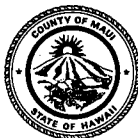


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COUNTY COUNCIL
COUNTY OF MAUI
200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.MauiCounty.us

February 19, 2019

MEMO TO: Patrick K. Wong
Acting Corporation Counsel

A handwritten signature in black ink, appearing to be "Mike Molina", is written over the name.

F R O M: Mike Molina, Chair
Governance, Ethics, and Transparency Committee

SUBJECT: **PRE-BUDGET SESSION PRESENTATION (DEPARTMENT OF THE CORPORATION COUNSEL)** (GET-18(3))

May I please request attendance of a representative of the Department of the Corporation Counsel at the Governance, Ethics, and Transparency Committee meeting of February 26, 2019 to provide a brief overview of the Department. May I ask that the presentation be limited to no more than 15 minutes. The Committee intends to allot an additional 15 minutes for questions and answers.

The overview should include the roles and responsibilities of the Department's divisions (Counseling and Drafting, Litigation, Risk Management, and Administrative Management and Clerical Services), and a snapshot of the Department's budgetary requests for Fiscal Year ("FY") 2020, to include vacancies and the costs associated with those vacancies.

May I further request you identify in writing the following:

1. The Department's top three-to-five strategic goals.
2. Tactics to be implemented to meet these strategic goals and the intended results.
3. Funds anticipated to remain unencumbered from the FY 2019 Budget and the reasons why the funds were not encumbered.

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4. The Department's fixed costs and discretionary costs.
5. Cost-saving measures the Department has implemented or will be implementing, and the amount saved or will be saved by these measures.

I appreciate receiving your written response **no later than Monday, February 25, 2019**. To ensure efficient processing, please include the relevant Committee item number in the subject line of your response.

Should you have any questions, please contact me or the Committee staff (Shelly Espeleta at ext. 7134, or Pauline Martins at ext. 8039).

get:ltr:018(3)acc01:ske

cc: Mayor Michael P. Victorino