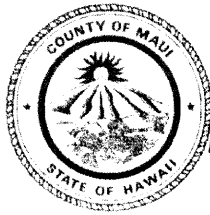


MICHAEL P. VICTORINO  
Mayor

KARLA H. PETERS  
Director

JOHN L. BUCK III  
Deputy Director



RECEIVED


2019 APR 16 PM 3:04

OFFICE OF THE  
COUNTY COUNCIL

**DEPARTMENT OF PARKS AND RECREATION**


700 Hali'a Nakoia Street, Unit 2, Wailuku, Hawaii 96793  
Main Line (808) 270-7230 / Facsimile (808) 270-7942

April 15, 2019

Ms. Michele M. Yoshimura   
Budget Director, County of Maui  
200 South High Street  
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL

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

  
\_\_\_\_\_  
Mayor 4/16/19  
Date

For Transmittal to:

Honorable Keani Rawlins-Fernandez  
Chair, Economic Development & Budget Committee  
Maui County Council  
200 South High Street  
Wailuku, Hawaii 96793

Dear Chair Rawlins-Fernandez:

**SUBJECT: FISCAL YEAR ("FY") 2020 BUDGET (PR-7) (EDB-1)**

The following is our Department's response to requests from the April 9, 2019 correspondence:

1. *Relating to expansion request for Safety Supplies (Program Budget, page 439, Index Code, 915029B):*
  - a. *Please provide the policy relating to the use of protective eyewear.*

The following is contained in the Department's Personal Protective Equipment (PPE) Safety Program:

Employees must use proper eye and/or face protection when exposed to hazards from flying particles, liquid chemicals, chemical gases or vapors. Certified eye protection such as safety glasses, safety goggles, and safety face shields must be in compliance with ANSI standard for face and eye protection (ANSI Z87.1).

Employees who must wear prescription lenses while engaged in activities requiring use of protection must be provided with eye protection which has the prescription incorporated into it or protection that can be worn effectively over the prescription lenses. Prescription safety eyewear should be fitted only by qualified optical personnel.

- b. Please provide documentation of actual expenditures and increase in the number of employees required to wear protective gear.*

The Department's total actual expenditure in FY 2019, to date, for personal protective equipment is \$84,930.00.

The increase in the number of employees required to wear PPE in FY 2019 is 21. This number reflects all new hires that are required to wear PPE and need to be provided with this upon their hire date.

- c. Please provide the vendor and selection process for protective eyewear vendor.*

We utilize the County procurement process for the purchasing of all protective eyewear. The vendor selection and process for prescription safety eyewear is defined in the attached Exhibit #1.

- 2. Relating to expansion request for Towing Charges (Program Budget, page 439, Index Code, 915029B):*

- a. Please provide the policy relating to countywide towing for the abandoned vehicle program.*

The abandoned vehicle program is administered by the Department of Environmental Management.

- b. Please provide the selection process for towing vendors.*

If funded, we will utilize the County procurement process to identify viable towing vendors for the countywide towing, storage, and if

necessary, disposal of vehicles that are not determined to be abandoned by the Department of Environmental Management but are still impacting our parks or facilities hence requiring immediate action. Some examples of these types of vehicles would be vehicles impeding ingress and/or egress, parked in loading zones or accessible stalls, or vehicles that have been left in parks or facilities for a duration of more than 48 hours and are attracting litter, waste, or disorderly behavior.

3. Relating to expansion request for Professional Services (Program Budget, page 439, Index Code, 915019B-6132):

*a. An indication of whether it is an ongoing project or a new proposal.*

This is a new proposal.

*b. The project description.*

This request is for obtaining professional services to assist with a needs assessment and identification of the requirements for a new permit software system for the Department. The scope of work would include identifying opportunities to streamline the current process, review of the workflow processes, integration of all ITS and Department of Finance requirements, effective data migration, and project management throughout the selection and implementation process.

*c. The project justification.*

Streamlining of the permit process is one of the priorities identified in the Department's strategic planning. The current permitting system is not suitable for use in the countywide initiative of iNovah. We are also in need of a new software that fits our operational needs while allowing for additional benefits to the community. Some of these benefits are credit card processing, online booking of camping permits, and uploading of documents by applicants working to complete a special event permit into a secure client portal.

*d. The estimated total cost.*

The estimated total cost of this project is \$40,000.

*e. Spending to date on the project.*

There have been no funds expended to date on this project.

*f. The estimated completion date.*

The estimated completion for this project is first quarter of FY 2021.

*4. Relating to expansion request for Contractual Service for Molokai refuse and portable toilet services (Program Budget, page 456, Index Code, 915116B-6112):*

*a. An indication of whether it is an ongoing project or a new proposal.*

This is a new proposal for the Molokai District's refuse and portable toilet rental and servicing contract.

*b. The project description.*

Contractual services to include the monthly rental and servicing of 3-yard and 6-yard refuse containers and portable toilets for various parks within the Molokai District.

*c. The project justification.*

The refuse containers are located in various parks and utilized by maintenance staff on a daily basis to discard all debris after daily maintenance. The portable toilets are located in parks that do not have a comfort station and also utilized in the event a comfort station is under repair and not available for public use.

*d. The estimated total cost.*

The estimated annual cost for the FY 2020 contract for refuse and portable toilets rental and servicing within Molokai District Parks is \$78,000. The remaining request is to cover the estimated 3% increase of the total cost of the contract.

*e. Spending to date on the project.*

The Molokai District has not been included in this Department wide contract which was initiated in FY 2018 in efforts to consolidate these

services into one contract. The funding for these services have been historically absorbed by the Recreation and Support Services Program budget.

f. *The estimated completion date.*

This contract will be completed on June 30, 2020.

5. *Relating to expansion request for Electricity (Program Budget, page 456, Index Code, 915165B-6120):*

a. *An indication of whether it is an ongoing project or a new proposal.*

This is a new proposal.

b. *The project description.*

This is an expansion request for anticipated electrical costs for the new South Maui Community Park Gymnasium.

c. *The project justification.*

The new South Maui Community Park Gymnasium will require additional funding to cover the electrical costs associated with its operation.

d. *The estimated total cost.*

The estimated annual electrical cost is \$157,500.

e. *Spending to date on the project.*

There has been no spending to date for electricity for the new South Maui Community Park Gymnasium as this facility is currently under construction.

f. *The estimated completion date.*

The estimated completion date of this project is August 2019.

Honorable Michael P. Victorino, Mayor  
For Transmittal to:  
Honorable Chair Rawlins-Fernandez  
April 15, 2019  
Page 6

Should you have any questions, please do not hesitate to contact me at Ext. 7385.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. Peters', with a long horizontal flourish extending to the right.

KARLA H. PETERS  
Director of Parks and Recreation

Attachment

c: John L. Buck III, Deputy Director  
Lisa Almeida, Park Security Officer  
Yassin Oleiwan, Safety Specialist  
Kaeo Ah Sau, Chief of Recreation

KHP:ls

COUNTY OF MAUI, DEPARTMENT OF FINANCE, DIVISION OF PURCHASING

MEMORANDUM

November 12, 2013

Memo To: Department Heads  
For Distribution

Memo Thru: Greg King, Central Purchasing Agent

Memo From: Jared Masuda, Purchasing Specialist

Subject: Prescription Safety Eyewear

This memo supersedes all related memos pertaining to subject, Prescription Safety Eyewear.

The County of Maui employees, when applicable, shall be provided appropriate Prescription Safety Eyewear in the manner set forth in this memorandum. The responsibility of the determination of this applicability and any additional safety eyewear requirements not listed herein for any employee's eye protection resides with Department Directors and their designees within Departments and Agencies of the County of Maui.

Using Agencies: The purchase of Prescription Safety Eyewear may be accomplished as follows:

Method of Procurement: Purchase Order.

Cost: The cost on Purchase Order will be an estimate not to exceed \$200.00 including tax. This amount of \$200.00 represents an informal agreement of estimate between the listed vendors (optometrists) and the County of Maui for safety lens and frames only. In most instances the cost will be less than the estimated amount. To request a Purchase Order in excess of estimated amount, the requesting department shall submit authorizing documentation in the form of memorandum and any prescription pertaining to justification for additional costs attached to the requisition submitted to the Purchasing Division..

Vendors:

Dr. David Anzai  
74 Lono Avenue, Suite 101  
Kahului, HI 96732  
Phone: 877-7828  
Vendor No. 002429

Dr. Colleen Ichiyama-Kong, Premier Vision  
2049 Wells Street, Ste #1  
Wailuku, HI 96793  
Phone: 244-8034  
Vendor No. 013700

Dr. Eric Nelson  
Lahaina Shopping Center Room #202  
Lahaina, HI 96761  
Phone: 661-3686, Fax 661-3687  
Vendor No. 002513

Dr. Alicia Van, The Eye Gallery  
380 Huku Lii Place, Ste 107  
Kihei, HI 96753  
Phone: 875-4466  
Vendor No. 006224

Dr. Rae Nagahiro, OD  
Lahaina Square Shopping Center  
840 Wainee St., #204  
Lahaina, HI 96761  
Phone: 667-9556  
Vendor No. 003823

Questions pertaining to items referenced above may be directed to the specific vendors listed. Other questions regarding the above procedures (ie: adding a vendor) may be directed to Jared Masuda, Purchasing Division, County of Maui at 463-3816.