



CITY COUNCIL
 CITY AND COUNTY OF HONOLULU
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NESTOR GARCIA

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March 5, 2009

Mr. Kirk Caldwell, Managing Director
 Managing Director's Office
 530 S. King Street, 3rd Floor
 Honolulu, Hawaii 96813

Dear Mr. Caldwell:

Re: **BUDGET COMMUNICATION NO. 5**
 Baseline City Services

As a follow up to the Budget Committee meeting of March 4th, please have your department heads prepared to respond to further questions related to their operating budgets during the Departmental Budget Briefing Schedule for Fiscal Year 2010 starting on March 16th.

In addition to addressing the following items that were outlined in Budget Communication No. 2 regarding the Operating Budget review, such as:

- 1) Details of changes between the FY09 and FY10 operating budgets.
- 2) Discussion of budget issues — new proposals or changes in operations.
- 3) Justification of vacant funded positions as required by ROH 2-18.7.
- 4) Discussion of changes in revenue sources for the department's budget.

Please also have each department ready to discuss:

- 1) Services they consider to be baseline "basic" City services offered by their respective department to the general public;
- 2) Services that are currently "fee for service," and whether the fees charged cover the costs of providing the services;
- 3) Services that could be considered as "fee for service"; and,
- 4) Services that should be considered as "fee for service".

Thank you in advance for your assistance in this matter.

Sincerely,

NESTOR R. GARCIA, Chair
 Committee on Budget

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