



JOEY MANAHAN
Councilmember District VII
(808) 768-5007
(808) 768-1200 (fax)
E-mail: jmanahan@honolulu.gov

February 07, 2018

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

Dear Mr. Amemiya:

Subject: **BUDGET COMMUNICATION NO. 2**
Fiscal Year 2019 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) 2019. 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. Pearlene Otto, 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 a graphic presentation):

1. Policies and priorities that guided preparation of the FY19 Operating and CIP Budgets and Program.
2. Comparison of the FY18 Operating and CIP Budgets to the FY19 Operating and CIP Budgets by Source of Funds and by Function (pie charts).
3. Projections for FY19 through FY29 for the amount of new general obligation (GO) bond issuances, G.O. bond requirements and net debt issuance.

FEB 7 AM 10:51 CITY CLERK

4. Projections for FY19 through FY29 for the amount of debt service, in total amount as a percentage of the Operating Budget, associated with the net debt issuance determined in item #3.
5. A graph depicting: a) the amount of the City's outstanding debt as of the date of the presentation, including with which can be legally excluded; and b) the amount if the City's current authorized, but unissued debt, as of the date of presentation.
6. Details of the bond issuances and/or restructuring (including commercial paper) proposed for FY19. Details shall include but not to 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 Fund) from FY13 to FY17.
8. A graph depicting budgeted revenues for FY17, actual revenues for FY17, budgeted revenues for FY18 and projected revenues for FY18 and the percentage change between the same.
9. A graph showing a expenses divided into fixed (uncontrollable) and discretionary (controllable) for FY17 budgeted expenses, FY17 actual expenses, FY18 budgeted expenses, FY18 projected expenses, and FY19 proposed expenses and the percentage changes between each of those years.
10. List of fees charged by department and identify any proposed increase from FY18 to FY19 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 time for questions and answers after the presentation.

Capital Budget Review

Project Review

In view of the City's increasing debt burden, new projects should justify 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 have 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 amount appropriated.

Multiple Work Phases

Section 9-106.3 (a) established that appropriations in the capital budget are valid for only the fiscal year and for 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 Presentation be brief and focused on the departmental budgets, not on background on 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 departments Operating Budget review should contain:

1. Details of changes between the FY18 and FY19 Operating Budget.
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, the number of vacancies that are expected to be filled during the FY19, and the number of vacant positions that may be abolished.
4. Discussion of changes in revenue sources for the department's budget.

Departmental Briefing Schedule

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

Acting Managing Director Amemiya
February 07, 2018
Page 4

1. Requests for changes will only be accepted on or before Friday, February 23, 2018.
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. Pearlene Otto, at Extension x83825 to confirm the switch.

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

Sincerely,



JOEY MANAHAN, Chair
Committee on Budget

Attachment: Departmental Budget Briefing Schedule
Budget Calendar

cc: All City Departments

2018

March

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	01	02 Budgets Due	03 NACo Legislative
04	05	06	07	08	09	10
Conference Washington, D.C. 3/3 - 3/7						
11	12 Departmental Budget Briefings	13 Departmental Budget Briefings	14 Departmental Budget Briefings	15 Departmental Budget Briefings	16 Departmental Budget Briefings (Contingency Day)	17
18	19	20 COMMITTEE	21 COMMITTEE	22 COMMITTEE	23	24
25	26 Prince Jonah Kuhio Kalanianaʻole Day	27	28 COUNCIL (Budget/ 1st Rdg)	29	30 Good Friday	31
01	02	Notes:				

2018

April

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

01

02

03

04

05

06

07

08

09

10

11

12

13

14

Special CD1
Budget Meeting

COMMITTEE

COMMITTEE

COMMITTEE

15

16

17

18

19

20

21

22

23

24

25

26

27

28

COUNCIL
(Budget/ PH- 2nd
Rdg)

29

30

01

02

03

04

05

06

07

Notes:

2018

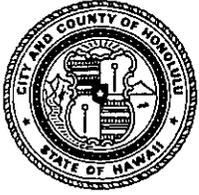
May

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	01 COMMITTEE	02 COMMITTEE	03 COMMITTEE	04	05
06	07	08	09 COUNCIL	10	11	12
13	14	15 Special CD2 Budget Meeting	16	17	18	19
20	21	22	23	24	25	26
27	28	29 COMMITTEE	30 COMMITTEE	31 COMMITTEE	01	02
	28 Memorial Day					
03	04	Notes:				

2018

June

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	01	02
03	04	05	06	07	08	09
			COUNCIL (Budget / 3rd Rdg)			
10	11	12	13	14	15	16
	King Kamehameha I Day					
17	18	19	20	21	22	23
24	25	26	27	28	29	30
		COMMITTEE	COMMITTEE	COMMITTEE		
01	02	Notes:				



CITY COUNCIL
CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII 96813-3077

COMMITTEE ON BUDGET

Voting Members:
Joey Manahan, Chair
Brandon J.C. Elefante, Vice Chair
Ikaika Anderson
Kymberly Marcos Pine

NOTICE
FY2018-2019 ANNUAL BUDGET REVIEW
DEPARTMENTAL BUDGET BRIEFING SCHEDULE
COMMITTEE MEETING ROOM

Monday, March 12, 2018 – 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, Office of Climate Change,
Sustainability, and Resiliency)
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

Tuesday, March 13, 2018 – 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

Wednesday, March 14, 2018 – 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

Thursday, March 15, 2018 – CIP and Operating Budget Review by Department

9:00 a.m. Department of Land Management
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 or transmitted via the internet at <http://www.honolulu.gov/ccl-testimony-form.html> for distribution at the meeting.

Accommodations are available upon request to persons with disabilities, please call 768-3825 or send an email to potto1@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.honolulucitycouncil.tv>. Copies of older meeting videos may be requested by calling the City Clerk's Office at 768-5822, charges may apply.