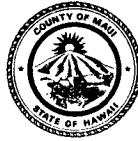


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Director of Council Services
David M. Raatz, Jr., Esq.

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

April 5, 2016

Honorable Alan M. Arakawa
Mayor, County of Maui
Wailuku, Hawaii 96793

Dear Mayor Arakawa:

SUBJECT: **REQUESTS/QUESTIONS FROM THE APRIL 4, 2016
MEETING (OM-2) (BF-1)**

At its meeting on April 4, 2016, the Budget and Finance Committee requested your Office's responses to the following requests/questions.

1. Provide the functions and duties of position OM-0003 while in the Mayor's Administration Program. Further, explain the reason for the transfer of the position to the Economic Development Program. (MW)
2. Provide the functions and duties of the Administrative Assistant I and Administrative Assistant II positions in your Office. Include a copy of the job description for each position. (DG)
3. Provide a copy of the County's Health and Wellness Policy. (RH)

May I further request that you transmit your response **no later than April 12, 2016**, to enable the Committee to comprehensively review the FY 2017 budget. To ensure efficient processing, please duplicate the coding in the subject line above for easy reference.

Honorable Alan M. Arakawa
April 5, 2016
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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), Steve Selee (ext. 7687), Shelly Espeleta (ext. 7134), or Yvette Bouthillier (ext. 7758), at your earliest convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Riki Hokama". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

RIKI HOKAMA, Chair
Budget and Finance Committee

bf:2017bgt:160404aom01:mmy

cc: Chief of Staff
Budget Director