

March 8, 2019

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COUNTY CLERK

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MEMO TO: Members of the Economic Development and Budget Committee

F R O M: Keani Rawlins-Fernandez, Chair *Keani*
Economic Development and Budget Committee

SUBJECT: **PROPOSED FISCAL YEAR 2020 BUDGET FOR THE COUNTY OF MAUI (EDB-1)**

According to Section 9-2(1) of the Revised Charter of the County of Maui (1983), as amended, the Mayor is required to submit the proposed Fiscal Year ("FY") budget to the Council on or before March 25. This correspondence outlines the procedure I intend to follow for the Committee's review of the Mayor's proposed FY 2020 Budget.

In this correspondence, I am neither making nor requesting a voting commitment, and I am not inviting discussion of Council business outside of a duly noticed public meeting.

The procedure takes into account the following considerations:

1. The time and resources of the public, County personnel, and Committee members.
2. Memorializing information requested and received through deliberations in writing.
3. Time savings achieved through pre-Budget session presentations by County departments and offices via open committee meetings.
4. Maximizing openness and transparency in the process.

Prior to receipt of the Mayor's proposed FY 2020 Budget, I intend to schedule a training session to enhance the members' familiarity with the Budget process. Fiscal Year 2019 Budget documents will be used for training purposes.

Pre-budget session departmental reviews by many standing committees are providing departments with the opportunity to familiarize members with departmental functions and updates on previously funded Capital Improvement Projects, fixed costs, and departmental priorities. Therefore, the need for late-night meetings will be reduced or eliminated. The Council Chamber will remain

reserved through the evening and members should keep their availability open should the need arise.

While the Budget session will remain fluid enough to accommodate needs as they arise, I intend to implement the following procedure, beginning March 25, 2019:

1. Upon receipt of the Mayor's proposed FY 2020 Budget, Committee members will be given time to review and become familiar with the proposal and consider questions to be posed to the departments for presentation at Committee meetings. Formatting templates will be provided to members to be used for budget proposals and for departmental questions, for submittal at an open meeting.
2. All questions specific to the proposed FY 2020 Budget will be compiled and submitted in writing from the Chair of the Committee to administrative heads during the Budget session. Departments will be asked to furnish information requested by the Committee in writing. Questions from Committee members will be asked on the record during Committee meetings and transmitted formally through the Chair of the Committee, to allow equality of information to the Committee members and the public.
3. Committee members will be asked to provide their top five budgetary priorities and top five budgetary concerns and to present their proposals in open session. After presentations are completed, proposals will be compiled into two working lists by Committee staff, for transmittal to Committee during open session. Following receipt of those lists, deliberations and discussion on members' proposals will begin, centered around members' top concerns and top priorities.

Questions on the procedures outlined in this correspondence, if any, will be taken up at the Committee meeting of March 14, 2019.