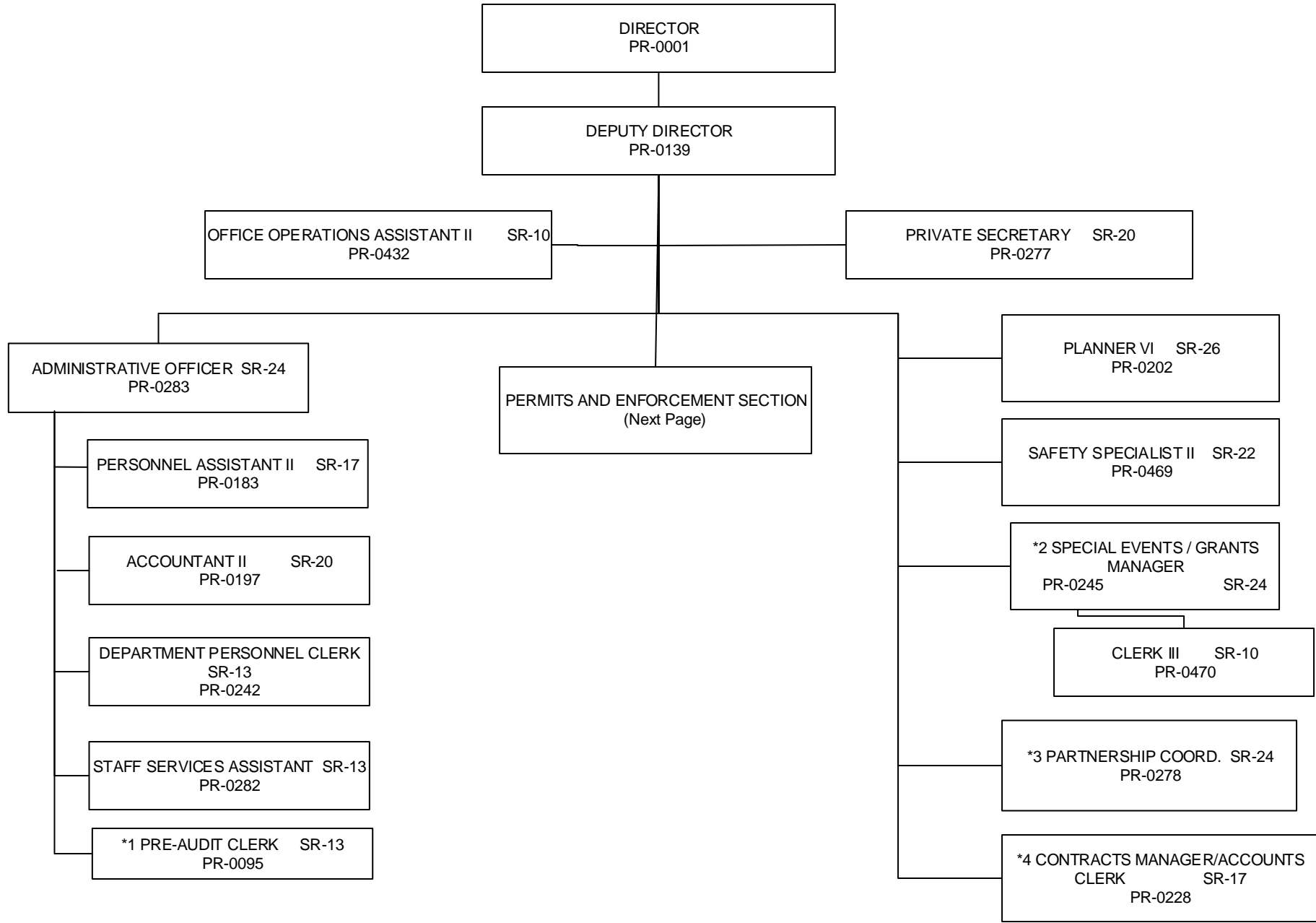
<p>process, communication with IT, and coordination with other County Departments that utilize this software programming be created and implemented Department wide.</p> <p>The Department strongly advocates for this transition to create this section as it is a critical section and critical positions needed to be dedicated to contract management and software maintenance. If these positions cannot be established and organized as described it will not be possible for the Department to ensure consistency and integrity of these work products.</p>		
PR-0469	Safety Specialist II – Director’s Office (page 2)	Safety Specialist II – Parks Division (page 5)
<p><b>Explanation for Change</b>  Position PR-0469 would be relocated from the Director’s Office to the Parks Division where they would report to the Parks Division Chief and continue to work to streamline training programs, safety protocol, inspections, etc for the parks facilities and staff members.</p>		
Turf Mgmt	Section does not exist	Section would include Golf Course and Beautification (page 5 & 7)
PR-0403	Building Maintenance Repairer (LTA) Recreation Division – West District (page 12)	Turf Manager – Parks Division – Turf Management Section (page 7)
PR-0026 PR-0155 PR-0258 PR-0357	Automatic Sprinkler System Repairer II and I’s Maintenance Division – Construction Maintenance (page 5)	Automatic Sprinkler System Repairer II and I’s Parks Division – Turf Management - Beautification (page 7)
PR-0300	Automatic Sprinkler System Repairer I Recreation Division - West District (page 12)	Automatic Sprinkler System Repairer I (West) Parks Division – Turf Management - Beautification (page 7)
PR-0360	Automatic Sprinkler System Repairer I Recreation Division - South District (page 13)	Automatic Sprinkler System Repairer I (South) Parks Division – Turf Management - Beautification (page 7)
<p><b>Explanation for Change</b>  The creation of this section will solidify the changes and improvements made in the department as a permanent standard and change. The initial changes as they pertain to turf management and turf improvements started as projects driven by the Director’s Office. The overwhelming success of these efforts have been actualized as the Maintenance Division has taken over and continued the program. The need for a position with this level of expertise, technical training, education and experiences is needed to ensure these changes do not go away with changes in the Director’s Office. The Golf Course and Beautification sections require the same level of technical expertise, education, and technical knowledge and would operate excellently under a Turf Manager position that we desire to create with PR-0403.</p> <p>Additional changes in this section would be to bring all of the Automatic Sprinkler System Repairers (Irrigators) into this section to create consistency standards, training, and system management through the County. It also allows for these positions to be supervised by someone directly trained and qualified in this highly technical area especially as technology continues to change the dynamic of irrigation and pump systems.</p>		
PR-0309 PR-0426	Electric Pump Mechanic Maintenance Repairer II and I - Aquatics Division (page 16)	Electric Pump Mechanic Maintenance Repairer II and I – Parks Division – Construction Maintenance Section (page 6)
<p><b>Explanation for Change</b>  The two Electric Pump Mechanic Maintenance Repairers would be located where the majority of the other department trade positions are in the Construction Maintenance Section of the Parks Division. This would allow for them to be supervised by someone with experience and qualifications that qualify them for</p>		

<p>trades work and project supervision. In current reviews it has been identified the qualifications of these positions would assist with in many other park facilities besides just in pools. Because these positions have been overseen and located in Aquatics over the years the department has contracted out work from Recreation and Maintenance Divisions that could have been completed with the technical experience of these positions. The re-location of these two positions will provide for increased operational efficiencies and cost savings for all parks county-wide.</p>		
PR-0077	Chief of Aquatics – Aquatics Division (page 16)	Assistant Chief of Recreation – Recreation Division – Chief’s Office (page 8)
PR-0201	Secretary I – Aquatics Division (page 16)	Secretary I – Recreation Division – Chief’s Office (page 8)
PR-0166	Recreation Specialist (page 16, 17)	Pools Manager – Recreation Division – Chief’s Office (page 8)
PR-0432	Office Operations Assistant II - Director’s Office (page 2)	Office Operations Assistant II (page 8)
Pools	Pools Section (page 16, 17)	Recreation Division – Pools Section (page 15)
<p><b>Explanation for Change</b></p> <p>The past 8 months have provided the Department the opportunity to have a focused and intentional review of the Aquatics Division and Pool operations without the presence of the Ocean Safety Section. While the quantity of the work load for processing has decreased with the total number of Division staff decreasing the need for the high level technical review has not decreased with the loss of Ocean Safety. Department discussions had led to the desired consolidation of the Aquatics Division and Recreation Division as they are both programmatic and facility management driven operation models.</p> <p>The Recreation Division has evoked a discussion concerning the need for an assistant chief position for many years as it is the largest division with currently 293.8 EP in the FY17 Budget. This drives a high volume of personnel related investigations, disciplinary action, workers compensation, and other HR related items. These take a considerable amount of time and attention to detail that a single Division Chief cannot attend to with a singular focus while also having to focus on operational needs and demands from each of the geographic districts needs and the community interaction and needs in each of these areas. The existing Chief of Aquatics position PR-0077 would perfectly be re-organized to serve as an Assistant Chief of Recreation. This would allow for a share of duties to be created in this division and improve operations and efficiencies at every level and responsibility of these divisions.</p> <p>The Pools would then become a section of this division and be operated and organized similarly to how the PALS program and the individual Districts are managed currently within the Recreation Division. The Secretary position PR-0201 for Aquatics would also transfer into the Recreation Division and be able to assist with the overload of work in the Recreation Division and maintain the existing support provided to the pools section. Position PR-0432 has been assisting the Aquatics Division with timesheets, payroll, requisitions, contract payment processing, and other administrative paperwork and tracking needed when PR-0444 was transferred from the Parks Department to the Fire Department in FY2017. After 9 months since the Ocean Safety transfer the Department recognizes this clerical position is needed to maintain the Pool Operations.</p>		
PR-0278	Partnership Coordinator – Director’s Office (page 2)	Partnership Coordinator – Recreation Division – Chief’s Office (page 8)
<p><b>Explanation for Change</b></p> <p>This position primarily serves to coordinate partnerships between the community and the department. The nature of these relationships require direct coordination with the Districts for operational planning and management purposes. It will increase communication and planning efforts for the supervision of all these functions to fall under the Chief of Recreation.</p>		

**DEPARTMENT OF PARKS AND RECREATION  
ORGANIZATION CHART  
FY 2017**



# OFFICE OF THE DIRECTOR



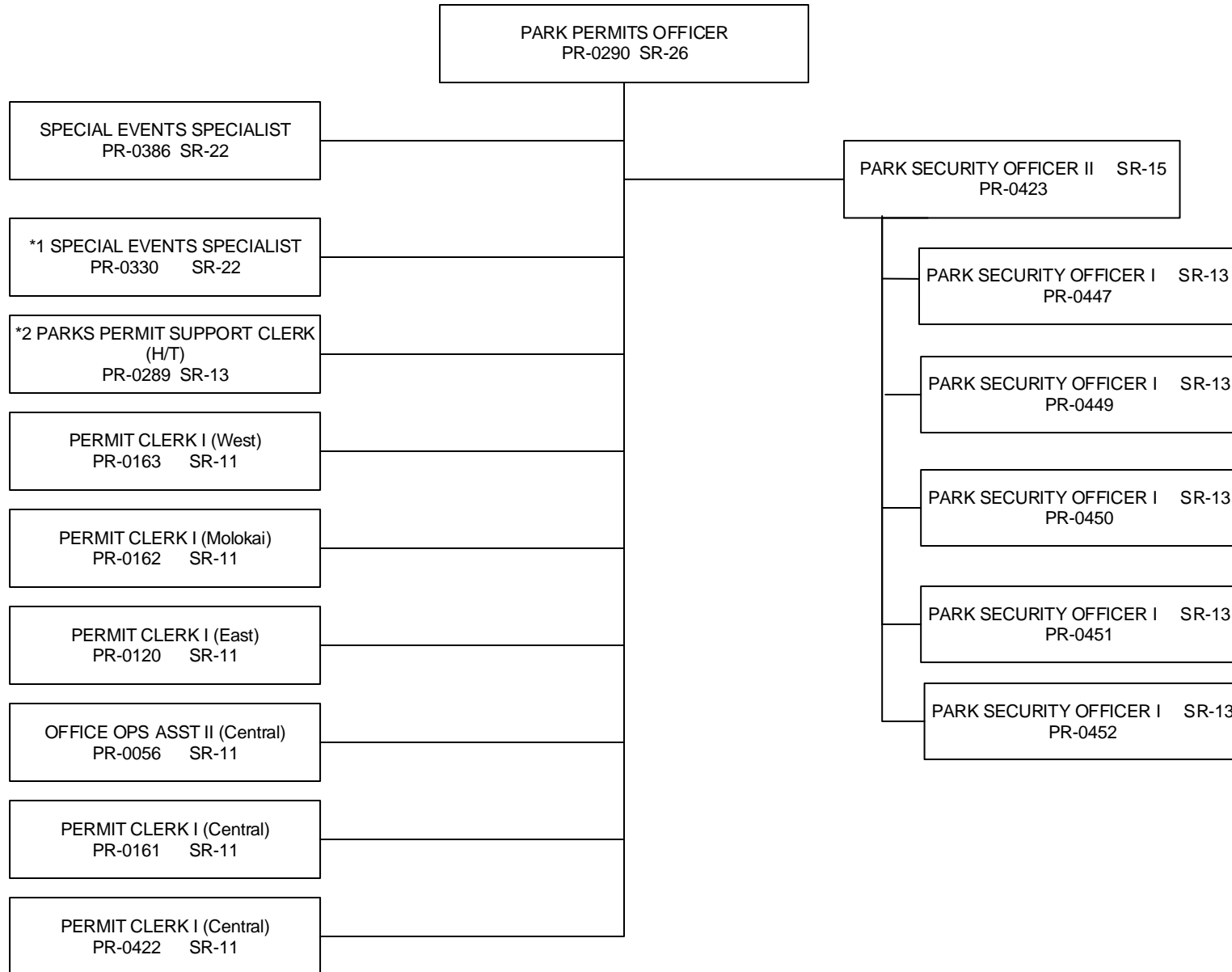
\*1 PR-0095 is budgeted at SR-15 – DPS approved as SR-13 – Updates will be made in FY18 Budget

\*2 PR-0245 is called Grants Coordinator in the Budget - Position – Re-naming In Progress

\*3 PR-0278 is called Volunteer Action Coordinator in the Budget – Updates will be made in the FY18 Budget

\*4 PR-0228 is budgeted in Parks Program – Beautification as a Turf Manager – Position finalization is pending with DPS to create a Contract/Concessions Manager or Account Clerk – In Progress

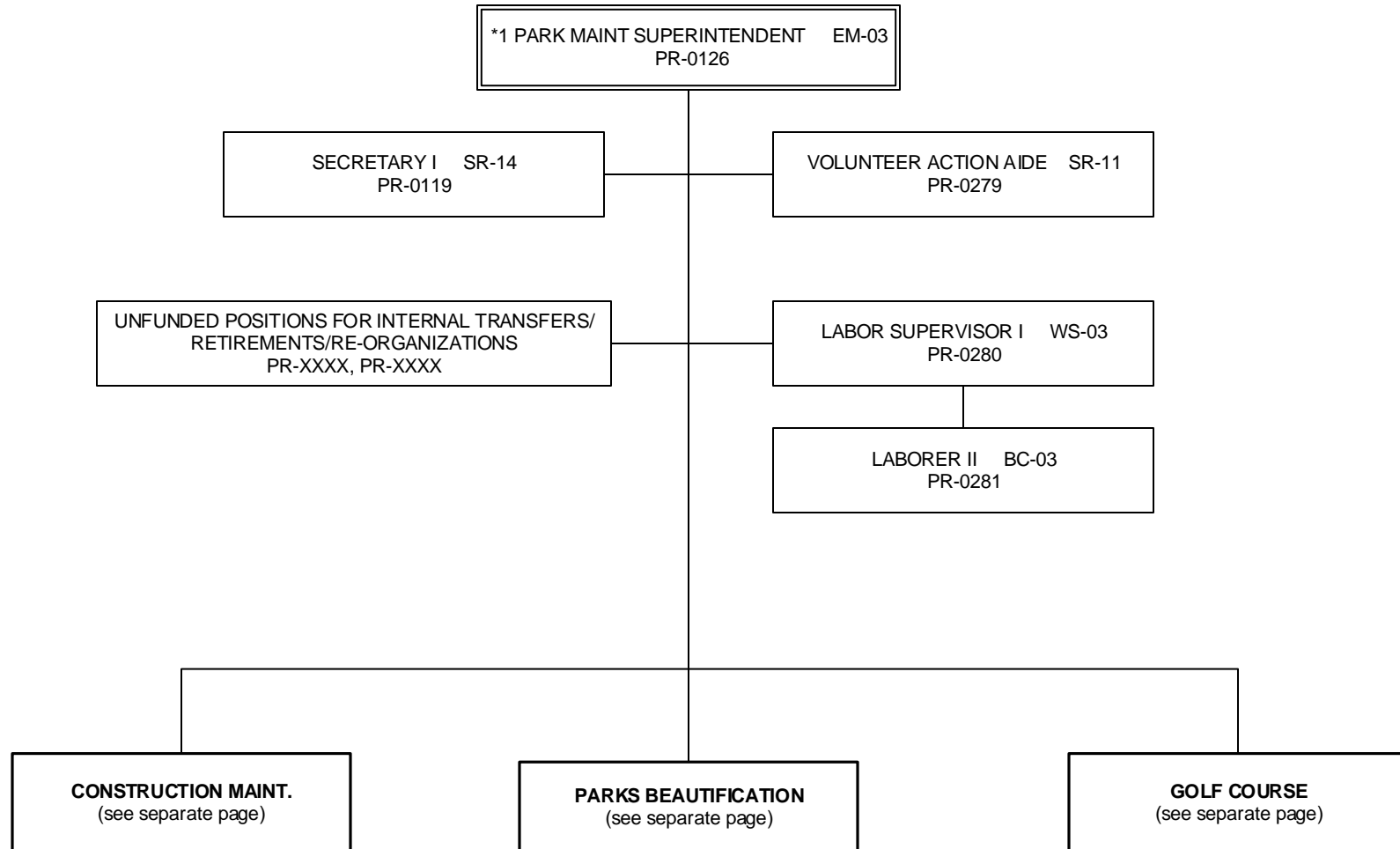
# PERMITS & ENFORCEMENT SECTION



\*1 PR-0330 is budgeted in Recreation Program as Assistant Permits Officer SR-24 – Updates will be made in FY18 Budget

\*2 PR-0289 is called Customer Relations Assistant in the budget – Updates will be made in the FY 18 Budget

# MAINTENANCE DIVISION

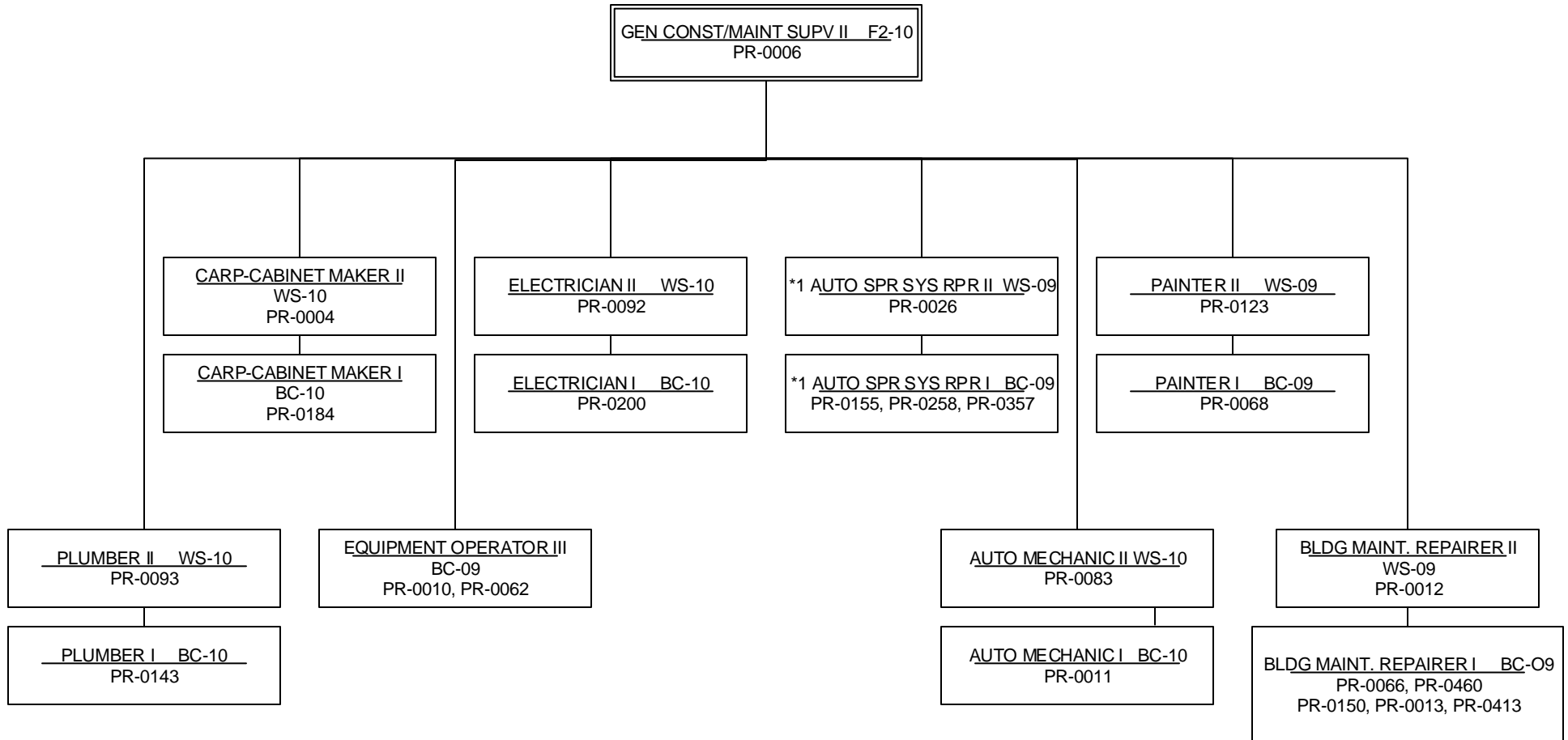


\*1 PR-0126 is budgeted at SR-26 – Re-organization In Progress

\* PR-0474 is budgeted in the Parks Program as Park Maintenance Administrator EM-05 – position is currently located in Recreation Program – Central District in the organizational chart – Re-organization in Progress



## CONSTRUCTION MAINTENANCE Maintenance Division

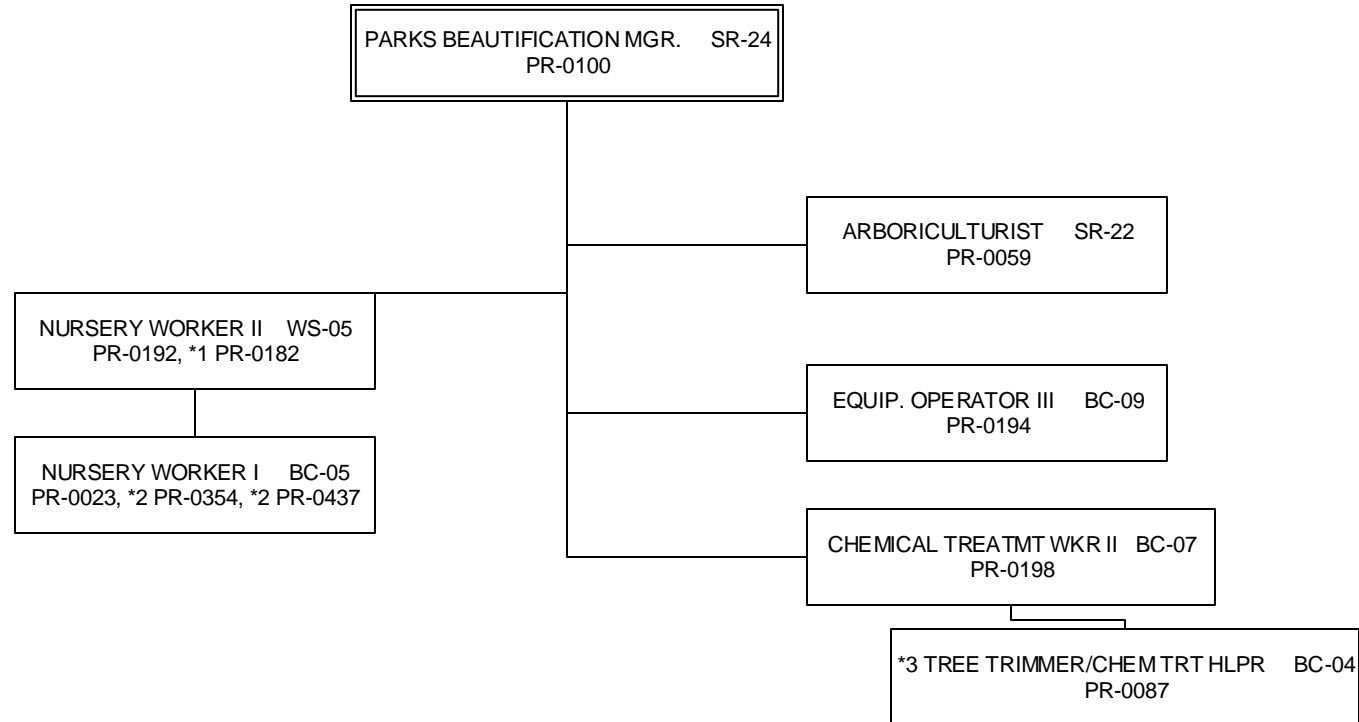


\*1 ASSR positions are budgeted in Beautification Section – Re-organization In Progress.

\* PR-0403 is shown in Budget in Construction Maintenance as a Building Maintenance Repairer I BC-09 – Re-Organization in Progress

\* PR0309 and PR-0426 are budgeted in Construction Maintenance Section – positions are currently located in the Aquatics Division – Organizational Review Pending Action.

# BEAUTIFICATION Maintenance Division



\*1 PR-0182 is budgeted as a Park Caretaker I BC-03 – Updates will be made in the FY18 Budget

\*2 PR-0354 and PR-0437 is budgeted in Recreation Program – Central District as Park Caretaker I BC-03 – Updates will be made in FY18 Budget

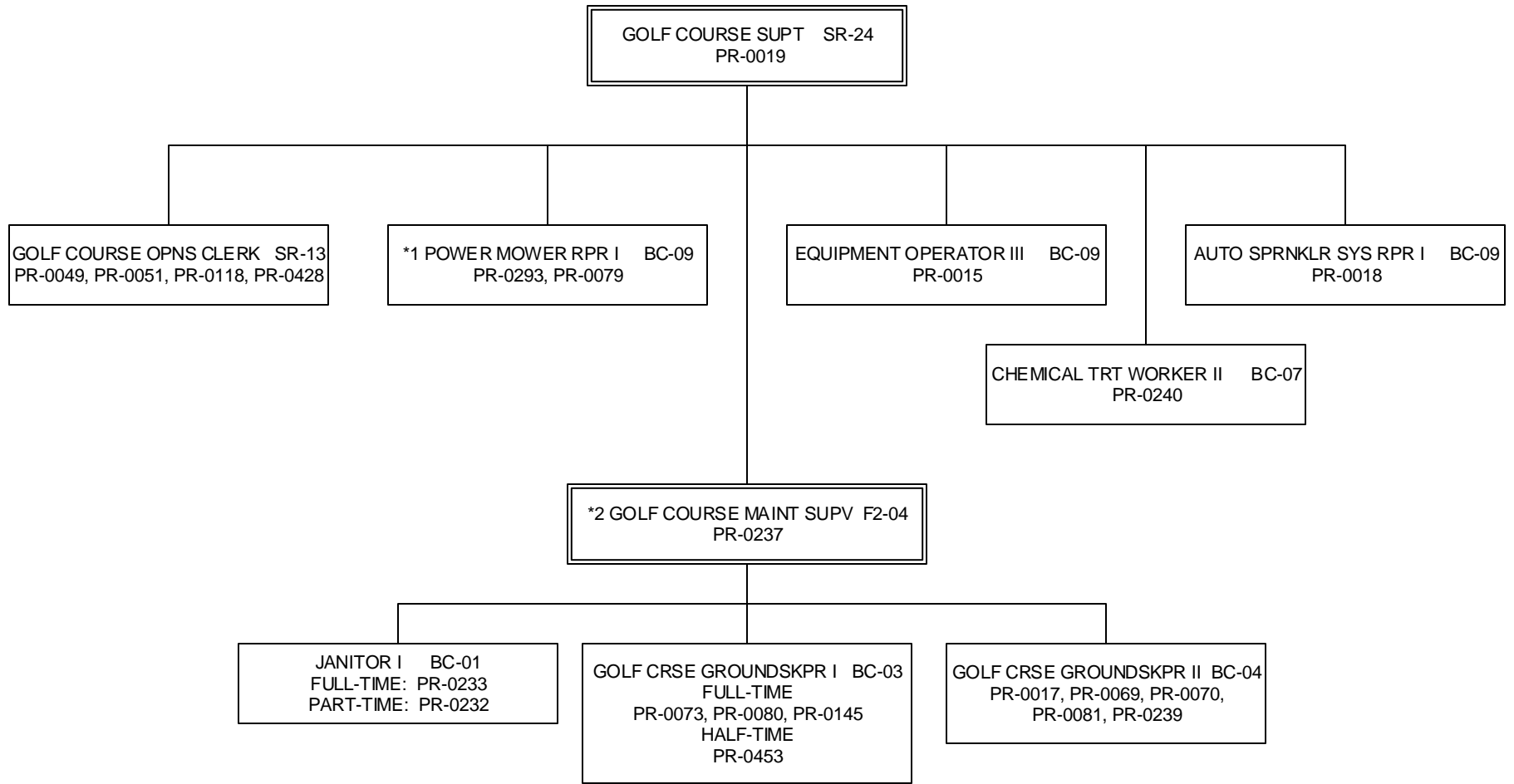
\*3 PR-0087 is budgeted as Equipment Operator III – Organizational Review Pending

\* PR-0322, PR-0314 and PR-0054 are budgeted in Beautification as Nursery Worker I's BC-05 – Updates will be made in FY 18 Budget

\* PR-0228 is budgeted in Beautification as Turf Manager SR-26 – Updates will be made in the FY18 Budget

\* PR-0330 and PR-0360 ASSR's are budgeted in Beautification – Re-Organization in progress.

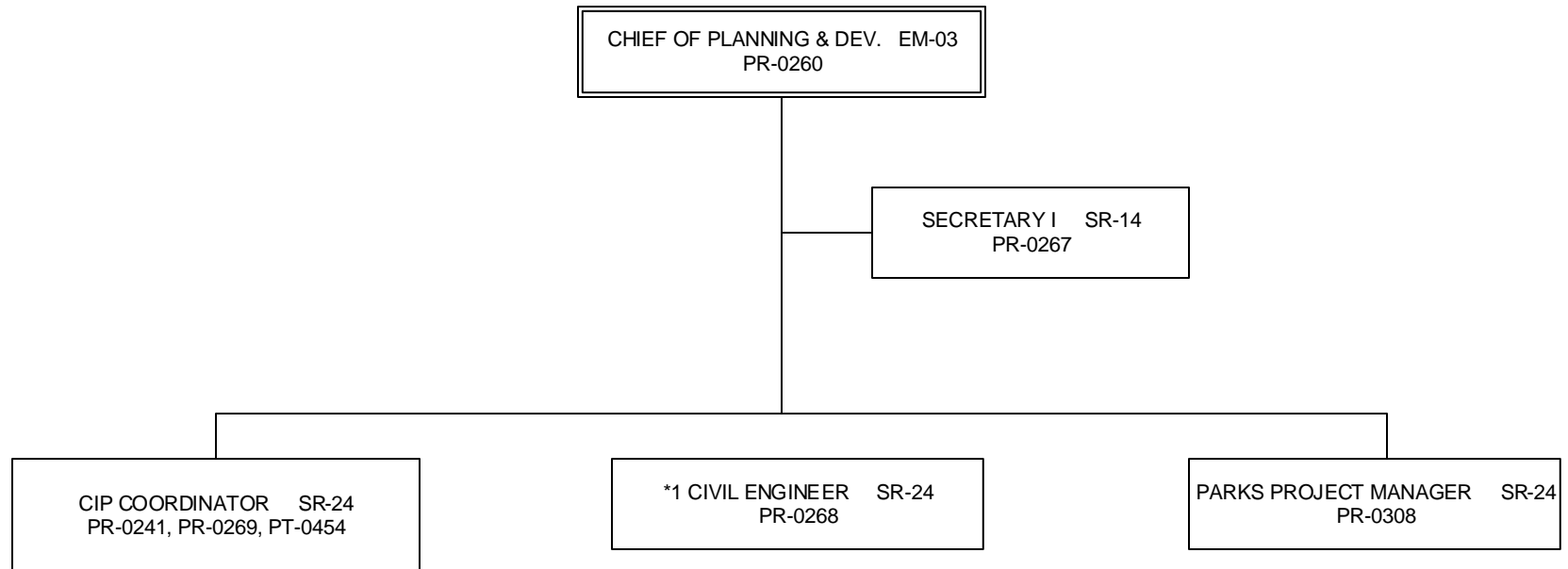
# GOLF COURSE Park Maintenance Division



\*1 PR-0293 and 0079 are budgeted as Auto Mechanic BC-10 – In Progress

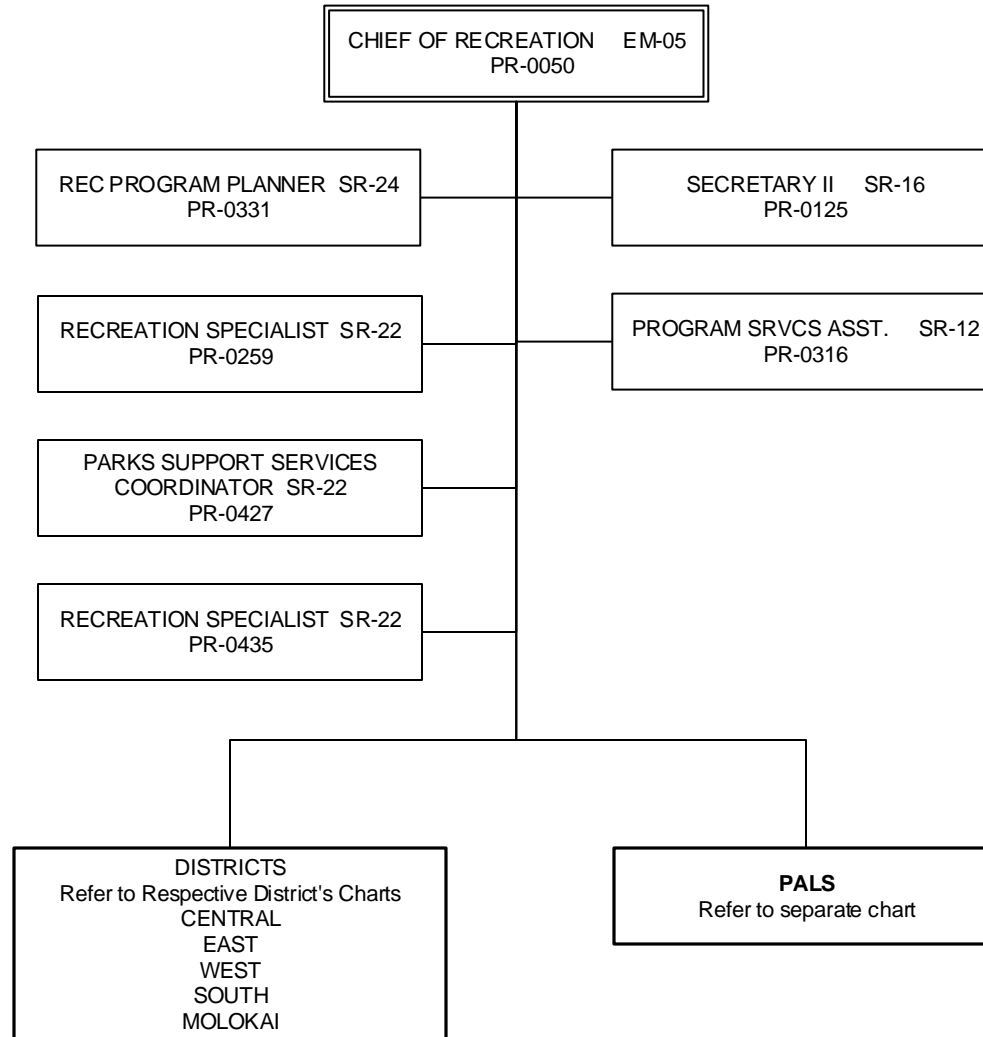
\*2 PR-0237 is budgeted as F2-09 – Re-allocation Under Department Review

# PLANNING AND DEVELOPMENT DIVISION



\*1 PR-0268 is in the budget as a CIP Coordinator – Updates will be made in the FY18 Budget

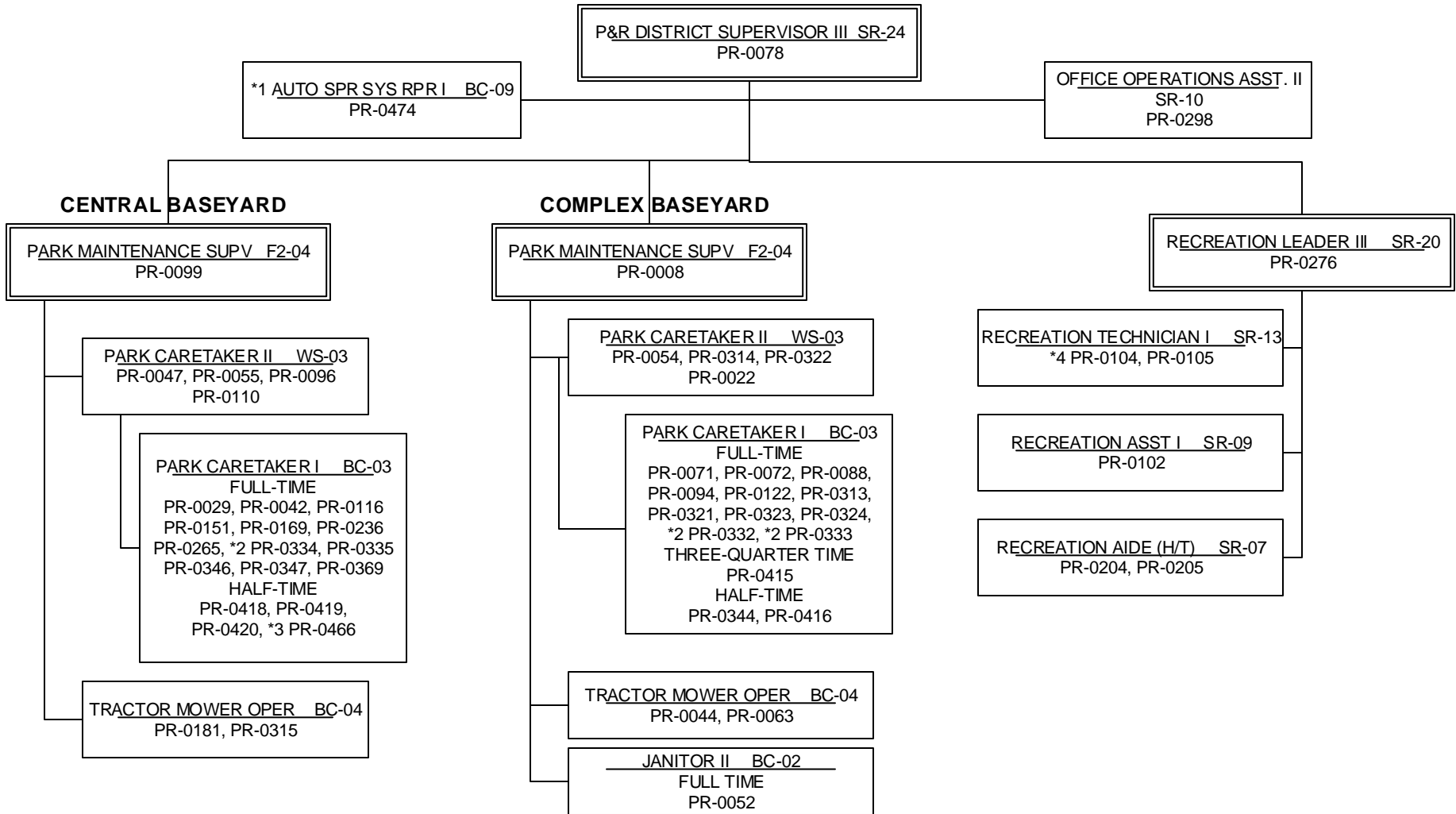
## RECREATION & SUPPORT SERVICES DIVISION



\* PR-0330 is budgeted as Assistant Permits Officer SR-24 – Position is located in the Permits and Enforcement Section as a Special Events Supervisor SR-22 - Updates will be made in the FY18 Budget

# CENTRAL DISTRICT

## Recreation & Support Services Division



\*1 PR-0474 is shown in Budget in Parks Program as Park Maintenance Administrator EM-05 - Re-organization In Progress

\*2 PR-0332, PR-0333 and PR-0334 are budgeted as Park Caretaker II WS-03 – Update will be in FY 18 Budget

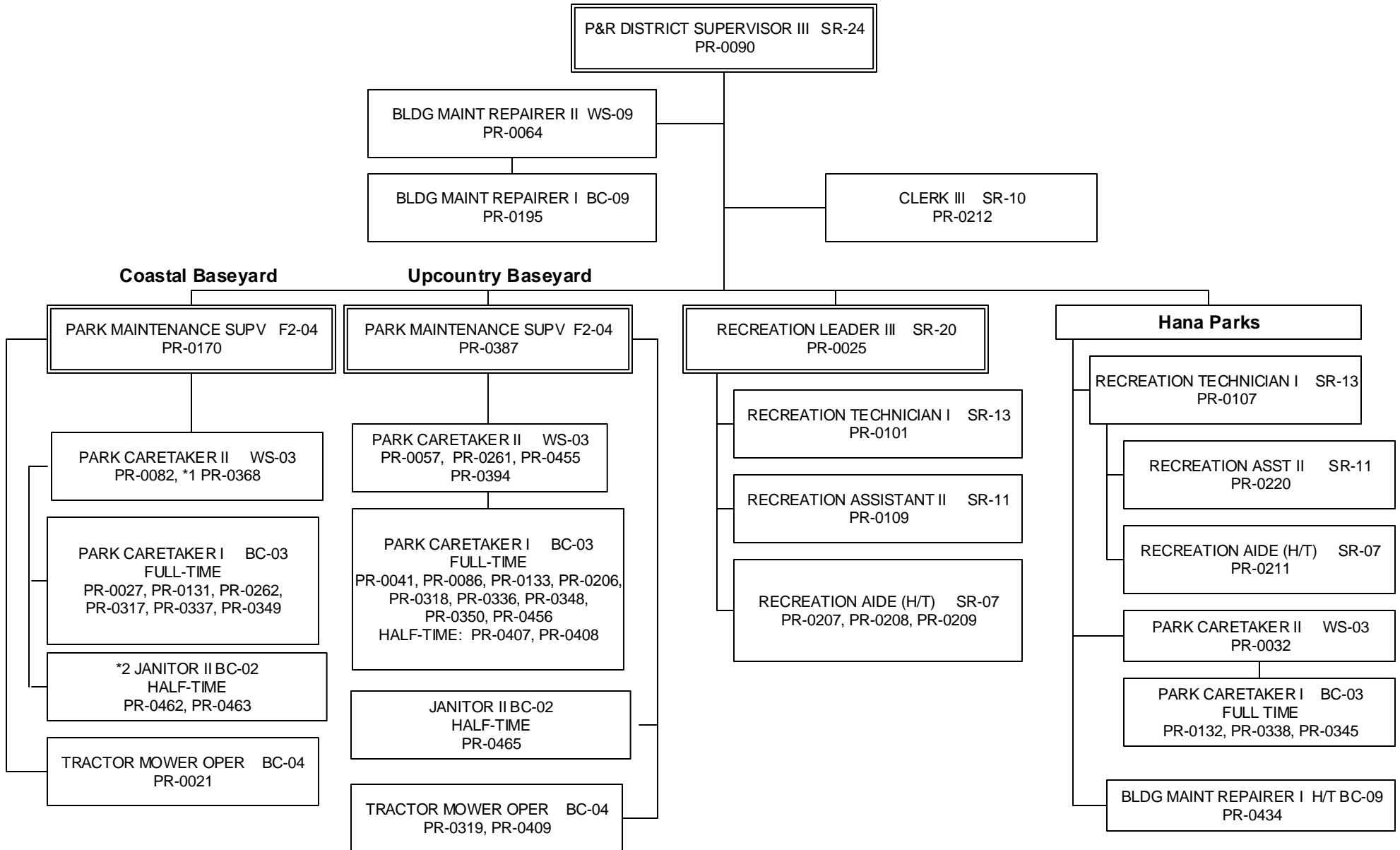
\*3 PR-0466 is budgeted as Janitor II – Update will be in the FY 18 Budget

\*4 PR-0104 is budgeted as Recreation Assistant I – Update will be in the FY 18 Budget

\* PR-0354 and PR-0437 are budgeted as Park Caretaker I BC-03 – Positions are located in Parks Program – Beautification as Nursery Worker I BC-05 – Update will be in FY 18 Budget

# EAST DISTRICT

## Recreation & Support Services Division

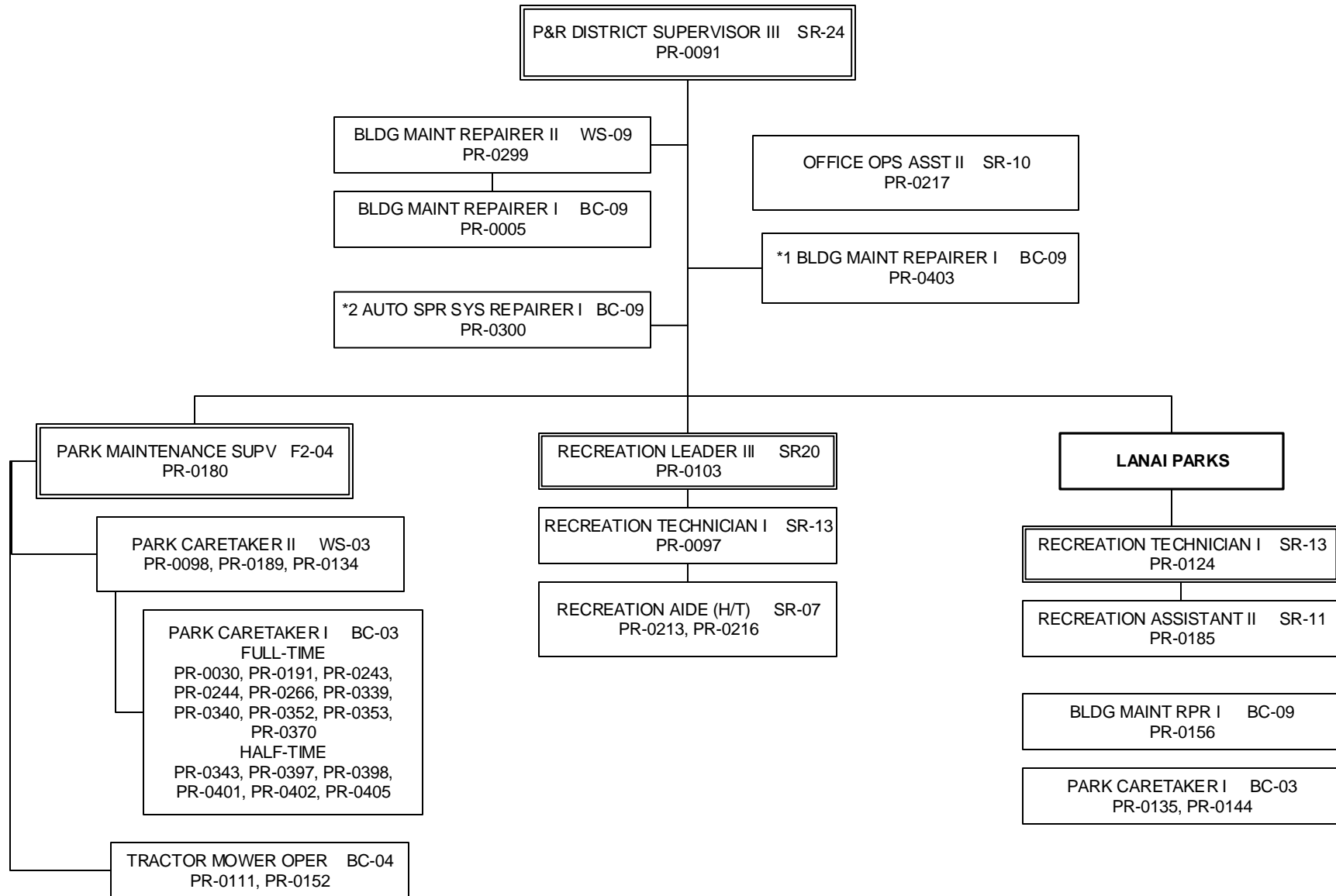


\*1 PR-0368 is budgeted as Park Caretaker I – Update will be in FY 18 Budget

\*2 PR-0462 and PR-0463 are reflected in the Budget as H/T Park Caretaker I's – Re-allocations In Progress

# WEST DISTRICT PARKS

## Recreation & Support Services Division



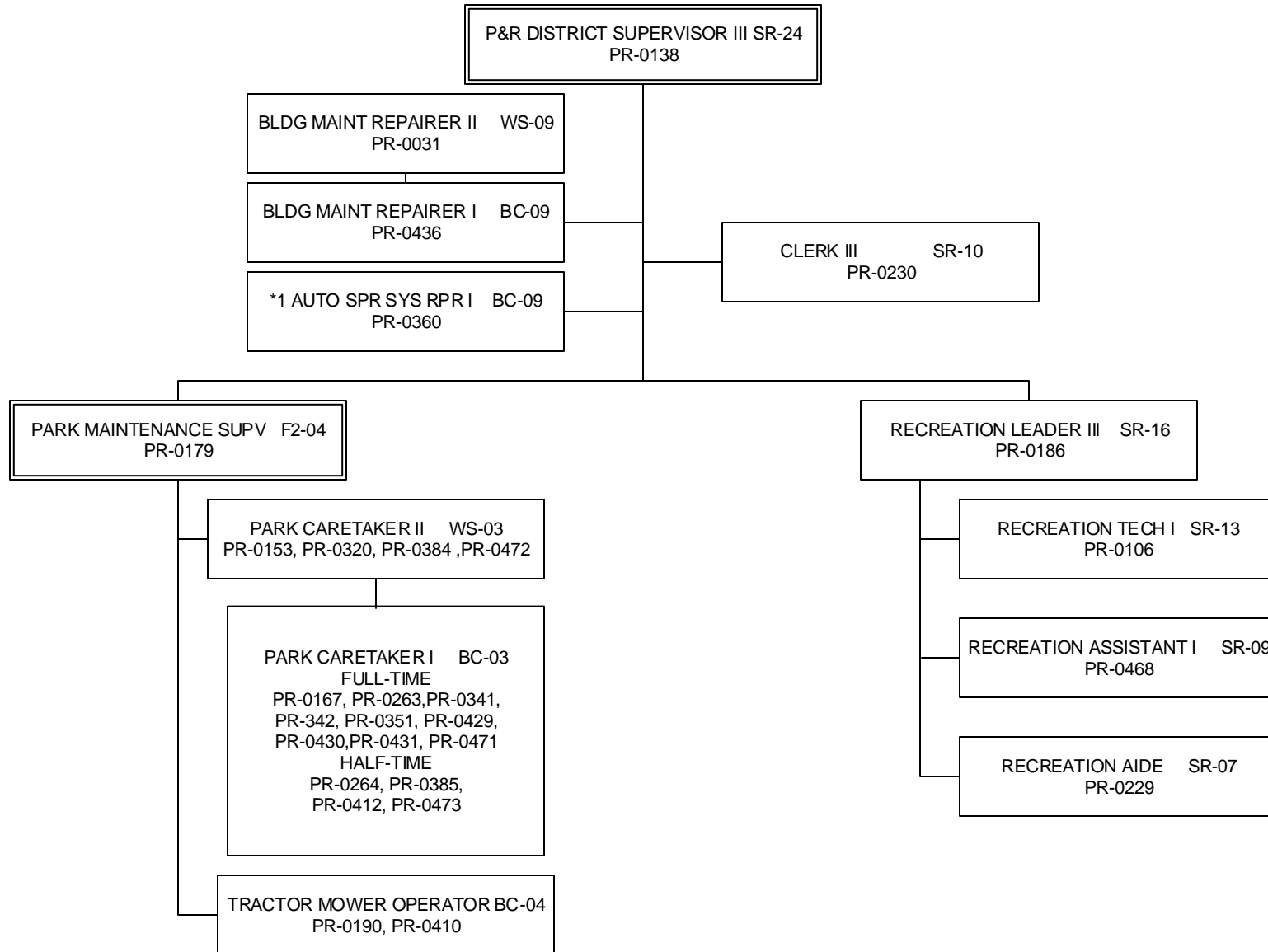
\*1 PR-0403 is budgeted in Parks Program - Construction Maintenance as a Building Maintenance Repairer I BC-09 – Re-organization In Progress

\*2 PR-0300 is budgeted in Parks Program – Beautification – Re-organization In Progress



# SOUTH DISTRICT

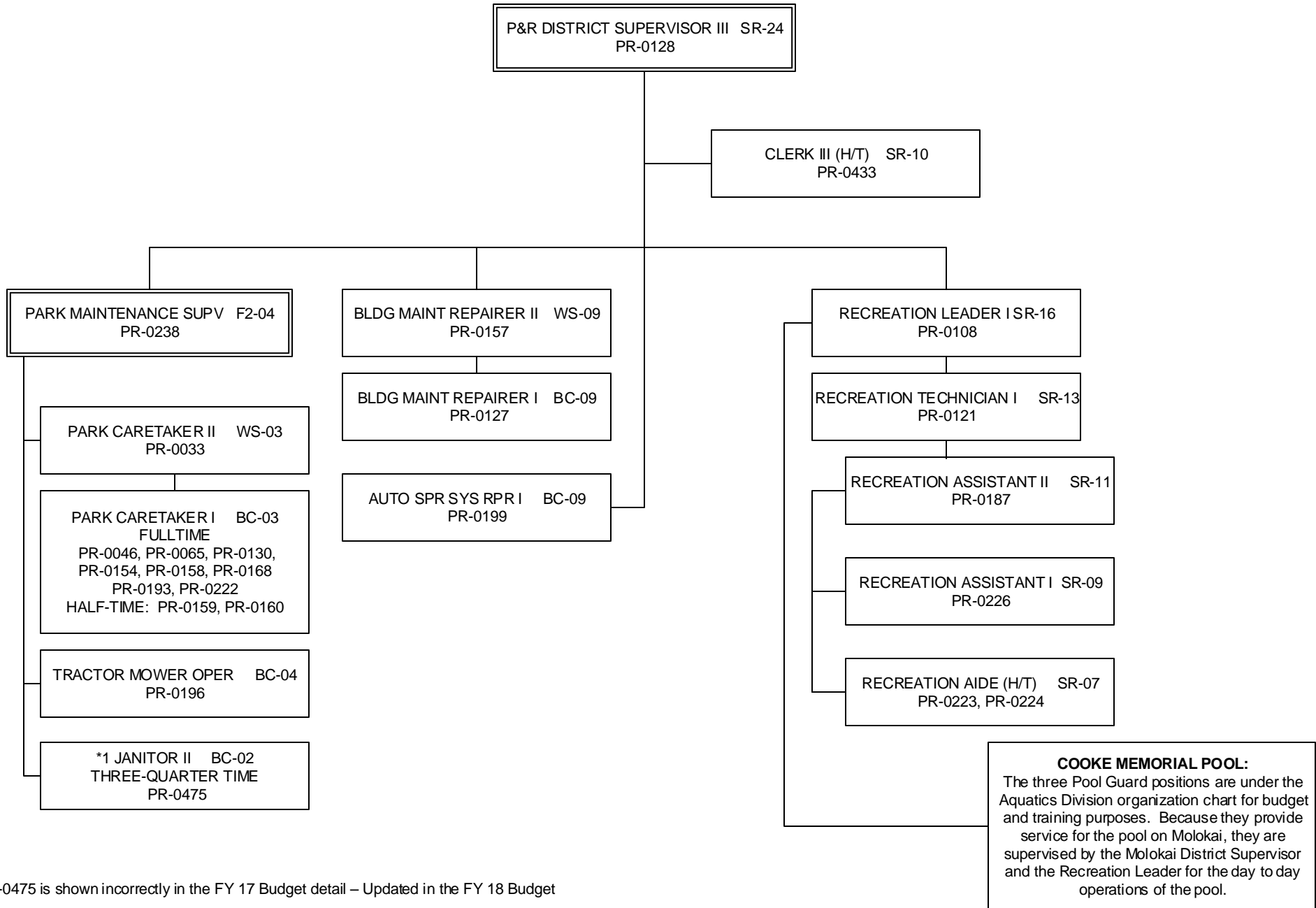
## Recreation & Support Services Division



\*1 PR-0360 is budgeted in Parks Program – Beautification – Re-organization In Progress

# MOLOKAI DISTRICT

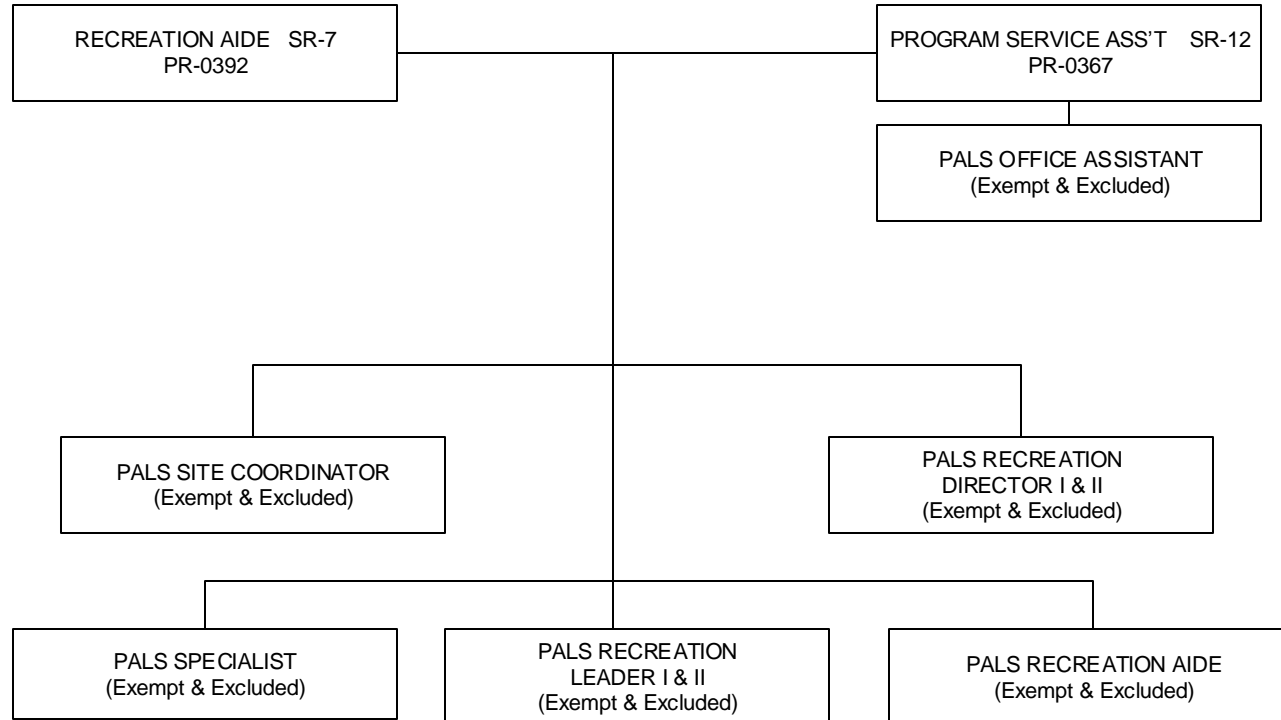
## Recreation & Support Services Division



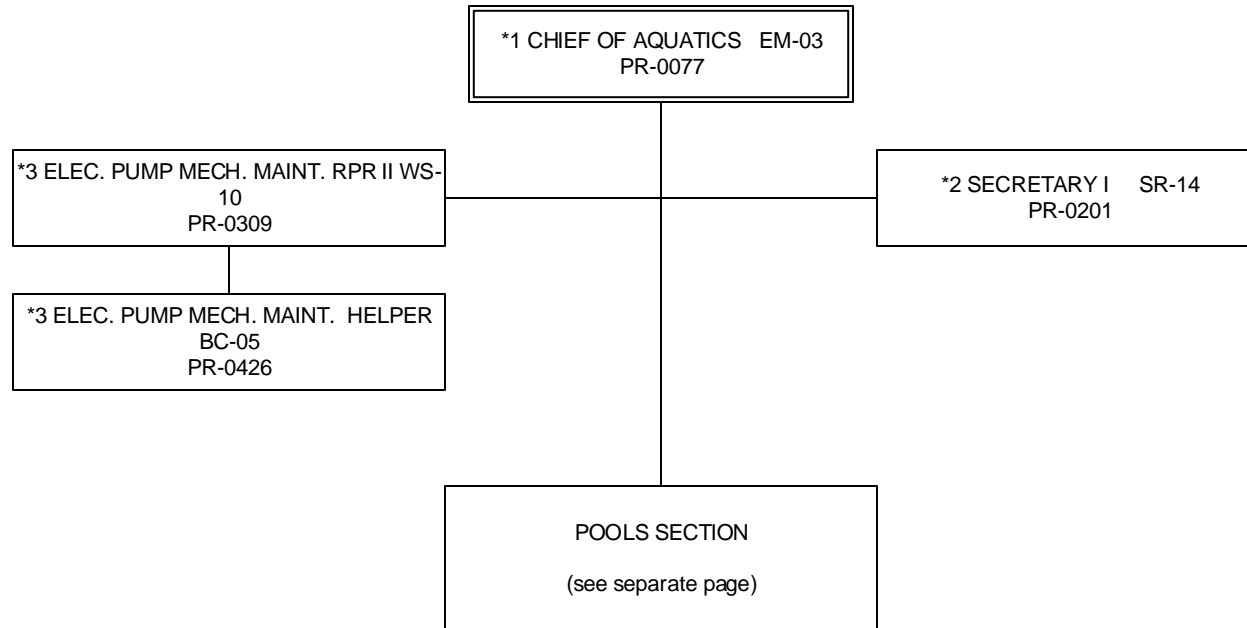
\*1 PR-0475 is shown incorrectly in the FY 17 Budget detail – Updated in the FY 18 Budget

# P.A.L.S.

## Recreation & Support Services Division



# AQUATICS DIVISION



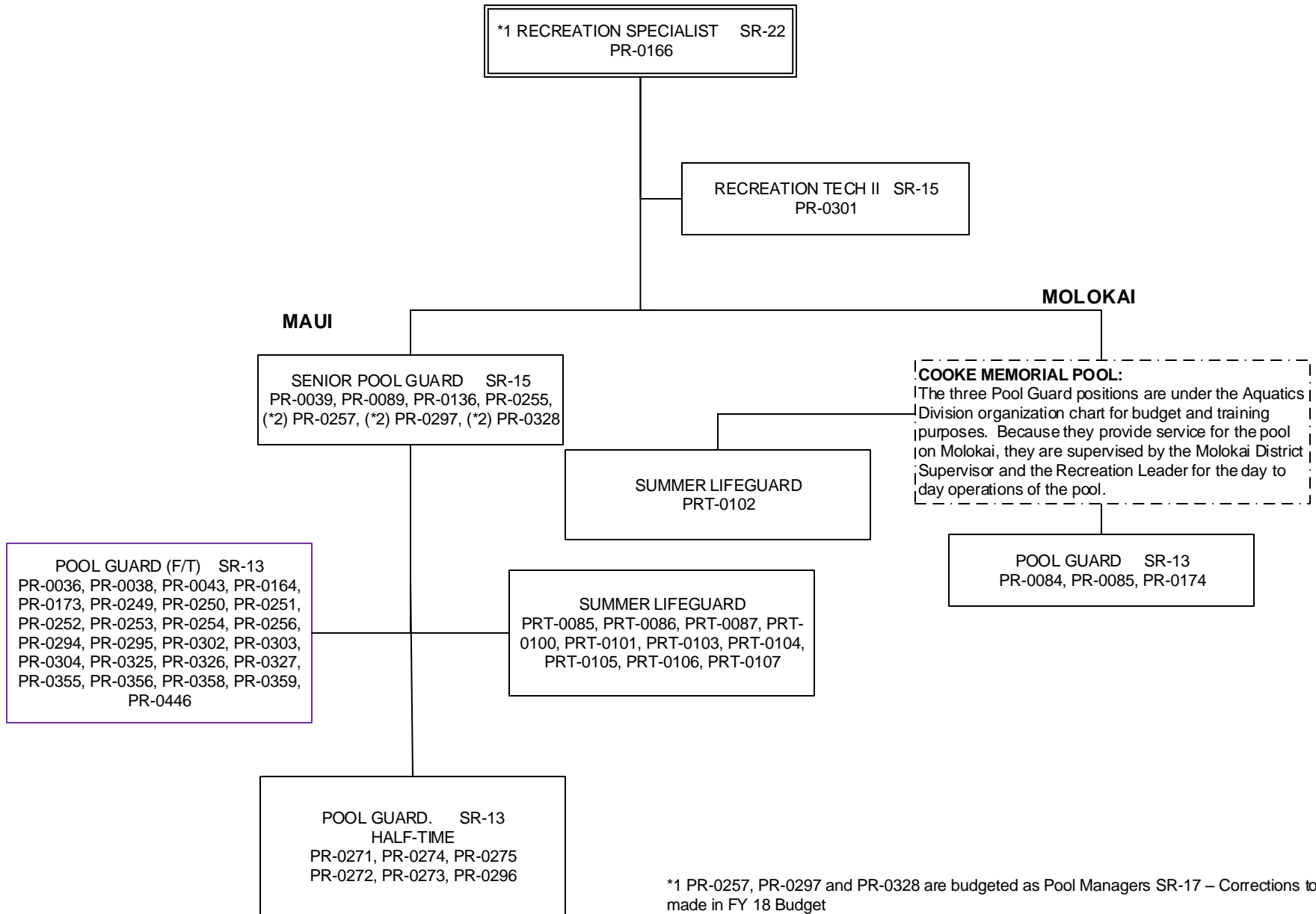
\*1 PR-0077 Budget indicates position as an EM-05 re-allocation on hold pending Ocean Safety transfer and re-evaluation – Deferred Action Under Department Review

\*2 PR-0201 Position was planned re-allocation – Budget indicates position as a Secretary II – Corrections made in FY 18 Budget

\*3 PR-0309 and 0426 are budgeted in the Parks Program – Construction Maintenance – Corrections made in the FY 18 Budget

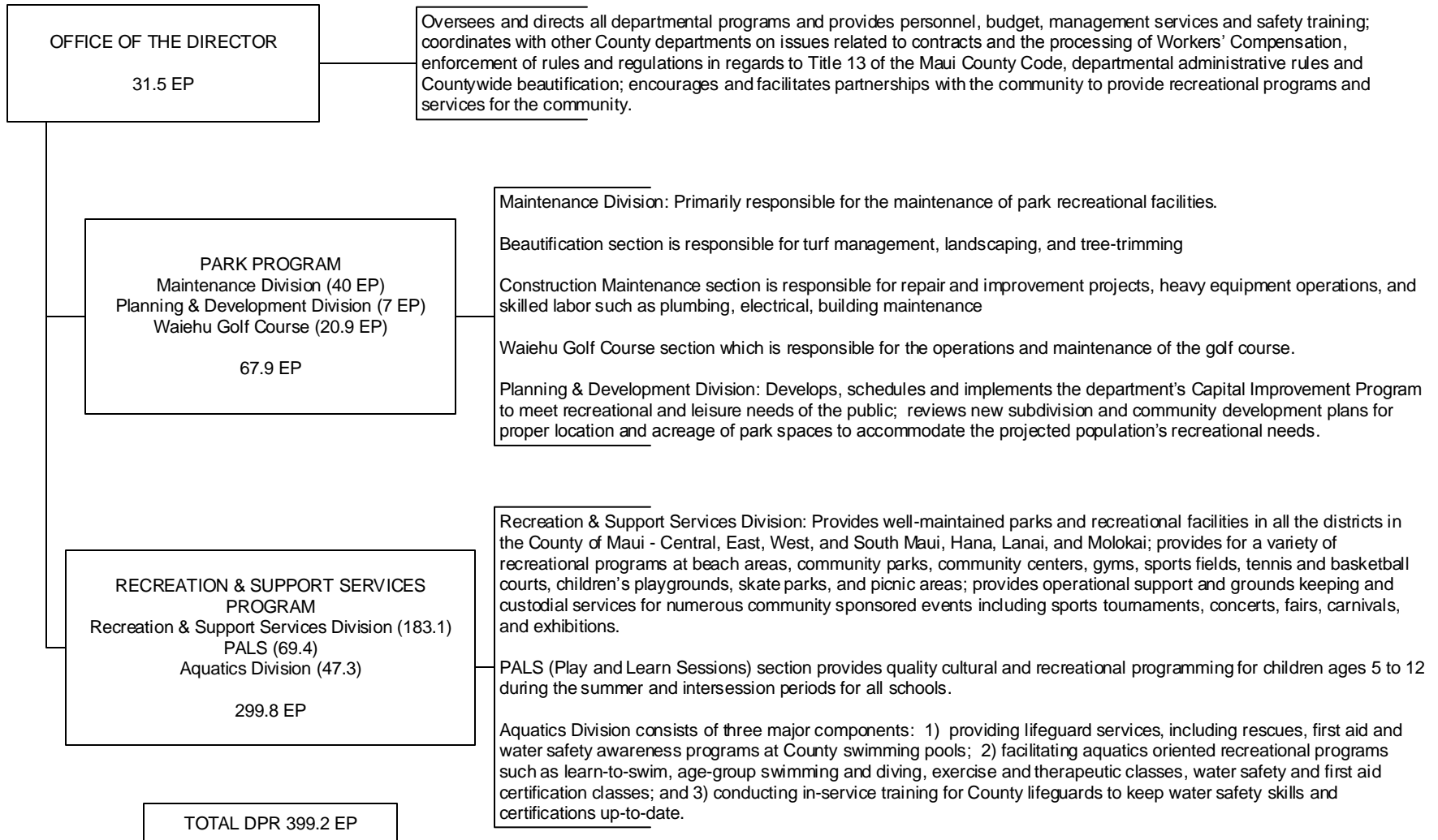
# POOLS SECTION

## Aquatics Division



\*1 PR-0257, PR-0297 and PR-0328 are budgeted as Pool Managers SR-17 – Corrections to be made in FY 18 Budget

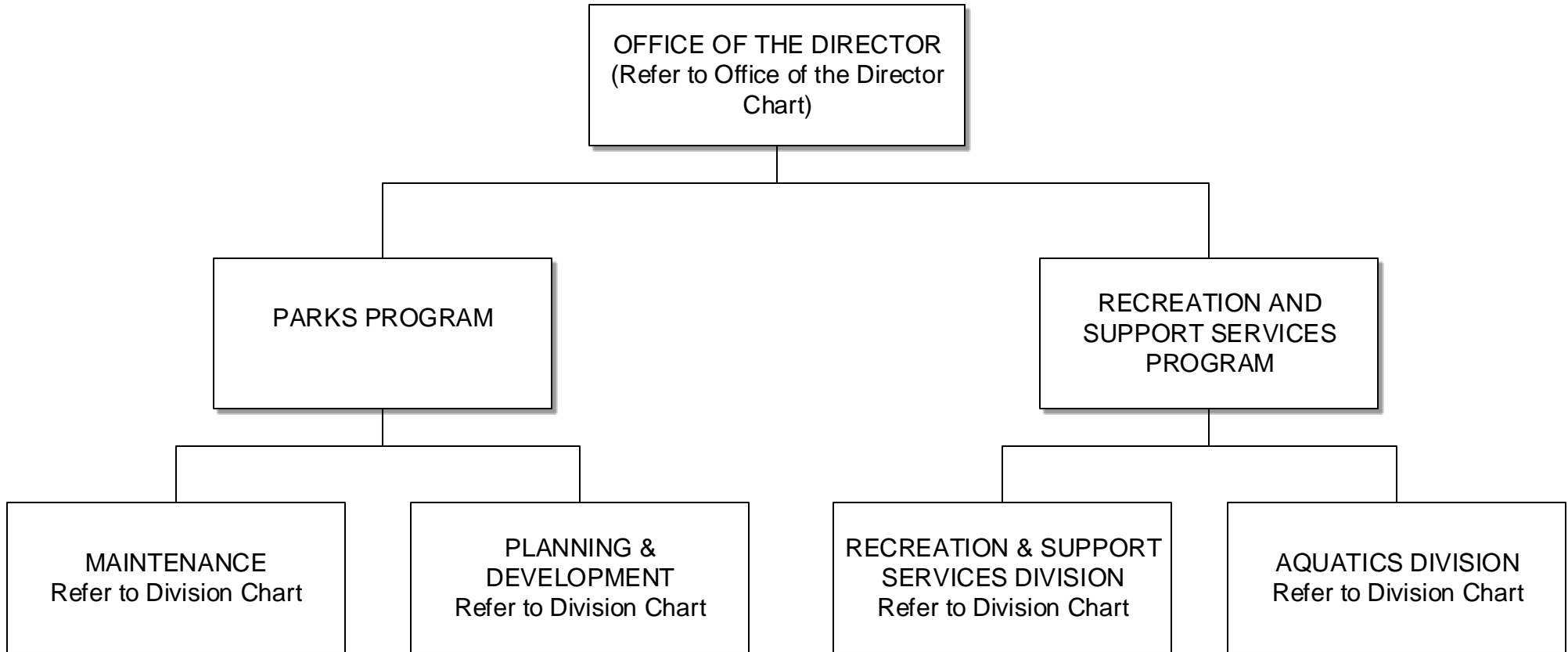
DEPARTMENT OF PARKS AND RECREATION  
FUNCTIONAL CHART  
FY2017



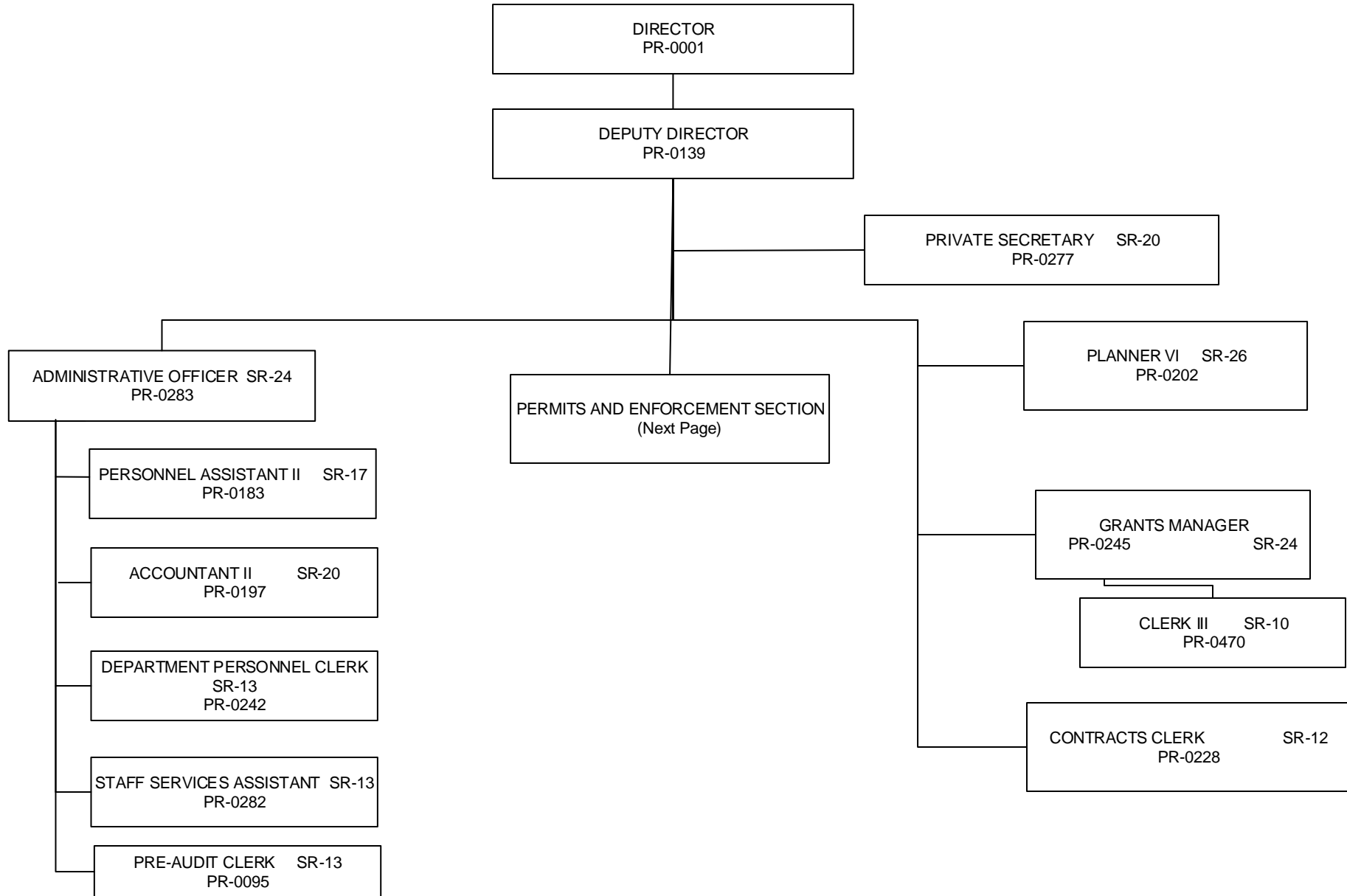
FY 2017 Budget reflects the following EP      29.5 Office of the Director      75.9 EP Parks Program (20.9 Golf Course)      293.8 EP Recreation Program (67.4 PALS)      Total 399.2 EP

Differences between FY 17 Budget and Organizational charts are identified on each individual organizational chart page.

**DEPARTMENT OF PARKS AND RECREATION  
ORGANIZATION CHART  
FY 2017**

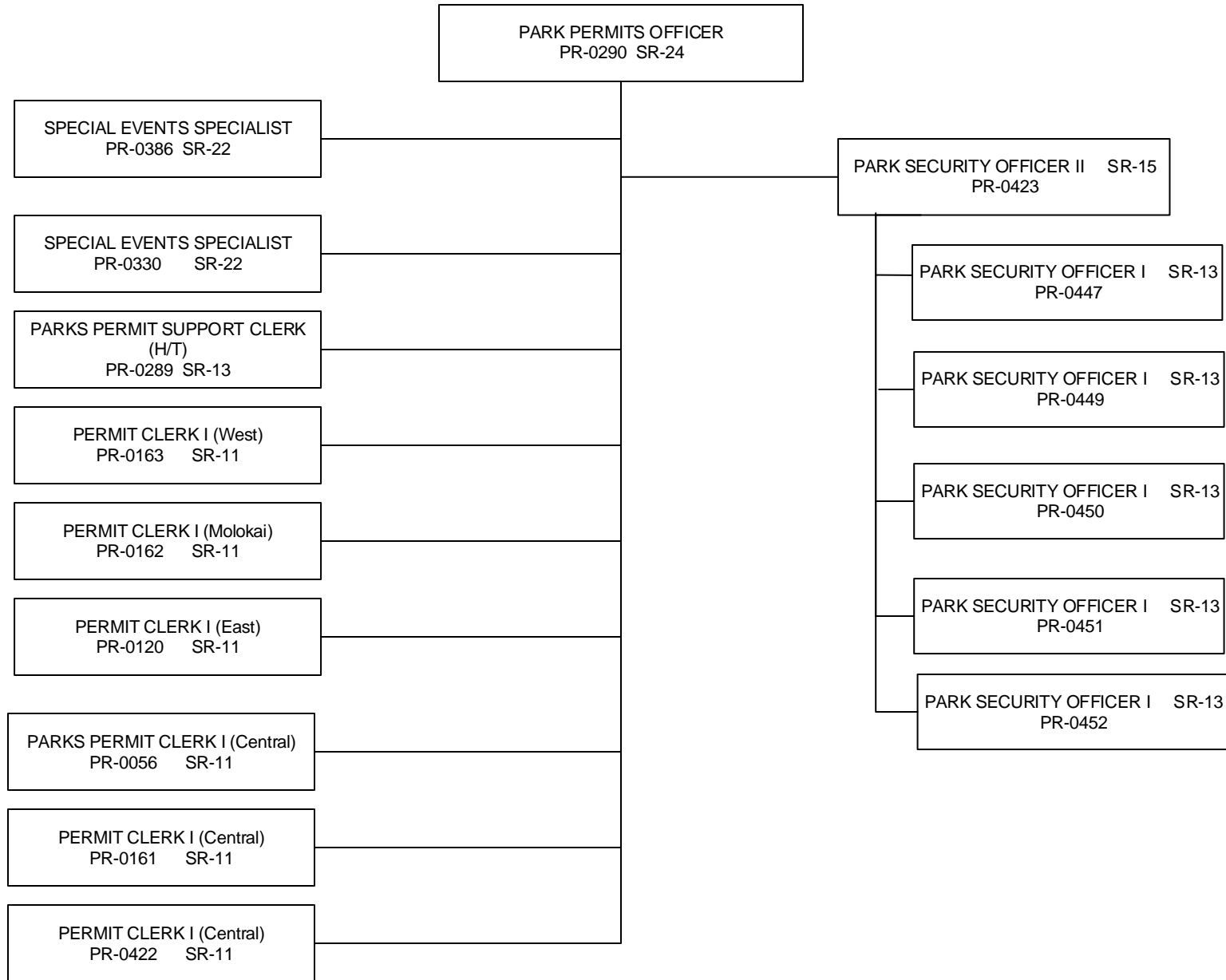


# OFFICE OF THE DIRECTOR

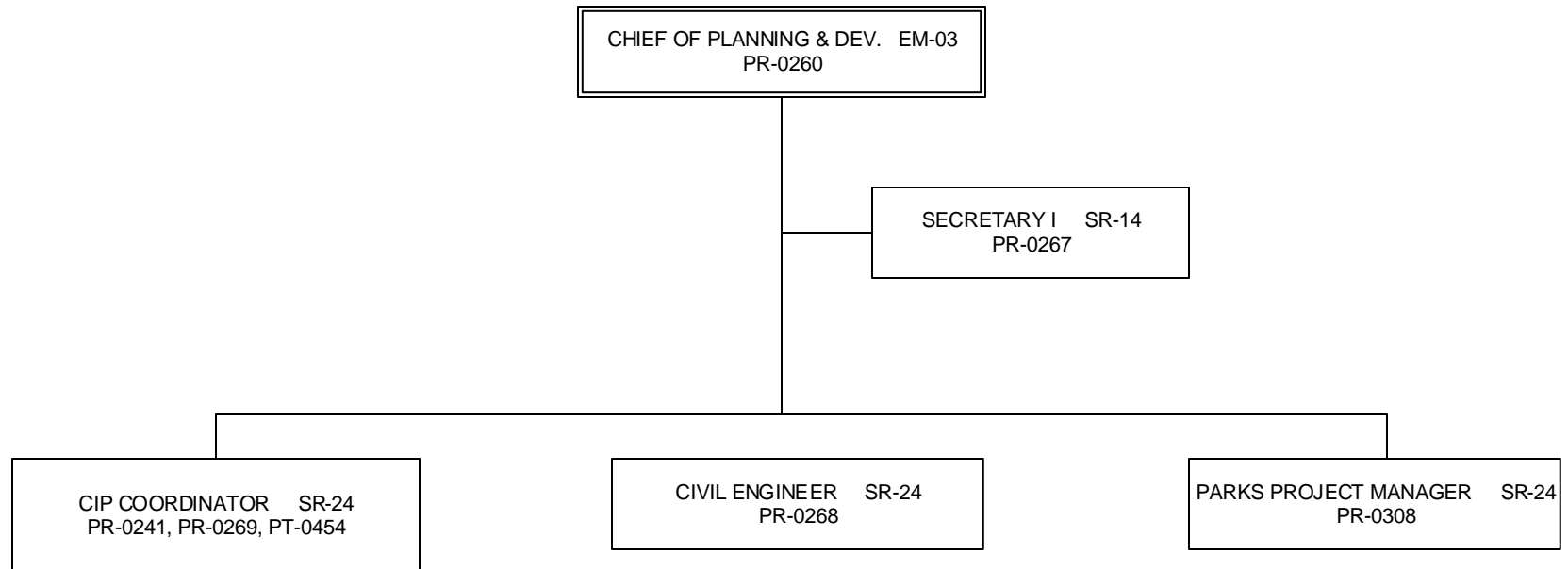




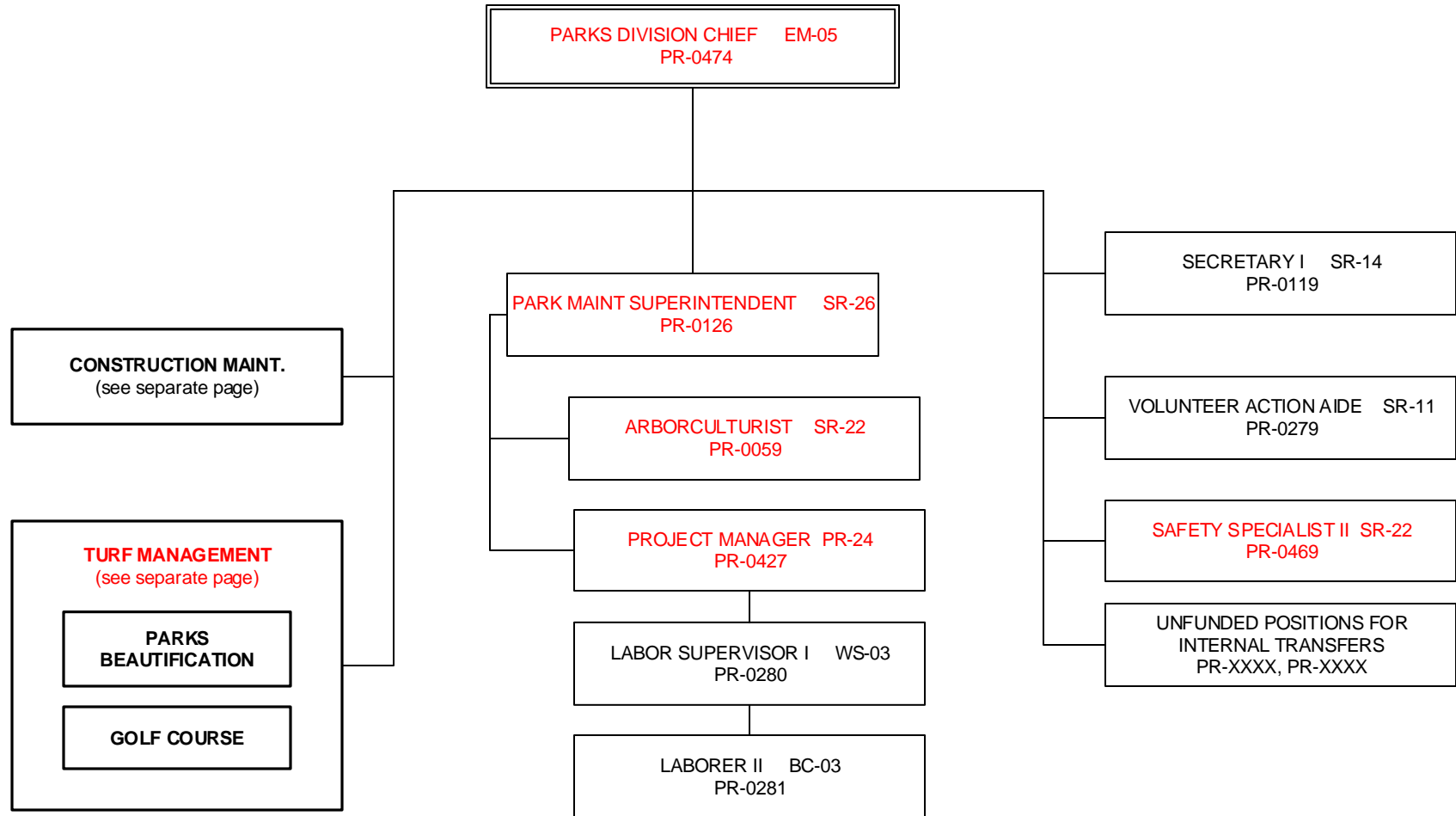
# PERMITS & ENFORCEMENT SECTION



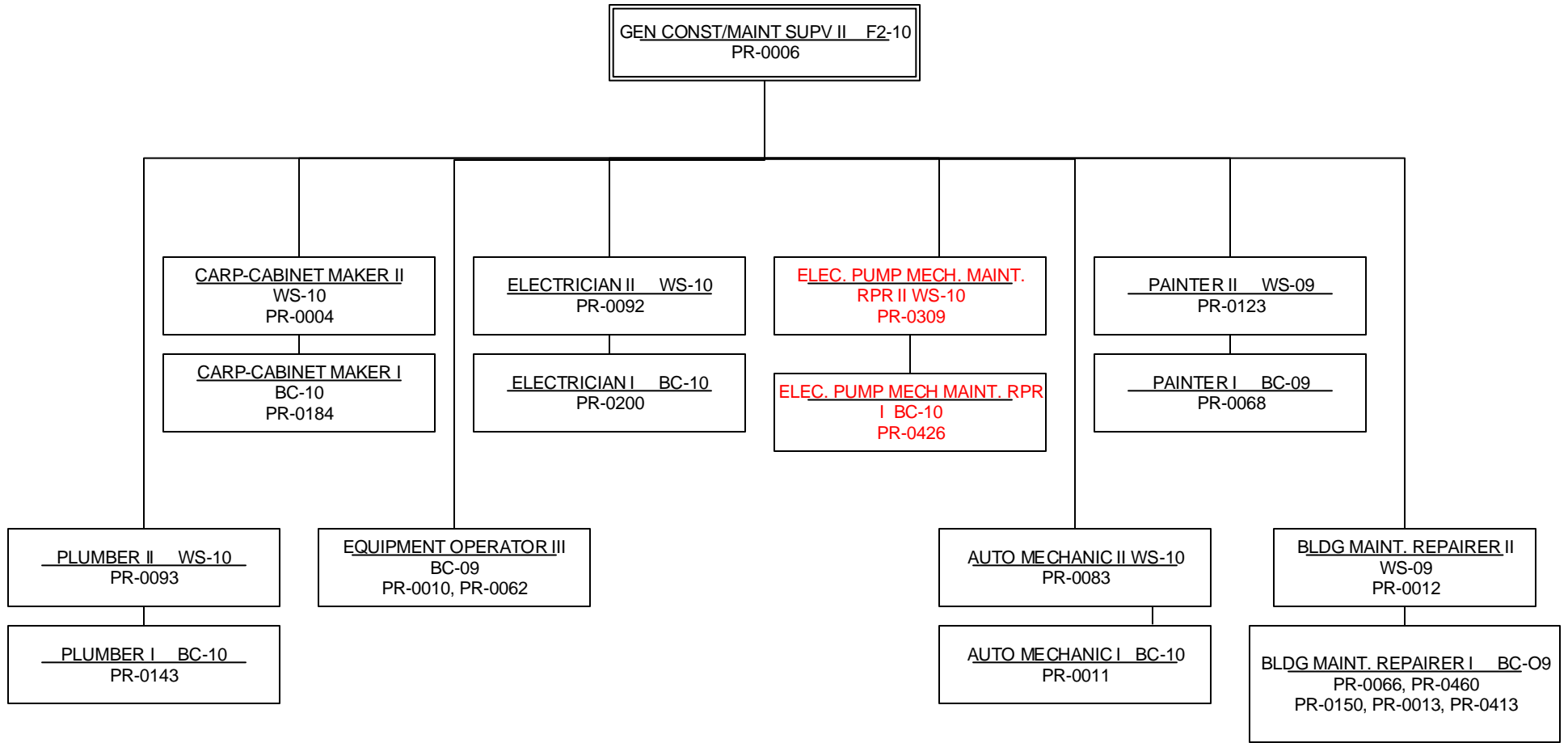
# PLANNING AND DEVELOPMENT DIVISION



# PARKS DIVISION



# CONSTRUCTION MAINTENANCE Parks Division



# TURF MANAGEMENT Parks Division

TURF MANAGER EM-03  
PR-0403

## BEAUTIFICATION

PARKS BEAUTIFICATION MGR. SR-24  
PR-0100

NURSERY WORKER II WS-05  
PR-0192, PR-0182

NURSERY WORKER I BC-05  
PR-0023, PR-0354, PR-0437

AUTO SPR SYS RPR II WS-09  
PR-0026

AUTO SPR SYS RPR I BC-09  
PR-0155, PR-0258, PR-0300  
PR-0357, PR-0360

EQUIP. OPERATOR III BC-09  
PR-0194

CHEMICAL TREATMT WKR II BC-07  
PR-0198

CHEM TRT HLPR BC-04  
PR-0087

## GOLF COURSE

GOLF COURSE SUPT SR-24  
PR-0019

GOLF COURSE MAINT SUPV F2-04  
PR-0237

GOLF CRSE GROUNDSKPR II BC-04  
PR-0017, PR-0069, PR-0070,  
PR-0081, PR-0239

GOLF CRSE GROUNDSKPR I BC-03  
FULL-TIME  
PR-0073, PR-0080, PR-0145, PR-0233  
HALF-TIME  
PR-0453

JANITOR I BC-01  
PART-TIME: PR-0232

GOLF COURSE OPNS CLERK SR-13  
PR-0049, PR-0051, PR-0118, PR-0428

AUTO SPRNKL R SYS RPR I BC-09  
PR-0018

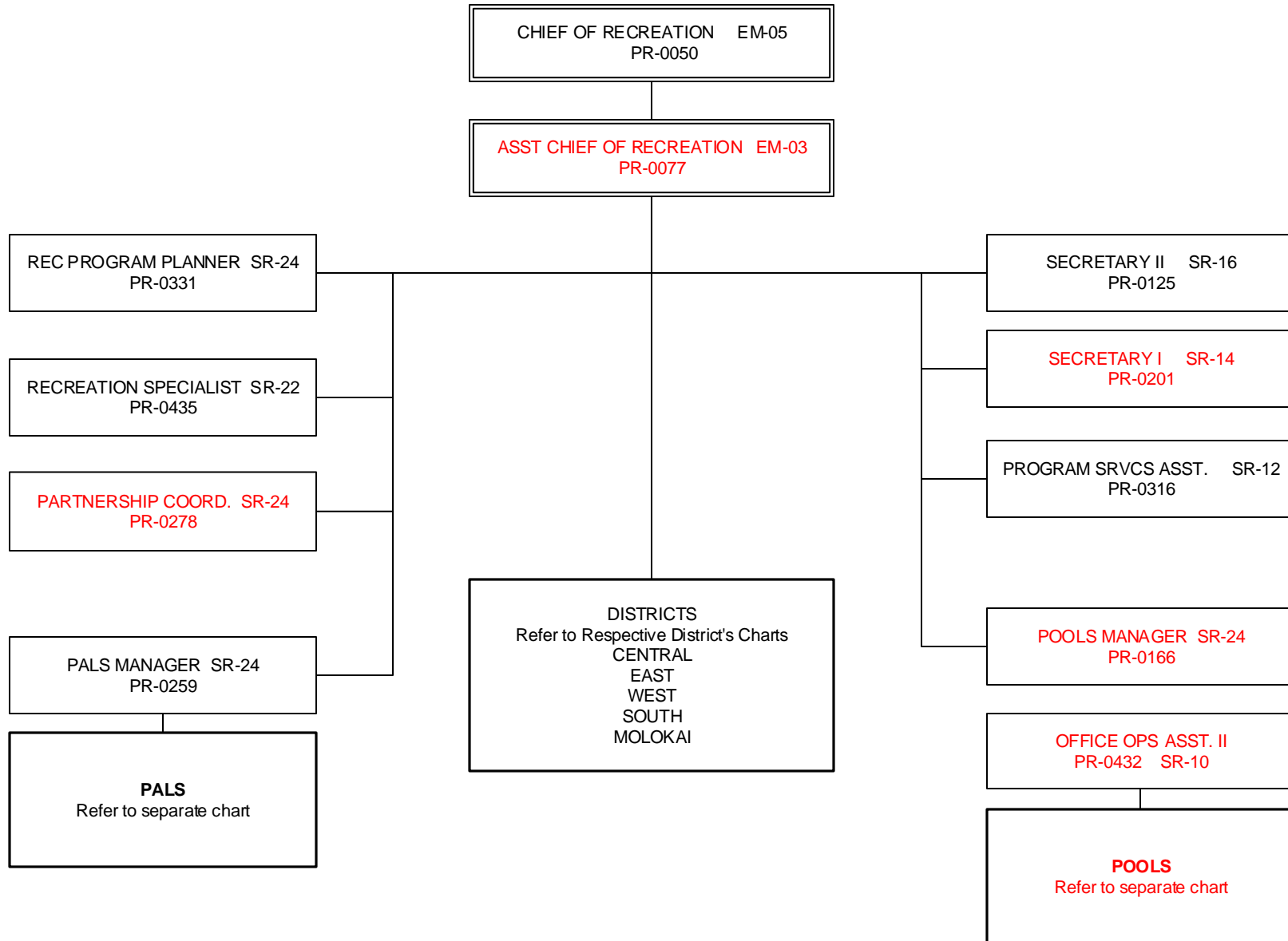
CHEMICAL TRT WORKER II BC-07  
PR-0240

EQUIPMENT OPERATOR III BC-09  
PR-0015

AUTO MECHANIC II WS-10  
PR-0293

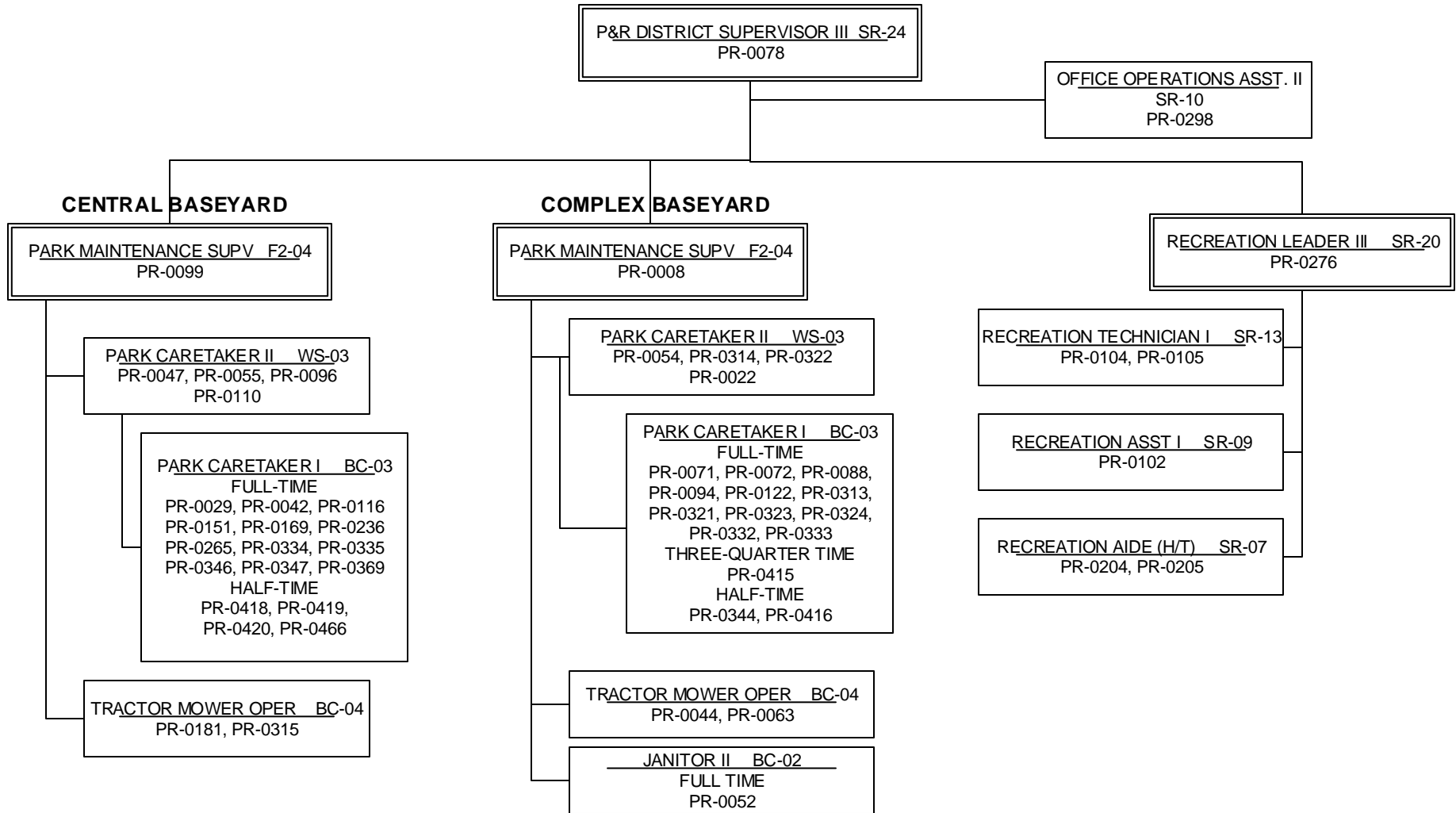
AUTO MECHANIC I BC-10  
PR-0079

# RECREATION & SUPPORT SERVICES DIVISION



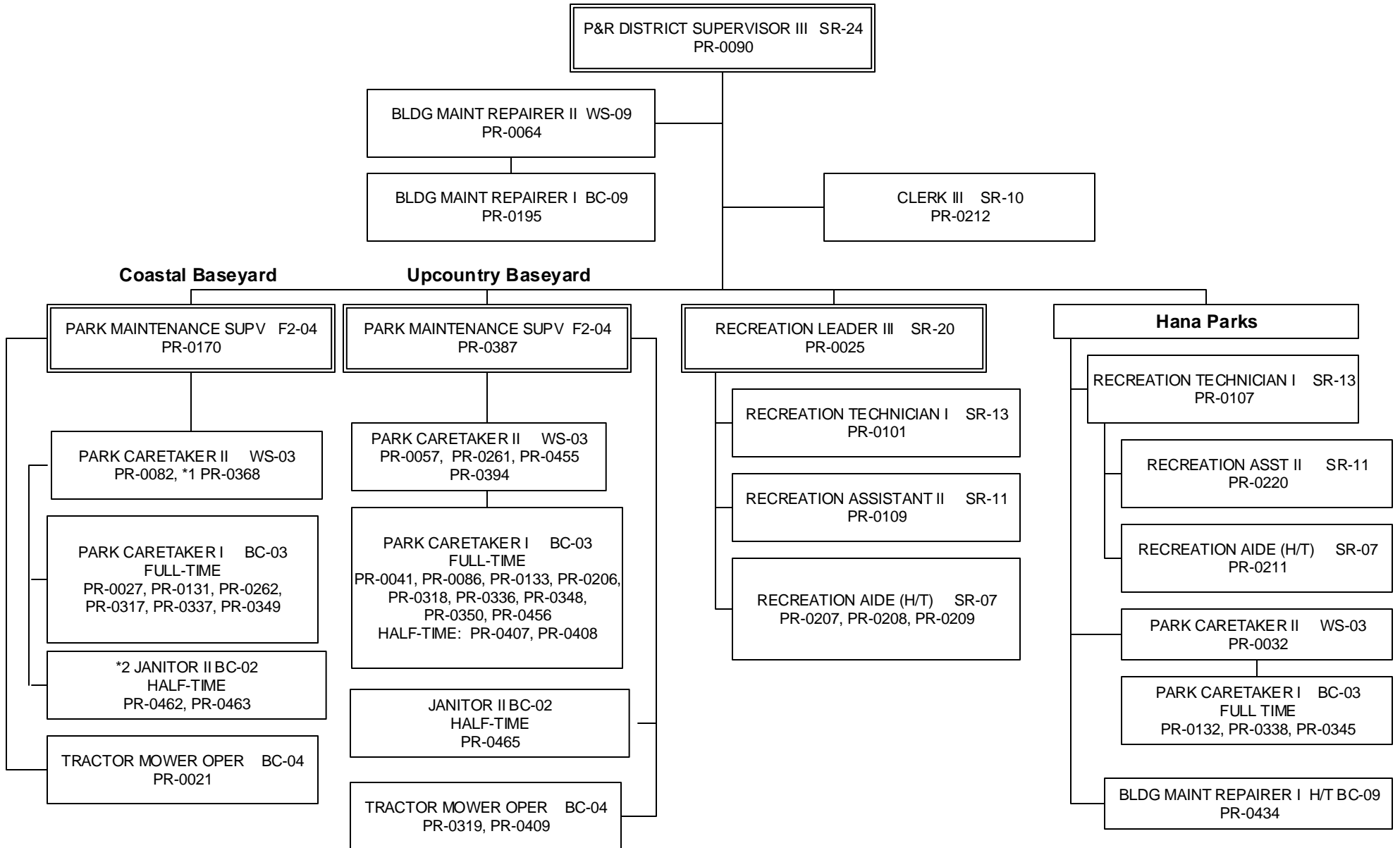
# CENTRAL DISTRICT

## Recreation & Support Services Division



# EAST DISTRICT

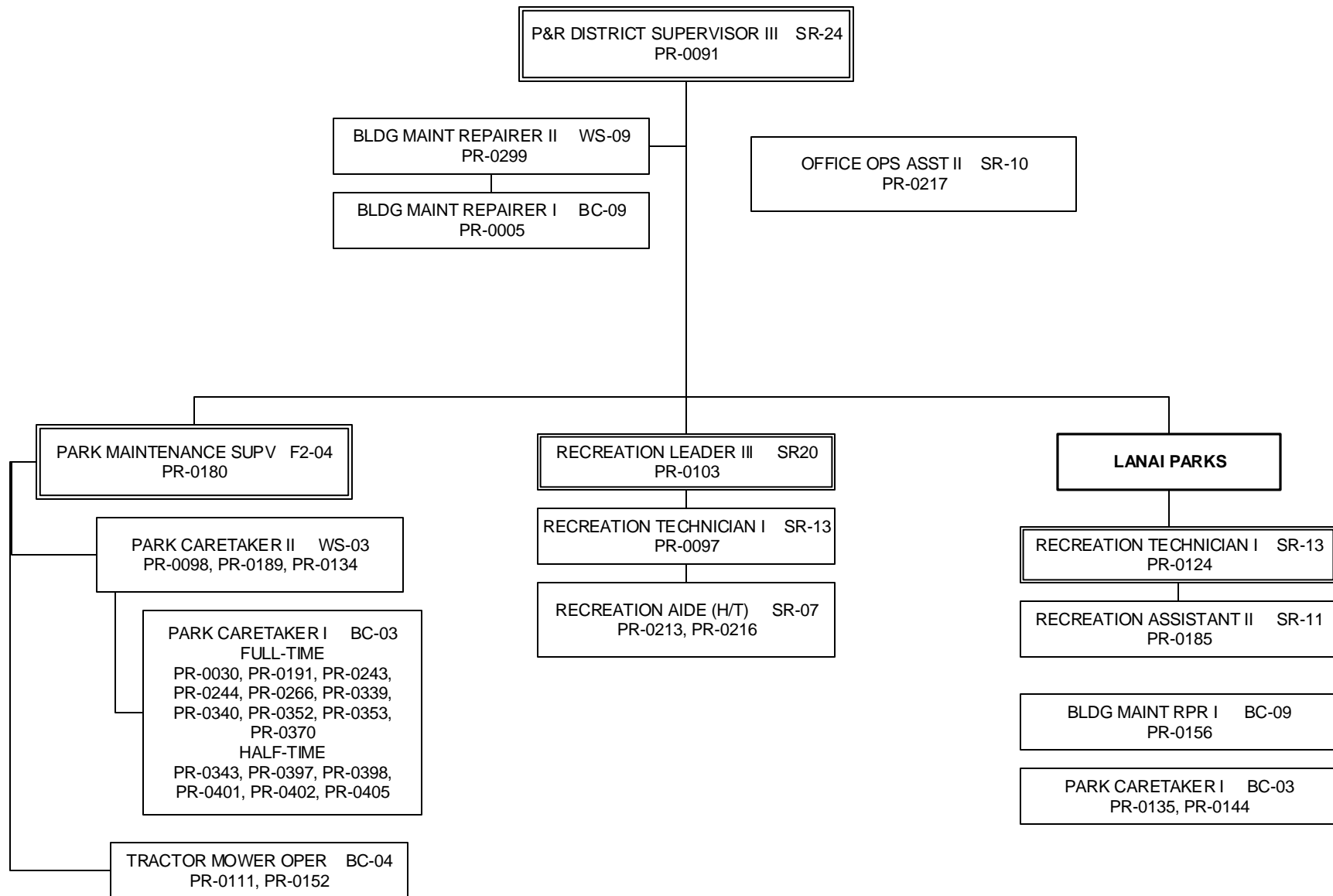
## Recreation & Support Services Division





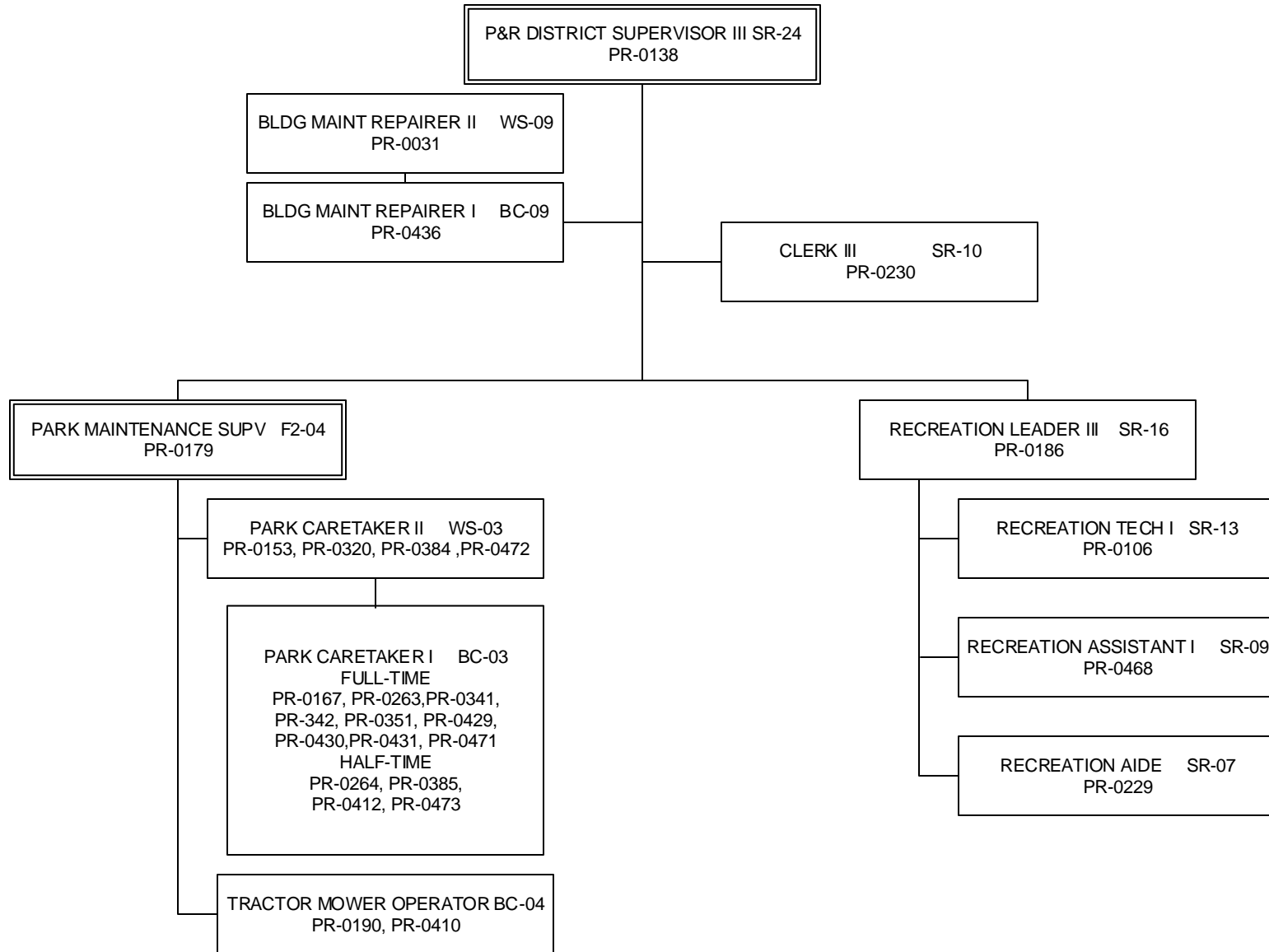
# WEST DISTRICT PARKS

## Recreation & Support Services Division



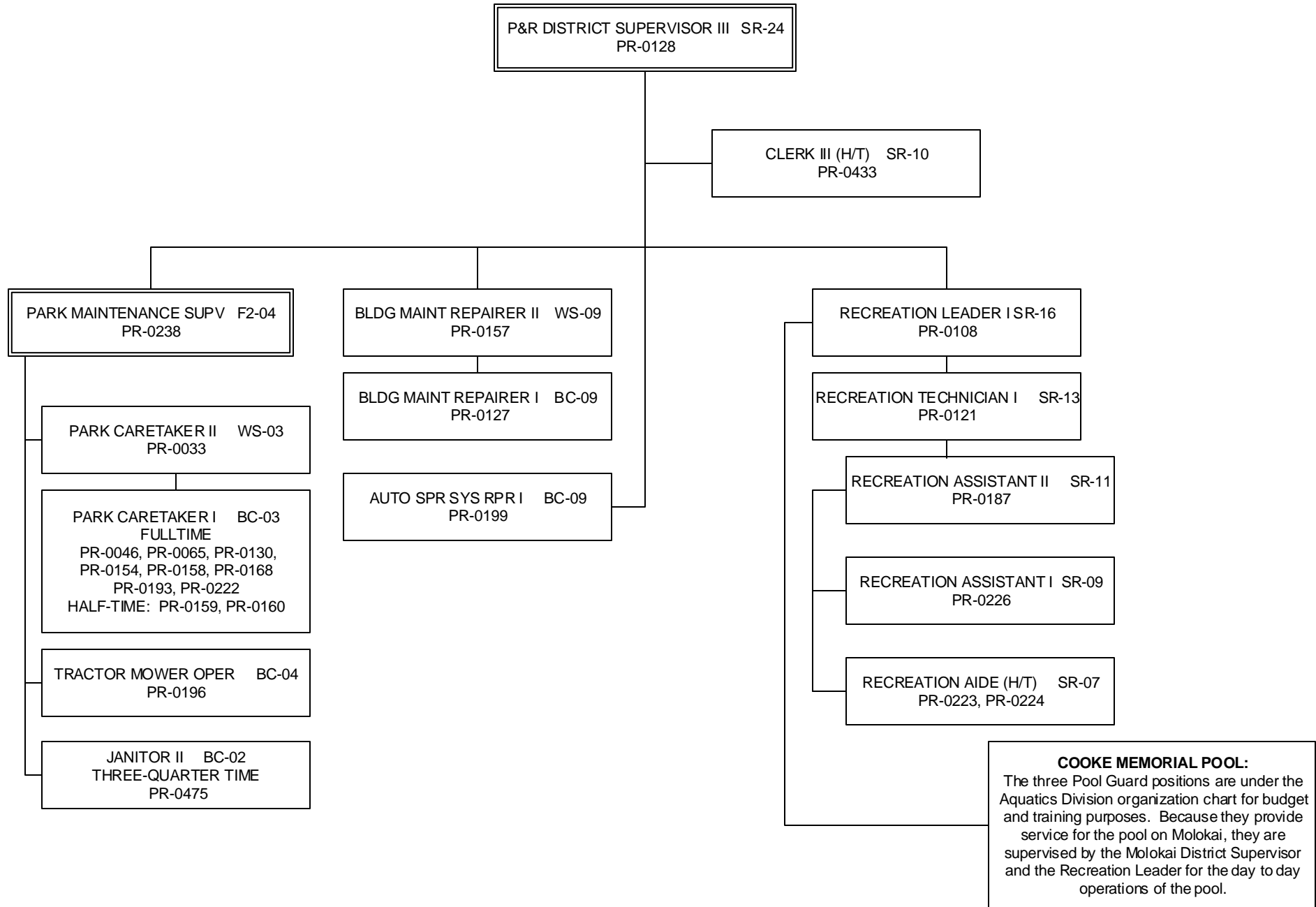
# SOUTH DISTRICT

## Recreation & Support Services Division



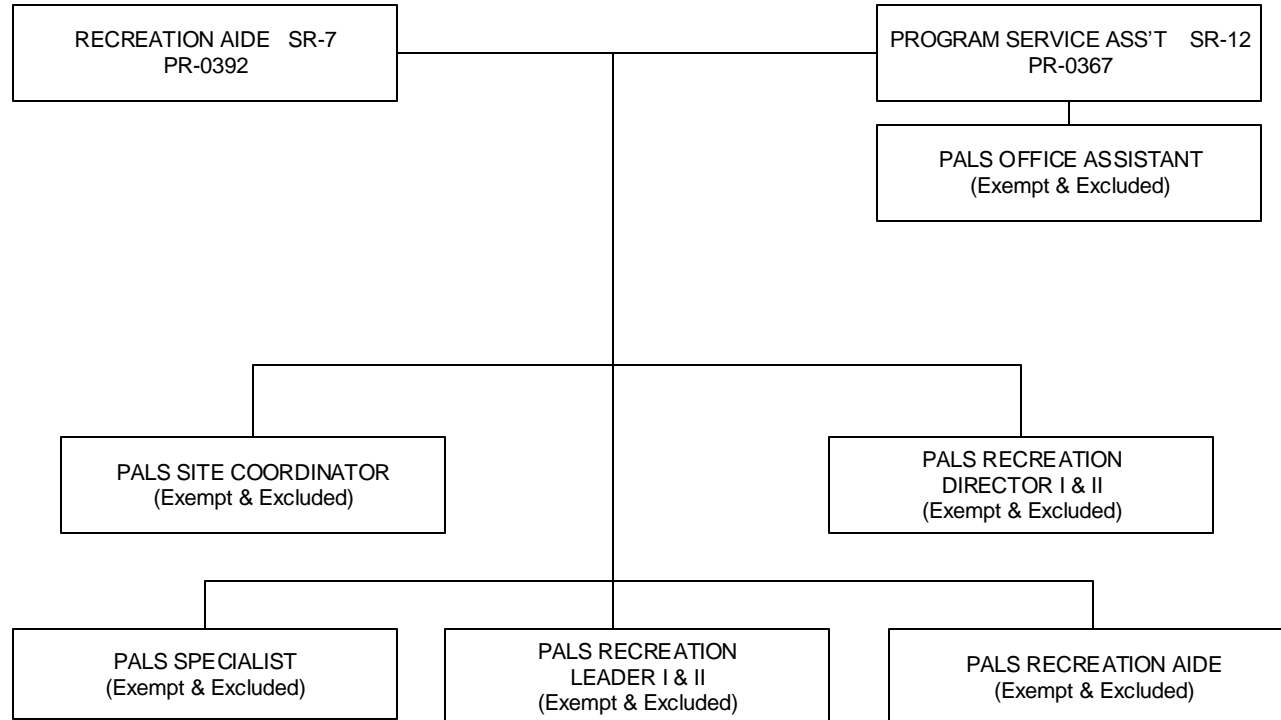
# MOLOKAI DISTRICT

## Recreation & Support Services Division



# P.A.L.S.

## Recreation & Support Services Division



# POOLS

## Recreation & Support Services Division

