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**COUNTY COUNCIL**  
COUNTY OF MAUI  
200 S. HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
[www.MauiCounty.us](http://www.MauiCounty.us)

March 21, 2018

Mr. David Underwood, Director  
Department of Personnel Services  
County of Maui  
Wailuku, Hawaii 96793

Dear Mr. Underwood:

SUBJECT: **FISCAL YEAR ("FY") 2019 BUDGET** (PS-2) (BF-1)

Pursuant to Section 7 of the General Budget Provisions, funds shall not be disbursed for reallocations and reclassifications that involve a change in supervisory duties and responsibilities until the County Council receives written notice setting forth: (1) an explanation of the reasons for the change, and (2) organizational charts showing the existing organization and the proposed organization of the department, as it relates to the positions involved.

May I please request you provide all reallocations and reclassifications subject to Section 7 of the General Budget Provisions. Include the department, the authorization for the change in supervisory duties and responsibilities, and indicate whether the Council was provided with the proper written notification.

May I further request you provide your response no later than **Monday, April 2, 2018**. 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, Michele Yoshimura (ext. 7663), Shelly Espeleta (ext. 7134), Maggie Clark (ext. 7661), or Yvette Bouthillier (ext. 7758).

Sincerely,

A handwritten signature in black ink, appearing to read "Riki Hokama", written in a cursive style.

RIKI HOKAMA, Chair  
Budget and Finance Committee

bf:2019bgt:180318aps01:mmy  
cc: Mayor Alan M. Arakawa  
Budget Director