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Staff Instructions for Councilmember Budget and Grants in Aid Amendments

FY 2016

**Staff Instructions for Councilmember
Budget and Grants in Aid Amendments
FY 2016**

Contacts:

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I. Purpose:

The purpose of the amendment forms is four-fold:

- A. To provide information to the Budget Committee about the budget amendments proposed by Councilmembers.
- B. To make budget amendment requests part of the public record. The Councilmember's name, staff contact, and priority level will be made public.
- C. To determine if proposed amendments are consistent with development plans, ordinance provisions, and charter requirements.
- D. To provide sufficient detail to the administration to ensure that appropriations are expended by the administration in accordance with budget amendments adopted by the Council.

II. General Instructions:

- A. Instructions and amendment forms are included in this packet for the following items: the executive operating and capital budgets, the legislative budget, and the operating and capital budgets for the Honolulu Authority for Rapid Transportation (HART). Instructions and amendment forms are also included for projects funded by the Grants in Aid fund.
- B. Due dates for amendment forms to be submitted to the committee are as follows:
- CD1: March 20, 2015, 4:30 p.m.
 - CD2: April 27, 2015, 4:30 p.m.
- C. Please adhere to the following procedures when submitting budget amendment forms:
- Transmittal memo: a cover memo should be used to transmit proposed amendments to the committee as an attachment. The memo should be addressed to the Budget Committee Clerk.

The memo may be prepared by using the provided template (Attachment A) with the appropriate letterhead. An electronic file (Word document) is available in the OCS resource collection. **Please do not include any additional information in the transmittal memo.**
 - Amendment forms must be submitted in both hardcopy and electronic format to the Budget Committee.
 - Two (2) identical hard copies of each set of amendment forms (i.e., 2 copies of executive operating amendment forms; 2 copies of executive capital amendments and so on), must be included with the transmittal memo to the Budget Committee Clerk.
 - Excel workbooks (not PDFs) for all budget amendments must also be submitted via email to the Budget Committee Clerk. The Excel workbook must be identical to the submitted hardcopies.
- D. Additional guidance and guidelines for budget amendment forms:
- Electronic files for preparing amendments will be made available via the OCS resource collection.

- To avoid the loss of work, download and save the master Excel workbook to your own computer. This should be done prior to adding any data or text to the amendment form and Excel workbook.
- All budget amendment forms must be numbered consecutively for each separate budget (# of # for executive operating amendments; # of # for executive capital amendments, etc.)
- For operating budget amendments, forms must be organized and submitted in the same order as the budget ordinance being amended. For example, all General Government amendments should be first, followed by Public Safety amendments and so on.

For your convenience, an Excel workbook has been pre-loaded and organized by activity in order of the executive operating budget. Keeping your amendment forms in this pre-set order will facilitate the submittal of your amendments to the committee.

- For capital budget amendments, a "priority" number should be assigned to each proposed amendment. Capital budget amendment forms must also be organized and submitted in the same order as the budget ordinance being amended.
- For Grants in Aid amendments, a "priority" number must be assigned to each proposed amendment. All amendment forms must also be submitted in alphabetical order based on the legal names of the grantees.
- Prior to submitting amendment forms and electronic files, unused Excel worksheets should be deleted from your saved workbook. Submitted forms and electronic files should only contain forms that detail proposed budget amendments and should not include any blank pages.
- OCS is available to review proposed amendment forms prior to submittal to the committee. Please submit a request to OCS by the following dates:
 - CD1: March 16, 2015, 4:30 p.m.
 - CD2: April 21, 2015, 4:30 p.m.

III. Executive, Legislative, and HART Operating Budget Amendment Forms- Attachments B, C, and D

A. General instructions

1. Amend only one activity per amendment form. If there is insufficient space on the one page form for all your Councilmember's amendments for a certain activity, please use two or more forms.
2. As noted above, all amendments should be submitted in the order of the budget bill. This means that all amendments to General Government should be first, followed by Public Safety, then Highways and Streets, etc. For example, Mayor: Administration should always be page 1 of xx if there are any proposed amendments to that activity. Those wanting to make changes to a large number of activities in the executive operating budget may wish to use the Operating Amendment Form- ALL ACTIVITIES workbook, which has sequential worksheets for each activity as well as pre-filled information in the header sections. The workbook will be available via the OCS resource collection.
3. Any amendment to add funds to the executive, legislative or HART operating budgets must be offset by an equal or greater amount in proposed reductions in that budget's operating funds. The reductions may be taken from another activity, but should be from the same source of funds.
4. In the past, proposals to amend debt service activities and transfers of funds have not been successful.
5. In the past, proposals to amend revenue assumptions as a means to pay for proposed additions to the operating budgets have not been successful. However, your Councilmember may introduce new legislation or amend or support legislation proposed by the Mayor relating to any tax or fee.
6. If proposing a grant for an organization to the Department of Community Services Office of Special Projects activity using a funding source other than the Grants in Aid fund, you may use a Grants in Aid amendment form in lieu of an executive operating budget form. See Section V for complete instructions.

B. Page and Date

Number the pages consecutively. For example, page 1 of x pages of your executive operating budget amendments. Note the date of submittal on all

amendment forms.

C. Councilmember and Staff Contact

On each form identify the Councilmember requesting the amendment, the staff person, and the staff person's phone number. The staff person may be contacted to obtain any additional information regarding the program as may be required.

D. Function, Program, Department, Activity

To fill in these lines, find the activity that you want to amend in the budget bill. The function, program and department will be shown above it. See Attachment E.

E. Detailed Description of Amendment

Provide a detailed description of each proposed change. For example, if the proposal is to add a position, describe the type of position and the job duties. If the proposal is to add funds for current expenses or equipment, describe what the funds will be used for. If you know what object code is being amended please include it in the description. Object codes are noted in the line-item report submitted to the Council. If you would like to add a proviso to the amendment, include it in this column.

The detailed descriptions of accepted amendments are included in the budget ordinance. Therefore, to achieve consistency within the budget ordinance please use the basic structure for consistency for each character of expenditure.

1. Salaries

"Add/Reduce/Restore one position and funding for salaries for...."

Here are some examples to illustrate. Please note that positions don't need to be referenced if the position count is not being amended.

"Add one position and funding for an Economic Development Specialist"

"Reduce funding for salaries for OC 1102- Non-Holiday Overtime Pay"

"Restore funding for salaries for OC 1108- Night Shift Pay"

"Restore" should be used in lieu of "add" when restoring a position or funding that was cut in a prior Council draft of the budget bill.

2. Current Expenses

"Add/Reduce/Restore funding for current expenses for"

Here are some examples to illustrate.

"Add funding for current expenses for medical supplies"

"Reduce funding for current expenses for OC 2501- Ammunition"

"Restore funding for current expenses for OC 2356- Other Food"

"Restore" should be used in lieu of "add" when restoring funding that was cut in a prior Council draft of the budget bill.

3. Equipment

"Add/Reduce/Restore funding for equipment for"

Here are some examples to illustrate.

"Add funding for equipment for new computer monitors"

"Reduce funding for equipment for OC 4473- Computer Software"

"Restore funding for equipment for OC 4365- Scientific Equipment"

"Restore" should be used in lieu of "add" when restoring funding that was cut in a prior Council draft of the budget bill.

F. Position count

Fill in this column only if the proposal involves additions or deletions of positions. Positions are counted in terms of full time equivalent; a 20 hour per week position is considered half-time (0.50 FTE). Please note that although the Council may add positions, only the mayor has the authority to abolish existing positions.

The Council may, however, delete positions added during a prior Council draft. For example, if the Council added an economic development specialist in the CD1 version of the budget, the Council can delete the position in the CD2 version.

G. Amount

Include the dollar amount of the adjustment. Deletions will be shown with parentheses.

H. Character of Expenditure

Indicate the character(s) of expenditure, using the following codes:

S = salaries

CE = current expenses (e.g., office supplies, utilities, rental costs)

E = equipment

I. Source of Funds

For each amendment, indicate the fund code using the codes found on the front page of the proposed operating budget bill.

Please note that the Solid Waste Special Fund (WF) is broken out into four different accounts: 250- General Operating Account; 255- Honolulu Solid Waste District Facility Account; 256- Glass Incentive Account; and 259- Recycling Account. Each account is balanced separately. Appropriations for the Solid Waste Special Fund are further broken out by account in the Line Item Report submitted to the Council.

When known, please use the following codes in your amendment worksheets.

WF-GN- General Operating Account

WF-HP- Honolulu Solid Waste Disposal Facility Account (H-POWER)

WF-GL- Glass Incentive Account

WF-RC- Recycling Account

If you are adding an item to the budget using the Solid Waste Special Fund and are unsure of what fund code to use, the general code WF may be used.

J. Column 7: Additional Explanation

Provide a detailed, factual explanation for the proposed amendment. For example, if funding is being added to the budget for the purposes of restoring a cut from a previous draft, it should be stated in this column.

K. Check Your Work

All amendment amounts must identify the character of expenditure as well as the source of funds. Ensure that all description language follow the format indicated in Section E (above). See Attachment F for an example of a completed operating amendment form.

IV. Executive and HART Capital Budget Amendment Forms - Attachments G, H, K, and L

Projects in the capital budget are typically funded through the issuance of debt, which has an impact on future operating budgets. In the past, proposed amendments in excess of \$200,000 were not successful if they were not accompanied by deletions from the same funding source.

List each addition and deletion on the appropriate summary forms and detail each addition or deletion separately on an amendment form. Amend, add, or delete only one project per form. For the summary form only, please add rows as needed.

A. Page and Date

Number the pages consecutively. For example, page 1 of x pages of your executive capital budget amendments. All electronic and hardcopy capital amendments should follow the same order as the budget bill. Note the date of submittal on all amendment forms.

B. Councilmember, Contact, and Priority Number

1. On each form, identify the Councilmember requesting the amendment, the staff person, and the staff person's phone number. The staff person may be contacted to obtain any additional information regarding the project as may be required.
2. Within each budget (executive capital and HART capital) assign each amendment a priority number, with the number one being the highest priority request of your Councilmember.

C. Function, Program, and Department

The budget is organized by program structure. In order to correctly add a new project to the budget, the appropriate function, program (sub-function), and department must be identified for all projects. This may be accomplished by reviewing the budget program book or budget bill for similar projects. See Attachment I.

D. Project Number

Identify the project number (e.g. 2004058) in the appropriate field if your amendment involves a project already in the executive capital budget bill or budget program book.

E. Title and Description

1. Titles and descriptions for new projects must be clear, concise, and specific. Enter the title and description in the same format used in the capital budget bill to match administration's format (Title in CAPS). Pay particular attention to location, spelling, and park or street names. If the location is particularly vague, use the tax map key. The following may be useful for successful implementation of a project:

- a. Location - provide street addresses and/or locations. Specific information regarding location is important.
- b. If the amendment involves an existing facility or park, be sure to use the full official name (i.e. include neighborhood, community, mini, etc.) and spell it correctly! Some parks have similar names (e.g. Sunset Beach Park and Sunset Beach Support Park) so we need the specific title given by Parks and Recreation. If the name of the facility is misspelled or misidentified, the project may not be implemented.

Use the Department of Parks and Recreation's online resource (<http://gis.hicentral.com/fastmaps/parks>). OCS also has a copy of DPR's Index to Oahu Parks and Facilities (April, 1997), which may be used if additional details are required.

- c. Note that more than one tax map key may be involved. The publications cited above may contain this information. Otherwise, additional research may be required.
- d. Consider consolidating all requests for a single park or street into one amendment to an existing or new project (e.g. Sunset Beach Park - Various Park Improvements).
- e. Consider whether the item should be submitted as an operating budget request. Capital budget items are generally funded using long-term bonds (20+ years) and have significant interest costs. As a general rule, capital budget items should have a useful life at least as long as the term of the bond.

2. Amendments to a project already existing in the budget bill:

- a. Provide the exact title, as it appears in the budget bill or budget program book. Illustrate desired changes in Ramseyer format. Bracket language that should be deleted and underscore new language.

- b. Provide the exact description, as it exists in the budget bill or budget program book. Illustrate desired changes in Ramseyer format. Bracket language that should be deleted and underscore new language.

Be aware that if funding is being added or deleted, the project description may need to be amended to properly reflect the project's work phases. An example of a project description amendment for an amendment deleting all construction funding would be, "Plan[,] and design [, and construct] park improvements."

If the amendment had been to add construction funding, a likely project description would be, "Plan [and], design, and construct park improvements."

F. Existing Amount Columns

If a project is already included in the budget, these columns will need to be completed exactly as they are shown in the budget bill. If a new project is being added, these columns should be blank.

1. Work Phase Amount

Identify the amount of funding for each work phases (see below) currently in the budget bill, regardless of whether that phase is being amended. The Excel worksheets include a function that will sum the amount in the last row. This sum must equal the "Total All Funds" column of the project in the budget bill.

2. Work Phase

Capital projects are broken out by various phases such as planning, design, construction, etc. Use the abbreviations found in the budget program book or budget bill. All work phases (and corresponding amounts) should be included in the amendment spreadsheet, regardless of whether that phase is being amended.

3. Source of Funds Amount

Identify the amount broken out by each source of funds (see below) currently in the budget bill, regardless of whether that source of funds is being amended. The Excel worksheets include a function that will sum the amount in the last row. This total must equal the "Total All Funds" column of the project in the budget bill and must also equal the sum of the Work Phase Amount column of the form.

4. Source of Funds/Fund Code

Capital projects use various sources of funding, such as general improvement bond funds, highway improvement bond funds, community development fund, etc. Use the fund code abbreviations found in the budget program book or budget bill. All sources of funds (and corresponding amounts) should be included in the amendment spreadsheet, regardless of whether that source of funds is being amended.

G. Amendment Columns

1. Work Phase Amount

New projects must identify the amount requested for each work phase in this column. Round up to the nearest \$1,000. For amendments to projects existing in the current budget bill, identify amounts that should be increased or decreased by work phase. Decreases will be shown with parentheses.

The Excel worksheets include a function that will sum the amount in the last row.

2. Work Phase

Use the abbreviations found in the budget program book or budget bill. For amendments to projects existing in the current budget bill, include all work phases regardless of whether the phase is being amended.

3. Source of Funds Amount

New projects must identify the amount requested for each source of funds in this column. For amendments to projects existing in the current budget bill, identify amounts that should be increased or decreased by source of funds. Decreases will be shown with parentheses.

The Excel worksheets include a function that will sum the amount in the last row. This total must be equal to the "Amendment – Work Phase Amount" total.

4. Source of Funds/Fund Code

Capital projects use various sources of funding, such as general improvement bond funds, highway improvement bond funds,

community development fund, etc. Use the abbreviations found in the budget program book or budget bill. For amendments to projects existing in the current budget bill, include all fund codes regardless of whether the funding source is being amended.

Certain funds may have limitations on how they can be used. Identification of an inappropriate funding source may disallow implementation of the project. Verify that the funds identified can be used for the requested project.

H. Amendment Description

Each request for a new project or amendment to an existing project must be described. Once submitted, the forms will become public documents so it is important that the description of each amendment is clear. Providing a clear explanation of what the amendment seeks to accomplish will allow the budget committee and the public to better understand the project or amendment. This is especially important if the amendment is particularly confusing, such as both adding and deleting amounts and changing the source of funds.

An example of an appropriate description amendment: "This amendment deletes construction funding for the Mililani Mauka Community Park project and makes the corresponding project description amendment to delete the reference to construction."

I. Check Your Work

The amounts detailed by work phases should total to the same number as the amount detailed by source of funds. See Attachment J for an example of a completed capital amendment form.

J. Summary of Amendments (for Executive Capital only)

1. List all amendments that add funds on the summary of add amendments form. See Attachment K. Assign each project a priority number; the number one being the highest priority. Identify the amount of the addition by fund source for each project.
2. List all amendments that reduce funds on the summary of minus amendments form. See Attachment L. Assign each project a priority number; the number one being the first project that should be reduced. Identify the amount of the reduction by fund source for each project.

V. GIA Amendment Form - Attachment M

Section 9-205, RCH established a Grants in Aid Fund. The same section requires that no less than \$250,000 from the fund be expended annually in each Council district.

Per Section 6-52.4, ROH, the Council shall only consider projects that have submitted applications to the Grants in Aid Advisory Commission by the January 20th deadline if funded by the Grants in Aid fund.

However, Councilmembers are not precluded from proposing the addition of grants for other organizations that did not apply to the Grants in Aid Advisory Commission, provided those projects are funded by the General Fund. It is preferred that all grants proposed for the Office of Special Projects be proposed through a Grants in Aid amendment form, rather than as an amendment to the operating budget.

Amend, add, or delete only one project per form.

A. Page and Date

Number the pages consecutively. For example, page 1 of x pages of your GIA amendments. All electronic and hardcopy GIA amendments should be in alphabetical order of Grantee's Legal Name. Note the date of submittal on all amendment forms.

B. Councilmember, Contact, and Priority Number

1. On each form, identify the Councilmember requesting the amendment, the staff person, and the staff person's phone number.
2. Assign each amendment a priority number, with the number one being the highest priority request of your Councilmember.

C. Function, Program, Department, and Activity

To fill in these lines, find the activity that you want to amend in the budget bill.¹ See Attachment N.

D. Grantee Legal Name, Grant Activity Name, and Project Description

To fill in these lines, refer to the Grantee's Proposal. Provide the exact legal name, grant activity name, and project description as it appears in the Grantee's Proposal. See Attachment O.

1. Last year Grants in Aid funding was appropriated in the Office of Special Projects activity within the Department of Community Services' operating budget, although it is possible that the administration could place the funding in another activity or in the Capital budget for FY 2016.

As noted above, the Council shall only consider projects that have submitted applications to the Grants in Aid Advisory Commission by the January 20th deadline if funded by the Grants in Aid fund. If proposing the addition of a project that did not apply to the Grants in Aid Advisory Commission by the deadline, you are responsible for researching and providing this information.

E. Existing Amount Columns

If a project has been recommended for funding by the Grants in Aid Advisory Commission, these columns will need to be completed to show the Grants in Aid Advisory Commission's recommendation. If an amendment is proposing adding funding for a project that was not recommended for funding by the Grants in Aid Advisory Commission, these columns should be blank.

1. Council District Amount

Identify the amount of funding for each Council district (see below) currently recommended by the Grants in Aid Advisory Commission. This information should be included Grant in Aid Advisory Commission Report. The Excel worksheets include a function that will sum the amount in the last row.

2. Council District

Because of the requirement that no less than \$250,000 be expended annually in each Council district, Grants in Aid funding is broken out by Council district. Use the number (i.e., "1", "2", "3", etc.) to identify each Council district.

3. Source of Funds Amount

Identify the amount broken out by each source of funds (see below) currently recommended for funding by the Grants in Aid Advisory Commission.

The Excel worksheets include a function that will sum the amount in the last row. This total must be equal to the "Existing Amount – Council District Amount" total.

4. Source of Funds/Fund Code

The Grants in Aid Advisory Commission will likely only recommend projects to be funded by the Grants in Aid Fund (GR).

F. Amendment Columns

Any increases or decreases to funding amounts for projects recommended by the Grants in Aid Advisory Commission or proposals to add funding for a project that was not recommended for funding by the Grants in Aid Advisory Commission should be shown in these columns.

Grants in Aid projects are funded through the Grants in Aid Fund (GR). Per charter, a minimum of one-half percent of the estimated general fund revenues are deposited into the Grants in Aid Fund. In order to avoid exceeding the estimated revenues for the Grants in Aid fund, any funding additions should ideally be accompanied by a deletion for another project(s) in an equivalent amount.

1. Council District Amount

For amendments to projects recommended for funding by the Grants in Aid Advisory Commission, identify amounts that should be increased or decreased by Council district. New projects must identify the amount requested for each work phase in this column. Please note that any additions or deletions must be distributed in an amount proportional to the amount requested by the grantee (i.e. do not add or reduce funding for only one Council district if the organization indicated that the project will serve multiple Council districts). See Attachment P.

The Excel worksheets include a function that will sum the amount in the last row.

2. Council District

Because of the requirement that no less than \$250,000 be expended annually in each Council district, Grants in Aid funding is broken out by Council district. Use the number (i.e., "1", "2", "3", etc.) to identify each Council district.

3. Source of Funds Amount

Identify the requested amendment amount by each source of funds in this column. Reductions in funding will be shown with parentheses.

The Excel worksheets include a function that will sum the amount in the last row. This total must be equal to the "Amendment – Council District Amount" total.

4. Source of Funds/Fund Code

Use the abbreviations found in the budget program book or budget bill. Typically, you will only be using the Grants in Aid Fund (GR) or General Fund (GN).

G. Amendment Description

Provide a detailed, factual explanation for the proposed amendment. Once submitted, the forms will become public documents so it is important that the description of each amendment is clear. Providing a clear explanation of what the amendment seeks to accomplish will allow the budget committee and the public to better understand the project or amendment.

H. Check Your Work

The amounts detailed by Council district should total to the same number as the amount detailed by source of funds. See Attachment P for an example of a completed Grants in Aid amendment form.

Attachments:

- A: Letter of Transmittal Example
- B: Form: Executive Operating Amendment
- C: Form: Legislative Amendment
- D: Form: HART Operating Amendment
- E: Location of Functions, Programs, Departments, and Activities in Operating Budget Ordinance
- F: Form: Sample Operating Amendment
- G: Form: CIP Amendment
- H: Form: HART CIP Amendment
- I: Location of Functions, Programs, and Departments in Capital Budget Ordinance.
- J: Form: CIP Summary of Add Amendments
- K: Form: CIP Summary of Minus Amendments
- L: Form: Sample CIP Amendment
- M: Form: GIA Amendment
- N: Location of Functions, Programs, Departments, and Activities for Grants in Aid in the Operating Budget Ordinance
- O: Location of Grantee Legal Name, Grant Activity Name, Project Description and Council District Allocation in Grantee's Proposal
- P: Form: Sample GIA Amendment

Attachment A

CLARK KENT
COUNCILMEMBER
(808) 768-9999

March 20, 2015

TO: GAIL UEHARA
OFFICE OF THE CITY CLERK

FROM: COUNCILMEMBER (*insert name of Councilmember*)

RE: PROPOSED BUDGET AND GRANTS IN AID AMENDMENTS

Attached please find my proposed budget and Grants in Aid amendments to the following bills for consideration by the Budget Committee:

Bill XX (2015): Executive Operating Budget

Bill XX (2015): Executive Capital Budget

Bill XX (2015): Legislative Budget

Bill XX (2015): HART Operating Budget

Bill XX (2015): HART Capital Budget

Thank you.

Attachment B

Attachment C

Attachment D

Attachment E



CITY COUNCIL
CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII

ORDINANCE 10-11
BILL 15 (2010), FD1, CD2

A BILL FOR AN ORDINANCE

SECTION 2 The monies described in Section 1 for the fiscal year July 1, 2010 to June 30, 2011 are appropriated as indicated to the following activities in the GENERAL GOVERNMENT function.

FUNCTIONS, PROGRAMS & ACTIVITIES	NUMBER OF POSITIONS (F.T.E.)	SALARIES	CURRENT EXPENSES	EQUIPMENT	TOTAL ALL FUNDS	SOURCE OF FUNDS
GENERAL GOVERNMENT ← FUNCTION						
EXECUTIVE ← PROGRAM						
Mayor ← DEPARTMENT						
Administration	8.00	\$489,020	\$70,017	\$0	\$559,037	\$559,037 GN
Contingency Fund	0.00	0	26,118	0	26,118	26,118 GN
Managing Director ← DEPARTMENT						
City Management	29.00	1,247,898	478,158	0	1,724,052	1,724,052 GN
Culture and the Arts	6.00	291,380	420,350	0	711,730	711,730 GN
Neighborhood Commission	17.00	698,496	330,918	0	929,414	929,414 GN
Vacant Funded Positions	0.00	170,800	0	0	170,800	170,800 GN
Office of Housing	2.00	123,876	0	0	123,876	123,876 GN
Department of Customer Services ← DEPARTMENT						
Administration	8.33	368,038	70,251	0	438,287	438,287 GN
Public Communication	38.75	1,514,850	352,338	0	1,866,988	1,866,988 GN
Satellite City Hall	93.50	3,204,812	854,367	0	3,959,179	42,319 SP 3,959,179 GN
Motor Vehicle, Licensing and Permits	187.50	5,746,884	8,610,913	0	14,257,597	11,683,248 GN 2,584,351 HB
Vacant Funded Positions	0.00	823,602	0	0	823,602	713,488 GN 110,138 HB
FINANCE ← PROGRAM						
Department of Budget and Fiscal Services ← DEPARTMENT						
Administration	16.80	879,802	53,481	0	933,283	933,283 GN
Internal Control	7.00	439,208	291,149	0	730,349	730,349 GN
Fiscal/CIP Administration	17.00	874,896	351,970	0	1,226,866	472,182 GN 578,532 CD 176,162 FG
Budgetary Administration	12.00	318,268	12,150	0	828,408	828,408 GN
Accounting and Fiscal Services	93.00	3,868,858	202,822	0	4,071,480	3,012,223 GN 221,324 SW 88,224 WF 109,410 BV 119,812 SE 82,582 RL 294,752 FG 60,171 TR 102,972 CD
Purchasing and General Services	29.00	1,409,383	88,381	0	1,495,744	1,495,744 GN
Real Property	114.50	4,238,091	850,110	0	5,089,201	5,089,201 GN
Treasury	43.00	1,441,480	780,224	0	2,221,684	2,197,984 GN 4,700 WF 19,000 SE
Liquor Commission	56.00	1,617,644	1,255,837	0	2,773,481	2,773,481 LC
Vacant Funded Positions	0.00	1,564,911	0	0	1,564,911	776,395 GN 887,440 LC 101,076 CD
DATA PROCESSING ← PROGRAM						
Department of Information Technology ← DEPARTMENT						
Administration	8.00	331,565	9,400,836	231,860	9,964,051	8,964,051 GN
Applications	74.00	3,847,692	37,224	0	3,884,916	3,663,733 GN 77,088 SW 14,200 WF 85,884 FG 13,812 SE
Technical Support	39.00	1,887,588	0	0	1,887,588	48,816 LC 1,887,588 GN
Operations	32.00	1,204,630	12,660	0	1,217,290	1,172,794 GN 44,496 FG
Vacant Funded Positions	0.00	829,476	0	0	829,476	514,568 GN 45,576 WF 118,020 SW 61,312 SE

Attachment F

Attachment G

EXECUTIVE CAPITAL BUDGET
PROPOSED AMENDMENT TO BILL __ (2015)

PAGE: _____ of _____
 DATE: _____
 COUNCILMEMBER: _____
 STAFF & PHONE EXT: _____
 PRIORITY: _____

FUNCTION:	
PROGRAM:	
DEPARTMENT:	
PROJECT NUMBER:	
PROJECT TITLE:	
PROJECT DESCRIPTION:	
Use Ramseyer formatting to show description amendments.	

EXISTING AMOUNT				AMENDMENT			
AMOUNT	WORK PHASE	AMOUNT	FUND CODE	AMOUNT	WORK PHASE	AMOUNT	FUND CODE
\$0		\$0		\$0		\$0	

AMENDMENT DESCRIPTION

Attachment H

HART CAPITAL BUDGET

PROPOSED AMENDMENT TO BILL __ (2015)

PAGE: _____ of _____
 DATE: _____
 COUNCILMEMBER: _____
 STAFF & PHONE EXT: _____
 PRIORITY: _____

FUNCTION:	
PROGRAM:	
DEPARTMENT:	
PROJECT NUMBER:	
PROJECT TITLE:	
PROJECT DESCRIPTION:	<p>Use Ramseyer formatting to show description amendments.</p>

EXISTING AMOUNT				AMENDMENT			
AMOUNT	WORK PHASE	AMOUNT	FUND CODE	AMOUNT	WORK PHASE	AMOUNT	FUND CODE
\$0		\$0		\$0		\$0	

AMENDMENT DESCRIPTION

Attachment I



A BILL FOR AN ORDINANCE

SECTION 2. The monies described in Section 1 for the fiscal year July 1, 2010 to June 30, 2011 are appropriated as indicated to the following projects and public improvements in the GENERAL GOVERNMENT function. Nothing in this section shall be construed as restricting the allocation of monies among the work phase appropriations (e.g., planning, design, and construction).

PROJECT NUMBER	FUNCTIONS, PROGRAMS & PROJECTS	WORK PHASE	SOURCE OF FUNDS	TOTAL ALL FUNDS
GENERAL GOVERNMENT ← FUNCTION				
STAFF AGENCIES ← PROGRAM				
BUDGET AND FISCAL SERVICES ← DEPARTMENT				
1998602	PROCUREMENT OF MAJOR EQUIPMENT ← PROJECT Acquisition of major equipment for agencies/departments to deliver services to the public in a timely and cost effective manner.	17,974,979 E	4,193,715 GI 2,832,000 HI 9,399,000 WB 159,000 TR 709,514 BT 490,000 GC 28,500 LC 385,250 SV	17,974,979
1979110	PROJECT ADJUSTMENTS ACCOUNT ← PROJECT Funding for any project cost exceeding the estimate for land acquisition, planning, design, construction, inspection, other equipment, and relocation for projects included in the capital budget.	2,000 X	1,000 GI 1,000 HI	2,000
INFORMATION TECHNOLOGY ← DEPARTMENT				
2002750	INTEGRATED FINANCIAL & HUMAN RESOURCE SYSTEM (FINANCIAL ACCOUNTING SYSTEM) Design and implement an integral financial and human resource system, incorporating and replacing the current CIFIS and CHRMS systems. Costs include hiring of consultants and purchase of hardware/software licensing.	600,000 D 130,000 E 700,000 X	1,430,000 GI	1,430,000
PUBLIC FACILITIES-ADDITIONS AND IMPROVEMENTS ← PROGRAM				
DESIGN AND CONSTRUCTION ← DEPARTMENT				
1994009	AMERICANS WITH DISABILITIES ACT (ADA) IMPROVEMENTS TO PUBLIC BUILDINGS ← PROJECT Plan, design, construct, provide construction inspection and related equipment for accessibility improvements to City owned facilities.	10,000 P 10,000 D 110,000 C 5,000 I 5,000 E	140,000 GI	140,000
2010142	EWA VILLAGES WATER LINE IMPROVEMENTS ← PROJECT Plan, design and construct upgrade improvements to the existing R-1 water irrigation system/water line in Ewa Villages.	9,000 P 480,000 D 1,000 C	500,000 GI	500,000
	FARRINGTON HIGHWAY IMPROVEMENTS ← PROJECT Plan and design improvements on the city portions of Farrington Highway.	1,000,000 P 1,000 D	1,001,000 GI	1,001,000

Attachment J

Attachment K

Attachment L

**EXECUTIVE CAPITAL BUDGET
PROPOSED AMENDMENT TO BILL ## (2015)**

PAGE: 1 of 5
 DATE: 1/25/2014
 COUNCILMEMBER: CLARK KENT
 STAFF & PHONE EXT: LOIS LANE x 83456
 PRIORITY: #2

FUNCTION:	GENERAL GOVERNMENT
PROGRAM:	PUBLIC FACILITIES-ADDITIONS AND IMPROVEMENTS
DEPARTMENT:	DESIGN AND CONSTRUCTION
PROJECT NUMBER:	1995006
PROJECT TITLE:	KAPOLEI CONSOLIDATED CORPORATION YARD
PROJECT DESCRIPTION:	[Design, construct,] <u>Construct</u> , inspect and purchase equipment for the final phase of the master planned corporation yard.
Use Ramseyer formatting to show description amendments.	

EXISTING AMOUNT				AMENDMENT			
AMOUNT	WORK PHASE	AMOUNT	FUND CODE	AMOUNT	WORK PHASE	AMOUNT	FUND CODE
\$100,000	D	\$1,300,000	GI	(\$100,000)	D	(\$100,000)	GI
\$1,000,000	C			\$0	C		
\$100,000	I			\$0	I		
\$100,000	E			\$0	E		
\$1,300,000		\$1,300,000		(\$100,000)		(\$100,000)	

AMENDMENT DESCRIPTION
<p>This amendment deletes all funding for the design of the project for FY 2016 and removes the design phase in the project description.</p> <p>Construction has already begun on this project removing the need for further design. The design funding deleted from this project can be used for other priorities and projects.</p>

Attachment M

GRANTS IN AID
PROPOSED AMENDMENT TO BILL __ (2015)

PAGE: _____ of _____
 DATE: _____
 COUNCILMEMBER: _____
 STAFF & PHONE EXT: _____
 PRIORITY: _____

FUNCTION:	
PROGRAM:	
DEPARTMENT:	
ACTIVITY:	
GRANTEE LEGAL NAME:	
GRANT ACTIVITY NAME:	
PROJECT DESCRIPTION:	

EXISTING AMOUNT				AMENDMENT			
AMOUNT	COUNCIL DISTRICT	AMOUNT	FUND CODE	AMOUNT	COUNCIL DISTRICT	AMOUNT	FUND CODE
\$0.00		\$0.00		\$0.00		\$0.00	

AMENDMENT DESCRIPTION

Attachment N



CITY COUNCIL
CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII

ORDINANCE 13-19
BILL 11 (2013), CD2, FD1

A BILL FOR AN ORDINANCE

SECTION 6. The monies described in Section 1 for the fiscal year July 1, 2013 to June 30, 2014 are appropriated as indicated to the following activities in the HUMAN SERVICES function.

FUNCTIONS, PROGRAMS & ACTIVITIES	NUMBER OF POSITIONS (F.T.E.)	SALARIES	CURRENT EXPENSES	EQUIPMENT	TOTAL ALL FUNDS	SOURCE OF FUNDS
HUMAN SERVICES						
HUMAN SERVICES:						
Department of Community Services						
Administration	9.00	\$512,832	\$1,766,783	\$0	\$2,278,595	\$2,278,595 GN
Office of Special Projects	11.00	470,418	9,098,011	0	9,568,427	3,313,817 GN 882,240 CD 6,519,851 GR 16,887 LE 57,852 FG 258,908 FG
Oahu Workforce Investment Board	7.00	142,068	118,940	0	268,808	1,480,532 GN 72,278 CD 5,233,000 RA 3,206,000 RL 47,017,917 BE
Community Assistance	73.00	3,102,038	53,848,889	57,000	57,008,725	
Elderly Services	29.80	935,840	8,902,848	0	9,838,488	580,378 GN 3,167,457 FG 0,090,853 SP 2,894,740 GN 821,156 CD 8,320,100 FG 405,951 GN 12,008,228 FG 23,822 SP
Community Based Development	14.00	808,324	9,126,672	0	9,936,996	
WorkHawaii	105.00	4,897,725	7,757,476	0	12,435,201	
TOTAL HUMAN SERVICES	249.80	\$10,870,341	\$90,587,899	\$57,000	\$101,325,340	\$101,325,340

HUMAN SERVICES SOURCE OF FUNDS

GN General Fund	\$10,734,013
HW Highway Fund	0
SW Sewer Fund	0
BT Bus Transportation Fund	0
LC Liquor Commission Fund	0
BK Bikeway Fund	0
HB Highway Beautification and Disposal of Abandoned Vehicles Revolving Fund	0
SV Special Events Fund	0
GC Golf Fund	0
WF Solid Waste Special Fund	0
HN Hanalei Bay Nature Preserve Fund	0
RA Rental Assistance Fund	5,233,000
LE Leasehold Conversion Fund	16,887
HD Housing Development Special Fund	0
GR Grants in Aid Fund	6,519,851
CD Community Development Fund	1,666,672
RL Housing and Community Development Rehabilitation Loan Fund	3,206,000
BE Housing and Community Development, Section B Contract Fund	47,017,917
FG Federal Grants Fund	21,930,646
SP Special Projects Fund	8,113,876
TOTAL HUMAN SERVICES	\$101,325,340

Attachment O

THE FOLLOWING PAGES SHALL BE DETACHED FROM THE GRP SOLICITATION DOCUMENT AND SUBMITTED

**APPENDIX F: GRANTEE'S PROPOSAL
SOLICITATION NO. GRP-DCS-632512**

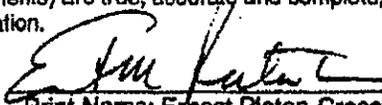
Description: Provide services to economically and/or socially disadvantaged populations or provide services for public benefit in the areas of the arts, culture, economic development or the environment pursuant to Section 9-205 of the Revised Charter of Honolulu.

Grantee Legal Name:	Hale Kipa, Inc.
Grant Activity Name:	Emergency Shelter for Youth
Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served.	
Hale Kipa will provide emergency shelter to 175 runaway, homeless, or abused, youth, ages 10-17. Outcomes include increased safety, well-being and self sufficiency and exiting to safe and appropriate living situations for all of these youth.	

Council District (Check all districts that will benefit from the Grant Activity. Provide the amount requested per district).		
<input checked="" type="checkbox"/> District 1 \$10,000	<input checked="" type="checkbox"/> District 2 \$5,000	<input checked="" type="checkbox"/> District 3 \$5,000
<input checked="" type="checkbox"/> District 4 \$5,000	<input checked="" type="checkbox"/> District 5 \$5,000	<input checked="" type="checkbox"/> District 6 \$5,000
<input checked="" type="checkbox"/> District 7 \$10,000	<input checked="" type="checkbox"/> District 8 \$5,000	<input checked="" type="checkbox"/> District 9 \$10,000
Total Amount Requested (Minimum of \$25,000):		\$60,000

Type of Grant Activity:		
<input type="checkbox"/> Arts	<input type="checkbox"/> Culture	<input type="checkbox"/> Community Development
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Environment	<input type="checkbox"/> Public Service - Seniors
<input checked="" type="checkbox"/> Public Service - Children	<input type="checkbox"/> Public Service - Disabilities	<input type="checkbox"/> Public Service - Homeless
<input type="checkbox"/> Public Service - Other (describe):		

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this GRP; (ii) personally prepared or reviewed the matters found in this GRP (including any related documents/attachments); (iii) asserts all statements made in this GRP and related Grant Related Proposal (including all attachments) are true, accurate and complete; and (iv) has the requisite skills and knowledge to assert the foregoing certification.


 Print Name: Ernest Pietan-Cross
 Title: CEO

Date: 6/26/2013

Attachment P

**GRANTS IN AID
PROPOSED AMENDMENT TO BILL XX (2015)**

PAGE: 1 of 3
 DATE: 2/14/2014
 COUNCILMEMBER: CLARK KENT
 STAFF & PHONE EXT: LOIS LANE x82014
 PRIORITY: 1

FUNCTION:	Human Services
PROGRAM:	Human Services
DEPARTMENT:	Community Services
ACTIVITY:	Office of Special Projects
GRANTEE LEGAL NAME:	Hale Kipa, Inc.
GRANT ACTIVITY NAME:	Emergency Shelter for Youth
PROJECT DESCRIPTION:	Hale Kipa will provide emergency shelter to 175 runaway, homeless, or abused youth ages 10-17. Outcomes include increased safety, well-being and self-sufficiency and exiting to safe and appropriate living situations for all of these youth.

EXISTING AMOUNT				AMENDMENT			
AMOUNT	COUNCIL DISTRICT	AMOUNT	FUND CODE	AMOUNT	COUNCIL DISTRICT	AMOUNT	FUND CODE
\$10,000	1	\$60,000	GR	(\$5,000)	1	(\$30,000)	GR
\$5,000	2			(\$2,500)	2		
\$5,000	3			(\$2,500)	3		
\$5,000	4			(\$2,500)	4		
\$5,000	5			(\$2,500)	5		
\$5,000	6			(\$2,500)	6		
\$10,000	7			(\$5,000)	7		
\$5,000	8			(\$2,500)	8		
\$10,000	9			(\$5,000)	9		
\$60,000		\$60,000		(\$30,000)		(\$30,000)	

AMENDMENT DESCRIPTION
Funding is reduced to open up funding for other worthwhile GIA projects.