

EDB Committee

From: EDB Committee
Sent: Friday, March 27, 2020 4:09 PM
Cc: EA; EDB Committee; Sarah D. Pajimola
Subject: FW: FY21 Budget Worksheets and Worksheet Instructions
Attachments: FY21 Budget Worksheets Instructions.docx; FY21 Budget Worksheet – IBR Notes.docx; FY21 Template Department Qs.docx; FY21 Budget Department Qs SAMPLE.docx; FY21 Budget Worksheet Priorities.docx

Members of the Economic Development and Budget

Committee: Forwarding the below email dated March 27 from the EDB Committee Chair.

Please contact the EDB Staff if you have questions.

Thank you,
Yvette Bouthillier, Secretary
EDB Committee

From: Keani N. Rawlins <Keani.Rawlins@mauicounty.us>
Sent: Friday, March 27, 2020 10:30 AM
To: EDB Committee <EDB.Committee@mauicounty.us>
Subject: FY21 Budget Worksheets and Worksheet Instructions

Aloha,

Please disseminate this correspondence and all attachments to the EDB committee members- and upload to Granicus.

I have attached worksheet instructions and all corresponding worksheets (fillable Word documents).

There are five file attachments, entitled:

- 1) FY21 Budget Worksheets Instructions
- 2) FY21 Budget Worksheet – IBR Notes
- 3) FY21 Budget Template – Department Qs
- 4) FY21 Budget Template – Department Qs SAMPLE
- 5) FY21 Budget Worksheet – Priorities

Mahalo,
Keani Rawlins Fernandez,
EDB Committee Chair

Worksheets

You have been provided two worksheets, formatted for transmission to EDB-1.

The first worksheet is the template for departmental questions, which are due back to committee on March 31st at 4:00pm.

Please transmit questions for each department on separate drafts for easy handling and delivery to each department. (A sample is attached.)

Your questions will be checked for grammar and spelling only, the content and phrasing of the questions will be sent “as is,” so please ensure that your questions are drafted exactly as you would like them sent to the departments.

The second worksheet is the template for your priority proposal. Please populate this worksheet with up to 5 district priorities and up to 5 countywide priorities (provisos will be counted toward your 5 in each category).

This worksheet will be due back to committee by Friday April 3rd at 12:00pm, after the Council meeting. Please organize your priority lists by department (alphabetically).

Individual Budget Review (IBR)

For your convenience, attached is a worksheet to take notes on during your IBR. It's organized in a way that you can use it throughout budget deliberations as a tool to record your research findings for reference throughout budget deliberations. This notes worksheet is not meant to be transmitted to the committee at any time.

During your IBR this week, you will be looking for several things:

- a) Items that stand out to you as a change from the previous fiscal year
- b) Questions that you have for all departments
- c) Potential places to make budget cuts
- d) Compiling a list of your top 5 district priorities
- e) Compiling a list of your top 5 countywide priorities

The priority proposals will be compiled and organized by department alphabetically over the weekend and distributed back to the committee in matrix form by Monday, April 6th.

We will review the departments alphabetically, so that each members' priority will be introduced during that department's review and clarifying questions by the rest of the body may be asked to the department, in order to determine if consensus-support for each priority will be given.

As we did last year, if there is no consensus, we will take it to a vote during decisions week.

This is where your notes worksheet will come in handy once more. Using the notes worksheet, you can choose to identify page numbers and line items that stood out to you, and discuss reductions.

FY2021 Budget Review Worksheet - INTERNAL OFFICE DOCUMENT ONLY - NOT for Transmittal

[illegible]

[DATE]

MEMO TO: EDB-1 File

F R O M: [First and Last Name]
Councilmember

SUBJECT: **PROPOSED FISCAL YEAR 2021 BUDGET FOR THE COUNTY OF MAUI** (EDB-1) (MEMBERS INITIALS) (DEPARTMENT)

I am submitting the following questions on the Fiscal Year 2021 Budget:

1. ([State question succinctly]). ([Page # of the Budget Details/Program Budget, Index Code, Sub-Object Code, as applicable])
2. ([State question succinctly]). ([Page # of the Budget Details/Program Budget, Index Code, Sub-Object Code, as applicable])
3. ([State question succinctly]). ([Page # of the Budget Details/Program Budget, Index Code, Sub-Object Code, as applicable])
4. ([State question succinctly]). ([Page # of the Budget Details/Program Budget, Index Code, Sub-Object Code, as applicable])
5. ([State question succinctly]). ([Page # of the Budget Details/Program Budget, Index Code, Sub-Object Code, as applicable])
6. ([State question succinctly]). ([Page # of the Budget Details/Program Budget, Index Code, Sub-Object Code, as applicable])
7. ([State question succinctly]). ([Page # of the Budget Details/Program Budget, Index Code, Sub-Object Code, as applicable])

March 31, 2020

MEMO TO: EDB-1 File

F R O M: Keani Rawlins-Fernandez
Councilmember

SUBJECT: **PROPOSED FISCAL YEAR 2021 BUDGET FOR THE COUNTY OF MAUI** (EDB-1) (KRF) (Personnel)

I am submitting the following questions on the Fiscal Year 2021 Budget:

1. Please explain the increase to premium pay. Page 9-4 of the Budget Details, Index Code 913012A-5215, and Program Budget page 347.
2. Why was there a \$50,000 increase in supplies? Budget Details page 9-5, index code 9130123.

edb:2021bgt:Template – Department Qs SAMPLE

FIVE DISTRICT PRIORITIES (organized by department alphabetically)								Pg. 1
Page #	Prog Bgt (PB) Bgt Det (BD)	Priority	Index Code	Department & Program	Sub-Object Character Type/ Object Description	Increase amount or proviso language	Decrease amount or proviso language	Comments: Rationale for proposed change
		1						
		2						
		3						
		4						
		5						

FIVE COUNTYWIDE PRIORITIES
(organized by department alphabetically)

Pg. 2

Page #	Prog Bgt (PB) Bgt Det (BD)	Concern	Index Code	Department & Program	Sub-Object Character Type/ Object Description	Increase amount or proviso language	Decrease amount or proviso language	Comments: Rationale for proposed change
		1						
		2						
		3						
		4						
		5						