


March 13, 2024

MEMO TO: Members of the Budget, Finance, and Economic Development Committee

F R O M: Yuki Lei K. Sugimura, Chair 
Budget, Finance, and Economic Development Committee

SUBJECT: **FISCAL YEAR ("FY") 2025 BUDGET SESSION PROCEDURES**
(BFED-1)

Budget documents

The Council will receive the Mayor's FY 2025 Budget proposal on Monday, March 25. I anticipate receiving the documents after Mayor's press conference at 10:00 a.m. All Members are invited to attend the press conference.

The Program budget, Budget details, Budget bills, and relevant appendices will be available for pick up on the 7th floor of the County Building on March 25th for all Councilmembers and Residency Area Offices. Committee staff will notify the Councilmembers via email when the copies are ready to be picked up.

Two additional copies of each budget document will be prepared for each Member's office using a third-party vendor. Members may request additional copies paid for by the Member's individual office account. Please inform Committee staff if you would like additional copies, beyond the two sets that will be provided, via email to staff.bfed@mauicounty.us by 9:00 a.m. on March 18.

Once the additional copies are ready, Members and EAs may pick them up on the 7th floor of the County Building.

Civil service salary information will also be requested from the Budget Office. Members will be contacted individually to arrange for delivery of that information.

Budget review and questions for departments

Prior to the Committee's meetings on the Mayor's FY 2025 Budget proposal, Members should consider reviewing the following reports to the Council for Fiscal Year 2024:

- County Communication [33-24](#), the Director of Finance's Quarterly Report and the Capital Improvement Project report as of December 31, 2023.
- County Communication [20-24](#), the Budget Director's Budget Implementation Report, which includes the vacancies of more than 90 days, as of December 31, 2023.
- County Communication [28-24](#), the Managing Director's CIP status reports as of December 31, 2023.
- County Communications [265-23](#) and [17-24](#), the Budget Director's reports unbudgeted equipment requests from July 1, 2023 to September 30, 2023, and October 1, 2023, to December 31, 2023, respectively.
- County Communication [27-24](#), the Director of Housing and Human Concern's Affordable Housing Projects Status Update report.

The Committee will convene its first meeting on the Mayor's FY 2025 Budget proposal on April 1st at 9:00 a.m. Residency area meetings will also begin on April 1st at 6:00 p.m. Before meetings on the FY 2025 Budget begin, Members should spend time from March 25 to March 31 to review the Mayor's proposal.

Committee staff will prepare correspondence with a list of standard questions for all departments. Responses will be distributed to the Members and uploaded to Granicus as they are received.

Members may compile other questions for submittal to the departments during their review of the budget documents. To allow Committee staff time to compile these questions into letters, Members must submit their department questions **by 4:30 p.m. on March 28th**, in Microsoft Word format, to staff.bfed@mauicounty.us.

Department questions should reference a budget document and include the page number. Example questions are as follows:

Please describe the role of the Grants Management Specialist in the Department. What additional grant revenue has been generated for the

Department and what initiatives does it support? (Page 17-8, Budget Details)

How will the \$2,250,000 in Agriculture Promotion and Technology grant funds be allocated? (Page 101, Program Budget)

If similar questions are received from more than one Member, the questions will be combined into one question and notated with the Members' initials.

Administrative heads will be asked to respond to the written questions on the Chamber floor during their scheduled review with the Committee. They will also be asked to transmit their responses in writing by the end of that same day. All documents will be received electronically. Correspondence will be uploaded to Granicus and made available via Legistar. Testimony will be available on eComment.

As a courtesy, departments that are scheduled to appear before the Committee on Monday, April 1st through Wednesday, April 3rd will have until 4:30 p.m. on Thursday, April 4th, to submit their written responses to questions.

Deliberations process

During each day of deliberations, the scheduled departments may provide opening remarks before receiving questions from the Members.

Each Member will have a set amount of time to ask their questions and receive responses.

Committee staff will prepare a follow-up letter containing the department questions that are still requiring a response. Members may also submit additional department questions to be included in this same letter to staff.bfed@mauicounty.us by 9:00 a.m. the following morning. Only one follow-up letter will be sent for each department.

Proposed amendments

During deliberations, Councilmembers may ask the departments about proposed amendments they are considering. Proposed amendments are due on **April 15th**, in Microsoft Word format, to staff.bfed@mauicounty.us, once the Committee convenes its meeting that day.

Each Member may submit up to two proposed amendments. Amendments may be for additional funding or conditions of funding. These amendments must have an associated cut elsewhere in the Budget to offset the addition or increase.

Funding amendments should be specific and include line-item additions or increases to the Operating budget, excluding transfers to revolving funds or CIPs.

Each Member may make one conditional language proposal related to revolving funds. Each revolving fund will be discussed with its associated department.

Members may also submit up to two additional conditional language proposals for County grants.

Funding amendments do not include funds for the Economic Development, Environmental, and Cultural Program line-item for each Residency Area. The proposed conditional language for these funds is also due on **April 15th** when the Committee convenes.

Other amendments that result in cuts to the Budget or are nonsubstantive in nature may be submitted. These will not count towards Members' additional funding or conditions of funding amendments.

A summary of the Members' amendments will be compiled and provided to the Committee by 4:30 p.m. on Tuesday, April 16th.

If a department requests an increase to their own budget during their department's review, the requests will be tracked and revisited for a vote during Decisions week, tentatively April 17 and April 18, and April 22 to April 26.

At the start of each meeting, Committee staff will distribute a proposed draft for the departments covered the previous day and also confirm the changes made with the Committee and the Budget Director.

Committee staff

Please contact the Committee staff if you have any questions during this process:

- James Krueger, ext. 7761
- Kasie Apo Takayama, ext. 7665
- Jarret Pascual, ext. 7141
- Clarissa MacDonald, ext. 7135

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- Yvette Bouthillier, ext. 7758

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