

MICHAEL P. VICTORINO
Mayor

JEFFREY T. PEARSON, P.E.
Director

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Deputy Director



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OFFICE OF THE
COUNTY COUNCIL

DEPARTMENT OF WATER SUPPLY
COUNTY OF MAUI
200 SOUTH HIGH STREET
WAILUKU, MAUI, HAWAII 96793

April 12, 2019

Ms. Michele M. Yoshimura 
Budget Director, County of Maui
200 South High Street
Wailuku, Hawaii 96793

Honorable Michael P. Victorino
Mayor, County of Maui
200 South High Street
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL


Mayor 4/12/19
Date

For Transmittal to:

Honorable Keani Rawlins-Fernandez
Chair, Economic Development & Budget Committee
Maui County Council
200 South High Street
Wailuku, Hawaii 96793

Dear Chair Rawlins-Fernandez:

SUBJECT: **FISCAL YEAR ("FY") 2020 BUDGET** (WS-8) (EDB-1)

Our response to questions related to the proposed appropriation for professional services, scanning of documents (index code 953109B, sub-object code 6132, Budget Details, page 19-15), are as follows:

Question: Please describe the scope of services for this procurement.

Response: The scope of services is to contract with an outside vendor to provide services to scan the volumes of paper files related to subdivisions, building permits, development projects, and capital improvement projects, as well as the approximately 350 documents (engineering reports, studies, reference documents, etc.) in the Engineering Reference Library.

The scanning of these documents will allow the division to move towards a paperless environment, which supports the MAPPS initiative. We anticipate a more efficient work environment as documents will be

"By Water All Things Find Life"

accessible to multiple users, readily accessible as files will not need to be retrieved from storage.

Engineering Division currently has approximately 491 bins located at Engineering Division's 5th floor offices, in the DWS's 1st floor storage room, or in off-site storage at DWS's NASKA Baseyard. In the past, the documents stored off-site were damaged due to infiltration of water, as the storage container's roof was severely corroded. The bins that are located in Engineering Division's 5th floor office is located in the area affected by the office renovations and would need to be scanned or moved elsewhere for the renovations to proceed. The problem with moving the bins elsewhere is that there is no room in the other storage locations for these bins.

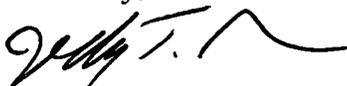
We would also like to clarify that the funding for scanning services is somewhat related to the funding for office renovations in Engineering Division. Both requests for funding is needed to allow Engineering Division to fill two vacant positions and provide a meeting room for the Engineering Division as the bins are being stored in the area affected by the renovations. Please see our response to WS-5 for additional information related to request for funding for engineering office renovation.

Question: Could these services be provided by a student intern?

Response: We consider this type of resource to be supplemental to the efforts of the contract service provider as typically a student intern would only be available for two months. This short amount of time is not sufficient to address the volume of scanning that we need to have completed. Further, we currently do not have sufficient offices to fill all of our vacant positions. Once we are able to complete the engineering office renovation, there is a possibility that one of the vacant positions will not be filled and the summer inter could use this vacant desk until the position is filled.

In advance, thank you for your attention to this matter. If you have any further questions, please contact me.

Sincerely,



JEFFREY T. PEARSON, P.E.
Director

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