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

April 6, 2018

Mr. Keith Regan, Managing Director
Department of Management
County of Maui
Wailuku, Hawaii 96793

Dear Mr. Regan:

**SUBJECT: REQUESTS/QUESTIONS FROM THE APRIL 5, 2018
MEETING (MD-3) (BF-1)**

At its meeting of April 5, 2018, the Budget and Finance Committee ("Committee") requested your Department's responses to the following requests/questions:

1. Provide a copy of the job description for the Executive Assistant I position (MD-0034, page 10-3 of the Budget Details). (KK)
2. Provide an analysis on the funding of large system projects the Department is undertaking. What are the carrying costs of funding these projects? How do these large projects affect the budgets of other departments in terms of personnel, operations, and equipment costs? (MW)
3. Relating to the Information Systems Analyst expansion positions (page 10-12 of the Budget Details):
 - a. Explain the reason for transferring the Information Systems Analyst III expansion position to the Department of Police to replace the Intelligence Analyst Specialist expansion position (page 15-15 of the Budget Details). How will the duties of the position change with the transfer between departments? (RH)
 - b. The Department explained the need to recruit for the Information Systems Analyst positions at a higher step H in

order to attract qualified candidates. Why then is the Information Systems Analyst position being transferred to the Department of Police at a step C salary? (RH)

4. Is the Department continuing the process of purchasing equipment or replacement equipment, in bulk, when necessary, using a managed service contract? Where in the FY 2019 Budget would these savings be recorded? (MW)
5. Provide a list of equipment that was purchased using a managed service contract. For FY 2016, FY 2017, and FY 2018, to date, include the number and type of equipment, the departments the equipment was purchased for, when it was purchased, and how much in cost savings were realized by purchasing equipment in this manner? (MW)
6. Relating to a 10 percent annual increase in contract maintenance fees, explain what the Department is doing to curb costs? (MW)
7. What are the annual maintenance costs for the AudioEye software program? If the AudioEye software purchase is tied to compliance with the Americans with Disabilities Act, why is it not deemed a higher priority equipment need for the Department? (RH)
8. Provide a copy of the countywide Vehicle Use Policy. Which departments are excluded from this policy? When was the policy last updated? (YS)
9. Explain the requirements of the countywide Overtime Directive and provide a copy of the policy. When was the policy issued? Provide a monthly summary report to include the number of employees accruing 8 hours or more of overtime per week, per department, per program, for FY 2016, FY 2017, and FY 2018, to date. (EC)
10. Explain why the Hawaii Integrated Justice Information Sharing Program grant of \$15,000 is no longer funded in FY 2019. (RH)

May I further request you provide your response **no later than Friday, April 13, 2018**. To ensure efficient processing, please duplicate the coding in the subject line above for easy reference.

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Thank you for your attention to this request. Should you have any questions, please contact me or the Committee staff, Michele Yoshimura (ext. 7663), Shelly Espeleta (ext. 7134), Maggie Clark (ext. 7661), or Yvette Bouthillier (ext. 7758), at your earliest convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Riki Hokama", with a long, sweeping flourish extending to the right.

RIKI HOKAMA, Chair
Budget and Finance Committee

bf:2019bgt:180405amd01:mmy/ske/mcc

cc: Mayor Alan M. Arakawa
Budget Director