

Michael P. Victorino
Mayor



OFFICE OF THE MAYOR
COUNTY OF MAUI
200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793
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REFERENCE NO. **BD-FY 20-03**

April 15, 2020

Honorable Michael P. Victorino
Mayor, County of Maui
200 South High Street
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL

For Transmittal to:

Honorable Keani N.W. Rawlins-Fernandez, Chair
Economic Development and Budget Committee
200 South High Street
Wailuku, Hawaii 96793

Michael P. Victorino 4/15/20
Mayor Date

Dear Chair Rawlins-Fernandez:

SUBJECT: **FISCAL YEAR ("FY") 2020 BUDGET (EDB-1)**

I am transmitting a revised page 362, Office of the Mayor, for the FY 2021 Program Budget Book. The revision to the page header includes deleting "KA'ENA O HO'OMAU" and "Climate Change, Sustainability, and Resiliency."

Thank you for your understanding and cooperation in replacing the revised page. Should you have any questions, please contact me at ext. 7212.

Sincerely,

A handwritten signature in black ink, appearing to read "Michele M. Yoshimura".

MICHELE M. YOSHIMURA
Budget Director

Attachment

Administration Program**Program Description**

The Administration Program provides assistance to Mayor Michael Victorino in carrying out his duties and responsibilities. The Mayor's Community Liaisons assist the Mayor by receiving communications from the public requesting assistance -- ranging from simple information to more complex issues. Liaisons conduct research on the matter and communicate with the departments and management. Each Liaison is assigned to a specific district and department, along with various subject matters and projects. The Community Liaisons play a critical role by assisting the Mayor, through the Chief of Staff, in a fast-paced and high-pressure environment. The Mayor's administrative staff reviews and processes all documents which require the Mayor's approval. Meetings and events are coordinated through the Mayor's executive staff.

Appointments to Boards and Commissions are handled through this program by recruiting potential appointees, vetting and selecting qualified individuals, and preparing Council resolutions for consideration of the Mayor's selections. The Administration Program is also responsible for disseminating information to the general public through the Communications Office.

Countywide Outcome(s)

The Administration Program supports the following countywide outcome(s):

- An Efficient, Effective and Customer service-oriented government
- A healthy community that balances strong environmental stewardship with development of attainable housing and sustainable economic development
- Reliable, community-focused public infrastructure, including roads, water and wastewater systems
- A Healthy and Sustainable Community
- Collaboration with County Council, and State, Federal, private sector and non-profit partners.

Population Served

As the liaison between the public and county government, the Administration Program serves all facets of our community. Any individual may call the Mayor's office and staff facilitates appropriate assistance and responses. In addition, mass communications are conveyed to the community through social media, press releases, and coordination with local news outlets.

Services Provided

In addition to its direct service to the public, the Administration Program provides leadership and organizational guidance to departmental operations in conjunction with the Department of Management. It identifies the key objectives, vision, mission and goals to guide the creation of the County budget, and day-to-day County operations.

The Administration Program plans and executes programs that are in line with its goals and objectives, such as economic events that benefit the community, multi-department initiatives, and communication systems to keep the public well-informed. The program provides representation for the County of Maui for state, federal and international matters.

EDB Committee

From: Shirley Blackburn <Shirley.Blackburn@co.maui.hi.us>
Sent: Wednesday, April 15, 2020 5:30 PM
To: EDB Committee
Cc: Shirley Blackburn; Wendy Nathan
Subject: FY 2021 Budget (EDB-1)
Attachments: Shirley Blackburn.vcf; Budget FY2020_EDB-1.pdf

Aloha Committee Chair Rawlins-Fernandez,

Attached please find response from Budget Director relating to revised page 362, Office of the Mayor FY 2021 Program Budget Booklet.

Mahalo,

Shirley L. Blackburn

Budget Specialist

County of Maui

Office of the Mayor

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