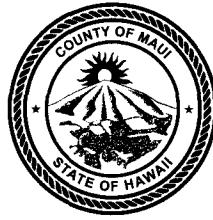


ALAN M. ARAKAWA  
Mayor



KA'ALA BUENCONSEJO  
Director

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Deputy Director

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## DEPARTMENT OF PARKS AND RECREATION

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

April 12, 2017

Ms. Lynn A.S. Araki-Regan  
Budget Director, County of Maui  
200 South High Street  
Wailuku, Hawaii 96793

 4/13/17

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

For Transmittal to:  
Honorable Riki Hokama  
Chair, Budget and Finance Committee  
Maui County Council  
200 South High Street  
Wailuku, Hawaii 96793

Dear Chair Hokama:

**SUBJECT: REQUESTS / QUESTIONS FROM THE APRIL 4, 2017 MEETING  
(PR-3)(BF-1)**

The following is our Department's response to requests/questions from the April 4, 2017 meeting:

1. *How many gates is the Blue Protection contract responsible for opening / closing at County-owned parks on Maui on a daily basis? Are these same services provided on Molokai and Lanai? Does the contract include clearing out parks or just opening / closing gates? What parks are included in the contract? Explain how the 5 expansion positions would fulfill the Blue Protection contract, to provide coverage in remote districts. (MW)*

There is a total of 55 gates on Maui, one (1) on Molokai and none on Lanai. The contract includes doing a walk through of the entire park to clear it out prior to locking of gates. Attachment 1 includes all gates that are covered in the contract. The five (5) expansion positions will be able to cover the area that the contract covers.

2. *If the request for five expansion Park Security Officer positions are approved in the FY 2018 Budget, what is the estimated timeline to fill the positions? Will funds for security services be needed during the interim period? If so, how much? (MW)*

The estimated time for the hiring of five (5) expansion positions would be between three (3) to four (4) months. We would need funds for security services which would cost approximately \$98,781.60 for three (3) months service and \$131,708.80 for four (4) months service.

3. *Provide the actual position title, SR level, and annual salary for PR-0228 Contracts Manager (page 12-6) of the Budget Details). (MW)*

PR-0228, Contracts Clerk, SR-12C, \$34,296

4. *Provide the actual position title, SR level, and annual salary for PR-0330 Assistant Park Permits Officer (page 12-7) of the Budget Details). (MW)*

PR-0330, Special Events Specialist, SR-22C, \$50,772

5. *Explain how the Department covered the cost overrun for premium pay for the Parks Administration Program in FY 2016 and FY 2017 as of February 28, 2017 (index 915017A on page 12-9 of the Budget Details). Why is the FY 2018 proposed budget not based on the actual expended?*

For index 915017A for FY16 and FY17, as of February 28, 2017, savings in the "A" account covered cost overrun for premium pay.

There were many factors that caused the high cost of premiums for these periods. The Administrative Officer position was filled after nine (9) months of being vacant. The Administration Office had multiple operational processes and organizational systems that needed to be overhauled, including the training and technical support to transition more than 370 employees from manual time sheets to electronic time sheets.

There additionally were two retirements in the Administration Office and therefore additional overtime was expended to operate and then train their replacements during these time periods. Currently, all positions for the Administration Office are filled. The Administration Office is stable and does not require any additional manpower or overtime as the previous two years. This is why we did not base the request for premiums on the actual expended.

6. *Explain how the Department covered the cost overrun for premium pay for the Parks Administration Program in FY 2016 and FY 2017 as of February 28, 2017 (index 915019A on page 12-9 of the Budget Details). Why is the FY 2018 proposed budget not based on the actual expended?*

For index 915019A for FY16 and FY17, as of February 28, 2017, cost overrun for premium pay was covered by "A" account savings. Due to the current re-organization within the Permits and Enforcement Section, there have been several positions that were either filled at a lower rate than originally anticipated or were vacant for a period of time. For example, the Park Permits Officer was partially funded in both FY16 and FY17, but was unable to be filled during FY16. Since the position did not exist previously within the County of Maui civil service system, additional personnel steps needed to be taken in order to proceed with the recruitment. In addition, to finalize the recruitment for the Customer Relations Assistant HT, which has been corrected to a Parks Permit Support Clerk, and the Parks Permit Clerk II, similar measures needed to be taken. The additional premium pay incurred as a result of the shortage of manpower has been covered by these savings.

7. *Provide the scope of the Blue Protection security service contract. (RH)*

Please see Attachment 1.

8. *Explain how the Wells Park Master Plan was funded. (MW)*

The Wells Park Master Plan was funded out of the Planning and Development Program for \$200,000 in FY16.

9. *Explain the appropriation of \$200,000 for "funding to assist the golfing community..." as proposed (index 915017B, sub-object 6112 on page 12-10 of the Budget Details). (RH)*

Budget Office will be transmitting the response for this question.

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

Sincerely,



KA'ALA BUENCONSEJO  
Director of Parks and Recreation

Attachment  
KB:ims

c: Brianne Savage, Deputy Director  
Kaeo Ah Sau, Chief of Recreation  
Ashely DeCastro, Special Events Specialist

## PRIVATE SECURITY SERVICES

## BID PROPOSAL

## ~ SCOPE OF SERVICES ~

## CENTRAL MAUI

LOCATION	SCOPE of SERVICES	TIME	SERVICE HOURS
1 Kanaha Beach Park	Lock Park Gates & Restrooms	7:00 PM	1 hr/day
2 Waihee Beach Park	General Security/Lock Park Gates	7:00 PM	.5 hr/day
3 Leisure Estates	General Security/Lock Park Gates	7:00 PM	.5 hr/day
4 Ke'opuolani Park Complex	General Security/Lock Restrooms (including "Pit" Restroom)/Gates	10:00 PM	1 hr/day
Ke'opuolani Walkway	Lock 2 Gates	10:00 PM	.25 hr/day
5 Papohaku Park	General Security/Lock Restrooms & Park Gate	11:00 PM	.5 hr/day
6 Velma Santos Com. Ctr. [Wailuku Community Ctr.]	Check facilities are locked	11:00 PM	.5 hr/day
7 Waiale Park	General Security/Lock Restrooms & Park Gates	7:00 PM	.5 hr/day
8 Kepaniwai Park [Heritage Park]	General Security / Lock Restrooms & Lock Park Gate [Walk through park to inform public of gate closure]	7:00 PM	.5 hr/day
9 Waiehu Terrace	Lock Restrooms	7:00 PM	.25 hr/day
10 Market St. Substation	Lock Restrooms	7:00 PM*	.25 hr/day *Except "1st Friday" Do at 10:00 PM
11 Waikapu Community Ctr.	Check facilities are locked	11:00 PM	.5 hr/day
12 Luana Gardens	General Security & Lock Gates	7:00 PM	.25 hr/day
13 Kahului Community Ctr. Kahului CC Annex Kahului CC Restroom	Check facilities are locked Check facilities are locked Lock Restroom by soccer field	11:00 PM 11:00 PM Varies	.25 hr/day .25 hr/day .25 hr/day
14 Kahului Elem. School	Lock Restrooms	8:00 PM	.25 hr/day
15 Wailuku Elem. School	Lock Restrooms	7:00 PM	.25 hr/day
16 Kamalii Park	Lock Restrooms	7:00 PM	.25 hr/day
17 Lihikai Elementary School	Lock Restrooms	7:00 PM	.25 hr/day
18 Wells Tennis Courts	Lock Restrooms	10:00 PM	.25 hr/day
19 Pauukalo [Hawaiian Homes]	Lock Restrooms	7-7:30 PM	.25 hr/day

PRIVATE SECURITY SERVICES

BID PROPOSAL

~ SCOPE OF SERVICES ~

LOCATION	SCOPE of SERVICES	TIME	SERVICE HOURS
1 Kanaha Beach Park	Lock Park Gates & Restrooms	7:00 PM	1 hr/day
2 Waihee Beach Park	General Security/Lock Park Gates	7:00 PM	.5 hr/day
3 Leisure Estates	General Security/Lock Park Gates	7:00 PM	.5 hr/day
4 Ke'opuolani Park Complex	General Security/Lock Restrooms (including "Pit" Restroom)/Gates	10:00 PM	1 hr/day
Ke'opuolani Walkway	Lock 2 Gates	10:00 PM	.25 hr/day
20 Central Maui Regional Sports Complex	Lock Gates	7:00 PM	.5 hr/day
21 Maui Lani Regional Park I	Lock Gate & Restroom	7:00 PM	.25 hr/day
22 Kehalani Mauka	Lock Gate & Grestroom	7:00 PM	.25 hr/day

**PRIVATE SECURITY SERVICES**

**BID PROPOSAL**

**~ SCOPE OF SERVICES ~**

**EAST MAUI**

	<b>LOCATION</b>	<b>SCOPE of SERVICES</b>	<b>TIME</b>	<b>SERVICE HOURS</b>
<b>1</b>	<b>H.A. Baldwin Park</b>	General Security & Monitoring	(Below)	1 hr/day
		Unlock Entry Gates	7:00 AM	.25 hr/day
		Lock Entry Gates	7-7:30 PM	.25 hr/day
<b>2</b>	<b>Makana Park</b>	<b>General Security/Lock Park Gates</b>	<b>7-7:30 PM</b>	<b>.5 hr/day</b>
<b>3</b>	<b>Lower Paia Park</b>	<b>Lock Restrooms [Fri. &amp; Sat.]</b>	<b>7-8:00 PM</b>	<b>.5 hr/day (Fri./Sat.)</b>
<b>4</b>	<b>Ho'okipa Beach Park</b>	General Security	(Below)	1 hr/day
		Unlock Entry Gates/Restrooms	5:30 AM	.25 hr/day
		Lock Entry Gates/Restrooms	7-7:30 PM	.25 hr/day
<b>5</b>	<b>Keokea Community Ctr./ Park</b>	<b>General Security/Lock Park Gates &amp; Restrooms</b>	<b>11:00 PM</b>	<b>.5 hr/day</b>
<b>6</b>	<b>Kula Park</b>	<b>General Security/Lock Restrooms</b>	<b>8:00 PM</b>	<b>.5 hr/day</b>
<b>7</b>	<b>Harold Rice Park</b>	<b>General Security/Lock Restrooms &amp; Park Gates</b>	<b>7:30 PM</b>	<b>.5 hr/day</b>
<b>8</b>	<b>Kula Community Center</b>	<b>General Security/Lock Facility &amp; Restroom Doors, Entry Gates</b>	<b>11:00 PM</b>	<b>.5 hr/day</b>
<b>9</b>	<b>4th Marine Park [Giggle Park]</b>	General Security/Lock Park Gates	7-8:00 PM	1 hr/day
		*Lock Restrooms on Fri./Sat. only	7-8:00 PM	.25 hr/day (Fri./Sat.)
<b>10</b>	<b>Hali'imaile Park</b>	<b>Lock Restrooms</b>	<b>7:00 PM</b>	<b>.5 hr/day</b>
<b>11</b>	<b>Mayor H. Tavares Ctr.</b>	<b>Lock Outdoor Restrooms</b>	<b>7:00 PM</b>	<b>.25 hr/day</b>
<b>12</b>	<b>Kula Malu</b>	<b>Lock Gate: Sat./Sun. &amp; Holiday only</b>	<b>6:00 PM</b>	<b>.25 hr/day (Sat/Sun/H)</b>

**PRIVATE SECURITY SERVICES**

**BID PROPOSAL**

**~ SCOPE OF SERVICES ~**

**SOUTH MAUI**

LOCATION	SCOPE of SERVICES	TIME	SERVICE HOURS
1 Poolenalena Park	General Security & Lock Gates	7:00 PM	1 hr/day
2 Cove Park	General Security & Lock Park Gate	8:00 PM	.5 hr/day
3 Kamaole I, II, & III Beach Parks	General Security, Lock Restrooms & Lock Park Gates	8:00 PM	1 hr/day
4 Kalama & Skateboard Park	General Security & Monitoring Lock All Gates	Varies 10:00 PM	12 hr/day
	**2 Guards at all times (6 hrs. x 2)		
5 Maui Raceway Park	General Security & Lock Park Gates	7:00 PM	1 hr/day
6 Haycraft Park	General Security & Lock Park Gates	7:00 PM	1 hr/day
7 Hale Pi'ilani Park	General Security & Lock Park Gate	7:00 PM	.25 hr/day
8 Mai Poina Park [Memorial Park]	General Security & Lock Restrooms	8:00 PM	.25 hr/day
9 South Maui Community Pk.	General Security & Lock Restrooms	Varies 10:00 PM	3 hr/day

PRIVATE SECURITY SERVICES

BID PROPOSAL

~ SCOPE OF SERVICES ~

**WEST MAUI PARKS**

LOCATION	SCOPE of SERVICES	TIME	SERVICE HOURS
1 Papalaau Campground/ Wayside Park	General Security & Monitoring	8:00 PM	4 hrs/day
2 Launiupoko Beach Park	General Security	8:00 PM	.5 hr/day
3 Hanakao Beach Park [Canoe Beach]	General Security	8:00 PM	.5 hr/day
4 Pohaku Park [S-Turn]	General Security	8:00 PM	.5 hr/day
5 D.T. Fleming Beach Park	General Security	8:00 PM	.5 hr/day
6 West Maui Skate Park	General Security & Monitoring [Lock yellow gate]	9:15 PM	2 hr/day
7 Malu Ulu Olele	General Security & Monitoring	9:30 PM	2 hr/day
8 Puamana Park	General Security & Monitoring	8:00 PM	.5 hr/day
9 Lahaina Recreation Center	General Security & Monitoring	8:00 PM	.5 hr/day
10 Wahikuli Wayside Park (North, Middle South)	General Security & Monitoring	8:00 PM	.5 hr/day
11 Napili Park	General Security & Monitoring	8:00 PM	.5 hr/day
12 Kelawea Park	General Security & Monitoring	8:00 PM	.5 hr/day

**PRIVATE SECURITY SERVICES**

**BID PROPOSAL**

**~ SCOPE OF SERVICES ~**

**MOLOKAI PARKS**

<b>LOCATION</b>	<b>SCOPE of SERVICES</b>	<b>TIME</b>	<b>SERVICE HOURS</b>
1 Papohaku Campground Beach Park	General Security & Monitor Campground	6 - 10 pm	4 hr/day
		<b>TOTAL SVC. HOURS/DAY:</b>	<b>4 hr/day</b>
		<b>TOTAL MONTHLY COST:</b>	