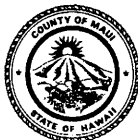


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Director of Council Services
Maria E. Zielinski

COUNTY COUNCIL
COUNTY OF MAUI
200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793
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March 5, 2019

Ms. Maria Zielinski, Director
Office of Council Services
County of Maui
Wailuku, Hawaii 96793

Dear Ms. Zielinski:

SUBJECT: PRE-BUDGET SESSION PRESENTATION (OFFICE OF COUNCIL SERVICES) (EDB-24(1))

May I please request your attendance at the Economic Development and Budget Committee meeting of March 14, 2019, to provide a brief overview of the Office of Council Services. In consideration of time, may I ask that your presentation be limited to no more than 15 minutes, with an additional 15 minutes for questions and answers.

The overview should include the roles and responsibilities of the Office's programs, and a snapshot of the Office's budgetary requests for Fiscal Year ("FY") 2020, to include vacancies and the costs associated with those vacancies, proposed equipment purchase requests and the purpose of those requests, and priority capital improvement projects to include the phase they are in, and why the projects are a priority for the Office.

May I further request you respond in writing to the following:

1. Identify the Office's top three to five strategic goals for FY 2020;
2. Identify the objectives that will be implemented to meet these strategic goals and the intended results;
3. Identify funds you anticipate will remain unencumbered from the FY 2019 Budget and the reasons why the funds were not encumbered;

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4. Identify the Office's estimated fixed costs and discretionary costs for FY 2020; and
5. Identify cost-saving measures the Office intends to implement in FY 2020, and the amount to be saved by those measures.

I would appreciate receiving your written response **no later than Tuesday, March 12, 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 (Leslee Matthews at ext. 7662, or Yvette Bouthillier at ext. 7758).

Sincerely,



KEANI N.W. RAWLINS-FERNANDEZ, Chair
Economic Development and Budget
Committee