

**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

**CALVIN SAY**  
Councilmember District 5  
Telephone: (808) 768-5005  
Email: ckysay@honolulu.gov

February 1, 2021

Councilmember Tommy Waters, Council Chair  
and all Councilmembers  
Honolulu City Council

Dear Council Chair Waters and fellow Councilmembers:

Subject: **BUDGET COMMUNICATION NO. 4**  
Fiscal Year 2022 Departmental Budget Briefing Schedule and Calendar

Attached for your information is a copy of the Budget Calendar and the Departmental Briefing Schedule for Fiscal Year 2022 which includes the deadlines for Councilmembers to submit their CD1 and CD2 amendments to the Budget Committee for consideration.

On behalf of the Committee on Budget, we look forward to your participation during our annual budgeting process.

Sincerely,

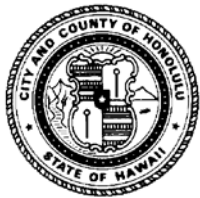
A handwritten signature in black ink that reads "Calvin Say". The signature is written in a cursive style.

CALVIN SAY, Chair  
Committee on Budget

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

cc: Office of the City Clerk  
Office of Council Services

**COUNCIL COM. 46**  
**BUD**



# CITY COUNCIL

CITY AND COUNTY OF HONOLULU  
HONOLULU, HAWAII 96813-3077

## COMMITTEE ON BUDGET

### Voting Members:

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

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## NOTICE

### FY2021-2022 ANNUAL BUDGET REVIEW DEPARTMENTAL BUDGET BRIEFING SCHEDULE CITY COUNCIL CHAMBER

#### **Friday, March 12, 2021 – 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

#### **Monday, March 15, 2021 – CIP and Operating Budget Review by Department**

9:00 a.m. Department of Emergency Management  
Department of Land Management  
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

**EXHIBIT A**

FY2021-2022 Annual Budget Review  
Departmental Briefing Schedule

**Tuesday, March 16, 2021 – 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 the Medical Examiner  
Department of the Prosecuting Attorney  
Department of Transportation Services  
Department of Planning and Permitting  
Honolulu Authority for Rapid Transportation

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 18, 2021 – 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 the Seventeenth Proclamation issued by Governor David Ige on December 16, 2020, relating to the COVID-19 pandemic, in order to allow public participation in a manner consistent with social distancing practices the following procedures are 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 [www.honolulucitycouncil.com](http://www.honolulucitycouncil.com) and [http://olelo.granicus.com/MediaPlayer.php?publish\\_id=92](http://olelo.granicus.com/MediaPlayer.php?publish_id=92); and (2) by televised live broadcast on Olelo TV Channel 54.

FY2021-2022 Annual Budget Review  
Departmental Briefing Schedule

After the meeting, the meeting will be viewable on demand at <http://www.honolulu-citycouncil.tv/>. Copies of older meeting videos may be requested by calling the City Clerk's Office at 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 Webex video conferencing platform. To participate, persons should visit [webex.com](http://webex.com), click "Join," enter meeting number \_\_\_\_\_ 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. Webex 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. 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 768-3826 or transmitted via the internet at <http://www.honolulu.gov/ccl-testimony-form.html> for distribution at the meeting. If submitted, written testimonies, including the testifier's address, email address and phone number, will be available to the public on both the City's Council's pilot website: <https://www.honolulu-citycouncil.com/> as well as the City's legacy DocuShare Website. 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](mailto:darcie.nago@honolulu.gov).

# March 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Committee Mayor's Budgets Due	3 Committee	4 Committee	5	6
7	8	9	10	11 <i>Council Posting Deadline for Budget Bills</i>	12 Departmental Budget Briefing	13
National League of Cities Conference, Washington, D.C., 3/7-3/10						
14	15 Departmental Budget Briefing  Deadline to Request OCS PIM Review for Proposed CD1s	16 Departmental Budget Briefing	17 Council (Budget/1 <sup>st</sup> Rdg)	18 Departmental Budget Briefing (Contingency Day)	19 Members' CD1 Amendments Due	20
21	22 Committee	23 Committee	24 Committee	25	26 Prince Jonah Kuhio Kalaniana'ole Day	27
28	29	30	31 Special CD1 Budget Meeting			

# April 2021

EXHIBIT B

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Admin PIM Review of Mayor's CIP Budget Due	2 Good Friday	3
4 Easter Sunday	5	6	7	8 <i>Council Posting Deadline for Budget Bills</i>	9	10
11	12	13	14 Council (Budget/PH-2 <sup>nd</sup> Rdg)	15	16	17
18	19 <i>Deadline to Request OCS PIM Review for Proposed CD2s</i>	20 Committee	21 Committee	22 Committee	23 <i>Members' CD2 Amendments Due</i>	24
25	26	27	28	29	30	

# May 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 Council	6	7	8
9	10	11 Special CD2 Budget Meeting	12	13	14	15
16	17	18 Committee	19 Committee	20 Committee	21	22
23	24	25	26	27 Council Posting Deadline for Budget Bills	28	29
30	31 Memorial Day					

# June 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Council (Budget/3 <sup>rd</sup> Rdg)	3	4	5
6	7	8	9	10	11 King Kamehameha Day	12
13	14	15 Committee Charter Deadline for Council to Adopt Budget & Revenue Program	16 Committee	17 Committee	18	19
20	21	22	23	24	25	26
			HSAC Conference, Hawaii Island, 6/23-25			
27	28	29	30			