

March 31, 2021

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

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

SUBJECT: **FISCAL YEAR (“FY”) 2022 BUDGET SESSION PROCEDURES**

Welcome to Budget Session FY 2022! As the second virtual budget session begins, I suspect we are all experts, so I’ve kept this memo short and sweet.

#### Budget Books

On Thursday, March 25th, we received the Mayor’s Budget proposal, which kicked off the beginning of the Council’s FY 2022 Budget review.

Two binders containing the Program Budget and Budget Details were placed in each Members’ mail tray on the 7th floor of the County Building. Members also received a copy of the FY 2022 Budget bills and relevant appendices.

Copies for the district offices in West Maui, East Maui, Molokai, and Lānaʻi were also made available on March 25th.

The additional copies requested for each of the Members’ office staff were available on the evening of Saturday, March 27th.

#### Individual Budget Review (“IBR”)

Members have from March 26th to April 4th to review the Mayor’s Budget proposal without the need to attend committee meetings. During this time, please compile questions for each department and populate the priority proposal worksheet. Both the departmental questions and the priority proposals are due by 4:30 p.m. on April 1st, via email to the BFED Committee.

Worksheets to assist you with formatting your questions and your individual budget review (“IBR”) were also provided to Members.

This year, we are asking that departmental questions associated with funding be limited to items that are \$10,000 or more and are items being considered for removal from the Budget.

Questions drafted during IBR can cover anything in the Budget program narrative, Budget details, or Budget bills and appendices.

### Departmental Questions

All departmental questions must be transmitted to the BFED Committee no later than April 1st at 4:30 p.m., to be sent out to the departments in a timely manner. Please refrain from contacting the departments directly to ask questions on the side.

In order to streamline this process, maximize efficiency, and make the best use of everyone's time and energy, it is important that questions asked and responses provided by the departments are documented in writing and shared amongst the body, and with the public.

Questions from each Member will be compiled and letters will be sent to each department. Hardcopies of the correspondence will not be provided. All documents will be received electronically just as we have been doing throughout this year. Correspondence will be uploaded to Granicus and available to everyone via Legistar, and testimony will be available on eComment.

Administrative heads will be asked to come prepared to respond to the written questions on the virtual "floor" during their scheduled date with the Committee, and to transmit their responses in writing by the end of the day of their department's review. Departments scheduled for Monday, April 5th, will have until the end of the day on Wednesday, April 7th, to submit their written responses.

I will read the questions into the record and allow the departments time to respond to each question. After every question has been answered, Members will be allowed an allotted period of time for follow-up or clarification.

Departments will not be providing a presentation this year. Instead, we will proceed immediately to Members' questions.

### Priority Proposals/ Limitations

Each Member may submit up to five funding priority proposals total. Up to five proposals may be for countywide priorities, and up to two of those may be for a Member's own residency area.

Funding priorities are not general concepts, such as "economic development." They should include line item additions, or increases, to the operating budget, appendices, or to CIPs.

District priorities that are grouped together will be counted separately. For example, if a priority includes two equivalent personnel (“EP”) for a district park, each EP will be counted as its own priority, for a total of two district priorities.

Countywide priorities that are grouped together will be counted together. For example, if the priority includes five EPs for EP&S, the five EPs will be counted as one countywide priority.

The Members’ five funding priority proposals do not include the district’s Economic Development, Environmental, and Cultural Program funds, which may be conditioned and submitted at a later time.

Members will also have up to five “limitations” (formerly referred to as “provisos”) total, of which, up to two may be for a Member’s residency area. The remaining limitations being for countywide.

Four of the five limitations will be due on April 1st, and the last limitation may be saved and used at any point throughout our review process.

The priority proposals will be compiled and organized by department alphabetically over the long weekend and distributed back to the Committee in matrix form on Monday, April 5th.

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

When Members propose their priorities during departmental review, I will ask if there is consensus. If consensus is reached, the priority amendment will be recorded and OCS staff will make the necessary adjustments in OpenGov. If there is no consensus, we will take it to a vote during decisions week. If during the departmental review, any department requests an increase to their budget, the requests will be tracked and revisited during decisions week for a vote.

Adjustments that do not increase expenses are fair game for all.

At the end of each department’s review, we will bring up that department’s budget on OpenGov and confirm the changes that were made with the Committee and with the Budget Director.

### Budget Procedures Assistance

The BFED OCS budget team, my office staff, and I are here to make this budget session as efficient and straightforward for everyone as possible.

Please feel free to call upon us if you have any questions and we will answer your questions or concerns in a timely manner.

Regular check-ins by the BFED team will also occur, to ensure everyone is feeling comfortable with the process along the way.

### Workflow

We will start our meetings at 9:00 a.m. Morning recess will be at around 10:30 a.m. each day, lunch at approximately 12:00 p.m., afternoon recess at 3:00 p.m., and if necessary, dinner at approximately 5:00 p.m.

If it looks like we'll finish by about 5:30 p.m., I'll check if members are willing to power through without a dinner break.

### Important Dates

Budget Books for Councilmembers	Thursday, March 25th	4:30 p.m.
Budget Books for EAs	Saturday, March 27th	8:00 p.m.
Departmental Questions to BFED	Thursday, April 1st	4:30 p.m.
Councilmembers' Priorities	Thursday, April 1st	4:30 p.m.
Departmental Reviews Begin	Monday, April 5th	9:00 a.m.
Decisions Week Begin	Monday, April 19th	9:00 a.m.
RPT Decisions	Thursday, April 29th	9:00 a.m.

Happy Budget Session and may the odds be ever in your favor!

March 31, 2021

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

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

SUBJECT: **FY 2022 BUDGET SESSION PROCEDURES ADDENDUM**

Members have shared concerns responses from the departments may impact their proposals. In light of this, we will adjust the process to enable each member to submit five alternate priorities on April 1st. These alternate priorities may be countywide or district specific and may be additional funding or limitations that will be noted on the Alternate Proposals Worksheet. This worksheet can be found with the other worksheets on Granicus and the Word version will also be sent via email. Since this process will help address the concern of members submitting duplicative proposals, instead of the one replacement item that we agreed to at the our March 25th BFED Committee meeting, members will have five items to use as replacements and still have the one reserved limitation.

On April 1st, each member will submit five priorities that would increase the total budget expenses, five limitations to existing budget allocations that would not change the total budget expenses, and five alternate priorities or limitations proposals. All 15 proposals will be compiled and distributed to the members. Members must ask the departments for feedback on all 15 proposals during the departmental review process.

On April 15th, by noon, members must submit their final five priorities and five limitations that will be voted on during decisions week.

I hope this provides additional flexibility for members.

**DEPARTMENTAL REVIEW**

**Monday, April 5, 2021**

9:00a	9:45a	Testimony
9:45a	10:45a	Office of Council Services
10:45a	11:00a	Morning Break
11:00a	11:45a	Office of County Clerk
12:00p	1:30p	Lunch
1:30p	2:00p	Office of County Auditor
2:00p	3:45p	Department of Corporation Counsel
3:45p	4:00p	Afternoon Break
4:00p	Pau	Maui Emergency Management Agency

**Wednesday, April 7, 2021**

9:00a	9:30a	Testimony
9:30a	10:30a	Department of Environmental Management
10:30a	10:45a	Morning Break
10:45a	11:45a	Department of Environmental Management (cont.)
12:00p	1:30p	Lunch
1:30p	3:00p	Department of Environmental Management (cont.)
3:00p	3:10p	Afternoon Break
3:10p	Pau	Department of Finance

**Thursday, April 8, 2021**

9:00a	12:00p	Testimony
12:00p	1:30p	Lunch
1:30p	3:00p	Department of Fire & Public Safety
3:00p	3:10p	Afternoon Break
3:10p	Pau	Department of Housing and Human Concerns

**Friday, April 9, 2021**

9:00a	11:00a	Testimony
11:00a	11:10a	Morning Break
11:10a	12:30p	Department of Liquor Control
12:30p	1:30p	Lunch
1:30p	3:00p	Department of Management
3:00p	3:10p	Afternoon Break
3:10p	Pau	Office of the Mayor

***(TIMES NOTED ARE APPROXIMATE AND ARE SUBJECT TO CHANGE)***

March 31, 2021

Page 2

**Monday, April 12, 2021**

9:00a	10:00a	Testimony
10:00a	10:30a	Department of Parks and Recreation
10:30a	10:40a	Morning Break
10:40a	12:00p	Department of Parks and Recreation (cont)
12:00p	1:30p	Lunch
1:30p	3:00p	Department of Personnel Services
3:00p	3:10p	Afternoon Break
3:10p	Pau	Department of Planning

**Tuesday, April 13, 2021**

9:00a	10:00a	Testimony
10:00a	10:30a	Department of Police
10:30a	10:40a	Morning Break
10:40a	11:45a	Department of Police (cont)
12:00p	1:30p	Lunch
1:30p	3:00p	Department of the Prosecuting Attorney
3:00p	3:10p	Afternoon Break
3:15p	Pau	Department of Public Works

**Wednesday, April 14, 2021**

9:00a	10:00a	Testimony
10:00a	10:30a	Department of Transportation
10:30a	10:40a	Morning Break
10:40a	11:45a	Department of Transportation (cont)
12:00p	1:30p	Lunch
1:30p	3:00p	Department of Water Supply
3:00p	3:10p	Afternoon Break
3:10p	Pau	Department of Water Supply (cont)

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March 31, 2021

Page 3

**DECISIONS WEEK**

**Monday, April 19, 2021**

9:00a	11:00a	Testimony
11:00a	11:10a	Morning Break
11:15a	12:00p	RPT Certification Presentation
12:00p	1:30p	Lunch
1:30p	2:00p	Office of Council Services
2:00p	2:30p	Office of County Clerk
2:30p	3:00p	Office of County Auditor
3:00p	3:10p	Afternoon Break
3:15p	3:45p	Department of Corporation Counsel
4:00p	5:00p	Maui Emergency Management Agency
5:00p	6:30p	Dinner
6:30p	Pau	Department of Environmental Management

**Tuesday, April 20, 2021**

9:00a	11:00a	Testimony
11:00a	11:10a	Morning Break
11:10a	12:30a	Department of Finance
12:30p	1:30p	Lunch
1:30p	3:00p	Department of Fire & Public Safety
3:00p	3:10p	Afternoon Break
3:10p	5:30p	Department of Housing and Human Concerns
5:30p	Pau	Department of Liquor Control

**Wednesday, April 21, 2021**

9:00a	11:00a	Testimony
11:00p	12:00p	Department of Management
12:00p	1:30p	Lunch
1:30p	3:00p	Office of the Mayor
3:00p	3:10p	Afternoon Break
3:10p	4:30p	Office of the Mayor (cont.)
4:30p	6:00p	Dinner
6:00p	Pau	Department of Parks and Recreation

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March 31, 2021

Page 4

**Thursday, April 22, 2021**

9:00a	12:00a	Testimony
12:00p	1:30p	Lunch
1:30p	2:00	Department of Personnel Services
2:00p	3:00p	Department of Planning
3:00p	3:10p	Afternoon Break
3:15p	5:00p	Department of Police
5:00p	Pau	Department of the Prosecuting Attorney

**Friday, April 23, 2021**

9:00a	12:00a	Testimony
12:00p	1:30p	Lunch
1:30p	3:30p	Department of Public Works
3:30p	3:40p	Afternoon Break
3:45p	4:30p	Department of Transportation
4:30p	Pau	Department of Water Supply

***(TIMES NOTED ARE APPROXIMATE AND ARE SUBJECT TO CHANGE)***

UP TO FIVE FUNDING PRIORITIES - Up to 5 countywide/Up to 2 for district *(organized by department, alphabetically)*

Page #	Program “PB” Details “BD”	Proposal	Index Code	Department & Program	Sub-Object Character Type/ Object Description	Increase amount/ Decrease amount	Comments: Rationale for proposed change
		1					
		2					
		3					
		4					
		5					

**UP TO FIVE CONDITIONAL PRIORITIES - Up to 5 countywide/Up to 2 for district** *(organized by department, alphabetically)*  
\*Conditional Priorities include: “Earmarks,” “Conditions,” “Grants of authority,” “Policy statements,” etc.

Page #	Program “PB” Details “BD”	Proposal	Index Code	Department & Program	Sub-Object Character Type/ Object Description	Conditional language proposal	Comments: Rationale for proposed change
		1					
		2					
		3					
		4					
		5					

UP TO FIVE ALTERNATE PRIORITIES (*organized by department, alphabetically*)

Page #	Program “PB” Details “BD”	Proposal	Index Code	Department & Program	Sub-Object Character Type/ Object Description	Increase amount/ Decrease amount	Comments: Rationale for proposed change
		1					
		2					
		3					
		4					
		5					