

CITY COUNCIL
 CITY AND COUNTY OF HONOLULU
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ANN H. KOBAYASHI
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 CHAIR, COMMITTEE ON BUDGET
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February 18, 2016

Mr. Roy K. Amemiya, Jr., Managing Director
 Managing Director's Office
 530 South King Street, Room 306
 Honolulu, Hawaii 96813

RECEIVED
 CITY CLERK
 C & C OF HONOLULU
 2016 FEB 18 PM 3:50

Dear Mr. Amemiya:

Subject: **BUDGET COMMUNICATION NO. 2**
Fiscal Year 2017 Departmental Budget Briefing Procedures, Schedule, and Calendar

Attached for your information is the Annual Budget Review's Departmental Budget Briefing Schedule and calendar for Fiscal Year (FY) 2017. Please note that this year's briefings will start with the Administrative Overview followed by Departmental Capital (CIP) and Operating Budget Reviews.

Please have each department submit 20 copies of their presentation to the Budget Committee Aide, Ms. Gail Uehara, before or at the time of their scheduled presentation.

Presentations should be designed as follows:

Administrative Overview

Presentation to contain, but not limited to, the following (please present in a graphic presentation):

1. Policies and priorities that guided preparation of the FY17 Operating and CIP Budgets and program.
2. Comparison of the FY16 Operating and CIP Budgets to the FY17 Operating and CIP Budgets by Source of Funds and by Function (pie charts).

3. Projections for FY17 through FY27 for the amount of new general obligation (GO) bond issuances, G.O. requirements and net debt issuance.
4. Projections for FY17 through FY27 for the amount of debt service, in total amount and as a percentage of the Operating Budget, associated with the net debt issuance determined above in item #3.
5. A graph depicting: a) the amount of the City's outstanding debt as of the date of the presentation, including that which can be legally excluded; and b) the amount of the City's current authorized, but unissued debt, as of the date of the presentation.
6. Details of the bond issuances and/or restructuring (including commercial paper) proposed for FY17. Details should include but not be limited to the amount of issuance/restructuring, estimated interest rate, term, structure, projected date of issuance, and projected annual debt service payments.
7. A graph depicting unreserved, undesignated fund balances (General Fund & Highway Fund), and unrestricted net assets (Sewer and Solid Waste Funds) from FY11 to FY15.
8. A graph depicting budgeted revenues for FY15, actual revenues for FY15, budgeted revenues for FY16 and proposed revenues for FY16 and the percentage change between the same.
9. A graph showing expenses divided into fixed (uncontrollable) and discretionary (controllable) for FY15 budgeted expenses, FY15 actual expenses, FY16 budgeted expenses, FY16 projected expenses, and FY17 proposed expenses and the percentage changes between each of those years.
10. List of fees charges by department and identify any proposed increase from FY16 to FY17 and justification for proposed increase.

Departmental Budget Briefing Schedule

Each Department will make **one** presentation, which will cover both CIP and Operating budgets.

Departments should allow not more than 15-20 minutes to present their department budgets in order to have adequate time for questions and answers after the presentation.

Capital Budget Review

Project Review

In view of the city's increasing debt burden, new CIP projects should be justified as to: (1) why they are necessary; and (2) why they must be implemented in this budget cycle. This requirement for justification includes projects that received planning and/or design funding in the past, but have not yet gone out to bid. Ongoing projects should be discussed in terms of their current status, projected completion date and amounts expended and encumbered to date versus amounts appropriated.

Multiple Work Phases

Section 9-106.3(a) establishes that appropriations in the capital budget are valid only for the fiscal year and for the twelve months thereafter. Very few projects appropriating funds for both pre-construction (i.e., land acquisition, planning, design) and construction work phases within the same budget ordinance are implemented within the 24-month period. Therefore, please justify why projects proposing such multi-phase funding should be appropriated. Explain in detail how all proposed budgeted phases would be implemented within the 24-month period.

Operating Budget Review

I am requesting that the Operating Budget Review Presentations be brief and focused on the departmental budgets, not on background about the departments. A hard copy of each department's presentation should be available to all Councilmembers before or at the time of a department's designated briefing slot.

Each department's Operating Budget review should contain:

1. Details of changes between the FY16 and FY17 Operating Budgets.
2. Discussion of budget issues - new proposals or changes in operations.
3. Discussion of vacancies, including the current number of vacant positions, the number of vacancies that are expected to be filled by July 1, the number of vacancies that are expected to be filled during FY17, and the number of vacant positions that may be abolished.
4. Discussion of changes in revenue sources for the department's budget.

Managing Director Amemiya
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Departmental Budget Briefing Schedule

Adherence to the Departmental Budget Briefing Schedule should be made a priority. However, should a department wish to change the designated slot for its presentation, the following procedure is to be followed:

1. Requests for changes will only be accepted on or before Friday, February 26, 2016.
2. Each department wishing to make a change must confer with the department they wish to exchange slots with. The initiating department will then call the Budget Committee Aide, Ms. Gail Uehara, at Extension 83801 to confirm the switch.

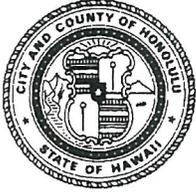
Your cooperation with the above process would be appreciated. I look forward to an informative departmental budget review.

Sincerely,


ANN H. KOBAYASHI, Chair
Committee on Budget

Attachment: Departmental Budget Briefing Schedule
Budget Calendar

cc: All City Departments



CITY COUNCIL

CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII 96813-3077

COMMITTEE ON BUDGET

Voting Members:

Ann H. Kobayashi, Chair
Joey Manahan, Vice Chair
Carol Fukunaga
Trevor Ozawa
Kymberly Marcos Pine

NOTICE

FY 2016-2017 ANNUAL BUDGET REVIEW DEPARTMENTAL BUDGET BRIEFING SCHEDULE COMMITTEE MEETING ROOM

Wednesday, March 9, 2016 – Administrative Overview and CIP and Operating Budget Review by Department

- 9:00 a.m. Administrative Overview
- Office of the Mayor/Managing Director
(Office of Economic Development, Film Office, Culture and Arts,
Neighborhood Commission, Office of Housing)
Department of Budget and Fiscal Services
Liquor Commission
- 12:00 p.m. Recess
- 1:00 p.m. Royal Hawaiian Band
Department of Community Services
Department of the Corporation Counsel
(Ethics Commission)
Department of Customer Services

Thursday, March 10, 2016 – CIP and Operating Budget Review by Department

- 9:00 a.m. Department of Human Resources
Department of Design and Construction
Department of Enterprise Services
(Auditoriums, Golf Courses, Zoo, Concessions)
- 12:00 p.m. Recess
- 1:00 p.m. Department of the Medical Examiner
Department of Environmental Services
Department of Facility Maintenance

Friday, March 11, 2016 – CIP and Operating Budget Review by Department

9:00 a.m. Honolulu Police Department
Honolulu Fire Department
Emergency Services Department
(EMS, Ocean Safety)
Department of Emergency Management
Department of the Prosecuting Attorney

12:00 p.m. Recess

1:00 p.m. Department of Transportation Services
Department of Planning and Permitting
Honolulu Authority For Rapid Transportation

Monday, March 14, 2016 – CIP and Operating Budget Review by Department

9:00 a.m. Department of Parks and Recreation
Department of Information Technology

12:00 p.m. Recess

1:00 p.m. Legislative Branch
(City Auditor, City Clerk, City Council, Council Services)

CIP and Operating Budget Review

For additional requests of any department on particular projects and/or programs.

Date and time of briefings are subject to change.

Persons wishing to present oral testimony may raise their hand at the time the Committee Chair calls for individuals desiring to speak. Public testimony will be taken at the end of each day, after all department presentations have concluded. Each speaker will be limited to a one-minute presentation. Written testimony may be faxed to 768-3827.

Accommodations are available upon request to persons with disabilities, please call 768-3801 or send an email to guehara@honolulu.gov at least three working days prior to the meeting.

The meeting is viewable by: (1) internet live streaming through http://olelo.granicus.com/MediaPlayer.php?publish_id=92; (2) televised live broadcast on Olelo TV Channel 54; or (3) after the meeting, viewable at <http://www.honolulu.gov/council/cclmeetings/ccl-archived-meetings-agendas.html>. Copies of older meeting videos may be requested by calling the City Clerk's Office at 768-5822, charges may apply.

~ February 2016 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9 COMMITTEE	10 COMMITTEE	11 COMMITTEE	12	13
14	15 Presidents' Day	16	17 COUNCIL	18	19	20
21 NACo Legislative	22 Conference 2/20 – 2/24	23 Washington, D.C.	24	25	26	27
28	29	Notes:				

~ March 2016 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 COMMITTEE	2 COMMITTEE (Budgets Due)	3 COMMITTEE	4	5
6	7	8	9 Budget Briefing	10 Budget Briefing	11 Budget Briefing	12
13	14 Budget Briefing	15	16 COUNCIL (Budget 1 ST READING - RPT Measures)	17	18	19
20	21	22	23	24	25 Good Friday Prince Kuhio Day (observance)	26 Prince Kuhio Day
27	28	29 COMMITTEE	30 COMMITTEE	31 COMMITTEE	Notes:	

~ April 2016 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 Special Budget Meeting CD1	6 Special Budget Meeting CD1	7	8	9
10	11	12	13	14	15	16
17	18	19	20 COUNCIL (2 ND READING/PH BUDGET BILLS/RPT Rate Public Hearing)	21	22	23
24	25	26 COMMITTEE	27 COMMITTEE	28 COMMITTEE	29	30

~ May 2016 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 COUNCIL	5	6	7
8	9	10 Special Budget Meeting CD2	11 Special Budget Meeting CD2	12	13	14
15	16	17 COMMITTEE	18 COMMITTEE	19 COMMITTEE	20	21 Publish PH Notice (Final Budget/RPT Rates)
22	23	24	25 NACo Western Interstate Jackson	26 Region (WIR) Conference Hole, WY	27 2/25 – 2/27	28
29	30 Memorial Day	31	Notes:			

~ (REVISED) June 2016 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 COUNCIL (3 RD READING – BUDGET BILLS/ RPT Rates)	2	3	4
5	6	7	8	9	10 Kamehameha Day (observance)	11 Kamehameha Day
12	13	14 COMMITTEE	15 COMMITTEE	16 COMMITTEE	17	18
19	20	21	22	23 HSAC Annual Conference Big Island, HI 6/22 – 6/24	24	25
26	27	28	29	30	Notes: HSAC Annual Conference Big Island	