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Director of Council Services
Maria E. Zielinski

COUNTY COUNCIL
COUNTY OF MAUI
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WAILUKU, MAUI, HAWAII 96793
www.MauiCounty.us

April 1, 2019

Ms. Maria Zielinski, Director
Office of Council Services
County of Maui
Wailuku, Hawaii 96793

Dear Ms. Zielinski:

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

May I please request you respond to the following:

1. What is the total amount budgeted for positions in the Office of Council Services ("OCS"), for FY 2018 and FY 2019, respectively, which was not expended because of vacancies in the Office?
2. Relating to pages 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?
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?

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- c. An additional \$40,570 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?
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 FY 2020?
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 used? How would this equipment be distributed?

May I further request you transmit the information by **April 15, 2019**, to enable the Committee to discuss your responses while deliberating the FY 2020 Budget.

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 (Leslee Matthews at ext. 7662, Shelly Espeleta at ext. 7134, Christy Chung at ext. 7137, or Yvette Bouthillier at ext. 7758).

Sincerely,



KEANI RAWLINS-FERNANDEZ, Chair
Economic Development and Budget
Committee