



CITY COUNCIL

CITY AND COUNTY OF HONOLULU
530 SOUTH KING STREET, ROOM 202
HONOLULU, HAWAII 96813-3065
TELEPHONE: (808) 768-5010 • FAX: (808) 768-5011

22 MAY 13 PM 2:56 CITY CLERK

TOMMY WATERS

Chair and Presiding Officer
Honolulu City Council
530 South King St., Room 202
Honolulu, HI 96813

May 12, 2022

TO: ALL COUNCILMEMBERS

FROM: TOMMY WATERS, CHAIR AND PRESIDING OFFICER OF THE COUNCIL

SUBJECT: BUDGET FLOOR DRAFTS

In preparation for the Council meeting on June 1, 2022, I am issuing the following directive for the submission of budget floor drafts:

A. BUDGET FLOOR DRAFTS:

It is recommended that Councilmembers follow the procedure as described below for proposed floor draft amendments to the budget bills:

- To request the Office of Council Services ("OCS") to draft a floor draft, please submit the necessary budget amendment forms¹ (in both Excel and PDF formats) to the OCS Director through eForms ("CCL OCS Assignment Request") for assignment **no later than close of business Friday, May 20, 2022**.
- Please submit all budget floor drafts to the Office of the City Clerk ("City Clerk") for posting by **Thursday, May 26, 2022**.

B. BUDGET FLOOR DRAFT DESCRIPTION FORMS:

In the event that it is not possible to submit floor draft amendment forms to OCS by the May 20, 2022 due date, please use the following procedure:

¹ The same amendment form used for committee amendments should be submitted to OCS for floor draft requests.

- To request OCS to review a floor draft description form² prior to submittal to the City Clerk, please submit the necessary floor draft description form (in both Excel and PDF format) to the OCS Director through eForms ("CCL OCS Assignment Request") **no later than close of business Monday, May, 23, 2022.**
- Pursuant to Council Rule 19, if it is not possible to submit a budget bill to the City Clerk prior to posting, please complete and email (both in Excel and PDF formats) a "Floor Draft" description form to the City Clerk for posting purposes by **Thursday, May 26, 2022.**

As mandated by the Charter, please ensure that all budget floor drafts create a balanced City budget.

Consultation with OCS is strongly encouraged.

Please note that all bills and/or forms that are not posted on the Council agenda are subject to Council Rule 19(G), the 48-hour rule.

If you have any questions or concerns regarding this procedural matter, please do not hesitate to contact myself or my Executive Assistant, Francisco Figueiredo. Mahalo for your cooperation.

cc: Office of the City Clerk
Office of Council Services

² OCS has an electronic form available on its Resource Collection for use, if necessary.