

MICHAEL P. VICTORINO  
Mayor

KARLA H. PETERS  
Director

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Deputy Director



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OFFICE OF THE  
COUNTY COUNCIL

**DEPARTMENT OF PARKS AND RECREATION**

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April 17, 2019

Ms. Michele M. Yoshimura *MJ*  
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

*Michael P Victorino* 4/17/19  
\_\_\_\_\_  
Mayor 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-9) (EDB-1)**

The following is our Department's response to requests from the April 11, 2019 correspondence:

1. *Please explain why annual employee performance evaluations are not included as a key goal of the Department.*

The annual employee performance evaluations were included as a key goal in FY 2018 and removed in FY 2019 due to the lack of tracking of these evaluations and inaccurate success measurements. The Department has since placed a priority on the completion of annual performance evaluations and has built a better tracking system as well as implemented training for supervisory personnel. Although not identified as a key goal in the FY 2020

budget summary, these annual performance evaluations are still a key indicator of our Department's success and will be added back into our goals for FY 2021.

2. *What is the disposal plan for all the machinery and equipment, including vehicles, being replaced?  
(Program Budget, pg. 440, 448, and 457)*

Machinery and equipment are taken to a recycling center. Pictures of the items are taken and the disposal of inventory form is filled out. Once the IFAS asset number is documented and proper signatures are acquired, the item is loaded onto a County truck and taken for recycling. The Parks employee is then required to take pictures of the item on the ground at the recycling center and submit this as well as a vendor ticket to supervisory personnel.

If a vehicle is not used as a trade-in, we work with the Department of Public Works to add the vehicle to the auction list.

3. *Will Lahaina Restoration Foundation be receiving funds from Banyan tree vendors, as well as the County?*

No, the management of the Banyan Tree Park is currently under the Department of Parks and Recreation. The funds collected from parks special event permits conducted at the Banyan Tree Park are deposited into the County General Fund.

- a. *If yes, how much is estimated to be received? (Details, pg. 12-14/Program Budget, pg. 440.*

4. *"Explanation of Changes: Position filled at lower step than the former incumbent due to compensation adjustment language in collective bargaining agreement." The Personnel Assistant II resulted in an increase of \$1,752; however, the Department Personnel Clerk resulted in a decrease of \$1,488. Why is one an increase and the other a decrease if both positions were filled at lower step than the incumbent? (Details. Pg. 12-4)*

Explanation of changes for the Personnel Assistant II should read position filled at higher step than the former incumbent due to compensation adjustment language in corrective bargaining agreement.

5. *How is money collected, tracked, and reported? (Ex. Facilities use permit fees, PAL registration fees, golf fees, pool usage fees, etc.; Inovah. (Program Budget, pg. 444)*

**Facility Use Permits and Pool Usage Fees:**

Monies for facilities use permit fees (including permits for pool usage) are taken in at one of the seven (7) available offices countywide.

Once monies are collected at the permit office window via cash or check, the transaction is recorded into ActiveNet, the department cashing system for permits. Each transaction is tracked and recorded into the daily Cash Receipts Report. Details of daily transactions are captured in the system via the Cash Distribution By Account (Summary) and the Cash Distribution By Account (Detail) Reports.

The Cash Receipts Report and Cash Distribution By Account (Summary) are submitted to the Accounts Division of the Department of Finance (Finance) when the bank deposit receipt for that day(s) is received from the Treasury Division of Finance. A copy of the bank deposit receipt is included with the transmittal for reconciliation purposes.

**PALS registration fees:**

PALS registration monies are taken in on the PALS registration days at district locations by staff trained in cash handling protocol. Staff provides receipts for the amount collected from the payer and also notes the manner of payment on the receipt. At the close of registration, the total of all the written receipts must be reconciled with the total amount of cash and checks collected.

Reconciliation and transaction summary details are completed to track the registration fees paid. Monies collected are then verified by supervisory personnel and deposited. A Treasury Deposit Slip (TDS) is completed and transmitted to the Department of Finance. After Treasury Division reconciles all of the PALS deposits with the monthly bank statements, copies of the posted TDS are sent to the PALS office for filing.

**Golf Fees:**

Collection is made in person at the Waiehu Golf Course Starter's Office. When the customer pays the fees, the Starter provides a receipt that is generated by iNovah that indicates the customer's tee time, amount paid and method of payment.

The last shift Starter prepares an End of Day Closing Report from Gen Active Network and iNovah consisting of a Sales Report, Transaction Detail, Starter Sheet, and GL Report which is used to reconcile to the total cash, checks and credit cards received.

A Treasury Deposit Slip (TDS) is completed by the shift Starter using the End of Day Closing Reports and signed by shift Starter as well as the Golf Course Superintendent as the verifier. The TDS is then submitted to the Department of Finance-Treasury Division daily. The duplicate copy of the Waiehu Golf Course Remittance Denomination Form is attached to that date's transaction documents. All completed deposits are placed in a sealed tamper proof bank bag and picked up by the County's designated courier service. The validated bank deposit slips are then sent directly to the Treasury Division by Bank of Hawaii.

The Department's goal is to get all revenue collected on the iNovah system that has the capability to monitor and report the program that collects the fees and type of fee collected as detailed in Appendix B of the annual budget ordinance.

6. *Is the Key Activity Goals & Measures table on page 437 of the Program Budget a continuation of the Permit and Enforcement Section? Or does it pertain to a difference section?*

It is a continuation of the Permit and Enforcement Section Key Activity Goals and Measures table on the bottom of page 436.

7. *How are efforts to reach out and collaborate with park stakeholders on current issues measured and reported?*

The Department currently uses a variety of community engagement techniques to reach out and collaborate with park stakeholders on current issues as described below:

a. Interviews

One of the first steps in planning projects is to conduct 10-12 personal interviews with key stakeholders, community leaders, or others who have a background or experience with the site. A summary of the interviews is prepared and the main findings are provided to the advisory committee.

b. Advisory Committee

A Project Advisory Committee (PAC) is established for projects. The committee, which is typically comprised of citizens who represent a variety of perspectives, meet at least four to five times throughout the duration of the project. Each meeting is led by a consultant and/or staff and the committee reviews and comments on drawings or ideas drafted by the consultant team. Meeting summaries are sent to committee members after each meeting.

c. Public Open House

Several open house events are held for projects. These open houses are interactive events at which basic information and concepts are shown on boards at different 'stations.' The open house usually runs for three hours so people can drop in at any time while it is open.

There are no formal presentations and the format allows participants to speak directly to staff or consultants and discuss the information that's being presented. In addition, visitors are asked to express their comments in writing on the boards. Comments are recorded on large sheets of paper, photographed, and transcribed for use by the advisory committee. The department is now working with Information Services to post the results of the open houses and other public events on the county website.

d. Other Community Engagement Events

Along with the open houses and the PAC, other public engagement activities include 'pop-up' project open houses at public events such as First Fridays. When requested, county staff will attend and make project presentations at community association meetings.

The aforementioned efforts are measured and reported as follows:

Results of these outreach activities are typically reported in several ways. Meeting and interview summaries are distributed to project advisory committees. In addition, summaries of outreach events are summarized in project documents to ensure that there is a record of public engagement. When completed projects are presented to the County Council, information on

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public engagement activities is typically provided. An overall annual summary can also be included in Department's annual report to the Council.

Over the coming year, the Department will be expanding on-line information about parks projects on the county's website. As part of this effort, parks projects will be listed and will include relevant planning documents such as meeting summaries, background reports, and concept plans.

Public engagement activities can be described quantitatively through measures such as the number of events or opportunities, attendance of people at these events, email received, number of interviews, meetings with community groups, etc. Photographs of public engagement events also provide a visual description and to document public responses when comment sheets are posted.

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

Sincerely,



KARLA H. PETERS  
Director of Parks and Recreation

c: John L. Buck III, Deputy Director  
Roxanne Pasalo, Admin Officer  
Chris Kinzle, Acting Maintenance Superintendent  
Roxanne Teshima, Grants Coordinator  
Lisa Almeida, Park Security Officer  
Kaeo Ah Sau, Chief of Recreation  
David Yamashita, Planner

KHP:ls