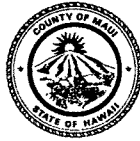


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Tasha Kama

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Director of Council Services
Traci N. T. Fujita, Esq.

COUNTY COUNCIL
COUNTY OF MAUI
200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.MauiCounty.us

April 2, 2020

Mr. Rowena Dagdag-Andaya, Director
Department of Public Works
County of Maui
Wailuku, Hawaii 96793

Dear Ms. Dagdag-Andaya:

SUBJECT: FISCAL YEAR ("FY") 2021 BUDGET (PW-1)(EDB-1)

May I please request that you be prepared to answer the following questions at the EDB Committee meeting held via BlueJeans on **April 14, 2020.*** This will enable the Committee to comprehensively review the FY 2021 Budget. **Date subject to change without notice.*

1. If Council finds that due to the current COVID-19 crisis, a 5% reduction of the entire departmental budget is required, how would the Department propose to implement the needed cuts? (TK) (TP) (RH)
 - a. Are there specific programs that the Department would discontinue? (TK) (TP) (RH)
 - b. Would the Department delay or cancel planned "external" costs (e.g., professional services)? (TK) (TP) (RH)
 - c. Would the Department seek to increase user fees? (TK) (TP) (RH)

Category "A" - Salaries and Wages

(Page numbers are from the Budget Proposal FY 2021, unless otherwise noted.)

2. Given the current worldwide pandemic and the shutdown of out-of-state travel, please explain the travel budget and give an update on fund expenditures for FY20 to date. (Page 520) (TP)

3. Please provide vacancy and overtime reports for the entire Department. (RH)
4. Please provide the SR rating, Step, and dollar amount allotted for all Position titles within the Department of Public Works and indicate which Position titles are vacant. This information is missing from the Mayor Proposed Budget Details. (TP)
5. Please provide position description and minimum qualifications for Private Secretary. What is the difference between a Private Secretary and a Secretary II? (Page 17-3, Mayor Proposed Budget Details) (TP)
6. Please provide position descriptions and minimum qualifications for Clerk III and Office Operations Assistant II. Is this considered a demotion? (Page 17-3, Mayor Proposed Budget Details) (TP)
7. Please provide position description, summary of duties and minimum qualifications for Veterans Cemetery Caretaker and Supervisor. (Page 534, Budget Proposal FY 2021, and page 17-18, Mayor Proposed Budget Details) (TP)
8. What was the Automotive Mechanic I position reallocated from? (Page 535) (TP)
9. Please provide position description, summary of duties and minimum qualifications for the Arboriculturist position. Does the Arboriculturist position also inspect trees on County parks property either annually or semi-annually? (Page 17-19, Mayor Proposed Budget Details) (TP)
10. Please explain the staff shortages and the LED streetlights study. (Page 17-11, Mayor Proposed Budget Details) (KTK)
11. Is the County Arborist – R & M Services/Contracts for Molokai? (Page 17-26, Mayor Proposed Budget Details) (TP)
12. Please explain the need for the following positions for the Kalana O Maui campus: two expansion Janitor II, Grounds Maintenance Utility and Grounds Maintenance Supervisor I. (Page 528, Budget Proposal FY 2021, and page 17-9, Mayor Proposed Budget Details) (TP)

13. Please explain the need for proposed expansion position Equipment Operator IV and provide position description, summary of duties and minimum qualifications. (Page 553) (TP)
14. Page 17-9, Mayor Proposed Budget Details, Item Code, 916124A, 4 EPs, Janitors and Grounds:
 - a. This increase will create 8 County Building janitors and 3 groundskeepers, what is the purpose of these additional 4 EPs? (MM)
 - b. Will these EPs be focusing on the County building only or assigned to other buildings? (MM)
15. Highways Division: Department Mission – What is the status of the five additional EP added in the FY 2020 Budget for the Slurry Program, road maintenance? (Page 515) (AL)
16. What amount from the General Fund was used to offset federal grants program personnel and benefits? Please provide details of position types, amounts, and grant names. (RH)
17. In most of the programs within the Department, there are budgeted increases in premium pay. What is the justification for significant increases in premium pay in Development Services Administration, Highways Division, Roads/Bridges/Drainage and Traffic Management? (Pages 543, 546, 551, and 556) (TK)
18. Please provide an update on the percentage of employee performance evaluations completed by the employee's performance evaluation review date for FY20. (Page 521) (TP)
19. How many pCard holders are there within DPW? (Page 521) (TP)
20. Given the increased intensity of storms, stormwater management is critical to the safety of our community. Have the increased positions for Road Bridge & Drainage Maintenance Programs been filled? (Page 520 vs. page 534)
Note: Authorized staffing number increased, but wages and salaries do not reflect increase. (YLS)

Category “B” - Operations

(Page numbers are from the Budget Proposal FY 2021, unless otherwise noted.)

21. The Emergency call box at DT Fleming has not worked for many years. Is there a plan to address it? (Page 555) (TP)
22. What is the status of the guardrail for Kahakuloa requested in the Fiscal Year 2020 Budget? (AL)
23. Are there plans to address the leaks on the 7th and 8th floor? or throughout the entire County Building? (Page 17-13, Mayor Proposed Budget Details) (TP)
24. What are the plans moving forward with the lower Nahiku bridge? (Page 528, Budget Proposal FY 2021, and page 17-12, Mayor Proposed Budget Details) (TP)
25. Page 17-15, Mayor Proposed Budget Details, Item Code, 916158B, Kahului Service Center:
 - a. This item is recommending \$456,000 in expenditures for the “new” service center. Can you explain in more details what these expenditures will include? (MM)
 - b. Is the “new” service center to replace existing service center? If so, what will be done with the old service center? (MM)
 - c. Does the County own the current service center? (MM)
 - d. When is the Kahului Service Center set to be up and running, and what is the scope of the \$350,000 budgeted? (Pages 17-14, 15 and 17-94, Mayor Proposed Budget Details) (TP) (YLS)
 - e. Please provide details for Service Contracts funding, how long the funds are estimated to cover, and how many departments will be housed at the Kahului Service Center. (Page 17-14, Mayor Proposed Budget Details) (KRF)
26. Do you foresee any reductions in the awards you receive from the various grants that support the department due to the COVID-19 pandemic? (Pages 530 and 549) (TP)

27. Does Development Services Administration generate all RFS submitted to the County in person or by email even if it doesn't pertain to Public Works? How do you generate an RFS in person? (Page 538) (TP)

Category "C" - Equipment

(Page numbers are from the Budget Proposal FY 2021, unless otherwise noted.)

28. What are "mobile post lifts" and "plasma cutter"? (Page 17-30, Mayor Proposed Budget Details) (TP)
29. What will happen to all the motor vehicles and other equipment that will be replaced? If they are turned in for exchange, will we be informed of the value that the County receives? (TP)
30. Where will the mobile office trailer be located? What are the dimensions and amenities? Who is the vendor? (Page 17-3, Mayor Proposed Budget Details, and page 554, Budget Proposal FY 2021) (TP)
31. Will the Hybrid SUVs that need to be replaced be replaced with Hybrids? (Page 529, Budget Proposal FY 2021, and pages 17-71 and 17-94, Mayor Proposed Budget Details) (TP)
32. Please justify the need to replace this vehicle with low mileage (\$32,000). (Page 17-47, Mayor Proposed Budget Details) (YLS)
33. Page 17-11, Mayor Proposed Budget Details, Item Code, 916023C, 7040, 3 Motor vehicles. What will the replacement vehicles be used for? (MM)

Capital Improvement Program

(Page numbers are from the Budget Proposal FY 2021, unless otherwise noted.)

34. In light of the staggering number of pedestrian fatalities, please justify funding only \$1.93 million to the Traffic and Safety Program under CBS-6067, while utilizing a significantly greater number of County funds on road improvements that do not include pedestrian safety modifications? For example, CBS-5002, page 747. (TP)

35. What is the anticipated life of the sea wall repair along Piilani Highway in Kipahulu under CBS-3183, page 749? (TP)
36. The Liloa Drive extension under CBS-2309 would serve as a pedestrian-only road, correct? (Page 753) (TP)
37. Please explain why you plan to utilize \$200,000 of FY21 funds for planning of the Hansen Road Intersection Improvements included under CBS-6056 when construction will not begin within the next 5 years? (Page 762) (TP)
38. CBS No. CBS 6070, Countywide Facility Maintenance, page 741:
 - a. Can you provide an estimated cost breakdown for each of these proposed projects? (MM)
 - b. Provide more detail regarding the Security Gate project for the 2nd Floor mezzanine. (MM)
 - c. Will the security gate make it more problematic for the public to access various floors in the County building? (MM)
 - d. Will additional funding be required for the 8th Floor restroom improvements that was proviso'd during the FY2020 budget? (MM)
39. CBS No. CBS 1023, Countywide Road Resurfacing and Pavement, page 743:
 - a. The appropriation for FY 2020 Budget is \$179,412,288, however the budget passed by the Council appropriated \$5,676,267. Please clarify. (MM)
 - b. Can you provide a status of the \$100,000 proviso'd in FY 2020, budget for Ulalena Loop? (MM)
 - c. Is additional funding required for Ulalena Loop? (MM)
 - d. Can you provide an outline of the roads you have prioritized for resurfacing or paving using these funds? (MM)
 - e. Identify the roads to be paved in the Pukalani Terrace Pavement reconstruction project? (MM)

40. CBS No. CBS 5022, Countywide Federal Aid Program, page 745:
- a. Can you identify if the Pukalani-Makawao and Makawao Avenue improvements include sidewalk improvements? (MM)
 - b. Once these projects are completed can you identify what projects you anticipate for federal funding for next fiscal year? (MM)
41. CBS No. CBS 6067, Countywide Traffic and Safety Program, page 747:
- a. Do any of the Bikeway improvements include the North Shore Greenway or the West Maui Greenway projects? (MM)
 - b. If so, can you identify the improvements that will be made to these projects? (MM)
 - c. Does any of the funds include a fence along the Northshore Greenway on the mauka side of the bike path closest to Hana Hwy? (MM)
 - d. If not do you still anticipate funding for the 1,800 foot fencing to be \$40,000? (MM)
 - e. Identify the specific locations for the proposed traffic calming devices you proposed in this item? (MM)
42. CBS No. CBS XXXX, Baldwin Avenue Parking Lot in Paia. This would be a new CIP project.
- a. Provide a cost estimate for adding lighting, re-fencing, paving and striping of this public parking lot? (MM)
 - b. Is funding for this project proposed in the FY 2021 budget? If so, identify where in the budget it is located? (MM)

Program Goals and Objectives

(Page numbers are from the Budget Proposal FY 2021, unless otherwise noted.)

43. For the Special Maintenance Program, Key Activity Goals and Measures, Goal #3, Objective 1, is it possible to increase the percentage of time spent on scheduled preventive maintenance as opposed to unscheduled repair of motor vehicles? Estimate for FY21 is 40%. Heavy equipment preventative maintenance is 75%.

- a. Why couldn't scheduled preventative maintenance of motor vehicles match that for heavy equipment? (Page 533) (TK)
 - b. Is maintenance of light and heavy vehicles done in house? (Page 533) (TP)
- 44. Why has the number of days to review building permit applications increased? (Pages 541 and 542) (YLS)
- 45. Please explain if the money included in the 6-Year budget will cover the completion of the NSCR project. (Page 753) (KTK)
- 46. Please provide an update on how many traffic improvements were made for FY20 to date on County roads and how much did each of these improvements cost? (Page 526) (TP)
- 47. For the Engineering Program, in the Expenditures Summary, there is a substantial increase in the projected costs for utilities. To the extent that electric power contributes to this increase, are there ways the Department could incorporate renewable energy programs to offset these anticipated increases to utility costs? (Page 527) (TK)
- 48. Please provide information on the decreased amount of Lane Feet added in FY20 and proposed for FY2021 to County sidewalks and bike lanes. (Page 525) (TP)
- 49. For the Engineering Program, in the Summary of Grant Award, the Federal Highway Administration, Federal-Aid and Other Transportation Grants is expected to double in value. What justifies this assumption of double the amount of the grant? (Page 530) (TK)
- 50. Please provide an update on the number of maintenance work orders completed during FY20 to date (Page 526) (TP)
- 51. Page 17-11, Mayor Proposed Budget Details Item Code, 916023B, 6132, Professional Services:
 - a. Clarify the scope of the survey services and LED streetlighting study? (MM)
 - b. Is the study required by regulation? (MM)
 - c. Please provide details of the contract services sought. (KRF)

52. Page 17-24, Mayor Proposed Budget Details, Item Code, 916133B, 6129, Tree Removal:
 - a. Why wasn't the tree removal accomplished in FY 2020? (MM)
 - b. If this appropriation approved when will the removal be implemented? (MM)
53. Please provide updates on any proposed new ordinances or amendments or existing ones from your staff for FY20? (Page 522) (TP)
54. How is morale within the Department? (Page 522) (TP)
55. Please provide a status update on the DPW public engagement tool, including current costs associated with the development and implementation. (Page 522) (TP)
56. For the Administration Program, Key Activity Goals and Measures, Goal #2, Objective 2, there are no reported values for implementing a citizen engagement tool. Does the Department plan to move forward with this goal of developing tools for citizen engagement, partner with other agencies to achieve this goal or delete it as an objective? (Page 522 of the Program Budget) (TK)
57. Please provide an update on the percentage of potholes reported that have been repaired within 24 hours for FY20 to date. What about potholes that aren't reported? How do you report potholes? (Page 550) (TP)
58. Please provide an update on the number of traffic signal inspections completed for FY20 to date and can RRFB inspections be included? (Page 555) (TP)
59. How does the department measure the success of municipal parking lot maintenance and repair? (Page 555) (TP)
60. For the Traffic Management Program, Key Activity Goals and Measures, Goal #1, Objective 1, the measurement of success by number of crosswalks repainted annually is reported as 75 in FY19 but only estimated as 10 in FY20 and FY21. Why has the estimate dropped? What is the reasoning? (Page 555) (TK)

61. Page 17-29, Mayor Proposed Budget Details, Item Code, 916369B, 6132, Stream maintenance and planning. Can you explain where these improvements take place? (MM)
62. Please provide further project details for the expansion request. (Page 17-29, Mayor Proposed Budget Details) (KRF)
63. Please provide details for the Cost Allocation Program and this continuation request of \$783,308 for Overhead Charges and Admin Costs. (Page 17-46, Mayor Proposed Budget Details) (KRF)
64. Page 17-45, Mayor Proposed Budget Details, Item Code, 916638B, 7542, Bikeway Fund.
 - a. Can you explain what projects for which you will use this funding? (MM)
 - b. What improvements will take place? (MM)

Sincerely,



KEANI RAWLINS-FERNANDEZ, Chair
Economic Development and Budget
Committee

edb:2021budget:200401apw01:cdc

cc: Mayor Michael P. Victorino
Budget Director

Council Chair
Alice L. Lee

Vice-Chair
Keani N.W. Rawlins-Fernandez

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Director of Council Services
Traci N. T. Fujita, Esq.

COUNTY COUNCIL
COUNTY OF MAUI
200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.MauiCounty.us

April 9, 2020

Ms. Michele Yoshimura, Budget Director
Office of the Mayor
County of Maui
Wailuku, Hawaii 96793

Dear Ms. Yoshimura:

SUBJECT: FISCAL YEAR ("FY") 2021 BUDGET (BD-2) (EDB-1)

May I please request copies of all notes used by department directors and other Administration officials to respond to Councilmembers' questions during Economic Development and Budget Committee meetings on EDB-1. This will enable the Committee to comprehensively review the FY 2021 Budget.

May I further request that you transmit your responses no later than five calendar days after the Department's review before the Committee.

To ensure efficient processing, please duplicate the coding in the subject line above for easy reference. Should you have any questions, please contact me or the Committee staff (Shelly Espeleta at ext. 7134, Chester Carson at ext. 7659, Richard Mitchell at ext. 7662, or Yvette Bouthillier at ext. 7758).

Sincerely,

A handwritten signature in black ink that reads "Keani Rawlins-Fernandez". The signature is written in a cursive, flowing style.

KEANI RAWLINS-FERNANDEZ, Chair
Economic Development and Budget
Committee

edb:2021budget:200409abd01:ske

cc: Mayor Michael P. Victorino

Michael P. Victorino
Mayor

Sananda K. Baz
Managing Director



OFFICE OF THE MAYOR
COUNTY OF MAUI
200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.mauicounty.gov

April 16, 2020

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

APPROVED FOR TRANSMITTAL

Michael P. Victorino 4/16/20
Mayor Date

For Transmittal to:

Honorable Keani N.W. Rawlins-Fernandez, Chair
Economic Development and Budget Committee
200 South High Street
Wailuku, Hawaii 96793

Dear Chair Rawlins-Fernandez:

SUBJECT: **FISCAL YEAR ("FY") 2021 BUDGET** (BD-2) (EDB-1)

Please see attached response from Director Rowena Dagdag-Andaya,
Department of Public Works.

Should you have any questions, please contact me at ext. 7212.

Sincerely,

A handwritten signature in black ink, appearing to read "Michele M. Yoshimura".

MICHELE M. YOSHIMURA
Budget Director

Attachment

MICHAEL P. VICTORINO
Mayor

ROWENA M. DAGDAG-ANDAYA
Director

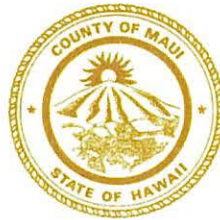
JORDAN MOLINA
Deputy Director

GLEN A. UENO, P.E., L.S.
Development Services Administration

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

JOHN R. SMITH, P.E.
Highways Division

Telephone: (808) 270-7845
Fax: (808) 270-7955



COUNTY OF MAUI
DEPARTMENT OF PUBLIC WORKS
200 SOUTH HIGH STREET, ROOM 434
WAILUKU, MAUI, HAWAII 96793

April 16, 2020

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

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

For Transmittal to:

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

Dear Chair Rawlins-Fernandez:

SUBJECT: FISCAL YEAR ("FY") 2021 BUDGET (PW-1) (EDB-1)

The Department of Public Works (DPW) responds to your letter dated April 2, 2020, as follows:

1. *If Council finds that due to the current COVID-19 crisis, a 5% reduction of the entire departmental budget is required, how would the Department propose to implement the needed cuts? (TK) (TP) (RH)*
 - a. *Are there specific programs that the Department would discontinue? (TK) (TP) (RH)*

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Honorable Michael P. Victorino
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Honorable Keani Rawlins-Fernandez, Chair
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Page 2

At this time, the Department has no recommendations to eliminate programs within the Department of Public Works, since all programs have functions that support the safety and health of the community. The department would instead evaluate ways to adjust existing programs if reductions required.

Adjustments can be made to the following:

- i. Reduce operational spending and equipment purchases.
 - ii. Defer certain CIP projects.
 - iii. Reduce staffing. (This, however, would create impacts to permit processing and response times for services.)
- b. *Would the Department delay or cancel planned "external" costs (e.g., professional services)? (TK) (TP) (RH)*

New external costs, primarily related to CIP projects and efficiency improvements, could be deferred. The Department recommends that costs related to health and safety, or regulatory compliance be preserved.

- c. *Would the Department seek to increase user fees? (TK) (TP) (RH)*

For a fee "increase" to be necessary to achieve a 5% budget "reduction", there would need to be a substantial drop in the number of fee collections made.

The Department does not anticipate the drop in permit applications will be substantial enough to warrant a fee increase. Therefore, no fee increase for permit applications and plan reviews will be sought.

The Highway Fund is supported by fuel tax which charges a fixed dollar per gallon rate. There is an anticipated decrease in fuel usage associated with the slowdown in visitor arrivals and the stay-at-home orders related to COVID-19. The magnitude of this impact is unclear

Ms. Michele M. Yoshimura
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Page 3

at this time. In addition, the Highway Fund is shared between DPW and Maui Department of Transportation (MDOT) operations. Therefore, we defer to the Budget Office on any adjustments to the fuel tax.

Category "A" – Salaries and Wages

2. *Given the current worldwide pandemic and the shutdown of out-of-state travel, please explain the travel budget and give an update on fund expenditures for FY20 to date. (Page 520) (TP)*

DPW's average annual Travel expenditure for FYs 2018 and 2019 was approximately \$87,000. Proposed FY 2021 Travel budget of \$109,850 was left flat from prior year's adopted budget and was reviewed prior to the rise of the COVID-19 pandemic and associated travel restrictions. FY 2020 Year-to-Date (YTD) Travel expense is approximately \$45,300 as of March 31, 2020.

If travel restrictions were lifted in the next 30 days, projected Travel spending for FY 2020 would be approximately \$60,500, which is 55% of the proposed Travel budget. Travel could most likely be decreased by up to 50% under a Council directive to reduce department budgets. Without knowing when travel restrictions may be lifted, and assuming those restrictions may be lifted in stages, the department's strategy would be to eliminate most, if not all, mainland travel and limit inter-island travel to training opportunities for Highways and DSA division staff.

3. *Please provide vacancy and overtime reports for the entire Department. (RH)*

DPW's FY 2020 YTD overtime (OT) was \$204,600 as of February. Projected OT for FY 2020 is approximately \$307,000, which is in line with FY 2019 OT spending of \$308,300. Generally, OT expenditures occur to overcome staff shortage and vacancies and for emergency callouts. Please refer to the response from the Budget Director dated April 6, 2020, relating to premium pay.

Ms. Michele M. Yoshimura
Honorable Michael P. Victorino
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Page 4

4. *Please provide the SR rating, Step, and dollar amount allotted for all Position titles within the Department of Public Works and indicate which Position titles are vacant. This information is missing from the Mayor Proposed Budget Details. (TP)*

See response from Budget Director dated April 6, 2020, relating to SR Step and Dollar Amount Data.

5. *Please provide position description and minimum qualifications for Private Secretary. What is the difference between a Private Secretary and a Secretary II? (Page 17-3, Mayor Proposed Budget Details) (TP)*

See attached position description for Private Secretary (**Attachment "A"**) and class specification (showing Minimum Qualifications [MQs]) for Secretary II (**Attachment "B"**). The difference between a Private Secretary and a Secretary II is that a Private Secretary is appointed, salary is negotiable, and the salary range corresponds to an SR-20; whereas a Secretary II is a job class assigned to the civil service and is usually filled via normal civil service recruitment, salary is not negotiable and assigned to the salary range SR-16. A Private Secretary reports to the head of a County department while a Secretary II reports to the head of a division or office in a Department.

6. *Please provide position descriptions and minimum qualifications for Clerk III and Office Operations Assistant II. Is this considered a demotion? (Page 17-3, Mayor Proposed Budget Details) (TP)*

See attached position descriptions and class specifications (showing MQs) for Clerk III (**Attachment "C"**) and Office Operations Assistant II (**Attachment "D"**). The two positions are assigned to different clerical series of work, but are assigned to the same salary range, SR-08. The Clerk III MQs require two years of clerical experience; whereas the Office Operations Assistant II requires two years of clerical experience and a typing/keyboarding certificate. While the Clerk III is not necessarily a demotion from an Office Operations Assistant II, it is somewhat easier to recruit for the Clerk III position because it does not require a typing/keyboarding certificate. Movement from a Clerk III to an Office Operations Assistant II is considered a lateral movement.

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Page 5

7. *Please provide position description, summary of duties and minimum qualifications for Veterans Cemetery Caretaker and Supervisor. (Page 534, Budget Proposal FY 2021, and page 17-18, Mayor Proposed Budget Details) (TP)*

See attached position descriptions and class specifications (showing MQs) for the Veterans Cemetery Caretaker (**Attachment “E”**) and Supervisor (**Attachment “F”**).

8. *What was the Automotive Mechanic I position reallocated from? (Page 535) (TP)*

The Automotive Mechanic I position (P-27063/PW-0092) was reallocated from a Tire Repairer I to better meet the needs of the Wailuku Public Works Garage.

9. *Please provide position description, summary of duties and minimum qualifications for the Arboriculturist position. Does the Arboriculturist position also inspect trees on County parks property either annually or semi-annually? (Page 17-19, Mayor Proposed Budget Details) (TP)*

See attached position description and class specifications (showing summary of duties and MQs) (**Attachment “G”**) for the Arboriculturist position. The Arboriculturist position manages the pruning and inspects trees on County Parks property annually. The position works closely with all County Departments including, but not limited to the Departments of Parks and Recreation, Public Works, Housing and Human Concerns, Police, and Fire.

10. *Please explain the staff shortages and the LED streetlights study. (Page 17-11, Mayor Proposed Budget Details) (KTK)*

The staff shortage in the Engineering Program refers to two (2) surveyor position vacancies. The Division has continuously recruited for these positions, but have been unable to find qualified and willing applicants. The professional service funds are used to contract private surveying firms to conduct the work typically performed by these positions, which include

Ms. Michele M. Yoshimura
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Page 6

reviewing survey and subdivision maps and performing field surveys relating to private developments and CIP projects.

The LED streetlight study is to conduct an environmental assessment for the Department's Streetlight Retrofit project.

11. *Is the County Arborist – R & M Services/Contracts for Molokai? (Page 17-26, Mayor Proposed Budget Details) (TP)*

The County Arborist – R & M Services/Contracts is for the services and contracts across the entire County, which includes all Highways Districts including Molokai, Hana, Wailuku, Lahaina, Makawao, and Lanai.

12. *Please explain the need for the following positions for the Kalana O Maui campus: two expansion Janitor II, Grounds Maintenance Utility and Grounds Maintenance Supervisor I. (Page 528, Budget Proposal FY 2021, and page 17-9, Mayor Proposed Budget Details) (TP)*

The scope of the Engineering Program's janitorial and groundskeeping responsibilities will increase over the next two years with the completion of the Kahului Service Center, the Prosecutor's Child Peace Center, the MDOT Bus Hub. These expansion positions are necessary to service these facilities.

13. *Please explain the need for proposed expansion position Equipment Operator IV and provide position description, summary of duties and minimum qualifications. (Page 553) (TP)*

The EO IV expansion position will improve the efficiency and capacity of the Pavement Preservation Section (PP). PP activities require large crews with multiple pieces of heavy equipment operating simultaneously. Currently, PP are supplemented with EOs from the Districts, which impacts the District's ability to perform their regular maintenance responsibilities. The EO IV expansion will allow PP to operate more independently and reduce the burden on district operations.

14. *Page 17-9, Mayor Proposed Budget Details, Item Code, 916124A, 4 EPs, Janitors and Grounds:*

Ms. Michele M. Yoshimura
Honorable Michael P. Victorino
For Transmittal to:
Honorable Keani Rawlins-Fernandez, Chair
April 16, 2020
Page 7

- a. *This increase will create 8 County Building janitors and 3 groundskeepers, what is the purpose of these additional 4 EPs? (MM)*

See response to Question No. 12 above.

- b. *Will these EPs be focusing on the County building only or assigned to other buildings? (MM)*

See response to Question No. 12 above.

15. *Highways Division: Department Mission – What is the status of the five additional EP added in the FY 2020 Budget for the Slurry Program, road maintenance? (Page 515) (AL)*

The five additional EPs (Laborer II) added in the FY 2020 Budget for the Slurry Program were successfully filled within six months.

16. *What amount from the General Fund was used to offset federal grants program personnel and benefits? Please provide details of position types, amounts, and grant names. (RH)*

This is not applicable to DPW. DPW does not administer any Federal programs that have Federally-funded staff.

17. *In most of the programs within the Department, there are budgeted increases in premium pay. What is the justification for significant increases in premium pay in Development Services Administration, Highways Division, Roads/Bridges/Drainage and Traffic Management? (Pages 543, 546, 551, and 556) (TK)*

The increase in premium pay for DSA is for salary increases associated with bargaining unit agreements and for the implementation of the MAPPS project that will require significant staff time to ensure minimal disruption occurs during the transition from KIVA to MAPPS. Please see explanations on Budget Details page 17-91.

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The increase in premium Pay for Highways Division is for salary increases associated with bargaining unit agreements. Please see explanations on Budget Details pages 17-56 through 17-59.

18. *Please provide an update on the percentage of employee performance evaluations completed by the employee's performance evaluation review date for FY20. (Page 521) (TP)*

Eighty-five percent (85%) of employee performance evaluations have been completed by the employee's performance evaluation review date for FY 2020.

19. *How many pCard holders are there within DPW? (Page 521) (TP)*

DPW has 59 pCard holders.

20. *Given the increased intensity of storms, stormwater management is critical to the safety of our community. Have the increased positions for Road Bridge & Drainage Maintenance Programs been filled? (Page 520 vs. page 534) Note: Authorized staffing number increased, but wages and salaries do not reflect increase. (YLS)*

See response to Question No. 15 related to expansion positions approved in FY 2020 for the Road, Bridge, and Drainage Maintenance Program.

Category "B" -- Operations

21. *The Emergency call box at DT Fleming has not worked for many years. Is there a plan to address it? (Page 555) (TP)*

There are no plans to reactivate or utilize this call box in the future. Most emergency call boxes were removed several years ago. DT Fleming is the last call box to be removed and should be removed by the end of FY 2020.

22. *What is the status of the guardrail for Kahakuloa requested in the Fiscal Year 2020 Budget? (AL)*

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Funding in the FY 2020 budget was to conduct a guardrail study. The procurement processes to hire a consultant for the study is in progress. Funds to be encumbered by the end of FY 2020.

23. *Are there plans to address the leaks on the 7th and 8th floor? or throughout the entire County Building? (Page 17-13, Mayor Proposed Budget Details) (TP)*

Engineering's FY 2021 budget request under CBS-6070, Countywide Facilities Maintenance Program, includes a project for construction of structural repairs to the panel siding along the east and south building faces of the Kalana O Maui Building.

24. *What are the plans moving forward with the lower Nahiku bridge? (Page 528, Budget Proposal FY 2021, and page 17-12, Mayor Proposed Budget Details) (TP)*

The Nahiku Bridge is not a County-owned bridge and it does not provide access to any County facilities. There are no County services provided to the private properties in the area. The Department recommends discussion with the land owner and with community members on how to move forward with possible land acquisition and the proposed use of the bridge. These discussions might be helpful in providing the Department with guidance on how to proceed.

25. *Page 17-15, Mayor Proposed Budget Details, Item Code, 916158B, Kahului Service Center:*

- a. *This item is recommending \$456,000 in expenditures for the "new" service center. Can you explain in more details what these expenditures will include? (MM)*

These expenditures represent the cost to "keep the lights on" at the new Service Center. Engineering Division anticipates overseeing all facility costs for the new facility as is done for Kalana O Maui. The majority of the cost is for electricity to power the building's lights and equipment. For reference, the electricity cost for Kalana O Maui is over \$600,000 per year (see Details page 17-13).

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- b. *Is the "new" service center to replace existing service center? If so, what will be done with the old service center? (MM)*

DPW defers to the Department of Finance for these questions.

- c. *Does the County own the current service center? (MM)*

DPW defers to the Department of Finance for these questions.

- d. *When is the Kahului Service Center set to be up and running, and what is the scope of the \$350,000 budgeted? (Pages 17-14, 15 and 17-94, Mayor Proposed Budget Details) (TP) (YLS)*

DPW defers to the Department of Management for these questions. The \$350,000 expense is for electricity as noted on Details Sheet 17-15.

- e. *Please provide details for Service Contracts funding, how long the funds are estimated to cover, and how many departments will be housed at the Kahului Service Center. (Page 17-14, Mayor Proposed Budget Details) (KRF)*

R&M Service Contracts would cover minor repair and maintenance requests from the building's occupants. The funding would cover anticipated expenses for FY 2021.

DPW defers to the Department of Management for how many departments will be housed at the Kahului Service Center.

26. *Do you foresee any reductions in the awards you receive from the various grants that support the Department due to the COVID-19 pandemic? (Pages 530 and 549) (TP)*

It is unknown at this time how Federal and State funds that support CIP projects will be impacted by the COVID-19 pandemic.

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27. *Does Development Services Administration generate all RFS submitted to the County in person or by email even if it doesn't pertain to Public Works? How do you generate an RFS in person? (Page 538) (TP)*

DSA will generate an RFS for all inquiries received by its staff via email, phone, letter, or walk-ins, even for inquiries that are unrelated to DPW operations. Not all RFSes are generated through DSA. RFSes can also be generated using the County of Maui website at mauicounty.gov/1776/request_for_service.

Category "C" -- Equipment

28. *What are "mobile post lifts" and "plasma cutter"? (Page 17-30, Mayor Proposed Budget Details) (TP)*

Mobile post lifts are used by the Garage mechanics to raise vehicles off the ground to perform repairs and maintenance on vehicles and heavy equipment. They allow our technicians to safely lift a wide range of heavy duty vehicles quickly and efficiently. They are pictured here to the right:



A plasma cutter is a tool for quickly cutting through metal when performing repairs to heavy equipment and small scale automotive work.

29. *What will happen to all the motor vehicles and other equipment that will be replaced? If they are turned in for exchange, will we be informed of the value that the County receives? (TP)*

The motor vehicles and other equipment that will be replaced are typically disposed of in one of five methods. All these methods follow Maui County Code (MCC), Chapter 2.72 Disposal of Public Property, and the County of Maui Motor Vehicle Use Policy, Section G.6.

In order of priority, and based upon equipment value and condition, the following methods are approved through respective disposing departments and the Finance Director:

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- A. Auctioned for public sale by the County of Maui.
 - i. Proceeds are received as revenue through the County of Maui Treasury to the original index code from which the equipment was purchased.
 - B. Traded in.
 - i. Value is given for rebate value on new equipment purchases negotiated as part of the contract agreement for the vehicles or equipment with the successful bidder.
 - C. Provided via Grant to another outside entity (public or private).
 - i. Grant Ordinance is generated between County and Grantee.
 - D. Disposal by Recycling.
 - E. Disposal by Landfill.
30. *Where will the mobile office trailer be located? What are the dimensions and amenities? Who is the vendor? (Page 17-3, Mayor Proposed Budget Details, and page 554, Budget Proposal FY 2021) (TP)*
- The mobile office trailer will be located on County property located adjacent to Kuihelani Highway. The dimensions, amenities and vendor have yet to be finalized due to the fact this equipment will have to be bid out.
31. *Will the Hybrid SUVs that need to be replaced be replaced with Hybrids? (Page 529, Budget Proposal FY 2021, and pages 17-71 and 17-94, Mayor Proposed Budget Details) (TP)*
- Yes.
32. *Please justify the need to replace this vehicle with low mileage (\$32,000). (Page 17-47, Mayor Proposed Budget Details) (YLS)*

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The need to replace Vehicle No. 1339 is based upon meeting the Motor Vehicle Policy criteria below for replacement:

- (a) Passenger vehicles (sedans, station wagons, vans, light pick-up trucks) - 7 years or 100,000 miles;

The vehicle will be 13 years old this year.

- (b) The accumulated MAJOR repair costs plus the anticipated additional repair costs to recondition the unit exceeds 50% of the replacement acquisition cost.

The vehicle is in need of replacement of the vehicle's hybrid battery at a cost of approximately \$10,000, with lifetime maintenance costs as of December 2019 being \$7,000.

33. *Page 17-11, Mayor Proposed Budget Details, Item Code, 916023C, 7040, 3 Motor vehicles. What will the replacement vehicles be used for? (MM)*

Replacement vehicles will be used for Engineering's construction inspectors to oversee CIP construction projects Countywide.

Capital Improvement Program

34. *In light of the staggering number of pedestrian fatalities, please justify funding only \$1.93 million to the Traffic and Safety Program under CBS-6067, while utilizing a significantly greater number of County funds on road improvements that do not include pedestrian safety modifications? For example, CBS-5002, page 747. (TP)*

The \$1.93M requested for the Traffic and Safety Program funds a variety of safety improvements, many of which are selected among what are typically considered "low cost" alternatives. The amount of funding requested this year also factors the staff workload. Regarding comparing costs between programs, this may not always be a reliable indicator of priorities since general improvement costs will vary from one program to another. For example, \$100,000 allocated to pedestrian safety projects may provide a

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number of effective improvements, whereas the same amount toward a resurfacing project might address only a small area of concerns.

35. *What is the anticipated life of the sea wall repair along Piilani Highway in Kipahulu under CBS-3183, page 749? (TP)*

The anticipated service life of the Kalepa Point revetment and seawall repairs is 50 years.

36. *The Liloa Drive extension under CBS-2309 would serve as a pedestrian-only road, correct? (Page 753) (TP)*

The Liloa Drive Extension (North South Collector Road [NSCR]) would serve all modes, pedestrians, bicyclist, and motorized vehicles. The roadway would be similar in section to the existing Liloa Drive, between Lipoa Street and Waipuilani Street.

37. *Please explain why you plan to utilize \$200,000 of FY21 funds for planning of the Hansen Road Intersection Improvements included under CBS-6056 when construction will not begin within the next 5 years? (Page 762) (TP)*

The evaluation of alternatives and selection of improvements to address concerns at this intersection will take at least a year. As the basis of design is yet undetermined, right-of-way requirements are unknown as is time required to complete any transfer or acquisition process. Depending on the cost of proposed improvements, funding may need to come from alternative sources which may require time for programming. Finally, consideration is given to the Department's current six-year plan, priorities, and staff's capacity.

38. *CBS No. CBS 6070, Countywide Facility Maintenance, page 741:*

a. *Can you provide an estimated cost breakdown for each of these proposed projects? (MM)*

- i. Countywide Facilities Maintenance (Emergency repairs and supplemental funds for existing building projects) - \$220,000;

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- ii. Kalana O Maui Air Condition Piping Replacement – \$425,000;
- iii. Kalana O Maui Panel Siding Repairs – \$1,000,000;
- iv. Kalana O Maui Stairwell Maintenance – \$80,000;
- v. Kalana O Maui Security Gates – \$40,000;
- vi. Kalana O Maui 1st Floor Glass Door – \$60,000;
- vii. Old Courthouse Repairs – \$150,000;
- viii. Old Courthouse Building Basement/Admin Remodel - \$300,000; and
- ix. Hana Baseyard Fuel Tank Replacement - \$500,000.

- b. *Provide more detail regarding the Security Gate project for the 2nd Floor mezzanine. (MM)*

The security gates on the 2nd floor mezzanine are to deter general public and homeless from accessing secondary building entrances on east side of the plaza and ensure safety for employees. This is also to prevent illegal activity on the 2nd floor mezzanine (i.e., skateboarding, homeless camps, etc.).

- c. *Will the security gate make it more problematic for the public to access various floors in the County building? (MM)*

No. The security gates will not impede any public access to County building floors.

- d. *Will additional funding be required for the 8th Floor restroom improvements that was proviso'd during the FY2020 budget? (MM)*

We do not anticipate the need for additional funding at this time.

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39. *CBS No. CBS 1023, Countywide Road Resurfacing and Pavement, page 743:*

- a. *The appropriation for FY 2020 Budget is \$179,412,288, however, the budget passed by the Council appropriated \$5,676,267. Please clarify. (MM)*

The Capital Budget System (CBS) restricts our department in editing and making corrections to certain items in the database that are generated by other departments. We confirm, however, that the budget passed by the County Council in FY 2020 is \$5,676,267.

- b. *Can you provide a status of the \$100,000 proviso'd in FY 2020, budget for Ulalena Loop? (MM)*

On January 22, 2020, the Public Works Commission approved surface maintenance on Ulalena Loop. We are currently working with Corporation Counsel on finalizing the Hold Harmless agreements with property owners required by MCC, Section 12.50.060.

- c. *Is additional funding required for Ulalena Loop? (MM)*

Additional funding is not required for Ulalena Loop. The \$100,000 allocated in FY 2020 should be more than adequate.

- d. *Can you provide an outline of the roads you have prioritized for resurfacing or paving using these funds? (MM)*

Please see the attached FY 2021 proposed resurfacing list (**Attachment "H"**).

- e. *Identify the roads to be paved in the Pukalani Terrace Pavement reconstruction project? (MM)*

The proposed roads for FY 2021 include Keikilani Street, Keolalani Street, Kaulani Drive, Okulani Street and Lokelani Place.

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40. *CBS No. CBS 5022, Countywide Federal Aid Program, page 745:*

- a. *Can you identify if the Pukalani-Makawao and Makawao Avenue improvements include sidewalk improvements? (MM)*

Both Pukalani-Makawao Pavement Rehabilitation and Makawao Avenue Pavement Reconstruction Projects include sidewalk improvements.

- b. *Once these projects are completed can you identify what projects you anticipate for federal funding for next fiscal year? (MM)*

The following are projects we anticipate will be included under this program next fiscal year. However, this list is subject to change:

- Makawao Avenue Pavement Reconstruction (Construction);
- Waikakoi Bridge Rehabilitation;
- Onehe'e Avenue Improvements;
- Kahawaiokapia Bridge Replacement;
- Waiale Road and Waiinu Road Intersection Improvements;
and
- Wakea Avenue and Kamehameha Avenue Intersection Improvements.

41. *CBS No. CBS 6067, Countywide Traffic and Safety Program, page 747:*

- a. *Do any of the Bikeway improvements include the North Shore Greenway or the West Maui Greenway projects? (MM)*

Bike-related improvements in the FY 2021 budget do not include the North Shore or West Maui Greenway projects.

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- b. *If so, can you identify the improvements that will be made to these projects? (MM)*

Bike-related improvements in the FY 2021 budget do not include the North Shore or West Maui Greenway projects.

- c. *Does any of the funds include a fence along the Northshore Greenway on the mauka side of the bike path closest to Hana Hwy? (MM)*

The funding request does not include installation of a fence along the North Shore Greenway approaching Paia Town.

- d. *If not do you still anticipate funding for the 1,800 foot fencing to be \$40,000? (MM)*

The estimated cost of \$40,000 is based on past similar projects. The final figure may decrease or increase depending on the final design, requirements, and current construction costs.

- e. *Identify the specific locations for the proposed traffic calming devices you proposed in this item? (MM)*

Speed tables are proposed on Haiku Road (Lihau Place to Hog Back Road), Kauhale Street (entire length), Kokomo Road (Lilikoi Road), Lower Kula Road (Lopaka Place to Waimele Place), Makani Road (vicinity of Kalama School), Omaopio Road (Kula Highway to 700 Omaopio Road), West Kuiaha Road (1600-1800 block), and Holopuni Road (1000 block).

42. *CBS No. CBS XXXX, Baldwin Avenue Parking Lot in Paia. This would be a new CIP project.*

- a. *Provide a cost estimate for adding lighting, re-fencing, paving and striping of this public parking lot? (MM)*

We are unable to provide an estimate at this time as recommended lighting levels and the required improvements to achieve them have

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not yet been determined. In order to develop a cost estimate, we will need the services of a design consultant to complete some pre-design work and to have an assessment done.

- b. *Is funding for this project proposed in the FY 2021 budget? If so, identify where in the budget it is located? (MM)*

Funding for this proposed project is not included in the FY 2021 budget proposal.

Program Goals and Objectives

43. *For the Special Maintenance Program, Key Activity Goals and Measures, Goal #3, Objective 1, is it possible to increase the percentage of time spent on scheduled preventive maintenance as opposed to unscheduled repair of motor vehicles? Estimate for FY21 is 40%. Heavy equipment preventative maintenance is 75%.*

Without the allocation of additional resources (personnel or operational funding for repair services), it would be difficult to increase the goal for percentage of time spent on preventative maintenance on motor vehicles vs. heavy equipment across all DPW districts. Actual time spent on preventative maintenance for motor vehicles was 33% and heavy equipment was 41% across all districts. When we look at data specific to individual districts, it should be noted that at locations with more personnel dedicated to motor vehicles, such as at Wailuku and Makawao, preventative maintenance rates are at 60% and 50%, respectively, for motor vehicles in FY 2019.

- a. *Why couldn't scheduled preventative maintenance of motor vehicles match that for heavy equipment? (Page 533) (TK)*

The scheduled preventative maintenance goal on vehicles does not match the preventative maintenance for heavy equipment, based upon the quantity and availability of motor vehicles compared to specific heavy construction equipment.

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Heavy construction equipment typically has a district or island inventory of one or two pieces of equipment, compared to multiple available motor vehicles for use. Motor vehicles are also more readily available and less costly to rent compared to heavy equipment. The reliability of heavy equipment takes priority in the garages due to these facts and is the reason the goal for preventative maintenance is higher. Scheduled maintenance of motor vehicles could match that for heavy equipment. See response and rationale explained in Question No. 43 above.

- b. *Is maintenance of light and heavy vehicles done in house? (Page 533) (TP)*

A majority of the maintenance of light and heavy vehicles is performed by County mechanics and technicians. The County does utilize outside repair shops on a regular basis, as needed, when the vehicles are under warranty, workload and urgency dictates, or the repair is too extensive and an outside shop has the equipment and expertise to do so (i.e., motor replacement, extensive body work, etc.).

DPW garages in all districts have only finite personnel resources and there are times where workload exceeds available resources.

44. *Why has the number of days to review building permit applications increased? (Pages 541 and 542) (YLS)*

The increase shown for several categories (see highlighted numbers on **(Attachment "I")**) between FY 2019 ACTUAL and FY 2020 ESTIMATE was due to anticipated changes in staffing and the need to train new staff members. At the time, the division anticipated the retirement of a 40+ year employee and several other staff on Family and Medical Leave Act (FMLA) in the Building Plans Review Section during FY 2020.

45. *Please explain if the money included in the 6-Year budget will cover the completion of the NSCR project. (Page 753) (KTK)*

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Funding in FY 2021 and ensuing six-year budget will complete one of the two phases of the NSCR project north of Waipuilani Street. Timing of additional phases will be developed as we move through permitting and design of the current section of the NSCR between Waipuilani Street and Kulanihakoi Street.

46. *Please provide an update on how many traffic improvements were made for FY20 to date on County roads and how much did each of these improvements cost? (Page 526) (TP)*

A total of two intersection improvements during FY 2020 were done to date which includes timing adjustments, conversion to aboveground detection, and implementation of the flashing yellow arrow. Material costs were approximately \$20,000. Final costs which include labor and other equipment are forthcoming.

47. *For the Engineering Program, in the Expenditures Summary, there is a substantial increase in the projected costs for utilities. To the extent that electric power contributes to this increase, are there ways the Department could incorporate renewable energy programs to offset these anticipated increases to utility costs? (Page 527) (TK)*

The increase in utility listed on Page 527 is primarily due to the addition of the new County Service Center.

48. *Please provide information on the decreased amount of Lane Feet added in FY20 and proposed for FY2021 to County sidewalks and bike lanes. (Page 525) (TP)*

The decreased estimated amount is based on several factors: the priority and scope of projects being proposed, the anticipated level of funding, and staffing capacity.

49. *For the Engineering Program, in the summary of Grant Award, the Federal Highway Administration, Federal-Aid and Other Transportation Grants is expected to double in value. What justifies this assumption of double the amount of the grant? (Page 530) (TK)*

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This amount reflects matching CIP funds for the Mill Street Pavement Rehabilitation and the Pukalani-Makawao Pavement Rehabilitation Projects that were requested last year. The Federal Fiscal Year is from October 1 to September 30 which provides flexibility to request funding in either year.

50. *Please provide an update on the number of maintenance work orders completed during FY20 to date (Page 526) (TP)*

Eighty-six (86) work orders have been completed to date (67%).

51. *Page 17-11, Mayor Proposed Budget Details Item Code, 916023B, 6132, Professional Services:*

- a. *Clarify the scope of the survey services and LED streetlighting study? (MM)*

See response to Question No. 10.

- b. *Is the study required by regulation? (MM)*

Yes.

- c. *Please provide details of the contract services sought. (KRF)*

The details of the contract will be provided once funding for the study has been secured and a request for proposal has been determined.

See response to Question No. 10.

52. *Page 17-24, Mayor Proposed Budget Details, Item Code, 916133B, 6129, Tree Removal:*

- a. *Why wasn't the tree removal accomplished in FY 2020? (MM)*

A project review prior to the bid process revealed that an Environmental Assessment (EA) consultation would be required due to its scope and impact on the landscape along Olinda Road. A contractor has been selected to perform the EA, and the project has

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been delayed due to this requirement. Also, due to the numerous amount of trees to be removed, this project will need to be completed in phases to address all potentially hazardous trees along Olinda Road.

- b. *If this appropriation approved when will the removal be implemented? (MM)*

We anticipate bidding out the work prior to the end of FY 2020 and beginning the physical work on this phased project during the fall of 2020, due to the nesting season of an endangered species.

53. *Please provide updates on any proposed new ordinances or amendments or existing ones from your staff for FY20? (Page 522) (TP)*

DPW was planning to propose an Illicit Discharge Detection and Elimination (IDDE) ordinance in FY 2020 to address pollution directly to clean water bodies (e.g., rivers, streams, ocean, etc.) or into stormwater management systems that lead to water bodies. The ordinance is currently being reviewed by the Department of the Corporation Counsel.

54. *How is morale within the Department? (Page 522) (TP)*

Morale is generally positive, and an area that the department will continue to monitor. Maintaining good morale is important for our department. In previous years, the department identified the following factors that affect morale:

- Good leadership;
- Communication;
- Opportunities for training and advancement; and
- Employee recognition for their hard work and efforts.

The Department will continue to monitor these factors by engaging with supervisors and employees through discussions and surveys.

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55. *Please provide a status update on the DPW public engagement tool, including current costs associated with the development and implementation. (Page 522) (TP)*

As part of the Pavement Preservation projects, the Highways Division provides a sign up on the County's website for text/email notifications for work being completed in their area and planned partial or full road closures. (We also routinely interact with the public via SeeClickFix and KIVA.)

56. *For the Administration Program, Key Activity Goals and Measures, Goal #2, Objective 2, there are no reported values for implementing a citizen engagement tool. Does the Department plan to move forward with this goal of developing tools for citizen engagement, partner with other agencies to achieve this goal or delete it as an objective? (Page 522 of the Program Budget) (TK)*

The Department will continue to move forward with developing tools for citizen engagement and want to keep this objective in our performance measures.

57. *Please provide an update on the percentage of potholes reported that have been repaired within 24 hours for FY20 to date. What about potholes that aren't reported? How do you report potholes? (Page 550) (TP)*

Highways Division makes every effort to address potholes in a timely fashion and estimates addressing about 95% of reported potholes within 24 hours. With approximately 1,000 lane miles of roads, we cannot see everything and welcome pothole reports directly to our district offices, through our Director's office or through the Mayor's office via the SeeClickFix system.

58. *Please provide an update on the number of traffic signal inspections completed for FY20 to date and can RRFB inspections be included? (Page 555) (TP)*

A total of 18 inspections have been completed for FY 2020, so far. We plan to complete the remaining inspections by the end of this fiscal year.

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Rectangular Rapid Flashing Beacons (RRFBs) are periodically checked by our technicians when they are in the field or when reports are received from users.

59. *How does the department measure the success of municipal parking lot maintenance and repair? (Page 555) (TP)*

Traffic Management program has no specific performance measure for the parking lot maintenance. We depend upon the users of the municipal parking lots to let the Highways Division know when there is an issue or problem with lighting, striping, signage, or pavement surface.

60. *For the Traffic Management Program, Key Activity Goals and Measures, Goal #1, Objective 1, the measurement of success by number of crosswalks repainted annually is reported as 75 in FY19 but only estimated as 10 in FY20 and FY21. Why has the estimate dropped? What is the reasoning? (Page 555) (TK)*

The number of crosswalks that are re-striped each year will widely vary dependent upon staffing, priority, weather, and location of the job. For safety reasons, if a crosswalk is severely faded, re-striping that crosswalk is of the highest priority.

61. *Page 17-29, Mayor Proposed Budget Details, Item Code, 916369B, 6132, Stream maintenance and planning. Can you explain where these improvements take place? (MM)*

There are no improvements associated with this funding request. The funding is to assist with regulatory permitting of existing practices by Highways Division for stream maintenance activities. This includes such things as lowering of sand plugs to prevent flooding during heavy rainfall events or maintaining our flood-control facilities in the various streams. In FY 2020, the Council allocated \$330,000 for planning and permitting at the Kahana Nui Drainage Basin. A budget amendment allowed the use of these funds beyond the Kahana Nui basin within the Lahaina District. This \$175,000 is a continuation of that permitting effort, beyond Lahaina.

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62. *Please provide further project details for the expansion request. (Page 17-29, Mayor Proposed Budget Details) (KRF)*

See response to Question No. 61.

63. *Please provide details for the Cost Allocation Program and this continuation request of \$783,308 for Overhead Charges and Admin Costs. (Page 17-46, Mayor Proposed Budget Details) (KRF)*

Budget amounts related to the Cost Allocation Plan are determined by the Budget Office. These amounts are determined by applying allocation rates derived from a cost allocation plan to labor costs of the department being charged. The current allocation rate for Highway Fund is 68.14%. To our knowledge, the most recent cost allocation plan was prepared by Matrix Consulting Group in 2017 at the direction of the Department of Finance.

64. *Page 17-45, Mayor Proposed Budget Details, Item Code, 916638B, 7542, Bikeway Fund.*

- a. *Can you explain what projects for which you will use this funding? (MM)*

The following two projects are utilizing Bikeway Funds.

- i. CBS-6067, Countywide Traffic and Safety Program; and
- ii. CBS-2309, NSCR (Waipuilani Street to Kulanihakoi Street). (RR)

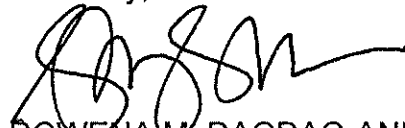
- b. *What improvements will take place? (MM)*

Improvements under CBS-6067 will be to implement low-cost improvements identified, including route signage and striping, in the Bike Plan Hawaii, 2003. CBS-2309 will utilize the funds to continue design on the Kihei Bikeway as part of the NSCR project.

Ms. Michele M. Yoshimura
Honorable Michael P. Victorino
For Transmittal to:
Honorable Keani Rawlins-Fernandez, Chair
April 16, 2020
Page 27

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Rowena M. Dagdag-Andaya', with a stylized, flowing script.

ROWENA M. DAGDAG-ANDAYA
Director of Public Works

RMDA:jso
Attachments
s:\rowena\transmittals\krawlins-fernandez_fy2021 budget pw-1 edb-1 04.16.20

DEPARTMENT OF PERSONNEL SERVICES

COUNTY OF MAUI

POSITION DESCRIPTION

Dept.: Public Works

Div.: Director's Office

Section:

Physical Location: Wailuku

Pos. No. PW-0002
Perm ☒ Temp ☐
Full-time ☒ Pt-time ☐

2. PRESENT CLASS Private Secretary

SR: SR-20

3. Incumbent's Name: Jill-Anne S. Ono

1. Action Requested: Initial Allocation () Reallocation () Description Only () Redescription-Review (☒)

Recommended Allocation: CLASS: Private Secretary

SR: SR-20

5. Authorized by: (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):
DM No. 181

3. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2 x 11) and list the duties thereon and attach to this Form.

See Attached

FOR CIVIL SERVICE USE ONLY

ACTION TAKEN: Initial Alloc () Realloc () No Change (☒) Other:

SR: 1D.001 Private Secretary

SR: 20

See Audit Rpt No. 2011-52 Study By IS

Alloc Notice No.

Non-Comp Exam Req: Date Admn: Pass () Fail () Score:

EFFECTIVE DATE: 10/25/11

APPROVED: *Jane T. Acosta*

Date: 10/25/11

ATTACHMENT "A"

7. Supervision Received (Give name and (of immediate supervisor):

Name: David C. Goode

Title: Director of Public Works

8. Responsibilities of the Position:

a. Supervisory Responsibilities (List names, titles and nature of supervision given):

Name

Title

Nature of Supervision

b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):

c. Tools and Equipment (List tools and equipment used or operated):

d. Hazards, Hardship, etc. (List and describe any unusual working conditions):

e. List Licenses or Certificates Held:

9. CERTIFICATE OF EMPLOYEE: I certify that the statements above are accurate and complete.

Signature of Employee:

Date:

10/10/11

10. Statement of Immediate Supervisor

a. Comment on the statements made by employee (Indicate exceptions or additions):

b. Describe the nature and extent of supervision you exercise over this position:

c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The educational level, kind and length of work experience, physical requirements):

Graduation from High School and five years of progressively responsible typing, word processing, stenographic and clerical experience; or any equivalent combination of training and experience.

d. License and/or Certificates Required:

Valid Hawaii Driver's License

11. CERTIFICATE OF IMMEDIATE SUPERVISOR: I certify that the statements above are accurate and complete.

Signature of Immediate Supervisor:

Date:

10-10-11

12. CERTIFICATE OF DIVISION HEAD: I certify that I have reviewed the statements above and that they are accurate and complete.

Signature of Division Head:

Date:

13. Statement of Department Head:

a. Indicate and comment on any inaccuracies or disagreements:

b. Comment on qualifications indicated by Immediate Supervisor in 10-c above:

14. CERTIFICATE OF DEPARTMENT HEAD: I certify that the statements above are accurate and complete.

Signature of Department Head:

Date:

10-10-11

POSITION DESCRIPTION (revised 10/11/2011)

PW-0002

PRIVATE SECRETARY

The incumbent of this position manages the office of the Director of Public Works. The following duties are assigned:

1. Provides secretarial services for the Director and Deputy Director of Public Works. Prepares, revises and finalizes correspondence and reports from written instructions or rough drafts; reproduces copies, maintains files, reads and logs all communications and other correspondence; obtains and attaches supporting materials; and refers items to appropriate personnel or divisions for action/information. (a), (b) 20%
2. Organizes, coordinates and follows up on matters that require the attention and response from the department; gathers and compiles data. (a), (b) 20%
3. Keeps the calendar of the Director and Deputy Director of Public Works. Schedules and adjusts appointments and conferences accordingly. Makes all necessary arrangements for meetings including time and space requirements and notification of persons attending. Arranges travel and hotel accommodations for Director and Deputy. (a) 20%
4. Receives phone calls and assists callers and walk-ins; provides information and directs calls/people to appropriate departments, divisions and personnel. (a), (b) 15%
5. Maintains files of all department/County procedures, directives, council and council committee meeting agendas, special reports, etc. (a) 10%
6. Processes requisitions and purchase orders for travel, per diem, supplies, subscriptions, registration fees, and invoices for payment. Responsible for the Director's Office Pcard purchases and monthly reconciliation of credit card transaction logs and statement of account reports. (a), (b) 10%
7. Performs other related duties as assigned. (a) 5%

Key: (a) The performance of this function is the reason that the job exist.
(b) The number of other employees able to perform this function is limited.
(c) This function is highly specialized, and the employee is hired for special expertise or ability to perform this function.



SECRETARY II

Class Code:
1D.060

Bargaining Unit: Non-Supervisory White
Collar Workers (HGEA)

COUNTY OF MAUI
Established Date: Nov 1, 1991
Revision Date: Feb 17, 2016

SALARY RANGE

\$3,447.00 Monthly

DUTIES SUMMARY:

Provides secretarial, clerical and routine administrative services to the head of a division or office in a department or agency; may service a board or commission; may supervise lower level clerical staff; and performs other related duties as required.

Distinguishing Characteristics:

These classes include positions which involve the performance of secretarial services as a primary work assignment along with clerical and routine administrative services for the head of a division or office in a department or agency. Responsibilities may also include providing secretarial and clerical support services to a board or commission.

These classes differ from the Clerk-Stenographer and Office Operations Assistant classes in that the Clerk-Stenographer and the Office Operations Assistant classes perform clerical work in support of an office function and may incidentally perform various secretarial tasks.

Grade Level Standards:

Grade II: This class is distinguished by its responsibility for providing secretarial

ATTACHMENT “ B ”

services to the head of a major division or office having intense control and managerial functions by reason of (1) the size, scope and complexity of operations of the division characterized by the existence of several subordinate major sections and supervisory echelons, or (2) the nature of the staff functions which directly affect the programs and operations of other departments and agencies.

EXAMPLES OF DUTIES:

The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.

- Organizes and coordinates matters that require executive attention;
- Searches files and assembles background materials and information for executive action or decisions;
- Summarizes and briefs materials;
- Gives information to the public or others based upon the knowledge of departmental functions, organization, regulations and the superior's thinking and attitude;
- Reads incoming correspondence and other material, screens out those which can be disposed of personally or routed to other personnel for action;
- Answers routine correspondence independently and writes letters from general oral and written instructions;
- Keeps the supervisor's calendar and schedules and adjust appointments and conferences;
- Arranges dates and places for meetings and notifies those who are to attend;
- May take and transcribe dictation of letters, reports and other materials;
- May attend board or commission meetings and take and transcribe minutes of proceedings;
- May prepare agendas, notices and minutes of hearings and/or meetings for distribution;
- Establishes and maintains files of confidential correspondence, reports, minutes and other materials;
- May supervise clerical employees by scheduling, assigning and reviewing their work;
- May keep records of expenditures and assist in budget preparation;
- Performs other duties as assigned.

This is an amendment to the specification for the class, SECRETARY II, which was approved on November 1, 1991, effective May 24, 2011.

APPROVED: May 25, 2011

MINIMUM QUALIFICATION REQUIREMENTS:

Training and Experience: A combination of education and experience substantially equivalent to graduation from high school including or supplemented by course work in typing or keyboarding and:

Grade II: four (4) years of secretarial, stenographic or substantive clerical experience.

License Requirement: A current typing or keyboarding proficiency certificate from an authorized agency with a minimum speed of 40 net words per minute must be presented at the time of filing. Possession of a valid motor vehicle driver's license (equivalent to State of Hawaii Type 3) as applicable to the position.

Knowledge of: Business English/ spelling, arithmetic; general and special office practices and procedures as they relate to operations; the operation and operational maintenance of various office machines and equipment including a personal computer; secretarial principles and practices; principles and practices of supervision.

Ability to: type/keyboard accurately at a rate of 40 net words per minute; as applicable to specific positions, take dictation at a rate of 80 words per minute; understand and interpret laws, ordinances, rules and regulations; plan, organize and carry out a broad range of secretarial functions; learn and effectively use word processing and other software applications; summarize and brief materials; deal tactfully and effectively with employees and the public; work harmoniously with others.

Physical Requirement:

Persons seeking appointment to a position in this class must meet health and physical condition standards deemed necessary and proper to perform the essential functions of the position with or without reasonable accommodations.

Physical Effort Grouping: Light

This is an amendment to the minimum qualification specification for the class, SECRETARY II, which was approved on November 1, 1991, effective May 24, 2011.

APPROVED: May 25, 2011



CLERK III

Class Code:
1A.015

Bargaining Unit: Non-Supervisory White
Collar Workers (HGEA)

COUNTY OF MAUI
Established Date: Oct 20, 1964
Revision Date: Dec 22, 2015

SALARY RANGE

\$2,722.00 Monthly

DUTIES SUMMARY:

Performs a variety of clerical work involving the review, refinement and verification of data for conformance to established requirements; interprets legal provisions, rules and regulations; prepares reports and maintains records; may supervise others; and performs other related duties as required.

Distinguishing Characteristics:

This class differs from that of Clerk II in that the Clerk III performs a variety of clerical work involving (1) the review, refinement and verification of data, (2) interpretation of rules and legal provisions, (3) judgment in selecting or adapting alternative methods or procedures, and (4) may supervise others in performing clerical work; whereas, the Clerk II performs a variety of clerical work in checking and processing a variety of clerical material in accordance with established procedures for completion, accuracy and conformance with standard requirements and reference to a variety of established sources.

EXAMPLES OF DUTIES:

The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.

- Reviews and checks various materials (e.g. forms, reports, records, applications, requisitions, purchase orders, invoices, etc.) for accuracy, completion and conformance with statutes, ordinances, rules and regulations, and policies.
- Posts a variety of data to control records and statements.
- Searches files, assembles and selects a variety of data from records and files for use of a superior or the preparation of operational reports, budgetary estimates, etc.
- Summarizes and briefs materials.
- Prepares reports which require the compilation of materials and data from a number of sources and works out the details of presentation.
- Gives information over a counter or telephone where judgment, knowledge and interpretation of facts are required.
- Composes correspondence from general oral or written instructions.
- Receives cash payments, issues receipts, and deposits cash in a bank or in the county treasurer's office, and maintains records of cash received.
- Prepares payrolls.
- Reviews, updates, and maintains files of various materials (e.g. records, reports, correspondence, etc.).
- Reproduce various documents and materials (e.g. reports, statements, etc.).
- Answers telephone and provides information, refers callers to proper personnel, and/or makes appointments.
- Maintains supplies and materials inventory.
- May use word processing and other office equipment and technologies in the performance of miscellaneous tasks.
- May follow-up on complaints received from the public.
- May supervise the work of others engaged in clerical work.
- Performs other related duties as required.

This is an amendment to the class specification for the class SENIOR CLERK, approved October 20, 1964, retitled to CLERK III on March 9, 1965, amended January 25, 1993, effective May 27, 2009.

APPROVED: 5/07/09

MINIMUM QUALIFICATION REQUIREMENTS:

Training and Experience: A combination of education and experience substantially equivalent to graduation from high school and two years of clerical work experience.

Substitutions Allowed - Training for Experience: Successful completion of a clerical/office support/business technology curriculum leading to a degree, diploma or certificate at an accredited community college, business or technical school which included courses in English, clerical/office procedures, and mathematics may be substituted for the required Clerical Experience on the basis of fifteen (15) semester credits of satisfactorily completed coursework for six (6) months of experience, up to a maximum of two (2) years.

License Requirement: Possession of a valid motor vehicle driver's license (equivalent to State of Hawaii Type 3) may be required for specific positions.

Knowledge of: office practices and procedures; filing methods and systems; punctuation, grammar, spelling and word usage; use of standard office machines and equipment, including personal computers, peripheral equipment, and software applications.

Ability to: use a personal computer; make arithmetic computations; compare names and numbers rapidly and accurately; read and interpret written material; keep records; follow oral and written instructions; operate standard office machines and equipment; deal tactfully and effectively with the public; supervise the work of others; maintain effective working relationships with fellow employees and others.

Health and Physical Condition:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper to perform the essential functions of the position with or without reasonable accommodations.

Physical Effort Grouping: Light

This is an amendment to the minimum qualification specification for the class, SENIOR CLERK, approved October 20, 1964, retitled as CLERK III on March 9, 1965, amended January 25, 1993, effective May 27, 2009.

APPROVED: 5/07/09



OFFICE OPERATIONS ASSISTANT II

Class Code:
1B.015

Bargaining Unit: Non-Supervisory White
Collar Workers (HGEA)

COUNTY OF MAUI
Established Date: Dec 9, 1963
Revision Date: Jan 4, 2016

SALARY RANGE

\$2,722.00 Monthly

DUTIES SUMMARY:

Prepares a variety of documents using word processing and other office equipment and technologies to perform a variety of clerical work in reviewing, refining and verifying data for conformance with established requirements; interprets laws, rules and regulations; may supervise others; and performs other related duties as required.

Distinguishing Characteristics:

This class differs from that of the Office Operations Assistant I in that the Office Operations

Assistant II uses word processing and other office equipment and technologies in performing a variety of clerical work involving the review, refinement, and verification of data, interpretation of legal provisions, rules and regulations, and judgment in selecting and adapting alternate methods or procedures to meet different situations and conditions; whereas the Office Operations Assistant I uses word processing and other office equipment and technologies to execute a variety of documents into finished form from rough drafts and unorganized notes, and performs a variety of clerical work in

checking and processing clerical material for completion, accuracy, and conformance with standard requirements and procedures with reference to a variety of established sources.

EXAMPLES OF DUTIES:

The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.

- Prepares various materials (e.g. contracts, specifications, letters, reports, etc.) from rough copy, notes, and/or oral and written instructions and arranges into proper format.
- Checks and verifies data from different sources and ensures conformance with legal and procedural requirements.
- Review various materials (e.g. contract bids, intent to bid, financial statements, etc.) to ensure accuracy, completeness, and conformity with legal and procedural requirements.
- Complete forms or requests for information and data from general oral or written instructions.
- Perform follow-up actions to assure compliance with legal and procedural requirements.
- Reviews and verifies payroll for accuracy of computations, completeness and conformance to contractual and legal provisions.
- Assemble various information and materials for preparation of progress reports on various projects, assignments, etc.
- Reviews, updates, and maintains files of various materials (e.g. reports, correspondence, etc.).
- Complete various types of leave requests.
- Reproduce various documents and materials (e.g. reports, statements, etc.).
- Answers telephone and provides information, refers callers to proper personnel, and/or makes appointments.
- Posts information to records.
- May supervise others performing clerical work.
- Performs other related duties as required.

This is an amendment and retitling to the class specification for the class SENIOR CLERK-TYPIST, approved December 9, 1963, retitled as CLERK-TYPIST III on October 20, 1964, amended May 24, 1993, effective May 27, 2009.

APPROVED: 5/05/09

MINIMUM QUALIFICATION REQUIREMENTS:

Training and Experience: A combination of education and experience substantially equivalent to graduation from high school and two years of clerical experience which shall have included some typing or keyboarding.

Substitutions Allowed - Training for Experience: Successful completion of a clerical/office support/business technology curriculum leading to a degree, diploma or certificate at an accredited community college, business or technical school which included courses in English, clerical/office procedures, and mathematics may be substituted for the required Clerical Experience on the basis of fifteen (15) semester credits of satisfactorily completed coursework for six (6) months of experience, up to a maximum of two (2) years.

Certificate/License Requirement: A current typing or keyboarding proficiency certificate from an authorized agency with a minimum speed of 40 net words per minute.

Possession of a valid motor vehicle driver's license (equivalent to State of Hawaii Type 3) may be required for specific positions.

Knowledge of: office practices and procedures; filing methods and systems; punctuation, grammar, spelling and word usage; use of standard office machines and equipment, including personal computers, peripheral equipment, and software applications.

Ability to: use a personal computer; type/keyboard accurately at the rate of 40 net words per minute; make arithmetic computations; compare names and numbers rapidly and accurately; read and interpret written material; follow oral and written instructions; deal tactfully and effectively with the public; maintain effective working relationships with fellow employees and others.

Health and Physical Condition:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper to perform the essential functions of the position with or without reasonable accommodations.

Physical Effort Grouping: Light

This is an amendment and retitling to the minimum qualification specification for the class, SENIOR CLERK-TYPIST, approved December 9, 1963, retitled as CLERK-TYPIST III on October 20, 1964, amended May 24, 1993, effective May 27, 2009.

APPROVED: 5/05/09



VETERANS CEMETERY CARETAKER

Class Code:
6C.030

Bargaining Unit: Non-Supervisory Blue
Collar Workers (UPW)

COUNTY OF MAUI
Established Date: Dec 30, 1957
Revision Date: Feb 17, 2016

SALARY RANGE

\$3,676.00 Monthly

DUTIES SUMMARY:

Cares for, maintains and beautifies an assigned County Veterans Cemetery. Uses hand tools and operates power mowers; may operate a variety of power and/or motorized equipment in the digging of graves; and performs other duties as required.

Distinguishing Characteristics:

This class differs from other classes in the grounds maintenance series in that this class is distinguished by its responsibility for the care, maintenance and beautification of an assigned County Veterans Cemetery.

This class differs from classes in the laboring series in that this class, is primarily concerned with the care, maintenance and beautification of an assigned county Veterans Cemetery; whereas classes in the laboring series perform a variety of manual semi- skilled work and perform manual tasks in the care and maintenance of grounds and/or parks as an incidental duty.

EXAMPLES OF DUTIES:

The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.

Cares for and maintains lawns, hedges, trees and shrubbery in a Veterans Cemetery by cleaning, planting, watering, fertilizing, trimming, mowing; plants shrubbery and plants, sods lawns and propagate plants and shrubs from seeds, cuttings and roots; cleans comfort stations, pavilions and other facilities; enforces rules and regulations applicable to the public safety and the protection of public property; operates light motorized or power equipment and tools as required; raises and lowers the American flag daily; sees to it that proper arrangements and procedures are made for a military burial; may make minor maintenance repairs such as changing light bulbs and worn sockets and replacing faucets, washers, and lights; may make simple oral or written reports; may supervise others.

APPROVED: December 30, 1957

MINIMUM QUALIFICATION REQUIREMENTS:

Training and Experience: None

Knowledge of: the care and cultivation of shrubs, flowers, trees and lawns; operation and care of grounds, maintenance equipment and tools; standard procedures of military burials.

Ability to: understand and follow oral and written instructions; operate hand and power equipment and tools used in grounds maintenance; learn pertinent rules, and regulations and enforce them with tact and courtesy. Health and Physical Condition: Persons seeking appointment to positions in this class must; meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Physical Effort Grouping: Heavy

APPROVED: December 30, 1957

DEPARTMENT OF PERSONNEL SERVICES
COUNTY OF MAUI
POSITION DESCRIPTION

Dept.: PUBLIC WORKS
 Div.: HIGHWAYS
 Section: _____ Physical Location: MAUI VETERANS CEMETERY

1. Pos. No. PW-0202
 Perm ☒ Temp _____
 Full-time ☒ Part-time _____
 2. PRESENT CLASS VET. CEM EQUIP OP/CARETKR SR: XXX BC-06
 3. Incumbent's Name: VACANT

4. Action Requested: Initial Allocation () Reallocation () Description Only () Redescription-Review (☒)

Recommended Allocation: CLASS: VETERANS CEMETERY CARETAKER SR: XXX BC-03

5. Authorized by: (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):
HDM No. 266

6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2 x 11) and list the duties thereon and attach to this Form.

Bradford W.
 Aquinde

SEE ATTACHMENT

FOR CIVIL SERVICE USE ONLY

ACTION TAKEN: Initial Alloc () Realloc (☒) No Change () Other: _____

CLASS: 6C.030 Veterans Cemetary Caretaker ~~SR~~ BC-03

See Audit Rpt No. 2000-204 Study By LTH Alloc Notice No. _____

Non-Comp Exam Req: Date Admn: _____ Pass () Fail () Score: _____

EFFECTIVE DATE: 5/1/01 APPROVED: [Signature] Date: 3/14/01

1. Supervision Received (Give name and title of immediate supervisor):

Name:

Title:

Responsibilities of the Position:

Supervisory Responsibilities (List names, titles and nature of supervision given):

Name

Title

Nature of Supervision

b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):

c. Tools and Equipment (List tools and equipment used or operated):

d. Hazards, Hardship, etc. (List and describe any unusual working conditions):

e. List Licenses or Certificates Held:

9. CERTIFICATE OF EMPLOYEE: I certify that the statements above are accurate and complete.

Signature of Employee:

Date:

10. Statement of Immediate Supervisor

a. Comment on the statements made by employee (Indicate exceptions or additions):

☐ Describe the nature and extent of supervision you exercise over this position:

c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The educational level, kind and length of work experience, physical requirements):

A combination of education and experience substantially equivalent to completion of the eighth grade and one year of experience in the care and maintenance of grounds and landscaped areas.

d. License and/or Certificates Required:

Hawaii Driver's License, Type 3

11. CERTIFICATE OF IMMEDIATE SUPERVISOR: I certify that the statements above are accurate and complete.

Signature of Immediate Supervisor:

Date: 2/8/01

12. CERTIFICATE OF DIVISION HEAD: I certify that I have reviewed the statements above and that they are accurate and complete.

Signature of Division Head:

Date:

2/8/01

13. Statement of Department Head:

a. Indicate and comment on any inaccuracies or disagreements:

b. Comment on qualifications indicated by Immediate Supervisor in 10-c above:

13. CERTIFICATE OF DEPARTMENT HEAD: I certify that the statements above are accurate and complete.

Signature of Department Head:

Date:

2/9/01

POSITION DESCRIPTION
PW-0202

Under the direct supervision of the Public Works District Supervisor II, this employee performs the following duties (performance of duties may be required on holidays or weekends, as the need arises):

- | | | | |
|-----|---|-----|-----|
| 1. | Cares for and maintains the lawns, hedges, trees and shrubs of the Maui Veterans Cemetery by cleaning, watering, fertilizing, trimming, mowing, sweeping and raking. | (a) | 40% |
| 2. | Disposes of all rubbish and/or trimmings from within the cemetery area. | (a) | |
| 3. | Does preventive maintenance on all equipment assigned to the Veterans Cemetery. | (a) | 25% |
| 4. | Maintains and cleans all buildings within the cemetery to include restrooms, pavilions and other facilities such as the parking lot. | (a) | |
| 5. | Raises and lowers the flag. | (a) | |
| 6. | Transports masonry materials to and from different parts of the cemetery. Installs and constructs wooden forms and mixes concrete for the headstone base. Installs headstone or plaque and maintains headstone (or plaque) and base in a presentable manner at all times. | (a) | 25% |
| 7. | Assists funeral directors and veterans affairs counselors in the various details for burial and for memorial services (for example - lowering of the American flag at half-staff prior to burial). | (a) | |
| 8. | Assists in digging and finishing of graves. | (a) | |
| 9. | Informs visitors of cemetery rules, as needed. Maintains a pleasant attitude in dealing with the public. | (a) | 10% |
| 10. | Performs other duties as assigned. | | |

KEY: (a) The performance of this function is the reason that the job exists.
(b) The number of other employees available to perform this function is limited.
(c) This function is highly specialized, and the employee is hired for special expertise or ability to perform this function.



VETERANS CEMETERY SUPERVISOR

Class Code:
6C.032

Bargaining Unit: Non-Supervisory Blue
Collar Workers (UPW)

COUNTY OF MAUI
Established Date: Aug 16, 2016
Revision Date: Oct 17, 2016

SALARY RANGE

\$3,935.00 Monthly

DUTIES SUMMARY:

Supervises and participates in the care, maintenance, and beautification of an assigned County Veterans Cemetery and other buildings within the cemetery; oversees the work programs and schedules for the Maui Veterans Cemetery; and performs other related duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility for the operation of a County Veterans Cemetery and supervises and participates in the performance of a variety of manual and semi-skilled tasks to care, maintain, and beautify an assigned County Veterans Cemetery and other structures therein. Supervises and participates in the care, maintenance, and beautification of an assigned County Veterans Cemetery and other buildings within the cemetery; oversees the work programs and schedules for the Maui Veterans Cemetery; and performs other related duties as required.

EXAMPLES OF DUTIES:

The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.

- Plans work programs and schedules for the Maui Veterans Cemetery.
- Makes estimates of materials, equipment, time and personnel required to complete projects.
- Inspects work in progress and consults with staff to ensure that work is done properly and safely.
- Supervises the Veterans Cemetery Caretaker(s).
- Prepares and reviews daily work reports and time sheets.
- Supervises and participates in the care and maintenance of lawns, hedges, trees, and shrubs of the Maui Veterans Cemetery by cleaning, watering, fertilizing, trimming, mowing, sweeping, and raking.
- Supervises and participates in preventive maintenance on all equipment assigned to the Veterans Cemetery.
- Supervises and participates in maintaining and cleaning all buildings within the cemetery to include the restrooms, pavilions, comfort stations, and parking lot.
- Supervises and participates in transporting masonry materials to and from different parts of the cemetery.
- Installs and constructs wooden forms and mixes concrete for the headstone base.
- Installs headstones or plaque and maintains headstone and base in a presentable manner.
- Assists the funeral directors and veterans affairs counselors in the details for burial and for memorial services.
- Assists in digging and finishing of graves.
- Informs visitors of cemetery rules and responds to public complaints.
- Responsible for the safe and proper operation of power equipment.
- Prepares reports.

This is the first class specification approved for the new class, VETERANS CEMETERY SUPERVISOR effective August 16, 2016.

APPROVED: OCTOBER 6, 2016

MINIMUM QUALIFICATION REQUIREMENTS:

Training and Experience:

A combination of education and experience substantially equivalent to graduation from high school and three (3) years of experience in the care, maintenance and beautification of a designated Veterans Cemetery, buildings and grounds, and/or other similar structures.

License Requirement:

Possession of a valid motor vehicle driver's license (equivalent to State of Hawaii, Type 3).

Knowledge of:

Basic methods and tools used in the common buildings and construction trades; methods of preparing soils for planting; basic techniques of pruning, propagating, planting, cultivating and general care of plants, flowers, lawns, shrubs and trees; operation and maintenance of grounds maintenance equipment and tools; standard procedures of military burials.

Ability to:

Assign and supervise the work of others; understand and carry out oral and written instructions; operate hand and power equipment and tools used in grounds maintenance; deal courteously and effectively with the general public, including the enforcement of ordinances, rules and regulations; communicate effectively both orally and in writing; maintain cooperative and effective relationships with others; make simple oral and written reports.

Health and Physical Condition:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Physical Effort Grouping: Heavy

This is the first minimum qualification specification approved for the new class, VETERANS CEMETERY SUPERVISOR effective August 16, 2016.

APPROVED: OCTOBER 6, 2016

DEPARTMENT OF PERSONNEL SERVICES

County of Maui

POSITION DESCRIPTION

Dept Public WorksDiv HighwaysSection MakawaoPhysical Location Makawao1. Pos. No. PW-XXXX - 0623Perm ☒ Temp ☐Full-time ☒ Pt-time ☐2 PRESENT CLASS Veteran's Cemetery SupervisorSR WS-033 Incumbent's Name: Vacant4. Action Requested: Initial Allocation (☒) Reallocation (☐) Description Only (☐) Redescription-Review (☐)Recommended Allocation. CLASS Veteran's Cemetery SupervisorSR WS-03

5. Authorized by: (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved)

00407

6. Duties of the Position: List each duty assigned or performed by the position in logical order, beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.

% of Time

SEE ATTACHED

FOR CIVIL SERVICE USE ONLY

ACTION TAKEN Initial Alloc (☒) Realloc (☐) No Change (☐) OtherCLASS 6C.032 Veterans Cemetery SupervisorSR WS-03See Audit Rpt No 2017-038 Study By SM Alloc Notice No. _____Non-Comp Exam Req Date Admin _____ Pass (☐) Fail (☐) Score _____EFFECTIVE DATE: 8/16/16APPROVED: Om Razo-PortesDATE: 10/7/16

7. Supervision Received (Give name & title of immediate supervisor)

Name: Patrick Medeiros

Title: Public Works District Supervisor II

8. Responsibilities of the Position:

a. Supervisory Responsibilities (List names, titles and nature of supervision given):

<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>
Bradford Aquino	Veteran's Cemetery Caretaker	Direct

b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a)

c. Tools and Equipment (List tools and equipment used or operated)

d. Hazards, Hardship, etc (List and describe any unusual working conditions)

e. List Licenses or Certificates Held

9. CERTIFICATE OF EMPLOYEE: I certify that the statements above are accurate and complete

Signature of Employee

Date

10. Statement of Immediate Supervisor

a. Comment on the statements made by employee (Indicate exceptions or additions):

b. Describe the nature and extent of supervision you exercise over this position:

c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION. (The Educational level, kind and length of work experience, physical requirements).

d. License and/or Certificates Required

Possession of a valid Hawaii State Driver's License (Type 3)

11. CERTIFICATE OF IMMEDIATE SUPERVISOR: I certify that the statements above are accurate and complete

Signature of Immediate Supervisor:

Date

7-26-16

12. CERTIFICATE OF DIVISION HEAD: I certify that I have reviewed the statements above and that they are accurate and complete.

Signature of Division Head

Date:

7/29/16

13. Statement of Department Head:

a. Indicate and comment on any inaccuracies or disagreements:

b. Comment on qualifications indicated by Immediate Supervisor in 10-c above

14. CERTIFICATE OF DEPARTMENT HEAD:

I certify that the statements above are accurate and complete.

Signature of Department Head:

Date:

AUG 02 2016

POSITION DESCRIPTION

PW-0673

Veterans Cemetery Supervisor - Highways Division

Page 1 of 2

Under the direct supervision of PW-0171 Public Works District Supervisor II, this employee performs the following duties (performance of duties may be required on holidays or weekends, as the need arises)

1. Plans work programs and schedules for the Maui Veterans Cemetery. Makes estimates of materials, equipment, time and personnel required to complete projects. Inspects work in progress, consults with crew to assure that work is done properly. (a)(b)(c) 30%
2. Prepares and reviews daily work reports and time sheets. (a)(b) 10%
3. Supervises and participates in the care and maintenance of the lawns, hedges, trees and shrubs of the Maui Veterans Cemetery by cleaning, watering, fertilizing, trimming, mowing, sweeping and raking. (a) 15%
4. Supervises and participates in the disposal of all rubbish and/or trimmings from within the cemetery area. (a) 5%
5. Does preventative maintenance on all equipment assigned to the Veterans Cemetery. (a) 10%
6. Supervises and participates in the maintenance and cleaning of all buildings within the cemetery to include restrooms, pavilions and other facilities such as the parking lot. (a) 5%
7. Supervises and participates in the transport of masonry materials to and from different parts of the cemetery, installation and construction of wooden forms, mixes concrete for the headstone base. Installs headstone or plaque and maintains headstone (or plaque) and base in a presentable manner at all times. (a) 5%
8. Assist funeral directors and veterans affairs counselors in the various details for burial and for memorial services (for example - lowering of the American flag at half-staff prior to burial). (a) 10%
9. Assists in digging and finishing of graves. (a) 5%
10. Informs visitors of cemetery rules, as needed. Maintains a pleasant attitude in dealing with the public. Responds to public complaints. (a) 5%
11. Performs other duties as assigned.

POSITION DESCRIPTION

PW-0673

Veterans Cemetery Supervisor - Highways Division

Page 2 of 2

- Key:**
- (a)** The performance of this function is the reason that the job exists.
 - (b)** The number of other employees available to perform this function is limited.
 - (c)** This function is highly specialized, and the employee is hired for special expertise or ability to perform this function.



ARBORICULTURIST

Class Code:
2F.310

Bargaining Unit: Professional and Scientific
Employees (HGEA)

COUNTY OF MAUI
Established Date: Mar 1, 1996
Revision Date: May 23, 2016

SALARY RANGE

\$4,413.00 Monthly

DUTIES SUMMARY:

Plans, directs and coordinates arboriculturist programs encompassing research, evaluation, education, cultivation, planting, propagation, care and maintenance activities of trees and other related landscaping plants within the specialized area of arboriculture; serves as primary resource specialist and technical expert in arboriculture; and performs other related duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility for planning, directing and coordinating arboricultural programs and activities and for serving as a technical expert in the specialized field of arboriculture.

EXAMPLES OF DUTIES:

The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.

- Plans, directs, supervises, coordinates and otherwise manages integrated arboricultural and horticultural programs designed to research, investigate, evaluate, propagate and cultivate trees and other related landscaping plants;
- Serves as technical expert and primary resource specialist in arboriculture.
- May supervise and direct work crews responsible for County tree cultivation and maintenance.
- Assists in coordinating the planting, identification, pruning, trimming, cultural practices and maintenance of trees and other related landscaping plants.
- Recommends the accession and cultivation of new specimens.
- Participates in, directs and supervises proper woody plant cultivation procedures and techniques and the use of insecticides, fungicides, herbicides, fertilizers, etc.
- Provides direction and recommendations to Exceptional tree owners with regard to the care of their trees.
- Researches and recommends appropriate display and/or planting sites.
- Interprets and evaluates results of soil tests, pest identification, plant diseases, etc. made by others, and takes necessary corrective action.
- Climbs trees to inspect, treat and prune trees.
- Serves as liaison with contractors working with County trees and other related landscaping plants.
- Conducts in-service training programs in cultivation and maintenance of the trees and other related landscaping plants.
- Coordinates and implements safety and hazard programs.
- Researches and reads technical literature and brochures to keep abreast of advances in the agricultural chemical field or for information on new plants and propagation methods.
- Prepares cost estimates of projects relative to the acquisition and maintenance of trees and other related landscaping plants.
- Prepares written reports and maintains applicable documentation relative to the County trees and other related landscaping plants.
- Operates a motor vehicle.

This is an amendment to the specification for the class, ARBORICULTURIST, which was approved on April 19, 1996, effective August 1, 2017.

APPROVED: July 12, 2017

MINIMUM QUALIFICATION REQUIREMENTS:

Training and Experience: A combination of education and experience substantially equivalent to graduation from an accredited college or university with a bachelor's degree in horticulture, landscape architecture, or a related field and three (3) years of progressively responsible experience in the field of arboriculture, horticulture or landscape architecture, one (1) of which must have demonstrated technical knowledge, research and application of arboricultural practices, including training or experience in tree climbing utilizing climbing saddles, safety ropes and appropriate tools.

License Requirement: Certification as a Certified Arborist by the International Society of Arboriculture, prior to the completion of probation and possession of a valid motor vehicle driver's license (equivalent to State of Hawaii Type 3).

Knowledge of: advanced arboricultural or horticultural principles, practices and techniques relative to the field of arboriculture; methods, techniques and practices of cultivating and pruning trees and other related landscaping plants; techniques of plant display and arrangements in landscaping; identification and methods of eradicating and controlling plant diseases, weeds, and pests; maintaining and caring for varied species of rare and endangered plants; research practices and techniques; tree climbing techniques and practices utilizing saddles, safety ropes and appropriate tools; occupational hazards and safety practices.

Ability to: plan, direct, instruct and/or supervise programs involving arboricultural or horticultural activities; conduct horticultural research and investigation; survey, evaluate and monitor site plans, area plantings and displays; identify insects, weeds, and plant diseases and prescribe proper control; plan, direct and supervise programs involving horticulturally correct techniques and procedures in the propagation, cultivation, and maintenance of trees and palms; establish and maintain effective working relationships with various groups and individuals; speak and write effectively; prepare clear and concise written reports; climb trees for inspection purposes and instruct others in proper climbing techniques for quality tree care.

Health and Physical Condition:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Physical Effort Grouping: Light

This is an amendment to the minimum qualification specification for the class, ARBORICULTURIST, which was approved on April 19, 1996, effective August 1, 2017.

APPROVED: July 12, 2017

**DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
FY 2021 PROPOSED RESURFACING LIST**

4/7/2020

District	Project	Lane-Miles
Central	Lunalilo Street Liholiho Street (Lunalilo to Lihi) Kalama Street (off Liholiho) Leleihoku Street Kaiulani Place Kapiolani Street	2.64
South	Ohina Street Ohina Place Palima Place Aone Street Panepoo Street Alaume Street Umalu Place Aukahi Street (Ohina to Panepoo) Hapakolu Place	2.18
Upcountry	Mahola St (Makawao Ave to Ulele St) Alaea St Hiehie St Alaiki Pl Ahina Pl Pamakani Pl Puapana Pl Leinaala Way Mahanani Pl Pahala St Maohu St (Ukiu to Mailuna)	2.90

ATTACHMENT “ H ”

**DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
FY 2021 PROPOSED RESURFACING LIST**

Paia/Haiku	Lia Pl (1 lane) Nanihoku Pl Kahope Pl Puu Koa Pl E Lelehuna Pl W Lelehuna Pl Piliialoha St Waikina Loop (1 lane) (Hana Hwy to Address 185; Address 161 to Hana Hwy) (Address 185 to Address 161) Lae Pl Kai Place	2.85
West Maui	Hoapili Street (Huea to End) Huea Street Keao Street Kapunakea Street (Hwy. to end) Dickenson Street Nahale Place S. Nahale Place Ipukula Way	1.69
East Maui	Used with FY 2020 funds Piilani Highway MP32 to MP 34	4.00
Molokai	Used with 2020 funds Kalama Road Pakala Place Analu Road Rudolph Road Nanikai Place Akeu Way Koala Way	1.04
Lanai	Used with FY 2020 funds Jacaranda Street (3rd to 7th) Gay Street (3rd to 7th) 3rd Street (Fraser to Lanai) 6th Street (Fraser to Lanai)	1.34

DSA – Building Permit

Program Description

The Development Services Administration collects a plan review fee from each building permit applicant. The fees are used to facilitate the building permit process. The program performs plan check and inspection services as well as permit clerk services, which include distribution, monitoring of permit status and maintaining the permit tracking system.

Countywide Outcome(s)

The DSA – Building Permit Program supports the following countywide outcome(s):

- Affordable, Healthy, and Thriving Community
- Strong and Diversified Economy
- Environmentally Responsible and Sustainable Community
- Well-planned Public Infrastructure
- Prepared, Safe, and Livable County

Population Served

The DSA – Building Permit Program serves the applicants for building, electrical and plumbing permits.

Services Provided

The DSA – Building Permit Program issues building, electrical and plumbing permits, and performs building, electrical and plumbing inspections.

Key Activity Goals & Measures

GOALS/OBJECTIVES	SUCCESS MEASUREMENTS	FY 2019 ACTUAL	FY 2020 ESTIMATE	FY 2021 ESTIMATE
<i>Goal #1: Process building, electrical and plumbing permit applications efficiently.</i>				
1. Review building permit applications for building code compliance and respond to applicants with concise and clear information within 15 business days or less	# of business days taken to review building permit applications for building code compliance for new, single-family dwellings	6	5	5
	# of business days taken to review building permit applications for building code compliance for residential additions and alterations	4	7	7
	# of business days taken to review building permit applications for building code compliance for new commercial buildings and tenant improvements	5	5	5

DSA – Building Permit

Key Activity Goals & Measures (Cont'd)

GOALS/OBJECTIVES	SUCCESS MEASUREMENTS	FY 2019 ACTUAL	FY 2020 ESTIMATE	FY 2021 ESTIMATE
<i>Goal #1: Process building, electrical and plumbing permit applications efficiently (Cont'd).</i>				
1. Review building permit applications for building code compliance and respond to applicants with concise and clear information within 15 business days or less (Cont'd)	# of business days taken to review building permit applications for building code compliance for other non- residential buildings	5	6	6
2. Conduct final review of approved building permit applications for outstanding requirements within five business days or less	# of business days taken to notify the building permit applicant of permit issuance or to resolve outstanding requirements	6	5	5
3. Issue electrical and plumbing permits within 30 days after application is deemed complete as mandated by the Maui County Code	% of plumbing permits issued within 30 days after application is deemed complete	100%	99%	99%
	% of electrical permits issued within 30 days after application is deemed complete	97%	98%	98%
<i>Goal #2: Provide expert inspection services as required by the Maui County Code.</i>				
1. Conduct thorough code inspections within two working days of the requested inspection date for building, electrical and plumbing permits	% of inspections made within two working days of the requested inspection date for building, electrical and plumbing permits	97%	98%	98%

EDB Committee

From: Shirley Blackburn <Shirley.Blackburn@co.maui.hi.us>
Sent: Thursday, April 16, 2020 5:29 PM
To: EDB Committee
Cc: Shirley Blackburn; Wendy Nathan
Subject: FY 2021 Budget (PW-1 & PW-2) (BD-2) EDB-1
Attachments: Shirley Blackburn.vcf; PW-1 (BD-2)_EDB-1.pdf; PW-2_EDB-1.pdf

Aloha Committee Chair Rawlins-Fernandez,

Attached please find response from Budget Director relating to Department of Public Works, Director Rowena Dagdag-Andaya, (PW-1 & PW-2) _ EDB-1 FY 2021 Budget.

Mahalo,

Shirley L. Blackburn

Budget Specialist

County of Maui

Office of the Mayor

shirley.blackburn@co.maui.hi.us

(808) 270-7516