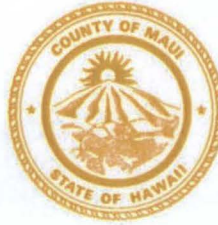


MICHAEL P. VICTORINO
Mayor

SANDY K. BAZ
Managing Director

TYSON K. MIYAKE
Deputy Managing Director



DEPARTMENT OF MANAGEMENT
COUNTY OF MAUI
200 SOUTH HIGH STREET
WAILUKU, MAUI, HAWAII 96793

November 13, 2019

RECEIVED

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OFFICE OF THE
COUNTY COUNCIL

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

APPROVED FOR TRANSMITTAL

For Transmittal to:

Alice Lee, Chair
Water and Infrastructure Committee
Maui County Council
200 South High Street
Wailuku, HI 96793

Michael P. Victorino 11/13/19
Mayor Date

Dear Ms. Lee:

SUBJECT: **PARKING ACTION PLAN** (WAI-15)

Thank you for your letter dated October 23, 2019 requesting information to the following questions:

1. **Are there any current parking agreements with the County for the parking lots adjacent to 505 Front Street? Is there an agreement with Moku`ula or another cultural organization? If so, please provide the details of the agreements.**

Per the Department of Finance, TMK (2) 4-6-0074:036 (across Front Street from 505 Front) is currently on a month-to-month concession with Diamond Parking. The revenue from the parking is deposited into the Hawaiian Cultural Restoration Revolving Fund. Maui County Code 3.38.101 Hawaiian Cultural Restoration Revolving Fund dictates the use of any revenue generated by the parking lot.

The property was previously leased to The Friends of Moku`ula, but the license agreement was terminated on August 12, 2018.

2. **How are off-site parking agreements being enforced by the Department of Planning under the recent parking ordinance amendments? How is the issue of "phantom parking" – when multiple businesses designate the same off-site parking location – being addressed?**

Per the Department of Planning, enforcement of approved off-site parking (OSP) permits is typically complaint driven. The potential “phantom parking” is minimized during the OSP permit application review by the Department by 1) looking at the parking requirements of the off-site location to make sure all required parking is provided, 2) Looking at any previous OSP approvals on the off-site parking location to make sure those parking spaces are accounted for, and 3) only issuing a new OSP approval if there are still extra available spaces to give.

When the Department issues an OSP permit, it is listed in KIVA and is linked to the TMK record of both the parcel where the parking will occur and the parcel where the parking need is generated.

3. **Please provide the County-employee parking stall wait list, the total number of County parking space available, and a copy of the County parking policy.**

There are 265 employee assigned parking stalls on the County campus, as well as 68 county fleet vehicle stalls and 43 public stalls. Currently there are 310 employees on the wait list for an assigned stall. Of those 310 employees, 47 have temporary parking in the old post office lot. This leaves 260 employees that have no parking in a County owned lot.

Please see a copy of the County of Maui Parking Assignment Policy & Guidelines, as well as a map of the Wailuku County Campus Parking attached as “Attachment 1” and “Attachment 2”.

4. **Please provide details of the cost of a parking meter and approximately how long it takes to pay for itself.**

The anticipated parking equipment has not been determined at this time. However, the type of equipment that may be utilized includes single space meters, dual space meters and pay stations that manage multiple stalls. There are hardware and software costs associated with all equipment types. Below please see a table of anticipated equipment related costs.

Equipment	Dual Space Meters*	Single Space Meters	Pay Stations
Cost of Base Unit / Housing / Pole	\$1,350.00	\$1,000.00	\$8,500.00
Meter Warranty (applies Years 2 & 3)	\$100.00	\$50.00	\$450.00
Monthly Meter Software Fees - Per Unit	\$11.50	\$5.75	\$55.00
Monthly CC Processing Fees - Per Transaction	\$0.13	\$0.13	\$0.13

The projected revenue will vary depending upon assumptions of average daily occupancy, percentage of compliance, and the rate charged per hour. It also will vary depending upon whether or not County decides to provide resident discounts or waivers, whether or not employee permits are issued and if low-income permits are provided.

In the process of developing the Parking Action Plan for Wailuku and Lahaina, the consultant made assumptions in each of these areas. Below, please find summary tables based up the assumptions made (which can and will be adjusted based up community feedback and Council authorization) for each community.

LAHAINA

Based upon a rate of \$2.00 an hour off-street and \$4.00 an hour on-street, along with conservative occupancy and compliance rates, Lahaina Town Parking is expected to have a net positive income stream within the first year. See the chart below.

Lahaina Financial Dashboard			
Year 1	On-Street	Off-Street	Total
Projected Revenue	\$1,099,233.30	\$442,549.80	\$1,541,783.10
Estimated Equipment and Operating Costs	\$325,671.20	\$101,496.45	\$427,167.65
Net Gain/Loss	\$773,562.10	\$341,053.35	\$1,114,615.45
Year 2	On-Street	Off-Street	Total
Cumulative Projected Revenue	\$2,198,466.60	\$885,099.60	\$3,083,566.20
Cumulative Estimated Equipment and Operating Costs	\$404,942.40	\$130,542.90	\$535,485.30
Cumulative Net Gain/Loss	\$1,793,524.20	\$754,556.70	\$2,548,080.90
Year 3	On-Street	Off-Street	Total
Cumulative Projected Revenue	\$3,297,699.90	\$1,327,649.40	\$4,625,349.30
Cumulative Estimated Equipment and Operating Costs	\$484,213.60	\$159,589.35	\$643,802.95
Cumulative Net Gain/Loss	\$2,813,486.30	\$1,168,060.05	\$3,981,546.35

WAILUKU

In Wailuku, the parking rates much lower due to very different economic and industry circumstances in the neighborhood. However, the costs for equipment are the same. Therefore, it is expected to take longer for Wailuku to be revenue positive. Based upon a rate of \$0.50 an hour off-street and \$1.00 an hour on-street, along with conservative occupancy and compliance rates, Wailuku Town Parking is expected to have a net positive income stream by year 2 if the program is implemented upon the opening of the Civic Complex parking structure. It should be noted, if the program is implemented before the opening of the parking structure, it will take more time for the program to become revenue positive.

Wailuku Financial Dashboard			
Year 1	On-Street	Off-Street	Total
Projected Revenue	\$164,934.00	\$201,741.06	\$366,675.06
Estimated Equipment and Operating Costs	\$269,940.30	\$256,976.00	\$526,916.30

Net Gain/Loss	(\$105,006.30)	(\$55,234.94)	(\$160,241.24)
Year 2	On-Street	Off-Street	Total
Cumulative Projected Revenue	\$329,868.00	\$403,482.12	\$733,350.12
Cumulative Estimated Equipment and Operating Costs	\$329,030.00	\$290,602.00	\$619,632.00
Cumulative Net Gain/Loss	\$838.00	\$112,880.12	\$113,718.12
Year 3	On-Street	Off-Street	Total
Cumulative Projected Revenue	\$494,802.00	\$605,223.18	\$1,100,025.18
Cumulative Estimated Equipment and Operating Costs	\$388,121.00	\$324,229.00	\$712,350.00
Cumulative Net Gain/Loss	\$106,681.00	\$280,994.18	\$387,675.18

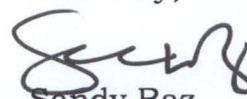
Year 4	On-Street	Off-Street	Total
Cumulative Projected Revenue	\$659,736.00	\$806,964.24	\$1,466,700.24
Cumulative Estimated Equipment and Operating Costs	\$447,211.00	\$357,855.00	\$805,066.00
Cumulative Net Gain/Loss	\$212,525.00	\$449,109.24	\$661,634.24

Year 5	On-Street	Off-Street	Total
Cumulative Projected Revenue	\$824,670.00	\$1,008,705.30	\$1,833,375.30
Cumulative Estimated Equipment and Operating Costs	\$506,301.00	\$391,481.00	\$897,782.00
Cumulative Net Gain/Loss	\$318,369.00	\$617,224.30	\$935,593.30

As mentioned earlier, the assumptions made for each of these projections are conservative and the parking rates and permit fees can be adjusted as the Department works with the community to determine appropriate rates, discounts, permit fees, vouchers and timing.

We are planning to begin working with the community in early 2020 and will keep the WAI Committee Chair apprised of the schedule and any upcoming meetings.

Sincerely,



Sandy Baz
Managing Director

The Department of Management ¹² hereby revises the established Parking Policy for parking stall assignments located at and around the County Building. The Parking Policy was established by former Finance Director Travis Thompson in August 1994. In the interest of fairness and continuity, the policy has been revised to update its application for circumstances and issues that have developed since the initial implementation of the policy. As such, the provisions of the original policy are unchanged. Revisions have been added for clarity.

COUNTY OF MAUI
PARKING ASSIGNMENT POLICY & GUIDELINES

A. Definitions¹

1. "Application Date" refers to date employee files and signs on the parking stall open list.
2. "Employee" is defined as any permanent employee of the County of Maui.
3. "Compact" refers to any vehicle 186 inches (15.5 feet) in length or less for purposes of stall assignments.
4. "Temporary Assignment" refers to employees who are required to work at a location that is not located within the boundaries of the County Building complex for a period less than 60 days.
5. "County Building Complex" refers to the Kalana O Maui ("County Building"), Kalana Pakui, Old Courthouse building, Traak building, Old Wailuku Post Office building, and other facilities within the borders of Kaohu, High, Wells, and Market Streets. Employees located at One Main Plaza are included as part of the "County Building Complex."²
6. A "vacancy" occurs when an employee with an assigned parking stall no longer is employed at the County Building Complex, voluntarily forfeits their assigned stall, is reassigned to another stall, or when a stall assignment is rescinded.
7. "Wait List" refers to the combination of the "Parking Stall Open List" and the "Parking Stall Transfer List". "Parking Stall Open List" is the primary and general list of employees waiting for a parking stall assignment. "Parking Stall Transfer List" is the list of employees with parking stall assignments at the Kaohu Street lot, but desire consideration for an available stall at the County Building lot.

B. Initial Sign-Up

Initial request for parking stall assignment shall be made with the Department of Management ¹² by employee in person to be verified by employee's signature and date on "Parking Stall Open List". Employees shall be placed on this list in chronological order

¹ Revised August 2005. Definitions section added, and as provided by Dir. Thompson, August 1994.

² Added August 2005. OMP added to County Building complex since offices located there do not have parking and employees will continue to utilize stall assignments at complex.

¹² The Department of Management assumes administration of parking at complex. Added March 2013.

(application date) on a first come, first serve basis. The "Parking Stall Open List" shall be maintained by the Managing Director.

Only employees who work within the County Building complex may apply for parking assignment.³

C. Assignments

All assignments will be made under the direction of the Managing Director.

A separate list of employees assigned stalls in the Kaohu Street Lot but wishing to relocate to County Building Lot shall be kept in chronological order (based on original application date) on a "Parking Stall Transfer List".

When a vacancy occurs and a stall is available for assignment, if said stall is in the County Building Lot, then the assignment shall be made from the "Parking Stall Transfer List". The vacant stall in the Kaohu Street Lot shall then be assigned to the next employee on the "Parking Stall Open List".

If a vacancy occurs in the Kaohu Street Lot, then the assignment shall be made directly from the "Parking Stall Open List".

Please note that when assigning stalls in the Kaohu Street Lot the Managing Director will only assign compact stalls to compact cars. Thus, if a compact stall becomes vacant and the next person on the "Parking Stall Open List" has a vehicle longer than 15.5 feet, then the Director will go to the next person on the list who has a "Compact" vehicle. The same rule would apply should stalls (numbers 1-9), with a 14 foot length limitation, in the Kaohu Street Lot become vacant.

Employees will have the right to forego their stall assignment without jeopardy of losing their space on the parking list if the available stall assignment can not accommodate their vehicle due to size.⁴

Employees assigned to a stall in the County Building Lot who wish to relocate to Kaohu Street Lot shall surrender their stall to the Managing Director. The Managing Director will then arrange for the exchange with the next employee on the "Parking Stall Transfer List".

All persons who are assigned a stall in either the Kaohu Street or County Building Lot and refuse such assignment (shall be in writing) shall be taken off the top of the "Parking

³ Added August 2005. Restates policy of Dir. Thompson, August 1994.

⁴ Dir. K. Young. Added for clarity.

Stall Open List" and will be placed on the bottom of the "Parking Stall Open List" with a new application date, unless otherwise provided for in this policy.⁵

If an employee on the "Parking Stall Transfer List" refuses a transfer (must be in writing) then his name shall be placed on the bottom of the "Parking Stall Transfer List".

Transfers within the same lot when a vacancy occurs will not be allowed.

D. Termination and Exchanges

Employees assigned a parking stall but subsequently permanently reassigned for work or transferred to a work area other than the main County Building Complex shall lose their parking stall assignment effective with such a transfer.

No employee shall have his/her name on the "Parking Stall Open List" or "Parking Stall Transfer List" unless their place of employment is in the County Building, HGEA Building, and other facilities within the borders of Kaolu, High, Wells, and Market Streets.

Employees on vacation, temporarily assigned, or on temporary leave of absence may temporarily release their parking stalls for use by other employees at their option; however, the Department of Finance will collect payment from the registered user of the stall. Employees must notify the Managing Director if the absence is in excess of 60 days.

Employees may agree to exchange parking stalls within the same lot where such exchange is to their mutual benefit; provided, the exchange is approved in advance by the Managing Director. At the discretion of the Director,⁶ exchanges shall not be permitted with an employee on the verge of surrendering their stall because of retirement (2 year rule), termination (1 year rule) or reassignment of work area.

Parking stalls are not transferable to spouses/children if the employee terminates or transfers to a new work area. Only the registered user of the stall has any rights to the stall. For seniority purposes, application date shall be the earliest date of either registered user of stalls.

In the case where two employees, e.g., husband and wife, want to share a stall then both should put their names on the waiting list. When one employee gets the assignment and the other person subsequently is eligible for a stall, only then will joint authority of use be permitted for one stall. Should one employee leave, then authority of use will be with the remaining employee.

⁵ Dir. K. Young. Added Aug. 2005. "...unless otherwise provided for in this policy "

⁶ Added Aug. 2005. Revises guideline established by T. Thompson.

Notwithstanding other provisions of this policy, the Managing Director will consider that each employee are to have no more than one parking stall assigned to their use. In the interest of fairness to employees on the wait list, the Director shall encourage the distribution of parking stalls so that all employees are considered fairly and uniformly treated under this policy.⁷

R. Miscellaneous

No employee with a stall may temporarily rent or lease their stalls for more than what they are being charged and to anyone other than a County employee whose place of employment is in the County Building Complex.

No employee shall be assigned more than one stall. Only exception is for employees with pooled or assigned County vehicles that are pooled among departmental staff. In this case, the pooled vehicle can be parked in the intermittent lot.

The Managing Director reserves the right to revoke a parking stall from an employee for cause. The Managing Director will present reasons for revoking of stall in writing to the employee and permit the employee to appeal in writing.

Appeals will be directed to the Mayor and Managing Director for their collective decision.⁸

In the case where application dates are the same then time of application will be the determining factor.

For purposes of parking assignments for the Kaolu Street Lot the following measurement restrictions shall apply:

<u>Stall Numbers</u>	<u>Measurement Restrictions</u>
1-9, 74, 75	14 feet (length)
13, 17, 23, 27, 45, 65-73, 76-78	15.5 feet (length)
All Others	18 feet (length)

Employees will have the right to forego their stall assignment without jeopardy of losing their space on the parking list if the available stall assignment can not accommodate their vehicle due to size.⁴

This policy and the wait list will be maintained by the Department of Management. The wait list will be available for employee inspection at the Department of Management.^{9/12}

⁴ Dir. K. Young. Added for clarity.

⁷ Dir. K. Young. Added Aug. 2005.

⁸ Dir. K. Young. Added Aug. 2005.

Violations to this policy may result in forfeiture of parking privileges or wait list privileges.¹⁰

Whenever applicable, parking stall assignments may be awarded on a temporary basis, but such temporary assignment will be given to the next appropriate person on either wait lists.

F. Order of Assignment¹¹

1. Employees will progress on the list based on when they chronologically signed up on the parking list until their position on the list allows for a parking assignment. No employee shall be assigned more than one stall. The following employees will be allowed to defer their acceptance and use of a stall and therefore remain on the list, subject to the following.

(a) Employees employed and assigned at the County Building complex that are in temporary, appointed, or elected positions in which that position includes an assigned parking stall, but have not been assigned a stall via the wait list process, shall remain on the list while they are in their temporary or appointed positions. Upon completion of their temporary or appointed position, the employee will be given the opportunity for the next available vacant stall relative to their position on the list.

(b) A parking stall can be assigned to employees in temporary, appointed, or elected positions in relation to F1(a), however, employees in temporary, appointed or elected positions that include an assigned parking stall, and who placed their name on the chronological wait list either before or during their temporary, appointed or elected positions, shall be subject to provision (c) below.

(c) Employees who previously had a parking stall assignment through the result of the chronological wait list, but have been temporarily assigned, appointed or elected into a position in which that position includes an assigned parking stall will temporarily forfeit their original stall to the general parking pool for reassignment (pursuant to D3). The next employee on the wait list will be temporarily assigned to this stall until the next available permanent parking assignment. The following

⁹ Dir. K. Young. Added Aug. 2005.

¹² The Department of Management assumes administration of parking at complex. Added March 2013.

¹⁰ Dir. K. Young. Added Aug. 2005

¹¹ Dir. K. Young. Added Aug. 2005. This section added to specify the establish the process for handling employees in temporary positions with or without stall assignments.

¹³ The Department of Management assumes administration of parking at complex. Added March 2013.

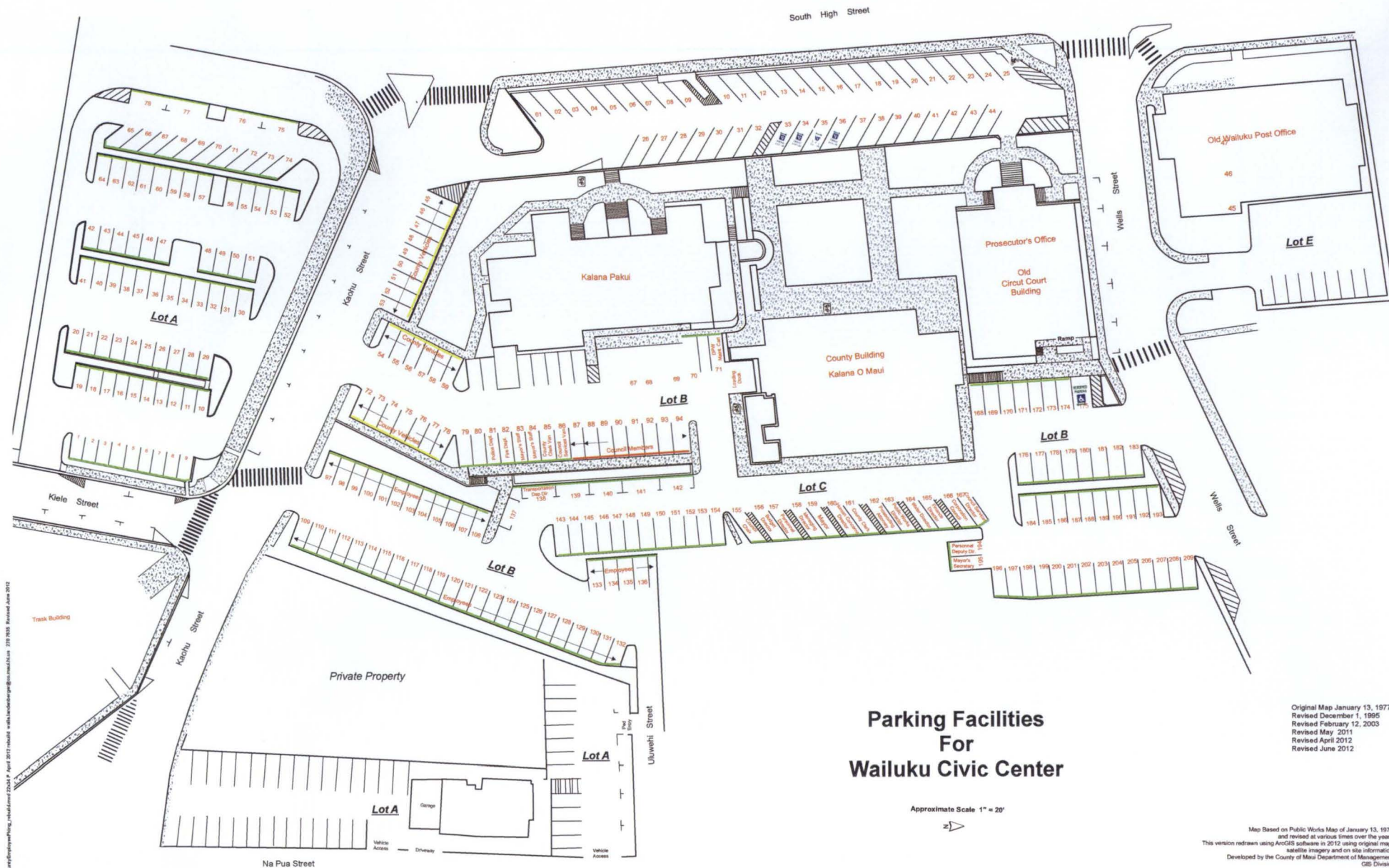
employee on the wait list will then be allowed to utilize the temporarily assigned parking stall until the next available permanent parking stall becomes available.

(d) Employees with parking rights affected by items F1 or F2 are required to register such rights with the Department of Management ¹² upon their temporary or appointed assignments.

2. **Assigned Parking Stalls by Position.** The following temporary, appointed or elected positions have designated parking stalls at the County Building complex as part of their position or office:
 - a. **Legislative Branch Elected Officials**
 - b. **Executive Branch – Mayor**
 - c. **Legislative Branch – Executive Appointees (i.e. Council Services Director, County Clerk, etc.)**
 - d. **Executive Branch – Executive Appointees (i.e. Department Directors, etc.)**

H. Appendix

1. **Memo from Fin. Dir. Travis Thompson. August 2, 1994. Communicating guidelines on ALLOCATION AND ASSIGNMENT OF EMPLOYEE PARKING STALLS.**
2. **Memo from Fin. Dir. Wesley Lo. December 15, 1999. Clarifying policy affects for prolonged absences and temporary assignments in fairly supplying stalls to the next available wait list employee.**



Parking Facilities For Wailuku Civic Center

Original Map January 13, 1977
Revised December 1, 1995
Revised February 12, 2003
Revised May 2011
Revised April 2012
Revised June 2012

Map Based on Public Works Map of January 13, 1977
and revised at various times over the years.
This version redrawn using ArcGIS software in 2012 using original map,
satellite imagery and on site information.
Developed by the County of Maui Department of Management
GIS Division