

# CITY COUNCIL

CITY AND COUNTY OF HONOLULU  
HONOLULU, HAWAII 96813-3065

**NESTOR GARCIA**  
Council Chair  
Council District IX  
(808) 768-5009 {Voice}  
(808) 768-5011 {Fax}  
[ngarcia@honolulu.gov](mailto:ngarcia@honolulu.gov)

March 21, 2011

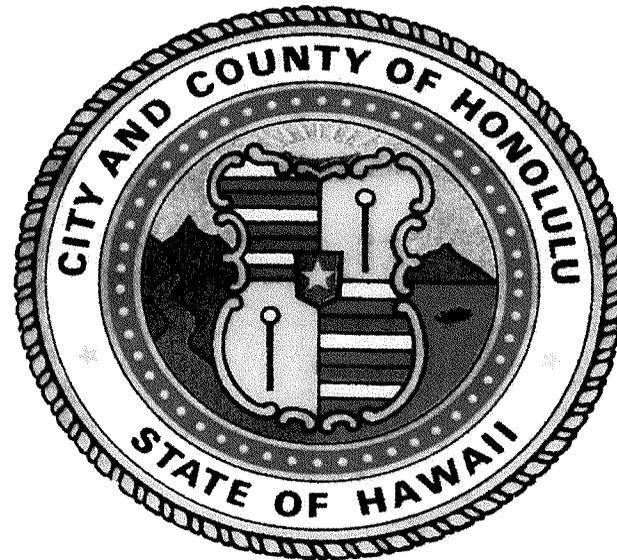
TO: COUNCILMEMBERS  
FROM: NESTOR R. GARCIA, CHAIR  
SUBJECT: LEGISLATIVE BUDGET

A handwritten signature in black ink, appearing to be "NG", is written over the "FROM" line of the memo.

RECEIVED  
CITY CLERK  
C & C OF HONOLULU  
2011 MAR 21 PM 3:52

Attached are the Budget details for Bill 12 (2011) which is the Legislative Budget for FY 2012.

# LEGISLATIVE BUDGET



Bill 12 (2011)

FISCAL YEAR 2012

## **Table of Contents**

1. Honolulu City Council
2. Office of the City Clerk
3. Office of Council Services
4. Office of the City Auditor

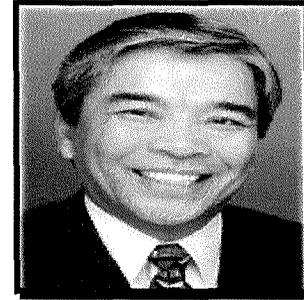
# HONOLULU CITY COUNCIL



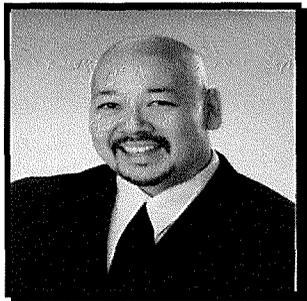
**Nestor Garcia, Chair**  
District 9



**Breene Harimoto, Vice Chair**  
District 8



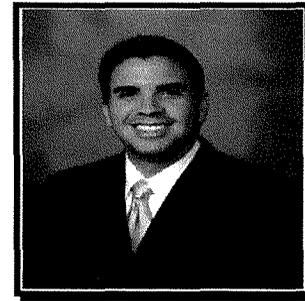
**Romy Cachola, Floor Leader**  
District 7



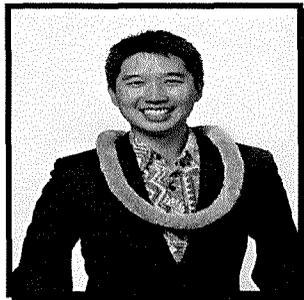
**Ernie Martin**  
District 2



**Ann Kobayashi**  
District 5



**Ikaika Anderson**  
District 3



**Stanley Chang**  
District 4

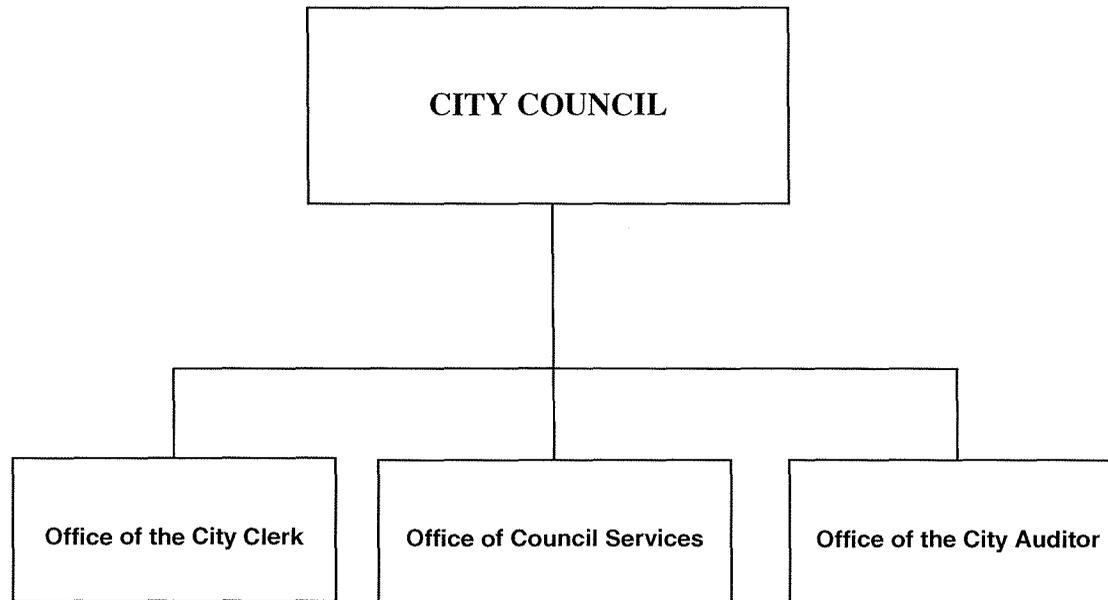


**Tom Berg**  
District 1



**Tulsi Gabbard-Tamayo**  
District 6

# LEGISLATIVE BRANCH ORGANIZATION



# **HONOLULU CITY COUNCIL**

## **City Council**

### **Powers, Duties, Functions**

The Charter of the City and County of Honolulu expressly establishes the Legislative Branch and vests legislative power in the City Council. As the legislative body for the city, the Council meets year round and is responsible for initiating policies to advance the general welfare, health, happiness, safety, and aspirations of the people of the City and County of Honolulu. Major duties and functions include establishing citywide policies and new municipal programs, authorizing city audits and general obligation bonds issuances, adopting land use and planning ordinances and policies, reviewing and adopting the city's annual budgets, and setting real property tax rates for the City and County of Honolulu.

### **Overview - Legislative Branch**

For FY 2012, the Legislative Branch budget is proposed at \$12,664,184. This reflects an approximate decrease of 7% from FY 2011. FTE has decreased from 127 to 126. Key Legislative Branch budget

items and initiatives for FY 2012, consists of a new activity (Reapportionment) and salary, current expense and equipment adjustments.

For all departments, personnel salaries currently reduced (FY 2011) are restored to FY 2010 levels. Pending the outcome of collective bargaining, salaries will be reduced.

For current expenses, in the coming fiscal year the Legislative Branch will embark on a paperless initiative by focusing on the use of technology in office operations and further implementing a paperless work environment. To support this initiative, funding is proposed in FY 2012 for necessary computer equipment and strategic planning within departments. Current expense funding levels are also provided to cover program and office expenses associated with the Salary Commission, Reapportionment activities, equipment rental and maintenance, legal subscriptions, publications, advertising, personnel training and required audit activities.

The Legislative Branch Provisional provides for health, retirement, unemployment, vacation payouts and other employee related expenses. Provisional funding is proposed at \$3,176,300 for FY 2012.

## **Budget Highlights – City Council**

For Fiscal Year 2012, the City Council budget is proposed at \$3,933,083, which is a change of 3.91% change over FY 2011. City Council FTE is constant at 61.0 positions.

For salaries, personnel salaries currently reduced (FY 2011) are restored to FY 2010 levels. Pending the outcome of collective bargaining, salaries will be reduced.

Current Expenses total funding is proposed at \$403,579, which includes \$149,600 for Allotments. Funding is proposed to provide for moving expenses, equipment replacement, telecasting services, APEC activities, and strategic planning. Funding to support Salary Commission activities and expenses is also included within the Council's FY 2012 budget.

## Legislative Branch

| DEPARTMENT POSITIONS | FY 2010<br>Actual | FY 2011<br>Appropriation | FY 2012<br>Total Budget | Amount of Change From<br>FY 2011 |
|----------------------|-------------------|--------------------------|-------------------------|----------------------------------|
| Permanent FTE        | 121               | 121                      | 120                     | (1)                              |
| Temporary FTE        | 7                 | 6                        | 6                       | 0                                |
| Contract FTE         | 0                 | 0                        | 0                       | 0                                |
| <b>TOTAL</b>         | 128               | 127                      | 126                     | (1)                              |

| CHARACTER OF EXPENDITURES | FY 2010<br>Actual | FY 2011<br>Appropriation | FY 2012<br>Total Budget | Amount of Change From<br>FY 2011 |
|---------------------------|-------------------|--------------------------|-------------------------|----------------------------------|
| Salaries                  | 6,929,860         | 7,291,097                | 7,405,870               | 114,773                          |
| Current Expenses          | 5,386,788         | 6,383,954                | 5,252,314               | (1,131,640)                      |
| Equipment                 | 15,226            | 0                        | 6,000                   | 6,000                            |
| <b>TOTAL</b>              | \$ 12,331,874     | \$ 13,675,051            | \$ 12,664,184           | \$ (1,010,867)                   |

| EXPENDITURES BY PROGRAM | FY 2010<br>Actual    | FY 2011<br>Appropriation | FY 2012<br>Total Budget | Amount of Change<br>From FY 2011 |
|-------------------------|----------------------|--------------------------|-------------------------|----------------------------------|
| City Council            | 3,847,595            | 3,785,078                | 3,933,083               | 148,005                          |
| Council Services        | 1,405,244            | 1,457,999                | 1,536,926               | 78,927                           |
| City Clerk              | 3,288,961            | 4,004,234                | 2,664,675               | (1,339,559)                      |
| City Auditor            | 1,207,472            | 1,250,340                | 1,353,200               | 102,860                          |
| Provisional             | 2,582,602            | 3,177,400                | 3,176,300               | (1,100)                          |
| <b>TOTAL</b>            | <b>\$ 12,331,874</b> | <b>\$ 13,675,051</b>     | <b>\$ 12,664,184</b>    | <b>\$ (1,010,867)</b>            |

### City Council

| DEPARTMENT POSITIONS | FY 2010<br>Actual | FY 2011<br>Appropriation | FY 2012<br>Total Budget | Amount of Change From<br>FY 2011 |
|----------------------|-------------------|--------------------------|-------------------------|----------------------------------|
| Permanent FTE        | 61                | 61                       | 61                      | 61                               |
| Temporary FTE        | 0                 | 0                        | 0                       | 0                                |
| Contract FTE         | 0                 | 0                        | 0                       | 0                                |
| <b>TOTAL</b>         | <b>61</b>         | <b>61</b>                | <b>61</b>               | <b>61</b>                        |

| CHARACTER OF EXPENDITURES | FY 2010 Actual      | FY 2011 Appropriation | FY 2012 Total Budget | Amount of Change From FY 2011 |
|---------------------------|---------------------|-----------------------|----------------------|-------------------------------|
| Salaries                  | 3,481,785           | 3,345,600             | 3,529,504            | 183,904                       |
| Current Expenses          | 365,810             | 439,478               | 403,579              | (35,899)                      |
| Equipment                 | 0                   | 0                     | 0                    | 0                             |
| <b>TOTAL</b>              | <b>\$ 3,847,595</b> | <b>\$ 3,785,078</b>   | <b>\$ 3,933,083</b>  | <b>\$ 148,005</b>             |

| SOURCE OF FUNDS       | FY 2010 Actual      | FY 2011 Appropriation | FY 2012 Total Budget | Amount of Change From FY 2011 |
|-----------------------|---------------------|-----------------------|----------------------|-------------------------------|
| General Fund          | \$ 3,841,431        | 3,721,078             | 3,919,083            | 198,005                       |
| Transit Fund          | 6164                | 50,000                | 0                    | 0                             |
| Special Projects Fund | 0                   | 14,000                | 14,000               | 0                             |
| <b>TOTAL</b>          | <b>\$ 3,847,595</b> | <b>\$ 3,785,078</b>   | <b>\$ 3,933,083</b>  | <b>\$ 198,005</b>             |

::  
 AGENCY: CITY COUNCIL  
 AGENCY SUMMARY

-----  
 The City Council's goals are to serve and advance the general welfare, health, happiness, safety and aspirations of the people of this City, present and future, and to encourage their full participation in the process of government. The functions of the Council are to: initiate policies and programs for the City; plan for the future; perceive and engage in sustained consideration of major problems and issues; evaluate the effectiveness of City programs; be responsible and sensitive to the needs of individuals of the City; and to articulate these needs at the appropriate levels of government.

| ACTIVITY                 | 2012 REQUEST                 |              |                    |              |                     |             |                    |              |                       |              |
|--------------------------|------------------------------|--------------|--------------------|--------------|---------------------|-------------|--------------------|--------------|-----------------------|--------------|
|                          | APPROPRIATION<br>FY2010-2011 |              | CURRENT SERVICES   |              | ADDITIONAL SERVICES |             | TOTAL REQUEST      |              | CHANGE FROM LAST F.Y. |              |
|                          | AMOUNT                       | F.T.E.       | AMOUNT             | F.T.E.       | AMOUNT              | F.T.E.      | AMOUNT             | F.T.E.       | AMOUNT                | PERCENT      |
| ADMINISTRATION           | \$3,642,278                  | 60.00        | \$3,778,683        | 60.00        | \$0                 | 0.00        | \$3,778,683        | 60.00        | \$136,405             | 3.75%        |
| COUNCIL ALLOTMENT        | \$138,000                    | 0.00         | \$149,600          | 0.00         | \$0                 | 0.00        | \$149,600          | 0.00         | \$11,600              | 8.41%        |
| SALARY COMMISSION        | \$4,800                      | 1.00         | \$4,800            | 1.00         | \$0                 | 0.00        | \$4,800            | 1.00         | \$0                   | 0.00%        |
| <b>TOTAL</b>             | <b>\$3,785,078</b>           | <b>61.00</b> | <b>\$3,933,083</b> | <b>61.00</b> | <b>\$0</b>          | <b>0.00</b> | <b>\$3,933,083</b> | <b>61.00</b> | <b>\$148,005</b>      | <b>3.91%</b> |
| CHARACTER OF EXPENDITURE |                              |              |                    |              |                     |             |                    |              |                       |              |
| SALARIES                 | \$3,345,600                  | 61.00        | \$3,529,504        | 61.00        | \$0                 | 0.00        | \$3,529,504        | 61.00        | \$183,904             | 5.50%        |
| CURRENT EXPENSES         | \$439,478                    | 0.00         | \$403,579          | 0.00         | \$0                 | 0.00        | \$403,579          | 0.00         | (\$35,899)            | -8.17%       |
| EQUIPMENT                | \$0                          | 0.00         | \$0                | 0.00         | \$0                 | 0.00        | \$0                | 0.00         | \$0                   | 0.00%        |
| <b>TOTAL</b>             | <b>\$3,785,078</b>           | <b>61.00</b> | <b>\$3,933,083</b> | <b>61.00</b> | <b>\$0</b>          | <b>0.00</b> | <b>\$3,933,083</b> | <b>61.00</b> | <b>\$148,005</b>      | <b>3.91%</b> |

::

::  
 AGENCY: CITY COUNCIL  
 ACTIVITY: ADMINISTRATION  
 ACTIVITY SUMMARY

-----  
 As the legislative body of the City and County of Honolulu, the Council is responsible for initiating policies to serve and advance the general welfare, health, happiness, safety and aspirations of the people of this City.

| OBJECT OF EXPENDITURE      | 2012 REQUEST                 |        |                  |        |                     |        |               |        |                       |         |
|----------------------------|------------------------------|--------|------------------|--------|---------------------|--------|---------------|--------|-----------------------|---------|
|                            | APPROPRIATION<br>FY2010-2011 |        | CURRENT SERVICES |        | ADDITIONAL SERVICES |        | TOTAL REQUEST |        | CHANGE FROM LAST F.Y. |         |
|                            | AMOUNT                       | F.T.E. | AMOUNT           | F.T.E. | AMOUNT              | F.T.E. | AMOUNT        | F.T.E. | AMOUNT                | PERCENT |
| CHARACTER OF EXPENDITURES: |                              |        |                  |        |                     |        |               |        |                       |         |
| SALARIES                   | \$3,341,400                  | 60.00  | \$3,525,304      | 60.00  | \$0                 | 0.00   | \$3,525,304   | 60.00  | \$183,904             | 5.50%   |
| CURRENT EXPENSES           | \$300,878                    | 0.00   | \$253,379        | 0.00   | \$0                 | 0.00   | \$253,379     | 0.00   | (\$47,499)            | -15.79% |
| EQUIPMENT                  | \$0                          | 0.00   | \$0              | 0.00   | \$0                 | 0.00   | \$0           | 0.00   | \$0                   | 0.00%   |
| TOTAL                      | \$3,642,278                  | 60.00  | \$3,778,683      | 60.00  | \$0                 | 0.00   | \$3,778,683   | 60.00  | \$136,405             | 3.75%   |

FUNCTION: GENERAL GOVERNMENT - LEGISLATIVE  
 PROGRAM: CITY COUNCIL  
 ACTIVITY: ADMINISTRATION  
 CHARACTER OF EXPENDITURE: SALARIES

| POSITION TITLE             | APPROPRIATION      |              | 2012 REQUEST       |              |                     |             |                    |              |
|----------------------------|--------------------|--------------|--------------------|--------------|---------------------|-------------|--------------------|--------------|
|                            | FY2010-2011        |              | CURRENT SERVICES   |              | ADDITIONAL SERVICES |             | TOTAL REQUEST      |              |
|                            | AMOUNT             | F.T.E.       | AMOUNT             | F.T.E.       | AMOUNT              | F.T.E.      | AMOUNT             | F.T.E.       |
| COUNCIL CHAIR              | \$55,668           | 1.00         | \$58,596           | 1.00         | \$0                 | 0.00        | \$58,596           | 1.00         |
| COUNCILMEMBERS             | \$398,592          | 8.00         | \$419,568          | 8.00         | \$0                 | 0.00        | \$419,568          | 8.00         |
| AIDES TO THE COUNCIL CHAIR | \$373,812          | 6.00         | \$393,476          | 6.00         | \$0                 | 0.00        | \$393,476          | 6.00         |
| AIDES TO COUNCILMEMBERS    | \$2,250,540        | 40.00        | \$2,371,760        | 40.00        | \$0                 | 0.00        | \$2,371,760        | 40.00        |
| ADMINISTRATIVE SUPPORT     | \$262,788          | 5.00         | \$281,904          | 5.00         | \$0                 | 0.00        | \$281,904          | 5.00         |
| <b>TOTAL</b>               | <b>\$3,341,400</b> | <b>60.00</b> | <b>\$3,525,304</b> | <b>60.00</b> | <b>\$0</b>          | <b>0.00</b> | <b>\$3,525,304</b> | <b>60.00</b> |

::  
 FUNCTION: GENERAL GOVERNMENT - LEGISLATIVE  
 PROGRAM: CITY COUNCIL  
 ACTIVITY: ADMINISTRATION  
 CHARACTER OF EXPENDITURE: CURRENT EXPENSES

| =====                                    |                              |                     |                        |                  |                |
|--|------------------------------|---------------------|------------------------|------------------|----------------|
| 2012 REQUEST                             |                              |                     |                        |                  |                |
| OBJECT OF EXPENDITURE                    | APPROPRIATION<br>FY2010-2011 | CURRENT<br>SERVICES | ADDITIONAL<br>SERVICES | TOTAL<br>REQUEST | OBJECT<br>CODE |
| =====                                    |                              |                     |                        |                  |                |
| SERVICE AWARDS                           | \$0                          | \$0                 | \$0                    | \$0              | 1501           |
| OFFICE SUPPLIES                          | \$4,000                      | \$4,000             | \$0                    | \$4,000          | 2051           |
| FIRST AID SUPPLIES                       | \$50                         | \$50                | \$0                    | \$50             | 2301           |
| COMPUTER SUPPLIES.                       | \$2,000                      | \$2,500             | \$0                    | \$2,500          | 2331           |
| REFERENCE MATERIALS (Revised Ordinances) | \$1,400                      | \$150               | \$0                    | \$150            | 2401           |
| MAPS AND SIGNS (name plates)             | \$110                        | \$50                | \$0                    | \$50             | 2505           |
| MISCELLANEOUS SUPPLIES                   | \$1,650                      | \$1,650             | \$0                    | \$1,650          | 2517           |
| TELECASTING (Council meetings)           | \$200,000                    | \$200,000           | \$0                    | \$200,000        | 3004           |
| OTHER SERVICES (keys/locksmith)          | \$60                         | \$160               | \$0                    | \$160            | 3008           |
| CABLE (basic)                            | \$5,300                      | \$5,631             | \$0                    | \$5,631          | 3105           |
| REPAIRS                                  | \$2,350                      | \$2,350             | \$0                    | \$2,350          | 3403           |
| RENTAL (lease of Xerox ColorQube)        | \$4,600                      | \$4,600             | \$0                    | \$4,600          | 3630           |
| MEMBERSHIPS (HSAC)                       | \$10,920                     | \$10,920            | \$0                    | \$10,920         | 3751           |
| SUBSCRIPTIONS                            | \$750                        | \$590               | \$0                    | \$590            | 3752           |
| MILEAGE REIMBURSEMENT (for staff)        | \$14,688                     | \$14,688            | \$0                    | \$14,688         | 3820           |
| MOVING SERVICES                          | \$3,000                      | \$1,040             | \$0                    | \$1,040          | 3202           |
| TRANSIT EXPENSES (not available to CCL)  | \$50,000                     | \$0                 | \$0                    | \$0              | 3990           |
| PROFESSIONAL SERVICES (adm. workshop)    | \$0                          | \$5,000             | \$0                    | \$5,000          | 3009           |
| -----                                    |                              |                     |                        |                  |                |
| TOTAL                                    | \$300,878                    | \$253,379           | \$0                    | \$253,379        |                |
| =====                                    |                              |                     |                        |                  |                |

::  
 AGENCY: CITY COUNCIL  
 ACTIVITY: COUNCIL ALLOTMENT  
 ACTIVITY SUMMARY

-----  
 Funding covers expenses for gifts, food items and other expenses of the Council including councilmembers' individual contingency accounts.

| OBJECT OF EXPENDITURE      | 2012 REQUEST                 |        |                  |        |                     |        |               |        |                       |         |
|----------------------------|------------------------------|--------|------------------|--------|---------------------|--------|---------------|--------|-----------------------|---------|
|                            | APPROPRIATION<br>FY2010-2011 |        | CURRENT SERVICES |        | ADDITIONAL SERVICES |        | TOTAL REQUEST |        | CHANGE FROM LAST F.Y. |         |
|                            | AMOUNT                       | F.T.E. | AMOUNT           | F.T.E. | AMOUNT              | F.T.E. | AMOUNT        | F.T.E. | AMOUNT                | PERCENT |
| CHARACTER OF EXPENDITURES: |                              |        |                  |        |                     |        |               |        |                       |         |
| SALARIES                   | \$0                          | 0.00   | \$0              | 0.00   | \$0                 | 0.00   | \$0           | 0.00   | \$0                   | 0.00%   |
| CURRENT EXPENSES           | \$138,000                    | 0.00   | \$149,600        | 0.00   | \$0                 | 0.00   | \$149,600     | 0.00   | \$11,600              | 8.41%   |
| EQUIPMENT                  | \$0                          | 0.00   | \$0              | 0.00   | \$0                 | 0.00   | \$0           | 0.00   | \$0                   | 0.00%   |
| TOTAL                      | \$138,000                    | 0.00   | \$149,600        | 0.00   | \$0                 | 0.00   | \$149,600     | 0.00   | \$11,600              | 8.41%   |

::  
 FUNCTION: GENERAL GOVERNMENT - LEGISLATIVE  
 PROGRAM: CITY COUNCIL  
 ACTIVITY: COUNCIL ALLOTMENT  
 CHARACTER OF EXPENDITURE: CURRENT EXPENSES

| =====                       |                              |                     |                        |                  |                |
|-----------------------------|------------------------------|---------------------|------------------------|------------------|----------------|
| 2012 REQUEST                |                              |                     |                        |                  |                |
| OBJECT OF EXPENDITURE       | APPROPRIATION<br>FY2010-2011 | CURRENT<br>SERVICES | ADDITIONAL<br>SERVICES | TOTAL<br>REQUEST | OBJECT<br>CODE |
| =====                       |                              |                     |                        |                  |                |
| GENERAL PROTOCOL            | \$11,000                     | \$20,000            | \$0                    | \$20,000         | 2517           |
| INAUGURATION                | \$1,000                      | \$0                 | \$0                    | \$0              | 2517           |
| ACA ACCOUNTS (\$14,400 x 9) | \$126,000                    | \$129,600           | \$0                    | \$129,600        | 2517           |
| -----                       |                              |                     |                        |                  |                |
| TOTAL                       | \$138,000                    | \$149,600           | \$0                    | \$149,600        |                |
| =====                       |                              |                     |                        |                  |                |

AGENCY: CITY COUNCIL  
 ACTIVITY: SALARY COMMISSION  
 ACTIVITY SUMMARY

Pursuant to the passage of the 1992 charter amendments, the Salary Commission shall convene annually to determine the salary levels of elected and appointed public officials.

| OBJECT OF EXPENDITURE      | 2012 REQUEST                 |        |                  |        |                     |        |               |        |                       |         |
|----------------------------|------------------------------|--------|------------------|--------|---------------------|--------|---------------|--------|-----------------------|---------|
|                            | APPROPRIATION<br>FY2010-2011 |        | CURRENT SERVICES |        | ADDITIONAL SERVICES |        | TOTAL REQUEST |        | CHANGE FROM LAST F.Y. |         |
|                            | AMOUNT                       | F.T.E. | AMOUNT           | F.T.E. | AMOUNT              | F.T.E. | AMOUNT        | F.T.E. | AMOUNT                | PERCENT |
| CHARACTER OF EXPENDITURES: |                              |        |                  |        |                     |        |               |        |                       |         |
| SALARIES                   | \$4,200                      | 1.00   | \$4,200          | 1.00   | \$0                 | 0.00   | \$4,200       | 1.00   | \$0                   | 0.00%   |
| CURRENT EXPENSES           | \$600                        | 0.00   | \$600            | 0.00   | \$0                 | 0.00   | \$600         | 0.00   | \$0                   | 0.00%   |
| EQUIPMENT                  | \$0                          | 0.00   | \$0              | 0.00   | \$0                 | 0.00   | \$0           | 0.00   | \$0                   | 0.00%   |
| TOTAL                      | \$4,800                      | 1.00   | \$4,800          | 1.00   | \$0                 | 0.00   | \$4,800       | 1.00   | \$0                   | 0.00%   |

FUNCTION: GENERAL GOVERNMENT - LEGISLATIVE  
 PROGRAM: CITY COUNCIL  
 ACTIVITY: SALARY COMMISSION  
 CHARACTER OF EXPENDITURE: SALARIES

| POSITION TITLE      | APPROPRIATION |        | 2012 REQUEST     |        |                     |        |               |        |
|---------------------|---------------|--------|------------------|--------|---------------------|--------|---------------|--------|
|                     | FY2010-2011   |        | CURRENT SERVICES |        | ADDITIONAL SERVICES |        | TOTAL REQUEST |        |
|                     | AMOUNT        | F.T.E. | AMOUNT           | F.T.E. | AMOUNT              | F.T.E. | AMOUNT        | F.T.E. |
| EXECUTIVE SECRETARY | \$4,200       | 1.00   | \$4,200          | 1.00   | \$0                 | 0.00   | \$4,200       | 1.00   |
| TOTAL               | \$4,200       | 1.00   | \$4,200          | 1.00   | \$0                 | 0.00   | \$4,200       | 1.00   |

FUNCTION: GENERAL GOVERNMENT - LEGISLATIVE  
 PROGRAM: CITY COUNCIL  
 ACTIVITY: SALARY COMMISSION  
 CHARACTER OF EXPENDITURE: CURRENT EXPENSES

| =====                                    |                              |                     |                        |                  |                |
|--|------------------------------|---------------------|------------------------|------------------|----------------|
| 2012 REQUEST                             |                              |                     |                        |                  |                |
| OBJECT OF EXPENDITURE                    | APPROPRIATION<br>FY2010-2011 | CURRENT<br>SERVICES | ADDITIONAL<br>SERVICES | TOTAL<br>REQUEST | OBJECT<br>CODE |
| =====                                    |                              |                     |                        |                  |                |
| OFFICE SUPPLIES                          | \$50                         | \$50                | \$0                    | \$50             | 2051           |
| COMPUTER SUPPLIES                        | \$0                          | \$0                 | \$0                    | \$0              | 2331           |
| EDUCATIONAL AND REFERENCE MATERIALS      | \$0                          | \$0                 | \$0                    | \$0              | 2401           |
| MAPS AND SIGNS                           | \$0                          | \$0                 | \$0                    | \$0              | 2505           |
| MISCELLANEOUS SUPPLIES                   | \$0                          | \$0                 | \$0                    | \$0              | 2517           |
| NON-PROFESSIONAL SERVICES                | \$0                          | \$0                 | \$0                    | \$0              | 3006           |
| POSTAGE                                  | \$50                         | \$50                | \$0                    | \$50             | 3102           |
| OTHER PROFESSIONAL SERVICES              | \$0                          | \$0                 | \$0                    | \$0              | 3004           |
| PROFESSIONAL MOVING SERVICES             | \$0                          | \$0                 | \$0                    | \$0              | 3202           |
| REPAIRS TO FURNITURE AND EQUIPMENT       | \$0                          | \$0                 | \$0                    | \$0              | 3403           |
| ADVERTISEMENTS                           | \$500                        | \$500               | \$0                    | \$500            | 3252           |
| PRINTING AND BINDING                     | \$0                          | \$0                 | \$0                    | \$0              | 3262           |
| RENTAL OF OFFICE EQUIPMENT AND FURNITURE | \$0                          | \$0                 | \$0                    | \$0              | 3630           |
| OTHER RENTALS                            | \$0                          | \$0                 | \$0                    | \$0              | 3670           |
| AUTOMOBILE ALLOWANCES                    | \$0                          | \$0                 | \$0                    | \$0              | 3820           |
| -----                                    |                              |                     |                        |                  |                |
| TOTAL                                    | \$600                        | \$600               | \$0                    | \$600            |                |
| =====                                    |                              |                     |                        |                  |                |

AGENCY: LEGISLATIVE BRANCH  
 ACTIVITY: PROVISIONAL EXPENSES  
 AGENCY SUMMARY

Expenses are for contributions toward pension, health fund, industrial injuries and unemployment claims payment and other expenses for employees of the Legislative Branch.

|  | 2012 REQUEST                 |             |                    |             |                     |             |                    |             |                       |               |
|--|------------------------------|-------------|--------------------|-------------|---------------------|-------------|--------------------|-------------|-----------------------|---------------|
|  | APPROPRIATION<br>FY2010-2011 |             | CURRENT SERVICES   |             | ADDITIONAL SERVICES |             | TOTAL REQUEST      |             | CHANGE FROM LAST F.Y. |               |
|  | AMOUNT                       | F.T.E.      | AMOUNT             | F.T.E.      | AMOUNT              | F.T.E.      | AMOUNT             | F.T.E.      | AMOUNT                | PERCENT       |
| SALARY ADJUSTMENT (INCLUDED EMPLOYEES) | \$100                        | 0.00        | \$100              | 0.00        | \$0                 | 0.00        | \$100              | 0.00        | \$0.00                | 0.00%         |
| ACCUMULATED VACATION LEAVE             | \$400,000                    | 0.00        | \$205,000          | 0.00        | \$0                 | 0.00        | \$205,000          | 0.00        | (\$195,000.00)        | -48.75%       |
| SALARY ADJUSTMENT (EXCLUDED EMPLOYEES) | \$100                        | 0.00        | \$100              | 0.00        | \$0                 | 0.00        | \$100              | 0.00        | \$0.00                | 0.00%         |
| COLLECTIVE BARGAINING                  | \$100                        | 0.00        | \$100              | 0.00        | \$0                 | 0.00        | \$100              | 0.00        | \$0.00                | 0.00%         |
| RETIREMENT SYSTEM CONTRIBUTION         | \$1,000,600                  | 0.00        | \$1,186,000        | 0.00        | \$0                 | 0.00        | \$1,186,000        | 0.00        | \$185,400.00          | 18.53%        |
| FICA                                   | \$557,000                    | 0.00        | \$566,000          | 0.00        | \$0                 | 0.00        | \$566,000          | 0.00        | \$9,000.00            | 1.62%         |
| EUTF                                   | \$1,039,500                  | 0.00        | \$1,154,000        | 0.00        | \$0                 | 0.00        | \$1,154,000        | 0.00        | \$114,500.00          | 11.01%        |
| WORKERS' COMPENSATION                  | \$30,000                     | 0.00        | \$15,000           | 0.00        | \$0                 | 0.00        | \$15,000           | 0.00        | (\$15,000.00)         | -50.00%       |
| UNEMPLOYMENT COMPENSATION              | \$150,000                    | 0.00        | \$50,000           | 0.00        | \$0                 | 0.00        | \$50,000           | 0.00        | (\$100,000)           | -66.67%       |
| <b>TOTAL</b>                           | <b>\$3,177,400</b>           | <b>0.00</b> | <b>\$3,176,300</b> | <b>0.00</b> | <b>\$0</b>          | <b>0.00</b> | <b>\$3,176,300</b> | <b>0.00</b> | <b>(\$1,100)</b>      | <b>-0.03%</b> |
| CHARACTER OF EXPENDITURE               |                              |             |                    |             |                     |             |                    |             |                       |               |
| SALARIES                               | \$400,300                    | 0.00        | \$205,300          | 0.00        | \$0                 | 0.00        | \$205,300          | 0.00        | (\$195,000)           | -48.71%       |
| CURRENT EXPENSES                       | \$2,777,100                  | 0.00        | \$2,971,000        | 0.00        | \$0                 | 0.00        | \$2,971,000        | 0.00        | \$193,900             | 6.98%         |
| <b>TOTAL</b>                           | <b>\$3,177,400</b>           | <b>0.00</b> | <b>\$3,176,300</b> | <b>0.00</b> | <b>\$0</b>          | <b>0.00</b> | <b>\$3,176,300</b> | <b>0.00</b> | <b>(\$1,100)</b>      | <b>-0.03%</b> |

::  
 AGENCY: LEGISLATIVE BRANCH  
 ACTIVITY: PROVISIONAL EXPENSES  
 CHARACTER OF EXPENDITURE: SALARIES

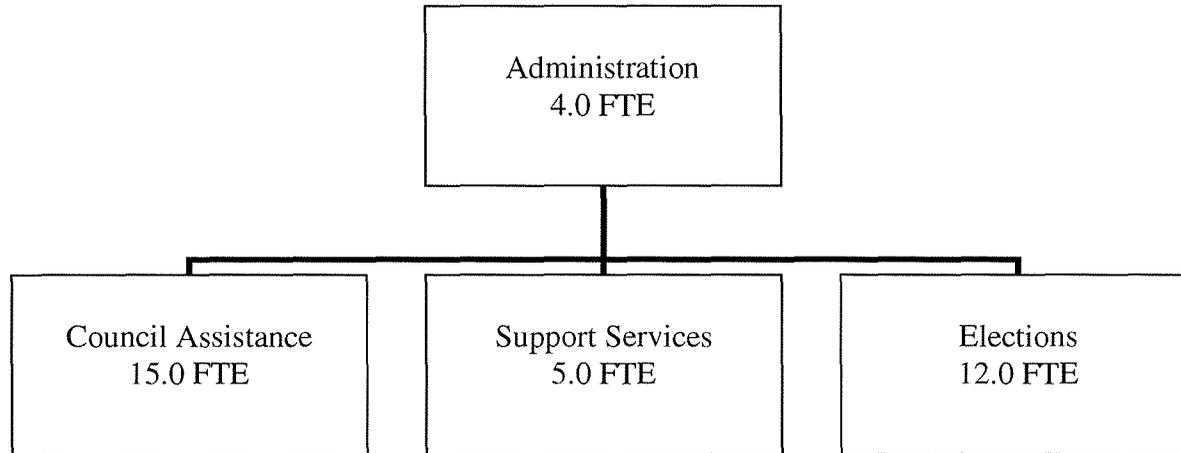
| OBJECT OF EXPENDITURE                  | 2012 REQUEST                 |             |                  |             |                     |             |                  |             |
|--|------------------------------|-------------|------------------|-------------|---------------------|-------------|------------------|-------------|
|  | APPROPRIATION<br>FY2010-2011 |             | CURRENT SERVICES |             | ADDITIONAL SERVICES |             | TOTAL REQUEST    |             |
|  | AMOUNT                       | F.T.E.      | AMOUNT           | F.T.E.      | AMOUNT              | F.T.E.      | AMOUNT           | F.T.E.      |
| SALARY ADJUSTMENT (included employees) | \$100                        | 0.00        | \$100            | 0.00        | \$0                 | 0.00        | \$100            | 0.00        |
| ACCUMULATED VACATION LEAVE             | \$400,000                    | 0.00        | \$205,000        | 0.00        | \$0                 | 0.00        | \$205,000        | 0.00        |
| SALARY ADJUSTMENT (excluded employees) | \$100                        | 0.00        | \$100            | 0.00        | \$0                 | 0.00        | \$100            | 0.00        |
| COLLECTIVE BARGAINING                  | \$100                        | 0.00        | \$100            | 0.00        | \$0                 | 0.00        | \$100            | 0.00        |
| <b>TOTAL</b>                           | <b>\$400,300</b>             | <b>0.00</b> | <b>\$205,300</b> | <b>0.00</b> | <b>\$0</b>          | <b>0.00</b> | <b>\$205,300</b> | <b>0.00</b> |

AGENCY: LEGISLATIVE BRANCH  
 ACTIVITY: PROVISIONAL EXPENSES  
 CHARACTER OF EXPENDITURE: OTHER CURRENT EXPENSES

| OBJECT OF EXPENDITURE          | APPROPRIATION<br>FY2010-2011 | 2012 REQUEST        |                        | TOTAL<br>REQUEST | OBJECT<br>CODE |
|--------------------------------|------------------------------|---------------------|------------------------|------------------|----------------|
|                                |                              | CURRENT<br>SERVICES | ADDITIONAL<br>SERVICES |                  |                |
| RETIREMENT SYSTEM CONTRIBUTION | \$1,000,600                  | \$1,186,000         | \$0                    | \$1,186,000      | 3990           |
| FICA TAX: EMPLOYER'S SHARE     | \$557,000                    | \$566,000           | \$0                    | \$566,000        | 3990           |
| EUTF                           | \$1,039,500                  | \$1,154,000         | \$0                    | \$1,154,000      | 3990           |
| WORKERS' COMPENSATION          | \$30,000                     | \$15,000            | \$0                    | \$15,000         | 3990           |
| UNEMPLOYMENT COMPENSATION      | \$150,000                    | \$50,000            | \$0                    | \$50,000         | 3990           |
| TOTAL                          | \$2,777,100                  | \$2,971,000         | \$0                    | \$2,971,000      |                |

# **OFFICE OF THE CITY CLERK**

# CITY CLERK ORGANIZATION



## **CITY CLERK**

### **Responsibilities, Duties, Functions**

The Charter of the City & County of Honolulu empowers the City Clerk to serve as the Clerk of the Council. The City Clerk acts as the custodian of its books, papers, and records including ordinances, resolutions, and the rules and regulations of all city agencies. The Clerk has custody of the city seal; authenticates all official papers and instruments requiring certification and is responsible for voter registration and elections for the City and County of Honolulu.

### **Budget Highlights**

For Fiscal Year 2012, the City Clerk budget is proposed at \$2,664,675. This reflects a decrease of 33% from the current fiscal year. FTE is also decreased by two positions to 36.0 positions.

The Clerk's FY 2012 budget demonstrates substantial savings being that FY 2012 is not an election year for the department. For salaries, election-staffing costs have decreased. Other personnel salaries,

currently reduced (FY 2011) are restored to FY 2010 levels at a cost of \$20,982. Pending the outcome of collective bargaining, salaries will be reduced.

Current expenses are also set at a significantly lower level. For equipment, funding is requested to support the forthcoming paperless initiative. The City Charter identifies the Clerk's office as providing support for reapportionment activities. In the coming fiscal year reapportionment will commence, as such, necessary funding is requested accordingly.

| DEPARTMENT POSITIONS | FY 2010<br>Actual | FY 2011<br>Appropriation | FY 2012<br>Total Budget | Amount of Change<br>From FY 2011 |
|----------------------|-------------------|--------------------------|-------------------------|----------------------------------|
| Permanent FTE        | 31                | 31                       | 30                      | (1)                              |
| Temporary FTE        | 7                 | 7                        | 6                       | (1)                              |
| Contract FTE         | 0                 | 0                        | 0                       | 0                                |
| <b>TOTAL</b>         | <b>38</b>         | <b>38</b>                | <b>36</b>               | <b>(2)</b>                       |

| CHARACTER OF EXPENDITURES | FY 2010<br>Actual   | FY 2011<br>Appropriation | FY 2012<br>Total Budget | Amount of Change<br>From FY 2011 |
|---------------------------|---------------------|--------------------------|-------------------------|----------------------------------|
| Salaries                  | 1,442,938           | 1,528,208                | 1,549,190               | 20,982                           |
| Current Expenses          | 1,830,797           | 2,476,026                | 1,109,485               | (1,366,541)                      |
| Equipment                 | 15,226              | 0                        | 6,000                   | 6,000                            |
| <b>TOTAL</b>              | <b>\$ 3,288,961</b> | <b>\$ 4,004,234</b>      | <b>\$ 2,664,675</b>     | <b>\$ (1,339,559)</b>            |

| SOURCE OF FUNDS | FY 2010<br>Actual   | FY 2011<br>Appropriation | FY 2012<br>Total Budget | Amount of Change<br>From FY 2011 |
|-----------------|---------------------|--------------------------|-------------------------|----------------------------------|
| General Fund    | 3,288,961           | 4,004,234                | 2,664,675               | (1,339,559)                      |
| <b>TOTAL</b>    | <b>\$ 3,288,961</b> | <b>\$ 4,004,234</b>      | <b>\$ 2,664,675</b>     | <b>\$ (1,339,559)</b>            |

AGENCY: OFFICE OF THE CITY CLERK  
 AGENCY SUMMARY

The Charter of the City and County of Honolulu empowers the City Clerk to serve as Clerk of the council; take charge of , safely keep and dispose of all books, paper and records; keep all ordinances and resolutions enacted or adopted by the Council and cumulative indexes of the same, and all rules and regulations; have custody of the City seal; conduct all elections wheld within the City and perform registration functions. The goals are to: provide efficient secretarial, clerical and fiscal services to the City Council; serve the public promptly and effectively; provide voter registration programs; conduct elections according to statutes and charter provisions.

| ACTIVITY                 | FY 2011 - 2012 REQUEST         |              |                    |              |                     |             |                    |              |                      |                |
|--------------------------|--------------------------------|--------------|--------------------|--------------|---------------------|-------------|--------------------|--------------|----------------------|----------------|
|                          | APPROPRIATION<br>FY 2010- 2011 |              | CURRENT SERVICES   |              | ADDITIONAL SERVICES |             | TOTAL REQUEST      |              | CHANGE FROM LAST FY  |                |
|                          | AMOUNT                         | F.T.E.       | AMOUNT             | F.T.E.       | AMOUNT              | F.T.E.      | AMOUNT             | F.T.E.       | AMOUNT               | PERCENT        |
| ADMINISTRATION           | \$326,347                      | 5.00         | \$350,149          | 4.00         | \$0                 | 0.00        | \$350,149          | 4.00         | \$23,802             | 7.29%          |
| SUPPORT SERVICES         | \$285,881                      | 5.00         | \$301,381          | 5.00         | \$0                 | 0.00        | \$301,381          | 5.00         | \$15,500             | 5.42%          |
| COUNCIL ASSISTANCE       | \$737,756                      | 15.00        | \$770,160          | 15.00        | \$0                 | 0.00        | \$770,160          | 15.00        | \$32,404             | 4.39%          |
| ELECTIONS                | \$2,654,250                    | 13.00        | \$1,197,985        | 12.00        | \$0                 | 0.00        | \$1,197,985        | 12.00        | (\$1,456,265)        | -54.87%        |
| REAPPORTIONMENT          | \$0                            | 0.00         | \$45,000           | 0.00         | \$0                 | 0.00        | \$45,000           | 0.00         | \$45,000             | 100.00%        |
| <b>TOTAL</b>             | <b>\$4,004,234</b>             | <b>38.00</b> | <b>\$2,664,675</b> | <b>36.00</b> | <b>\$0</b>          | <b>0.00</b> | <b>\$2,664,675</b> | <b>36.00</b> | <b>(\$1,339,559)</b> | <b>-33.45%</b> |
| CHARACTER OF EXPENDITURE |                                |              |                    |              |                     |             |                    |              |                      |                |
| SALARIES                 | \$1,528,208                    | 38.00        | \$1,549,190        | 36.00        | \$0                 | 0.00        | \$1,549,190        | 36.00        | \$20,982             | 1.37%          |
| CURRENT EXPENSES         | \$2,476,026                    | 0.00         | \$1,109,485        | 0.00         | \$0                 | 0.00        | \$1,109,485        | 0.00         | (\$1,366,541)        | -55.19%        |
| EQUIPMENT                | \$0                            | 0.00         | \$6,000            | 0.00         | \$0                 | 0.00        | \$6,000            | 0.00         | \$6,000              | 0.00%          |
| <b>TOTAL</b>             | <b>\$4,004,234</b>             | <b>38.00</b> | <b>\$2,664,675</b> | <b>36.00</b> | <b>\$0</b>          | <b>0.00</b> | <b>\$2,664,675</b> | <b>36.00</b> | <b>(\$1,339,559)</b> | <b>-33.45%</b> |

AGENCY: OFFICE OF THE CITY CLERK  
 ACTIVITY: ADMINISTRATION  
 ACTIVITY SUMMARY

Serves as the Clerk of the City Council; conducts elections held in the City and County of Honolulu and performs voter registration functions pursuant to the Charter and Laws of the State; and administers personnel, fiscal and budgetary activities for the office.

| FY2011- 2012 REQUEST          |                                 |        |                     |        |                        |        |                  |        |                          |         |
|-------------------------------|---------------------------------|--------|---------------------|--------|------------------------|--------|------------------|--------|--------------------------|---------|
| OBJECT<br>OF EXPENDITURE      | APPROPRIATION<br>FY 2010 - 2011 |        | CURRENT<br>SERVICES |        | ADDITIONAL<br>SERVICES |        | TOTAL<br>REQUEST |        | CHANGE FROM<br>LAST F.Y. |         |
|                               | AMOUNT                          | F.T.E. | AMOUNT              | F.T.E. | AMOUNT                 | F.T.E. | AMOUNT           | F.T.E. | AMOUNT                   | PERCENT |
| CHARACTER<br>OF EXPENDITURES: |                                 |        |                     |        |                        |        |                  |        |                          |         |
| SALARIES                      | \$296,355                       | 5.00   | \$305,303           | 4.00   | \$0                    | 0.00   | \$305,303        | 4.00   | \$8,948                  | 3.02%   |
| CURRENT EXPENSES              | \$29,992                        | 0.00   | \$44,846            | 0.00   | \$0                    | 0.00   | \$44,846         | 0.00   | \$14,854                 | 49.53%  |
| EQUIPMENT                     | \$0                             | 0.00   | \$0                 | 0.00   | \$0                    | 0.00   | \$0              | 0.00   | \$0                      | 0.00%   |
| TOTAL                         | \$326,347                       | 5.00   | \$350,149           | 4.00   | \$0                    | 0.00   | \$350,149        | 4.00   | \$23,802                 | 7.29%   |

PROGRAM: OFFICE OF THE CITY CLERK  
ACTIVITY: ADMINISTRATION  
CHARACTER OF EXPENDITURE: SALARIES

| POSITION TITLE  | FY 2011- 2012 REQUEST        |             |                     |             |                        |             |                  |             |
|---|------------------------------|-------------|---------------------|-------------|------------------------|-------------|------------------|-------------|
|   | APPROPRIATION<br>FY2010-2011 |             | CURRENT<br>SERVICES |             | ADDITIONAL<br>SERVICES |             | TOTAL<br>REQUEST |             |
|   | AMOUNT                       | F.T.E.      | AMOUNT              | F.T.E.      | AMOUNT                 | F.T.E.      | AMOUNT           | F.T.E.      |
| ADMINISTRATIVE STAFF (2)<br>(City Clerk, Staff Asst.) | \$203,088                    | 1.00        | \$213,780           | 1.00        | \$0                    | 0.00        | \$213,780        | 1.00        |
| CLERICAL STAFF (2)<br>(Secretary, Sr. Clk-typist)     | \$90,168                     | 1.00        | \$88,500            | 1.00        | \$0                    | 0.00        | \$88,500         | 1.00        |
| TA  | \$3,099                      | 1.00        | \$3,023<br>\$0      |             | \$0                    |             | \$3,023<br>0     |             |
| <b>TOTAL</b>  | <b>\$296,355</b>             | <b>5.00</b> | <b>\$305,303</b>    | <b>4.00</b> | <b>\$0</b>             | <b>0.00</b> | <b>\$305,303</b> | <b>4.00</b> |

FUNCTION: GENERAL GOVERNMENT - LEGISLATIVE  
 PROGRAM: OFFICE OF THE CITY CLERK  
 ACTIVITY: ADMINISTRATION  
 CHARACTER OF EXPENDITURE: CURRENT EXPENSES

| OBJECT OF EXPENDITURE   | APPROPRIATION<br>FY 2010 - 2011 | FY2011- 2012 REQUEST |                        | TOTAL<br>REQUEST | OBJECT<br>CODE |
|---|---------------------------------|----------------------|------------------------|------------------|----------------|
|   |                                 | CURRENT<br>SERVICES  | ADDITIONAL<br>SERVICES |                  |                |
| SERVICE/RETIREMENT/EMPLOYEE-YEAR AWARDS                             | \$250                           | \$200                | \$0                    | \$200            | 1501           |
| HPD SERVICES AT COUNCIL MTGS  | \$4,200                         | \$4,900              | \$0                    | \$4,900          | 3006           |
| TELEPHONE   | \$1,440                         | \$1,080              | \$0                    | \$1,080          | 3103           |
| ACEOH MEETINGS, Inter-island  | \$2,600                         | \$2,600              | \$0                    | \$2,600          | 3211           |
| ELECTION CONFERENCES ,Mainland                                      | \$0                             | \$15,000             | \$0                    | \$15,000         | 3212           |
| MAINTENANCE OF SOUND EQUIPMENT                                      | \$4,800                         | \$4,800              | \$0                    | \$4,800          | 3401           |
| MAINTENANCE OF EQUIPMENT  | \$2,816                         | \$1,725              | \$0                    | \$1,725          | 3403           |
| OFFICE EQUIPMENT RENTAL   | \$9,188                         | \$9,135              | \$0                    | \$9,135          | 3630           |
| MEMBERSHIPS & REGISTRATION FEES<br>(ACEOH, IIMC, seminars/training) | \$3,600                         | \$4,350              | \$0                    | \$4,350          | 3751           |
| SUBSCRIPTIONS   | \$1,098                         | \$1,056              | \$0                    | \$1,056          | 3752           |
| <b>TOTAL</b>  | <b>\$29,992</b>                 | <b>\$44,846</b>      | <b>\$0</b>             | <b>\$44,846</b>  |                |

FUNCTION: GENERAL GOVERNMENT - LEGISLATIVE  
 PROGRAM: OFFICE OF THE CITY CLERK  
 ACTIVITY: ADMINISTRATION  
 CHARACTER OF EXPENDITURE: EQUIPMENT

| FY 2011-2012 REQUEST |                               |                     |                        |                  |                |
|----------------------|-------------------------------|---------------------|------------------------|------------------|----------------|
| EQUIPMENT ITEM       | APPROPRIATION<br>FY 2010-2011 | CURRENT<br>SERVICES | ADDITIONAL<br>SERVICES | TOTAL<br>REQUEST | OBJECT<br>CODE |
|                      | \$0                           | \$0                 | \$0                    | \$0              | 4351           |
| TOTAL                | \$0                           | \$0                 | \$0                    | \$0              |                |

AGENCY: OFFICE OF THE CITY CLERK  
 ACTIVITY: SUPPORT SERVICES  
 ACTIVITY SUMMARY

-----  
 This activity provides personnel, accounting, printing and general support services for our office.

| OBJECT<br>OF EXPENDITURE      | FY 2011- 2012 REQUEST           |             |                     |             |                        |             |                  |             |                          |              |
|-------------------------------|---------------------------------|-------------|---------------------|-------------|------------------------|-------------|------------------|-------------|--------------------------|--------------|
|                               | APPROPRIATION<br>FY 2010 - 2011 |             | CURRENT<br>SERVICES |             | ADDITIONAL<br>SERVICES |             | TOTAL<br>REQUEST |             | CHANGE FROM<br>LAST F.Y. |              |
|                               | AMOUNT                          | F.T.E.      | AMOUNT              | F.T.E.      | AMOUNT                 | F.T.E.      | AMOUNT           | F.T.E.      | AMOUNT                   | PERCENT      |
| CHARACTER<br>OF EXPENDITURES: |                                 |             |                     |             |                        |             |                  |             |                          |              |
| SALARIES                      | \$189,502                       | 5.00        | \$208,246           | 5.00        | \$0                    | 0.00        | \$208,246        | 5.00        | \$18,744                 | 9.89%        |
| CURRENT EXPENSES              | \$96,379                        | 0.00        | \$93,135            | 0.00        | \$0                    | 0.00        | \$93,135         | 0.00        | (\$3,244)                | -3.37%       |
| EQUIPMENT                     | \$0                             | 0.00        | \$0                 | 0.00        | \$0                    | 0.00        | \$0              | 0.00        | \$0                      | 0            |
| <b>TOTAL</b>                  | <b>\$285,881</b>                | <b>5.00</b> | <b>\$301,381</b>    | <b>5.00</b> | <b>\$0</b>             | <b>0.00</b> | <b>\$301,381</b> | <b>5.00</b> | <b>\$15,500</b>          | <b>5.42%</b> |

FUNCTION: GENERAL GOVERNMENT - LEGISLATIVE  
 PROGRAM: OFFICE OF THE CITY CLERK  
 ACTIVITY: SUPPORT SERVICES  
 CHARACTER OF EXPENDITURE: SALARIES

| FY 2011- 2012 REQUEST            |                                |             |                     |             |                        |             |                  |             |
|----------------------------------|--------------------------------|-------------|---------------------|-------------|------------------------|-------------|------------------|-------------|
| POSITION TITLE                   | APPROPRIATION<br>FY2010 - 2011 |             | CURRENT<br>SERVICES |             | ADDITIONAL<br>SERVICES |             | TOTAL<br>REQUEST |             |
|                                  | AMOUNT                         | F.T.E.      | AMOUNT              | F.T.E.      | AMOUNT                 | F.T.E.      | AMOUNT           | F.T.E.      |
| SUPPORT SERVICES STAFF (3)       | \$111,144                      | 1.00        | \$122,460           | 1.00        | \$0                    | 0.00        | \$122,460        | 1.00        |
| (Office Mgr, Pers Clk, Acct Clk) |                                | 1.00        |                     | 1.00        | \$0                    | 0.00        | \$0              | 1.00        |
|                                  |                                | 1.00        |                     | 1.00        | \$0                    | 0.00        | \$0              | 1.00        |
| PRINT ROOM STAFF (2)             | \$73,044                       | 1.00        | \$80,472            | 1.00        | \$0                    | 0.00        | \$80,472         | 1.00        |
|                                  |                                | 1.00        |                     | 1.00        | \$0                    | 0.00        | \$0              | 1.00        |
| OVERTIME (Night meetings.)       | \$3,285                        | 0.00        | \$3,285             | 0.00        | \$0                    | 0.00        | \$3,285          | 0.00        |
| TA allowance (1%)                | \$2,029                        |             | \$2,029             |             | \$0                    |             | \$2,029          |             |
| <b>TOTAL</b>                     | <b>\$189,502</b>               | <b>5.00</b> | <b>\$208,246</b>    | <b>5.00</b> | <b>\$0</b>             | <b>0.00</b> | <b>\$208,246</b> | <b>5.00</b> |

FUNCTION: GENERAL GOVERNMENT - LEGISLATIVE  
 PROGRAM: OFFICE OF THE CITY CLERK  
 ACTIVITY: SUPPORT SERVICES  
 CHARACTER OF EXPENDITURE: CURRENT EXPENSES

| FY 2011 - 2012 REQUEST                    |                               |                     |                        |                  |                |
|---|-------------------------------|---------------------|------------------------|------------------|----------------|
| OBJECT OF EXPENDITURE                     | APPROPRIATION<br>FY 2010-2011 | CURRENT<br>SERVICES | ADDITIONAL<br>SERVICES | TOTAL<br>REQUEST | OBJECT<br>CODE |
| OFFICE SUPPLIES                           | \$24,860                      | \$23,870            | \$0                    | \$23,870         | 2051           |
| COMPUTER SUPPLIES                         | \$2,875                       | \$3,030             | \$0                    | \$3,030          | 2331           |
| OTHER MATERIALS (printing press supplies) | \$500                         | \$200               | \$0                    | \$200            | 2851           |
| POSTAGE                                   | \$10,925                      | \$10,950            | \$0                    | \$10,950         | 3102           |
| MAINTENANCE OF EQUIPMENT                  | \$10,649                      | \$7,931             | \$0                    | \$7,931          | 3403           |
| RENTAL OF OFFICE EQUIPMENT                | \$46,100                      | \$46,624            | \$0                    | \$46,624         | 3630           |
| OTHER RENTALS                             | \$120                         | \$180               | \$0                    | \$180            | 3670           |
| PHOTOGRAPHIC SERVICES                     | \$350                         | \$350               | \$0                    | \$350            | 3870           |
| TOTAL                                     | \$96,379                      | \$93,135            | \$0                    | \$93,135         |                |

AGENCY: OFFICE OF THE CITY CLERK  
 ACTIVITY: SUPPORT SERVICES  
 CHARACTER OF EXPENDITURE: EQUIPMENT

| FY 2011- 2012 REQUEST |                                 |                     |                        |                  |                |
|-----------------------|---------------------------------|---------------------|------------------------|------------------|----------------|
| EQUIPMENT ITEM        | APPROPRIATION<br>FY 2010 - 2011 | CURRENT<br>SERVICES | ADDITIONAL<br>SERVICES | TOTAL<br>REQUEST | OBJECT<br>CODE |
| Sound equipment       | \$0                             | \$0                 | \$0                    | \$0              | 4351           |
| TOTAL                 | \$0                             | \$0                 | \$0                    | \$0              |                |

AGENCY: OFFICE OF THE CITY CLERK

ACTIVITY: COUNCIL ASSISTANCE

ACTIVITY SUMMARY

-----  
 Provides secretarial and clerical assistance in recording and reporting the proceedings of the regular sessions, committee sessions, public hearings and special sessions held by the City Council; maintains records and documents generated by the activities of the City Council; maintains a subject index of all City Council documents and proceedings; provides research and retrieval services via the subject index, prepares news releases; distributes informational materials to the public.

| =====                         |                                |              |                     |              |                        |             |                  |              |                          |              |
|-------------------------------|--------------------------------|--------------|---------------------|--------------|------------------------|-------------|------------------|--------------|--------------------------|--------------|
| FY2011 - 2012 REQUEST         |                                |              |                     |              |                        |             |                  |              |                          |              |
| OBJECT<br>OF EXPENDITURE      | APPROPRIATION<br>FY 2010 -2011 |              | CURRENT<br>SERVICES |              | ADDITIONAL<br>SERVICES |             | TOTAL<br>REQUEST |              | CHANGE FROM<br>LAST F.Y. |              |
|                               | AMOUNT                         | F.T.E.       | AMOUNT              | F.T.E.       | AMOUNT                 | F.T.E.      | AMOUNT           | F.T.E.       | AMOUNT                   | PERCENT      |
| =====                         |                                |              |                     |              |                        |             |                  |              |                          |              |
| CHARACTER<br>OF EXPENDITURES: |                                |              |                     |              |                        |             |                  |              |                          |              |
| SALARIES                      | \$693,265                      | 15.00        | \$717,552           | 15.00        | \$0                    | 0.00        | \$717,552        | 15.00        | \$24,287                 | 3.50%        |
| CURRENT EXPENSES              | \$44,491                       | 0.00         | \$46,608            | 0.00         | \$0                    | 0.00        | \$46,608         | 0.00         | \$2,117                  | 4.76%        |
| EQUIPMENT                     | \$0                            | 0.00         | \$6,000             | 0.00         | \$0                    | 0.00        | \$6,000          | 0.00         | \$6,000                  | 0%           |
| <b>TOTAL</b>                  | <b>\$737,756</b>               | <b>15.00</b> | <b>\$770,160</b>    | <b>15.00</b> | <b>\$0</b>             | <b>0.00</b> | <b>\$770,160</b> | <b>15.00</b> | <b>\$32,404</b>          | <b>4.39%</b> |
| =====                         |                                |              |                     |              |                        |             |                  |              |                          |              |

FUNCTION: GENERAL GOVERNMENT - LEGISLATIVE  
PROGRAM: OFFICE OF THE CITY CLERK  
ACTIVITY: COUNCIL ASSISTANCE  
CHARACTER OF EXPENDITURE: SALARIES

| POSITION TITLE  | FY 2011- 2012 REQUEST           |              |                     |              |                        |             |                  |              |
|---|---------------------------------|--------------|---------------------|--------------|------------------------|-------------|------------------|--------------|
|   | APPROPRIATION<br>FY 2010 - 2011 |              | CURRENT<br>SERVICES |              | ADDITIONAL<br>SERVICES |             | TOTAL<br>REQUEST |              |
|   | AMOUNT                          | F.T.E.       | AMOUNT              | F.T.E.       | AMOUNT                 | F.T.E.      | AMOUNT           | F.T.E.       |
| COUNCIL ASSISTANCE SUPERVISORS (2)                                  | \$108,180                       | 1.00         | \$126,528           | 1.00         | \$0                    | 0.00        | \$126,528        | 1.00         |
|   |                                 | 1.00         |                     | 1.00         | \$0                    | 0.00        | \$0              | 1.00         |
| COUNCIL MEETINGS STAFF: (3)<br>(Council Committee Aides, Secretary) | \$151,788                       |              | \$154,248           |              | \$0                    | 0.00        | \$154,248        |              |
|   |                                 | 1.00         |                     | 1.00         | \$0                    | 0.00        | \$0              | 1.00         |
|   |                                 | 1.00         |                     | 1.00         | \$0                    | 0.00        | \$0              | 1.00         |
|   |                                 | 1.00         |                     | 1.00         | \$0                    | 0.00        | \$0              | 1.00         |
| OVERTIME  | \$5,377                         | 0.00         | \$6,052             | 0.00         | \$0                    | 0.00        | \$6,052          | 0.00         |
| COMMITTEE MEETINGS STAFF: (7)<br>(Council Committee Aides)          | \$318,912                       |              | \$310,368           |              |                        |             | \$310,368        |              |
|   |                                 | 1.00         |                     | 1.00         | \$0                    | 0.00        | \$0              | 1.00         |
|   |                                 | 1.00         |                     | 1.00         | \$0                    | 0.00        | \$0              | 1.00         |
|   |                                 | 1.00         |                     | 1.00         | \$0                    | 0.00        | \$0              | 1.00         |
|   |                                 | 1.00         |                     | 1.00         | \$0                    | 0.00        | \$0              | 1.00         |
|   |                                 | 1.00         |                     | 1.00         | \$0                    | 0.00        | \$0              | 1.00         |
| OVERTIME  | \$6,131                         | 0.00         | \$5,838             | 0.00         | \$0                    | 0.00        | \$5,838          | 0.00         |
| INFO SECTION STAFF (3)<br>(Council Info & Reference Technicians)    | \$95,448                        | 1.00         | \$107,532           | 1.00         | \$0                    | 0.00        | \$107,532        | 1.00         |
|   |                                 | 1.00         |                     | 1.00         | \$0                    | 0.00        | \$0              | 1.00         |
|   |                                 | 1.00         |                     | 1.00         | \$0                    | 0.00        | \$0              | 1.00         |
| TA allowance (1%)   | \$7,429                         |              | \$6,987             |              | \$0                    |             | \$6,987          |              |
| <b>TOTAL</b>  | <b>\$693,265</b>                | <b>15.00</b> | <b>\$717,552</b>    | <b>15.00</b> | <b>\$0</b>             | <b>0.00</b> | <b>\$717,552</b> | <b>15.00</b> |

FUNCTION: GENERAL GOVERNMENT - LEGISLATIVE  
 PROGRAM: OFFICE OF THE CITY CLERK  
 ACTIVITY: COUNCIL ASSISTANCE  
 CHARACTER OF EXPENDITURE: CURRENT EXPENSES

| FY 2010- 2011 REQUEST                        |                                |                     |                        |                  |                |
|--|--------------------------------|---------------------|------------------------|------------------|----------------|
| OBJECT OF EXPENDITURE                        | APPROPRIATION<br>FY 2009- 2010 | CURRENT<br>SERVICES | ADDITIONAL<br>SERVICES | TOTAL<br>REQUEST | OBJECT<br>CODE |
| OTHER SERVICES                               | \$8,750                        | \$9,950             | \$0                    | \$9,950          | 3008           |
| COMMUNICATION SERVICES                       | \$1,920                        | \$0                 | \$0                    | \$0              | 3103           |
| MOVING SERVICES (incr for addl outside mtgs) | \$700                          | \$700               | \$0                    | \$700            | 3202           |
| NEWSPAPER ADVERTISEMENTS                     | \$18,000                       | \$24,000            | \$0                    | \$24,000         | 3252           |
| MAINTENANCE OF EQUIPMENT                     | \$6,211                        | \$3,708             | \$0                    | \$3,708          | 3403           |
| RENTAL OF OFFICE EQUIPMENT                   | \$8,760                        | \$8,100             | \$0                    | \$8,100          | 3630           |
| OTHER RENTALS                                | \$150                          | \$150               | \$0                    | \$150            | 3670           |
| <b>TOTAL</b>                                 | <b>\$44,491</b>                | <b>\$46,608</b>     | <b>\$0</b>             | <b>\$46,608</b>  |                |

FUNCTION: GENERAL GOVERNMENT - LEGISLATIVE  
 PROGRAM: OFFICE OF THE CITY CLERK  
 ACTIVITY: COUNCIL ASSISTANCE  
 CHARACTER OF EXPENDITURE: EQUIPMENT

| FY2011 - 2012 REQUEST |                                 |                     |                        |                  |                |
|-----------------------|---------------------------------|---------------------|------------------------|------------------|----------------|
| EQUIPMENT ITEM        | APPROPRIATION<br>FY 2010 - 2011 | CURRENT<br>SERVICES | ADDITIONAL<br>SERVICES | TOTAL<br>REQUEST | OBJECT<br>CODE |
| Transcribers          | \$0                             | \$0                 | \$0                    | \$0              | 4351           |
| Laptops               |                                 | \$6,000             |                        | \$6,000          |                |
| <b>TOTAL</b>          | <b>\$0</b>                      | <b>\$6,000</b>      | <b>\$0</b>             | <b>\$6,000</b>   |                |

AGENCY: OFFICE OF THE CITY CLERK  
 ACTIVITY: ELECTIONS  
 ACTIVITY SUMMARY

Conducts voter registration, absentee voting and all election activities as required by the City Charter and in accordance with the election laws of Hawaii.

| FY 2011 - 2012 REQUEST     |                                 |              |                     |              |                        |             |                    |              |                          |                |
|----------------------------|---------------------------------|--------------|---------------------|--------------|------------------------|-------------|--------------------|--------------|--------------------------|----------------|
| OBJECT OF EXPENDITURE      | APPROPRIATION<br>FY 2010 - 2011 |              | CURRENT<br>SERVICES |              | ADDITIONAL<br>SERVICES |             | TOTAL<br>REQUEST   |              | CHANGE FROM<br>LAST F.Y. |                |
|                            | AMOUNT                          | F.T.E.       | AMOUNT              | F.T.E.       | AMOUNT                 | F.T.E.      | AMOUNT             | F.T.E.       | AMOUNT                   | PERCENT        |
| CHARACTER OF EXPENDITURES: |                                 |              |                     |              |                        |             |                    |              |                          |                |
| SALARIES                   | \$349,086                       | 13.00        | \$318,089           | 12.00        | \$0                    | 0.00        | \$318,089          | 12.00        | (\$30,997)               | -8.88%         |
| CURRENT EXPENSES           | \$2,305,164                     | 0.00         | \$879,896           | 0.00         | \$0                    | 0.00        | \$879,896          | 0.00         | (\$1,425,268)            | -61.83%        |
| EQUIPMENT                  | \$0                             | 0.00         | \$0                 | 0.00         | \$0                    | 0.00        | \$0                | 0.00         | \$0                      | 0.00%          |
| <b>TOTAL</b>               | <b>\$2,654,250</b>              | <b>13.00</b> | <b>\$1,197,985</b>  | <b>12.00</b> | <b>\$0</b>             | <b>0.00</b> | <b>\$1,197,985</b> | <b>12.00</b> | <b>(\$1,456,265)</b>     | <b>-54.87%</b> |

FUNCTION: GENERAL GOVERNMENT - LEGISLATIVE  
 PROGRAM: OFFICE OF THE CITY CLERK  
 ACTIVITY: ELECTIONS  
 CHARACTER OF EXPENDITURE: SALARIES

| POSITION TITLE  | FY 2011- 2012 REQUEST          |              |                     |              |                        |             |                  |              |
|---|--------------------------------|--------------|---------------------|--------------|------------------------|-------------|------------------|--------------|
|   | APPROPRIATION<br>FY2010 - 2011 |              | CURRENT<br>SERVICES |              | ADDITIONAL<br>SERVICES |             | TOTAL<br>REQUEST |              |
|   | AMOUNT                         | F.T.E.       | AMOUNT              | F.T.E.       | AMOUNT                 | F.T.E.      | AMOUNT           | F.T.E.       |
| ELECTIONS MANAGEMENT STAFF (3)<br>(Administrator, Asst Administrator, Specialist) | \$145,608                      | 1.00         | \$160,404           | 1.00         | \$0                    | 0.00        | \$160,404        | 1.00         |
|   |                                | 1.00         |                     | 1.00         | \$0                    | 0.00        | \$0              | 1.00         |
|   |                                | 1.00         |                     | 1.00         | \$0                    | 0.00        | \$0              | 1.00         |
| SENIOR ELECTIONS CLERKS (3)   | \$81,792                       | 1.00         | \$90,108            | 1.00         | \$0                    | 0.00        | \$90,108         | 1.00         |
|   |                                | 1.00         |                     | 1.00         | \$0                    | 0.00        | \$0              | 1.00         |
|   |                                | 1.00         |                     | 1.00         | \$0                    | 0.00        | \$0              | 1.00         |
| Temporary Staff (6)   | \$95,424                       | 1.00         | \$60,072            | 1.00         |                        |             | \$60,072         | 1.00         |
|   |                                | 1.00         |                     | 1.00         |                        |             | \$0              | 1.00         |
|   |                                | 1.00         |                     | 1.00         |                        |             | \$0              | 1.00         |
|   |                                | 1.00         |                     | 1.00         |                        |             | \$0              | 1.00         |
|   |                                | 1.00         |                     | 1.00         |                        |             | \$0              | 1.00         |
|   |                                | 1.00         |                     | 1.00         |                        |             | \$0              | 1.00         |
| OVERTIME  | \$23,757                       | 0.00         | \$5,000             | 0.00         | \$0                    | 0.00        | \$5,000          | 0.00         |
| TA allowance (1%)   | \$2,505                        | 0.00         | \$2,505             | 0.00         | \$0                    | 0.00        | \$2,505          | 0.00         |
| <b>TOTAL</b>  | <b>\$349,086</b>               | <b>13.00</b> | <b>\$318,089</b>    | <b>12.00</b> | <b>\$0</b>             | <b>0.00</b> | <b>\$318,089</b> | <b>12.00</b> |

FUNCTION: GENERAL GOVERNMENT - LEGISLATIVE  
 PROGRAM: OFFICE OF THE CITY CLERK  
 ACTIVITY: ELECTIONS  
 CHARACTER OF EXPENDITURE: CURRENT EXPENSES

| OBJECT OF EXPENDITURE                                | FY 2011- 2012 REQUEST          |                  | TOTAL REQUEST | OBJECT CODE      |
|--|--------------------------------|------------------|---------------|------------------|
|  | APPROPRIATION<br>FY 2010- 2011 | CURRENT SERVICES |               |                  |
| OFFICE SUPPLIES                                      | \$1,500                        | \$1,500          | \$0           | 2051             |
| MAPS AND SIGNS                                       | \$2,500                        | \$2,500          | \$0           | 2505             |
| RENTAL OF OFFICES                                    | \$149,000                      | \$59,000         | \$0           | 3007             |
| OTHER SERVICES - Reimbursement to the State          | \$150,000                      | \$0              | \$0           | 3009             |
| ALARM SERVICE  | \$0                            | \$1,720          | \$0           | 3031             |
| NON-PROFESSIONAL SERVICES (election contract, temps) | \$1,710,811                    | \$672,690        | \$0           | 3049             |
| POSTAGE  | \$186,975                      | \$112,920        | \$0           | 3102             |
| TELEPHONE  | \$7,790                        | \$2,880          | \$0           | 3103             |
| MOVING SERVICES                                      | \$7,200                        | \$1,800          | \$0           | 3203             |
| NEWSPAPER ADVERTISEMENTS                             | \$28,525                       | \$0              | \$0           | 3252             |
| PRINTING AND BINDING                                 | \$30,000                       | \$5,000          | \$0           | 3262             |
| ELECTRICITY  | \$6,675                        | \$1,500          | \$0           | 3302             |
| MAINTENANCE OF EQUIPMENT                             | \$10,234                       | \$4,858          | \$0           | 3403             |
| RENTAL OF EQUIPMENT                                  | \$4,754                        | \$4,528          | \$0           | 3630             |
| OTHER RENTAL   | \$9,000                        | \$9,000          | \$0           | 3670             |
| SUBSCRIPTIONS  | \$200                          | \$0              | \$0           | 3752             |
| <b>TOTAL</b>   | <b>\$2,305,164</b>             | <b>\$879,896</b> | <b>\$0</b>    | <b>\$879,896</b> |

FUNCTION: GENERAL GOVERNMENT - LEGISLATIVE  
 PROGRAM: OFFICE OF THE CITY CLERK  
 ACTIVITY: ELECTIONS  
 CHARACTER OF EXPENDITURE: EQUIPMENT

| FY 2011-2012 REQUEST |                                |                     |                        |                  |                |
|----------------------|--------------------------------|---------------------|------------------------|------------------|----------------|
| EQUIPMENT ITEM       | APPROPRIATION<br>FY2010 - 2011 | CURRENT<br>SERVICES | ADDITIONAL<br>SERVICES | TOTAL<br>REQUEST | OBJECT<br>CODE |
|                      | \$0                            | \$0                 | \$0                    | \$0              | 4351           |
|                      | \$0                            | \$0                 | \$0                    | \$0              |                |
|                      | \$0                            | \$0                 | \$0                    | \$0              |                |
|                      | \$0                            | \$0                 | \$0                    | \$0              |                |
| TOTAL                | \$0                            | \$0                 | \$0                    | \$0              |                |

AGENCY: OFFICE OF THE CITY CLERK  
 ACTIVITY: REAPPORTIONMENT COMMISSION  
 ACTIVITY SUMMARY

-----  
 Conducts a review of the apportionment of voters for council districts as required by the City Charter and in accordance with the election laws of Hawaii.

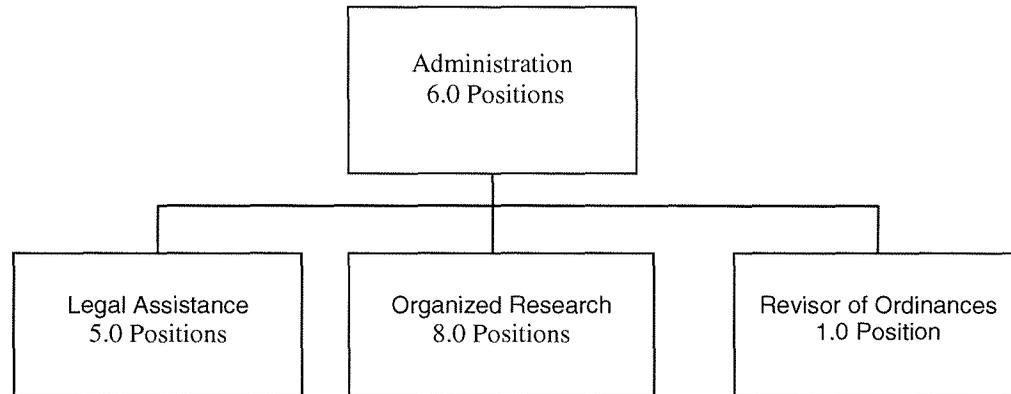
| =====                  |                                 |        |                     |        |                        |        |                  |        |                          |         |
|------------------------|---------------------------------|--------|---------------------|--------|------------------------|--------|------------------|--------|--------------------------|---------|
| FY 2011 - 2012 REQUEST |                                 |        |                     |        |                        |        |                  |        |                          |         |
| OBJECT OF EXPENDITURE  | APPROPRIATION<br>FY 2010 - 2011 |        | CURRENT<br>SERVICES |        | ADDITIONAL<br>SERVICES |        | TOTAL<br>REQUEST |        | CHANGE FROM<br>LAST F.Y. |         |
|                        | AMOUNT                          | F.T.E. | AMOUNT              | F.T.E. | AMOUNT                 | F.T.E. | AMOUNT           | F.T.E. | AMOUNT                   | PERCENT |
| =====                  |                                 |        |                     |        |                        |        |                  |        |                          |         |
| CHARACTER              |                                 |        |                     |        |                        |        |                  |        |                          |         |
| OF EXPENDITURES:       |                                 |        |                     |        |                        |        |                  |        |                          |         |
| SALARIES               | \$0                             | 0.00   | \$0                 | 0.00   | \$0                    | 0.00   | \$0              | 0.00   | \$0                      | 0.00%   |
| CURRENT EXPENSES       | \$0                             | 0.00   | \$45,000            | 0.00   | \$0                    | 0.00   | \$45,000         | 0.00   | \$45,000                 | 100.00% |
| EQUIPMENT              | \$0                             | 0.00   | \$0                 | 0.00   | \$0                    | 0.00   | \$0              | 0.00   | \$0                      | 0.00%   |
| TOTAL                  | \$0                             | 0.00   | \$45,000            | 0.00   | \$0                    | 0.00   | \$45,000         | 0.00   | \$45,000                 | 100.00% |
| =====                  |                                 |        |                     |        |                        |        |                  |        |                          |         |

FUNCTION: GENERAL GOVERNMENT - LEGISLATIVE  
 PROGRAM: OFFICE OF THE CITY CLERK  
 ACTIVITY: REAPPORTIONMENT  
 CHARACTER OF EXPENDITURE: CURRENT EXPENSES

| OBJECT OF EXPENDITURE                         | APPROPRIATION<br>FY 2010- 2011 | FY 2011- 2012 REQUEST |                        | TOTAL<br>REQUEST | OBJECT<br>REQUEST CODE |
|---|--------------------------------|-----------------------|------------------------|------------------|------------------------|
|   |                                | CURRENT<br>SERVICES   | ADDITIONAL<br>SERVICES |                  |                        |
| NON-PROFESSIONAL SERVICES (supplies/services) | \$0                            | \$20,000              | \$0                    | \$20,000         | 3049                   |
| NEWSPAPER ADVERTISEMENTS                      | \$0                            | \$25,000              | \$0                    | \$25,000         | 3252                   |
| TOTAL   | \$0                            | \$45,000              | \$0                    | \$45,000         |                        |

# **OFFICE OF COUNCIL SERVICES**

# OFFICE OF COUNCIL SERVICES ORGANIZATION



## **OFFICE OF COUNCIL SERVICES**

### **Responsibilities, Duties, Functions**

The Office of Council Services (OCS) assists the City Council in the exercise of its legislative power and duties. The department is charged with providing the City Council comprehensive research and reference services necessary for the enactment of legislation and policy. The department is designated as the revisor of city ordinances and serves in an advisory capacity for both the Council and its Committees. The Office of Council Services is comprised of four activities, Administration, Legal Assistance, Organized Research, and Revisor of Ordinances, each work collectively to support the policies and initiatives of the City Council.

### **Budget Highlights**

The proposed FY 2012 budget for the Office of Council Services is \$1,536,926, which reflects a 5.41% change from FY 2011. FTE is constant at 20 positions.

For salaries, currently reduced salaries are restored to FY 2010 levels at a cost of \$73,000. Pending the outcome of collective bargaining, salaries will be reduced.

Increased current expense funding totaling \$5,900 is proposed to provide for additional cost associated with rental and maintenance of office equipment (Xerox) and increased Westlaw subscription charges. To facilitate a more paperless work environment, funding for a replacement laptop and software upgrade is also included within our current expense figures.

| DEPARTMENT POSITIONS | FY 2010<br>Actual | FY 2011<br>Appropriation | FY 2012<br>Total Budget | Amount of Change<br>From FY 2011 |
|----------------------|-------------------|--------------------------|-------------------------|----------------------------------|
| Permanent FTE        | 21                | 20                       | 20                      | 0                                |
| Temporary FTE        | 0                 | 0                        | 0                       | 0                                |
| Contract FTE         | 0                 | 0                        | 0                       | 0                                |
| <b>TOTAL</b>         | 21                | 20                       | 20                      | 0                                |

| <b>CHARACTER OF EXPENDITURES</b> | <b>FY 2010<br/>Actual</b> | <b>FY 2011<br/>Appropriation</b> | <b>FY 2012<br/>Total Budget</b> | <b>Amount of Change<br/>From FY 2011</b> |
|----------------------------------|---------------------------|----------------------------------|---------------------------------|--|
| Salaries                         | 1,358,808                 | 1,397,349                        | 1,470,376                       | 73,027                                   |
| Current Expenses                 | 47,164                    | 60,650                           | 66,550                          | 5,900                                    |
| Equipment                        | 0                         | 0                                | 0                               | 0  |
| <b>TOTAL</b>                     | <b>\$ 1,405,972</b>       | <b>\$ 1,457,999</b>              | <b>\$ 1,536,926</b>             | <b>\$ 78,927</b>                         |

| <b>SOURCE OF FUNDS</b> | <b>FY 2010<br/>Actual</b> | <b>FY 2011<br/>Appropriation</b> | <b>FY 2012<br/>Total Budget</b> | <b>Amount of Change<br/>From FY 2011</b> |
|------------------------|---------------------------|----------------------------------|---------------------------------|--|
| General Fund           | 1,405,244                 | 1,457,999                        | 1,536,926                       | 78,927                                   |
| <b>TOTAL</b>           | <b>\$ 1,405,244</b>       | <b>\$ 1,457,999</b>              | <b>\$ 1,536,926</b>             | <b>\$ 78,927</b>                         |

March 2, 2011

AGENCY: OFFICE OF COUNCIL SERVICES  
 ACTIVITY: SUMMARY

FUNCTIONS:

The Office of Council Services (OCS) assists the City Council in the exercise of its legislative duties. The department is charged with providing the City Council comprehensive research and reference services necessary for the enactment of legislation. The department is designated as the revisor of city ordinances and also serves in a consultative capacity for both the Council and its committees.

| ACTIVITY                      | FY 2011 - 2012 REQUEST          |              |                    |              |                     |             |                    |              |                       |              |
|-------------------------------|---------------------------------|--------------|--------------------|--------------|---------------------|-------------|--------------------|--------------|-----------------------|--------------|
|                               | APPROPRIATION<br>FY 2010 - 2011 |              | CURRENT SERVICES   |              | ADDITIONAL SERVICES |             | TOTAL REQUEST      |              | CHANGE FROM LAST F.Y. |              |
|                               | AMOUNT                          | F.T.E.       | AMOUNT             | F.T.E.       | AMOUNT              | F.T.E.      | AMOUNT             | F.T.E.       | AMOUNT                | PERCENT      |
| ADMINISTRATION                | \$499,317                       | 6.00         | \$527,782          | 6.00         |                     |             | \$527,782          | 6.00         | \$28,465              | 5.70%        |
| LEGAL ASSISTANCE              | \$436,188                       | 5.00         | \$459,146          | 5.00         |                     |             | \$459,146          | 5.00         | \$22,958              | 5.26%        |
| ORGANIZED RESEARCH & ANALYSIS | \$466,971                       | 8.00         | \$491,552          | 8.00         |                     |             | \$491,552          | 8.00         | \$24,581              | 5.26%        |
| REVISOR OF ORDINANCES         | \$55,523                        | 1.00         | \$58,446           | 1.00         |                     |             | \$58,446           | 1.00         | \$2,923               | 5.26%        |
| <b>TOTAL</b>                  | <b>\$1,457,999</b>              | <b>20.00</b> | <b>\$1,536,926</b> | <b>20.00</b> | <b>\$0</b>          | <b>0.00</b> | <b>\$1,536,926</b> | <b>20.00</b> | <b>\$78,927</b>       | <b>5.41%</b> |
| CHARACTER OF EXPENDITURE      |                                 |              |                    |              |                     |             |                    |              |                       |              |
| SALARIES                      | \$1,397,349                     | 20.00        | \$1,470,376        | 20.00        |                     |             | \$1,470,376        | 20.00        | \$73,027              | 5.23%        |
| CURRENT EXPENSES              | \$60,650                        |              | \$66,550           |              |                     |             | \$66,550           |              | \$5,900               | 9.73%        |
| EQUIPMENT                     | \$0                             |              | \$0                |              |                     |             | \$0                |              | \$0                   | 0.00%        |
| <b>TOTAL</b>                  | <b>\$1,457,999</b>              | <b>20.00</b> | <b>\$1,536,926</b> | <b>20.00</b> | <b>\$0</b>          | <b>0.00</b> | <b>\$1,536,926</b> | <b>20.00</b> | <b>\$78,927</b>       | <b>5.41%</b> |

AGENCY: OFFICE OF COUNCIL SERVICES  
 ACTIVITY: ADMINISTRATION  
 ACTIVITY SUMMARY

---

In accordance with Council priorities and legislative initiatives, this activity coordinates and directs all procedures, programs, functions, and projects of the department. This activity provides management guidance and support to the variety of Council-assistance functions performed by the office and is charged with oversight of final office output.

| ACTIVITY                  | FY 2011 - 2012 REQUEST          |             |                  |             |                     |             |                  |             |                       |              |
|---------------------------|---------------------------------|-------------|------------------|-------------|---------------------|-------------|------------------|-------------|-----------------------|--------------|
|                           | APPROPRIATION<br>FY 2010 - 2011 |             | CURRENT SERVICES |             | ADDITIONAL SERVICES |             | TOTAL REQUEST    |             | CHANGE FROM LAST F.Y. |              |
|                           | AMOUNT                          | F.T.E.      | AMOUNT           | F.T.E.      | AMOUNT              | F.T.E.      | AMOUNT           | F.T.E.      | AMOUNT                | PERCENT      |
| CHARACTER OF EXPENDITURES |                                 |             |                  |             |                     |             |                  |             |                       |              |
| SALARIES                  | \$438,667                       | 6.00        | \$461,232        | 6.00        |                     |             | \$461,232        | 6.00        | \$22,565              | 5.14%        |
| CURRENT EXPENSES          | \$60,650                        |             | \$66,550         |             |                     |             | \$66,550         |             | \$5,900               | 9.73%        |
| EQUIPMENT                 | \$0                             |             | \$0              |             |                     |             | \$0              |             | \$0                   | 0.00%        |
| <b>TOTAL</b>              | <b>\$499,317</b>                | <b>6.00</b> | <b>\$527,782</b> | <b>6.00</b> | <b>\$0</b>          | <b>0.00</b> | <b>\$527,782</b> | <b>6.00</b> | <b>\$28,465</b>       | <b>5.70%</b> |

FUNCTION: GENERAL GOVERNMENT - LEGISLATIVE  
 PROGRAM: OFFICE OF COUNCIL SERVICES  
 ACTIVITY: ADMINISTRATION  
 CHARACTER OF EXPENDITURE: SALARIES

| ACTIVITY  | FY 2011 - 2012 REQUEST          |             |                  |             |                     |             |                  |             |
|---|---------------------------------|-------------|------------------|-------------|---------------------|-------------|------------------|-------------|
|   | APPROPRIATION<br>FY 2010 - 2011 |             | CURRENT SERVICES |             | ADDITIONAL SERVICES |             | TOTAL REQUEST    |             |
|   | AMOUNT                          | F.T.E.      | AMOUNT           | F.T.E.      | AMOUNT              | F.T.E.      | AMOUNT           | F.T.E.      |
| DIRECTOR  | \$112,426                       | 1.00        | \$118,344        | 1.00        |                     |             | \$118,344        | 1.00        |
| ASSISTANT DIRECTOR  | \$103,443                       | 1.00        | \$108,888        | 1.00        |                     |             | \$108,888        | 1.00        |
| ADMINISTRATIVE SUPPORT STAFF (2)<br>(Private Secretary, Office Manager) | \$124,168                       | 2.00        | \$130,704        | 2.00        |                     |             | \$130,704        | 2.00        |
| SECRETARIAL STAFF (2)   | \$98,130                        | 2.00        | \$103,296        | 2.00        |                     |             | \$103,296        | 2.00        |
| OVERTIME  | \$500                           |             | \$0              |             |                     |             | \$0              |             |
| <b>TOTAL</b>  | <b>\$438,667</b>                | <b>6.00</b> | <b>\$461,232</b> | <b>6.00</b> | <b>\$0</b>          | <b>0.00</b> | <b>\$461,232</b> | <b>6.00</b> |

FUNCTION: GENERAL GOVERNMENT - LEGISLATIVE  
PROGRAM: OFFICE OF COUNCIL SERVICES  
ACTIVITY: ADMINISTRATION  
CHARACTER OF EXPENDITURE: CURRENT EXPENSES

|  | FY 2011 - 2012 REQUEST          |                     |                        |                  |
|--|---------------------------------|---------------------|------------------------|------------------|
|  | APPROPRIATION<br>FY 2010 - 2011 | CURRENT<br>SERVICES | ADDITIONAL<br>SERVICES | TOTAL<br>REQUEST |
| OFFICE SUPPLIES  | \$2,000                         | \$2,000             |                        | \$2,000          |
| MEDICAL SUPPLIES   | \$50                            | \$50                |                        | \$50             |
| COMPUTER SUPPLIES  | \$1,500                         | \$1,500             |                        | \$1,500          |
| EDUC, RECREATIONAL & SCIENTIFIC SUPPLIES<br>(Legal & supplements, ROH supplements,<br>reference books)                         | \$11,000                        | \$13,000            |                        | \$13,000         |
| MAPS & SIGNS<br>(Tax map key and real property data books)   | \$2,100                         | \$2,200             |                        | \$2,200          |
| POSTAGE  | \$400                           | \$400               |                        | \$400            |
| TELEPHONE  | \$350                           | \$350               |                        | \$350            |
| OTHER COMMUNICATION SERVICES<br>(Westlaw, Cable)   | \$18,500                        | \$22,500            |                        | \$22,500         |
| TRANSPORTATION OF THINGS   | \$750                           | \$750               |                        | \$750            |
| INTRA-ISLAND TRAVEL (HSAC)   | \$1,000                         | \$1,500             |                        | \$1,500          |
| ADVERTISING  | \$1,000                         | \$1,000             |                        | \$1,000          |
| RENTAL OF OFFICE EQUIPMENT (Xerox Color Qube)  | \$0                             | \$4,200             |                        | \$4,200          |
| REPAIR & MAINTENANCE: OFFICE EQUIPMENT<br>(replacement office furniture)   | \$2,500                         | \$2,500             |                        | \$2,500          |
| REPAIR & MAINTENANCE: COMPUTER EQUIPMENT<br>(Xerox maintenance, (1) replacement laptop)  | \$2,500                         | \$5,800             |                        | \$5,800          |
| FEES FOR MEMBERSHIP & REGISTRATION<br>(Hawaii Bar, Government Finance Officers Association,<br>training seminars, conferences) | \$3,500                         | \$5,300             |                        | \$5,300          |
| TRAINING   | \$10,000                        | \$0                 |                        | \$0              |
| SUBSCRIPTION<br>(Newspapers, McQuillin Newsletter, etc.)   | \$3,500                         | \$3,500             |                        | \$3,500          |
| <b>TOTAL</b>   | <b>\$60,650</b>                 | <b>\$66,550</b>     | <b>\$0</b>             | <b>\$66,550</b>  |

AGENCY: OFFICE OF COUNCIL SERVICES  
 ACTIVITY: LEGAL ASSISTANCE  
 ACTIVITY SUMMARY

-----

This activity assists in policy formulation by providing legal research and review, counseling and drafting services for complex Council and Committee legislative matters. Legal personnel support executive sessions and may also serve as Special Counsel pursuant to the City Charter.

| ACTIVITY                  | FY 2011 - 2012 REQUEST          |        |                  |        |                    |        |               |        |                       |         |
|---------------------------|---------------------------------|--------|------------------|--------|--------------------|--------|---------------|--------|-----------------------|---------|
|                           | APPROPRIATION<br>FY 2010 - 2011 |        | CURRENT SERVICES |        | ADDITIONAL SERVICE |        | TOTAL REQUEST |        | CHANGE FROM LAST F.Y. |         |
|                           | AMOUNT                          | F.T.E. | AMOUNT           | F.T.E. | AMOUNT             | F.T.E. | AMOUNT        | F.T.E. | AMOUNT                | PERCENT |
| CHARACTER OF EXPENDITURES |                                 |        |                  |        |                    |        |               |        |                       |         |
| SALARIES                  | \$436,188                       | 5.00   | \$459,146        | 5.00   |                    |        | \$459,146     | 5.00   | \$22,958              | 5.26%   |
| TOTAL                     | \$436,188                       | 5.00   | \$459,146        | 5.00   | \$0                | 0.00   | \$459,146     | 5.00   | \$22,958              | 5.26%   |

AGENCY: OFFICE OF COUNCIL SERVICES  
 PROGRAM: OFFICE OF COUNCIL SERVICES  
 ACTIVITY: LEGAL ASSISTANCE  
 CHARACTER OF EXPENDITURE: SALARIES  
 -----

| ACTIVITY            | FY 2011 - 2012 REQUEST          |        |                  |        |                     |        |               |        |
|---------------------|---------------------------------|--------|------------------|--------|---------------------|--------|---------------|--------|
|                     | APPROPRIATION<br>FY 2010 - 2011 |        | CURRENT SERVICES |        | ADDITIONAL SERVICES |        | TOTAL REQUEST |        |
|                     | AMOUNT                          | F.T.E. | AMOUNT           | F.T.E. | AMOUNT              | F.T.E. | AMOUNT        | F.T.E. |
| STAFF ATTORNEYS (5) | \$436,188                       | 5.00   | \$459,146        | 5.00   |                     |        | \$459,146     | 5.00   |
| TOTAL               | \$436,188                       | 5.00   | \$459,146        | 5.00   | \$0                 | 0.00   | \$459,146     | 5.00   |

AGENCY: OFFICE OF COUNCIL SERVICES  
 ACTIVITY: ORGANIZED RESEARCH & ANALYSIS  
 ACTIVITY SUMMARY

---

This activity delivers comprehensive issue-oriented research, analysis, and advisory support to the Council and its Committees. In support of Council legislative initiatives, programs and priorities, analysts evaluate city policies and financial programs and processes, identify problems and alternatives to address concerns of the Council and the public and draft legislative proposals, reports and programs.

| ACTIVITY                  | APPROPRIATION<br>FY 2010 - 2011 |        | FY 2011 - 2012 REQUEST |        |                     |        |               |        | CHANGE FROM LAST F.Y. |         |
|---------------------------|---------------------------------|--------|------------------------|--------|---------------------|--------|---------------|--------|-----------------------|---------|
|                           | AMOUNT                          | F.T.E. | CURRENT SERVICES       |        | ADDITIONAL SERVICES |        | TOTAL REQUEST |        | AMOUNT                | PERCENT |
|                           |                                 |        | AMOUNT                 | F.T.E. | AMOUNT              | F.T.E. | AMOUNT        | F.T.E. |                       |         |
| CHARACTER OF EXPENDITURES |                                 |        |                        |        |                     |        |               |        |                       |         |
| SALARIES                  | \$466,971                       | 8.00   | \$491,552              | 8.00   |                     |        | \$491,552     | 8.00   | \$24,581              | 5.26%   |
| TOTAL                     | \$466,971                       | 8.00   | \$491,552              | 8.00   | \$0                 | 0.00   | \$491,552     | 8.00   | \$24,581              | 5.26%   |

AGENCY: OFFICE OF COUNCIL SERVICES  
 PROGRAM: OFFICE OF COUNCIL SERVICES  
 ACTIVITY: ORGANIZED RESEARCH  
 CHARACTER OF EXPENDITURE: SALARIES  
 -----

| FY 2011 - 2012 REQUEST      |                                 |             |                  |             |                     |             |                  |             |
|-----------------------------|---------------------------------|-------------|------------------|-------------|---------------------|-------------|------------------|-------------|
| ACTIVITY                    | APPROPRIATION<br>FY 2010 - 2011 |             | CURRENT SERVICES |             | ADDITIONAL SERVICES |             | TOTAL REQUEST    |             |
|                             | AMOUNT                          | F.T.E.      | AMOUNT           | F.T.E.      | AMOUNT              | F.T.E.      | AMOUNT           | F.T.E.      |
| LEGISLATIVE ANALYSTS (7)    | \$419,471                       | 7.00        | \$441,552        | 7.00        |                     |             | \$441,552        | 7.00        |
| ADVISORY COMMITTEE AIDE (1) | \$47,500                        | 1.00        | \$50,000         | 1.00        |                     |             | \$50,000         | 1.00        |
| <b>TOTAL</b>                | <b>\$466,971</b>                | <b>8.00</b> | <b>\$491,552</b> | <b>8.00</b> | <b>\$0</b>          | <b>0.00</b> | <b>\$491,552</b> | <b>8.00</b> |

AGENCY: OFFICE OF COUNCIL SERVICES  
 ACTIVITY: REVISOR OF ORDINANCES  
 ACTIVITY SUMMARY

-----  
 This activity executes periodic updates of the Revised Ordinances of Honolulu. Funds are provided for one technician to assist with monitoring, review, and publication of revisions and supplements for all city ordinances.

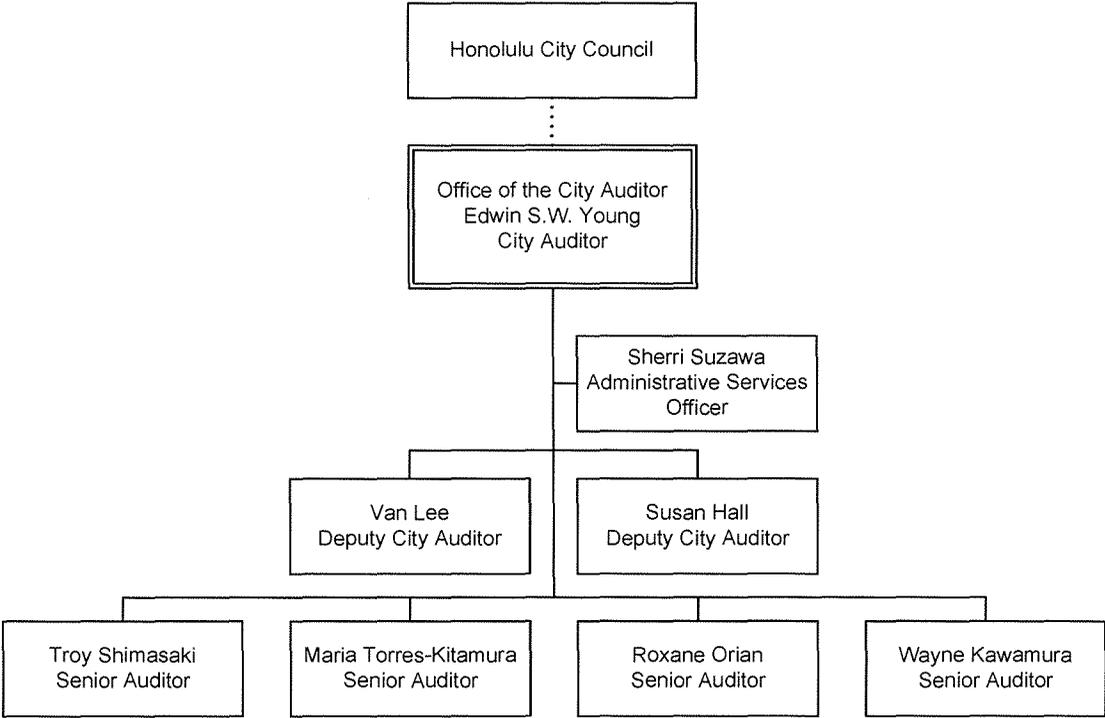
| ACTIVITY                  | FY 2011 - 2012 REQUEST          |        |          |        |        |        |               |        |                       |         |
|---------------------------|---------------------------------|--------|----------|--------|--------|--------|---------------|--------|-----------------------|---------|
|                           | APPROPRIATION<br>FY 2010 - 2011 |        | -----    |        |        |        | TOTAL REQUEST |        | CHANGE FROM LAST F.Y. |         |
|                           | AMOUNT                          | F.T.E. | AMOUNT   | F.T.E. | AMOUNT | F.T.E. | AMOUNT        | F.T.E. | AMOUNT                | PERCENT |
| CHARACTER OF EXPENDITURES |                                 |        |          |        |        |        |               |        |                       |         |
| SALARIES                  | \$55,523                        | 1.00   | \$58,446 | 1.00   |        |        | \$58,446      | 1.00   | \$2,923               | 5.26%   |
| TOTAL                     | \$55,523                        | 1.00   | \$58,446 | 1.00   | \$0    | 0.00   | \$58,446      | 1.00   | \$2,923               | 5.26%   |

AGENCY: OFFICE OF COUNCIL SERVICES  
 PROGRAM: OFFICE OF COUNCIL SERVICES  
 ACTIVITY: REVISOR OF ORDINANCES  
 CHARACTER OF EXPENDITURE: SALARIES  
 -----

| ACTIVITY               | FY 2011 - 2012 REQUEST          |        |                  |        |                     |        |               |        |
|------------------------|---------------------------------|--------|------------------|--------|---------------------|--------|---------------|--------|
|                        | APPROPRIATION<br>FY 2010 - 2011 |        | CURRENT SERVICES |        | ADDITIONAL SERVICES |        | TOTAL REQUEST |        |
|                        | AMOUNT                          | F.T.E. | AMOUNT           | F.T.E. | AMOUNT              | F.T.E. | AMOUNT        | F.T.E. |
| REVISOR TECHNICIAN (1) | \$55,523                        | 1.00   | \$58,446         | 1.00   |                     |        | \$58,446      | 1.00   |
| TOTAL                  | \$55,523                        | 1.00   | \$58,446         | 1.00   | \$0                 | 0.00   | \$58,446      | 1.00   |

# **OFFICE OF THE CITY AUDITOR**

# OFFICE OF THE CITY AUDITOR ORGANIZATION



## **Office of the City Auditor**

### **Responsibilities, Duties, Functions**

The function of the Office of the City Auditor is to act as an independent, full-service review agency established to examine and evaluate the City and County of Honolulu's activities for improvements in the accountability over public funds and the operations of city government. The goals of the Office of the City Auditor are to promote the economy, efficiency and effectiveness of city government, and protect against fraud, waste and abuse by conducting independent audits and evaluations; keeping the City Council and general public fully and currently informed of our work; committing to total quality; adhering to the professional standards of the auditing profession; and promoting an atmosphere of mutual trust, honesty and integrity among OCA staff and the people this agency serves.

## **Budget Highlights**

For FY 2012, the Office of the City Auditor budget is proposed at \$1,353,200. This reflects a change of 8.23% from FY 2011. FTE is projected at nine (9), which includes one (1) additional position for two part-time office interns.

For salaries, an increase of \$31,860 to restore non-civil service employees' salaries to pre-furlough amounts is proposed for FY 2012. Pending the outcome of collective bargaining, salaries will be reduced.

Proposed current expenses funding is provided to cover an additional \$71,000 that is contractually required for the city's financial audit, and an estimated \$56,000 for testing of the American Recovery and Reinvestment Act (ARRA) funded programs.

| DEPARTMENT POSITIONS | FY 2010<br>Actual | FY 2011<br>Appropriation | FY 2012<br>Total Budget | Amount of Change<br>From FY 2011 |
|----------------------|-------------------|--------------------------|-------------------------|----------------------------------|
| Permanent FTE        | 8                 | 8                        | 9                       | 1                                |
| Temporary FTE        | 0                 | 0                        | 0                       | 0                                |
| Contract FTE         | 0                 | 0                        | 0                       | 0                                |
| <b>TOTAL</b>         | 8                 | 8                        | 9                       | 1                                |

| CHARACTER OF EXPENDITURES | FY 2010<br>Actual | FY 2011<br>Appropriation | FY 2012<br>Total Budget | Amount of Change<br>From FY 2011 |
|---------------------------|-------------------|--------------------------|-------------------------|----------------------------------|
| Salaries                  | 591,358           | 619,640                  | 651,500                 | 31,860                           |
| Current Expenses          | 616,114           | 630,700                  | 701,700                 | 71,000                           |
| Equipment                 | 0                 | 0                        | 0                       | 0                                |
| <b>TOTAL</b>              | \$ 1,207,472      | \$ 1,250,340             | \$ 1,353,200            | \$ 102,860                       |

| SOURCE OF FUNDS          | FY 2010<br>Actual | FY 2011<br>Appropriation | FY 2012<br>Total Budget | Amount of Change<br>From FY 2011 |
|--------------------------|-------------------|--------------------------|-------------------------|----------------------------------|
| General Fund             | 1,086,472         | 1,124,540                | 1,166,600               | 42,060                           |
| Solid Waste Fund         | 12,000            | 12,500                   | 13,000                  | 500                              |
| Housing Development Fund | 9,000             | 9,300                    | 9,600                   | 300                              |
| Bus Transportation Fund  | 40,000            | 41,500                   | 43,000                  | 1,500                            |
| Sewer Fund               | 60,000            | 62,500                   | 65,000                  | 2,500                            |
| Federal Grants Fund      | 0                 | 0                        | 56,000                  | 56,000                           |
| <b>TOTAL</b>             | \$ 1,207,472      | \$ 1,250,340             | \$ 1,353,200            | \$ 102,860                       |

Attachment 1

AGENCY: OFFICE OF THE CITY AUDITOR  
 ACTIVITY SUMMARY

GOALS AND OBJECTIVES:

The goals of the Office of the City Auditor are to promote the economy, efficiency and effectiveness of city government, and protect against fraud, waste and abuse by conducting independent audits and evaluations; keeping the City Council and general public fully and currently informed of our work; committing to total quality; adhering to the professional standards of the auditing profession; and promoting an atmosphere of mutual trust, honesty and integrity among OCA staff and the people this agency serves.

FUNCTIONS:

The function of the Office of the City Auditor is to act as an independent, full-service review agency established to examine and evaluate the City and County of Honolulu's activities for improvements in the accountability over public funds and the operations of city government.

| ACTIVITY                 | APPROPRIATION      |             | FY 2011-12 REQUEST |             |                     |             |                    |             |                       |              |
|--------------------------|--------------------|-------------|--------------------|-------------|---------------------|-------------|--------------------|-------------|-----------------------|--------------|
|                          | FY 2010 - 2011     |             | CURRENT SERVICES   |             | ADDITIONAL SERVICES |             | TOTAL REQUEST      |             | CHANGE FROM LAST F.Y. |              |
|                          | AMOUNT             | F.T.E.      | AMOUNT             | F.T.E.      | AMOUNT              | F.T.E.      | AMOUNT             | F.T.E.      | AMOUNT                | PERCENT      |
| ADMINISTRATION           | \$865,340          | 8.00        | \$865,340          | 8.00        | \$31,860            | 1.00        | \$897,200          | 9.00        | \$31,860              | 3.68%        |
| FINANCIAL AUDIT          | \$385,000          | 0.00        | \$385,000          | 0.00        | \$71,000            | 0.00        | \$456,000          | 0.00        | \$71,000              | 18.44%       |
| <b>TOTAL</b>             | <b>\$1,250,340</b> | <b>8.00</b> | <b>\$1,250,340</b> | <b>8.00</b> | <b>\$102,860</b>    | <b>1.00</b> | <b>\$1,353,200</b> | <b>9.00</b> | <b>\$102,860</b>      | <b>8.23%</b> |
| CHARACTER OF EXPENDITURE |                    |             |                    |             |                     |             |                    |             |                       |              |
| SALARIES                 | \$619,640          | 8.00        | \$619,640          | 8.00        | \$31,860            | 1.00        | \$651,500          | 9.00        | \$31,860              | 5.14%        |
| CURRENT EXPENSES         | \$630,700          | 0.00        | \$630,700          | 0.00        | \$71,000            | 0.00        | \$701,700          | 0.00        | \$71,000              | 11.26%       |
| EQUIPMENT                | \$0                | 0.00        | \$0                | 0.00        | \$0                 | 0.00        | \$0                | 0.00        | \$0                   | 0.00%        |
| <b>TOTAL</b>             | <b>\$1,250,340</b> | <b>8.00</b> | <b>\$1,250,340</b> | <b>8.00</b> | <b>\$102,860</b>    | <b>1.00</b> | <b>\$1,353,200</b> | <b>9.00</b> | <b>\$102,860</b>      | <b>8.23%</b> |

Attachment 2

AGENCY: OFFICE OF THE CITY AUDITOR  
 ACTIVITY: ADMINISTRATION  
 ACTIVITY SUMMARY  
 -----

Acts as an independent, full-service review agency established to examine and evaluate the City and County of Honolulu's activities for improvements in the accountability over public funds and the operations of city government.

Funds are provided to maintain the current level of services.

| OBJECT OF EXPENDITURE      | APPROPRIATION |        | CURRENT SERVICES |        | FY 2011-12 REQUEST |        | TOTAL REQUEST |        | CHANGE FROM LAST F.Y. |         |
|----------------------------|---------------|--------|------------------|--------|--------------------|--------|---------------|--------|-----------------------|---------|
|                            | FY 2010       | -2011  | AMOUNT           | F.T.E. | AMOUNT             | F.T.E. | AMOUNT        | F.T.E. | AMOUNT                | PERCENT |
|                            | AMOUNT        | F.T.E. | AMOUNT           | F.T.E. | AMOUNT             | F.T.E. | AMOUNT        | F.T.E. | AMOUNT                | PERCENT |
| CHARACTER OF EXPENDITURES: |               |        |                  |        |                    |        |               |        |                       |         |
| SALARIES                   | \$619,640     | 8.00   | \$619,640        | 8.00   | \$31,860           | 1.00   | \$651,500     | 9.00   | \$31,860              | 5.14%   |
| CURRENT EXPENSES           | \$245,700     | 0.00   | \$245,700        | 0.00   | \$0                | 0.00   | \$245,700     | 0.00   | \$0                   | 0.00%   |
| EQUIPMENT                  | \$0           | 0.00   | \$0              | 0.00   | \$0                | 0.00   | \$0           | 0.00   | \$0                   | 0.00%   |
| TOTAL                      | \$865,340     | 8.00   | \$865,340        | 8.00   | \$31,860           | 1.00   | \$897,200     | 9.00   | \$31,860              | 3.68%   |

OCA FY2011-12 Budget Request (02/16/11)

Attachment 3

FUNCTION: GENERAL GOVERNMENT - LEGISLATIVE  
 PROGRAM: OFFICE OF THE CITY AUDITOR  
 ACTIVITY: ADMINISTRATION  
 CHARACTER OF EXPENDITURE: SALARIES

| POSITION TITLE                     | APPROPRIATION    |             | FY 2011-12 REQUEST |             |                     |             |                  |             |
|------------------------------------|------------------|-------------|--------------------|-------------|---------------------|-------------|------------------|-------------|
|                                    | FY 2010          | -2011       | CURRENT SERVICES   |             | ADDITIONAL SERVICES |             | TOTAL REQUEST    |             |
|                                    | AMOUNT           | F.T.E.      | AMOUNT             | F.T.E.      | AMOUNT              | F.T.E.      | AMOUNT           | F.T.E.      |
| CITY ADDITOR                       | \$112,428        | 1.00        | \$112,428          | 1.00        | \$5,916             | 0.00        | \$118,344        | 1.00        |
| AUDIT MANAGER                      | \$161,592        | 2.00        | \$161,592          | 2.00        | \$8,496             | 0.00        | \$170,088        | 2.00        |
| SENIOR AUDITOR                     | \$267,300        | 4.00        | \$267,300          | 4.00        | \$14,064            | 0.00        | \$281,364        | 4.00        |
| ADMINISTRATIVE SERVICES OFFICER    | \$64,320         | 1.00        | \$64,320           | 1.00        | \$3,384             | 0.00        | \$67,704         | 1.00        |
| LEGISLATIVE ANALYST-INTERN (2-P/T) | \$14,000         | 0.00        | \$14,000           | 0.00        | \$0                 | 1.00        | \$14,000         | 1.00        |
| <b>TOTAL</b>                       | <b>\$619,640</b> | <b>8.00</b> | <b>\$619,640</b>   | <b>8.00</b> | <b>\$31,860</b>     | <b>1.00</b> | <b>\$651,500</b> | <b>9.00</b> |

OCA FY2011-12 Budget Request (02/16/11)

Attachment 4

FUNCTION: GENERAL GOVERNMENT - LEGISLATIVE  
 PROGRAM: OFFICE OF THE CITY AUDITOR  
 ACTIVITY: ADMINISTRATION  
 CHARACTER OF EXPENDITURE: CURRENT EXPENSES

| FY 2011-12 REQUEST                     |                             |                     |                        |                  |                |
|--|-----------------------------|---------------------|------------------------|------------------|----------------|
| OBJECT OF EXPENDITURE                  | FY 2010-11<br>APPROPRIATION | CURRENT<br>SERVICES | ADDITIONAL<br>SERVICES | TOTAL<br>REQUEST | OBJECT<br>CODE |
| PROF. SVCS--NCS (SEA)                  | \$15,000                    | \$15,000            |                        | \$15,000         | 3006           |
| OUT-OF-STATE TRAVEL--TRAINING          | \$28,000                    | \$28,000            |                        | \$28,000         | 3212           |
| RENTAL OF OFFICE EQUIPMENT             | \$8,000                     | \$8,000             |                        | \$8,000          | 3665           |
| COMPUTER SOFTWARE                      | \$3,000                     | \$3,000             |                        | \$3,000          | 4473           |
| FEES FOR MEMBERSHIPS & REGISTRATION    | \$7,000                     | \$7,000             |                        | \$7,000          | 3751           |
| OFFICE SUPPLIES                        | \$10,000                    | \$10,000            |                        | \$10,000         | 2051           |
| REPAIRS AND MAINTENANCE OF EQUIPMENT   | \$2,200                     | \$2,200             |                        | \$2,200          | 3403           |
| PRINTING                               | \$12,000                    | \$12,000            |                        | \$12,000         | 3262           |
| EDUCATIONAL AND RESEARCH LIBRARY BOOKS | \$3,000                     | \$3,000             |                        | \$3,000          | 4363           |
| TELEPHONE                              | \$1,500                     | \$1,500             |                        | \$1,500          | 3103           |
| POSTAGE                                | \$1,000                     | \$1,000             |                        | \$1,000          | 3102           |
| SUBSCRIPTIONS                          | \$1,000                     | \$1,000             |                        | \$1,000          | 3752           |
| MILEAGE REIMBURSEMENT                  | \$2,900                     | \$2,900             |                        | \$2,900          | 3821           |
| PARKING FEES                           | \$100                       | \$100               |                        | \$100            | 3822           |
| LEASE RENT                             | \$142,000                   | \$142,000           |                        | \$142,000        | 3007           |
| TELECOMMUNICATIONS                     | \$9,000                     | \$9,000             |                        | \$9,000          | 3103           |
| <b>TOTAL</b>                           | <b>\$245,700</b>            | <b>\$245,700</b>    | <b>\$0</b>             | <b>\$245,700</b> |                |

OCA FY2011-12 Budget Request (02/16/11)

Attachment 5

FUNCTION: GENERAL GOVERNMENT - LEGISLATIVE  
 PROGRAM: OFFICE OF THE CITY AUDITOR  
 ACTIVITY: ADMINISTRATION  
 CHARACTER OF EXPENDITURE: EQUIPMENT

| EQUIPMENT ITEM          | FY 2010-11<br>APPROPRIATION | FY 2011-12 REQUEST  |                        |                  | OBJECT<br>CODE |
|-------------------------|-----------------------------|---------------------|------------------------|------------------|----------------|
|                         |                             | CURRENT<br>SERVICES | ADDITIONAL<br>SERVICES | TOTAL<br>REQUEST |                |
| FURNITURE AND EQUIPMENT | \$0                         | \$0                 | \$0                    | \$0              | 4351           |
| COMPUTER EQUIPMENT      | \$0                         | \$0                 | \$0                    | \$0              | 4472           |
| TOTAL                   | \$0                         | \$0                 | \$0                    | \$0              |                |

Attachment 6

AGENCY: OFFICE OF THE CITY AUDITOR  
 ACTIVITY: FINANCIAL AUDIT  
 ACTIVITY SUMMARY

-----  
 Provides for the Office of the City Auditor to contract with a firm to conduct the City and County of Honolulu's financial audit pursuant to the Revised Charter of Honolulu and Resolution 86-239.

| OBJECT OF EXPENDITURE      | APPROPRIATION    |             | FY 2011-12 REQUEST |             |                     |             |                  |             | CHANGE FROM LAST F.Y. |               |
|----------------------------|------------------|-------------|--------------------|-------------|---------------------|-------------|------------------|-------------|-----------------------|---------------|
|                            | FY 2010          | -2011       | CURRENT SERVICES   |             | ADDITIONAL SERVICES |             | TOTAL REQUEST    |             | AMOUNT                | PERCENT       |
|                            | AMOUNT           | F.T.E.      | AMOUNT             | F.T.E.      | AMOUNT              | F.T.E.      | AMOUNT           | F.T.E.      | AMOUNT                | PERCENT       |
| CHARACTER OF EXPENDITURES: |                  |             |                    |             |                     |             |                  |             |                       |               |
| CURRENT EXPENSES           | \$385,000        | 0.00        | \$385,000          | 0.00        | \$71,000            | 0.00        | \$456,000        | 0.00        | \$71,000              | 18.44%        |
| <b>TOTAL</b>               | <b>\$385,000</b> | <b>0.00</b> | <b>\$385,000</b>   | <b>0.00</b> | <b>\$71,000</b>     | <b>0.00</b> | <b>\$456,000</b> | <b>0.00</b> | <b>\$71,000</b>       | <b>18.44%</b> |

OCA FY2011-12 Budget Request (02/16/11)

Attachment 7

FUNCTION: GENERAL GOVERNMENT - LEGISLATIVE  
 PROGRAM: OFFICE OF THE CITY AUDITOR  
 ACTIVITY: FINANCIAL AUDIT  
 CHARACTER OF EXPENDITURE: CURRENT EXPENSES

| OBJECT OF EXPENDITURE               | FY 2010-11<br>APPROPRIATION | FY 2011-12 REQUEST  |                  |                        |                 | TOTAL<br>REQUEST | OBJECT<br>CODE   |
|-------------------------------------|-----------------------------|---------------------|------------------|------------------------|-----------------|------------------|------------------|
|                                     |                             | CURRENT<br>SERVICES |                  | ADDITIONAL<br>SERVICES |                 |                  |                  |
| FINANCIAL AUDIT                     | \$385,000                   | \$385,000           |                  | \$15,000               |                 | \$400,000        | 3002             |
| -Add'l Testing ARRA Funded Programs |                             |                     |                  | \$56,000               |                 | \$56,000         |                  |
| <b>TOTAL</b>                        | <b>\$385,000</b>            | <b>0.00</b>         | <b>\$385,000</b> | <b>0.00</b>            | <b>\$71,000</b> | <b>0.00</b>      | <b>\$456,000</b> |

Attachment 6

AGENCY: OFFICE OF THE CITY AUDITOR  
 ACTIVITY: FINANCIAL AUDIT  
 ACTIVITY SUMMARY

-----  
 Provides for the Office of the City Auditor to contract with a firm to conduct the City and County of Honolulu's financial audit pursuant to the Revised Charter of Honolulu and Resolution 86-239.

| OBJECT OF EXPENDITURE      | APPROPRIATION |        | FY 2011-12 REQUEST |        |                     |        | TOTAL REQUEST |        | CHANGE FROM LAST F.Y. |         |
|----------------------------|---------------|--------|--------------------|--------|---------------------|--------|---------------|--------|-----------------------|---------|
|                            | FY 2010       | -2011  | CURRENT SERVICES   |        | ADDITIONAL SERVICES |        | AMOUNT        | F.T.E. | AMOUNT                | PERCENT |
|                            | AMOUNT        | F.T.E. | AMOUNT             | F.T.E. | AMOUNT              | F.T.E. |               |        |                       |         |
| CHARACTER OF EXPENDITURES: |               |        |                    |        |                     |        |               |        |                       |         |
| CURRENT EXPENSES           | \$385,000     | 0.00   | \$385,000          | 0.00   | \$71,000            | 0.00   | \$456,000     | 0.00   | \$71,000              | 18.44%  |
| TOTAL                      | \$385,000     | 0.00   | \$385,000          | 0.00   | \$71,000            | 0.00   | \$456,000     | 0.00   | \$71,000              | 18.44%  |

**END**