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Traci N. T. Fujita, Esq.

Deputy Director of Council Services  
David M. Raatz, Jr., Esq.

**COUNTY COUNCIL**  
COUNTY OF MAUI  
200 S. HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
[www.MauiCounty.us](http://www.MauiCounty.us)

April 1, 2023

Mr. Jordan Molina, Director  
Department of Public Works  
County of Maui  
Wailuku, Hawaii 96793

Dear Mr. Molina:

SUBJECT: **FISCAL YEAR ("FY") 2024 BUDGET** (BFED-1) (PW-2)

May I please request you be prepared to answer the following questions at the BFED Committee meeting on **April 17, 2023**.<sup>\*</sup> This will enable the Committee to comprehensively review the FY 2024 Budget. May I further request that, after approval by the Office of the Mayor, you transmit a written response to [bfed.committee@mauicounty.us](mailto:bfed.committee@mauicounty.us) by the end of the day on **April 17, 2023**.

*\*Date subject to change without notice.*

**Overall**

1. Relating to requests for new or replacement vehicles or equipment: (TC)
  - a. Please provide a copy of your Department's vehicle and equipment replacement policy or schedule.
  - b. Has the Department researched options for rentals or leasing of equipment?
2. Funding for the North South Collector Road project is not anticipated until FY 2025. What is the status of the project? (Page 781, Program Budget, CBS-1926 and CBS-2309) (TC)
3. If the Engineering Program has an objective to increase and improve access to non-motorized modes of transportation, why is the estimate for the number of new bike paths or lanes constructed in FY 2024, zero? Are there no future bike paths or lanes planned past FY 2023? (Page 561, Program Budget) (TP)

4. Have funds been allocated for the disposal of heavy equipment and machinery that are no longer operating? (Page 18-63, Budget Details) (TP)
5. Is the Department coordinating with the Departments of Environmental Management and Water Supply to re-route utilities under roads that are falling into the ocean, as is happening at Kaopala Bay? (TP)
6. Please identify the funds and categories of funding that would be required to accept the dedication of Hui Rd F with speed bumps. Is the Department aware of any County utility lines beneath Hui Rd F that need to be upgraded? (TP)
7. How much funding would be needed to plan, design, and construct the West Maui Greenway? Is this a project that could be outsourced? (TP)
8. What is the timeline for traffic improvements on Keawe Street? (TP)
9. When will the road entrance to Mala Wharf/Lahaina Jodo Mission be repaired? (TP)
10. Please provide the status of speed bumps on Niheu Street near Princess Nahienaena Elementary School. A constituent filled out a request in 2021 and was told by Engineering in 2022 that there was no funding. Will there be funding for this request in FY 2024? (Page 590, Program Budget) (TP)
11. Some of the crosswalk signage is painted in a fluorescent yellow that draws more attention than other signage. Is there a plan to convert to brighter crosswalk signage? (Page 590, Program Budget) (TP)
12. A \$3,500,000 appropriation was made for CBS-6633 Countywide Drainage Program (Page 8, Appendix C, FY 2023 Council Adopted Budget). In the FY 2024 Program Budget, CBS-6633 shows \$0 appropriated or encumbered in FY 2023. Is this correct? Please explain. (Page 785, Program Budget) (TP)
13. How did the Department determine which intersections and streets would receive sidewalk improvements or traffic calming measures

under CBS-6067 Countywide Traffic and Safety Program? No West Maui streets are specifically included in the project description. However, West Maui roadway safety improvements have been specifically requested in the last several budget sessions. (Page 795, Program Budget) (TP)

14. Has the Department applied for and received Special Management Area/Office of Conservation and Coastal Lands ("OCCL") permits for CBS-5509 Lower Honoapiilani Road Erosion at Kaopala Bay, Road Improvements? Has OCCL determined sandbags are the same as shoreline hardening? When does the Department anticipate securing a long-term solution for the erosion at Kaopala Bay? Is your Department coordinating with the Department of Environmental Management to relocate infrastructure along Lower Honoapiilani Road at Kaopala Bay? If not, why? (Page 801, Program Budget) (TP)
15. When is the Maka'ala'e paving project planned to begin construction under CBS-1023 Countywide Resurfacing Projects? The project was originally funded in 2019; is the budgeted amount enough to complete the project which was delayed due to a waterline upgrade? (SS)
16. For the East Maui Rockfall Revetment project, is there a construction schedule for the project, including timeline and road closures? (Page 797, Program Budget, CBS-7870) (SS)
17. Please provide a status update on paving projects for previously funded projects in Kaupo, Uakea Road, Ulaino Road, Haneo'o Road, and Hāna Highway beyond Maka'ala'e. (SS)
18. For the East Maui area, are there plans to purchase machinery to cut down trees and brush along the roadways, and to chip wood to prevent grass over roadways? What type of equipment and approximately how much in funding would be needed? (SS)
19. Please explain the need for the \$26,594,000 supplemental transfer to the Highway Fund. Is the Highway Fund currently not self-sufficient and is this projected to be an annual occurrence? (Page 6, Budget Bill) (YLS)

20. Please explain why each project with a lapse date of 2018 or prior as listed in the CIP Quarterly Report has not been closed out. Can these contracts be closed out and monies lapsed into FY 2024? (Appendix A-1) (YLS)
21. For DSA Program- relating to Goal #1, item 1: "Assign RFS received to applicable sections within 3 days; percentage of assigned to section supervisor within 3 days", if FY 2022 actuals and FY 2023 estimates are "N/A," how do you plan to meet the goal of 90% in FY 2024? (Page 574, Program Budget) (NUH)
22. For the DSA Building Permit Program- relating to Goal #1, item 1, on initial permit reviews: (Page 577, Program Budget) (NUH) (TC)
  - a. Please explain the 30-calendar day goal benchmark.
  - b. Please explain the differences in your key goals and objectives from FY 2023 to FY 2024. What is the Department doing to address the delays in permit reviews?
  - c. Please provide the number of permits received in FY 2022 and how many have been approved and issued.
  - d. Please provide the number of permits received in Q1 & Q2 of FY 2023. (
  - e. Please provide, in detail, the process for an initial review of a building permit application.
  - f. How many applications are received each day?
  - g. What is the average number of calendar days it takes to complete the initial review of building permit applications?
  - h. What happens to an application after the 30 calendar days have passed? Does it automatically move to the next step in the process? Please explain.
23. For the DSA Building Permit Program - relating to Goal #1, item 3 (TC):
  - a. What percentage of applications complete their final review within seven days?
  - b. What is the average number of days it takes for an application to complete final review?
24. For the Traffic Management Program- relating to Goal #1, item 1: "Inspect and replace County traffic signs... number of lane feet restriped each year", the FY 2023 estimate is 70,532 feet and the FY

Mr. Jordan Molina  
April 1, 2023  
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2024 estimate is reduced to 40,000 feet. Please explain the reason for the decrease. (Page 589, Program Budget) (NUH)

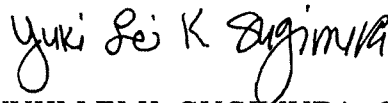
**Operations and Equipment (Categories "B" and "C")**

1. The Makawao section is requesting to purchase (1) 1-ton utility crew cab flatbed identified as a priority for expansion positions approved in previous fiscal years. How long have these positions been filled without the necessary additional equipment? How are the labor crews being transported to the job sites now? (Page 18-64, Budget Details) (TP)
2. The Makawao section is requesting to purchase (1) half-ton pickup truck. What is the current Highways Construction and Maintenance Supervisor I's mode of transportation on the job? If a personal vehicle is being used, what type of reimbursements are the County required to provide? (Page 18-64, Budget Details) (TP)

To ensure efficient processing, please include the relevant Committee item number in the subject line of your response.

Should you have any questions, please contact me or the Committee staff (Lesley Milner at ext. 7886, Kasie Apo Takayama at ext. 7665, or Yvette Bouthillier at ext. 7758).

Sincerely,



YUKI LEI K. SUGIMURA, Chair  
Budget Finance, and Economic  
Development Committee

bfed:2024bgt:230331apw02:rk

cc: Mayor Richard T. Bissen, Jr.  
Budget Director

RICHARD T. BISSEN, JR.  
Mayor

KEKUHAUPIO R. AKANA  
Managing Director

JORDAN MOLINA  
Director

WENDY TAOMOTO, P.E.  
Deputy Director

WADE SHIMABUKURO, P.E.  
Development Services Administration

RODRIGO "CHICO" R. RABARA, P.E.  
Engineering Division

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**DEPARTMENT OF PUBLIC WORKS**  
**COUNTY OF MAUI**  
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WAILUKU, MAUI, HAWAII 96793  
[www.mauicounty.gov/publicworks](http://www.mauicounty.gov/publicworks)

April 17, 2023

Ms. Maria Zielinski  
Budget Director, County of Maui  
200 South High Street  
Wailuku, Maui, Hawaii 96793

A handwritten signature in black ink, appearing to be "my" or a stylized version of the name.

APPROVED FOR TRANSMITTAL

Honorable Richard T. Bissen, Jr.  
Mayor, County of Maui  
200 South High Street  
Wailuku, Maui, Hawaii 96793

A handwritten signature in black ink, appearing to be "Richard T. Bissen, Jr." with a star over the "i" in "Bissen".  
Date 4-17-23

For Transmittal to:

Honorable Yuki Lei K. Sugimura, Chair  
Budget, Finance, and Economic Development Committee  
Maui County Council  
200 South High Street  
Wailuku, Maui, Hawaii 96793

Dear Chair Sugimura,

**SUBJECT: FISCAL YEAR ("FY") 2024 BUDGET (BFED-1) (PW-2)**

The Department of Public Works responds to your letter dated April 1, 2023 regarding its submitted FY 2024 Budget as follows:

1. *Relating to requests for new or replacement vehicles or equipment: (TC)*

- a. *Please provide a copy of your Department's vehicle and equipment replacement policy or schedule.*

The Department follows the County of Maui Motor Vehicle Policy. Attached hereto as Exhibit "1" is Section G.4 of the Policy which provides the replacement guidelines.

Additionally, the Department has a Motor Vehicle and Equipment Replacement Policy which supplemented the County's Policy. Attached hereto as Exhibit "2" is the Department's Policy.



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Honorable Yuki Lei Sugimura, Chair  
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According to the Department's Policy, approximately 70% of the light duty cars and trucks, 35% of heavy equipment (dump trucks, loaders, backhoes, etc.), and 75% mowing equipment (tractor mowers and brush cutters) within the Highways Division's fleet are technically eligible for replacement due to age or mileage.

- b. *Has the Department researched options for rentals or leasing of equipment?*

For those pieces of equipment that are available from on-island vendors, the Highways Division will rent equipment when our equipment is down for repairs. However, much of the specialty equipment utilized by the Department is made-to-order from the manufacturers and leasing options are not available.

2. *Funding for the North South Collector Road project is not anticipated until FY 2025. What is the status of the project? (Page 781, Program Budget, CBS-1926 and CBS-2309) (TC)*

The project has complete preliminary design and is in the permitting and right-of-way acquisition phases. The Department is finalizing the draft environmental assessment (EA) for publication and preparing the special management area (SMA) permit application for submission to the Maui Planning Commission. The Department is also in discussions with the abutting property owners for acquisition of the additional right-of-way (ROW) needed to accommodate the proposed roundabouts at the major intersection and for construction easements needed to construct the improvements. Unfortunately, there are a significant number of property owners that have been unwilling to provide the needed land and easements, which has delayed the project by preventing submission of permit applications and prompting redesign of the project to avoid the uncooperative property owners.

Upon obtaining the SMA permit, completion of the EA, and acquisition of the needed ROW and easements, the project's design can be finalized and be put out to bid for construction.

3. *If the Engineering Program has an objective to increase and improve access to non-motorized modes of transportation, why is the estimate for the number of new bike paths or lanes constructed in FY 2024, zero? Are there no future bike paths or lanes planned past FY 2023? (Page 561, Program Budget) (TP)*

This is the result of how construction schedules happen to align with the fiscal year calendar. Of the projects actively in construction and anticipated to be



completed during FY 2024, there will not be new bike paths or lane constructed. However, some of these projects will improve existing bike paths and lanes and there are projects in future year that will provide new bike paths and lanes.

In an effort to support the County's Complete Streets Policy, the Department strives to undertake more comprehensive improvements with our projects so that we address all known traffic, safety, bike, and pedestrian needs to the extent practicable. Each project location has different needs and may not always result in new bikeways being developed in a particular fiscal year.

4. *Have funds been allocated for the disposal of heavy equipment and machinery that are no longer operating? (Page 18-63, Budget Details) (TP)*

Funds have not been specifically allocated for the disposal of heavy equipment and machinery. The costs associated with equipment disposal are paid from operations budgets as needed.

5. *Is the Department coordinating with the Departments of Environmental Management and Water Supply to re-route utilities under roads that are falling into the ocean, as is happening at Kaopala Bay? (TP)*

Yes. However, the policies of the State and the County are unclear on whether to protect, abandon, or relocate roads and/or infrastructure that are subject to coastal erosions and sea level rise. It is also unclear how to address the impacts to those properties that may cut off from services when such roads and infrastructure are abandoned or relocated.

6. *Please identify the funds and categories of funding that would be required to accept the dedication of Hui Rd F with speed bumps. Is the Department aware of any County utility lines beneath Hui Rd F that need to be upgraded? (TP)*

The only cost associated with accepting a roadway dedication is the cost of staff time to conduct the review of the dedication documents and inspect the roadway conditions. Funding for staff time comes from the salaries budget (A account).

Following the dedication, funding would be request to undertake any repairs or improvements that may be warranted. The scope of the repairs or improvements would dictate whether operations or CIP funding is requested.

The Department is aware that there is no existing drainage system in Hui Road F. A new drainage system would be necessary to properly drain the roadway. The Department is unaware of the existing condition of any other utilities within Hui Rd F.



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Honorable Yuki Lei Sugimura, Chair  
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7. *How much funding would be needed to plan, design, and construct the West Maui Greenway? Is this a project that could be outsourced? (TP)*

According to the Maui Metropolitan Planning Organization's West Maui Greenway Plan, construction costs may range between \$32.5M-62.5M. Planning, design, and construction management is estimated at an additional cost of \$ 8.1M – 15.6M.

The Department outsources most of the various services needed to deliver a CIP project, such as the surveying, design, permitting, and construction activities. This practice would be applied to this project.

8. *What is the timeline for traffic improvements on Keawe Street? (TP)*

The short-term improvements being pursued are the installation of a traffic signal at the Kupuohi Street intersection and installation of a crosswalk at the mauka entrance to the Lahaina Gateway Shopping Center. The Department estimates that these improvements could be completed within 2-5 years.

The long-term improvements being pursued by the Department are roundabouts at both the Lahaina Gateway Shopping Center intersections. The Department estimates that these improvements could be completed within 5-8 years.

9. *When will the road entrance to Mala Wharf/Lahaina Jodo Mission be repaired? (TP)*

Unahiole Street (the entrance to Mala Wharf) and Ala Moana Street are scheduled to be resurfaced with the West Maui District Resurfacing FY 2022 project. Construction is expected to start in Fall 2023.

10. *Please provide the status of speed bumps on Niheu Street near Princess Nahienaena Elementary School. A constituent filled out a request in 2021 and was told by Engineering in 2022 that there was no funding. Will there be funding for this request in FY 2024? (Page 590, Program Budget) (TP)*

Funding is not requested at this time. The Department's traffic evaluation revealed that speeding is not prevalent in this area to warrant a speed hump. Additionally, the constituent who filed the request was not willing to complete the application process, particularly the requirement to obtain signatures from the surrounding residents in support of the speed hump installation.

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Honorable Yuki Lei Sugimura, Chair  
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11. *Some of the crosswalk signage is painted in a fluorescent yellow that draws more attention than other signage. Is there a plan to convert to brighter crosswalk signage? (Page 590, Program Budget) (TP)*

The Department's practice is to use the fluorescent pedestrian crossing signs when installing new or replacing existing crosswalk warning signs.

12. *A \$3,500,000 appropriation was made for CBS-6633 Countywide Drainage Program (Page 8, Appendix C, FY 2023 Council Adopted Budget). In the FY 2024 Program Budget, CBS-6633 shows \$0 appropriated or encumbered in FY 2023. Is this correct? Please explain. (Page 785, Program Budget) (TP)*

To clarify, CBS-6633 is the Countywide Drainline Replacement Program for which \$3,500,000 was appropriated in FY 2023. The \$0 shown in the FY 2024 project is correct as the department had not yet encumbered funding at the time the budget documents were published. The Department has a construction contract being processed which will encumber \$3,222,341 from the Program.

13. *How did the Department determine which intersections and streets would receive sidewalk improvements or traffic calming measures under CBS-6067 Countywide Traffic and Safety Program? No West Maui streets are specifically included in the project description. However, West Maui roadway safety improvements have been specifically requested in the last several budget sessions. (Page 795, Program Budget) (TP)*

The Department relies on public requests when determining which streets and intersections receive traffic calming measures. Traffic evaluations are performed to ensure traffic calming measures are or anticipated to be warranted then funding is requested.

The Department relies on public requests and master plans recommendations when determining where sidewalk improvements are undertaken. Generally, the Department seeks to implement sidewalk improvements on all projects in the urban areas when practicable.

The Department has the following active projects in West Maui at various stages of design, permitting, and construction that incorporate sidewalks or safety improvements:

1. Wainee Street Traffic Safety Evaluations;
2. Kahananui Bridge Replacement;
3. Keawe Street Improvements;
4. Lower Honoapiilani Road Complete Streets Improvements;



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Honorable Yuki Lei Sugimura, Chair  
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5. Lower Honoapiilani Road Pavement Rehabilitation;
6. West Maui Safety Improvements at Various Locations; and
7. Lahainaluna Road Pavement Rehabilitation.

14. *Has the Department applied for and received Special Management Area / Office of Conservation and Coastal Lands ("OCCL") permits for CBS-5509 Lower Honoapiilani Road Erosion at Kaopala Bay, Road Improvements? Has OCCL determined sandbags are the same as shoreline hardening? When does the Department anticipate securing a long-term solution for the erosion at Kaopala Bay? Is your Department coordinating with the Department of Environmental Management to relocate infrastructure along Lower Honoapiilani Road at Kaopala Bay? If not, why? (Page 801, Program Budget) (TP)*

Upon funding approval, the Department will begin pursuing the necessary permits. OCCL has indicated their support of the temporary sand bags.

See our response to Question 5 above regarding the long-term solution and coordination with DEM on this matter.

15. *When is the Maka'ala'e paving project planned to begin construction under CBS-1023 Countywide Resurfacing Projects? The project was originally funded in 2019; is the budgeted amount enough to complete the project which was delayed due to a waterline upgrade? (SS)*

The Department hopes to start construction this summer. The Department is currently negotiating cost escalations with the contractor that have resulted from delays caused by the waterline replacement work. Once we agree to the cost adjustment and process the change order, then construction can begin.

16. *For the East Maui Rockfall Revetment project, is there a construction schedule for the project, including timeline and road closures? (Page 797, Program Budget, CBS-7870) (SS)*

For the Kalepa Rockfall Netting Replacement, construction is expected to begin this summer and may last up to 6 months. Full road closures during daytime hours will be necessary to perform this work. Prior to the start of construction, public messaging will go out informing the public of the road closure timelines.

For the Piilani Highway Slope Stabilization at Nuanualoa Gulch, construction is anticipated to begin in 1-2 years and last up to 9 months. Full road closures during daytime hours will be necessary to perform this work.

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Honorable Yuki Lei Sugimura, Chair  
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For the Alelele Rockfall Netting Replacement, construction is anticipated to begin in 2-3 years and may last up to 18 months. Full road closures during daytime hours will be necessary to perform this work.

17. *Please provide a status update on paving projects for previously funded projects in Kaupo, Uakea Road, Ulaino Road, Haneo'o Road, and Hana Highway beyond Maka'ala'e. (SS)*

Piilani Highway paving in Kaupo from MP 32.75 to MP 34.33 is expected to start in late 2023. The next segment from MP 34.8 to MP 35.8 is currently in design for pavement reconstruction.

Ulaino Road paving is planned in FY 2024. Uakea Road paving is planned in FY 2025.

Paving on Haneo'o Road and Hana Highway beyond Maka'ala'e are not on the Department's paving schedule. These roads will be evaluated to determine what type of paving treatment is needed and will be scheduled based on priority. The Department's greatest need for paving is in the region between Kaupo and Kipahulu as this location puts the greatest strain on our Hana crews and is the most difficult portion of the district to maintain.

18. *For the East Maui area, are there plans to purchase machinery to cut down trees and brush along the roadways, and to chip wood to prevent grass over roadways? What type of equipment and approximately how much in funding would be needed? (SS)*

The Hana District's existing equipment includes one brush cutter and two tractor mowers. The two tractor mowers were approved for replacement in FY 2022 and are estimated to arrive in July 2023. An additional tractor mower and brush cutter was approved in FY 2023 and estimated to arrive in January 2024 and May 2024, respectively. In FY 2024, the Department is requesting a small aerial bucket truck to allow for the safe cutting down and trimming of trees along County roadways (see page 18-65, Budget Details).

Currently there are no plans for wood chipping equipment to be purchased.

19. *Please explain the need for the \$26,594,000 supplemental transfer to the Highway Fund. Is the Highway Fund currently not self-sufficient and is this projected to be an annual occurrence? (Page 6, Budget Bill) (YLS)*

The Department defers to the Director of Finance for specific details on this appropriation.



During FY 2023, the Department did incur a significant increase (approximately \$11 million) in Highway Fund expenditures primarily attributed to the large number of expansion positions that were approved to account for the impacts of the herbicide ban effectuated by Ordinance 5242. This increase will be an annual occurrence.

20. *Please explain why each project with a lapse date of 2018 or prior as listed in the CIP Quarterly Report has not been closed out. Can these contracts be closed out and monies lapsed into FY 2024? (Appendix A-1) (YLS)*

The projects are not closed out because there are funds encumbered to these projects. The Department has determined that these contracts should not be closed out or lapsed as these projects are still active.

21. *For DSA Program- relating to Goal #1, item 1: "Assign RFS received to applicable sections within 3 days; percentage of assigned to section supervisor within 3 days", if FY 2022 actuals and FY 2023 estimates are "N/A", how do you plan to meet the goal of 90% in FY 2024? (Page 574, Program Budget) (NUH)*

The prior year measurements are shown as "N/A" because there is no data for the prior years as this is a new performance measure being proposed for FY 2024. Based on past performance, DSA anticipates that this new performance measure and the 90% estimate is achievable.

Previously, DSA measured the number of business days taken to create an RFS with the estimate being 1 day which was regularly met. DSA revised this performance measure to better align with the implementation of See Click Fix which replaced KIVA RFS as the system for the public to submit service requests to the Department.

22. *For the DSA Building Permit Program- relating to Goal #1, item 1, on initial permit reviews: (Page 577, Program Budget) (NUH) (TC)*

- a. *Please explain the 30-calendar day goal benchmark.*

Section 16.26B.105.3.1, Maui County Code, requires the reviewing agencies for building permit applications to provide their concurrence or provide substantive written comments on the permit application no later than 30 calendar days from the date the application is sent to the reviewing agencies.

- b. *Please explain the differences in your key goals and objectives from FY 2023 to FY 2024. What is the Department doing to address the delays in permit reviews?*

Previously DSA measured the number of days taken to review building permits based on the permit type limited to single-family dwellings, residential additions and alterations, and commercial buildings and tenant improvements. In FY 2024, DSA is proposing to measure the percent of compliance with the 30-day review for building permits applications and the 15-day review for Fast Track Permitting. DSA is also proposing a new success measure to complete final reviews of permit applications within 7 days.

To reduce the permit backlog, DSA staff has been willing to work significant overtime to keep up. In addition, the Department has pursued expansion positions, reallocation, and reorganizations to build capacity within DSA. In FY 2024, the Department is requesting an additional Land Use & Building Plan Technician and an Engineering Support Technician II. In FY 2023, the Department received an additional Land Use & Building Plans Examiner and approval to reallocate an existing position to create a Chief Building Plans Examiner which is still pending review with DPS.

- c. *Please provide the number of permits received in FY 2022 and how many have been approved and issued.*

In FY 2022 there were 2,317 building permit applications submitted and 1,526 building permits issued.

- d. *Please provide the number of permits received in Q1 & Q2 of FY 2023.*

There were 1,332 building permit applications submitted from July 1, 2022 to December 31, 2022.

- e. *Please provide, in detail, the process for an initial review of a building permit application.*

Building permit applications are first screened by DSA's Land Use & Codes Building Permit Clerks to ensure the applications are complete. Once an application is deemed complete, the applications are routed to the reviewing agencies for the initial review. Each reviewing agency reviews the application against the applicable laws and codes within their jurisdiction.



*f. How many applications are received each day?*

The annualized average for FY 2022 indicates 9 permit applications were received daily. However, this daily number can fluctuate greatly. For example, January 2023 saw only 65 permits applications submitted for the month whereas in March 2023 DSA reported 171 submitted permit applications.

*g. What is the average number of calendar days it takes to complete the initial review of building permit applications?*

The latest data from MAPPS shows that DSA's initial review is averaging about 100 days to complete. This does not include the review times of reviewing agencies outside of DSA.

*h. What happens to an application after the 30 calendar days have passed? Does it automatically move to the next step in the process? Please explain.*

Section 105.3.1, Maui County Code, provides that if a reviewing agency does not provide comments to the initial application submittal within 30 days, the Building Official is authorized to consider the reviewing agency as not having comments on the application or may defer consideration of the permit application pending receipt of comments from the reviewing agency.

Past practice by the Department has been to defer consideration until comments are received. The Department has found that it is less problematic and less costly to both the applicants and the County to verify compliance with the applicable laws of the reviewing agencies prior to permit issuance as opposed to after permits are issued and construction has begun. Stopping a project mid construction and requiring redesign to address a compliance issue that wasn't found during the permit application review is much more expensive than the time spent waiting for the permit review to conclude.

*23. For the DSA Building Permit Program – relating to Goal #1, item 3 (TC):*

*a. What percentage of applications complete their final review within seven days?*

Initial data from MAPPS is indicating that 100% of final review are completed within seven days. However, DSA is still evaluating the

accuracy of the MAPPS reporting to ensure the data is representative of the performance measure.

- b. *What is the average number of days it takes for an application to complete final review?*

Initial data from MAPPS is indicating that it takes one day on average to complete final review. However, DSA is still evaluating the accuracy of the MAPPS reporting to ensure the data is representative of the performance measure.

24. *For the Traffic Management Program- relating to Goal #1, item 1: "Inspect and replace County traffic signs... number of lane feet restriped each year", the FY 2023 estimate is 70,532 feet and the FY 2024 estimate is reduced to 40,000 feet. Please explain the reason for the decrease. (Page 589, Program Budget) (NUH)*

The FY 2023 estimate of 70,532 feet that is shown is an error and should be corrected to 45,000 feet which was the estimate reported in the FY 2023 Budget. The FY 2024 estimate that is show is also an error and should be corrected to 45,000 feet as we do not anticipate a decrease in number of lane feet restriped in the upcoming fiscal year annual estimate

The Division has been able to exceed recent year estimates due to reduced traffic on the roadways and a focus on longer stretches in more rural areas such as Piilani Hwy in the Kanaio/Kaupo area.

**Operations and Equipment (Categories "B" and "C")**

1. *The Makawao section is requesting to purchase (1) 1-ton utility crew cab flatbed identified as a priority for expansion positions approved in previous fiscal years. How long have these positions been filled without the necessary additional equipment? How are the labor crews being transported to the job sites now? (Page 18-64, Budget Details) (TP)*

This position was created in 2015 by reallocating an existing Laborer position but the corresponding equipment for the position was not budgeted at the time of reallocation. The Utility Worker utilizes an older pickup truck that is not adequate for the position and is unable to transport additional Laborers when they need to assist the Utility Worker. Laborers have been traveling to the job site in a separate truck.

2. *The Makawao section is requesting to purchase (1) half-ton pickup truck. What is the current Highways Construction and Maintenance Supervisor I's mode of*



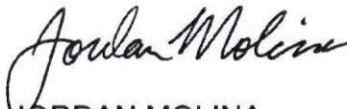
For Transmittal to:  
Honorable Yuki Lei Sugimura, Chair  
April 17, 2023  
Page 12

*transportation on the job? If a personal vehicle is being used, what type of reimbursements are the County required to provide? (Page 18-64, Budget Details) (TP)*

The Highways Construction and Maintenance Supervisor I is currently utilizing an older model fleet vehicle that was transferred to Highways from another department which is not adequate for one of our top leadership positions in the District.

Thank you for the opportunity to respond to your questions. Please feel free to contact me should you need further clarification.

Sincerely,

A handwritten signature in black ink that reads "Jordan Molina". The signature is fluid and cursive, with the first name "Jordan" and last name "Molina" clearly distinguishable.

JORDAN MOLINA  
Director of Public Works

JM:sec

Cc: Development Services Administration  
Engineering Division  
Highways Division

8. What is the estimated minimum mileage per year that this vehicle will be driven? (Complete the Minimum Use Mileage Evaluation & Determination Worksheet, see Attachment C.)
9. Is there an existing vehicle(s) available in this division, or other divisions within the department that can be also used to accommodate this need? What considerations have been given to consolidating vehicle use?
10. Prepare a cost benefit analysis. The analysis should reasonably estimate the direct costs of acquiring the requested vehicle (i.e. costs of vehicle and any special equipment, etc.) and the potential benefits to be derived by the County resulting from acquiring the vehicle (i.e. quantified cost savings from efficiencies gained, increased productivity, etc.). The analysis should clearly demonstrate the financial impact of the acquisition.

#### **G.4 Replacement**

Requests for the replacement of an existing County vehicle shall be evaluated pursuant to the guidelines set forth in the Department of Public Works Motor Vehicle and Equipment Replacement Policy (2001) briefly summarized below. Guidelines and criteria included in the Department of Public Works Motor Vehicle and Equipment Replacement Policy are subject to change, and shall be reviewed and updated, as necessary, on an annual basis by the Director of Public Works.

The vehicle requested for replacement consideration must meet at least two of the following criteria:

1. Passenger vehicles (sedans, station wagons, vans, light pick up trucks) - 7 years or 100,000 miles;
2. The unit, when operated, endangers the safety of the operator, passengers and/or people that are in close proximity to it, and that the repair costs to address safety issues exceed its replacement acquisition cost;
3. The unit cannot be repaired due to unavailability of parts;
4. The repair cost of a unit damaged by accident or other causes exceeds the actual cash value of the unit prior to the damage;

5. The accumulated MAJOR repair costs plus the anticipated additional repair costs to recondition the unit exceeds 50% of the replacement acquisition cost;
6. The history of annual cost of renting a substitute for a unit that is sidelined for an extended period due to difficulty in obtaining parts exceeds the average annual cost of a new unit; or
7. The unit is obsolete and is no longer suitable for the mode of operations.

The requesting department should also ensure replacement vehicle purchase requests address the following in its justification:

1. What is the vehicle year and current mileage reading?
2. What are the average miles of official annual usage for the past 3 years?
3. What is the need for the continued use of the vehicle to maintain the present level of service? Describe in detail the function it must perform, including driving routes and miles, and the frequency of performance in a normal routine or cycle of work (which may be daily, weekly, monthly, etc.).
4. Describe the impact on operations if the vehicle is not replaced.
5. Identify opportunities to substitute the vehicle with another without curtailing other essential services. Is there an existing vehicle(s) available in this division, or other divisions within the department that can be also used to accommodate this need? What considerations have been given to consolidating vehicle use?
6. What is the estimated minimum mileage per year that this vehicle will be driven? (Complete the Minimum Use Mileage Evaluation & Determination Worksheet, see Attachment C.)
7. Prepare a cost benefit analysis. The analysis should reasonably estimate the direct costs of acquiring the requested vehicle (i.e. costs of vehicle and any special equipment, disposal costs, etc.) and the potential benefits to be derived by the County resulting from acquiring the vehicle (i.e. quantified cost savings from efficiencies gained, increased productivity, etc.). The analysis should clearly demonstrate the financial impact of the acquisition.



A form for the departments' use to address the above requirements when requesting approval for the replacement of an existing vehicle is included as Attachment Q.

#### **G.5. Procurement Procedures**

Upon approval of a vehicle acquisition and/or replacement request by the Managing Director, vehicle purchase requests shall be consolidated to ensure operational efficiency and effectiveness for procurement purposes. The purchase of vehicles shall be coordinated by the Department of Finance (Purchasing Division).

The acquisition of all vehicles shall utilize a coordinated procurement approach to include possible standardized fleet minimum specifications with a list of qualifying vehicles established by the departments of Finance (Purchasing) and Public Works (County Garages) and approved by the Managing Director.

The list of qualifying vehicles shall be determined annually and shall be developed based on several factors including, but not limited to: capital cost, life cycle cost, availability, fuel savings, job suitability, operational convenience, depreciation, resale value, maintenance convenience, repair records, availability of replacement parts, safety records, economy of operation, service ability, warranty programs, administrative ease, legal requirements, fuel efficiency features and standardization of similar brands. Each County vehicle shall also be clearly marked as a County of Maui vehicle with identifiable County logos and/or decals placed on the vehicle.

Replacement purchases shall be made according to the County of Maui's purchasing and procurement policies.

If approval is granted for a replacement unit, the unit may be assigned to the Department/Division/Section and used predominantly for the purposes for which the replacement request was approved. However, the replacement vehicle shall also be shared with other departments for other official County business unless it has been properly authorized and designated as an assigned vehicle. The shared use of the vehicle will be determined by the Department of Management.

Immediately upon acceptance of the vehicle by the County, registration and placement in service, the requesting department must comply with the Department of Finance requirements to add the vehicle to the County Fixed Assets (inventory) records (i.e. completion and filing of the Inventory Input Sheet – Items Greater Than Or Equal to



## Department of Public Works and Environmental Management

### Motor Vehicle and Equipment Replacement Policy

#### Criteria for Vehicle or Equipment Replacement

1. The vehicle is considered essential to providing effective services to the public;
2. The vehicle has reached its effective service life. The vehicle has generally exceeded the following life expectancies:
  - a. Sedan, Station wagon, pickup truck 7 years or 70,000 miles
  - b. Stake truck, 1 ton or larger 10 years or 100,000 miles
  - c. Special truck (ladder bitumuls, etc.) 10 years or 100,000 miles
  - d. Dump truck
    - Gas 10 years
    - Diesel 12 years
  - e. Construction equipment (Grader, loader, roller, dozer, etc.) 15 years
  - f. Landfill equipment
    - Equipment used in landfills (Unless buy-back clause is used) 7 years
  - g. Grass cutting equipment
    - Tractor, mounted 8 years
    - Self-propelled 5 years
    - Hand-pushed 3 years
  - h. Compressor 15 years or 12,000 hours
  - i. Generator 15 years or 12,000 hours
  - j. Welding Machine 8 years or 8,000 hours
  - k. Paint Striping Machine 5 years
  - l. Road Sweeper 10 years
  - m. Battery and Gas-driven Utility Carts 5 years
3. When operated, the vehicle endangers the safety of the operator, passengers and/or people in close proximity of the vehicle and the repair cost to make the vehicle exceeds the replacement acquisition cost;
4. The unit cannot be repaired due to unavailability of parts;
5. The repair cost of a unit damaged by accident or other causes, exceeds the actual cash value of the unit prior to the damage;
6. The accumulated major repair costs plus the anticipated additional repair cost to recondition the unit exceeds 50% of the replacement acquisition cost;

7. The history of annual cost of renting a substitute for a unit that is sidelined for an extended period due to difficulty in obtaining parts exceeds the annual cost of a new unit; or
8. The unit is obsolete and is no longer suitable for the mode of operations.

Criteria for Vehicle or Equipment Purchase

1. The unit should be capable of providing services at least on a par with the vehicle it is replacing, or if it is an additional vehicle purchase, the unit should clearly serve an identified public need;
2. The decision as to mode of purchase (new, used, government surplus, lease) should be based on the optimum cost per year over the life of the vehicle consistent with effective service to the public;
3. The selection of vehicle and equipment make and model shall take into consideration its utility, practicality, ease of maintenance, and value, and shall not be generally considered a luxury make and model; and
4. Accessory luxury items on the vehicle or equipment unrelated to the functioning of the unit such as compact disc systems, leather upholstery, moonroof or sunroof, and power seats, shall not be included.



## BFED Committee

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**From:** Desiree Echalas <Desiree.B.Echallas@co.maui.hi.us>  
**Sent:** Tuesday, April 18, 2023 9:52 AM  
**To:** BFED Committee  
**Subject:** FY 2024 (BFED-1) (PW-2)  
**Attachments:** FY24 (BFED-1)(PW-2) Response.pdf

Attached is response PW-2 from Department of Public Works.

Mahalo,

Desiree Echalas

Budget Specialist

County of Maui

Office of the Mayor

[Desiree.B.Echallas@co.maui.hi.us](mailto:Desiree.B.Echallas@co.maui.hi.us)

Phone: (808) 270-8239