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**COUNTY COUNCIL**  
COUNTY OF MAUI  
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April 4, 2019

OFFICE OF THE  
COUNTY COUNCIL

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RECEIVED

MEMO TO: Keani N.W. Rawlins-Fernandez  
Chair, Economic Development and Budget Committee

F R O M: Maria E. Zielinski   
Director of Council Services

SUBJECT: **FISCAL YEAR 2020 BUDGET** (OCS-1) (EDB-1)

Thank you for your letter dated April 1, 2019. Your questions and our responses are indicated below:

**Question:**

1. What is the total amount budgeted for positions in the Office of Council Services ("OCS"), for FY2018 and FY2019, respectively, which was not expended because of vacancies in the Office?

**Response:**

The amounts budgeted for positions but not spent due to vacancies were as follows:

FY2018	\$332,101
FY2019	\$269,567

**Question:**

2. Relating to page 3-4 and 3-5 of the Budget Details (index codes 901400A through 901408A), how are the amounts allocated per Councilmember district determined? Why are some districts allocated more funds than others?

**Response:**

The proposed FY20 budget provides a \$7,638 (5%) increase in each Councilmembers' account for a total of \$160,406. Pages 3-4 and 3-5 of the Budget Details reflect only the "A" (Salaries) category of their respective budgets. Pages 3-10 through 3-15 reflect "B" (Other Costs) category FY20 budget provisions for each Councilmember, and Pages 3-16 and 3-17 reflect the "C" (Machinery and Equipment) category for each Councilmember. The total of each Councilmembers' A, B and C budget categories totals \$160,406.

While OCS reflected the 5% increase in each Councilmember's B budget account (under Other Costs), the allocation of A, B and C category budgets can be changed by OCS based upon a written request by a Councilmember.

Please note that page 132 of the Proposed FY20 Budget Binder reflects an increase of \$7,368 in each Councilmember's account. That amount should be \$7,638. The Budget Office has been notified by OCS of their error and has requested they correct it accordingly.

**Question:**

3. Relating to page 3-7 of the Budget Details (index code 901041B):
  - a. Explain the \$107,990 decrease in transcription contractual services (sub-object code 6112, Contractual Service). Will the transcription of committee meetings be handled internally by OCS staff rather than contracted out?
  - b. An additional \$3,000 is being requested for off-site storage for committee reports and OCS documents (sub-object code 6129, Other Services). What is the plan to transition to electronic storage of all documents in lieu of keeping hard copies?
  - c. An additional \$40,750 is being requested for video productions, broadcasting services, and live broadcasting of offsite committee meetings and public hearings (sub-object code 6132, Professional Services). What is the plan for additional video productions and broadcasting services? Will this include public hearings and budget district meetings held in Hana, Molokai and Lanai?

**Response:**

- a. The decrease of \$107,990 primarily relates to the discontinuation of transcription services by Maui Scribes. Given that all Committee meetings are already videotaped as well as recorded, transcription services are redundant and no longer required. We maintained a small provision of \$10,000 in the event transcription was ever needed.
- b. While we are in the process of converting documents to electronic storage, the existing OCS retention policy for hard copies is extraordinarily stringent. OCS will reexamine and review its retention policy in FY20 with the objective to reduce retention periods wherever feasible.
- c. The additional budget of \$40,750 provides for live broadcasting by AKAKU of (1) two offsite meetings per Committee (16 meetings) with one off-island and one on-island meeting per Committee, (2) five public hearings with two off-island and three on-island meetings, and (3) a provision for any increased costs.

**Question:**

4. Relating to page 3-9 of the Budget Details (index code 901042B, sub-object code 6132, Professional Services), an additional \$250,000 is earmarked for the anticipated audit of the Community Plan Review process. What is the anticipated scope of the audit? When is the audit anticipated to commence and be completed? Will there be any other monies allocated to fiscal or performance audits in FY2020?

**Response:**

The additional \$250,000 for Professional Services provides for consulting services relating to the community plan process. Since the planning and preparation of community plans has historically been an extraordinarily long process, the objective is to hire a consultant who can develop a consistent process that can be followed to ensure all community plans are maintained and updated in a more timely manner. If the budget is approved it is anticipated that a Request for Proposal (RFP) for a consultant would be sent out in the first or second quarter of fiscal year 2020.

While we are unable to project the specific audits, investigations and professional services which may be needed in FY2020, we have reallocated \$200,000 from Program Audits to Performance Audits. The total budget of \$850,000 remains the same.

**Question:**

5. Relating to page 3-16 of the Budget Details (index code 901041C), \$30,600 is appropriated for the purchase of 18 Surface tablets. Will this equipment replace the laptops and iPads currently being used? How would this equipment be distributed?

**Response:**

Each Councilmember will receive two Surface tablets. Councilmembers will also retain their laptops and iPads. The Surface tablets will have the same functionality as a desktop with similar or more memory.