

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
ANNUAL REPORT ON GOALS, OBJECTIVES AND POLICIES

January 2023

Program ID/Title: AGS-232/Central Services-Grounds Maintenance

Contact Person/Phone: Richard Louis/(808)831-7957

I. Goal

The program will strive for quality and consistency in the delivery of groundskeeping, tree trimming, and refuse pickup services. Program activities will reflect a continuing commitment towards cost efficiency, productivity, relevancy, and timeliness of services.

II. Objectives and Policies

As a means of attaining the stated goal, the program will implement the following objectives:

- A. Maintain an 80% or higher customer satisfaction rating as measured through surveys of groundskeeping, tree trimming and refuse pickup services.
- B. Within a five-year period, incrementally move from a baseline 80% rating to a 90% or higher rating in meeting established standards.
- C. In order to meet the stated goals and objectives, the program has, or will implement the following action plan which has been developed.
 1. Create and maintain standards for affected program activity. Validate standards against industry comparable or other public sector agencies.
 2. Develop internal inspection standards and processes to confirm that standards are being maintained and conduct periodic user surveys to gauge customer satisfaction.
 3. Conduct training for groundskeeping staff to assure proper knowledge of program standards and effective work technique.
 4. Implement and maintain a planned beautification program to revitalize assigned grounds.
 5. Implement systematic repair/renovations of irrigation systems at assigned facilities.

6. Develop a tangible record keeping system, i.e., use of work orders or work tickets to validate the type and quantity of work performed by staff.
7. Develop a process to periodically evaluate standards and validate the internal inspection process.
8. Identify the types of equipment that will facilitate workflow and increase productivity, e.g., larger mowers, blowers, etc.
9. Develop a cyclical replacement program for equipment and vehicles to assure that the necessary tools are available to support program activity.
10. Through the Internet, develop and maintain a customer satisfaction survey for different program activities.

III. Action Plan and Timetable

A. Past Years Accomplishments

Highlights of the past year's program activities are as follows:

1. Following the protocol developed by the Center of Disease Control, a response plan has been developed and implemented to ensure the safety of the staff and general public. Included are the disinfecting of common touch points, washing hands frequently, maintaining social distancing, including the use of separate vehicles by crew members, and the wearing face masks.
2. Power Mower Unit III, which was created by the 2020 Legislature continues to service the six (6) Oahu cemeteries that have been assigned to the division.
3. The newest refuse truck's rubbish container pickup forks were modified to allow for a safer loading of the rubbish bins.
4. Bid documents have been prepared for the removal of a bayan tree and two pine trees located at the Wahiawa Civic Center. These trees were damaged during a fire that destroyed three (3) cottages on the property and are being removed based on the findings of a certified arborist.
5. Completing the IFB to advertise four tree trimming contracts which conclude by the end of 2022.
6. The program continues to retain the services of certified arborists to inspect large trees at various facilities to determine their health and viability.

7. Renovation of the tennis court and landscaping at Washington Place has been completed.
8. Filled the lead Grounds' Supervisor's position.
9. Removed the dilapidated nursely and re-purposed it to a safer parking area for the large Grounds vehicles. The previous parking area for the large vehicles obscured sight lines for vehicular traffic.
10. Grounds and R&A teamed to repair non-functioning irrigation systems at seven Capitol District building's landscaped area which allowed the areas to be beautified.
11. An existing MOU between DAGS and DLNR was clarified by our AG that DLNR has landscaping and water system duties and ownership.
12. Completed the trimming of large trees, coconuts and other palms at assigned facilities.

B. One Year

In addition to the above, work continues in the following areas:

1. Based on the availability of funds, continue the program of renovating irrigation systems and landscaping at various assigned facilities.
2. Replacement of aging grounds maintenance equipment continues.
3. Yearly training for the Grounds staff on equipment maintenance and operation.

C. Two Years

1. Continued refinement of the internal inspection process to identify areas that require additional attention and to validate performance levels of the groundskeeping staff.

D. Five Years

1. The program will follow-up on unfinished objectives and any new initiatives that may be identified. As needed, priority items will be expedited.

IV. Performance Measures

A. Customer Satisfaction Measure

A semi-annual written survey/evaluation for the program's target groups will be distributed. Any areas of concern identified through this survey will be immediately addressed.

B. Program Standard Measure

Standards comparable to the private sector will be formulated and monitored through internal staff inspections. Areas of concern will be corrected through established response criteria.

C. Cost Effectiveness Measure

Private sector costs will be solicited and maintained to assure competitiveness. Additionally, annual costs will be monitored and any significant variance in expenditures shall be evaluated and corrective measures implemented as needed.