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

April 6, 2017

Mr. Herman Andaya, Chief of Staff
Office of the Mayor
County of Maui
Wailuku, Hawaii 96793

Dear Mr. Andaya:

**SUBJECT: REQUESTS/QUESTIONS FROM THE APRIL 5, 2017
MEETING (OM-3) (BF-1)**

At its meeting of April 5, 2017, the Budget and Finance Committee requested the following:

1. The Secretary I position (OM-0116, page 11-4 of the Budget Details) is currently funded at \$46,932. Please confirm if this position is filled. (RH)
2. Please forward job descriptions for the Administrative Assistant I, Administrative Assistant II, Executive Assistant I, and Executive Assistant II positions, and include the process the Office follows for recruitment. Include the goals and objectives for each position. (KK)
3. Identify the account the Office will be using to fund the Mayor's contingencies: Miscellaneous Other Costs under the Mayor's Office Operation (903013B) or Mayor's Contingency Operation (903351B). Further identify the amount of funds to be allocated to pay for contingencies. (MW)
4. The Administration Program will scale back to lease one large copier instead of three. Please confirm the new leased equipment amount for FY 2018. (RH)

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5. With no overtime pay allocated in FY 2017 for the Budget Program, explain how the Budget office paid for overtime hours accrued. (SC)

May I further request you transmit your response **no later than April 13, 2017**, to enable the Committee to comprehensively review the FY 2018 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 (Shelly Espeleta at ext. 7134, Michele Yoshimura at ext. 7663, or Yvette Bouthillier at ext. 7758).

Sincerely,



RIKI HOKAMA, Chair
Budget and Finance Committee

bf:2018bgt:170405aom01:ske

cc: Mayor Alan M. Arakawa
Budget Director