

CITY COUNCIL
CITY AND COUNTY OF HONOLULU
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CALVIN SAY
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February 1, 2022

Mr. Michael Formby, Managing Director
Managing Director's Office
530 South King Street, Room 306
Honolulu, Hawaii 96813

Subject: **BUDGET COMMUNICATION NO. 4**
Fiscal Year 2023 Departmental Budget Briefing Procedures, Schedule, and Calendar

Dear Mr. Formby:

Attached for your information is the Annual Budget Review's Departmental Budget Briefing Schedule and calendar for Fiscal Year (FY) 2023. 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 **30 copies** of their presentation to the Budget Committee Clerk, Ms. Darcie Nago, 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 FY23 Operating and CIP Budgets and program.
2. Comparison of the FY22 Operating and CIP Budgets to the FY23 Operating and CIP Budgets by Source of Funds and by Function (pie charts).
3. Projections for FY23 through FY33 for the amount of new general obligation (G.O.) bond issuances, G.O. requirements, and net debt issuance.

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BUDGET

4. Projections for FY23 through FY33 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 FY23. 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 FY17 to FY21.
8. A graph depicting budgeted revenues for FY21, actual revenues for FY21, budgeted revenues for FY22, and projected revenues for FY23 and the percentage change between the same.
9. A graph showing expenses divided into fixed (uncontrollable) and discretionary (controllable) for FY21 budgeted expenses, FY21 actual expenses, FY22 budgeted expenses, FY22 projected expenses, and FY23 proposed expenses and the percentage changes between each of those years.
10. List of fees charges by department and identify any proposed increase from FY22 to FY23 and the justification for any 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) of the Revised Charter of Honolulu 1973 (2017 Edition), as amended, establishes that appropriations in the capital budget are valid only for the fiscal year from which it is made 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. 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 FY22 and FY23 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 FY23, and the number of vacant positions that may be abolished.
4. Discussion of changes in revenue sources for the department's budget.

Departmental Budget Briefing Schedule

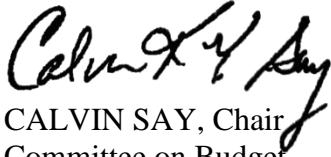
Adherence to the Departmental Budget Briefing Schedule should be made a priority. However, should a department wish to change the designated slot for its presentation, the following procedure is to be followed:

1. Requests for changes will only be accepted on or before Tuesday, February 22, 2022.
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 Clerk, Ms. Darcie Nago, at Extension 83819 to confirm the switch.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Calvin Say", written over the printed name.

CALVIN SAY, Chair
Committee on Budget

Attachment: Departmental Budget Briefing Schedule (Exhibit A)
Budget Calendar (Exhibit B)

cc: All City Departments

**CITY COUNCIL**

CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII 96813-3077

Voting Members:

Calvin K.Y. Say, Chair
Radiant Cordero, Vice Chair
Brandon J.C. Elefante
Esther Kia'aina
Heidi Tsuneyoshi
Andria Tupola

NOTICE

**FY2022-2023 ANNUAL BUDGET REVIEW
DEPARTMENTAL BUDGET BRIEFING SCHEDULE
CITY COUNCIL CHAMBER**

Monday, March 7, 2022 – 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 Revitalization, 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
Royal Hawaiian Band
Department of Human Resources
Department of Community Services
Department of the Corporation Counsel
(Ethics Commission)
Department of Customer Services
Department of Information Technology

Tuesday, March 8, 2022 – CIP and Operating Budget Review by Department

9:00 a.m. Honolulu Authority for Rapid Transportation
Department of Transportation Services
Department of Design and Construction
Department of Parks and Recreation
Department of Enterprise Services
(Auditoriums, Golf Courses, Zoo, Concessions)
Department of Environmental Services
Department of Facility Maintenance

FY2022-2023 Annual Budget Review
Departmental Briefing Schedule

Wednesday, March 9, 2022 – 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 Medical Examiner
Department of the Prosecuting Attorney
Department of Land Management
Department of Planning and Permitting

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.

Thursday, March 10, 2022 – CIP and Operating Budget Review

9:00 a.m. Set as a contingency day in the case Committee members have additional requests of any department on particular projects and/or programs.

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Date and time of briefings are subject to change.

PUBLIC PARTICIPATION AND TESTIMONY

Pursuant to Act 220, Session Laws of Hawaii 2021, and Governor David Ige's Emergency Proclamation Related to COVID-19 (Omicron Variant), issued on January 26, 2022 in order to allow public participation in a manner consistent with safe practices, this meeting will be conducted as a remote meeting by interactive conference technology, with the following procedures in effect for the meeting:

VIEWING THE MEETING AND RESTRICTIONS ON ENTRY

Members of the public will not be allowed into the meeting room, but may view the meeting on a live broadcast. The meeting will be viewable: (1) by internet live streaming through [olelo.org](https://www.olelo.org) and (2) by televised live broadcast on Olelo TV Channel 54.

FY2022-2023 Annual Budget Review
Departmental Briefing Schedule

After the meeting, the meeting will be viewable on demand at <http://www.honolulucitycouncil.tv/>. Copies of older meeting videos may be requested by calling the City Clerk's Office at (808) 768-5822, charges may apply.

Some Councilmembers and presenters may be participating in the meeting by interactive conference technology from remote locations.

ORAL TESTIMONY

Oral testimony will be permitted on all items on the agenda, subject to the following restrictions:

1. Persons may submit oral testimony remotely through the Zoom video conferencing platform. To participate, persons should visit www.zoom.us, click "Join," enter ID _____, and complete the registration process. Registrants will receive an email that contains links and information on joining the meeting by either phone or video conference. Zoom testifiers are strongly encouraged to register at least 24 hours before the start of the meeting. **Remote oral testimony will be taken at the end of each day, after all department presentations have concluded.**
2. To audio conference on the day of the meeting call **+1-253-215-8782**, enter ID _____ and Passcode _____.
3. Each speaker may not have anyone else read their statement and is limited to a one-minute presentation.

WRITTEN TESTIMONY

Written testimony may be faxed to (808) 768-3826 or transmitted via the internet at <http://www.honolulu.gov/ccl-testimony-form.html>, or mailed to Office of the City Clerk, Attention: Information Section, 530 South King Street, Room 100, Honolulu, HI 96813. If submitted, written testimonies, including the testifier's address, email address, and phone number, will be available to the public at <https://hnlidoc.ehawaii.gov>. Written testimony will not be accepted in person at the meeting.

Should you have any questions, please call 768-3819 or send an email to darcie.nago@honolulu.gov.

March 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 COMMITTEE	2 COMMITTEE Mayor's Budgets Due	3 COMMITTEE	4	5
6	7 Departmental Budget Briefing	8 Departmental Budget Briefing	9 Departmental Budget Briefing	10 Departmental Budget Briefing (Contingency Day)	11	12
13		15	16 COUNCIL (Budget/1 st Rdg)	17	18	19
	National League of Cities Conference, Washington, D.C., 3/14 - 3/16					
20	21 COMMITTEE	22 COMMITTEE	23 COMMITTEE	24	25 Prince Jonah Kuhio Kalanianaʻole Day (Observed)	26 Prince Jonah Kuhio Kalanianaʻole Day
27	28	29	30 Special CD1 Budget Meeting	31		

April 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Admin PIM Review of Mayor's CIP Budget Due	2
3	4	5	6	7	8	9
10	11	12	13 COUNCIL (Budget/PH-2 nd Rdg)	14	15 Good Friday	16
17	18	19 COMMITTEE	20 COMMITTEE	21 COMMITTEE	22	23
24	25	26	27	28	29	30

May 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 COUNCIL	5	6	7
8	9	10 Special CD2 Budget Meeting	11	12	13	14
15	16	17	18	19	20	21
			NACo WIR Conference, Anchorage, Alaska., 5/18 - 5/20			
22	23	24 COMMITTEE	25 COMMITTEE	26 COMMITTEE	27	28
29	30 Memorial Day	31				

June 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 COUNCIL (Budget/3 rd Rdg)	2	3	4
5	6	7	8	9	10 King Kamehameha Day (Observed)	11 King Kamehameha Day
12	13	14 COMMITTEE	15 COMMITTEE Charter Deadline for Council to Adopt Budget & Revenue Program	16 COMMITTEE	17	18
19 Juneteenth	20 Juneteenth (Observed)	21	22	23	24	25
26	27	28	29	30		