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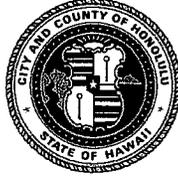
OFFICE OF THE MAYOR
CITY AND COUNTY OF HONOLULU

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KIRK CALDWELL
MAYOR

ROY K. AMEMIYA, JR.
MANAGING DIRECTOR

GEORGETTE T. DEEMER
DEPUTY MANAGING DIRECTOR



May 1, 2015

The Honorable Ann H. Kobayashi, Chair
and Members
Committee on Budget
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

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2015 MAY -6 A 11: 19
CITY COUNCIL
HONOLULU, HAWAII

Dear Chair Kobayashi and Councilmembers:

SUBJECT: Comments on Proposed Bill 13 (2015), CD2 Amendments for
the Offices of the Mayor & Managing Director

Please find attached our comments regarding the budget amendments in Bill 13
(2015), CD1 and the proposed amendments for Bill 13 (2015), CD2.

We would also like to thank you for the thoughtful discussion on our budget
submissions as well as Councilmembers Elefante and Pine for their proposed
restoration of CD-1 amendments. We ask for your favorable consideration of our
requests.

Warm regards,

Roy K. Amemiya, Jr.
Managing Director

Attachment

DEPARTMENT: MAYOR

ADMINISTRATION

Councilmember: Martin

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(350)	GN	Reduction – Reduce funding for OC 3211 – Travel Expense Intrastate

Department's Comments and Concerns:

Reconsideration of the \$350 cut is requested. Full funding of \$1,100 is necessary for the Mayor and one staff person to attend the annual Hawaii Council of Mayors conference scheduled to be held on Maui and possibly another island as issues arise (approximately \$400/person/trip).

Councilmember: Ozawa

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(11,903)	GN	Reduction – Reduce funding for OC 3212 – Travel Expense Out-of-State

Department's Comments and Concerns:

Reconsideration of the \$11,903 cut is requested. Full funding of \$34,000 is necessary for the Mayor and one staff person to attend the annual U.S. Conference of Mayors in Washington, DC (approximately \$3,500/person x 2 = \$7,000), two Sister City Relationship trips, including Okinawa (approximately \$5,000) and China/Taiwan (approximately \$6,000), and a trip to Bruyeres, France for a 442nd Memorial Ceremony (approximately \$6,000/person x 2 = \$12,000). The remaining \$4,000 requested is to fund other U.S. Mainland trips as they arise.

Note: The Mayor plans to visit a minimum of two Sister Cities a year during his tenure to ensure Honolulu's continued relationship with each Sister City.

Councilmember: Ozawa

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(23,735)	GN	Reduction – Reduce funding for OC 3751 – Fees for Memberships& Registration

Department's Comments and Concerns:

Reconsideration of the \$23,735 cut is requested. Full funding of \$44,000 is necessary to pay for two city-wide memberships:
U.S. Conference of Mayors - \$19,300.
National League of Cities (NLC) - \$24,700

The City recently participated in the Rose Center for Public Leadership through the Daniel Rose Fellowship program which provided urban land use assistance for local land use development. To continue participation in this program, the City is required to become a member of the NLC. The NLC membership includes the Chief Elected Official, governing body, and the entire municipal staff.

CONTINGENCY

Councilmember: Martin

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(5,259)	GN	Reduction – Reduce funding for OC 3998 – Contingency Other

Department's Comments and Concerns:

Reconsideration of the \$5,259 cut is requested. Full funding of \$30,000 is necessary for situations when the Mayor hosts dignitaries and guests from various community organizations, counties, and other countries, including Sister City Relationships. In addition, the funds are used by the Mayor for public outreach efforts such as town hall meetings (approximately \$150/meeting) and the State of the City address.

DEPARTMENT: MANAGING DIRECTOR

CITY MANAGEMENT

Councilmember: Martin

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(47,448)	GN	Reduction – Reduce funding for OC 1101 - Regular Pay

Department's Comments and Concerns:
Restoration of the funds is necessary to fund applicable staff salaries in parity with Bargaining Unit 13 agreements and reflects the current pay rates of the Managing Director and Deputy Managing Director in accordance with the Salary Commission's revised Salary Schedules for Elected and Appointed Officials and Attorneys.

Councilmember: Kobayashi

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(50,000)	CF	Reduction – Reduce funding for OC 1118 – Misc Salary Adjustment

Department's Comments and Concerns:
Reconsideration of the \$50,000 cut is requested. The additional salary funds are necessary to assist in the timely processing of projects recommended by the Clean Water and Natural Lands Commission and approved by Council.
The Managing Director's office is tasked with oversight and responsibility for conducting the due diligence and allotting of funds for the projects. It takes a significant amount of time and energy to conduct due diligence, environmental assessment, and other predevelopment activities required for any acquisition of property that meets the Clean Water and Natural Lands fund criteria.

Councilmember: Pine

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(5,066)	GN	Reduction – Reduce funding for OC 2051 – Office Supplies

Department's Comments and Concerns:
Reconsideration of the \$5,066 cut and full funding of \$14,100 is requested. The annual paper and toner costs alone are approximately \$7,500, while the remainder funds will be used for other daily office supplies.

Councilmember: Kobayashi

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(710)	GN	Reduction – Reduce funding for OC 2517 – Supplies Not Classified

Department's Comments and Concerns:

Reconsideration of the \$710 cut is requested. Full funding of \$2,110 is necessary to supply the Emergency Operations Center (EOC) in the event of an emergency. Supplies include water, batteries and rations for administrative support staff. Funds are also needed for items such as rubber stamps, duplicate keys, cables, etc.

Councilmember: Pine and Martin

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(92,500)	GN	Reduction – Reduce funding for OC 3006 – Other Professional Svcs

Department's Comments and Concerns:

Restoration of these funds will allow the Office of Economic Development to fund all planned activities in FY 2016. The full funding of \$470,000 is allocated as follows:

Honolulu Film Office & HIFF	\$120,000
Small Business Development	\$85,000
Community Revitalization	\$65,000
International Relations & Sister Cities	\$110,000
Agriculture	\$85,000
Total OED Grants	\$465,000
Performance Metrics Consultant	\$5,000
Total Funding	\$470,000

The Office of Economic Development grants increase of \$22,000 reflects an additional \$15,000 for International Relations and Sister Cities, and \$7,000 for Agriculture. The additional \$15,000 for International Relations is to fund a 3-day memorial and peace event in conjunction with Nagaoka, Japan at Pearl Harbor commemorating the 70th year of the end of World War II. The additional \$7,000 for Agriculture is to fund agriculture workshops and training for farmers; current plans include two Value Added Processing workshops and two Food Safety and Pesticide Certification trainings. Plans also include soil conservation research.

In addition to the increases in the Office of Economic Development, we are seeking \$5,000 for consultant services to assist with guidance and evaluation of the City's performance metrics.

Councilmember: Ozawa

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(14,900)	GN	Reduction – Reduce funding for OC 3049 – Other Svcs-Not Classified

Department's Comments and Concerns:

Reconsideration of the \$14,900 cut is requested. Full funding of \$14,900 is necessary for the monthly maintenance fee of \$2,900 for the new Access Controls and Monitoring System (ACAMS), electronic entry and monitoring system which will be installed this fiscal year. In addition, \$12,000 is budgeted to co-sponsor the yearly Salvation Army Thanksgiving dinner at the Neal S. Blaisdell Center.

Councilmember: Kobayashi

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(780)	GN	Reduction – Reduce funding for OC 3105 – Other Communication Svcs

Department's Comments and Concerns:

Reconsideration of the \$780 cut is requested. Full funding of \$1,980 is necessary to pay for the monthly cost (\$165/month) of cable and hotspots for the Managing Director's Office.

Councilmember: Pine

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(11,430)	GN	Reduction – Reduce funding for OC 3212 – Travel Expense-Out-of-State

Department's Comments and Concerns:

Reconsideration of the \$11,430 cut is requested. Full funding of \$15,000 is budgeted for a trip to Nagaoka, Japan (approximately \$3,500) for the 70th year after World War II memorial event (hotel and ground transportation being covered by Nagaoka), an additional trip (approximately \$4,500) in the event the Mayor is unable to attend an out-of-state meeting/event and two trips for the Agriculture Liaison to attend agriculture conferences on the mainland (approximately \$7,000).

Councilmember: Kobayashi

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(2,990)	GN	Reduction – Reduce funding for OC 3752 - Subscriptions

Department's Comments and Concerns:

Reconsideration of the \$2,990 cut is requested. Full funding of \$3,500 is budgeted to

purchase services and subscriptions from American Legal for updates to the Revised Ordinances of Honolulu (approximately \$100), Civil Beat (approximately \$2,500), Star Advertiser (approximately \$830) and Pacific Business News (approximately \$70). All of the subscriptions, with the exception of Civil Beat are for the Managing Director's Office. The Civil Beat subscription fee includes 25 subscriptions: 12 subscriptions for the Mayor, Managing Director, Deputy Managing Director and staff, and the remaining 13 subscriptions are for other City Departments.

Councilmember: Ozawa

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(20,190)	GN	Reduction – Reduce funding for OC 3990 – Other Fixed Charges

Department's Comments and Concerns:

Restoration of the \$20,190 is necessary to fund the grant and program management costs for the Office of Economic Development. Budgeted costs include: \$1,500 for office supplies, \$500 for hot spots, \$150 for the Dragon Boat event, \$200 for grant volunteers' refreshments, \$1,000 for vials and equipment for invasive species eradication, \$7,500 for protocol supplies, \$4,500 for protocol gifts, \$40 for mailing Request for Proposals, \$3,000 for Request for Proposals advertisements, \$500 for printing, \$350 for audio/visual equipment rentals, \$850 for membership and registration fees, and \$100 for parking.

CULTURE AND THE ARTS

Councilmember: Pine

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(1,100)	GN	Reduction – Reduce funding for OC 2517 – Supplies Not Classified

Department's Comments and Concerns:

Full funding of \$2,110 is requested. These funds are used sparingly for protocol items such as floral lei, ho`okupu (gift offerings required for protocol), and unexpected event requirements that arise beyond our planning or control (dignitary needs and last minute specialized supply items such as gaffers tape, hooks, low tack adhesive for our historical buildings).

Yearly, the Mayor's Office of Culture and the Arts (MOCA) hosts over 15 exhibits by various community groups at Honolulu Hale and Kapolei Hale, and over 45 events at the Mission Memorial Auditorium. In FY2016, MOCA will partner with community groups and private and charitable organizations to reintroduce Mango Jam. Mango Jam will be an outdoor festival surrounding Honolulu Hale and the Civic grounds incorporating an Art Exhibit and Mele Song contest.

NEIGHBORHOOD COMMISSION

Councilmember: Pine

<u>Amount</u>	<u>Fund</u>	<u>Description</u>
\$(1,700)	GN	Reduction – Reduce funding for OC 3306 – Other Public Utility Services

Department's Comments and Concerns:

Full funding of \$1,700 is requested. These funds reflect actual costs plus possible rate increases for hotspots, data connections and cable service.