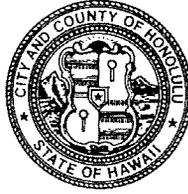


DEPARTMENT OF BUDGET AND FISCAL SERVICES
CITY AND COUNTY OF HONOLULU
530 SOUTH KING STREET, ROOM 208 • HONOLULU, HAWAII 96813
PHONE: (808) 768-3900 • FAX: (808) 768-3179 • INTERNET: www.honolulu.gov

KIRK CALDWELL
MAYOR



NELSON H. KOYANAGI, JR.
ACTING DIRECTOR

GARY T. KUROKAWA
DEPUTY DIRECTOR
2013 APR -2 AM 8:51
RECEIVED
CITY CLERK
C & C OF HONOLULU

April 1, 2013

The Honorable Ann H. Kobayashi, Chair
and Members of the Budget Committee
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

Dear Chair Kobayashi and Councilmembers:

SUBJECT: Budget Communication No. 11
Follow Up Questions Relating to Budget Committee
Fiscal Year 2014 Annual Budget Briefings

Attached are the responses to Budget Committee questions from March 11 to March 14, 2013 for the following departments:

- Office of the Mayor
- Managing Director
- Department of Budget and Fiscal Services
- Liquor Commission
- Department of Customer Services
- Department of Design and Construction
- Department of Environmental Services
- Department of Facility Maintenance
- Honolulu Fire Department
- Department of Parks and Recreation
- Honolulu Police Department
- Department of Planning and Permitting
- Department of the Prosecuting Attorney
- Department of Transportation Services

Should you have any questions, please free to contact me at 768-3901.

Sincerely,

A handwritten signature in black ink, appearing to read "Nelson H. Koyanagi, Jr.", written over a horizontal line.

Nelson H. Koyanagi, Jr.
Acting Director

APPROVED:

A handwritten signature in black ink, appearing to read "Ember Lee Shinn", written over a horizontal line.

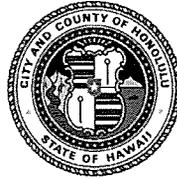
Ember Lee Shinn
Managing Director

DEPT. COM. 189

OFFICE OF THE MAYOR
CITY AND COUNTY OF HONOLULU

530 SOUTH KING STREET, ROOM 300 * HONOLULU, HAWAII 96813
PHONE: (808) 768-4141 * FAX: (808) 768-4242 * INTERNET: www.honolulu.gov

KIRK CALDWELL
MAYOR



EMBER LEE SHINN
MANAGING DIRECTOR
GEORGETTE T. DEEMER
DEPUTY MANAGING DIRECTOR

March 27, 2013

The Honorable Ann H. Kobayashi, Chair
and Members of the Budget Committee
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

Dear Chair Kobayashi and Councilmembers:

SUBJECT: Budget Communication 11
Questions 1-5 (Office of the Mayor)
and Questions 1-3 (Office of the Managing Director)

Attached is the response to the Budget Committee questions of March 19, 2013.

Very truly yours,

A handwritten signature in black ink, appearing to read "Ember Lee Shinn".

Ember Lee Shinn
Managing Director

APPROVED:

A handwritten signature in black ink, appearing to read "Nelson H. Koyanagi, Jr.".

Nelson H. Koyanagi, Jr., Acting Director
Budget and Fiscal Services

APPROVED:

A handwritten signature in black ink, appearing to read "Ember Lee Shinn".

Ember Lee Shinn
Managing Director

Office of the Mayor

ATTACHMENT

Question 1. You restored bus services except to lines that were made more efficient. Who determined that such lines were made more efficient?

Answer:

The Department of Transportation's Public Transit Division, the Oahu Transit Services and the Mayor's office met to determine which lines should be restored and which lines were improved by the changes made in 2012. This was a collaborative effort that was based on communication from the public and studies done by DTS and Oahu Transit.

Question 2. Why are all positions in your office receiving significant increases in salary for fiscal year 2014? For example:

- **Info Officer = \$78,024 to \$90,000 (Received an \$8,000 raise in FY2013)**
- **Executive Assistant 1 = \$78,072 to \$90,000**
- **Executive Assistant to the Mayor = \$39,192 to \$121,896**
- **Mayor = \$115,968 to \$136,428**

Answer:

Nearly all of the staff in the Mayor's Office are new hires. Many of their salaries are higher than those budgeted for the salaries of the prior administration's staff. We offered salaries to new hires based on their years of experience, knowledge and skills, their salary history in prior jobs, and salary necessary to recruit applicants for certain positions. In some cases, it was necessary to negotiate the salaries with the applicant and many took substantial pay cuts. Several applicants refused to accept the position because of pay and we found it necessary to increase the salary to attract qualified applicants, especially those coming from the private sector. With the change in retirement benefits for new City employees (8% required contribution and 10 year vesting) and reduction in medical benefits (50% co-payment), we discovered that we could no longer attract applicants based on our fringe benefits package and had to match salaries and benefits paid in their previous jobs.

See Chart attached for explanation and comparison of budgeted salaries for each position.

Comparison of Salaries of Prior Administration FY 2013 Budget and Current Administration Salaries for FY 2014

| Position | Grade | FTE | BUDGETED | | FY 2014 | Explanation |
|-------------------------|-------|----------|----------------|----------------|----------------|--|
| | | | FY2013 Prior | Administration | | |
| Mayor's Office | | | | | | |
| Mayor | NC00 | 1 | 115,968 | 1 | 136,428 | Salary set by salary commission, restore 5% voluntary cut; prior Mayor took 15% pay cut |
| Private Secretary | SR26 | 1 | 75,996 | 1 | 65,784 | New hire, starting salary offered to match salary of previous job |
| Research Analyst II | SR22 | 1 | 50,688 | 1 | 53,352 | New hire, starting salary offered to match salary of previous job |
| Information Officer | EM05 | 1 | 78,024 | 1 | 90,000 | New hire, starting salary offered to match salary of previous job |
| Executive Asst I | EM07 | 1 | 78,072 | 1 | 90,000 | New hire, starting salary offered at competitive rate for recruitment |
| Executive Asst to Mayor | ES03 | 1 | 39,192 | 1 | 121,896 | Salary of prior administration was for half time position left vacant and funds used to augment salaries of appointees |
| | | 6 | 437,940 | 6 | 557,460 | |
| Vacancy cutback | | | (39,192) | | - | |
| Non-holiday overtime | | | 1,700 | | 1,700 | |
| | | | 400,448 | | 559,160 | |

ATTACHMENT

Question 3. As we have never previously come across the incidence that salaries for positions within the Mayor's and Managing Director's Offices were negotiable, please clarify what was meant by new hires being given higher salaries, then asked to take a 5% cut, and then they were given a 5% snapback in pay.

Answer:

We offered salaries to new hires based on their years of experience, knowledge and skills, their salary history in prior jobs, and salary necessary to recruit applicants for certain positions. (See above for more detailed explanation of salaries) After we reached agreement with the applicant on base salary, we asked each person to take a voluntary 5% pay cut until June 30, 2013. Human Resources advised that the pay reduction had to be "voluntary" and each new hire signed a voluntary agreement to the pay cut. On July 1, 2014, the pay for each new hire reverts back to the base salary. The budget for FY 2014 properly reflects the base salary of the new hires.

For those employees who were hold overs from the prior administration, we offered them positions at their current base salary and asked them to take a voluntary 5% pay cut for the remainder of FY 2013.

New hires were not given "higher salaries" because FY2013 budget was based on prior administration salaries paid to its employees. With very few exceptions, none of the prior administration appointees were retained in the Managing Director's office. And those retained were paid at the same salary. We were advised by Human Resources and Budget and Fiscal Services that each position could be paid within a salary range, and that as long as we had funds available in the FY 2013 budget, we could hire staff. Since we are not familiar with the skills, experience and knowledge of prior administration staff, we are unable to compare the salaries paid to the prior administration's staff with the salaries for the new hires. New hires were offered salaries based on experience, skills, knowledge, salary history in prior jobs, and the competitive market.

Question 4. As these increases are a lot more than the 5% restoration in salary, please provide the Council with more details of what are each position's duties.

Answer:

See attached job descriptions for positions in the Mayor's Office and Managing Director's Office which are held by employees who are paid at a higher level than those employees holding the same job descriptions in the prior administration.

ATTACHMENT

Question 5. There is \$1,700 budgeted for overtime pay for your office. What positions in your office ask for overtime? (Page 310, Object Code 1102)

Answer:

No staff member in the Mayor's Office is eligible for overtime.

Executive Assistant to the Mayor (MR-441)
Office of the Mayor
Position Description

This position serves as Chief of Staff of the Office of the Mayor and is responsible for developing, supervising and administering the activities of the Mayor's office. The duties of the position include:

1. Serves as the Mayor's personal representative and liaison, as assigned, with external community and business groups, elected officials, state, federal and other county government officials and foreign officials.
2. Using independent judgment coordinates all executive services, protocol services, and public and community affairs.
3. Directs the preparation of research and analysis of data and information, reports, for presentation to the Mayor for executive action.
4. Recommends action to be taken by the Mayor on all correspondence, communications, policies, and interface with internal and external agencies.
5. Directs the preparation of all correspondence for the Mayor, including proclamations and mayor's messages.
6. Maintains effective working relationships with city departments, city council, state legislators, elected and appointed officials of state, federal and county governments, community organizations, labor unions, and the business community.
7. Coordinates the follow up on all Mayor's initiatives and directives.
8. Attends cabinet meetings, reports or follows up on assignments.
9. Directs the preparation of the operating budget for the Mayor's office; reviews the budget for final recommendation and preparation to the Mayor.
10. Accompanies the Mayor at public appearances in order to assist in providing information to constituents and stakeholders.
11. Oversees the coordination of all travel, arranges itinerary and contacts, accompanies the Mayor, prepare travel reports and follow up as appropriate.
12. Provides assistance to the Managing Director as assigned.
13. Coordinates special events and functions hosted by the Mayor.
14. Establishes guidelines and responsible for security service for the Mayor.
15. Performs other duties as assigned.

Research Analyst II (MR-323)
Office of the Mayor
Position Description

This position independently performs the full range of professional work in the planning, development and conduct of research studies in a variety of subjects, communications assistance and writing; collects and analyzes data, makes recommendations and prepares written reports of findings; engages in a variety of projects, activities and assignments to support management staff, City departments and agencies and the community; and performs other related duties as required.

1. Plans, organizes and executes the full range of professional research studies and projects involving assignments in a variety of subject areas by: researching data and information from the internet, reviewing articles, news sources and other research sources in order to support initiatives by the Mayor and Managing Director.
2. Prepares drafts of press releases, media advisories and media fact sheets and support materials for the Mayor, Managing Director, Deputy Managing Director and Communications Director.
3. Prepares talking points, draft remarks and speeches for the Mayor.
4. Participates in meetings, conferences and other liaison activities. Provides research assistance to management, to City departments and agencies and to various task force and working groups as required by evaluating relevant information and making recommendations.
5. Drafts, edits and proofreads research reports, manuals, directives, letters, memoranda and correspondence. Answers requests for information via letter, memo, email, personal contact and other means.
6. Performs other duties as required.

Director of Communications / Press Secretary (MR-223)
Office of the Mayor
Position Description

This position serves as the Mayor's Director of Communications and Press Secretary providing overall and strategic counsel to the Mayor, Managing Director and Department Directors on all issues related to communications and information dissemination; produces, reviews and distributes all information to the media and the general public from the City; supervises other staff in the Mayor's and Managing Director's office who assist in writing and producing communications product; ascertains that information from the City is authorized and necessary, accurate and timely, properly developed and written/presented as consistent in focus and direction with the philosophy, goals and objectives of the Mayor; and performs other related duties as required.

1. Prepares press releases, coordinates news conferences and public appearances, handles media inquiries (local, national and international); issues management, crisis communications and emergency communications; keeps abreast of City affairs, operations and services in general and problematic; coordinates accurate and timely communications and responses to the media and the public from department directors and their representatives.
2. Advises and counsels the Mayor, Managing Director and Department Directors on communications strategy and approach, media relations, communications techniques, and other issues related to communications and information dissemination.
3. Coordinates and oversees City communications, social media and public relations programs, working closely with the communications staffs of the Department of Customer Services and other City agencies, authorizes the release of information to the media from other agencies and the general public in order to improve, enhance and fine-tune communications.
4. Creates information public messages, develops wide-ranging communications strategy, and initiates media opportunities.
5. Prepares and assists in writing speeches, remarks and talking points for the Mayor and Managing Director.
6. Performs other related duties as assigned.

Executive Assistant I (MR-280)
Office of the Mayor
Position Description

This position serves as the executive assistant of the Mayor's office and is responsible for coordinating and overseeing all arrangements for the public appearances of the Mayor and scheduling all meetings with the Mayor. The duties of the position include:

1. Provides information and protocol advice for all public appearances.
2. Ensures that the Mayor is briefed and prepared for all public appearances, including transportation, proclamations and messages, speeches, staffing, and appropriate responses to the audience.
3. Manages all requests for meetings, appointments or events with the Mayor. Evaluates requests, communicates with requestors, manages RSVPs, coordinates Mayor's daily schedule and assists in preparation for such meetings and events.
4. Exercises discretionary authority, in consultation with the Mayor and Chief of Staff, on scheduling all appearances and meetings.
5. Arranges and plans all events hosted by the Mayor. Oversight and participation in pre-event planning, scheduling, site and logistics arrangements, briefing, transportation, and program content.
6. Follows up with city departments and agencies on all requests directed to the Mayor during the course of public appearances and meetings with external agencies or officials.
7. Arranges for all travel and prepares correspondence from the Mayor relating to travel.
8. Arranges for all dignitary and visitor appearances with the Mayor. Prepares correspondence and acknowledgements for all such activities.
9. Manages correspondence under Mayor's signature including review, drafting, as appropriate, and coordination with various departments.
10. Follows up on requests and assignments given by the Mayor.
11. Performs other duties as assigned.

Secretary I (MD-281)
Office of the Managing Director
Position Description

Under general direction, this position provides secretarial services to the Executive Assistant and senior staff whose primary responsibilities includes oversight of a selected City program or programs. The position also provides clerical support for the executive staff, and performs other related duties as required.

1. Screens calls and visitors and arranges appointments or confidential contacts for the Executive Assistant. Refers calls to the proper personnel or department/agency.
2. Arranges meetings and take and develops subject matter notes of meetings.
3. Prepares and organizes material for the Executive Assistant's easy reference during meetings and conferences.
4. Type letters, reports and other correspondence as required.
5. Reviews all incoming correspondence and independently answers routine correspondence.
6. Coordinates and reviews outgoing correspondence, reports and fiscal documents for accuracy, completeness and compliance with legal provisions and established procedures.
7. Maintains and revises the filing system for records and materials.
8. Organizes and coordinates matters that require executive attention.
9. Searches files and assembles background materials and information for the Executive Assistant's action or decision.
10. Provides information to the public or others based upon knowledge of the agency's or superior's policies, direction or activities.
11. Controls and orders all supplies used by the Department.
12. Maintains the fixed asset records for the department.
13. Performs other duties as required by the Executive Assistant.

Private Secretary III (MD-303)
Office of the Managing Director
Position Description

This position serves as personal secretary to the Managing Director; organizes and coordinates clerical and routine administrative matters for the Managing Director; supervises and directs work of secretarial and clerical staff and performs other related duties as required.

1. Reviews correspondence, reports and other communications directed to and from the Managing Director considering their priority and/or current status.
2. Gathers background data for the use of the Managing Director or personally routes to proper agencies for full check, report and appropriate action.
3. Insures compliance with the multiplicity of procedural requests which must be observed.
4. Maintains tickler file of various work programs and projects. Maintains confidential files for the Managing Director.
5. Relieves the Managing Director of as many operating details as possible, using considerable judgment and application of experience in making decisions to dispose of matters not requiring the Managing Director's personal attention.
6. Keeps abreast of current events for the Managing Director, which may have direct or indirect concern to the City and County of Honolulu.
7. Explains decisions made to parties requesting such information.
8. Exercises discretion made to parties requesting such information.
9. Arranges committee meetings, luncheons and other gatherings for the Managing Director.
10. Assists in planning staff meetings, including agenda items.
11. Makes arrangements for proper recognition of official callers, interviews and refers visitors to proper officials.
12. Supervises and directs work of subordinate staff.
13. Composes and dictates outgoing correspondence and interdepartmental communication for the Managing Director's signature.
14. Takes and transcribes dictation from the Managing Director whenever required.
15. In the absence of the Private Secretary to the Mayor, attends and takes minutes at department head meetings.
16. Performs other related duties as required.

Clerk Typist (MD-322)
Clerk Typist (MR-301)
Offices of the Managing Director
Position Description

Provides a variety of clerical and administrative tasks in accordance with general instructions; and performs other related duties as required by the Managing Director.

1. Answers the telephone and routes calls or relays messages.
2. Screens/refers visitors to the proper personnel or department/agency.
3. Provides information to the public or others based upon knowledge of office functions, organization and regulations.
4. Receives and time stamps incoming mail.
5. Orders, stocks and maintains office supplies for department, including contacting vendors for purchase orders; receives and processes bills (telephones, purchases, rentals, etc.).
6. Sets up and maintains files for purchase related material.
7. Assists office with typing assignments, scheduling appointments, organizing and coordinating materials as needed.
8. Performs other related duties as required.

Secretary III (MR-222)
Secretary II (MR-305)
Secretary II (MR-306)
Office of the Managing Director
Position Description

Provides secretarial services and assistance to the Executive Assistant(s) and senior staff who renders top level staff and executive assistance to the Managing Director.

1. Receives, reviews and organizes incoming correspondence, communication, reports and other materials for executive's review and action.
2. Searches files, contacts individuals and agencies/departments for information, and assembles pertinent materials for executive's action or decision; summarizes and briefs materials.
3. Composes routine letters and correspondence; types memos, letters, reports and other materials.
4. Provides information to the public or others based on knowledge of office functions, organization and regulations and executive's thinking and attitude; refers inquiries to proper personnel or department/agency.
5. Makes appointments and arranges meetings and conferences for the executive.
6. Sets up, maintains and revised filing system, as necessary.
7. Reviews outgoing correspondence, memoranda, reports and other materials for accuracy, completeness and compliance with established policies and procedures.
8. May supervise clerical personnel.
9. Performs other related duties as required.

Management Analyst IV (MD-136)
Management Analyst IV (MD-167)
Management Analyst IV (MD-282)
Office of the Managing Director
Position Description

These positions are under the general supervision of the Managing Director and independently performs the full range and variety of management and operational analysis work of the various City agencies and programs in concert with the charter delineated function of the Office of the Managing Director to evaluate the management and performance of each executive agency.

The three positions may be assigned responsibilities for certain departments, may be assigned as liaison with community groups, and as liaison to City, State and Federal elected officials.

1. Plans, organizes and conducts the full range of management, operational, and financial analysis studies of the various City agencies, functions, activities, programs and processes in order to monitor and improve the efficiency and effectiveness of City operations.
2. Prepares comprehensive reports of findings and recommendations, which may include the recommendation for the establishment, reduction or elimination of current services, programs and activities.
3. Performs special projects as assigned. Oversees, coordinates and generally ensures that all facets of planning, development and implementation of these special projects are properly effectuated.
4. Participates in meetings, conferences, and other liaison activities to provide assistance to management, City departments and agencies, and to various task force and working groups.
5. Performs other related duties as required.

Planner V (MR-150)
Office of the Managing Director
Position Description

Under the general supervision of the Executive Director of Economic Development, this position performs professional planning work in the development, analysis and implementation of economic development projects, marketing and public relations program for the Office of Economic Development (OED).

1. Participates in conducting administrative negotiations, studies and analyses of internal organization, procedures, practices, programs and policies in relation to the City's economic development program.
2. Provides recommendations to the Executive Director of Economic Development to enhance economic development in the business community.
3. Assists in coordinating and implementing entrepreneurial opportunities for the City and would enhance City revenues.
4. Prepares and reviews correspondence, materials, reports, administrative directives and memoranda and other communication relating to the City's economic development programs that include general administrative, financial and budgetary matters and makes recommendations for their disposition based upon knowledge of the policies of the Mayor.
5. Reviews requests from City agencies that have major implications in regards to the City's economic development program and recommends initiation, deletion or provides workable alternatives in accordance with overall administration's goals.
6. Performs other related duties.

Administrative Services Officer I (MD-135)
Office of the Managing Director
Position Description

This position serves under the general direction of the Deputy Managing Director, executes the administrative services program for the Office of the Mayor and Managing Director with principal emphasis on budget preparation and administration to include responsibility over the budget activities of the Oahu Civil Defense Agency, the Neighborhood Commission Office, the Office of Culture and the Arts, and the Royal Hawaiian Band.

Budget Preparation and Administration

1. Serves as budget program specialist for the department and liaises with the Department of Budget and Fiscal Services (BFS) on all activities related thereto; provides advice and counsel on budgetary matters.
2. Oversees preparation of the operating budget and develops administrative and procedural guidelines and instructions related thereto; reviews internal submitalls for propriety, timeliness, and accuracy and modifies items as necessary prior to supervisory review and submittal to BFS.
3. Participates in the budget review process; prepares visual presentations and scripts for budget presentations to Administration and the City Council and prepares both written and verbal responses to queries from the City Council as assigned.
4. Develops the department's Expenditure Schedule and manages account recordkeeping activities related thereto.
5. Checks to see that funds are used in accordance with the approved budget; monitors and prepares reports on departmental expenditures; reviews justifications for deviations in expenditures and recommends corrective actions and adjustments as deemed appropriate.
6. Reviews and approves Payroll Time and Attendance reports. Reviews and makes recommendations on temporary assignment, overtime and meal allowance requests, and unbudgeted contracts and equipment.

Personnel Management

1. Serves as personnel program specialist for the department and liaises with the Department of Human Resources (DHR) on all activities related thereto; provides advice and counsel on personnel matters.
2. Participates in the development of internal personnel policies and procedures and provides guidance to line supervisors in following sound principles and practices in discharging daily operational responsibilities.
3. Reviews, updates, creates and revises internal personnel and administrative directives and policies as reviewed and approved by the MD.

4. Works closely with DHR in the proper administration and transaction of personnel actions relating to internal recruitment, selection, classification, pay, training, employee-management relations, promotion, demotion, transfer, retirement and employee services.
5. Supervises clerical services staff.
6. Evaluates changes in job assignments and duties and responsibilities of agency staff and updates position descriptions to properly reflect such. Recommends classification actions after discussion with superior and DHR, to include rationale and development of position description.
7. Reviews and makes recommendations on internal policies and issues impacting working conditions and participates in meetings with DHR.
8. Evaluates and reviews disciplinary issues and recommends appropriate action to superior; may participate in grievance hearings.

Organization and Management

1. Identifies internal management needs and problems, analyzes and seeks solutions to said problems, and recommends remedial action and the institution of changes.
2. Keeps management abreast on regulatory and procedural requirements pertaining to administrative matters; reviews, updates, develops and recommends general policies and operating procedures for the department.
3. Assists management in developing and maintaining sound organizational structures and improving managerial policies, practices, methods and procedures.
4. Conducts administrative and operational studies focused upon organization and management efficiency and prepares reports recommending changes deemed necessary.
5. Participates in departmental planning and programming activities as focused upon the means of achieving management goals and objectives.

Other General Administrative Duties

1. Drafts notices, memoranda and correspondence for the Managing Director and Deputy.
2. Participates as department representative at various meetings and events, as assigned.
3. Serves as liaison with the Department of Corporation Counsel as assigned. Reviews and prepares responses to complaints and claims filed against the department and submits for the review and approval of its supervisor.
4. Serves as office information practices (OIP) coordinator for the department.
5. Manages the department's material and equipment inventory and recordkeeping program.
6. Performs other related duties as required.

Executive Assistant I (MD-147)
Office of the Managing Director
Position Description

This position serves as the Director of the Office of Economic Development and is responsible for working on behalf of the Mayor and the City and County of Honolulu to partner with Oahu's businesses, non-profit groups and communities to support economic growth and enhance the quality of life in Honolulu. The position is under the supervision of the Managing Director. The duties of the position include:

1. Serves as the Mayor's representative and liaison on economic issues with Oahu businesses, non-profit groups and community organizations.
2. Coordinates with City departments, agencies and programs on the economic development implications of their activities and works with these entities to stimulate economic development opportunities.
3. Administers the Hawaii Tourism Authority-County Product Enrichment Program, providing grants annually to Oahu non-profits.
4. Supports economic growth for Oahu's existing and emerging industries including small businesses, tourism, agriculture, entertainment, sports and technology. Partners with community organizations to stimulate economic opportunities and revitalization activities in Oahu's diverse communities.
5. Advises the Mayor and Managing Director on actions to be taken on all correspondence, communication, and policies regarding economic activity with external organizations.
6. Coordinates the follow up on all Mayor's economic initiatives and directives.
7. Accompanies the Mayor, as deemed appropriate, to public appearances, conferences, exhibits or tradeshows relating to economic development.
8. Develops and maintains international relations and sister city relationships between the City & County of Honolulu, responds to international inquiries and communications, and coordinates international courtesy calls and delegations.
9. Performs other duties as may be assigned.

Executive Assistant I (MD-292)
Executive Assistant I (MD-395)
Office of the Managing Director
Position Description

Renders top level staff and executive assistance and technical support services, including line direction and control, to the Mayor in conceptualizing and establishing a variety of affordable housing initiatives focused upon the development of new affordable housing inventory with minimal financial impact to the City and County of Honolulu. Focused upon examining all potential impacts of City resources and how they could be best leveraged to maximize additional affordable housing units, position interacts with the Mayor, the Managing Director and applicable department heads to discuss proposals and ways in which the City can contribute to the creation of additional affordable housing, as well as to preserve any existing inventory. This position may also be called upon to work with legislative branches of government, via the Committee on Affordable Housing at the City level, and as appropriate at the state and federal levels, on methods and tools to promote additional affordable housing on Oahu. Additionally, this position will implement approved strategies and work with departments as necessary to review and update the changes that may be necessary to achieve the mission of developing more affordable housing with minimal financial impact, and in particular, with no capital outlay for the direct development of housing units.

1. Meets and confers with department heads and staff to resolve problems, clarify agency goals and objectives, responsibilities and suggest means for implementing recommendations approved by the Managing Director.
2. Conducts administrative investigations, studies and analysis of internal organization, procedures, practices, programs and policies of City agencies, and submits appropriate recommendations.
3. Reviews materials, reports and other communications relating to City programs which include general administrative, financial and budgetary matters of City agencies and makes recommendations for their disposition based upon knowledge of the thinking and policies of the Managing Director.
4. Reviews requests from City agencies that have major administrative, budgetary or personnel implications and recommends reduction or addition of specific programs in accordance with overall administrative goals.
5. Prepares and answers correspondence for the Managing Director.
6. Advises the Managing Director in his decisions relating to City agencies by providing pertinent information or pointing out workable alternatives.
7. Reviews legal opinions and rulings of the Corporation Counsel relating to City agencies, and keeps the Managing Director informed of their significance and effect on administrative matters.
8. Coordinates written responses from City Agencies on City Council's request for information and service and forwards response with recommendations to the Managing Director.
9. Prepares and reviews legislative bills and resolutions and reports relating to City agencies.
10. Serves on various administrative advisory and ad hoc committees as assigned.
11. Meets with Neighborhood Boards, community groups and private sector organizations to explain City programs.
12. Performs other related duties as may be assigned.

City & County of Honolulu Position Description

Position No: MR-151(T)
(EXEMPT)

- For specific information on preparing position descriptions, please review the Department of Human Resources (DHR) Personnel Manual Chapter A-1, Preparation of Position Descriptions.
- General Instructions on completing this form are located on the City's intranet website.
- This form is a basic Word Table. To navigate around the form, use the TAB key to move forward, and SHIFT-TAB to move backward, or use your mouse to move to a specific field.
- Complete every item; if not applicable, so indicate. Press F1 for Help with each item.
- Be accurate. This is an official document upon which classification determinations will be based. In addition, it may be utilized for other personnel related processes, including performance evaluations.
- When saving the document, the file name should include the position number followed by date (m-d-yy) in parentheses, e.g. AA 001 (3-3-03).
- To complete processing, submit the completed position description through appropriate channels. Incomplete forms may be returned for completion.
- By submitting this position description, the Appointing Authority certifies that the information provided herein is accurately described and the duties and responsibilities are consistent with the approved organization chart.
- This position description is not considered official until action is taken by the Director of Human Resources.*

| | | |
|--|---|--|
| Department of Human Resources Use Only | Allocation: | Senior Film Industry Development Specialist |
| | Class Code: | 020641 |
| | Pay Range: | SR 24 |
| | Effective: | 11/01/2011 |
| | BU: | 13 Excluded |
| | Supervisory: | |
| | FLSA: | Not-covered |
| | Other: | A |
| | PPD: | 07/01/1998 |
| | Reference: | |
| Appointing Authority: | Douglas S. Chin 06/01/2012 | |
| Classification Approved: |  Director of Human Resources | |
| Date: | 06/14/2012 | |

| | | | |
|--|--|------------------------------|--------------------------------|
| Present Class | Film Industry Development Specialist | Department | Office of the Mayor |
| Present Pay Range | SR-22 | Division | Office of Economic Development |
| Present Class Code | 020640 | Branch | |
| Position Status | Permanent | Section/Unit | |
| | F/T <input checked="" type="checkbox"/> P/T <input type="checkbox"/> # Hrs | Work Location | Honolulu Hale |
| Immediate Supervisor | Position No. | Class Title and Pay Range | |
| | MR-147 | Executive Assistant I, EM-07 | |
| Subordinates | Position No. | Class Title and Pay Range | |
| | | | |
| Licenses or Certificates required to perform the essential functions of this position | Appropriate valid driver's license | | |
| Equipment or tools regularly operated or used. (For trucks, provide GVW, TARE weight & license number.) | Personal computer, camera, mobile communications device(s) and motor vehicle (e.g. sedan or SUV) | | |
| Special Work Requirements | May have to work on weekends, nights, and/or holidays. | | |

DESCRIPTION OF THE MAJOR DUTIES AND RESPONSIBILITIES ASSIGNED OR DELEGATED TO THIS POSITION.

List only those duties that are part of the regular work of this position throughout the year. List the duties in order of importance or frequency and combine related details. Environmental and physical demands, hazards, and/or unusual isolation involved in the performance of the work must be identified for each duty or group of duties. Opposite each description of a duty or group of duties, enter the approximate percentage of time devoted to that work. Percentages of time for all duties and responsibilities must total 100%. Enter in the last column, the appropriate ADA indicator(s) as shown below:

- (1) The performance of this function is the reason that the job exists.
- (2) The number of other employees available to perform this function is limited.
- (3) This function is highly specialized, and employee is hired for special expertise or ability to perform this function.

| # | Description of Duties and Responsibilities | % of Time | ADA Indicator (s) |
|--|---|-----------|-------------------|
| <p>General Summary: (Describe the overall purpose and objective of this position) Serves as the senior specialist responsible for providing guidance and leadership for the development of Oahu and Hawaii's film and media industry; providing various coordination services, information and assistance for the most complex film and media production in the City and County of Honolulu; and independently developing and coordinating program development activities and participating in promoting Oahu and Hawaii as a production site for all levels of filming (commercial and non-commercial). In addition, performs various administrative tasks for the Honolulu Film Office. Duties assigned to this position include but are not limited to the following:</p> | | | |
| 1. | Attracts potential production to the islands: | | |
| | a) Marketing & Promotional Efforts: <ul style="list-style-type: none"> • Provides information and assistance to local, mainland and foreign producers who may be considering the City as a site for filming; develops and maintains contacts with industry representatives. • Develops and coordinates preparation of publications (e.g. brochures, educational tools, and other materials) used in promoting Oahu's film industry. • Attends trade shows and other special events and coordinates marketing and advertising efforts with various agencies, visitor bureaus and industry stakeholders as well as the statewide Film Offices of the Hawaiian Islands. • Develops advertising and promotional campaigns and collateral materials promoting Oahu as a premiere on-location filming destination • Provides liaison services between the Hawaii Tourism Authority and other Hawaii visitor related entities and production to facilitate destination marketing through film, television and other media projects. • Monitors marketing and promotion initiatives for cost-effectiveness and results. | 30% | 1,2 |
| | b) Tax Incentives: <ul style="list-style-type: none"> • Works with private industry, unions and other stakeholders to draft legislative testimony regarding tax credits/incentives to accommodate and attract productions to the State and grow Hawaii's locally-based production industry. • Provides City and County related data to assist in formulation of legislation both individually and in conjunction with the State of Hawaii and other pertinent entities. • Represents City and County in legislative hearings, provides pertinent data/information . | 10% | 2 |
| 2. | Coordinates City involvement with film production: | | |
| | a) Permitting: | 15% | 1,2 |

| | | | |
|----|---|-----|-----|
| | <ul style="list-style-type: none"> Serves as the one-stop-shop liaison between various City, State and Federal governmental agencies, the filmmakers, and others on coordination, terms and conditions of permits. Provides assistance to production entities in obtaining permits and various types of services required. Recommends policies and develops procedures for issuance of film related permits. Monitors policies and procedures for their ease of use and effectiveness. Reads scripts and story outlines to provide information and assistance to determine the necessary requirements and permits for filming activities. | | |
| | <p>b) Research & Resource Assistance:</p> <ul style="list-style-type: none"> Conducts special research or helps prepare contracts and locate consultant services (e.g. Hawaiian language and/or culture experts, location scouting, etc.) as necessary. Creates visual and other data presentations for production entities to bid for on-location filming work, including but not limited to web-based formats. Maintains a location library of Oahu filming locations. | 15% | 1,2 |
| | <p>c) Production Monitoring & Troubleshooting:</p> <ul style="list-style-type: none"> Monitors film production location filming to ensure adherence to terms and conditions of permits. As required, provides productions with input and trouble shooting to ensure goals of production and the needs of the community are met. | 10% | 1,2 |
| 3. | Performs administrative tasks for the Honolulu Film Office: | | |
| | a) Manages Film Office budget, drafts budget requests, expenditures and justifications. | 5% | 2 |
| | b) Reviews, analyzes, and recommends policies, rules, regulations and guidelines for filming activity on Oahu. Works with various City agency personnel including but not limited to directors, deputies and division heads, in the updating of their policies and procedures relating to film production. | 5% | 1,2 |
| | c) Maintains the Honolulu Film Office website | 2% | 2 |
| | d) Provides reports and testimony to the City Council and City Administration as required. | 2% | 2 |
| 4. | Develops public relations & community outreach programs; attends meetings, seminars and public hearings to obtain or provide information on the film industry program and answers any questions or concerns raised by the public. Serves on various film boards as Oahu's film industry representative. | 5% | 1,2 |
| 5. | Performs other related duties as assigned. | 1% | |

City & County of Honolulu

Position Description

Position No: MD 701

- For specific information on preparing position descriptions, please review the Department of Human Resources (DHR) Personnel Manual Chapter A-1, Preparation of Position Descriptions.
- General Instructions on completing this form are located on the City's intranet website.
- This form is a basic Word Table. To navigate around the form, use the TAB key to move forward, and SHIFT-TAB to move backward, or use your mouse to move to a specific field.
- Complete every item; if not applicable, so indicate. Press F1 for Help with each item.
- Be accurate. This is an official document upon which classification determinations will be based. In addition, it may be utilized for other personnel related processes, including performance evaluations.
- When saving the document, the file name should include the position number followed by date (m-d-yy) in parentheses, e.g. AA 001 (3-3-03).
- To complete processing, submit the completed position description through appropriate channels. Incomplete forms may be returned for completion.
- By submitting this position description, the Appointing Authority certifies that the information provided herein is accurately described and the duties and responsibilities are consistent with the approved organization chart.
- This position description is not considered official until action is taken by the Director of Human Resources.***

| | | | |
|--|--|---------------------------------|--|
| Department of Human Resources Use Only | Allocation: | Recreation Specialist IV | |
| | Class Code: | 030033 | |
| | Pay Range: | SR 26 | |
| | Effective: | 03/16/2006 | |
| | BU: | 13 Excluded | |
| | Supervisory: | Supervisory | |
| | FLSA: | Not-covered | |
| | Other: | E; Ethics; Exempt | |
| | PPD: | 04/17/1995 | |
| | Reference: | | |
| Appointing Authority: | Trudi Sato for | 03/07/2006 | |
| Classification Approved: | <i>Kenneth Nakamoto</i> Director of Human Resources | | |
| Date: | 05/11/2006 | | |

| | | | | |
|---|---|---|---------------|--|
| Present Class | Recreation Specialist III | | Department | Mayor's Office |
| Present Pay Range | 030031 | | Division | Mayor's Office of Culture and the Arts |
| Present Class Code | SR 24I | | Branch | Mayor's Office |
| Position Status | Permanent | | Section/Unit | |
| | F/T <input checked="" type="checkbox"/> | P/T <input type="checkbox"/> # Hrs | Work Location | |
| Immediate Supervisor | Position No. | Class Title and Pay Range Managing Director, Deputy Managing Director | | |
| Subordinates | Position No. | Class Title and Pay Range | | |
| | MD 700 MD 702 MD 703 MD 704 | RECREATION SPEC II, SR-22 SENIOR CLERK-TYPIST, SR-10 PUBLIC REALTIONS ASST, SR-15 RECORDS MGT ANAL II, SR-18 2 Contract positions | | |
| Licenses or Certificates required to perform the essential functions of this position | Valid Hawaii State Driver's Licnese, Type 3 | | | |
| Equipment or tools regularly operated or used. (For trucks, provide GVW. TARE weight | Personal computer | | | |

| | |
|---------------------------|---------------------|
| & license number.) | |
| Special Work Requirements | Flexible work hours |

DESCRIPTION OF THE MAJOR DUTIES AND RESPONSIBILITIES ASSIGNED OR DELEGATED TO THIS POSITION.

List only those duties that are part of the regular work of this position throughout the year. List the duties in order of importance or frequency and combine related details. Environmental and physical demands, hazards, and/or unusual isolation involved in the performance of the work must be identified for each duty or group of duties. Opposite each description of a duty or group of duties, enter the approximate percentage of time devoted to that work. Percentages of time for all duties and responsibilities must total 100%. Enter in the last column, the appropriate ADA indicator(s) as shown below:

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- (3) This function is highly specialized, and employee is hired for special expertise or ability to perform this function.

| # | Description of Duties and Responsibilities | % of Time | ADA Indicator (s) |
|--|---|-----------|-------------------|
| General Summary: (Describe the overall purpose and objective of this position) | | | |
| Serves as head and administers the activities of the Mayor's Office of Culture and the Arts; assumes direct program responsibility for City-wide culture and the arts and related activities; acts as a liaison between the Mayor and the Commission on Culture and the Arts; plans and directs the City's involvement in coordinating various cultural events and arts exhibits with community cultural and arts groups; supervises and coordinates activities related to support of other city agencies. | | | |
| 1. | Plans, directs and coordinates the overall programs and activities of the Mayor's Office of Culture and the Arts. Supervises and directs the staff of the Office of Culture and the Arts. | 15% | 1 |
| 2. | Plans and develops immediate and long-range goals and objectives, with specific focus on arts program and initiatives to increase sustainability of culture and arts community. Activities include: planning of art and business economic development programs, cultural grant award programs, and community development and outreach programs; overseeing grant writing and management activities; and maintaining liaison with business and community organizations to develop art and cultural activities. | 15% | 1 |
| 3. | Supervises administrative work in support of the City Commission on Culture and the Arts; serves as the Commission liaison as designated by the Mayor and is responsible for the coordination and management of art in City building contracts, maintenance agreements and endowment funds. | 15% | 1,2 |
| 4. | Performs budget and fiscal reviews, and implements and monitors program budget. | 15% | 1,2 |
| 5. | Administrates and directs independent services contracts for the City relating to the temporary employment of entertainers, organizations and technicians for cultural programs. | 10% | 1,2 |
| 6. | Directs and maintains current inventory and condition of the City-owned artworks in City Buildings and public facilities. | 5% | 1 |
| 7. | Liaisons between City and community organizations for the planning of special events and community related activities within the City and County of Honolulu. | 5% | 1,2 |
| 8. | Manages and oversees all cultural and performing arts activities the in Mission Memorial Auditorium. Activities include: City use of auditorium for information briefings, community sponsored events and arts programs. | 5% | 1 |
| 9. | Meets & acts as liaisons with City, State and community organizations in regards to economic and cultural revitalization. Attends community meetings to represent the City at art conferences, art organization meetings and summits. | 5% | 1,2 |
| 10. | Oversees graphic artwork and public relations activities. | 5% | 2 |
| 11. | Reviews and promotes compliance by all departments and agencies with local, state and federal laws relating to the City Commission on Culture and the Arts (established ordinance in 1969 i.e. the hanging of banners). | 5% | 1 |

City & County of Honolulu

Position Description

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- Be accurate. This is an official document upon which classification determinations will be based. In addition, it may be utilized for other personnel related processes, including performance evaluations.
- When saving the document, the file name should include the position number followed by date (m-d-yy) in parentheses, e.g. AA 001 (3-3-03).
- To complete processing, submit the completed position description through appropriate channels. Incomplete forms may be returned for completion.
- By submitting this position description, the Appointing Authority certifies that the information provided herein is accurately described and the duties and responsibilities are consistent with the approved organization chart.
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| | | |
|--|---|----------------------------|
| Department of Human Resources Use Only | Allocation: | Information Specialist Aid |
| | Class Code: | 020646 |
| | Pay Range: | SR 16 |
| | Effective: | 06/16/2011 |
| | BU: | 13 Excluded |
| | Supervisory: | |
| | FLSA: | Covered |
| | Other: | S |
| | PPD: | 04/17/1995 |
| | Reference: | |
| Appointing Authority: | Douglas S. Chin 05/31/2011 | |
| Classification Approved: |  | |
| | Director of Human Resources | |
| Date: | 06/14/2011 | |

| | | | | |
|--|---|------------------------------------|---------------|------|
| Present Class | Recreation Specialist II | | Department | MOCA |
| Present Pay Range | SR18 | | Division | |
| Present Class Code | 030030 | | Branch | |
| Position Status | Permanent | | Section/Unit | |
| | F/T <input checked="" type="checkbox"/> | P/T <input type="checkbox"/> # Hrs | Work Location | |
| Immediate Supervisor | Position No. | Class Title and Pay Range | | |
| | MD 701 | Recreation Specialist IV | | |
| Subordinates | Position No. | Class Title and Pay Range | | |
| | | | | |
| Licenses or Certificates required to perform the essential functions of this position | | | | |
| Equipment or tools regularly operated or used. (For trucks, provide GVW, TARE weight & license number.) | | | | |
| Special Work Requirements | Maybe required to work Nights and Weekends. | | | |

DESCRIPTION OF THE MAJOR DUTIES AND RESPONSIBILITIES ASSIGNED OR DELEGATED TO THIS POSITION.

List only those duties that are part of the regular work of this position throughout the year. List the duties in order of importance or frequency and combine related details. Environmental and physical demands, hazards, and/or unusual isolation involved in the performance of the work must be identified for each duty or group of duties. Opposite each description of a duty or group of duties, enter the approximate percentage of time devoted to that work. Percentages of time for all duties and responsibilities must total 100%. Enter in the last column, the appropriate ADA indicator(s) as shown below:

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- (2) The number of other employees available to perform this function is limited.
- (3) This function is highly specialized, and employee is hired for special expertise or ability to perform this function.

| # | Description of Duties and Responsibilities | % of Time | ADA Indicator (s) |
|---|--|-----------|-------------------|
| <p>General Summary: (Describe the overall purpose and objective of this position) Under the Supervision of the Executive Director, assists in the planning, coordination and promotion of special culture and arts events and projects for the City and County of Honolulu.</p> | | | |
| 1. | Assists in the planning and coordination of exhibits and demonstrations for public display such as Visual Arts Exhibits, cultural events, festivals and fairs, and other City-sponsored productions and events. <ul style="list-style-type: none"> a. Researches and gathers information relating to the particular art or event, cultural heritage, community/organizational group, etc. b. Answers inquiries and provides information over the phone and in writing to vendors, event coordinators, employees, other governmental agencies, community groups, and to the public regarding the exhibits and events. | 30% | 1,2 |
| 2. | Assists in providing public information, marketing, and publicity materials for the promotion of events sponsored by the Mayor's Office of Culture and the Arts. <ul style="list-style-type: none"> a. Assists in the preparation of newsletters, bulletins, correspondence and articles for special cultural affairs involving the City. b. Assists in planning the layout and designs and arranging for printing of informational material. Arranges for photographs and other illustrative material. Assists in creating graphic design and desk top publishing services in the production of flyers, posters, event programs, and announcements. | 20% | 1,2 |
| 3. | Assists in scheduling, maintaining and supervising the use of Mission Memorial Auditorium (MMA) and Hearings Room. | 30% | 1,2 |
| 4. | Assists in maintaining, updating, and planning the layout, content and design of the office website and database. | 10% | 1,2 |
| 5. | Recruits and organizes volunteers to aid in program activities. Arranges for and facilitates provision of support services and assistance by various City departments to community organizations and the general public in the conduct of special events and activities. | 5% | 1,2 |
| 6. | Attends meetings, workshops, seminars and conferences with higher level staff to maintain liaison with business and community organizations to develop art and cultural activities. | 5% | 1,2 |
| 7. | Performs other related duties as assigned. | | |

City & County of Honolulu Position Description

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6. When saving the document, the file name should include the position number followed by date (m-d-yy) in parentheses, e.g. AA 001 (3-3-03).
7. To complete processing, submit the completed position description through appropriate channels. Incomplete forms may be returned for completion.
8. By submitting this position description, the Appointing Authority certifies that the information provided herein is accurately described and the duties and responsibilities are consistent with the approved organization chart.
9. *This position description is not considered official until action is taken by the Director of Human Resources.*

| | | |
|--|--|------------------------|
| Department of Human Resources Use Only | Allocation: | Secretary I |
| | Class Code: | 010156 |
| | Pay Range: | SR 12 |
| | Effective: | 03/01/2009 |
| | BU: | 03 Excluded |
| | Supervisory: | Non-Supervisory |
| | FLSA: | Covered |
| | Other: | Exempt; Ethics |
| | PPD: | 04/17/1995 |
| | Reference: | |
| Appointing Authority: | Jennifer Agcaoili for 02/20/2009 | |
| Classification Approved: | <i>Kenneth Nakamoto</i> Director of Human Resources | |
| Date: | 04/24/2009 | |

| | | | |
|--|---|--|-----------|
| Present Class | Senior Clerk Typist | Department | MAY |
| Present Pay Range | SR10 | Division | MOCA |
| Present Class Code | 010060 | Branch | |
| Position Status | Permanent F/T <input checked="" type="checkbox"/> P/T <input type="checkbox"/> # Hrs | Section/Unit | |
| | | Work Location | City Hall |
| Immediate Supervisor | Position No. MD701 | Class Title and Pay Range Recreation Specialist IV, SR 26 | |
| Subordinates | Position No. | Class Title and Pay Range | |
| Licenses or Certificates required to perform the essential functions of this position | Driver's License | | |
| Equipment or tools regularly operated or used. (For trucks, provide GVW, TARE weight & license number.) | Computer, calculator, photocopier, fax machine | | |
| Special Work Requirements | Computer Skills, Microsoft Office Excel, Word Perfect | | |

DESCRIPTION OF THE MAJOR DUTIES AND RESPONSIBILITIES ASSIGNED OR DELEGATED TO THIS POSITION.

List only those duties that are part of the regular work of this position throughout the year. List the duties in order of importance or frequency and combine related details. Environmental and physical demands, hazards, and/or unusual isolation involved in the performance of the work must be identified for each duty or group of duties. Opposite each description of a duty or group of duties, enter the approximate percentage of time devoted to that work. Percentages of time for all duties and responsibilities must total 100%. Enter in the last column, the appropriate ADA indicator(s) as shown below:

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- (3) This function is highly specialized, and employee is hired for special expertise or ability to perform this function.

| # | Description of Duties and Responsibilities | % of Time | ADA Indicator (s) |
|--|--|-----------|-------------------|
| <p>General Summary: (Describe the overall purpose and objective of this position) Under the supervision of the head of the Mayor's Office of Culture and the Arts (MOCA), this position provides secretarial services and general assistance to the head of MOCA. The position performs a variety of clerical and administrative tasks in support of MOCA which promotes the value of arts and culture throughout the City and County of Honolulu. The work requires an overall awareness of the mission, objectives, programs and activities of MOCA.</p> | | | |
| 1. | Logs, reviews, screens and routes incoming correspondence. Organizes and prioritizes matters to be presented to the head of MOCA. Independently prepares responses to routine correspondence. | 10 | 1,2 |
| 2. | Maintains the head of MOCA's calendar. Arranges appointments and sets up meetings and conferences. Gathers and assembles materials in preparation for meetings. | 5 | 1,2 |
| 3. | Receives and screens visitors and telephone calls and refers to the appropriate party, as necessary. Answers inquiries from the public and others based on an operational knowledge of MOCA as well as the preferences and viewpoints of the head of MOCA. | 10 | 1,2 |
| 4. | Sets up, maintains and revises files. | 5 | 1,2 |
| 5. | Prepares, formats, modifies and revises letters, memoranda, reports, contracts and other documents, including those of a sensitive nature. Ensures documents are in compliance with established policies and procedures. | 5 | 1,2 |
| 6. | Assists the head of MOCA in the preparation of the annual budget and expenditure schedule and in monitoring expenditures. Ensures adherence to accounting and purchasing policies and procedures. | 10 | 1,2 |
| 7. | Maintains office supplies. Purchases supplies and equipment. Processes purchase orders, invoices, and vouchers. Maintains all fiscal documents. | 10 | 1,2 |
| 8. | Maintains and updates MOCA's inventory of technical equipment. | 5 | 1,2 |
| 9. | Completes, processes and disseminates monthly reports, work orders and inter-departmental requests related to the use of city facilities for events (e.g. Honolulu Hale, Kapolei Hale, and Mission Memorial Auditorium). | 10 | 1,2 |
| 10. | Prepares payroll and personnel documents. Updates and maintains personnel files. | 5 | 1,2 |
| 11. | Maintains petty cash fund and ensures disbursements are in accordance with established procedures. | 10 | 1,2 |
| 12. | Participates in the maintenance of MOCA's internet database and website and updates mailing lists. | 5 | 1,2 |
| 13. | Performs other related duties as required. | 10 | |

Change in position status from Temporary Exempt to Permanent Exempt

INSTRUCTIONS:

- 1. Complete every item; if not applicable, so indicate. (See CS Circular No. 1150 for reference)
- 2. Be accurate. This is an official document upon which classification determinations will be based. In addition, it may be utilized for other personnel-related processes.

DEPARTMENT OF CIVIL SERVICE
 City and County of Honolulu
POSITION DESCRIPTION

1. Position No. MD 704(T)

Records Management Analyst II, SR-18F

2. Present Class & SR/WB

3. Department Office of the Managing Director

Division Mayor's Office of Culture and the Arts

Section _____

Unit _____

6. Action Requested: Initial Allocation
 Reallocation
 No Change
 (Revised Description Only)

4. Physical Location City Hall - Fourth Floor

5. Incumbent _____

7. Description of major duties and responsibilities currently assigned or delegated to the position. List only those duties which are part of the regular work of the position throughout the year. List the duties in order of importance or frequency and combine related details. In the column at the right opposite each description of a duty or group of duties, enter the approximate percentage of time devoted to that work.

Percentage of time

Summary of Duties:

Under the supervision of the Recreation Specialist III, performs a variety of technical duties to further culture and arts program and projects for the City and County of Honolulu.

Specific Duties:

- 1. Serves as Registrar of the Art in City Buildings collection. Responsible for receiving, identifying, verifying, recording and cataloging all works of art; responsible for securing proper photo documentation of all works of art; maintains Visual Artist Registry, assembles data on artists, providing background information for possible commission or acquisition through direct purchase. 25%
- 2. Serves as Upkeep Services Coordinator. Responsible for establishing and implementing maintenance schedule for relocatable and commissioned works of art; determines and recommends treatment required and negotiates contract agreement for repairs and restorations; monitors and inspects completed repair and restoration work. Implements routine maintenance such as cleaning, re-matting or replacing hanging hardware on artwork and items which are City-owned. 35%

(Continue on reverse side)

FOR CIVIL SERVICE USE ONLY

(Copy)

Allocation: Class Records Management Analyst II (EXEMPT) SR/WB SR 18 See Report JIC 4/17/95

(From Description Noted)

Approved On 4/17/95 By Calvin S. Peterson Director of Civil Service Effective Date _____

BU 13 Incl. _____ Excl. x FLSA: C x
 NS x S _____ NC _____

Description of Duties (Continued)

Percentage of time

- 3. Serves as Transportation Services Coordinator. Responsible for the safe and proper handling of all works of art in transit and in storage; coordinates, arranges and contracts for the packing, crating, transporting, insuring, delivery, receipt and installation of all relocatable works of art. 20%
- 4. Prepares and compiles reports, develops materials for the annual City Council report, delivered March of every year. Maintains records and inventory; attends meetings, workshops, seminars and conferences for professional improvement. 10%
- 5. Assists the Coordinator and Assistant Coordinator in other duties and responsibilities related to the Art in Public Buildings program and acquisition of commissioned and direct purchase of works of art. 5%
- 6. Performs other related duties as assigned. 5%

The performance of this function is the reason that the job exists. The number of other employees available to perform this function is limited. This function is highly specialized, and employee is hired for special expertise or ability to perform this function.
 (Attach additional sheets as necessary)

8. Equipment or tools regularly operated or used (List):

Personal computer

9. Licenses or certificates required:

10. Unusual isolation, hazards or physical hardships (Describe):

n/a

11. Pos. No., Title and Name of Immediate Supervisor

MD 701, Recreation Specialist III


12. Position No. and Titles of Subordinates

n/a

13. Supervisor's Remarks:

CERTIFICATION BY EMPLOYEE:

I certify that I am currently performing the duties and responsibilities in this position description, and that the information furnished herein is accurate and complete.

Date

3/30/92

Signature of Employee

CERTIFICATION BY SUPERVISOR:

I certify that I have examined this position description and, to the best of my knowledge and belief, the information furnished herein is accurate and complete except as indicated in the Supervisor's Remarks.

Signature of Immediate Supervisor

APPROVED: _____

Date

Signature of Appointing Authority or Representative

ATTACHMENT

Question 1. Please explain why the salary for the Deputy Managing Director increased from \$114,120 in FY13 to \$123,700 in FY14.

Answer:

The salary of the Deputy Managing Director is set by the Salary Commission. The salary for FY 21014 is the current salary established by the Salary Commission. The Deputy Managing Director took a voluntary 5% pay cut for the remainder of FY2013. We do not know why the salary in the FY2013 budget details indicates a salary of \$114,120.

Question 2. How much are we paying for the storage of the dragon boats? Are members of the public allowed to use the boats?

Answer:

The City owns 6 International Dragon Boat Federation certified dragon boats. Three boats were gifted to the City in the summer of 2011 by the government of Zhongshan (RES 11-246) and three boats were gifted in September 2012 by the Hawaii Dragon Boat Association (RES-12-214). All of the boats are in storage at the DFM storage facility in Pearl City along with other supplies, material and equipment from various City departments. The current rent for this warehouse is \$59,204.16 per month.

Currently members of the public are not allowed to use the boats. The boats have been utilized in the annual Dragon Boat Festival by teams of City employees.

Question 3. What positions ask for overtime in the Managing Director's Office?

Answer:

Listed below are the positions in the Managing Director's Office that are eligible for overtime.

- Secretary III (MR222)
- Clerk Typist (MR301)
- Secretary II (MR305)
- Secretary II (MR306)
- Information Specialist Aid (MD700)
- Secretary I (MD702)

ATTACHMENT

Question 3. What positions ask for overtime in the Managing Director's Office?

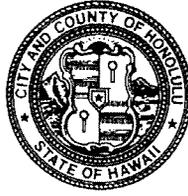
Answer(cont'd):

- Public Relations Assistant (MD703)
- Records Management Analyst II (MD704)
- Recreation Assistant II (MD706)
- Planner V (MD140)
- Secretary I (MD281)
- Clerk Typist (MD322)
- Secretary III (MD331)
- Clerk Typist (MD819)
- Senior Clerk Typist (MR-201A)
- Senior Clerk Typist (MR-201B)

The positions listed above in the Managing Director's Office are eligible to ask for overtime under applicable directives, rules and regulations. Overtime is requested at the direction of the proper authority – so it must be approved in advance. Employees who are not exempt from FLSA and work more than 40 hours in a work week, must be compensated for the overtime hours even if advanced approval was not secured.

DEPARTMENT OF BUDGET AND FISCAL SERVICES
CITY AND COUNTY OF HONOLULU
530 SOUTH KING STREET, ROOM 208 • HONOLULU, HAWAII 96813
PHONE: (808) 768-3900 • FAX: (808) 768-3179 • INTERNET: www.honolulu.gov

KIRK CALDWELL
MAYOR



NELSON H. KOYANAGI, JR.
ACTING DIRECTOR

GARY KUROKAWA
DEPUTY DIRECTOR

March 27, 2013

The Honorable Ann H. Kobayashi, Chair
and Members of the Budget Committee
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

Dear Chair Kobayashi and Councilmembers:

SUBJECT: Budget Communication 11, Questions Numbers 1
through 5 for Department of Budget and Fiscal Services

Attached is the response to your questions of March 19, 2013.

Sincerely,

A handwritten signature in black ink, appearing to read "Nelson H. Koyanagi, Jr.", is written over the typed name.

Nelson H. Koyanagi, Jr., Acting Director
Budget and Fiscal Services

APPROVED:

A handwritten signature in black ink, appearing to read "Ember Lee Shinn", is written over the typed name.

Ember Lee Shinn
Managing Director

Attachment

Operating Budget:

Question 2. Internal Control Division has the same amount of positions as was appropriated in FY 2013 but shows an increase in salaries by 29.77%. What are the increases for? (Salaries, Page 9)

Answer:

The 29.77% increase in FY 2014 salaries for the Internal Control Division is due to the funding restoration of the Chief Accountant's salary. In FY 2013 the salary for the Chief Accountant was not appropriated for in the Division while the Chief Accountant served as BFS Director. For FY 2014 all positions will be filled for the entire year.

Question 3. Is the Purchasing Division still doing any work for HART? Are these services budgeted for? If yes, will they be getting reimbursed by the Transit Fund?

Answer:

The Purchasing Division continues to service HART in a limited advisory and support role, although HART has assumed responsibility for its own procurement actions. Accordingly, we have not budgeted for these limited services and are not being reimbursed by the Transit Fund. We no longer have any Transit Funded staff in the Division of Purchasing.

Question 4. What % of CDBG funds is going towards Administration cost for FY 2014?

Answer:

Twenty percent of the FY 2014 CDBG funds are being budgeted for administration.

Question 5. Real Property – Why did Personal Services Contract Positions Increase by \$51,540? (Page 17, Object Code 1125)

Answer:

In anticipation of the need for additional assistance necessary for the planned conversion of the Ordinance mandated cost valuation system, an additional position under personal services was requested.

CIP:

Question 1. Under Procurement of Major Equipment within the CIP budget, BFS has listed 3 units of GIS Work Stations for a total of \$24,000 (\$8,000 each). Are these only for regular computers? If yes, why are they not a part of DIT's lease for updated computers in the operating budget?

Answer:

GIS workstations are not regular computers. They are specialized computers with enhanced processors and memory to enable the use of specialized software essential for GIS functions.

**LIQUOR COMMISSION
CITY AND COUNTY OF HONOLULU**

711 KAPIOLANI BOULEVARD, SUITE 600, HONOLULU, HAWAII 96813-5249
PHONE (808) 768-7300 • FAX (808) 768-7311
INTERNET ADDRESS: www.honolulu.gov/liq • E-MAIL: liquor@honolulu.gov



KIRK CALDWELL
MAYOR

MICHAEL S. YAMAGUCHI
CHAIRMAN

IRIS R. OKAWA
VICE CHAIR

WESLEY F. FONG
COMMISSIONER

JOSEPH V. O'DONNELL
COMMISSIONER

JOSEPH M. MAGALDI, JR.
COMMISSIONER

ANNA C. HIRAI
ACTING ADMINISTRATOR

March 22, 2013

The Honorable Ann H. Kobayashi, Chair
and Members of the Budget Committee
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

Dear Chair Kobayashi and Councilmembers:

SUBJECT: Budget Communication 11, Question Number 1
for Honolulu Liquor Commission

Attached is the response to your question of March 19, 2013.

Sincerely,

A handwritten signature in cursive script that reads "Anna C. Hirai".

ANNA C. HIRAI, Acting Administrator
Honolulu Liquor Commission

APPROVED:

A handwritten signature in cursive script that reads "Nelson H. Koyanagi, Jr.".

Nelson H. Koyanagi, Jr., Acting Director
Budget and Fiscal Services

APPROVED:

A handwritten signature in cursive script that reads "Ember Lee Shinn".

Ember Lee Shinn
Managing Director

Attachment

Question 1. The equipment budget includes \$250,000 in funding to finalize the new computerized liquor licensing software system. In FY2013, \$500,000 was budgeted. Is this the last year monies will be budgeted for this new system?

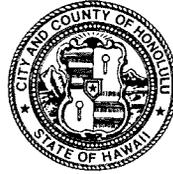
Answer:

The Honolulu Liquor Commission (HLC) anticipates requesting funds for FY15. The HLC will know how much additional funds will be required once it has received the Consultant's Scope of Work, Data Model and finalizes the procurement projected for July/August 2013. At this time, the HLC estimates that any additional monies would not exceed \$150,000.

DEPARTMENT OF CUSTOMER SERVICES
CITY AND COUNTY OF HONOLULU

MISSION MEMORIAL BUILDING
550 SOUTH KING STREET, HONOLULU, HAWAII 96813
TELEPHONE: (808) 768-3392 FAX: (808) 768-3750
<http://www.honolulu.gov>

KIRK CALDWELL
MAYOR



SHERI T. KAJIWARA
DIRECTOR

March 22, 2013

The Honorable Ann H. Kobayashi, Chair
and Members of the Budget Committee
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

Dear Chair Kobayashi and Councilmembers:

SUBJECT: Budget Communication 11, Questions Nos. 1 and 2
For Department of Customer Services (CSD)

Attached is the response to Budget Committee questions of March 19, 2013.

Sincerely,

A handwritten signature in cursive script that reads "Sheri T. Kajiwara".

Sheri T. Kajiwara
Director

APPROVED:

A handwritten signature in cursive script that reads "Nelson H. Koyanagi, Jr.".

Nelson H. Koyanagi, Jr. Acting Director
Budget and Fiscal Services

APPROVED:

A handwritten signature in cursive script that reads "Ember Lee Shinn".

Ember Lee Shinn
Managing Director

Attachment

Question 1. Please explain the \$10,548 increase in Personal Services Contract Positions in Public Communications. (Object Code 1125, page 76)

Answer:

The salary for the personal services contracts reflects a 5 percent increase due to the restoration of pay reductions budgeted in FY 2013.

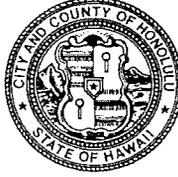
Question 2. What are the duties of the ten Community Relations Specialists in Satellite City Hall?

Answer:

One Community Relations Specialist is assigned to each Satellite City Hall (SCH) facility to function as the SCH Manager. In brief, the duties and responsibilities are summarized as follows: Under the general supervision of the SCH Operations Supervisor, directs the activities of a SCH office, provides public information and referral services, resolves customer complaints and oversees the activities of subordinates to assure operational efficiency and effectiveness.

DEPARTMENT OF DESIGN AND CONSTRUCTION
CITY AND COUNTY OF HONOLULU

650 SOUTH KING STREET, 11TH FLOOR
HONOLULU, HAWAII 96813
Phone: (808) 768-8480 • Fax: (808) 768-4567
Web site: www.honolulu.gov



KIRK CALDWELL
MAYOR

CHRIS T. TAKASHIGE, P.E., CCM
DIRECTOR

MARK YONAMINE, P.E.
DEPUTY DIRECTOR

The Honorable Ann H. Kobayashi, Chair
and Members of the Budget Committee
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

Dear Chair Kobayashi and Councilmembers:

Subject: Budget Communication 11, Questions 1 to 6 for
Department of Design and Construction

Attached is the response to your questions of March 19, 2013.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Takashige".

Chris T. Takashige, P.E., CCM, Director
Department of Design and Construction

APPROVED:

A handwritten signature in black ink, appearing to read "Nelson H. Koyanagi, Jr.".

Nelson H. Koyanagi, Jr., Acting Director
Budget and Fiscal Services

APPROVED:

A handwritten signature in black ink, appearing to read "Ember Lee Shinn".

Ember Lee Shinn
Managing Director

Attachment

Question 1. Operating Budget: Project and Construction Management – Object Code 3006 – Other Professional Services – there is \$65,000 budgeted. \$25,000 of that total is going towards various Honolulu Hale improvements. Please explain what improvements will be made. (Object Code 3006, page 96)

Answer:

The \$25,000 budgeted is for various lighting and mechanical improvements for office spaces in Honolulu Hale which have been vacated by the relocation of Council Staff into the new 3rd floor council staff office spaces and for the office spaces vacated by the relocation of Cultural and Arts staff to the recently renovated Mission Memorial Building.

Question 2. CIP: Project 1971153 - \$200,000 in General Fund cash is budgeted for Land Expenses. The line-item details describe the project as “*Examples of projects that may require settlement and/or expert witness cost*”, but does not list any examples of projects. Please provide the committee with a list of these projects.

Answer:

The Land Expenses account for unforeseen/emergency projects (that are not programmed) and for settlement purposes when budgeted funds fall short.

Examples of past projects involving Land Expense funds are:

1. Kahanu/School/Umi St. - Relief Sewer
2. Beachwalk WWPS Force Main System – Phase 1
3. Manana Connector Road
4. Aumoe Road Encroachment
5. Ala Moana/Auahi St. Sewer Rehabilitation

Question 3. CIP: Project 2002080 – Under the Telecommunications Facilities Upgrade Project, \$3,000,000 is budgeted for RCFU 03B – Supplement Multi-Term contract to complete project. Please give more information as to what this is.

Answer:

While this project is budgeted under the Department of Design and Construction (DDC), the Department of Information (DIT) is the agency which manages and implements the Telecommunication Facilities Upgrade project.

RCFU 03B refers to “Radio Communications Facility Upgrade phase 03B” This is the project name for the construction of the Puu Manawahua Tower in Makakilo. The tower serves Kapolei, parts of Central and Leeward Oahu. A breakdown of the funds is: \$2,000,000 in Construction and 1,000,000 in Equipment.

Question 4. Operating Budget: Project and Construction Management – Object Code 3990 – Other Fixed Charges. \$1,460,000 budgeted for moving, interior space improvements and equipment related to the City’s plans to consolidate and minimize the current spaces being leased from private entities in an effort to be more efficient and effective. Please give more detail. (Object code 3990, page 99)

Answer:

The amount is based on renovation and relocation costs necessary for the consolidation of City leased office spaces from Chinatown Gateway, City Square, and Dillingham Plaza into one space at a new location. The consolidation will increase efficiency and reduce the total lease rent paid for 3 separate locations. The City is presently in negotiations for the new office location. The leases for the present locations are scheduled to end soon and will be subject to rent increases.

Question 5. Operating Budget: Project and Construction Management – Object Code 3640 – Rentals-Buildings. Why did the lease for the Pearl City warehouse increase by \$17,500? (Object code 3640, page 98)

Answer:

The lease rent increase of \$17,500 is part of the rental agreement, whereby the monthly rate is scheduled to increase in increments. As a result, the lease rent increased from \$1.00 per square foot to \$1.08 per square foot, and is not anticipated to increase again until June 2016.

Question 6. Operating Budget: Project and Construction Management – Object Code 2507 – Photography Supplies – Why is \$1,442 needed for Photography Supplies? This is the same amount appropriated in FY13. (Object Code 2507, page 94)

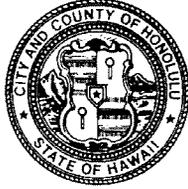
Answer:

Photography Supplies include, but not limited to, camera batteries, memory cards, replacement supplies for our digital cameras needed for construction inspectors, engineers and design staff to document any problem areas of concern in the field to bring back for consultation and solutions.

DEPARTMENT OF ENVIRONMENTAL SERVICES
CITY AND COUNTY OF HONOLULU

1000 ULUOHIA STREET, SUITE 308, KAPOLEI, HAWAII 96707
TELEPHONE: (808) 768-3486 • FAX: (808) 768-3487 • WEBSITE: <http://envhonolulu.org>

KIRK CALDWELL
MAYOR



LORI M.K. KAHIKINA, P.E.
DIRECTOR

TIMOTHY A. HOUGHTON
DEPUTY DIRECTOR

ROSS S. TANIMOTO, P.E.
DEPUTY DIRECTOR

IN REPLY REFER TO:
WAS 13-065

March 25, 2013

The Honorable Ann H. Kobayashi, Chair
and Members of the Budget Committee
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

Dear Chair Kobayashi and Councilmembers:

SUBJECT: Budget Communication 11, Question Number 1

Attached is the response to your question of March 19, 2013.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lori Kahikina".

Lori Kahikina, P.E., Director
Department of Environmental Services

APPROVED:

A handwritten signature in cursive script, appearing to read "Nelson H. Koyanagi, Jr.".

Nelson H. Koyanagi, Jr., Acting Director
Budget and Fiscal Services

APPROVED:

A handwritten signature in cursive script, appearing to read "Ember Lee Shinn".

Ember Lee Shinn
Managing Director

Attachment

Question 1. Treatment and Disposal – What is the \$2,092,580 in sewer fund monies for Other Public Utility Services? (Object code 3306, page 197)

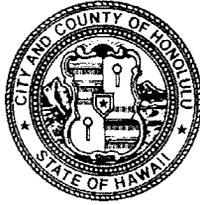
Answer:

\$1,989,580 is for purchase, at contract rates, of recycled water for use within the Honouliuli WWTP from the Board of Water Supply's water reclamation facility at the site. The remaining \$103,000 is payment to Hawaii Reserves, Inc. for accepting and distributing/disposing of recycled water from the Laie Water Reclamation Facility in accordance with existing agreements.

DEPARTMENT OF FACILITY MAINTENANCE
CITY AND COUNTY OF HONOLULU

1000 Ulu'ohia Street, Suite 215, Kapolei, Hawaii 96707
Phone: (808) 768-3343 • Fax: (808) 768-3381
Website: www.honolulu.gov

KIRK CALDWELL
MAYOR



ROSS S. SASAMURA, P.E.
DIRECTOR AND CHIEF ENGINEER

EDUARDO P. MANGLALLAN
DEPUTY DIRECTOR

IN REPLY REFER TO:
13-061

March 25, 2013

The Honorable Ann H. Kobayashi, Chair
and Members of the Budget Committee
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

Dear Chair Kobayashi and Councilmembers:

SUBJECT: Budget Communication 11, Question Number 1

Attached is the response to your question of March 19, 2013.

Sincerely,

A handwritten signature in black ink, appearing to read "Ross S. Sasamura".

Ross S. Sasamura, Director
Department of Facility Maintenance

APPROVED:

A handwritten signature in black ink, appearing to read "Nelson H. Koyanagi, Jr.".

Nelson H. Koyanagi, Jr., Acting Director
Budget and Fiscal Services

APPROVED:

A handwritten signature in black ink, appearing to read "Ember Lee Shinn".

Ember Lee Shinn
Managing Director

Attachment

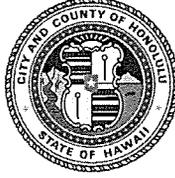
Question 1. Road Maintenance – Please explain Object Code 3767 on page 233 – Non-Reportable Settlement Agreements Paid to Plaintiffs. Why are these agreements non-reportable?

Answer: This agreement is non-reportable for tax purposes as it is a settlement payment from the City to the State (Department of Health, Clean Water Branch) for the development of the Ma'ili'ili Watershed Management Plan. Had it been a settlement between the City and a non-governmental entity, it would have been reportable for tax purposes.

HONOLULU FIRE DEPARTMENT
CITY AND COUNTY OF HONOLULU

636 South Street
Honolulu, Hawaii 96813-5007
Phone: 808-723-7139 Fax: 808-723-7111 Internet: www.honolulu.gov/hfd

KIRK CALDWELL
MAYOR



MANUEL P. NEVES
FIRE CHIEF
LIONEL CAMARA JR.
DEPUTY FIRE CHIEF

March 28, 2013

The Honorable Ann H. Kobayashi, Chair
and Members of the Budget Committee
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

Dear Chair Kobayashi and Councilmembers:

SUBJECT: Budget Communication No. 11 for the Honolulu Fire Department

Attached is the response to your questions of March 13, 2013.

Should you have questions, please contact Assistant Chief Roy Murakami of our
Administrative Services Bureau at 723-7104 or rmurakami2@honolulu.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Neves", written over a horizontal line.

MANUEL P. NEVES
Fire Chief

Attachment

APPROVED:

A handwritten signature in black ink, appearing to read "Nelson H. Koyanagi, Jr.", written over a horizontal line.

Nelson H. Koyanagi, Jr. Acting Director
Department of Budget and Fiscal Services

APPROVED:

A handwritten signature in black ink, appearing to read "Ember Lee Shinn", written over a horizontal line.

Ember Lee Shinn
Managing Director

Attachment

Question 1. Has the Honolulu Fire Department looked into charging a fee for commercial inspections?

Answer: The HFD charges fees for commercial fire inspections when they involve new fire protection systems or high-hazard occupancies. Fees are also charged for inspections of new fire alarm systems; new restaurant range hoods; new flammable and combustible storage tanks; and annually for the use of flammable finishes and operation of assembly occupancies, including restaurants and nightclubs with an occupant load over 300.

We contemplated an assessment for “maintenance inspections” to ensure that the original building code requirements are maintained. However, the majority of these inspections are for small businesses and would present challenges in terms of inspection charges, fee collection, reinspection fees, and resources to maintain the fee system. In addition, we would have to increase the training, certification, and quality assurance of our Fire Operations personnel, who conduct fire inspections, but are not trained to the level of our Fire Inspectors.

We consider fire inspections to be included in the services delivered by the HFD and expended through our operating budget, which is financed primarily by property taxes. If we should charge for inspections, we would be charging the same people twice for our services, creating potential hardship for small businesses.

The inspections also have a large educational component and are generally not punitive in nature, unless severe hazards are not addressed. Several studies and research have shown that educational methods of inspection are as effective in limiting loss of life and property as systems that utilize charges or fines.

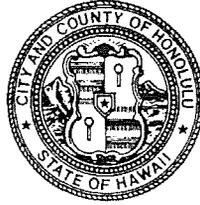
Question 2. Has a fee been considered for visits to the Honolulu Fire Department museum?

Answer: A meeting is scheduled with a potential curator to discuss options for the museum. This is the first step in determining the museum’s future. A work order has been submitted to the Department of Facility Maintenance to address termite damage to the makai stairwell, which limits access to the building.

DEPARTMENT OF PARKS & RECREATION
CITY AND COUNTY OF HONOLULU

1000 Uluohia Street, Suite 309, Kapolei, Hawaii 96707
Phone: (808) 768-3003 • Fax: (808) 768-3053
Website: www.honolulu.gov

KIRK CALDWELL
MAYOR



TONI P. ROBINSON
DIRECTOR
JEANNE C. ISHIKAWA
DEPUTY DIRECTOR

March 27, 2013

The Honorable Ann H. Kobayashi, Chair
and Members of the Budget Committee
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

Dear Chair Kobayashi and Councilmembers:

SUBJECT : Budget Communication 11, Question Number 1 for
Department of Parks and Recreation

Attached is the response to your question of March 19, 2013.

Sincerely,

A handwritten signature in cursive script that reads "Toni P. Robinson".

Toni P. Robinson, Director
Parks and Recreation

APPROVED:

A handwritten signature in cursive script that reads "Nelson H. Koyanagi, Jr.".

Nelson H. Koyanagi, Jr., Acting Director
Budget and Fiscal Services

APPROVED:

A handwritten signature in cursive script that reads "Ember Lee Shinn".

Ember Lee Shinn
Managing Director

Attachment

Question 1.

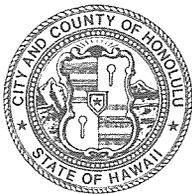
Recreation Services – Explain the \$262,836 increase in personal services contract positions. (Object Code 1125, page 351)

Answer:

The \$262,836 increase is for restoration of the 5% salary reduction.

POLICE DEPARTMENT
CITY AND COUNTY OF HONOLULU

801 SOUTH BERETANIA STREET · HONOLULU, HAWAII 96813
TELEPHONE: (808) 529-3111 · INTERNET: www.honolulu-pd.org



KIRK W. CALDWELL
MAYOR

LOUIS M. KEALOHA
CHIEF

DAVE M. KAJIHIRO
MARIE A. McCAULEY
DEPUTY CHIEFS

OUR REFERENCE WA-MH

March 22, 2013

The Honorable Ann H. Kobayashi, Chair
and Members of the Budget Committee
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

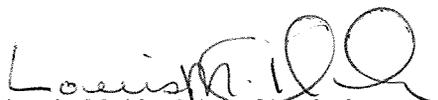
Dear Chair Kobayashi and Councilmembers:

SUBJECT: Budget Communication No. 11
Question Number 1

Attached is the response to your question of Wednesday, March 13, 2013.

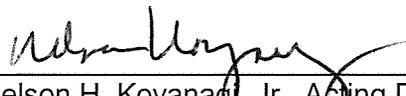
Thank you for your continued assistance and support in this matter. Should you have any questions, please have a member of your staff call me at 723-3848.

Sincerely,

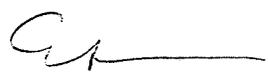

Louis M. Kealoha, Chief of Police
Honolulu Police Department

Attachment

APPROVED:


Nelson H. Koyanagi, Jr., Acting Director
Department of Budget and Fiscal Services

APPROVED:


Ember Lee Shinn
Managing Director

Attachment

Question 1. Administrative Services – please explain the \$617,844 increase for tools, implements and utensils? (Object Code 2902, page 412)

Answer:

The primary justification behind the requested increase for Object Code 2902 is the replacement of the officers' duty pistols. The Honolulu Police Department is preparing to implement a three-year transition plan to replace the Smith and Wesson 9mm semiautomatic pistols in FY2014. Also, the budgeted amount will be requested again in FY2015 and FY2016.

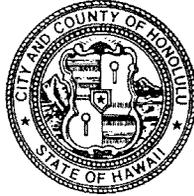
We have been using the Smith and Wesson pistol, model number 5906, as our primary duty pistol since 1990. Smith and Wesson discontinued the manufacture of the 5906 pistol in 1999. Maintaining the pistols and obtaining replacement parts have become increasingly difficult. At times we have had to cannibalize older and unusable pistols.

In addition to the replacement of the pistols, we plan to purchase electric guns (Tasers) and automated external defibrillators (AED) utilizing funds in Object Code 2902. Many of our Tasers and AED's have expired and are uneconomical to repair.

DEPARTMENT OF PLANNING AND PERMITTING
CITY AND COUNTY OF HONOLULU

650 SOUTH KING STREET, 7TH FLOOR • HONOLULU, HAWAII 96813
PHONE: (808) 768-8000 • FAX: (808) 768-6041
DEPT. WEB SITE: www.honolulu.gov • CITY WEB SITE: www.honoluludpp.org

KIRK CALDWELL
MAYOR



GEORGE I. ATTA, FAICP
DIRECTOR DESIGNATE

ARTHUR D. CHALLACOMBE
DEPUTY DIRECTOR

March 27, 2013

The Honorable Ann H. Kobayashi, Chair
and Members of the Budget Committee
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

Dear Chair Kobayashi and Councilmembers:

SUBJECT: Budget Communication No. 11, Budget Hearing Question of
March 13, 2013 for the Department of Planning and
Permitting

Attached is the response to your questions of March 13, 2013.

Sincerely,

A handwritten signature in cursive script that reads "George I. Atta".

George I. Atta, Director Designate
Department of Planning and Permitting

APPROVED:

A handwritten signature in cursive script that reads "Nelson H. Koyanagi, Jr.".

Nelson H. Koyanagi, Jr., Acting Director
Budget and Fiscal Services

APPROVED:

A handwritten signature in cursive script that reads "Ember Lee Shinn".

Ember Lee Shinn
Managing Director

Attachment

Question 1. Planning – There is still \$50,000 for T.O.D. contractual services for planning work, community meetings, and outreach. Are costs reimbursed by HART?

Answer:

No, this is general funds that are used for the cost to hold public T.O.D. information meetings in the various neighborhoods surrounding the proposed transit stations. These costs include meeting facility rental, refreshments, printing of brochures and pamphlets, etc.

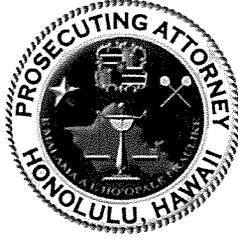
Question 2. Is DPP continuing to perform other functions for HART?

Answer:

No, the Department is not doing any HART functions. We are performing the transit oriented development planning surrounding the stations and along the route, which is not a HART function.

DEPARTMENT OF THE PROSECUTING ATTORNEY
CITY AND COUNTY OF HONOLULU

ALII PLACE
1060 RICHARDS STREET • HONOLULU, HAWAII 96813
PHONE: (808) 768-7400 • FAX: (808) 768-7515



KEITH M. KANESHIRO
PROSECUTING ATTORNEY

ARMINA A. CHING
FIRST DEPUTY
PROSECUTING ATTORNEY

March 27, 2013

The Honorable Ann H. Kobayashi, Chair
and Members of the Budget Committee
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

Dear Chair Kobayashi and Councilmembers:

SUBJECT: Budget Communication No. 11, Question Numbers 1
and 2 of March 19, 2013, for the Department of the
Prosecuting Attorney

Attached is the response to your questions of March 19, 2013.

Sincerely,

KEITH M. KANESHIRO,
Prosecuting Attorney
Department of the Prosecuting Attorney

APPROVED:

Nelson H. Koyanagi, Jr., Acting Director
Budget and Fiscal Services

APPROVED:

Ember Lee Shinn
Managing Director

Attachment

Question 1. In FY 2013, your department requested \$600,000 in salary monies for merits and increases. This amount should have been enough to cover the 5% reduction of salaries in FY2013. Why did your salaries increase by 9.8% in FY14?

Answer:

The budget increase in FY 2014 is primarily attributable to the grants in aid funding received from the State, authorized by HB246, Act 322:

| | |
|---|-------------|
| Career Criminal Prosecution Unit | \$734,973 |
| Prosecution in Drug Court | \$121,057 |
| Victims Witness Assistance Program | \$502,965 |
| Hawaii's Opportunity Probation w/ Enforcement Program | \$86,888 |
| Grand Total: | \$1,445,883 |

The budget increase in FY 2014 is also attributable to the Justice Reinvestment Initiative funding received from the State, appropriated by Act 164, SLH 2011, amended by Act 106, SLH 2012:

| | |
|------------------------------------|-----------|
| Victims Witness Assistance Program | \$346,988 |
| Grand Total: | \$346,988 |

Question 2. The Budget Highlights indicate that your department's salaries increased partly because of the inclusion of vacant position funding which was budgeted in a central provisional account in FY13. What vacant position funding was put back into your department if the Council never took or cut any vacant position funding from your department in FY13?

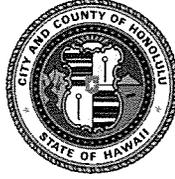
Answer:

The text stating that the increase in salary from FY 2013 is due to "the inclusion of vacant position funding" was in error and should not have been included in the highlights. The reason for the increase in salaries is addressed in the response to question 1.

DEPARTMENT OF TRANSPORTATION SERVICES
CITY AND COUNTY OF HONOLULU

650 SOUTH KING STREET, 3RD FLOOR
HONOLULU, HAWAII 96813
Phone: (808) 768-8305 • Fax: (808) 768-4730 • Internet: www.honolulu.gov

KIRK CALDWELL
MAYOR



MICHAEL D. FORMBY
DIRECTOR
MARK N. GARRITY, AICP
DEPUTY DIRECTOR

March 27, 2013

The Honorable Ann H. Kobayashi, Chair
and Members of the Budget Committee
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

Dear Chair Kobayashi and Councilmembers:

SUBJECT: Budget Communication No. 11 Follow Up Questions
Relating to Budget Committee Fiscal Year 2014
Annual Budget Briefings

Attached is the response to your questions of March 14, 2013.

Sincerely,

Michael D. Formby
Director

APPROVED:

Nelson H. Koyanagi, Jr., Acting Director
Budget and Fiscal Services

APPROVED:

Ember Lee Shinn
Managing Director

Attachment

Office of the Mayor

Question 1. You restored bus services except to lines that were made more efficient. Who determined that such lines were made more efficient?

Answer:

This was a collaborative effort by the Department of Transportation, Public Transit Division, the Oahu Transit Services and the Mayor's Office.

Department of Transportation Services

Question 1. Public Transit – What is the justification for \$1,676,944 in funding for unleaded gas? No monies were appropriated in FY 2013, FY 2012, and FY 2011. (Object Code 2453)

Answer:

FY 2014 is the first year DTS budgeted Unleaded Gas for OTS, Inc., in a separate account. In prior years, unleaded gas was budgeted in the Materials and Supplies account, Object Code 2030.

In FY 2013, unleaded gas was budgeted in Materials and Supplies at \$906,093.84 for HandiVan revenue vehicles. The \$770,850 increase for FY 2014 is due to the addition of unleaded gas for non-revenue vehicles (\$304,000) and due to the increase in price per gallon from \$3.63/gallon for FY 2013 to \$4.00/gallon for FY 2014.

Actual expense for unleaded gas in prior fiscal years was \$1,410,016 for FY 2012 and \$306,986 for FY 2011. FY 2012 was when OTS started using the 3100 series HandiVans which use unleaded gas. Prior to FY 2012, unleaded gas was only used for non-revenue vehicles. The projected expense for unleaded gas for FY 2013 is \$1,432,071.26.

Question 2. Please explain what your department is doing to provide sufficient lighting near crosswalks in high pedestrian traffic areas.

Answer:

The vast majority of crosswalks in high pedestrian traffic areas are at intersections where adequate light is provided per IEEE standards. If DTS engineers are concerned with the adequacy of crosswalk and roadway illumination, they can request assistance from DDC-MED in evaluating the adequacy of the illumination. DDC-MED field checks illumination and takes corrective action, including but not limited

to the replacement of light bulbs with a higher wattage bulb. More complicated illumination issues may require additional street lights, which are also handled by DDC-MED upon request.

As part of a street improvement program handled by DTS, DTS will consult with DDC in advance and include necessary lighting upgrades.

In response to community concerns regarding the adequacy of illumination at crosswalks, DTS will request a field check by DDC-MED.