



HONOLULU AUTHORITY for RAPID TRANSPORTATION

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CITY COUNCIL  
HONOLULU, HAWAII

April 24, 2012

The Honorable Ernest Y. Martin, Chair  
and Members  
Honolulu City Council  
530 South King Street, Room 202  
Honolulu, Hawaii 96813

Dear Chair Martin and Councilmembers:

In response to various personnel related question raised during the Council meeting on March 21, 2012, we provide the following:

**Question:** Councilmember Cachola requested a cost breakdown of HART's public outreach effort as proposed in HART FY2013 budgets. How many city employees are assigned to HART's public outreach effort?

**Answer:** As a policy, public outreach is required on projects that are federally funded such as ours. In addition to handling multiple media requests each week, HART's public involvement team is responsible for overseeing construction outreach efforts to ensure residents and businesses along the route are informed and that any concerns are properly addressed; managing and maintaining HART's official website; responding to numerous public information inquiries received daily; and staffing a 24-hour project hotline.

In addition, HART's public involvement responsibilities include providing education outreach for students; providing regular updates on outreach efforts to the Federal Transit Administration's oversight team and conducting informational presentations and workshops - more than 1,200 have been conducted to date in addition to nearly 700 neighborhood board meeting updates.

More specifically, there are five (5) City employees assigned to HART's public outreach effort as proposed in HART FY 2013 Operating Budget. As noted in the Operating Budget, this includes:

Two (2) Information Specialist III's - \$164,256 total per year or an average pay of \$82,128 per year. Duties include: Planning, directing, and coordinating the public information and community outreach programs, gathering and compiling information and data from the project technical staff, other City organizational components, and other required sources for use in the informational public interaction program; serving as point-of-contact for all inquiries from the news media, State officials, City Council members, and the public; providing oral and written responses to requests for information and complaints after researching issues and coordinating with the project technical staff; generating and overseeing the content for the HART website, ensuring a robust online presence that includes effective use of social media tools, video, online polls, etc., to maximize the Project's public information outreach efforts. Clear, concise, and timely communication through the use of all forms of media is essential for successful public involvement and interaction.

Daniel A. Grabauskas  
EXECUTIVE DIRECTOR AND CEO

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Two (2) Information Specialist II's - \$151,920 total per year or an average pay of \$75,960 per year. Duties include: Serving as a project spokesperson; maintaining effective working relationships with members of the media, community groups, and key individuals in the public and private sectors; representing the City and project office at public and community meetings; developing materials, presentations and programs to promote understanding of the Rail Project and its goals throughout its various phases of construction and operation; originating or adapting written and graphic materials appropriate for various community groups.

One (1) Secretary I - \$46,176 per year.

Duties include: Organizing and coordinating matters that require executive attention; setting up, maintaining, and revising filing systems and data bases for the Public Information Branch, including computer stored electronic as well as hard copy files; preparing correspondence and reports for management staff and reviewing outgoing communications; screening callers and visitors; reading incoming mail, DARTS and RISRS, and answering routine correspondence independently or distributing as appropriate.

Total of 5 City positions = \$362,352 in salaries per year or an average pay of \$72,470 per year.

In the Capital Budget, a majority of the public involvement efforts fall under the General Engineering Consultant (GEC) services contract in the amount of \$2,043,361. In the Project Management Support services contract, \$387,008 is included for public outreach efforts.

**Question:** Councilmember Cachola asked if there are any severance packages for HART employees.

**Answer:** No, the only position with a severance package is the Executive Director and Chief Executive Officer position which was a negotiated package with the HART Board of Directors.

**Question:** Councilmember Cachola and Councilmember Gabbard asked how many people are employed at HART, how much are they paid and what do they do.

**Answer:** There are currently 89 employees in HART. A detailed list is attached (Attachment A) which includes salaries and position titles that reflect the duties associated with each position.

**Question:** Councilmember Gabbard asked how many positions there are in HART with salaries in excess of \$100,000.

**Answer:** There are five (5) positions in HART with salaries exceeding \$100,000 annual compensation.

**Question:** Councilmember Gabbard asked for a square footage cost comparison of other spaces considered by HART.

**Answer:** HART conducted a thorough analysis of available space and weighed the pros and cons of relocating the project office spaces to save money. It was determined that Ali'i Place is the most advantageous location for the Project from multiple perspectives including cost, location,

City network availability, and disruptions due to relocation. The average low cost averaged \$1.39 per square foot and the average high cost averaged \$1.54 per square foot for rent in the Central Business District. The average Operating Expense (Common Area Maintenance - CAM) averaged \$1.36 per square foot in the Central Business District. HART negotiated a price of \$1.40 per square foot for rent and \$1.32 per square foot for CAM with the owners of Ali'i Place. A detailed list of office space availability and cost is attached (Attachment B).

**Question:** Councilmember Gabbard asked for the type of jobs and the number of mainland vs. local jobs.

**Answer:** The jobs created include jobs in engineering, planning, finance, accounting, administrative, clerical, and in various blue collar construction trades. There are approximately 528 full-time positions that have been created on island directly in support of this Project. This includes positions in HART, the General Engineering Consultant (GEC), the Project Management Support Consultant (PMSC), Kiewit, and Ansaldo. A table listing the breakdown is attached (Attachment C).

Additionally, the GEC utilizes approximately 30 employees on a part-time basis from their local Corporate General Services Office in Honolulu and approximately 137 part-time, as needed, specialists from other offices around the country.

**Question:** Councilmember Gabbard asked under what expense did HART purchase a SUV.

**Answer:** The SUV, a 2008 Ford Explorer, was purchased using the Transit Fund in the CIP City-wide vehicle purchase action conducted by the Department of Budget and Fiscal Services as approved in the 2007 Budget.

**Question:** Councilmember Berg asked if HART could rent office space in Kapolei instead of downtown.

**Answer:** Leasing office space in Kapolei was considered but proved to be impractical from many perspectives. The square footage available was insufficient and the cost per square foot was significantly higher than that in the Downtown area. The average rental cost for office space in Kapolei ranges from a low of \$2.17 per square foot to a high of \$2.50 per square foot with an average Operating Expense (Common Area Maintenance - CAM) of \$1.53 per square foot. Renting in Kapolei would result in a cost of approximately \$3.86 per square foot while the current HART rental expense is approximately \$2.72 per square foot (rent + CAM). Since HART leases approximately 64,000 square feet, there is a savings of \$72,960 per month or \$875,520 per year by leasing in the Downtown area.

Additionally, at this stage in the Project, frequent visits to City Hall, City Council, State Legislators, and other City Departments are absolutely necessary and often conducted at short notice. Other City Department personnel also visit the HART office on a regular basis to coordinate many aspects of the Project. It would be impractical and very inefficient to drive back and forth between Kapolei numerous times per day and would result in a waste of time and money.

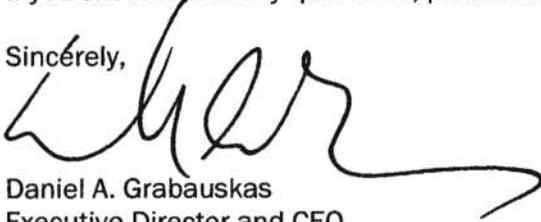
The Honorable Ernest Y. Martin, Chair  
and Members  
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**Question:** Councilmember Harimoto asked if HART considered hiring temporary vs. permanent employees.

**Answer:** Yes, the vast majority of HART employees are on Personal Services Contracts which are temporary by definition. We currently have 89 employees, 9 of which are Civil Service and 80 of which are on Personal Services Contracts.

If you should have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Grabauskas', written over the word 'Sincerely,'.

Daniel A. Grabauskas  
Executive Director and CEO

Attachments

cc: All City Councilmembers  
HART Board of Directors

## HART Position List 4-24-2012

Descriptive Job Title	Area of Responsibility	Salary
Administrative Services Officer	Administrative Services	\$7,259.90
Administrative Specialist III	Administrative Services	\$4,569.00
Airport Guide way Contract Manager Civil Engineer VI	Design Bid Build	\$7,315.00
Architect VI	Facilities	\$6,253.00
Asset Manager	Property Acquisition and Relocation	\$5,343.00
Asst Project Officer Design Bid Build Contracts	Design Bid Build	\$8,891.00
Asst Project Officer Facilities	Facilities	\$9,492.00
Asst Project Officer Planning & Environment	Planning & Environmental	\$8,412.00
Board Administrator	Administration	\$5,783.00
CADD/ Graphic Technician	Design Build Contracts	\$4,627.00
Chief of Rapid Transit	Administration	\$11,517.00
Civil Engineer I	Facilities	\$3,087.00
Civil Engineer III	Facilities	\$5,343.00
Civil Engineer IV	Design Build Contracts	\$6,014.00
Civil Engineer IV	Design Build Contracts	\$6,014.00
CMS Tech Support	Project Controls	\$3,656.00
CMS Tech Support	Project Controls	\$3,656.00
Contract Management Controls Specialist	Project Controls	\$5,343.00
Contracts Officer	Procurement and Contracts	\$4,942.00
Cost Control Accountant	Project Controls	\$6,502.00
Data Processing Systems Analyst	Administrative Services	\$3,753.00
Deputy Project Officer - Administration & Controls	Controls and Administration	\$11,347.76
Electrical Engineer III	Core Systems	\$5,343.00
Electrical Engineer III	Core Systems	\$5,343.00
Electrical Engineer V	Core Systems	\$6,253.00
Environmental Compliance Planner VI	Planning & Environmental	\$5,783.00
Environmental Planner V	Planning & Environmental	\$4,569.00
Executive Director and CEO	Administration	\$20,416.68
Government Relations Officer	Government Relations	\$8,313.00
HDOT & City Transit Coordinator	Engineering and Construction	\$7,911.00
Human Resources Specialist II	Administrative Services	\$3,905.00
Human Resources Specialist IV	Administrative Services	\$4,569.00
Information Specialist II	Public Information	\$6,014.00
Information Specialist II	Public Information	\$6,014.00
Information Specialist III	Public Information	\$6,502.00
Internal Controls Analyst III	Grants/ Financial	\$6,253.00
IT Support Tech	Administrative Services	\$2,891.00
KHG Contract Manager Civil Engineer VI	Design Build Contracts	\$7,315.00
Labor Relations Specialist	Labor Relations	\$4,224.00
Land Use Planner VI	Planning & Environmental	\$6,502.00
Mechanical Engineer I	Core Systems	\$3,087.00
Mechanical Engineer III	Core Systems	\$5,343.00
Mechanical Engineer III	Core Systems	\$5,343.00
MSF Contract Manager Civil Engineer VI	Design Build Contracts	\$7,315.00
MSF/CSC Configuration Contract Specialist	Configuration	\$5,140.00
Multimedia Administrator	Public Information	\$6,502.00
Planner III	Property Acquisition and Relocation	\$4,569.00
Planner VI	Grants/ Financial	\$6,253.00
Planner VII	Grants/ Financial	\$7,034.00

Procurement and Contracts Assistant	Procurement and Contracts	\$7,315.00
Procurement and Specification Specialist III	Procurement and Contracts	\$3,469.00
Procurement and Specification Specialist VI	Procurement and Contracts	\$5,343.00
Quality Assurance Engineer (Design and Environmental)	Quality Assurance	\$5,140.00
Records Management Analyst I	Procedures and Document Control	\$3,087.00
Records Management Analyst II	Procedures and Document Control	\$3,905.00
Records Management Analyst II	Procedures and Document Control	\$3,905.00
Records Management Analyst II	Procedures and Document Control	\$3,210.00
Records Management Analyst IV	Configuration	\$5,140.00
Right of Way Coordinator	Property Acquisition and Relocation	\$5,343.00
Right of Way Coordinator	Property Acquisition and Relocation	\$5,942.00
Secretary I	Core Systems	\$2,670.00
Secretary II	Public Information	\$3,656.00
Secretary II	Government Relations	\$3,379.00
Secretary II	Planning & Environmental	\$3,516.00
Secretary III	Controls and Administration	\$4,276.00
Secretary III	Engineering and Construction	\$3,656.00
Secretary IV	Administration	\$4,447.00
Segment 1 Configuration Contract Specialist	Configuration	\$5,140.00
Segment 2 Configuration Contract Specialist	Configuration	\$5,343.00
Senior Clerk	Engineering and Construction	\$2,776.00
Sr Clerk Typist	Project Controls	\$2,776.00
Sr Clerk Typist	Utilities, Agency, and Permit	\$2,378.00
Station Group Contract Manager Civil Engineer VI	Design Bid Build	\$7,315.00
Station Group Contract Manager Civil Engineer VI	Design Bid Build	\$7,315.00
Structures Engineer	Facilities	\$6,763.00
Systems Planning Planner VII	Planning & Environmental	\$6,502.00
Systems Safety Engineer DB/DBB	System Safety and Security	\$5,140.00
Systems Safety Engineer DBOM	System Safety and Security	\$5,140.00
TOD Coordinator Planner VI	Planning & Environmental	\$6,253.00
Traffic Engineer	Facilities	\$6,253.00
Transit Art Coordinator	Facilities	\$5,783.00
Transportation Planner IV	Planning & Environmental	\$4,942.00

**Hourly  
Salary**

<b>Hourly Employees</b>		
Property Acquisition and Relocation	Property Acquisition and Relocation Mana	\$55.02
Administrative Services	Human Resources Specialist V	\$34.70
Grants/ Financial	Internal Controls Analyst II	\$34.69
Property Acquisition and Relocation	Planner III	\$26.35
Property Acquisition and Relocation	Planner III	\$26.35
Property Acquisition and Relocation	Planner III	\$26.35

## Class A Office Building & Operating Expenses-CBD/Kapiolani

Property	Asking Rent	2011 OpEX (CAM)	Year Built	Location	Description
<b><u>CBD</u></b>					
Bishop Place/1132 Bishop	\$1.30 - \$1.50/SF/Mo	\$1.31		CBD	462,081 SF Bldg.
Bishop Square (ASB Tower-1001 Bishop)	\$1.40 - \$1.50/SF/Mo	\$1.32	1972	CBD	516,103 SF Bldg.
Bishop Square (Pauahi Tower 1001 Bishop)	\$1.35 - \$1.75/SF/Mo	\$1.37	1963	CBD	442,250 SF Bldg.
Central Pacific Plaza (220 S King)	\$1.35 - \$1.45/SF/Mo	\$1.42	1983	CBD	234,536 SF Bldg.
City Financial Tower (201 Merchant)	\$1.45 - \$1.50/SF/Mo	\$1.32	1989	CBD	180,634 SF Bldg.
Davies Pacific Center (841 Bishop)	\$1.40 - \$1.50/SF/Mo	\$1.45		CBD	354,322 SF Bldg.
First Hawaiian Center (999 Bishop)	\$1.35 - \$1.55/SF/Mo	\$1.27	1996	CBD	379,336 SF Bldg.
Harbor Court (55 Merchant)	\$1.40 - \$1.50/SF/Mo	\$1.40		CBD	206,000 SF Bldg.
Haseko Center (820 Mililani)	\$1.35 - \$1.50/SF/Mo	\$1.39		CBD	84,100 SF Bldg
Ocean View Center (707 Richards)	\$1.40 - \$1.45/SF/Mo	\$1.26		CBD	99,316 SF Bldg.
Pacific Guardian Center (733&737 Bishop)	\$1.45 - \$1.75/SF/Mo	\$1.36	1979	CBD	629,319 SF Bldgs.
Pioneer Plaza (900 Fort Street)	\$1.50 - \$1.65/SF/Mo	\$1.28	1979	CBD	260,000 SF Bldg.
Topa Financial Center (700 Bishop)	\$1.35 - \$1.55/SF/Mo	\$1.41		CBD	236,638 SF Bldgs
Waterfront Plaza	\$1.35 - \$1.45/SF/Mo	\$1.44	1989	CBD	536,000 SF Bldgs.
<b>AVERAGE ASKING (Low)/(High)</b>	<b>\$1.39/\$1.54</b>	<b>\$1.36</b>			
<b><u>KAPIOLANI</u></b>					
1221 Kapiolani	\$1.30 - \$1.50/SF/Mo.	\$1.28	1976		132,000 SF Bldg
1357 Kapiolani	\$1.80/SF/Mo.	\$1.23	1992		130,647 SF Bldg
1601 Kapiolani	\$1.55/SF/Mo.	\$1.70			74,422 SF Bldg
Pacific Guardian Tower (1440 Kapiolani)	\$1.50 - \$1.80/SF/Mo.	\$1.30	1990		132,000 SF Bldg
Pacific Park Plaza (711 Kapiolani)	\$1.50/SF/Mo.	\$1.33			96,613 SF Bldg
Pan Am Building (1600 Kapiolani)	Negotiable	\$1.45			211,183 SF Bldg.
First Insurance Center	Negotiable	\$1.45			
<b>AVERAGE:</b>		<b>\$1.39</b>			
<b><u>OTHER PROPERTIES</u></b>					
677 Ala Moana	\$1.36 - \$1.65/SF/Mo.	\$1.35			
Ala Moana Pacific Center (1585 Kapiro)	Negotiable	\$1.99			
Ala Moana Building (1441 Kapiolani)	Negotiable	\$2.19			
<b>AVERAGE:</b>		<b>\$1.84</b>			

**Honolulu Rail Transit Project  
Jobs Created to Date (4/24/2012)**

	HI Residents when Hired	Returning Residents	Not From Hawaii	Total # of On-Island Jobs
HART (City)	80	4	6	90
InfraConsult	12	0	15	27
PB	<u>50</u>	<u>3</u>	<u>82</u>	<u>135</u>
TOTAL	145	7	113	265
<b>Contractors</b>				
Kiewit	TBD	TBD	TBD	250
Ansaldo	3	0	10	<u>13</u>
				263
<b>Total</b>				<b>528</b>