

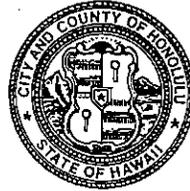
RECEIVED
CITY CLERK
C & C OF HONOLULU

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

2016 APR 25 PM 2:39

KIRK CALDWELL
MAYOR



NELSON H. KOYANAGI, JR.
DIRECTOR

GARY T. KUROKAWA
DEPUTY DIRECTOR

April 21, 2016

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

RECEIVED
2016 APR 22 P 4: 23
CITY COUNCIL
HONOLULU, HAWAII

Dear Chair Kobayashi and Councilmembers:

SUBJECT: Follow Up to Questions of the FY2017 Departmental Budget Briefings

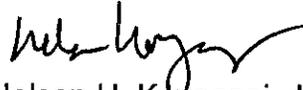
Attached are the departmental responses and follow up from the Departmental Budget Briefings held in March. Included are the responses from the following departments:

- Department of Budget and Fiscal Services
- Department of Community Services
- Department of Design and Construction
- Department of Environmental Services
- Department of Facilities and Maintenance
- Office of Managing Director
- Department of Parks and Recreation
- Honolulu Police Department

The Honorable Ann H. Kobayashi, Chair
and Members
April 21, 2016
Page Two

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

Sincerely,



Nelson H. Kobayashi, Jr.
Director

Attachment

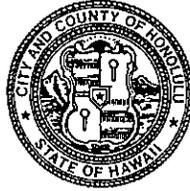
APPROVED:



Roy K. Amemiya, Jr.
Managing Director

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

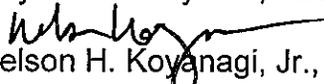
KIRK CALDWELL
MAYOR



NELSON H. KOYANAGI, JR.
DIRECTOR

GARY KUROKAWA
DEPUTY DIRECTOR

April 21, 2016

TO: Roy K. Amemiya Jr., Managing Director
FROM: 
Nelson H. Koyanagi, Jr., Director
Department of Budget and Fiscal Services
SUBJECT: Response to Question(s) of March 9, 2016 for the Department of Budget
and Fiscal Services

The attached is our agency's response to the Operating Budget questions in the Budget received from the Committee on Budget.

Attachment

ATTACHMENT

Question 1. Provide formula on spiking.

Answer:
See Attachment 1.

Question 2. Provide an explanation of the 10% increase in the budgeted salary for vacant positions of the following: (BFS)-Departmental Staff Executive Assistant, Chief Accountant, Assistant Treasury Chief, Real Property Assessment Administrator, (ENV)-Executive Assistant I, Civil Engineer VII, Civil Engineer VIII, Civil Engineer VII, Energy Recovery Administrator, and (HESD)-Water Safety Administrator.

Answer:
The FY 2017 amount budgeted for the identified vacant positions (as of 2/1/2016) are the minimum annual salary amount effective July 1, 2016 for Civil Service Excluded Managers (see Attachment 2, EMCP Schedule, Exhibit E). The compensation schedule in effect as of July 1, 2015 and designated in Exhibit D, reflects the current minimum annual salary amount for those positions in FY 2016. However, the FY 2016 amount budgeted for those same vacant positions were estimated inadvertently using the compensation schedule effective July 1, 2014 (see Exhibit C). Therefore the 10% increase.

Dept	Position	Grade	Budgeted FY16	Budgeted FY17
BFS	Dept Staff Exec Asst	EM-05	\$80,256	\$88,308
	Chief Accountant	EM-08	\$92,868	\$102,192
	Asst Chief of Treasury	EM-07	\$88,452	\$97,332
	Real Prop Assessment Admin	EM-08	\$92,868	\$102,192
ENV	Executive Asst I	EM-07	\$88,452	\$97,332
	Civil Engineer VII	EM-07	\$88,452	\$97,332
	Civil Engineer VIII	EM-08	\$92,868	\$102,192
	Civil Engineer VII	EM-07	\$88,452	\$97,332
	Energy Recovery Administrator	EM-07	\$88,452	\$97,332
HESD	Water Safety Admin	EM-07	\$88,452	\$96,876

Question 3. What was the estimated departmental lapses/restrictions incorporated in the carryover balance in the FY2017 budget?

Answer:
The FY2017 budget carryover incorporates an estimated lapse of \$37,845,876 by the departments.

Question 4. Provide a list of City's trust funds by Department; FY15 actual revenue, FY16 & 17 estimates.

Answer:

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the City's own programs. Fiduciary funds include:

1. General Trust Fund – This fund accounts for monies received by the various agencies of the City for specific purposes, as trustee, escrow agent, custodian or security holder, for which no special fund exists.
2. Treasury Trust Fund - Receipts and disbursements of monies from this fund are made through commercial checking accounts authorized by the Director of Budget and Fiscal Services.
3. Real Property Tax Trust Fund - This fund is used for the purpose of making refunds and adjustments relating to real property taxes.
4. Payroll Clearance Fund - This fund is used to clear payments of all salaries and wages.

Trust Fund Listing

FUND 902

Dept	Unit Description	Dept	Unit Description
BFS	CDBG Administration	DFM	Environmental Awareness
BFS	Treasury: Deceased Employees	DFM	Facility Maintenance
BFS	Treasury: Advance Refunded	DFM	Maintenance of Kaneohe Stream
BFS	Fort Street Mall Business	DHR	Personnel Development
BFS	Waikiki Business Imp	DPP	Relocation of Building
BFS	Lapsed Warrants Trust	DPP	General Planning Clearance
BFS	Garnishment Clearance	DPP	Ewa Hwy Master Plan Impact Fees
BFS	Procurement and Specifications	DPP	Zoning Information
BFS	Treasury Assessment	DPP	Department of Land Utilization
BFS	Treasury General Clearance	DPP	Parks and Playground
BFS	U.S. Savings Bond	DPP	Planning and Permitting
BFS	Liquor Commission Clearance	DPR	Recreation Clearance
BFS	Petty Cash and Change	DPR	Donations to Honolulu Zoo
BFS	Property Management	DPR	Parks Permit Deposit
BFS	Director of Budget & Fiscal Svcs	DPR	Paani Fall Clearance
BFS	Payroll Clearance	DPR	Lester McCoy Pavilion
BFS	Deferred Compensation Plan-Admin	DPR	Paani Summer Clearance
CCL	Growth Conference Clearance	DPR	Paani Spring Clearance
CCL	Transportation Conference	DPR	EBT at People's Open Market
CSD	Organ Donor Program-DMV	DPR	Summer Fun Clearance
CSD	Organizational License-DMV	DPR	Donations for City Beautification
CSD	License Division Clearance-DMV	DPR	Surf Sites Betw Barbers & Kaena
CSD	State Motor Veh Reg Fee-DMV	DPR	Donations to Honolulu Botan Gdns
CSD	State Motor Veh Weight Tax-DMV	DPR	Executive Center Park Imp
CSD	State Motor Veh Weight Tax Pen	DPR	Ehukai/Pupukea Beach
CSD	Vacation Trust Clearance-DMV	DTS	HPTA Trust Clearance
CSD	Financial Responsibility-DMV	DTS	Department of Transportation
CSD	Disability Parking Permit -DMV	ENV	Mamala Bay Study Commission
CSD	Hawaii State ID Fee	ENV	State Solid Waste Disp Surcharge
CSD	State Verification Fee	ENV	Wastewater Management
CSD	State Motor Veh Safety Inspection	ENV	Refuse Cart Disposal
CSD	Commercial Drivers License-DMV	HFD	Juvenile Fire Prevention
DCS	Federal Grants Trust	HFD	Fire Department Clearance
DCS	DCS General Trust Clearance	HPD	Special Duty Police
DCS	Vacation Trust Clearance	HPD	Federal Asset Forfeiture
DCS	Honolulu Area Agency	HPD	Gifts and Donations
DCS	Vacation Trust Clearance	HPD	Police Department Clearance
DCS	Administrative Order (8/11/14)	HPD	Community Relations
DDC	Design and Construction Clearance	HPD	State Forfeiture Account
DEM	Oahu Civil Defense Clearance	HPD	Narcotics/Vice Asset Forfeiture
DES	Auditoriums Clearance	PAT	Federal/State Grants
DES	Auditoriums Equipment	PAT	Narcotics Enforcement

FUND 903**FUND 905**

Dept	Unit Description	Dept	Unit Description
CSD	Refund Imprest	BFS	Real Property Tax Refunds
DES	Auditoriums Trust Fund	BFS	Deposit of Proceeds
HPD	Police Badge and Commission	BFS	Deposit of Litigated Claim Tr
HPD	Honolulu Police Department	BFS	Deposit of Taxes on Appeal

**Trust Fund Receipts
 FYE 6/30/2015***

FUND 902		FUND 903		FUND 905	
Dept	Receipts	Dept	Receipts	Dept	Receipts
BFS	9,307,767.31	CSD	198,586.54	BFS	<u>2,474,845.59</u>
CSD	81,164,733.27	DES	13,703,233.54		
DCS	3,107,515.56				
DEM	20,992.67		<u>13,901,820.08</u>		
DES	1,278,769.11				
DFM	143.33				
DPP	2,082,518.68				
DPR	1,161,546.91				
DTS	34,641.75				
ENV	350,523.16				
HFD	50.03				
HPD	1,841,901.54				
PAT	75,451.39				
	<u>100,426,554.71</u>				

* FY2016 & FY2017 estimates not available

**Trust Fund Balances
 Q/E 3/31/2016**

FUND 902		FUND 903		FUND 905	
Dept	Balances	Dept	Balances	Dept	Balances
BFS	8,206,344.13	CSD	19,990.73	BFS	<u>9,180,871.98</u>
CCL	2,653.72	DES	11,320,263.67		
CSD	9,260,466.11	HPD	13,003.35		
DCS	1,366,604.18				
DDC	705,877.03		<u>11,353,257.75</u>		
DEM	181,368.32				
DES	1,081,255.23				
DFM	316,826.46				
DPP	6,635,099.20				
DPR	1,884,950.86				
DTS	300,110.15				
ENV	728,449.98				
HFD	13,635.86				
HPD	14,400,104.45				
PAT	286,187.90				
	<u>45,369,933.58</u>				

ACT 153 (2012) Payments for spiking

Requires last employer of retiree to pay excess maximum retirement allowance if the employee spiked before retiring.
For employees hired before 7/1/2012.

Employer pays Excess Maximum Retirement Allowance if a retiree meets the following criteria:

- 1) average non-base pay greater than 10%
average base pay

Base pay = normal periodic payments of money for service, the right to which accrues on a regular basis in proportion to the service performed; recurring differentials; and elective salary reduction contributions under sections 125, 403(b) and 457(b) of IR Code of 1986

Average base pay = total base pay included in an employee's average final compensation (AFC), divided by the number of years used to determine AFC.

Average non-base pay = total non-base pay included in an employee's average final compensation divided by the number of years used to determine the member's average final compensation.

AND

- 2) average final compensation non-base pay ratio greater or equal to 120%
comparison period non-base pay ratio

Average final compensation non-base pay ratio = average non-base pay divided by average base pay

Comparison period = the years in the ten years prior to retirement that are not included in the period used to determine a member's average final compensation. If the retiree has less than ten years of service, the comparison period is the years of service not included in the period used to determine the person's average final compensation.

Comparison period non-base pay ratio = comparison period average non-base pay divided by the comparison period average base pay.

Average final compensation (AFC): Defined in HRS sec. 88-81 as follows:

- 1) For employees who were hired before January 1, 1971:
 - a) During the 5 highest paid years of credited service, including vacation pay, or the 3 highest paid years of credited service excluding vacation pay, whichever is greater; or
 - b) If the employee has fewer than 3 years of credited service, during the member's actual years of credited service.
- 2) For employees hired after December 31, 1970 but before July 1, 2012:
 - a) During the employee's 3 highest paid years of credited service, excluding vacation pay; or
 - b) If the employee has fewer than 3 years of credited service, during the employee's actual years of credited service
- 3) For employees hired after June 30, 2012:
 - a) During the employee's 5 highest paid years of credited service, excluding vacation pay; or
 - b) If the member has fewer than five years of credited service, during the employee's actual years of credited service

Calculation of Employer's Payment for Spiking

Actuarial present value of the excess maximum retirement allowance resulting from significant non-base pay increases, payable over the retiree's actuarial life expectancy.

Excess maximum retirement allowance resulting from significant non-base pay increases =

(Maximum retirement allowance) - (Maximum retirement allowance if average final compensation was equal to the average base pay multiplied by [1+comparison period non-base pay ratio])

Comparison period = the years in the ten years prior to retirement that are not included in the period used to determine a member's average final compensation. If the retiree has less than ten years of service, the comparison period is the years of service not included in the period used to determine the person's average final compensation.

Average base pay = total base pay included in the member's average final compensation, divided by the number of years used to determine average final compensation.

Exhibit C
Effective July 1, 2014

7/1/14
EMCP Schedule
Civil Service Managers Excluded from BU 13

	----MONTHLY----		----ANNUAL----	
	MIN	MAX	MIN	MAX
EM 1	\$5,500	\$9,154	\$66,000	\$109,848
EM 2	\$5,773	\$9,613	\$69,276	\$115,356
EM 3	\$6,064	\$10,093	\$72,768	\$121,116
EM 4	\$6,367	\$10,597	\$76,404	\$127,164
EM 5	\$6,688	\$11,127	\$80,256	\$133,524
EM 6	\$7,020	\$11,601	\$84,240	\$139,212
EM 7	\$7,371	\$12,267	\$88,452	\$147,204
EM 8	\$7,739	\$12,883	\$92,868	\$154,596
ES 1	\$7,973	\$13,269	\$95,676	\$159,228
ES 2	\$8,212	\$13,664	\$98,544	\$163,968
ES 3	\$8,460	\$14,077	\$101,520	\$168,924

Exhibit D
Effective July 1, 2015

7/1/15
EMCP Schedule
Civil Service Managers Excluded from BU 13

	----MONTHLY----		----ANNUAL----	
	MIN	MAX	MIN	MAX
EM 1	\$5,720	\$9,520	\$68,640	\$114,240
EM 2	\$6,004	\$9,998	\$72,048	\$119,976
EM 3	\$6,307	\$10,497	\$75,684	\$125,964
EM 4	\$6,622	\$11,021	\$79,464	\$132,252
EM 5	\$6,956	\$11,572	\$83,472	\$138,864
EM 6	\$7,301	\$12,065	\$87,612	\$144,780
EM 7	\$7,666	\$12,758	\$91,992	\$153,096
EM 8	\$8,049	\$13,398	\$96,588	\$160,776
ES 1	\$8,292	\$13,800	\$99,504	\$165,600
ES 2	\$8,540	\$14,211	\$102,480	\$170,532
ES 3	\$8,798	\$14,640	\$105,576	\$175,680

Exhibit E
Effective July 1, 2016

7/1/16
EMCP Schedule
Civil Service Managers Excluded from BU 13

	----MONTHLY----		----ANNUAL----	
	MIN	MAX	MIN	MAX
EM 1	\$6,052	\$10,072	\$72,624	\$120,864
EM 2	\$6,352	\$10,578	\$76,224	\$126,936
EM 3	\$6,673	\$11,106	\$80,076	\$133,272
EM 4	\$7,006	\$11,660	\$84,072	\$139,920
EM 5	\$7,359	\$12,243	\$88,308	\$146,916
EM 6	\$7,724	\$12,765	\$92,688	\$153,180
EM 7	\$8,111	\$13,498	\$97,332	\$161,976
EM 8	\$8,516	\$14,175	\$102,192	\$170,100
ES 1	\$8,773	\$14,600	\$105,276	\$175,198
ES 2	\$9,035	\$15,035	\$108,420	\$180,418
ES 3	\$9,308	\$15,489	\$111,696	\$185,871

Question 4. Provide list of City's trust funds by Department; FY15 actual revenue, FY16 & 17 estimates.

Answer:

Trust Fund Listing

FUND 902

Dept	Unit Description	Dept	Unit Description
BFS	CDBG Administration	DFM	Environmental Awareness
BFS	Treasury: Deceased Employees	DFM	Facility Maintenance
BFS	Treasury: Advance Refunded	DFM	Maintenance of Kaneohe Stream
BFS	Fort Street Mall Business	DHR	Personnel Development
BFS	Waikiki Business Imp	DPP	Relocation of Building
BFS	Lapsed Warrants Trust	DPP	General Planning Clearance
BFS	Garnishment Clearance	DPP	Ewa Hwy Master Plan Impact Fees
BFS	Procurement and Specifications	DPP	Zoning Information
BFS	Treasury Assessment	DPP	Department of Land Utilization
BFS	Treasury General Clearance	DPP	Parks and Playground
BFS	U.S. Savings Bond	DPP	Planning and Permitting
BFS	Liquor Commission Clearance	DPR	Recreation Clearance
BFS	Petty Cash and Change	DPR	Donations to Honolulu Zoo
BFS	Property Management	DPR	Parks Permit Deposit
BFS	Director of Budget & Fiscal Svcs	DPR	Paani Fall Clearance
BFS	Payroll Clearance	DPR	Lester McCoy Pavilion
BFS	Deferred Compensation Plan-Admin	DPR	Paani Summer Clearance
CCL	Growth Conference Clearance	DPR	Paani Spring Clearance
CCL	Transportation Conference	DPR	EBT at People's Open Market
CSD	Organ Donor Program-DMV	DPR	Summer Fun Clearance
CSD	Organizational License-DMV	DPR	Donations for City Beautification
CSD	License Division Clearance-DMV	DPR	Surf Sites Betw Barbers & Kaena
CSD	State Motor Veh Reg Fee-DMV	DPR	Donations to Honolulu Botan Gdns
CSD	State Motor Veh Weight Tax-DMV	DPR	Executive Center Park Imp
CSD	State Motor Veh Weight Tax Pen	DPR	Ehukai/Pupukea Beach
CSD	Vacation Trust Clearance-DMV	DTS	HPTA Trust Clearance
CSD	Financial Responsibility-DMV	DTS	Department of Transportation
CSD	Disability Parking Permit -DMV	ENV	Mamala Bay Study Commission
CSD	Hawaii State ID Fee	ENV	State Solid Waste Disp Surcharge
CSD	State Verification Fee	ENV	Wastewater Management
CSD	State Motor Veh Safety Inspection	ENV	Refuse Cart Disposal
CSD	Commercial Drivers License-DMV	HFD	Juvenile Fire Prevention
DCS	Federal Grants Trust	HFD	Fire Department Clearance
DCS	DCS General Trust Clearance	HPD	Special Duty Police
DCS	Vacation Trust Clearance	HPD	Federal Asset Forfeiture
DCS	Honolulu Area Agency	HPD	Gifts and Donations
DCS	Vacation Trust Clearance	HPD	Police Department Clearance
DCS	Administrative Order (8/11/14)	HPD	Community Relations
DDC	Design and Construction Clearance	HPD	State Forfeiture Account
DEM	Oahu Civil Defense Clearance	HPD	Narcotics/Vice Asset Forfeiture
DES	Auditoriums Clearance	PAT	Federal/State Grants
DES	Auditoriums Equipment	PAT	Narcotics Enforcement

FUND 903

FUND 905

Dept	Unit Description	Dept	Unit Description
CSD	Refund Imprest	BFS	Real Property Tax Refunds
DES	Auditoriums Trust Fund	BFS	Deposit of Proceeds
HPD	Police Badge and Commission	BFS	Deposit of Litigated Claim Tr
HPD	Honolulu Police Department	BFS	Deposit of Taxes on Appeal

**Trust Fund Receipts
FYE 6/30/2015***

FUND 902		FUND 903		FUND 905	
Dept	Receipts	Dept	Receipts	Dept	Receipts
BFS	9,307,767.31	CSD	198,586.54	BFS	<u>2,474,845.59</u>
CSD	81,164,733.27	DES	13,703,233.54		
DCS	3,107,515.56				
DEM	20,992.67		<u>13,901,820.08</u>		
DES	1,278,769.11				
DFM	143.33				
DPP	2,082,518.68				
DPR	1,161,546.91				
DTS	34,641.75				
ENV	350,523.16				
HFD	50.03				
HPD	1,841,901.54				
PAT	75,451.39				
	<u>100,426,554.71</u>				

* FY2016 & FY2017 estimates not available

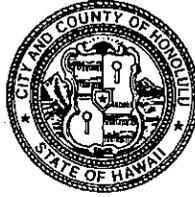
**Trust Fund Balances
Q/E 3/31/2016**

FUND 902		FUND 903		FUND 905	
Dept	Balances	Dept	Balances	Dept	Balances
BFS	8,206,344.13	CSD	19,990.73	BFS	<u>9,180,871.98</u>
CCL	2,653.72	DES	11,320,263.67		
CSD	9,260,466.11	HPD	13,003.35		
DCS	1,366,604.18				
DDC	705,877.03		<u>11,353,257.75</u>		
DEM	181,368.32				
DES	1,081,255.23				
DFM	316,826.46				
DPP	6,635,099.20				
DPR	1,884,950.86				
DTS	300,110.15				
ENV	728,449.98				
HFD	13,635.86				
HPD	14,400,104.45				
PAT	286,187.90				
	<u>45,369,933.58</u>				

DEPARTMENT OF COMMUNITY SERVICES
CITY AND COUNTY OF HONOLULU

715 SOUTH KING STREET, SUITE 311 • HONOLULU, HAWAII 96813 • AREA CODE 808 • PHONE: 768-7762 • FAX: 768-7792

KIRK CALDWELL
MAYOR



GARY K. NAKATA
DIRECTOR

BARBARA YAMASHITA
DEPUTY DIRECTOR

April 21, 2016

TO: Roy K. Amemiya Jr., Managing Director

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

FROM: Gary Nakata, Director
Department of Community Services 

SUBJECT: Response to Question(s) of March 9, 2016 for the Department of
Community Services

The following is our agency's response to the question on the Operating Budget received from the Committee on Budget. Please see our attached response.

Attachment

2016 APR 21 P 12:35

BUDGET
BUDGETS/GARY NAKATA
C & C OF HONOLULU

Department of Community Services
Question of March 9, 2016

Attachment

Question: Please provide a flowchart of how a project would be carried out by staff in the Asset Development and Management Division

Answer: Flowchart is attached

Asset Development and Management Division	Director	Administrator	Sr. Project Planner - Acquisition/Development	Planner - Acquisition/Development	Sr. Project Planner - Asset Management	Planner - Asset Management
<p>Genesis - The reason why the project is being pursued, usually based on community need, an existing plan, or directive by administration or council.</p>						
<p>Initial Concept - What is to be done?</p>	<p>Define basic project parameters (who, what, when, where, and why). For housing projects, additional considerations include the housing purpose, type of housing, and target population. Identify key stakeholders. Consult with genesis and key stakeholders on initial concept</p>					
<p>Resource Planning - Can it be done?</p>		<p>Consult with other city areas (other DCS units, DFM, DDC, DPP, BFS, COR). For housing projects: Consult with HOU and HIG to do preliminary service program assessment. Consult with Asset Management branch to do preliminary asset management/operation plan assessment. Consult with outside consultants as necessary</p>				
<p>Resource Allocation</p>	<p>Organize, reprioritize, and direct department and division activities in support of the proposed project. Establish timelines and critical milestones. Define and establish work product and outcomes.</p>					
<p>Site Planning - Where will the project be done, or if none identified/existing, where can the project be done?</p>			<p>Where a site needs to be acquired, identify multiple alternative sites for acquisition. Obtain site control for the purpose of feasibility analysis. Perform preliminary valuations. Obtain preliminary site plans/building renderings.</p>			
<p>Feasibility - Can the project be done? Is there a reasonable belief that identified issues can be overcome?</p>			<p>Estimate acquisition and/or development costs. Identify funding/budgeting. Preliminary Identification/Consideration/Assessment of: Environmental (lead paint, hazardous materials) issues; Structural issues; Infrastructure issues; Civil rights/ADA issues; Design/Construction issues; Required government and regulatory approvals, including zoning and other necessary permits; Relocation considerations; Transportation issues; Political ramifications; Public reaction.</p>			
<p>Pre-Acquisition / Pre-Development</p>			<p>Identify and recruit project team/outside partners including realtor, architect, construction manager, engineer, consultants, general contractor, subcontractors, lawyers, property manager, and service provider. Where necessary, contract with team members through procurement process. Obtain architectural renderings and site plans. Conduct community outreach/education/input. Issue Request for Information.</p>			

Asset Development and Management Division	Director	Administrator	Sr. Project Planner - Acquisition/Development	Planner - Acquisition/Development	Sr. Project Planner - Asset Management	Planner - Asset Management
<u>Acquisition</u> (if no existing site)			Select site from among various alternatives earlier identified and assessed. Issue letter of intent. Enter into negotiations. Arrange escrow. Conduct appraisal and due diligence (title, survey, environmental including NEPA and HRS 343 compliance, structural, civil rights, ADA). Execute purchase/sale agreement. Move transaction to closing. Issue tenant relocation notices.			
<u>Pre-Development</u>			Consult with Purchasing/COR re RFP process to select developer. Draft RFP for site development. Issue RFP. Select site developer (include review of architectural design and construction plans, as well as review of architect and construction manager experience, and project pro forma and financing). Negotiate and execute development agreement.			
<u>Development / Construction</u>			Monitor and oversee project development from ground breaking to project ready for occupancy. Conduct monthly onsite inspection. Conduct monthly team meetings and document monthly team reports, including architect's certificate of progress and compliance with development contract. Obtain required governmental inspections, permits and approvals. Ensure completion of construction, final inspection, and receipt of certificate of occupancy.			
<u>Pre-Project Operation</u>			Transition project to Asset Management branch.		Consult with PUR/COR re RFP process to select site operator/property manager. Draft RFP for site operation/property management. Issue RFP. Select site operator/property manager. Negotiate and execute site operation/property management agreement. Coordinate tenant relocation with BFS.	
<u>Project Operation</u>					Oversee property management, including setting house rules and lease payment structure. Oversee financial management of property (rent collection and assessment, payment of operating expenses), routine repairs and maintenance, and tenant relocation. Ensure the leasing of units. Ensure property manager is compliant with with Fair Housing, ADA, and EEOA requirements. Establish project reserve accounts. Establish and monitor longer asset management plan.	

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



ROBERT J. KRONING, P.E.
DIRECTOR

MARK YONAMINE, P.E.
DEPUTY DIRECTOR

April 12, 2016

MEMORANDUM

TO: Roy K. Amemiya, Jr., Managing Director

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

FROM: Robert J. Kroning, P.E.
Director

A handwritten signature in black ink, appearing to read "Robert J. Kroning", is written over the printed name and title of the sender.

SUBJECT: Response to Question(s) of March 10, 2016 for the Department of Design and Construction

The attached is our agency's response to the questions on the Operating Budget received from the Committee on Budget.

Attachments

Attachment

Question: Councilmember Fukunaga requested a copy of the permit requiring third (3rd) party oversight inspection.

Response:

The permit contains 66 pages in total. However, the reference to the third (3rd) party inspection requirements are from Section D.1.d. (5) (iii) and (iv) on pages 22-24 of the City's MS4 permit (attached). Additional implementation detail is provided in Chapter 4 of the Storm Water Management Program Plan (attached), specifically Section 4.6.3, that was submitted to the Department of Health (DOH) on February 16, 2016 as required by the permit.

Question: Councilmember Kobayashi requested a copy of the list of special funded vacant positions as of 2/1/2016 identifying the Activity.

Response:

See attached

PERMIT NO. HI S000002

**AUTHORIZATION TO DISCHARGE UNDER THE
NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM**

In compliance with the provisions of the Clean Water Act, as amended, (33 U.S.C. §1251 et. seq.; the "Act"); Hawaii Revised Statutes, Chapter 342D; and Hawaii Administrative Rules (HAR) , Department of Health (DOH), State of Hawaii, Chapters 11-54 and 11-55;

**CITY AND COUNTY OF HONOLULU (CITY)
DEPARTMENT OF ENVIRONMENTAL SERVICES (ENV)**

(PERMITTEE)

is authorized to discharge storm water runoff and certain non-storm water discharges as identified in Part B.2 of this permit from the following:

1. City's Municipal Separate Storm Sewer System, Municipal Building Complex, Kapolei Building Complex, and City Small MS4 Facilities [i.e., those with a drainage system and two (2) or more buildings] listed in Table 2,
2. City Industrial Facilities listed in Table 1,
3. Additional City facilities that are potential significant sources of pollutants, and storm sewer outfalls that may be identified from time to time by the Permittee,

into State Waters in and around the Island of Oahu, Hawaii,

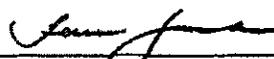
in accordance with the general requirements, discharge monitoring requirements, and other conditions set forth herein, and in the attached DOH "Standard NPDES Permit Conditions," that is available on the DOH, Clean Water Branch (CWB) website at: <http://health.hawaii.gov/cwb/files/2013/05/StandardNpdesPermitConditions.pdf>.

All references to Title 40 of the Code of Federal Regulations (CFR) are to regulations that are in effect on July 1, 2014, except as otherwise specified. Unless otherwise specified herein, all terms are defined as provided in the applicable regulations in Title 40 of the CFR.

This permit will become effective on **February 16, 2015**.

This permit and the authorized to discharge will expire at midnight, **January 15, 2020**.

Signed this 16th day of January, 2015.



(For) Director of Health

**FINAL PERMIT
January 16, 2015**

- (ii) Prior to the initiation of ground-disturbing activities at any site, except for activities associated with the installation of BMPs at a site, require an engineer or qualified inspector employed or retained by the owner of the project who reviews and becomes familiar with the project's site-specific BMP Plan and/or other equivalent document(s) to inspect the site to verify BMPs as required by the BMP Plan and/or other documents have been installed correctly and in the correct locations prior to the commencement of ground-disturbing activity. Inspections shall include a review of site Erosion and Sediment Controls, good housekeeping practices, and compliance with City-approved Erosion and Sediment Control/Storm Water BMP Plans or SWPPP for those with NPDES permit coverage and City-approved permits. The inspector shall also identify and remedy any additional site conditions that are potential sources of pollutants to the City's MS4 as a result of the project's construction activities.

Inspectors shall use an inspection checklist, or equivalent, and photographs to document site conditions, BMPs, and deficiencies. The Permittee shall track inspection results and document checklist information in a database or equivalent system. The checklist shall, include at a minimum, but not be limited to identifying any deficiencies and the date when the corrective actions were completed.

- (iii) Develop and implement an effective inspection oversight program for both public and private construction projects throughout the entire construction process until final completion of the project. Due to a high degree of variability among site conditions and oversight by the City, the Permittee shall use dedicated erosion and sediment control or storm water inspectors who is independent (i.e., not involved in the day-to-day planning, design, or implementation) of the construction projects to be inspected to conduct, at a minimum, monthly oversight inspections of all applicable construction projects within the City's jurisdiction. The Permittee may use more than one (1) qualified construction inspector for these inspections. The reporting procedures shall include, at a minimum, notification of any critical deficiencies to the DOH. Upon three successive monthly inspections that indicate, in total, no critical or major deficiencies or less than six (6) minor deficiencies with

no more than three (3) minor deficiencies in one (1) month in a project's BMPs or other storm water management activities, the Permittee may decrease the inspection frequency for such project to quarterly. However, if while under a quarterly inspection frequency, an inspection of a project conducted pursuant to this paragraph indicates at least one critical or major deficiency or a total of three (3) or more minor deficiencies in the project's BMPs or other storm water management activities, the inspections frequency shall immediately return to no less than monthly. This reduced inspection frequencies option is contingent upon the Permittee having defined each type (i.e., critical, major, or minor) of deficiency. The Permittee shall further develop and implement written procedures for appropriate corrective actions and follow-up inspections when deficiencies had been identified at an inspected project. The corrective action procedures shall at a minimum require that 1) any critical deficiencies shall be corrected or addressed before the close of business on the day of the inspection at which the deficiency is identified, and 2) any major deficiencies shall be corrected or addressed as soon as possible, but in no event later than five (5) calendar days after the inspection at which the deficiency is identified or before the next forecasted precipitation, whichever is sooner.

The oversight inspections shall use a risk ranking process for site selection and in the short term, target public projects and those in active vertical building phase. The Permittee shall use these oversight inspections as a way to assess the adequacy and effectiveness of their ongoing inspection program implemented by the Department of Design and Construction (DDC), Department of Planning and Permitting (DPP) Site Development, DPP Building Division, and third-party Construction Managers for ensuring compliance with this permit. The focus of this assessment shall be on DPP Building Division and third-party Construction Manager Inspectors and extend to the other Departments. Based on this assessment, improvements to the inspection program shall be implemented within one (1) year of the effective date of this permit. Any improvements shall be highlighted in its Annual Report.

- (iv) All construction projects with any City Building and Site Development, Subdivision permits or discharge of surface runoff

permit/approval shall be inspected at least once annually or once during the life of the project, whichever comes first, by a qualified construction inspector who is independent (i.e., not involved in the day-to-day planning, design, or implementation) of the construction projects to be inspected. The Permittee may use more than one (1) qualified construction inspector for these inspections. If the project has a site-specific BMP Plan or other equivalent document(s), the inspection shall also verify that the BMPs were properly installed and at the locations specified in the Plan. The reporting procedures shall include, at a minimum, notification of any critical deficiencies to the DOH.

- (v) Maintain records of all inspections for a minimum of five (5) years, or as otherwise indicated.

Part D.1.d.(6) *Enforcement.* Within one (1) year of the effective date of this permit, the Permittee shall:

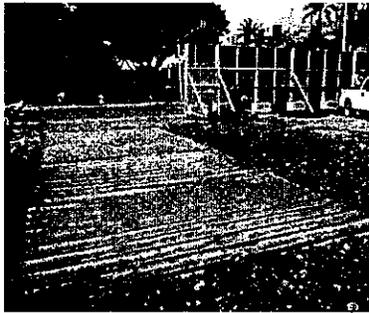
- (i) Establish policies for enforcement and penalties for: those in non-compliance with its ordinances, City Permit requirements, and Part D.1.d.(1) requiring the implementation of City standards; and for contractors working on public projects in non-compliance with any applicable requirements under the NPDES permit program, and
- (ii) Develop and implement an Enforcement Response Plan (ERP) to include written procedures for appropriate corrective and enforcement actions, and follow-up inspections when an inspected project is not in full compliance with its ordinances, City Permit requirements and the implementation of City standards. The ERP shall also address procedures for appropriate corrective action and enforcement actions, and follow-up inspections for contractors working on public projects in non-compliance with any applicable requirements under the NPDES permit program.

Part D.1.d.(7) *Process to refer noncompliance and non-filers to DOH.* In the event the Permittee has exhausted its use of sanctions and cannot bring a construction site or construction operator into compliance with its ordinances or this permit, or otherwise deems the site to pose an immediate and significant threat to water quality, the Permittee shall provide oral notification to DOH within one (1) week of such



4. CONSTRUCTION SITE RUNOFF CONTROL

4. Construction Site Runoff Control



The Construction Site Runoff Control Program focuses on storm water discharges from construction projects that drain to City drainage facilities and natural drainage ways that falls within the City's jurisdiction including:

- Private sector construction projects.
- CIP construction projects administered by DDC, DFM-SWQ, DTS, ENV's Division of Refuse, Waste Treatment and Disposal, and Collection System Maintenance, HART, and other City departments.
- State-funded construction projects not exempted from DPP review.

From reviewing project design drawings to performing inspections on active construction sites, the City tracks the implementation of BMPs to minimize polluted runoff from these activities. The Construction Site Runoff Control Program is implemented according to **Figure 4.1**.

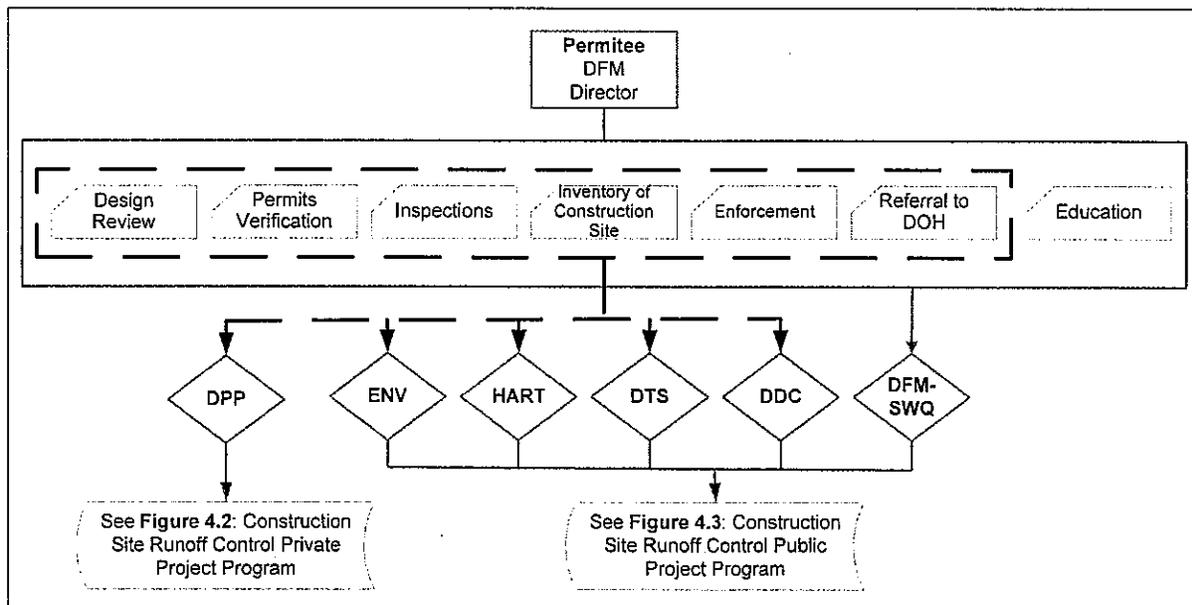


Figure 4.1: Construction Site Runoff Control Program - City Department Organization Chart

Section 4.7: Enforcement	<i>Part D.1.d.(6)</i>
<i>Objective(s): To maintain an effective Construction Site Enforcement Program.</i>	
Responsible Dept: <input checked="" type="checkbox"/> DDC <input type="checkbox"/> DES <input checked="" type="checkbox"/> DFM <input checked="" type="checkbox"/> DPP <input type="checkbox"/> DPR <input checked="" type="checkbox"/> DTS <input checked="" type="checkbox"/> ENV <input checked="" type="checkbox"/> HART <input type="checkbox"/> HFD <input type="checkbox"/> HPD	
BMPs, Monitoring, and Tracking: <ul style="list-style-type: none"> • Number of minor deficiencies. • Number of major deficiencies. • Number of critical deficiencies. 	
<u>Private Projects</u> <ul style="list-style-type: none"> • Number of written notices. • Number of stop work orders issued. • Number of revocation of permits and/ denial of future permits. • Number of enforcements from DPP forward to DFM-SWQ. 	
<u>CIP Projects</u> <ul style="list-style-type: none"> • Number of written notices. • Number of contract enforcement mechanisms. • Number of enforcements from DDC or DTS forward to DFM-SWQ. 	
<i>Referenced Document(s): Inspection Program and Enforcement Response Plan for Construction Sites (Appendix D2)</i>	
Section 4.8: Process to Refer NonCompliance and Non-Fileers to DOH	<i>Part D.1.d.(7)</i>
<i>Objective(s): To maintain an effective Construction Site Enforcement Program.</i>	
Responsible Dept: <input checked="" type="checkbox"/> DDC <input type="checkbox"/> DES <input checked="" type="checkbox"/> DFM <input checked="" type="checkbox"/> DPP <input type="checkbox"/> DPR <input checked="" type="checkbox"/> DTS <input checked="" type="checkbox"/> ENV <input checked="" type="checkbox"/> HART <input type="checkbox"/> HFD <input type="checkbox"/> HPD	
BMPs, Monitoring, and Tracking: <ul style="list-style-type: none"> • Number of enforcements from DFM-SWQ to DOH. • Number of non-filers reported to DOH. • Number of critical discharges. 	
<i>Referenced Document(s): n/a</i>	
Section 4.9: Education	<i>Part D.1.d.(8)</i>
<i>Objective(s): To maintain an effective Construction Site Inspection Program.</i>	
Responsible Dept: <input type="checkbox"/> DDC <input type="checkbox"/> DES <input checked="" type="checkbox"/> DFM <input checked="" type="checkbox"/> DPP <input type="checkbox"/> DPR <input type="checkbox"/> DTS <input type="checkbox"/> ENV <input type="checkbox"/> HART <input type="checkbox"/> HFD <input type="checkbox"/> HPD	
BMPs, Monitoring, and Tracking: <ul style="list-style-type: none"> • Number of documents downloaded from the storm water website. • Number of storm water website hits for construction section. 	
<i>Referenced Document(s): n/a</i>	

4.2. Requirement to Implement BMPs

Permit Reference Part D.1.d.(1)

construction inspections under this program, which includes:

4.2.1. Non-Regulated Projects

The City may exempt certain types of construction projects from the Construction Site Runoff Control Program. Construction projects that pose a minimum risk of storm water pollution are exempt from storm water construction control measures, including any minimum BMP requirements, and

- Projects where no soil disturbance is to occur.
- Routine maintenance to maintain original line and grade, hydraulic capacity, or original purpose of facility.
- Interior remodeling with no outside exposure of construction materials or construction waste to storm water.

Erosion and Sediment Control Plan

When the Erosion Rules are adopted, the City will require Category 1b, 2, 3, 4, and 5 projects to submit an ESCP to the City for review. The City plans on requiring the ESCP to incorporate minimum BMPs based on the Project Category (shown in **Table 4.2**) and a construction sequence to minimize erosion and the amount of sediment leaving the site. Category 5 projects will also be required to include a list or table identifying the pre-construction, during construction, and post-construction (permanent stabilization) BMPs.

Category 3, 4, and 5 projects will require a licensed civil engineer in the State of Hawaii to stamp the ESCP.

Category 1b and 2 projects will require a licensed civil engineer in the State of Hawaii or a qualified Storm Water Pollution Prevention Plan (SWPPP) Preparer to prepare the ESCP. A qualified SWPPP

Preparer is any person that is a Hawaii registered architect, landscape architect, or a certified professional in erosion and sediment control, or storm water quality registered through Enviro Cert International INC.

Minimum Erosion and Sediment Control BMP Checklist

The City is revising the Minimum Erosion and Sediment Control BMPs Checklist for Category 1 through 5 Projects as part of the revisions to the Erosion Standards. The Minimum Erosion and Sediment Control BMPs checklists are mandatory guidance documents to prepare the ESCP. Only Category 1a projects will be required to submit a Minimum Erosion and Sediment Control BMP Checklist for review. These checklists include the minimum BMP requirements for Category 1 through 5 projects, as shown in **Table 4.2**.

Table 4.2: Proposed Minimum BMP Requirements for Category 1 through 5 Projects

Minimum BMP	Project Category				
	1	2	3	4	5
Erosion Prevention BMPs					
Minimum Soil Compaction					X
Outlet Protection / Velocity Dissipation Devices				X	X
Permanent Stabilization			X	X	X
Preserving Existing Vegetation					X
Scheduling	X	X	X	X	X
Slope Protection	X	X	X	X	X
Temporary Interceptor Dikes / Drainage Swales				X	X
Temporary Stabilization			X	X	X
Sediment Control BMPs					
Buffer Zones					X
Inlet Protection	X	X	X	X	X
Sediment Basin					X
Sediment Fence / Barriers	X	X	X	X	X
Good Housekeeping BMPs					
Dewatering Practices					X
Dust Control	X	X	X	X	X
Maintenance	X	X	X	X	X
Material Use and Pollution Control			X	X	X
Sanitary / Septic Waste Management					X
Spill Prevention and Control			X	X	X
Stabilization Construction Entrance	X	X	X	X	X
Stockpile Management	X	X	X	X	X
Vehicle and Equipment Cleaning			X	X	X
Vehicle and Equipment Fueling					X
Waste Management			X	X	X

which was submitted to the DOH on August 22, 2011 (see **Appendix D1**).

The plan review and approval process and the BMP checklist will be revised once the Erosion Rules and Erosion Standards are adopted.

4.4.1. Private Projects

Currently, private projects that fall under Category 1 through 5 projects must submit construction plans, grading plans (Category 3 to 5 only), and ESCPs (Category 4 and 5 only) to DPP for review. For Category 5 projects, the review also includes verification that a NGPC was obtained from the DOH. Permits are not issued until all requirements have been met.

For Category 1 and 2 or private projects that do not fall under one (1) of these five (5) categories but are subject to City building permit review are provided with a common set of BMP recommendations as part of building permit.

The Private Projects Review program is implemented according to **Figure 4.2**.

4.4.2. City CIP Projects

City CIP construction contracts administered by DDC, DFM, DTS, ENV, and HART, are governed by the “General Conditions of Construction Contracts of the City and County of Honolulu” and adhere to the City’s policy relating to construction projects as authorized by the HRS, Chapter 103D, and HAR, Title 3, Department of Accounting and General Services. BMP requirements are include in the contract documents to ensure that selected contractors satisfy BMP implementation requirements. Consequently, the consultants and contractors who are awarded City projects must satisfy BMP requirements on behalf of the City.

The Public Projects Review program is implemented according to **Figure 4.3**.

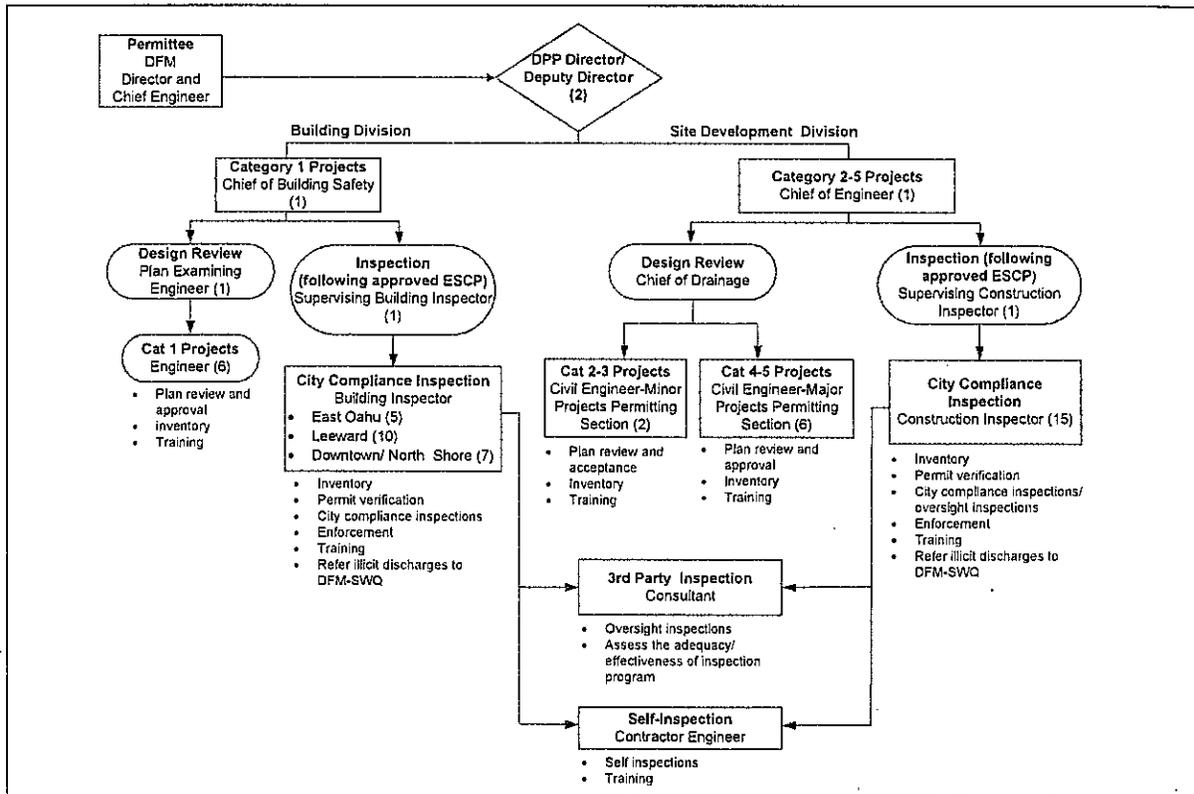


Figure 4.2: Private Projects Program - City Organization Chart

activities to commence, as applicable:

- The project owner has received Notice of General Permit Coverage from the DOH for discharges associated with construction activities.
- The project owner has received Notice of General Permit Coverage from DOH for hydrotesting and/ or dewatering effluent or any other applicable NPDES permit program (i.e., individual NPDES permit).
- An ESCP Plan or Minimum Erosion and Sediment Control BMP Checklist have been reviewed and accepted/ approved by DPP.

4.6. Inspections

Permit Reference Part D.1.d.(5)

Construction site inspections are an integral part of the City’s efforts to ensure that the discharge of pollutants from construction sites will be reduced to the MEP. The approach is based on a combination of contractor self-inspections, City compliance inspections, and third party oversight

inspections. The following sections describe the new inspection program the City plans on implementing. An implementation schedule is provide in **Table 4.4**.

4.6.1. City Compliance Inspection

For both private and City CIP construction projects, the City is responsible for the inspection and enforcement of grading ordinances and any grading permit conditions. Inspections for private projects are conducted by DPP, while inspections for City CIP projects are conducted by DDC, and other City agencies, including DFM-SWQ, DTS, ENV, and HART or their representatives.

Construction inspections are performed in accordance with the requirements and guidance found in “Inspection Program and Enforcement Response Plan for Construction Sites” (ERP), (see **Appendix D2**); Erosion Rules and Standards,” (April 1999) and “Storm Water Best Management Practice Manual, Construction” (November 2011). At a minimum, the City inspectors will review the following during construction inspections:

Table 4.4: Proposed Implementation Schedule for the City's Construction Inspection Program

SWMPP Reference	Task	Proposed Implementation
City Compliance Inspection		
• Section 4.6.1. City Compliance Inspection	Implement revised Construction Site BMP Checklist	180 days following SWMPP submittal.
• Section 4.7 Enforcement	Implement Final Enforcement Response Plan	Within 180 days of adoption of revised Erosion and Sediment Control Rules.
Developer/ Construction Self Inspections		
• Section 4.6.2 Developer/ Contractor Self Inspections	Implement revised Construction Site BMP Checklist	Within 180 days of adoption of revised Erosion and Sediment Control Rules
Third Party Oversight Inspection Program		
• Section 4.6.3 Third Party Oversight Inspection Program	Phase I	
	Introductory period to Third Party Oversight Inspection Program	February 16 - July 31, 2016
	Phase II	
	Partial implementation of program (begin reporting)	August 1 - December 31, 2016
	Phase III	
Full implementation of program	Starting January 1, 2017	

Once the Erosion Rules and Standards are adopted, the City will require all permitted projects to use a Construction Site BMP Checklist (or equivalent) to document self inspections. The City will verify that pre-construction and weekly or monthly inspections are conducted during City compliance or third party oversight inspections.

were properly installed and maintained.

For both private and City CIP projects, third party oversight inspections will be performed by an inspector who is independent (i.e., not involved in the day-to-day planning, design, or implementation) of the construction project to be inspected. All inspections will be documented using the City's Third Party Oversight Inspection BMP Checklist.

4.6.3. Third Party Oversight Inspection Program

Permit Reference Part D.1.d.(5)(iii)

The purpose of the third party oversight inspection is to assess the adequacy and effectiveness of the compliance inspection program implemented by DDC, DFM-SWQ, DTS, ENV, DPP-Site Development Division, and DPP-Building Division inspectors, and third party Construction Managers at ensuring compliance with the Permit. At a minimum, the inspection will verify that BMPs

Third Party Oversight Risk Ranking Process

Project selection for third party oversight inspections is determined by evaluating the risk of the project for discharging pollutants. The risk level is determined using the following criteria to evaluate Category 1 through 5 projects: 1) total disturbed area, 2) distance to watercourse, and 3) slope. The City will use the process in **Table 4.6** to determine the overall risk of the project.

Table 4.6: Proposed Risk Ranking Process for Third Party Oversight Inspections

Risk Criteria	Check Appropriate Box	Rating
1. Total Disturbed Area		
a. ≥ 1 acres	<input type="checkbox"/>	5
b. 7,500 square feet ≤ disturbed area < 1 acre	<input type="checkbox"/>	3
c. < 7,500 square feet	<input type="checkbox"/>	1
2. Distance to Watercourse		
a. ≤ 50 feet	<input type="checkbox"/>	3
b. 50 feet < distance to watercourse ≤ 100 feet	<input type="checkbox"/>	2
c. > 100 feet	<input type="checkbox"/>	1
3. Slope		
a. Length > 10 feet or Height > 5 feet; Slope Grade ≥ 3:1	<input type="checkbox"/>	5
b. Length > 10 feet or Height > 3 feet; 4:1 ≤ Slope Grade < 3:1	<input type="checkbox"/>	3
c. Slope Grade < 4:1	<input type="checkbox"/>	1
Total Rating		

Overall Rating	Risk Rating	Inspection Frequency
7 or greater	High	Monthly
4-6	Medium	Quarterly
3	Low	Once annually or during the life of the project, whichever comes first

construction activity, except for construction activity related to implementing erosion and sediment control BMPs, until the problem is resolved.

Revocation of Permit(s) (private projects only):

In severe cases of non-compliance or significant discharges, it may be necessary to revoke the grading, grubbing, stockpiling, and/ or building permit that a developer/ contractor is working under or withhold final approval. The developer/ contractor would then have to re-apply for permits and meet any requirements that the City may place on the project.

Contract Enforcement Mechanisms (City CIP projects only): If written notices are insufficient, the provisions within the contract are used for enforcement of non-compliance.

4.7.1. Private Projects

DPP inspectors will enforce compliance with the grading, grubbing, stockpiling, or building permit. Levels of enforcement actions are shown in **Figure 4.4**.

4.7.2. City CIP Projects

For City CIP Construction Projects, City inspectors and construction managers will enforce compliance with the contract documents. Levels of enforcement are shown in **Figure 4.5**.

4.8. Process to Refer Noncompliance and Non-filers to DOH

Permit Reference Part D.1.d.(7)

In the event that the City exhausts all the above enforcement procedures and cannot bring the contractor's or developer's construction site or construction operations into compliance or otherwise deems the construction site to pose an immediate and significant threat to water quality, human or environmental health, the City will notify the DOH.

The City will provide verbal notification to the DOH within one (1) week if the aforementioned enforcement procedures cannot bring the contractor's or developer's construction site or construction operations into compliance. The City will follow a verbal notification with a written report and submit it to the DOH within

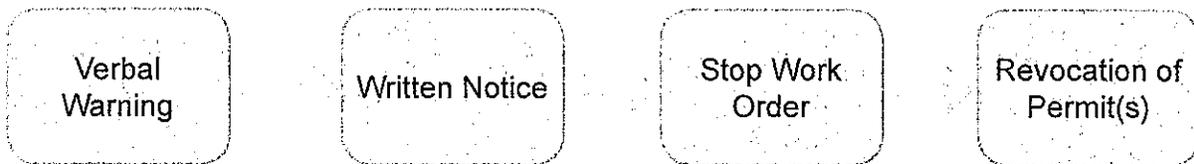


Figure 4.4: Enforcement Actions for Private Projects

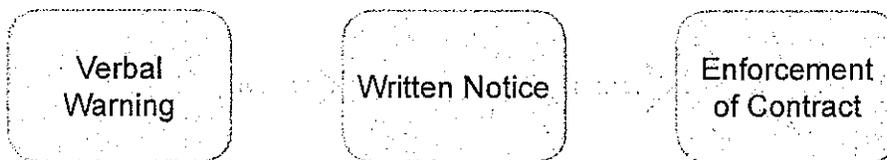


Figure 4.5: Enforcement Actions for CIP Projects

LIST OF VACANT POSITIONS AS OF 2/1/2016
Special and Grant Fund Vacancies (budgeted in agency salaries)

FUND	POS NUM	CLASSIFICATION TITLE	SCHED/ GRADE	DATE OF VACANCY	PERM/ TEMP	AMOUNT BUDGETED	ILL POS (Y/N)	ABOLISH POS (MO/YR)	FOOTNOTE	
NF = Never Filled										
DEPARTMENT OF DESIGN AND CONSTRUCTION										
ACTIVITY: ADMINISTRATION										
SW	BD494	Civil Engineer IV	SR24	9/18/2015	P	67,818	Y	5/16	N	A
						SEWER FUND (OPERATING) =			6,782	
						SEWER FUND (CAPITAL) =			61,036	
						TOTAL SEWER FUND =			67,818	
ACTIVITY: PROJECT AND CONSTRUCTION MANAGEMENT										
SW	BD471	Civil Engineer V	SR26	12/31/2015	P	86,220	Y	5/16	N	H
SW	BD477	Civil Engineer V	SR26	12/1/2014	P	73,236	Y	5/16	N	H
SW	BD480	Civil Engineer V	SR26	5/15/2015	P	73,236	Y	5/16	N	H
SW	BD481	Civil Engineer II	SR20	9/1/2015	P	52,402	Y	5/16	N	H
SW	BD489	Civil Engineer III	SR22	7/25/2014	P	51,858	Y	4/16	N	E
SW	BD491	Civil Engineer V	SR26	3/16/2015	P	60,780	Y	5/16	N	H
SW	BD504	Civil Engineer V	SR26	8/18/2015	P	89,446	Y	N/A	N	I
SW	BD511	Civil Engineer VI	SR28	9/1/2012	P	80,820	Y	4/16	N	E
SW	BD512	Civil Engineer VI	SR28	8/1/2015	P	90,592	Y	4/16	N	E
SW	BD529	Civil Engineer IV	SR24	1/29/2016	P	72,854	Y	4/16	N	B
SW	BD538	Engrg Support Tech I	SR15	2/17/2014	P	35,394	Y	5/16	N	A
SW	BD541	Engrg Support Tech III	SR19	12/1/2008	P	41,394	Y	4/16	N	D
SW	BD545	Constr Insp	SR19	1/16/2015	P	45,810	Y	4/16	N	D
SW	BD556	Industrial Const Insp	SR22	1/16/2015	P	50,976	Y	6/16	N	H
SW	BD565	Civil Engineer VIII	EM08	12/31/2015	P	146,400	Y	3/16	N	D
SW	BD583	Asst Construction Insp	SR16	9/16/2015	P	39,268	Y	4/16	N	E
SW	BD584	Asst Construction Insp	SR16	5/1/2015	P	36,762	Y	4/16	N	E
SW	BD585	Constr Insp	SR19	5/16/2015	P	45,810	Y	4/16	N	E
SW	BD601	Industrial Const Insp	SR22	NF	P	50,976	Y	6/16	N	H
SW	BD602	Industrial Const Insp	SR22	NF	P	50,976	Y	6/16	N	H
SW	BD605	Civil Engineer IV	SR24	NF	P	67,818	Y	5/16	N	E
SW	BD607	Asst Construction Insp	SR16	9/16/2015	P	39,268	Y	4/16	N	E
						SEWER FUND (OPERATING) =			138,230	
						SEWER FUND (CAPITAL) =			1,244,066	

LIST OF VACANT POSITIONS AS OF 2/1/2016
Special and Grant Fund Vacancies (budgeted in agency salaries)

FUND	POS NUM	CLASSIFICATION TITLE	SCHED/ GRADE	DATE OF VACANCY	PERM/ TEMP	AMOUNT BUDGETED	ILL POS (Y/N)	ABOLISH POS (Y/N) (MO/YR)	FOOTNOTE
				NF = Never Filled					
TOTAL SEWER FUND =						1,382,296			

LIST OF VACANT POSITIONS AS OF 2/1/2016
Special and Grant Fund Vacancies (budgeted in agency salaries)

FUND	POS NUM	CLASSIFICATION TITLE	SCHED/ GRADE	DATE OF VACANCY	PERM/ TEMP	AMOUNT BUDGETED	ILL POS (Y/N)	ABOLISH POS (MO/YR) (Y/N) (MO/YR)	FOOTNOTE
------	------------	----------------------	-----------------	--------------------	---------------	--------------------	------------------	--------------------------------------	----------

NF = Never Filled

Note: Sewer funded positions -- 10% of salary funding is budgeted in the operating budget and 90% in the capital budget.

	AMOUNT BUDGETED
SEWER FUND (OPERATING)	145,012
SEWER FUND (CAPITAL)	1,305,102
DEPT TOTAL	1,450,114

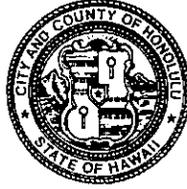
FOOTNOTES:

- A - Waiting for list of names
- B - Division updating PD
- C - Waiting for list of eligibles; new title Design and Construction Branch Chief
- D - Division Interviewing
- E - Division coordinating Interview
- F - Deactivated in FY16, waiting for FY17 to submit Request to Fill
- G - Division assessing needs
- H - Division reviewing eligible list
- I - Personnel Issue

DEPARTMENT OF ENVIRONMENTAL SERVICES
CITY AND COUNTY OF HONOLULU

1000 ULUOHIA STREET, SUITE 308, KAPOLEI, HAWAII 96707
TELEPHONE: (808) 788-3486 • 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 16-74

March 31, 2016

MEMORANDUM

TO: Roy K. Amemiya Jr., Managing Director

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

FROM: Lori M.K. Kahikina, P.E., Director
Department of Environmental Services

SUBJECT: Response to Questions of March 10, 2016, for the Department of
Environmental Services

The following is our agency's response to the questions on the Operating Budget received from the Committee on Budget. Please see our attached response.

Attachment

Attachment

Question 1. (Ozawa) Why is ENV budgeting for excess funding when 20 to 28% of the activity's budgets are lapses? Please provide explanation and specifics regarding lapses.

Answer:

Administration

Lapse of \$200,000 is comprised of the following:

\$100,000 object code 1101 Regular Pay – Unfilled vacant positions (See List of Vacant Position Report).

\$60,000 object code 3906 Computer Software Maintenance Agreement – Some costs for SCADA maintenance agreement and VG Smartnet were assumed by DIT.

\$40,000 object code 2756 Parts & Equipment (Computer Equipment) - The lapse occurred as a result of refurbishing existing computer hardware to bring it up to current specifications instead of making new purchases and the successful virtualization of servers. This extended the useful life of the physical computers and they will require replacement within 2 – 3 years.

Replacement of computer equipment for all department sewer funded activities is budgeted here in anticipation of need and programmed replacement. If, when the replacement time arrives, we can continue to use equipment effectively, we do not purchase replacements.

Wastewater Treatment and Disposal Division

Lapse of \$17,000,000 is comprised of the following:

\$2,000,000 object code 1101 Regular Pay – Unfilled vacant positions (See submitted vacant position report).

\$4,700,000 object code 2502 Chemical Supplies - FY2015 chemical use for Windward was less than anticipated as the odor control project has not been completed. Sand Island Treatment plant used supplies purchased in the previous year, so the expenditures were less for FY15. Ferric chloride decreased in price, which reduced total expenditures. Dosage of chemicals does depend on conditions of incoming sewage, and can vary significantly, but chemicals must be available to insure permit limits are met.

\$1,700,000 object code 2752 Parts & Accessories Equip (Attachments to Blds) – FY2014 funds were used to purchase ultraviolet lamps and supplies which were used in FY2015 and resulted to decrease in purchases in FY2015.

\$2,000,000 object code 3004 Consultant Services \$1,000,000 for renewal of IDIQ consultant contract was not executed until FY2016 and \$1,000,000 for a program management consultant contract was not extended or replaced in FY2015.

\$4,000,000 object code 3049 Other Services – Not Classified -

- \$1,100,000 Electrical Maintenance – Work was performed in house.
- \$970,000 Mechanical Maintenance – Work was performed in house.
- \$500,000 Sludge Hauling - Emergency support was not necessary as no digester leak occurred in FY2015.
- \$250,000 Outfall Maintenance - Outfall assessment contract was not executed in FY2015. Contract will be executed in FY2016.
- \$975,000 Power Systems Preventive Maintenance & Infrared Scan – Contract documents were not completed in time to meet Purchasing FY2015 deadlines.
- \$500,000 Facilities Assessment – Contract is executed in FY2016.
- \$250,000 Painting Projects – Contract was not put out to bid.

\$2.8M object code 3302 Electricity - Greatly reduced due to decrease in HECO rates..

Environmental Quality Division

Lapse of \$700,000 is comprised of the following:

The bulk of Environmental Quality's FY2015 lapses occurred in the Laboratory Branch in the following areas:

- \$519,000 object code 3037 Oil and Lab Analysis
- \$69,500 object code 2401 Educational, Recreation & Scientific Supplies
- \$35,000 object code 2502 Chemical Supplies
- \$22,600 object code 3041 Liquid Waste Disposal
 - \$19,000 object code 3405 Repairs & Maintenance

The FY2015 budget was very conservative to ensure support for unanticipated needs. It contained amounts for analyses to be conducted by a contractor Lab, if it were needed. Analyses may be for data required for solid waste, green waste, or others not

normally conducted on a daily basis by the Lab, but in unanticipated circumstances would be required for permit compliance. No major events materialized, therefore the lapses listed above occurred.

\$28,800 object code 3212 Travel Expenses – travel not taken by staff to attend conferences due to limited availability of staff.

Collection System Maintenance Division

Lapse of \$7,000,000 is comprised of the following:

\$2,000,000 object code 1101 Regular Pay – Unfilled vacant positions. (See submitted vacant position report)

\$2,500,000 object code 3049 Other Services

- \$1,000,000 item budgeted to provide for contract emergency repairs to sewer lines was not required.
- \$1,500,000 Staff Augmentation for sewer condition assessment and rehabilitation was funded through a CIP project.

\$1,000,000 object code 3302 Electricity savings due to decrease in HECO rates.

\$400,000 object code 2752 Attachments to Buildings Contingencies for small parts needed to operate 70 pump stations. Limited resources to make repairs requiring these parts affected expenditures.

Refuse Division

Lapse of \$8,000,000 is comprised of the following:

\$3,000,000 from object code 1101 Regular Pay – Unfilled vacant positions. (See submitted vacant position report)

\$600,000 from object code 3361 Other Repairs & Maintenance – Motor Vehicles - Emergency repairs for collection and disposal vehicles were not required.

\$500,000 from object code 3040 Solid Waste Disposal (including management svsc) On-call emergency bulky item hauling services were not required.

Department of Environmental Services
Questions of March 10, 2016
Attachment page 4

\$200,000 from object code 3040 Solid Waste Disposal (including management svsc)-
H-POWER received less tonnage than expected.

\$200,000 from object code 3039 Recycling Services - New contract for green waste
recycling was finalized after the budget approval and services were reduced.

Question 2. (Ozawa) Per List of Vacant Positions as of 2/1/2016, why did salary increase by 10% when the bargaining unit increase is 4% for vacant positions? Admin - WS144 Executive Assistant I; Environmental Quality WS287 Civil Engineer VII, WS860 Civil Engineer VIII; Collection System Maintenance – WS551 Civil Engineer VII; Refuse-WR533 Energy Recovery Admin.

Answer:

Please refer to the Department of Budget and Fiscal Services response on FY2017 salary increases.

Question 3. (Ozawa) Is ENV budgeting for Covanta's attorney fees? Please clarify or provide explanation.

Answer:

The funding shown in the FY17 budget is for use by Corporation Counsel and the division whenever outside legal counsel or expertise is needed in support of various H-POWER operating contract and power purchase agreement related issues. The funding is not for Covanta's use.

Question 4. (Ozawa) Explain \$10,000 increase in budget request ENV2041 Refuse Collection and Disposal p. 159 object code 3006 Other Professional Services?

Answer:

This funding request will be used to pay for the continued use of The Green Channel actors' images in the Refuse Division's public information displays, publications, and Green Channel episodes. Without this funding, we would be unable to use many of the Refuse Division's key public education materials. In the past, this budget item has been cut and hence, these were paid for through savings from other items within the budget.

Question 5. (Manahan) Please provide Consent Decree work in district 7.

Answer:

Project No. 2011046 - 18.e SI-CS-43 Iwilei/Kalihi Kai Sewer
Rehabilitation/Reconstruction (aka North King St. Relief Sewer) Complete
Construction: 6/30/2020

Project No. 2011046 - 18.e SI-CS-52 Iwilei/Kalihi Kai Sewer
Rehabilitation/Reconstruction (aka Dillingham Blvd.-Iwilei Structural Rehabilitation)
Complete Construction: 6/30/2020

Project No. 2011046 - 18.f SI-CS-08 Iwilei/Kalihi Kai Sewer
Rehabilitation/Reconstruction Complete Construction Portion (Line B): 12/31/2016

Project No. 2009099 - 18.f SI-CS-29 Kalihi/Nuuanu Area Sewer Rehabilitation (Kalani
St. Relief Sewer Portion). Complete Construction: 6/30/2020

Project No. 2013064 - 18.f SI-CS-39 Kalihi/Nuuanu Area Sewer Rehabilitation
Complete Construction: After 2020

Project No. 2010060 - 18.f SI-PS-01 Kamehameha Hwy WWPS Upgrade. Complete
Construction: After 2020

Project No. 2011046 - 18.f SI-PS-04 Awa Street WWPS Upgrade Complete
Construction: 6/30/2020

Project No. 2009112 - 18.f SI-PS-06 Sand Island WWTP and Sewer Basin Facilities
Complete Construction: After 2020

Project No. 2004088 - 18.f SI-PS-16 Aliamanu Nos. 1&2 WWPS Upgrade and Relief
Sewer (No.1). Complete Construction: After 2020

Project No. 2004088 - 18.f SI-PS-17 Aliamanu Nos. 1&2 WWPS Upgrade and Relief
Sewer (No.2). Complete Construction: After 2020

**Question 6: (Kobayashi) Why are the energy costs so high and what are ENV's
plans to mitigate these costs (ie sell gas)**

Answer:

It takes significant electricity to run all of our pumps, motors, and equipment. We are currently doing a request for proposals to use or sell the methane gas produced by our digesters at the Honouliuli Wastewater Treatment Plant and plan to do so at the Sand Island WWTP when both digesters are in operation. In addition, we are completing an Energy Savings Performance Contract at the Kailua Regional WWTP.

Question 7: (Kobayashi) what is the timeline for sewer projects in Moiliili to address redevelopment?

Answer:

As a result of the development of our updated hydraulic flow model, which was done for the consent decree, we are able to more accurately analyze the sewer collection system for available capacity, and as a result have been able to approve some sewer connection applications in the Moiliili area that were previously not allowed.

In addition, the following CIP projects are on-going or planned:

Sewer I/I Relief and Rehabilitation Projects – Ala Moana Tributary Basin, project #2013063. Planning is on-going. Construction funds are in FY17 and FY18, and a map showing the location of the projects was included in our March 10, 2016, budget presentation to the Budget Committee. The improvements include both sewer rehabilitation work and sewer relief and upsizing improvements. The project includes work required by the Consent Decree, and the relief sewers and upsized sewers will also provide some additional capacity. The first phase of the work, using the FY17 funds, is scheduled to be completed before June 2020, which is a mandated completion date.

Fort DeRussy WWPS, Force Main, and University Ave/McCully Sewer Relief, project #2013050. This project is currently in planning phase, using the previously appropriated funds in FY13, FY14 and FY15. The planning includes development of feasible alternatives that will allow the future decommissioning of the Fort DeRussy WWPS, and also alternatives to provide sewer capacity in the University Ave and McCully Street area. One of the key steps in the long-range plan is the future Ala Moana – Kaka'ako Trunk Sewer and the Ala Moana WWPS No. 3. When these projects are completed, which will allow decommissioning of the Beachwalk WWPS, then the sewer flow coming from University Ave towards the Ala Wai Canal will be re-connected to the new 72-inch

Department of Environmental Services
Questions of March 10, 2016
Attachment page 7

sewer along the Ala Wai Canal, which will provide additional capacity for development in the upstream areas of McCully and the vicinity.

Ala Moana – Kaka'ako Trunk Sewer, project #2015049, and the Ala Moana WWPS No. 3, project #2015050. Construction funds for these improvements are programmed for FY2020 to FY2022. When completed, the wastewater flow currently going to the Beachwalk WWPS will be diverted to this new deep trunk sewer, which will allow the Beachwalk WWPS to be decommissioned. The new trunk sewer will provide the additional capacity needed for future re-development and growth in the areas of Kaka'ako to Ala Moana to McCully, including areas upstream.

District Consent Decree Projects

Project No. 2008078 - 18.f SI-CS-17 Palolo Valley Sewer Rehabilitation. Complete Construction Portion: 6/30/2020

Project No. 2008078 - 18.f SI-CS-27 Palolo Valley Sewer Rehabilitation (aka Waiomao Stream Relief Sewer). Complete Construction: After 2020

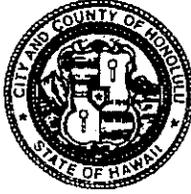
Project No. 2013063 - 18.g.i Sewer I/I RR Project - Ala Moana Tributary Basin (aka: Punahou Street Relief Sewer). Complete Construction: 6/30/2020

These were based on an assessment on Sanitary Sewer Overflow (SSO) and predicted capacity constraint locations in the City's wastewater collection system basins conducted in 2010. It was based on historical data and modeled wet weather events, including projected population changes to the 2030.

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. MANGALLAN
DEPUTY DIRECTOR

IN REPLY REFER TO:
16-067

March 28, 2016

TO: Roy K. Amemiya Jr., Managing Director

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

FROM: 
for Ross S. Sasamura, Director
Department of Facility Maintenance

SUBJECT: Response to Question(s) of March 10, 2016 for the Department of Facility Maintenance

The following is our agency's response to the questions on the Operating Budget received from the Committee on Budget. Please see our attached response.

Attachments

Department of Facility Maintenance
Question(s) of March 10, 2016

Attachment

Question 1. What other agencies in Honolulu Hale lay plastic sheeting over desk/work area surfaces prior to (contract) air conditioning mechanics performing regular maintenance/service? While they are performing routine service, are the air conditioning mechanics wearing masks?

Answer:

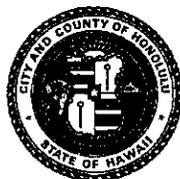
Please see attached results from the survey.

CITY HALL SURVEY FOR CITY COUNCIL
 March 18, 2016

	See Contracted AC Maintenance?	In Masks?	Do They Put Plastic?	Instructed You to Put Plastic?	Person Interviewed
BASEMENT					
Print Shop	Yes	No	No	No	Patrick Uza
BFS Delinquent Tax	No	N/A	N/A	No	Cyd Edwards
FIRST FLOOR					
Corporation Counsel	Yes	No	No	No	Bernie Kamai
BFS Purchasing	Yes	Don't remember	No	No	Eric Uehara/Karen Terry
BFS Treasury	No	N/A	N/A	No	Nancy Pyun
BFS Real Property	No	N/A	N/A	No	Diane Murata
SECOND FLOOR					
BFS Director's Office	Yes	No	No	No	Donnie Wong
BFS Accounting Division	Yes	No	No	No	David Hanlon
THIRD FLOOR					
Mayor's Office	Yes	No	No	No	Maureen Tamashiro
MD's Office	No	N/A	N/A	No	Eri Ackman
BFS Budget	No	N/A	N/A	No	Connie Kaneshiro
FOURTH FLOOR					
NCO	No	N/A	N/A	No	Shawn Hamamoto
FIFTH FLOOR (Charter Commission)					
SIXTH FLOOR (Elefante Staff)					

**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

ROY K. AMEMIYA, JR.
MANAGING DIRECTOR

GEORGETTE T. DEEMER
DEPUTY MANAGING DIRECTOR

April 19, 2016

MEMORANDUM

TO: Roy K. Amemiya Jr., Managing Director

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

FROM: Raelynn Gaspar-Asaoka, Administrative Services Officer
Office of the Managing Director 

SUBJECT: Response to the Question of March 9, 2016

The following is the Administration's response to the questions on the Operating Budget received from the Committee on Budget.

Should you have any questions, please contact Raelynn Gaspar-Asaoka, Administrative Services Officer, at 768-4204.

Attachment

OFFICE OF THE MANAGING DIRECTOR

Questions of March 9, 2016

Page 2

Question: Please have the Administration provide a written consolidated report to the Council on the plan to relocate City offices to Kapalama Hale.

Answer:

The move became necessary when the owner of City Square advised the City and County of Honolulu that the lease for the Department of Customer Services' (CSD) Satellite City Hall and Driver's Licensing location would be terminated. The facilities are currently on a month-to-month lease to allow the City time to find and move to a suitable relocation site. The property located at 925 Dillingham Boulevard, formerly known as the Sprint Building, was selected as a favorable replacement site because it was vacant, for lease, in excellent condition, and came with 211 parking stalls. The property is very close to the current City Square location and will be between two transit stations. The new location will be renamed "Kapalama Hale" and will house the offices of various City departments, commissions and boards.

The building and property specifications for Kapalama Hale, located at 925 Dillingham Boulevard, Honolulu HI 96817 are as follows:

Total Building Square Feet	54,696 sf
Total Site Square Feet	2.72 acres
Parking Stalls	211 stalls

Additionally, the move to Kapalama Hale has afforded the City the opportunity to consolidate other departments and operations that are currently scattered in a number of buildings around Honolulu. The consolidation of offices and employees will generate synergy while producing cost savings for the City. It also allows for these City employees to feel a part of the City family – something that is difficult when in a separate, stand-alone location. The following City offices will be moving to Kapalama Hale:

- Customer Services Department
 - City Square – Satellite City Hall and Driver's Licensing
 - Chinatown Gateway – Motor Vehicle Registration
- Department of Community Services
 - Administration
 - Community Based Development
 - Office of Grants Management
 - Elderly Affairs Division
- Emergency Services Department
 - Health Services Branch
- Equal Opportunity Office
- Ethics Commission
- Honolulu Police Department
 - Human Services & Peer Support
 - Criminal Intelligence Unit
- Neighborhood Commission Office

OFFICE OF THE MANAGING DIRECTOR

Questions of March 9, 2016

Page 3

The estimated lease costs extended to these agencies are shown in the chart below. The proposed Fiscal Year 2017 budgets for these agencies reflect the annual projected cost shown below in Object Code 3007 – Rent of Offices.

Occupants	Monthly ⁽¹⁾ Projected Cost	Annual Projected Cost
Customer Services Department		
Satellite City Hall	\$15,592.50	\$187,110.00
Motor Vehicle Registration & Driver's Licensing	70,207.50	842,490.00
	\$85,800.00	\$1,029,600.00
Department of Community Services	\$39,600.00	\$475,200.00
Emergency Services Department	19,800.00	237,600.00
Equal Opportunity Office	5,610.00	67,320.00
Ethics Commission	5,610.00	67,320.00
Honolulu Police Department	17,490.00	209,880.00
Neighborhood Commission	7,590.00	91,080.00
	\$181,500.00	\$2,178,000.00

⁽¹⁾Please note that although lease rent is a known cost, there are costs such as Common Area Maintenance (CAM) and other related building costs (eg. electricity, water, sewer) that have no historical cost basis at this time. The projected costs include the known lease rent plus an assumption for the CAM & other costs.

The rental costs associated with the 211 parking stalls at Kapalama Hale is projected to be \$277,697.00 and is reflected in the proposed Fiscal Year 2017 budget for the Department of Facility Maintenance, Public Building and Electrical Maintenance, Object Code 3007 – Rent of Offices.

The City anticipates renting out approximately 130 stalls to City employees at a rate of between \$50 and \$100 per month. The remaining open stalls will be for public use and parking charges of \$1.50/hour will be assessed during business hours. With this arrangement, the City anticipates bringing in \$237,720 of parking revenues annually.

		Monthly Income/Stall	Revenue Projection
City Employees/Unreserved	126.00	\$50.00	\$75,600.00
City Employees /Reserved Stalls	4.00	\$100.00	\$4,800.00
Reserved for City Vehicles	17.00	-	-
For Public Use ⁽³⁾	64.00	\$240.00	\$157,320
TOTAL Parking Stalls	211.00		\$237,720.00

⁽³⁾\$1.50/ Hour x 8 Hours a Day x 5 Days a Week x 4 Weeks per Month minus Estimated Operating Fee of \$2,250/month

OFFICE OF THE MANAGING DIRECTOR

Questions of March 9, 2016

Page 4

The following table represents a City wide cost comparison between the projected cost of rent at Kapalama Hale and projected Fiscal Year 2017 rents at other locations:

PHASE 1				
City Office/Function	Current Location	FY2017 Rent at Current Location	Kapalama Hale Rent	Difference (Kapalama - Current)
Satellite City Hall	1199 Dillingham Blvd, Honolulu, HI 96817	\$116,033.00	\$187,110.00	\$71,077.00
Driver's Licensing	1199 Dillingham Blvd, Honolulu, HI 96817	585,000.00	842,490.00	(109,086.00)
Motor Vehicles Registration	1031 Nuuanu Ave, Honolulu, HI 96817	366,576.00		
Department of Community Services	715 S King St #200, #311, Honolulu, HI 96813	301,031.00	475,200.00	174,169.00
Emergency Services Department	840 Iwilei Road Honolulu, Hawaii 96817	-	237,600.00	237,600.00
Equal Opportunity Office	600 Kapiolani Blvd, Honolulu, HI 96813	90,000.00	67,320.00	(22,680.00)
Ethics Commission ⁽²⁾	715 S King St # 211, Honolulu, HI 96813	29,780.00	67,320.00	37,540.00
Honolulu Police Department	715 S King St #500 & #330, Honolulu, HI 96813	239,000.00	209,880.00	(29,120.00)
Neighborhood Commission	530 S King St #406, Honolulu, HI 96813	-	91,080.00	91,080.00
		\$1,727,420.00	\$2,178,000.00	\$450,580.00

⁽²⁾The Ethics Commission's FY17 Rent at Current Location is an allocation of rent based on 590 sq feet. At Kapalama Hale, Ethics will occupy 1,500 sq feet of dedicated office space and will receive an allocation of 200 sq feet of the common areas.

PHASE 2				
City Office/Function	Current Location	FY2017 Rent at Current Location	Rent at New Location	Difference (New - Current)
Internal Control – Move to City Hall	600 Kapiolani Blvd, Honolulu, HI 96813	\$58,500.00	-	(\$58,500.00)
Risk Management – Move to City Hall	600 Kapiolani Blvd, Honolulu, HI 96813	27,000.00	-	(27,000.00)
Enterprise Resource Management – Move to Standard Finance Building	711 Kapiolani Blvd, Honolulu, HI 96813	167,900.00	113,800.00	(54,100.00)
Facility Maintenance (Coning Operations) – Move to 840 Iwilei & reopen a portion of Auahi to the public	Auahi St, Honolulu, HI 96813	-	-	-
		\$253,400.00	\$113,800.00	\$(139,600.00)
TOTAL		\$1,980,820.00	\$2,291,800	\$310,980.00

Though the chart above indicates a net increase in rental expenses, the City has asked the landlord, and subsequently received, options to purchase the building after years 3, 4 and 5. This was a major plus in the decision because once executed, the City will no longer have to pay lease rent and can finance the purchase relatively inexpensively using General Obligation Bonds. The estimated FY 2017 General Obligation Bond Rate for a 25-year term is 4.75%, assuming level payment and principal payment beginning in the first year.

OFFICE OF THE MANAGING DIRECTOR

Questions of March 9, 2016

Page 5

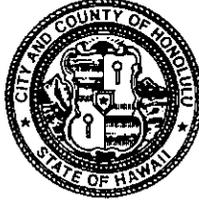
Between July 1, 2017 and June 30, 2018, the City will purchase Kapalama Hale, providing direct savings of about \$1.6M a year. Per the lease terms, an escalation will be applied each year we lease the space. Considering only these factors, the City and County of Honolulu will recover the \$27.5M purchase price of Kapalama Hale in approximately 14 years. In addition to the rent savings, the City will be earning employee and customer parking revenues, without the overhead cost of subsidizing parking for employees in private lots. The revenues earned by Kapalama Hale will shorten the projected recovery period.

As presented in the chart above, the move to Kapalama Hale and consolidation of offices will happen in phases. In phase two, the Administration will take advantage of the favorable lease terms at the Standard Finance building, by relocating City offices currently housed in more expensive buildings. Phase two also includes the move of City offices into City owned property. To address the remaining leases, the City has engaged a property manager to sub-lease the more expensive office rentals until all of the lease terms are completed. The Administration continues to review plans for the further consolidation of City offices, which will result in long term cost savings for the City and County of Honolulu.

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



MICHELE K. NEKOTA
DIRECTOR

JEANNE C. ISHIKAWA
DEPUTY DIRECTOR

April 14, 2016

MEMORANDUM

TO: Roy K. Amemiya Jr., Managing Director

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

FROM: (A) Michele K. Nekota, Director
Department of Parks and Recreation

A handwritten signature in black ink, appearing to read "Michele K. Nekota", is written over the name in the "FROM" field.

SUBJECT: Response to Questions of March 14, 2016 for the Department of Parks
and Recreation

Attached is our agency's response to the questions on the Operating Budget
received from the Committee on Budget on March 14, 2016.

Attachment

Attachment

Question 1.

There are a total of five new positions in Administration and Maintenance Support Services with no salaries associated. Provide salary information.

Answer:

Administration

1 FTE Personnel Clerk I (SR13) \$32,715

Maintenance Support Services

2 FTE Automatic Sprinkler System Repairer (BC09)

\$51,171 x 2 = \$102,342

2 FTE Lead Automatic Sprinkler System Repairer (WS09)

\$54,306 x 2 = \$108,612

Question 2.

Is funding for Leeward Coast continuing?

Answer:

FY16 budget includes \$150,000 for Leeward Coast summer fun supplemental expenses. FY17 budget does not include funds for Leeward Coast.

POLICE DEPARTMENT
CITY AND COUNTY OF HONOLULU

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



KIRK CALDWELL
MAYOR

LOUIS M. KEALOHA
CHIEF

MARIE A. McCAULEY
CARY OKIMOTO
DEPUTY CHIEFS

OUR REFERENCE CU-MH

April 11, 2016

MEMORANDUM

TO: Roy K. Amemiya, Jr., Managing Director
Office of the Mayor

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

FROM: Louis M. Kealoha, Chief of Police

SUBJECT: Questions of March 11, 2016, FY2017 Departmental Budget Briefings
for the Honolulu Police Department

Attached is our agency's response to questions from the Departmental Budget Briefings held on Friday, March 11, 2016.

If there are any questions, please have a member of your staff call Major Craig Uehira of the Finance Division at 723-3219.


Louis M. Kealoha
Chief of Police

Attachments

HONOLULU POLICE DEPARTMENT

FY2017 Departmental Budget Briefings

Questions of March 11, 2016

Question: What are the vacancies in the various districts?

Response: Please refer to the attachments.

Honolulu Police Department

Patrol Bureau - Vacancies as of February 1, 2016

CENTRAL PATROL BUREAU:	Vacant	Deactivated	Total
District 1 (Central Honolulu)			
Metro Police Lieutenant	1		1
Metro Police Officer II	1	3	4
Metro Police Officer I	3		3
District 1 - Total Officers	5	3	8
District 6 (Waikiki)			
Metro Detective	1		1
Metro Police Sergeant	1		1
Metro Police Officer II	1	4	5
Metro Police Officer I	5	16	21
District 6 - Total Officers	8	20	28
District 7 (East Honolulu)			
Metro Police Captain	1		1
Metro Police Officer II	2		2
Metro Police Officer I	2		2
District 7 - Total Officers	5	0	5
District 5 (Kalihi)			
Metro Police Sergeant	1		1
Metro Police Officer II	4	1	5
Metro Police Officer I	5		5
District 5 - Total Officers	10	1	11
Central Receiving Division			
Metro Police Officer I	1		1
Central Receiving - Total Officers	1	0	1
TOTAL CENTRAL PATROL	29	24	53

REGIONAL PATROL BUREAU:	Vacant	Deactivated	Total
District 2 (Wahiawa)			
Metro Police Lieutenant	2		2
Metro Police Sergeant	2		2
Metro Police Officer II	1		1
Metro Police Officer I	3		3
District 2 - Total Officers	8	0	8

REGIONAL PATROL BUREAU:	Vacant	Deactivated	Total
District 3 (Pearl City)			
Metro Detective	1		1
Metro Police Sergeant	1		1
Metro Police Officer II	1		1
District 3 - Total Officers	3	0	3
District 4 (Kaneohe)			
Metro Police Lieutenant	3	2	5
Metro Police Sergeant	1		1
Metro Police Officer I	2	1	3
District 4 - Total Officers	6	3	9
District 8 (Kapolei)			
Metro Police Captain	1		1
Metro Police Lieutenant	3	1	4
Metro Police Sergeant	3		3
Metro Police Officer II	5		5
Metro Police Officer I	10	17	27
Total Officers	22	18	40
Cell Block Food Service Workers	1	2	3
Total Civilians	1	2	3
District 8 - Total Staff	23	20	43
TOTAL REGIONAL PATROL	40	23	63
TOTAL OFFICERS	68	45	113
TOTAL CIVILIANS	1	2	3
TOTAL PATROL BUREAU	69	47	116