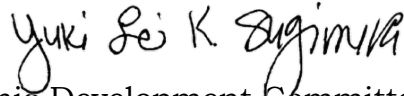


March 21, 2023

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”) 2024 BUDGET SESSION PROCEDURES**

Budget documents

Because March 25, 2023, falls on a Saturday this year, we will receive the Mayor’s Budget proposal on Friday, March 24, after an 8:30 a.m. 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 24th for all Councilmembers and residency area offices. OCS staff will notify the Councilmembers via email when the copies are ready to be picked up.

Additional copies as requested will be prepared using a third-party vendor. Once the documents are ready early next week, an email will be sent to the Members and EAs for pick up on the 7th floor of the County Building.

Staff is preparing a request for the civil service salary information provided during previous Budget sessions. Members will be contacted individually to arrange for delivery of that information.

Independent budget review

From March 24th to March 29th, Members will be able to review the Mayor’s Budget proposal on their own without the need to attend BFED Committee meetings. Residency area meetings will begin on March 30 at 6:00 p.m.

During this time, Members should compile questions by department. The **departmental questions are due by 4:30 p.m. on March 30th**, in Microsoft Word format, to bfed.committee@mauicounty.us. Additional details on departmental questions are included below.

This year, we are requesting departmental questions associated with funding for items \$25,000 or more.

Questions drafted during this time can cover items in the Budget Program narrative, Budget details, or Budget bills and appendices.

Departmental questions

Staff is preparing correspondence with the list of questions for all department as received from the Members following the BFED meeting of March 7, 2023, which will be sent later this week. Responses will be distributed to the members and uploaded to Granicus as they are received.

For all questions, please indicate the budget document you are referencing, including the page number.

Examples:

1. The FY 2023 Budget includes \$220,000 in additional funding for surveying consultant services for subdivision review, separate lot determination, road ownership research, topographic survey, and traffic control services. Please provide further information on the locations where surveyors will review subdivisions, separate lots, and road ownership. (Page 18-13, Budget Details)
2. How will the \$1,000,000 in Environmental Protection grant funds be allocated? (Page 12-10, Budget Details)

Questions from each member will be compiled by staff and letters will be sent to each department. Similar questions from several members will be combined into one question.

Administrative heads will be asked to respond to the written questions 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, and testimony will be available on eComment.

As a courtesy, departments that are scheduled on Monday, April 3rd will have until the end of the business day on Thursday, April 6th, to submit their written responses to the Committee.

At the meeting, each department will be asked to provide brief opening remarks before receiving questions from the Councilmembers.

Each Member will have an allotted amount of time to ask their questions and allow the Department time to respond to the questions. After the timer has sounded, the same process will continue for the next Member.

If there is not enough time for the department to respond to all of the Councilmembers' questions, a follow-up letter will be drafted with the remaining questions. Any additional questions must be stated on the floor or submitted to bfed.committee@mauicounty.us by 9:00 a.m. the following morning. Only one follow-up letter will be sent for each department.

Priority proposals

During deliberations, Councilmembers may ask the departments questions about the priority proposals they are considering. The **priority proposals** are **due by 4:30 p.m. on April 14th**, in Microsoft Word format, to bfed.committee@mauicounty.us.

Each Member may submit a maximum of three funding priority proposals. One proposal may be for multiple residency areas, and up to two may be for a specific residency area.

Priority proposals may be for additional funding or limitations (conditional language). Funding priorities should be specific and include line-item additions or increases to the Operating budget (excluding transfers to revolving funds) or CIPs. Revolving funds will be considered separately.

Each Member may make one conditional language proposal related to revolving funds. Revolving funds will be discussed on April 20th.

Up to two additional conditional language proposals for County grants will also be permitted.

Funding for priority proposals do not include funds for each residency area's Economic Development, Environmental, and Cultural Program. The proposed conditional language for these funds is also **due by 4:30 p.m. on April 14th**.

Priority proposals will be compiled and organized by department and a copy will be transmitted to BFED Committee by the end of the business day on Monday, April 17th.

If during the departmental review a department requests an increase to their own budget, the requests will be tracked and revisited for a vote during decisions week.

Additional amendments to the budget proposal that do not increase expenses are permitted by anyone, and will not count against members' allotted priority proposals.

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

Daily schedule

Morning recess will occur at around 10:30 a.m., lunch break at approximately 12:00 p.m., afternoon recess at 3:00 p.m., and if necessary, dinner break will occur at approximately 4:30 p.m. each day.

Budget staff assistance

Please contact the BFED OCS team if you have any questions during this process.

Lesley Milner, ext. 7886
Kasie Apo Takayama, ext. 7665
James Krueger, ext. 7761
Ana Lillis, ext. 7659
Yvette Bouthillier, ext. 7758

BFED Committee

From: BFED Committee
Sent: Tuesday, March 21, 2023 10:18 AM
To: EA
Cc: BFED Committee
Subject: Fiscal Year 2024 Budget Process Memo (BFED-1)
Attachments: FY24-Budget Process BFED-1.pdf

Councilmembers,

Please see the attached memo from the BFED Chair related to the FY24 Budget Process. This has also been uploaded to Granicus. Mahalo!

-BFED Committee Staff