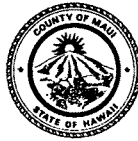


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Director of Council Services
Traci N. T. Fujita, Esq.

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

April 2, 2020

Ms. Kathy Kaohu, County Clerk
Office of County Clerk
County of Maui
Wailuku, Hawaii 96793

Dear Ms. Kaohu:

SUBJECT: FISCAL YEAR ("FY") 2021 BUDGET (OCC-1) (EDB-1)

May I please request that you be prepared to answer the following questions at the EDB Committee meeting held via BlueJeans on **April 6, 2020**. This will enable the Committee to comprehensively review the FY 2021 Budget. The meeting date and time are subject to change without notice.

Salaries & Wages

1. There are 26 Temporary Election Clerk positions. Please justify your proposed \$75,000 of premium pay, and provide the Actuals for FY 2018 & 2019 of premium pay, if any. Elections, Premium pay, Page 2-6, 902056A, 5215. (MM)
2. Please justify your ask of \$65,000 in premium pay, and provide the Actuals for FY 2018 & 2019 of premium pay, if any. Clerk, Premium pay, Page 2-6, 902015A, 5215. (MM)
3. Please provide the SR rating, step, and dollar amount allotted for all position titles within the Office of the County Clerk and indicate which position titles are vacant. (TP)
4. Why do all of the FY 2021 E/P list N/A? Page 2-3 - 2-5, Budget Details, 902056A, County Clerk Program. (TP)

Operations

1. Provide an update on the lease rentals at the HGEA Building, and explain why additional leased space in the building is needed. Page 106, Program Budget. (AL, YS)
2. Where will DOT and the Department. of Liquor Control go when the Clerk's Office takes over their HGEA space? Page 2-7 & 2-9, Budget Details 902015B & 902056B, County Clerk Program. (TP)
3. Please provide the scope of work for the Hawaiian translation of the County Charter. When will the work be completed? Is there a yearly contract? Clerk, Professional Services, Page 2-7, 902015B, 6132. (MM, YS)
4. Will this be a permanent move? Clerk, Rentals, Page 2-7, 902015B, 6235. (MM)
5. Will this be a permanent move? Elections, Rentals, Page 2-9, 902056B,6235. (MM)
6. Given the current COVID-19 pandemic and its effect on the local economy, please suggest cuts that can be made to the budget proposal for the Office of the County Clerk. (TP)
7. Given the current COVID-19 pandemic and the shutdown of out-of-state travel, please explain the travel budget increase and give an update on fund expenditure for FY20 to date. Page 99, Program Budget, Office of the County Clerk Department Summary. (TP)
8. Please provide an update of FY20 estimate of the percentage of election volunteers required. Page 103, Program Budget, County Clerk Program, Goal #3.2(1). (TP)
9. How far back in time do we need to go to digitally format prior years committee reports? How many years have been completed and what is the total number of years that still need to be digitally archived? Page 101, Program Budget, County Clerk Program, Goal #2.1(1). (TP)
10. How far back do we need to go to archive prior resolutions on the County website? How many years have been completed and what is

the total number of years that still need to be archived? Page 102, Program Budget, County Clerk Program, Goal #2.1(1). (TP)

11. How many election record pages still need to be converted to digital records? Page 103, Program Budget Goal, County Clerk Program, 4.1(1). (TP)
12. Do we still use microfilm? How often? Only every other year? Page 103, Program Budget, County Clerk Program, Goal 4.1(2). (TP)
13. What is the impact to our budget with the all-mail ballot? Please explain where the savings are for not utilizing poll stations as we move to a vote-by-mail-only system. Page 2-7 and 2-8, Budget Details, Index Code 902056B Elections. (KK, YS)

Program Goals & Objectives

1. Under Key Activity Goals and Measures, Goal #1, *Support the Council's legislative function in an effective, efficient, and legally proper manner*. Page 100, Program Budget. It seems that with the added committee that the number of committee reports processed and uploaded would have increased, not decreased, from the prior year. Please explain. (TK)
2. Under Key Activity Goals and Measures, Goal #2, *Accomplish the legislative record keeping responsibility of the Clerk's Office in an effective, efficient and legally proper manner*. Page 102, Program Budget. Where is the storage site for all the prior and current years records held? (TK)
3. Under Key Activity Goals and Measures, Goal #3, *Conduct all county, state and federal elections held within the county in an effective, efficient and legally proper manner*. Objective 2, Page 103, Program Budget. As an all-mail election, what are we anticipating? (TK)
4. Key activity goals and measures are not provided for FY 2021, Page 102, Program Budget. Please provide that information. (AL, TP)

Thank you for your attention to this request. Should you have any questions, please contact me or the Committee staff (Shelly Espeleta at ext. 7134,

Ms. Kathy Kaohu
April 2, 2020
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Chester Carson at ext. 7659, Lesley Milner at ext. 7886, Kasie Apo Takayama at ext. 7665, or Yvette Bouthillier at ext. 7758).

Sincerely,

A handwritten signature in black ink, appearing to read "Keani Rawlins-Fernandez". The signature is fluid and cursive, with the first name "Keani" being more prominent.

KEANI RAWLINS-FERNANDEZ, Chair
Economic Development and Budget
Committee

edb:2021budget:200401aocc01:rem

cc: Mayor Michael P. Victorino
Budget Director