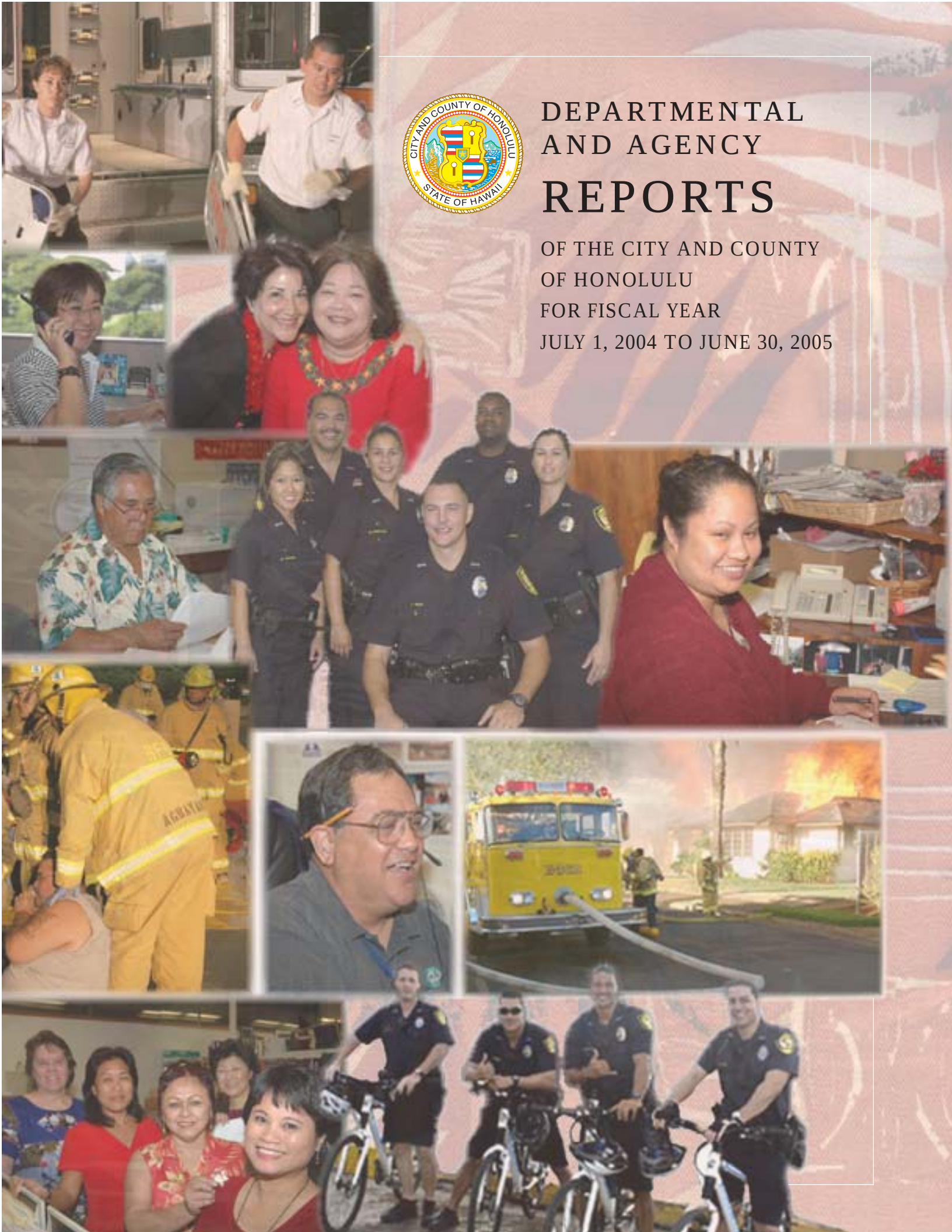
DEPARTMENTAL AND AGENCY REPORTS

OF THE CITY AND COUNTY
OF HONOLULU
FOR FISCAL YEAR
JULY 1, 2004 TO JUNE 30, 2005



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MESSAGE FROM THE MAYOR

Aloha!

I am deeply indebted to the many employees of our City family, whose hard work and dedication have enabled me to have a successful and productive first year as Honolulu's Mayor.

The accomplishments listed within this annual report reflect the outstanding efforts of our workers and management, who are responsible for serving the daily needs of our island community and protecting public health and safety every day, round the clock. We are proud of our people for meeting this enormous task, which requires diligence and a special devotion to duty.

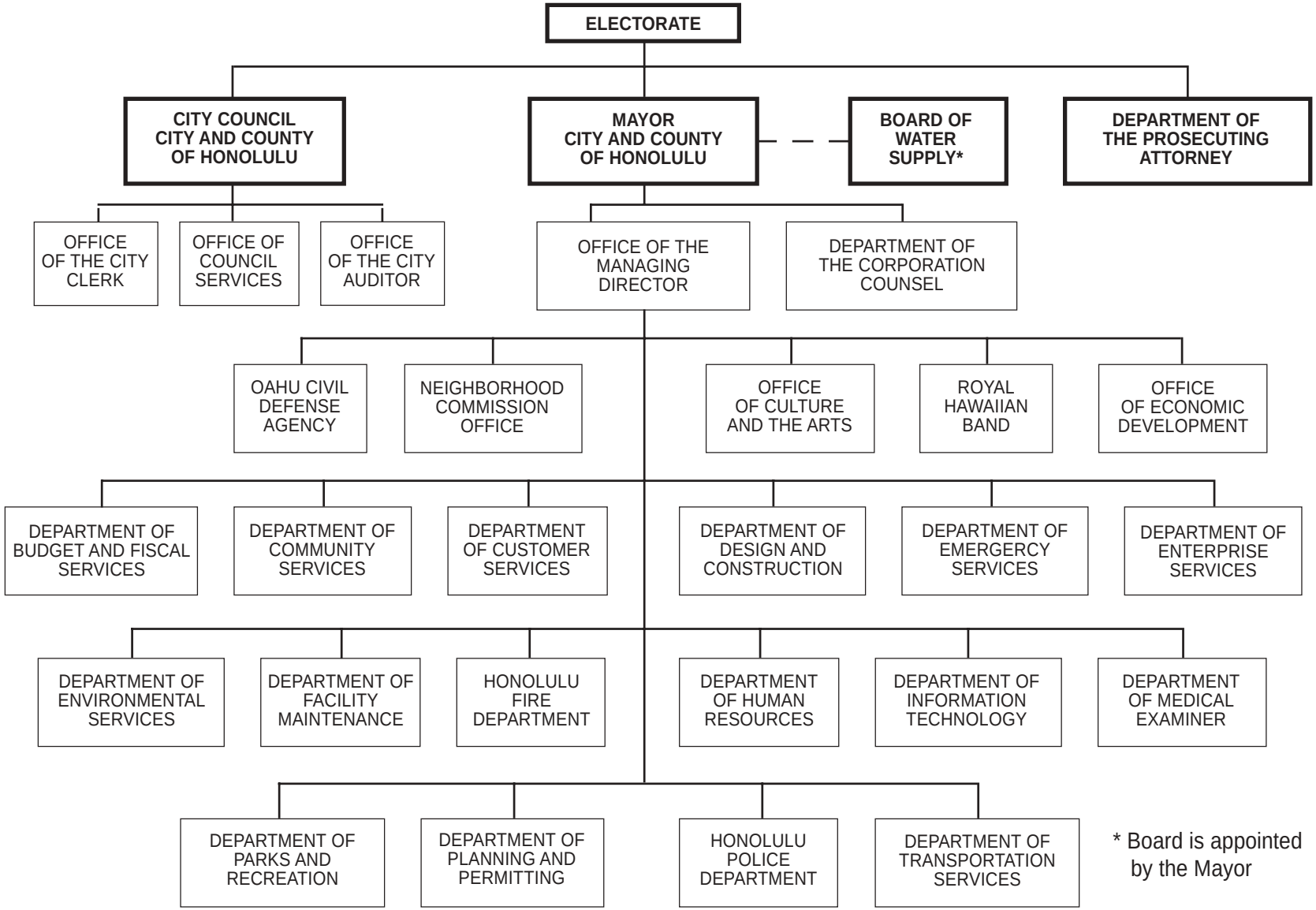
The privilege of serving as your Mayor has been both exhilarating and humbling. There have been daunting challenges, yet we have been able to meet every situation with a work force that offers intelligent solutions and an inspirational commitment to the job.

I am grateful to our citizens for entrusting me with the honor of leading Honolulu, truly the best city in the world. Mahalo for your faith and confidence as we make this an even better place in the years ahead.

Aloha,

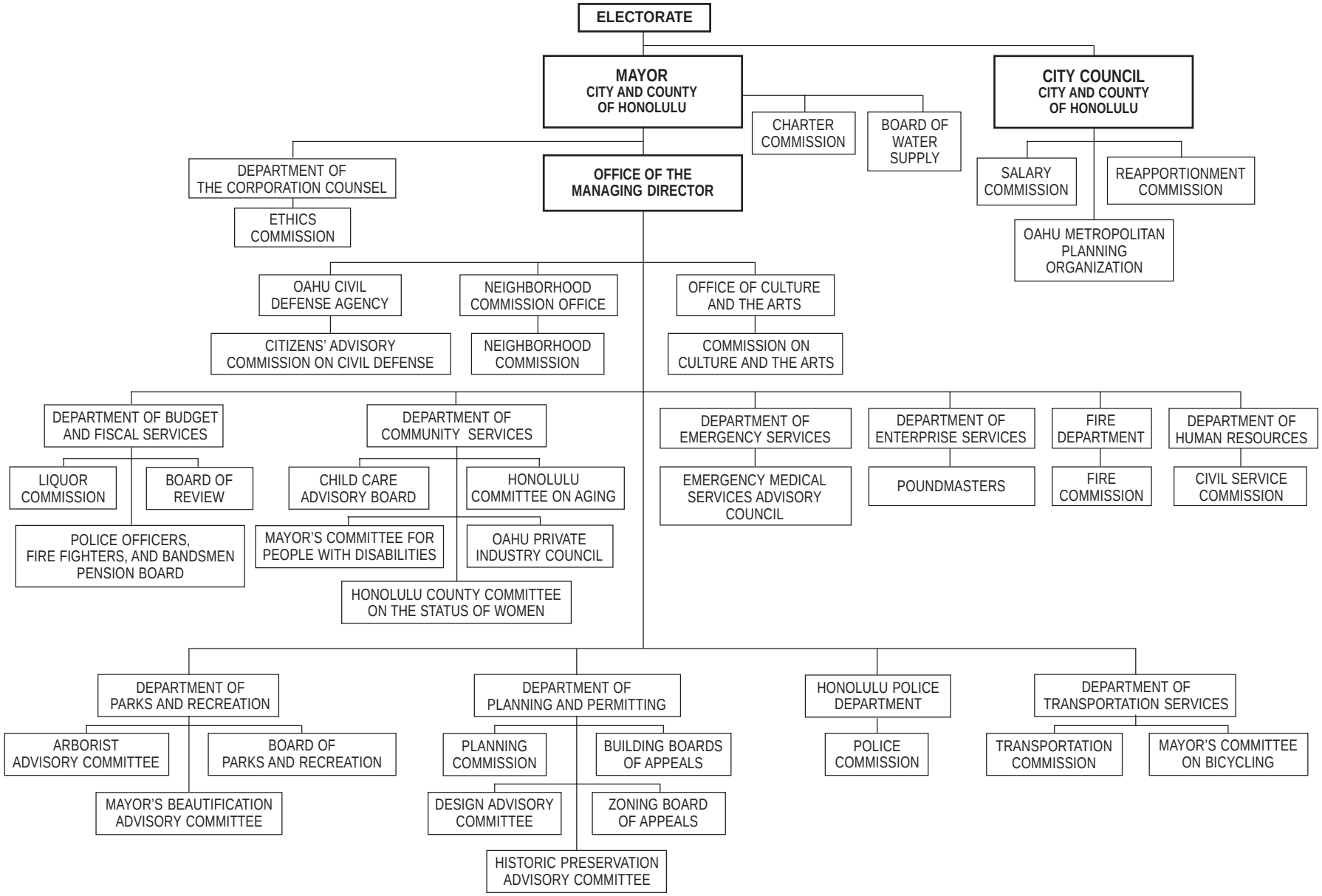
Mufi Hannemann
Mayor

CITY AND COUNTY OF HONOLULU
ORGANIZATION CHART
FISCAL YEAR 2004 - 05



* Board is appointed by the Mayor

CITY AND COUNTY OF HONOLULU
CHART OF BOARDS, COMMISSIONS AND ADVISORY BODIES
FISCAL YEAR 2004 - 05



DEPARTMENT OF BUDGET AND FISCAL SERVICES

Mary Patricia Waterhouse, Director
Patrick T. Kubota, Deputy Director

ADMINISTRATION DIVISION
Mary Patricia Waterhouse, Director

POWERS, DUTIES AND FUNCTIONS

The Department of Budget and Fiscal Services is the central budgeting and accounting agency for the City and County of Honolulu. Among its responsibilities are: long-range financial planning; managing the City's operating and capital improvement budgets; managing the City's revenue and disbursement activities and financial records; overseeing equipment inventories; and administering the City's centralized purchasing activity. Additionally, it administratively supports the Liquor Commission, two Boards of Review and two pension funds. It also administers the City's Risk Management Program.

HIGHLIGHTS

Significant efforts were spent on financial analysis and providing background data to the City Council and general public for the Fiscal Year 2005 Operating Budget. With the change from the Harris Administration to the Hannemann Administration on January 2, 2005, a new Director, Mary Patricia Waterhouse, was selected who replaced Ivan M. Lui-Kwan and Patrick T. Kubota was selected as the Deputy Director as a replacement for Chris Diebling.

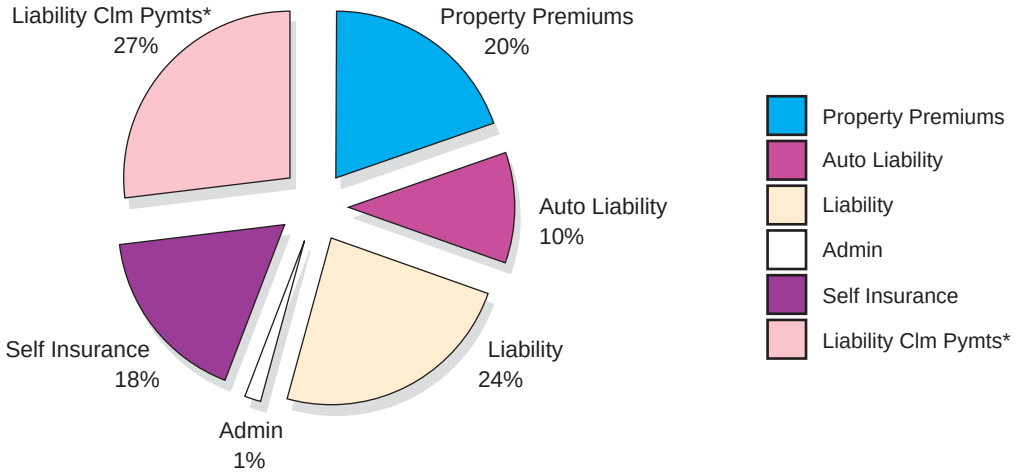
RISK MANAGEMENT

The City's Risk Management program, established under Section 2-5 of the Revised Ordinance, covers all City Departments and agencies except the Board of Water Supply and Oahu Transit Services, and excludes workers compensation and employee benefits. The program focuses on insurance and self-insurance to minimize the adverse financial impact of losses, as well as claims management, loss prevention and other activities.

The City is primarily self-insured for all risks of loss or damage, and purchases excess insurance above the self-insurance program to provide additional financial resources to cover the City's liabilities. In addition, commercial insurance is purchased to address unique risks or to satisfy statutory or contractual obligations. Self-insurance costs are generally stable, but commercial insurance costs are subject to conditions of the insurance market place. After several years of double-digit premium rate increases, the insurance market place has stabilized significantly, although coverage terms and availability in some lines were still limited.

As a consequence, the City's FY05 Risk Management costs remained virtually unchanged from the previous year. The following chart shows the breakdown of risk management costs for FY05.

HOW RISK DOLLARS ARE SPENT
FY 05



**Liability Claim Payments funded through Department of Corporation Counsel*

Analysis of loss data for the past 5 years shows the following most frequent causes of loss, and the most severe types of losses:

MOST FREQUENT	FY05	FY04	MOST SEVERE	FY05	FY04
Auto Related	33%	32%	Flood Control	20%	**
Roads	17%	13%	Law Enforcement	11%	14%
Towing Ops	10%	10%	Auto Related	18%	18%
Tree Related	5%	5%	Employment Practices	7%	24%
Sidewalk Conditions	4%	4%	Sidewalk Conditions	4%	5%

***Flood Control claims did not appear in the 5 most severe causes of loss in FY04.*

ACCOUNTING DIVISION
Nelson H. Koyanagi, Jr., Chief Accountant

POWERS, DUTIES AND FUNCTIONS

The Accounting Division plans, develops, directs and coordinates central accounting for the City and County of Honolulu; provides financial services to departments and agencies; reviews the manner in which public funds are received and expended; insures that moneys withdrawn from operating budgets are in accordance with operating budget ordinance and allotments; administers central preparation of payroll; liquidates claims under a centralized voucher system; and prepares financial statements and reports on City operations.

Accomplishments

The division worked with the Budgetary Administration Division in assisting departments and agencies with the preparation of the FY 2005-2006 operating budget. The division also prepared expenditure schedules in accordance with the approved FY 2004-2005 budget ordinance, per the Revised Charter of the City and County of Honolulu.

The division provided financial planning, guidance, and analytic support to the departments and agencies to meet their goals and objectives.

Financial statements and reports issued:

- City and County of Honolulu's Comprehensive Annual Financial Report (CAFR) ending June 30, 2004 for which the City was awarded the Certificate of Excellence in Financial Reporting by the Government Finance Officers Association (GFOA).
- Budget and Fiscal Services Director's Quarterly Financial Reports for the last quarter of FY 2003-2004 and the first three quarters of FY 2004-2005.
- Statement of funded indebtedness outstanding and unpaid as of June 30, 2004, required by Section 47C-2, Hawaii Revised Statutes (HRS), as amended (prepared jointly with Treasury Division).

In accordance with Mayor Hannemann's Directive No. 05-03 (April 2005), the Accounting Division worked closely with the Program Administrator to implement the mandatory use of purchasing cards for small dollar purchases by City departments and agencies. The purchasing card program was designed and implemented as a voluntary program in FY 2004 by the Accounting Division with assistance from the Department of Information Technology and the Internal Control Division of the Department of Budget and Fiscal Services. The purpose of the program is to streamline the City's procurement process for small dollar purchases. It allows authorized employees to use purchasing cards to acquire low dollar goods and services without having to prepare purchase orders. The program improves management control, increases purchasing efficiency and provides timely payments to vendors. As expected, the mandatory requirement has increased purchasing card usage substantially raising the monthly transaction volume by over 300% and dollars spent per month to over $1 million.

The City's human resources/payroll system used the employee social security number as the system identification number. This was a common practice in 1993 when the human resources/payroll system was implemented. In response to numerous employee requests related to the increasing threat of identity theft that we experience today, the Payroll section worked with the Departments of Information Technology and Human Resources to convert employee numbers from the social security number to a computer generated number series.

BUDGETARY ADMINISTRATION DIVISION
Marcia Bise, Budget Program Administrator

POWERS, DUTIES AND FUNCTIONS

The Budgetary Administration Division administers the budgetary management and analysis program of the Executive Branch of the City and County of Honolulu. This includes the preparation and submittal of the annual Executive Program and Budget to the City Council, as well as analysis and administration of the budgetary management programs of the 23 executive agencies in the City and County of Honolulu.

PREPARATION AND SUBMITTAL OF THE MAYOR'S FY 2005-2006 EXECUTIVE OPERATING PROGRAM AND BUDGET

As required by the Revised Charter of the City and County of Honolulu 1973 (2000 Edition), the Director of Budget and Fiscal Services shall prepare the operating and capital program and budget, and necessary budget ordinances and amendments or supplements thereto under the direction of the Mayor.

To accomplish the above, the division received, reviewed, evaluated and finalized the Mayor's Executive Operating Program and Budget proposal, which reflected fiscal restraint in spending.

The Executive Operating Program and Budget proposal totaled $1,355.9 million, which was $126.9 million more than the previous fiscal year, or an increase of 10.3 percent. The increases were in the following areas:

- Fixed costs increased by $73.5 million, primarily for the debt service increase of $41.7 million or 21.6%, retirement system contribution increase of $15.2 million or 32.6%, salary adjustments and accrued vacation pay increase of $14.6 million or 169.2%, and FICA tax increase of $1.9 million or 10.7%.
- The operating budgets of the executive agencies reflected an increase of $53.4 million or 6.2%. Major expenditure highlights of the executive agencies are included in the section below. In order to keep the overall cost increase in the operating budgets of the executive agencies at this low level of 6.2%, a total of $22.1 million in salary funds (full time equivalent of 668 vacant positions) was cut from the budgets of the executive agencies.

HIGHLIGHTS OF THE MAYOR'S FY 2005-2006 EXECUTIVE OPERATING PROGRAM AND BUDGET

Highlights of the Mayor's FY 2005-2006 Executive Operating Program and Budget proposal included:

Expenditures

- $88 million in operating subsidies for TheBus, an $11 million increase over the previous fiscal year, largely to cover increased fuel costs.
- $4 million to expand curbside recycling islandwide.
- $2 million to expand regularly scheduled, "no call" bulky item pickup islandwide.
- $1 million for asphalt for pothole repairs.
- $473,000 to establish new ambulance units at Makiki, Kaaawa and Nanakuli.
- $101,000 for four new building permit clerk positions in the Department of Planning and Permitting.
- $82,000 for a pilot program to provide extended hours of operation at satellite city halls in shopping centers.
- $72,000 for six part-time driver license examiners to be hired during the peak summer and Christmas seasons.

Revenues

- A continuation of the current property tax rates, except for a modest reduction in the agricultural class rate. Because of increases in the value of Oahu real estate, this resulted in higher property taxes for many homeowners.
- An expansion of the real property tax credit for homeowners of very low income by allowing tax credits when real property taxes exceed four percent (instead of five percent) of the owner's household income, to provide property tax relief totaling $3.3 million.
- A 25% increase in sewer fees, generating roughly $28 million in additional revenue, with 10% increases in each of the following five years, to help rebuild the City's sewer fund. This was the first sewer service charge increase since 1993.
- A one-cent a pound increase in the City's vehicle weight tax for passenger and commercial vehicles, effective January 1, 2006, to generate $22 million annually, for the "war on potholes". For passenger vehicles, the tax increased from two cents a pound to three cents a pound, and for commercial vehicles, the tax increased from 2.5 cents a pound to 3.5 cents a pound.
- An increase in the rates of various facilities within the Blaisdell Center and Waikiki Shell.

ADOPTION OF THE FY 2005-2006 OPERATING BUDGET

The City Council adopted an Operating Budget for FY 2005-2006 totaling $1,372.8 million. This included $1,361.2 million for the Executive Operating Budget for the Executive Branch and $11.6 million for the Legislative Budget for the Legislative Branch, which includes the City Council, Office of Council Services, the City Clerk, and the City Auditor.

The FY 2005-2006 Executive Operating Budget appropriations for the Executive Branch are shown by function below.

FUNCTION	EXECUTIVE OPERATING BUDGET (IN MILLIONS)	% OF TOTAL
General Government	$ 140.1	10.3
Public Safety	282.0	20.7
Highways and Streets	16.8	1.2
Sanitation	190.1	14.0
Health and Human Resources	64.0	4.7
Culture-Recreation	68.6	5.0
Utilities or Other Enterprises	154.8	11.4
Debt Service	235.1	17.3
Miscellaneous	209.7	15.4
TOTAL	$1,361.2	100.0

EXECUTION OF THE FY 2004-2005 EXECUTIVE OPERATING PROGRAM AND BUDGET

The Revised Charter of the City and County of Honolulu 1973 (2000 Edition) specifies that the Director of Budget and Fiscal Services shall review the operating and capital budget program schedules of each executive agency and make budgetary allotments for their accomplishments with the approval of the Mayor, and review all executive agency requests for the creation of new positions.

The Budgetary Administration Division provided the above services for the Executive Operating Program and Budget and worked to ensure that the executive operating expenditures for the fiscal year were made as appropriated and authorized. In its administration of the execution of the FY 2004-2005 Executive Operating Program and Budget, the division reviewed and recommended action on the following:

714 Position Fills and Reallocations
23 Position Creations
493 Personal Services Contracts
148 Independent Services Contracts
304 Appropriation and Allotment Vouchers
3 Reorganizations
37 Resolutions and Reports to the City Council
541 Other Requests for Review and Analysis

FISCAL/CAPITAL IMPROVEMENT PROGRAM (CIP) ADMINISTRATION DIVISION
Alan B. Kilbey, Chief Fiscal/CIP Analyst

POWERS, DUTIES, AND FUNCTIONS

The Fiscal/CIP Administration Division administers the City's six-year capital program, Citywide revenue, central accounts, long-range financial planning programs; and the U.S. Department of Housing and Urban Development's Community Development Block Grant, HOME Investment Partnerships, Emergency Shelter Grant and Housing Opportunities for Persons With Aids programs.

FISCAL/CIP ANALYSIS BRANCH

This branch prepares the capital program and budget and necessary budget ordinances and amendments or supplements thereto. It also reviews the capital budget program schedules of each executive agency, makes budgetary allotments, and analyzes and develops debt service programs for the City.

Accomplishments in FY 2005-2006 Capital Budget

The Mayor submitted a FY 2005-2006 Capital Budget of $451.1 million. The City Council adopted a Capital Budget of $476.6 million.

The Capital Budget appropriations, shown by function, are summarized below:

FUNCTION	AMOUNT (IN MILLIONS)	% OF TOTAL
General Government	$48.3	10%
Public Safety	25.4	5%
Highways and Streets	50.4	11%
Sanitation	280.0	59%
Human Services	14.6	3%
Culture-Recreation	30.1	6%
Utilities or Other Enterprises	27.8	6%
TOTAL	$476.6	100%

Detailed below is a breakdown by funding source of the Capital Budget:

SOURCE	AMOUNT (IN MILLIONS)	% OF TOTAL
Borrowed Funds	$433.5	91.0%
Federal Funds	37.6	7.9%
Special Projects Fund	4.1	0.8%
City Funds	1.4	0.3%
TOTAL	$476.6	100.0%

Execution of the Capital Budget

The Fiscal/CIP Branch monitored the implementation of capital projects through review and recommendations of CIP appropriation allotment requests, requests for independent consultants and amendments, requests to increase construction contract contingencies and the CIP Quarterly Status Report. In regard to capital budget spending, this branch is extensively involved in the analysis and monitoring of the encumbrances and expenditures of funds for capital projects due to the increasing debt service of the City.

COMMUNITY DEVELOPMENT BLOCK GRANT /FEDERAL GRANTS BRANCH

This branch serves as the City's lead entity in the receipt, expenditure, administration, reporting and monitoring of the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Shelter Grants (ESG) and Housing Opportunities for Persons With AIDS (HOPWA) programs. In close partnership with the Department of Community Services, the Department of Design and Construction and other City agencies, the CDBG program has provided services and facilities to low/moderate-income persons and other eligible participants in our community. These HUD programs are described below:

Community Development Block Grant

The CDBG program is a federal program that provided Honolulu with $11.8 million of entitlement funds in Fiscal Year '05 through the U.S. Department of Housing and Urban Development, in addition to generating more than $11 million in program income. The CDBG program began in 1974 and since then the City has utilized approximately $404 million to undertake various housing, public facility, public service, economic development and public works activities, designed to develop viable urban communities through the provision of decent housing and a suitable living environment, principally for persons of low and moderate income.

HOME Investment Partnerships (HOME)

The HOME program is another HUD program that provides entitlement funds to the City. Authorized under Title II of the National Affordable Housing Act of l990, this program seeks to provide affordable housing opportunities for lower income individuals and households. In Fiscal Year '05, more than $1.9 million was expended to supplement projects addressing the housing needs of Honolulu's lower income households. To date, the City has received approximately $56 million in HOME funds.

Emergency Shelter Grants (ESG)

The ESG program, authorized under Subtitle B of Title IV of the Stewart B. McKinney Homeless Assistance Act, provides HUD funds to assist the homeless population. During Fiscal Year 2005, the ESG program expended $499,000. To date, approximately $6.5 million of ESG funds have been used for various rehabilitation activities and programs that serve Honolulu's homeless population.

Housing Opportunities for Persons With AIDS (HOPWA)

Authorized by Public Law 101-624, AIDS Housing Opportunity Act, as amended, HOPWA funds are utilized to meet the housing needs for persons with AIDS or related diseases and their families. During Fiscal Year 2005, the HOPWA program expended

$423,000. In the five-year period since Honolulu first received entitlement funds from HUD, a total of $2.5 million has helped provide rental housing and supportive service assistance to Honolulu's at-risk HIV-positive population.

Accomplishments

During the past year, the Federal Grants Branch in conjunction with the planning, development and administration of the CDBG, HOME, ESG and HOPWA programs:

- Completed the 11th Year Action Plan, detailing FY '06 projects to be undertaken by the City for the CDBG, HOME, ESG and HOPWA programs; while doing so, reviewed over 100 applications.
- Completed the Annual Performance Report (APR) for the CDBG, HOME, ESG and HOPWA programs for the period ending June 30, 2005.
- Provided interpretive and technical program assistance to various City agencies and private nonprofit organizations.
- Monitored compliance with federal, state and local law.
- Assisted in the City's efforts to comply with the federal government's Single Audit requirements.
- Provided HUD with project and expenditure information using HUD's Integrated Disbursement and Information System (IDIS).

FISCAL/LONG-RANGE PLANNING BRANCH

This branch analyzes and develops the City's revenue estimates, central accounts and long-range financial planning programs. It also analyzes, administers, and monitors the City's general and special revenue funds.

Accomplishments

In collaboration with the Budgetary Administration Division, the branch evaluated and finalized the Mayor's Executive Operating Budget FY 2006 proposal, which totaled $1,355.9 million. The City Council adopted an Operating Budget of $1,361.2 million. The Fiscal/Long-Range Branch ensured that individual special funds and the general fund were in balance upon submission to the City Council. It also estimated and proposed the means to finance the City, enabling it to carry out its function and responsibilities. All revenue sources were analyzed and the estimates finalized.

Detailed below is a breakdown by revenue sources of the Operating Budget:

SOURCE	AMOUNT (IN MILLIONS)	% OF TOTAL
Real Property Tax	$ 584.8	41.3%
Fuel Tax	52.1	3.7%
Motor Vehicle Weight Tax	53.3	3.7%
Public Utility Franchise Tax	27.7	2.0%
Transient Accommodations Tax	42.3	3.0%
Public Service Company Tax	29.2	2.1%
Federal Grants	81.5	5.7%
State Grants	6.7	0.5%
Licenses and Permits	43.7	3.1%
Charges for Services	25.2	1.8%
Sewer Revenues	150.4	10.6%
Bus Transportation Revenues	41.9	3.0%
Solid Waste Disposal Revenues	110.6	7.7%
Other Revenues	65.8	4.6%
Carry Over (including carry over of H-POWER Equity Funds)	102.2	7.2%
TOTAL	$ 1,417.4	100.0%

Taxes (real property, fuel, motor vehicle, public utility franchise, transient accommodations and public service company) provided $789.4 million to finance the $1,361.2 million Operating Budget. Sewer and solid waste fees, which fund operations and projects that maintain the City's pristine environment, provided $261.0 million. Other revenues included reimbursements from the State of Hawaii for the performance of their functions and the sale of assets.

FY 2005-2006 Real Property Tax Rates

Real property assessments continued to increase as a result of the real estate market recovery and the affordable low interest rates. The residential tax rate for FY 2005-2006 that included the single family residential, and apartment/condominium classes remained at $3.75 per thousand of assessed value, the non-residential tax rate for commercial, industrial, and hotel/resort land uses remained at $11.37, conservation also remained at $9.57, while the rate for agriculture was set at $8.57 per thousand of assessed value, a 10% decline.

FY 2005-2006 Debt Service and Central Accounts

Debt service and central accounts are obligations of the City that must be paid, over which it has limited control. For debt service payments, the Fiscal/CIP Branch worked in conjunction with the Budgetary Administration, Treasury and Accounting Divisions to develop the amounts required. The remaining costs were developed in collaboration with other divisions, departments and state personnel.

The table below illustrates debt service payments and central accounts for the City:

SOURCE	AMOUNT (IN MILLIONS)
Debt Service	$ 235.1
Retirement Contributions	63.8
FICA Tax	20.0
Workers' Compensation	12.9
Unemployment Compensation	0.5
Health Fund	76.5
Provision for Salary Adjustment	24.9
Provision for Judgments and Losses	4.2
Provision for Risk Management	6.7
Provision for Property Tax Refunds and Other	0.2
TOTAL	$444.8

Long-Range Financial Plan from FY 2005-2010

The financial plan covers six years and was developed by first compiling data and projections developed by various sources. The primary portion of the base year expenditures and revenues was based on the FY 2005-2006 operating and capital budgets. For out years, compilations utilized were (1) long-range plans for most enterprise fund operations, (2) debt service projections, (3) the six-year capital program and (4) estimates based on projections developed and/or provided by the State of Hawaii's Budget and Finance Department. Anticipated new cost projections were developed by City agencies. Other costs and revenues were adjusted in accordance with projections developed by the Council on Revenues. The projected amounts were analyzed and a statement of how to meet future expenditure requirements was developed.

INTERNAL CONTROL DIVISION
Michael R. Hansen, Chief Accountant

POWERS, DUTIES, AND FUNCTIONS

The Internal Control Division performs professional and objective examinations and evaluations of the City's financial activities. Seven staff members audit, review, and monitor the controls and processes for safeguarding City assets and recording financial transactions; and recommend practical changes and cost effective improvements. The division personnel include certified public accountants and a certified fraud examiner. In addition, each analyst is a certified government financial manager.

ACCOMPLISHMENTS

The following are the significant accomplishments of the Internal Control Division for the FY 2004-2005.

Annual Recurring Audits, Reviews and Evaluations

1) Completed follow-up review of the independent auditor's financial and single-audit comments, and coordinated the City's response to the independent auditors.
2) Coordinated the response to the independent auditor's Federal Grants Risk Assessment Questionnaire for FY 2004-2005.
3) Completed quarterly cash counts and prepared statements of amount and kind of funds in the City Treasury as required by the City Charter.
4) Monitored the compliance by all City agencies with the BFS Policies and Procedures pertaining to the annual count of Petty Cash and Change Funds.

5) Audited the annual H-Power true-up billing from the plant operator and assisted in negotiation of annual settlement.
6) Developed the City's consolidated local central service cost allocation plan and indirect cost rate for FY 2005-2006.
7) Performed audits of relocation transactions.
9) Managed the contract for the annual financial audits of five City owned housing projects.
10) Compiled data and filed request for refunds of eligible federal excise tax paid on aviation fuel purchased by the Honolulu Fire and Police Departments.

Special Studies and Investigations

1) Provided fraud awareness training to City employees and maintained the fraud awareness and internal controls intranet information website.
2) Performed financial analysis and support for various ongoing investigations alleging fraud.
3) Completed transaction reviews and provided guidance regarding apparent irregularities reported by various City agencies.
4) Provided internal control review and analysis services to various departments on a project- by-project basis.
5) Provided accounting expertise to the Department of Human Resources in the Act 90 privatization issues study.
6) Performed Fixed Assets Computerized System (FACS) follow-up reviews for the Departments of: Environmental Services, Facility Maintenance, Honolulu Police, Information Technology, Parks and Recreation, Budget and Fiscal Services, and Honolulu Fire.
7) Performed the monitoring of low/moderate income housing requirements of the Multi Family Housing Program.
8) Assisted in the implementation of the purchase card program. Reviewed the purchase card program controls and developed the purchase card audit program.
9) Assisted DTS in streamlining various financial reports performed by independent auditors.
10) Assisted in the review of the June 30, 2004 Department of Environmental Services sewer fund materials and supplies inventory.
11) Participated in the implementation of an electronic payment system for the purchase of motor vehicle special plates via the City's website.
12) Developed a Central Services Indirect Cost Rate for the City.
13) Performed reviews of requests by various Departments to change petty cash and change fund amounts.
14) Participated in the implementation of an electronic driver's license road test appointment system via the City's website.
15) Coordinated the renewal of the contract and compiled statistics for the credit card program.
16) Provided guidelines in the timely recording of City bank deposits into the City's accounting system.
17) Completed a review and provided recommendations regarding postage disbursements and account balances of City agencies.
18) Coordinated the update of the Department of Budget and Fiscal Services Policies and Procedures Manual on the City Intranet.
19) Completed a review of the City's compliance with the new Payment Card Industry (PCI) Security Standard, which was issued to protect credit cardholders from theft and fraud.
20) Completed a review of BFS Rules & Regulations. Updated rules to comply with Hawaii Administrative Drafting Rules Manual.

LIQUOR COMMISSION
Wallace W. Weatherwax, Administrator

MISSION STATEMENT

To promote our community's health, safety and welfare by effectively and fairly administering and enforcing Hawaii's Liquor Laws.

POWERS, DUTIES AND FUNCTIONS

Pursuant to Chapter 281 of the Hawaii Revised Statutes, the Liquor Commission has the sole jurisdiction, power, authority and discretion to grant, refuse, suspend and revoke any license for the manufacture, importation or sale of intoxicating liquor within the City and County of Honolulu. The commission also hears and adjudicates violations of liquor laws and rules committed by liquor licensees. The City Charter administratively attaches the Liquor Commission to the Department of Budget & Fiscal Services.

LIQUOR COMMISSION BOARD

The Board's five members are appointed by the Mayor and confirmed by the City Council. Each commissioner serves a five-year term with the term of one member expiring each year.

MEMBER	TERM EXPIRES
Dennis Enomoto, Chairman	December 31, 2005
Danny Kim	December 31, 2007
Danny Auyoung*	December 31, 2006
Iris R. Okawa**	December 31, 2008
Jon F. Yamaguchi***	December 31, 2009

*Comm. Auyoung replaced the late John P. Spierling**

*Comm. Okawa replaced Clyde J. Eugenio***

*Comm. Yamaguchi replaced Ms. Chu Lan Shubert Kwock****

Licenses and Permits

There were 1,393 liquor licenses in effect within the City and County of Honolulu as of June 30, 2005. The commission's Licensing Section investigates applicants for liquor licenses, and responds to liquor license inquiries. Activities this fiscal year included the following:

Investigations and Reports Completed:

New premises	68
License transfers	79
Temporary licenses	85
Special licenses	34
Special one-day licenses	281
Transient Vessel licenses	35
Change of class	3
Reports on new officers and directors	51
Requests for extensions and alterations to premises	140
Reports on transfers of corporate stock	32
Field inspections	320
Miscellaneous investigations, reports and other activities	139
Field Audits	44

Enforcement

The commission's Enforcement Section inspects all liquor-licensed premises and is responsible for administering the liquor law and rules compliance program. During this fiscal year, 168 warnings and 630 violations were issued, and 12,323 inspections were conducted. The warnings and violations issued include issuances by Enforcement, Audit and Administration. Also during this fiscal year, 211 complaints about liquor establishments were received, which included drug activity, prostitution, gambling, serving liquor to minors, excessive noise, and other administrative liquor violations. The drug, prostitution, and gambling complaints were referred to the Honolulu Police Department for investigation. After court convictions, substantiated complaints of drug, prostitution and gambling are adjudicated by the commission for license revocation.

Training

The Liquor Commission Server-Training Program certified 3,281 bartenders and managers for licensed premises who were trained in the dangers of driving while intoxicated, interventions with intoxicated patrons, and Hawaii liquor laws. In addition, the Liquor Commission presented Liquor Service Awareness Training to 70 liquor licensee server staff. The training focused on preventing liquor overservice and the use of thorough ID checks as the primary means of preventing liquor sales and service to minors.

Adjudications

The Liquor Commission is responsible for adjudicating liquor law violations. The liquor investigators, the Honolulu Police Department, and other law enforcement agencies refer these violations. The commission adjudicated a total of 414 violations, which included 88 violations pertaining to minors.

These adjudications resulted in the following actions:

Licenses revoked	0
Revocations by charge	0
Licenses suspended	2
Suspensions by charge	2
Fines assessed by charge	397
Charges adjudicated guilty (guilty pleas, no-contest pleas, convictions, defaults)	407
Charges dismissed (dismissals, acquittals)	5
Amount of fines assessed	$221,050

Enforcement Operations with Honolulu Police Department and State and Federal Agencies

The Enforcement Unit conducted 26 joint operations with the Honolulu Police Department, the Department of Homeland Security, Immigration and Customers Enforcement, to investigate and prosecute violators of criminal and liquor laws. "Team PLUS" underage sting operations were conducted with Cancer Research Center of Hawaii, utilizing underaged decoys. The Enforcement Unit also participated in the "Cops-In-Shops" program, in conjunction with retail premises targeting adults purchasing alcohol for minors, and minors attempting to purchase alcohol. "Shoulder Tap" operations were also conducted, targeting adults purchasing alcohol for minors, minors attempting to purchase alcohol, and retailers selling alcohol to minors.

Index to Schedules

Schedule A	Licenses in Effect (FY 2000-2005)
Schedule B	License Fees Realized by Classification (FY 2004-2005)
Schedule C	Breakdown of Receipts for FY 1996-2005 (in dollars)
Schedule D	Comparative Statement of Receipts and Disbursements for FY 1996-2005 (in dollars)

SCHEDULE A — LICENSES IN EFFECT (FY 2000-2005)

CLASSIFICATION	JUNE 30, 2000	JUNE 30, 2001	JUNE 30 2002	JUNE 30 2003	JUNE 30 2004	JUNE 30 2005
Brew Pub: General	3	3	3	3	3	3
Cabaret: General	42	39	39	40	39	42
*Caterer: General	37	365	221	135	75	73
Beer and Wine	2	31	2	7	3	6
Club: General	15	15	15	14	14	13
Dispenser: General	354	337	329	320	305	300
Beer & Wine	19	17	14	14	13	13
Hotel: General	36	35	35	33	35	36
Manufacturer: Other Liquor	0	0	1	1	1	1
Beer and Wine (Sake)	3	4	2	1	1	1
Restaurant: General	303	324	326	325	334	344
Beer and Wine	56	57	55	58	56	58
Beer	0	0	0	0	0	0
Retail: General	498	510	495	476	486	487
Beer & Wine	70	57	52	49	47	45
Tour and Cruise Vessel: General	20	20	20	20	21	19
Transient Vessel (Annual): General	1	2	2	0	0	0
Wholesale: General	19	19	21	20	23	25
Beer & Wine	6	7	8	8	7	6
Grand Total	1,484	*1,446	*1,417	*1,382	*1,385	*1,393

**Grand Total does not include CATERER licenses, which are issued only to Hotel or Restaurant licensees.*

SCHEDULE B:LICENSE FEES REALIZED BY CLASS - 2004-2005

CLASS OF LICENSE		TOTALS
CATERER LICENSE	20,300.00	20,300.00
BREW PUB		23,985.68
General	4,500.00	
Additional Fees	19,485.68	
MANUFACTURER		1,800.00
Wine	600.00	
Other Liquors	1,200.00	
Additional Fees	0.00	
WHOLESALE		73,352.00
General	56,800.00	
Beer & Wine	4,620.00	
Additional Fees	11,932.00	
RETAIL		708,992.19
General	523,710.00	
Beer & Wine	34,970.00	
Additional Fees	150,312.19	
DISPENSER		492,393.52
General-Standard	100,440.00	
General-Category 2,3,4	250,700.00	
Beer & Wine	10,075.00	
Additional Fees	131,178.52	
CABARET		254,551.24
General	73,650.00	
Additional Fees	180,901.24	
CLUB		24,922.83
General	7,800.00	
Additional Fees	17,122.83	
HOTEL		431,645.09
General	128,400.00	
Additional Fees	303,245.09	
RESTAURANT		690,785.93
General	362,340.00	
Beer & Wine	45,695.00	
Additional Fees	282.750.93	
TRANSIENT VESSEL		6,550.00
Per Day	6,550.00	
Per Year	0.00	
Additional Fees	0.00	
TOUR OR CRUISE VESSEL		21,378.22
General	15,775.00	
Additional Fees	5,603.22	
SPECIAL		1,985.00
General	1,500.00	
Beer & Wine	385.00	
Beer	100.00	
TEMPORARY		55,037.42
Cabaret General	750.00	
Dispenser General	6,000.00	
Dispenser Beer & Wine	250.00	
Retail General	5,250.00	
Retail Beer & Wine	500.00	
Restaurant General	5,000.00	
Restaurant Beer & Wine	500.00	
Hotel General	1,500.00	
Additional Fees	35,287.42	
TOTALS		2,807,679.12

SCHEDULE C — BREAKDOWN OF RECEIPTS FOR FY 1996-2005 (IN DOLLARS)

FISCAL YEAR	FEES	LICENSE FEES	FILING FINES	I.D.	PHOTO MISC.	TOTAL
1994-95	2,044,894	4,800	476,267	89,369	15,603	2,630,933
1995-96	2,671,308	11,600	319,890	88,914	18,090	3,109,802
1996-97	2,532,326	7,000	263,885	85,869	17,397	2,906,477
1997-98	2,458,185	7,200	238,062	84,994	10,661	2,799,102
1998-99	2,450,541	5,200	145,151	108,833	17,839	2,727,564
1999-00	2,475,471	2,200	247,200	122,680	10,661	2,858,212
2000-01	2,529,116	8,200	200,825	115,720	7,265	2,861,126
2001-02	2,571,142	4,600	204,045	105,940	19,679	2,905,406
2002-03*	2,498,273	3,600	340,970	127,100	30,135	3,000,078
2003-04	2,580,032	5,400	235,250	118,270	7,526	2,946,478
2004-05	2,807,679	2,800	177,600	117,930	11,864	3,117,873

SCHEDULE D — COMPARATIVE STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR FY 1996-2005 (IN DOLLARS)

FISCAL YEAR	RECEIPTS	DISBURSEMENTS	TRANSFERS	TOTAL EXPENDITURES
1994-95	2,630,933	1,949,034	1,427,805	3,376,839
1995-96	3,109,802	1,856,562	1,013,925	2,870,487
1996-97	2,906,477	1,838,005	1,082,773	2,920,778
1997-98	2,799,102	1,704,799	1,034,260	2,739,059
1998-99	2,727,564	1,751,346	802,412	2,553,758
1999-00	2,858,212	1,893,262	720,372	2,613,634
2000-01	2,861,126	1,984,852	849,639	2,834,491
2001-02	2,905,406	2,313,152	1,163,897	3,477,049
2002-03*	3,000,078	2,224,397	762,500	2,986,897
2003-04	2,946,478	2,252,904	935,450	3,188,354
2004-05	3,117,873	1,975,205	911,541	2,886,746

**Revised*

PURCHASING DIVISION
Charles M. Katsuyoshi, Purchasing and Contracts Administrator

POWERS, DUTIES AND FUNCTIONS

The Purchasing Division's 26 employees are responsible for procuring all materials, supplies, equipment, and services for City departments and agencies; processing construction, consultant and personal services contracts required by the City; maintaining inventory of all City personal property and effects exchange, disposal sale, or transfer of surplus equipment; managing City-owned real property including rentals, leases, and concessions; administering the housing relocation functions.

PROCUREMENT AND SPECIFICATIONS BRANCH

This branch is responsible for centrally purchasing goods and services for City agencies. It also establishes standards and specifications, develops proposal documents, and provides technical assistance to agencies to assure quality purchases at reasonable prices.

The branch awarded the following major contracts in fiscal year 2004-2005: police cars ($1,904,312); refuse trucks ($1,999,882); and fire engine ($1,258,5000). A comparison of the workload for the past two years is as follows:

	FY 04-05	FY 03-04
Advertised bid solicitations	187	247
Request for proposal solicitations	4	4
Contracts awarded	327	281
Small purchases awarded	626	792
Total dollars awarded	$117,848,310	$79,088,369

The branch continued to make price-list contract awards to obtain better prices on commonly purchased items. For these contracts, vendors agree to provide goods and services to the City at a fixed price for a set period, typically one year. If an item is less than $2,000 in cost and is not on the price list, an agency must make the effort to get three price quotes before making award directly to a vendor by issuing a purchase order. The following is a comparison of the decentralized purchasing activities:

	FY 04-05	FY 03-04
Number of price lists	546	490
Items on price lists	6,314	5,930
Number of price list purchase orders	9,173	9,813
Price list purchases	$29,732,671	$22,103,815
Number of direct purchase orders	25,338	28,929
Direct purchase orders	$26,756,173	$28,074,828

Concessions

Concessions awarded during fiscal year 2004-05 included:

CONCESSIONS	MONTHLY RENTAL
Blaisdell Center Parking Lot	$ 25,000
West Loch Golf Course Golf Shop	250
Civic Center Lunch Wagon	2,344
Novelty Concession at Blaisdell Center and Waikiki Shell	6,011

CONSTRUCTION AND CONSULTANT CONTRACTS SECTION

This section processes the City's public works construction and improvement district project contracts as well as the consultant and personal services contracts. Duties include reviewing the contracts, making appropriate recommendations, and providing technical assistance, counseling, and guidance.

Construction Contracts

The City awarded 149 contracts, excluding the Board of Water Supply, for a total of $131,719,888. The section awarded the following significant construction projects during FY 2004-2005.

Nimitz Highway Sewer Reconstruction at OCCC	$2,090,943
Resurfacing of Streets, FY05 (1)	4,393,000
Resurfacing of Streets, FY05 (3)	4,228,543

The following is a comparison of construction contract statistics during FY 2004-2005 and FY 2003-2004:

	FY 04-05	FY 03-04
Projects advertised	108	165
Contracts awarded	149	180
Total dollar value awarded	$131,719,888	$158,460,913

Consultant and Personal Services Contracts

The branch awarded contracts for studies, planning and engineering services, human services and youth projects, and services to the elderly and disadvantaged youth. These services and projects included: Various improvements to buildings, parks, street lighting, roads, drainage systems, sewers and treatment plants; training, prevention and intervention services; education and awareness of domestic violence and family crime; crisis counseling; and information and referral services. The following is a comparison of the consultant and personal services contracts for FY 2004-2005 and FY 2003-2004:

	FY 04-05	FY 03-04
Number of contracts awarded	157	162
Total dollar value	$25,552,685	$42,122,034

PROPERTY MANAGEMENT AND DISPOSAL SECTION

This section maintains the City's real and personal property inventories, disposes of the City's real and personal property, manages the City's real property, and administers the City's housing relocation program.

Personal Property Management

The City's personal property inventory, which includes equipment, machinery, and supplies and materials, is maintained on the Fixed Assets Computer System (FACS). Certain infrastructure assets are also maintained on FACS. At the end of the fiscal year, FACS contained 135,729 records, accounting for 269,197 assets. The dollar value of the assets were:

Office equipment	$12,668,500
Motor Vehicles	312,350,263
Aircraft	2,906,460
Computer Equipment	60,075,387
Recreational Equipment	2,672,481
Scientific Equipment	6,101,952
Construction Equipment	18,739,556
Communication Equipment	46,953,035
Other Equipment and Machinery	103,017,846
Total Equipment and Machinery	565,485,480
Materials and Supplies	2,670,454
Personal Property Inventory	568,155,934
Infrastructure Assets	188,361,535
Total Assets On FACS Equipment Inventory	$756,517,469

FACS automatically added new equipment purchases totaling $33,412,144 to the inventory. Major purchases included computer equipment, office equipment, and motor vehicles. Retired assets, valued at $30,021,248, included trucks, handivans, and police vehicles. Transferred assets, valued at $40,465,466 included personal computers, office equipment, and motor vehicles.

Twenty FACS users received "hands-on" computer training and learned about personal property management procedures.

Property Disposal

The section conducted more than 56 inspections at various City sites including Manana, Wahiawa, Waipahu, and Halawa prior to disposing equipment. It also conducted eight public auctions and sold a total of 249 assets for $568,637. Notices of these public auctions were available to subscribers of the Auction Notification System (ANTS). There are currently 51 subscribers who receive a year of notices by mail, e-mail, and/or fax. The website received approximately 1,329 inquiries a month. The application for ANTS is also available on the Internet as a public service at www.honolulu.gov/pur/auctions.htm. There is also a 24-hour auction line, which is 808-527-6789.

Real Property Management.

Real Property transactions completed during FY 2004-2005 included:

	NUMBER	AMOUNT
Sales of Land	8	$35,594,585
Land Exchange	1	58,700
Easements	8	67,683
Rental Agreements	8	46,444
Total	25	$35,767,412

Concessions

Awarded 370 temporary concessions.

Sale of Land

The major land sales and transactions for FY 2004-2005:

PROJECT	PURCHASER/GRANTEE	SALE PRICE
Queen's Court Condominium	AOAO Queen's Court	$6,000,000
Harbor Court Condominium Project, Parking Apartment 3	AOAO Queen's Court	500,000
Harbor Court Condominium Project Office Apartment Nos. 14-31, Retail Apartment Nos. 1-3, Restaurant Apartment Nos. 1-2, Parking Apartment Nos. 1 and 4, Management Apartment Nos. 1 and 2	D.G. Fee LLC	27,500,000
Portion of Helumoa Road	Outrigger Hotels Hawaii	1,540,000
Ukee Street	Grantee: Kaiser Foundation Health Plan, Inc	38,250
Ewa Villages G/C	Grantee: Archie Poki	8,035
Ewa Villages G/C	Grantee: Dayna Bushell	4,300
Ewa Villages G/C	Grantee: Naomi Higa	4,000
Total Land Sales		$35,594,585

Land Exchange

The City exchanged its former Sunset Beach Fire Station site for Kaalaea Development, Inc's Parcel 1 in Pearl City, plus a cash payment of $58,700.

Easements

The easements granted were, as follows:

LOCATION	GRANTEE	FEE PRICE
Kuhio Beach Park	Hawaiian Electric Company, Inc.	$34,500
Poni Street	Daiei (USA) Inc.	5,328
Alohea Street	Verizon Hawaii	3,100
Waimea Bay	State of Hawaii	100
Alakawa Street	Costco Wholesale Corporation	1,450
Kaonohi Park	Hawaiian Electric Company, Inc.	1,135
Ewa Villages G/C	Pediahealth Corporation	7,970
Sandy Beach	Verizon Hawaii	14,100
Total Easement Fees:		$67,683

Rental Agreements

The new rentals were, as follows:

LOCATION	TENANT	FY05 RENTALS
Aiea Sugar Mill	RMY Construction	$5,500
Aiea Sugar Mill	Thurston Pacific	5,500
Hauula Civic Center	Halau Lokahi	7,276
Hawaii Kai Park & Ride	Reynolds Recycling	2,250
Mililani Mauka Park & Ride	Reynolds Recycling	2,250
Royal Kunia Park & Ride	Reynolds Recycling	2,250
Subtotal:		$25,026
Existing rental agreements:		$21,418
Total Rental Payments		$46,444

Housing Relocation Section. This section administers the Federal Uniform Relocation Act and the Hawaii Revised Statutes, Chapter 111, Assistance to Displaced Persons. Its mission is to (1) help the City complete its projects by relocating persons on a timely

basis, (2) help displaced persons accept and ease the trauma of relocation by providing advisory services, and (3) provide information about relocation to any interested party. The City's Relocation Policies and Procedures can be found at http://Cityfyi/fin/policy/31.20.doc.

For Fiscal Year 2005, a total payment of $88,635 was made for various relocation projects:

Ewa Villages Revitalization - Residential (1 tenant)	$415
Kulana Nani Apartments Renovation – Residential (1 tenant)	413
DPP Code Enforcement - Residential (1 tenant)	738
Middle Street Transit Center – Commercial (7 tenants)	87,069
Total	$88,635

REAL PROPERTY ASSESSMENT DIVISION
Gary T. Kurokawa, Real Property Assessment Administrator

Walter Murray Gibson Building

POWER, DUTIES, AND FUNCTIONS

The Real Property Assessment Division administers provisions of Chapter 8, Revised Ordinances of Honolulu, relating to the assessment of real property for tax purposes. It ensures that property assessments, based on market value standards and uniformly applied laws, are fair and equitable.

The division's mission is to annually provide the City Council of Honolulu with a certified assessment roll. The Council uses this roll to set the tax rates for ten general land classes, and generate property tax revenues for the City. To accomplish its mission, the division identifies real property parcels and respective owners; appraises parcels; processes exemption and dedication claims filed; notifies owners of the assessments placed on their respective properties; settles real property assessment and tax appeals; and maintains and updates maps, ownership records, valuation records, and computer and other required files.

The division is located in the Walter Murray Gibson Building at 842 Bethel Street and in Kapolei Hale at 1000 Uluohia Street. It is staffed by 107 permanent employees and is organized into four branches— Administrative/Technical, Mapping, Support Services, and Assessment.

RPA Public Counter

ADMINISTRATIVE/TECHNICAL BRANCH

The Administrative/Technical Branch has 11 employees. This branch is responsible for the development of rules and regulations, administrative policies and procedures, building classifications, cost factors, training of appraisers, and technical support for all counties in the State of Hawaii.

This branch revised sections of the Revised Ordinances including those on agricultural dedications, the reporting of property values, and is reviewing internal standard operating procedures, ordinance changes, and Rules and Regulations.

MAPPING BRANCH

The Mapping Branch has 24 employees, 6 of whom are situated in Kapolei. The Mapping Branch is responsible for providing up-to-date tax maps and ownership data for the City and County of Honolulu. Other government agencies and the general public also use these maps and ownership records.

The Mapping Branch has made technological changes in processing ownership and mapping changes. They include the use of scanned images of recorded documents, and the updating of parcel data to the GIS base map.

RPA Public Research Room

The following are workload statistics for FY 2004-2005:

Land map drafting	13,094
Deeds, etc., processed (ownership)	53,355
Parcels affected	65,185
Reproduction of maps	7,880
Counter service (people)	387
Telephone service (people)	5,369

SUPPORT SERVICES BRANCH

The Support Services Branch has 13 employees, 4 of whom are situated in Kapolei. This branch is responsible for customer service at the counter, on the phone, and in the division's research room.

This branch processes all homeowners' and disability exemption claims, and Board of Review and Tax Appeal Court appeals. The Support Services Branch prepares adjustments to taxes resulting from errors, appeal decisions, and sale of government parcels.

Exemptions processed	25,300
Counter service	18,556
Telephone service	32,080

ASSESSMENT BRANCH

The Assessment Branch has 70 employees, 9 of whom are situated in Kapolei. They are responsible for the annual valuation and authorized adjustments of real property parcels within the City and County of Honolulu. The workload statistics for the FY 2004-2005 follow:

Property appraisals	270,856
Building inspections	9,107
New Condo appraisals	3,564

Assessments and Exemptions. As of October 1, 2004, the branch assessed 273,365 tax parcels for FY 2005-2006, including 109,754 condominium units and 314,021 buildings. A total of 152,967 exemptions were allowed. The following are totals for the last three years:

	FY 05-06	FY 04-05	FY 03-04
Tax parcels (includes condos)	273,354	269,470	266,470
(condos)	109,754	106,269	104,816
Building records	314,021	306,069	304,349
Exemptions:			
Basic home*	52,434	50,968	64,485
Multiple of home**	81,969	81,694	68,636
Others***	18,564	18,692	18,754
Appeals taken	4,179	3,837	2,590
Value on appeal (in thousands of dollars)	2,137,969	2,995,975	1,601,796

**Basic home exemption $40,000 (see details - Table 1).*

***Multiple of home exemption - $60,000 ages 55 to 59; $80,000 ages 60 to 64; $100,000 ages 65 to 69; $120,000 age 70 & older.*

****Other exemptions include churches, hospitals, schools, govt. parcels, etc.*

Boards of Review

There are two Boards of Review that settle real property assessment and/or disallowances of exemption disputes between taxpayers and the Real Property Tax Assessor. These Boards are attached to the division for administrative support and consist of five members each. Members are appointed by the Mayor and confirmed by the City Council for five-year terms.

First Board

Martha Kersting, Chair (Term expires 6/30/2007)
Ruth M.F. Lin, Vice-Chair (Term expires 6/30/2005)
Wanda L.M. Ching, Member (Term expires 6/30/2004)
Henry W.H. Lau, Member (Term expires 6/30/2003)
*Vacant
*Jonathan Kwon resigned on May 26, 2005 and a replacement is pending.

Second Board

Dean Y. Senda, Chair (Term expires 6/30/2008)
Wendell S.L. Ching, Member (Term expires 6/30/2005)
Maria W. Sousie, Member (Term expires 6/30/2006)
**Vacant
***Vacant
**James W.Y. Wong, new Member (Term expires 6/30/2009) was sworn in on September 8, 2005.
***Robyn Chun Alfonso, new Member (Term expires 6/30/2007) was sworn in on October 14, 2005.

Tax Valuation and Taxes to be Raised

Assessed values are based on 100 percent of market value. Revenues to be raised and assessed valuations for the last three years are as follows (in thousands of dollars):

	FY 05-06	FY 04-05	FY 03-04
+Gross assessed values	$132,029,874	$109,784,145	$95,052,358
Less: Exemptions	16,858,010	15,864,880	15,096,915
Less: 50% Value on Appeals	1,068,985	1,497,987	800,898
Net value for tax rate	$114,102,879	$92,421,278	$79,154,545
Taxes to be raised	$ 581,801	$496,428	$427,171

+Gross assessed values do not include nontaxable properties.

Real Property Tax Rates

The City Council adopted the following tax rates for FY 2005-2006:

CLASS	TAX RATE PER $1,000 NET TAXABLE
Improved Residential	$3.75
Unimproved Residential	5.72
Apartment	3.75
Hotel and Resort	11.37
Commercial	11.37
Industrial	11.37
Agricultural	8.57
Preservation	9.57
Public Service	0.00
Vacant Agricultural	8.57

NUMBER AND AMOUNT OF EXEMPTIONS BY TYPE
FOR THE FY 05-06
(Amounts in Thousands)

TYPE OF EXEMPTION	NUMBER	AMOUNT
Federal Government	376	$ 6,543,087
State Government	3,173	9,014,392
County Government	2,099	3,884,507
Hawaiian Homes Commission	505	272,211
Hawaiian Homes Land	2,541	757,281
Homes - Fee	127,233	9,691,452
(Basic)	49,673	$1,992,239
(Multiple)	77,560	7,699,213
Homes - Leasehold	7,170	542,008
(Basic)	2,761	$110,959
(Multiple)	4,409	431,049
Blind	299	7,341
Deaf	81	1,916
Leprosy	3	75
Totally Disabled	2,620	64,226
Totally Disabled Veterans	616	274,885
Cemeteries	45	43,522
Churches	814	1,241,878
Civil - Condemnation	23	17,409
Consulates	29	29,476
Credit Unions	52	61,000
Crop Shelters	27	2,855
Hawaiian Homes - 7-Year	311	84,951
Historic Residential	129	139,155
Hospitals	87	561,393
Landscaping, Open-Space	15	12,503
Low-Moderate Income Housing	330	1,001,373
Charitable Organizations	623	972,153
Public Utilities	480	515,067
Roadways and Waterways	3,041	4,808
Schools	114	641,656
Slaughterhouse	1	1,470
Setbacks	6	944
New Construction	119	399,019
Miscellaneous	5	3,200
TOTAL	152,967	$36,787,213

NOTE: Amount includes government parcels at actual value and exemptions on federal lease, if any.

TREASURY DIVISION
Edlyn S. Taniguchi, Chief of Treasury

POWERS, DUTIES, AND FUNCTIONS

The division is responsible for the City's cash management, debt administration and certain accounts receivable. It maintains the City's treasury, deposits moneys and invests funds as authorized by law. It issues and sells City bonds, paying interest on and redeeming them as required. It bills and collects a variety of revenues and assessments, including real property taxes, improvement and business improvement district assessments, refuse disposal fees, refuse collection fees, real property rentals and concession contracts.

BILLING AND COLLECTION

Centralized Revenue Collections

The division administers the receivables for real property taxes, special assessments, special sewer fees, cesspool fees, automotive fuel and maintenance fees, engineering inspector overtime and permit fees, wastewater engineering inspection charges, sewer lateral charges, recovery of road and sidewalk repair, recovery of costs for damaged traffic property, concession agreements, and lease rents.

Real Property Tax

Real property taxes account for approximately two-thirds of the City's general fund revenues. In FY 2004-2005, the Division billed 261,808 accounts for $519.4 million. Total FY 2004-2005 taxes collected were $496.1 million.

Prior year delinquencies at the beginning of the fiscal year amounted to $8.3 million. During the year, the division collected $2.4 million, representing approximately 29% of its delinquencies. On June 30, 2005, total delinquent real property taxes (outstanding fiscal year 2004-2005 taxes plus prior year uncollected delinquencies) totaled $6 million or 1.2% of the FY 2004-2005 taxes billed.

Improvement District Assessments

The City assesses a charge to property owners in approved improvement districts for certain public improvements and services that benefit these owners. Improvement district accounts numbered 484, which paid $511,817 in FY2004 - 2005.

Waikiki Business Improvement District Assessments

The City assesses a charge to property owners in approved business improvement districts for services that benefit these owners. The business improvement district accounts numbered 4,864, which paid $2,071,153 in FY 2004-2005.

Refuse Disposal Fees

The City charges commercial haulers a refuse disposal fee for utilizing one of the City's landfills or other solid waste disposal facilities. There were 225 active accounts that were billed and remitted revenues of $53.8 million in FY 2004-2005.

Refuse Collection Fees

Commercial customers incur a monthly refuse collection fee, based on their average refuse volume, for curbside pickup. In FY 2004-2005, commercial customers numbered 671 and remitted fees of $0.46 million.

Sewer and Cesspool Fees

The Treasury Division bills and collects fees from sewer users whose charges require special handling and from residential properties with cesspools. Revenues billed and collected during FY 2004-2005 totaled $10 million involving approximately 1,126 accounts.

CASH MANAGEMENT

Interest Earned

During FY 2004-2005, deposits of $2.8 billion and disbursements of $1.4 billion flowed through the City treasury. The Treasury Division managed an average daily cash balance of $541.8 million. Of that balance, Treasury funds represented $357.2 million, while Board of Water Supply funds and Housing Development funds were $175.1 million and $9.5 million, respectively.

The City earned $9.6 million in interest income for FY 2004-2005. Treasury funds generated $6.3 million (average yield of 1.75%) and Housing Development funds received $0.1 million (average yield of 1.66%).

DEBT ADMINISTRATION

General Obligation Tax Exempt Commercial Paper Notes

The City Council approved a $150 million general obligation commercial paper program in June 2001. Then, in October 2004, an additional $100 million was approved, increasing the program to $250 million. During fiscal year 2005, the City issued a total of $175 million General Obligation Tax Exempt Commercial Paper Notes to fund CIP projects and to purchase equipment. The amount of General Obligation Tax Exempt Commercial Paper Notes outstanding as of June 30, 2005 was $49,800,000.

General Obligation Bonds Series 2005A, Series 2005B, Series 2005C and Series 2005D

The City, on May 26, 2005, issued $371,770,000 of general obligation bonds. Series 2005A refunded $200 million of general obligation commercial paper notes. Series 2005B, Series 2005C and Series 2005D refunded $183,355,000 of previously issued general obligation bonds for a net present value savings of $5.5 million. The overall true interest cost of the bonds was 4.17%.

General obligation bonds totaling $74.9 million matured during the year. The outstanding general obligation bonds as of June 30, 2005 totaled $1.96 billion of which $280.0 million were for housing, H-POWER and solid waste disposal, and $58.4 million were for sewer projects.

Under the Constitution of the State of Hawaii and applicable provisions of the HRS, general obligation bonds issued for self-supporting public undertakings, such as the water system and assessable public improvements, are excludable in determining the funded debt of the City to the extent that the reimbursements are made to the General Fund for the principal and interest due on such bonds out of net revenues for water system improvements and assessment collections for assessable public improvements. Of the total debt of $2.92 billion on June 30, 2005, $1.62 billion is therefore considered to be direct tax-supported debt for legal debt margin purposes.

The State Constitution limits the funded debt of any county to 15% of the net taxable assessed valuation.

Net assessed valuation of taxable real property,at 100% of fair market value	$92.42 billion
15% of net assessed valuation of taxable real property	$13.86 billion
Net funded debt	$1.62 billion
Ratio of debt to assessed valuation	1.75%

The City's general obligation bonds are rated Aa2 by Moody's Investors Service, AA- with a positive outlook by Standard & Poor's and AA by Fitch Ratings. Its wastewater system revenue bonds are rated Aa3 by Moody's Investors Service and AA- by Fitch Ratings.

DEPARTMENT OF COMMUNITY SERVICES

Debbie Kim Morikawa, Director
Aaron S. Fujioka, Special Advisor

POWERS, DUTIES AND FUNCTIONS

The specific powers, duties and functions of DCS as defined in Chapter 3, Section 6-302 of the Revised Charter of Honolulu (2000 Edition) are: (a) to develop and administer projects, programs and plans of action for human resources and human services programs; (b) to develop and administer projects and plans of action designed to achieve sound community development, provided that such projects, programs and plans of action conform to and implement the general plan and development plans; and (c) to act as the local public officer for the purpose of implementing federally-aided and state-aided human resources, human services, housing, urban renewal and community development programs.

On July 1, 1998, the powers, duties and functions of the Department of Community Services (DCS) were expanded to accommodate community-based development planning functions of the former Department of Housing and Community Development.

Today DCS consists of the following program divisions: Office of Special Projects, Elderly Affairs, Community Assistance, Community Based Development, Job Development (WorkHawaii), and the Oahu Workforce Investment Board. Administrative support is provided through the department's Administrative Services Section.

DCS provides a broad spectrum of programs and services to the public which support, develop and provide opportunities for individuals, families, and communities to achieve an improved quality of life. General areas of services include:

- Youth Services
- Elderly Services
- Job Development
- Housing & Rental Subsidies
- Fair Housing Program
- Supportive Services to Individuals with Special Needs
- Economic Development to Economically Distressed Communities
- Leasehold Conversion Program

OFFICE OF SPECIAL PROJECTS

The Office of Special Projects (OSP) represents the Department of Community Services in working with the community to plan and advocate for human services initiatives. These initiatives address the needs of at-risk, alienated and other disadvantaged populations in Honolulu. To help in this effort, OSP encourages individual and community development that results in alternative and cost-effective service delivery by the following: conducting needs assessments; helping create and change program services and delivery; researching and developing sources of funding; developing, implementing and monitoring special needs programs; and providing technical assistance to individuals, families, and community-based organizations, as well as to public and private social service agencies.

SIGNIFICANT ACHIEVEMENTS:

Awards: The National Association of Counties awarded OSP's Youth Services Center a **2004 Workforce Development Award for Excellence**. These awards are presented to **exemplary** programs developing the national's workforce. Programs are judged based on program innovation, performance outcomes, coordination with partner agencies, program cost and funding sources and degree to which the program can be replicated.

National Ranking: The Honolulu Youth Offender Program, located in the Youth Services Center, has ranked **first in the nation** for the two quarters ending December 31, 2003 and March 31, 2004. The rating compared costs overall and costs per youth, numbers and percentages of positive outcomes for youth, and participation rates.

YOUTH SERVICES

The Youth Services Center operates as a "one-stop" where it consolidates its six prevention, intervention and treatment/rehabilitation programs (listed below), which serve at-risk and offender youth and adults. The Center maximizes program resources for a greater number of participants through developing and implementing a cost-effective and coordinated service delivery system. A universal intake system exists for entry into all six programs. Each participant is assigned to the program that is the best "fit" and also assigned a case manager who helps the youth develop his or her training and education plan based on testing of skills, aptitudes, interests, etc.

YouthBuild Honolulu is an educational and job training program that prepares young people for employment and responsible citizenship. Participants are non-high school graduates, 16-24 years of age, who come from dysfunctional families, suffer from alcohol and drug addictions, and have limited financial resources. For many participants, YouthBuild is the last chance to avoid incarceration, drug addiction, and long-term unemployment.

Youthbuild participants on a community service project with the Nature Conservancy. Lt. to Rt. Christopher Barit, Jessica Gusman, Tyson Baisac and Leticia Faatea.

Significant accomplishments during this past year were:

- 12 participants completed the program and earned their high school diplomas;
- 10 of the 12 secured employment since graduation (April 2005); and
- all participants assisted in building 15 homes in Ewa Villages and rehabilitating a homeless shelter in Waimanalo.

In FY2004-2005, YouthBuild Honolulu received $96,000 from Youthbuild USA to assist six youth offenders – non high school graduates – to get their high school diplomas and find jobs or enter apprenticeship training.

The Juvenile Justice Center, with the guidance of the City's Juvenile Crime Enforcement Coalition, continues its partnership with the Honolulu Police Department to provide status offenders and first-time law violators with services to prevent their further involvement in the juvenile justice system. The Center serves as a centralized intake and assessment facility where staff issue accountability-based sanctions to these offenders. These sanctions include HPD educational and counseling services, substance abuse intervention, anger management classes and restorative justice.

Significant accomplishments during this past year were:

- About 1,900 juvenile cases were referred to the center; and
- 75% of those juveniles completed assessment services and received sanctions.

The Youth Offender Project, funded through the U.S. Department of Labor, allows youth offenders and those at-risk for court or gang involvement the opportunity to achieve goals that will lead to self-sufficiency and no further involvement in the judiciary system. Services include intensive case management, vocational training, substance abuse counseling, and employment services.

Significant accomplishments during this past year were:

- 85% of the non-high school graduates obtained a diploma; and
- 100% of the participants were actively engaged in program activities for six months of the year.

The Oahu Rural Development Program focuses on empowering the five rural communities of Waialua, Ko'o'lauloa, Waimanalo, Waianae, and Wahiawa to Laie. The program works with existing community services and businesses to reinvest their resources in these areas to facilitate economic development and community revitalization. Youth and young adults participate in training activities and services that lead to employment or post-secondary education.

Significant accomplishments during this past year were:

- Two HPD Explorer posts were established on the Leeward Coast and in Wahiawa.
- Non-high school graduates from the Ko'o'lauloa community began the competency-based high school diploma program.
- North Shore residents graduated from a food sanitation and safety course held at the Waialua Commercial Kitchen.

The Workforce Investment Act Youth Operator Program, funded by the Oahu Workforce Investment Board, established a procurement process that allows agencies and organizations to provide comprehensive employment training services and activities for WIA participants. The program coordinates and monitors service providers to ensure services and activities address the 10 required WIA elements and performance measures and program outcomes are met.

Significant accomplishments during this past year:

- Established contracts with non-profit agencies to provide employment training services for 649 youth; and
- Streamlined the eligibility and intake process in partnership with Oahu WorkLinks to better serve providers and participants.

The Building For Stronger Tomorrows program, funded by the State's Housing and Community Development Corporation of Hawaii (HCDCH), provides residents of HCDCH's housing projects opportunities to secure employment through training activities, which include: job matching and referral services, intensive outreach, case management, basic skills and leadership development activities, construction vocational training, and follow up services.

Significant accomplishments during this past year:

- Provided outreach and recruitment services to 27 housing projects;
- Participants completed basic skills, leadership development, and construction vocational training; and
- 65 residents secured employment through employment services

LEASEHOLD CONVERSION PROGRAM

The following are the accomplishments of the Leasehold Conversion Program (LCP) for FY05:

New Projects: seven

Closed Projects (Settled): Camelot, Sunset Tower

Closed Projects, City Owned: Acacia Park

Chapter 38, Revised Ordinances of Honolulu, was repealed by the Honolulu City Council and signed into law by the Mayor February 9, 2005. The repeal ordinance (Ordinance 05-001) grandfathered four condominium projects, which will continue to be implemented pursuant to the provisions of Ch. 38, ROH.

GRANTS RESEARCH & DEVELOPMENT

The Grants Unit of the Office of Special Projects continued its success in acquiring federal funds to enhance city operations. The resources listed below - a total of $695,584 - represents a significant return on the city's investment in grants research and development:

- $600,000 for the Youth Offender Program from the U.S. Department of Labor for case management and an array of other services for youth offenders and other at-risk youth to complete their education and job training to find jobs and other needed support services.
- $95,584 from the U.S. Housing and Urban Development Department for the Community Assistance Division's two family self-sufficiency coordinators who help Section 8 rental assistance recipients become self-sufficient.

DEPARTMENT NEWSLETTER

The Grants' Unit staff person also writes and designs the department newsletter, **Reaching Out.** This four-page newsletter is published every quarter and profiles the 200-member department's services to the community. Services include finding jobs, housing and appropriate social services for Honolulu's most in-need children, youth and the elderly.

COMMUNITY-BASED ECONOMIC DEVELOPMENT

The Community-Based Economic Development (CBED) section carries out economic and business development projects, activities, and programs with nonprofit organizations consistent with community goals and objectives. CBED uses funds from the Community Development Block Grant Program and collaborative relationships with other City, State, Federal, and private agencies to administer and coordinate resources and enterprises to provide innovative initiatives that bring benefits to Oahu's economically distressed communities, families, and individuals. The following are examples of CBED Section activities:

Rendering of the WCA festival market and business incubator training center

Waipahu Festival Market and Business Incubation and Training Center

The Waipahu Community Association (WCA) has acquired the former Big Way Supermarket in Waipahu and plans to establish a business center and incubator on the site. Renovations to the building are currently being planned. The CBED section helped WCA obtain additional funding from the Economic Development Administration in the U.S. Department of Commerce. WCA has applied for and received Neighborhood Revitalization Strategy Area (NRSA) status for their incubator and adjacent sites and plans to embark on an area-wide economic revitalization program.

Samoan Service Providers Association

During the past fiscal year, the City has funded a business service center program operated by the Samoan Service Providers Association in Kalihi that provided technical assistance, classroom training, and business services to 32 low-to-moderate income persons starting micro-enterprises. Twenty-nine participants received business counseling and nine completed business plans.

Pacific Gateway Center

The City has supported the Pacific Gateway Center (PGC) in several business development programs that assist economically disadvantaged residents. At PGC's recently completed fully equipped Kitchen Incubator facility in Kalihi, the City funded a business development program that assisted 33 low-to-moderate income persons interested in starting businesses and created 18 business start-ups which hired an additional 26 people. The City also funded renovations at the Hawaii Theatre and PGC's retail incubator in downtown Honolulu/Chinatown as part of an area revitalization program.

Aquaculture Business Development

The City funded two aquaculture business development projects with diverse public benefits. Mokuleia's Hawaii Fish Company is a micro-enterprise development initiative that has also been supported by research grants for their innovative work in fresh water aquaculture. The community-based Waianae Coast Community Alternative Development Corporation is implementing the other project to assist adults with mental and emotional disabilities from Waianae.

Community Investment Program

The City funds the Community Investment Program Fund (CIF) that provides financial assistance to Empower O'ahu (EO), a community-based organization that implements grassroots-developed projects in economically distressed neighborhoods. Over the past five years, the City provided EO a total of $4,000,000 in discretionary funding for community economic development projects, mostly for micro-enterprise and special economic development assistance. By the end of June 2005, EO trained 174 low- and moderate-income individuals (LMI) in establishing a micro-enterprise, provided technical assistance to 137 LMI, and established 20 micro-enterprises. EO implemented seven special economic development projects that will create 35 jobs (14 jobs to date). EO provided adult day services in Aiea, established a kitchen incubator in Kalihi, provided micro-enterprise opportunities in noni farming and other food processing in Central Oahu, EO also provided community meeting and nonprofit agency space in Waialua, and will provide new business incubators in Waipahu and Chinatown.

Oahu Enterprise Zone Partnership

The Oahu Enterprise Zone Partnership (EZ) is a collaborative program between the City and the State to provide tax and other incentives to selected business sectors to foster economic development in communities State-designated as economically distressed. The current five zones include: North Shore/Koolauloa; Wahiawa/Mililani Technology Park; Central Oahu (Pearl City, Waipahu, Ewa, Kunia and Kapolei); Urban Honolulu; and Waianae. No new zones were added during the past year. About 150 businesses participated in the EZ program with 50 seeking tax incentives and other benefits.

Community Economic Development Planning

The Community Economic Development Planning (CBED) staff continued to update the Oahu Comprehensive Economic Development Strategy, a prerequisite for project funding from the Economic Development Administration of the U.S. Department of Commerce. Staff again submitted a grant application to the Environmental Protection Agency's Brownfields Assessment Program.

PLANNING SECTION

The Planning Section is primarily responsible for implementing federally-aided and state-aided human services, urban renewal and community development programs. Annually, the Department receives about 40-50 projects, amounting to $12 million to $15 million from the Department of Housing and Urban Development's (HUD) Community Development Block Grants (CDBG). This section works in areas concerning youth at risk, women, seniors, and special needs populations. Annually, each unit is responsible for about 20-30 projects. It is also involved in the planning and development of the City's Five-Year Consolidated Plan which directs the City's CDBG funding priorities.

The following are examples of the Planning Section's CDBG funded projects:

- **Adult Friends for Youth**
  Provided funds to address the problem of youth at risk and reduce youth gang related activities and participation.
- **Boys and Girls Club of Honolulu**
  Provided funds to assist in the construction of a community clubhouse for youth in the Ewa community. Also assisted in renovating existing youth clubs in the Waianae community.
- **Hawaii Foodbank**
  Provided funds to construct a warehouse to support its operation of providing food to the needy.
- **Kalihi YMCA**
  Provided funds for the construction of a new facility.

- **Lanakila Rehabilitation Center, Inc.**
  Provided funds to renovate and expand its kitchen facilities used for the Meals on Wheels program which serves the frail elderly.
- **ORI Anuenue Hale, Inc.**
  Provided funds to construct a new job employment and training facility for persons with mental retardation.
- **Parents and Children Together**
  Provided funds to assist victims of domestic violence.
- **Sisters Offering Suppor**t
  Provided funds to provide counseling and resources to help women get out of prostitution.

Other Planning Section areas of duties and responsibilities include the following:

VOLUNTEER SERVICES

In March 1995, the City and County of Honolulu established a volunteer service corps called the **Friends of Honolulu Hale (FHH).** This initiative included pursuing common sense in government, streamlining operations, cutting costs, communicating effectively, and energizing employees with a renewed commitment to customer service. To this end, the City Council passed Ordinance 95-14, which established FHH. The ordinance recognized the volunteer spirit in our citizenry as a fundamental ingredient to our form of democratic government.

The FHH's goals are:

1) to include all persons in meaningful volunteer work in the City and community;
2) to maximize City resources by using volunteers;
3) to improve customer service through volunteers; and
4) to promote and support volunteerism in the community.

The primary function of the FHH is to develop and coordinate volunteer services for City departments by maintaining a pool of available volunteers. FHH has provided the public with opportunities to volunteer at a number of tasks ranging from clerical and answering phones to public information and research.

OSP has also participated in public-private partnerships for the development and implementation of innovative programs such as Children & Youth Day.

OSP also provided technical assistance and guidance to the Honolulu County Committee on the Status of Women, the Mayor's Committee for People with Disabilities, and the Child Care Advisory Board. In March 2005, the two committees were transferred to the Director's office for technical support and guidance.

Mayor's Committee for People with Disabilities

Established in 1971, the Mayor's Committee for People with Disabilities serves as a voluntary advisory committee to the Mayor on disabilities issues and city policies relating to the Americans With Disabilities Act. The committee's purpose is to promote a better understanding of issues affecting people with disabilities and to promote communication and interaction between the public and private sectors. Functions include participating as an active advisor to the Mayor about issues for persons with disabilities, specifically with the City administration's departments and agencies and their programs, services and activities. A committee function is also to promote and facilitate changes in policies and services, which provide greater access to persons with disabilities.

The Honolulu County Committee on the Status of Women

The Honolulu County Committee on the Status of Women (HCCSW) was created under the terms of Act 190 of the 1970 Hawaii State Legislature. Its members serve voluntarily as an advisory body to the Mayor on matters of concern to women. HCCSW interacts with the Mayor, City Council, Hawaii State Commission on the Status of Women, Hawaii State Legislature and the community at large. Some of the accomplishments this past fiscal year include the annual Women's History Month celebration in March, participation with the community in September's Women's Health Month, and efforts to increase voter participation of women in Hawaii.

Child Care Advisory Board

The Child Care Advisory Board (CCAB) was established in 1992 under ROH Chapter 11. Its mission is to improve the quality, availability, and affordability of early childhood education and care services for the City. The CCAB encourages the private sector to partner with the City to expand early childhood education and care services to do the following: increase the public's awareness of early childhood education and care issues; serve as a forum for various sectors of the community to address early childhood education and care needs; consider appropriate actions for public and private implementation; and, finally, seek advice and information from the public in furthering its duties.

THE OAHU WORKFORCE INVESTMENT BOARD

The Oahu Workforce Investment Board's (OWIB) mission is to bring together industry and employers, training providers and training institutions, and adult and youth job-seekers to create an effective workforce development system. The goal of the workforce development system is to meet the needs of industry for skilled workers and to offer jobs that provide them with the means to live secure and comfortable lives. The desired outcome is increased participation of businesses, training providers, and job-seekers in working closely with the Board to develop programs and deliver services that meet Oahu's current and future economic and workforce needs.

OWIB is comprised of a 36 member board; all of whom are volunteers serving two-year terms. The board elects a chairperson and vice chairperson, and has three standing committees: Executive Committee, Youth Council, and Quality Assurance. Ad hoc committees are formed on an as-needed basis.

OWIB is funded by the federal Workforce Investment Act (WIA) and it uses those funds to accomplish the following tasks:

- Develop and submit a five-year local workforce development plan to the Governor in partnership with the Mayor.
- Act as a "board of directors" focusing on strategic planning, policy development and oversight of the local workforce One-Stop system and WIA-funded youth programs.
- Elect a chairperson from among business representatives.
- Develop a budget for the purpose of carrying out OWIB's duties, with the approval of the Mayor.
- Direct disbursements of grants for workforce investment activities.
- Designate and certify One-Stop operators and may terminate any operators for cause with the agreement of the Mayor.
- Appoint a youth council as a subgroup, in cooperation with the Mayor.
- Identify eligible providers of training services in the area.
- Identify eligible youth providers by awarding grants on a competitive basis.
- Conduct oversight of local programs of youth activities, local employment and training activities and the One-Stop delivery system in the local area, in partnership with the Mayor.
- Develop and enter into the Memorandum of Understanding with One-Stop partners concerning the operation of the One-Stop delivery system, with the agreement of the Mayor.
- Negotiate with the Mayor and governor to reach agreement on local performance measures.
- May solicit and accept grants and donations from sources other than federal funds made available under the WIA.
- Coordinate local workforce investment activities with economic development strategies and develop other employer linkages.
- Promote the participation of private employers in the statewide system through connecting, brokering and coaching activities to assist employers in meeting hiring needs.
- Assist the Governor in developing a statewide employment statistics system.

The federal Workforce Investment Act is the source of OWIB's mission and funding. Nationally, approximately 10,000 volunteers serve on Workforce Investment Boards similar to OWIB.

Vision

The Oahu Workforce Investment Board will be recognized by the community as the premier workforce investment board in the Pacific region, respected for its contributions to further the economic vitality of Oahu and sought out by local, regional and national policy makers and institutions for counsel and advice on the development and formulation of workforce development policy and programs.

Staff

There are seven staff positions allotted to OWIB. Staff duties include coordinating activities and meeting deadlines, preparing for and attending meetings and conferences, and, perhaps most importantly, forming a bridge between board members, the organization, mandatory partners and OWIB funded operators and programs.

ELDERLY AFFAIRS DIVISION

The Elderly Affairs Division (EAD) is the designated agency that serves as a focal point in the City and County of Honolulu for adults 60 years of age and older. EAD is part of a national network of 655 area agencies on aging (AAA) created by the Older Americans Act of 1965 and more than 230 Title VI Native American aging programs in the U.S. Each of the four counties in Hawaii has a similar agency. These AAA work closely with the State Executive Office on Aging (EOA), Hawaii's link to the federal Administration on Aging (AoA).

The mission of EAD is to plan and develop a coordinated and comprehensive system of services for those age 60 and over in the City and County of Honolulu. These services enable persons, who are frail or who may have limited economic or social support systems, to live independently in the community for as long as possible. Information & Assistance Services (I&A) are also provided, regardless of age or place of residence, to increase access to services available in the local community.

EAD carries out a number of functions to accomplish its mission: planning, service development, community education, advocacy, coordination, contracting for gap filling services, and senior volunteer recognition. More specific information about EAD's Goals and Objectives may be found in its Four Year Area Plan on Aging October 1, 2003 – September 30, 2007. Organizationally, these functions are carried out through two complimentary units: Planning & Coordination, and Information & Assistance (I&A).

Aging Network Service System

In FY 2005, a wide range of services for older adults were funded through thirty-three contracts or sub-recipient agreements with sixteen public and non-profit agencies. In addition, EAD's I&A unit provided Information, Assistance and Outreach services to seniors 60 and over and their caregivers. Funding came from three sources: federal Older Americans Act through the Administration on Aging, state funds via the State Executive Office on Aging, and County funds supporting Information and Assistance. The total budget for FY 2005 was $6.36 million.

Approximately 7,650 seniors received care from a variety of in-home and community-based services such as meals, personal care and transportation. Another 24,800 received additional services such as information and assistance, education, and outreach provided by contracted service providers. Caregivers of seniors also benefited with 595 receiving a variety of assistance from case management to supplemental services. Of those seniors and their caregivers receiving services, 31.5% live at or below the poverty level for their household size, 25.9% are low-income minorities and 7.9% live in rural areas as defined by the Administration on Aging.

Kupuna Care

Kupuna Care, a State/County collaboration since 1999, provides assistance to frail older adults who cannot live at home without adequate help from family or formal services. Eight state-funded services are available to help older adults maintain independence. The following services were provided in FY 2005 by eight contracted provider agencies:

KUPUNA CARE SERVICES	PERSONS	UNITS OF SERVICE
Adult Day Care	32	9,014 hours
Assisted Transportation	502	27,612 one-way trips
Attendant Care	611	35,074 hours
Case Management	939	14,205 hours
Chore	193	900 hours
Home Delivered Meals	2,249	295,961 meals
Homemaker	219	3,589 hours
Personal Care	482	29,694 baths

To move towards a centralized intake system to enhance access to services, a supervisor and seven Kupuna Care Intakers were hired to supplement intake capabilities of contracted providers. Additionally, the State Executive Office on Aging (EOA) turned over responsibility for procurement of Kupuna Care services on Oahu to EAD this year which led to the development of a standard Request for Proposal for all FY 2006-07 services, regardless of funding source.

National Family Caregiver Support Program

Reauthorization of the Older Americans Act in 2000 included a new National Family Caregiver Support Program to support caregivers of person 60 years of age and older. Continued federal funding enabled EAD to continue many of the successful programs begun in previous years and to add two new programs in FY 2005 which provide support to grandparents caring for minor grandchildren. The following services were provided in FY 2005:

CAREGIVER SERVICES	PERSONS	UNITS OF SERVICE
Attendant Supervision	36	5,761 hours
Case Management	259	3,290 hours
Counseling	207	2,386 sessions
Counseling-		
Caregiver Support	67	286 sessions
Education/Training	190	555 sessions
Respite – Adult Day Care	27	1,550 hours
Supplemental Services	137	137 requests

Other activities under this initiative included:

- Co-sponsorship of the 3rd Annual Conference for Caregivers – Caring for Family, Caring for Yourself, in July 2004. The conference attracted 650 caregivers who attended 21breakout sessions and visited the 49 exhibits available. Continuing partners, AARP, HMSA, and Alu Like with the addition of Hospice Hawaii, organized and planned the conference.

2004 Caregiver Conference Opening Session

- Provision of information to 333 private sector employees through the WE CARE program that encourages Oahu employers to establish in-house caregiver support groups for their employees.
- Partnering with 43 doctors to identify caregivers and connect them to EAD through the national Making The Link program. EAD's program was selected as one of the "Best of The Links: Innovative Programs" nationwide by the National Association of Area Agencies on Aging.
- Participation in the statewide Caregivers Coalition and the Coalition's Advocacy Committee which supported seven legislative bills or resolutions supporting caregivers and held a Capitol Day event on May 6, 2005 which thanked legislators for supporting legislation enhancing the quality of life for family caregivers.
- Provision of 20 caregiver education/support sessions to 313 City employees in two locations and two pre-retirement training presentations to 44 City employees.
- Partnership with five agencies to plan the first Ka Lei Mehana O Na Kupuna, a conference for Tutus raising grandchildren.
- Regular submission of articles to the Family Caregiver, a statewide quarterly newsletter.

Other Aging Network Services

Other services funded with federal Older Americans Act funds to help older adults maintain independence included delivery of the following services in FY 2005:

OTHER SERVICES	PERSONS	UNITS OF SERVICE
Congregate Meals	2,157	167,324 meals
Counseling	2,670	8,890 hours
Education/Training	1,288	1,664 sessions
Escort	112	1,446 one-way trips
Friendly Visiting	2,036	251 visits
Health Education/Promotion	320	1,916 sessions
Health Screening/Maintenance	100	1,381 hours
Housing Assistance	567	3,461 hours
Information & Assistance	914	2,502 contacts
Interpreting/Translation	160	682 hours
Legal Assistance	417	1999 hours
Letter Writing	76	309 hours
Nutrition Counseling	46	146 hours
Nutrition Education	6,815	1,367 sessions
Outreach	1,293	1,378 contacts
Recreation	7,925	12,837 hours
Telephone Reassurance	61	2,252 calls
Transportation	677	18,995 one-way trips
Volunteer Opportunities	491	15,261 hours

Service providers were monitored through monthly, quarterly and annual narrative, statistical, and financial reports submitted. Written reports and computerized data transfer was augmented by on-site assessments to assist providers in improving the quality of service delivery as well as to monitor contract compliance. Bi-monthly meetings held with contracted agencies provided an open forum for communication and collaboration between agencies to strengthen the coordination of services to the elderly.

To support the aging network of providers and to produce reports and data for monitoring and reporting purposes, a major effort was made to move from decentralized to a centralized data input system. A data processing unit was created and addressed three broad tasks: 1) restoration of data integrity which had been corrupted in a necessary conversion from SAMS 3.0 to an upgraded SAMS 2000 software, 2) development and implementation of a new data collection process in collaboration with the state and contracted service providers which included development, testing, and modification of forms and procedures, and 3) specification of data requirements and definitions to enhance data quality and communication between data processing, contracting, and planning units. Another significant effort was the development of a standardized contract for all FY 2006-07 and 2006-09 contracts to streamline future contract processing. A third administrative initiative was the development of client surveys to evaluate services provided by Information and Assistance and service providers.

Other activities in support of the delivery and coordination of services to the elderly include the following:

- Assisted Kapahulu and Moiliili Senior Centers in the development of services, budget, and compliance with CDBG requirements and in execution of sub-recipient agreements for the provision of services for its elderly participants.
- Assisted staff of the State Housing and Community Development Corporation of Hawaii in the analysis of service utilization data of EAD funded home and community based services for several properties using ROSS Grant funding. This analysis is tracking service utilization before and after the contracting of service coordinator services for three senior properties.
- Development of a resolution passed by City Council to sell a home bequeathed to EAD, proceeds to be used to maximize services to the elderly.
- Collaboration with the State Executive Office on Aging in a successful application for federal grant funds from the Department of Health and Human Services to create an Aging and Disability Resource Center for Oahu. This one-stop entry into long term care for elderly and persons with disabilities to be developed in FY 06-08 will build upon the strengths of EAD's Information and Assistance Program and will include a resource center, public education and information for persons of all incomes about long term care options, assistance with gaining access to public and private long term care programs and services, and intake for publicly funded long term care programs
- Development of a written agreement with the Department of Planning and Permitting, Residential Code Enforcement and Code Compliance Branch to address cases where hoarding and lack of upkeep of homes by elderly owners trigger code

violations. Cases are referred to EAD to determine what services can be provided to help remedy the immediate and long term situation.

- Application for Victims of Crime Act funds for $20,000 to hold a conference in September 2005 to increase collaborative efforts among public and private agencies to address the rising incidence of financial abuse and exploitation of the elderly.
- Participation in the planning and implementation of the first Fall Prevention Conference in Honolulu held at Kapiolani Community College in August 2004.
- Partnered with Lanakila Meals on Wheels, Alu Like, AARP, and the City's Parks and Recreation Department to implement a "5 a-day, 5 times-a-week" nutrition and walking program to increase physical activity and the consumption of additional fruits and vegetables. A pilot program was started at the Pohulani meal site in June 2005.
- Assisted Lanakila Meals on Wheels and Hawaii Meals on Wheels programs in planning for a March for Meals rally on March 17, 2005 to increase the awareness of senior hunger in America.
- Provided information, technical assistance, and referrals to the Honolulu Advertiser in its series of articles called The Graying of Hawaii about the increasing numbers of elderly living in Hawaii.
- Served on advisory councils and boards of agencies providing services to seniors including: Caregiver Coalition Advocacy, Elder Abuse & Fraud Task Force, Falls Prevention Coalition, National Association of Area Agencies on Aging (n4a), Retired and Senior Volunteer Program, Senior Companion Program, and Take Charge of Your Money Program.

Ongoing trends noted by staff and service providers include: 1) advancing age resulting in frailty and increased chronic conditions, 2) increase in clients requiring more one-on-one assistance as well as follow-up, 3) demand for affordable rental units and for services in elderly housing projects, home-delivered meals, transportation services, caregiver assistance, overnight respite, mental health services, 4) increasing incidence of financial abuse, exploitation and neglect of seniors, 5) continued staffing shortages, especially of multi-lingual workers.

More recent issues reported in FY2004 that continued to be challenges in FY 2005 include: 1) increased homelessness, 2) awareness of hoarding behaviors that creates health and safety issues, 3) need for counseling and placement services as families become unable to care for their aging loved one, 4) rising health insurance and prescription medication costs and need for assistance with medication management, 5) increased need for legal assistance for both clients and caregivers, health maintenance classes and other types of preventive services, and support for grandparents caring for minor grandchildren, 6) continued reduction in the number of volunteers, especially for home-delivered meals, as those connected with the military are activated, deployed or are relocated.

Emerging issues either observed by staff or reported by service providers in FY2005 include: 1) parents caring for adult children with disabilities between the ages of 50 and 59 who have expressed increasing concern about what will happen to their child when they are no longer able to provide care, 2) need to develop collaborative responses to the reported increase in elder fraud and financial abuse, 3) increasing concern of home care workers and volunteers who work with Waikiki service providers in caring for area gay/lesbian seniors.

Senior Information and Assistance Program

The City and County's Information and Assistance Program (I&A) is the unit within EAD that provides outreach, information and referral services to the public. Bilingual staff provide individualized assistance, particularly for isolated, low income, and frail older adults and their families who have difficulty accessing needed services. In FY 2005 29,700 people were reached through: door-to-door canvassing in targeted communities; satellite city hall walk-in sites; outreach visits to group dining programs, open markets, senior clubs and housing projects; participation and exhibits at community fairs; home visits to make case assessments of frail elders; group presentations; and calls to the Senior Hotline.

EAD community service aide shares information

EAD's quarterly newsletter, Aloha Pumehana, began its nineteenth year of publication with articles on current topics and events. Sixteen thousand copies were disseminated in FY 2005. Featured topics included such articles such as "The Economics of Aging" about the challenges of maintaining financial

security, good health and happiness, and "Where is My Car?" describing the difficulties faced when driving is no longer practical or safe.

I&A produced more than 25,000 copies of several publications during the year and 2,500 copies of the Family Caregiving Guide. The Oahu Housing Guide, an online guide to available senior housing, continued to be updated on a monthly basis with the support of Catholic Charities Elderly Services' Housing Assistance Program. All major publications continued to be placed on the EAD website.

In April, I&A and Satellite City Hall staff coordinated a joint effort to extend outreach at the Satellite City Halls in Ala Moana, Kailua, Kalihi-Kapalama, Pearl Ride, Wahiawa, Waianae and Windward Mall. Satellite City Hall staff provided space for community service aids to distribute brochures and flyers about elderly service to visitors to the centers. Feedback from managers and aides has been positive.

2004-2005 Honolulu Committee on Aging members

The Honolulu Committee on Aging

The Honolulu Committee on Aging (HCOA) is the citizen advisory body to the Mayor and EAD on aging issues. At least 50% of its members appointed by the Mayor, are 60 years or older. The committee advised EAD on matters relating to the development, administration and implementation of its Area Plan, secured citizen participation in its efforts to identify and address concerns related to the county's elderly population, and advocated on matters pertaining to the elderly.

State White House Conference on Aging participants work to define issues

In FY 2005, members of the committee solicited nominations of senior volunteers, developed the theme and program, and hosted the Mayor's 39th Annual Senior Recognition Program highlighted later in this report.

HCOA's Education and Advocacy sub-committee was merged with its Planning sub-committee and became known as the Planning, Education and Advocacy Sub-committee (PEAS) and increased the number of members to 16. Members worked to provide more detailed data and information on specific areas of concern such as health, housing, policy and volunteerism and drafted their own Goals and Objectives for FY2006.

PEAS hosted a focus group in January to ascertain the major needs of Oahu's seniors. The report from this officially designated Independent Aging Event was submitted to the Administration on Aging.

For the last year, members of HCOA and PEAS as well as staff have been participating in a series of meetings to assist Kokua Council in their efforts to produce a Model Legislature opportunity for seniors in the Fall of 2005.

The Mayor's 39th Senior Recognition Program

This year's program was held on April 26 the Sheraton Waikiki. Mayor Hannemann had the opportunity to address the 96 senior volunteers nominated and their more than 1,200 well wishers that included appointed and elected officials, family and friends. Hawaii Medical Service Association provided major financial support to

Award Winners – Mayor's 39th Annual Senior Recognition Program

the program for the fifth consecutive year and sponsored the Akamai Living Lifetime Achievement Awards. The Honolulu Committee on Aging coordinated the event and contributed greatly to its success.

COMMUNITY ASSISTANCE DIVISION

The objectives of the Community Assistance Division (CAD) are to provide rental assistance to eligible low-income families; preserve decent, safe and sanitary housing for low, moderate, and gap-group income households; and assist lower and gap-group income families to achieve homeownership.

CAD's FY05 Operating Budget amounted to $42.2 million and an authorized staffing level of 75 full-time equivalent (FTE) positions. The City's General Fund provided only $351,600 (0.8%) of the budget while the balance ($41.8 million) came primarily from Federal resources. Funding for rental subsidies ($32.2 million), rehabilitation loans ($4.9 million), and down-payment loans and grants ($1.1 million) accounted for 90.5% of the budget.

Of the rental subsidies, $233,000 was provided by the City from its Rental Assistance Fund for use in providing limited rental assistance to low income families (up to 80% of the median income) as established by the U.S. Department of Housing and Urban Development (HUD). The City Housing Rental Assistance Program (RAP) was established to implement Chapter 5, Revised Ordinance of Honolulu (ROH). Ordinance 87-80 was passed in 1987 and the Rules and Regulations were promulgated in 1989. Rental assistance payments of up to a maximum of $150 per month may be made on behalf of an eligible participant. Anyone receiving other State or Federal rental assistance would not be eligible.

During the past year, up to 51 tenants per month were assisted at the Westloch Elderly project while 39 more received monthly rental assistance at Kailua Elderly (Lani Huli) and 11 at the Manoa Gardens Elderly project. Two eligible Tenney Village rehabilitation tenants also received assistance during the year. A total of approximately $160,000 in rental assistance funds was expended.

Rental Assistance Branch

This branch, with offices in Honolulu and Kapolei, administers the federally funded Section 8 tenant-based Housing Choice Voucher Program and the Moderate Rehabilitation program by processing applications submitted by individual families for rental subsidies allocated by HUD. The operating budget for this Branch totaled $35.4 million and was entirely funded by federal funds. Rental subsidies amounted to $31.9 million of the total budget.

The Section 8 program's focus is to primarily assist extremely low-income families (established at 30% of the median income). The program assists families of two or more persons related by blood, marriage or law or who have evidenced a stable family relationship, individuals who are 62 years of age or older, people with disabilities who are unable to engage in substantial gainful employment, persons displaced by government action and other single individuals.

To assist the hundreds of families seeking affordable rental units throughout the island, the Rental Assistance Branch, in collaboration with the State Section 8 office and the Honolulu HUD office, conducted landlord informational briefings in Honolulu, Kaneohe, Halawa, and Kapolei to inform and encourage landlords to participate in the Section 8 program. Additional assistance was also provided to Section 8 families through housing portfolio preparation and other housing placement services offered by the branch's Landlord Specialist, and linkages with the Legal Aid Society of Hawaii and State Section 8 offices to share rental information.

During the past year, the branch paid approximately 1,700 landlords a total of $31.1 million in rental subsidies on behalf of 4,312 families. The branch processed 335 applications and issued 281 Vouchers. A total of 10,314 residential inspections and 7,842 client placements and reexaminations were completed. There were 103 canceled applications and 688 families ended their Section 8 participation. Thirty-nine (39) families canceled their Vouchers without leasing a Section 8 unit and 12 families chose to move to Honolulu to use their Section 8 subsidy under the portability feature of the program. Approximately 12,000 applicants are now on the wait list.

Voucher Briefing in Kapolei

Housing Choice Voucher Program

Under the Housing Choice Voucher program, new families to the program or an existing family who moves to a new unit must pay between 30-40% of their adjusted monthly income towards their share of the rent and utilities. After the first year of the lease, the 40% maximum no longer applies. In all cases, the rent of the unit must also be reasonable as compared to other comparable unassisted units.

Moderate Rehabilitation Program

This program provides project-based Section 8 rental assistance to housing projects, which have been rehabilitated and made available for rental to very low-income families. The City currently administers the Moderate Rehabilitation Program for the 40-unit Academy Gardens Apartment designed for people with disabilities and the elderly.

Family Self-Sufficiency (FSS) Program

The FSS program provides assistance and incentives to selected Section 8 participants to become self-sufficient. The program allows the participants to set their own goals; develop a five-year plan of action; establish an escrow savings account; and does not reduce participant benefits for the duration of the plan. The City and County of Honolulu is required by HUD to establish and operate an FSS program with a minimum of 248 participants.

Selected families participate in and complete intensive interviews, Needs Assessments, handbook informational sessions, and Individual and Family Training and Service Plans. Upon completion of their Training and Service Plans, a FSS Contract of Participation is executed with the family. During the past year, 220 families were enrolled under FSS contracts with 132 of these families eligible to set up escrow savings accounts totaling $277,435. Ten FSS families have successfully completed their FSS goals and are free from rental subsidies. Of these 10 families, one achieved homeownership.

FSS Clothing Drive

Housing Preservation and Opt-Out Program Conversions

These HUD programs provide protection to residents of certain HUD subsidized projects when their owners either prepay their mortgages or choose to opt-out of their Section 8 project-based contracts. The City and County of Honolulu administers the special-funded Section 8 tenant-based assistance being offered to these eligible low income families. During the past fiscal year, the City assisted 106 Housing Conversion families in Honolulu with Section 8 vouchers.

New homeowners

Homeownership Option Program (HOP)

The newly implemented Homeownership Option Program (HOP) allows eligible Section 8 families to apply their Section 8 Housing Choice Voucher Program assistance towards Homeownership Assistance rather than rent. Over 4,500 Section 8 families were invited to attend HOP informational meetings in May 2004. Of the 272 families who applied for the program, 209 have been determined eligible. During the past year, the top 60 eligible families receive ongoing case management services, credit repair counseling, money management education, and referral to community Homebuyer education classes before they embark on their search for a home to purchase. Two families achieved homeownership and 6-9 families have been actively searching for a unit to purchase.

Rehabilitation and Loan Branch

This branch, with offices in Honolulu and Kapolei, administers the City's Residential Rehabilitation Loan program, the Honolulu Solar Roof Initiative Loan Program, the American Dream Downpayment Initiative grant and Down Payment Loan programs, and the Adult Residential Care Home loan program. The branch also supports State and Federal agencies at Disaster Assistance Centers and provides emergency disaster relief loans to rehabilitate properties affected by declared disasters. Additionally, in agreement with the State Department of Hawaiian Home Lands (DHHL), the branch will administer DHHL's Native American Housing Assistance Self Determination Act (NAHASDA) Home Repair Loan Program.

The FY05 operating budget for this branch amounts to approximately $6.4 million of which $4.9 million is available for rehabilitation loans and $1.1 million for down payment loans and grants. The primary target groups are lower income homeowners, landlords renting to low-moderate income tenants, non-profit organizations serving low-income clients with special needs, property owners affected by declared disasters and lower income first-time homebuyers. The City's current loan portfolio consists of 692 loans with an outstanding balance of approximately $14.9 million. A private lender under an agreement with the City provides loan servicing for 440 selected loans amounting to approximately $8.8 million. All other loans are serviced in-house and amount to 245 loans with

an outstanding balance of approximately $6.1 million.

During the past year, the branch processed 447 requests for applications, reviewed and finalized 58 down payment applications, and processed and funded 50 new residential rehabilitation loans for a combined total of $2.9 million.

Typical kitchen rehabilitation before and after photos.

Rehabilitation Loan Program

This program makes low-interest loans (0% to 6%) in compliance with HUD requirements to lower income (within 80% of the median income for Oahu) owner-occupants of residential units to repair their homes or to landlords to repair homes being rented to lower-income tenant families. A limited amount of rehabilitation loans are also made to gap-group income (80% to 120% of median) families when funds are available from the City's revolving rehabilitation loan fund.

Honolulu Solar Roofs Initiative Loan Program

This program was established through a partnership with Hawaiian Electric Company to provide low interest loans (0% and 2%) for low and moderate-income homeowners to cover the cost of solar water heating system installations. Property owners who rent a majority of their units to low and moderate-income families are also eligible.

Down Payment Assistance Program

This program was established to assist first-time homebuyers with their purchase of a home by providing down payment assistance (grant and zero interest loan) necessary to qualify for a mortgage. Buyers must be in the lower-income category (within 80% of median) and not have owned a property within the last three years. Federal HOME funds have been set aside and are drawn down as needed. This program has provided $2.9 million in down payment assistance to 128 first-time homebuyers.

In conjunction with the Section 8 HomeOwnership program, down payment loans will also be provided to eligible Section 8 participants seeking homeownership.

Adult Residential Care Home Loan Program

This program was established to target adult residential care home operators participating in the State Department of Health Waitlist Project. The Waitlist Project attempts to free up badly needed hospital beds by providing residential care for lower income patient/residents receiving outreach medical assistance from the Department of Health. Recruitment by the Department of Health for eligible care home operations was severely hampered by the reluctance of otherwise willing providers to contend with costly home repairs and renovations required by the Americans with Disabilities Act (ADA). This program attempts to address this concern. Under the guidelines developed, 51% or more of the care home patient population must have incomes within 80% of the median income for Oahu. Eligible care home operators may then be assisted with 2% interest rehabilitation loans of up to $75,000 to make needed renovations and retrofits to meet minimum building code standards and to be in compliance with State and Federal health, safety, and accessibility requirements.

COMMUNITY BASED DEVELOPMENT DIVISION

The goals of the division this year were to work in partnership with the private and nonprofit sectors and other government agencies to address the shelter and service needs of persons with special needs and affordable rental housing concerns; to secure competitive homeless grant funds and administer any resulting contracts under the Federal Department of Housing and Urban Development's Continuum of Care for the homeless program; to provide continued emphasis on fair housing awareness; to attract and secure funding and financing for community development and housing from alternative sources in order to maximize the leveraging of city resources; and coordinate the implementation of Community Development Block Grant, HOME, Emergency Shelter Grants (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) programs and projects.

Completion of Existing Housing Developments

The division continues its efforts to coordinate with nonprofit organizations the completion of existing housing development projects.

Palehua Terrace Phase II

During the fiscal year, with a $1,360,000 loan from the City, Pacific Housing Assistance Corporation completed construction of a 64-unit affordable rental project in Makakilo. The 2- and 3-bedroom units provided much needed inventory for Oahu families.

Ewa Villages Revitalization Project

During the fiscal year, the Department of Community Services accomplished the following:

In conjunction with the Department of Facility Maintenance, coordinated the clean up and maintenance of the project areas still under the jurisdiction of the City, on an ongoing basis. These areas include Varona Village, unsold vacant lots in Tenney and Renton Villages and the existing houses. Coordinated with the city's property manager, National Mortgage Real Estate Corporation, to manage the properties in Renton, Tenney, and Varona Villages.

The division worked on the Ewa Mill site project that included the remediation of hazardous material and construction of additional park improvements.

Coordinated the sales and conveyance of the remaining housing inventory in Ewa Villages. The City has sold all of the remaining vacant golf course frontage lots in Tenney and Renton Villages.

Provided technical assistance and closed the sale of two properties to Self-Help Housing Corporation of Hawaii (SHHCH), developer of Area B, consisting of 126 house lots, 10 house lots in Renton Village, and 20 house lots in Tenney Village. In total, SHHCH has sold 156 lots to qualified families who have built their own homes in Ewa Villages under the Self Help program. The City processed partial releases for these lots and was repaid a release price for each lot.

The division continues to provide technical assistance to the developers of Area I, Ewa Villages Development Corporation, and Pediahealth Corporation, in the development of a multigenerational facility that will provide residential care, respite and daycare to persons with dementia/Alzheimer's Disease and skilled nursing, respite and daycare for medically fragile children. The division continues to work with St. Francis Healthcare System to develop a residential community for senior citizens on the Area D property. The St. Francis senior residential community will provide approximately 300 rental units and space for a variety of supportive services to seniors. The division also continues to work with Hui Kauhale, a Hawaii-based nonprofit agency, to develop affordable housing at Area H. The first phase of the Area H project will provide approximately 126 much-needed affordable family rental units.

The division completed the sale of one vacant historic home in Ewa to Ewa Village Nonprofit Development Corporation which has completed the renovation and sale to a low- and moderate-income family.

Homeless Programs

The division, working with nonprofit shelter and service providers, prepared the city's annual competitive grant application for the Department of Housing and Urban Development's (HUD) Continuum of Care (COC) homeless program. HUD awarded the Honolulu Continuum of Care $4,559,618 in January 2005. The division oversees administration of 240 Shelter Plus Care rental assistance slots for people who are homeless with disabilities, funded in the amount of approximately $1,866,000 per year as well as approximately $400,000 per year in Supportive Housing Program grants.

The division administered grant funds under the Housing Opportunities for Persons with AIDS (HOPWA) program. The city in fiscal year 2005 awarded $337,219 to Gregory House Programs for tenant-based rental assistance to approximately 40 households and housing-related supportive services, and $103,000 to Life Foundation for emergency assistance and case management services to persons with HIV/AIDS and their families.

The division administered grant funds under the Emergency Shelter Grant program. For fiscal year 2005 the city awarded $851,306 to 12 shelter and service providers to provide emergency and transitional housing and supportive services to individuals and families who are homeless. Agencies receiving funding include Child and Family Service which operates domestic abuse shelters; Institute For Human Services which operates emergency shelters; Kalihi Palama Health Center which provides health clinic services to persons who are homeless at the IHS Sumner Shelter; Kahumana which operates a transitional shelter for families in Waianae; Homeless Solutions which operates two City-owned family transitional shelters; Catholic Charities which operates a

family transitional shelter in Maili; Hale Kipa which serves runaway youth; Mental Health Kokua which operates a safe haven shelter for people who are homeless and suffering from a mentally illness in downtown Honolulu; Salvation Army which provides emergency rental assistance and conducts budget classes; Waianae Community Outreach which provides case management services to families on the Waianae coast beaches; Angel Network Charities which provides emergency rental assistance; and Community Assistance Center which provides emergency rental assistance to ex-offenders.

The Division participates in the Hawaii Interagency Council on Homelessness, the Hawaii Policy Academy for Homeless Families, and Partners in Care, an Oahu group of homeless service providers, government agencies, and other interested entities that coordinates homeless services provided through the Continuum of Care.

Special Needs Housing and Community Development

The Division administers projects which received appropriations in Fiscal Year 2005 of $13,382,000 to assist families who are homeless and other persons, and families with special needs including the elderly, persons with mental illness and substance addictions, as well as providing general community services and developing housing units and community facilities. Projects include renovation and expansion of Hina Mauka's Kaneohe campus to serve persons with addictions; renovation of Kalihi Palama Health Clinic; ongoing renovation of the IHS men's and family shelters; renovation of Kapahulu Center primarily serving seniors; renovation of the YWCA's Fernhurst residential facility and renovation of Ronald McDonald House. New construction projects included the Piikoi Vista and Tusitala Vista affordable rental projects for seniors in Makiki and Waikiki; St. Francis Healthcare Systems' elderly residential care community in Ewa; Waianae Comprehensive Health Center's health and career training facility; Hui Kauhale's affordable housing subdivision in Ewa; and Palolo Chinese Home's food services complex to aid homebound seniors.

Services to the community by nonprofit providers included Hale Kipa's services to pregnant and parenting youth; the Hawaii HomeOwnership Center's homebuyer education and counseling program; Ho'omau Ke Ola's substance abuse treatment services; New Life Body of Christ's youth and computer learning center and food and clothes closets; and Waikiki Health Center's North Shore health clinics.

Request for Proposals – Though no longer a responsibility of the division, it assisted the Department of Budget and Fiscal Services in the preparation of Request for Proposals, evaluation, and implementation of those proposals selected by the city.

Lease of City Property for Special Needs Housing

Two group homes under threat of foreclosure were leased through a Request for Proposals process to Steadfast Housing Development Corporation and Hale Na'au Pono.

Fair Housing

During the report period the City's Fair Housing Officer received approximately 120 concerns, relating to possible housing discrimination, landlord-tenant regulations, Section 8 policies and regulations, and the availability of affordable housing. The latter inquiries generally required more time to address the callers' concerns.

Conducted two fair housing presentations to 200 interested property managers, security staff, tenant advocates, and government housing staff emphasizing the need to accommodate mental disabilities, English as a second language, cultural diversity, comfort animals, and physical security in common areas.

The Division's Fair Housing Officer supported the Legal Aid Society of Hawaii (LASH) in its fair housing outreach efforts by funding two seminars to train 200 housing providers as well as provide for specialized training to potential Section 8 housing providers.

Coordinated with the State of Hawaii and the other Counties, potential updating of a survey and analysis, *"Analysis of Fair Housing Impediments"* to identify impediments and recommend mitigative actions. One sub-component of the report was the *"City and County of Honolulu Action Plan 2003-2008*," in part, summarized below:

> Impediment 1: Insufficient inventories of affordable housing units on each island, especially rental units. It was recommended that the Fair Housing Office, and all entities involved with providing affordable rental units come together to understand and develop meaningful strategies to address this impediment. The Fair Housing Office could advocate for more units, especially for individuals often challenged to find housing, such as people with mental and physical disabilities, families with children, and those with service and comfort animals.

Impediment 2: Applicants are unaware of rights and resources and do not follow up with authorities if they are denied their rights. The survey indicated that only 11% of residents who believed they were victimized by discrimination in a rental process took action to report or rectify the situation. It was recommended that the Fair Housing Office provide more outreach, in a manner that enhances comprehension, to both landlords as well as tenants, encourage complainants to submit pre-complaint applications, and work with HUD to increase awareness of the toll-free complaint telephone number commonly found in the rental classified sections of the newspapers.

Impediment 3: Fair housing policies between the state and various counties lack standardization which causes substantial difficulty in developing sufficient housing supply, qualifying clients, identifying enforcement issues, and developing education campaigns. It was recommended that he Fair Housing Office begin the process of identifying fair housing policies and procedures that are contradictory or lack standardization.

Continued previous years intake protocol and orientation of potential complainants to reinforce existing intake procedures used by the State of Hawaii Civil Rights Commission in its pursuit of fair housing complaints.

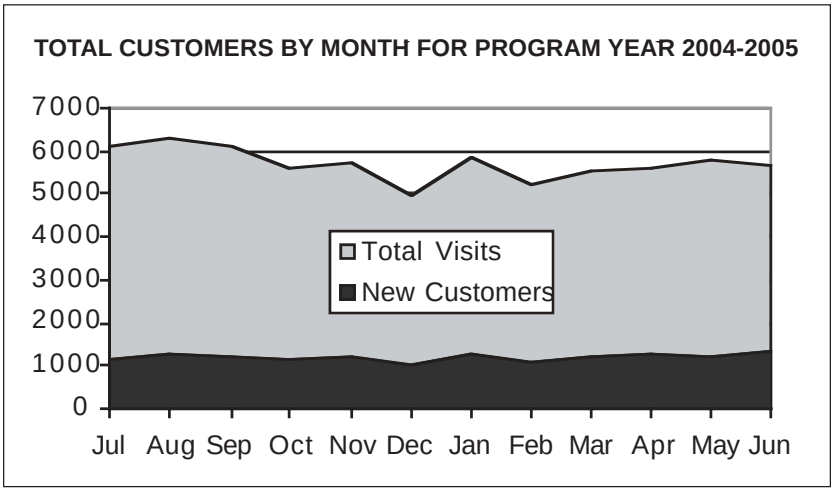
WORKHAWAII—JOB DEVELOPMENT DIVISION

WorkHawaii's mission is to develop a quality workforce for Honolulu's businesses and to empower individuals to meet the current and future needs of employers so that our economy continues to grow.

Oahu WorkLinks One-Stop Centers:

WorkHawaii is the lead agency for the Oahu One-Stop Consortium, which was formed in June 1999 to implement the Workforce Investment Act (WIA) in the City and County of Honolulu. WIA provides the framework for a unique national workforce preparation and employment system designed to meet both the needs of businesses and job seekers or workers who want to further their careers. Key components of WIA enable customers to easily access the information and services they need through the "one-stop" system that is comprised of centers located in their neighborhoods. Oahu WorkLinks offer services from seven full-service one-stop centers located in Dillingham/Kalihi; downtown Honolulu; Kaneohe; Makalapa/Aiea; Waialua; Waianae; and Waipahu, and a satellite resource center in Kapolei. The centers have their individual characters and have the flexibility to respond to unique community needs while at the same time being held to the same high standard of customer service excellence.

During Fiscal Year 2004 – 2005, 68,284 visits were made to the resource rooms at the Oahu WorkLinks centers island wide by new and repeat customers. A total of 20,954 customers used the job information service and 5,854 customers attended workshops on resume writing, interviewing, career exploration, self-employment, job search and basic computer skills. 14,514 new customers were served on site while 17,154 customers were served off site at job fairs, rapid response sessions, military Transition Assistance Programs and other community events.



One-Stop System Partnerships:

Active participation of mandatory one-stop partners continued to expand the system of services that minimized duplication and appeared seamless from the customers' perspective. Because of reductions in federal funding, mostly as a result of the low unemployment rate in Hawaii, there was an even greater impetus for the partners to implement better models of service integration and utilize technology to deliver services more efficiently. Under the Work Incentive Grants, a common intake and referral system was being developed using web-based technology in Real Choices: ACCESS to connect the mandatory partner programs and agencies to Workforce Investment Act (WIA) programs. The Komokaulike Project equipped the centers with Assistive Technology work stations and provided training to center staff to improve their competency in providing services to customers with disabilities.

The following partners contributed staff time and other resources at Oahu WorkLinks centers:

- Department of Labor & Industrial Relations, Workforce Development Division, Oahu Branch:
  - ◊ Wagner-Peyser Act for labor exchange, foreign labor certification and worker reemployment;
  - ◊ Veterans Outreach and Training;
  - ◊ Migrant Seasonal Farm workers;
  - ◊ Trade Adjustment Assistance and NAFTA;
  - ◊ Work Opportunities Tax Credits;
  - ◊ Job Help Store for immigrants;
  - ◊ Employment Training Fund;
- Honolulu Community Action Program:
  - ◊ Senior Community Service Employment Program;
  - ◊ Community Services Block Grant;
- ALU LIKE: Native American Employment & Training;
- Department of Human Services, Division of Vocational Rehabilitation;
- Department of Education Adult Community Schools;
- Department of Human Services,
  - ◊ Employment & Support Services Division, First to Work;
  - ◊ Housing & Community Development Corporation of Hawaii, Family Self-Sufficiency;
- Department of Community Services, Office of Special Projects, YouthBuild;
- Hawaii Job Corps;
- University of Hawaii Community Colleges and
- Unemployment Insurance.

There was also close collaboration with community-based and non-profit organizations such as Pacific Gateway Center, Goodwill Industries, Winners At Work, Parents and Children Together, Waianae Comprehensive Health Center, Ho‘omau Ke Ola etc. to collaborate on job fairs, special recruitments and other outreach events.

Business as a Primary Customer of the Workforce Investment System:

Oahu WorkLinks continued to deliver demand-driven services to meet the needs of employers and to support the expansion and retention of local businesses. The Business Services Section conducted outreach to business associations and individual employers in the community. Business association partnerships included the Filipino and Chinese Chambers of Commerce and the Kalihi Business Association as well as the U.S. Small Business Administration, Hawaii Women’s Business Center, Hawaii Small Business Development Center, and the Business Action Center. Targeted outreach was made to businesses located in West Oahu to increase employment opportunities for residents who desired to work closer to home. Companies in West Oahu that participated with Oahu WorkLinks included, for example, Marisco, Ko Olina, Home Depot, Wings’ Coffee, Waianae Store, Fileminders, Aloha Aina Café and Ma‘o Organic Farms.

3,235 new job orders from both large and small business corporations were received for applicant matching and referral in Oahu WorkLinks’ job bank. 38 new business partners from various industries including Diamond Head Plumbing, Securitas Security Services, Atlas Steel Corporation, Clinical Laboratories of Hawaii, and Malolo Beverage & Supplies participated in training and hiring Oahu WorkLinks job seekers. 77 customers completed on-the-job training with 60 businesses that received 50% reimbursement of their payroll costs from Oahu WorkLinks during the training period. Businesses found that the partnership with Oahu WorkLinks saved them time and money. For example, Palama Holdings saved $60,228 and Hawaii Stress Busters saved $28,264 in salaries by participating in the on-the-job training program. Their new and promoted employees received pay increases while learning new skills at work. The plant sanitation and production technicians at Palama Holdings earned an average of $15.28 an hour and the massage therapists at Hawaii Stress Busters made an average of $24 an hour. Oahu businesses upgraded the skills of 1,724 workers through their use of the Employment Training Fund program.

The Business Services Section established a “Business Center” in the comprehensive one-stop center at Dillingham. Employers utilized the one-stop center for services that included recruitment/job fairs, conference/meeting rooms, computers and office equipment, phones, labor market information and employer related workshops. Employers such as NCL America, Adecco, and HMS Host used the facilities to hold promotional testing, staff meetings, and recruitment fairs. A series of employer interest workshops was offered to businesses on topics that cover Super Customer Service, SBA (504) Loans for Existing Businesses, CPR/First Aid Certification, Employment Law Update, Elder Care Resources for Employees, How to Access Employment Training Funds and Work Opportunity Tax Credits, as well as other resources for businesses.

Oahu WorkLinks continued to sponsor major job fairs three times a year, with a fall fair to assist employers with seasonal hires for the holidays, another one after the new year, and Workforce 2005 in May, which was the largest fair of the year and drew a crowd of over 5,000. Job hunters at the fairs represented a wide spectrum of Oahu's workforce, ranging from recent high school graduates to workers whose jobs had disappeared and underemployed people looking for promotional opportunities or a second job. Workforce 2005 attracted over 130 employers and was a successful continuation of the public-private partnership between Success Advertising, Altres and Oahu WorkLinks. Feed- back from businesses through an on-line survey showed that they were pleased with the turnout of a diverse and qualified applicant pool, good publicity and organization of the event. Job seekers who responded to the survey commented that they were satisfied with the availability of job openings that met their interests.

THE FOLLOWING WERE OAHU WORKLINKS' OUTSTANDING EMPLOYERS OF THE YEAR:

First Quarter – Island Building Materials
Zane Watson, President.
"We would not hesitate to participate in the program should more positions open up."

Alan Liu is one of two Cabinet Builders hired who excelled at training and went beyond the company's expectations.

Third Quarter – JAL Hawaii, Inc. Derek Kanehira, Human Resources Manager: "Oahu Work Links has become a vital part of our organization. We have an added dimension to our training program that previously never existed."

Second Quarter – World Wide Window Cleaning, Inc. Promoted four workers to higher positions thanks to Oahu Work Links.
Constantin Pertzoff – Owner: "Oahu Work Links has been quite a blessing for us. This program has permitted me to take my business to the next level."

Fourth Quarter – Continental Mechanical of the Pacific – (left) Neil Shimogawa, Vice President: "Oahu Work Links has become a very important part of our recruitment process. They monitor the progress of the new employee and assist in counseling the new employee if requested."
(center and right) Harmony Samante and John Kea are two of six employees trained at Continental.

WIA Adult and Dislocated Worker Program Achievements:

Under WIA, there were 553 customers enrolled in the Adult program and 453 in the Dislocated Worker program. WIA has mandated performance outcomes that cover entered employment rate, employment retention rate at six months, earning change/ replacement at six months and employment and credential rate. Oahu exceeded all four performance measures for the Adult program; and exceeded one measure for the Dislocated Worker program.

YEAR FIVE PERFORMANCE OUTCOMES

PROGRAM	NEGOTIATED	ACTUAL
Adult		
Entered Employment Rate	75%	77%
Retention Rate	88%	91%
Earnings Change	$4,255.00	$6,226.95
Credential Rate	50%	63.4%
Dislocated Worker		
Entered Employment Rate	78%	78.1%
Retention Rate	90%	89.6%
Earnings Replacement	102%	94.3%
Credential Rate	53%	62.6%

Liberty Lagpacan, a successful customer from the Waipahu Center, opened her adult care home business after completing work experience training at Wahiawa General Hospital.

Malia Ho'opai, a successful customer from the Waialua Center, graduated with an A.S. degree in Cosmetology and enjoyed her work as a hair stylist.

Welfare Programs:

Ho'ala Program:

Since 1990, the Ho'ala Program has been providing services for the Department of Human Services First-To-Work Program participants through conducting job readiness and life skills training. The goal of the program is to promote a positive learning environment that will enable welfare recipients to make a successful transition from home to work.

The majority of the participants who were referred to the training had multiple barriers that needed to be addressed before the participant could successfully enter into the workforce and retain the employment. The life skills training, which included problem-solving/decision making, assertive communication, stress and anger management, parenting, trust and teambuilding, understanding one's learning and personality styles, along with the job readiness skills training, helped to better prepare the participants in their job search efforts as well as in their personal lives.

Participants were generally referred to the Job Club upon completion of their two-week training, where they were assisted in implementing the skills that they had learned. They received career assessment services using Career Occupational Preference System (COPS), Career Orientation Placement and Evaluation Survey (COPES) and Career Ability Placement Survey (CAPS).

Some of the Job Clubs also improved their services by offering a mini Employment Resource Center at the First-To-Work units, and participants were assisted with cold calls to employers, resume updates and creation of cover letters and thank you letters. Workshops were conducted to further prepare the participants in learning to complete a variety of employment applications and to confidently and successfully interview for a position. Many of the participants were able to obtain a job within four to six weeks of their enrollment in Job Club. Those who had more difficulties were generally placed in volunteer work sites where they were able to gain additional experience and skills.

Ho'ala continued to administer the 16-hour assessment workshops in the Food Stamp Employment and Training Units by assessing the participants' ability to:

- understand and express their interests, skills, experience and work values;
- correctly and accurately complete an employment application;
- understand the components of a resume;
- understand and demonstrate the strategies for a successful interview;
- understand the different job search techniques; and
- demonstrate an awareness of job retention and work ethics.

During FY 2004 –2005, Ho'ala served 2,167 customers from First-To-Work and Food Stamp Employment and Training Programs.

Instructors from the Ho'ala program also conducted core job readiness and customer service workshops for 2,275 Oahu WorkLinks customers. They provided a resume workshop for 30 teens from Queen Liliuokalani Children's Center; and a resume and interviewing workshop for 25 Medical Technology and Culinary Arts students from Kapiolani Community College who were graduating with their associate degrees. They collaborated with the City's Department of Human Resources in assisting 100 female applicants with preparation for their Firefighter's Examination.

Family Self-Sufficiency Program:

WorkHawaii's Family Self-Sufficiency Program is currently operating on a three-year extension beginning on June 1, 2004 through May 31, 2007 under a contract with Housing and Community Development Corporation of Hawaii. The extension allows for continued recruitment, enrollment and intensive case management services for families participating in the State Section 8 Rental Assistance Voucher program. Outcomes of the 5-Year Family Self-Sufficiency Program included:

- 263 families enrolled
- 6 families graduated successfully
- 88 families showed increase in earned income
- 80 families established escrow saving accounts
- total accumulated escrow deposits $189, 237.00
- total escrow checks issued $27,613.07
- 3 participants earned General Equivalency Diplomas
- 38 families enrolled in Homeownership Voucher program
- 3 families completed homeownership counseling
- 1 family pre-qualified for home mortgage loan; and
- 1 family completed building its own home through Self-Help Corporation

The successful Isham Family from Family Self Sufficiency Program at Dillingham Center. Adrienne was promoted to LPN and Jerry started his own tropical fish business. The family got off welfare and Section 8 Rental Assistance. They are using their FSS escrow funds to expand their business.

DEPARTMENT OF THE CORPORATION COUNSEL

Carrie K.S. Okinaga, Corporation Counsel
Donna M. Woo, First Deputy Corporation Counsel

POWERS, DUTIES AND FUNCTIONS

The Corporation Counsel serves as the chief legal advisor and legal representative of all agencies, the Council and all officers and employees in matters relating to their official powers and duties, and shall represent the City in all legal proceedings and shall perform all other services incident to the office as may be required by the Charter or by law.

ORGANIZATION OF DEPARTMENT

The Department of the Corporation Counsel is organized into the Administration and four other divisions, namely:

1. Counseling and Drafting
2. Litigation
3. Family Support
4. Real Property Tax

COUNSELING AND DRAFTING DIVISION

The Counseling and Drafting Division is comprised of 20 deputies Corporation Counsel, four paralegal assistants, seven legal clerks and one librarian technician. The division performs the function of legal advisor to all the City agencies, the City boards and commissions, and the City Council and its Committees. In this advisory function, the division is responsible for rendering oral and written opinions to all of the entities it advises, for drafting bills and resolutions for submission to the City Council or the State legislature, for reviewing and approving legal documents to which the City is a signatory, and for attending all the meetings of the City Council, the Council Committees, and the City boards and commissions.

The division performs the legal representation function, representing City agencies, in City and State administrative proceedings. The Division also performs the legal representation function in selected court proceedings such as eminent domain proceedings, quiet title, partitions of land court property, administrative appeals, foreclosures, bankruptcy, interpleader actions for the return of seized property and other matters as may be specially assigned to it.

Statistics

For the fiscal year July 2004 to June 2005 the division commenced the year with 3,701outstanding opinion requests, thereafter received 954 requests, completed and closed 531 requests, had a workload of 4,657 requests during the year, and closed the year with a total of 4,126 outstanding requests. Separate and apart from the foregoing count of opinion requests, the division issued five Memoranda of Law, which responded to five opinion requests received during the year. The division commenced the year with 33 outstanding drafting requests (i.e. requests to draft bills, resolutions, leases, easements, contracts etc.), thereafter received six requests, completed and closed five requests, had a workload of 39 requests during the year, and closed the year with a total of 34 outstanding requests. The division commenced the year with 702 outstanding requests for review and approval of legal documents, thereafter received 4,501 requests, completed and closed 4,547 requests, had a workload of 5,205 requests during the year, and closed the year with a total of 658 outstanding requests.

The division commenced the year with 243 outstanding pre-suit cases (i.e. adversarial proceedings pending before administrative bodies), thereafter received 251 requests, completed and closed 222 requests, had a workload of 494 cases during the year, and closed the year with a total of 272 outstanding requests. The division commenced the year with 516 outstanding case assignments (i.e. cases in any of the state or federal courts), thereafter received 116 requests, completed and closed 78 requests, had a workload of 632 cases during the year, and closed the year with a total of 554 outstanding requests.

Highlights and Accomplishments

Memorandum of Law

The division prepared five numbered memoranda of law in the fiscal year; one opinion request was withdrawn prior to issuance of the memorandum, four opinions were issued in the fiscal year.

Memorandum of Law No. 04-1 advised the Board of Water Supply that it is authorized to enter into privatized contracts for a potable water system and wastewater treatment plant and sewage collection system. (Reid M. Yamashiro)

Memorandum of Law No. 04-2 advised the Department of Parks and Recreation that it is not required to provide a contested case hearing for a denial of an application for a park use permit to conduct a shore water event at Ehukai Beach Park. (Dawn D. M. Spurlin)

Memorandum of Law No. 05-1 advised the Council Parks Committee Chair that the City Charter does not authorize the Council to adopt by ordinance qualifications for the position of Bandmaster of the Royal Hawaiian Band. Additional duties for the position of Bandmaster may be added by ordinance provided the added duties fall within the existing charter function for the position. (Dawn D. M. Spurlin)

Memorandum of Law No. 05-2 advised the Department of Transportation Services on the duty owed to drivers on county highways and the analysis to be performed in determining whether traffic barriers are to be installed for driver safety. (Reid M. Yamashiro)

Memorandum of Law No. 05-3 advises the Department of Information Technology that a gift of services to the Executive Branch is not subject to the Charter provision and Council Resolution requiring Council acceptance of gifts to the City. (Dawn D. M. Spurlin)

Development Section

The Development Section provides legal services to the Departments of Design and Construction, Environmental Services, Parks and Recreation, Facility Maintenance, and Transportation Services, as well as the Board of Water Supply and the Royal Hawaiian Band. The section also advises the Neighborhood Commission, Transportation Commission, Fire Commission, Board of Parks and Recreation, the Zoning Board of Appeals, and the Building Board of Appeals. In addition, the section serves as counsel to the City Council Public Works and Economic Development Committee, and Parks Committee.

Parents, Family, Friends of Lesbians and Gays (PFLAG), et al. v. City and County of Honolulu, et al., USDC Civil No. CV03-00332 HG-KSC (Consolidated); Watland v. City and County of Honolulu, et al., USDC Civil No. CV04-11109 SPK-BMK (Consolidated); Beckman, et al. v. City and County of Honolulu, et al., First Circuit Court, Civil No. 03-1-1451-07 (BIA)

These three lawsuits alleged that the City violated the First and Fourteenth Amendments of the United States Constitution, 42 U.S.C. Section 1983, and Article I, Section 4, of the Hawaii Constitution arising out of the Family Day Parade and Family Day Festival held on July 5, 2003, in Waikiki and a Family Day Festival held on February 14, 2004, in Aala Park.

To resolve the three lawsuits, the City and the Plaintiffs in the three lawsuits, entered into a settlement agreement on December 20, 2004 in which the Plaintiffs agreed to dismiss their lawsuits with prejudice. In return, the City agreed to (1) include a diversity statement on the City's web page within 30 days after execution of the PFLAG settlement agreement, (2) promulgate rules on City sponsorship or co-sponsorship of parades or events with reasonable promptness, (3) review existing ordinances, rules, regulations, stipulations, and policies with respect to parades and other events and endeavor to consolidate all existing rules and stipulations relating to parades, and (4) abide by a set of rules for traffic conage and signage costs for First Amendment parades, including, among other things, waiving the first $2,500 in conage and signage costs up to $25,000 per calendar year, with a provision that the ACLU and the City will file a declaratory action in 2008 to litigate the issue of waiving conage and signage costs. (Gregory J. Swartz and Reid M. Yamashiro)

In the Matter of Water Use Permit Applications, Petitions for Interim Instream Flow Standard Amendments, and Petitions for Water Reservations for the Waiahole Ditch Combined Contested Case Hearing, Supreme Court No. 24873 and Case No. CCH-OA-95-1

On June 21, 2004, the Hawaii Supreme Court issued its ruling in the above-entitled action, remanding the case to the Commission on Water Resource Management ("Water Commission") for further findings and conclusions on the following issues: (1) the designation of an interim instream flow standard for windward streams; (2) 2.2 million gallons per day of unpermitted water; (3) the practicability of Campbell Estate and Puu Makakilo, Inc., using alternative ground water sources; (4) the actual water needs of Campbell Estate Field Nos. 115, 116, and 145 (Jefts); (5) the actual water needs of Campbell Estate Fields Nos. 146 and 166 (Garst Seeds); and (6) the State of Hawaii Agribusiness Development Corporation's water use permit for systems losses. Our office represented the Board of Water Supply ("BWS") and the Department of Planning and Permitting ("DPP") in the Hawaii Supreme Court appeal, and filed answering briefs on behalf of BWS and DPP.

The Water Commission appointed Dr. Lawrence Miike as hearings officer to conduct a contested case hearing regarding the issues remanded by the Hawaii Supreme Court. Our office represented BWS and DPP at the remanded contested case hearing on April 5, 2005 and the closing oral arguments on June 1, 2005. Our office also assisted BWS in responding to a production of documents request by Petitioners/Intervenors Hakipuu Ohana, Kahaluu Neighborhood Board, and Ka Lahui Hawaii (the "Windward Parties"), and assisted BWS employees in depositions by the Windward Parties of BWS employees. (Reid M. Yamashiro)

Risk Assessment Working Group

We continued to participate in the State Department of Land and Natural Resources, Risk Assessment Working Group. The Risk Assessment Working Group was established by Act 82, Session Laws of Hawaii 2003, to provide advice to the State Board of Land and Natural Resources regarding the design and placement of warning signs, devices or systems on improved public lands, which includes lands within the City's park system. We provided comments to the proposed draft warnings and management signs and participated in the review of the proposed Administrative Rules for the Design and Placement of Warning Signs on Improved Public Lands proposed by the Risk Assessment Working Group. (Dawn D. M. Spurlin)

Haiku Stairs

Haiku Stairs is a 3,922-step metal ladder to the top of the Koolau Range, which has been closed to the public since 1987, when it fell into disrepair. The Board of Water Supply owns a portion of the land on which the Haiku Stairs is situated. When the Coast Guard closed its Omega Navigational Aid Station, land adjacent to the Haiku Stairs used for access to the Haiku Stairs went to the Department of Hawaiian Home Lands ("DHHL"). We assisted with the negotiations of a possible land exchange with DHHL to acquire a portion of the former Omega Station to provide parking and access to Haiku Stairs. Subsequent to the negotiations with DHHL, the City offered to transfer ownership of Haiku Stairs to the State Department of Land and Natural Resources for inclusion in the State's Na Ala Hele Statewide Trails and Access Program. (Dawn D. M. Spurlin)

Sierra Club, Hawaii Chapter, et al. v. City and County of Honolulu, et al., USDC Civil No. CV04-00463 HG-BMK

We continue to vigorously defend a federal district court lawsuit filed in April 2004 by the Plaintiffs, Sierra Club, Hawaii Chapter, Hawaii's Thousand Friends, and Our Children's Earth Foundation against the City and County of Honolulu and Frank Doyle in his official capacity as Director of the Department of Environmental Services. The lawsuit alleges various environmental wastewater related violations against the City including: Repeated spills of raw or inadequately treated sewage from the Sand Island, Honouliuli, Kailua, Waianae, and Kahuku wastewater treatment plants and/or from the collection systems that carry sewage to these wastewater treatment plants; Sand Island wastewater treatment plant permit noncompliances, e.g., lack of sewage disinfection, pesticide violations, percent removal of biological oxygen demand and total suspended solids, other plant and system upgrade delays, operation and maintenance violations, and grease program violation; Honouliuli wastewater treatment plant permit noncompliances, e.g., discharge of treated R-1 water and reclamation plant brine water, other discharge and operational problems, and inadequate storm water pollution control plan; Violations of the 1999 and 2002 Sand Island wastewater treatment plant administrative orders issued against the City; and Discharges of pollutants without a permit at Sand Island and Honouliuli wastewater treatment plants in violation of the federal Clean Water Act. In their lawsuit against the City defendants, Plaintiffs seek: Declaratory judgment establishing that the City is in violation of effluent limitations established pursuant to the Clean Water Act; Injunction ordering the City to take all measures necessary and appropriate to curtail its violations of the Clean Water Act effluent limitations; Civil penalties of up to $32,500 per day of each Clean Water Act violation committed by the City; and Attorneys' fees and costs.

Finance Section

The Finance Section provides counselling and drafting assistance to the Department of Budget and Fiscal Services, Department of Community Services, Department of Customer Services, Department of Enterprise Services, and Department of Information Technology. The Section also advises a number of Boards and Commissions, including the Real Property Board of Review, Culture and Arts Board, Deferred Compensation Board, Motor Vehicle Responsibility Board, Salary Commission, Oahu Workforce Investment Board, Board of Water Supply Board and Liquor Commission. Assistance to the Liquor Commission is also provided through prosecution of cases before the Commission. In addition, the Section serves as counsel to the City Council Budget Committee.

Center for Bio-Ethical Reform, Inc. v. City and County of Honolulu, USCA No. 03-16650; USDC Civil No. 03-00154 DAE-BMK

The plaintiffs in the case have challenged Honolulu's prohibition banning aerial advertising as a violation of free speech guaranteed in the First Amendment of the U.S. Constitution. The City, together with The Outdoor Circle, has vigorously and thus far successfully defended the ban as a content-neutral time-place-manner regulation that is constitutional because it is substantially related to a significant governmental interest and leaves ample alternative channels of communication open for the plaintiffs to disseminate their views. More specifically, the City has stressed that its ban on billboards and other outdoor advertising devices is crucial to its effort to protect and preserve the outstanding and world-renown scenic views of and from the Island of Oahu and also to protect drivers and pedestrians from distractions that might cause traffic accidents.

Before this year the City successfully resisted plaintiffs' effort to gain a preliminary injunction against the enforcement of the ban, successfully defended that ruling on appeal to the U.S. Court of Appeals for the Ninth Circuit ("Ninth Circuit"), and then prevailed at trial. The trial result has again been appealed to the Ninth Circuit, and this year we have, with outside counsel, fully briefed the matter for the Ninth Circuit. We also recruited Scenic America, a nationwide interest group, to participate in this appeal as a friend of the court. Oral arguments will likely take place later this year. (Gregory J. Swartz and Gordon D. Nelson)

Act 188, 2005 State Legislature

Related to the foregoing case of Center for Bio-Ethical Reform, Inc. v. City and County of Honolulu, we collaborated with The Outdoor Circle and with outside counsel to secure passage of Act 188 by the Legislature and its approval by the Governor. The legislation was drafted to address a new argument, raised late in the case at trial, contending that if plaintiffs embarked from the Honolulu airport, or from an airport on Molokai, and then flew above the coastal waters, but not over land, while displaying their banner to beachgoers at Waikiki and other beaches, then their airplane would be outside the jurisdiction of the City, and hence that the City could not enforce its ban against them. The trial judge did not reach this novel issue, leaving open the possibility that even if the City were to win the appeal, plaintiffs would file a new action featuring their "no-jurisdiction-for-tow-banners-over-the-ocean" theory.

We sought legislation to eliminate any ambiguity in the law as written regarding the ability of the counties to regulate aerial (and ship-based) advertising aimed at beachgoers and other individuals in public places on the island. Although we believe that the existing mix of county and state ordinances and statutes authorizes the City to regulate over-water aerial advertising aimed at our beaches, we deemed legislation advisable in order to forestall further expensive litigation to obtain federal court confirmation of that position. Passage of the Act leaves no doubt regarding the intent and interpretation of these ordinances and regulations, and should save the City, and thus the taxpayers, a substantial amount of money. This enactment also confirms the strong and continuous commitment of this community to protect its outstanding natural beauty so that residents and visitors can enjoy it now and into the future. (Gordon D. Nelson)

Collection of Delinquent Real Property Taxes

We assisted the Department of Budget and Fiscal Services in the collection of $522,981.56 in delinquent property taxes owned on two large parcels of land in Waikane Valley.

Property taxes had not been paid since 1995 on the parcels, which cover 326.8 acres and 1,116.7 acres. The larger parcel is zoned for preservation and lies within a state conservation district. The smaller parcel is zoned for agricultural use and includes some dwellings with addresses on Waiahole Valley Road. The two parcels were owned by Waikane Investment, which filed for Chapter 11 bankruptcy in 2003, the day before the City was scheduled to sell it at a nonjudicial foreclosure sale because of the tax delinquency. The filing stayed any action by the City from moving forward with the sale.

The bankruptcy case was dismissed in June 2004. Following that, we worked with all the parties involved to conclude a private sale of both parcels to the Royal/Fountains, LLC, which held the mortgage on the property and had sued for foreclosure. The sale produced payment in full to the City of all taxes, interest, penalties and expenses. (Gordon D. Nelson)

Telecommunications and Bill 30 (2005), CD2, FD2 (Ordinance No. 05-020)

We assisted the Department of Information Technology ("DIT") in its efforts to allow telecommunication services providers greater access to City property by, among other things, identifying and addressing various legal concerns related to City Council Bill 30 (2005), CD2, FD2, which (a) establishes a procedure by which City property may be leased to telecommunication services providers, and (b) facilitates the co-location of certain wireless communication services facilities on City property. Additionally, we advised DIT on the Federal Telecommunications Act of 1996, and its interpretation by the federal courts, including: (a) the extent to which the City may receive compensation for the installation, use and occupancy of telecommunication lines within the City's rights-of-ways, and (b) the Act's correlation with State and City regulations or requirements affecting telecommunication services providers. Further, we reviewed various types of agreements, i.e., easements, licenses, leases, and use and occupancy agreements, which DIT contemplates entering into with various telecommunication services providers. (Paul M. Iguchi)

Chinatown Community Cultural Center

We assisted the Department of Facility Maintenance in leasing space in the Daniel S. C. Liu Building, located on Smith and Hotel Streets, for use as a Chinatown Community Cultural Center. The space was leased to Hawaii Heritage Center in partnership with Catholic Charities of Hawaii. The lease provides for the use of the property to improve, develop, and operate a Chinatown Community Cultural Center to serve the Chinatown community by providing a centralized location for community service organizations, including community programs, youth programs, and immigrant services. The project is also intended to serve the community by making available an improved community meeting room and by displaying certain artifacts discovered by the City during construction of its Chinatown projects. The use of the property for any other purpose is to be approved in advance by the City. (Kathleen A. Kelly)

Thomas Kinkaid, et al. v. Board of Review of the City and County of Honolulu, 106 Hawai'i 318, 104 P.3d 905 (October 8, 2004, reconsideration granted in part, as amended, November 10, 2004)

We successfully defended an appeal in the Hawaii Supreme Court of the State Circuit Court's dismissal of the tax appeal filed by the fee owners of units in the Waikiki Shore building. Appellants had filed an appeal to the administrative Real Property Board of Review of their real property tax assessments for the 2000-2001 tax year. Following a hearing, the Board of Review affirmed the City's Real Property Tax Assessment Division's assessments. Appellants appealed the Board's decision to the Tax Appeal Court as well as to the Circuit Court. In affirming the Circuit Court's dismissal of the appeal for lack of jurisdiction, the Supreme Court concluded that the Tax Appeal Court is vested with exclusive jurisdiction over the Appellants' appeal, which by a de novo review of the contested tax liability, adequately safeguards Appellants from arbitrary and unreasonable assessments. The Court held that the jurisdiction granted to the Tax Appeal Court under Hawaii Revised Statutes Section 232-17 supplants the more general judicial remedy provided for in Hawaii Revised Statutes Section 91-14 of the Hawaii Administrative Procedures. (Amy R. Kondo)

Land Use Section

The Deputies Corporation Counsel of the Land Use Section serve as principal legal representatives and advisors for the Department of Planning and Permitting ("DPP"). In this capacity, the Land Use Section deputies render legal advice and counseling to DPP, review and draft legal documents, and issue legal opinions. The deputies of the Land Use Section also provide legal representation to DPP in a variety of legal forums (administrative, judicial and legislative), including the Zoning Board of Appeals, the

Building Board of Appeals, the Planning Commission, the City Council, the State Land Use Commission, the State legislature, and the state and federal courts. In these forums, the Land Use Section deputies defend the actions and decisions of the DPP Director and staff against legal challenges, enforce the City land use laws, advocate DPP's position and/or protect its interests. In addition, deputies within the Land Use Section represent the City in condemnation proceedings and proceedings in the Land Court. The Land Use Section also advises the City Council Planning Committee, Transportation Committee and Zoning Committee, and the Kapiolani Park Trustees.

City v. Yee Hop Realty, Limited, et al., First Circuit Court, Civil No. 03-1-2472-12

We assisted with a condemnation case filed by the City to acquire approximately 9.3 acres of real property for the Middle Street Transit Center. The real property was owned by Yee Hop Realty, Limited. The purposes of the acquisition are to have a permanent location for the Handi-Van facilities which are currently operating out of three different locations, to build a bus passenger terminal to accommodate up to 16 buses at one time, and to build a parking facility for Handi-Van and the City's bus employees and for persons who use the City's park-and-ride program. The City has no alternative site for the transit center. The case was resolved for the total just compensation of $22,060,000. This amount was less than the amounts, which were claimed by the owner for the value of the property, and damages that ranged from $30,000,000 to over $40,000,000. (Winston K. Q. Wong and Don S. Kitaoka)

Personnel Section

The Personnel Section advises and represents the City Department of Human Resources and all other City departments on issues relating to labor and employment. These issues include collective bargaining, disciplinary matters, employee benefits and conditions of employment, hiring of personnel, compliance with anti-discrimination laws and other legal requirements, and training. The deputies of the Personnel Section represent the City in arbitration, prohibited practice and other administrative hearings, as well as state courts.

The Personnel Section further advises the Honolulu Police Department, Honolulu Fire Department, Honolulu Emergency Services Department, Oahu Civil Defense Agency, Department of the Medical Examiner and Department of the Prosecuting Attorney on all legal matters. The Personnel Section also provides legal counsel for the Honolulu City Council Public Safety Committee, and, by statute, the Merit Appeals Board for the State of Hawaii.

United Public Workers v. Hannemann, 106 Hawai'i 359, 105 P.3d 236 (2005)

In January 2005, the Hawaii Supreme Court rendered its opinion concerning the City's ability as a public employer to conduct certain administrative functions without being subject to negotiation requirements with public employee unions.

The case was initiated in 2001 when the United Public Workers ("UPW"), which represents City blue-collar workers, filed a prohibited practice complaint against the City at the Hawaii Labor Relations Board ("Board"). The complaint alleged that the City's proposal to transfer a number of manual refuse workers from one jobsite to another was subject to negotiation pursuant to Hawaii Revised Statutes ("HRS") Section 89-9(a).

The City responded that the right to transfer personnel, along with other management rights and obligations, was not subject to negotiation prior to implementation, pursuant to HRS Section 89-9(d).

The Board ruled in favor of the UPW, and ordered the City to cease and desist from transferring the refuse collectors until the City fulfilled its alleged duty to negotiate with the UPW. The City appealed the ruling to the First Circuit Court, which affirmed the Board's ruling.

The City appealed to the Hawaii Supreme Court, asserting that the Circuit Court erred in failing to overturn the Board's erroneous ruling. The Supreme Court's opinion affirmed the City's position that the rights and obligations of a public employer in the State of Hawaii, which include the right to transfer and assign personnel, maintain efficiency of operations, and to take emergency measures to carry out the missions of the public employer, are not subject to the negotiation of any agreement which would interfere with such rights and obligations. The Supreme Court's ruling overturned a longstanding Board practice of balancing management rights against the union's right to negotiate over wages, hours and certain conditions of work on a case-by-case basis. (Paul T. Tsukiyama)

In the Matter of the Arbitration Between Hawaii Government Employees Association and the Department of Planning and Permitting, City and County of Honolulu

This arbitration decision addressed grievances filed by a Department of Planning and Permitting ("DPP") electrical inspector, which in pertinent part alleged (1) an improper and retaliatory transfer of the grievant to another geographical inspection area, and (2) improper requirement that the grievant undergo a fitness for duty examination. All allegations were denied by the arbitrator.

The arbitrator ruled that the City was not required to "consult" over the transfer of an electrical inspector to another geographic area, pursuant to Hawaii Revised Statutes Section 89-9(c) and Article 4 of the Hawaii Government Employees Association ("HGEA") contract. Transfers of DPP electrical inspectors historically occurred on a yearly basis, and did not constitute a "major policy change" which required consultation between the City and HGEA.

In addition, the arbitrator ruled that the City's decision to put the grievant on paid leave while requiring him to undergo a "fitness for duty" examination was not disciplinary or retaliatory in nature. The circumstances of the case indicated that the grievant had become a disruptive force within the workplace, including possible threats of violence, which warranted an assessment by a professional. (Paul T. Tsukiyama)

In the Matter of the Arbitration Between Hawaii Government Employees Association and Department of Facility Maintenance, City and County of Honolulu

These two grievances represent a "procedural" victory for the City. The grievances were filed by the Hawaii Government Employees Association ("HGEA") on behalf of Unit 2 and 4 employees alleging that a change in their job duties (which resulted in the employees' loss of overtime work) was made without consultation with the Union. The City made a pre-hearing motion to dismiss the grievances on the grounds they were filed nearly 10 months after the contractual 20-day deadline for filing the grievances had expired. The arbitrator found that both employees had actual notice of the alleged violations but that the grievances were not filed within the time limits. The arbitrator also dismissed the Union's argument that the grievances were timely since the violations were of a continuing nature. The decision is significant in that it: 1) reinforces the integrity of the grievance procedure deadlines in the HGEA collective bargaining agreements; and 2) confirms that arbitrators have no authority to render a decision on the merits of a grievance where such grievance has not been filed pursuant to the contractual grievance procedures. (Florencio C. Baguio, Jr.)

In the Matter of the Arbitration Between State of Hawaii Organization of Police Officers and Honolulu Police Department, City and County of Honolulu

This grievance was filed by a former police officer who was terminated for violating 11 different provisions of the Honolulu Police Department ("HPD") Standards of Conduct when he responded to a call regarding a male yelling and threatening to cut off the hands of other people at a beach. HPD's investigation found that the officer failed to properly classify the case, arrest the suspect, obtain written statements from witnesses, and was discourteous and failed to provide his name and badge number to the complaining witness. HPD terminated the officer pursuant to a last chance agreement, under which he agreed not to violate any of HPD's Standards of Conduct and which subjected him to "immediate termination from employment" if he committed any such violation. HPD had entered into the last chance agreement with the officer because HPD had terminated him for two earlier, serious offenses and the officer wanted to continue working for Employer. The arbitrator denied the grievance and upheld the discharge because of the "substantial deficiencies" in the officer's handling of the situation. The arbitrator noted that HPD's termination of the officer was not arbitrary, capricious or discriminatory. The impact of the decision is significant in that it: 1) reinforces the integrity of last chance agreements as an avenue for handling problematic employees who seek to rehabilitate themselves in the eyes of the City; and 2) confirms that arbitrators cannot substitute their judgment for those of the employer's "unless the rationale of the action was clearly arbitrary or capricious." (Florencio C. Baguio, Jr.)

Claimant v. Department of Facility Maintenance, City and County of Honolulu, DCD Case No. 2-04-07502

This workers' compensation stress claim was filed by an employee-Claimant who was driving a City vehicle that collided with another City vehicle in May 2004. Rather than stopping and reporting the incident, the claimant drove off and left the scene. Another employee had witnessed the collision and reported it to the police. When asked about the incident, the claimant gave conflicting statements that: 1) she did not hit another vehicle; 2) she could not remember hitting another vehicle; and 3) the resulting damage was only a "nick." Claimant subsequently filed a workers' compensation claim for stress, alleging that the collision should not have resulted in a police report. The City denied her claim. The Disability Compensation Division affirmed the decision of the City and denied the stress claim as not compensable because: 1) the claimant failed to file her claim within the two-year statute of limitations set forth in Section 386-82, HRS, because her stress symptoms manifested as early as August 1989 and the claim was not filed until 2004; and 2) there was no evidence that the claimant was not involved in the accident or that police involvement was not warranted. The significance of this decision is that the two-year statute of limitations for filing a workers' compensation claim is reinforced as a valid affirmative defense to such claims. (Florencio C. Baguio, Jr.)

In the Matter of United Public Workers, AFSCME, Local 646, AFL-CIO and Larry J. Leopardi, et al., HLRB No. CE-01-538

The Union filed a complaint alleging that the City and County of Honolulu committed a prohibited practice by failing to give final and binding effect to an arbitration award in a grievance filed by the Union. The arbitration award sustained the grievance in favor of the Union, which had filed the grievance on behalf of a heavy-duty truck driver who was terminated from employment. The Department of Facility Maintenance ("DFM") had terminated the subject employee for unauthorized use of a City vehicle. However, the arbitrator reinstated the employee without awarding any back pay for the time the employee was terminated.

Upon his return to work, the employee was instructed to report for drug testing prior to engaging in safety sensitive duties. The employee tested positive and was suspended for twenty days pursuant to the parties' collective bargaining agreement. The employee later tested positive a second time and was deemed to have resigned from his job pursuant to the employee's Last Chance Agreement.

The Union requested that the heavy-duty truck driver be reinstated, asserting that the initial drug testing performed on the employee violated the arbitration award. However, the Hawaii Labor Relations Board declined to do so, indicating it would not disturb the consequences of the drug testing provisions which the parties had bargained for and which resulted in the employee's resignation. (Note: Both the City and the Union have appealed portions of the HLRB award.) (Paul K. W. Au)

Claimant v. City and County of Honolulu, Finance Department, Case No. AB 2003-222

The State Disability Compensation Division determined that the claimant was medically stable as of December 1, 2001 and that he did not sustain any additional permanent disability as the result of his November 25, 1995 work accident. Based on the foregoing, the Disability Compensation Division ordered claimant to reimburse the City and County for any benefits he received following December 1, 2001.

Claimant appealed the decision to the Labor and Industrial Relations Appeals Board. In a decision dated November 30, 2004, the Board concluded that the City and County was entitled to the reimbursement for indemnity benefits it paid after December 1, 2001, which amount to approximately $42,000.00. (Note: The claimant has appealed the decision to the Hawaii Supreme Court.) (Paul K. W. Au)

LITIGATION DIVISION

The Litigation Division consists of 11 attorneys: a Division Head, and 10 trial attorneys. The Division is supported by 11 support staff which includes a supervisor, three paralegals, four legal clerks, and three messengers.

The Litigation Division represents the City and County of Honolulu before all of the state and federal courts in the State of Hawaii, including the United States District Court, and the Ninth Circuit Court of Appeals. The Division processes and litigates all claims by or against the City, seeks collection of monies owed to the City, and handles Subpoenas Duces Tecum directed to the Honolulu Police Department.

In addition to tort claims, the Litigation Division handles claims relating to contracts, construction, natural resources, employment and other non-tort related matters.

Statistics

During the 2004-2005 fiscal year, the Litigation Division handled a great number of cases against and for the City and County of Honolulu, including active lawsuits as well as pre-lawsuit claims, as set forth below:

Pending cases as of June 30, 2004: 3,012

Number of cases completed: 2,817

Number of cases opened: 1,194

Pending cases as of June 30, 2005: 1,389

Highlights and Accomplishments

Lawsuits

As in previous years, the Litigation Division continues to be involved in civil rights and personal injury actions filed against the City, its departments and its employees. Following is a brief summary of some of the cases successfully completed by the Division in the past year.

The division was successful at trial in defending a number of lawsuits against the City. In Bohannan v. City, et al, First Circuit Court of the State of Hawaii, plaintiff brought suit alleging that the City and the police officers were negligent in booking her after an arrest causing her to be injured. On November 28, 1999, plaintiff was arrested for driving while under the influence and was taken to the Honolulu Police Department's Central Receiving Division ("CRD") for booking on the arrest. Plaintiff was uncooperative during the booking process and in an effort to keep order, the officers took plaintiff to a holding cell to allow her to "cool off." When plaintiff was taken from this cell several hours later, she had a swollen upper lip and was missing a crown off her front tooth. Plaintiff alleged that she had been assaulted and battered at some point between the booking process and when she was placed in the holding cell. Plaintiff alleged that she was suffering from TMD as a result of the alleged assault and battery. The case was tried to a jury of 12, and after six days of trial, the jury found in favor of the City and the officer. Plaintiff has appealed the jury's verdict to the Hawaii Supreme Court where the case is pending.

In Lum v. City, et al, First Circuit Court of the State of Hawaii, Plaintiff sued the City for negligence as a result of an injury she received while riding her bicycle on a City street. Plaintiff had been riding her bicycle on the same City roads, taking the same route, at least five times each week for at least one year before her accident. On the day of her accident, plaintiff was making a turn on her bicycle and made a wider turn than usual. While making this turn, plaintiff alleged that her bicycle came into contact with gravel on the road that caused her front bicycle wheel to stop turning and she fell. Plaintiff sustained a broken elbow. This case was in the Court Annexed Arbitration Program and after an arbitration hearing, the City obtained an award in its favor. Plaintiff requested a new trial after the arbitration award and the case was tried to a jury of 12. After five days of trial, the jury found in favor of the City. The City was awarded costs of $14,669.24 and attorneys' fees of $5,000. Plaintiff has appealed the jury's verdict to the Hawaii Supreme Court where the case is pending.

The division was successful in getting Valenzona v. Carlisle, et al, First Circuit Court of Hawaii, dismissed on motion. In this case, Plaintiff brought suit against Prosecutor Peter Carlisle and eight Deputy Prosecuting Attorneys and two police officers of the Honolulu Police Department alleging false arrest and malicious prosecution. Plaintiff's former wife had obtained a restraining order against plaintiff; however, the restraining order allowed for contact between plaintiff and his former wife to arrange visitation for their children. Plaintiff went to his ex-wife's house ostensibly to discuss visitation for the children; plaintiff's ex-wife called the police and showed the responding officers the restraining order resulting in plaintiff's arrest. The Prosecutor's office prosecuted the case, but it was dismissed by the trial court. The prosecutor's office appealed the dismissal, but the dismissal was upheld by the Appellate Court. The City filed a motion for summary judgment alleging that all defendants were protected by qualified immunity. The trial Court agreed and entered summary judgment for all defendants. Plaintiff has appealed the entry of summary judgment to the Hawaii Supreme Court where the case is pending.

The division was successful in obtaining dismissal of Orso v. Cobb, et al, United States District Court for the District of Hawaii, by motion for summary judgment. In this case, plaintiff filed his lawsuit against two Honolulu Police Department police officers alleging that the officers violated his Fourth Amendment rights by arresting him without probable cause. Plaintiff, a civil process server for the State's Department of Public Safety, went to a shopping center to attempt service of process on a woman (whom he had been unsuccessful in serving at her home). At the shopping center the woman's boyfriend and plaintiff became embroiled in an argument. According to the boyfriend, plaintiff threatened to arrest the boyfriend after the boyfriend questioned plaintiff's credentials. The boyfriend then called the police. When the officers responded, plaintiff identified himself as a Deputy Sheriff, however, since plaintiff did not have a badge, the officers called Public Safety and learned that plaintiff was not a Deputy Sheriff but a civil process server with no law enforcement powers. During this time, plaintiff again attempted to serve the papers on the woman, but the papers fell to the ground. The police officers instructed plaintiff to pick up the papers, but plaintiff refused. Police then arrested plaintiff for impersonating a police officer and criminal littering. The officers filed a motion for summary judgment alleging that they were protected from this lawsuit by qualified immunity. The Trial Court agreed and entered judgment in favor of the officers.

The division was successful in obtaining dismissal of Kamakana v. Kaheaku, et al, United States District Court for the District of Hawaii, by motion for summary judgment. Here, plaintiff alleged that two Honolulu Police Officers lacked probable cause to arrest him for criminal property damage and therefore he was falsely arrested and maliciously prosecuted. Plaintiff alleges that on the morning of October 16, 2002, he got into an altercation with a woman in the parking structure of Kuakini Hospital. According to plaintiff, the woman reported to the security guard that she saw plaintiff run his hands over the surface of a parked car. The security guard waited for the owner of the damaged automobile to return, then called the police. Some time after the incident, the police officers arrived on the scene. One officer asked the woman if she could identify the person who ran his hand over the vehicle and the woman then pointed to plaintiff. The officer then walked over to plaintiff and asked for identification. Plaintiff alleges that he attempted to give the officer a statement, but the Officer refused to listen. Plaintiff further alleges that when the second officer arrived on the scene, he attempted to give her a statement, but she also refused to listen. Plaintiff alleges that thereafter, he was arrested without probable cause. The officers filed a motion for summary judgment alleging that they were protected from this lawsuit by qualified immunity. The trial court agreed and entered judgment in favor of the officers. Plaintiff has appealed the entry of summary judgment to the Ninth Circuit Court of Appeals where the case is pending.

The division was successful in getting Lorin & Carol Silva vs. City, First Circuit Court of the State of Hawaii, dismissed on motion. The Silva case was filed against the Honolulu Police Department alleging negligence resulting in the death of Kevin Silva. On July 4, 2004, Silva was involved in an altercation in Mililani Park and was arrested and transported by police to the Wahiawa Police Station. While he was at the station, his physical condition deteriorated and he was taken by ambulance to Wahiawa General Hospital, where he died. The City filed a motion to dismiss for failure to comply with the requirements of Hawaii Revised Statutes §46-72. The motion was granted and the case was dismissed. Plaintiffs have filed an appeal to the Hawaii Supreme Court where the case is pending.

The division successfully settled several civil rights cases against police officers. (Donnarumma v. City, Pangelinan v. City, Hockenberry v. City). In these cases, police officers were accused of unlawful search, unlawful detention or excessive use of force. The Division also successfully settled a major motor vehicle accident case (Camp v. City), an ADA case (Knox v. City), and a negligence case (Aki v. City).

The division is currently defending the City in several high profile use-of-force and police practices cases (Edenfield v. City, and Mitchell v. City). Several motor vehicle collision cases involving City vehicles or City roadways are also being handled by the Division (Kaina v. City, Limahai v. City, Filimoehala v. City, and Thompson v. City). Several beach drowning or injury cases are being defended by the Division (Hoggs v. City, Sylva v. City, Mendoza v. City, Estates of Powell and Laughlin v. City, Kuhlmeier v. City). The Division also litigates numerous negligence claims filed against the City, (Sullivan v. City, Dickson v. City, and Nunes v. City).

The division has also taken the lead in defending the City in several non-traditional tort cases involving employment practices, sexual harassment, workplace violence and whistleblower claims (Moses v. City, Skellington v. City, Harrell v. City, and Mersburgh v. City). The division has also taken on the task of representing City officials who have been sued in their individual capacity for acts or omissions in their employment (Whang v. City, English v. City). The division is also involved in defending a Declaratory Judgment action in which the promulgation of an administrative rule is being challenged (AOAO Waikiki Shore, Inc. v. City).

Additionally, the division has been litigating claims against the City in actions previously handled by the Counseling and Drafting Division. In the course of the year, the Litigation Division has taken on highly specialized and technical actions such as injunctive relief proceedings (Star Beach Boys v. City), breach of contract actions (KD Construction v. City), and actions relating to the land and diversion of water (Masters Properties v. City, Poland v. City).

Legislation

The Litigation Division also continued with its advocacy of legislation favorable to the City by drafting proposed bills and testimony regarding tort reform, governmental immunity, and go governmental tort claim procedures.

FAMILY SUPPORT DIVISION

The Family Support Division ("FSD") provides legal representation for the State of Hawaii Child Support Enforcement Agency ("CSEA") in several types of Family Court proceedings in the City and County of Honolulu. FSD establishes paternity, secures

child support, medical support, and provides enforcement in complex Family Court cases. FSD also handles intracounty and interstate paternity actions.

Historically, the City and County of Honolulu prosecuted parents on Oahu for criminal and civil non-support. Presently, the Federal Government and the State of Hawaii compensate the City for one hundred percent of FSD's operating expenses through CSEA. FSD provides these services pursuant to a cooperative agreement between the Department of the Corporation Counsel, City and County of Honolulu, and the Child Support Enforcement Agency, State of Hawaii, and in compliance with Title IV-D of the Social Security Act.

Statistics

During the 2004-2005 fiscal year 2,506 new referrals for paternity establishment were made to the FSD. An additional 798 cases were carried over from the previous year. Paternity was determined in 2,734 cases during the 2004-2005 fiscal year. An additional 570 cases are pending and should be completed during the 2005-2006 fiscal year.

Pending cases as of July 1, 2004: 798

Number of cases completed: 2,734

Number of cases opened: 2,506

Pending cases as of June 30, 2005: 570

Highlights and Accomplishments

Expedited Paternity Project

The Family Court of the First Circuit in conjunction with FSD and CSEA has established the Expedited Paternity Project. This project allows parties to other types of Family Court proceedings to voluntarily establish paternity of their children at the same time. The need to do a separate paternity action is thereby avoided. This saves the First Circuit Court and FSD the clerical and legal costs related to the drafting, filing, serving, scheduling, and hearing a paternity case.

Paternity Section of the *Hawaii Divorce Manual*

FSD legal staff wrote a section on paternity and paternity in divorce for the 2001 *Hawaii Divorce Manual* for use by Hawaii family law practitioners and the general public. The section provides an intensive overview of the substantive law, procedures, case digests, forms, and other relevant materials. FSD has updated the section each year. FSD is in the process of writing a paternity section for a new edition of the *Manual* to be published this year.

"Kids First" Program for Paternity Cases

The Family Court of the First Circuit implemented a very successful program in divorce cases called "Kids First." Parents and children involved in a divorce are required to participate in an educational program, which focuses on the well being of children during the stressful divorce process. FSD worked with the Family Court to implement a similar program for families involved in paternity cases.

Public Education

FSD legal staff made an effort to participate in judicial and public education on the issues of paternity and child support and have given educational presentations to many groups and state agencies.

Legislative Changes Initiated by Division

FSD does not initiate legislative changes to child support and paternity laws. FSD makes recommendations to CSEA and the Agency takes the lead on any legislative changes.

Court Paternity Forms and Procedures

In a collaborative effort with the Family Court, FSD has been working to modify existing court paternity forms and procedures.

Child Support Guidelines Committee

FSD attorneys contributed as members of the Family Court's Child Support Guidelines Committee assisting in the revision of the current child support guidelines. The new guidelines became effective October 2004. FSD legal staff participated in training Family Court judges and members of the Family Court bar on the new guidelines.

Training

FSD legal staff attended numerous professional development-training sessions provided by the Department of the Corporation Counsel, the Child Support Enforcement Agency, the Department of Human Services, the Hawaii State Bar Association and the Family Court.

REAL PROPERTY TAX DIVISION

The Real Property Tax ("RPT") Division is comprised of two attorneys. They are assisted by two support staff.

The RPT Division maximizes intake of real property assessment revenues to the City and County of Honolulu ("City") by efficiently managing cases and vigorously defending the City against real property tax appeals brought in Tax Appeal Court. On occasion, the RPT Division also defends the City against appeals brought before the Board of Review.

The RPT Division provides legal advice and support to the Real Property Assessment Division ("RPA"), and the Department of Budget and Fiscal Services ("BFS"), as necessary to supplement the Counseling and Drafting Division's functions. Also, the RPT Division assists the RPA in drafting and implementing procedures and proposed legislation that will support assessments and resolve disputed legal issues.

The RPT Division coordinates and works with the other counties in developing appraisal procedure and legislation, as well as litigation practices through the ongoing exchange of information and support of legal positions on common issues.

The RPT Division continues to build good working relationships with the Tax Appeal Court Judge and court personnel, while implementing office and court procedures to streamline prompt resolution of cases. The RPT Division continues to obtain information about properties through discovery in court cases to assist the RPA and to optimize the assessment process, and uses the City's private consultant/appraiser for appraisal training and litigation support.

Statistics

During the 2004-05 fiscal year, in resolving appeals before the Tax Appeal Court, the RPT Division recovered about $13.2 million in total taxes and approximately $2.6 million above the tax amounts claimed by the appellant taxpayers.

For the fiscal year, the RPT Division opened 224 appeals of real property parcels, had a workload of 550 appeals and completed and closed 183 appeals. The RPT Division also received and completed assignments of requests for opinions and assistance on other City matters. Additionally, the RPT Division generally received about two to four informal requests per week from the RPA for advice and other assistance.

Highlights and Accomplishments

Appeals and Related Matters

Tax Appeal of Timothy Dalton, Case No. 03-0153. After a trial on the merits, the Tax Appeal Court ruled in favor of the City and against this appellant. The appellant challenged the 2002 assessment of his luxury townhouse unit located on the slopes of Punchbowl, claiming the assessed value exceeded market value because of the City's failure to base its computations on appropriate comparable properties. For trial, the City conducted a re-evaluation of the townhouse, and introduced an independent bank appraisal, which indicated a property value higher than the assessment. Despite the testimony of the appellant's realtor against the City, the Court found that the City's testimony and evidence supported the assessed value, whereas the preponderance of the credible evidence did not support the value alleged by the appellant.

Tax Appeal of Waikiki Land L.P., Case No. 04-0008. Appellant contested the assessed value of 48 condominium units located within two two-story walk-ups on property located adjacent to The Wave in Waikiki. Although the assessed value had increased from the previous year, the assessment reflected a discount of $15,000 per unit for rehabilitation costs. After lengthy negotiations between the Appellant and the City, appellant wisely withdrew its appeal, allowing the City to realize $23,000.

Poe v. Real Property Assessment Division, Civil No. 04-1-1750-09. The RPT Division successfully defended the RPA against this lawsuit filed in the First Circuit Court. The lawsuit alleged RPA had violated the Uniform Information Practices Act (HRS Chapter 92F) in responding to plaintiff's requests for real property assessment records and information. Upon a motion for summary judgment, the Court ruled in favor of the City, finding RPA had not violated HRS Chapter 92F, and that the issue was "moot" because RPA had already produced the requested records to plaintiff.

OTHER MATTERS

During the fiscal year, the RPT Division provided advice and assisted on a variety of other matters such as:

Time Share Classification. The RPT Division assisted the RPA in preparing testimony in opposition to proposed legislation which would have classified time share condominiums located in the apartment precinct without 24-hour front desk amenities differently from other time share units.

Foreclosure Notice and Sale. The RPT Division assisted the Collections branch of BFS by preparing an opinion regarding the due diligence that must be undertaken to ascertain the address of Japan nationals for service abroad of a foreclosure notice under ROH Section 8-5.2. The RPT Division also assisted Collections with the non-judicial foreclosure sale held to satisfy the City's outstanding real property tax liens, and prepared the deeds for the properties sold.

Real Property Tax Relief. The RPT Division prepared an overview of tax relief measures taken in other counties and monitored for legality the tax relief bills introduced in the City during the first half of 2005.

Public Service Company Tax. The RPT Division assisted the RPA by preparing an opinion regarding the financial impact a recent State Tax Appeal Court decision would have on the collection of the public service company tax from private sewer companies.

Uniform Information Practices Act (HRS Chapter 92F). In conjunction with the Court's favorable ruling in *Poe v. RPA*, discussed above, the RPT Division worked with the RPA to modify its procedures and forms for responding to requests for information made by taxpayers, and to monitor its compliance.

ETHICS COMMISSION*

Charles W. Totto, Executive Director and Legal Counsel

The purpose of the Ethics Commission is to ensure that City officers and employees understand and follow the standards of conduct governing their work for the public. The Commission implements its objectives through a balance of education and training programs, advisory opinions and enforcement actions. The most common areas of inquiry are financial and personal conflicts of interest, gifts, political activities, post-government employment and the misuse of government resources.

The ethics laws are found in Article XI of the Revised Charter and Chapter 3, Article 8, of the Revised Ordinances. To find out more about the Commission and its activities, visit our web site at www.honolulu.gov/ethics. The web site has information about the Commission's meetings, procedures, the standards of conduct, and useful guidelines for the public and employees and officers.

The seven commission members are appointed by the Mayor and confirmed by the City Council. Commissioners serve staggered five-year terms. The members during FY05 were:

	TERM EXPIRATION
Robin D. Liu, Chair	December 31, 2005
Lex R. Smith, Esq., Vice-Chair	December 31, 2006
Susan H. Heitzman	December 31, 2005
Lolinda D. Ramos	December 31, 2003
Raymond H. Fujii	December 31, 2006
Matthew H. Kobayashi	December 31, 2009

The commission is staffed with an executive director/legal counsel and a legal clerk. The Commission's budget for FY05 was $158,784.

**The Ethics Commission is attached to the Department of Corporation Counsel for administrative purposes only.*

Education and Training

The commission staff continued its mandatory ethics training for all elected officials, managers, supervisors and board and commission members. Honolulu's mandatory ethics training programs is one of the most ambitious in the United States. In FY05 we trained 335 officials, bringing the total to over 3,000 public servants trained since the law was enacted in 2001. In addition, the commission staff presented our "Ethics Checklist" orientation to 406 new City officers and employees.

As a result, all current City officials and more than half of the City's workforce have received some form of ethics training. Some agencies are taking advantage of the training beyond those who are required to attend. For example, this year the Department of Corporation Counsel required all attorneys to participate in training. All councilmembers and their staffs, as well as all Fire Department recruits, also attended training tailored to their work situations.

These programs continue to greatly reduce the number of unintentional ethics violations. In addition, these programs should increase public confidence that our City employees and officers are working in an ethical way.

Advice and Enforcement

In the past fiscal year, the commission received 451 requests for advice and complaints. By the end of the FY05, we had responded to 425 of these.

The commission held nine meetings and issued five formal advisory opinions, finding violations of the standards of conduct in two cases. In one case, an administrative assistant violated the fair and equal treatment policy by granting contracts to family members and to reward political campaign workers. The commission recommended a two-week's suspension from work without pay, which was adopted by the department that employed the assistant. In the second case, the commission held that a City official may not write a letter of recommendation using his City title and stationery on behalf of a development project that was unrelated to the public official's work duties.

In addition, the commission received and reviewed 19 disclosure of conflict of interest forms and 582 financial disclosure statements.

The commission submitted testimony to the City Council regarding two measures. The commission continued its support of Resolution 03-240. This resolution would have allowed the voters in the November 2004 election to determine if the commission should be authorized to impose a civil fine on officials who violate the City's ethics laws. The resolution failed in a vote by the full Council, but will be advanced before the Charter Commission. Hopefully, voters will be presented the issue in 2007.

The commission revised its Guidelines on Employment after Leaving City Service to explain the law and incorporate answers to common questions about post-employment restrictions for former officers and employees.

Our web site was updated to include all its formal advisory opinions, along with an updated index. The commission received 4,475 hits on its web site in FY05.

Projects planned for the next year include:

1. Advocating that amendments to the City Charter be brought to the voters, including:
    a. Authorizing the Ethics Commission to impose civil fines on officials who violate the ethics laws;
    b. Ensuring that the ethics laws apply to the members of the Charter and Reapportionment Commissions;
    c. Making legally valid the process for impeachment of elected officials; and
    d. Assuring the independence of the Ethics Commission.
2. Taking on the role of regulating lobbyists;
3. Continuing the mandatory training for City managers, supervisors, elected officials and board and commission members;
4. Working with the administration and the Council to pass laws that will provide new regulatory tools to prevent and punish ethics violations; and
5. Revising its ethics guidelines.

DEPARTMENT OF CUSTOMER SERVICES

Salvatore Lanzilotti, EdD., Director
Joan Manke, Special Advisor

POWER, DUTIES AND FUNCTION

The Department of Customer Services (CSD) is responsible for public communication and the operation of the motor vehicle registration, driver licensing and Satellite City Hall systems. Additionally, the department provides printing services for city departments and agencies; issues various permits; and manages the city reference library, the records management and archives programs and the Municipal Bookstore. CSD also administers the city's contract with the Hawaiian Humane Society to provide spay, neuter and animal pound services in addition to enforcement of ordinances dealing with animals.

CSD is organized into three major functional divisions. They are: Motor Vehicle Licensing and Permits, Public Communications, and Satellite City Halls. At the end of Fiscal Year 2005, CSD was authorized the equivalent of 297 full-time employees.

HIGHLIGHTS

CSD continued to reach the public through a wide variety of services over the fiscal year, especially in the areas of motor vehicle transactions (1.1 million) and abandoned vehicle investigations (28,037)**.**

The department served the public by investigating complaints, responding to informational inquiries, increasing customer service options by providing motor vehicle services on-line, producing special events such as the Honolulu City Lights celebration, and assisting with the popular *Sunset on the Beach* and *Brunch on the Beach* events as well as the Easter Seals' *Taste of Honolulu* on the Civic Center grounds.

CSD also helped Mayor Hannemann's office to publicize initiatives to improve pothole and sewer repair programs, expand bulk items pickups throughout the island, provide ethics training for city administrators, and alert citizens during potentially hazardous emergencies, such as sewage spills and box jellyfish infestations.

DIVISION OF MOTOR VEHICLES, LICENSING AND PERMITS
Dennis A. Kamimura, Licensing Administrator

POWER, DUTIES, AND FUNCTION

The Division of Motor Vehicle, Licensing and Permits registers motor vehicles, trailers, bicycles, mopeds, and animals; issues driver and business licenses; administers and enforces the periodic motor vehicle inspection program; administers the reconstructed vehicle program; implements the general newsstand and Waikiki Special District publication rack programs; administers the derelict and abandoned vehicle programs; administers the disabled parking placard and identification card program; implements the Motor Vehicle Accident Reparations Act; and investigates business license, general newsstand, Waikiki Special District publication rack, taxicab, and vehicle inspection violations.

To accomplish these functions, the division is divided into three branches: Motor Vehicle, Driver License, and Special Services. The licensing administrator, assistant licensing administrator, Office Services Section, and Accounting Services Section provide administrative and support services to these branches.

ACCOMPLISHMENTS

The following are the division's major accomplishments:

Provided testimony in support of five bills which affect operations:

- Act 003 which allows motor carriers to stagger annual safety inspections to coincide with the month of registration.
- Act 005 which makes it illegal to manufacture, sell, display, or possess any reproduction, imitation, or facsimile of a current design vehicle license plate.
- Act 072 which establishes a 3-stage graduated provisional driver licensing program for persons under the age of 18.
- Act 162 which authorizes the counties to dispose of abandoned vehicles from private setbacks, easements, shoulders, rights of way, and roads for which dedication to the City or State is pending.
- Ordinance 05-005 which updates the taxicab regulation in the City and County of Honolulu.
- Revised rules of the Director of Customer Services relating to Taxicabs to reflect the changes contained in Ordinance 05-005.

Conducted a main and a supplemental lottery for all publication dispensing racks in the Waikiki Special District. Issued 1,291 dispensing rack permits and 2,445 sidewalk use permits. The two contract employees conducted inspections of the dispensing racks and general newsstands, issued notices of violation, attended meetings with existing and prospective publication owners and distributors, and provided the Department of Facility Maintenance with a listing of maintenance requirements for the dispensing racks.

Established automated connectivity with the Social Security On-line Verification System (SSOLV), which verifies an applicant's name and date of birth with the Social Security Administration's national database.

Accounting Services Section

The Accounting Services Section's seven employees are responsible for the record keeping of the division's revenue and disbursements. The section accounts for state revenues collected from the State Vehicle Weight Tax, State Vehicle Registration Fee, Periodic Motor Vehicle Inspection Fee, and Commercial Driver License Fee. It also remits revenues exceeding approved county expenses to the State of Hawaii, Department of Transportation. During this fiscal year, the section processed 1,216 refunds totaling $140,757 and remitted $33,509,047 (gross receipts of $35,653,770 less county expenses of $2,144,723) to the Department of Transportation.

Motor Vehicle Branch

The Motor Vehicle Branch, staffed by 28 employees, registers motor vehicles and collects motor vehicle fees. All of the employees are located at the Motor Vehicle Registration (MVR) Core in the Chinatown Gateway Plaza. This location processes: paper transactions from motor vehicle dealers and lending institutions; electronic transactions from participating Electronic Lien and Title (ELT) lienholders; Fleet Dealer Registration (FDR) transactions from participating new car dealers and U-drive companies; on-line renewals via the internet; facsimile transactions from the Satellite City Halls (SCH); and all mail transactions.

During the fiscal year, the MVR Core and the SCHs: registered 834,238 motor vehicles and trailers; issued 23,582 duplicate certificates and 3,609 out-of-state vehicle permits; and processed 24,379 replacement plates, 33,598 replacement emblems, and 194,419 ownership transfers. The MVR core processed 22,889 on-line renewals via the internet and registered 21,375 new vehicles through the FDR program.

Motor vehicle transactions processed by location are as follows:

LOCATION	FY 04-2005	FY 03-2004	INCREASE (DECREASE)
Ala Moana	90,081	84,946	5,135
Fort Street Mall	40,416	39,831	585
Hawaii Kai	26,509	23,882	2,627
Kailua	62,112	63,155	(1,043)
Kalihi	92,731	94,873	(2,142)
Kapolei	73,522	65,947	7,575
Pearlridge	95,707	91,816	3,891
Wahiawa	58,762	55,398	3,364
Waianae	35,918	34,595	1,323
Windward Mall	58,396	56,761	1,635
MVR Core	484,348	479,946	4,402
TOTAL	1,118,502	1,091,150	27,352

Driver License Branch

The Driver License Branch, staffed by 114 full time employees and six seasonal driver license examiners, is comprised of the Driver License Section, the Financial Responsibility Section, and the Motor Vehicle Control Section. The Driver License Section includes the State-funded Commercial Driver License (CDL) Unit. The Motor Vehicle Control Section includes the state-funded Periodic Motor Vehicle Inspection (PMVI) Unit.

Driver License Section

This section tests and issues driver licenses to operators of motor vehicles ranging from mopeds through truck tractors with tandem trailers. It also tests and issues certificates for operators of taxicabs and pedicabs.

An applicant for a driver's license must successfully pass a 30-question written examination, a vision test, and a road test. An applicant renewing a license must pass a vision test only. Taxicab and pedicab drivers must pass a 50-question examination and

an oral examination on routes and locations.

Driver license services are offered at City Square (Core) and at full service substations located at Kapolei, Pearl City, Wahiawa, and Waianae. Driver license renewals and duplicates are offered at the Fort Street Mall, Windward Mall, and Hawaii-Kai (June 2005) satellite city halls. The following table lists the number of driver licenses and permits issued by location.

STATION	NEW LICENSES	RENEWED LICENSES	LEARNER PERMITS
City Square (Core)	13,950	46,306	19,092
Kapolei	5,178	9,745	4,806
Pearl City	6,780	21,125	6,722
Wahiawa	5,874	11,272	5,112
Waianae	1,030	2,413	1,024
Fort Street	N/A	16,424	467
Hawaii-Kai	N/A	461	14
Windward Mall	N/A	18,397	956
Commercial Driver License	114	170	199

The DL Branch issued 38,485 duplicate licenses, 1,733 taxicab certificates, and no pedicab certificates. There were 3,470 written tests administered in seven foreign languages.

This year the program sponsored the *Save Time, Go Online* campaign. This project publicized the public's ability to use the internet to make road test appointments, in contrast to having to go to a drivers license station for this service.

HMTV shooting Mayor Hannemann and American Idol star Jasmine Trias for the Save Time, Go Online campaign.

Commercial Driver License Unit

This unit administers the CDL written tests, vision tests, and skills tests for class 4 and CDL vehicles. The skills test includes a vehicle inspection test, a basic control test, and a road test. Other requirements include passing a physical examination and receiving certification of specialized endorsements

A total of 564 CDL licenses and permits were issued this fiscal year.

Financial Responsibility Section

This unit: enforces the statutory provisions of the Motor Vehicle Accident Reparations Act. It also works closely with the State Judiciary to train the judiciary staff on the financial responsibility statutory requirements. During this fiscal year, the section processed 8,025 safety responsibility cases affecting 14,150 licensed drivers and 5,012 registered owners of vehicles involved in major traffic accidents. In addition, it issued 927 security notices to individuals who were at fault for major traffic accidents and 1,580 notices to defendants convicted in court of certain serious traffic related offenses. In response to these notices, the section processed 2,780 SR-21 certificates, 1,350 SR-22 certificates, and 37 cash security deposits totaling $97,550. The section also processed 603 SR-26 certificates, which are insurance companies' notifications of insurance policy cancellations, and refunded 35 cash security deposits totaling $75,600.

Motor Vehicle Control Section

This section: administers the city's abandoned and derelict vehicle programs; monitors the periodic motor vehicle inspection

program; enforces window tinting and reconstructed vehicle laws; insures compliance with the laws relating to the operation of taxicabs and pedicabs; investigates complaints against the city's tow contractors; and inspects tow contractors' equipment and facilities for compliance with contractual provisions.

There were 28,037 investigations of abandoned vehicle complaints. As the result of the investigations and patrols, 2593 citations were issued. As shown below, most of the investigations resulted in the removal of the vehicle by the owner.

	CITY	LEEWARD	CENTRAL	WINDWARD
Moved by Owner	2,561	1,933	303	562
Abandoned Vehicles Towed	487	226	126	109
Derelict Vehicles Towed	2,506	3,006	1,022	2,380

Owners claimed 116 of the abandoned vehicles that were towed. Of the 1,095 unclaimed vehicles that were placed on public auction, 43 were sold and the remaining 1,052 were transferred to the towing contractors for final disposition.

During the fiscal year, the Section: 1) inspected 3,019 reconstructed vehicles, 2,037 taxicabs; 2) investigated 9 complaints concerning taxicabs and 36 complaints concerning tow companies; and 3) 868 safety inspection/reconstruction investigations.

Periodic Motor Vehicle Inspection Unit

This unit inspected: 1,299 PMVI stations; suspended 39 stations; certified 355 safety inspectors' licenses; and issued 63 notices of violations. The measures taken by this unit have made a positive contribution to the State's Highway Safety Program.

SPECIAL SERVICES BRANCH

The four employees of this branch are responsible for: the registration of bicycles, mopeds, and animals; issuance of county business licenses; issuance of loading zone, taxi stand, and bus stop parking permits; and investigation of businesses that require county licenses. The Section is also responsible for inputting information into the Honolulu data base for the disabled persons placard and identification card program, maintaining the application form files, and responding to inquiries concerning the issuance of disabled persons placards and identification cards.

The Special Services Branch issued the following licenses and permits:

	FY '04-05	FY '03-04
Bicycle and Moped Licenses	24,967	27,558
Dog Licenses	17,727	17,911
Loading Zone Permits	9,231	8,852
Bus Stop Permits	525	438
Taxi Stand Parking Permits	88	81
Business Licenses:		
Auctioneer	9	4
Firearms, Manufacture and Sell	31	30
Garbage and/or Rubbish Collection	14	18
Glass Recycling	1	2
Pawnbroker	46	12
Peddler, Merchandise	71	92
Peddler, Merchandise or Medicine – Exempt	23	21
Purchase/Sell Used Vehicle Parts	77	76
Second Hand Dealer	125	114
Sale of Tear gas and Other Obnoxious Substances	1	1
Sale of Pepper Sprays - Flat Fee	2	2
Vehicle - Carry Passengers, Taxi	1434	1,379
Wrecking/Salvaging/Dismantling Motor Vehicles	46	40
Scrap Dealers	4	3
Number of Licenses and Permits	54,422	56,634

COMPARATIVE STATEMENT OF TOTAL TRANSACTIONS FISCAL YEAR 2004 - 2005 AND 2003 – 2004

	FY '04 - 05	FY '03 – 04	INCREASE (DECREASE)
Motor Vehicle Registrations Recorded	820,688	802,338	18,350
Trailer Registrations Recorded	13,550	12,085	1,465
Bicycle and Moped Registrations Recorded	24,967	27,558	(2,591)
Dog Licenses Issued	17,727	17,911	(184)
Business Licenses Issued	539	571	(32)
Duplicate Certificates Issued	23,582	22,997	585
Replacement Plates Issued	24,379	24,081	298
Replacement Emblems Issued	33,598	32,602	996
Out-Of-State Vehicle Permits Issued	3,609	4,061	(452)
Loading Zone Permits Issued	9,231	8,852	379
Bus Stop Parking Permits Issued	525	438	87
Taxi Stand Parking Permits Issued	89	81	8
Ownership Transfers Recorded	194,419	188,397	6,022
Plate Transfers Completed	4,677	4,589	88
TOTAL	1,171,580	1,146,561	25,019

COMPARISON OF REVENUE SOURCES FISCAL YEAR 2004 - 2005 AND 2003 – 2004

	FY '04 – 05	FY '03 – 04	INCREASE (DECREASE)
Motor Vehicle Weight Taxes	$44,833,543	$33,760,487	$11,073,056
Trailer and Wagon Weight Taxes	1,612,985	1,459,946	153,039
Motor Vehicle Penalties	796,924	785,788	11,136
Trailer and Wagon Penalties	32,588	55,100	(22,512)
Motor Vehicle Ownership and Penalties	2,887,393	2,858,920	28,473
Motor Vehicle Duplicate Certificates	234,900	228,690	6,210
City and County Registration Fees	13,385,170	12,987,910	397,260
License Plate Fees	1,595,988	1,347,615	248,373
Emblem Fees	350,984	340,927	10,057
Beautification Fees	3,040,781	2,982,144	58,637
Correction Fees	19,090	7,870	11,220
Vehicle Permits	17,905	20,035	(2,130)
Service Charges	17,223	17,224	(1)
Sundry Realizations	0	7,255	(7,255)
Sale of Other Materials and Supplies	745	160	585
Record Copies	2,118	2,028	90
Tax Liens	340	430	(90)
Reconstructed Vehicles	28,290	28,920	(630)
Bicycle Licenses	350,823	390,146	(39,323)
Dog Licenses	242,264	251,696	(9,432)
Business Licenses	36,055	30,358	5,697
Newsstands/display racks	165,719	31,922	133,797
Loading Zone Parking Permits	215,765	207,253	8,512
Bus Stop Parking Permits	12,735	10,852	1,883
Drivers' License Fees	3,492,666	3,036,890	455,776
Taxicab Drivers' and Pedicab Operators' Certificates	43,235	41,775	1,460
Taxi Stand Parking Permits	8,349	6,911	1,438
Taxi Licenses	78,531	76,599	1,932
Auction Sale of Impounded Vehicles	89,925	205,841	(115,916)
Spay-Neuter Services	367,177	325,810	41,367
Power of Attorney	202	675	(473)
TOTAL	$73,960,413	$61,508,177	$12,452,236

PUBLIC COMMUNICATIONS DIVISION
(Temporary Vacancy, Division Chief)

FUNCTION

The division provides information about Honolulu government policies, programs and procedures; responds to complaints; produces in-house printing services; coordinates special events; prepares mayor's messages and proclamations; makes available reference and research resources; manages the archival program; provides photographic services to the City Administration and City Council and informs the public on city activities and services through its Honolulu Municipal Television (HMTV) operations. The division's Administration Section is also responsible for coordinating and issuing permits for events on the Civic Center grounds that do not have an admission charge.

Complaint Branch

The complaint chief and complaint investigators serve as the public's advocate at City Hall. They are the first point of contact for members of the public seeking a city service or filing a complaint. The section insures that the public receives timely answers to inquiries. The staff investigates sensitive complaints while most other complaints are sent to the appropriate agencies for follow-up. Inquiries and complaints came from letters, faxes, Tell-It-To-The-Mayor forms, telephone calls, telephone recordings,web page access and walk-ins.

COMPLAINT SECTION STATISTICS BY AGENCIES

Department/Agency Involved in Complaint	FY 2003 Total
Budget & Fiscal Services	179
City Clerk	75
City Council	62
Community Services	87
Corporation Counsel	103
Customer Services	2,371
Design & Construction	582
Emergency Services	41
Enterprise Services	90
Environmental Services	2,751
Facility Maintenance	2,557
Fire	69
Human Resources	33
Humane Society, Hawaiian*	79
Information & Technology	23
Managing Director	65
Mayor	329
Medical Examiner	3
Oahu Civil Defense	7
Parks & Recreation	1,533
Planning & Permitting	1,927
Police	2,057
Prosecuting Attorney	10
Royal Hawaiian Band	3
Transportation Services	1,766
Water Supply	244
Federal	39
State	1,446
Miscellaneous	387
TOTAL	18,918

** A private agency under contract to the Honolulu government that provides an animal pound and enforces certain ordinances dealing with animals.*

Information Branch

The section responds to inquiries received in writing, by telephone, in person, by e-mail and fax about city services, projects, programs and policies. The Information Officer is assisted by four information specialists, an Informational Affairs Officer and a clerk. One specialist serves as the chief photographer. The Honolulu Municipal Television (HMTV) executive producer is also on staff in this branch.

During the reporting period, staff answered approximately 60,000 telephone calls and completed more than 1,000 written assignments. These included preparing, editing and distributing news releases, fact sheets, messages, proclamations, official remarks and various correspondence. Staff also responded to, or processed, an average of 40 email inquiries a day, prepared and staffed exhibits in conjunction with various trade shows and other public events, coordinated publicity for activities and projects, such as the popular *Brunch on the Beach* and *Sunset on the Beach* events, the *Taste of Honolulu* in June, and *Honolulu City Lights* in December.

The information staff also publicized new City initiatives, such as on-line motor vehicle services to enable citizens to avoid long lines, the Mayor's "War On Potholes" and sewer improvement plan, expansion of bulk item pickup services to Leeward Oahu and the Waianae Coast, greater private sponsorship of the popular *Sunset on the Beach* and *Brunch on the Beach.* Staff also coordinated the annual report for the City and County of Honolulu.

Mayor signs 2006 budget with Council Chair Donovan Dela Cruz and Budget Chair Ann Kobayashi.

In addition, the information staff alerted the public to wastewater spills, box jellyfish infestations at beaches, flooding hazards during unusually heavy winter rains, routine roadwork on Oahu's streets, and large emergency repairs done on major roads throughout the city.

Staff also informed the public of important legislative issues, such as Mayor Hannemann's repeal of the City's mandatory lease-to-fee conversion of condominiums, improvements to budgetary procedural flaws of the prior administration pointed out by the City Auditor,the redesign of drivers licenses, and various awards won by city departments and personnel.

Honolulu City Lights opening on December 4, featuring the lighting of the City's Christmas tree and an electric light parade.

Honolulu Municipal Television (HMTV)

Under a city contract and through a state grant, HMTV produced more than 100 hours of video programming during the year. One program, *The Mayor's Report*, included announcements and activities within the office of the Mayor. Another show, *City News Week,* highlighted City sponsored events and activities. These programs were produced under the direction of Executive Producer Don Kozono, and shown on Olelo Community Television (Oceanic Channel 54).

HMTV assisted in the production of a special seven-part video series, *Honolulu 100: Renaissance of a Great City.* This series showcased the various services and functions of the City and County of Honolulu and provided insight on the vision for the future of the City.

The end of 2004 featured another successful live presentation of Honolulu City Lights on OLELO Community Television, followed two weeks later by a one-hour program on commercial television on the Electric Light Parade portion of the event. The live show was hosted by local radio personalities, Brickwood Galuteria and Sweetie Pacaro. HMTV also produced 3 hours of Honolulu City Lights programming for replay on OLELO TV on Christmas Day.

HMTV produced three public service announcements (PSA) on:

1. A free concert in the newly renovated Mission Memorial Auditorium.
2. A new bus route featuring newly acquired hybrid buses.
3. The year-end address of outgoing Mayor Jeremy Harris.

HMTV produced live television coverage of the newly elected Mayor Mufi Hannemann's Inauguration Ceremony on January 5, 2005 on OLELO Community Television. HMTV also coordinated the live telecast by a local commercial broadcast TV station.

In May 2005, HMTV produced a special feature story on the Emergency Medical Services Division. This video, shown during EMS week, provided a history about EMS while illustrating the life-and-death situations often faced by EMS employees. An extended version of the story was produced for public information and instructional purposes.

In June 2005, HMTV videoed two public service announcements. The PSA theme, *"Save Time, Go Online,"* is intended to encourage public use of the internet to schedule driver's license appointments and register their cars, saving the City money and the public time. Jasmine Trias, an *American Idol* finalist, joined with Mayor Hannemann to appear in the PSA.

Municipal Reference Center (MRC)

Continuing with only a staff of three, the library, records management and bookstore section worked toward providing a complete range of city government related information and research services, records management and archival support, and a centralized place to purchase City publications.

The MRC spent $8,156 to update the library collection, $18,968 to maintain its specialized collection of subscriptions and $44,939 to microfilm city documents for permanent retention.

During fiscal year 2004-2005, the library, records management and bookstore:

- Handled 733 requests for information from City workers and the public.
- Loaned over 2,182 books, reports and magazines.
- Microfilmed 361,286 images and filled 1,056 requests to retrieve records.
- Sold 3,080 volumes at the Municipal Bookstore for $30,768.

Newly elected Mayor, Mufi Hannemann, sings a duet with entertainer, Marlene Sai, at his Inauguration Ceremony.

Printing Services Branch

A staff of nine employees handles graphic, printing and bindery services for city agencies. The section produced informational booklets and brochures, forms, posters, and other printed and graphic products for use by agencies or for public distribution.

Print shop report for fiscal year 2005 is as follows:

Graphic art projects completed 816
(includes newsletters, brochures, flyers, reports, forms, letterheads, business cards, invitations, programs, posters, signs and certificates).

Printing projects completed 1200

Printing impressions ..... 9.7 million

Bindery projects completed 676

SATELLITE CITY HALL DIVISION
Dennis Taga, Chief

FUNCTION

The division provides essential services and information for various City and State agencies through 10 storefront offices on the island of Oahu. These offices are located at Ala Moana, Kailua, Fort Street Mall, Hawaii Kai, Kalihi, Kapolei, Pearlridge, Wahiawa, Waianae and Windward Mall. Services provided at the satellite city halls include: motor vehicle licensing and registration; collection of water bill and real property tax payments; sale of monthly bus passes; dog, bicycle and moped licensing; disabled parking permits; picnic and camping permits; loading zone and bus stop parking permits; fireworks permits; animal spay/neuter certificates; registration and certification of voters; and information about various government programs. Driver license renewals and duplicates services are also provided at our Fort Street Mall, Hawaii Kai and Windward Mall offices. The Ala Moana, Kalihi and Pearlridge offices continue to be the busiest locations.

Windward Mall's one-stop point-of-sale system allows customers to complete all of their transactions and make payment at the customer services window.

Mayor Hannemann renewing his license at the Hawaii Kai Satellite City Hall.

HIGHLIGHTS

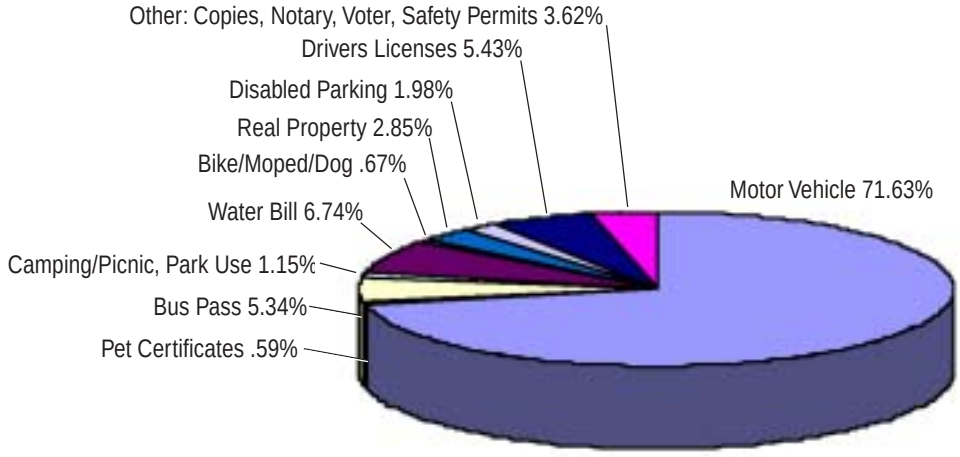
New and improved services implemented at the satellite offices this fiscal year included the following:

- The ongoing conversion of a new one-stop point-of-sale cashiering system to reduce long lines and waiting time for walk-in customers. The system eliminates the need for customers to stand in separate lines for processing and payment.
- The issuance of drivers license/learners permit renewals and duplicates began at the Hawaii Kai Satellite City Hall in June.

FISCAL YEAR 2005 TOTALS

Locations	Transaction Count	Revenue Collected	Locations	Transaction Count	Revenue Collected
Ala Moana	119,258	$16,903,083	Pearlridge	118,723	$15,163,497
Fort Street Mall	108,790	14,509,588	Wahiawa	73,391	6,426,085
Hawaii Kai	33,838	3,079,603	Waianae	48,102	4,585,431
Kailua	73,823	6,837,422	Windward Mall	103,819	7,703,792
Kalihi	113,014	13,157,624	Total	885,271	$99,834,771
Kapolei	92,513	11,468,646			

TYPE OF SATELLITE TRANSACTIONS (885,271) FOR FISCAL YEAR 2004 - 2005



DEPARTMENT OF DESIGN AND CONSTRUCTION

Wayne M. Hashiro, P.E., Director
Eugene C. Lee, P.E., Deputy Director

DUTIES AND FUNCTIONS

The Department of Design and Construction (DDC) is the central agency responsible for the planning, design, and construction management of the City's Capital Improvement Program (CIP). Working in conjunction with its clients who are the other operating departments in the City, DDC administers the planning, development, and implementation of capital improvements for all City agencies. These include development of infrastructure and facilities for wastewater, roads and drainage, parks, fire, police, emergency services, customer services, finance, and planning and permitting. Additionally, DDC perforams land survey and land acquisition in support of all City agencies.

DDC is organized to efficiently deliver the services required to support its customers. Each division is structured to include the planning, design, and construction management services necessary to implement client needs. The five divisions are:

Civil Division

Facilities Division

Land Division

Mechanical / Electrical Division

Wastewater Division

The function of the **Civil Division** involves the planning, design, and construction of civil infrastructure facilities including: streets and highways; drainage and flood control systems; bridges and other public works structures; environmental related projects; and the Soil/Materials Testing Laboratory.

The function of the **Facilities Division** involves the planning, design, and construction of facilities including: municipal and civic buildings; parks and park structures; golf courses; Zoo facilities; municipal auditorium facilities; fire stations; police stations; and corporation yards. Additionally, the Division is charged with the overall space planning, moving, and relocation for all City agencies.

The function of the **Land Division** involves providing land and engineering survey, title search, real property appraisal, negotiation, and document preparation services in connection with the acquisition of lands and easements required for City projects and activities. Acquisitions include various roadways, utility and access rights-of-way, sites for wastewater collection and treatment facilities, sites for solid waste collection/disposal/transfer activities, and sites required for such public uses as parks and playgrounds, golf courses, police and fire stations, and corporation and bus yards.

The function of the **Mechanical/Electrical Division** involves the administration, coordination, management, and monitoring of activities relating to the planning, design, and construction of roadway lighting projects; planning, design, and construction of electrical and mechanical upgrades to existing facilities including lighting retrofit and air-conditioning upgrades; planning, design, and management of energy conservation programs; management of underground storage tank inspections and mitigation; and selected design, management, and installation of improvements to support the City communication system infrastructure.

The function of the **Wastewater Division** involves the planning, design, and construction of wastewater related facilities including: design installation and repair of collections systems, and the design and construction of wastewater treatment plants.

Principal clients consist of the City agencies listed below. The Planning Branches of each division work with the client agency to identify and program its long-term needs and create the annual CIP projects. As projects are budgeted, the Design and Construction Branches prepare the construction documentation needed to fulfill the client program requirements, and bid and build the facilities.

- Office of the Mayor
- Office of the Managing Director
- Office of the City Clerk
- Office of the City Council
- Department of Corporation Counsel
- Office of Counsel Services
- Department of Information Technology
- Honolulu Emergency Services Department
- Department of Enterprise Services

- Department of Environmental Services
- Department of Facility Maintenance
- Department of Budget and Fiscal Services
- Department of Human Resources
- Department of the Medical Examiner
- Department of Transportation Services
- Honolulu Fire Department
- Honolulu Police Department
- Liquor Commission
- Department of Customer Services
- Oahu Civil Defense Agency
- Department of Parks and Recreation
- Department of Planning and Permitting
- Department of Prosecuting Attorney
- Royal Hawaiian Band

ACTIVITIES

Special Projects

Special Projects is tasked with the implementation of high-profile CIP projects or CIP projects demanding integrated, multi-disciplinary, and creative approaches to address design issues and budget constraints. As a result, Special Projects may undertake a variety of project types and is not regulated to performing a specific type of project, such as parks, roads, etc.

The Special Projects group consists of one full-time architect, one part-time engineer, one personal services contract engineer, one part-time landscape architect on loan from DPR, and one personal services contract clerk. This is a reduction of one engineer from the previous annual review year. In general, projects are managed from start to completion instead of proceeding from a Planning Branch to a Design Branch and, finally, to a Construction Management Branch.

This past year, Special Projects has been involved in the planning, design, and construction of City facilities such as street improvements, park ball fields, park comfort stations, skateboard facilities, community signs, canoe halau, bike trails, community master plans, facility assessments, and urban design studies. Of note is the use of a design/build approach for the Honolulu Fire Department Headquarters Complex to reduce City cost, liability, and the time it would normally take to implement a major project. The Special Projects' architect served as a speaker and panelist on Design-Build at the LTAP/ACEC/APWA/ASCE/ACEH Workshop in January 2005.

Special Projects completed 23 facility improvement projects; 36 projects are on-going.

Projects Completed

Aala Park Ewa-End Improvements

City Beautification Program, Kamehameha Highway (Pali Golf Course to Likelike Highway)

City Beautification Program, Kamehameha Highway (McCully-Moiliili Area)

City Beautification Program, Makakilo Beautification

City Beautification Program, Nuuanu

Ewa Mahiko Park Comfort Station and Parking Lot, Phase 1

Ewa Mahiko Park Site Improvements, Phase 2

Haleiwa Ali'i Beach Park Bathhouse and Site Improvements

Hawaii Theater Area Improvements

Kahaluu Regional Park Phase 2, Parking Lot, Comfort Station and Miscellaneous Improvements

Kaneohe District Park Youth Facility

Keehi Lagoon Canoe Halau

King Kalakaua Gateway Park Fountain Design-Build Retrofit

King Street Improvements Phase 2

Kuhio Avenue Master Plan – Kaiolu Parking Lot

Kuhio Beach Park Shower Improvements

Kuhio Beach Torch Modifications

Millilani Mauka Community Park Comfort Station and Miscellaneous Improvements

Miscellaneous Signage Improvements – Chinatown Street Signs

Miscellaneous Signage/Marker Improvements – Pali Highway (Wylie and Waokanaka Streets)

Miscellaneous Signage/Marker Improvements – Pearl City Gateway

Waialua Bandstand Community Park

Waikiki Aquarium Promenade, Phase 2

Projects On-Going

Aiea Town Center Beautification

City Beautification Program, Kamehameha Highway (Paleka Street to Haiku Road)

Design-Build of New Entrance for Honolulu Zoo

Haleiwa Ali'i Beach Park Parking Lot

Haleiwa Economic Redevelopment Plan

Honolulu Fire Department Headquarters Complex

Kahaluu Regional Park Phase 1, Field Improvements

Kahaluu Regional Park Amphitheater

Kalo Mini Park Site Improvements

Kamehameha Highway Improvements Phase 1, Waialua Courthouse to Amara Road

Kapahulu Community Master Plan Improvements

Kapolei Regional Park Comfort Station and Related Site Improvements

Kapolei Regional Park Parking and Hula Mound

King Street Improvements Phase 4

Kuhio Avenue Landscape Improvements

Maili Beach Park Site Improvements

Manana Community Park Comfort Station and Parking Lot, Skate Park, Playcourts

Millilani Town Center Community Park Comfort Station and Parking Lot

Miscellaneous Signage/Marker Improvements – Aiea Gateway

Miscellaneous Signage/Marker Improvements – Whitmore Village

Pearl Harbor Historic Trail – Signage

Sunset Beach Recreation Center

Wahiawa Botanical Garden Pavilion and Site Improvements

Waihole Beach Park Design-Build of Improvements

Waihole Beach Park Practice Field

Waikiki Mauka-Makai Streets

Waimanalo All Parks Master Plan – Kaiona Beach Park

Waimanalo All Parks Master Plan – Makapuu Bathhouse

Waimanalo Green Belt

Waipahu Depot Road Extension

Waipahu Waterfront Passive Park

CIVIL DIVISION

The **Planning and Design Branches** completed 23 projects, one planning study project, and 22 design projects totaling $22 million in construction. Projects going to construction consist of one bridge project, five curb ramp projects, three drainage and stream related projects, one emergency repair project, one guardrail project, six sidewalk related projects, and five resurfacing and reconstruction of roadway projects.

A total of 173 planning and design projects were on-going at the end of the fiscal year. These projects involve bridge rehabilitation, concrete bus lanes, curb ramps, drainage improvements, emergency repairs, flood control, highway structures, planning studies, reconstruction of concrete sidewalk, reconstruction/rehabilitation of roadway, rock slide potential inspections, scour protection of bridges-inspection/monitoring, seismic retrofit of bridges, stream improvements, and storm drainage improvements.

The **Construction Branch** completed a total of 22construction projects at a cost of $24,851,963. The completed construction projects include five curb ramp projects, three drainage and stream improvement projects, one emergency project, one incinerator site cleanup project, eight resurfacing/rehabilitation of roadways projects, three sidewalk projects, and one seismic retrofit of bridge project.

At the end of the fiscal year, there were 34 projects in varying stages of completion. The estimated construction amount for the on-going projects is $68,210,888. The on-going projects involve bridge rehabilitation/replacement, curb ramps, drainage improvements, roadway and infrastructure improvements, bicycle improvements, sidewalks, emergency repairs, and rehabilitation of streets.

The **Soils/Materials Testing Laboratory** conducted 427 material analysis (including soil analysis, proctor, AC content, specific gravity, and gradation), 511 field control tests (including compaction testing, California Bearing Ratios [CBR], piezometer, and coring), 86 site investigations, and 508 concrete compressive strength tests. These tests include those conducted for the DDC as well as for other City departments and the Board of Water Supply.

PICTORIAL HIGHLIGHTS OF CIVIL DIVISION PROJECTS

Left and right photos: Manoa Stream Bank Repairs at Koali Road

Salt Lake Boulevard Phase 2A

Bridge Rehabilitation– Kamehameha Bridge over Anahulu Stream

Emergency repair at Kamiloiki Channel (Left photo: before repair; and right photo: repair completed.)

Curb Ramp constructed at Kalani Street and Waiakamilo Road

Construction of Kapolei Parkway Phase 8A

FACILITIES DIVISION

The **Planning Branch** is responsible for researching and planning the development, expansion, and improvement of City facilities, including municipal and civic buildings, parks and park structures, fire stations, police stations, and corporation yards. The following are examples of the branch's undertakings:

1. Master planning and project management of individual parks development for the Department of Parks and Recreation (DPR) and the development of facilities for other City agencies, as required;
2. Long-range facilities planning for the DPR and other City facilities, as required;
3. Assembling the annual CIP for the Facilities Division;
4. Amending the annual and six-year CIP to assure continuity of park development and meeting municipal facility needs;
5. Planning the acquisition of and helping coordinate the management of all park lands. The same services are provided for lands required by the Facilities Division for development;
6. Managing production and approvals of applications for Development Plan amendments, environmental assessments, Special Management Area permits, and intergovernmental agreements;
7. Maintaining records on park land transactions, deeds, and facility planning documents, such as master plans and maps showing existing conditions of City facilities; and
8. Planning, land acquisition, architectural programming, and project management of civic facilities, such as fire and police stations, corporation yards, and other municipal buildings and facilities.

During the fiscal year 2004-2005, the branch worked on 43 projects. The following are significant planning projects that the Branch worked on:

- Heeia Kea Nature Preserve Master Plan – preparation of the park master plan
- Kapiolani Regional Park Master Plan and Sidewalk Improvements – update of the existing park master plan
- Kapolei Consolidated Corporation Yard – preparation of a master plan for the new corporation yard and other planning work required for permitting
- Koolau Greenbelt and Heritage Trail System – preparation of a general master plan for the proposed trail system
- Laniakea Beach Support Park Master Plan – preparation of the park master plan
- Standards and Design Precepts for Future Park Development (previously titled "Islandwide Parks Master Plan") – preparation of an island-wide plan for further park development
- Waianae Regional Park Archaeological Inventory/Master Plan – preparation of an archaeological inventory and master plan for the park

Project Management and Design

The **Facilities Division** design function is divided between two branches: Design Branch A and Design Branch B.

Design Branch A implements the Department's CIP for the development of major projects, including major municipal and civic buildings, police stations, fire stations, City corporation yards, and various Enterprise Service facilities. The architectural section of Design Branch A is involved in the upkeep of all City facilities requiring various renovations, alterations, relocations, and emergency repair. The in-house design staff completed over 35 repair projects costing approximately $1.6 million annually. The following represents projects completed by the branch:

- Wahiawa Corporation Yard Caretaker's Cottage Emergency Re-roofing $13,197
- Honolulu Police Department Chinatown Substation – Emergency Removal of Arsenic and Lead Base Paint 25,179
- Kapolei Half 3rd Floor, Neighborhood Commission – New Office 24,981
- Honolulu Police Department Emergency Re-roofing of Lanai Decks 345,310
- Central Fire Station – Emergency Roof Reconstruction 7,900

The branch worked on 25 projects with an estimated total construction cost of approximately $8.2 million during the fiscal year. The following represents projects worked on by the branch:

- Kaneohe Corporation Yard Caretaker's Cottage Re-roofing $18,755
- Blaisdell Exhibition Hall – Kitchen Plumbing Alterations 150,000
- Manoa Fire Station Re-roofing 183,500
- Ewa Mills Warehouse Renovation, Buildings 22 and 25 2,195,350
- Facilities Maintenance Shop Sewer Connection 224,000

Design Branch B implements the City's CIP, emphasizing projects to provide new park facilities for the City, rehabilitate and upgrade existing park facilities, bringing more of them in compliance with present code standards such as the American with

Disabilities Act requirements, in addition to Zoo and golf course projects. The branch worked on 45 projects with an estimated total construction cost of approximately $20 million during the fiscal year. The following represents projects worked on by the branch:

- Aiea District Park ADA Improvements, Phase 2 ..... $754,280
- Hans L'Orange Neighborhood Park Ballfield Improvements and Parking Lot 1,087,600
- Kailua District Park – Repair Gymnasium Roof 1,883,000
- McCully District Park Gym and Pool Structure Improvements 1,179,220
- Palailai Neighborhood Park – Construction of Comfort Station 551,000

The **Construction Management Branch** manages and inspects both park and building CIP projects. Thirteen building construction and improvement projects were completed in FY2005 for a total cost of $5,270,000. Fourteen Parks and Recreation construction and improvement projects were completed for a total cost of $4,550,000.

There are currently 66 building and parks construction and improvement projects still under construction for a total cost of $52,100,000. Examples of major projects include:

- Central Oahu Regional Park Aquatics Center and Tennis Complex (2) $12,551,000
- Collection System Maintenance Baseyard (Halawa) 5,131,023
- Foster Botanical Garden New Orchid Conservatory, Community Gardens, and Maintenance Building 1,833,227
- Honolulu Zoo – Veterinary Clinic 2,879,000
- Honolulu Zoo Animal Encounter Discovery Center 4,195,000
- Honolulu Zoo Asian Tropical Forest, Phase 1B - Elephant Exhibit and Related Improvements 6,123,639
- Kapolei Ambulance Unit Facility 996,500
- Kewalo Corp Yard Relocation Phase IIIA 1,782,859
- Makaha Beach Park Canoe Halau 705,000
- Pokai Bay Canoe Halau 345,000
- Police Training Academy Indoor Firing Range 5,483,732
- Wailupe Valley Neighborhood Park – Construction of Pedestrian Bridge and Walkways 405,658

Central Oahu Regional Park Aquatics and Tennis Complex

Mayor and students of Wailupe Valley Elementary School at dedication of pedestrian bridge between the school and Wailupe Valley Neighborhood Park

LAND DIVISION

The division is organized into three functional units: the Acquisition Branch, the Survey Branch, and the Appraisal Branch. The **Acquisition Branch** conducts title searches, negotiates with property owners to acquire lands and easements for City projects, prepares conveyance documents, and processes such documents for City Council acceptance and recordation at the State Bureau of Conveyances. The branch also prepares documents for Land Court.

The **Survey Branch** conducts land/control/topographic field surveys, makes land boundary studies, and stakes property boundaries. The branch reviews consultants' work, prepares maps and descriptions, makes shoreline certifications, prepares subdivision and land court maps, and prepares maps/charts/graphs for use in court.

The **Appraisal Branch** prepares real estate cost estimates and appraisals for the acquisition or use of real property needed for City projects. The branch also prepares appraisals for the rental and disposal of City properties, and determines valuations for park dedications purposes. It assists the Corporation Counsel in preparing for condemnation trials and provides expert witness testimony on property valuation in court.

Besides servicing the needs of the DDC, the Land Division also services the City Departments of Community Services, Transportation Services, Environmental Services, Parks and Recreation, and Facility Maintenance. The division also assists the Departments of the Corporation Counsel, Police, and Prosecuting Attorney by conducting title searches, performing site surveys and stakeouts, and preparing maps and charts for court cases. The Department of Budget and Fiscal Services receives assistance in the preparation of maps, descriptions, searches, and appraisals for the rental, leasing, and disposal of City properties.

Following are samples of projects from various City agencies that the Land Division provides services for:

I. <u>Listing of Department of Design and Construction Assignments</u>

Aiea Heights Sidewalk Improvement

Akaakaawa (1754) Street – Stakeout

Ala Moana WWPS Force Main Modification

Alahiki (820) Street, Kailua – Stakeout

Banzai Rock Beach Support Park – Relocation

Bridge Replacement at Various Locations – La'i Road Bridges

Camp Catlin Road and Arizona Road Navy License Agreement

Curb Ramps at Various Locations

East Honolulu Police Station

Emergency Low Pressure Sewer Siphon Pumping Plants at Various Locations

Ewa Villages – Varona and Area E

Ewa Villages – Extension of Kapolei Parkway Phase 8A

Fire Department Headquarters Property Purchase

Fort Weaver Road Reconstructed Sewer

Haiku Stairs – Survey Map

Hakimo Road Drainage Improvements

Halawa Land Beneath and Adjacent to H-3

Hans L'Orange Park – Consolidation

Hauula Fire Station Relocation

Ka Iwi Scenic Shoreline – Sale

Kailua Road Underground Utility Easements

Kailua Road Sewers Improvement District No. 276

Kainehe Street, Hamakua Drive, and Keolu Drive Reconstructed Sewers

Kalakaua District Park – Topo Entire Park

Kalihi-Uka Sewers, Section 5, Improvement District No. 213

Kalo Place Mini Park Acquisition

Kamanaiki Street – Right of Entry and Survey

Kawa Ditch Improvements

Kawainui Gateway Park – Map

Kawainui Marsh Transfer to State

Keehi Corporation Yard – Survey Readings

Koko Crater Access Road – Acquisition
Laenani Drive – Guardrail Improvements
Laie Sewers, Section 1 Improvement District No. 277
Manana Infrastructure Improvements, Spine Road
Moanalua Loop Encroachment and Rock Slides
Nimitz Highway Sewer Reconstruction at OCCC
Proposed Sunset Beach Recreation Center
Rehabilitation of Streets
Salt Lake Boulevard Widening
Wanaao Road/Keolu Drive Reconstructed Sewers
Wheelchair Ramps at Various Locations – Koko Marina

II. Assignments for Other Agencies

A. Board of Water Supply

Lilipuna Street Beach Access – Appraisal

B. Department of Budget and Fiscal Services

Aalapapa (1459) Drive – Sale
Auahi and Queen Streets – Rental Roadway Stub
Auahi and Queen Streets Rental – Survey
Auahi Street (portion) Rent/Disposal of City Property
Auhuhu Street Request for Perpetual Grant of Easement
Bachelot Street – Survey
Block J Disposal
Century Center Condo – Purchase of Leased Fee Interest
Coral Street – Title Search
Coyne and Bingham Streets Utility Alleyway – Consolidation
Elm Street – Abandonment and Disposal
Ewa Villages Common Area – Map
Forest Ridge (221) Way Encroachment Agreement
Halona Road – Disposal
Kamakee Street Land Exchange
Kamalii Park – Title Search and Map
Kamehameha Highway and Laumaka Street Disposal
Kuhio Avenue Mini Park – Title Search
Kuhio Avenue Mini Park – Survey
Lilipuna Right of Way – Appraisal
Mililani Street Communication Easement – Legal Description
Pali Golf Course HECO Easement – Sale Price
Pearl City Corporation Yard Exchange
Piikoi Street Mini Park – Appraisal
Queen's Court and Harbor Court
Waipahu Cultural Gardens Park – Survey/Map
West Loch Golf Course Remnant – Survey

C. City Council

Ahuimanu Road – Condemnation Plans
Kolea and Moaniani Streets – Bird of Paradise Ownership
Lohilani Street Ownership
Lower (3274C) Road – Wall Ownership

Manoa Road – Ownership
Waiomao (2373) Road – Wall Ownership

D. Department of Community Services

Ala Nui Mauka (91-1176) Street – Appraisal (Sale)
Ewa Villages Area A (Lokahi Gardens) – Appraisal
Ewa Villages, Hapua (91-1132) Street – Stakeout
Ewa Villages – Lot 3178-B-2
Kaiolu (448) Street – Appraisal Review
Kekaulike Diamond Head Block – Map
Kihei Place – Ownership
Laula Way – Appraisal Review
Ota Camp – Perimeter Survey
Queen's Court – Appraisal Review

E. Corporation Counsel

Civil 04-1-1880-10 KSSA Filimoehala et al. v. City
Civil 05-1-0946-05 Ellen Osborne et al. v. H. Rahim
Civil 05-1-0343-03 (BIA) State v. Koolau Land Partners
Civil 05-1-0352-03 J. Ogawa v. Heirs of Auror Barros
Civil 05-1-0552-04 Miyake v. City
Convention Center Gateway – Condemnation
Claim of Akanesi Filimoehala Against City
Harbor Court
Hart Street
Kaamooloa (66-341) Road Encroachment
LCA 323 Amended Petition
LCA 1069 Amended and Restated Petition for Subdivision
Pacific Heights (3204) Road – Topo, Title Report, Easements
Portlock Road Beach Access
Waimea Bypass Road

F. Department of Environmental Services

Ala Moana Sewage Pump Station and Force Main Modification
Hart Street New WWPS
Honouliuli WWTP Effluent Reuse, Phases 1, 2 and 3
Honouliuli WWTP Air Dispersion Modeling Project
Huna Street Sewers
Kahaluu Housing WWTP
Kailua Regional WWTP
Kalaheo Landfill – Topo
Kamehameha Highway Force Main Replacement
Kaneohe Bay Sewers Improvement District No. 275
Kaneohe Sewers, Section 9, Improvement District No. 270
Landfill Candidate Sites – Consents to Enter
Nimitz Highway Sewer Libby/Hart WWPS – Sewer Easement Acquisition
Salt Lake – Maintenance for Dredging Phase II
Salt Lake Waterways – Survey As-Built Cross Sections
Sand Island Treatment Plant Center Lease (Hawaii Alcoholism Foundation)

Sand Island WWTP General Lease No. S-4341
Waianae Landfill Fencing – Stakeout

G. Department of Facility Maintenance
Aiea Heights Aiea Lani Estates – Survey
Ala Aolani (1677) Street – Chain Link Fence Repairs
Barbers Point – Renton Road/Roosevelt Connection
Ewa Villages Site Survey Parcel 74
Lanikai Beach Access Between 1326 and 1336 Mokulua Drive
Manoa Flooding – Ownership
Round Top (2845) Drive – Acquisition
Wainhi Street Erosion – Topo
West Loch Draft Box Culvert
West Loch Elderly Village – Topo

H. Mayor's Office
Ala Moana Boulevard (Kalia to Kalakaua) and Kalia Road (portion)
Banyan Tree Walkway Improvements
Hui Kelu (45-578) Stream Ownership
Olopana Street Transfer to State – Supplement #17
River (1343) Street – Determine Jurisdiction
Round Top (2255) Drive – Monkey Pod Trees Ownership

I. Department of Parks and Recreation
Central Oahu Regional Park (aka Waiola Sports Complex)
Ka Iwi Park (Kealahou/Kokohead Golf Course Subdivision 5 and 6)
Kahala Avenue Between Black Point and Kealaolu – Coconut Palms Ownership
Kaimoani Way R-O-W at Kailua Bay Beach Park
Kaneohe Bay Property – Cancel Executive Order 3410
Kawailoa Beach Park Addition – Parcels 1, 2, 3, 5 and 6-A
Lanikai Community Park – Tree Ownership
Laumilo Street Ironwood Trees – Topo
Nohona and Wainohia Streets – Flowage Easements 630 and 631
Park Sites – Current Appraisals for Market Rental Value
Tantalus (2726-2756) Drive – 6 Monkeypod Trees Ownership Survey

J. Department of Planning and Permitting
84-1005 Lahaina Street – Valuation
Ahuimanu (47-701) Road – Appraisal
Dole Street Extension FI#87 University Avenue to Kanewai Street
Kamehameha (66-031) Highway – Site Survey Map
Kanoelani Road – Title Search
Kapolei Rezoning Project
Kukanono WWPS and Force Main
Park Dedication – 1002 Green Street, Makiki
Park Dedication – 1296 Aulepe Street, Kailua
Park Dedication – 1419 Piikoi Street, Makiki
Park Dedication – 1602 Lusitana Street, Punchbowl
Park Dedication – 1629 Lusitana Street, Punchbowl
Status of Lots, TMK: 4-3-10-17, 18, 19
Status of Lots, TMK: 3-2-27-19
West Loch Zone Change Application

K. Department of Transportation Services

Bus Bay for Bus Rapid Transit (500 Ala Moana Boulevard)
Bus Shelters at Various Locations in Kapolei
Halawa Bus Facility (Former) Disposition
Haloa Drive-Ala Oli Street Intersection Roundabout
Honolulu Bicycle Master Plan Improvements
Kapaa Quarry Road – Topo
King Street (North) Widening Improvements, Mokauea to Kalihi
Lualualei Homestead Road Improvement
Middle Street Transit Center
Pearl Harbor Bikepath Extension II
Renton Road – Bridge To Kihi Street
Traffic Calming at Various Locations
Traffic Signals at Various Locations
Waianae Coast Emergency Access Road
Waimano Home Road/Moanalua Road/Kuala Street Intersection Improvements

L. Honolulu Police Department

Orange (84-168) Street – Survey

III. State of Hawaii

Aiea Heights Drive – Sewer Easement Grant
Ahuimanu – Grant of Drain Easement
Ewa Beach Sewers, Section 2 Improvement District No. 255
Ewa Elementary School – Legal Description and Map
Ewa Marina Dredging
Haiku Stairs
Interstate Route H-3 Halawa Interchange to Koolau Range
Kaimakani Street Widening
Kakaako – HCDA Roads – Dedication
King Street North/Iwilei Road Elderly Housing
Koko Head Road and Pahoa Avenue Widening
Lualualei, Maili, Uluhewa Beach Parks
Mahalani Circle – Encroachments
Pali Highway, FAP, Beretania to Vineyard — Ps. 1 to 22
Pele Street Mini Park
Pohakea Elementary School Curb Ramp Adjustment Plan
Queen Emma Square Park
Waianae Corporation Yard – License Agreement
Waianae Multi-Service Center
Waipio Point Access Road

IV. Dedication by Private Sector

A & B Industrial Subdivision Phase IB
Aiea Industrial Park Subdivision
Ewa by Gentry Area 27B Phase III
Ewa by Gentry Area 27B Phase IV
Highpointe at Makakilo – Cable Easement
Iwilei Road Widening – Ordinance 2412
Kalaimoku Street Rounding Corners at Kalakaua and Kuhio
Kaunala Beach Lots Subdivision

Kekuilani 4 Subdivision
King Street (North) – Ordinance 2412 Lot A-2
Lanikea at Waikiki
LDS Wahiawa Chapel Flowage Easements
Lenakona Industrial Subdivision
Mililani Technology Park Phase 1-C
Royal Kunia
Sun Terra Phases E to K
Village Park Phase 16
Villages of Kapolei
Waialae Iki V Phases 2B and 2C
Waianae Agricultural Park Subdivision
Waikele 9C Subdivision
Waikele Area 10-A (Highland View Estates)
West Beach 2
Westcliff Subdivision
Wikao Street/Waikalani Drive

V. Miscellaneous

Cancellation of Easements – Komo Mai Drive
Cancellation of Gravity Sewer Outfall
Hinapu (46-110) Street Easements
Kahaluu Hui Koolau SPS
Kailua Park (Windward Regional) Luana Hills Golf Course
Kalani Street Between Mokauea and Kalihi – Ownership
Kalawahine (2107) Place – Grant of Sewer Easement
Manana Infrastructure Improvements (WalMart)
Mililani Mauka Offsite RandU 14A – Request to Cancel Easements
Puowaina (1848) Drive – Rock Wall Ownership
Pupukea Paumalu Homestead Road – Ownership
Waipio Point Subdivision – Request to Cancel Sewer Easement

LAND SERVICES SUMMARY OF ACCOMPLISHMENTS

Parcel and Land Court Maps 145
Maps Reviewed 35
Number of Parcels 195
Descriptions 475
Reviewed/Stamped 260
Title Searches Checked 265
Topographic Maps 135
Field Surveys 285
Appraisals by Staff 239
Fee Parcels 67
Easement and Rentals 74
Parcels Reviewed 31
Park Dedications 67

Title Searches 458
- Regular System
  - New 201
  - Update 46
- Land Court
  - New 167
  - Update 44

Research Assignments 4,755
- Abstract Section 281
- Document Section 3,975
- Negotiations Section 29
- Survey Section 470

Negotiations 956

Parcels Acquired 155
- Condemnation 10
- Negotiations 43
- Dedications 102

Request for Eminent Domain Proceedings 15

Documents 91
- Acquisition Documents Processed 40
- Dedication Documents Recorded 51

Correspondence and Misc. Reports 4,500

MECHANICAL/ELECTRICAL DIVISION (MED)

The **Communications Branch** was transferred to the Department of Information Technology (DIT), effective July 1, 2004. MED served as consultant for DIT and will continue managing a number of projects related to communications.

- Worked with DIT on the transition of the telecommunications function from DDC to DIT;
- Managed the design to upgrade the communication center located at the Honolulu Police Headquarters. The work included the upgrade and rearrangement of the existing dispatch center furniture, upgrade of the existing overhead lighting, and upgrade of the room's normal and backup electrical power;
- Managed the installation and acceptance test of the Bi-Directional Amplifier Systems for the Kapolei Police Station and the Honolulu Municipal Building to provide in-building coverage for radios operating on the City 800 MHz radio system and for private cellular providers;
- Managed the design to relocate the existing radio and microwave equipment from the existing City-owned equipment facility/towers to the proposed State constructed equipment facility/tower; and
- Managed the Propagation Studies/Antenna Changes telecommunications project to support the improvement of coverage on the City 800 MHz radio system.

The **Energy Conservation and Indoor Electrical Branch** provides for coordination, planning, design, and implementation of programs, including:

- Participating in energy conservation programs sponsored by utility companies and State agencies;
- Developing long-range planning of energy conservation projects for general government office buildings;
- Working with other City agencies, such as the Department of Enterprise Services, in planning energy conservation improvements in their facilities;
- Reviewing mechanical and electrical proposals, designs, plans, and specifications prepared by private consultants for improvement projects at various City facilities for compliance with State, City, and safety standards and codes, engineering practices, and energy conservation;
- Managing, coordinating, and designing mechanical and electrical improvement projects in the areas of plumbing, air conditioning, underground fuel storage tanks, energy conservation, indoor electrical, lighting, and public address systems;
- Maintaining inventory of the City underground fuel storage tanks and managing on-going mitigation and groundwater monitoring projects; and
- Investigating complaints of indoor air quality and hazardous materials at various City facilities.

List of Accomplishments

- Continued participation in the Hawaiian Electric Company (HECO) Energy Efficiency Program. In FY04, the City received $13,713.00 in electricity rebates for various projects. The City has received $459,409.00 in rebates since the inception of this program.
- Continued participation in the U. S. Department of Energy Rebuild America/Rebuild Hawaii Program, including participation at quarterly meetings and workshops. Workshops attended include: the HECO 6th Biennial 2004 Efficient Electro-Technology Exposition and Conference in Waikiki and the HECO's Sustainable Design Tool Series on Photovoltaics for Buildings and Integrating High Performance: Improving the Way Buildings are Designed, Built & Used. The 2004 Expo and Conference featured over 40 workshops aimed at meeting current and future energy challenges and over 60 tradeshow exhibitors displaying new technologies, instrumentation, and energy conservation devices. The workshop on photovoltaics for buildings featured unique designs that integrate electricity generating solar panels in building structures. The integrating high performance workshop highlighted digital control systems for air conditioning and lighting systems in buildings. The knowledge gained from the workshops will help the branch in implementing energy conservation projects for the City. Workshops were funded through a grant from the State Department of Business, Economic Development and Tourism (DBEDT).
- Received co-Project of the Year Award at the HECO's 6th Biennial 2004 Efficient Electro-Technology Exposition and Conference in October 2004 for the Honolulu Hale Energy project.
- Provided design assistance for:
  - ◊ Air conditioning system modifications for the Mayor's Office at Kapolei Hale.
  - ◊ Ventilation hood replacement at Pearl City and Waianae Fire Stations.
  - ◊ Troubleshooting NBC Concert Hall air conditioning system malfunctions.
  - ◊ Installation of dehumidifier for Corporation Counsel's Law Library and other indoor air quality issues.

Projects Completed

- Replacements of Lamps & Ballasts at Various City Facilities, Phase III – lighting retrofit of nine fire stations, five police stations, and the Honolulu Municipal Building's stairwells
- Ewa Villages Golf Course – Off-Peak Charging of Golf Carts – replacement of the existing golf cart charging panels with programmable panels to take advantage of reduced electricity costs during off-peak hours
- Air Conditioning System Improvements at Kaneohe Police Station – replacement of the chilled water piping and ductwork to address indoor air quality issues
- Ventilation System Improvements at Medical Examiner's Office – replacement of roof top ventilation equipment to address indoor air quality issues
- Ala Wai Golf Course Clubhouse – Air-Cooled Chiller Replacement – replacement of a 90-ton air-cooled chiller that provides cooling for community functions
- NBC Exhibition Hall Lighting Improvements — replacement of 134 light fixtures in the Exhibition Hall with more energy efficient fixtures to provide better illumination and to reduce electricity costs
- HPD Training Academy Air-Cooled Chiller Replacement – emergency replacement of the air-cooled chiller that provides cooling for the administration building at the Police Training Academy

New ventilation system for the Medical Examiner's Office

New 90-ton air cooled chiller at the Ala Wai Golf Course Clubhouse

Projects On-Going

- Kapolei Hale Air Conditioning System Upgrades – installation of a new energy management system to control the air conditioning system for energy savings and better employee comfort. This project also involves the modifications to the cooling towers and chiller plant for more energy efficiency.
- Energy Services Performance Contracting for Honolulu Municipal Building and Honolulu Police Department Headquarters – replacement of the central air conditioning plant in the Honolulu Municipal Building and the modernization of the air conditioning system in the Police Department Headquarters. This project will save approximately $500,000 annually in operating costs.
- Neal Blaisdell Center Arena Air Conditioning System Upgrades – replacement of 16 obsolete air conditioning units around the arena with a modern central chiller plant
- Hale Pauahi Municipal Parking Structure Lighting Improvements – replacement of obsolete fluorescent fixtures with new energy efficient fixtures to reduce energy consumption and to provide a better sense of security in the parking structure
- HPD Computer Room Air Conditioning System Improvement – replacement of an obsolete air conditioning unit with a more energy efficient unit and the installation of a back-up unit for system reliability
- Pali Golf Course Maintenance Facility Fuel Storage Tank Replacement – replacement of the above ground diesel and gasoline storage tanks that provide fuel to the maintenance vehicles at Pali Golf Course
- Honolulu Municipal Building – Installation of Fire Sprinkler System – installation of a fire sprinkler system and the upgrade of the fire protection systems in HMB
- Police Department Headquarters Vehicle Wash Facility – NPDES Improvements – replacement of the automatic car wash system and other facility improvements to meet NPDES requirements
- Other projects – Environmental Services at Various City Facilities and Environmental Clean-up & Monitoring of Various Underground Storage Tank sites

The **Street Lighting and Facilities Electrical Branch** provides for planning and design of roadway and public facilities lighting and for design and review of parks electrical facilities (indoor and outdoor lighting and electrical systems), including:

- Participating in the planning and development of capital improvement street lighting projects with other City agencies and input from the general public;
- Reviewing street lighting proposals and design plans and specifications prepared by private consultants for compliance with City requirements;
- Reviewing parks electrical proposals, design plans and specifications prepared by private consultants for compliance with City requirements (1,193 street lighting and parks electrical work in FY05);
- Investigating public complaints relating to the City street lighting systems (402 in FY05);
- Establishing standards for roadway lighting on City streets;
- Reviewing excavation/trenching permits for conflicts with City-owned underground street lighting and fiber optic systems (551 in FY05);
- Performing construction inspection of street lighting systems installed new or modified by private developers for subdivisions and other private developments (216 in FY05);
- Performing construction management and inspection of City street lighting projects and City parks electrical projects (1,870 in FY05); and
- Managing the joint pole coordination for the City with the Hawaiian Electric Company (808 in FY05).

Design Projects Completed

- Chinatown Street Lighting Replacement/Improvements ..... $-810,000
- West Loch Fairways Street Lighting Improvements, Phase II 100,000
- Utilities Relocation, Undergrounding Overhead Utilities – Kailua and Salt Lake 225,000
- Utilities Relocation, Undergrounding Overhead Utilities – Kaneohe/Kahaluu 50,000
- Utilities Relocation, Undergrounding Overhead Utilities – Alewa Nuuanu 625,000

Design Projects On-Going

- Anti-Crime Street Lighting Improvements – Hawaii Kai $80,000
- Anti-Crime Street Lighting Improvements – Lunalilo Home Road 59,000

- Anti-Crime Street Lighting Improvements – Waimanalo 49,847
- Replacement of Street Lights – Mililani 60,000
- Waialua Beach Road Street Lighting Improvements 120,000
- Waikele Community Park – Parking Lot and Swimming Pool Lighting 57,459
- Farrington Highway Street Lighting Improvements 50,000
- West Loch Estates Replacement of Walkway Lights 250,000

Construction Projects Completed

- Koko Head District Park – Softball Field Lighting System ..... $ 512,000
- West Loch Fairways Street Lighting Improvements, Phase I 1,053,750
- Anti-Crime Street Lighting Improvements – Chinatown II 670,000
- Anti-Crime Street Light Improvements/Utilities Relocation - Kailua Road 2,013,115
- Anti-Crime Street Lighting – Waipahu 89,976
- Waikiki Shell – Replacement of Dimmer System 100,000

New street lights on Maunakea Street in Chinatown

Koko Head District Park Softball Field Lighting System

Kailua Road before and after Anti-Crime Street Light Improvements/Utilities Relocation project

- Kapolei Hale – Computer Room UPS 150,000
- Ahuimanu Community Park – Reconstruction of Playcourts and Installation of Playcourt Lighting System 372,000

Construction Projects On-Going

- West Loch Estates Replacement of Walkway Lights 350,000
- West Loch Fairways Street Lights, Phase II 1,393,000
- Chinatown Street Lighting Replacement/Improvements Phase 2 810,000
- Anti-Crime Street Lighting Improvements – Kalakaua Part 2 (Ala Moana - Kapahulu Avenue) 2,631,895
- Anti-Crime Street Lighting Improvements – Waikiki (Part III – Avenue Mauka Side fromAla Wai Boulevard to Pau Street) 461,785
- Diamond Head Road Master Plan Improvements 1,119,106

WASTEWATER DIVISION

The **Planning Branch** was involved in activities and projects that included: long-range facilities planning, Environmental Impact Statements and Environmental Assessments preparation and review, Planning Assessment Reports, preliminary engineering reports, environmental clearances, land acquisition requests, Special Management Area Permits preparation, Intergovernmental Agreements, City Council resolutions, and new systems development.

The long-range sewer rehabilitation plan completed in 1999 was approved by the United States Environmental Protection Agency in March 2000. This project, which began in 1993, was one of the largest planning projects undertaken by the City. The final plan sets the direction that Honolulu will be taking over the next 20 years to improve the sewer system to meet the City's goals for environmental improvement. Over 165 projects were identified which need to start between 2000 and 2019. Approximately 34% of the projects have been started.

The Branch also provided planning support to the Facilities Division over the past year, primarily with parks-related projects.

The active planning projects for calendar year 2005 are listed below by wastewater treatment plant tributary area:

East Mamala Bay

- Airport Sewer Rehabilitation/Reconstruction
- Ala Moana Boulevard/Auahi Street Sewer Rehabilitation
- Ala Moana Boulevard Sewer Reconstruction
- Ala Moana Wastewater Pump Station Force Main No. 3
- Ala Moana Wastewater Pump Station Force Main Replacement
- Ala Wai Trunk Relief/Reconstruction
- Aliamanu No 1 & 2 Wastewater Pump Station Upgrade
- Beachwalk Force Main Replacement
- Beachwalk (New) Wastewater Pump Station
- Halona Street Relief Sewer
- Houghtailing Street Area Sewer
- Kahala Avenue Sewer Structural Rehabilitation
- Kahanu Street, School Street and Umi Street Relief Sewers
- Kalanianaole Highway Sewer Relief/Rehabilitation
- Kalihi/Nuuanu Area Sewer Rehabilitation
- Kalihi Valley Reconstructed Sewer
- Moiliili-Kapahulu Sewer Rehabilitation/Reconstruction
- Nimitz Highway at Libby Street Sewer Rehabilitation
- Waikiki Sewer Rehabilitation/Reconstruction

West Mamala Bay

- Foster Village Sewer Rehabilitation/Reconstruction
- Hanawai Circle Sewer Rehabilitation
- Honouliuli WWTP Upgrade
- Leeward Area Sewer and Manhole Rehabilitation
- Mililani Reclamation Facility
- Renton Road Sewer and Manhole Rehabilitation
- Waipahu Sewer Replacement/Relief
- West Mamala Bay Facilities Plan

Kailua/Kaneohe/Kahaluu

- Alii Shores Wastewater Pump Station Upgrade
- Alii Shores Sewer Rehabilitation
- Kailua/Kaneohe Sewer Manhole and Pipe Structural Rehabilitation
- Kailua/Kaneohe Sewer Rehabilitation
- Kalaheo Avenue/Mokapu Road/Aikahi Loop Sewer Rehabilitation
- Kamehameha Highway Sewers, Improvement District
- Kaneohe Bay Drive Trunk Sewer Reconstruction
- Kaneohe/Kailua Force Main No. 2
- Waikapoki Wastewater Pump Station Upgrade

Waianae

- Makaha Interceptor Sewer Rehabilitation/Reconstruction

Wahiawa

- Central Oahu Facilities Plan
- Wahiawa Wastewater Treatment Plan Influent Pump Station
- Wahiawa Wastewater Treatment Plant Modification

Waimanalo

- Waimanalo Sewer Rehabilitation

Island-Wide

- Sewer Manhole and Pipe Rehabilitation – Various Locations
- Sewer Relief Projects – Kahanahou Circle and Amelia Street
- Small Mainline Projects
- Small Sewer Pipe Diameter Rehabilitation Program
- Wastewater Information Management System – Sewer Flow Analysis System Development

Other Projects

- Department of Environmental Services Support on EPA NOVs
- Reconstruct Park Wastewater Systems, RD1

The **Design Branch** completed 12 major design projects. Bids totaling $68,184,166 were received. A total of $74,769,115 was encumbered in fiscal year 2005 with $6,584,949 in construction contingency. Forty (40) major projects are still under design.

Associated with wastewater facility planning and design, the Design Branch was involved in the review of Facility Plans, Master Plans, Design Standards, and Preliminary Engineering Reports, the preparation of Operations and Maintenance (O&M) Manuals, the training of O&M personnel, the oversight of facility start-up and optimization, and the certification of facility performance.

Associated with the construction of each project, the Design Branch was involved in the review of submittals, requests for information, equipment and materials substitutions, and equipment manuals. The Design Branch participated in regular project meetings, resolution of field conflicts and changes, and resolution of claims and disputes.

Associated with the support of wastewater functions and facilities, the Design Branch was involved in the evaluation, troubleshooting, emergency procurement, and repair of the collection system, pump stations, force mains, and treatment plants, and the review of reports, designs and submittals from private developers and other governmental agencies.

Wastewater Design Projects to Bid

PROJECT	BID PRICE	CONTINGENCY	TOTAL
Aeloa St. Emergency Manhole Repair	$13,606	$0	$13,606
Aumoae St. Sewer Line Replacement (SMPR 19)	586,387	58,639	645,026
Fort Weaver Road Reconstructed Sewer	Under Negotiation		
Honouliuli WWTP – New Solids Handling Facility	31,317,875	3,131,787	34,449,662
Kahuanani St. Sewer Replacement/Rehabilitation (SMPR 85)	1,731,198	166,836	1,898,034
Kalaheo Avenue Reconstructed Sewer – Phase 1 (Emergency Work)	27,977,447	2,797,745	30,775,192
Kamehameha Highway FM – Replace Concrete Cylinder Pipe	915,706	91,570	1,007,276
Kaneohe Bay South WWPS #5, Emergency UST Testing	12,500		12,500
Nimitz Highway Reconstructed Sewer at OCCC	2,090,943	209,094	2,300,037
Rehabilitation of Sewer Lines on Oahu, Contract No. 001	1,308,055		1,308,055
Sand Island WWTP, Gravity Thickener Modifications	608,843	60,884	669,727
Waipahu Street/Plantation Villages Sewer Reconstruction	1,621,606	68,394	1,690,000
Total	$68,184,166	$6,584,949	$74,769,115

Wastewater Projects Under Design

- Ala Moana and Kapiolani Trunk Sewer Replacement/Rehabilitation (Phase 1) $15,000,000
- Ala Moana Force Main Repair – Junction Box 100,000
- Ala Moana WWPS FM No. 1 Rehabilitation 100,000
- Ala Wai Trunk Sewer Relief 6,000,000
- Beachwalk (New) Wastewater Pump Station FM 30,000,000
- Enchanted Lake Wastewater Pump Station Upgrade 230,000
- Fort DeRussy WWPS Modification and Force Main Extension 3,000,000
- Fort Street Mall/Hotel Street Sewer Rehabilitation and Replacement (SMPR No. 60) 1,150,000
- Fort Weaver Road Manhole and Pipe Rehabilitation 2,500,000
- Hart Street Force Main Repair 1,000,000
- Honouliuli Wastewater Treatment Plant Solids Handling Facilities 40,000,000
- Honouliuli WWTP, Automation 5,000,000
- Honouliuli WWTP, Modify Primary Clarifier Catwalks and Covers 410,000
- Ilimalia Loop/Mokapu Boulevard Reconstructed Sewer 5,520,000
- Ka Hanahou Circle Sewer Rehabilitation 1,500,000
- Ka Hanahou Wastewater Pump Station Force Main Reconstruction 500,000
- Kailua Road Sewers, I.D. 800,000
- Kailua RWWTP, Primary Clarifier Dewatering System 500,000
- Kailua RWWTP, Replace Primary Sludge Pumps and Force Main 1,300,000
- Kalaheo Avenue Reconstructed Sewer – Phase 1 (Emergency Repair) 20,400,000
- Kam Highway WWPS Force Main, Replace Concrete Cylinder Pipe 900,000
- Kaneohe Bay WWPS No.1 – Refurbish WWPS 2,000,000
- Kapiolani Area Revised Sewer System 5,600,000
- Kuliouou Sewer Rehab & WWPS Modification 6,552,000
- Laukoa Pl. Sewer Replacement/Rehabilitation (SMPR No. 77) 950,000
- Nimitz Highway Sewer Reconstruction at OCCC 1,600,000
- Niu Valley WWPS FM Replacement 798,000
- Pacific Palisades WWPS – Repair Access Road (pre-design) 300,000

- Peterson Lane (SMPR No. 92) and Pua Lane (SMPR No. 93) Sewer Rehab 2,495,000
- Rehabilitation of Sewer Lines on Oahu, Contract No. 002 3,000,000
- Sand Island Basin Miscellaneous Sewer Rehabilitation 2,600,000
- Sand Island Miscellaneous Sewer Rehabilitation 2,600,000
- Sand Island WWTP – Replace Air Conditioning System for Control Building 1,300,000
- Sand Island WWTP Expansion – Soil Management 7,000,000
- Sand Island, Primary Expansion, Phase I Expansion, Final Design 60,000,000
- Sand Island WWTP Expansion, Primary Treatment – Phase 2 90,000,000
- St. Louis Heights Sewer Rehabilitation 20,000,000
- Waimalu Sewer Rehabilitation – 7D01C 15,340,000
- Waimanalo WWTP, Replace Sludge Holding Tank Covers 200,000
- Wanaao Road/Keolu Drive Reconstructed Sewer 25,000,000

Total $433,245,000

Installation of 30-inch sewer line on Keolu Drive

During the fiscal year, the **Construction Management Branch** completed eight projects. The total of the final costs for these projects was $3,649,287.62. Thirty-eight projects with a total contract value of $351,313,521.76 were still under construction as of June 30, 2005.

Wastewater Construction Projects Completed

- Aeloa Street Emergency Manhole Repair $13,606.52
- Kailua Wastewater Treatment Plant Influent Bar Screen Enclosure 349,331.21
- Kalihi Valley Sewer Line Spot Repair 19,981.00
- Kapiolani Boulevard Sewer Siphon Reconstruction at Manoa/Palolo Stream 740,089.00
- Rehabilitation of Sewer Lines Near HECO Honolulu Power Plant 269,048.11
- Republican Street Emergency Sewer Line Replacement 256,930.00
- Sand Island Wastewater Treatment Plant Interim Chemical Treatment Facility 1,514,016.78
- Sand Island Wastewater Treatment Plant Refurbish Gravity Thickener No. 1 ..... 486,285.00

Total: $3,649,287.62

Wastewater Construction Project Contracts On-Going

- Ahuimanu Wastewater PTF Headworks Modification $658,362.00
- Ala Moana Wastewater Pump Station Force Main Emergency Repair 1,885,000.00
- Ala Moana Wastewater Pump Station Modifications 18,144,000.00
- Aumoae Street Sewer Line Replacement (SMPR No. 19) 586,387.00
- Fort Weaver Road/Hapalua Street Sewer Repair 70,456.90
- Fuel System Modification at Honouliuli WWTP, Waianae WWTP, Laenani WWPS 151,950.00
- Halekoa Drive & Palipaa Place Sewer Line Rehabilitation 231,700.00
- Hamakua Drive Emergency Repair 1,100,000.00
- Hart Street WWPS Alternative 23,053,426.48
- Hart Street WWPS Force Main Replacement 20,255,500.00
- Honouliuli WWTP Centralized Odor Control Modification 218,450.93
- Honouliuli WWTP Expansion Phase I, Part A 19,285,608.97
- Honouliuli WWTP Solids Handling Facility Interim Modifications 1,891,810.46
- Kahaluu Housing WWPS and Force Main 2,804,935.39
- Kahuanani Street Sewer Replacement (SMPR No. 85) 1,731,198.25
- Kainehe Street, Hamakua Drive, and Keolu Drive Reconstruction Sewer 25,913,108.89
- Kalaheo Avenue Reconstructed Sewer (Phase 1) 18,346,919.68
- Kalaheo Avenue Reconstructed Sewer (Phase 1, Emergency Work) 17,423,934.00
- Kamehameha Highway Trunk Sewer Reconstruction, Mililani 809,987.81
- Kaneohe Bay Sewers ID No. 275 ..... 4,049,675.43
- Kaneohe/Kamehameha Highway Reconstructed Sewer 1,148,800.00
- Kaneohe Wastewater PTF Demolition Plan, Phase 1 ..... 745,650.00
- Kapiolani Boulevard Sewer Emergency Repair 1,768,625.96
- Kiwila Street/10th Avenue Reconstructed Sewer SMPR (SMPR 11) 217,220.00
- Laie Wastewater Collection System Expansion Phase I 7,067,951.00
- Magazine Street Sewer Line Replacement Rehabilitation (SMPR 3) 924,300.00
- Miscellaneous WWTP & WWPS Projects – Kamehameha Highway WWPS:
  Replace Concrete Cylinder Pipe 1,953,300.00
- Niu Valley WWPS Force Main Emergency Repair 700,000.00
- Pacific Palisades WWPS Access Road Emergency Repair 372,352.44

- Public Baths WWPS Modification 1,882,791.00
- Sand Island Parkway Wastewater Pump Station Modification 994,174.00
- Sand Island WWTP UV Disinfection Facility and Effluent Pump Station 80,762,209.00
- Sand Island WWTP Modification Unit I, Phase 2A 92,974,880.21
- Sand Island WWTP Refurbish Gravity Thickener 608,843.00
- Waianae WWTP Remove Concrete Platform Chlorine Contact Tank, Phase 1 ..... 68,891.85
- Waianae WWTP Reroute Gravity Sewer 172,041.11
- Waiomao Stream Sewer Replacement Rehabilitation (SMPR No. 24) 339,090.00

Total $351,313,521.76

HONOLULU EMERGENCY SERVICES DEPARTMENT

Elizabeth A. Char, M.D., Director
Danilo Agsalog, Sr. Advisor to Director

POWERS, DUTIES, AND FUNCTIONS

The Honolulu Emergency Services Department (HESD) consists of Departmental Administration, Emergency Medical Services Division (EMS) and Ocean Safety and Lifeguard Services Division (OS). The Department is responsible for providing 1) an efficient, effective and economical operation of the pre-hospital emergency medical care and emergency ambulance service on the Island of Oahu; 2) a comprehensive aquatic safety program for the Island of Oahu at 19 City and County beach parks to include lifeguard services, such as patrol and rescue activities and emergency response to medical cases in the beach environment; 3) injury prevention, public education and public health programs and activities; 4) coordination with other agencies at local, state, federal and private organizations.

BUDGET

The budget for the Department for FY 2004-05 was $24,225,148. The budget supports Administration activities as well as the two major divisions: Emergency Medical Services and Ocean Safety and Lifeguard Services.

DEPARTMENTAL ADMINISTRATION

The staffing consisted of the Director, Private Secretary II, Senior Advisor to the Director, Private Secretary I, Administrative Services Officer II and Personnel Clerk I. The Administrative Services Officer and Personnel Clerk position are Civil Service positions. The others are appointed positions.

Departmental Administration is primarily responsible for the overall operations of the department as well as establishing policy, providing guidance and creating vision for the future development of the department. Staff functions are handled and/or coordinated at this level.

Administration Highlights

1. **New Administration**

   Effective February 14, 2005, the administration appointed Elizabeth A. Char, M.D. as Director and Mr. Danilo Agsalog as Senior Advisor to the Director for the Honolulu Emergency Services Department.

2. **Emergency Preparedness**

   The department continued toward better preparedness for man made as well as natural disasters. Interoperable communications and partnerships with other public safety responders are being enhanced and coordination of the Metropolitan Medical Response system and monitoring for health hazards at public events continues.

EMERGENCY MEDICAL SERVICES (EMS) DIVISION

DUTIES AND FUNCTIONS

The Hawaii Revised Statutes place the statewide responsibility for emergency medical services with the state's Department of Health (SDOH). SDOH contracts annually with the City and County of Honolulu to provide pre-hospital emergency medical care and emergency medical services on Oahu. The Revised Charter of the City and County of Honolulu tasks the Honolulu Emergency Services Department to develop programs and deliver services related to emergency medical care. The Emergency Medical Services Division (EMS) was organized to meet this portion of the Department's responsibility.

EMS Historical Highlights:

1. **Junior Paramedics Program**

   The inaugural EMS Junior Paramedics Program began in June 2005 with a total of 20 teenagers aged 14-17. They completed the 5-week program with certifications in Cardiopulmonary Resuscitation (CPR) and Basic First Aid. The Junior Paramedic graduates continue to volunteer at public service events.

2. **New Kapolei Ambulance Facility**

   Design work was completed on a new ambulance and District Chief's facility in Kapolei and a contract was awarded to T. Iida Contracting Ltd. for $996,500. Construction began June 2005.

3. **New Wahiawa Ambulance Facility**

   A contract was awarded to Paul Louie and Associates, Inc. to design a new ambulance facility for Wahiawa. Construction of the facility is planned for 2006.

4. **Donation for Counter-Terrorism Program**

   The management and merchants of Pearlridge Center made a $150,000 donation to enhance the medical preparedness of the EMS Division through the shopping center's "Building a Better Community Together" program in support of Honolulu's First Responder agencies. The EMS Division took possession of the all-hazards trailer and related counter-terrorism equipment in May 2005.

All-hazards trailer and related counter-terrorism equipment, May 2005

Left to right: Councilmember Gary Okino, Grey Leyson, Council member Ann Kobayashi and Mayor Hannemann, participate in the blessing of all-hazards equipment

5. **Legislative Funding for Three New EMS Units**

   The Department, through the Mayor's 2004 legislative initiatives, wrote and introduced SB2690 at the 2004 Legislature, to provide funding for an additional three new EMS units on Oahu. The initiative was successful, and funds were appropriated to establish new advanced life support ambulance units at Nanakuli and in metropolitan Honolulu, and a new Rapid Response Unit at Ka'a'awa, with funding provided through a $5 surcharge on automobile registrations that took effect on October 1, 2004. The new services for Nanakuli, Makiki and Ka'a'awa began operations on January 9, 2005.

BUDGET

The budget of the EMS Division for FY 2005 was $17,512,652. Expenditures by the EMS Division are tied to available reimbursement funding from the SDOH under a contractual agreement between the City and the State to provide emergency medical care and ambulance services on Oahu.

ORGANIZATION

The EMS Division is headed by a Chief and two Assistant Chiefs, one for Operations and one for Quality Assurance.

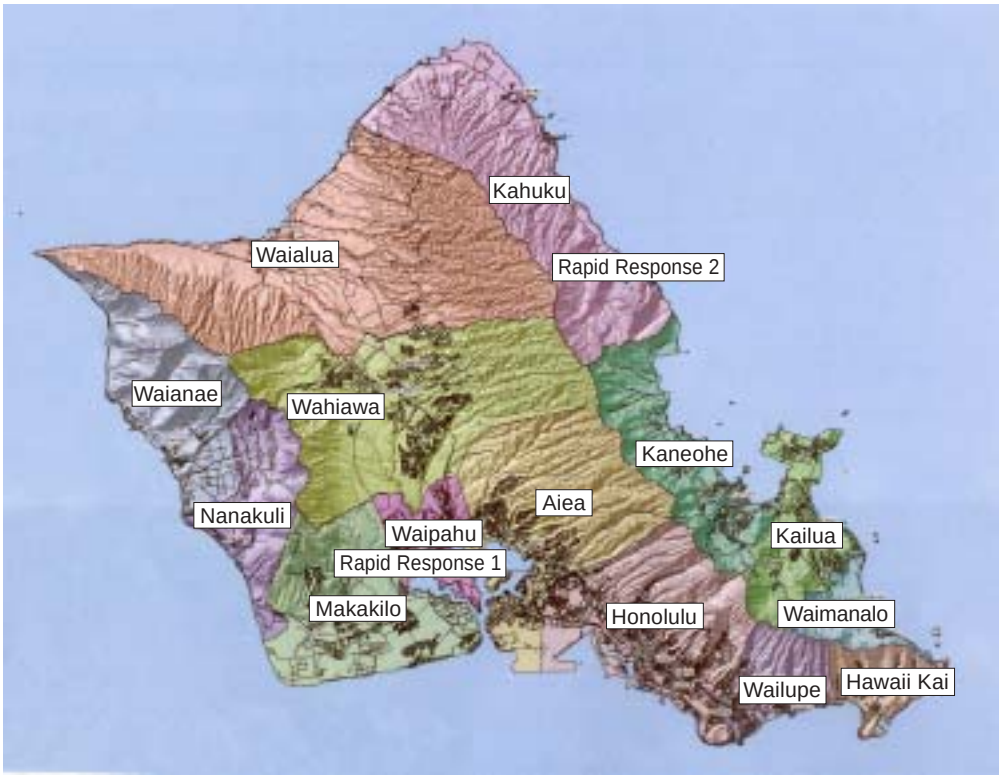
The Division is divided geographically into two operational Districts with two Emergency Medical Services Field Operations Supervisors overseeing each district.

There are a total of 18 ambulance units and two Rapid Response Units on Oahu. Nine EMS ambulance units and a Rapid Response Unit comprise District I (West Oahu), and nine EMS ambulance units and a Rapid Response Unit comprise District II (East Oahu). Each of the EMS units is designated as Advanced Life Support (ALS) units. Each ambulance is staffed with two crewmembers and the Rapid Response Units are staffed with one. The ALS ambulances and the Rapid Response Units are staffed with at least one Mobile Emergency Care Specialist (paramedic), trained and authorized to perform invasive techniques under medical supervision and standing orders.

In addition to the field ambulance units, the EMS Division has five support elements: Communications, Safety and Driver Training, Equipment, Supplies, and Vehicle Maintenance.

The EMS Communications Center receives 9-1-1 calls for assistance, dispatches ambulances, provides medical pre-arrival instructions to the caller while the ambulance is en-route, coordinates communications between the ambulances and hospitals, activates co-responses by other public safety First Re-

Kahu Kordell Kekoa, the "official EMS Kahu" blesses the Nanakuli EMS quarters and ambulance



**The ambulance unit at Makakilo operated 16 hours a day between 7 a.m. and 11 p.m. until June 2005. 24-hour coverage will begin FY 06.*

***The Metropolitan Rapid Response Unit ("Response-Two") operated 16 hours a day between 7 a.m. and 11 p.m.; it was relocated to Ka'a'awa on January 9, 2005.*

****Nanakuli and Makiki EMS Ambulances began service on January 9, 2005 and operate 16 hours a day between 7 a.m. and 11 p.m.*

sponder agencies, activates and coordinates all MAST helicopter evacuation missions, and maintains personnel schedules to ensure that the ambulance units are properly staffed. The EMS Communications Center is physically located on the tenth floor of the Honolulu International Airport Tower.

The EMS Vehicle Maintenance Inspector coordinates the maintenance and repair of the EMS Division's ambulance and support vehicle fleet. The Automotive Equipment Services Division of the Department of Facility Maintenance performs major repairs and preventive maintenance at their Halawa Maintenance Facility.

The EMS Division Administration is physically located at Suite H-450, 3375 Koapaka Street, Honolulu, Hawaii 96819. EMS Support Services (Equipment, Supplies and Fleet Maintenance) are located at Suite D-130 at the same address, and the EMS Communications Center is located at the Honolulu International Airport.

PERSONNEL

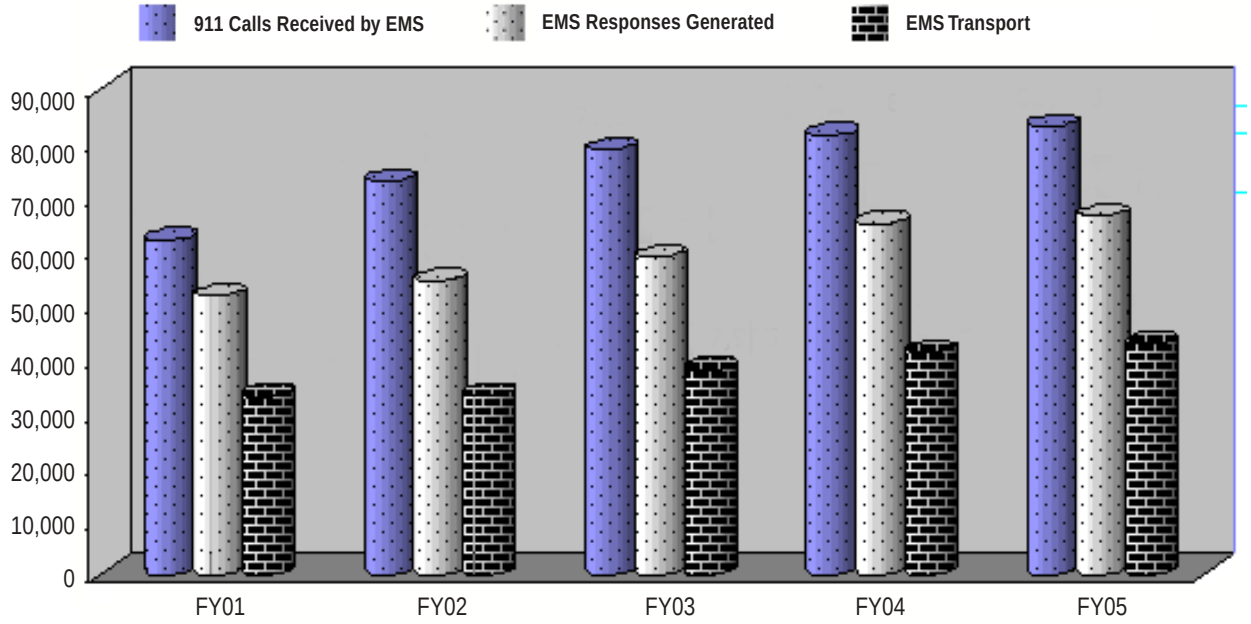
The Emergency Medical Services Division was authorized 277.75 positions as of July 1, 2004. The breakdown of the authorized positions is as follows:

POSITION	NO.
Chief of Emergency Medical Services (EM-08)	1
Asst. Chief of EMS - Operations (EM-05)	1
Asst. Chief of EMS - Quality Assurance (EM-05)	1
EMS Field Operations Supervisor (AM-07)	8
Facilities and Equipment Manager (AM-07)	1
Systems Analyst (CAD)	*
Mobile Emergency Care Specialist II (AM-06)	18
Mobile Emergency Care Specialist I (AM-05)	144
Emergency Medical Technician III (AM-03)-field	19
Emergency Medical Technician III (AM-03)-dispatch	14
Emergency Medical Technician II (AM-02)	50
Safety and Driver Improvement Coordinator (SR-21)	1
Ambulance Communication Ctr. Supervisor (AM-05)	1
Ambulance Support Services Technician (AM-04)	1

POSITION	NO.
Storekeeper I (SR-11)	1
Administrative Assistant II (SR-22)	1
Physician - Medical Director (SR-31)	0.75
Planner V (Injury Prevention Specialist) (SR-24)	1
Secretary III (SR-16)	1
Senior Clerk Typist (SR-10)	1
Senior Clerk (SR-10)	2
Personnel Clerk (SR-13)	1
Utility Worker (BC-03)	2
Vehicle Maintenance Inspector (BC-12)	1
Contract Positions	6
	277.75

** The Department of Information Technology assigns the CAD Systems Analysts to the EMS Division*

HONOLULU EMS CALL VOLUME: A 5 YEAR VIEW



Workload The EMS Communications Center received 82,643 9-1-1 calls for help from the public, resulting in 66,162 ambulance responses.

Back-Up Services The EMS Division contracted with a private Ambulance Company to provide back-up ambulance services to the City. The back-up agreement provides additional emergency coverage when City ambulance resources in a given area are not readily available. American Medical Response, Inc. (AMR) is the back-up contractor for FY 2005. A total of 443 back-up calls were referred to AMR during the year, with 359 patients transported.

Co-Responses The HESD works cooperatively to provide optimal EMS responses to medical emergencies through a first responder co-response agreement with the Honolulu Fire Department and the Ocean Safety and Lifeguard Service Division. In addition, military EMS response agencies and the Honolulu Police Department (AED Program) provide first-tier responses to EMS calls as indicated.

MAST Evacuations The EMS Division utilized the services of the U.S. Army's 68th Medical Company's Air Ambulances assigned to the Military Assistance to Safety and Traffic (MAST) program to perform rotary wing aero medical evacuations of civilian patients in critical condition from rural areas to tertiary medical centers with facilities to handle the specialized needs of these patients. Advanced Life Support paramedics of the EMS Division accompanied all MAST patients evacuated from the field to provide critical care enroute, assisted by the Army flight medic.

The MAST program evacuated 137 patients in FY 2005, compared to 157 patients in FY 2004.

TRAINING

The EMS Division was involved in the following training programs and activities during the year:

MECSTP Training On July 1, 1990, the Mobile Emergency Care Specialist Work-Study Training Program (MECSTP) was initiated. This apprenticeship program was established to develop and maintain an adequate supply of qualified advanced life support staff for the EMS Division's ambulance operations by implementing a three-year work-study program to recruit and assist employees enrolled in the Mobile Intensive Care Technician (MICT) training program at Kapiolani Community College (KCC).

Continuing Medical Education (CME) The EMS Division provides support to ensure a high degree of EMS skill and knowledge is maintained by field paramedics, emergency medical technicians and emergency medical dispatchers. The EMS Division supports paid educational leave annually to ensure employee compliance with re-certification standards

Hazmat Exercise at Waipio Pt. Soccer Stadium

as required by the Hawaii State Board of Medical Examiners, and the National Academy of Emergency Medical

Dispatchers Most medical CME is provided through Kapiolani Community College. In addition, the division provides emergency vehicle operator and defensive driving courses; annual training updates through Base Station Meetings; and various field and tabletop disaster exercises with other public safety agencies throughout the year, including HazMat, Urban Search and Rescue, Incident Command and technical terrorism response training.

Clinical Training Partnership with Kapiolani Community College The EMS Division provides clinical ambulance experience to EMT and MICT trainees of KCC and the University of Hawaii Community Colleges System from throughout the State of Hawaii. During these clinical and internship periods, the trainees gain valuable hands-on experience in the actual pre-hospital emergency medical setting under the supervision and preceptorship of selected EMS Division paramedics.

Clinical Training for Other EMS Providers The EMS Division provides clinical 'ride-along' ambulance experience to the Navy's Emergency Medical Technician Program at the Marine Corps Base Hawaii (Kaneohe), to the U.S Army's MAST Program medics, and various other medical, nursing and EMS agencies, both civilian and military to assist them to meet their educational requirements.

Public Education & Recruitment During FY 2005, personnel of the EMS Division participated in 66 public service events, including school career days, job fairs, EMS week public events and medical stand-bys.

OCEAN SAFETY AND LIFEGUARD SERVICES DIVISION (OS)

The OS Division provides a comprehensive ocean safety program for the island of Oahu. This program includes lifeguards for the 198 miles of coastline around Oahu, mobile patrol units and rescue activities, drowning and injury prevention, education events and seminars, and emergency medical response and treatment in and around the beach environment.

PERSONNEL

The Division has a full time staff of 142.45 including:

- 1 Water Safety Administrator
- 1 Injury Prevention Specialist
- 1 Administrative Assistant
- 1 Secretary II
- 1 Payroll Clerk (0.45 part-time)
- 1 Chief of Operations
- 6 Lifeguard Captains
- 9 Lifeguard Lieutenants
- 11.34 FTE contract hire lifeguards support beach operations

OPERATIONS

Operationally the island is divided into four geographic districts: South Shore (Waikiki and Ala Moana), Windward (Hanauma Bay to Kailua), North Shore, and Leeward (Waianae). One Captain and two Lieutenants are responsible for scheduling, general supervision and daily operations of beach lifeguards in their respective districts. Each district operation utilizes highly specialized rescue equipment including personal watercraft (PWC, Jet-Skis) and all-terrain vehicles to respond to cases requiring lifeguard rescue and/or medical assistance in both guarded and unguarded areas.

The OS Division of the HESD continues to function as an essential component of the City and County of Honolulu public safety team and works closely with the EMS Division, Honolulu Fire Department, Honolulu Police Department, Medical Examiners Office, Coast Guard, and other various entities within the public safety structure in providing essential services to the community.

Re-certification class for lifeguard personnel

TRAINING

All lifeguard personnel were re-certified in cardio-pulmonary resuscitation (CPR) and in the use of the Automatic External Defibrillator (AED). They received the Professional First Responder refresher as well as cervical-spinal extraction procedures, and were tested on their annual USLA performance requirements during the fiscal year. Annual physical performance testing was completed for all personnel to ensure that the level of physical fitness required for the job of an ocean lifeguard was met. In-service training activities for all full-time personnel include advanced rescue techniques utilizing the rescue craft, risk management lectures, sexual harassment

Lifeguards certified as EMT-B

lectures, updates on patient airway management and resuscitation techniques, and personal injury prevention techniques including stretching and exercise regimens.

OCEAN SAFETY HIGHLIGHTS

1. Emergency Medical Technician – Basic (EMT-B)

A total of 57 OS Division personnel have been certified as Nationally Registered Emergency Medical Technicians since 2001. All Paramedic instructors teaching the class through the Kapiolani Community College are paramedics in the EMS Division. All EMT certified personnel are required to ride-a-long with EMS Paramedics each year for a re-evaluation of their skill level. Teaching of Advanced training has strengthened the relationship with EMS personnel leading to a significant improvement in the beach environment.

Rescue efforts combined with HFD and EMS personnel

2. Cross-Training With Other Agencies

All division personnel spent a full day at Bellows Air Force Base cross training with Federal EMS and OS personnel as part of the annual three-day refresher course. The division was involved in three MAST exercises in which personnel were oriented and trained on the proper extraction techniques employed by the military's MAST helicopters, as well as the Honolulu Fire Department helicopter and the Coast Guard Dolphin helicopter. The Division was also part of an island-wide inter-operability radio test that included all public safety agencies in preparation for natural and man made disasters.

Jet Ski Operator

3. Drug and Alcohol Testing for All Beach Personnel

The Hawaii Government Employees Association (HGEA) Drug and Alcohol Memorandum of Agreement implemented on July 1, 2004 mandates random drug and alcohol testing for all water safety officers. The enactment of the drug testing policy helps to insure that the public receives the best care possible in life-threatening situations.

4. Rescue Craft Operator Supplemental Agreement

An agreement between the City and County of Honolulu and the HGEA was extended in 2005. Rescue craft operators earn additional compensation due to the specialized training required for rescue craft operations.

Lifeguard competition

5. Beach Assessment Project

In collaboration with the University of Hawaii Department of Geology and Geophysics School of Ocean and Earth Science and Technology, the Hawaiian Lifeguard Association and the University of Sydney, Australia, the Oahu beach assessment project was completed. The purpose of the project was to accurately identify and assess hazards using a scientific model of data collection and analysis.

6. National Competition

Twelve Ocean Safety personnel represented Hawaii in the USLA National Lifeguard Championships at Virginia Beach, Virginia, and took fourth place in their division.

7. Junior Lifeguard Program

The Junior Lifeguard Program reached over 500 teenagers this past summer, culminating with the State Jr. Lifeguard Championship event on the island of Kauai. Seven-week sessions were conducted at Ala Moana, Pokai Bay, Waimanalo, Ehukai, and Kalama Beach Park. Ocean Safety Division instructors taught all participants' basic ocean safety, first aid, and CPR skills. All participant registration was completed on-line for the first time in 2005 in an effort to better serve the parents and guardians of JG participants.

Junior Lifeguard Program

SUMMARY OF LIFEGUARD LOGSHEET DATA, FROM THE CITY AND COUNTY OF HONOLULU, 2004

BEACH PARK	#LOGS RECEIVED	#LOGS EXPECTED*	PERCENT REPORTED**	ATTENDANCE	FIRST AID MINOR	FIRST AID REPORTS	RESCUES	DROWNINGS	PREV. ACTIONS	SURFING ACCIDENTS	LOST CHILDREN
Ala Moana	1,758	1,830	96.1	1,534,233	3,826	87	57	0	21,058	15	23
Alii/Haleiwa	364	366	99.5	374,700	1,473	21	43	0	10,166	17	0
Bellows	112	118	94.9	124,066	1,610	3	11	0	4,829	0	0
Ehukai	362	366	98.9	434,095	1,087	37	48	0	9,666	44	0
Hanauma	615	628	97.9	1,753,250	18,305	92	351	0	26,955	0	2
Kailua	366	366	100.0	404,524	2,273	16	13	0	6,109	5	1
Keauwaula	364	366	99.5	150,303	960	27	34	1	12,017	13	0
Kewaena	364	366	99.5	202,846	722	22	11	0	8,536	15	4
Kualoa	172	181	95.0	255,282	662	4	4	0	3,643	0	0
Maili	714	732	97.5	484,044	1,740	17	26	0	24,439	2	0
Makaha	692	732	94.5	451,492	2,276	42	37	0	23,229	19	0
Makapuu	364	366	99.5	214,772	3,237	21	177	0	20,094	30	0
Nanakuli	843	913	923	396,374	1,781	34	65	0	17,349	4	0
Pokai Bay	722	732	98.6	436,674	1,486	22	20	0	16,402	4	0
Sandy	718	732	98.1	469,836	5,026	135	257	0	44,643	71	0
Sunset	364	366	99.5	530,866	962	22	39	0	12,702	14	0
Waikiki	2,559	2,562	99.9	8,560,596	29,244	468	174	1	70,861	249	357
Waimanalo	722	732	98.6	300,749	5,093	24	12	0	15,564	10	1
Waimea	365	366	99.7	740,704	1,772	66	70	0	20,930	27	0
All Beaches	**12,540**	**12,820**	**97.8**	**17,819,406**	**83,535**	**1,160**	**1,437**	**2**	**369,193**	**539**	**388**

**The number of expected logsheets was computed differently, depending on the beach. For most beaches, this number was 366 times the number of stations (e.g. Ala Moana=366 days x 5 stations=1,830). For Hanauma, the expected number was 312 for each station (624 total), since this beach is closed each Tuesday.*

***The "percent reported" column is the ratio of the number of logsheets received and expected. Use the reciprocal of this percentage to estimate an annual total. Example: the estimated attendance at Waimea=(1/99.7%) x 740,704=742,933.*

DEPARTMENT OF ENTERPRISE SERVICES

Sidney A. Quintal, Director*
Gail Y. Haraguchi, Deputy Director†

POWERS, DUTIES AND FUNCTIONS

The Department of Enterprise Services (DES) operates and maintains the Neal S. Blaisdell Center, the Waikiki Shell, the Honolulu Zoo, and the six municipal golf courses. The Department also coordinates the preparation, administration and enforcement of citywide concession contracts.

As structured, DES enhances the City and County of Honolulu's ability to focus on revenue generating opportunities and create operational synergies with a unique "bottom line" business orientation.

HIGHLIGHTS

Economic factors and unusually inclement weather provided a variety of challenges to citywide revenue-oriented activities in Fiscal Year 2005. DES met these challenges in ways unique to its operations. The Department's Fiscal Year 2005 accomplishments included initiatives to increase City revenues, revitalize downturns in attendance and facility usage, and incorporate resource conservation and cost efficient improvements at Department-wide facilities.

Consistent with DES' mission — *to manage and market a diversity of community oriented facilities and services for the use and benefit of the public; supporting cultural, recreational and educational opportunities and events on a self-supporting basis* – the Department continued to balance its focus on revenue generation and public service.

ADMINISTRATION

The Administration activity directs and coordinates the programs and operations of the Department of Enterprise Services' four Divisions: the Building Services Division, the Customer Services Division, the Golf Course Division, and the Honolulu Zoo Division. This activity provides staff and clerical support services in personnel, budgetary and organizational management and focuses Department-wide energies on the maximization of revenues and the optimization of fiscal and manpower resources.

Under the leadership of Mayor Mufi Hannemann, the City embarked on a three-phase Mayor's Review on Fiscal Integrity and Accountability. The second and third phases of the review will involve top-to-bottom operational audits of City government to examine the cost and necessity of providing various services now and into the future. The Mayor's review will set a solid foundation upon which to build a long-term fiscal sustainability plan for DES.

In adjunct to the Mayor's Review, DES has initiated steps to thoroughly review the cost and revenue components of its operating budget, including:

- Analysis and justification of each line item expense account;
- Identification of the cost of non-profit and public benefit activities under its purview;
- Review of charges for services (including the recovery of fringe benefits and indirect costs);
- Development of a golf survey for Oahu's municipal courses to better identify long-range Golf Fund requirements; and
- Exploration of public/private partnership opportunities.

Within the calendar year, DES will incorporate the results of these reviews in the development of a long-term fiscal sustainability plan which strives toward decreasing the General Fund subsidy of the Golf Fund and the Special Events Fund.

During Fiscal Year 2005, the Administration activity also initiated a proposal to transfer concession management from the Customer Services Division to the Administration Activity. Under the proposed reorganization, the Concessions Officer reports directly to the DES Deputy Director, thereby improving concession oversight and management.

Guided by the Hannemann Administration's mission statement — *Fiscal accountability and integrity…providing essential public services in the most efficient manner…honest and open relationships with our co-leaders and fellow employees in government…creating solutions to the challenges we all face…enhancing our quality of life…and, above all, serving the people of the City and County of Honolulu, our home, with pride and the spirit of aloha,* the Administration activity will continue to pilot changes to increase the effectiveness and efficiency of Department-wide operations and improve customer service.

During the coming fiscal year, the Administration activity will continue its commitment to the efficient and effective provision of public services and the progress of operations under its purview towards self-sustainability. Department-wide fees will be reviewed and revenue enhancement proposals will be developed and introduced. Measures to encourage efficiency and operational cost savings will also be pursued. Key budget initiatives will focus on obtaining needed resources for our operations: filling needed

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* *Barry A. Fukunaga resigned on September 30, 2004; Alvin K.C. Au retired on 12/30/04*
† *Lynette L.N. Char retired on 12/30/04*

positions, repairing aging facilities and replacing antiquated equipment. The Administration activity will also vanguard a proactive approach in marketing the various DES facilities and services.

BUILDING SERVICES DIVISION

The Building Services Division includes two sections – Trades and Maintenance/Set-Up. The Trades Section provides journey-level trades support to the Blaisdell Center, the Waikiki Shell, the Honolulu Zoo, the municipal golf courses and designated City concessions. The Maintenance/Set-Up Section provides grounds keeping, event set-up, and custodial services for the Blaisdell Center and the Waikiki Shell and supplies general maintenance support for the various facilities managed by DES. During Fiscal Year 2005, the Maintenance/Set-Up Section also participated in the City's Brunch on the Beach, Rediscover Oahu, and Sunset on the Beach initiatives. Staffing and equipment resources from this section helped to ensure the overwhelming success of these programs.

During Fiscal Year 2005, the Building Services Division improved the appearance of Blaisdell Center and Waikiki Shell facilities and provided exceptional operational and maintenance support to the various Divisions within DES. The maintenance program successfully completed 97% of work orders originated by the Honolulu Zoo, the municipal golf courses and designated City concessions.

The Building Services Division continued to maintain the highest standards for workplace safety. The Division's safety committee served as an effective watchdog for occupational safety and health issues and assisted in problem resolution. The organization passed all fire and safety inspections during the year.

With the objective of reducing costs and minimizing facility support systems downtime, the Division continued to stress the value of firmly established preventive maintenance programs. These programs are also extended to the Honolulu Zoo and the municipal golf courses.

In addition to overseeing the capital improvement program and contracted repair and maintenance projects at the Blaisdell Center/ Waikiki Shell, the Division pursued projects with in-house resources, saving the City an estimated $80,000 in outsourcing costs.

During Fiscal Year 2005, the employees of the Building Services Division continued their commitment to professional excellence and made every effort to sustain their fine reputation. For the fifth time in six years, a representative of the Building Services Division was selected as DES' Employee of the Year. Cesar A. Lorenzo, Electrician, will represent the Department at the City's 2005 Mayor's Outstanding Employees Program.

Concert Hall

From the maintenance, repair, and construction standpoints, the Concert Hall remained a center of activity in Fiscal Year 2005. Division preventive maintenance programs continued to be stressed for all facility support systems including lighting, electrical, plumbing, air conditioning and elevators.

A major contractor initiative, which commenced in April 2004, replaced all air conditioning systems in the facility and repaired all Concert Hall roofs. Roof leaks into the interior of the hall have been eliminated, and the new air conditioning system is able to meet all tenant and public demands.

Programming action is underway to address ADA requirements, sound system upgrades, and box office improvements.

Exhibition Hall

Since this facility is the most frequently used at the Blaisdell Center, the preventive maintenance needs of the Exhibition Hall are demanding and extensive. The elevators, standard lighting systems, emergency lighting battery bank, lighting dimmer system, air conditioning installations, plumbing systems, and exterior doors are routinely evaluated in accordance with an established schedule. Real time maintenance requirements are pursued in a timely fashion to preclude negative impacts on events and related revenue streams.

In conjunction with the Enterprise Facilities Energy Conservation Project, 134 lights within the Exhibition Hall were replaced with more energy efficient fixtures. The installation was performed in-house at an estimated cost savings of $20,000 when compared with a private contract. This project will achieve an estimated $5,000 in annual energy savings.

A large ventilation system was installed in the Exhibition Hall by Division employees. The project increases the effectiveness of the facility's current air conditioning system. The professional repair of the moveable panel walls in the Hawaii Suites to correct operational discrepancies is underway.

Future projects envisioned for the exhibition hall include recoating the roof, improving the ADA profile, upgrading the sound system, and installing a new lighting system for the Hawaii meeting rooms.

Arena

This multi-purpose facility continued to receive considerable attention throughout the fiscal year. Preventive maintenance programs were followed to help assure uninterrupted service for patrons. Electrical, plumbing, air conditioning, building lighting, and event lighting systems were evaluated before every event to preclude any inconveniences. Also, many of the high voltage components within the Arena's two electrical vaults were either tested quarterly or maintained on an annual basis through qualified contractor support.

Final design work for replacement of the Arena's air conditioning system has commenced, and FY 2006 funding is available to replace the entire system. Funding has also been approved to pursue various upgrades to assure compliance with ADA standards.

The department's number one future capital improvement program initiative is the procurement of telescoping risers and portable staging for the arena. This system would reduce event set-up times appreciably and assure a notable increase in available event days for the facility.

Parking Garage, Center Ponds, and Parking Lots

Planning continued on four parking garage projects addressing the repair of the garage's first floor columns; replacement of the gaskets in the garage's expansion joints; repair of the structure's leaking flower planters; and refurbishment of a covered walkway adjacent to the parking garage. Design and construction on the garage deficiencies will be phased, commencing in FY 2006.

Planning continued on a project to repair the effects of spalling which are evident at the edges of the Blaisdell Center's ponds.

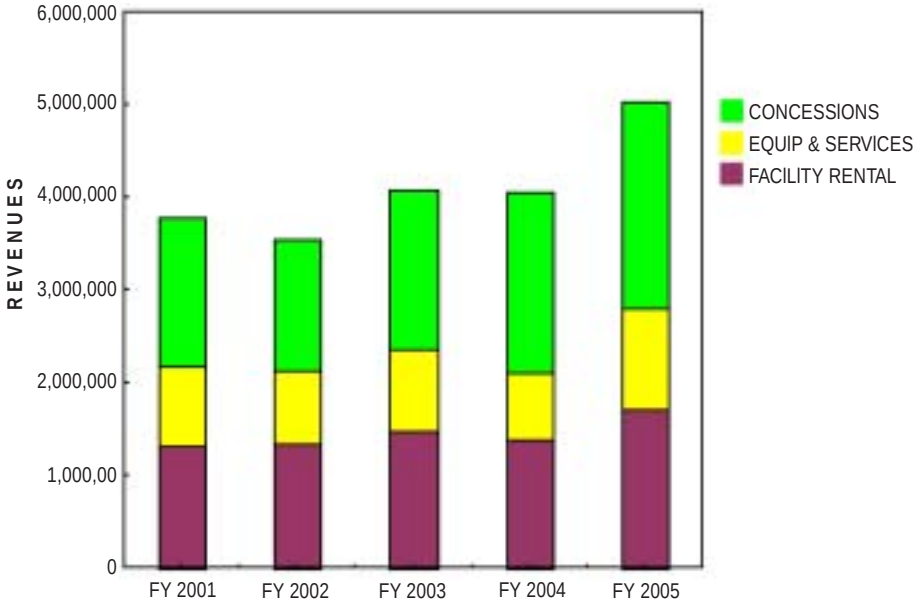
Funding will be sought to correct the sink holes in the parking lot near the Arena and to repave other selected portions of the Center's roadways and parking areas.

Waikiki Shell

The "Best of Honolulu" survey again honored this beautiful outdoor amphitheater as one of the finest concert venues on the island of Oahu. The Waikiki Shell's assigned maintenance staff always has the facility in top condition. They are assisted in their endeavors by the trades section and the building and equipment maintenance team who take great pride in their work on behalf of the Waikiki Shell. Preventive maintenance schedules are followed without fail. During the past year, general maintenance initiatives included painting projects, refinishing the stage, and lawn irrigation improvements. As in previous years, landscaping improvements were pursued on a continuing basis. The Shell's lighting dimmer system was replaced, and an in-house project was initiated to change a number of lighting fixtures with energy-efficient instruments. Planning is underway to replace the facility's sound system and the fence behind the lawn seating area. The goal for all Division efforts at the Waikiki Shell is to continue to provide the citizenry of Honolulu with the "best."

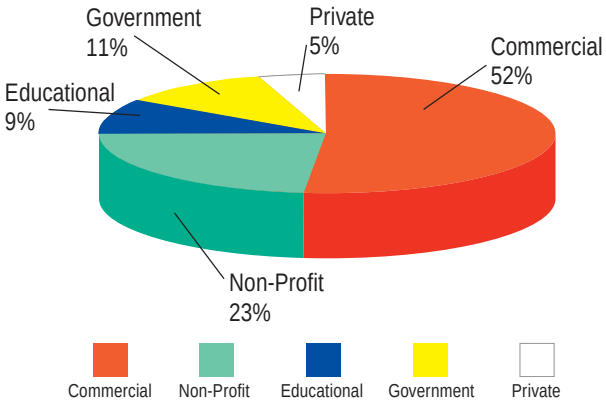
In Fiscal Year 2006, the Building Services Division will endeavor to provide excellence in service and facilities for the tenants at the Blaisdell Center and Waikiki Shell. Concerted efforts in preventive and real-time maintenance programs will continue for organization-wide facilities. Capital Improvement Program projects and contractual maintenance and repair initiatives will be closely monitored to ensure that Department interests are addressed. As always, safety issues will receive constant oversight. Further, Division operating costs will be pared to the extent possible in support of Department efficiency objectives.

BLAISDELL CENTER & WAIKIKI SHELL
FIVE-YEAR REVENUES, FY 2001-2005



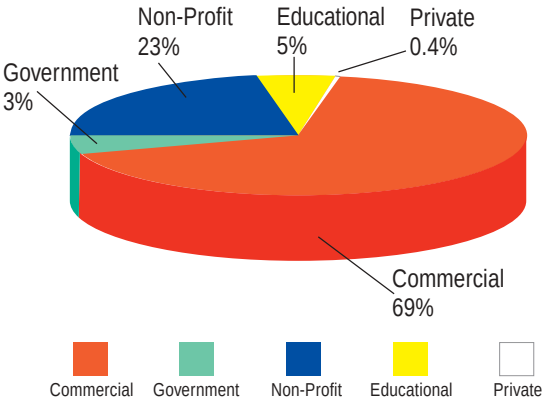
	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
FACILITY RENTAL	1,324,863	1,339,877	1,475,859	1,385,170	1,706,490
EQUIP & SERVICES	848,694	800,940	882,097	732,087	1,094,314
CONCESSIONS	1,602,553	1,407,910	1,710,450	1,943,459	2,228,175
TOTAL	3,776,110	3,548,727	4,068,406	4,060,716	5,028,979

BLAISDELL CENTER/WAIKIKI SHELL USAGE
FY 2004-2005
By Type of Tenant



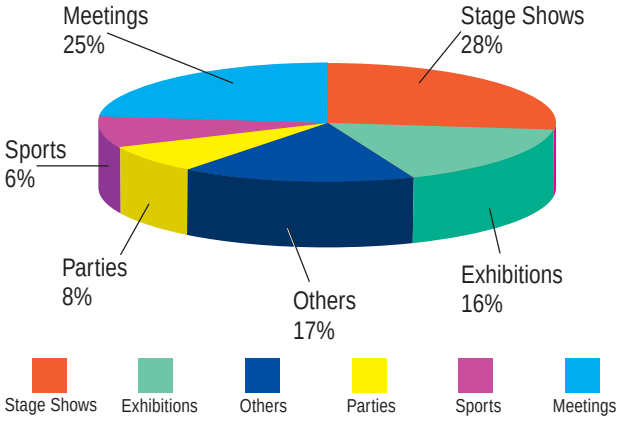
	# EVENTS	%
Commercial	225	51.7
Non-Profit	102	23.4
Educational	40	9.2
Government	48	11.1
Private	20	4.6
TOTALS	435	100.0

BLAISDELL CENTER/WAIKIKI SHELL REVENUES
FY 2004-2005
By Type of Tenant



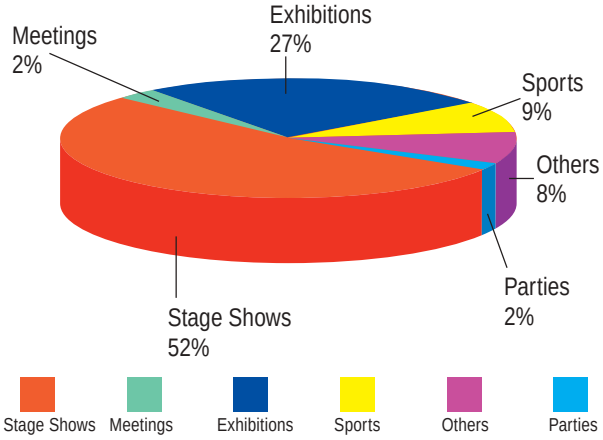
	REVENUE	%
Commercial	1,882,082	68.8
Government	88,649	3.2
Non-Profit	624,166	22.8
Educational	130,504	4.8
Private	11,564	0.4
TOTALS	2,736,965	100.0

BLAISDELL CENTER/WAIKIKI SHELL USAGE
FY 2004-2005
By Type of Tenant



	# EVENTS	%
Stage Shows	122	28.0
Exhibitions	69	15.9
Others	73	16.8
Parties	36	8.3
Sports	28	6.4
Meetings	107	24.6
TOTALS	435	100.0

BLAISDELL CENTER/WAIKIKI SHELL REVENUES
FY 2004-2005
By Type of Tenant



	REVENUE	%
Stage Shows	1,452,815	53.0
Exhibitions	735,133	26.9
Sports	234,563	8.6
Others	214,595	7.8
Meetings	51,960	1.9
Parties	47,899	1.8
TOTALS	2,736,965	100.0

CUSTOMER SERVICES DIVISION

The Customer Services Division is the business heart of the Blaisdell Center and the Waikiki Shell operations. The Reservations and Sales Section rents the various facilities; the Productions Section directs the set-up and operations of the events and monitors ancillary services associated with the events (e.g., food and beverage, parking and novelties); and the Box Office Section sells all admission tickets for the events. The goals of the Customer Services Division are to offer a diversity of entertainment options for the community, to provide a public meeting place for community activities, and to increase revenues in support of the facilities of the Center.

Fiscal Year 2005 opened with the strongest first quarter in years, and ended with the largest annual revenues in the history of the Center, surpassing $5,000,000.

During Fiscal Year 2005, the Blaisdell Center's multi-functional Arena show-cased some of the hottest touring artists in the music industry including the Who, Blink 182, three performances of the American Idol tour, Journey, Hillary Duff and Nora Jones. Sports events featured arena football, mixed martial arts, college volleyball and basketball, high school state championship wrestling and basketball, and the national judo tournament. Family shows included the international lion dance competition, the world famous Lipizzaner stallions, the Moscow state circus, WWE wrestling and the Globetrotters. Events celebrating the Hawaiian culture included the Kamehameha song contest, the Hawaiian 105 Kine luau, the King Kamehameha Hula Competition, and the Keiki Hula Competition.

The WHO in Concert at the Blaisdell Center Arena — August 3, 2004

The Concert Hall showcased the Honolulu Symphony's classical Masterworks series and the well-attended Pops program featuring a variety of guest artists. The Hawaii Opera Theatre season included the Flying Dutchman, Susannah, Turandot, and the Mikado. Ballet Hawaii staged the yuletide favorite Nutcracker. Presentations by Entertainment Enterprises featured the popular comedians Ray Romano and Margaret Cho, and the music of Lea Salonga. Broadway came back to Hawaii with tours of Grease and the ever-popular Cats. The family-oriented Sesame Street Live with Elmo's Coloring Book rounded out a successful Concert Hall season.

The Waikiki Shell featured perennial local favorites Hoomau, the Winter Bash, Bomb Bucha, the Jammin Hawaiians, the Brothers Cazimero, Makaha Sons, the KCCN Birthday Bash, and the carbo-loading luau for the Honolulu Marathon. A variety of musical artists including Jimmy Buffet, Michelle Branch, Reggae in Paradise, Superstars of Reggae, UB40, Steel Pulse, Jack Johnson and the Kokua Festival, KD Lang and Diane Krall attracted concert-goers to share music under the stars.

The Exhibition Hall and central areas continued to generate revenues and community business, serving as an "on-shore" economic engine. There were over forty-seven Exhibition Hall events scheduled during the year. A wide range of community-oriented events included well-attended college and career fairs, job fairs, senior fairs, and orchid and plant shows. Commercial shows included popular craft fairs, collectible shows, bridal expos, and home builders and remodeling shows.

Larger exhibit shows including the Made in Hawaii Festival; the 40th Food and New Products Show; the Hawaii Lodging, Hospitality and Food Service Festival, the Hawaii Street Car Show, and the Hot Import Daze spanned both the Exhibition Hall and the Arena.

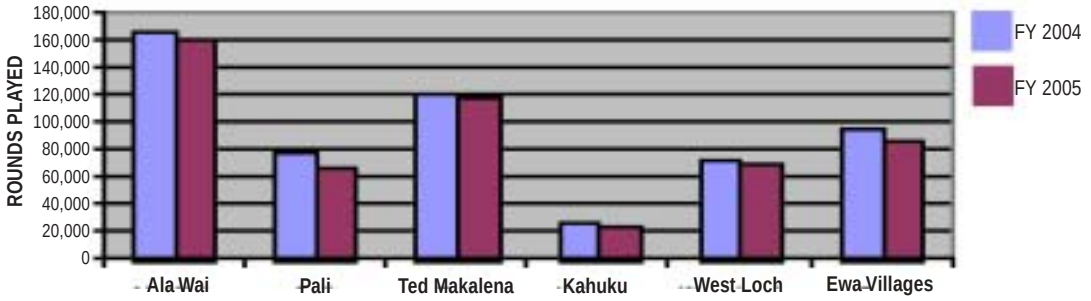
In Fiscal Year 2006, the Customer Services Division will continue its efforts towards actively marketing the Blaisdell Center and Waikiki Shell facilities and improving services provided to the public.

GOLF COURSE DIVISION

The Golf Course Division operates and maintains six municipal golf courses – five eighteen-hole golf courses (Ala Wai, Pali, Ted Makalena, West Loch, and Ewa Villages) and one nine-hole golf course (Kahuku). The Division schedules golf tournaments and club play; accepts reservations for individual play via an automated reservation system; develops and enforces golf course rules and regulations; and collects and accounts for green fees, tournament fees, and golf cart rental fees. The Division is also responsible for the operation of the power golf carts at the eighteen-hole courses and for the rental of pull carts and golf sets at Kahuku Golf Course. The Golf Course Division is responsible for renovating and maintaining the existing golf courses and for planning new municipal golf facilities. The Division monitors golf course related food and beverage, driving range and pro shop concession contracts, and makes recommendations for concession contract specifications. The Division also serves as a central reference source for the City and outside agencies on matters involving golf course operations and maintenance.

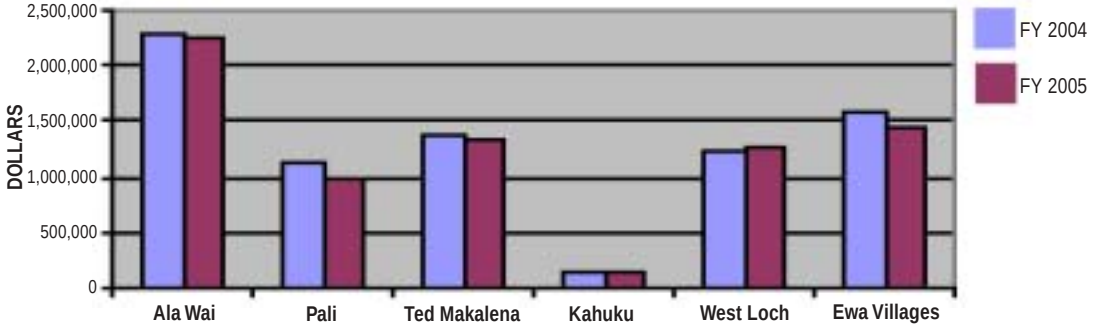
In its ninth year of operation, the automated reservation system continued to provide fair and equitable access for all golfers. Over

REGISTERED PLAY



	FY2004	FY2005	% CHANGE
Ala Wai	166,817	161,679	-3.1%
Pali	77,288	67,756	-12.3%
Ted Makalena	120,895	118,526	-2.0%
Kahuku	26,836	26,016	-3.1%
West Loch	74,328	70,557	-5.1%
Ewa Villages	94,757	86,072	-9.2%
	560,921	530,606	-5.4%

REVENUES
(Green Fees and Cart Rentals)



	FY2004	FY2005	% CHANGE
Ala Wai	2,303,696	2,263,266	-1.8%
Pali	1,140,708	991,870	-13.0%
Ted Makalena	1,401,445	1,361,952	-2.8%
Kahuku	144,891	137,568	-5.1%
West Loch	1,239,094	1,264,388	2.0%
Ewa Villages	1,609,621	1,471,875	-8.6%
	7,839,455	7,490,919	-4.4%

80,000 resident golfers are registered in the database. The system continues to improve with new hardware and updated software. Registration and photo identification cards continue to be issued bi-weekly at three municipal courses: Ala Wai Golf Course, Pali Golf Course and Ted Makalena Golf Course. Over 3,000 new golf identification cards were issued in Fiscal Year 2005.

For the year ended June 30, 2005, system-wide registered play totaled 530,606 rounds and related revenues approached $7.5 million. The overall decrease in the number of rounds played (-5%) and the related revenues from green fees and cart rentals (-4%) were reflective of the general decline in golf activity nationally and locally. Local golf play was also negatively impacted by an extended period of inclement weather. Despite these declines, golf revenues continued to successfully cover base operating costs excluding debt service.

Ala Wai Golf Course

The Ala Wai Golf Course once again garnered the distinction of being the busiest golf course in the world, with over 161,000 rounds of golf played. Despite the heavy play, golf course maintenance standards remained high. During Fiscal Year 2005, construction was completed on the new irrigation pump station which included replacement of deteriorated equipment with energy efficient VFD electric motors, and re-landscaping of the front and back of the clubhouse. The clubhouse's 60-ton air conditioning chiller unit was also replaced, and a contract was awarded for $72,328 to replace the clubhouse's 30-ton air conditioning chiller unit. Both chiller replacements incorporate installation of more energy efficient equipment.

Pali Golf Course

During Fiscal Year 2005, the number of rounds and related revenues at the Pali Golf Course were again adversely impacted by inclement weather conditions and curtailment of club play due to cart path construction. Asphalt cart paths have been replaced with cement cart paths throughout the course. Construction on a new irrigation system at a cost of $1,507,000 started in Fiscal Year 2005 and is on-going. Additionally, contracts were awarded for $104,610 to replace the cesspool at the on-course comfort station, and $28,107 to replace the above ground fuel storage tanks at the maintenance facility.

Ted Makalena Golf Course

Local residents continued to patronize this walker friendly course. The conversion to a non-potable water source continues to save the City over $190,000 a year in water expenses. Course conditions have been significantly improved with the phased replacement of the irrigation system and continued planting of seashore paspalum in bare areas when possible. The on-course seashore paspalum sod farm continues to be cultivated for future plantings. The third phase of a four-phase irrigation, drainage and landscaping improvements CIP project has been completed. Funding for the fourth and final phase of the project will be requested via the Fiscal Year 2007 capital improvement program.

West Loch Golf Course

West Loch Golf Course's water driving range has re-opened

The number of rounds played at West Loch Golf Course declined to 70,557 in Fiscal Year 2005. Flooding conditions, which caused silt to overflow the stream banks and cover the fairways, forced the extended closure of the golf course. Emergency dredging of the stream was completed as a temporary measure to relieve flooding conditions. The thorough dredging of the silt basins throughout the golf course was identified as a major project, and a consultant was selected to design the drainage improvement project in Fiscal Year 2005. Because of the extensive scope of this drainage project, it will be designed to be completed in several increments. Funding for the first phase of the drainage project will be requested via the Fiscal Year 2007 capital improvement program.

West Loch Golf Course's unique water driving range with floating golf balls has re-opened with a new pro shop concessionaire. The driving range is expected to enhance the golf course usage as it will be the only City course in the leeward area with a driving range.

Ewa Villages Golf Course

The newest of our municipal courses, Ewa Villages Golf Course continues to be popular with a wide range of golfers. In Fiscal Year 2005 the rounds played at this course declined to 86,072. An extended period of inclement weather caused water and silt to enter the golf course from adjacent water-saturated properties impacting course play. In a collaborative effort between State and City agencies, adjacent landowners, and the West Oahu Soil Conservation District, corrective actions are being taken to identify the source of the silt and to establish best management practices to prevent future runoff.

The City and County of Honolulu continues to promote the beneficial reuse of wastewater effluent and has expanded its customer base for the wastewater effluent reuse program. The Ewa Water Recycling Project is a unique partnership that combines the

resources of the public and private sectors to efficiently produce recycled water for golf course and landscape irrigation, and agriculture and industrial processing.

As part of the Ewa Water Recycling Project, the West Loch and Ewa Villages Golf Courses only utilized R-1 reuse water generated by the Honouliuli Wastewater Treatment plant for golf course irrigation, and supplied reuse water to its adjacent communities for common area irrigation.

A by-product of the reuse water is sludge that is currently being composted with green waste to produce a biosolids compost. With landfill space at a premium, and the City and County of Honolulu's commitment to sustainability, the biosolids compost is being used at all the municipal golf courses to add fertility to newly planted and existing areas.

In Fiscal Year 2006, the Golf Course Division will continue its commitment to improve the quality of services provided to the public in the operation and maintenance of the municipal golf courses.

HONOLULU ZOO DIVISION

The Honolulu Zoo's New Veterinary Clinic

The Honolulu Zoo is a 42-acre tropical zoological garden located within the Kapiolani Park. The Zoo provides residents and visitors to the islands with opportunities to enjoy and learn about the world's tropical fauna and flora. The Zoo's mission is to foster an appreciation of our living world, with an emphasis on tropical ecosystems, by serving as a center for environmental education, biological study, and recreation and conservation activities. The Honolulu Zoo Society, a non-profit support organization, has contributed much to the realization of the Zoo's mission by raising funds for construction projects and by expanding the scope of the Zoo's education program. The Honolulu Zoo is an accredited member of the American Zoo and Aquarium Association.

In Fiscal Year 2005, the Honolulu Zoo continued its facility modernization program by converting antiquated exhibits and service facilities to ones that are state-of-the-art. Construction on the new 6,000 square foot veterinary clinic began in Fiscal Year 2005 with the facility opening scheduled for this fall. Also under construction is the new Keiki Zoo. Projected to open during the 2005 holiday season, the Keiki Zoo will be three times larger than the old Children's Zoo and will offer guests a variety of active learning opportunities. The new holding quarters for the elephants continue to take shape. Because the facility will be capable of holding a bull elephant, the Honolulu Zoo will proceed on attempts to artificially inseminate our two female elephants. A collaborative agreement between the City, the Honolulu Zoo Society and the Orangutan Foundation International was structured to provide a new habitat for Rusti the orangutan. The naturalistic habitat will be 20 times larger than the obsolete cage that has served as the interim quarters for the Honolulu Zoo's best known animal.

On the drafting tables are plans for a new entrance/exit complex including a larger gift shop, and new classrooms for expanded education programs.

Attendance and Revenue

Attendance for Fiscal Year 2005 was 513,931, an increase of 15,616 (+3.1%) from the previous year. Admissions revenue totaled $1,412,887, an increase of $80,603 (+6.0%). Despite construction related disruptions to the visitors' experience, Honolulu Zoo attendance is rebounding.

Animal Population

Notable births and hatchings for the fiscal year include superb bird-of-paradise, a female chimpanzee, Surinam toads, hammerkops, African ground hornbills, mata mata turtles, wrinkled hornbills, and eclectus parrots.

We continued to improve the "Kipuka Nene" exhibit, which is a representation of a lava field in succession, by adding more native plantings and acquiring and displaying a pair of Hawaiian hawks.

Two well-known animals, our Burmese python "Monty" and male Sumatran tiger "Pandji", died from debilitating illnesses complicated by advanced age.

Sponsorships and Bequests

Due to budgetary constraints, AT&T withdrew its sponsorship of the "Wildest Show in Town" after supporting the summer programs for more than fifteen years. With short notice, Starbuck's Coffee came to the rescue and assumed sponsorship of the popular weekly entertainment series.

The Honolulu Zoo was honored to receive bequests from Rose Helen Vincent and Kumiyo Kondo. We are grateful to have been remembered in their wills and extend our sincere appreciation to their families. The bequests will be used towards needed facility improvements at the Honolulu Zoo.

Honolulu Zoo Society Education Programs

The Honolulu Zoo Society education programs continued to grow with 31,475 participants registered in the various program options. The most popular programs were school group tours (6,774 students), JTB twilight tours (4,568 attendees), school outreach programs (7,500 students), Title I school free programs (1,031 students), and Vacation Adventures (3,384 student days).

American Zoo and Aquarium Association (AZA)

Zoo Director, Ken Redman, was elected to the Board of Directors of AZA which is testimony that the Honolulu Zoo has gained national recognition as a participant in the organization's programs.

As the City prepares for the Honolulu Zoo's AZA re-accreditation review in Fiscal Year 2006, we take a pregnant pause…
will the Zoo's new Veterinary Clinic serve double duty as a baby elephant nursery?

DEPARTMENT OF ENVIRONMENTAL SERVICES

Eric S Takamura, Ph.D., P.E., Director
Kenneth A. Shimizu, Deputy Director

DUTIES, AND FUNCTIONS

The Department of Environmental Services is responsible for the City's wastewater, storm water and solid waste disposal services. The department operates and maintains sewer lines, treatment plants, wastewater pump stations, land fills, refuse pickup and disposal; is responsible for the chemical treatment and pumping of cesspools; and manages the city's storm water permit programs.

MISSION

To protect public health and the environment by providing effective and efficient management of the wastewater, storm water and solid waste disposal systems for the City and County of Honolulu.

HIGHLIGHTS

Administrative Support: Wastewater Sewer Service Charge revenue remained stable at approximately $112 million, and the wastewater program continued to meet all revenue bond and financial requirements.

The department's business process improvement program is continuing to make steady progress and produce results. A new training curriculum based on peer group learning has been developed that has reached about a third of our front-line supervisors. Automotive repair and fleet optimization is improving with the establishment of a service level agreement and a fleet manager function. New work practices are being implemented to support full implementation of the computerized maintenance management system. Other on-going Change program initiatives include an information technology master plan, asset management program development, leadership development program, succession planning, and external and internal communication.

ENV 2005 IT Enhancement: During fiscal year 2005 the Department upgraded or purchased 81 desktop computers, two laptop computers for field use and replaced 22 monitors. We also implemented an integrated document management system (Xerox Docushare) for Office of Administrative Support (OAS), Environmental Quality (EQ) and Refuse. EQ has contracted for a customized software/database to track pretreatment device inspections, permitting and enforcement. The Wastewater Customer Service and Investigation Unit upgraded to a hands-free telephone system to increase efficiency and better serve the public.

NACWA's Peak Performance Awards

This program recognizes NACWA member agency facilities for excellence in wastewater treatment as measured by their compliance with their National Pollutant Discharge Elimination System (NPDES) permits. There are three types of awards within the Peak Performance Awards program:

Platinum Awards pay special tribute to agency facilities that have received Gold Awards for five consecutive years.

Gold Awards honor treatment works that have achieved 100 percent compliance with their NPDES permit for an entire calendar year.

Silver Awards recognize facilities that have received no more than five NPDES permit violations per calendar year.

2004 Gold Awards

Honouliuli Wastewater Treatment Plant

Kailua Regional Wastewater Treatment Plant

Waianae Wastewater Treatment Plant

2004 Silver Awards

Sand Island Wastewater Treatment Plant

Wahiawa Wastewater Treatment Plant

Collection System Maintenance: During this fiscal year, the division cleaned and flushed 617.86 miles of sewer line, cleaned 272 laterals and inspected 24,866 manholes. Television camera inspections were done on 101,422 feet of sewer line. Repairs were done to 103.5 feet of sewer, and 277 feet of laterals and extensions were installed. Five manholes were adjusted to grade and 80 treated for rodent/roach control.

Environmental Quality: The Storm Water Quality (SWQ) Branch manages, plans and designs projects for structural best management practices at storm drain outlets along the Waikiki Coast, and selected outlets in the Ala Wai Canal, Kuapa Pond, Kaelepulu Pond and Salt Lake. The branch continued managing several projects in Salt Lake, including maintenance dredging of waterways, the $97,000 EPA-funded Phytoremediation project to reduce nutrients and other pollutants in Salt Lake, the joint City-Army funded

Figure 1: Truck tire washing at the Pearl City Wal-Mart construction site.

Figure 3: Public Service Announcement shown in selected Consolidated Movie Theaters

$200,000 Aliamanu Crater - Salt Lake sediment study. The SWQ branch also increased enforcement actions. During fiscal year 2005, the branch responded to 300 complaints of illegal discharges, issued 52 informational letters, 153 written warnings, 16 notice of violations, and collected a total of $35,000 in fines. As recommended in a September 2004 Department of Health and EPA evaluation of the SWQ program, Inspections of industrial sites and construction activity were increased significantly.

Community Relations/Outreach: The Department's storm water National Pollutant Discharge Elimination System (NPDES) public education program continued using partnerships between government, businesses, and the communities to leverage resources to reduce pollution of coastal waters. The City's public outreach program is featured on EPA's web site. The SWQ Branch has increased its efforts with training and partnerships with schools in Aiea, Waipahu and Campbell High School Districts.

The Department continued its general public outreach, using public service announcements, including a movie slide shown at Consolidated Theaters and a radio spot featuring Mayor Mufi Hannemann urging citizens to "Help protect our waters … for life!"

As part of the Department's targeted outreach efforts in the Ala Wai Canal Watershed, it teamed with the Ala Wai Watershed Association and other agencies and groups for an Earth Day event at Fort DeRussy. Several agencies set up booths, and the Department of Land and Natural Resources had a fish replenishment release of Mo'i in the Ala Wai Canal, as well as leading an armored catfish eradication effort in Manoa Stream.

During fiscal year 2005, the Regulatory Control Branch issued 813 Industrial Wastewater Discharge Permits requiring grease interceptors and/or pretreatment devices (silver recovery units, oil water separators, etc.). The Branch also performed 95 plan reviews on building permit projects proposing to install grease interceptors. During the fiscal year, Regulatory Control has increased enforcement activities and issued 1,501 Verbal Warnings, 254 Letters of Warning, and 11 Notice of Violations. The Regulatory Control Branch continued with implementation and outreach on Grease Interceptor Program Compliance. Various community groups, neighborhood boards and tradeshows were the primary focus, to educate local industries as well as the public about responsible use of the city sewer system. The Water Quality Laboratory (WQL) performs diversified analytical procedures to monitor industrial wastewater going into the City's treatment system, the discharges from the City's eight wastewater treatment plants, and the receiving water environment. Laboratory analyses include measurements of physical/chemical properties, including metals and pesticides; microbiological examination; and biological assays. For fiscal year 2005, 430,630 analyses were conducted on 33,300 samples. In addition to providing sampling and analytical capabilities to support the City's environmental monitoring programs, WQL also assisted EPA in the development of methods to assess biological toxicity. Whole Effluent Toxicity (WET) tests assess the potential toxicity of treated wastewater by exposing dilutions of the wastewater to biological organisms and observing for negative effects. Hawaii possesses unique biological species, and this results in state-specific WET tests. Since November 2004, the Biology Laboratory of the WQL entered into a contract with the Navy and the Marine Corps to conduct WET tests.

The Monitoring and Compliance Branch continues with the second phase of the Reduction of Odor and Sound Emissions (ROSE) program. ROSE is a program to address the odor and noise issues from our wastewater treatment plants, collection systems and pump stations. The Branch has also initiated a pilot test program for an emerging wastewater treatment technology called mem-

Figure 2: Outreach booth at 2005 Hawaii Business Expo

brane bioreactor (MBR). A fifth system was added to the test program. The pilot test is in its final phases and should be completed by the end of 2005. The Branch has also updated the Honouliuli Wastewater 301(h) waiver permit reapplication. This application would allow discharge of primary treated effluent into the marine environment.

Refuse Collection and Disposal: The Refuse Division plans, directs and coordinates programs for solid waste management for the City and County of Honolulu. It provides refuse collection services and an integrated management system for waste reduction and disposal of solid waste, including recycling, incinerating at waste-to-energy facilities, and land filling. It operates and maintains refuse transfer stations, refuse convenience centers, and sanitary landfills.

H-POWER has processed in excess of 9.4 million tons of municipal solid waste since commencing operations in 1990. Total processed for fiscal year 2005 alone is 623,272 tons.

Total refuse-related expenditures for fiscal year 2005 were $110,282,023 compared to the previous year's total of $107,703,114.

Recycling: The City continued its initiatives in recycling refuse, green waste, biosolids and wastewater. On average, 10.3 dry tons of biosolids from the Honouliuli Wastewater Treatment Plant were processed into compost. The Honouliuli Water Reclamation Facility distributed an average of 7.2 million gallons per day of recycled water.

PUMP STATION STATISTICS
2004-2005

PUMP STATION	MIL GALS PUMPED	AVG MGD
AALA	23.990	.066
ALA MOANA #1	1,891.098	5.181
ALA MOANA #2	15,250.850	41.783
ALALA	67.480	.185
ALIAMANU #1	186.074	.510
ALIAMANU #2	84.377	.231
ALII BLUFFS	14.950	.041
AWA STREET	1,117.894	3.063
BEACH WALK	4,500.259	12.329
COCONUT GROVE	60.180	.165
ENCHANTED LAKE	112.520	.308
EWA	533.398	1.461
EWA BY GENTRY	172.482	.473
FORT DERUSSY	744.661	2.040
GRANDVIEW*	12.600	.035
HALAWA	751. 515	2.059
HALEKOU	24.350	.067
HART STREET	4,228.140	11.584
HEEIA	92.120	.252
HOMELANI	9.741	.027
KAHALA	1,574.812	4.314
KAHALUU	59.570	.163
KAHALUU HSG	53.920	.148
KAHANAHOU	162.960	.446
KAHAWAI STREAM	109.300	.299
KAILUA HEIGHTS	673.100	1.844
KAILUA ROAD	710.110	1.945
KAMEHAMEHA HWY	2,175.990	5.962
KANEOHE BAY #2	67.720	.186
KANEOHE BAY #3	62.630	.172
KANEOHE BAY #4	15.650	.043
KANEOHE BAY #5**	.067	0
KEMOO FARM*	19.200	.053
KUKANONO	19.437	.053
KULIOUOU	145.232	.398
KUNIA	611.669	1.676
LAENANI	43.370	.119
LAKEVIEW	69.433	.190
LUALUALEI	292.191	.801
MAKAKILO*		
MAUNAWILI ESTATES	33.770	.093
MAUNAWILI PARK	68.620	.188
MILILANI #19	32.392	.089
MIOMIO	24.890	.068
MOANA PARK	299.166	.820
NAKULA*		
NANAKULI	21.048	.058
NIU VALLEY	620.771	1.701
OHAI PLACE*		
PACIFIC PALISADES	184.783	.506
PAIKO DRIVE***	0	0
PEARL CITY	4,002.700	10.966
PUBLIC BATHS	35.290	.097
PUNAWAI	83.980	.230
UWALU *		
WAIAWA	22.124	.061
WAIKALUA	66.810	.183
WAIKAPOKI	317.700	.870
WAIMALU	2,056.173	5.633
WAIPAHU	3,496.787	9.580
WAIPIO	171.127	.469
WEST BEACH #1	77.521	.212
WEST BEACH #2	63.278	.173
WEST LOCH EST	186.330	.510
WEST LOCH FRWY	125.188	.343
TOTALS	50,870.264	****139.371

**No flow meters. Million Gals Pumped and Average MGD estimated.*

***Not on line*

****No flow meter. Flows to Niu Valley*

*****Flow data does not match treatment totals due to wastewater flow through multiple pump stations in route to treatment plant.*

TREATMENT PLANT PERFORMANCE
2004-2005

TREATMENT PLANT	MIL GALS TREATED	AVG MGD
Honouliuli	8,896.407	24.374
Kahuku	67.447	.185
Kailua	5,583.574	15.297
Paalaa Kai	30.089	.082
Sand Island	24,187.358	66.267
Wahiawa	713.530	1.955
Waianae	1,266.812	3.471
Waimanalo	229.572	.629
Totals	40,974.789	****112.260

KAILUA REGIONAL WWTP

The department is working with Guernsey & Co. to develop an Energy Performance Contract, which will help to reduce the plant's dependency on fossil fuel and ensure we remain viable. Cogeneration (Co-Gen) feasibility studies have shown a potential to realize savings after some modifications. The two leading types of Co-Gen system are the Energy Performance Contract, which sells back excess power (electricity) to HECO and Shared Savings Contract, in which the City pays the contractor a portion of the power (electricity) savings we have per year. Since there will be pros and cons with each option, the Request For Proposal (RFP) will leave the decision to the winning bidder to decide on the type of contract which will be most beneficial to both parties.

WASTEWATER REVENUE
2004-05 FISCAL YEAR

Sewer Service Charges	$112,082,373
WW System Facility Charges	$5,037,304
Other Revenue	$2,077,213
Total	$119,196,890

During the fiscal year FY2005, construction contracts for eight wastewater projects were completed and closed out. The total of the final costs for these projects was $3,649,287.62. Thirty-eight (38) projects with a total contract value of $351,313,521.76 were still under construction, or construction contracts were still open, as of June 30, 2005.

Wastewater Construction Projects Completed

- Aeloa Street Emergency Manhole Repair $13,606.52
- Kailua Wastewater Treatment Plant Influent Bar Screen Enclosure 349,331.21
- Kalihi Valley Sewer Line Spot Repair 19,981.00
- Kapiolani Boulevard Sewer Siphon Reconstruction at Manoa/Palolo Stream 740,089.00
- Rehabilitation of Sewer Lines Near HECO Honolulu Power Plant 269,048.11
- Republican Street Emergency Sewer Line Replacement 256,930.00
- Sand Island Wastewater Treatment Plant Interim Chemical 1,514,016.78
- Sand Island Wastewater Treatment Plant Refurbish Gravity Thickener No. 1 ..... 486,285.00

Total: $3,649,287.62

Wastewater Construction Project Contracts On-Going

- Ahuimanu Wastewater PTF Headworks Modification $658,362.00
- Ala Moana Wastewater Pump Station Force Main Emergency Repair 1,885,000.00
- Ala Moana Wastewater Pump Station Modifications 18,144,000.00
- Aumoae Street Sewer Line Replacement (SMPR No. 19) 586,387.00
- Fort Weaver Road/Hapalua Street Sewer Repair 70,456.90
- Fuel System Modification at Honouliuli WWTP, Waianae WWTP, Laenani WWPS 151,950.00
- Halekoa Drive & Palipaa Place Sewer Line Rehabilitation 231,700.00
- Hamakua Drive Emergency Repair 1,100,000.00

- Hart Street WWPS Alternative 23,053,426.48
- Hart Street WWPS Force Main Replacement 20,255,500.00
- Honouliuli WWTP Centralized Odor Control Modification 218,450.93
- Honouliuli WWTP Expansion Phase I, Part A 19,285,608.97
- Honouliuli WWTP Solids Handling Facility Interim Modifications 1,891,810.46
- Kahaluu Housing WWPS and Force Main 2,804,935.39
- Kahuanani Street Sewer Replacement (SMPR No. 85) 1,731,198.25
- Kainehe Street, Hamakua Drive and Keolu Drive Reconstruction Sewer 25,913,108.89
- Kalaheo Avenue Reconstructed Sewer (Phase 1) 18,346,919.68
- Kalaheo Avenue Reconstructed Sewer (Phase 1, Emergency Work) 17,423,934.00
- Kamehameha Highway Trunk Sewer Reconstruction, Mililani 809,987.81
- Kaneohe Bay Sewers ID No. 275 ..... 4,049,675.43
- Kaneohe/Kamehameha Highway Reconstructed Sewer 1,148,800.00
- Kaneohe Wastewater PTF Demolition Plan, Phase 1 ..... 745,650.00
- Kapiolani Boulevard Sewer Emergency Repair 1,768,625.96
- Kiwila Street/10th Ave Reconstructed Sewer SMPR (SMPR 11) 217,220.00
- Laie Wastewater Collection System Expansion Phase I 7,067,951.00
- Magazine Street Sewer Line Replacement Rehabilitation (SMPR 3) 924,300.00
- Miscellaneous WWTP & WWPS Projects – Kamehameha Highway WWPS:
  Replace Concrete Cylinder Pipe 1,953,300.00
- Niu Valley WWPS Force Main Emergency Repair 700,000.00
- Pacific Palisades WWPS Access Road Emergency Repair 372,352.44
- Public Baths WWPS Modification 1,882,791.00
- Sand Island Parkway Wastewater Pump Station Modification 994,174.00
- Sand Island WWTP UV Disinfection Facility and Effluent Pump Station 80,762,209.00
- Sand Island WWTP Modification Unit I, Phase 2A 92,974,880.21
- Sand Island WWTP Refurbish Gravity Thickener 608,843.00
- Wahiawa WWTP Effluent Reuse and Reservoir Outfall Adjustment (Transferred to ENV)
- Waianae WWTP Remove Concrete Platform Chlorine Contact Tank, Phase 1 ..... 68,891.85
- Waianae WWTP Reroute Gravity Sewer 172,041.11
- Waiomao Stream Sewer Replacement Rehabilitation (SMPR No. 24) 339,090.00

  Total $351,313,521.76

Sand Island Wastewater Treatment Plant

REFUSE OPERATING EXPENDITURES
2004 - 2005 FISCAL YEAR
EXPENSES/REVENUES

EXPENSES

Administration		$5,440,262
Administration	$1,306,358	
Investigation and Inspection	$237,321	
Recycling	$2,019,974	
Glass Recycling	$1,876,609	
Refuse Collection		$13,516,149
Honolulu	$8,119,427	
Rural	$5,396,722	
Refuse Disposal		$91,325,612
Maintenance and Waste Diversion	$962,779	
Landfill	$5,928,456	
Transfer	$6,856,129	
H-POWER	$77,578,248	
TOTAL EXPENSES		$110,282,023

REVENUES

Refuse Small Business Collection	$514,678
Refuse Disposal	$9,924,935
H-POWER Disposal Fees	$35,877,718
H-POWER Electricity Sales	$32,483,005
Recycling Surcharge	$4,587,175

OPERATIONAL DATA
July 1, 2004 to June 30, 2005

		TONS DELIVERED
Collection	368,288 tons	
Disposal:		
H-POWER	**623,272**	**616,687**
Waimanalo Gulch Landfill	329,431	
Municipal Solid Waste (MSW)		
H-POWER		
Residue	94,580	
Unacceptable MSW	7,880	
Ash (wet weight)	99,731	

Transfer:
Tons Transferred

Convenience Centers	28,420
Kapaa Transfer Station	100,646
Kawailoa Transfer Station	16,225
Keehi Transfer Station	147,213

Recycling:

Tons Recycled

Office Paper	356
Mixed Paper (newspaper, cardboard, color-ledger, white-ledger, computer)	9,581
Mixed Containers (glass, aluminum, plastic)	2,328
Green Waste	32,151
Tires	771
Scrap Metal	4,164

H-POWER

Ferrous	16,800
Non-ferrous	1,562

DEPARTMENT OF FACILITY MAINTENANCE

Laverne Higa, PE, Director and Chief Engineer
George "Keoki" Miyamoto, Deputy Director

POWERS, DUTIES, AND FUNCTIONS

The Department of Facility Maintenance administers the City's repair and maintenance programs for roads, bridges, streams, flood control systems, traffic signs and markings, City buildings and office facilities, and City vehicles and heavy equipment excluding certain vehicles and equipment belonging to the Police and Fire Departments and the Board of Water Supply. It also administers the repair and maintenance programs for mechanical, electrical, and electronic equipment and facilities for parks, streetlights, and communication centers. The department also provides property management, parking garage management, security, and interdepartment mail services. Additionally, the Department provides heavy vehicle and heavy equipment training support to City agencies.

ORGANIZATION

The department is organized into three divisions, Automotive Equipment Services, Public Building and Electrical Maintenance, and Road Maintenance. The Office of the Director and Chief Engineer provides management and administrative direction and oversight.

Direction is provided in personnel management, budget planning and execution, program coordination, heavy vehicle and equipment operator training and safety, interdepartment mail services, and other matters of general administration. The Construction and Maintenance Fiscal Section of the Department of Budget and Fiscal Services provides fiscal management support. The Department of Information Technology provides computer system support.

HIGHLIGHTS

The Department resurfaced 30 lane miles of roadways utilizing 9,811 tons of asphalt and provided extensive first aid type repairs (13,785 tons of asphalt concrete) to numerous roadways island-wide. The Department also implemented an automated fuel tracking system at Kapaa's Repair Facility and is currently testing its feasibility. Future plans include islandwide automated fuel tracking systems for all fueling stations. Other activities included establishment of an inspection and inventory program of street light electrical cabinets and transformers, installation and replacement of cables for city agencies, and continuation of a preventive maintenance program to replace corroded equipment on street lighting systems throughout the island.

DIVISION OF AUTOMOTIVE EQUIPMENT SERVICES

DUTIES AND FUNCTIONS

The Division of Automotive Equipment Service (AES) is responsible for planning, directing, coordinating, and administering all programs, activities, and affairs associated with the maintenance and repair of the automotive, heavy vehicle, and construction equipment fleets of most City and County departments and agencies (with the exception of the Honolulu Fire Department, Honolulu Police Department, and the Board of Water Supply). The division has the following vehicles/equipment under its jurisdiction: 1,765 on-road/highway vehicles, 127 off-road/non-highway equipment, and 454 miscellaneous equipment (e.g., trailers, forklifts, compressors, generators, etc.); for a total of 2,346 pieces.

Exterior view of the Heavy Construction Equipment repair shop at Halawa

ORGANIZATION

The division is organized into four functional units: Administration, Storekeeping, Service & Lubrication, and Repair & Maintenance. At full strength, AES staffing is at 142 full-time positions; staffing is currently at 105.

The Administration activity includes the Quality Control & Inspection Branch. This branch is responsible for all preventive maintenance

and inspection scheduling, production control, work order data processing and review, quality assurance, disposal of replaced vehicles/equipment, and is the primary custodian of the City's computerized fleet management system.

Storekeeping is responsible for the acquisition, storage, issuance, and disposal of tools, equipment, replacement parts, accessories, general supplies, and solicitation of private contract equipment and vehicle repair services for the entire division. It is also responsible for processing the division's purchase orders and purchase requisitions (subject to final action by the Budget and Fiscal Services Department).

The Service & Lubrication activity provides fueling, tire repair/replacement and maintenance, lubrication, and cleaning of all equipment supported by this division. Rural fueling stations are also located throughout Oahu at City and County Corporation Yards operated by the Division of Road Maintenance. Board of Water Supply (BWS) and some State and Federal agencies purchase fuel from AES stations when fuel is not available at their own locations.

The Repair & Maintenance unit is the division's major operational activity. The Repair and Maintenance sections include: the Halawa Automotive Repair Shop, Construction Equipment Repair Shop, Welding Shop, Body and Fender Shop, Pearl City Automotive Repair Shop, Kapaa Automotive Repair Shops and the newly created Light Equipment Repair Shop.

View of Vehicle Wash Rack Facility at Halawa

Fueling Facility at Umi Street

ACTIVITY HIGHLIGHTS

Work began in February 2005 on a fueling facility located on Umi Street in Kalihi. This facility will provide diesel fuel, unleaded gasoline, and propane. It is also equipped with an electric vehicle rapid charging station.

An automated fueling tracking system was implemented in June 2005 at the Kapaa Repair Facility and will be tested to determine its feasibility. Several vehicles assigned to the Windward District were equipped with a receiving collar on the fuel tank filler neck of the vehicle. This collar mates with a collar attached to the dispenser nozzle. When a vehicle comes in for fuel, information from the vehicle is transferred to the mating collar on the nozzle. This information is then transferred to a digital recorder. Validation of the vehicle's information such as the identification number, mileage and or engine hours is captured prior to automatic activation of the dispenser. Future plans call for all City & County of Honolulu vehicles and fueling stations to be equipped with an automated system.

ACTIVITY SUMMARY

STOREKEEPING:

NUMBER OF STOCK PARTS TRANSACTIONS	35,679
NUMBER OF NON-STOCK PARTS TRANSACTIONS	64,053
NUMBER OF FUEL (RECEIVED) TRANSACTIONS	846
NUMBER OF PARTS/SERVICES CHARGED TO COMMERCIAL TRANSACTIONS	2,345

SERVICE & LUBRICATION:

LUBRICATION (VEHICLE UNITS)	854
TIRE REPAIR AND REPLACEMENT	2,273

REPAIR & MAINTENANCE (REPAIR ORDERS PROCESSED):

HALAWA YARD AUTOMOTIVE REPAIR & MAINTENANCE	7,175
CONSTRUCTION EQUIPMENT REPAIR & MAINTENANCE	934
LEEWARD YARD (PEARL CITY) REPAIR & MAINTENANCE	3,168
WINDWARD YARD (KAPAA) REPAIR & MAINTENANCE	2,637
WELDING SHOP	555
BODY FENDER & REPAIR	912

PUBLIC BUILDING AND ELECTRICAL MAINTENANCE DIVISION

DUTIES AND FUNCTIONS

The Public Building and Electrical Division plans, directs, coordinates and administers the repair, maintenance and renovation programs for all public buildings and appurtenant structures; street, park, mall, outdoor and other city lighting and electrical facilities; and communication facilities on the Island of Oahu that are under the jurisdiction of the Department of Facility Maintenance. Daily custodial and utility services are provided for a number of these facilities with a combination of in-house staff and private contractors. The division also administers activities including property management, parking garage management, municipal parking lot management, city employees' parking, motor pool and security for Honolulu Hale, Honolulu Municipal Building and other city facilities.

ORGANIZATION

The division is made up of four branches: Repair and Maintenance (R&M), Traffic Electrical Maintenance Services (TEMS), Custodial and Utility Services (CUS), and Parking and Property Management (PPM).

The Repair and Maintenance Branch is made up of eight sections: Air Conditioning, Carpentry, Electrical, Masonry, Painting, Plumbing, Mechanical Repair, and Building Maintenance Repair. This branch provides skilled trades and support personnel to repair, maintain, and perform renovation work on all public buildings under the

jurisdiction of the Department of Facility Maintenance. This branch also operates a cabinet making shop for the construction of custom designed furniture.

The Traffic Electrical Maintenance Services Branch is made up of four sections: Electrical Maintenance Services, Electronic Maintenance Services, Central Warehousing, and Shop Operations. This branch performs construction, installation and maintenance work for street, park, mall, indoor and outdoor lighting, and other city lighting, electrical, and communication facilities. This branch also operates a central warehouse and electrical shop. A night crew is maintained to answer all related trouble calls.

The Custodial and Utility Services Branch is made up of five sections: Honolulu Hale, Honolulu Municipal Building, Honolulu Police Department Headquarters, Carpet Cleaning, and Utility Services. This branch provides custodial and utility services for all city owned and leased facilities.

The Parking and Property Management Branch is made up of three sections: Parking Operations, Property Management, and Security. This branch administers management contracts for parking garages and city properties, provides employee parking, manages municipal parking lots, operates a motor pool, and provides security services for the Civic Center Complex and other city facilities.

Accomplishments

The Repair and Maintenance Branch completed 6,178 work orders to accomplish its preventive maintenance program, and repair and maintenance projects.

Our staff completed the following major projects:

1. Honolulu Municipal Building (HMB) - Performed lighting re-arrangements on various floors for departments that relocated to HMB.
2. Department of Information Technology – Replaced existing Type 9 data cables with new Cat 5 cables for various departments.

No repair and maintenance contract projects were completed during the fiscal year due to budget constraints.

The Traffic Electrical Maintenance Services Branch accomplished the following:

1. Maintained 45,937 street lights by replacing 13,380 defective or burned out lamps, installed 2,006 new luminaries, and replaced 4,580 defective photocells. Also responded to 218 emergency calls, completed 160 joint-pole changeovers, and logged in 32,218 miles in the performance of night duties.
2. Completed 13,053 man-hours of maintenance work for the indoor and outdoor lighting at various parks and recreation centers for the Department of Parks and Recreation, and at various Botanical Gardens, and the Honolulu Zoo, and Hanauma Bay for the Department of Enterprise Services. Completed 2,557 work requests.
3. Tested and maintained 160 civil defense sirens. Maintained Police and Fire Departments' antennas.
4. Installed 405 special event banners on streetlight poles in the Downtown and Waikiki areas for the Aloha Week Festivities, Honolulu Festival, and Matsuuri Festival. Banners were also installed for special Hawaii Convention Center events such as the National Association of Letter Carriers, Society of International Urology, and the Japanese American Citizens League.
5. Assisted Oahu Civil Defense in the maintenance and repair of the electronic equipment for the rain gauge at the Kawainui Marsh and Maunawili Stream.
6. Maintained a purchasing, receiving, storing, and issuing system for various

supplies, tools and equipment.

7. Started an inspection and inventory program of street light electrical cabinets

and transformers.

8. Replace corroded street light transformers in Makakilo, Waipio Gentry, and Mililani.
9. Continued with the preventive maintenance program to replace corroded parts and equipment on underground-electrical street lighting systems in Hawaii Kai, Waipio Gentry, Temple Valley, Pearl Ridge, and Halawa.
10. Replaced rotten wood poles and upgraded the brittle wiring of the over-head electrical street light system on Waialua Beach Road.
11. Provided electrical power for stage sound systems and booths at Sunset on the Beach, Brunch on the Beach, Palolo Pride Day, and other special events.
12. Replaced corroded ballfield luminaires at Wahiawa District Park. Performed preventative maintenance on the crossarms for the luminaires.
13. Performed an energy-efficiency lighting retrofit, replacing existing five-hundred sixty eight (568) T12 fluorescent lamps and two-hundred sixty nine (269) magnetic ballasts, with T8 fluorescent lamps and electronic ballasts at the Koko Head District Park multi-purpose building and gymnasium.
14. Installed fiber-optic cable from S. King Street to the Medical Examiner's Office as requested by the Department of Information and Technology.

The Custodial and Utility Services Branch provided custodial and grounds keeping services for the rural police stations, Fire Training Center, Waianae Neighborhood Community Center, Repair and Maintenance Facility, Hauula Civic Center, Kapahulu Motor Vehicle Inspection, Soil and Material Testing Lab, Waipahu Fire Maintenance and Storeroom Facility, Medical Examiner Facility, Iwilei Health Services Facility, and Police Training Facility. Custodial services were provided for Honolulu Hale and its Annexes, Honolulu Municipal Building, Honolulu Police Headquarters, Airport Industrial Center, Walter Murray Gibson Building, Government Office Building, Chinatown Police Station, Kapolei Police Station, Kapolei Hale, City Square Driver License Facility, and Motor Vehicle and Licensing Division at Chinatown Gateway Plaza.

The Parking and Property Management Branch provided employee parking, motor pool services, and security services for the Civic Center Complex, Manana Warehouse Complex, and other city facilities. This branch administered and managed seven parking management contracts for public garages located in Chinatown Gateway Plaza, Marin Tower, Kekaulike Courtyards, Hale Pauahi, Kukui Plaza, Smith Beretania, and Harbor Tower. It also managed two parking meter operated garages located in Harbor Village and Lani Huli Elderly and thirteen municipal surface parking lots located throughout the Island of Oahu. The Branch also administered and managed property management contracts for residential and commercial properties located at Chinatown Gateway Plaza, Chinatown Manor, Ewa Villages, Foster Gardens, Harbor Village, Kanoa Apartments, Kulana Nani Apartments, Manoa Gardens, Marin Tower, Pauahi Hale, Westlake Apartments, Westloch Elderly, and Winston Hale.

DIVISION OF ROAD MAINTENANCE

DUTIES AND FUNCTIONS

The Division of Road Maintenance is primarily responsible for the maintenance of all streets and municipal parking lots under the jurisdiction of the City and County of Honolulu. It also renders pavement maintenance to private roadways open to public use. In addition, it has the major responsibility of maintaining the many city-owned streams, channels, ditches and other flood control and storm drainage systems located throughout the Island of Oahu, as well as enforcing the maintenance of privately owned streams.

The division also performs household bulky item collection, dead animal pickup services, and provides assistance to the Department of Environmental Services Division of Refuse Collection and Disposal in supervision of some of their rural area refuse collection operations.

Emergency work generated by heavy rains, wind, tsunamis, earthquakes and other natural disasters are another responsibility of this division. Also, because of its resources and capability to perform varied types of work, it is often called upon to assist other city agencies and departments in special situations and emergencies.

ORGANIZATION AND EXPENDITURES

The division carries out its duties with staff and personnel operating out of ten corporation baseyards. Three baseyards (Halawa, Sand Island and College Walk) service the Honolulu district. Rural baseyards are based in the districts of Kailua, Kaneohe, Pearl City, Laie, Waialua, Wahiawa, and Waianae.

The Halawa baseyard is organized functionally into eight major sections as follows: Roadside, Storm Drain and Stream Cleaning; Street Sweeping (Sand Island); Clean Team (College Walk); Masonry and Carpentry; Road Pavement Maintenance and Repairs; Signs and Markings; and Equipment Pool. Crews from the latter four sections also provide support to the rural areas.

The College Walk, Kailua, Kaneohe, Pearl City, Laie, Waialua, Wahiawa, and Waianae baseyards are organized generally to retain operational flexibility in providing the many types of services required at various demand levels.

Activity Highlights

1. Resurfaced 30 lane miles of roadways utilizing 9,811 tons of asphalt.

2. Provided extensive first aid type repairs to numerous roadways island-wide by placing a thin asphalt overlay on deteriorated pavements areas to minimize further deterioration and provide a better riding surface until contract resurfacing funds become available. As a result of this work, the asphalt concrete tonnage for first aid type repairs in FY 2005 increased to 13,785 tons.
3. Continued the program to contract cleaning and maintenance services for miscellaneous vacant/remnant City lots and sidewalk areas by awarding five contracts to maintain 137 locations.
4. In conjunction with the State Department of Transportation, continued the Division's Pothole Hotline Program. This fiscal year, 5,777 calls were received on a 24-hour hotline; 4,585 requests were for pothole patching and pavement repairs and the rest for other work. A total of 48,186 potholes were patched at locations identified through the Pothole Hotline and other means.
5. As part of the Mayor's Clean Stream Program, continued the Adopt-A Stream Program. Volunteer groups have officially adopted and cleaned streams.
6. Approximate totals of 8,294 catch basins, inlets, and manholes and 278,650 lineal feet of storm drain lines were inspected and cleaned.
7. Continued program to inspect all 298 streams and drainage ditches in the inventory and clean them as necessary; 130 streams and/or ditches were cleaned, many more than once.

Accomplishments

Street Maintenance

112 lane miles of roadway were resurfaced by contract in the Honolulu, Pearl City, Waianae, Kailua and Kaneohe Districts.

TONS ASPHALTIC CONCRETE LAID BY IN-HOUSE CREWS

	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
STREET RESURFACING	11,114	0	0	0	0	9,811
FIRST AID	11,295	4,034	2,387	1,829	9,354	3,785
POTHOLE PATCHING	1,133	905	1,077	1,060	2,058	1,592
TRENCH PATCHING	0	0	0	0	0	0
TOTAL	23,542	4,939	3,464	2,889	11,412	25,188

In addition, 919 bags/buckets of proprietary roadway patching material were used primarily to patch potholes.

Stream Cleaning

Streams and ditches cleared or dredged during the year included the following:

HONOLULU

16th Avenue Boulder Basin
Ahuwale Ditch
Ailuna Ditch
Ala Aolani Ditch
Hahaione Boulder Basin (East)
Hahaione Ditch
Hahaione Stream
Hao Ditch
Hausten Ditch
Hema Ditch
HICC Ditch
Hiyane's Ditch
Kalanianaole Ditch
Kalili Stream Ditch
Kapalama Canal
Kolomona Ditch
Kuakini Ditch
Kuikele Ditch
Kuliouou Boulder Catch
Kuliouou Stream
Likini Ditch
Mona Ditch
Muliwai Ditch
Narcissus Ditch
Niu Boulder Basin (East & West)
Niu Stream
Nuhelewai Stream
Nuuanu Stream
Opihi Ditch
Pacific Heights Place Ditch
Palolo Stream
Paniolo Ditch
Pauoa Stream
Poipu Ditch
Poola Ditch
Portlock Ditch
Puunanea Ditch
Ruth Place Ditch
Salt Lake Intake
Umalu Ditch
Waialae Nui Stream
Wailupe Boulder Basin

Luinakoa Ditch
Makiki Ditch
Manaiki Stream
Manoa Stream
Moanalua Boulder Basin
Moanalua Stream
Wailupe Stream
Wainiha Street Ditch
Waolani Street Ditch
Wawamalu Stream
Wood Ditch

PEARL CITY

Ewa Lined Ditch
Halawa Ditch
Klokole Ditch
Noelani Ditch
Palailai Ditch
Pearl City Stream
Pearl Harbor Bike Path Swale
Waikele Drainage Ditch
Waipio Gentry Ditch

KAILUA

Aikahi STP Ditch
Alahaki Ditches
Kaelepulu Stream Mouth
Kahawai Stream
Kamahele Ditch
Kawainui Dike
Kuuna Ditch
Waimanalo Stream

KANEOHE

Aina Moi Ditch
Anolani Stream
Awanene Ditch
Bayside Place Ditch
Ben Parker Ditch
Fong's Ditch
Haiku Ditch
Haleoke Ditch
Halemanu Street Basins
Hui Kelu Street Slope Easement
Hui Uliuli Channel
Kahaluu Flood Control (KA-1 & KA-2)
Kaimalu Ditch
Kam Highway Ditch
Kaneohe Dam
Kaneohe Flood Control
Kaneohe Industrial Ditch
Kaneohe Stream
Kawa Stream
Keaahala Stream
Kionaole Ditch
Kokokahi Ditch
Kuneki Ditches (3)
Liula Ditch
Lohiehu Ditch
McDougal Ditch
Malulani Drainage Ditch
Mattson Ditch
Nohonani Ditch
Pilina Ditch
Puahuula Place Ditch
Puohala Ditch
Puuohalai Place Ditch
Temple Valley Lined Ditch
Waihee Stream
Wailehua Ditch Mouth
Yatch Club Ditches (2)
Yacht Club Terrace Ditches (2)

WAIANAE

Alamihi Ditch
Maili (Maipalaoa) Channel
Nanakuli Lined Ditch
Pokai Bay Ditches
Ulehawa Stream Mouth
Ulehawa U-1 Channel
Ulehawa U-2 Channel
Ulehawa U-3 Channel

LAIE

Hanaimoa Ditch
Hauula Homestead Road Ditch
Hoalua Ditch
Kahawainui Stream Flood Control
Kawaipapa Stream
Ke Iki Ditch

WAHIAWA

Waipio Lined Ditch
Waipio Stream
Whitmore Open Ditch

Masonry and Carpentry

Heavy construction masonry and carpentry crews based in Honolulu do all masonry and carpentry work in Honolulu and assist the rural districts as needed. Two smaller masonry crews operating out of the Pearl City and Kailua baseyards do routine jobs, mainly sidewalk repairs for the Leeward and Windward Districts, respectively. A summary of work done includes the following:

1. Installed 90 feet of drain lines of various sizes.
2. Repaired or reconstructed 6,232 square feet of Reinforced Concrete, Concrete Masonry Unit (CMU) and Concrete Rubble Masonry (CRM) walls.
3. Repaired or installed 1201 feet of guardrails (metal/wood) and 3,447 feet of chain link fences.
4. Reset, reconstructed and/or repaired 4,644 feet of broken, uneven, settled, curbs and/or gutters.
5. Reconstructed 210 catch basin deckings.
6. Reconstructed 65,002 square feet of sidewalk by in-house crews island-wide.
7. Reconstructed 2214 square feet of concrete roadway pavement.

Street Sweeping

The following table shows the number of curb miles swept mechanically during the fiscal year.

CURB MILES SWEPT MECHANICALLY

FISCAL YEAR	HONOLULU	RURAL	TOTAL
2000	36,030	4,711	40,741
2001	36,500	4,500	41,000
2002	36,743	6,161	42,904
2003	35,324	4,860	40,184
2004	32,138	4,869	37,007
2005	30,115	5,259	35,374

During the year, crews in Honolulu and rural yards serviced 1,426 litter containers at bus stops, malls, and other locations throughout the island, at various frequencies. Containers were distributed throughout the island as follows:

Honolulu - 930	Wahiawa - 68
Pearl City- 178	Waianae - 34
Kaneohe - 84	Waialua - 25
Kailua - 66	Laie - 41

Signs and Markings

The Signs and Markings crews based in Honolulu do the installation and maintenance of traffic signs and markings in Honolulu and assist the rural districts as needed. A summary of work done includes:

1. Painted 4,498 lineal feet of curbs
2. Striped 669 miles of traffic lines
3. Striped 1215 crosswalks
4. Installed 6,353 pavement markers
5. Manufactured 6,343 traffic signs
6. Installed/reset/replaced 4,667 traffic signs and 1,293 posts.

AID TO OTHER AGENCIES

Department of Design and Construction

1. Assisted in the preparation of construction documents for street rehabilitation and sidewalk reconstruction projects.

Department of Environmental Services

1. Assisted the Storm Water Quality Branch in investigating illegal discharges into the storm drainage system.
2. Provided relief personnel for absent Refuse Collectors at Laie, Wahiawa, and Waialua baseyards.
3. Provided bulky item pickup service in all rural districts with two special crews working out of the Pearl City Yard supplemented as needed by individual baseyard crews.
4. Provided dead animal pickup service in all rural districts.
5. Assisted in road repairs as requested at various sewer line breaks.

Department of Transportation Services

1. Installed/revised traffic signs and markings to improve traffic control.
2. Maintained bikeway facilities.
3. Swept parking areas and serviced litter containers at the Hawaii Kai, Wahiawa, Kunia, Mililani, Kapolei and Waialua Park-and-Ride Facilities.

Board of Water Supply

1. Assisted in road repairs as requested at various waterline breaks.

Department of Planning and Permitting

1. Cleaned sidewalk areas and repaired sidewalks and driveways per citations and work orders.

Department of Parks and Recreation

1. In conjunction with the "Clean Team" reorganization, continued maintenance responsibilities for Chinatown/Downtown malls (Fort Street, Kekaulike Street, River Street, Kalikimaka, Kila and College Walk) and parks (Wilcox, Chinatown Gateway, Kamalii, Smith-Beretania, and Aala).
2. Assisted in emergency removal of damaged street tree branches during and following storm events.
3. Assisted in the hauling of Parks and Recreation heavy equipment.

Others

1. Support Honolulu City Lights, Brunch on the Beach, Sunset on the Beach and Rediscover Oahu activities.
2. Moved and set up equipment for special events at Honolulu Hale, Kapolei Hale, Honolulu Municipal Building, West Oahu Regional Park, Waipio Soccer Complex, Hanauma Bay Visitor Center, and Kapiolani Bandstand; also for various locations as part of the Sustainability Conferences.
3. Provided cleanup services and/or signing and traffic control services for various events, such as, the Hooleaulea Downtown/Waikiki), Aloha Week Parade, Tree Lighting Ceremony, and the Kamehameha Day Parade.
4. Provide litter pickup services for community and stream cleanups.
5. Distributed supplies for community cleanups and storm drain stenciling projects.
6. Cleared and maintained vacant lots in Ewa Villages.
7. Cleared illegal dumpsites at various locations in the community and transported material for disposal/recycling.
8. Cleared landslides of State owned properties and other properties onto City roads and drainage facilities following storm events.
9. Cleared sand, coral and rocks from State portions of Kamehameha Highway following high surf events.

HONOLULU FIRE DEPARTMENT

Attilio K. Leonardi, Fire Chief
John Clark, Deputy Fire Chief

POWERS, DUTIES, AND FUNCTIONS

The City Charter of the City and County of Honolulu designates the Honolulu Fire Department (HFD) as the fire protection agency for the City and County of Honolulu. The HFD's responsibilities are to provide fire fighting, rescue, emergency medical, and hazardous materials response for the entire island of Oahu, an area of 604 square miles. These duties are performed in a wide variety of terrain that include steep mountain ranges, wild lands, and agricultural fields; structures, which comprise a modern metropolitan city, including industrial complexes, business centers, government complexes, high-rise resorts, condominiums, and high-density urban residential dwellings; and the ocean surrounding the island.

The Fire Chief and the Deputy Fire Chief manage the operation and administration of the HFD and are responsible for carrying out the following functions mandated by the City Charter:

- Fire fighting and rescue work in order to save lives and property from fires and from emergencies emanating from hazardous terrain, ocean rescues, and hazardous materials.
- Training, equipping, maintaining, and supervising fire fighters and rescue personnel.
- Monitoring the construction and occupancy standards of buildings for the purpose of fire prevention.
- Providing educational programs related to fire prevention.
- Performing other duties as may be required by law.

On January 27, 2005, 12 fire fighting companies responded to a building fire at 1634 Makiki Street, which gutted five apartments. The cause of the fire was determined to be a pedestal fan. The fire was contained in one hour and completely extinguished in approximately 4.5 hours.

ORGANIZATION

The HFD consists of 1,092 uniformed personnel and 53 civilians totaling 1,145 employees. Personnel are organized into fire suppression and four bureaus that provide administrative and/or technical support for fire suppression. The fire suppression force, or Fire Operations, is under the direction of an Assistant Chief and is divided into three platoons. A platoon is the complement of fire fighters on any given day. The total number of companies in a platoon is 42 engine companies, 13 ladder or quint companies, 2 rescue companies, 2 hazardous materials companies, 2 tower companies, 1 fireboat company, 6 tankers, and 2 helicopters. Each platoon is divided into five battalions, each headed by a Battalion Chief. Each Battalion Chief oversees approximately 12 companies.

THE FIRE COMMISSION

The five Fire Commissioners are: Cynthia M. Bond; Sandra Au Fong; William "Buzzy" Hong; Anson "Slim" Ilae; and Lawrence K. W. Tseu, D.D.S. In January 2005, Jacob Ng filled the vacancy created by former Commissioner Anson "Slim" Ilae. In April 2005, Michael Yamaguchi filled the vacancy created by former Commissioner Lawrence K.W. Tseu, D.D.S.

The five commissioners, assisted by a part-time secretary and an attorney from the Department of the Corporation Counsel, meet on a monthly basis with the Fire Chief, the Deputy Fire Chief, and/or members of the Fire Chief's executive staff (Assistant Chiefs). The commission has accomplished the following:

- Reviewed the HFD's Executive Report dated November 8, 2004, which consisted of the Fire Chief's vision and a statement of the HFD's goals and objectives.
- Addressed 18 public complaints and requests for information involving the HFD.

- Developed the Fire Commission's budget for fiscal year 2005 and reviewed the HFD's budget for fiscal year 2005-2006.
- Attended several Departmental and promotional ceremonies.

OFFICE OF THE FIRE CHIEF

Executive leadership, management, and strategic planning are the responsibilities of the Fire Chief and Deputy Fire Chief. The Office of the Fire Chief is supported by two secretaries.

Department Highlights

- In July 2004, the HFD commenced its voluntary Emergency Medical Technician-Basic (EMT-B) medical training for its incumbent fire fighters.
- On August 10, 2004, a Commendation Ceremony was held at the Charles H. Thurston Training Center to recognize 22 community members and 6 fire fighters.
- Touchstone Pictures via the Hawaii Fire Fighters Association invited HFD fire fighters to a special advance screening of Ladder 49 on September 16, 22, and 28, 2004.
- In October 2004, the 87th Fire Fighter Recruit class was first to receive HFD Certification certificates to recognize successful training in the National Fire Protection Agency (NFPA) Fire Fighter I level and Hazmat Awareness.
- On October 25, 2004, the HFD's 88th Fire Fighter Recruit class commenced. The class consisted of 38 Fire Fighter Recruits.
- On November 10, 2004, a reunion for the 1st Fire Fighter Recruit class (October 1,1957) was held.
- On November 16-17, 2004, the HFD, with assistance from the Department of Human Resources, conducted Candidate Physical Ability Tests (CPAT) for fire fighter recruit applicants. Of the 121 applicants that participated in the CPAT, 101 passed.
- On December 4, 2004, the HFD participated in the annual Honolulu City Lights parade. Four fire apparatuses participated in the parade—Tower 9, the HFD Special Events Apparatus, Engine 07, and the Keiki Fire Safety House.
- On December 11, 2004, the HFD participated in the Kapolei City Lights parade. Two fire apparatuses participated in the parade—the HFD Special Events Apparatus and the Keiki Fire Safety House.
- On February 25, 2005, approximately 100 retirees attended the Retirees' Appreciation Day held at the Charles H. Thurston Training Center.
- On March 5, 2005, the HFD hosted the 6th Annual Retirees' Dinner at Washington Place. Over 200 friends and family members attended the dinner to honor 28 retirees.
- On March 31, 2005, a promotion ceremony was held at the Charles H. Thurston Training Center to recognize a newly promoted Battalion Chief, 23 newly promoted Fire Captains, including the first female Fire Captain, and 14 newly promoted Fire Fighter IIIs.
- In April 2005, Senator Daniel Inouye intervened during serious lease negotiations with the U.S. Navy regarding the site of the Charles H. Thurston Training Center and introduced Federal legislation that would allow the Secretary of the U.S. Navy to convey the land in fee simple title to the City and County of Honolulu.
- In April 2005, the International Fire Service Accreditation Congress (IFSAC) reviewed and approved the HFD to certify to the NFPA Fire Fighter II level, Hazmat Operation and Fire Instructor I level.
- On May 11, 2005, a graduation ceremony for the 88th Fire Fighter Recruit Class was held at the Pacific Beach Hotel. Thirty-four (34) Fighter Recruits graduated from the classroom training portion of the Fire Fighter Recruit Program.
- On May 13, 2005, a promotion ceremony was held at the Charles H. Thurston Training Center to recognize 27 newly promoted Fire Fighter IIIs.
- On June 11, 2005, the Department of Human Resources with assistance from the HFD presented a workshop for women seeking a fire fighting career.

ADMINISTRATIVE SERVICES BUREAU

The Administrative Services Bureau (ASB) provides administrative, personnel, logistic, and maintenance support to the fire suppression force. An Assistant Chief is assisted by a staff consisting of two Battalion Chiefs, two Fire Captains, an Administrative Services Officer, a Personnel Management Specialist, a Safety Specialist, a Personnel Assistant, and a pool of clerical support staff. The ASB is responsible for overseeing the HFD's operating budget, property and inventory, personnel administration, and the administration of safety and health-related programs such as the Drug and Alcohol Program and the Infectious Disease Program. The HFD's Capital Improvement Project (CIP) and Community Development Block Grant (CDBG) funds are also under the purview of this bureau. Its expenditures for fiscal year 2004-2005 are as follows:

CIP

APPARATUSES

Acquisition of two pumpers	$ 934,000
One forklift (Training Center)	15,000
Mini-van (Community Relations)	25,000

FIRE STATIONS

Fire station building improvements	$1,003,000
Hauula Fire Station relocation	500,000
Headquarters quipment	1,100,000
McCully Fire Station replacement	3,880,000
Moanalua Fire Station repairs	277,000
Waialua Fire Station relocation	50,000

Mechanic Shop

The Mechanic Shop is responsible for the repair and maintenance of the HFD's fleet of fire fighting apparatuses that include 55 fire fighting pumpers, 10 aerial ladder trucks, 6 quints, specialty apparatuses, 2 rescue apparatuses, 2 hazardous materials response vehicles, 11 tankers, 2 aerial tower apparatuses, one 110-foot fire boat, watercrafts assigned to various companies, and approximately 78 auxiliary vehicles. In addition, the Mechanic Shop repairs and maintains over 30,000 pieces of fire fighting equipment/tools from rescue powered tools and fire hoses to hand lights. Other types of critical services provided by the Mechanic Shop include specialty design and fabrication of custom accessories for fire fighter equipment, apparatus and annual pump testing, aerial ladder testing, and ground ladder testing for fire fighting apparatuses.

The Mechanic Shop is also tasked with the repair and maintenance of the Honolulu Police Department's (HPD) heavy equipment vehicles (10,000 gross vehicle weight [GVW]) consisting of two Special Weapons and Tactical (SWAT) trucks, one Emergency Management Command truck, and bomb trucks.

During fiscal year 2004-2005, the Mechanic Shop completed 3,046 HFD work orders and performed more than 1,159 repairs/service of fire fighting equipment, lawn maintenance equipment, and furniture items.

Radio Shop

The Radio Shop provides planning, acquisition, maintenance, and repair services for the Department's communication system, City Radio Communication System, and the City Paging System. The Radio Shop also provides repair services for the Oahu Civil Defense Agency (OCDA) and the Emergency Services Department's (ESD) Ocean Safety Division.

The Department has recently switched to the City's 800 MHz trunking radio system. All existing conventional radios were replaced with new 800 MHz radios. Each fire fighter in fire suppression will be equipped with a portable radio. This will allow each fire fighter the ability to communicate by radio and be able to declare an emergency on the radio should he/she need emergency assistance.

An Alternate Radio Dispatch System was also installed to back up the primary radio system. If the entire primary radio system or any part of the primary system should fail, this Alternate Dispatch Radio System will provide continuous radio communication between the radio dispatchers and the units in the field. It has the capacity to communicate with all of the City's first responders operating on this radio system. All of the Department's radios are equipped with four interoperable talk groups. Communication with any City first responder can easily be accomplished by switching to one of these interoperable talk groups.

The Department's radio system includes five newly acquired VHF radio frequencies. Forty (40) new portable radios have been programmed with these frequencies for training exercises conducted by our Training and Research Bureau.

The Radio Shop also services the Department's other electronic equipment such as light bars, sirens, opticoms, pagers, videocassette recorders, and public address amplifiers.

The ACU1000 was installed in our Mobile Command Center along with the associated radios, which provide interoperable communications between the HFD, the HPD, the OCDA, the ESD's Ocean Safety Division, and other State agencies. The United States Army has loaned the HFD a mobile radio, which will be incorporated into this communication network.

Seven portable radio chargers (multi-bay) were installed in the Mobile Command Center. Thirty (30) portable radios and 30 extra batteries will be housed in the Mobile Command Center, which can be loaned out whenever the Mobile Command Center is activated.

The Department of Justice has awarded the HFD funds to procure communication infrastructure to connect our Department's radio consoles to other City, State, and Federal agency radio consoles. This will allow the radio dispatchers to communicate with each other as well as have the ability to connect the radio channels together.

Plans are underway to build a new headquarters for the Department. The Radio Shop is planning to install a public address system to monitor the dispatch talk group throughout the building and to install a desktop radio console in the Emergency Operation Center.

An Auxiliary Communication System is being planned for the Department to be used in the event that our primary communication system is seriously damaged by a catastrophic event. We have acquired surplus portable radios from the HPD and surplus base stations from the Oahu Transit Services. Construction of this radio system is continuing.

City Radio Communication System

The City Radio Communication System consists of 400 mobile transceivers, 5 mountain top base stations, 2 control base stations, 8 corporation base yard radio stations, and 40 remote control consoles.

Transition onto the 800 MHz trunking radio system for most of the City agencies was delayed due to budgetary constraints.

City Paging System

The City Paging System is an island-wide paging system capable of handling 10,000 pagers. Any City agency is eligible to use the system, which consists of 12 paging transmitters and 1,200 pagers.

The HFD, as well as the ESD, utilize the City Paging System to disseminate information when dispatching emergency responses.

OCDA

The OCDA has already transitioned onto the City's 800 MHz trunking radio system. They operate 1 Maestro radio console, 5 mobile radios, and 85 portable radios.

OCEAN SAFETY DIVISION

The ESD's Ocean Safety Division has also transitioned onto the City's 800 MHz trunking radio system. They operate with 5 control stations and 105 portable radios.

Occupational Safety and Health Office

The HFD's Occupational Safety and Health Office (OSHO) is responsible for safety and health programs. It is committed to providing the HFD's personnel with a safe working environment by providing the highest standards of safety through education of its personnel, minimizing hazards through engineering, and enforcement of the Hawaii Occupational Safety and Health Division (HIOSH) and the Occupational Safety and Health Administration (OSHA) laws and standards in addition to following established HFD policies and procedures.

The OSHO will periodically review and revise existing policies, procedures, and programs to ensure the safety and health of its personnel. It also establishes new safety and health programs to maintain compliance with applicable Federal, State, and local safety laws to meet the growing needs of the Department.

Regular Safety Committee meetings are conducted with union representatives to ensure the safety and health of its members, to establish new safety and health policies, and to update existing programs to minimize employee exposure to hazardous conditions at emergencies and at various worksites. It also acts as the Department's liaison on safety and health-based issues.

Highlights

- Funding received from the United States Fire Administration's Assistance to Firefighters Grant Program administered by the Federal Emergency Management Agency (FEMA) was used for wellness/fitness. Funds were used to purchase physical fitness equipment for the fire stations, a voluntary baseline blood analysis, and an on-line health risk appraisal for all uniformed personnel. A wellness/fitness exercise regiment with peer fitness trainers has been developed and awaits implementation. The program has been placed under the direction of the HFD's Support Services section and a steering committee is being established to formulate an implementation plan/program.

On July 5, 2005, six fire fighting companies and one tanker responded to a fire at the Hawaii Metals Recycling Company in Campbell Industrial Park. It took fire crews approximately 11 hours to completely extinguish the fire.

- The ClearCommand voice amplifiers for self-contained breathing apparatuses (SCBA) have been distributed to all fire fighting personnel. Communications while wearing the SCBA mask have greatly improved and the units have been well received by all personnel.
- The HFD's Site Safety Assessment Program is a continuing program that was initiated in April 2003 to ensure the adherence of safety procedures. Site safety inspections for 2005 began in April and will continue through September.
- The Department's safety manuals have been revised and formatted into Standard Operating Guidelines (SOG). They are presently being reviewed by the Hawaii Fire Fighters Union.
- The antiquated foam and damaged containers containing Aqueous Film Forming Foam (AFFF) that were removed from the stations are in the process of being properly disposed.

SUPPORT SERVICES

Under the direction of an Assistant Chief, the Support Services section is responsible for managing and coordinating the operations of the Community Relations Office, the Fire Communication Center, the Fire Prevention Bureau, and the Training and Research Bureau.

Community Relations Office (CRO)

The CRO is the liaison between the community and the HFD. It is primarily responsible for coordinating ceremonies, funerals, and other events for the HFD. When requested by the public, the CRO coordinates fire apparatuses and personnel to promote fire safety awareness and education. The CRO also manages two important fire safety programs for the State: the Fire Fighter's Safety Guide (FFSG) for elementary school students and FFSG for senior citizens. The CRO is responsible for implementing partnerships with the private sector and nonprofit organizations to support fire safety education and other public or community goals.

Highlights

- The FFSG continues to be one of the most progressive approaches for developing fire safety and health awareness by elementary students within the State of Hawaii. The FFSG is available to 150,000 students in every elementary school statewide. Home-schooled and pre-kindergarten children are also included in the program.
- The FFSG for senior citizens contains important information about resources and safety tips to protect senior citizens against the tragedy of a home fire. These guides are available at all fire stations and the Fire Prevention Bureau, Education Section.
- The CRO also coordinates Fire Prevention Week (FPW) activities, including the proclamation signing by the Governor and Mayor, FPW demonstrations at shopping malls and fire stations, major demonstrations at various schools, and at other community events.
- The CRO is also responsible for coordinating the attendance of fire representatives and providing fire fighter safety information at neighborhood board and other community-based meetings. The HFD provides a representative at each of the 32 monthly neighborhood board meetings, where they update board members with fire safety information and monthly response statistics.
- The CRO coordinates the scheduling of various HFD entities:
  - Two musical groups comprised of HFD personnel perform at various City events and make other public appearances to promote fire safety awareness.
  - Sparky the fire safety mascot appears at various school presentations and other community events.
  - With the approval of the Fire Chief, the CRO coordinates and schedules rehearsals, uniform maintenance, and logistical needs for the HFD's Honor Guard.
- The CRO works with the Administrative Services Bureau and station personnel to coordinate the dedication and blessing ceremonies for all new apparatuses and new or renovated fire stations.
- The CRO coordinates and administers commendation award ceremonies to recognize individuals and fire fighters who have performed heroic deeds.
- In conjunction with The 200 Club and the Honolulu Police Department, the CRO coordinates the HFD's participation at the Mayor's Annual Manager and Employee of the Year awards ceremony.
- The CRO provides assistance to the families of deceased fire fighters by coordinating the memorial services. Assistance to active members who have had a family member pass away has been added to the services provided.

- The CRO coordinates and participates in City, State, Federal, and private sector events which benefit the community as a whole:
  - Government events include the Mayor's Memorial Day Ceremony, Honolulu City Lights, City Employees' Christmas Party, Keiki Youth Day, and Arizona Memorial Day.
  - Participation in various nonprofit programs, such as the Aloha United Way, the American Cancer Society, the American Heart Association, the American Red Cross, the Hawaii Food Bank, the Muscular Dystrophy Association, the Assistance League of Hawaii, and many others.

Fire Communication Center (FCC)

The FCC is the vital link between the public and the fire suppression force. Through a modern system of communication equipment, including the Computer-Aided Dispatching System, the FCC receives fire, rescue, and Emergency Medical Service calls and efficiently and rapidly dispatches fire, rescue, and/or hazardous materials companies to any location on Oahu. In addition, they maintain direct contact with other emergency organizations/agencies such as the Honolulu Police Department, Emergency Services Department, Federal Fire Department, U.S. Coast Guard, Oahu Civil Defense Agency, Board of Water Supply, Hawaiian Electric Company, Honolulu Harbor, Ramp Control at the Honolulu International Airport, and central alarm companies.

The FCC also manages the Department's National Fire Incident Reporting System program and collects, analyzes, and distributes statistical data on all of the Department's responses.

Highlights:

- The HFD purchased and installed a new 800 MHz radio system to be on board the City Radio System, which other City public safety agencies have already done. The new system increased the amount of repeater sites, which are utilized for area coverage on the entire island, from 10 to 13. This new system will also enable the HFD to connect directly to other agencies for interoperability at large incidents where multiple agencies may be operating.
- A pilot program to test a new Mobile Data Terminal connection within each apparatus was implemented. This new system allows companies to connect to the HFD network via wireless computer systems on each apparatus. This connectivity will allow Company Officers to access valuable information via the Internet for any incident, problem, e-mail, status update, etc., without using the radio system for transmission.

FIRE AND EMERGENCY STATISTICS

	FISCAL YEAR 2005	FISCAL YEAR 2004	FISCAL YEAR 2003
Fire Related	10,570	10,766	10,468
Fires			
Rescues			
Hazardous Materials			
Service Calls			
False Calls			
Other			
Emergency Related	23,598	22,178	19,549
Emergency Medicals			
Returned Enroutes			
Total HFD Responses	34,168	32,944	30,017
Total E911 Calls	49,814	40,274**	17,908*
Total Dollar Loss	$14,326,646	$12,724,465	$10,700,944
Deaths			
Fire Personnel	0	0	0
Civilians	12	7	1
Injuries			
Fire Personnel	28	17	19
Civilians	26	32	18

**Data available up to November 2002*

***Data unavailable for July 2003 and April 2004*

DOLLAR LOSS

FISCAL YEAR	
1996	$15,003,360
1997	$13,998,424
1998	$13,252,365
1999	$13,008,823
2000	$11,977,648
2001	$12,515,236
2002	$ 9,723,028
2003	$10,700,944
2004	$12,724,465
2005	$14,326,646

CASUALTIES

FISCAL YEAR	FIRE SERVICE INJURY	FIRE SERVICE DEATH	CIVILIAN INJURY	CIVILIAN DEATH
1996	43	1	21	3
1997	39	0	27	3
1998	62	0	22	12
1999	36	0	33	2
2000	31	0	32	2
2001	19	0	24	2
2002	25	0	40	3
2003	19	0	18	1
2004	17	0	32	7
2005	28	0	26	12

HIGHLIGHTS - FIRES

DATE	LOCATION	CAUSE	LOSS STRUCTURE/CONTENTS
07/13/04	89-249 Mano Avenue	Under Investigation	$ 50,000/$ 75,000
07/14/04	264 California Avenue	Cigarette Lighter	$ 75,000/$ 25,000
07/20/04	6294 Ibis Avenue	Electrical	$300,000
07/20/04	365 Kuliouou Road	Incendiary	$250,000/$ 20,000
09/04/04	86-550 Lualualei Homestead Road	Incendiary	$180,000/$ 30,000
09/05/04	98-150 Lipoa Place	Unattended Cooking	$500,000/$100,000
09/09/04	2344 Date Street	Cigarette	$350,000/$ 50,000
09/28/04	985 Waiohinu Drive	Equipment Failure	$250,000/$ 50,000
10/19/04	91-1340 Hoopio Street	Incendiary	$260,000/$ 60,000
10/26/04	1080 Kupau Street	Under Investigation	$120,000
11/04/04	87-1428 Akowai Road	Unattended Cooking	$150,000/$ 30,000
11/08/04	1521 South King Street	Under Investigation	$ 80,000/$ 30,000
11/17/04	1025 Kalo Place	Under Investigation	$270,000/$ 30,000
11/26/04	1813 Algaroba Street	Under Investigation	$250,000/$ 90,000
11/27/04	95-149 Wailawa Place	Under Investigation	$200,000/$ 50,000
12/22/04	2630 Kapiolani Boulevard	Under Investigation	$125,000/$ 20,000
12/27/04	4271 Kaimanahila Street	Under Investigation	$350,000/$100,000
01/04/05	87-1428 Akowai Road	Fireworks	$300,000/$ 50,000
01/20/05	3075 Kalihi Street	Accidental	$ 50,000/$ 50,000

DATE	LOCATION	CAUSE	LOSS STRUCTURE/CONTENTS
01/27/05	1634 Makiki Street	Electrical	$850,000/$150,000
01/28/05	2222 Aloha Drive	Under Investigation	$200,000/$ 50,000
02/02/05	99-663 Aiea Heights Drive	Under Investigation	$225,000/$ 50,000
02/04/05	1978 Hookumu Place	Undetermined	$280,000/$ 50,000
02/19/05	45-058 Waikalua Road	Under Investigation	$270,000/$ 80,000
03/17/05	1684 Kalakaua Avenue	Under Investigation	$150,000
03/24/05	3273 Lincoln Avenue	Under Investigation	$150,000/$ 40,000
03/28/05	1925 Laukahi Street	Under Investigation	$200,000/$100,000
04/11/05	59-742 Kamehameha Highway	Electrical	$115,000/$ 25,000
04/13/05	94-378 Makapipipi Street	Electrical	$208,000/$ 70,000
04/20/05	54-258 Honomu Street	Incendiary	$140,000
04/20/05	94-546 Awamoi Street	Under Investigation	$225,000/$ 30,000
04/22/05	85-626 Farrington Highway	Incendiary	$100,000
05/26/05	91-056 Hanua Street	Undetermined	$200,000
05/26/05	1214 Matlock Avenue	Under Investigation	$200,000/$ 50,000

HIGHLIGHTS - EMERGENCY INCIDENTS

DATE	LOCATION	CAUSE	FATALITY/INJURY
07/16/04	Moanalua Road	Motorcycle Accident	1 Civilian Fatality
07/26/04	45-629 Puohala Street	Auto Accident 3 Civilian Injuries	1 Civilian Fatality
07/30/04	H-1 Freeway	Auto Accident	1 Civilian Fatality
07/30/04	47-089 Kamehameha Highway	Auto Accident	1 Civilian Fatality
07/31/04	930 South King Street	Auto Accident	1 Civilian Fatality
08/15/04	91-4639 Farrington Highway	Pedestrian Accident	1 Civilian Fatality
08/16/04	H-2 Freeway	Auto Accident	1 HPD Fatality
10/02/04	Farrington Highway	Auto Accident	1 Civilian Fatality
10/09/04	Kalanianaole Highway	Bicycle Accident	1 Civilian Fatality
10/24/04	Kaahumanu Street	Auto Accident	1 Civilian Fatality
11/19/04	Fort Weaver Road	Motorcycle Accident	1 Civilian Fatality
11/24/04	H-1 Freeway	Auto Accident	1 Civilian Fatality
11/26/04	590 Farrington Highway	Auto Accident	1 Civilian Fatality
01/05/05	92-402 Farrington Highway	Auto Accident	1 Civilian Fatality
01/08/05	87-1555 Farrington Highway	Pedestrian Accident	1 Civilian Fatality
01/08/05	Hakimo Road	Auto Accident	1 Civilian Fatality
02/06/05	H-1 Freeway near Middle Street	Auto Fire	1 Civilian Fatality
02/25/05	H-1 Freeway near Palama Off ramp	Pedestrian Accident	1 Civilian Fatality
03/01/05	94-1211 Kunia Road	Auto Accident	3 Civilian Fatalities
04/02/05	Fort Weaver Road	Motorcycle Accident	1 Civilian Fatality
04/04/05	92-1014 Makakilo Drive	Pedestrian Accident	1 Civilian Fatality
04/09/05	H-1 Freeway near Kunia	Auto Accident 3 Civilian Injuries	2 Civilian Fatalities
04/11/05	Halawa Heights Road	Auto Accident	1 Civilian Fatality

DATE	LOCATION	CAUSE	FATALITY/INJURY
04/13/05	Kaukonahua Road	Auto Accident	1 Civilian Fatality
05/29/05	53-360 Kamehameha Highway	Auto Accident	1 Civilian Fatality

On March 15, 2005, an unidentified chemical in glass vials were discovered at a residence located at 1611-A Paula Drive. A collaborative effort by City, State, and Federal agencies took approximately two days to mitigate the situation and remove the vials.

Training and Research Bureau (TRB)

The TRB, located at the Charles H. Thurston Training Center (Training Center), assists with planning, coordinating, and evaluating the HFD's training activities. To fulfill the Department's mission statement, quality, dynamic, and essential training is provided for all Department personnel through various training programs. These programs help to ensure that responses to incidents, emergencies, and public assistance are performed in a safe, efficient, friendly, and professional manner.

The TRB conducts new and continuing research and testing on the latest technology and techniques in the areas of weapons of mass destruction (WMD), terrorism, hazardous materials (HM), fire fighting, water safety, driver training, apparatus operation, emergency medical response, and much more to assist personnel in accomplishing the Department's mission. The TRB also coordinates or offers cardiopulmonary resuscitation (CPR) and other safety courses for the benefit of City employees and the public.

The TRB is committed to developing highly trained, professional, and motivated personnel to provide the best fire protection, emergency response, and safety education possible to the residents of the City and County of Honolulu.

Administration Section

This section is responsible for maintaining the Training Center, scheduling, and/or coordinating its daily operations and providing effective daily facility operations. The facility has been very active with the programs conducted by various organizations and will continue with this trend.

The Records Management System provides the ability to input and extract data in areas such as incident reporting, training documentation, and occupancy information. Our modern computer system allows us to communicate, distribute, and explore new training technologies, such as interactive computer-based training.

Development and Certification Section

This section promotes professional development through ongoing developmental programs and prepares HFD personnel for the challenge of certification. In April 2005, the International Fire Service Accreditation Congress (IFSAC) accredited the HFD to certify to the National Fire Protection Agency (NFPA) Fire Fighter II, HM Operations, and Fire Service Instructor I levels. This section is preparing to submit NFPA Pumping Apparatus Driver/Operator, Aerial Apparatus Driver/Operator, and Fire Service Instructor II levels of certification for IFSAC accreditation in February 2006. This section also conducts Third-Party Evaluator training to supplement its Certification Program.

Medical Section

The Medical Section is responsible for conducting initial and recurrent medical training for the Department's personnel, reviewing medical emergency responses and documentation, conducting first aid and CPR classes for City employees and the general public, and managing public health awareness programs.

This section provided emergency medical training (i.e., National Registry of Emergency Medical Technicians-Basic [NREMT-B]) to the Department's 88th Fire Fighter Recruit (FFR) class and two Incumbent classes. This section also conducted three initial and three refresher Pre-Hospital Trauma Life Support classes.

Five hundred sixty-six HFD personnel were recertified in Basic Life Support (BLS) CPR/Automatic External Defibrillator (AED) by their Company Commanders or the Medical Section, and 50 HFD personnel were given initial certification. The Medical Section

also maintains 408 American Heart Association (AHA) certified instructors and 41 instructor/trainers.

This section provides continuous audit, review, query, and reports on operations and documentation concerning all emergency medical responses. A 100% review of all National Fire Incident Reporting System 5.0/Advanced Emergency Medical Service medical incident reports and cardiac arrest rescue link data has been conducted.

The HFD has trained approximately 11,000 citizens through the CPR for Family and Friends Program. The agreement to assist the AHA with CPR mass training events and other activities continue to be fulfilled. The HFD assists in the AHA's national CPR initiative, Operation Heartbeat, and provides a meeting room for many of its administrative meetings.

The HFD's AED Program continues. In 2004, 389 patients were found in cardiac arrest, 85 were in a treatable rhythm, and 13 patients were saved. This amounts to a 15% save rate. Quality Assurance and Utstein databases are being maintained, monitored, and evaluated for trend analysis.

A liaison is provided to the Honolulu Police Department (HPD) for maintenance of their AED program, and the HFD continues to assist with data management for the HPD. Field data transfer procedures remain the same and HPD officers continue to download data cards at all fire stations. The HPD has over 500 AEDs in service in the field.

Management of the Hypertension Awareness Program continues. The Medical Section has kept stations stocked with blood pressure monitoring cards and provided replacement and/or repair of blood pressure cuffs and stethoscopes.

The Medical Section has been working with the Department of Information Technology to create a blood pressure monitoring database site. A working test site was placed on the HFD intranet in July 2004. Forty-six personnel were trained as Battalion Trainers.

This section has developed an Incident Rehabilitation Program for HFD personnel. The Medical Section staff provides rehabilitation and medical monitoring support during fire fighting and fire fighting training. The Rehab team was activated for response eight times in 2004, providing support to personnel at large scale incidents. This section also provided rehabilitation and medical monitoring for the 88th FFR Class during fire fighting training.

This section provides a designated Medical Section Officer for management of the HFD's Critical Incident Stress Management (CISM) Program. The officer administers the CISM team's activities, such as scheduling course instruction, quarterly meetings, and any organized CISM response from 7:45 a.m. to 4:30 p.m., Monday through Friday, and the assignment of the team leader for each CISM response.

This section served as a liaison to other bureaus and agencies such as the HFD's Medical Director, the HFD's Medical Committee, the Medical Services Division of the Department of Emergency Services, the HPD, the Morbidity and Mortality Committee, the City's and State's Emergency Medical Services Advisory Committees, the State Board of Medical Examiners Advisory Committee, the AHA's Operation Heartbeat and Operation Stroke, the Healthcare Association of Hawaii, the Metropolitan Medical Response System, and the Keiki Death Review Committee.

Fire Operations Section

This section provided the following classes and training to Fire Operations personnel:

Apparatus Operation Training (AOT)

- Updated the AOT curriculum (six-day class which included Waterous Pump familiarization)
- Completed AOT for 2nd and 3rd Platoon personnel

Rescue Watercraft (RWC) Program

- Initiated the RWC Field Operator Course
- Developed the RWC Company Training Program
- Developed the RWC Manual
- Initiated the RWC Maintenance Program
- Issued new RWC safety equipment to Fire Operations

Automobile Extrication

- Delivered Automobile Extrication classes to Department personnel
- Distributed the Automobile Extrication Manual to the companies

Assisted the 88th FFR Class with the following:

- Provided instruction as a Recruit Training Officer
- Assisted in building Certification training props
- Participated in Certification training for the Fire Fighter I Level

Assisted Fire Operations with the following:

- November Competition
- Rehabilitation operations at larger scaled incidents
- Night exercises conducted at the Training Center

Developed and/or revised the following manuals:

- HFD Training Manual Addendum
- Finalized and distributed the Equipment Standard Operating Guidelines (SOG), Chapter 5, Article 3 of the HFD Policy and Procedures manual

Received delivery of the Kidde Mobile Live Fire Trainer

- Ten HFD personnel received instruction as Live Fire Trainer operators
- Developing a training program for HFD use of the Live Fire Trainer

Assisted in developing the Company Officer Training Program

Special Operations Section

The Special Operations Section assisted in facilitating, developing, and delivering the training needs of the HM and Rescue companies. Areas of assistance include HM Incident Management, HM Technician, HM Technician Refresher, HM Operations Level Recruit Training, WMD Awareness, and logistical needs for Rescue Basic Training (RBT), RBT Refresher, and other related duties.

This section also assists in the facilitation and evaluation of simulated and/or live drills, old and new equipment demonstration, testing, evaluation, and purchasing. Other responsibilities include coordinating and procuring on- and off-island HM/WMD training courses for Department personnel and reviewing and updating the HFD WMD SOG, HFD WMD Awareness program, and all other matters relating to WMD and/or terrorism.

The following training was conducted in FY 2004-2005:

- 80-hour National Fire Academy Chemistry for Emergency Response (the first part of the 160-hour HM Technician training) (25 HFD personnel)
- HM First Responder Operations, which included IFSAC certification to the HM Awareness level (88th FFR Class)
- HM Technician Refresher (234 HFD personnel)
- HFD WMD/Terrorism Awareness program delivered to all operations personnel via the Hazmat companies trimester training calendar
- Assisted Rescue personnel with RBT logistical needs

On January 6, 2005, fire fighters from Rescue 1, Quint 34, and Air 1 rescued a downed paraglider at the Makapuu Beach Park.

Other Activities:

- Attended quarterly Local Emergency Planning Committee meetings
- Attended monthly HFD Hazmat Officers meetings
- Conducted the HFD and Kapiolani Community College's Emergency Medical Services Mass Casualty night exercise
- Hosted and assisted with the Chevron Hawaii Petroleum Fire Protection course
- Distributed the HFD WMD SOG
- Attended the Oahu Metropolitan Medical Response System meetings
- Hosted and assisted with the HFD Amateur Radio Training course
- Completed and submitted the draft of the HFD WMD/Terrorism Awareness program and accompanying PowerPoint presentation
- Processed 58 personnel through the Bechtel, Nevada, WMD Radiological/Nuclear Course for HM Technicians
- Processed two personnel through the Anniston, Alabama, WMD COBRA training program
- Processed nine personnel through the New Mexico Tech WMD Incident Response to Terrorist Bombings course

- Assisted with evaluating Fire Operations' night exercises
- Assisted with rehab for Fire Operations upon request
- Attended multiple interagency training exercises and tabletop discussions

Driver Training Section

The Driver Training Section maintains a Commercial Drivers License (CDL) compliance program that meets or exceeds Federal and State requirements under the terms of the 1997 exemption from the CDL. The following programs are administered to address standards and Department requirements:

National Safety Council's Defensive Driving Course

- All-Terrain Vehicle Rider Course
- Initial City Operator's Certification (Class 3, 4, BP, CP, tower, and towed vehicle) Training Programs
- Accident Review
- Emergency Vehicle Operator's Course (Class 3)
- Forklift training
- Recruit Assessment Program
- Remedial training

Decentralized training and recertification are accomplished by utilizing suppression personnel through the Department's Field Driver Training and Fire Fighter III Driver Training Programs.

Recruit Training Program

The Recruit Training Program involves classroom sessions and simulated and/or practical field training. The duration of the Recruit Training Program is approximately eight months. FFRs are taught Departmental procedures, including rules and regulations and organizational structure; fire suppression and rescue techniques, including hose, ladder, and rappelling training; emergency services, including EMT-B, CPR, and AED training; HM training; fire prevention training; driver training, including driving the fire apparatus; water safety; and public utilities training. Live fire exercises at the Training Center and at assisting agency (i.e., Chevron Products Company Hawaii Refinery, Hickam Air Force Base, Schofield Barracks, and the State of Hawaii Department of Transportation Airports Division State Crash and Rescue) facilities are also included in the training.

FFRs who successfully complete and graduate from this program receive certifications for IFSAC Fire Fighter I, IFSAC HM Awareness, NREMT-B, and the AHA BLS for Health Care Provider. FFRs also receive HFD certificates for Water Safety and First Responder and the City Operator's certificate. FFRs are then transferred to the field to obtain live experience responding to the emergencies. FFRs are expected to demonstrate and apply the fire fighting skills and techniques taught in the Recruit Training Program.

The 88th FFR Class commenced training on October 25, 2004, and graduated on May 11, 2005.

Fire Prevention Bureau (FPB)

The FPB's mission is to effectively promote fire and life safety programs that assist the HFD in accomplishing its mission of mitigating loss of life, property, and damage to the environment.

Hawaii State law and the Charter of the City and County of Honolulu assign the following responsibilities to the Fire Chief:

- Review and adoption of fire codes
- Fire code compliance inspections
- Investigation of fires to determine origin and cause
- Review of building construction fire plans
- Providing fire safety education to the community

The Fire Chief fulfills these responsibilities through the efforts of the FPB, which is staffed with 34 uniformed employees and two civilians. The FPB is organized functionally into the following sections: Administration, Codes Enforcement, Education, Fire Investigation, and Plans Review.

Highlights

- The FPB initiated three amendments that were adopted by the Fire Code of the City and County of Honolulu: Required posting of signage prohibiting the placement of objects to hold fuel-dispensing nozzles in the latch-open position; prohibiting latch-open devices at self-service fuel dispensing stations; and allowing designated individuals to check for supporting devices, dryness, open flames, and watering to minimize the hazard of dry Christmas trees in public buildings in lieu of flame retardant treatment.
- The three code sections continued to prioritize fire inspections based on the Department's Risk Assessment Plan. In July 2004, the FPB discontinued fire inspection data entry into the Department's Records Management System due to the

system's unreliability. An internal database was created to record all inspections, and the statistics reflect the total inspections by occupancies and the percentage of inspections completed by risk category. There was no data available for the previous fiscal year (FY). Training commenced on the implementation of a wireless tablet and database record system that will be linked to the Department of Planning and Permitting's Public One Stop Service (also known as POSSE) system and streamline the fire inspection process and record system. The existing internal database will eventually be converted to the wireless system and will assist the HFD in meeting its statutory requirements to inspect all buildings within two years.

- The FPB continues to monitor compliance with Ordinance 01-53, which requires existing business buildings to be retrofitted with automatic fire sprinklers and other life- safety measures by May 2008. Fifty-five of 73 buildings have met the 60-day requirements; three are in final notice, and 15 are in the process of meeting the 60-day requirements.
- On December 1, 2004, Resolution 04-334, CD1, established a Residential Fire Safety Advisory Committee (RFSAC) to gather information and prepare findings on the costs and incentives to retrofit existing residential high-rise buildings. The RFSAC is comprised of a broad spectrum of concerned stakeholders from the public and private sectors. On May 31, 2005, the RFSAC presented its written findings to the City Council. The findings included a list of approximately 300 affected buildings, the costs of four representative sample buildings, and 11 possible incentives that could reduce the cost of retrofitting.
- The Company Inspection Program (CIP) manual is in its final stages of editing. The CIP manual, along with a pocket-sized inspection field guide, a DVD training video, and the current adopted Fire Code of the City and County of Honolulu will be distributed to all Operations personnel. These tools will enable personnel to conduct thorough and comprehensive inspections of all building occupancies within their jurisdiction.
- There were 12 fire fatalities during the reporting period (one in an auto accident and 11 in building fires). Ten fatalities occurred in single-family dwellings and one occurred in a high-rise residential building. One incendiary fire claimed two lives and there were ten victims in accidental fire causes. None of the residential buildings where the 11 fatalities occurred had a working smoke detector. Eight fatalities were over the age of 70, two were between 50-60 years old, and two were under the age of 20. There were eight fire fatalities for the prior FY, four of which were the result of one auto accident.
- There were decreases of 10% and 14%, respectively, in issued fireworks licenses and public display permits from the previous FY. There were increases of 60% and 75% for special and Satellite City Hall issued fireworks permits, respectively. According to the State Department of Health, fireworks-related injuries on Oahu increased 82% from the previous FY. The Honolulu Police Department's fireworks-related calls increased 67% from the previous FY.
- The Youth Firesetter Program (YFP) is in its second year of providing education and counseling to identified youth regarding the dangers and consequences of playing with fire. The YFP received seven referrals, ages 4-13 years old, primarily from concerned parents. Those who completed the program were given Certificates of Completion and have not been reported in subsequent fire starting activity. YFP program kits and polo shirts were distributed to each battalion, and a program brochure and parent survey are being utilized.
- In November 2004, administrative rules for licensing individuals to conduct maintenance testing of fire protection systems and portable fire extinguishers were submitted to the Department of the Corporation Counsel (COR) for review and comment. The rules will delineate regulatory responsibilities and establish consistent procedures and forms in compliance with the Fire Code of the City and County of Honolulu. Upon completion of the COR's comment and review, public hearings will be held prior to adoption.
- The State Fire Council (SFC) conducted quarterly meetings at each of the Hawaii counties to develop a comprehensive fire service management network for the protection of life, property, and environment throughout the State of Hawaii. The SFC addressed issues such as the adoption of the next State Fire Code, application and expenditure of Federal grant assistance, standardization of procedures and forms related to inspections, investigations, and reporting of fires, and advising the Governor and Legislature with respect to fire prevention, protection, and life safety.
- The SFC submitted 15 legislative bill proposals. A bill for the SFC to expend grant funds passed; fireworks bill revisions and a sprinkler tax credit crossed over but died in the final committee; all other bills failed. The SFC will continue to work with legislators, the State Department of Labor and Industrial Relations, the Department of the Attorney General, and other stakeholders prior to the next session.
- Through a Federal Emergency Management Agency grant, the SFC coordinated HM Technician training at the HFD's Training Center. Due to State certification requirements for supplemental psychomotor skills and cognitive training, an additional 32 hours were incorporated into the 80-hour *Chemistry for Emergency Response* course and its 80-hour companion *Hazardous Materials Operating Site Practices* course.

STATISTICS

FISCAL YEAR 2004-2005

Code Enforcement

OCCUPANCY INSPECTIONS	FY 03-04	FY 04-05	DIFFERENCE	% CHANGE
Assembly "A"	312	345	33	11
Business "B"	2,824	1,154	-1,670	-59
Retail and Wholesale "M"	392	222	-170	-43
Warehouse and Storage "S"	227	109	-118	-52
Educational Facilities "E"	537	74	-463	-86
Institutions "I"	309	89	-220	-71
Hazardous Facilities "H"	89	219	130	46
Residential "R1"	971	617	-354	-36
Factory "F"	101	23	-78	-77
Total Inspections	5,762	2,852	-2,910	-51

INSPECTION BY RISK CATEGORY	FY 03-04	FY 04-05	TOTAL	% COMPLETED
Maximum	N/A	301	828	36
High/Special	N/A	767	815	94
Moderate/Special	N/A	1,326	1,915	69
Low	N/A	300	1,187	25
Totals	N/A	2,694	4,745	56

INSPECTIONS FOR PERMITS	FY 03-04	FY 04-05	DIFFERENCE	% CHANGE
Assemblies	28	27	-1	-4
Flammable Finishes	55	62	7	13
Fireworks	171	157	-14	-8
Total Inspections	254	246	-8	-3

OTHER ACTIVITIES	FY 03-04	FY 04-05	DIFFERENCE	% CHANGE
Notices of Fire Hazard	22	11	-11	-50
Night Inspections	210	165	-45	-21
Referrals to FPB	609	446	-163	-27
Reinspections	2,641	1,898	-743	-28
Notices of Violation	590	459	-131	-22
Orders to Comply	130	112	-18	-14
Final Notices	35	29	-6	-17
Total Other Activities	4,237	3,120	-1,117	-26

Plans Review

ACTIVITIES	FY 03-04	FY 04-05	DIFFERENCE	% CHANGE
Plans Approved	1,116	1,076	-40	-4
Flammable/Combustible Permits	23	29	6	26
Liquefied Petroleum Gas Permits	54	44	-10	-19
Temporary Structure Permits	10	35	25	250
Fire Alarm System Tests	232	263	31	13
Rangehood System Tests	62	51	-11	-18
Total Activities	1,497	1,498	-1	-.01

OTHER ACTIVITIES	FY 03-04	FY 04-05	DIFFERENCE	% CHANGE
Correspondence Generated	266	413	147	55
Plans and Permit Totals	1,763	1,911	148	8
Total Activities	3,526	3,822	296	8

Fire Investigation

ACTIVITIES	FY 03-04	FY 04-05	DIFFERENCE	% CHANGE
Structure Fire Investigations	128	122	-6	-5
Automobile Fire Investigations	1	6	5	500
Total Activities	129	128	-1	-.8

Education

ACTIVITIES	FY 03-04	FY 04-05	DIFFERENCE	% CHANGE
Fairs	10	13	3	30
Fire Extinguisher Classes	34	67	33	97
Fire Evacuation Drills	44	61	17	39
Fire Evacuation Planning	37	16	-21	-57
Fire and Life Safety Presentations	68	57	-11	-16
Keiki House	26	31	5	19
Total Activities	219	245	26	12
Total Audience	26,863	44,005	17,142	64

Administration

ACTIVITIES	FY 03-04	FY 04-05	DIFFERENCE	% CHANGE
Fireworks Licenses	125	112	-13	-10
License Fees Collected	$106,000	$91,000	-$15,000	-14

FIREWORKS PERMITS	FY 03-04	FY 04-05	DIFFERENCE	% CHANGE
Public Displays	50	43	-7	-14
Special	91	146	55	60
Satellite City Halls	8,971	15,662	6,691	75
Total Permits	9,112	15,851	6,739	74

STATE DEPARTMENT OF HEALTH	FY 03-04	FY 04-05	DIFFERENCE	% CHANGE
Fireworks Injuries	67	122	55	82

HONOLULU POLICE DEPARTMENT	FY 03-04	FY 04-05	DIFFERENCE	% CHANGE
Fireworks-related Calls	567	949	382	67

INSPECTIONS	FY 03-04	FY 04-05	DIFFERENCE	% CHANGE
Preschools/Day Care	207	165	-42	-20

OTHER ACTIVITIES	FY 03-04	FY 04-05	DIFFERENCE	% CHANGE
Correspondence	401	522	121	30
Final Notices Issued	33	33	0	0
Order to Comply Letters Issued	143	127	-16	-11
Referrals	392	287	-105	-27
Total Activities	969	969	0	0

SFC

MAN DAYS (8 HOURS)	FY 03-04	FY 04-05	DIFFERENCE	% CHANGE
Battalion Chief	60	52	-8	-13
Fire Captain	100	110	10	10
SFC Administrative Assistant	123.5	182	58.5	47
In-Kind Contributions ($) to the SFC	$20,460	$34,504	$14,044	69

CIP

INSPECTIONS	FY 03-04	FY 04-05	DIFFERENCE	% CHANGE
Residential	195,839	196,174	335	1
Assembly	468	318	-150	-32
Business	11,333	10,209	-1,124	-10
Manufacturing	328	292	-36	-11
Education	318	342	24	8
Storage	548	531	-17	-3
Transportation	10	38	28	280
Miscellaneous	372	473	101	27
Total Inspections	209,216	208,377	-839	22
Total Man-hours	22,863	17,852	-5,011	-22

PLANNING AND DEVELOPMENT

Under the direction of an Assistant Chief, the Planning and Development (P&D) Division assists the Fire Chief and Deputy Fire Chief by coordinating the Department's overall short- and long-term planning, operational, and quality improvement processes.

The P&D reviews, researches, and monitors emerging national, State, and City and County legislation, regulations, trends and events, as well as past Department performance, to establish goals and objectives necessary to realize the HFD's mission.

In addition, the P&D is responsible for developing and maintaining other critical Department plans, which include emergency operations/disaster plans, standards of response coverage plans, deployment plans and other risk mitigation, and preparedness strategies.

The Assistant Chief of the P&D is the Department liaison for interagency coordination with the OCDA, the State Civil Defense, and the City's Administration on various island-wide and statewide issues.

Timely, meaningful information is critical for effective and efficient Department management. The P&D monitors and evaluates the functions performed by the records management system and recommends improvements to enhance the Department's data collection and reporting processes. The Management Analyst conducts statistical analyses on all aspects of the Department's operations and establishes benchmarks and performance measures to ensure that goals and objectives are being achieved.

Grant management continues to be an increasingly important function of the P&D. Grant funding allows the Department to improve services to the community by providing for new or additional equipment, training, and resources. The P&D provides the coordination of grant management processes including applications, budgets, procurement, and reporting.

The P&D provides research and development of new programs and evaluates existing programs and services to improve Department efficiency and effectiveness. Over the past year, these included interoperable voice and data communications, improvement of the record management and geographical information systems.

The Assistant Chief of the P&D chairs and oversees the HFD's Board of Inquiry, which is composed of the HFD's Executive Officers and investigates accidents, complaints, personnel matters, and other occurrences that are of a confidential nature.

The P&D continues to produce the HFD's newsletter, Hale Ahi News, and manages the Department's program recommendation format: Subject, Objective, Problem, Proposal, Advantages, Disadvantages, Actions (SOPPADA).

Grant Management

Assistance to Firefighters Grants (AFG)

- In February 2005, the Federal Emergency Management Agency (FEMA) conducted a technical review of the 2002 and 2003 AFG and determined that all documents were in compliance with FEMA requirements. In July, the HFD received notification that the AFG 2002 was closed out successfully.

- The HFD also received an extension on the performance period of the AFG 2003 to July 15, 2005. The final performance reports will be filed once all invoices for the Ward Diesel "No Smoke" Filters and the Kidde Live Burn Trailer are paid.
- An AFG 2004 was awarded to the HFD in February 2005. The grant will fund the purchase of Rapid Intervention Team (RIT) equipment.
- The HFD has applied for the AFG 2005 to fund Mine Safety Appliance SCBA heads-up display (HUD) for fire fighting personnel.

Department of Fish and Wildlife (DOFAW) Grants

- The invoices for brush fire fighting equipment and FireView analysis software under the DOFAW 2003 grant have been processed.
- DOFAW 2004-purchased brushfire personal protective equipment (PPE) and Ansul Silvex Foam Concentrate were purchased through the DOFAW 2004 grant. MSA 3000 psig cylinders are currently being purchased.

Office of Domestic Preparedness (ODP) Grants

- In February 2005, the P&D submitted documentation on an outstanding FEMA Terrorism Training grant from 1998. The grant was successfully closed out.

The HFD received extensions on grants that are administered by the OCDA. The extensions permit the HFD to remain within the performance period on the following grant-funded projects.

- ODP 2003, Part 1: Hydralock adapters, PPEs, nozzles, and SCBA high capacity cylinders
- ODP 2003, Part 2: 2 new Rescue trucks, 800 MHz test equipment
- ODP 2004: Mobile Data, Public One Stop Service (POSSE), and HOSES projects
- UASI 2003: 800 MHz radio system

Projects

FireRMS 5.0-3.29: The upgrade of the HFD records management system (RMS) is scheduled for September 2005. The P&D staff is working with the vendor to configure screens and fields after receiving input from various HFD sections.

FireView: In August 2004, the HFD acquired the FireView analysis application, which allows the Department to easily analyze incident and occupancy data in a geospatial context to determine such information as trends, service needs, locations of new physical assets, estimated travel times from specific locations, and event concentrations.

Data conversion and application customization occurred and formal training was provided to key users in April 2005, and was successfully used to produce the Department's incident coverage maps for 2004.

Honolulu On-Line System for Emergency Services (HOSES) and Mobile HOSES: The HOSES and its wireless mobile component, Mobile HOSES, were chosen to replace the HFD Intranet in July 2004. HOSES is a customized application that is modeled after the Honolulu Board of Water Supply's Honolulu On-line Utilities (HONU) and Mobile Application Notebook (MANO) systems and is designed to integrate all of the Department disparate system applications, electronic and manual processes, documentation and other needs onto a geographic information system (GIS)-based application that will be accessible to all Department personnel. HOSE/Mobile HOSES will allow users to easily use applications such as the City's GIS, POSSE, or other systems and processes without being power users of any given application. It will also simplify and streamline the way documents and forms are handled using a simplified online automated process.

The contract for the development of the HOSES and Mobile HOSES project was awarded in February 2005. The first phase is expected to be ready for testing by May 2006. HOSES and Mobile HOSES will be funded through the ODP 2004 grant funds at a cost of $249,000.

POSSE: The POSSE application was chosen to replace the current Occupancy Module in the Sunpro RMS. POSSE will be customized to handle occupancy inspections on wireless tablet PCs and produce necessary management reports to determine the number and types of occupancies on the island of Oahu, as well as monitor the number and inspection activities of each inspector and code section on a daily, weekly, monthly, quarterly, and annual basis.

Development of the POSSE application process began in February 2005 and implementation is projected for September 2005. The cost of the customization is $81,000, and $127,000 for the purchase of the tablet PCs and related hardware.

Reaccreditation: P&D prepared the Department's Standards of Response Coverage document, Self-Assessment Manual, and Strategic and Long-Term Master Plan as required by the Commission on Fire Accreditation International, Inc.'s (CFAI) reaccreditation process. The CFAI conducted a site visit in June 2005, and the HFD will have their recommendation for reaccreditation at the meeting of the Board of Directors in August 2005.

FIRE FISCAL

The financial report of the HFD for the fiscal year ending in June 30, 2005, is presented below.

The total operating expenditures for the Department's Fire Protection Program for fiscal year 2004-05 amounted to $66,739,415 as compared with $63,433.172 of the preceding year, an increase of $3,306.243 or 5.2% as follows:

	FY 2004-05	FY 2003-04	VARIANCE	PERCENT
Salaries	$59,925.736	$56,782,412	$3,143,324	5.5%
Current Expenses	6,420,055	6,286,661	133,394	2.1%
Equipment	393,624	364,099	29,525	8.1%
	$66,739,415	$63,433,172	$3,306,243	5.2%

The composition of expenditures by character of expenditure is as follows:

	FY 2004-05	PERCENT
Salaries	$59,925,736	90%
Current Expenses	6,420,055	10%
Equipment	393,624	1%
	$66,739,415	100%

Per Ordinance 04-24, the appropriation for fiscal year 2004-05 total $68,542,647 in the General Fund.

Salaries and Wages

The HFD had 1,145.69 funded positions. There were approximately 82 vacant positions on June 30, 2005.

APPROPRIATION	FY 2004-05	FY 2003-04	VARIANCE
Salaries	$61,843,612	$57,996,869	3,846,743
Current Expenses	6,234,176	6,809,176	(575,000)
Equipment	464,859	344,359	120,500
Total	$68,542,647	$65,150,404	$3,392,243

Fireboat

The fireboat is owned by the State Department of Transportation and is funded by Act 171, SLH 1963 (Hawaii Revised Statutes 85 T15, Section 266-22).

EXPENDITURES	FY 2004-05	FY 2003-04	VARIANCE
Salaries	$1,067,190	$ 939,460	$127,730
Fringe Benefits	240,002	185,760	54,242
Indirect Cost	126,569	97,047	29,522
Current Expenses	132.636	482,346	(349,710)
Equipment	32,508	0	32,508
Total	$1,598,905	$1,704,613	(105,708)

Revenues and Other Collections

Total revenues and other collections received total $2,253,695.70. Significant receipts included $1,625,068.84 reimbursement from the State for fireboat operations, $468,781.75 from fire code permits and licenses, and $63,900 from rental income for housing ambulances at fire stations.

DEPARTMENT OF HUMAN RESOURCES

Kenneth Y. Nakamatsu, Director*
Noel T. Ono, Assistant Director

POWERS, DUTIES AND FUNCTIONS

The Department of Human Resources is the central personnel staff agency for the City. Our primary purpose as reflected in the City Charter is to establish a comprehensive personnel management program based on merit principles and generally accepted methods governing the classification of positions and the employment, conduct, movement and separation of public employees. This Department is charged with building a career service designed to attract, select and retain, on a merit basis, the best qualified civil servants.

The Director of Human Resources represents the Mayor in the collective bargaining process and directs and coordinates an employee-management relations program for the City. In this respect, the Department negotiates and administers eight collective bargaining agreements covering City employees.

In addition, the Department carries out programs in the areas of training, safety, workers' compensation, health services, incentives and awards, and employee assistance.

The Department of Human Resources has a staff of 73 employees serving 8,064 permanent and 492 temporary and exempt employees. Other than the office of the Director, the department is organized into the five major functional divisions of Classification and Pay, Employment and Personnel Services, Health Services, Industrial Safety and Workers' Compensation, and Labor Relations and Training.

HIGHLIGHTS

- Staff completed and finalized the comprehensive departmental personnel policies and procedures project to completely review, revise and develop new policies, procedures and guidelines for compliance with Act 253 (Public Employment Reform Act of 2000) and other laws. Following briefings with departmental administrative staff and conclusion of union consultation, the revised Personnel Manual was issued on February 23, 2005 with coordinated postings of electronic versions to the City's intranet and Internet sites with updated search engines.
- As a result of Department of Labor (DOL) issuance of new FairPay regulations on overtime exemptions from the Fair Labor Standards Act (FLSA) effective on August 23, 2004, staff conducted a review of all City classes for determination of coverage or non-coverage from the FLSA overtime provisions; issued guidelines and procedures for departments to determine, identify and report employees entitled to coverage or exemption from the FLSA; conducted training for departmental administrative staff; consulted with affected unions; coordinated implementation with payroll, information technology and employee records staff; and developed plan for Citywide review of employee exemptions. Staff completed review of over 1800 FLSA determination forms submitted for employees in classes requiring departmental reviews under Phase 1. Review of FLSA determination forms for employees in classes not covered and covered under Phases 2 and 3, respectively, continue. In addition, updating and review of employees FLSA determinations remain ongoing.
- With assistance from the Department of Information and Technology and NEOGOV, a mainland-based firm, the recruitment and examination staff implemented software designed to automate the City's recruitment, examination, certification and selection processes. Staff received training and trained personnel staff of City departments in NEOGOV processing. Departmental personnel offices and staff were trained in on-line requisitions, receipt of on-line applications, and processing of selections. Staff continued to work on automating various personnel action approval forms such as extension of limited term appointments, departmental promotions, transfers and demotions, suitability checks and requests for eligibles.
- Working with the Honolulu Police Department (HPD), staff revised the examination process for the Metropolitan Police Recruit. A physical trainability test was added and staff assisted HPD in developing the administrative procedures for the fitness test and extended the candidate eligibility to two years to help streamline the selection process. As a result, applicants only need to take and pass the test every two years, instead of after each written test administration. In addition, a new MPR on-line application was implemented. This eliminated the need to screen a large portion of applications for minimum qualifications.
- As part of on-going efforts to attract Police Recruits and Police Radio Dispatchers, DHR partnered with HPD and recruited and tested applicants on the mainland. Staff developed and implemented new policies and procedures for same-day application, testing and processing.

**Kenneth Y. Nakamatsu was appointed on January 19, 2005.*

- Staff developed and conducted selection interview training for departmental personnel offices. A training manual was developed as a reference guide for departmental staff who develop selection interview questions and factors. Staff continues to assist all departments with their selection interview questions and rating factors, developed a "question based" method to rate candidates' interviews and assisted in training of raters for the interviews.
- Staff assisted the Honolulu Fire Department in revising the 2005 Fire Fighter Recruitment and in administering the Candidate Physical Abilities Test. The recruitment period was shortened to five days, only on-line applications were accepted and an application center was open during recruitment to assist persons with the process and to provide computer usage.
- A new web-based electronic database was developed and implemented in-house to track contractual grievances and arbitrations. The new tracking system replaces an older database system and will include City departments and agencies beginning in the next fiscal year. The new system allows the City to track all grievance actions from inception to completion and has the capability to search and retrieve arbitration award decisions

CIVIL SERVICE COMMISSION

The primary functions of the Civil Service Commission are to prescribe rules to carry out the provisions of the City Charter, hear appeals, and advise the Mayor and the Director of Human Resources on issues and problems relating to the management of personnel.

Commission Activities

The Commission held eight meetings during the year; and one meeting was cancelled.

Ms. Maria Jo Farina served as Chair and Mr. Thomas F. Hinkle served as Vice-Chair for the fiscal year ending June 30, 2005. Ms. Elizabeth Ho served as member.

CIVIL SERVICE COMMISSION APPEALS

July 1, 2004 - June 30, 2005

APPEALS	BACKLOG	RECEIVED	WITHDREW	UNTIMELY	HEARINGS	DISMISSED	UPHELD	DENIED	PENDING
Exams & Selections									
Minimum Qualifications	—	1	—	—	—	—	—	—	1
Non-Selection (includes failure by appointing authority to provide relevant info. & continual violation of rules & denial of due process.)	2	1	—	—	8	—	—	—	3
Classification Action	7	—	—	—	—	—	—	—	7
Discipline & Termination									
Denial request to rescind resignation	—	1	—	—	—	—	—	—	1
Others									
Demotion	1	—	—	—	—	1	—	—	—
Declination of Veteran's Preference points	1	—	—	—	—	—	—	—	1
Extension of probationary period beyond one year and conversion of status to limited term appointment	—	1	—	—	1	—	—	—	1
Failure to Resolve Temporary Assignment	—	1	—	—	—	—	—	—	1
Total	11	5	—	—	9	1	—	—	15

CLASSIFICATION AND PAY DIVISION

MAJOR FUNCTIONS

Plan, develop, and administer the classification and pay plans; conduct research on classification and pay matters; recommend pricing for new classes established; participate in State-wide meetings on statutory equal pay pricing requirements; participate in collective bargaining wage negotiations and in developing salary adjustment recommendations for excluded managerial employees; assist departments and coordinate with other personnel management processes on personnel implications and problems relating to reorganizations, reassignment of work and creation of new classes.

Personnel Policies and Procedures Project

In conjunction with staff members of other divisions, staff completed and finalized the comprehensive departmental project to completely review, revise and develop new policies, procedures and guidelines for compliance with Act 253 (Public Employment Reform Act of 2000) and other laws. Following briefings with departmental administrative staff and conclusion of union consultation, the revised Personnel Manual was issued on February 23, 2005. Staff coordinated posting of electronic versions of the personnel manual to the City's intranet and internet sites with updated search engines.

Implementation of New Department of Labor FairPay Regulations

On April 23, 2004, the Department of Labor (DOL) issued their new FairPay regulations on overtime exemptions from the Fair Labor Standards Act (FLSA) that became effective August 23, 2004. In response, staff conducted review of all City classes for determination of coverage or non-coverage from the FLSA overtime provisions; issued guidelines and procedures for departments to determine, identify and report employees entitled to coverage or exemption from the FLSA; conducted training for departmental administrative staff; consulted with affected union representatives; coordinated implementation with payroll, information technology and employee records staff; and developed plan for Citywide review of employee exemptions. Staff completed review of over 1800 FLSA determination forms submitted for employees in classes requiring departmental reviews under Phase 1. Review of FLSA determination forms for employees in classes not covered and covered under Phases 2 and 3, respectively, continue. In addition, updating and review of employee FLSA determinations remain ongoing.

Classification Activities

During the past year, staff continued to provide significant personnel management advisory assistance on various classification issues. In addition, assistance was rendered on proposed reorganizations involving many City departments and agencies this year, including:

- Office of the Director, Department of Customer Services
- Liquor Commission
- Parking and Property Management Branch, Department of Facility Maintenance
- Water Quality Laboratory, Department of Environmental Services
- Refuse Collection and Disposal Division (Recycling and Bulky Item Collection), Department of Environmental Services
- Proposed Emergency Management Command division, Honolulu Police Department
- Parks Maintenance and Recreation Services Division (PMRS), Department of Parks and Recreation
- Office of Special Projects, Department of Community Services
- Offices of the Mayor and Managing Director, including transition team for new Administration
- Office of Honolulu Land Information System (HoLIS), Department of Planning and Permitting
- Real Property Division, Department of Budget & Fiscal Services
- Office of the City Clerk
- Department of Emergency Services
- Procurement and Specifications Division, Department of Budget and Fiscal Services
- Supplemental Work Force Unit, PMRS Division, Department of Parks and Recreation
- Division of Wastewater Collection System Maintenance, Department of Environmental Services (Cesspool Function)
- Division of Urban Forestry, Department of Parks and Recreation
- Job Development Division, Department of Community Services
- Continuing reorganization of various programs in the Board of Water Supply (BWS), including Office of Information Technology, new Procurement Office, Finance Division.

Staff continued to participate in reengineering change efforts being undertaken by the Department of Environmental Services. Since development of the department's massive "Competitiveness Change Proposal" several years ago, staff has represented the department on the Employee Development/Labor Relations Implementation Planning Team and attended meetings to provide input and recommendations.

Recommendations from a comprehensive staff survey and study of supervisory positions in the Emergency Services Division of the Department of Emergency Services were reviewed with the new administration. A number of our recommendations have either been implemented or are in the process of being implemented. Further, efforts to restore salary ranges to implement new class concepts successfully culminated in the negotiation of a supplemental agreement with the affected union.

In addition to the foregoing, classification activity continued with a total of 1271 classification actions completed during FY 2005 in the following categories: 26 initial allocations; 577 reallocations; 569 "no change" actions; and 96 returned without action. These actions resulted in six new, 24 amended, one re-established, and 6 abolished classes.

Seven classification appeals pending with the Civil Service Commission from the previous year remained pending at the end of the fiscal year.

Pay Activities

Pay staff reviewed the proposed pricing of 51 new classes established by the State of Hawaii, the Judiciary, the Hawaii Health Systems Corporation, and the counties of Hawaii, Maui and Kauai for equivalency with City classes as required by Section 76-1, HRS. This provision mandates that "equal pay for equal work shall apply between classes in the same bargaining unit among jurisdictions for those classes determined to be equal through systematic classification of positions based on objective criteria and adequate job evaluation, unless it has been agreed in accordance with chapter 89 to negotiate the repricing of classes."

Staff planned and facilitated inter-jurisdictional meetings held in March, May and June of this year to resolve a number of outstanding issues related to implementation of the new equal pay provisions discussed above. Working committee meetings to complete the determination of equal classes across all jurisdictions are slated for next fiscal year.

The recruitment and retention incentives (RRI) negotiated in a supplemental agreement with United Public Workers to address recruitment and retention of heavy vehicle mechanics in the Automotive Equipment Services Division of the Department of Facility Maintenance were extended in August 2004 and again in June 2005. The department believes implementation of the RRI has resulted in positive results and benefits, notably in the retention and productivity of staff.

The engineering, land surveying, computer programmer, and data processing systems analyst classes were continued on shortage. Shortage differentials for engineers and land surveyors were increased to rates comparable to those paid to State engineers effective April 1, 2005. Shortage category declaration was also approved for architects effective July 1, 2005.

Finally, staff provided support of the Salary Commission in its hearings and deliberations and participated in interest arbitration proceedings involving wage adjustments for Bargaining Unit 11 (Fire Fighters).

EMPLOYMENT AND PERSONNEL SERVICES DIVISION

MAJOR FUNCTIONS

Plan, develop, and conduct recruitment activities to attract qualified applicants for City employment; coordinate the priority placement program for work-injured employees; review personal services contracts for compliance with legal provisions.

Plan, develop, and administer a personnel examination program in accordance with the merit principle and professional examination standards; evaluate candidates' qualifications and administer appropriate examinations; establish lists of eligible candidates; and refer names to departments in accordance with Civil Service Rules.

Advise departments and other personnel functional areas on requirements and resources to fill personnel needs, on selection interviews, and on related recruitment and examination matters.

Research, develop, and maintain economic, compensation, and related data in support of personnel activities; conduct initial orientation of new employees and exit interviews; develop and coordinate implementation and administration of benefits and awards programs.

Audit, certify, and maintain records of all personnel actions affecting officers and employees of the City government.

Recruitment and Examination Activities

This fiscal year, the number of recruitments increased 56% from 80 to 122. The number of applications we received increased 67% from 9,047 to 15,113, and the number of qualified applicants placed on eligible lists increased 50%, from 2,624 to 4,165. The number of internal departmental competitive examinations administered by departments increased 28% from 235 to 302. There was a 115% increase in the number of vacancies filled from 307 to 652.

Despite recruitment at shortage category pay rates and recruitment incentives for certain job classes, we continued to have difficulty in recruiting for engineers, fleet mechanics, mobile emergency care specialists, electricians and related electrical classes, and plumbers. Staff continued research and development of work-study partnerships with community colleges and various agencies to help fill these critical vacancies.

Outreach activities and presentations continued. The speakers' bureau with members from City departments such as Emergency Services, HFD and HPD made presentations in the community and at elementary, middle and high schools and colleges, encouraging students and the public to consider the City as an employer. Staff also participated in job fairs and career days held at the Neal Blaisdell Center and at high schools and colleges on Oahu.

A team of DHR staff members established a summer work experience program whereby high school students embarked on a seven week journey exploring different career fields within the City government. Students were also given an opportunity to learn the fundamentals of project management skills. The students used these project management skills to develop a power point presentation, "SUMMERTIME IN DA CCH" and a recruitment brochure, which they unveiled at a luncheon on August 5, 2004. The power point presentation will be used in the future to encourage other high school students to pursue City careers. In addition, the students were given certificates as "Junior Recruiters" for the City. On January 13, 2005, at the Farrington High School Career Day the students made a presentation to their peers about their summer work experiences and the many job opportunities at the City.

Automated Applicant Tracking

With assistance from the Department of Information and Technology and NEOGOV, a mainland-based firm, the recruitment and examination staff implemented software designed to automate the City's recruitment, examination, certification and selection processes.

All members of the Recruitment and Examination Branch received training and, in turn, trained personnel staff of City departments in NEOGOV processing. Departmental personnel officers and staff were trained in on-line requisitions, receipt of on-line applications, and processing of selections. From July 2004, all requisitions and referral of names to departments have been submitted on line. This has decreased the amount of paperwork, because applications no longer have to be photocopied. In addition, the processing time for applications has been reduced by one month, as all applications are referred to examination specialists for processing on-line.

Staff continued to work on automating various personnel action approval forms such as extension of limited term appointments, departmental promotions, transfer and demotions, suitability checks and requests for eligibles. Staff continues to work on rule changes as well as amendments to the Policy and Procedures Manual.

Metropolitan Police Recruit

Examination staff worked with HPD to revise the examination process for the Metropolitan Police Recruit (MPR). A physical trainability test was added. Applicants who pass the written test must also pass a physical test in order to continue in the selection process. Staff assisted HPD in developing the administration procedures for the fitness test and extended the candidate eligibility to two years to help streamline the selection process. As a result, applicants only need to take and pass the test every two years, instead of after each written test administration.

A new MPR on-line application was implemented. The number of MPR applications has tripled since we provided a simple way to submit an application for MPR. Because of the large numbers of applications, we revised the on-line application in order to utilize the auto score feature in NEOGOV. This eliminated the need to screen a large portion of applications for minimum qualifications.

As part of our on-going efforts to attract Police Recruits and Police Radio Dispatchers, the examination staff partnered with the Honolulu Police Department and recruited and tested applicants on the mainland. In support of this drive, staff developed and implemented new policies and procedures for same-day application, testing and processing. The examination staff also assisted the Honolulu Police Commission in its successful search for a new Chief of Police. The examination staff worked with the consultant in administering various critical evaluations of applicants.

Selection Interview Training

This past year we developed and conducted selection interview training for departmental personnel officers. A training manual was developed as a reference guide for departmental staff members who develop selection interview questions and factors. Examination staff continues to assist all departments with their selection interview questions and rating factors. As part of an arbitration decision on promotional recruitment, examination staff developed a "question based" method to rate candidates' interviews and assisted in the training of raters for the interviews.

Fire Fighter Recruit

Staff also assisted the Honolulu Fire Department in administering the Candidate Physical Abilities Test.

Highlights of the 2005 Fire Fighter Recruitment

- Shorter recruitment period (five days).
- Only on-line applications were accepted.
- An Application Center was open during the recruitment period to assist persons with the process and to provide computer usage.
- Oahu WorkLinks and the Department of Parks and Recreation to made computers available for applicants at their sites.

- There were 13,927 hits on the website and a grand total of 4,090 applicants.
- The auto score feature in NeoGov eliminated the need for staff to screen for minimum qualifications.
- A new video examination will be implemented. Applicants who pass the written test will then take the video test. Applicants who pass the video test will be placed on the eligible list based on the combination of the two test scores.
- A workshop for women interested in a fire-fighting career was held utilizing existing women Fire Fighters. As a result, 336 women applied for Recruit.

A new exam plan for the Clerk Typist and Senior Clerk Typist positions was developed. This involved a major change in the examination process and eliminated the written test. Staff developed and implemented scoring based on education and experience.

RECRUITMENT AND EXAMINATION ACTIVITIES

	2003-04	2004-05
Recruitments		
Open-Competitive and Promotional	80	122
Applicants		
Open-Competitive and Promotional Examinations	9,047	15,113
Labor Registration	2,003	1,797
Summer College Student Program	304	304
Examinations		
Internal Departmental Competitive Promotions (Audited)	235	302
Applicants Placed on Eligible Lists	2,624	4,165
Vacancies Filled from Applicants Referred	307	652
Number of Vacancies		855

Personnel Research and Services Activities

Personnel Policies and Procedures Revision – The Research staff participated in monthly meetings to update the Personnel Policies and Procedures Manual after the enactment of Act 253, Session Laws of Hawaii 2000 on July 1, 2002. The manual was completed in February 2005.

Service and Incentive Awards Program – Staff planned and coordinated two distinctly separate recognition programs. They were the:

1. 2004 Mayor's Service Awards Breakfast – A private breakfast held on Wednesday, September 22, 2004 at the Hilton Hawaiian Village Hotel gave special recognition to 138 employees with 25 years of service, 41 employees with 35 years of service and one employee with 45 years of service.
2. 2004 Mayor's Outstanding Employee Awards Program – On the morning of November 9, in the newly renovated Mission Memorial Auditorium, Mayor Harris recognized 22 Departmental Employee of the Year nominees, four Manager of the Year finalists, 31 Sustained Superior Performance Award recipients and six Exceptional Achievement Award honorees. The Mayor announced Board of Water Supply's Civil Engineer V, Lyann L.M. Okada, as the City's Employee of the Year, and Honolulu Police Department's Captain Paul S. Epstein as the City's Manager of the Year. The musical group *Firehouse* from the Honolulu Fire Department provided the entertainment.

Honolulu City Lights Team

Special Team Recognition - Initiated by Mayor Harris's request, staff worked with the Mayor's Executive Assistant to organize a special recognition event called the "Team Recognition". The event was held on December 17, 2004 at Mission Memorial Auditorium. Special certificates were designed and issued to 387 employees who served on one or more of the following teams: Honolulu City Lights, Manoa Flooding Clean-Up Team, Mapunapuna/Moanalua Flooding Team, First Aid Crew, Honolulu Mayor's Clean-up Team, Fast Track Team, Sunset on the Beach and Brunch on the Beach.

We provided accession services to 1,077 employees.

Staff coordinated the preparation and distribution of 191 Retirement Certificates. In addition, staff coordinated the monthly retirement ceremony held in the Mayor's private office. A total of 32 former employees participated in the monthly retirement ceremonies.

Leave Sharing - The City's Leave Sharing Program was established in 1994 to allow employees to voluntarily donate their vacation leave credits to another employee who has a serious illness or injury, or to an employee who has a family member suffering from a serious illness or injury. At the start of FY05, there were three recipients carried over from the previous fiscal year. An additional 21 applications were received and reviewed. Of the 21, eight were denied and 13 were approved.

The central leave bank received a total of 3,348.85 donated hours.

FISCAL YEAR	1997-98	1998-99	1999-00	2000-01	2001-02	2002-03	2003-04	2004-05
Leave recipients at the start of the fiscal year	4	9	7	7	8	1	4	3
Added recipients during the fiscal year	12	16	19	13	7	10	15	13
Remaining recipients at the end of the fiscal year	9	6	7	8	1	4	4	4

Transactions Activities

The section processed salary adjustments for employees in the following bargaining units:

BU 01: On the June 15, 2005 payroll, the Unit 01 salary schedule increased as follows: $7.00 effective July 1, 2004, 2.53% effective September 3, 2004, 5% effective January 1, 2005 and $47.30 effective May 16, 2005. Eligible employees received these increases.

BU 02: On the July 15, 2004 payroll, eligible employees received a 1.5% ATB increase to the salary schedule and were placed on the appropriate step of the new schedule effective July 1, 2004. Effective January 1, 2005, eligible employees received a 5% ATB increase to the salary schedule.

BU 03, BU 04 and BU 13:

On the January 15, 2005 payroll, eligible employees received a 5% ATB increase to the salary schedule effective January 1, 2005.

BU 10: On the July 15, 2004 payroll, eligible employees received a 5% ATB increase to the salary schedule effective July 1, 2004. Then, effective May 16, 2005 eligible employees received $47.30 on the May 31, 2005 payroll.

BU 11: On the July 15, 2004 payroll, eligible employees received a 1.5% ATB increase to the salary schedule effective July 1, 2004. Employees moved or remained on their appropriate step in accordance with the collective bargaining agreement.

BU 12: On the July 15, 2004 payroll, eligible employees received a 4% ATB increase to the salary schedule effective July 1, 2004.

EMCP (BU 11):

On the July 15, 2005 payroll, eligible employees received a 1.5% ATB increase to the salary schedule effective July 1, 2004.

EMCP (BU 12):

On the July 15, 2005 payroll, eligible employees received a 4% ATB increase to the salary schedule effective July 1, 2004.

EMCP (BU 3, 4 and13):

On the January 15, 2005 payroll, eligible employees received a 5% ATB increase to the salary schedule effective January 1, 2005.

PERSONNEL TRANSACTION STATISTICS

ENTRANCE TO THE SERVICE:	2004-05	2003-04
Exempt Appointments	3,609	4,188
Limited Term	51	59
Provisional	1	2
Short Term	1	3
Initial Probation	458	482
Subtotal	4,120	4,734
In-Service Changes:		
Changes in Status	1,426	1,670
In-Service Movements	1,195	1,366
Other Transactions	1,708	2,912
Reorganization	5	—
Salary Adjustments	4,856	16,744
Subtotal	9,190	22,692

ENTRANCE TO THE SERVICE:	2004-05	2003-04
Separations:		
Resignations	487	459
Service Retirement	261	226
Death	24	15
Disability	13	6
Layoff	—	—
Dismissal	19	26
End of Appointment	94	84
Exempt Employee	29	331
Personal Services	1,835*	1,820*
Subtotal	2,762	2,967
GRAND TOTAL	**16,072**	**30,393**

**Large number reflects processing of intermittent, on-call employees.*

NUMBER OF EMPLOYEES AS OF JUNE 30, 2004

	CIVIL SERVICE			
	PERM.	TEMP.	EXEMPT*	TOTAL
Executive Branch				
Board of Water Supply	516	24	4	544
Budget & Fiscal Services	270	—	4	274
Community Services	93	39	2	134
Corporation Counsel	33	3	41	77
Customer Services	224	—	2	226
Design & Construction	188	—	4	192
Emergency Services	289	62	2	353
Enterprise Services	189	—	4	193
Environmental Services	811	3	4	818
Facility Maintenance	543	—	4	547
Fire	1,042	—	4	1,046
Human Resources	70	1	2	73
Information Technology	114	—	2	116
Managing Director	—	—	24	24
Mayor's Office	—	—	8	8
Medical Examiner	12	—	3	15
Neighborhood Commission	—	—	14	14
Oahu Civil Defense	8	—	—	8
Parks & Recreation	659	24	3	686
Planning & Permitting	236	—	4	240
Police	2,504	—	5	2,509
Prosecuting Attorney	126	2	105	233
Royal Hawaiian Band	36	—	1	37
Transportation Services	76	—	2	78
SUBTOTAL	8,039	158	248	8,445
Legislative Branch				
City Clerk	24	—	2	26
City Council	1	—	84	85
SUBTOTAL	25	—	86	111
GRAND TOTAL	**8,064**	**158**	**334**	**8,556**

**Exempt from civil service under provisions of the City Charter. Includes elected officials, department heads and their deputies, private secretaries, law clerks and attorneys, and employees in the offices of the Mayor and Managing Director. Excludes personal services contract employees who are students or whose services are special or unique, part-time or intermittent, or of a temporary nature.*

HEALTH SERVICES DIVISION

MAJOR FUNCTIONS

Conduct pre-employment and periodic physical evaluations; conduct examinations mandated under the Hawaii Occupational Safety and Health Law to support departmental hearing conservation, respiratory protection, asbestos and bloodborne pathogen programs; medically certify commercial drivers and operators of crane & hoist equipment; and conduct and/or oversee programs that are designed to promote health, reduce risks, and prevent injury. Additionally, we administer a drug-screening program for all new hires and random testing for selected employees, and provide blood analysis for suspects arrested for driving under the influence of alcohol (DUI).

City and County of Honolulu
Department of Human Resources
HEALTH SERVICES DIVISION
SUMMARY OF ACTIVITIES

MEDICAL EVALUATIONS	03-04	04-05
Pre-employment evaluations	618	435
Pre-employment evaluations – drug testing only	0	422
Annual physical evaluations	3,403	3,325
Other physical evaluations (includes return to work and fitness for duty)	595	492
Total Medical Evaluations	4,616	4,674

MEDICAL PROCEDURES	03-04	04-05
Pre-employment drug screening collections	438	679
Urinalysis	4,017	3,744
Immunizations	249	239
Vision tests	4,160	3,863
Hearing tests	4,402	4,204
Pulmonary function tests	1,164	1,635
Electrocardiogram (EKG)	2,079	2,082
Blood analysis	3,996	3,726
Blood alcohol analysis (for DUI arrestees)	326	331
DNA sample collections (for felony arrestees)	114	116
Total Laboratory Procedures	20,945	20,619

During the year we had several staff turnovers due to promotional opportunities elsewhere in the city and a reorganization of our medical examination section. We replaced two part-time medical doctors with a full-time physicians' assistant. This allows us to provide services for a full eight hours each day, instead of only four hours with the part time employees. We also were able to recruit a full time Medical Technologist to complete the staffing of our medical examination section.

During the year we began a multiple-year cycle of replacement of aging medical equipment. We developed and printed various health promotion brochures for our employees and begin the groundwork for additional employee wellness programs.

The Medical Review Officer provided analysis and follow-up for pre-employment and random drug testing for various city employees. This year he reviewed 3,722 individual drug tests, of which 9 were positive for drug usage. This included new employees, and employees of the Honolulu Police and Fire Departments. Other City employees, including drivers of commercial vehicles, are tested separately.

The in-house Employee Assistance Program provided a total of 478 individual service sessions (face-to-face or phone counseling of at least 20 minutes duration) to City employees and their significant others. Of this number, 104 employees were new to the program and 24 returned for new or different services. Group counseling sessions were provided to 54 work groups, including 23 critical incident stress debriefings. The program also provided 342 management consultations and 12 management-training sessions on subjects including workplace violence prevention, stress, conflict resolution, personal development and substance abuse. For the first time, the number one issue for employee counseling was job stress, followed by marital and other relationships, substance abuse and family issues. In prior years, marital and family issues were the most prevalent issue, with stress taking second place.

INDUSTRIAL SAFETY AND WORKERS' COMPENSATION DIVISION

MAJOR FUNCTIONS

Develop, promote, coordinate and maintain a safety program for the City and County of Honolulu to comply with the Hawaii Occupational Safety and Health Law; help departments develop and implement safety programs; maintain statistics of lost time industrial injuries and illnesses and vehicle accidents for use in developing safety and accident prevention programs and strategies.

Administer the City's self-insured workers' compensation program to comply with the Hawaii Workers' Compensation Law (Chapter 386, Hawaii Revised Statutes) and other related rules and laws; administer the City's retention, rehabilitation and placement and limited duty programs; represent the City before the Department of Labor and Industrial Relations on workers' compensation related issues.

Table 1 shows the direct costs associated with administering the City's safety and workers' compensation programs for the last five years.

TABLE 1
Industrial Safety and Workers' Compensation Division
DIRECT ANNUAL OPERATING EXPENDITURES

FISCAL YEAR	2000-01	2001-02	2002-03	2003-04	2004-05
Salaries	772,236	851,720	851,185	826,565	887,346
Current Expenses	23,958	24,968	26,740	24,805	27,787
Equipment	2,233	0	0	1,561	0
TOTAL	798,427	876,688	877,925	852,931	915,133
Funded Positions	19.5	19	18.5	18	18

Safety Branch Activities

Staff safety specialists inspected various work sites for compliance with the Hawaii Occupational Safety and Health Law and recommended corrective action as necessary. The safety specialists continued to review and investigate accidents and injuries, making recommendations as appropriate. They also responded to departmental requests for guidance in matters concerning safety and health and hazard pay. Injury and workers' compensation statistics were compiled, evaluated and summaries distributed to City agencies to help in their efforts to develop, refine and improve their safety, training and return to work programs.

The Vehicle Accident Review Committee met each month to review accidents involving City vehicles (excluding HPD and BWS). The committee held hearings on 300 vehicle accidents this fiscal year. As a result, 186 of these accidents were found to be avoidable. Each driver received notification of the Committee's decision with recommendations to prevent similar accidents.

The Safe Driver Recognition and Awards Program recognized 324 employees for sustained superior driving performance. Of these drivers, 72 received awards for 11 or more years of accident-free driving.

Table 2 summarizes lost-time injury rates and vehicle accidents for the past 5 fiscal years. The incidence rate is the number of lost time injuries per 200,000 hours worked. The severity rate is the number of lost workdays per 200,000 hours worked. Avoidable accidents include BWS but not HPD.

TABLE 2
LOST-TIME INJURY RATES AND VEHICLE ACCIDENTS

FISCAL YEAR	INCIDENCE RATE	SEVERITY RATE	AVOIDABLE ACCIDENTS
2000-01	6.6	243	243
2001-02	6.3	242	233
2002-03	5.8	249	229
2003-04	5.4	243	203
2004-05	4.8	211	194

Workers' Compensation Branch Activities

During the year, the division processed 1,933 new or reopened workers' compensation claims in addition to 1,466 claims carried forward from the previous year, for a total of 3,399 claims. With 12 full-time equivalent claim adjuster positions, this represents an average of 283 claims handled by each adjuster during the fiscal year. Table 3 summarizes annual caseload statistics for the last five fiscal years.

TABLE 3
ANNUAL WORKERS' COMPENSATION CASELOAD STATISTICS

FISCAL YEAR	00-01	01-02	02-03	03-04	04-05
Beginning Active Claims	1,486	1,485	1,615	1,502	1,466
Claims Opened or Reopened	2,054	2,139	2,114	2,190	1,933
Claims Closed	2,055	2,009	2,227	2,226	1,986
Continuing Active Claims	1,485	1,615	1,502	1,466	1,413
Claims Per Adjuster	393	403	310	308	283

The City recovered $142,000 for workers' compensation cases involving outside parties causing or contributing to injuries sustained by City employees. Most of this recovery came from third party insurance carriers for injuries associated with automobile accidents.

The City's two in-house vocational rehabilitation counselors provided job placement services to 239 disabled employees. This included employees needing temporary modified work during periods of medical recovery and those requiring permanent job reassignments because they could not return to their usual and customary work.

Table 4 summarizes the City's workers' compensation expenditures for the last five years. Total workers' compensation expenditures decreased $1,209,284 (7.7%) from the prior fiscal year, the first decrease in the last six fiscal years. Expenditures for indemnity increased 4% while temporary disability benefits decreased 4%. Medical expenditures decreased 19%.

TABLE 4
WORKERS' COMPENSATION DIRECT EXPENDITURES

FISCAL YEAR	2000-01	2001-02	2002-03	2003-04	2004-05
Temporary Disability	3,025,430	3,312,928	3,748,866	3,683,251	3,520,533
Indemnity	4,321,075	3,973,332	4,789,471	4,837,171	5,029,619
Medical	3,671,831	4,624,629	4,432,193	5,227,760	4,225,753
Claim Management	337,347	449,883	604,200	599,043	597,765
Special Fund Assessment	617,146	777,650	1,109,379	1,040,161	866,464
Medical Bill Audits	342,927	381,678	412,669	376,180	314,148
TOTAL	12,315,756	13,520,100	15,096,778	15,763,566	14,554,282

Table 5 shows City workers' compensation expenditure and injury statistics. There were 161 fewer claims filed for workers' compensation benefits than the prior fiscal year; 54 fewer lost time injuries and 2,965 fewer lost workdays. Table 6 summarizes expenditures and new claims filed by City agency or department.

TABLE 5
COMPARISON OF INJURY AND EXPENDITURE STATISTICS

FISCAL YEAR	WORKERS' COMPENSATION EXPENDITURES	PERCENT CHANGE	NUMBER OF NEW CLAIMS	LOST TIME INJURIES	PERCENT CHANGE	LOST WORK DAYS	PERCENT CHANGE
00-01	12,315,756		1,823	599		22,127	
		+09.8			-03.3		+0.5
01-02	13,520,100		1,693	579		22,256	
		+11.7			-11.1		-0.5
02-03	15,096,778		1,738	515		22,147	
		+04.4			-06.2		-01.6
03-04	15,763,566		1,713	483		21,803	
		-07.7			-11.2		-13.6
04-05	14,554,282		1,552	429		18,838	

TABLE 6
FISCAL YEAR 2004-05

DEPARTMENT/AGENCY	TOTAL COST ($)	NEW CLAIMS
Board of Water Supply	747,374	85
Budget and Fiscal Services	17,663	4
City Clerk	0	0
City Council & Council Services	70,668	3
Civil Defense	0	0
Community Services	28,172	8
Corporation Counsel	0	0
Customer Services	301,049	22
Design and Construction	9,396	6
Emergency Services – Administration	39,834	0
Emergency Services – EMS	463,394	72
Emergency Services – Ocean Safety	335,434	36
Enterprise Services – Excluding Golf	255,363	58
Enterprise Services – Golf Courses	53,677	7
Environmental Services – Administration	0	2
Environmental Services – Wastewater	631,547	75
Environmental Services – Refuse	777,106	81
Facility Maintenance – Administration	0	0
Facility Maintenance – Building & Electrical	112,016	14
Facility Maintenance – Road	1,062,601	84
Facility Maintenance – Automotive	186,048	29
Fire	1,304,335	249
Human Resources	10,278	2
Information Technology	54,203	2
Liquor Commission	42,252	2
Managing Director's Office	13,254	0
Mayor's Office	0	0
Medical Examiner	0	4
Parks and Recreation	1,278,373	116
Planning and Permitting	86,866	6
Police	5,310,057	572
Prosecuting Attorney's Office	90,356	4
Royal Hawaiian Band	62,924	3
Transportation Services	29,430	6
Special Fund Assessment	866,464	-
Medical Bill Audit and Payment Fees	314,148	-
TOTAL	14,554,282	1,552

LABOR RELATIONS AND TRAINING DIVISION

MAJOR FUNCTIONS

Coordinate contract administration within the City and with other jurisdictions; provide assistance to management on employee-employer relations, collective bargaining and training matters; participate in collective bargaining negotiations; represent the City as hearings officer in grievance meetings and serve as employer advocate in arbitration proceedings.

Plan, develop and implement personnel development and training programs to increase employee productivity; prepare employees to assume broader responsibilities and improve the efficiency, economy, and quality of public service provided by employees.

Labor Relations Activities

Negotiations were held with Bargaining Unit 1 (blue collar non-supervisory), Bargaining Unit 2 (blue collar supervisory), Bargaining Unit 3 (white collar non-supervisory), Bargaining Unit 4 (white collar supervisory), Bargaining Unit 10 (institutional, health and correction workers), Bargaining Unit 11 (fire), and Bargaining Unit 13 (professional and scientific) during the fiscal year. Bargaining Units 2, 3, 4, 11 and 13 reached two (2) year agreements through final and binding arbitration and Bargaining Unit 1 and 10 reached a two-year agreement through mutual agreement.

There were12 arbitration awards rendered during the fiscal year. Five awards favored the City and included cases involving discipline for workplace violence, the transfer of an employee, the untimely filing of a grievance, and harassment. Four grievances which resulted in modified action or penalty included a case involving promotion and cases involving misconduct. Three grievances were sustained in favor of the union and included a discharge for workplace violence (employee subsequently agreed to retire), promotion and discipline for failure to follow orders. Four grievances were awaiting an arbitrated decision at the end of the fiscal year.

Labor relations began the fiscal year with 257 grievances on-hand and received an additional 172 grievances during the fiscal year. A total of 123 grievances were resolved during the fiscal year. Grievances were resolved as follows: 16 through arbitration, 60 through settlements, 28 after rendering a formal response at the employer level, and 19 due to other or no action.

During the fiscal year, a new web-based electronic database was developed and implemented in-house to track contractual grievances and arbitrations. The new tracking system replaces an older database system that has been in use for over a decade and will include City departments and agencies beginning in the next fiscal year. The new system allows the City to track all grievance actions from inception to completion and has the capability to search and retrieve arbitration award decisions.

STEP 2 AND STEP 3 GRIEVANCES BY DEPARTMENT AND BARGAINING UNIT
JULY 1, 2004 TO JUNE 30, 2005

	BARGAINING UNITS								
DEPARTMENT	1	2	3	4	10	11	12	13	TOTAL
BOARD OF WATER SUPPLY	1		3	1				1	6
COMMUNITY SERVICES			2						2
CUSTOMER SERVICES			2						2
DESIGN AND CONSTRUCTION								1	1
EMERGENCY SERVICES					2				2
ENTERPRISE SERVICES	2		3						5
ENVIRONMENTAL SERVICES	23	2	1						26
FACILITY MAINTENANCE	23	1	1						25
HUMAN RESOURCES								1	1
HONOLULU POLICE DEPARTMENT			1				57		58
LIQUOR COMMISSION			1						1
MEDICAL EXAMINER				2					2
PARKS AND RECREATION	27	2						6	35
PLANNING AND PERMITTING								2	2
ROYAL HAWAIIAN BAND			1	3					4
TOTAL	76	5	15	6	2	0	57	11	172

BU 1 BLUE COLLAR NON-SUPERVISORY (UPW)
BU 2 BLUE COLLAR SUPERVISORY (HGEA)
BU 3 WHITE COLLAR NON-SUPERVIOSRY (HGEA)
BU 4 WHITE COLLAR SUPERVISORY (HGEA)
BU 10 INSTITUTIONAL, HEALTH & CORRECTION WORKERS (UPW)
BU 11 FIRE FIGHTERS (HFFA)
BU 12 POLICE OFFICERS (SHOPO)
BU 13 PROFESSIONAL & SCIENTIFIC (HGEA)

GRIEVANCES BY PRIMARY SUBJECT MATTER
(Grieved to Department of Human Resources Level)
JULY 1, 2004 TO JUNE 30, 2005

	BARGAINING UNIT								
SUBJECT MATTER	1	2	3	4	10	11	12	13	TOTAL
BARGAINING UNIT WORK	2								2
CLASSIFICATION			2						2
CONSULTATION	1			2			1		4
DEMOTION							1		1
DISCHARGE	12		2				4		18
DISCIPLINE	32	4	6	1			20	5	68
GRIEVANCE PROCEDURE							1		1
HARASSMENT				1					1
INVESTIGATION	1						7		8
JOB ASSIGNMENT	3								3
LEAVES			1						1
NEGOTIABILITY	5								5
OVERTIME	4			1			6		11
PARKING							1		1
PROMOTION	1				2		9		12
REASSIGNMENT								1	1
REEMPLOYMENT							1		1
REIMBURSEMENT							1		1
RESIGNATION	1								1
SAFETY AND HEALTH	1		1						2
SENIORITY							1		1
SICKNESS	7						1		8
SUBSIDIZED AUTOMOBILE							2		2
TEMPORARY ASSIGNMENT	3								3
TERMINATION	2							1	3
TRANSFER							1	3	4
MISCELLANEOUS	1	1	3	1				1	7
TOTAL	76	5	15	6	2	0	57	11	172

Training Activities

A total of 2,174 employees participated in training classes sponsored by the Training Branch for a total of 13,504 training hours. Training class subjects included:

- Complaint Investigation
- Ethics Training
- Financial Management
- First Aid/CPR
- Interview and Selection
- Labor Relations
- Office Professionalism
- Performance Evaluation
- Retirement Planning
- Sexual Harassment Prevention
- Supervision and Leadership
- Working Drug Free
- Workplace Violence Prevention

In addition to the classes above, Training Branch staff provided customized Customer Service training and Drug Testing training to various City departments.

The City's Apprenticeship Training Program, in partnership with the Honolulu Community College, was successful in adding a Fleet Mechanic trade program with three apprentices. The program continued to train employees in trade occupations of Line Electricians, Traffic Signal Electricians, and Pipefitters. As of June 2005, 46 apprentices were participating in various phases of the program.

DEPARTMENT OF INFORMATION TECHNOLOGY

Gordon Bruce, Director and Chief Information Officer
Keith Rollman, Senior Advisor

OVERVIEW

Our Department of Information Technology is not only charged with maintaining the City's extensive computer networks but also finding new ways to use technology to improve City services to our customers…Honolulu's residents and businesses. With the first change of administration in 10 years, the City Department of Information Technology has a new Director and Special Advisor, as well as new directives and goals established by Mayor Hannemann.

New Director of DIT, Gordon Bruce

Gordon J. Bruce, Director of the Department of Information Technology

Gordon Bruce (M.B.A.) is well known in the "tech" industry. Gordon is the Director of the Department of Information Technology and CIO for the City and County of Honolulu, the 13th largest City in the United States. He is also the Managing Member – GJB and Associates LLC, an international consulting firm providing strategic planning, business process engineering, systems integration, research, teleport consulting/management, and security consulting in government, healthcare, education, trust, commercial real estate and non-profit corporations.

He was an adjunct professor at the University of Hawaii, Hawaii Pacific University and the Japan-America Institute of Management Science. He is the co-founder and former host of ThinkTechHawaii Radio, on Hawaii Public Radio, an affiliate of National Public Radio.

He has a Masters Degree (graduating with honors) in International Business from Hawaii Pacific University. He has over 25 years of experience in the tech industry. In his past, he was the Chief Information Officer for the Estate of James Campbell, and helped pioneer that organization's vision of a teleport and tech park in Kapolei that was awarded International Teleport Development of the Year in 2000 – the first US teleport to receive this prestigious award. He is the former CIO of the Queen's Medical Center, one of the top 200 non-profit hospitals in the United States. He is a contributing author, *Information Technology Parks of the Asia Pacific: Lessons in the Regional Digital Divide*, has been featured in Telcom Plus International and has lectured about the technology industry at many organizations and institutions, including Oxford University in England.

Keith Rollman will serve as Senior Advisor to DIT as well as an economic development adviser with OED

Keith Rollman, Senior Advisor to the Director

Rollman has extensive experience in computer technology as well as in marketing and advertising. Rollman is a graduate of the University of Hawaii School of Architecture. He spent part of his career in the high-tech hotbed of Austin, Texas, where his work included international marketing for Fortune 500 technology companies and launching a $170 million e-commerce start-up, living.com. He served as vice president with McNeil Wilson Communications, heading its technology division. More recently, he headed his own consulting firm and served on the executive committee of the Hawaii Technology Trade Association. Rollman was appointed to Cable Advisory Committee by Governor Lingle in 2005.

MAYOR HANNEMANN'S IT DIRECTIVES (MARCH 8, 2005)

Purpose of directive

This directive establishes the general policy on Information Technology (IT) services for the City and County of Honolulu.

The general strategy

To enable the City and County of Honolulu to best manage all of its IT resources, the Department of Information Technology (DIT) under guidance from the IT Steering Committee shall develop and direct an integrated network of computer resources that shall provide data processing and telecommunications services to all City agencies and authorized users. Through centralized management of IT services, all users of the City's network will be able to more effectively share data, information, technology, resources, and technical expertise in a cost-effective and efficient manner.

In conjunction with Information Technology management, the Department of Information Technology will promote "user self sufficiency" by establishing a working environment whereby agencies will be encouraged to perform simple data processing tasks at their own sites. DIT will make available the necessary data, provide the tools, training, and any necessary assistance to enable users to attain greater self-sufficiency.

The City also recognizes the continuing need to work in concert with the entire community —Federal, State and County agencies as well as the private sector and the public. The Department of Information Technology (DIT) will continuously foster a spirit of cooperation in a secure environment of automated information exchange using technology to improve the City:

Customer service

- Improve underlying information technology infrastructure.
- Bring legacy systems to current state-of-the-art levels.
- Expand E-commerce and provide more online services.
- Improve department workflow throughout the City and County of Honolulu with a move to a less paper-oriented methodology.
- Improve interoperability of a common radio system improving communications between and among agencies.
- Expand wireless technologies through private partnerships and government partnerships.
- Improve opportunities for local tech startups.

Assignment of primary data processing responsibility

This directive assigns to the Director of Information Technology the primary responsibility of managing all IT resources and services in the City and County of Honolulu. The Director is also given the title of Chief Information Officer (CIO) of the City and County of Honolulu with the responsibility for developing the City's long range IT related plans, goals and objectives as well as measures for its achievement. The CIO will insure that all IT plans are consistent with, and supportive of, the stated business needs of the various departments within the City and County of Honolulu.

City Ordinance No. 3479 approved by the Mayor on October 10, 1969, provided for the Department of Information Systems. The Department was renamed the Department of Data Systems in the Revised Charter of the City and County of Honolulu of 1973. On January 1, 1999 the Department was renamed the Department of Information Technology to reflect the reorganization of the city government and to be more consistent with the IT industry. Chapter 13, Section 6 of the Revised Charter delineates the powers, duties and functions of the Director of the Information Technology as follows:

1. Operate information systems excluding those systems maintained by the Board of Water Supply and any other semi- autonomous agencies created by ordinance.
2. Provide technical expertise in information systems/technology to the City government.
3. Assist the Managing Director in management information analysis and evaluation.
4. Advise the Mayor on information technology matters, as it relates to government operations and the development of a tech industry in Honolulu.
5. Provide objective third party guidance in the selection of technologies for all City and County departments.
6. Perform such other duties as may be required by law.

More specifically, the Director of Information Technology is given the following responsibilities to effectuate the IT strategy of the City:

1. Establish standards, procedures, guidelines, rules and regulations to effectively manage the City's computer information and telecommunications resources.
2. Develop a strategic information systems plan with input from the IT Steering Committee for the City and review the plan on a regular basis to ensure proper product prioritization, control and viability in the face of rapid technological changes in the industry.
3. Provide technical approval for the acquisition of all IT related hardware, firmware, software, personnel, and contractual services, for all city agencies.
4. Provide sufficient security policies and procedures to maintain data integrity, protect data from loss, misuse, and unauthorized access, and ensure compliance with copyright and privacy laws.
5. Maintain information technology and telecommunications facilities for the City and County of Honolulu and all operational computerized systems.
6. Optimize the use of shared data through efficient data base management systems.
7. Serve as the "custodian" of data owned by City and County departments and stored on City and County of Honolulu information systems.
8. Provide other government agencies and organizations with information requested, subject to legal and security constraints.

9. Develop and implement an end-user support plan to enable Agencies to attain “user self-sufficiency” in obtaining timely management information from stored databases.
10. Evaluate technological advancements, product lines, and alternate solutions to data processing requirements as applied to City operations.
11. Develop, implement, and maintain a viable telecommunications plan to continually improve reliability and response time for users of the integrated telecommunications network. The Department of Information Technology shall provide City agencies with all telecommunication hardware, software and carrier services.
12. Develop a program to assure that all desktop workstations utilized by the City work force are replaced or upgraded on a prudent basis (usually 4-5 years).
13. Assist the Mayor, the Managing Director, and City agencies in assessing IT requirements, and in developing viable plans of action.
14. Establish an ongoing comprehensive training program for DIT staff and users of the City’s IT resources.
15. Act as technical advisor to State and County agencies using statewide systems operated by the City’s central computing facility.
16. Develop charge back methodologies and cost-sharing agreements with non-City agencies.
17. Advise and assist departments in the preparation of long range and short range plans for using information technology within their department, as well as for the procurement and implementation of computer applications which support the business needs of the department.
18. Evaluate each City agency’s IT plans and service requests for technical feasibility and impact on DIT’s resources. Recommend a work priority and implementation schedule, and advise the City Managing Director.
19. Monitor and act on legislative proposals in all levels of government that may directly or indirectly affect the IT plans, policies and procedures of the City.
20. Develop and implement guidelines and procedures that ensure compliance with the policies and intent of this directive.
21. Monitor the use of grant funds earmarked for technology (e.g. computers, security, access control, cameras) to insure integration with city and county standards.
22. Manage the microwave and 800 MHz radio systems to ensure public safety, proper maintenance, and that upgrades fall within documented standards.
23. Monitor and approve allocation and spending grant for the acquisition of technology for the City and County of Honolulu.
24. Director of DIT will insure that all backup to disaster recovery procedures are tested quarterly and in place.

Assignment of DIT responsibilities to department heads

While the Department of Information Technology has the primary responsibility to ensure that the City’s data and telecommunications needs are adequately met, and computer resources are effectively managed, the Director of each City agency will be responsible for the following areas:

1. Each department, with the assistance of DIT, shall develop long range and short range plans for utilizing information technology within their department. These plans shall be specific as to departmental priority. Planned projects should include anticipated benefits to be gained, such as increases in staff productivity and efficiency, lower operating costs, and/or anticipated increases in services to the public. Departmental plans shall be updated, as may be necessary, to reflect additions and changes.
2. Together with DIT, determine the priority and level of internal coordination necessary to adequately support all departmental IT activities, and delegate these responsibilities to appropriate departmental personnel.
3. Include in the Department’s annual budget request, funding for those projects that have been given technical approval from the Department of Information Technology.
4. Present written requests to the Department of Information Technology for all IT services desired using the appropriate designated forms.
5. Request assistance from the Department of Information Technology on the need to train designated staff members in the use of standard IT hardware and software utilized within the City.
6. As the “owner agency” of electronic data files, provide the Director of Information Technology with written approval authorizing its release to other government agencies, private organizations, and the public.
7. As an agency requesting the use of electronic data, obtain the consent for the use of data from the appropriate “owner agency.” The Department of Information Technology, as custodian of all electronic data files, will require approval for access from the “owner agency” prior to its release.
8. Develop and implement adequate departmental security procedures consistent with the security policies established by the Department of Information Technology.

9. As member of DIT Steering Committee, help to identify and prioritize all DIT project requests.

DIT responsibilities for all non-City users

The head of each non-City organization receiving data processing services from the City's computer resources shall be responsible for the following areas:

1. Ensure compliance with all standards, security policies and procedures provided by the Director of Information Technology including all copyright and privacy laws.
2. Obtain the consent for the use of data from the appropriate "owner agency." The Director of Information Technology, as custodian of all data residing in the central computing facility, will still require approval for access from the agency charged with maintaining the accuracy and timeliness of the data.
3. Inform the Director of Information Technology of any changes or deviations in the intent of the IT services provided.
4. Provide training to staff members who will directly interact with the computer. Obtain assistance for training from the Director of Information Technology to ensure that staff members are qualified to utilize and work with appropriate hardware, software, and firmware in a shared IT environment.
5. Assume all costs for the requested data processing services, including personnel cost, data communication cost, hardware, software, and related machine processing cost.

Computer equipment

The City's computing facility consists of mainframe computers, peripheral devices, network file servers, and specialized communications equipment, linked together to form a centralized computer system. Equipment shall be upgraded periodically when it can no longer process data economically.

Computer applications

The Director of Information Technology and the agency requesting the application shall determine application requirements jointly. Applications refer to all facets of information processing including data processing, word processing, image processing, voice processing, and any technological changes that bring information directly to those who need it to effectively accomplish their goals. The agency heads will maintain primary responsibility for ensuring that application requirements are accurately met.

Security policy

The Department of Information Technology is responsible for implementing a security system that ensures the accuracy and integrity of electronic data and prohibits unauthorized access to City-owned computer resources. The Director shall designate a central security administrator to develop security policies, guidelines, and procedures. The user agencies will enforce the policies at the local site. The security system procedures will address the responsibilities of the owners of resources, the custodian of resources, the functions of departmental security administrators and the central security administrator, and individual accountability. The Director of DIT will act as head of Public Safety Communication Steering Committee.

Procuring and augmenting the city's IT staff

The Department of Information Technology shall periodically review staffing requirements and qualifications of applicants for open staff positions. The Department of Human Resources shall work jointly with the Department of Information Technology to ensure that qualified candidates are recruited and that the qualifications are unbiased and competitive with the industry. Contractors, student help and volunteers can supplement the permanent staff with permission from the Managing Director. Supplemental staff will be subject to the same security requirements as permanent staff members and will be held accountable for their activities.

Procuring contract services

The Director of Information Technology shall determine if contract services are necessary to accomplish priority tasks. When contract services are required, the Department of Information Technology will be responsible for integrating the resulting system into it's existing workload, ensuring that adequate resources have been provided for subsequent system maintenance, and ensuring that the staff works closely with the contractor to be able to maintain the product or provide the same level of technical expertise upon termination of the contract.

All contracts for IT projects for the city and county require the approval of the Director of DIT

DIT Current Areas of Focus

In keeping with Mayor Hannemann's stated objectives, the DIT has embarked on a series of priority projects within DIT to:

1. Upgrade the City's ERP technology

   The largest project currently under way is the RFP process for the City's Enterprise Resource Planning (ERP). ERP comprises the software that integrates the financial and operational data of all departments and the hardware and networking required to make it functional. This is multi-million, multi-year project that will bring our city in line with contemporary best practices for IT management of large municipal operations.

2. Repair and maintain the City's radio antennae installations

   The City's 24 communication towers that support police and fire department radio systems, a vital function of emergency services, are in a state of serious disrepair. DIT has embarked on a four-year, $25 million program of repair and replacement that will bring the system to an acceptable, hurricane resistant condition. The metal towers and support buildings, which have been in place for at least for 10 years, have not been maintained.

3. Ensure interoperability of first responders

   There is nothing more important to this administration than public safety, and few areas where the application of new technology can bring about such significant improvements. We live in a new and more dangerous world than that of a few years ago, and our Department of Information Technology must work with our Police, Fire, Civil Defense and other departments to improve communications among all first-responders. We will work closely with the private sector to develop new technologies to ensure the interoperability of radio communications and the new software tools to better manage crisis situations.

   We will further charge our DIT people with identifying the best solutions for facilities security, including video surveillance and building access. We need to use the best new technologies to achieve a truly safer city for our city workers and our residents.

Staff and inter-department representatives gather to discuss the ERP project

Mayor Hannemann and Tech Support Division Chief Alvin Sumida discuss 800 MZ radio upgrades

4. Improve Internet operations

   We recently launched a new public awareness campaign to let people know about our new online services. Many things that used to take a trip to Honolulu Hale or a satellite city hall can now be done online. Services such as driver license test appointments, and automobile registration can now be done in a fraction of the time it took previously. We will continue to add new interactive services on our Web site to make the promise of doing business with the city easier by going online instead of standing in line.

5. Expand wireless broadband

   One area that holds much promise for economic development throughout our city is the proliferation of wireless broadband. We now have many WiFi hotspots throughout Oahu, and will eventually have contiguous coverage. Working together with the private sector the city has continued to encourage the establishment of working agreements amongst the service providers that would allow for the quick deployment of total wireless coverage in Honolulu. The innovations that businesses and individuals can create with this type of connectivity is virtually unlimited. The development of new products and services utilizing this wireless environment would encourage whole new businesses.

By continuing to employ high tech solutions, and expanding our relationships with private sector partners the City of Honolulu will continue to keep pace with the best practices of other great cities. We can use technology to offer our citizens convenience and improved security, and our business partners faster city services and better ways to access city business opportunities. We will help protect the Honolulu we all cherish and make more time for all of us to enjoy our city.

Specific Achievements of DIT during FY 2005

During the fiscal year 2004-2005, the city's DIT has completed many projects related to both past and current administrative directives.

Operations Division

1. Conducted the annual Disaster Recovery Mainframe Testing at the DIT facilities at Kapolei Hale. The Disaster Recovery Test was expanded to include the Neighbor Island County Offices of Hawaii, Kauai, and Maui. The Disaster Recovery Plans were

updated to reflect current recovery scenario. The current focus continues to be formalizing a recovery strategy for the client server environment with plans for an initial mini-test in FY2006 at the Kapolei Hale site.

Herb Ho, Operations Division Chief, briefs the Mayor on network operations

2. Incorporated the Systems Group organizationally and physically into the Operations Division. By re-aligning the Systems Group, DIT is now able to better support the mainframe systems and applications.
3. Expanded Resource Center services to include large volume scanning jobs. Operations staff is currently scanning Corporation Counsel's volumes of Opinions from 1929 to today. DIT expects other City departments to utilize the scanning services provided by the Operations staff.
4. Expanded the services of the DIT Centralized Help Desk. During FY2005 the Help Desk responded to over 5,200 calls. Calls for help ranged from network login, Internet access, email, viruses and spyware, printers and scanners, file recovery, office software applications and computer hardware malfunctions. For some of the trouble calls ITST technicians were dispatched to repair or replace hardware or software for the City IT users. Two of the ITST technicians volunteered to become Dell certified technicians by taking and passing some Dell online courses. They are now able to do maintenance on Dell PCs under warranty.

Grace Chen, Applications Division Chief, talks with Mayor Hannemann about the upcoming ERP project.

Operations was also heavily involved in nos. 14 and 23 of Applications list of accomplishments.

APPLICATION DIVISION

1. Electronic Forms (E-form and Workflow project)

Implemented the following e-forms with automated workflow processes to increase operational efficiency in the city departments:

- Employee direct deposit
- Employee change of address
- Employee application for leave of absence
- Request to purchase/lease/rent unbudgeted equipment
- Appropriation and allotment voucher
- Numerous HPD forms

2. Centralized Human Resources Management System (CHRMS)

   Upgraded the city's Payroll and Personnel management system to new version of the Integral software and converted employee ID from social security number to generic number. This will improve the change process required by laws and administration.

3. Real Property System – IAS software

   Initiated a major upgrade to the client/server based Real Property Appraisal/Assessment/Billing & Collection system. The project is to implement a web version of the system software named IASWorld. The upgrade includes several major enhancements for analyzing data, collecting data in the field, and responding to customer inquiries. Estimated completion date 12/31/2005.

Completed conversion of Real Property's document management system from IBM/Domino.doc platform to the city's standard document management system – Xerox/Docushare. Most of RP legal documents are scanned and kept in electronic searchable files.

4. New Refuse Accounts/Receivable System

   Initiated the rewrite of a web-based new accounts receivable system for ENV Refuse Collection and Disposal. The system will streamline the Refuse Accounts Receivable process and improve Refuse collection and disposal program efficiency with timely and accurate customer information. This project will eventually include all of the City's miscellaneous receivables after the completion of the Refuse module by 11/01/2005.

5. Enterprise Resource Planning System (ERP) – Integrated Financial Accounting and Human Resource Management System

   Initiated the RFP process for the acquisition of an ERP system. This is to prepare and advertise an RFP for proposals to replace the City's aging financial accounting, fixed assets, payroll, and human resources systems. The city received nine (9) proposals pending for evaluation and selection by the ERP project team. The project is funded to implement phase I for a new Financial Management System. Estimated completion date for phase 1 is 6/30/2007.

6. New Liquor Commission System

   Initiated the project to develop a web-based Liquor Commission System to improve the business processes for the Liquor License management and control. Completed requirements gathering for the RFP process. Selected a vendor to provide hardware and software to replace the Commission's aging photo ID system. Estimated completion date for the photo ID system 07/2005.

7. CityDART System (Workflow based Electronic Tracking System)

   Converted the Mayor's issue tracking system (DART) to CityDART. Also implemented CityDART issue tracking systems for City Council and DDC.

8. Document Scanning and Retrieval (e-workflow)

   Completed the scanning of about 100,000 as-built drawings for DDC. This enables the sharing of the engineering source documents among all city agencies through on-line access to the scanned files. The search capability provides an effective means of finding the right versions of the document based on the search criteria.

9. Bus and Loading Zone Permits System

   Completed a new Bus and Loading Zone Permit System for CSD. This enables the Motor Vehicle division to effectively manage the permit issuance to the general public for the access of loading zone.

10. "E" series Motor Vehicles License Plate Replacement

    Completed the system changes for the Plate Series Replacement. Beginning with the July renewals, DMVL commenced replacing worn and faded license plates prefixed with the letters "E__nnn", "TG_nnn" and "TJ_nnn".

11. HPD Automated Field Reporting System

    Automated the capturing and routing of HPD officers' field reporting information via wireless connectivity. Satisfied the requirements of the COPS MORE grant in time to avoid multi-million dollar penalty. This wireless on-line field reporting promotes flexibility and productivity for the field officers.

12. DFM Roads Division Current System Assessment Study

    Conducted an automation study by Data House Consultants to assess the needs of computer systems to automate the business operations in DFM Road Division and increate efficiency in work order management. The study includes a recommended course of action and action plan

13. CSD Drivers License Appointment For Road Test over the Internet

    Implemented an internet-based on-line appointment reservation system for the MVR Driver License road test. Eligible drivers permit holders may schedule an appointment using a credit card for a driver road test and avoid long wait times in line.

14. Mainframe Operating Software - IMS 7.1 Upgrade

    Completed the required system upgrade through system programming and job migration to the latest supported version of the IMS mainframe database.

15. CSD Drivers License Over-The-Counter Issuance by New Vendor

    Completed the system specifications and contracted services to provide over-the-counter drivers license as additional services provided by MVR.

16. HPD Automated Field Reporting Data Transfer to the Records Management System

    Automated the data transfer for the Field Reporting system to HPD Records Management System to eliminate the severe data entry backlog.

17. HFD Safety and Health Exam Test Bank

    Automated the generation of application testing questionnaires for HFD. As part of HFD firefighter certification process, HFD required an automated examination application that automatically supplies a random set of test questions each time the Firefighter takes the test. This automated system increases the recruitment efficiency by streamlining the application process.

18. CSD MVR Special Plate Ordering over the Internet

    Completed an on-line special plate ordering application so that the general public can order vanity plates over the Internet using a credit card. The system is able to given immediate feedback if the license plate number and letter combination is available or taken and process payment on-line.

19. CSD Drivers License Social Security Online Verification

    Implemented the on-line validation of Social Security number with driver license transactions. As part of the homeland security measures, every newly registered driver license renewal is validated against the Social Security Administration database.

20. HFD Blood Pressure Tracking

    Implemented a tracking system to HFD to track citizens having their blood pressure taken at any fire station. The system enables the blood pressure recorded for statistical purposes. Citizens that provide optional identification information will be able to obtain their blood pressure reading history.

21. DHR Neogov Applicant Tracking System

    Developed and completed the contract with the application service provider GovernmentJobs.com to use their on-line applicant tracking system for DHR to automate the City's job recruitment process. The system was successfully tested with the latest mass recruitment of firefighters.

22. Technical Planning and Review (TPR)

    Completed the annual update of IT Planning and Review (TPR) for all city departments. TPR is an IT planning document. It is updated through meetings with the department management in reviewing planned IT initiatives and projects.

23. PC Replacement Program

    Completed the PC replacement program for City Council, City Clerk, Council Services, Customer Services, Community Services, Facility Maintenance, and Transportation Services. In addition, through Mobile Computing program, laptops were made available to directors, deputies and selected staff members to increase their productivity by allowing them to take their computer to meetings and do work out of office.

24. PC and Printer Maintenance Program

    Implemented a centralized PC and Printer maintenance program to provide standard maintenance services for out-of-warranty PCs and workgroup printers in all city departments and locations. Spare parts are purchased and DIT technicians are assigned to do the repairs.

25. Desktop Computer Management Program

    Installed Altiris client software on City networked computers to automate the desktop computer management in software upgrades, patches, PC replacement, security, data backup and recovery. This program allows DIT to better manage the desktop computer such as critical Windows patches are automatically and timely released to and installed on user computers.

26. Electronic Document Management System

    Implemented an electronic document management system for the City Council to post all their documents on-line in electronic format. Documents include bills, resolutions, ordinances, communications, and Council and committee meeting agenda and minutes were scanned and placed on Xerox/DocuShare repository. These documents are available to the City users and also to the public as appropriate through the City website. The system is available for all city departments to file, search and share documents on-line to increase the workflow efficiency as well as savings the printing and paper cost. DIT is planning to the citywide system implementation pending for funding for the project.

27. Pothole Hotline Program

    Automated Pothole hotline operation by using the IP phone messaging system to enable the centralized information gathering for DFM Road Division. This program enables the general pubic to report the Pothole fixes to the city through phone calls 24x7.

28. Website Enhancement

    Implemented additional on-line forms for the general public to submit requests, inquiries and applications for various city programs such as DHR recruitments, Pothole hotline, links to the State services, online reservation for Drivers' Road test.

29. On-line Appointment for Building Permit Application Review

    Developed an on-line appointment system for DPP to enhance the Building Permit application process. The system will enable the general public to make reservation on-line for the review of their building permit applications. The system will be implemented in fall of 2005.

30. Developed a computerized system to automatically provide timely and accurate update toHawaiian Telcom's 911 data base.
31. Restructured the City and County of Honolulu telephone system(s) configuration resulting in annual telephone cost savings of approximately $200,000.
32. Converted the HFD to 800 MHz radio system, establishing communication interoperability between police and fire departments.
33. Initiated a major project to update and repair the city's telecommunications tower facilities.

Please direct any specific inquires regarding the operations and policies of the City Department of Information Technology to: gbruce@honolulu.gov, *Gordon Bruce, Director of DIT, City and County of Honolulu, 650 South King Street, 5th Floor, Honolulu HI 96813-3017*

OFFICE OF THE MAYOR
MANAGING DIRECTOR'S OFFICE

Mufi Hannemann, Mayor
Jeffrey J. Coelho, Managing Director
Trudi S. Saito, Deputy Managing Director

Mayor Mufi Hannemann delivers his inaugural address before a standing-room-only audience in the courtyard of Honolulu Hale on January 6, 2005. His wife, Gail (seated, left), joined family members, dignitaries, and guests at the ceremony.

POWERS, DUTIES, AND FUNCTIONS

The mayor is the chief executive of the City and County of Honolulu. The managing director is the principal management aide to the Mayor.

INAUGURATION

Muliufi F. "Mufi" Hannemann was sworn into office as the 12th Mayor of Honolulu, and the first locally born chief executive in 40 years, on January 2, 2005, at Kapolei Hale.

Four days later, in the courtyard of Honolulu Hale, the former City Council chairman and member delivered his inaugural address in which he outlined the five core themes that would guide his administration "in charting a new direction for the City."

Elaborating on these themes, Hannemann first called for adopting a new attitude and fresh approaches to the business of City government. aHe then said he would work to change the culture at City Hall by being open about problems and concerns, collaborating on finding solutions, and working as a team to achieve goals. The mayor said he would look to City employees for ideas and inspiration, be they elected, appointed, or civil servant.

His third theme was a pledge to work with co-leaders in government, including the governor, fellow mayors, the Legislature, and Hawaii's Congressional delegation, stating, "This administration will not be about Democrats versus Republicans. Nor about the state aversus the counties. It will not be about perceived national indifference to the needs and concerns of America's only Pacific island state. It certainly will not be about the political and jurisdictional rivalries that have affected the way we go about the business of government for so long. You're tired of it, I'm tired of it; we need to move on. What it *will* be about is bringing people together in the pursuit of common goals. There simply is no reason we need to work in isolation. There's no reason we should not collaborate in the spirit of aloha for the good of the people."

Hannemann's fourth theme was a plea to all residents to offer ideas for the City's challenges and make the sacrifices that result in tangible solutions. "The ideals of citizenship, the spirit of community, the feeling of ohana—all require active involvement and a sense of ownership of our home," he said.

In describing his final theme, Hannemann recalled the words of the late Governor John A. Burns, that many of us suffer from a subtle inferiority of spirit. Rather than believe those words, Hannemann said he viewed them as a challenge. "We in Hawaii have the talents, skills, and knowledge to overcome any challenge. We *can do* anything," he said, "No scared 'em, go get 'em."

ACTIONS

The mayor's earliest official actions included making good on several promises made during his campaign. These were:

- suspending work on the Waikiki War Memorial Natatorium, a $12-million renovation that the prior administration had green-lighted despite expert and public reservations about the efficacy of the work to make the aging structure safe for use;
- canceling the Bus Rapid Transit project, a $51-million bus network that would have taken away road lanes to devote exclusively to bus use and reassign buses to heavily trafficked routes; and
- cutting the previous administration's vision team program, which at one time had been receiving $39 million a year for construction projects at the expense of basic City needs and services.

The administration canceled a slew of capital improvement projects, among them 18 construction projects valued at $12.4 million that had been pending for years. Sixty-six contracts for consulting work, valued at $6.9 million, were terminated. If construction on those projects had proceeded, the cost to taxpayers would have been $66 million and much more for maintenance.

January brought an announcement that the City's Sunset on the Beach and Brunch on the Beach events would be reduced beginning immediately and fully privatized beginning in 2006. The events, which have been funded largely by the City, also require extensive City manpower for logistics, security, and other requirements. The mayor announced that the Waikiki Improvement Association would assume a greater share of the costs for the Sunset and Brunch events. He also recruited the first major private sponsor, Hawaiian Telcom, to ensure that the events would continue at least until mid-2006. Sunset events slated for 2005 were reduced from 2004's 35 to 24 in 2005, while Brunch will drop from 11 to four.

CABINET APPOINTMENTS

One of the first major tasks of the new administration was naming a cabinet to oversee the daily operations of government. Immediately following his election in November 2004, Hannemann began assembling a search committee to seek candidates for these key posts. Chairing the committee were businessman and former City Managing Director Andy Anderson and Christine Camp Friedmann, head of Avalon Development. A number of volunteers from the public and private sectors served on the sub-committees that screened applications, interviewed applicants, and made recommendations to the mayor.

Cabinet officers appointed to the first Hannemann administration are:

Office of the Mayor
Jeffrey J. Coelho ..... Managing Director
Trudi S. Saito ..... Deputy Managing Director

Department of Budget and Fiscal Services
Mary Pat Waterhouse ..... Director
Patrick T. Kubota ..... Deputy Director

Department of Community Services
Debbie Kim Morikawa ..... Director
Aaron S. Fujioka ..... Senior Advisor

Department of the Corporation Counsel
Carrie K.S. Okinaga ..... Corporation Counsel
Donna M. Woo ..... First Deputy Corporation Counsel

Department of Customer Services
Salvatore S. Lanzilotti ..... Director
Joan A. Manke ..... Senior Advisor

Department of Design and Construction
Wayne M. Hashiro ..... Director
Eugene C. Lee ..... Deputy Director

Department of Emergency Services
Elizabeth A. Char, M.D. ..... Director
Danilo F. Agsalog ..... Senior Advisor

Department of Enterprise Services
Sidney Quintal ..... Director
Gail Haraguchi ..... Deputy Director

Department of Environmental Services
Eric S. Takamura ..... Director
Kenneth Shimizu ..... Deputy Director

Department of Facility Maintenance
Laverne T. Higa ..... Director and Chief Engineer
George N. "Keoki" Miyamoto ..... Deputy Director

Department of Human Resources
Kenneth Y. Nakamatsu ..... Director

Department of Information Technology
Gordon J. Bruce ..... Director
Keith Rollman ..... Senior Advisor

Department of the Medical Examiner
Kanthi de Alwis, M.D. ..... Medical Examiner
William W. Goodhue, Jr., M.D. ... Deputy Medical Examiner

Department of Parks and Recreation
Lester K.C. Chang ..... Director
Dana L. Takahara-Dias ..... Deputy Director

Department of Planning and Permitting
Henry Eng ..... Director
David K. Tanoue ..... Deputy Director

Royal Hawaiian Band
Michael D. Nakasone ..... Bandmaster

Department of Transportation Services
Edward Y. Hirata ..... Director
Alfred Tanaka ..... Deputy Director

Neighborhood Commission
Baybee Hufana-Ablan ..... Executive Secretary

Oahu Civil Defense Agency
William D. Balfour, Jr. ..... Administrator

Office of Culture and the Arts
Michael W.H. Pang ..... Executive Director

MAYOR'S REVIEW

Before entering office, Hannemann had outlined a plan to tap the talent and expertise of community leaders to conduct a top-to-bottom evaluation of City government, with an eye toward determining the City's mission and improving the efficiency and quality of government services.

This project, called the Mayor's Review, was begun in January under the direction of Paul Yonamine and John Zabriskie, senior advisor and policy advisor to the mayor, respectively. These two volunteers helped form and lead a large team of business, labor, and community leaders who devoted 3,500 hours to this effort—and continue to do so.

The Mayor's Review consists of three phases. The first phase aimed to give the Mayor and his administration a clear snapshot of the City's financial state to aid in the preparation of the City's fiscal year 2006 budget. It also produced a set of more than 300 recommendations, from team members and City employees, for improvements to operations.

Among the findings of the Mayor's Review, which were announced at a February 18 press conference, were:

- a steady decline in cash balances in the City treasury for the period from fiscal years 2000 to 2004;
- an increase in total debt (to $817 million) and annual debt service ($27 million a year) during the same period, with the refinancing of maturing debt service and the reclassification of capital improvement funds to operating revenue adding to those obligations;
- an increase in the annual operating deficit of various government funds and insufficient funding for core City services, such as roads and sewers;
- the deferral of at least $925 million of expenditures and debt service for sewers, roads, equipment and vehicle replacement, and technology improvements; and
- the transfer of $340 million from the sewer fund to the general fund and the absence of any sewer rate increases for the past 12 years.

During the press conference, Yonamine and Zabriskie disclosed that the fiscal situation of the City, while currently adequate, has been declining for the past five years and would continue to decline precipitously unless prompt action was taken. Both warned of the hazards of inaction and noted that the situation would likely worsen before it improved, but believed that a focus on the key issues facing the City, combined with strong leadership, would turn the tide.

Following the recommendation of the original review team, a Project Management Office was created to proceed with the work that was begun in the fist phase. This office is directed by a team of Deputy Managing Director Trudi Saito, Yonamine, Budget Director Mary Pat Waterhouse, and Human Resources Director Ken Nakamatsu. A project manager has been retained to facilitate the Mayor's Review initiatives. This office will oversee the second and third phases of the review, which will last for much of the next three years and are intended to achieve two primary goals. First, the PMO is extending its view from the original financial snapshot to complete a comprehensive overview of the operations and long-term finances of the City, so the administration can make accurate, continuing projections of what work needs to be done and how much it will cost. Second, the PMO, in conjunction with personnel from the mayor's office and each department, will execute a series of initiatives drawn from the 300 original recommendations.

In addition to Yonamine and Zabriskie, volunteers on the Mayor's Review included: Steven Ai, City Mill; Dale Aiello, Gartner; Michael Angotti, KD Construction; Patti Bates, Child and Family Services; Bill Brown, Outrigger Enterprises; Robin Campaniano, AIG Hawaii; Paula Chang, First Hawaiian Bank; Donald Clegg, Analytical Planning; Michael Coad, Hawaiian Cement; Herb Connelly, Coldwell Bankers Pacific Properties; Butch Correa, independent advisor; Gordon Dang, retired small business owner; Lee Donohue, former police chief; Bob Dove, HEMIC; Scott Dunn, United Public Workers; David Erdman, PacRim Marketing; Karl Essig, formerly of Morgan Stanley; Michael Fitzgerald, Enterprise Honolulu; Georgiana Fujita, HMSA; Jeff Gregg, ACS; Frank Hamada, Shinwa Golf Hawaii; T.K. Hannemann, Teamsters; Ron Haranda, RHA; Steve Hurlbut, Queen's Health System; Wesley Imamura, BOH Insurance Services; Alden Ishii, Hawaiian Electric; Mitchell Kaaialii, First Hawaiian Bank; Kerry Komatsubara, FSK; Ken Kudla, Queen's Health System; Bobby Lee, Hawaii State Fire Fighters; Robert Lees, BearingPoint; Sherri Loo, Hawaiian Electric; Daniel Masutomi, Verizon; and Stacy McGuire, Hawaii Pacific University.

Also: Mel Miyamoto, Hawaiian Dredging; Cynthia Nakai, First Insurance; Mark Nakamura, Honolulu Police Department (retired); Diana Niles-Hansen, Child and Family Services; Robert Oda, Bishop Estate; Dave O'Neil, MortgageSource; Mike Onofrietti, AIG Hawaii; David Oyadomari, Sprint; Wayne Panoke; Jim Salter, CM&D; April Samulewicz, BearingPoint; Jeanne Schultz; Jason Show, Hawaii Pacific University; Carl Simons, Hawaiian Cement; Gary Slovin, Goodsill Anderson Quinn & Stifel; Jan Sullivan, T&S Properties; Susan Todani, Bishop Estate; Tom Valentine, Hawaiian Dredging; Don Verdi, Kyo-ya; Pat Wong, Hawaiian Electric; James Yamamoto, R.M. Towill; and Kenneth Yonamine, Board of Water Supply (retired).

The Mayor's Review has spun-off two other projects that have drawn on private sector individuals. These are the Asset Management Review Team and the Revenue Enhancement Team. The former has been tasked with reviewing the state of the City's assets and recommending practical policy changes to improve their management and use. Led by Jeff Dinsmore of General Growth, this group is organized under the supervision of Budget Director Waterhouse. The latter, under chairman Terry Lee of Lee Investments, was created in response the City's financial difficulties. Group members have been asked to produce realistic but visionary ways for the City to develop new revenue streams while maintaining or reducing the existing tax burdens on residents.

STATE OF THE CITY

Two months after his inauguration, the mayor presented his first state-of-the-City address before the City Council in the Council chambers. He used the forum to provide an inside look at the state of the treasury and the decline in government operations, while also outlining his proposals for the 2006 fiscal year.

Hannemann said the administration's priorities would be six-fold: "We must be honest, truthful, and accountable for the public's money. We must ensure that our police, fire fighters, and other first-responders are fully staffed and equipped. We must repair our roads. We must fix our sewers and tackle our solid waste and recycling problems. We must maintain our existing parks and public facilities. We must find solutions to our traffic headaches. These are more than issues about City services. These go to the very core of our quality of life, our environment, and our future."

The status of the City's programs and services was a central theme of the mayor's state-of-the-City address. For the first time in years, the address was delivered in the Council Chambers.

KEY PRIORITIES OUTLINED IN HIS REMARKS ARE DESCRIBED BELOW.

Sewer Infrastructure: Citing the consent decree with the Environmental Protection Agency and Department of Health and the resultant 20-year plan to address shortcomings, years of deferred maintenance, and numerous raids on the sewer fund, the mayor's budget for FY 2006 proposed an increase in sewage fees of 25 percent beginning in July 2006 and 10 percent in each of the following five years, to underwrite sewer improvements. At the same time, the mayor also pledged that the sewage revenue would be used exclusively for sewer work. The fee hike was approved by the City Council.

Ongoing or upcoming sewer projects include $30 million to replace 6,600 feet of pipeline along Beachwalk and Ala Wai Boulevard; $20 million to line or replace 22,000 feet of sewage pipes in Saint Louis Heights; $16 million for 6,600 feet of pipeline in the Wanaao Road and Keolu Drive areas of Kailua; and the rehabilitatation of 3,400 feet of sewer pipelines on Kalaheo Avenue and Mokapu Boulevard at a cost of $15 million in 2007. Additional money is going to improve the Sand Island Waste Water Treatment Plant, the facility that handles much of the island's sewage. More than $300 million will be spent to increase the plant's capacity from 82 million gallons to 90 million gallons a day and to make general improvements. Some of this money was appropriated in past years, but most of it is 2005 and 2006 funding.

Public Safety: The mayor pointed to continuing recruitment and retention problems faced by the Honolulu Police Department, as well as the failure to replace vehicles and equipment at regular intervals.

He also noted that HPD routinely devotes manpower to operations under the purview of the state government, such as responding to calls at state-owned facilities, bomb sweeps, firearm and sex-offender registrations, the JPO program, and appearing in court for traffic violations. The cost is estimated at $13.2 million, with no reimbursement by the state. (The mayor subsequently lobbied the 2005 Legislature to provide a greater share of unadjudicated traffic fines, i.e., uncontested traffic citations, to the counties to compensate partially for the aforementioned services. While the Legislature did not approve any laws for that purpose, the body did appropriate $4 million for road repairs.)

In other areas, repair and maintenance of the Honolulu Fire Department's stations have been deferred for years, resulting in 44 stations requiring repairs that will cost at least $6 million. The department's fleet of 72 first-line apparatuses has not been replaced regularly, with 22 vehicles more than 15 years old. National standard replacement schedules call for two engines and one other vehicle to be replaced every year, but HFD has received funding for only three engines over the last two years.

The proposed FY 2006 budget for HPD included $1.8 million for 40 patrol vehicles and funds for 15 additional positions. Funding for the Fire Department included $2.25 million for station repairs—double the amount in the FY 2005 budget—and nearly $1 million for two new fire engines.

Information Technology: As with the sewage infrastructure, the City's information technology system has fared no better. The telecommunications microwave system used by emergency personnel has not been maintained in more than 10 years. Meanwhile, the City's accounting software is 23 years old, the human resources and payroll transactions operate on a program 15 years old, the software for the Division of Motor Vehicles record-keeping predates the personal computer at 30-plus years, and the multi-prefix City phone system is 20 years behind the times The City is continuing work on its Enterprise Resource Planning System to replace and upgrade the aging City computer systems with a new one that integrates financial and personnel software. In addition, $2 million was budgeted to begin repairs and upgrades to the telecommunications system.

Parks and Facilities: Staff shortages of up to 30 percent in many agencies, the $101-million Central Oahu Regional Park and Waipio Soccer Complex, millions of dollars spent for the beautification of Kuhio Avenue and Ala Wai Boulevard, a 40-year-old air-conditioning system at Neal Blaisdell Center Arena, facility rental fees that have not been revised in years, and golf courses in poor condition were among the examples cited by the mayor in pointing out the misplaced spending priorities of past years.

Hannemann said, henceforth, the City's policy on capital improvements would be affirmative answers to three questions: (1) Do we need it? (2) Can we afford it? (3) Can we maintain it?

Roads: Following 1989's all-time high for road resurfacing of 319 lane miles (a stretch one mile long and 10 feet wide), City road resurfacing reached an all-time low of 35 miles by 2000. The administration promptly declared a "war on potholes" and introduced a three-part program to repair another long-neglected element of Honolulu's infrastructure.

In part one, City road crews are assigned to fill potholes year-round, not only in emergencies. The second part, called first-aid, involves a three-quarter to one-inch overlay of asphalt on existing roadways in rural areas. The third part is major reconstruction of heavily used thoroughfares. Targeted areas included Waimano Home Road, Pupukea Road and Kahuku residential streets, Makakilo Drive, Paiwa and Lumiaina streets in Waipahu, and heavily used roads in Kaimuki.

Solid Waste: Making good on a campaign pledge, the mayor launched bulky-item pickup on the Leeward Coast on February 28. For years, only urban Honolulu had enjoyed regularly scheduled curbside service, while residents in outlying areas were required to call in.

Hannemann said residents of the Waianae Coast would have to live with the Waimanalo Gulch landfill while the City examined alternative disposal technologies and options. However, he said the City would take steps to minimize its impact by landscaping the landfill entrance, picking up litter more frequently, employing odor control barriers, and completing the long-awaited mauka emergency bypass road for the Waianae Coast.

Transportation and Traffic: Acting on a vow to support the continued growth of West Oahu, particularly Kapolei, the mayor immediately began holding weekly meetings and monthly cabinet meetings at Kapolei Hale to demonstrate the administration's goal of stimulating private and public sector business growth in the area.

He also announced that the administration would pursue a ferry system, linking Leeward Oahu to downtown Honolulu, with City buses as part of the network.

Planning and Permitting: Complaints about lengthy waits in line or the weeks it takes to review plans and grant building permits, at a time when the construction industry is booming, led to a number of immediate improvements in the Department of Planning and Permit. Highlights included hiring eight new employees to expand a department that has been chronically understaffed. A separate pay-only, pick-up line was opened so persons picking up permits no longer have to wait in line. For those who do have to wait, the "current number being served" is now posted on-line so applicants know where they stand and when to return to the counter. A concierge, a part-time permit information officer, was also assigned to help novices wade through the system.

Customer Services: An emphasis on harnessing technology so the public spends more time on-line, rather than in-line, led to the roll-out of Web-based appointment requests and payments for driver's licensing road tests, reservation of special license plates, and calculation of motor vehicle fees. Also proposed were extended hours for Satellite City Halls at Ala Moana Center, Pearlridge, and Windward Mall, one night a week until 9:00, as a test of the public's desire for extended business hours.

BUDGET

The City Council approved the administration's budget and the mayor signed it into law on June 22. The budget contained some provisions that were higher or lower than the original budget submittal. Highlights included:

Public Safety

- 33 new officer positions for the Honolulu Police Department.
- $2 million for police equipment replacement, including 40 patrol cars.
- $821,000 for the Police Training Academy indoor firing range.
- $50,000 to plan the replacement of the Waianae Police Substation.
- $1 million to purchase two fire engines and a service truck.
- Matching funds of $374,000 to enable the Honolulu Fire Department to pursue more than $2 million in federal grants for equipment purchases.
- Planning and design funds to relocate the Ewa Beach Fire Station to a one-acre site at Ocean Pointe.
- $2.3 million for improvements to 12 fire stations around the island.
- Master planning to modernize and redevelop HFD's five-acre training center near Honolulu International Airport.
- $761,000 to complete lifeguard tower replacement for the Ocean Safety Division.
- $2 million for upgrades to the public safety telecommunications systems.

Transportation

- A federally mandated alternative analysis and prepare draft environmental impact statement for the selection of a locally preferred rapid transit system (total cost is $10.2 million, of which $8 million is from federal government).
- $6.7-million for an intra-island ferry demonstration project connecting Leeward Oahu and Honolulu (federal money accounts for $5 million of the total).
- Design and construction of the second phase of Kaulawaha Road, between Mahaka Valley Road and Mahinaau Road, at a cost of $1.5 million (as the last of a seven-phase project that will provide an alternative access for Waianae Coast residents).
- $201,000 to plan and design the Joint Transportation Management Center to house the City Department of Transportation Services, state Department of Transportation, Honolulu Fire Department, Honolulu Police Department, Department of Emergency Services, and Oahu Civil Defense.

Roads

- $1.7 million for asphalt for pothole repairs.
- $30 million for road rehabilitation and reconstruction.
- $5.3 million to continue making sidewalks and curbs accessible for the handicapped.

Sewers and Solid Waste

- $250 million for sewage infrastructure improvements, including $30 million for the Ala Wai replacement force main, $20 million for the Saint Louis Heights sewage lining and replacement, various phases of sewer line construction in Kailua, Sand Island Waste Water Treatment Plant modifications and expansion, and other work.
- $4 million to promote recycling.

Parks and Public Facilities

- $4.5 million to replace the 40-year-old air-conditioner at Blaisdell Arena.
- $550,000 for phase one of improvements to the Blaisdell Center garage and walkways.
- $3.5 million to renovate existing parks and recreation facilities.
- $1.3 million for drainage improvements to the long-awaited Kahaluu Regional Park.
- $1 million for replacement of the Kailua District Park gym roof.

Permitting

- Reduce the number of unfunded positions in the Department of Planning and Permitting from 40 to 20, mostly for more building inspectors.
- Four new permit clerk positions to provide counter support at the Honolulu and Kapolei permit centers and help reduce the permitting backlog.

Customer Services

- Extension of Satellite City Hall hours at Ala Moana Center, Pearlridge Center, and Windward Mall.
- $484,887 to establish a Windward Oahu driver license substation.
- Renovations to the Pearlridge Satellite City Hall, including upgrades for point-of-sale transactions and relocation of driver license substation presently at the Pearl City Police Station.

City Operations

- First phase of Enterprise Resource Planning System to replace and upgrade inefficient, 25-year-old City computer systems with a new one that integrates financial and personnel software.
- Second phase of the Mayor's Review to improve City processes and practices, including government service delivery, development of performance scorecards, and implementation of best practices based on ongoing studies.
- $100,000 for employee training, to begin to make up for the complete lack of training for City employees in recent years.

Community Services

- $35 million to provide rent subsidies, home rehabilitation, and down payment loans; $9 million for affordable senior housing and elderly services; $4 million in support of programs that serve the homeless; and $4 million for programs that serve children and youth.

Economic Development

- Market the Small Business Resource Center on the Web and in print to increase public awareness of the center's services and support small business growth ($10,000).
- Form partnerships with businesses and developers to stimulate business in Chinatown and to move toward the mayor's goal of establishing Chinatown as an arts center ($15,000).
- Form public-private partnerships with West Oahu businesses and organizations to encourage job growth, with an emphasis on high-skill positions ($10,000).

Other

- $100,000 for Haaheo No O Honolulu, the celebration of the centennial of the City and County of Honolulu.
- $40,000 for the Office of Culture and the Arts to commission performing arts groups to create new works and a grant for the Filipino Centennial Celebration.

MASS TRANSIT

With traffic the top quality-of-life issue facing Oahu residents, and the Oahu Metropolitan Planning Organization projecting that the morning rush hour would double to 80 minutes or more by 2030 (longer for Leeward Coast commuters), the Hannemann administration had placed transportation among its top priorities.

Every mayor since Neal Blaisdell had advocated some sort of rail system for Oahu. Former Hawaii Governor John Waihee, in 1990, called for a half-percent hike in the general excise tax to allow the counties for pay for transit projects, including the City's proposed rail line. Governor Linda Lingle and her task force, which explored transportation solutions for Oahu commuters, announced in October 2003 that a fixed-rail system was the only project capable of having a significant impact on congestion, and it was to be funded by a state tax.

Mounting traffic congestion prompted the 2005 Legislature to propose granting the county governments the authority to add a half-percent surcharge to the general excise tax to fund transportation. The mayor actively lobbied for the measure, House Bill 1309, working with legislators, business and labor groups, and the governor on amendments and compromises that would help to ensure enactment. The bill was approved by the Legislature and allowed to become law without the governor's signature.

The mayor also marshaled support for Bill 40, the City Council's companion measure that would permit the City to adopt a local funding mechanism in conjunction with House Bill 1309. Support for this broad initiative came from a broad-based coalition, including legislators in both houses of the Legislature; Hawaii's Congressional delegation, particularly Senator Dan Inouye and Congressman Neil Abercrombie; business and labor groups; mass transit advocates; the *Honolulu Advertiser*, *Honolulu Star-Bulletin*, and *Pacific Business News*; Neighborhood Boards; and others. The City Council passed Bill 40 by a 7-2 margin.

The City has since retained a consultant to conduct the federally required transportation alternatives analysis and environmental impact statement, of which a light-rail mass transit system will be a major component.

LEASE-TO-FEE REPEAL

On February 9, Mayor Hannemann signed into law Bill 53, which repealed the City's mandatory lease-to-fee conversion ordinance for condominiums. It was the first measure signed into law by the new mayor.

On hand for the milestone were trustees of the Queen Liliuokalani Trust and Kamehameha Schools and representatives of the Small Landowners Association, Queen Liliuokalani Children's Center, and Royal Order of Kamehameha I. Also in attendance were Honolulu City Councilman Todd Apo and former Councilmembers John DeSoto and Mike Gabbard, both of whom worked for repeal of the law. The bill had been approved by the Council by a 6-3 vote.

Hannemann said, "I am pleased to repeal the City's leasehold conversion ordinance. I have long believed that government should not dictate to private landowners when and how they should sell their property. Additionally, this bill enables the alii trusts to provide for future generations."

KUHIO AVENUE

Concerns raised by City public safety and maintenance experts prompted Mayor Hannemann to order the removal of about a quarter of the 350 trees planted by the prior administration along Kuhio Avenue.

While the City originally had only 73 trees on Kuhio, 2004 saw an explosion of trees as part of a Waikiki beautification project, resulting in four times the quantity. The trees and the construction of a median made Kuhio difficult to negotiate for large vehicles, like fire engines, blocked access for emergency vehicles, and created pedestrian and driving hazards and other problems.

The Department of Parks and Recreation worked with the Outdoor Circle and other interested parties to strike a balance among safety, beautification, and fiscal realities. In addition to the Outdoor Circle, the administration attempted to include other groups as it drew up its plan for the trees, such as the Waikiki Neighborhood Board, Waikiki Improvement Association, Hawaii Hotel Association, Hawaii Visitors and Convention Bureau, and elected officials. Parks staff and Outdoor Circle leaders inspected each of the 350 trees together and agreed on which trees would be removed or replaced. The survey also found a few of the trees are

damaged or, in some cases, were planted so close together that they will crowd each other out as they mature. The City will still maintain at least 265 trees along Kuhio Avenue, almost four times as many as were there before 2004.

ECONOMIC DEVELOPMENT

The Mayor's Office of Economic Development oversees several operations: small business advocacy, the Honolulu Film Office, Hawaii Tourism Authority grants, and sports tourism.

Sunset on the Beach: The Hannemann administration decided immediately that the City's Sunset on the Beach and Brunch on the Beach events would be reduced beginning immediately and fully privatized beginning in 2006.

The events had been funded largely by the City and required extensive City manpower for logistics, security, and other requirements. The mayor announced that the Waikiki Improvement Association would assume a greater share of the costs for the Sunset and Brunch events. Sunset events slated for 2005 were reduced from 2004's 35 to 24 in 2005, while Brunch will drop from 11 to four.

The previous administration had budgeted $160,000 to pay for the Sunset events in 2005, with a Hawaii Tourism Authority grant accounting for an additional $125,000.

The Brunch events, meanwhile, will cost the City $75,000; an HTA grant provided an additional $75,000. Under the new arrangement, the promoter of the event will provide all services previously performed by City employees, including delivery and set-up of chairs and tables, trash pick-up, and police security. The labor costs to the City would have been $122,000 for Sunset and $106,000 for Brunch. In addition, the mayor announced that a series of Sunset in the Park events will be held in the community for the duration of 2005, including Schofield (May), Haleiwa (July), Maili-Waianae (August), Waimanalo (September), and West Oahu (Kapolei). These events will be underwritten by the HTA, at a cost of $18,000 each.

Chinatown: The mayor's office began work on a master plan for Chinatown. The aim of the revitalization effort is to promote the unique culture, arts, and history of Chinatown as a vehicle for the district's economic growth. The Honolulu Police Department has reinstated Chinatown foot patrols to reduce crime and become a closer part of the neighborhood community. New legislation to encourage loft housing has been introduced, and the mayor's office is promoting its potential for increased residential possibilities. Honolulu's Small Business Resource Center, home to the City's Small Business Advocate, is centrally located in the district, and plans to expand to include federal, state, and City business resources. Historic walking tours have been created by both the public and private sectors. A new artistic life has come to the area through the Hawaii Theater, the Arts Center at Mark's Garage, and the First Friday arts initiative.

Small Business Advocate

The Small Business Advocate serves as a liaison between the City and the business community by assisting small businesses in investigating and resolving complaints and addressing barriers to growth. The advocate helps reduce red tape and clarify complex government procurement practices. To that end, in May 2005, the Advocate initiated cooperative relationships with the Hawaii Chamber of Commerce's Small Business Council and the U.S. Office for Small and Disadvantaged Business Utilization. In addition, the advocate partners with the State of Hawaii's Small Business Advocate Office on issues of mutual concern.

The Small Business Advocate is the City's primary representative at the Small Business Resource Center (SBRC) and coordinates with non-profit partners to ensure the continued sustainability of the institution. At the center, individuals interested in starting a business can get training and guidance not only from the City, but from the Hawaii Women's Business Center, Small Business Development Center, and Senior Corps of Retired Executives. The SBRC plans to add several new partners in the coming months.

Together with the US Small Business Administration, the advocate planned a series of training workshops for the West Oahu and North Shore communities, areas of rapid business growth. The workshops, held at Kapolei Hale, were slated to begin in July 2005; topics for this "Small Business Day in Kapolei" series included securing funding, resolving credit issues, and understanding employee benefits options.

Honolulu Film Office

The Honolulu Film Office is the central coordinating agency for film-related activities on Oahu, its goals to foster the growth of the film industry through marketing and promotions of Oahu as a location destination; provide guidance on government permits for all types of production, and offer other support and advice. Film and television production attracts millions of dollars of revenue; provides high-paying and high-skilled jobs; creates business opportunities, exposes Hawaii to an international audience, and supports the visitor industry directly and indirectly.

Oahu is the hub of production in Hawaii, typically generating between 50 and 75 percent of all statewide production expenditures. The 2004 calendar year was a record for production expenditures, and represented a significant influx of network television production on Oahu. Production expenditures in the county exceeded $100 million for the second time, the first being 2002. Oahu production expenditures totaled $134 million, or more than 80 percent of the statewide total. This success helped to boost statewide figures to a record-breaking $163 million.

Major projects and highlights for 2004-2005 included three network TV series for ABC, NBC, and Fox, with combined production expenditures totaling several million dollars.

Calendar year 2004 production expenditures on Oahu represented an increase of 150 percent of 2003's, which was a down-cycle year for the industry. However, the City anticipates that 2005 will see a significant reduction in production expenditures because proposed state tax legislation, designed to maintain the momentum in production and correct the funding access problems, was not approved by the Legislature.

As part of its strategic partnership with the visitor industry, the City has played a key role in promoting tourism by serving as a link to the production and marketing arms of the film industry. During the 2005 fiscal year, the Film Office cooperated with the Oahu Visitors Bureau and studios to increase exposure and marketing for the hit ABC television series, "Lost."

The Film Office maintained strong relationships with the Hawaii Television and Film Board, Hawaii Film and Entertainment Board, Film and Video Association of Hawaii, Hawaii International Film Association, the Association of Film Commissioners International, and Association of Independent Commercial Producers. The office also marketed Oahu and Hawaii at key industry events, including the American Film Market, American Film Institute Film Festival, Hawaii International Film Festival, New York AICP Show, and AFCI's Locations Trade Show. The office conducted individual business development meetings with key industry executives.

The HFO received two awards during the year: a second place AFCI International Marketing Awards for a color or black-and-white series/campaign and a Pele Award of Excellence.

Hawaii Tourism Authority-County Product Enrichment Program

The Hawaii Tourism Authority's County Product Enrichment Program (HTA-CPEP) supports the diversification and enrichment of tourism by providing grants to the counties to develop new and enhance existing community-based events, experiences, attractions, and projects related to agriculture, culture, education, health and wellness, nature and technology. The City received $475,000 for the 2005 calendar year.

Events Funded for 2005

- Ala Wai Watershed Association, Earth Day 2005, April 27, $5,000
- Bishop Museum, Sixth Annual Honolulu Harbor Festival, November, $10,000
- Cinema Paradise Film Festival 2005, April 28-May 5, $5,000
- Filipino Community Center, 13th Annual Filipino Fiesta and Parade, May 14-21, $10,000
- Haleiwa Arts Festival Eighth Annual Summer Event, July 23-24, $10,000
- Haleiwa Main Street, North Shore Sunset on the Beach, July 23-24, $18,000
- Hawaii Alliance for Arts Education/The Arts at Marks Garage, Downtown Honolulu Gallery Walk and First Friday (Phase 2), $15,000
- Hawaii Ecotourism Association, Hoohui I Koolau, $10,000
- Hawaii Korean Chamber of Commerce, Korean Festival, January 15, $10,000
- Hawaii Maoli, Prince Jonah Kuhio Kalaniana Ole Commemorative Celebration, March 1-31, $25,000
- Hawaii Marketing Alliance, Wahiawa Pineapple Festival 2005, May 7, $20,000
- Hawaii Pacific University Intercultural Day, April 22, $25,000
- Hawaii United Okinawa Association, 23rd Okinawan Festival, September 3-4, $15,000
- Hawaii Wellness Institute, Health and Wellness Expo, $5,000
- Lion's Club International/Wahiawa Lions Club, Sunset in the Park at Schofield, May 21-22, $18,000
- Moanalua Gardens Foundation, Cultural Tourism - MGF's 28th Prince Lot Hula Festival, July 16, $20,000
- Moiliili Community Center, 10th Anniversary, October, $5,000
- National Audubon Society, Waimea Valley Enrichment and Promotion Project (2 years), $25,000
- Native Hawaiian Tourism and Hospitality Association, The Queens Tour of the Waikiki Historic Trail, $30,000
- Native Hawaiian Tourism and Hospitality Association, Destination Oahu-A Hawaiian Sense of Place, $25,000.00
- New York City Triathlon, LLC, Honolulu Triathlon Festival, April 10-17, $15,000
- Nuuanu Merchants Association, New Markets and Expanded Events Schedule, $15,000
- Safe Zone Foundation, Inc., GirlFest Hawaii, September 3-11, $10,000
- Temari Center for Asian Pacific Arts, Na Keiki Aloha: The Beloved Children, $20,000
- Turtle Bay Resort, Honu Festival, June 10-12, $20,000
- Valley of Rainbows, Waianae Coast Sunset on the Beach, August 13-14, $18,000
- VSA, 2005 Hawaii International Deaf World Music and Sign Language Festival and Symposium, August 27, $10,000
- Waimanalo Construction Coalition, Rediscover Oahu: Waimanalo Sunset on the Beach 2005, September 10-11, $18,000
- Waipahu Cultural Garden Park (dba Hawaii's Plantation Village), Marketing the Living Village (Phase 2), $50,000

- West Oahu Sunset on the Plains, October 1-2, $18,000
- World Invitational Hula Festival, E Ho'i Mai I Ka Piko Hula, November 9-12, $10,000

Meanwhile, 47 events received product enrichment funding for the 2004 calendar year.

- Japanese Cultural Center of Hawaii, Multicultural Matsuri
- TEMARI Center for Asian and Pacific Arts, Tie/Dye
- Hawaii Maoli, Prince Jonah Kuhio Kalaniana Ole Commemorative Celebration
- Ohia Productions, Inc., Children's Theater at the Honolulu Zoo
- Gushikawa Shijin Kai, Pigs from the Sea: An Okinawan Musical
- Hawaii Chinese Tourism Association, Asia Pacific Tourism Conference
- Waikiki Improvement Association, Waikiki Spring/Summer Program
- National Audubon Society (dba Waimea Valley Audubon), Hoolaulea and Makahiki at Waimea Valley
- Filipino Community Center, 12th Filipino Fiesta and Parade
- Pacific Technology Foundation, Asia-Pacific Cyber Games
- Family Day Outreach International, Family Day
- Moanalua Gardens Foundations, 27th Annual Prince Lot Hula Festival
- Haleiwa Arts Festival
- Pearl City Foundation, Aiea, Pearl City, and Waipahu Sunset in the Park
- Making Dreams Come True: Valley of Rainbows, Waianae Coast Sunset on the Beach
- Council for Native Hawaiian Advancement, Third Annual Native Hawaiian Conference
- Waikiki Improvement Association, Waikiki Fall/Winter Program
- Hawaii United Okinawa Association, 22nd Okinawan Festival
- Kaneohe Business Group, Windward Hoolaulea 2004
- Waimanalo Construction Coalition, Waimanalo Sunset on the Beach
- Cinema Paradise Film Festival 2004
- Hawaii Forest Industry Association, Hawaii Woodshow 2004
- Lyon Arboretum Association , Hawaii Pacific Island Kava Festival
- Haleiwa Main Street (dba North Shore Community Chamber of Commerce), North Shore Sunset at the Beach
- Hawaii Maritime Center, Fifth Annual Honolulu Harbor Festival
- Seagull Schools, Inc., West Oahu Sunset on the Plains 2004
- Aloha Wellness Travel, Development of a Wellness Tourism Marketing Database for Oahu
- Fort Street Mall Business Improvement District Association, Fort Street Open Market and Rainbow Shave Ice Festival
- Handcrafters & Artisan Alliance, Waikiki Sunset on the Beach Craft Vendors
- Hawaii Alliance for Arts Education, Downtown Honolulu First Friday Gallery Walk
- Hawaii Alliance for Arts Education, Public Service Announcement and Distribution
- Hawaii Ecotourism Association, Hoohui I Koolau
- Hawaii Health Guide, OahuHealthGuide.com
- Hawaii Plantation Village, Marketing the Living Village (Phase 2)
- Hawaii Theatre Center, Docent Tour Program
- International Art Society of Hawaii, International Art and Cultural Exchange Program
- Japanese Cultural Center of Hawaii, Japan-Hawaii School Excursion Program
- Matrix Media of Hawaii, Inc., Keiki Hula TV
- National Audubon Society (dba Waimea Valley Audubon), Waimea Valley Discovery Program-Up Close and Personal
- Native Hawaiian Tourism and Hospitality, Historic Oahu Tours of Waikiki and Honolulu Historic Trails
- Hawaii Nature Center, Green Honolulu–Edu Tour Experience
- Wildlife Society–Hawaii Chapter, Conservation Through the Lens
- Windward Ahupuaa Alliance, Koolau Greenbelt and Heritage Trails System: Kaneohe-Kahaluu Segment
- Kapiolani Community College, Culinary Department, Farm to Table–Culinary Tourism

- Windward Ahupuaa Alliance, Hana Lima O Ahupuaa
- Hawaii Marketing Alliance, Wahiawa Pineapple Festival 2004
- United Cerebal Palsy Association, Camp Cool

Sister Cities and International Affairs

The Mayor's Office ensures that the City's sister-city and overseas activities support Honolulu's rich multicultural and multiethnic environment. Prior to January 2005, the City had expended considerable staff time, travel funds, and other resources on establishing friendship city relationships with few direct benefits to the people of Honolulu. The Hannemann administration has changed the City's emphasis to building on existing ties with its 23 sister-cities and developing international relationships that are concretely linked to the needs of Oahu and the state.

The City is supporting the 2006 Filipino Centennial, a year-long celebration culminating in late 2006 with a trade and culture exposition. The mayor will be extending official invitations to the mayors of Honolulu's six sister-cities in the Philippines to participate in the centennial activities.

The City is working with the Honolulu Festival Foundation to support the 12th Annual Honolulu Festival slated for March 2006. Festival planners are collaborating with the mayor's office on bolstering international participation. The Filipino Centennial will be an+ integral part of this annual festival, which will attract cultural and musical groups from Japan and Pacific Rim countries.

The City welcomed and supported the founding of the Thai Association of Hawaii on July 8, 2005, and substantive talks were held with the Thai Ambassador to the United States on ways to strengthen economic ties between Thailand and Hawaii.

Honolulu's 2005 Centennial Celebration will serve as a draw for international tourism. Working with international air carriers, the mayor's office is promoting Honolulu and the centennial through in-flight magazines and video spots.

Chinatown is a major focus of the City's economic development activities. The Federal Employment-Based Investment Program provides United States residency status in exchange for local investment. The mayor's office has been working with the Hawaii Department of Business, Economic Development & Tourism to better utilize this program to draw investment to Chinatown. The mayor made this a focal point of his meetings with ambassadors and foreign officials during 2005 and 2006.

Looking to the future, the mayor is considering domestic sister-city ties with selected counterparts on the mainland United States. Ties to Honolulu and economic benefits will remain the guiding principles for establishing such relationships.

COUNCIL REQUESTS

Inquiries and complaints relayed by constituents, through their Councilmembers, were consolidated by the new administration into a central receiving point in the mayor's office.

During fiscal year 2004-2005, the Mayor's Office received a total of 1,677 requests from Councilmembers, an average of 140 per month. The table below details the number of requests from each Council district.

CITY COUNCIL REQUESTS

PERIOD: JULY 2004 THROUGH JUNE 2005

(Note: The figures do not show multiple referrals.)

DISTRICT	1	2	3	4	5	6	7	8	9	TOTAL
July	7	36	9	8	27	1	14	6	8	116
August	1	58	18	15	25	2	14	2	10	145
September	2	45	22	23	33	5	15	15	3	163
October	3	62	5	15	36	5	13	4	8	151
November	1	47	6	26	29	5	9	8	11	142
December	0	35	3	14	10	4	10	6	3	85
January	0	13	4	13	22	7	0	2	3	64
February	37	38	7	16	21	26	15	7	8	175
March	15	30	4	25	30	27	11	7	10	159
April	12	23	12	14	35	22	18	6	11	153
May	12	30	6	12	12	8	12	6	3	101
June	15	75	11	16	35	34	22	11	4	223
TOTAL	105	492	107	197	315	146	153	80	82	1677

The monthly averages for Fiscal Year 1992-1993 through Fiscal Year 2004-2005 are as follows:

Fiscal Year	Total No.of Requests	Monthly Average
2004-05	1,677	139.75
2003-04	1,568	130.67
2002-03	1,389	115.75
2001-2002	1,124	93.67
2000-2001	1,541	128.42
1999-2000	1,320	110.00
1998-1999	1,555	129.58
1997-1998	1,433	119.42
1996-1997	1,123	93.58
1995-1996	1,123	93.58
1994-1995	1,164	97.00
1993-1994	1,001	83.42
1992-1993	768	64.00

MAYOR'S OFFICE OF CULTURE AND THE ARTS

Michael Pili Pang, Executive Director

The Mayor's Office of Culture and the Arts is charged with business matters that affect the social and culture well-being of the citizens of the City and County of Honolulu. As the liaison between the Mayor and the Commission on Culture and the Arts, MOCA's objective is to attain pre-eminence in culture and the arts; to perpetuate the artistic and cultural heritages of all its people; to promote a community environment, which provides equal and abundant opportunity for exposure to culture and the arts in all its forms; and to encourage and provide equal opportunity for the development of culture and the artistic talents of the people of Honolulu.

Guided by the belief and affirmation of cultural self-determination, MOCA works as a partner and catalyst for increasing opportunities, awareness, and involvement in cultural activities for the benefit of all. In this capacity, MOCA administers the Art in City Buildings Program, Cultural Grant Awards, Culture and Arts Program and a Collaborative Arts Program.

- **Art in City Buildings Program**
  MOCA provided ongoing staffing and clerical support for the operation to the City's Commission on Culture and the Arts; including, the staffing of its monthly meetings. The Commission is an eleven-member panel charged with reviewing and selecting of artwork proposed for purchase and commission through the "Art in City Buildings Program". The artwork collection data base is continuously being updated. Current records estimate a conservative preliminary value of over $8 million for the artwork collection.

As required, the Mayor's Office of Culture and the Arts registrar completed the 2005 Annual Artwork Inventory on March 1, 2005, and submitted copies to the Mayor, City Council, the Commission on Culture and the Arts, the City Library, Records Management and Bookstore, and the Property Management and Disposal Section of the Department of Budget and Fiscal Services. As reported in the inventory, there are currently 834 objects in the collection. From 1968 to 2005, 26 objects have been deaccessioned and are no longer City property.

The maintenance of the artwork collection continues. Sixty-nine objects, mostly large outdoor sculptures, are on a regular conservation maintenance cycle. In January 2005, MOCA began a partnership with the Portuguese Chamber of Commerce of Hawaii where they adopted the Padrao Monument and Mosaic enance to ensure its permanence. Relocatable artwork such as drawings, painting and prints receive conservation treatments as needed and are placed or relocated as requested.

Three new murals for the Central Oahu Regional Park Aquatic Center were commissioned and will be executed by Mark Brown, Mari Sakamoto, and John Wisnosky. A group of sculptures by Jodi Endicott entitled "Tubers" were also purchased by the Commission on Culture and the Arts for the same site. These are scheduled to be installed in late 2005.

New acquisitions for the year 2004 - 2005 are:

◊ A stone plaque gift of Donald Jones entitled "Gardner Kaaihue Brown Memorial" by Bill Chang located at the Keehi Lagoon Beach Park Canoe Halau.

◊ A metal sculpture gift of the artist, George Newton, entitled "Cycles", located at Kapolei Hale.

◊ Two photographic prints: "Mission Memorial Building, Honolulu, Laying Cornerstone, 1915" and "Mission Memorial Auditorium" purchased from the Hawaiian Mission Children's Society Library located at the Mission Memorial Auditorium.

The Artist Registry, with information on over 700 artists, continues to grow and is utilized by the local organizations when queries concerning commissioning of artwork arise.

- **Cultural Grant Awards**

  MOCA administers cultural grant awards to support the development, sustainability and growth of Honolulu's art organizations that are deeply rooted in the multi-cultural communities. The program focuses on the artist, the creative lives of the

community and the next generation. These awards ensure that a wide range of artistic experiences of the highest quality is available to everyone.

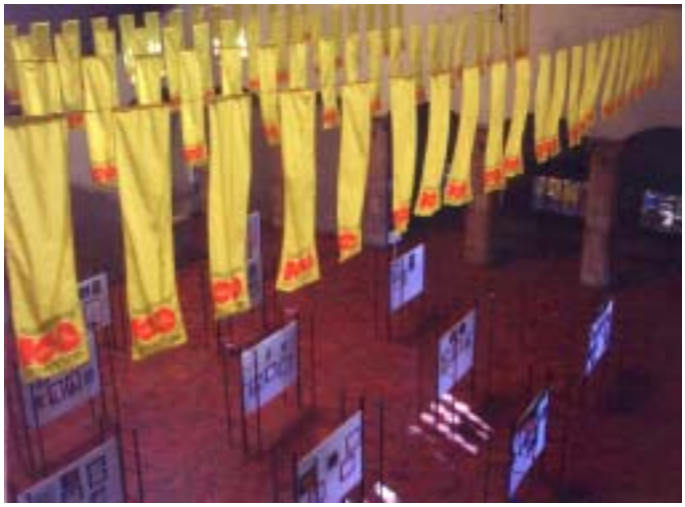
The following organizations were supported with City grants administered through the MOCA: Honolulu Symphony, Hawaii International Jazz Festival, Hawaii Theatre, Hawaii Alliance for Arts Education and the Honolulu Theatre for Youth.

- **Cultural and Arts Programs**

  Cultural and Arts Programs serve the people of Honolulu by providing assistance to artists, performers, cultural organizations and cultural practitioners. Community and cultural organizations from Waikiki to Waianae and Kakaako to Kahaluu have received support in the form of services, administrative assistance and/or in fracture for their cultural events.

The Mayor's Office of Culture and the Arts manages civic spaces; such as, Honolulu Hale and West Oahu's Kapolei Hale. These common areas; such as, the Honolulu Hale Courtyard, Lane Gallery, Third Floor walkway and Kapolei atrium are used to showcase the talents of the visual artists of our diverse community. Various art shows are presented monthly and consists of numerous visual pieces such Japanese woodblock prints, World War II memorabilia, Korean modern expression, various juried shows and community art education projects.

In July 2004, the newly renovated Mission Memorial Auditorium became the newest venue for the performing arts community in Honolulu. Managed by the MOCA, the auditorium is used during the day for City meetings and press conferences by the Mayor. During the first half of its inaugural season, a series of Hawaiian musical concerts were presented in the newly renovated Mission Memorial Auditorium. During the second half, community events; such as, the Thai Cultural Day, Hawaii Youth Opera Chorus, the Harmonica Society Annual Concert, Free Vietnam, and Pacific Islanders in Communication film debut and plays were presented.



The year 2005, marked the 100th anniversary of the City and County of Honolulu. To recognize this auspicious occasion, the MOCA was charged with overseeing the events which are planned by a commission appointed by the Mayor and City Council. The last half of this fiscal year, MOCA worked in conjunction with members of the HONOLULU 100 in planning for the yearlong celebration which will run July 1, 2005 through July 2006.

- **Collaborative Programming**

  The Mayor's Office of Culture and the Arts ensures that cultural activities are recognized, encouraged and incorporated as an essential part of Honolulu's social and economic life. Through this effort, the MOCA works with organizations in a collaborative effort in planning and staging various festivals and events. Collaborative programming fulfills the goals of making Honolulu one of the most culturally enriched cities in the world. Events through its partnerships with organizations include, but are not limited to, the following: Honolulu City Lights, Malama O Kailua, Martin Luther King, Jr. Coalition Celebration, King David Kalakaua Birthday Celebration, Downtown and Waikiki Hoʻolaueʻa as part of the Aloha Festivals and Military Day at the Honolulu Zoo.

In addition, the following activities were completed:

- ◊ Publication of a monthly calendar of events distributed to approximately 1,800 individuals, Waikiki hotels and City agencies.
- ◊ Monthly update of website, which provides information on events and exhibits related to the arts (http://www.co.honolulu.hi.us/moca/index.htm).
- ◊ Provide entertainment and technical support for City and County of Honolulu events.

DEPARTMENT OF THE MEDICAL EXAMINER

Kanthi De Alwis, M.D., Chief Medical Examiner
William W. Goodhue, Jr., M.D., First Deputy Medical Examiner

POWERS, DUTIES AND FUNCTIONS

The Department of the Medical Examiner serves the public through the investigation of sudden, unexpected, violent and suspicious deaths. The purpose of such an investigation is to discover, document and preserve the medical, anatomic or evidentiary findings which will allow the department to determine the cause and manner of death, to identify the time of death and injury, to prove or disprove an individual's guilt or innocence, to confirm or deny the account of how death occurred, to determine or exclude other contributory or causative factors to the death and to provide expert testimony in criminal and civil litigation.

Section 6-1305 of the 1973 Revised Charter of the City and County of Honolulu (2000 Edition) states, "When any person dies in the city as a result of violence or by a casualty or by apparent suicide or suddenly when in apparent health or when not under the care of a physician or when in jail or in prison or within twenty-four hours after admission to a hospital or in any suspicious or unusual manner, it shall be the duty of the person having knowledge of such death immediately to notify the department of the medical examiner and the police department."

The Department of the Medical Examiner is staffed by physicians specialized in the area of forensic pathology, medical examiner's investigators, laboratory technologists, autopsy assistants and clerical personnel. The physicians are board certified in the specialty of anatomic pathology as required and stated in Section 841-14.5 of the Hawaii Revised Statutes. The chief medical examiner and deputy medical examiner are board certified by the American Board of Pathology in anatomic, clinical and forensic pathology.

The department is accredited by the National Association of Medical Examiners (NAME). Accreditation by NAME is an endorsement that the department provides an adequate environment for a medical examiner in which to practice and provides reasonable assurance that the department well serves it jurisdiction. It is the objective of NAME that the application of the NAME standards will aid materially in developing and maintaining a high caliber of medicolegal investigation of death for the communities and jurisdictions in which they operate.

An autopsy includes review of microscopic slides.

The staff is aware of the tragedy that accompanies sudden and unexpected deaths and realizes that each case represents an individual who is deeply missed by his or her loved ones. Our investigators are trained to deliver the news of the death with the utmost compassion, courtesy and professionalism. A thorough investigation into the circumstances of death, complete postmortem examination and necessary laboratory studies are conducted to determine the cause and manner of death. In addition to providing pertinent answers for significant issues such as insurance claims, estate settlements, information and evidence necessary for civil and criminal legal proceedings, we also provide factual data for relatives which helps them through their grieving process with better understanding of the cause and manner of death. The physicians are available for the relatives, attorneys and estate representatives to provide necessary information.

Positive identification is established via fingerprint comparison.

HIGHLIGHTS

One of the main objectives of the department is to increase and expand the knowledge of the trends affecting the lives of the citizens of Oahu. This is accomplished by having news media programs with special reference to drug-related deaths or risk factors

associated with sudden infant deaths. Educational seminars with emphasis on child abuse, identification of risk factors of sudden unexplained infant deaths are conducted for law enforcement personnel, social workers of the Child Protective Services, and physicians. Educational seminars have been conducted with emphasis on prevention of elderly neglect/abuse to increase the public awareness in identification, intervention, and treatment for elders and their caregivers. Morgue tours for high school students are conducted with an informative presentation on drug-related deaths, speeding accidents, teen suicides, and other trends affecting the lives of our citizens, to provide a better perspective of how their actions and decisions can affect them as well as everyone else around them. The department participates in the multi-disciplinary Child Death Review System. Recommendations for decreasing the number of child deaths following an adequate interval study will be provided. Renewed emphasis has been and will continue to be placed on assisting local donor agencies to obtain consent for organ and tissue procurement. The department continues to participate in the Honolulu Heart Program that has been expanded to include aging studies of the brain in pre-registered participants. Scientific death investigation provides factual material and evidence for agencies involved in worker's compensation, public health hazards and community health and disease.

The department offers externship programs to students majoring in forensic science at Chaminade University and pathology electives to medical students and pathology residents at the University of Hawaii John A. Burns School of Medicine.

The department maintains a high level of competence in the field of scientific death investigation and continues to contribute to the improvement of the quality of life of the people of Oahu.

The work of the department is tabulated in statistical form as follows:

SUMMARY OF STATISTICAL REPORT OFCASES HANDLED BY DEPARTMENT, 2004-2005

The office investigated 1697 deaths this past year as compared to 1,653 in 2003-2004. Jurisdiction was assumed in 758 cases and autopsies were performed in 578 cases. In non-autopsied cases, complete external examinations and toxicological testing of body fluids were performed.

Authorization for organ harvesting was permitted on 19 cases. Of the 758 cases investigated, 385 death scenes were visited. These scenes are where the incident occurred and, therefore, are an integral part of a thorough death investigation. For example, if a death of a young child occurs in a medical institution, in addition to visiting the medical institution, our medical examiner's investigator goes to the original scene of the incident.

Number of deaths investigated 1697
- Jurisdiction assumed in 758
  - Violent deaths 416
    - Autopsied 377
    - Not autopsied 39
  - Violent deaths (undetermined manner) 40
    - Autopsied 38
    - Not autopsied 2
  - Non-violent deaths 300
    - Autopsied 163
    - Not autopsied 137
  - Historical remains 1
  - Non-human artifacts 1
- Jurisdiction released to private physician (death within 24 hours) 650
- Attended/other deaths reported 289

Total autopsies performed by Medical Examiner 578

Total number of bodies transported to Morgue 790

Total organ/tissue harvesting 19

Total original scene of incident visited 385

Total unidentified skeletal remains 1

LABORATORY PROCEDURES CONDUCTED DURING FISCAL YEAR 2004-2005

Laboratory Chemical Tests 665

Ethanol Tests 780

Toxicology Screen 1,290

Toxicology Sent Out 305

Hematoxylin and Eosin Slides Prepared 3,473

Special Slides Prepared 200

Laboratory procedures that include toxicological analysis, blood alcohol determinations, preparation of microscopic slides for histological examinations and various other chemical analyses of different types of body fluids, continue to be a very important aspect of investigation of deaths occurring under our jurisdiction.

There have been an increased number of drug-related deaths. There is concern with regard to the rise in the number of deaths associated with the prescription narcotic painkiller, Oxycontin. Cocaine, heroin and methamphetamine continue to be detected in toxicological screens of deaths investigated by the Department. Methamphetamine continues to be associated with violent deaths.

REQUEST FOR REPORTS
FISCAL YEAR 2004-2005

Investigation and Autopsy Reports 743

- Fees Collected $2,654.50

A fee of $5.00 is charged for each report requested by individuals and private agencies. There is no charge to governmental agencies or to hospitals. There is a fee of not less than $5.00 for reports subpoenaed.

BUDGET AND AUTHORIZED PERSONNEL
FISCAL YEAR 2004-2005

Budget Expenditures $1,100,444.67

- Salaries $936,589.77
- Current Expenses 163,854.90
- Positions 17

CLASSIFICATION OF VIOLENT DEATHS
FISCAL YEAR 2004-2005

The number of violent deaths increased primarily due to an increase in other accidental deaths. There were 179 other accidental deaths this past year compared to 154 in 2003-2004. Falls (67) and poisoning (83) comprised the majority of the 179 victims.

Violent Deaths 463

- Homicide 21
  - Blunt trauma 7
  - Child abuse 1
  - Fall 1
  - Gunshot 4
  - Knife wounds/stabbing 7
  - Other 1
- Suicide 87
  - Asphyxia 3
  - Drowning 3
  - Fall 9
  - Fire 2
  - Gunshot 18
  - Hanging 33
  - Knife wounds/stabbing 5
  - Poisoning 14

Traffic	81
Water-Related	47
Industrial	8
Other Accident	179
Undetermined	40
Asphyxia	1
Blunt trauma	1
Drowning	2
Fall	3
Hanging	1
Poisoning	13
Traffic	2
Unknown	17

NOTE: Some deaths are reported in 2 different categories.

BREAKDOWN OF HOMICIDE VICTIMS BY RACE
FISCAL YEAR 2004-2005

RACE	2004 JULY-DECEMBER	2005 JANUARY-JUNE	TOTAL
Caucasian	4	0	4
Filipino	2	0	2
Hawn/Part-Hawn	4	2	6
Japanese	0	1	1
Korean	1	0	1
Samoan	0	1	1
All Other	3	3	6
TOTAL	14	7	21

BREAKDOWN OF HOMICIDE METHODS USED
FISCAL YEAR 2004-2005

METHODS USED	2004 JULY-DECEMBER	2005 JANUARY-JUNE	TOTAL
Blunt trauma	2	5	7
Child Abuse	1	0	1
Fall	1	0	1
Gunshot	4	0	4
Knife wounds/Stabbing	5	2	7
Other	1	0	1
TOTAL	14	7	21

SUICIDE STATISTICS
FISCAL YEAR 2004-2005

METHOD	CAU M	CAU F	CHI M	CHI F	FIL M	FIL F	HAWN P-HAWN M	HAWN P-HAWN F	JPS M	JPS F	KOR M	KOR F	PAC ISL M	PAC ISL F	OTHER M	OTHER F	TOTAL
Asphyxia		2								1							3
Drowning									1	1					1		3
Fall	4					1	1		3								9
Fire							1						1				2
Gunshot	8	1			1		5						2		1		18
Hanging	6	1			5		5	1	6		1	1	1	2	3	1	33
Knife Wound/ Stabbing		1				1			2		1						5
Poisoning	2	2	1		1	1				2	2				1	2	14
TOTAL	20	7	1		7	3	12	1	12	4	4	1	4	2	6	3	87

SUICIDE VICTIMS
FISCAL YEAR 2004-2005

AGE	MALE	FEMALE	TOTAL
10 thru 19	4	2	6
20 thru 29	13	4	17
30 thru 39	10	1	11
40 thru 49	13	4	17
50 thru 59	10	4	14
Over 60	16	6	22
TOTAL	66	21	87

SUMMARY OF SUICIDES
FISCAL YEAR 2004-2005

2004	MALE	FEMALE	TOTAL
July	4	1	5
August	10	3	13
September	4	1	5
October	9	0	9
November	4	2	6
December	4	2	6
Sub-Total	35	9	44
2005			
January	10	2	12
February	6	2	8
March	4	3	7
April	5	2	7
May	3	1	4
June	3	2	5
Sub-Total	31	12	43
TOTAL	66	21	87

TRAFFIC FATALITIES
FISCAL YEAR 2004-2005

	MALE			FEMALE			
TYPE OFOCCUPANT	2004 JULY-DEC	2005 JAN-JUN	WITH ALC.	2004 JULY-DEC	2005 JAN-JUN	WITH ALC.	TOTAL
Operator	9	9	9	3	3	1	24
Passenger	1	1	1	0	0	0	2
Pedestrian	4	10	3	7	4	1	25
Motorcyclist	6	7	6	1	0	0	14
Moped Rider	0	4	0	0	0	0	4
Bicyclist	6	1	2	0	0	0	7
Scooter	0	1	0	0	0	0	1
Unknown	1	3	1	0	0	0	4
TOTAL	27	36	22	11	7	2	81

WATER-RELATED DEATHS
FISCAL YEAR 2004-2005

There were 47 water-related deaths compared to 48 last year. Twenty-nine victims died while engaged in ocean-related activities, in comparison to 28 last year.

	MALE		FEMALE		
LOCATION AND ACTIVITY	2004 JULY-DEC	2005 JAN-JUN	2004 JULY-DEC	2005 JAN-JUN	TOTAL
Ocean					
Fishing	3	2	0	1	6
Scuba	1	1	0	0	2
Snorkeling	4	1	0	1	6
Surfing	0	1	0	0	1
Swimming	6	8	0	0	14
Bathtub/Shower	0	2	0	2	4
Bay/Harbor/Lagoon/Pier	0	1	0	0	1
Pond/Canal/Stream	1	0	0	0	1
Swimming Pool	2	2	0	0	4
Suicide	0	2	0	1	3
Undetermined	1	1	0	0	2
Other	0	3	0	0	3
TOTAL	18	24	0	5	47

INDUSTRIAL DEATHS
FISCAL YEAR 2004-2005

There were eight job-related deaths this year compared to five the previous year.

AGE	SYNOPSIS
58	Police officer sustained head injuries when he was ejected from his vehicle after he lost control and collided into a concrete barrier while responding to a scene.
78	Groundskeeper sustained head injuries when he fell while working in a shed.
58	Store owner sustained head injuries when he was assaulted by a customer.
31	Refuse worker sustained multiple traumatic injuries as a passenger in a refuse truck when the truck overturned due to apparent malfunction of the brakes. The refuse worker was pinned under the truck.
42	Reefer/chassis mechanic sustained multiple traumatic injuries when he was crushed between the tractor and trailer of a Matson container.
63	Mason laborer sustained head injuries when he fell from a scaffold to the concrete ground while working at a construction site.
49	Handyman sustained multiple internal injuries when he fell and was run over by a tractor while moving trash on a property.
64	Roofer sustained blunt force injuries to his head and chest when he fell from the roof of a home he was working on.

OTHER ACCIDENTAL DEATHS

FISCAL YEAR 2004-2005

	MALE		FEMALE		
	2004	2005	2004	2005	
METHOD	JULY-DEC	JAN-JUN	JULY-DEC	JAN-JUN	TOTAL
Asphyxia	1	4	3	1	9
Fall	13	22	10	22	67
Fire	1	4	3	3	11
Poisoning	34	33	8	8	83
Other	2	5	0	2	9
TOTAL	51	68	24	36	179

UNDETERMINED DEATHS (MANNER)
FISCAL YEAR 2004-2005

When investigative information and autopsy findings cannot determine the fashion in which a cause of death came about, the manner of death is listed as “Undetermined”. Forty deaths fell within this category. The majority of cases fell into two categories, poisoning (drug-related) where accidental or intentional overdose could not be determined and unknown where after complete autopsy, the cause and manner of death could not be determined.

	MALE		FEMALE		
	2004	2005	2004	2005	
METHOD/CAUSE	JULY-DEC	JAN-JUNE	JULY-DEC	JAN-JUNE	TOTAL
Asphyxia	0	1	0	0	1
Blunt trauma	0	0	0	1	1
Drowning	1	1	0	0	2
Fall	1	0	1	1	3
Hanging	1	0	0	0	1
Poisoning	2	5	3	3	13
Traffic	0	1	0	1	2
Unknown	3	5	2	6	16
Skeletal remains (unknown sex)*	0	0	0	0	1*
TOTAL	8	13	6	12	40

NEIGHBORHOOD COMMISSION OFFICE

Baybee Hufana-Ablan, Executive Secretary

POWERS, DUTIES AND FUNCTIONS

The implementation of the Neighborhood Board system began in 1972, when Honolulu voters approved a revision to the Revised City Charter, Article XIV, which called for the formation of a nine-member Neighborhood Commission to develop a Neighborhood Plan to assist in implementing the formation and operation of elected neighborhood boards on Oahu. The purpose is to provide a mechanism to increase and assure resident participation in the process of government decision-making. Administrative and technical staff provided through the Neighborhood Commission Office supports the mandated functions of the Neighborhood Commission and the neighborhood boards.

HIGHLIGHTS

Neighborhood Commission Office

Neighborhood Commission Adds Kapolei Office – On May 16, 2005, nine of 16 staff members moved into a new office on the third floor of Kapolei Hale. The co-location of the staff office, which is right next door to Mayor Mufi Hannemann's Kapolei office, was not only to ensure that the Leeward and Central neighborhood boards had equal access to Neighborhood Commission staff, but also to reaffirm the Mayor's commitment to fully utilize Kapolei Hale and encourage private sector to realize the planned second city of Kapolei is a viable alternate location for offices.

Executive Secretary Attends Neighborhood Board Meetings In FY 2005 – During the last five months of FY 2005, newly appointed Executive Secretary Baybee Hufana-Ablan, was able to visit and introduce herself to 26 of the 32 neighborhood boards. It is her objective to visit the remaining six boards (Aiea, Ala Moana, Kalihi Valley, Kaneohe, Koolauloa, and Liliha) before year end.

2005 Neighborhood Board Elections – During the 2005 Neighborhood Board Elections, 543 candidates filed applications to run for the 444 board seats on our 32 boards. Of this total, two candidates filed complaints regarding the election results.

Executive Secretary Meets with Neighborhood Board Chairs – For the first time ever, the Executive Secretary hosted a meeting on April 28, 2005, for chairs of the 32 neighborhood boards. Ideas and concerns by the 21 chairs attending the meeting were shared with Executive Secretary Baybee Hufana-Ablan as well as Managing Director, Jeff Coelho, who fielded questions from the board chairs. She has scheduled another meeting with board chairs and the Commission chair in September 2005.

Sunshine Law Training – With the help of the Managing Director's Office and the State's Office of Information Practices, two sunshine law (open meetings) training sessions were conducted for neighborhood board members and commissioners of City agencies on May 14 and June 28, 2005.

Neighborhood Commission

Neighborhood Plan – During fiscal year 2005, the Neighborhood Commission's Neighborhood Plan Committee continued its comprehensive review process of the1998 Edition of the Neighborhood Plan. Plans are to schedule and hold public hearings for discussion of the proposed amendments by the end of 2005.

Neighborhood Board Initiative Petition – The commission denied an amendment proposal for the purpose of considering changes to the organizational structure of the McCully/ Moiliili Neighborhood Board No. 8. It asked the board to review three alternate proposals which would be more equitable for Subdistrict 3.

Attendance at Neighborhood Board Meetings – Commission members have continued to attend monthly neighborhood board meetings to observe and to better understand the needs of neighborhood boards.

NEIGHBORHOOD COMMISSION OFFICE

With positive direction from the Managing Director and cooperation from Corporation Counsel in reviewing numerous issues with legal implications, the Neighborhood Commission office provided administrative and technical support services to the Neighborhood Commission and the neighborhood boards to assist in facilitating their City Charter-mandated functions to increase and assure effective citizen participation in the decisions of government. These activities have been accomplished

The office operations are divided into two major and interdependent sections to strengthen operations and services: 1) Community and Elections Services which supports 32 neighborhood boards and the conduct of their biennial elections, and 2) Administrative and Office Services, which administratively services the commission and the boards, and provides communication and training services as well as housekeeping and office services. The duties and accomplishments of the office operations are expanded upon in the sections following.

Neighborhood Commission Office Accomplishments

Community and Election Services Section

Neighborhood Board Field Services – Accomplishments of our field staff included: 1) serving as the primary liaison between the boards, the Neighborhood Commission, and the City, State and Federal governments,

2) providing documentation of board activities by producing and filing of meeting agendas, attending, recording and distribution of meeting minutes, and completing the written and oral requests generated by official board action, 3) providing technical information on proper meeting procedures, City policies and program, and 4) assisting in producing and distributing publicity materials to enhance two-way communication with neighborhood residents.

Meetings attended and recorded 385

Monthly sets of minutes and agendas processed/mailed 5,819

Annual attendance at board meetings 7,320

Neighborhood Board Election Services – Our staff participation for the 2005 board elections process began in late 2004 with writing and producing public service announcements and posters to promote awareness of Neighborhood Boards and the upcoming election. We had 543 candidates file applications to run for the 444 board seats on our 32 boards.

The May 14, 2005, investiture ceremony planned by Election Services staff, represented the culmination of the board elections. Mayor Mufi Hannemann shared an inspiring message with board members and Council Chair Donovan Dela Cruz, and Executive Secretary, Baybee Hufana-Ablan, thanked board members for their commitment to their communities. Councilmembers Ann Kobayashi and Gary Okino, Neighborhood Boards Commissioners, as well as families and friends of board members, also came to honor our dedicated community volunteers. The ceremony was followed by a lunch hosted by the Neighborhood Commission Office staff.

Administrative and Office Services Activities – The administrative staff coordinated and serviced all regular and special meetings of the Neighborhood Commission. Essential and substantial staff support and technical assistance was provided to the commission in complaint hearings, and in the conduct of public hearings relating to the neighborhood boards' amendments to their Initiative Petitions to receive testimony and public input.

Section staff coordinated the fiscal expenditures for each neighborhood board through its centralized purchasing and accounting functions. Individual monthly statements were prepared for all 32 neighborhood boards to apprise each board about the status of its operational, publicity and refreshment appropriations. In addition to assisting with the preparation of the commission's annual operating budget, this section services the nine-member commission and handles all fiscal, personnel and property inventory matters.

Our administrative staff also supports the Mayor's Representative Program working with the Managing Director's Office. We clarify with the Mayor's representatives all the questions and concerns related to them by board members and residents at each neighborhood board meeting. The questions and concerns are then forwarded to appropriate departments, and monitored to assure responses are received by the departments in time for the Mayor's representatives to discuss at the following board meeting.

Training and Educational Programs – Training and educational programs serve a vital function in providing basic skills and essential technical information to assist board members to effectively perform their tasks.

In October 2003, Council- initiated Ordinance 03-30 amended Chapter 3 of the Revised Ordinances of Honolulu by adding a new Article 12, requiring sunshine law training for elected neighborhood board members. The ordinance requires that *"any board member whose date of taking office is after July 1, 2004 shall participate in the sunshine law training program within three months from the date of taking office.*" Sunshine law training was neither planned nor conducted until the new administration was in place. With the help of the Managing Director's office and the State's Office of Information Practices, two sunshine law training sessions were conducted for neighborhood board members and commissioners of City agencies on May 14 and June 28, 2005. Further, the Office of the Corporation Counsel has committed to assist the Neighborhood Commission Office in conducting quarterly sunshine law training, with the first one planned for August 29, 2005.

Other board training workshops conducted to further enhance the role of Neighborhood Board members, included "How To Make Your Meeting Work," three workshops on "Orientation for Board Members," and a session on "Parliamentary Procedures."

- A workshop on "How To Make Your Meeting Work" was conducted by the Neighborhood Commission in July 2004 at Kapolei Hale. The workshop focused on parliamentary procedures, how they apply to neighborhood boards, tools on how to make meeting time productive and tips for chairs and board members.
- Two Sunshine Law (open meetings law) training sessions were held on May 14 and June 28, 2005. The sessions, conducted by Les Kondo of the State Office of Information Planning, were to educate the 253 board and commission members in attendance on the intent of the open government law to protect the people's right to know and allow public participation.
- Two sessions of "Orientation for Board Members" were held on May 14 and June 15, 2005. The presentations focused on information related to the purpose and role of the neighborhood board, elections, boundaries, use of the board's budget, mass mailings, newsletters and surveys.
- A workshop on "Parliamentary Procedures" was held on May 14, 2005 for all board members. The workshop focused on other tools that the board can use besides their regular monthly meetings such as public forums. Parliamentary procedure according to Roberts Rules of order relating to presiding, minutes, the previous question and motions were included in the workshop. Our staff also entertained very thoughtful questions by our board members.

Public Awareness - As part of its function as a City agency, administrative staff worked closely with Olelo and producers in the development of listing neighborhood board meetings on public cablevision to broaden public awareness about the board system.

Web Site – Our active web site requires regular updates by staff to maintain the abundance of Neighborhood Commission information. The web site includes individual board web sites with agendas and minutes going back through 2001, as well as boundary maps for each board and board photos. Agendas and minutes for the Neighborhood Commission are also included as well as commissioner and board member directories, calendars of monthly board meetings, office staff and Mayor's representatives contact information and their board assignments. The Revised Neighborhood Plan, including proposed revisions, links to the Neighborhood Board Discussion sites, and election results for the elections of 2001, 2003, and 2005 can also be found on this site. Our NCO newsletter Ho'ike Lono is also posted on the web along with answers to Frequently Asked Questions, pictures of various events. In an effort to improve our access as well as cut costs, this web site includes a link to sign up for automatic e-mail of agendas and/or minutes for boards and the Commission.

Communication - In an average month throughout FY 2005, extensive communication-related services provided by staff allowed our neighborhood boards and the Neighborhood Commission to reach over 5,800 residents and households, including govern-

ment officials and organizations. Circulation of a monthly calendar of events, agendas and minutes continues to be a valuable outreach mechanism to routinely publicize activities of Oahu's neighborhood boards and the commission in a timely manner.

Additional services involved the production and distribution of newsletters, surveys, flyers, posters, brochures, and certificates; dissemination of information and publicity press releases; publication of legal notices; and writing related correspondence and technical reports.

Board surveys were distributed to identify neighborhood needs and to elicit neighborhood opinions and served as tools to guide boards in setting priorities and recommendations. Survey results were subsequently communicated to neighborhood residents and, as appropriate, transmitted to proper officials and other government departments and agencies.

Total Communication materials processed:

Newsletters/Surveys 8
Videotaped Board meetings 131
Monthly Calendar of Events 12
Certificates, invitations, programs, flyers 143

NEIGHBORHOOD BOARDS

All 444 board members are volunteers and serve as advisory groups to the City Council, the City Administration and to departments, agencies and public officials of the state and federal governments. Oahu's neighborhood boards function as an island-wide communication conduit, expanding and facilitating opportunities for community and government interaction. The Revised Neighborhood Plan, developed by the Neighborhood Commission, serves as the legal framework for the neighborhood boards.

Summary of Neighborhood Board Activities

Our neighborhood boards are encouraged to provide their community an opportunity to express its needs and desires in the delivery of government services, including services provided by government, economic development and land use matters. The neighborhood boards were engaged in a variety of activities which included:

1. Having presentations and making recommendations on zoning and variance applications and permits and land use proposals, discussing its impact on the community, including traffic impacts, and submitting recommendations;
2. Reviewing and making recommendations in support of a mass transit project, Bus Rapid Transit, bus routes and other municipal transportation needs, including bikeways, highway beautification projects and communicating traffic and highway concerns;
3. Raising concerns related to parks and making recommendation for park uses to include cultural and heritage uses, tot lots and bark parks and night closures;
4. Reviewing and setting priorities on the Operating Budget and Capital Improvement Projects (CIP) proposed by the City and recommending a list of proposals reflecting the needs of individual neighborhood communities;
5. Reviewing and making recommendations to the Honolulu City Council, Hawaii State Senate and House of Representatives.
6. Participating in various workshops conducted by government agencies.

In their role as neighborhood-based communication channels, boards sponsored forums to hear platforms of political candidates and presentations from the Clean Elections organization. Other boards had special guest presentations on issues and concerns or projects that will affect all of Honolulu. Presentations included Bill 40 (2005) to establish a one half percent General Excise and

Use Tax Surcharge for Transportation, Bus Rapid Transit, Nimitz contra-flow, bus routes, highway beautification, and traffic calming in several board areas. A plan to eliminate crosswalks across King Street at Punchbowl and Bishop Street was halted due to the intervention of the community residents. Environmental issues such as the City's Curbside Recycling Project, U.S. Army Stryker Brigade, HECO's Kamoku-Pukele 138kv Transmission Line Project, and Sewage Treatment Projects were also part of board agenda during FY 2005.

Community residents brought issues before boards that were more local and impacted quality of their neighborhoods included recreational issues such as the Haiku Stairs project, Koolau Greenbelt, the Heritage Trails System, and use of city parks. Land and zoning issues such as Waikiki re-development, planned housing, and the proposed Kapahulu Safeway In partnership with HPD, boards also participated in community activities to improve the quality of their neighborhoods such as starting up Neighborhood Watch groups, sign waving with HPD for Community Traffic Awareness Program (CTAP), and involvement with Weed and Seed and Community Policing and Drug Abatement and Awareness programs.

Residents island-wide were able to view the following neighborhood board meetings on television on a delayed basis: Ewa Beach, Hawaii Kai, Kalihi Valley, Kailua, Makakilo/Kapolei/Honokai Hale, Manoa, Mililani Mauka/Launani Valley, North Shore, Palolo, Pearl City, Waianae Coast, and Waikiki. Videotaping board meetings through arrangements with Olelo (cable television) continued to be a popular avenue to stimulate public interest.

The neighborhood boards of Aiea, Aliamanu/Salt Lake/Foster Village, Diamond Head, and Downtown used annual newsletters to communicate with their communities while the Waipahu Neighborhood Board communicated through monthly advertisements and the Wahiawa Neighborhood Board conducted a survey in June to assess the concerns of their community.

NEIGHBORHOOD COMMISSION

The Neighborhood Commission was officially established in 1973, after Honolulu voters approved a revision of the Revised City Charter, Article XIV. All nine members are appointed volunteers who serve in staggered five-year terms. Four of the Commission members are appointed by the Mayor, four are appointed by the City Council, and the ninth member is appointed by the Mayor and confirmed by the City Council. One of the Mayor's appointees, and one of the City Council appointees as well as the ninth member of the Commission are required to have served one full term on a neighborhood board.

In addition to developing a Neighborhood Plan, which serves as the legal framework for the neighborhood boards, the commission is responsible for the review and evaluation of the Neighborhood Plan and the neighborhood boards. The City Charter mandates the commission to assist areas of the city, upon request, in the formation and operation of their neighborhoods and neighborhood boards. The commission is required to meet six times within a year to review and evaluate the activities, performance and operations of the neighborhood boards.

Members of the Neighborhood Commission during fiscal year 2004-2005 were as follows:

**Gawain Rohita (Roy) Wickramaratna, Chair
* Kalene Sakamoto, Vice-chair
Clara Y. Ching (Appointed by former Mayor Jeremy Harris, confirmed by Council)
* Mike Ellis (replaced Benjamin Gudoy effective April 14, 2005)
**Edward E. Gall
**Tom Heinrich
**Jeanette Nekota
* Pohai Ryan
* Benjamin Sanchez

**Mayoral appointees*
***Council appointees*

Commission Accomplishments

This fiscal year the Commission held eight regular meetings and one special meeting. Commissioners conducted several complaint hearings on neighborhood board operational inconsistencies, improper board meeting procedures and publication notices.

Procedural hearings were held by the commission in response to complaints pertaining to alleged neighborhood board procedural inconsistencies. Several complaints were dismissed while other complaints against the Makakilo/Kapolei/Honokai Hale neighborhood board were deferred pending reconsideration to allow the board to receive appropriate training in order-and-decorum and Parliamentary Procedure and communications skills.

The Commission's Neighborhood Plan Committee continued its comprehensive review process of the Revised Neighborhood Plan, 1998 Edition. The Corporation Counsel has completed an initial review to the proposed amendments and is awaiting further review by the Commission's Neighborhood Plan Committee. The Neighborhood Commission plans to finalize and have available a new Neighborhood Plan for public hearings by December 2005.

OAHU CIVIL DEFENSE AGENCY

William D. Balfour, Jr., Acting Administrator

POWERS, DUTIES AND FUNCTION

The Oahu Civil Defense Agency (OCDA) is established by Section 128-13, Hawaii Revised Statutes, and Section 6-104, Revised Charter of the City and County of Honolulu. Functions of the Agency are to develop, prepare for, and under disaster or emergency situations, assist in the implementation of Emergency Management plans and programs to protect and promote the public health, safety, and welfare of the City. In addition, the Agency coordinates the Emergency Management activities and functions of the City with those of the State and Federal governments and other public or private organizations for Emergency Management within the County.

In performing these functions, we conform to the standards for local preparedness set forth by the Federal Emergency Management Agency by performing awareness, prevention, preparedness, coordinated response, and recovery activities and planning.

Threats/hazards against which we direct our efforts include enemy attack; natural disasters such as hurricanes, earthquakes, tsunamis, flooding, high surf, and high winds; man-caused disasters such as aircraft crashes, radiological incidents, marine and inland oil spills, and hazardous material releases; and acts or threats of terrorism to include terrorist use of weapons of mass destruction.

HIGHLIGHTS

- Homeland Security Program
- Community Emergency Response Team
- Maunalani Heights Hazardous Materials Response

ORGANIZATION

Our authorized staff includes an Administrator, Plans and Operations Officer, Radiological Defense and Logistics Officer, Communications Officer, Disaster Preparedness and Recovery Officer, Education and Training Officer, Hazardous Materials Officer, Secretary, and Clerk. All staff positions are civil service.

Oahu Civil Defense Agency Community Emergency Response Team

A trained and dedicated Civil Defense Volunteer force of approximately 150 individuals operates in support of OCDA and other City departments and agencies during response actions. To facilitate volunteer support, Oahu is divided into six Volunteer Civil Defense Districts. Each District functions under the direction and supervision of a Volunteer District Coordinator. Coordinators further subdivide their Districts into smaller working areas led by Team Leaders. Team Leaders have the responsibility to know their areas and to anticipate the problems that may arise in the event of a disaster. The volunteers assist in accomplishing various preparedness and response actions. We have a positive program to support the volunteers, including funding for radios, safety equipment, meals while on duty, mileage reimbursement for personal vehicles, an awards program, and monthly training classes to ensure volunteers are qualified to accomplish required activities.

The OCDA staff is augmented by Staff Volunteers who provide technical/professional advice and operational/administrative assistance. These volunteers include a Tsunami Advisor and Tsunami Education Volunteer, Health Care Advisor, Shelter and Communications Specialists, and a Radio Amateur Civil Emergency Services (RACES) group.

GOALS

Our primary goal is to develop a high level of proficiency within our staff and among volunteers, government, and private sector organizations. This results in a well-coordinated and timely response to any disaster that may threaten or strike the City. A continuing goal of near equal importance is the expansion of public information and education programs so that awareness and preparedness are heightened. This ensures that emergency actions by residents and visitors alike are predictable and in consonance with emergency plans.

OCDA's primary goal of Emergency Management proficiency in the City's Emergency Operating Center (EOC) is ongoing. Weekly training sessions on EOC technology and software ensure a well-coordinated and timely response to any disaster, natural or otherwise, that may threaten or strike the City.

The Honolulu Urban Area Working Group (HUAWG), formed in 2003 to assess and strategize the City's response to an act of terrorism, is facilitated by OCDA and has as its goal the universal Homeland Security issues of interoperability and standardization.

The HUAWG shall be the standardization governance structure to ensure that equipment and technology are interoperable between the City's First Responders during the next emergency or catastrophic event.

Another critical goal is the establishment of the Community Emergency Response Teams (CERT) in the various communities around the City. Federal funding is available to ensure that the recruitment of CERT volunteers is ongoing and spearheaded by a contracted CERT coordinator.

Another OCDA goal is to ensure a balance between the focus and funding of the campaign against terrorism and an All-Hazards strategy that understandably has been less of a concern since the tragedies of 9-11-01. The phenomena of numerous storms and hurricanes, which impacted the State of Florida in 2004, could easily be replicated in the Pacific Basin. Our Islands lie just north of what is considered the "Hurricane Corridor" of the Pacific, and we have been fortuitous in dodging many close calls since Hurricane Iniki in 1992. The City and County of Honolulu has experienced many types of natural disasters such as wildfires on the Leeward Coast that claimed 800 acres and threatened many homes and subdivisions.

A major goal for Oahu Civil Defense and the City is meeting National Incident Management System (NIMS) Compliance standards.

The National Incident Management System (NIMS) was developed to provide a system that would help emergency managers and responders from different jurisdictions and disciplines to work together more effectively in handling emergencies and disasters. Most incidents are handled on a daily basis by a single, local jurisdiction at the local level, often by fire personnel, EMS and law enforcement. Even for incidents that are relatively limited in scope, coordination and cooperation amongst the responding organizations makes for a more efficient response.

When NIMS is adopted and used nationwide it will form a standardized, unified framework for incident management within which government and private entities at all levels can work together effectively. The NIMS provides a set of standardized organizational structures such as the Incident Command System and standardized processes, procedures and systems. These processes and procedures are designed to improve interoperability among jurisdictions and disciplines in various areas — command and management, resource management, training, communications.

City and County of Honolulu efforts to implement NIMS must include the following:

- Incorporate NIMS into existing training programs and exercises
- Ensure that federal preparedness funding is available for local NIMS implementation
- Incorporate NIMS into Emergency Operations Plans
- Promote intrastate mutual aid agreements
- Coordinate and provide NIMS technical assistance to local entities
- Institutionalize the use of the Incident Command System

The City and County of Honolulu should support NIMS implementation through the following:

- Identifying appropriate City Second Responders who should complete the NIMS Awareness Course: "National Incident Management System (NIMS), An Introduction" IS 700. This independent study course developed by the Emergency Management Institute (EMI) explains the purpose, principles, key components and benefits of NIMS.
- Formally recognizing NIMS and adopting NIMS principles and policies. The City should establish legislation, executive orders, resolutions or ordinances to formally adopt NIMS.
- Establish a baseline by determining which NIMS requirements the City has met. Clearly state what NIMS concepts and protocols have been implemented. If gaps in compliance with NIMS are identified, the City should use existing initiatives such as the Office for Domestic Preparedness (ODP) Homeland Security grants programs, to develop strategies for addressing those gaps.

The Honolulu Fire Department has volunteered to lead these efforts with the support of the Oahu Civil Defense Agency and Hawai'i State Civil Defense.

PLANS AND PROGRAMS

Homeland Security Program

OCDA continues to manage and facilitate grants received from the U.S. Department of Homeland Security (DHS). These funds have been allocated to the City's first responders and support agencies to purchase personal and support equipment and specialized vehicles to prevent or respond to acts of terrorism against the people of Honolulu. These acts may involve chemical or biological agents, or radiological, nuclear, and explosive devices (CBRNE). Funds were also provided to departments for the purpose of attending conferences, workshops and meetings to expand their knowledge and training in an effort to combat terrorism.

OCDA also facilitated the development of goals and objectives for the City to serve as the means of achieving desired, measurable results. A committee comprised of city agencies called the Honolulu Urban Area working Group (HUAWG) adopted these goals and objectives. HUAWG's plan to address terrorism through equipment acquisition, training, exercises and plan updates was approved by DHS and the Hawaii State Civil Defense Division. This plan covers the four major functional areas for combating terrorism: Prevention, Preparation, Response, and Recovery. The City has received about $37.1 million since FY 2001 to implement

this plan, which was adopted by HUAWG in FY 2004. The Honolulu Police department (HPD) received $11.8 million, the Honolulu Fire Department (HFD) received about $8.8 million and the remaining funds, $16.5 million, went to OCDA, Department of the Medical Examiner, Planning and Permitting, Emergency Medical Services, Facilities Maintenance Security, Board of Water Supply, Environmental Services and the Department of Information Technology.

HUAWG is implementing the *Interoperable Communication Technical Assistance Program Plan*, which addressed communication amongst first responders. During this period the Honolulu Fire Department moved communications from VHF to the 800 MHz system and 800 MHz radios were provided to our City Emergency Medical Services vehicles to further enhance the goal of interoperability amongst the first responder community. Testing of the planned interoperability is going well with technical support being provided by DHS.

OCDA is currently updating the City Emergency Operating Plan (EOP) based on guidance outlined in the new National Incident Management System (NIMS) and the National Response Plan (NRP). A planning grant allows us to revise the EOP to ensure it is in compliance with Federal guidelines.

The City, through OCDA, will continue to participate with State and Federal entities to maintain communication and cooperation at all levels. Lastly, partnering with private organizations and corporations to inform the public of non-governmental services will continue, since it brings all sectors of the community together.

Community Emergency Response Team (CERT)

CERT began in 1995 as a non-funded OCDA program. The program trains groups of individuals who could self-activate in the event of a catastrophe and to provide assistance in their neighborhoods before emergency responders arrive. They are trained in emergency management awareness, first aid/CPR, light fire suppression, light search and rescue, and damage assessment. For the second year, DHS funded an expansion of this program, allowing OCDA to purchase equipment (helmets, vests and backpacks) for the Teams**.** Funding has allowed CERT to expand the instructor corps, train more Teams, and purchase additional equipment (work and nitrile gloves, flashlights, first aid kits, goggles, and dust masks.) Continued CERT funding will provide for additional recruitment, training, community outreach and additional public awareness activities.

MITIGATION

StormReady and TsunamiReady

OCDA worked closely with the National Weather Service (NWS) and on June 8, 2005, the City and County of Honolulu received national recognition for being StormReady and TsunamiReady.. StormReady and TsunamiReady recognition identifies communities that have implemented extreme weather-related mitigate strategy, developed a monitoring infrastructure and a warning systems that will save lives and protect property.

County Wind Mapping into Building Code Design

OCDA worked closely with the Department of Planning and Permitting and Martin & Chock Structural Engineers to coordinate a FEMA grant to incorporate wind speed up mapping into the next County Building Code.

County Hazard Mitigation Plan

To ensure hazard mitigation planning, we submitted the first County Multi-Hazard Pre-Disaster Mitigation Plan. The plan is risk and vulnerability based, and identifies major mitigation projects that the City can initiate. The plan is pending approval by the Federal Emergency Management Agency (FEMA). Approval of this plan is mandated by the Disaster Mitigation Act of 2000 and will ensure continued mitigation funding of City projects.

Hurricane Shelter Resurvey Program

OCDA surveyed seven (7) Macy's Stores, three (3) schools, three (3) medical facilities, and eight (8) military facilities on Oahu to determine hurricane safe sheltering capabilities within each facility. Facilities who agree to be designated as a private shelter can protect their own staff and guests, thus saving public shelter space. This designation protects facilities from civil liability during exercises and operations.

Bioterrorism Response

OCDA continues working relations with the State Department of Health (DOH) and Healthcare Association of Hawaii (HAH). These entities would assist the City during either a bioterrorism attack or a zoonotic outbreak. The DOH represents the Public Health response and the HAH represents private hospital and clinic responses. Close liaison and planning resulted in regular meetings with both entities together with the entire response community. As a result, there are improved plans and protocols established for a possible outbreak, whether from a terrorist attack or from a release.

Hazardous Materials Response

Oahu Civil Defense was involved in the planning and response to recover vials of unknown liquid from a Maunalani Heights private residence. Working with a Unified Command response team involving Federal, State, County, and Non Government entities, more than 100 vials were secured and moved to Wheeler Army Air Field for identification and handling by the U.S. Army Technical Escort personnel.

Campbell Local Emergency Action Network

The Oahu Civil Defense Agency continued its close association with the Campbell Local Emergency Action Network (C.L.E.A.N.). OCDA assisted in the development of a project to install indoor siren simulators at three (3) schools neighboring Campbell Industrial Park and worked with C.L.E.A.N. to develop an evacuation plan for Campbell Industrial Park. OCDA also participated in the review of the 2005 CLEAN Emergency Resources Guide for Businesses at Campbell Industrial Park, and the guide was posted on the LEPC website.

Honolulu Local Emergency Planning Committee (LEPC)

The agency, in agreement with the Honolulu LEPC, prepared a project to update the City's Hazardous Materials Plan and hired a consultant for the project. The Pearl City – Waipio Gentry Project will assess businesses in the vicinity of the Pearl City Industrial Park and the Waipio Gentry Business Park that store or utilize hazardous materials, and prepare a vulnerability assessment for those chemicals. This project is funded by a grant from the Department of Transportation Hazardous Materials Emergency Response Program (HMEP), and is the third installment to update the City's Hazardous Materials Plan.

The Honolulu LEPC also worked with the Hawaii State Emergency Response Commission to refine the electronic submission program for Tier II reports. Tier II Cameo facility data was established and facilities were plotted on Marplot maps and the data was provided to HFD HAZMAT units.

The LEPC facilitated a C.L.E.A.N. donation of $8,000 to sponsor five additional HFD personnel to attend the Continuing Challenge HAZMAT Workshop in Sacramento, California. LEPC members also attended the Hazmat Explo Conference in Las Vegas, Nevada and the 2005 National Association of SARA Title III Program Officials (NASTTPO) & HMEP Grants Conference in Portland, Maine.

<u>LEPC HAZMAT Exercises</u>
CONOCO Phillips Oil Spill Drill

<u>LEPC Hazmat Training</u>
WMD Terrorism Incident Operations for Emergency Responders
Hazmat 1st Responder Operations
Biological Warfare Operations
EPA Risk Management Program
HAZWOPER Refresher

<u>LEPC Exercises</u>
Healthcare Association of Hawaii Hazmat Exercise
93rd CST Exercise

<u>LEPC Tours – Coordinated/Participated</u>
HECO
Pearl Harbor Environmental Programs

<u>LEPC Meetings</u>
USCG Area Committee
CLEAN
HSERC
LEPC
Environmental Crimes Task Force
Navy and Air Force Restoration Advisory Boards
Oceania Regional Response Team

Communications and Warning

Conversion of OCDA communications systems to 800 MHZ is 97% completed and 80% of volunteers are equipped. Radios are being programmed and issued to users on a need basis. New upgraded radios are being added for Federal Interoperable compliance as funds permit. Eighteen additional APCO Project 25 Compliant radios were added during this period, with more being acquired next year.

The Siren Warning System coverage continues to improve. OCDA and State Civil Defense personnel are in the planning phase of adding additional sirens to the network. Additional system upgrades are still going through the review process.

The Radio Amateur Civil Emergency Service (RACES) organization continued to expand its emergency services to the community and the City. RACES deployed amateur radios in 50% of fire stations and several repeaters in planning for possible deployment of amateur radio operators.

Hawaii Emergency Preparedness Executive Committee (HEPEC)

OCDA continues to participate in this coordination and information group organized to facilitate interaction between the armed services and the emergency response community and to share matters of common interest. Topics and issues discussed in these meetings included:

- Statewide hurricane exercise
- Interaction with the JRAC-HI
- Coordinated exercise schedules
- Weapons of Mass Destruction training
- Chemical support team

Emergency Food

OCDA maintained 132 cases (12 meals per case) of Meals-Ready-to-Eat (MRE) to be used as emergency food for City EOC staff. An agreement with the U.S. Army allows rotation of unused meals before their expiration date at no additional cost.

Radiological Defense Monitoring Equipment

The Honolulu Fire Department (HFD) has custody of 100 low range (0-50mR) CDV-700 radiological survey meters, which are at the Fire Training Bureau (50 each) and fire stations. State Civil Defense provided these meters.

TRAINING

Civil Defense Staff

Civil defense staff received training in the following subject areas:

- Community Emergency Response Team (CERT) Training
- CERT Instructor Training
- Department of Justice—Terrorism Emergency Response Training
- Department of Justice—Terrorism Incident Command Course
- Emergency Preparedness Liaison Officer
- GASCO Emergency Procedures
- Incident Response to Terrorist Bombing
- Integrated Emergency Management Course
- Response to a Biological Attack: Integrating Public Health and Law Enforcement
- Perimeter Security When Victims are Present
- Developing and Implementing Interoperability Communications
- Emergency Planning
- Introduction to the Incident Command System
- Exercise Design Course
- Principles of Emergency Management
- Developing and Managing Volunteers
- Household Hazardous Materials
- Tabletop Exercise Design and Development
- Mitigation for Homeowners
- Mail/Bomb Threat Awareness Course
- Prevention of Sexual Harassment
- Principles of Emergency Management
- Public Assistance Operations
- Terrorism Awareness Workshop
- USCG Incident Command Course
- State Dept of Health/Strategic National Stockpile PIO/JIC Training
- US Coast Guard Mental Health Training
- ICS 401-404
- National Incident Management System
- National Response Plan
- Skywarn

WMD Training

OCDA continues to send responders from key departments of the City to train at the US Department of Homeland Security facility in Socorro, New Mexico. They were sent for one-week sessions to train on honing their skills in responding to WMD Terrorism Bombings incidents, and to become trainers in bomb awareness programs.

Civil Defense Volunteers

Civil defense volunteers received the following training:

- Domestic Preparedness Program
- Review of Hurricane and Tsunami Standard Operating Procedures
- Shelter Selection Criteria
- Hazard Material Familiarization
- Volunteer Activation Policy
- Shelter Operations
- HPD Traffic Control Procedures
- NWS Hurricane Season Review
- New Volunteer Orientation
- Volunteer Manual Review
- CERT Training
- 800 MHz Radio Operations
- High Surf SOP Review
- Flash Flood/Flood SOP Review
- Incident Command System Orientation

Courses Presented by Oahu Civil Defense Agency

The following courses were presented by OCDA to sustain the emergency response capabilities of the City:

- Community Emergency Response Team (CERT)
- Local Government Role in Emergency Management
- Civil Defense Plans and Procedures to Police Recruits
- RACES - Ham Radio Operators Course
- E-Team Program Familiarization Course
- Executive Seminar on Hurricanes
- Executive Seminar on Hazard Mitigation Planning
- High Surf SOP
- Explosives Identification
- Community Emergency Response Team
- Terrorism Awareness
- Hurricane Season Forecast
- Disaster Mental Health

EXERCISES

The Oahu Civil Defense Agency conducted or participated in the following exercises and drills:

Hurricane

OCDA participated in the annual statewide hurricane exercise conducted during the period May 10 -21, 2005. Makani Pahili 2005 involved federal, state, county and private agencies. The purpose was to validate disaster plans and response capabilities.

We conducted this year's exercise in three phases:

Phase I consisted of an Executive Hurricane Seminar for Department Directors and Deputies.

Phase II consisted of two exercises, the first being an Emergency Operations Center command post exercise (CPX) to test internal notifications, warnings and preparedness actions. The second part was an island-wide RACES/800 MHz Communications exercise. RACES tested the "Simplex" function of amateur radio, 800 MHz interface and message handling between RACES and Civil Defense Volunteers.

Phase III consisted of two EOC/E-team workshops. These workshops ensure a high level of efficiency of Civil Defense Coordinators and key staff during a catastrophic event.

Tsunami

OCDA participated in the bi-annual statewide Tsunami communications. This test involved federal, state, county and private agencies and verified the communications portion of the Tsunami Standard Operation Procedure (SOP).

School Tsunami Evacuation

Participated and assisted in tsunami evacuation exercises of:

- Hau'ula Elementary School
- Haleiwa Elementary School
- Iroquois Point Elementary School
- Kaaawa Elementary School
- Laie Elementary School
- Nanaikapono Elementary School
- Waialua Elementary School
- Waianae High School

School Evacuation Exercises

Participated and consulted in emergency evacuation exercises of:

- Kawananakoa Middle School
- Waipahu High School
- Lehua Elementary School
- Aliamanu Elementary School
- Kaimuki High School

RACES Communications

The Radio Amateur Emergency Services group participated in the following exercises:

- Statewide Hurricane Exercise
- Annual Amateur Radio Relay League (ARRL) Simulated Emergency Test
- Bi-annual Statewide Tsunami Exercise

Strategic National Stockpile (SNS) Exercise

Although not slated until August 2005, the SNS Exercise has been planning and preparing since June 2003. OCDA participated in the initial planning stages, providing feedback as one of the "trusted agents" that was privy to all information. Monthly planning meetings and a tabletop exercise in June 2005 will culminate in a major field exercise in August 2005 for responders, the State Department of Health, Healthcare Association of Hawaii and the State Civil Defense Division.

EMERGENCY MANAGEMENT OPERATIONS

Winter, 2004-2005 Floods

During December, January and February La Nina induced rainy season created significant periods of rains. Coupled with ground saturation, this caused many agricultural losses in the City. Working together with the U.S. Department of Agriculture's Farm Service Agency (FSA) and the National Conservation Resources System (NCRS), OCDA coordinated assistance to farmers to recoup losses and to replace vegetation to prevent further topsoil erosion.

October, 2004 Floods

On October 31, 2004 unseasonable heavy rains caused flash flooding of the Manoa Stream. Residents in Woodlawn and Manoa area and the University of Hawaii at Manoa sustained significant flood damage. Enough damage was sustained to warrant the Governor of the State to request and have granted a Federal Disaster Declaration, which released Federal resources to assist in recovery operations.

Oahu Civil Defense Public Information Display

2005 Hurricane Season

Of the five (5) Hurricanes that originated in the Eastern North Pacific, no systems entered Hawaiian Waters.

OCDA activated the Honolulu Emergency Operating Center for, coordinated response to, or was alerted and monitored the following emergency situations during the period:

EVENT	# OF DAYS/INCIDENTS
WATER SPOUT	2
BIO AGENT HOAX/THREAT	1
BRUSH/WILD FIRE	3
ROCK/LANDSLIDE	3
FLASH FLOODING/USSFA	41
HAZARDOUS MATERIALS	1
FUNNEL CLOUD	2
HIGH WIND	10
HIGH SURF (DAYS)	139
POWER OUTAGE	1
INLAND OIL POLLUTION	8

EVENT	# OF DAYS/INCIDENTS
MARINE OIL POLLUTION	20
OIL/FUEL SPILL	6
GAS LEAK	17
THUNDER STORMS	2
OIL SPILL EXERCISE	1
TROPICAL CYCLONE	16
TSUNAMI INFO/WATCH/WARNING	50
SHIP CONTAINER LEAK	4
TRANSFORMER (NON PCP)	7
BOX JELLYFISH	12
TOTAL	346

Oahu Civil Defense Agency Radio Amateur Communications Emergancy Service Field Day HAM Radio event

PUBLIC EDUCATION AND INFORMATION

Several local television stations continued to assist in our effort to raise public awareness of natural hazards by providing public service air time to broadcast the OCDA produced 18-minute video: “Storm Alert-Hurricanes in Hawaii”.

The Civil Defense Speakers Bureau Program continued its active involvement in the community. OCDA staff members participated in the agency’s outreach public speaking program to educate a broad cross-section of the Oahu population, to include private businesses, school children, community associations, Neighborhood Boards, professional organizations, senior citizens groups, Boy and Girl Scouts, hospital staffs, clubs, church groups, and government agencies. A total of 92 public speaking appearances were conducted, reaching an audience of more than 102,300 people on Oahu during the period.

Civil Defense public relations displays and information centers were established at various locations: Pet Expo, 18th Annual Seniors Fair, Waialua Community Association Fair, U.S. Coast Guard Red Hill Housing Fair, Wal-Mart stores, Costco Safety Week, Sheraton Hotels Employee Fair, ADA/CAIT Conference, Bishop Museum Malama I Ke Kai, Pacific Tsunami Museum, New Food & Product Fair, Home and Garden Show, Pet Walk, Building Industry of America trade show, and other events.

We participated in the 4th Annual Pearl City Home Depot Hurricane Preparedness Fair. The event attracted more than 5,000 shoppers and brought the message of disaster awareness and preparedness to the forefront.

OCDA partnered with State Civil Defense during the annual April is Tsunami Awareness Month activities which include the release of a DVD specifically targeting our island surfers to educate them about the dangers of attempting to surf a tsunami.

FISCAL SUMMARY

The following expenditures were made during the fiscal year as compared to the budgeted amounts:

Fiscal Summary

OCDA OPERATING EXPENDITURES:	ACTUAL	BUDGETED
Salaries	$488,309.00	$478,542.00
Current Expenses	$ 99,808.00	$134,825.00
Equipment	$0.00	$0.00
Total	$558,117.00	$613,367.00

FEMA Grant:

Under the provisions of the Federal Emergency Management Agency (FEMA) State/Local Assistance Program (SLA), part of the annual civil defense budget is reimbursed to the City in the form of a Federal matching Grant.

	FY 04 (ACTUAL)
SLA Federal Program (PL-85-606)	$130,757.00

State Grants:

Civil Defense Coordinator (Police Department)	$29,200.00
Local Emergency Planning Committee (LEPC)	$42,198.00

DEPARTMENT OF PARKS AND RECREATION

Lester K.C. Chang, Director
Dana L. Takahara-Dias, Deputy Director

POWERS, DUTIES, AND FUNCTIONS

The Department of Parks and Recreation manages, maintains, and operates all parks and recreation facilities of the city; develops and implements programs for cultural and recreational activities; and beautifies the public streets of the city. Its mission is to enhance the leisure lifestyle and quality of life for the people of Oahu through active and passive recreational opportunities.

BOARD OF PARKS AND RECREATION

There is an advisory Board of Parks and Recreation that consists of nine members who are appointed by the Mayor and confirmed by the City Council. The board advises the Mayor, the City Council, and the Director on matters relating to recreation and cultural activities and associated facilities. The current members are: Cecilia Blackfield, Wilbert Ching, Richard Haru, Dorothy Hoe, James Pacopac, Joan Raines, Donald Takaki, Chair and Hugh Yoshida, Vice Chair.

EXECUTIVE SERVICES DIVISION

This division provides administrative, management support, and personnel services to the department encompassing overall park operations and systems relating to: 1) budget, (2) planning, (3) park use permits, (4) storeroom and property inventory control, (5) management analyses, (6) personnel transactions, (7) labor relations, (8) collective bargaining issues, (9) training, (10) safety programming, and (11) payroll preparation.

DUTIES AND FUNCTIONS

Develops, monitors and reviews the department's operating budget and related management activities including expenditure plans, revenue projections; and prepares recommendations relating to park capital improvement projects (CIP).

Processes the department's requests for operating expenses, supplies and equipment; reviews projects, programs and services in terms of operating requirements; and prepares recommendations to resolve capital and operating budgetary issues.

Administers the department's vehicle preventive maintenance program; processes environmental impact statements and Federal annual grant applications for park land acquisition and improvements.

Develops personnel policies and procedures, reviews and advises on personnel actions, advises divisions on labor relations and collective bargaining matters, administers employee training, and safety programs to include civil defense activities, and provides payroll preparation function.

Parks Planning

Secured preliminary approval of a $500,000 Land and Water Conservation Fund Program grant to support the City's $1,000,000 Fiscal Year 2005 Capital Improvement Budget appropriation to assist in the acquisition and preservation of 1,129 acres of natural landscape in Pupukea-Paumalu on the North Shore of Oahu.

Park Permits Section

Coordinates, monitors and reviews issuance of public park use permits; collects applicable fees and charges; develops, amends, repeals and reviews park rules and regulations; and addresses park enforcement issues in cooperation with the other City and State regulatory agencies.

During the year 36,124 permits were issued for the use of park facilities. Types of permit activities issued for the year are as follows and represents a 49.8% increase in permits issued over Fiscal Year 2003:

PICNIC	CAMPING	ATHLETIC	GENERAL	TOTAL
9,906	14,847	2,675	8,696	36,124

Park Permits staff assisting customers in obtaining a park use permit at the Parks Permits Office, 650 South King Street, Honolulu Municipal Building.

Parks storeroom staff (right) issues supplies to a Parks maintenance employee (left) from the storeroom's Manana warehouse.

Property Management

Coordinates, monitors and reviews the department's property inventory control practices; maintains records in accordance with the city's policies and procedures; places emphasis on staff responsibility and accountability for equipment items; and continues to implement an efficient system for delivery of park supplies and materials.

The property inventory unit processed more than $840,2537 of equipment acquisitions and over $1,677,901 of equipment disposals. The storeroom operations procured, stocked and issued over $408,883 worth of supplies to the various line divisions.

Management Analyses

Processed departmental administrative rules for the promulgation of rules relating to declaratory rulings and the abolishment of the Aala Park rules, where Aala Park was designated for use as a temporary camp site for the homeless. Processed administrative contracts for the educational program at Hanauma Bay Nature Preserve and the department's employee uniform price schedule contract. The Department of Information Technology installed additional computers and printers at various island-wide playgrounds. These computers are surplus from other City agencies that have recently installed new computers.

Budget Management

The Purchasing Unit issued and processed 5,560 confirming purchase orders and 172 purchase requisitions.

SUMMARY OF THE DEPARTMENT'S FINANCIAL STATISTICS FOR FISCAL YEAR 2004-2005

OPERATING BUDGET

PROGRAM	ADJUSTED OPERATING APPROPRIATION	EXPENDITURES AND ENCUMBRANCES	UNENCUMBERED BALANCE
Administration	$1,613,424	$1,526,558	$86,866
Urban Forestry Program	5,888,159	5,782,609	105,550
Federal Grant	428,800	279,646	149,154
Maintenance Support Services	4,149,338	3,918,773	250,565
Parks Maintenance	17,800,614	17,536,266	264,348
Recreation Services	17,687,437	17,611,062	76,375
Total	$47,567,772	$46,654,914	$912,858

OPERATING EXPENDITURES AND ENCUMBRANCES BY CLASSIFICATION

CLASSIFICATION	AMOUNT	EXPENDITURE	BALANCE
Salaries and Wages	$30,259,072	$29,937,064	$322,008
Current Expenses	16,686,880	16,266,915	419,965
Equipment	193,020	171,287	21,733
Total	$47,138,972	$46,375,268	$763,706

SPECIAL PROGRAMS FUNDED BY FEDERAL AND STATE OPERATING FUNDS FOR FISCAL YEAR 2004-2005

PROGRAMS	FUND SOURCE	EXPENDITURES AND GRANT AWARD	ENCUMBRANCES	BALANCE
Summer Food Service	Federal	$300,000	$242,041	$57,959
Waipahu Learning Ctr	Federal	78,500	28,502	49,998
Office of Youth Svc	Federal	50,300	9,102	41,198
Healthy Hawaii Initiative	State	200,000	18,300	181,700
Total		$628,800	$297,945	$330,855

GENERAL TRUST FUND FOR FISCAL YEAR 2004-2005

ACCOUNT	EXPENDITURES AND APPROPRIATION	ENCUMBRANCES	BALANCE
Other Donations	$107,520	$43,543	$63,977
Clearance Account	424,073	166,922	257,151
Permit Deposits	286,648	221,748	64,900
Fall Session Paani	202,676	173,324	29,352
Lester Mccoy Pavilion	1,211,298	7,067	1,204,231
Summer Fun Clearance	862,056	603,292	258,764
Spring Session Paani	81,355	58,873	22,482
Kaimuki Reservoir	1	0	1
Research Projects	408	0	408
City Beautification	26,106	15,500	10,606
Surf Sites	284,500	0	284,500
Waikiki Beautify	36,230	0	36,230
Botanical Gardens	46,675	9,073	37,602
Executive Center Park	100,000	0	100,000
Ehukai/Pupukea Improvements	$182,792	$0	$182,792
Total	$3,852,338	$1,299,342	$2,552,996

REVENUE AND OTHER COLLECTIONS FOR FISCAL YEAR 2004-2005

REVENUE

Federal and State Grants	REVENUE
Waipahu Learning Center	$156,510
Summer Food Service Program	242,041
Healthy Hawaii Initative	0
Office of Youth Service	52,608
Charges for Services and Fees	
Service Fee - Dishonored Checks	2,080
Witness Fee	0
Hanauma Bay Admission	3,492,545
Hanauma Bay Parking	205,813
Community Gardens	39,497
Duplicated Copy of Any Record	3
Culture Recreation	
Summer Fun Program	340,785
Fall and Spring Programs	58,000
Foster Botanical Garden	127,166
Perquisite Housing	0
TOTAL REVENUES	$4,717,048

Personnel Services

The Personnel Services Section is responsible for developing personnel policies and procedures, reviewing and advising on personnel actions, advising divisions on labor relations and collective bargaining matters, administering employee training and safety programs, and for payroll preparation activities.

The department's authorized position count as of June 30, 2005:

Regular Employees	839.00
Temporary Employees	25.50
Personal Services Contract Employees	261.65
Total	1,126.15
Summer College Student Employment Program	324
Summer Program Hires	546
Total Summer Hires	870

Executive Services staff finger printing a new employee for background check.

PERSONNEL TRANSACTIONS 2003-2005 (REGULAR AND TEMPORARY EMPLOYEE)

	FY 03	FY 04	FY05
New Hires	37	27	38
Separations	60	55	62
Promotions/Reallocation Requests	47	24	61
Disciplinary Actions Reviewed	97	114	79
Grievances - Step 1, 2, 3 & 4	32	30	55

Training Section

The Department continues to effectively utilize enhanced multi-media for all of its training requirements. Computer training still remains a high priority. As technology continues to advance, so does our training requirement. We continue to add the latest technological equipment to the division and to the field staff as may be allowed by the budget. Outside resources are still utilized when specific training is not available within the City structure. Particularly the new Crane Operator Certification and Rigging and Safety raining that was mandated this past year by the Occupational Safety and Health Administration (OSHA).

Updated training on Sexual Harassment and Workplace Violence Prevention was conducted pursuant to applicable policies, collective bargaining agreements, and ordinances. Seven Hundred Eighty (780) permanent personnel and over 1200 Personal Services Contract employees received this training. Minor problems with the training database still remain, but are being rectified as they occur with the coordinated efforts of the Department of Information Technology staff. Supervisory staff was receptive to the Performance Evaluation follow-up training that was also conducted.

There was a significant increase in the number of employees trained and number of courses in the Safety category.

	NO. OF COURSES		NO. OF EMPLOYEES		TRAINING HOURS	
CATEGORY OF TRAINING	FY04	FY05	FY04	FY05	FY04	FY05
Management/Supervisory	47	39	630	684	2078	1794
Technical/Specialized	322	326	3481	2238	7933	6621
Safety	222	237	3036	3912	4975	5850

Safety

One-hundred and sixty-one scheduled, unscheduled, and requested safety inspections were conducted on Park Maintenance and Recreation Services facilities throughout Districts I, II, III, IV and V; Horticulture Services, Botanical Garden, Maintenance Support Services, and Recreation Support Services facilities. Final inspections were conducted for the installation of new buildings, pool

McCoy Pavilion at Ala Moana Regional Park – one of the many facilities inspected through out the department.

complexes, play courts, ball fields, skate parks, and composite play structures.

Digital pictures are now incorporated into the results of safety inspections. Semi-annual Department Safety Committee meetings were conducted. Safety training sessions were conducted to instruct employees on safety inspection techniques. HIOSH survey/information from OSHA 300 logs, as required by State of Hawaii were completed. A committee continued to develop a new Emergency/Crisis Management Plan for the department. Training was conducted for the Division and District Secretaries on the new OSHA record keeping regulation.

SAFETY/ACCIDENT AND INJURY STATISTICS	FY 03	FY 04	FY 05
HIOSH Violations	0	14	0
Safety Inspections	182	121	161
Lost-Time Employee Injuries/Illnesses	98	102	66
No Lost-Time Employees Injures/Illnesses	85	96	63
Park Users/Participant Injuries	14	137	82

Civil Defense

The department is a member of the Local Emergency Planning Committee, the Project Impact Committee, the Strategic National Stockpile Points of Distribution Site Selection Committee, and the Public Building Security Committee. Meetings for these committees were attended.

Department staff attended a Statewide Hurricane Exercise. Division and District Disaster and Emergency Response Plans were updated. Tropical Storms and Hurricanes were tracked on the internet and information disseminated. Information on high winds, high surf, and flash flood warnings was also disseminated. DPR facilities were opened as Red Cross shelters due to the flooding in Manoa Valley and high surf along the Leeward coast. DPR staff also presented a tsunami informational briefing at the State Capitol.

CDL Drug and Alcohol Testing

The department had an average of 70 employees with Commercial Driver Licenses (CDL). These employees are subject to a federally mandated Random Alcohol and Drug Testing Program. Administering the program involves coordinating appointments for random testing, coordinating with a Substance Abuse Professional for individuals testing positive, scheduled return to work drug testing, and conducting follow-up testing. New CDL drivers are scheduled for pre-employment drug testing and then placed in a pool for random drug and /or alcohol testing.

Urban Forestry division staff operating a tree spader at the division's Waiawa Tree Nursery. One of many pieces of equipment that Parks employees are trained and certified to operate.

HGEA Drug and Alcohol Testing

Preparations were made to begin HGEA drug and alcohol testing in fiscal year 06.

Driver Training

In addition to our current training program that includes Defensive Driver, Driver Improvement Training, CDL Up-Grades, Forklit Training, Van Driver Training and Equipment Operator Training, we have also added Crane Rigger Training this year with thirty-three employees successfully completing the program.

TRAINING PROGRAMS

	NO. OF COURSES	NO. OF EMPLOYEES	TRAINING HOURS
Driver improvement	4	136	544
15-Passanger Van Training	3	37	148
Driver License Upgrade	1	3	224
Employees Trained on Equipment	6	97	776
Crane & Rigging	3	33	264

DRIVER EVALUATION	NO. OF EMPLOYEES	HOURS
CDL/Type 4	127	130
15-Passenger Van Driver	37	19

EQUIPMENT INSPECTIONS: 128

2004 MOTOR VEHICLE ACCIDENTS	NO. OF ACCIDENTS	AVOIDABLE	UNAVOIDABLE
CDL Drivers	10	6	4
Non CDL Drivers	24	21	3
Total	34	27	7

2005 MOTOR VEHICLE ACCIDENTS	NO. OF ACCIDENTS	AVOIDABLE	UNAVOIDABLE
CDL Drivers	6	3	3
Non CDL Drivers	12	9	3
Total	18	12	6

DIVISION OF URBAN FORESTRY

The division consists of an administrative function and two branches: Horticulture Services and Honolulu Botanical Gardens. There are two International Society of Arboriculture (ISA) Certified Arborists in administration.

Horticulture Services Branch

This branch propagates, plants, prunes, waters, and maintains shade trees, concrete planters, and other ornamental plants cultivated along public roadways and in parks and malls; provides specialized horticultural and arboricultural services for an island-wide beautification program; reviews and inspects subdivision plans, street tree plantings, park dedication, and other construction plans; issues permits on special requests for planting, pruning, relocating, and removing of street trees; clears trees obstructing street lights, utility lines, traffic devices, and rights-of-way from hazardous branches; provides 24-hour response for tree emergencies that block streets and damage property; supervises contractual tree work; grows and maintains plants for beautification projects, public gardens, and for use in municipal buildings, at city functions and city-sponsored events; develops field-grown specimen trees for city projects; conducts an evaluation, selection, and testing program to develop plant materials useful for these purposes; protects and preserves valuable existing trees from displacement or destruction in city and other governmental agency construction projects; and tree-banks large specimen trees displaced by private developments or donated by homeowners as a community preservation measure.

The branch is responsible for grounds maintenance at the Honolulu Civic Center and Honolulu Police Department Headquarters grounds and parking lot. Major landscaping projects and improvements were made around the Civic Center flagpole area and the Hawaiian Netmender Fountain at the King Street/Kapiolani Boulevard split. The branch also provides support and grounds restoration for major events held at the Civic Center.

There are ten members of the Horticulture Services staff who are ISA Certified Arborists and ten staff members who are ISA Certified Tree Workers. One staff member is also an Associated Landscape Contractors of America (ALCA) Certified Landscape Technician.

Statistical highlights of major activities include:

1. Trees Pruned 71,439
2. Trees Planted 157
3. Trees Removed 1,771
4. Trees Root-Pruned 185
5. Young Trees Pruned/Restaked 911
6. Large Trees Relocated 218
7. Potted Plants Loaned Out 6,449
8. Plant Change 404
9. Color Bowl Change 3,283
10. Shrubs Planted 3,357
11. Sod and Groundcovers Planted (ft^2) 30,900

The focus of our tree maintenance program is to handle health problems of trees, with branch or tree failure being our number one priority.

The branch operates five nurseries and tree farms at Kapiolani, Nuuanu, Waipahu Depot Road, Kualoa and Waiawa. We have a total inventory of approximately 3,334 large trees.

Following the Mayor's program of protecting and enhancing our urban environment, we implemented beautification projects with volunteers and community groups; continued with the landscaping of Waikiki streets and sidewalks, including continuing maintenance of Waikiki hanging baskets. Significant Mayor's Beautification Projects completed include: Waikiki Kalakaua Gateway, Honolulu Civic Center, Queen Kapiolani Garden, Aina Moana, Ulehawa Beach Park-Rocky Point, and Kuilei Cliffs.

Twenty-two new developments accounted for 1,124 street trees being planted by private developers, including trees that are required by the city for new developments. This number is slightly lower than the previous year's total of 1,317 trees planted. These street trees have been or will be dedicated to the city and this branch will then assume responsibility for their maintenance.

Over 6,000 potted plants were provided for various city offices and city-sponsored events which include: Sunset on the Beach, Brunch on the Beach, Mayor's Cultural Festival, Honolulu Marathon, Lei Day, Hawaii Honors the Hawaii National Guard 29th Brigade, Mayor's and City Council Inaugurations, Talk Story Festival, and Summer Fun finales at various city parks.

Honolulu Botanical Gardens

The Honolulu Botanical Gardens (HBG) is comprised of five botanical gardens: Foster, Lili'uokalani, Koko Crater, Ho'omaluhia and Wahiawa. The gardens cover approximately 650 acres. The documented plants in the HBG represent a living collection of considerable scientific and educational value. The collection is focused on a diversity of plants from tropical and subtropical areas of the world. There are currently 17,283 plant accessions documented in the botanical gardens' database, BG-Base.

The plant collections and grounds are maintained through high horticultural standards, including selection of appropriate plants for planting at the various garden sites, corrective pruning, integrated pest management, and removal of poor as well as hazardous specimens.

Foster Botanical Garden

Foster Botanical Garden (FBG), located in the heart of downtown Honolulu, is the flagship of the HBG. As part of the Master Plan, construction of a conservatory and orchid maintenance building began in the area of the garden that previously was Community

Garden. The Community Garden plots were relocated to another area adjacent to the parking lot the previous year, giving gardeners the opportunity to start their gardens anew, in an area visitors often visit and appreciate.

The Cactus & Succulent Society of Hawaii members had a volunteer project, and re-propagated the collection of *Euphorbia milii* at Foster Botanical garden.

Plant and facilities maintenance during the year included pruning of 108 trees at Foster Botanical Garden, and 39 at Lili'uokalani Botanical Garden during the annual tree contract in April and May. Pruned material were chipped and used in the garden as mulch to help minimize weed growth and loss of soil moisture.

Potholes in the parking lots and driveways were filled by maintenance personnel; automatic battery timers were installed in most parts of the garden to enable watering during the evening hours, with two-fold benefits: water conservation and less disruption to visitors during the hours the garden is open to the public. Other in-house projects included installation of decorative benches, a "wishing well" garden ornament, new and replacement plantings of flowers and flowerbeds.

FBG is the only Botanical Garden with admission fees.

1. Total revenues were $127,106, a nearly seven percent increase from last year.
2. Total visitors were 41,179, a decrease of 1 percent from last year. Although there was a decrease in attendance from the previous year, the overall increase in revenue can be attributed to a greater number of non-residents that visited the garden during the year. The Friends of Honolulu Botanical Gardens plant sale in September at Foster Botanical Garden attracted a total of 1,182 visitors.
3. Of the total visitors, 2,745 were students on educational field trips, representing 86 school visitations.
4. Revenues for annual passes were $3,525.
5. A total of 10 wedding ceremonies with 215 attendees and another 3 wedding photographic sessions involving 88 participants took place in the garden this year.

The volunteer docents at Foster Botanical Garden provided 257 visitor tours with 1,902 participants. In total, volunteers at Foster Botanical Garden alone gave 7,495.75 hours of their time to maintain and enhance this garden (10,730.25 volunteer hours were contributed throughout the HBG gardens sites for the year. See report, below).

Lili‘uokalani Botanical Garden

There were 52 weddings and wedding photography sessions, often with the famed Waikahalulu waterfall as a backdrop. Volunteers from Lanakila Rehabilitation Center helped with raking and other maintenance on a weekly basis and Nu‘uanu Stream was cleaned twice.

Wahiawa Botanical Garden

Renovations including upgrading the pathways and new signage were made to the Main Terrace. (Earlier Improvements included new visitor pathways, irrigation system, lighting, and benches, and six interpretive signs to educate visitors on garden history, native flora, epiphytic plants, bamboo, ficus species, and the palm family.)

Construction of a new Visitor Center began and continues as part of the exciting additions and improvements to Wahiawa Botanical Garden. In support of this exciting project, a palm collection, heliconia and other extensive planting improvements were designed and added throughout the Main Terrace.

Koko Crater Botanical Garden

HBG staff led college students, Girl Scouts, international visitors, military dependents and elementary and middle school groups on tours of this dryland garden. A total of 923 visitors were given guided tours.

An additional grounds staff member was hired, increasing the staff total to two at this 200-acre garden, which will greatly enhance the maintenance of the plant collection.

Ho‘omaluhia Botanical Garden

Ho‘omaluhia Botanical Garden, located in Windward Oahu, experienced a very busy year with 92,421 visitors.

A wide variety of activities were enjoyed in this 400-acre expanse of greenery beneath the majestic Ko‘olau Mountains. Weekend camping participants totaled 9,279 camper-days; 4,064 people were logged in at the catch-and-release fishing programs; and 7,318 walkers and joggers were recorded.

Throughout the year, despite the 90 inches of rain, 4,404 students of all ages (pre-school to college) participated in a variety of guided and self-guided learning programs. About 906 people visited the garden in conjunction with 25 wedding events.

Featured annual group art exhibits included the Windward Artists' Guild, Daunna's Art Studio, and a special celebration of "Botanicals" featuring the art of students in Ho‘omaluhia's weekly botanical drawing class. The garden also sponsored the annual "Frog/Critter 3-D Art contest.

Fishing continued to be a popular shoreline event for people of all ages. The Hickam Air Force Base end-of-school year keiki derby involved over 300 anglers, parents and volunteers.

Three disc golf events were held, despite the rain, with approximately 200 participants. This group anticipates two to three tournaments per year at the garden.

Two horticultural visitor groups used the new event pavilion this year: the Weed Science of America field trip hosted about 200 people, and the Certified Landscape Technicians testing and field day for Hawaii green industry members also had approximately 200 participants.

Construction to the Visitor Center included upgrading the restrooms and areas surrounding the building to current ADA standards.

Extensive plantings were added to the collections in the Melanesian, Tropical American, African, and Malaysian Sections. Species of the palm family were highlighted, expanding the already internationally recognized palm collection.

Mulching - Green Waste Recycling

The partnership with the Department of Environmental Services continued this year in the use of the products from the Green Waste Recycling Project. Hundreds of tons of mulch are used at all of the botanical garden sites. This natural soil amendment is cost-effective in reducing irrigation needs, labor to keep the weeds down, and providing a natural source of nutrients for our trees and shrubs. Mulch is also given free to garden volunteers and visitors so less water and pesticides are used in the gardens of botanical garden visitors.

Composted mulch was available to the public this year at the following community gardens: Ala Wai, Makiki, Manoa and Wahiawa. It was also available at Ho‘omaluhia Botanical Garden.

Education Program

The education program held 32 classes and workshops on orchid and basic gardening techniques, seasonal crafts, botanical drawing, lei making and storytelling. Staff training on propagation was also offered. Six hundred twenty-two participants enjoyed these programs this year.

Due to construction at Foster, Ho‘omaluhia and Wahiawa Botanical Gardens, fewer educational programs were offered this year than last year. However, special activities included “Make a Difference Day,” “Arbor Day,” and “Earth Day” celebrations at several of the gardens. Promotional flyers were produced for the programs and distributed for all the programs.

HBG staff members performed outreach programs throughout the year, giving presentations about the HBG (to the Rotary Club of Pearlridge), and orchids (at the Rotary Club of Pearl Ridge, Kauai Farm Bureau Garden Fair, Garden Island Orchid Society, Windward Orchid Society, Kaimuki Orchid Society, Aiea Orchid Society, and Pearl City Senior Program). Lei demonstrations were conducted by staff at the Farm Fair at Kapolei, “I Love Liliha,” Kuhio Day celebration at the Federal Building, and May Day at Kapiolani Park.

This year, three staff members began contributing news articles to the Honolulu Advertiser. Between them, one garden-related article per month, on average, was written on a voluntary basis, for publication in this highly circulated daily newspaper. The purpose is to promote the Honolulu Botanical Gardens and educate the public about plants, particularly those in the HBG plant collections. This has resulted in increased awareness and interest in the garden’s plants, as evidenced by reader response emails and garden visitor comments.

Other HBG promotional activities included distribution of garden brochures to six hotels in Waikiki and the Honolulu Airport six times during the year. This is an ongoing program.

Twilight Summer Concerts

For the sixth summer, twilight summer concerts were held at Foster Botanical Garden. Due to a growing popularity of the concerts, more concerts were offered this year (a total of 11). Total attendance rose from 869 to 1,235 concertgoers/

Midsummer Night’s Gleam

On the third Saturday in July, 2004, approximately 3,000 luminaries lighted Foster Botanical Garden’s pathways. This family event drew over 2,280 people, who were able to enjoy a very special evening in the garden. Gleam attendees were treated to entertainment by 8 different groups of entertainers. Also featured were cultural dancers, food, children’s activities and games and a variety of informative displays. Two hundred volunteers and entertainers worked together to make this event successful.

Orchid Collection

The HBG has an internationally renowned collection of hybrid and species orchids with over 10,000 plants. This makes the HBG collection the largest public collection in the State of Hawaii. Currently, the existing orchid display has 100 plants that are rotated five times per week and is one of the main flowering attractions to the gardens. As in the past, some of the best orchids in the HBG collection were displayed at orchid shows around the island: Kunia, Windward, Manoa, Ewa, Aiea, and Honolulu. When the construction of the conservatory at Foster Botanical Garden is completed, it will replace the existing display structure, to showcase the Honolulu Botanical Garden's fabulous orchid collection and other rotating plant displays.

Collections Management

A Collections Policy for the Honolulu Botanical Gardens has been in place since February 1998. The purpose of this document is to guide the acquisition, development and management of the living collections of the HBG and the associated non-living collections following the goals set forth in the mission statement. The mission of the HBG is to plan, develop, curate, maintain and study documented collections of tropical plants in an aesthetic setting for the purposes of conservation, botany, horticulture, education, and passive recreation.

The HBG is a member of the Center for Plant Conservation, Botanical Gardens Conservation International (BGCI) and the American Association of Botanical Gardens and Arboreta (AABGA). The exchange of plant collection information between these groups continues on an ongoing basis and strengthens the HBG's mission of conservation, botany, Horticulture, education and passive recreation. It also provides valuable opportunities for professional interaction.

The program to add photo documentation to each of the HBG's plant accessions continues.

Community Garden Program

This popular program continues to attract garden enthusiasts, who tend a total of 1,239 plots at 10 garden sites. This activity provides people, often apartment dwellers with little or no space for gardening, an opportunity to grow their own vegetables and herbs as well as socialize with one another.

Volunteer Program

This year, volunteers at all the garden sites provided the invaluable contribution of their time and expertise, for a total of 10,730.25 hours. This amounts to a volunteer dollar value total of $164,656. (This figure is based on the average hourly earnings of all production and non-supervisory workers on private non-farm payrolls, as determined by the Bureau of Labor Statistics. It also includes an estimate of fringe benefits, as determined by a coalition of nonprofits, foundations and corporations.) Volunteers to the gardens served as nursery aids, docents, receptionists, stream cleaners, fishing coordinators, park attendants, and special events assistants to our professional staff. Volunteers to the orchid area alone totaled 23, contributing 3,385 hours during the year, totaling a volunteer dollar value of $51,995.24.

The Arborist Advisory Committee

The Mayor's Arborist Advisory Committee (MAAC) consists of nine (9) members whose term is concurrent with the Mayor's term of office. The previous committee ended its term in December 2004 and a new MAAC committee will be formed.

This committee facilitates the nominations and pruning requests for the trees on the register of Exceptional Trees, which come from the community and members of the committee. The Committee is also involved in the monitoring and maintenance of these unique trees.

PARK MAINTENANCE AND RECREATION SERVICES DIVISION

The Park Maintenance and Recreation Services Division (PMRS) is responsible for the development and implementation of community recreation and leisure programs, and for maintaining recreational facilities, parks, medial strips, beach rights-of-way, traffic islands, malls, promenades and undeveloped slide areas throughout the island of Oahu.

Organized Recreation

The division's community recreation programs provided a wide range of activities for tiny tots, children, teens, adults, senior citizens and persons with disabilities at 80 recreation sites. This division serviced 47,159 participants during the three major program periods of summer (June-August), fall (September-December), and spring (January – May). Activities included special community events and classes in aquatics, arts and crafts, creative expression and drama, ethnic culture, games and sports, music and dance, outdoor recreation, and physical fitness.

	SUMMER 2004	FALL 2004	SPRING 2005	TOTAL
Tiny Tots	546	615	611	1,777
Children	13,524	6,500	6,591	26,615
Teens	3,091	1,815	2,062	6,968
Adults	3,792	4,402	4,443	12,637
Seniors	3,362	4,317	4,400	12,079
TOTAL	24,315	17,649	18,107	60,071

EAST HONOLULU-DISTRICT I

District I is responsible for maintaining recreational facilities, parks, bike paths, medial strips, beach rights-of-way, traffic islands, promenades and undeveloped slide areas from Waikiki/McCully/Manoa to Hawaii Kai/Sandy Beach. The East Honolulu District is comprised of 77 areas totaling 620 acres of land.

Total Full-time Grounds Maintenance Positions:
130 positions

Total Full-time Recreation Positions:
46 positions
15 positions with Hanauma Bay cashiering staff

On the beach

Accomplishments

1. Hanauma Bay Nature Preserve's continues to win praise and awards. Hanauma Bay Nature preserve continues to be the one of the number one Oahu destinations for tourists. This year almost one million (897,737) tourists and 109,333 Hawaii residents visited the bay. The Education Programs twice monthly nighttime programs have also continued to be well-attended attracting comfortable crowds of 75 or so.

ATTENDANCE FOR 2004-2005

MONTH	NON-RESIDENT VISITORS	RESIDENT VISITORS	TOTAL VISITORS
JULY	104,521	14,452	118,973
AUG	97,798	9,945	107,743
SEPT	71,367	8,410	79,777
OCT	67,137	8,948	76,085
NOV	63,018	8,933	71,951
DEC	65,203	8,174	73,377
JAN	65,019	7,143	72,162
FEB	59,269	6,151	65,420
MARCH	81,793	7,925	89,718
APRIL	66,256	8,444	74,700
MAY	68,250	9,811	78,061
JUNE	88,111	10,997	99,108
TOTAL	897,737	109,333	1,007,070

Ala Wai Community Park Arts & Crafts Center

2. The district's community recreation programs provided a wide range of activities for tiny tots, children, teens, adults, senior citizens and persons with disabilities at 20 recreational sites. East Honolulu District 1 serviced 15,984 registered participants during the three major program periods: summer, fall and spring. Activities included special community events and classes in aquatics, arts and crafts, sports and games, music, dance, drama, outdoor recreation, ocean recreation, physical fitness and ethnic culture.

Kahala Summer Fun Tetherball

REGISTERED PARTICIPANTS IN PROGRAMS

	FALL 2004	SPRING 2005	SUMMER 2005	TOTAL
Tiny Tots	232	143	143	617
Children	2,221	2,178	2,178	6,443
Teens	205	236	846	1,287
Adults	1,076	1,081	860	3,017
Seniors	947	1,138	977	3,062
TOTAL	4681	5,004	5,004	14,426

District special activities included holiday events (such as Halloween haunted houses/costume contests and Easter Egg hunts/decorating contests), teen excursions/dances, swimming meets, basketball/volleyball leagues.

3. Kapiolani Regional Park/Kuhio Beach continues to be one of the most heavily used parks on the island. In addition, the park is the site for some of the largest events on the island, such as the Honolulu Marathon, Lei Day Festival, International Ukulele Festival, Mayor's Fourth of July, Na Hula Festival, soccer tournaments, beach volleyball tournaments, canoe races, ocean swimming events, archery events, and an array of ethnic/cultural festivals celebrating the richness and diversity of our community with Okinawan, Portuguese, Filipino, Hispanic and Scottish festivals to name a few.
4. The park maintenance program for East Honolulu continues to service all the parks Monday – Friday, 6 a.m. to 3 p.m. and Saturday/Sunday, 6:30-10:30 a.m. At Kapiolani Park/Kuhio Beach, the park maintenance program is operated 16 hours a day, seven days a week, from 6 a.m. to 11 p.m.

WEST OAHU-DISTRICT II

District II is responsible for the development and implementation of community recreation and leisure programs and for inspecting and maintaining 103 facilities including beach parks, district parks, community parks, neighborhood parks, mini parks, malls, parking lots, promenades, traffic islands and medians in the geographical boundary, which extends from Punahou Street/Ala Moana Regional Park in the east to Aiea District Park in the west.

Total Grounds Maintenance Positions: 92

92 positions include 1 District Manager, 1 Park Grounds Maintenance Superintendent, 4 Park Grounds Maintenance Supervisors, and 1 Mowing Crew Supervisor.

Part-Time Maintenance Positions: 8

Total Recreation Positions: 34

34 positions include 1 District Recreation Supervisor and 6 Recreation Complex Supervisors.

Part-Time Recreation Positions: 1

Accomplishments

The major accomplishment by District II was to improve our resources and modify operational systems to continue to provide better recreation and maintenance services to the community.

1. Child care facilities operate at five City parks; Dole Community Park, Kamehameha Community Park, Lanakila District Park, Kauluwela Community Park, and Halawa District Park. District recreation and maintenance personnel worked cooperatively with child care providers to support these programs in conjunction with regular recreational programs.

Water Exercise Class at Kapaolono Pool

Wilson Summer Fun Fishing

Mayor's 4th of July at Kapiolani Bandstand

Tennis Courts at Kapiolani Park

2. The partnership with Unity House, Inc., a nonprofit organization, continued at Pauahi Recreation Center. The joint operation of the facility has improved services to the community, particularly for senior citizens.
3. Youth programs were active at Kalihi Valley District Park. Organizations from the Kalihi Valley community such as Kaewai Elementary School, Dole Middle School, the Police Activities League, Kokua Kalihi Valley, Kalihi Young Men's Christian Association, Parents and Children Together, Kalakaua Athletic Club, Hawaiian Island Swim Team, Men of W.A.R., Kickstart Karate, Inc., Susannah Wesley Foundation, Kalihi Valley Athletic Club, and department staff held discussions and networked to share ideas and resources for the purpose of improving and expanding recreational and social services for the youth and their families in this high-impact area. Making optimum use of the Kalihi Valley District Park and other department facilities in the Kalihi community is a priority.
4. The district accepted referrals of participants from the Community Service Sentencing Branch (CSSB) to work at Ala Moana Regional Park, Keehi Lagoon Beach Park, Beretania Community Park, Kalihi Valley District Park and Makiki District Park under the supervision of maintenance staff. Additional recreation-staffed sites may be added in the future.
5. Thirty-six park sites that were adopted by citizens or organizations were provided with services such as graffiti removal, policing litter and removal of trash.
6. A Before-and After-Summer Fun child-care program was provided by Kamaaina Kids at Booth District Park, and by the Kalihi YMCA at Moanalua Community Park and Halawa District Park.
7. Recreation programs throughout the District included a wide range of ongoing class activities and special events for all age groups, with an emphasis on programs for teens.

NUMBER OF REGISTERED PARTICIPANTS IN DIRECTED PROGRAMS

	SUMMER 2004	SPRING 2005	SPRING 2005	TOTAL
Tiny Tots	78	87	65	230
Children	2,369	786	704	3,859
Teens	182	491	471	1,144
Adults	548	536	805	1,889
Adults (Therapeutic)	40	92	48	180
Seniors	612	926	1,168	2,706
Seniors (Therapeutic)	110	119	116	345
TOTAL	3,939	3,037	3,377	10,353

Special District activities included holiday events such as Easter Egg Hunts, family activities, Halloween Costume Contests, and Christmas Programs. There were teen excursions, and a Teen Family Camp held at Kualoa Regional Park, where families enjoyed activities encouraging inter-generational interaction and cooperation. Classes in aquatics, arts and crafts, music and dance, ethnic culture, cooking, outdoor recreation, physical fitness and sports were held at 20 facilities. Before- and After-Summer Fun care was provided at Booth District Park, Halawa District Park and Moanalua Community Park from 6 a.m. to 8:30 a.m. and 2 p.m. to 5:30 p.m., serving a total of 136 children.

8. Ala Moana Regional Park attracts a significant number visitors each year. Many special events, e.g., the Greek Festival, Labor Day Picnic, Dragon Boat Festival, charity walks, parades, marathons, triathlons, and the Fourth of July fireworks display, make this park a popular attraction for local residents. The Fourth of July fireworks display alone attracts approximately 50,000 people. Every three-day weekend during the year adds to the number of family picnics and other large group activities using this park.

LEEWARD OAHU DISTRICT III

The Parks Maintenance and Recreation Services Division's District III is responsible for the development and implementations of community recreation and leisure programs, and for maintaining recreational facilities, parks, medial strips, beach right-of-ways and traffic islands west of Kaonohi Street in Aiea, out to the tip of Kaena Point on the Leeward Coast, and up to Whitmore Village in Central Oahu. District III has 107 parks, right-of-ways, and traffic-related areas totaling 1,101 acres of parkland.

Total Full-time Grounds Maintenance Positions: 116 positions

Total Full-time Recreation Positions: 41 positions

Accomplishments

1. The Summer Fun Program was offered at 19 sites with 3,008 children enrolled. The Summer Plus Program was offered at three areas this summer (Pearl City District Park, Mililani District Park and Makakilo Community Park). Two of the areas offered both morning and afternoon care. Ten areas offered the Summer Food Service Program, which served 22,768 lunches.
2. The District's community recreations programs provided a wide range of activities for tiny tots, children, teens, adults, senior citizens, and persons with disabilities at 26 recreation sites. This district serviced 19,539 registered participants during the three major program periods of summer (June- August), fall (September- December), and spring (January- May). Activities included classes in aquatics, arts and crafts, creative expressions and drama, ethnic culture, games and sports, music and dance, outdoor recreation, and physical fitness. Seasonal special events were planned and organized in all communities. These ranged from Halloween and Christmas Events to Easter Egg Hunts. Participants of all ages enjoyed these events. Special events for teens and pre-teens were specifically planned for this age group to provide them with wholesome, worthwhile, fun activities. Some of the activities were TNT (Tomorrows New Teens) Brain Bash, Teen Cosmic Bowling, TNT Beach Fest, Hawaiian Waters Adventure, Teen Dances, and TNT Camp.

	SUMMER 2004	FALL 2004	SPRING 2005	TOTAL
Tiny Tots	143	171	224	538
Children	4,255	2,333	2,561	9,657
Teens	841	909	1,124	2,874
Adults	917	1,115	1,211	3,243
Seniors	889	1,228	1,110	3,227
Totals	7,045	5,756	6,230	19,539

21st Centry Community Learning Centers: Waipahu Complex; Hoaeae Community Park, Project Ho'omana, Crestview Community Park, Waipahu District Park and Pool, and Waikele Community Park and Pool continue their collaboration with DOE on expanding programming. The Waipahu Complex Schools have applied for and been granted a second go around with 21st CCLC funding. All five elementary schools, the intermediate school and the high school are now offering after-school activities that will involve DPR participation in providing recreational enrichment activities. These activities will also include summer and intersession programming throughout the year. Recreation directors are involved in the advisory council, which meets quarterly to discuss project progress, plans for sustainability, partnership and program development.

4. Project Ho'omana, Waipahu Complex's program that addresses the Youth At-Risk issues received a grant from the Office of Youth Services to provide prevention and early intervention programming for youth at risk for gang involvement and violent behavior. Project Ho'omana has taken their **V.E.G.A.** (Violent Education and Gang Awareness) curriculum to a next level. A summer academy has been established at Waipahu Intermediate School which will involve Ho'omana staff delivering a set of curriculum five days a week with weekly supplemental assistance from the Hawaii National Guard's Counter Drug Unit and HPD G.R.E.A.T. Program officers. Maintaining existing programming at the intermediate school and expanding to include Waipahu High School has increased the number of youth being served.
5. Waipahu District Park Pool has been participating in the RFP process with the Office of Youth Services (in partnership with Ewa Complex Makakilo Pool's OYS Grant) to provide an Employment Training Program that will address the issues of youth involvement in gangs and in violent behavior.
6. Waianae Complex continues to work with all DOE schools and the Police Activities League coordinated basketball, volleyball and flag football leagues for various age groups along the Leeward Coast.
7. Mililani Complex continued responding to the need for intersession programs in the Mililani area by offering an 8 hour a day, week-long program in March and January. The program ran from 8:30 a.m. to 3:30 p.m. One hundred fifteen children were registered at a fee of $35 per child.
8. The Mayor's Neighborhood On-line Program continues to operate at Pearl City District Park, Wahiawa District Park, Mililani District Park and Waianae District Park.
9. Makakilo Neighborhood Park Pool implemented a free lifeguarding program for disadvantaged high school students within the Ewa and Kapolei School Districts. A grant from the Offices of Youth Services provided funding for this program intended to provide these disadvantaged high school students with opportunities for higher paying employment once they complete their training.

10. Ewa Beach Community Association provided funding for bus transportation for the Ewa Hui Aloha Senior Citizen Club. This allowed the Ewa Hui Aloha Senior Citizen Club to take monthly (sometimes twice a month) excursions to remote locations otherwise inaccessible to them by public transportation. This has increased the quality of life for the Ewa Hui Aloha Seniors.
11. Ewa Beach Community Fund of the Hawaii Community Foundation provided financial assistance (t-shirts, excursion and activities fees) for the Ewa Summer Fun Junior Leader volunteers. With this funding there was an increase in the number of volunteers who helped with additional supervision of our Summer Fun participants.
12. DPR continues a joint use agreement with the Navy to utilize two field complexes (Pride and Pointer) at the Kalaeloa Naval Base.

WINDWARD OAHU—DISTRICT IV

District IV is responsible for the development and implementation of community recreation and leisure programs, and for maintaining recreational facilities, parks, medial strips, beach rights-of-way, traffic islands, and slide areas from Mokule'ia to Makapu'u. District IV includes three regional parks, 43 beach/shoreline parks, three nature parks/reserves, five district parks, 15 neighborhood parks, 16 community parks, 39 beach right-of-ways and several medial strips, traffic islands, and slide areas. Park District IV employs 73 full-time maintenance personnel, 21 recreation directors, four recreation specialists, two recreation assistants, one secretary, one clerk typist and one district manager.

Accomplishments

District IV provided recreation programs and maintenance services at 22 recreation centers and 76 parks. Other accomplishments include:

The Summer Fun Program offered at 13 sites with 1,899children enrolled. The Summer Plus Program was offered at five areas this summer (Ahuimanu Community Park, Enchanted Lake Community Park, Kailua District Park, Kapunahala Neighborhood Park and Heeia Neighborhood Park). All five sites also offered a Before Summer Fun Program. Ten areas offered the Summer Food Service Program, which served approximately 30,000 lunches. The district conducted two Summer Enrichment Programs—one at Kaneohe District Park and the other at Kailua District Park. These enrichment programs offer a variety of classes for adults and children from arts and crafts to physical fitness activities. .

Organized Recreation

The district's community recreation programs provided a wide range of activities for tiny tots, children, teens, adults, senior citizens and persons with disabilities at 20 recreation sites. This district serviced 13,602registered participants during the three major program periods of summer (June-August 2004), fall (September-December 2005), spring (January-May 2005).

Activities included special community events and classes in aquatics, arts and crafts, creative drama, ethnic culture, games and sports, music and dance, outdoor recreation, and physical fitness.

NUMBER OF REGISTERED PARTICIPANTS IN DIRECTED PROGRAMS

	FALL	SPRING	SUMMER	TOTAL
Tiny Tots	102	80	167	349
Children	1,276	1,282	2,799	5,357
Teens	198	231	657	1.086
Adults	1,175	1,298	1,508	3,981
Senior Citizens	1,098	868	863	2,289
TOTAL	3,849	3,759	5,994	13,062

Kaneohe Community & Senior Center partnered with the Windward School for Adults to provide a variety of recreational programs for senior citizens. This partnership restored programs formerly conducted by volunteers and was no longer available.

Hauula Community Park completed its eighth year of partnership with the Queen Liliuokalani Children Center (QLCC). OLCC provided free cultural classes for registered participants at Hauula Community Park and expanded its services to Kahuku District Park.

Waimanalo Complex, along with our Ocean Recreation Specialist, assisted Hui Malama O Ke Kai (community program for 6th & 7th graders) in providing a variety of ocean recreation activities that focus on building self-esteem learning and caring for the environment, health and well being.

In addition to community recreation programs, there were programs enjoyed by the public at special facilities. These included Hale'iwa Surf Center, Kualoa Regional Park, and Kalama Hawaiiana Center. The district's North Shore is the host for 17 major surfing contests half of which are national surf contests.

Park Maintenance

The District Park Maintenance Program provides daily maintenance at 96 parks. This includes 43 beach parks, 35 comfort stations, 37 recreation centers, four gyms, three swimming pools, three pavilions, 18 bathhouses, 46 ball fields, 95 outdoor courts, 23

play apparatus areas, 39 beach rights-of-way, 172 campsites and numerous medial strips, malls, and special facilities.

The district continued to coordinate volunteer projects with community groups involving beach cleaning, graffiti paint-outs, trail clearing, and the seasonal improvement of sports fields. Quarterly more than 100 volunteers have been cleaning and maintaining the Ke Ala Pupukea Bike Path. Almost all of the two miles of bike path has been landscaped by volunteers coordinated by the North Shore Outdoor Circle.

A community based group of individuals, raised $38,000, purchased and constructed improvements at Pohakupu Mini Park that included a new swing set with resilient surface, a seven station exercise unit and concrete walkways. Much of heavy work was performed by a contractor, who volunteered his twenty man crew for two weekends to form and pour the concrete for the swings and walkway.

The increase in the number of Community Service Sentencing Branch work sites has provided additional manpower needed to support maintenance.

The assigning of staff to cover large events and to monitor permittees to insure that they provide rest room cleaning, trash removal and restoration of grounds is continuing to reduce the number of complaints from the general public. The program for the second year has resulted in fewer after event problems requiring remedial work by the permittees.

DISTRICT V, CENTRAL OAHU REGIONAL PARK, WAIPIO PENINSULA SOCCER COMPLEX, HANS L'ORANGE BASEBALL FIELD

The Parks Maintenance and Recreation Services Division's District V is responsible for the coordination of local, national and international sports tournaments, community recreation and leisure programs, and for maintaining sports facilities. District V has the Waipio Peninsula Soccer Complex (WPSC), Central Oahu Regional Park (CORP) and Hans L'Orange Baseball Field (HLBF). WPSC is 175 acres with 20 soccer fields, one lighted stadium field w/ locker room and restroom facilities. CORP is 269 acres with three regulation and one warm-up adult baseball fields; four softball fields, four youth baseball fields, five multi-purpose fields, 20 court tennis facility, archery range and the aquatic center which is scheduled to be completed in the fall of 2005.

Total Full-time Grounds Maintenance Positions: 26

Total Full-time Management Positions: 3

Accomplishments

1. The University of Hawaii Wahine Soccer Team played their fifth season of home games at the stadium. A total of 16 intercollegiate matches were held.

   The Hawaii Youth Soccer Association hosted the Snickers Far West Regional Championship at the complex for over 200 mainland teams in June.

   The Hawaii High School Athletic Association staged the Girls State Championships in February with teams from all the islands participating.

   Both youth – AYSO and HYSA- as well as adult leagues made full use of the complex on weekends throughout the year. HYSA sponsored the Olympic Development Program. The adult soccer leagues, the Women's Island Soccer Association (WISA), the Men's Island Soccer Organization (MISO) and the Hawaii Rangers Soccer League staged tournaments throughout the year, including the Pacific Cup, the Tide Cup, Kirk Banks, and the Veteran's Cup, drawing both mainland and international teams.

2. Central Oahu Regional Park: There are seven adult baseball leagues, five youth baseball leagues, twelve softball leagues, and 2 adult soccer league that use the park throughout the year. In addition there is a youth football league, soccer teams and a mixed Lacrosse league that practice at the park. Tournaments throughout the year include: Kids World Series Baseball, Hawaii Winter Baseball, Best of the West, Tourney Sports, Triple Crown, ASA Softball Regionals, Little League, PONY, Cal Ripken and Babe Ruth Regionals, Family Stone High School Alumni Softball tournament which involved 80 games over 5 days. A Korean professional baseball team also trained at the park in January and February.

3. Hans L'Orange field is managed by staff from CORP. Phase I of the master development plan has been completed which included upgrading of field lights. Phase 2 of the master plan includes completion of the field lights, new scoreboard, outfield and foul line fencing. Hawaii Pacific University played some home games at the park during the year. Both Little League and adult leagues use the park's lighted baseball field. A Korean professional baseball team conducted Spring Training at the park in February.

RECREATION SUPPORT SERVICES

The function of Recreation Support Services (RSS) is to provide program support and in-service training for district recreation staff in specialized areas such as Sports and Aquatics, Culture and Arts, Children and Youth, Special Services and Senior Citizens. Staff coordinated various special events throughout the year, in addition to regularly scheduled tournaments, contests and clinics. This section is made up of twenty four (24) full time staff, the majority are recreation specialists and forty (40) part time staff who provide department resources on matters relating to their specific disciplines.

A. **ADOPT-A-PARK:**

   The Adopt-A-Park Program enlists public and private organizations and individuals to volunteer their services to support the department's maintenance of park facilities. Eighteen (18) new adoptions were added this year for a total of 262 active park adoptions.

   The Volunteers in the Park program assists and coordinates cleanups and beautification projects during the year. Major projects include "Keep America Beautiful Day", "Weed and Seed", "Get the Drift and Bag It", "Make a Difference Day", Fourth of July volunteer

projects and other island wide projects. These community-wide projects have generated over 6,700 volunteers who contributed over 22,000 hours of community service projects in beach and litter cleanups during 2004-2005.

B. **CHILDREN AND YOUTH UNIT:**

The Children and Youth (CY) Unit of the Department of Parks and Recreation (DPR) continues to seek out grant opportunities, research new programming and provide support and training for DPR staff. Listed are some of the highlights:

Grants – DPR was awarded $53,000 by the State of Hawaii, Office of Youth Services (OYS) to conduct community-based services that target "at-risk youth" for gang involvement within two of Oahu's communities (Ewa Beach and Waipahu).

The Ewa Complex Lifeguard Program, developed by the Ewa Complex of District III is a vocational lifeguarding program conducted at the Makakilo Swimming Pool reaching out to the youth in the Ewa Beach and Waianae Coast communities.

Project Ho'omana, a program developed by the Waipahu Complex of District III has been included in this grant funding period. The program has an excellent range of collaboration within the Waipahu School Complex (including Waipahu High School, Waipahu Middle School and all four feeder elementary schools) and has established itself as an important resource for the youth of Waipahu.

Training:

The Children and Youth Unit in conjunction with Good Beginnings Alliance offered a set of workshops on Early Childhood Education for DPR staff. The workshops included the developmental stages of children, the idea of learning through play, and stressed the importance of "teachers" in the lives of young children. The workshop was made possible by a donation from the Friends of Honolulu Parks and Recreation.

The Children and Youth Unit coordinated with the Department of Community Services to offer grant writing workshops for DPR staff. Sandra Rogin, grant developer for the City presented the basic steps to writing proposals. The components included: 1) Overall process for proposal writing; 2) Rating factors for the proposal; and 3) Sources for grants and statistics.

DPR staff attended the 2005 Training Institute presented by the Department of the Attorney General's office. The topic was "Bullying Today: What's New and What to Do". The day long workshop provided an understanding of bullying and how it harms our children. National trainers shared proven strategies on how to help children and adults create a welcoming environment to all.

DPR provided support for the Department of the Attorney General's office

2005 Community Action Seminar in February. At the seminar, DPR staff facilitated community groups who came to create an action plan for prevention of underage drinking, drugs, and youth gangs in their communities. DPR staff also provided the audio visual support for the seminar. In May, a follow up meeting of the community groups' progress was held. DPR staff served as facilitators and audio visual support for this meeting.

C. **HEALTHY HAWAII INITIATIVE GRANT**

In April 2003, DPR launched the State of Hawaii, Department of Health (DOH), Healthy Hawaii Initiative Grant. $248,000 of the grant money covered the vast majority of project expenses.

The purpose of the grant is to increase physical activity in the urban core by utilizing existing Department of Education (DOE) facilities. The project is meaningful on two levels:

1. The after school physical activities address the alarming rates of obesity and drug-use, particularly in our youth;
2. Utilizing DOE facilities helps close the gap between actual numbers of DPR facilities and the recommended number in the urban core.

The project, through an addendum to the joint use agreement and frequent meetings, established a model for future collaboration between DOE and DPR.

The initial assessment and analysis phase led us to select Farrington High School (FHS). After several changes in staff, we launched several programs at the school site and a water exercise class at Kalihi Valley Pool in January 2005. Here is a breakdown of classes offered from January to May 2005:

CLASS	REGISTRATION
Walking	3
Water Exercise	16
Swim lessons	16
Lunch Volleyball	49*
Hip-hop	24

(* While we did not register participants during lunch, we had an average of 49 students participate.) Currently, in addition to water exercise and hip hop, we are offering five programs in the summer including three new classes: hula, strength training and hip-hop aerobics.

Successful meetings with FHS faculty and DOH resulted in space on campus for DPR staff to work on campus and facilitate relationships with faculty and students. The principal has also offered the possibility of health elective credits for students who participate in our program.

D. **PEOPLE'S OPEN MARKET PROGRAM:**

The People's Open Market (POM) program was established in November 1973. The overall purposes of the program are:

To provide the public, especially the less affluent residents, the opportunity to purchase low cost fresh agricultural and aquaculture products and other food items.

To support the economic viability of diversified agriculture and aquaculture in our State by providing market sites where the State's farmers and fisherman or their representatives are encouraged to sell their surplus and/or off-grade products, and

To provide focal points for residents to socialize. Vendors must be registered in the Electronic Benefit Transfer (EBT) program and are required to accept food stamps. The Department of Parks and recreation provides the staff and sites. The staff monitors the program in accordance with a set of rules and regulations adopted at public hearings.

AVERAGE WEEKLY CUSTOMER COUNT

	NO. OF SITES/WEEK	AVERAGE NO. OF CUSTOMERS/WEEK
Sunday	3	2,063
Monday	4	693
Tuesday	4	4,135
Wednesday	3	2,081
Thursday	3	1,839
Friday	3	1,541
Saturday	5	5,054
	25	17,406

HIGHLIGHTS OF THE YEAR

Nearly 870,000 people were attracted to the 25 market sites during the fiscal year 2004 - 2005, a decrease from last year's count of 936,227. An additional market at Waikele Community Park was the newest site to get an open market. The market averages 124 customers each week. The attendance numbers confirm that the program is alive and well and is fulfilling its primary purpose of aiding and promoting the diversified agriculture, providing low cost produce to Oahu's citizens and tourists and having a focal point where people of a community can gather and talk story.

The Kalihi Kai site had the highest average number of patrons (2,813 each week) and the Mother Waldron site the lowest (56 each week).

There has been a consistent decline iN Electronic Bank Transfer (EBT) transactions each fiscal year. A total of $6,543 was collected in the markets, a decrease from last year's total of $7,284.

E. **SENIOR CITIZENS PROGRAM:**

The Senior Citizen Section of the Department of Parks and Recreation has maintained a year round schedule of activities and special events for over 6,000 senior citizens (55 years and older) in the City and County of Honolulu. The Department's District recreation staff advised 42 senior clubs (island wide) and assists the Senior Citizen Section with City wide events like the annual Mayor's Cultural Festival and Crafts Fair and the Seniors Valentine Dance at the NBC Exhibition Hall.

F. **SPORTS AND AQUATICS SECTION:**

There were over 600 aquatics classes, including first aid and CPR, held for children, teens, adults, seniors and special population at the 20 swimming pools island wide.

G. **THERAPEUTIC RECREATION UNIT:**

Vision Statement

The Therapeutic Recreation Unit (TRU) and the Department of Parks and Recreation recognize that access to recreation is the right of all people. We support the development of inclusive parks and programs which enhance the quality of life in our community.

> It is our vision to play a vital role in making parks and recreation an integral part of our community life. We celebrate the differences in individuals as we learn from the past, participate in the present and prepare for the future. Our dream is to have inclusive parks where people can choose from a well balanced variety of accessible activities with people who are accepting of the diversity of one another. We advocate with people with disabilities to participate and have fun in recreation as we all pursue health and active life styles.

Through this vision, we are creating an inclusive agency.

Mission Statement

The mission of the Therapeutic Recreation Unit is to provide support to the Department of Parks and Recreation and to assist persons with disabilities to access parks activities.

Welcoming and benefits theme will continue to be interwoven into our goals and objectives**.**

- Training
  - ◊ Trainings conducted in LIFE (Leisure Is For Everyone), Positive Discipline and Song in ASL.
  - ◊ Presentations were given to Care Home Operator Classes.
  - ◊ Display tables were set up at the Buddy Walk (National Down Syndrome Society) and at the SPIN (Special Parents Information Network) conference.
- ADA Posters were printed and are posted at recreation centers.
- Beach Access All Terrain wheelchairs and beach mats are available seven days a week for persons with disabilities at seven Beach Park sites.

H. **CITYWIDE SPECIAL EVENTS:**

July 16, 2004	Annual City-wide Hot Shot Contest (basketball shooting contest) was held at Manoa Valley District Park. There were 40 participants, 22 boys and 18 girls.
July 17, 2004	City-wide Summer Teen Mixed Volleyball Tournament was held at Manoa District Park with 7 teams, 84 participants and 100 spectators.
July 17, 2004	Junior Lifeguard Competition was held at Manoa Valley District Park pool. Approximately 100 teens participated.
August 3-5, 2004	The 29th Annual State Softball Tournament was hosted by the Kauai Senior Softball Association in Hanapepe, Kauai. There were a total of 39 teams, with 12 teams and 240 participants from Oahu.
Aug. 8 & 22, 2004	The 64th Annual Nā Hula Festival was held at the Queen Kapiʻolani Park Bandstand. The purpose of the festival is to preserve the Hawaiian culture through Hawaiʻi's dance – the hula. Three hālau performed on August 8th. Opening the day's festivities was the Puanani Alama Hula Studio and Leilani Alama Hula Studio. The Alama sisters have been with Nā Hula Festival since its inception. Closing the August 8th festivities was Hālau Hula ʻO Hōkūlani. The August 22nd festivities began with Nā Wahine ʻO Ka Hula Mai Ka Puʻuwai followed by Hālau Hula ʻO Pua ʻAʻala Hone. The Royal Hawaiian Band closed the festivities for that day. There were approximately 300 performers and 500 people who participated in the two-day event.
Sep.24-26, 2004	Good Life Fair was held at the Neal Blaisdell Center Exhibition Hall. DPR seniors participated by doing arts & craft demonstrations, acting as docents and providing entertainment.
Oct. 15-17, 2004	The 16th annual Talk Story Festival was held at McCoy Pavilion. Each of the three nights featured eight to ten talented story tellers from across the state. October 15 featured spooky stories; October 16 celebrated Sweet ʻN Sour Love Stories; and, October 17 offered Tales of Courage. Each program ran from 7:00 to 9:30 pm. Approximately 2,500 people attended the three-day festival. ʻŌlelo and Leeward Community College students videotaped each night of performances, which was later aired on ʻŌlelo TV. Aloha Airlines flew in five different tellers from the neighbor islands and they were

housed by the Aston Waikiki Beach Hotel. A thirty-second Public Service Announcement played on all TV channels, posters were put into the buses, a city website featured each night's line-up and media coverage was extensive.

(Above photos) Senior Citizen's Valentine Dance, February 10, 2005

Nov. 13, 2004 — Mayor's Cultural Festival and Craft Fair - A total of 42 DPR Senior Clubs and other senior agencies participated in this event. 3,000 in attendance.

Dec. 6, 2004 — Annual DPR-Elks Hoop Shoot (basketball free throw shooting contest) was held at the Halawa District Park. There were 36 (20 boys and 16 girls) DPR and school district finalists.

Dec. 12, 2004 — 33rd Annual Honolulu Marathon. Kapiolani Park/ Ala Moana Beach Park. There were over 30,000 participants.

Jan. 18, 2005 — Advisor and Leadership Workshop "Getting Fit for the New Year", was held at the McCoy Pavilion Auditorium. 200 DPR staff advisors and senior club officers participated in this year's workshop.

Feb. 10, 2005 — Senior Valentine Dance was held at the Neal S. Blaisdell Center with over 2,500 participants. There were 50 representatives from senior organizations. The theme of the event was "Two Hearts in One". The students from the Waldorf School's ballroom dancing classes attended.

March 5, 2005 — The 78th Annual Lei Day Celebration began on March 5, 2005, with the selection of the Lei Queen and Court. Five kūpuna were judged on their lei making skills, hula, poise and personality. This year's judges were Mr. Randy Akau, Ms. Macy Hoakalei Hina Kamauʻu (2004 Lei Queen), and Mr. Hanalei Ramirez. The five kūpuna contestants were Priscilla Marie Mālama Ewaliko; Flo Kuʻuleilani Fernandez; Lorraine Lahela Peʻelua Higa; Edith Keonaona Kānekoa; and, Carol Ann Kamila Grace Noland. Kupuna Flo Kuʻuleilani Fernandez was selected as the 2005 Lei Queen. The remaining four kūpuna would serve as princesses in the court. Approximately 200 people attended this event.

Mar. 17, 2005 — The 14th Annual Senior Classic Games (organized games created for seniors) was held at Mililani District Park. There were 99 teams with a total of 297 participants representing 2 age divisions.

Mar. 23, 2005 — The Primetime Wellness Fair was held at the Neal Blaisdell Center Exhibition Hall. DPR partnered with First Hawaiian Bank, Kuakini Hospital and HMSA to provide health related activities and information for senior participants. Staff assisted in coordinating activities throughout the day. Over 3,000 attended.

Apr. 21, 2005 — Try Fest was held at the Manoa District Park. Over 500 participants enjoyed the activities that promoted physical activity at this event.

Apr. 16, 2005 — City-wide Children's Novice Swim meet was held at the Salt Lake District Park Pool. There were 150 swimmers.

Apr. 26, 2005	The Senior Recognition Program was held at the Sheraton Waikiki Hotel. DPR staff assisted with the program and monitored the seniors during and after the program.
May 1, 2005	The theme for the 78th Annual Lei Day Celebration was Nā Waihoʻoluʻu O Nā Lei – the colors of the leis. On May 1, 2005, 21 adults and 16 keiki participated in the annual lei contest, offering 79 exquisite lei entries. Lei Queen Flo Kuʻuleilani Fernandez was invested by the Honorable Mayor Mufi Hannemann at the Queen Kapiʻolani Park Bandstand. The pomp and circumstance of the investiture was aided by Kumu Hinaleimoana Wong and nā haumāna of Hālau Lōkahi, Kumu Hula Kapiʻolani Haʻo and Hālau Ke Kiaʻi A ʻO Hula, Mr. Kawika Mersberg, and the musical group Starfire whose members are Kalai Campbell, Mamo and Henry Wassman, and Kenny Batungbacal. Entertainment was provided throughout the day by the Royal Hawaiian Band; Nā Kūpuna ʻO Makua Aliʻi; Hālau Hula ʻO Hōkūlani; Nā Leo Nahenahe o Nā Kūpuna; Nā Wahine ʻO Ka Hula Mai Ka Puʻuwai; and, Hula Hālau Nā ʻŌpio O Koʻolau. Adding to the festivities of the day was music by the Hawaiian Steel Guitar Association, food, lei and craft sales, as well as Nā Mea Hawaiʻi exhibits. Approximately 5,000 attended this day-long lei celebration.
May 2, 2005	The closing of the 78th Annual Lei Day Celebration was held at Mauna ʻAla, the Royal Mausoleum on May 2, 2005, where all lei from the lei contest/exhibit were draped on the tombs and crypts of the Aliʻi. Lei were also draped at the tomb of King William Charles Lunalilo at Kawaiāhaʻo Church.
May 27, 2005	Memorial Day lei sewing project at the Makua Alii Senior Center. 65 seniors sewed over 2,000 leis. A total of 48,718 lei were made by school children, senior citizens and community groups for graves at Punchbowl and Kaneohe Veterans Cemetery.
Jun. 15-17, 2005	The 2005 State Senior Citizens Bowling Tournament was hosted by the Big Island's Senior Program. Over 200 bowlers from the Oahu, Kauai, Maui and Hawaii County sponsored leagues participated.

Throughout the year: There were 8 City-wide tennis tournaments at Diamond Head Tennis Center and Ala Moana courts with 1,039 participants; weekly jogging clinics were conducted at Kapiolani Park and Central Oahu Regional Park from mid-March to December with 165 participants and 30 volunteers; six golf tournaments, five at Makalena Golf Course and 1 at Ewa Villages Golf Course for senior citizens with 600 senior golfers participating.

MAINTENANCE SUPPORT SERVICES DIVISION

The Maintenance Support Services Branch(MSS) is under the direction of the Park Maintenance and Recreation Services Division. MSS is responsible for providing major repair and/or replacement services to buildings, ground facilities and equipment island-wide. It executes maintenance operations to construct, repair, renovate and service park buildings, grounds, equipment and other recreational facilities. MSS provides heavy construction equipment assistance and fertilizer, herbicide, vector control and utility crew support. It contracts maintenance and repair projects for elevator and gymnasium repair projects and playground equipment and termite control. It evaluates existing programs by compiling and analyzing statistical data, researching and evaluating new methods, techniques, equipment and materials to improve overall efficiency and service to the division's maintenance and repair program.

The following is a summary of work orders completed by the mechanical repair, trades, heavy equipment, utility, chemical and labor crews and work program coordinator in Fiscal Year 2004-2005.

COMPLETED REQUESTS FROM TRADES AND SECTIONS

Carpentry	310
Electrical	243
Masonry	123
Painting/Signs	407
Plumbing/Sprinkler	760
Welding	144
Work Program	86
Grounds Improvement	224
Heavy Equipment	155
Mechanical Repair	1,095

A major undertaking by the MSS branch was the reconstruction of Aina Moana (Magic Island) stonewall and walking path that was undermined by tidal waters at the lagoon area. Our masons and construction equipment operators worked for several weeks to stabilize the area and make it safe for park users to again enjoy.

Another project that involved MSS personnel was the complete restoration of Oneula comfort station in Ewa, involving carpenters, painters, plumbers, and ground maintenance personnel to completely give the facility a new cleaner look. It started with a new roof to the changing of all plumbing fixtures, a complete inside and outside paint job, and a high pressure cleaning of the floors.

DEPARTMENT PLANNING AND PERMITTING

Henry Eng, FAICP, Director
David K. Tanoue, Deputy Director

POWER, DUTIES AND FUNCTIONS

The Department of Planning and Permitting ("DPP") is responsible for the City's long-range planning and community planning efforts and for the administration and enforcement of ordinances and regulations governing the development and use of land, various codes pertaining to the construction of buildings, and City standards and regulations pertaining to infrastructure requirements. The department has the following five commissions, boards and committees:

The Planning Commission holds public hearings and makes recommendations through the mayor to the City Council on proposals to adopt or amend the General Plan, Development Plans, and zoning ordinances. It also holds public hearings and makes recommendations on State Land Use District boundary amendments for parcels of 15 acres or less in other than Conservation Districts, and approves state land use special use permit applications for uses on agricultural land.

The Zoning Board of Appeals hears and determines appeals from actions of the director of Planning and Permitting in the administration and enforcement of zoning, shoreline, and subdivision ordinances and regulations.

The Building Board of Appeals hears and determines appeals from actions of the director of Planning and Permitting in the administration and enforcement of building and related codes, and appeals from actions of the fire official in the administration of the Fire Code. It also hears and determines requests for variance from provisions in the building and related codes.

The Design Advisory Committee comments on design issues related to major project proposals in special districts.

The Mayor's Historic Preservation Committee serves as a forum on matters related to local, current historic preservation issues.

HONOLULU LAND INFORMATION SYSTEM

DUTIES AND FUNCTIONS

This organization provides direct support for maintaining and updating Geographic Information System ("GIS") data required for all city departments. Honolulu Land Information System ("HoLIS") is responsible for the following functions:

- Oversee and direct citywide policies regarding the development and implementation of the GIS.
- Manage and direct the operations of the Departments automated permit tracking and management system.
- Manage and maintain the GIS and the Department's Internet web sites.
- Provide standards for entering and maintaining the geographic/spatial database of thematic maps.
- Implement user interfaces to provide easy access for spatial data queries, report generation, and map production.
- Integrate data and information from external databases of the city and from other agencies with GIS and Departmental land record information.
- Provide assistance and consultation to develop and define specifications for GIS applications and projects.
- Coordinate with all departments to develop management plans that ensure the maintenance of the individual spatial data layers, and ensure that the GIS is responsive to the individual users.
- Implement policies for the distribution of GIS data to the public and private industry.
- Pursue the development of inter-organization agreements to promote the use of GIS technology, and to develop cooperative arrangements for future database development.

ACCOMPLISHMENTS

AutoPermits (POSSE). As part of the effort to establish a comprehensive and integrated Land Information System (LIS), the HoLIS program continues to provide key management and technical support in the development and use of the Department's Automated Permit Tracking and Management System (AutoPermits). The AutoPermits program, commonly referred to as POSSE, enhances methods for processing development permits, and effectively identifies the status of permit applications in the review process. The system is being used by all operations relating to the review, approval, inspection, and enforcement of departmental permits. Reports are being generated to assist department managers to assess the status of City construction projects, permit review times, inspector's mileage, and personnel workloads.

AutoPermits (Honolulu Internet Permit System). The AutoPermits program continues to expand to allow other governmental agencies, private businesses, and the general public access to permit records and information using Internet technology. The Department's Honolulu Internet Permit System (HIPS) web site also allow other City and State agencies to electronically update and comment on permits that require their review. Customers and the public can research permits and land records, and can check on the status of application reviews remotely with an Internet connection.

AutoPermits (Historical Document Scanning) In conjunction with the overall AutoPermits project, the department continues its conversion of historical hard copy documents into digital image formats to be accessible from the City's computing systems. HoLIS is providing lead contract and technical support to this project. Approximately 4,000,000 documents have been scanned and are accessible through the AutoPermits program, with an additional 2,000,000 documents planned to be scanned.

Department of Planning and Permitting Web Page. Customer services are continually enhanced through the departmental web page, www.honoluludpp.org. The HoLIS program coordinates the design, development, and management of the web page. This site provides information on how the public can obtain various types of permits and allows for the download of all of the departmental forms needed for permit applications.

GIS Internet Web Page and Data Downloads. The City's GIS web site http://gis.hicentral.com provides realtors, developers, retail businesses, engineering companies, and even the movie industry geographic information needed to assess site characteristics. The GIS data is also providing the public opportunities to use the data for community and educational programs. A new communication connection was established that greatly increased the performance of the web site. The website was also enhanced by adding new data sets to the site for display and download.

Tax Plat Automation and Data Conversion. HoLIS is coordinating and managing the reengineering of the work flow processes for updating subdivision and tax plat base maps. An analysis of the processes to edit cadastral boundary lines was completed, with new GIS software tools being created to improve the methods for maintaining tax plat map data and to automate the production of the tax plat maps.

Building Outlines, and 3D Structure Modeling. HoLIS continues to develop three dimensional (3D) building shapes for non-residential structures. The 3D modeling of buildings and critical facilities allow analysis of urban development patterns and assist in security planning programs. A geo-database of building structures is being linked to other structural data for use with various City programs.

Homeland Security Project Support. The HoLIS program assists the City Emergency Operations Center (EOC) with its use and access to GIS data. The EOC had its Intranet website updated with additional data, and additional personnel were trained on using GIS for emergency response purposes. HoLIS coordinated the purchase of a dedicated GIS workstation for use in the EOC, and continues to provide data and technical support for emergency response planning.

Digital Aerial Photography. The HoLIS program acquired more digital aerial images for Oahu through a variety of different sources. New large scale, high resolution imagery of Honolulu was collected. Satellite imagery from various sources is providing additional image data for Ewa, Central Oahu, North Shore, Hawaii Kai, and other areas of Oahu. The imagery from remote sensing satellites and low altitude aerial photographs provide detailed information on buildings, roads, parks, natural features, and other characteristics of the land needed for City projects and security programs.

Facility Data Conversion Project. HoLIS is managing the conversion of hard copy maps into digital format for storm drains, buildings, parks, and other facilities. Data is required to support various City agencies with updated and complete digital maps of vital facilities. Interviews with key users were completed, and over 200 maps were scanned for conversion into the GIS.

GIS Day. For the sixth consecutive year, the HoLIS program coordinated the activities for GIS Day in Honolulu on November 18, 2004. GIS Day is a worldwide event to promote geography literacy in schools, communities, and organizations, with a focus on the education of children. Over 300 students ranging from 5th, 6th, and 7th grades participated in various hands-on activities that demonstrated the importance of geography and how GIS works.

Other Major Projects:

- Capital Improvement Program (CIP) Intranet Website
- Parks Information and Mapping System (PIMS)
- Environmental Services Wastewater Facility Geo-Database Management
- Honolulu Police Department GIS deployment.
- Honolulu Fire Department Dispatch
- Emergency Medical Services (EMS) 911 Dispatch System

HOLIS Work Loads and Map Production. HoLIS provides data maintenance and map production services to all City departments to assist with their mapping and data requirements. HoLIS Work Request increased 10% from the previous year and has an overall growth trend of work requests and map production over the past five years, with spikes in demands. The reduction in the number of edits that have occurred indicates that the GIS database requires less maintenance and has fewer errors than in previous years. It should be noted that the GIS is available to City personnel via the Internet or other desktop programs, and the users are producing map products without assistance from HoLIS, which are not accounted for here.

	FY98	FY99	FY00	FY01	FY02	FY03	FY04	FY05
HoLIS Work Requests	173	194	229	244	311	606	369	404
Maps Produced			403	298	411	499	885	512
GIS Data Maintenance Jobs			663	761	657	433	374	203

CUSTOMER SERVICE OFFICE

DUTIES AND FUNCTIONS

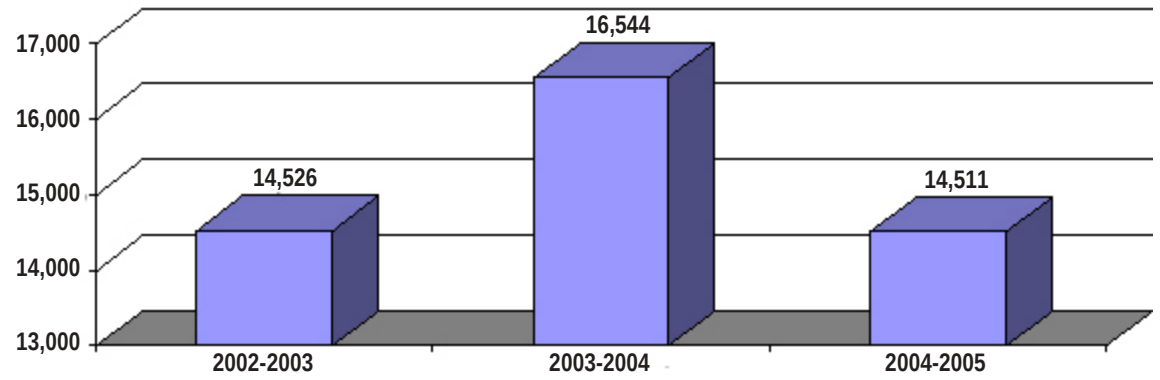
The Customer Service Office ("CSO") is within the Administration Division of the Department of Planning and Permitting. CSO is comprised of the Permit Issuance Branch, Data Access and Imaging Branch, Code Compliance Branch, Residential Code Enforcement Branch and the Commercial and Multi-Family Code Enforcement Branch. CSO enforces, through civil fine procedures, the Building, Electrical, Housing, Plumbing, Energy, Sidewalk and Zoning Codes and other pertinent ordinances; checks and approves all residential building plans submitted for compliance with code requirements; issues permits, and inspects existing buildings for compliance with various codes. They also manage consolidated permit centers in Honolulu and Kapolei. These process centers process residential building permits, provides a central intake point for other permit applicants, answers inquiries about land use permit requirements and collects all building permit payments. CSO also serves as the Department's property information center, where historical and current property and permit records are available for the public's use.

ACCOMPLISHMENTS

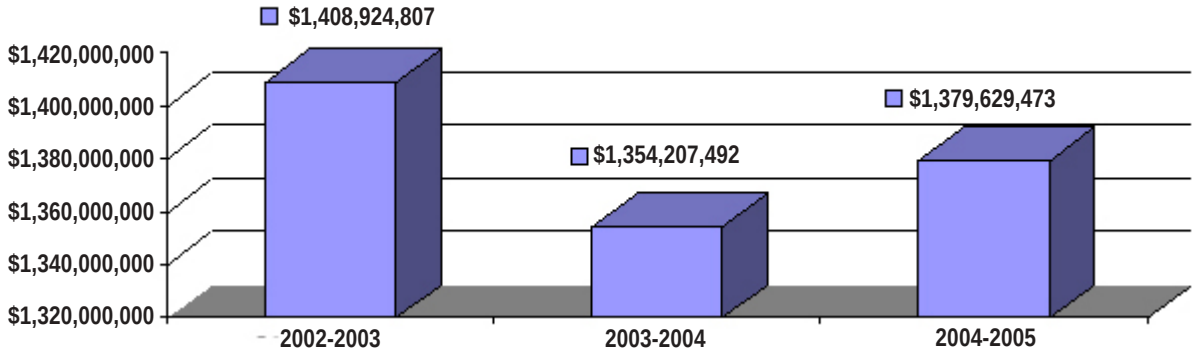
Permit Center. The number and valuation of building permits issued during fiscal year 2004 - 2005 were 14,511 and $1,379,629,473 respectively, as compared to 16,544 and $1,354,207,492 for the previous fiscal year. This represents a decrease of 2,024 permits or 14% and an increase in valuation of $25,421,981 or 2%. The slight increase in valuation for this fiscal year, even though total building permit issuance decreased, is due to an increase of major commercial building permit applications that "spiked" the valuation number.

The decrease in building permit numbers is the first in five years and may be attributed to a leveling in growth of the building industry in Hawaii. The decreased numbers are represented in permits issued for the single-family and apartment occupancy groups. Other occupancy groups such as office buildings and industrial structures made modest gains in the number of building permits issued in the 2004 – 2005 fiscal year.

NO. OF BUILDING PERMITS ISSUED



VALUATION OF BUILDING PERMITS ISSUED



Permit Streamlining. CSO has improved customer satisfaction in reducing time for permit applicants by devoting a second line only for the issuance and payment of building permits. Due to the current booming construction industry, the prospects for staff recruitment are limited and a continual challenge. CSO is continually improving its standards in performance and efficiency by working together with existing staff to streamline permit operations. Such measures include:

- Improved on-line permit applications that would include automatic agency and branch routing.

- On-line payments.
- On-line appointments.

Property Information. The Data Access and Imaging Branch ("DAIB") provide the public with historical records and documents that are retrieved and viewed at the Customer Service Counter. In addition, this Branch provides centralized mail processing for the entire Department, as well as maintaining all existing records. Other major activities include:

DESCRIPTION OF TASKS	TOTALS	
	FY 2004	FY2005
Walk-in Customers Served	22,664	27,852
Incoming Mail Received	49,057	49,877
Number of Files Retrieved for Customers	36,021	36,121
Copies of Maps Made	6,933	6,759
Copies of Document Pages Made	47,819	59,587
Construction Drawings Accessed	54,062	54,411
Research Requests	8,446	10,245
Subpoena's Received/Civil Suits	197	192
Phone Calls Received	22,691	20,107

Several significant occurrences during the fiscal year 2004 - 2005 influenced the operational statistics in the DAIB. During the fiscal year 2004 - 2005, the DAIB lost two employees, thereby, decreasing an already understaffed branch by 75%. The transfer of a City employee helped to temporarily stabilize the staffing situation in the DAIB.

Operating with only half of the required clerical positions, the DAIB staff could not answer all of the phone calls that came into this office on a daily basis. The annual statistics for this fiscal year shows a decrease of 13% in the phone calls answered as opposed to the statistics during fiscal year 2003 - 2004.

While statistics show a significant decrease in the number of phone calls answered, the DAIB did see a significant increase (23%) in the number of customers that were assisted at the counter (approximately 5,200+). This explains, in part, why the existing staff was unable to "catch" all phone calls coming into this branch. They were too busy providing priority services to the walk-in customers.

There is also a significant increase in the number of copies produced (25%) due to the lawsuits the DAIB received; not because of the increase in the number of civil suits/subpoenas/ZBA cases, but because of the complexity of several lawsuits that involved voluminous permit files/documents/maps that needed to be researched and produced.

Authorization of approximately 500 hours of overtime during the last quarter of the fiscal year 2004 - 2005, allowed staff to reduce several months of records research and access requests to about three weeks. Without the authorized overtime, the DAIB and this Department would be in violation of the UIPA statues that requires the maximum of 10 business days in which to provide a requestor with access to government records.

Code Enforcement

Code Compliance Branch. Customer Services Office Code Compliance Branch is responsible for the issuance of Notices of Order ("NOO's") for all violations of the following ordinances: Building, Housing, Plumbing, Electrical, Grading/Grubbing/Stockpiling/Trenching, Land Use, Special Management Area and Shoreline. This branch is also responsible for site inspections for all shoreline and Special Management Area matters. When appropriate, a Notice of Violation is issued for infractions of the Shoreline and Special Management Area Ordinances.

The NOO's are issued when Notices of Violation ("NOV's") are not corrected within a required period of time. These NOV's are referred to the Code Compliance Branch and civil fines are assessed.

The primary objective of the code enforcement program is to obtain compliance. Enforcement measures can be either administrative of judicial (Prosecuting Attorney's Office). Except for rare occasions, administrative measures are preferred to judicial means.

The NOO's with the civil fines is the first phase of code enforcement initiatives used to achieve compliance with City codes. Other enforcement tools utilized to ensure compliance and the referral of cases to the City's Corporation Counsel for legal action are attachment of assessed civil fines to taxes, fees, and charges administered by the City, and the referral of cases to the City's contracted collection agency.

For fiscal year 2004 - 2005, the Department issued 2,830 NOV's. Of those NOV's, 267 were referred for issuance of NOO's. Of the 267 NOO jobs created, 39 cases were cancelled as erroneous referrals. Of the remaining 228 NOO's issued, 108 cases were closed. During this period, $115,421 was collected as civil fines. This total does not reflect the amount of civil fines collected by the Real Property Tax Division as the result of DPP referral of the fines and attachment to the violator's real property tax. For this period, the Real Property Tax Division collected a total amount of $89,365 in attached fines.

This branch is also responsible for processing Nonconforming Use Certificates ("NUC's"). The NUC's are issued to allow the continuance of legal short-term rental units. The 2004 NUC renewal was completed on October 15, 2004. Currently, there are 1,000 active NUC's on Oahu (940 transient vacation rentals and 60 bed and breakfast units). The processing fee collected for the 2004 NUC renewal was $400 each.

Residential Code Enforcement Branch. The Residential Code Enforcement Branch conducts inspections in the City and County of Honolulu, enforcing the Housing Code. In addition, the Housing and Zoning Code inspectors spend approximately 85% of their time in the enforcement of the Zoning, Vacant Lot and Sidewalk ordinances.

The Residential Code Enforcement Branch performed the following number of inspections and other activities:

	FY 2004	FY 2005
No. of Initial Inspections (Housing Units)	1,608	1,197
No. of Units with Housing Code Deficiencies	313	276
No. of Units with Housing Code Deficiencies Corrected	271	252
No. of Units Demolished	28	9
No. of Zoning Violations Issued	152	148
No. of Zoning Violations Corrected	130	145
No. of Inspections of Vacant Lots	189	179
No. of Vacant Lots for Which Notices of Violation were Issued	141	141
No. of Vacant Lot Violations Corrected	110	139
No. of Inspections of Sidewalk Areas	2,563	3,375

Relocation assistance in the form of aid in locating and moving to replacement housing and/or granting monetary payment is provided for families displaced as a result of code enforcement activities of the office. This service was provided in accordance with the Hawaii Relocation Assistance Act. The monetary expenditures by the Customer Service Office for this service amounted to $738 in the fiscal year 2004 - 2005.

Commercial & Multi-family Code Enforcement Branch. The Commercial and Multi-family Code Enforcement Branch inspects buildings used for day care centers, private schools, care homes, etc., prior to licensing by the various licensing agencies. They conduct investigations on proposed condominium property regime conversions of existing buildings to determine whether the buildings met applicable building and zoning code requirements at the time of construction and whether any variances or special permits were issued for any deviations. They inspect extensively fire-damaged structures and substandard structures other than single- and two-family structures referred to the section by other sections and agencies, and by complaints from the public. They also investigate building and zoning code complaints in industrial, business, apartment and mixed-use districts. In addition, this section investigates complaints on illegal signs. This branch has also been responsible for enforcing the sign requirements of the City's "No Smoking" Ordinance that includes restaurants and drinking establishments. This branch performed the following major activities:

	FY 2004	FY 2005
Number of Complaints Investigated		
Sign Complaint	568	605
Other	327	258
Total	895	863
Notices of Violation ("NOV")		
No. of NOV's Issued	218	247
No. of NOV's Corrected	175	208
No. of NOV's Referred	39	39
No. of Follow Up Inspections	—	3,191
Number of Other Investigations - Inspections on Care Homes, Adult Residential Care Homes, Day Care Centers, Elderly Care Centers, Private Schools, etc., for;		
Licensing	110	88
Condominiums	227	274
Special Assignments	15	19

PLANNING DIVISION

DUTIES AND FUNCTIONS

The Planning Division is responsible for the following functions:

- Prepare and revise the Oahu General Plan;
- Prepare and regularly evaluate and update the long-range regional development plans;
- Represent the City & County of Honolulu ("City") in state land use boundary amendments for parcels greater than 15 acres;
- Process applications for:
  - ◊ State land use boundary amendments for parcels equal to or less than 15 acres,
  - ◊ Revisions to the regional Development Plans and *Sustainable* Communities Plans,
  - ◊ Public Infrastructure Map amendments,
  - ◊ Zone changes,
  - ◊ State Special Use Permit requests, and
  - ◊ Zoning District Boundary Adjustments;
- Monitor conditions of approvals associated with the above actions, including affordable housing requirements;
- Develop community-based special area plans for particular neighborhoods;
- Review the Executive Capital Improvement Program and Budget and Board of Water Supply Capital Improvement Program for conformance to the General Plan and development plans;
- Prepare an annual report of the current status of land use and other data pertinent to the implementation of development plans;
- Prepare a biennial report on the condition of the City, based on the policies and priorities of the General Plan and development plans;
- Develop land use forecasting models to prepare forecasts of population, housing and employment based on land use policies expressed in the Oahu General Plan and the development plans. These forecasts are used as the land-use basis for the Oahu Regional Transportation Plan and other long-range infrastructure master plans;
- Provide assistance to the Oahu Metropolitan Planning Organization ("OMPO"), with respect to land use and population planning issues, and participate on various standing and ad hoc OMPO Committees.
- As the City's liaison to Census 2000, develop products to make the Census data relevant to planning applications and more useful to the public.

PLANNING COMMISSION

The Planning Commission consists of nine members, is governed by the provisions of Section 13-103 of the Charter and primarily advises the Mayor, the City Council and the Director of Planning and Permitting on matters concerning the planning programs. They will hold public hearings and make recommendations on all proposals to adopt or amend the general plan, development plans, and zoning ordinances. They will also review and hold hearings on State Special Use Permits.

The membership of the Planning Commission as of September 26, 2005 is as follows:

Diane Peters-Nguyen, Chairperson

Jeffery T. Mikulina, Vice Chairperson

Vicki Gaynor

Karin Holma

Edson G.H. Hoo

Andrew M. Jamila, Jr.

Rodney Kim

Richard C. Lim

Charlie Rodger

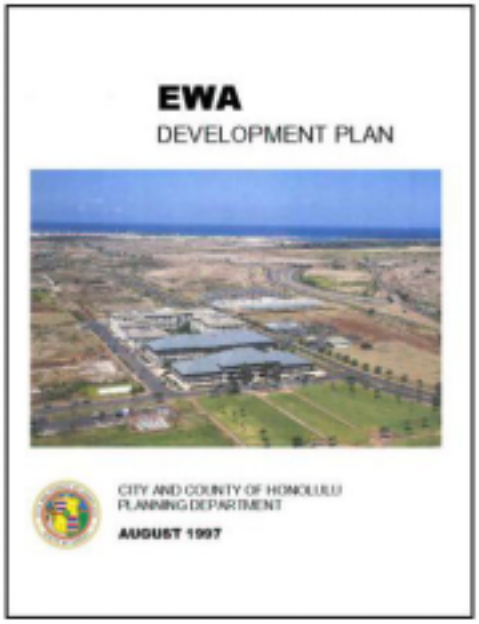
ACCOMPLISHMENTS

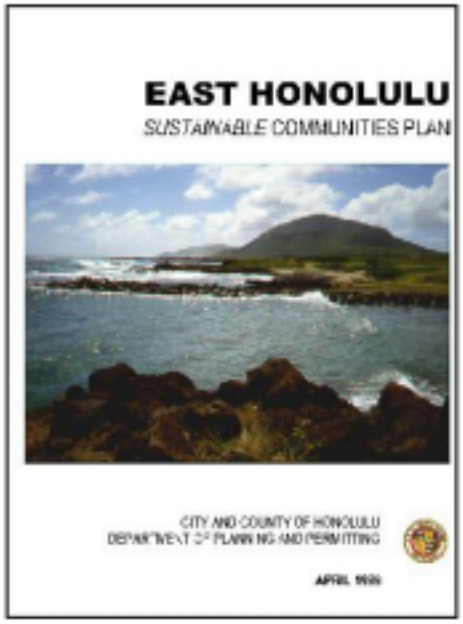
Awards

In the fall of 2004 the Hawaii Chapter of the American Planning Association ("APA") recognized the Department of Planning and Permitting's ("DPP") collaboration with the OMPO in promoting the principle of environmental justice in the planning process. The Community Advocacy Planning Award was presented to the "Environmental Justice in the OMPO Planning Process: Defining Environmental Justice Populations" project in recognition of the sound and practical techniques developed by the City to identify

minority and low-income populations that require special attention. The award recognizes "the clear-eyed and comprehensive technical analysis (and the) commitment to address the issue of race and poverty in the equitable distribution of public benefits and impacts."

Land Use Planning and Development Plans/*Sustainable* Communities Plans





Five-Year Reviews are now underway for the Ewa Development Plan ("DP") and the East Honolulu *Sustainable* Communities Plan ("SCP"). The Ewa DP Five-Year Review should be ready for formal review and approval in the fall of 2005. The Five-Year Review for the East Honolulu SCP is in the early stages; a progress report has been prepared and suggested revisions submitted by community groups, developers, and other interested parties are being reviewed.

DPP made preliminary reviews of two projects to be heard by the Land Use Commission for boundary amendments greater than 15 acres, one for the Kapolei West planned community in Ewa, and one for the Pupukea Ridge agricultural and conservation project on the North Shore.

DPP submitted to the City Council a proposed boundary amendment (and zone change) for a parcel of 15 acres or less in size, for the former West Loch commercial/community center site.

In October 2004, the new Primary Urban Center Public Infrastructure Map ("PIM") was adopted by Resolution 04-246. It depicts 139 public facility projects that qualified to be on the PIM that had been on the former Primary Urban Center Development Plan Public Facilities Map.

A review to update and eventually amend the PIM enabling ordinance was initiated.

	FY 2003	FY 2004
State Land Use Boundary Amendments		
Preliminary Reviews	1	3
Amendments greater than 15 acres processed	1	0
Amendments for 15 acres of less processed	1	1
Zone Changes, Special Use Permits, Zoning District Boundary Adjustments		
Zone Change applications processed	13	8
Applications rejected	0	2
Application approved	8	4
Special Use Permit ("SUP") applications processed	3	3
Applications accepted	1	1
Applications approved by Planning Commission	2	2
Amendments approved by Planning Commission	0	2
Zoning District Boundary Adjustments ("ZDBA") requests processed	7	11
Requests approved	6	10
Unilateral Agreement compliance Permit Reviews	145	138
PIM Revisions and Project Reviews PIM		
Requests processed	8	8

Environmental Documents	FY 2003	FY 2004
Environmental documents reviewed	39	62
Draft or Final Environmental Assessments	26	50
Environmental Impact Statements and EIS Preparation Notices	8	4
Pre-Consultation presentations for Environmental Assessments	5	8
Budget Reviews		
Executive-Branch projects reviewed	146	198
Planning Commission		
Meetings held	11	4
Actions taken	15	7
Workshops held	2	1

Community-Based Initiatives

The following plans were completed:

- Makiki Neighborhood Plan
- Waialua Town Master Plan

Contract administration for the following planning projects continued:

- Kaneohe Town Plan
- Kamanele Park Master Plan
- Chinatown District Revitalization Master Plan
- Waimanalo Business Training Center Definition and Development Plan
- Korean Cultural and Community Center Planning and Concept Development Study
- Chinatown Substandard Properties Improvements Plan

Contracts were awarded for the following:

- Ala Moana/Sheridan/Kaheka Neighborhood Plan
- Kahaluu Community Master Plan
- Ewa Traffic Circulation Study
- DP Implementation Study, Phase One

Figure 4-6. Waialua Town Center Master Plan

Functional Plans and Planning

The division continued to support the following programs:

- OMPO Technical Advisory Committee ("TAC"), OMPO 2030 Oahu Regional Transportation Plan, Intermodal Planning Group, and Congestion Management Committee.
- The Board of Water Supply Watershed Management Plans which addresses the need for county water use and development plans by the State Water Code. Current plans address Waianae and Koolauloa.
- City Council Agricultural Development Task Force, which was established to make recommendations to enhance the viability of the agricultural industry on Oahu.
- State Department of Transportation's Sub-Statewide Transportation Advisory Committee. The committee serves as a forum for the State and County planning and transportation agencies to discuss relevant issues which they have in common.

Policy Research and Support

- Finalized Year 2030 land use forecast for use by agencies responsible for planning the City's infrastructure such as roads, sewer and water supply. The forecast provides estimates of the future level of population, housing and employment by small area based on policies in the Department's Development Plans, to ensure that the land use basis of the infrastructure plans are consistent with the City's development policies.
- Initiated consultant contract to enhance the capabilities of UrbanSim land use model for land use and transportation planning. The enhancements include representing land use with greater detail, increasing the geographic specificity of development events and implementing various mechanisms of land use that are unique to Honolulu.
- Continued land use monitoring function. Building permits were examined and analyzed to identify changes in land use. Also completed was the updating of data on committed and proposed projects, as well as data on visitor units.

- Initiated consultant contract to develop system to update the department's land use file. The system will enable changes in land use and other development events on the island to be tracked consistently over time.
- Initiated work on developing digital representation of the conceptual urban growth boundaries shown in the City's eight development plans.
- Continued development of mailing list and other special databases in support of Development Planning and community planning programs.

LAND USE PERMITS DIVISION

DUTIES AND FUNCTIONS

The Land Use Permits Division ("LUPD") is comprised of three branches: the Urban Design Branch, Land Use Approval Branch, and Zoning Regulations and Permits Branch. The LUPD is responsible for administering the Land Use Ordinance ("LUO") and other regulations pertaining to land use within the City and County of Honolulu.

The division reviews and prepares amendments to the LUO as required, coordinates interpretations of the LUO, and reviews and processes all LUO regulated land use permits. In addition, the division administers the Coastal Zone Management Program on behalf of the City and processes all required Shoreline Management Area Permits.

ZONING BOARD OF APPEALS

The Zoning Board of Appeals was established by Section 6-909 of the Revised Ordinances of Honolulu, the Zoning Board of Appeals is governed by the provisions of Section 13-103 of the Charter and hears and determines appeals from the actions of the Director of the Department of Planning and Permitting in the administration of the zoning code and subdivision ordinances and any rules and regulations adopted pursuant thereto. The Board consists of five members who are appointed by the Mayor and confirmed by the City Council and serve a five year term.

The membership of the Zoning Board of Appeals as of October 3, 2005 is as follows:

David J. Minkin, Chairperson

Carl T. Takamura, Vice Chairperson

Herbert S.L. Chock

Ronald T. Ogomori

Signe A. Godfrey

The powers and duties of the Board are to hold contested case hearings in conformity with the applicable provisions of Sections 91-9, 91-10 and 91-11 of the Hawaii Revised Statutes. They shall sustain an appeal only if the Board finds that the Director's action was based on an erroneous finding of a material fact, or that the Director had acted in an arbitrary or capricious manner or had manifestly abused discretion.

ACCOMPLISHMENTS

Historically, the Division has processed approximately 600 land use permits per year, but since Fiscal Year 2002, permit volume has risen steadily, reflecting vigorous economic activity and a renewed interest in renovation and redevelopment at both small-scale and large-scale levels. For comparison purposes, the Division's Fiscal Years 2003 and 2004 permit volume was approximately 750 to 800 permits per annum; for Fiscal Year 2005, our total permit volume rose to l,240.

All other related activities significantly increased as well. This included building permit reviews, requests for zoning research, and public hearing requirements.

In addition to its regular permit workload, other activities of the Division included a number of significant Land Use Ordinance ("LUO") amendments, including an amendment to the LUO to increase from 4 to l0 the number of receiving lots for transfer of development rights. The purpose of this amendment was to increase the incentives for preserving historic sites and structures. This amendment was adopted by the City Council.

Currently under review are:

- An amendment proposed by Council to establish time limits on the Department of Planning and Permitting for processing Council-initiated LUO amendments is currently under review by the Department.
- Two (2) amendments proposed by the City Council would provide for a reduction in parking requirements for transit-oriented multi-family dwelling uses and other commercial uses. These are under review.
- A Council-initiated amendment to remove limitations on the size of Ohana Dwelling Units and to repeal the Zoning Adjustment requirement for nonconforming units is under review.
- Two (2) Council-initiated amendments to add an additional enforcement-related tool for Transient Vacation Units and to remove the prohibition on additional Bed-Breakfast-Units are also under review by the Division.

The following table of annual statistics illustrates permit volume and the diversity of the Land Use Permits Division total workload.

	FY 2004	FY 2005
Temporary Use Permits		
Applications Received	9	6
Applications Completed	9	7
Special Management Area Permits		
- Major/Minor		
Applications Received	78	92
Applications Completed	67	82
Shoreline Setback Variances		
Applications Received	29	15
Applications Completed	24	19
Minor Shoreline Structures		
Applications Received	21	16
Applications Completed	16	13
Environmental Documents	67	38
Special Districts		
- Major/Minor		
Applications Received	89	94
Applications Completed	79	96
Planned Development-Housing		
Applications Received	2	2
Applications Completed	2	1
Cluster Housing		
Applications Received	2	6
Applications Completed	2	5
Existing Use (Housing – Non-Residential)		
Applications Received	19	19
Applicataions Completed	22	19
Conditional Use Permits		
- Major/Minor		
Applications Received	90	100
Applications Completed	86	95

	FY 2004	FY 2005
Plan Review Uses		
Applications Received	3	0
Applications Completed	1	0
Zoning Variances		
Applications Received	52	56
Applications Completed	61	57
Zoning Adjustments		
Applications Received	56	47
Applications Completed	57	50
Waivers		
Applications Received	78	99
Applications Completed	74	72
Modifications Processed	105	131
Design Advisory Committee		
Meetings	2	3
Number of projects reviewed	2	3
Zoning Board Of Appeals		
Meetings	14	20
Appeals of Director's actions	3	15
- Withdrawn or invalid	4	8
- Upheld appeal	0	1
- Denied appeal	4	5
Hearings		
Zoning Variance	21	19
Special Management Area Permit/ Shoreline Setback Variance	18	15
Conditional Use Permit – Type 2	3	21
Site Plan Review	0	3
Planned Development-Housing	2	3
Special Districts	4	3
Other	0	0

BUILDING DIVISION

DUTIES AND FUNCTIONS

The Building Division enforces the Building, Electrical, Housing, Plumbing, Energy, and Zoning Codes and other pertinent ordinances; review and approve applications submitted for compliance with code requirements; inspect approved applications for compliance with various codes; review, update and recommend changes to the various codes; process variance and appeal requests to use alternated materials and methods of construction; and conduct examinations for individuals to become qualified special inspectors.

ACCOMPLISHMENTS

Code Review Updates. The City and County of Honolulu ("City") is currently using the 1997 edition of the Uniform Building and Plumbing Codes, and the 2003 edition of the National Electrical Code ("NEC"), which are updated and published every 3 years for various jurisdictions to review for adoption. Each code cycle embraces the latest technology in building safety (including fire, construction, electrical installation, structural seismic and wind, and other life safety requirements) for jurisdictions to enforce.

The Department is currently reviewing the 2003 edition of the International Building Code ("IBC") and the International Residential Code ("IRC") published by the International Code Council ("ICC") and the 2004 Uniform Plumbing Code for adoption as Honolulu Building Code and Honolulu Plumbing Code respectively.

The Department is also currently in the process of adopting the 2005 edition of the National Electrical Code (Bill 51) as the Honolulu Electrical Code.

Streamlining Measures. The Department has adopted administrative rules for a "third party" review process. This would allow "third party" reviewers to be able to certify plans for compliance with Building, Electrical, Plumbing, Energy Conservation and Zoning Codes and regulations. As of this publication there are 3 individuals and 5 firms certified by this Department to perform "third party" reviews.

A checklist for minimum permit submittals (plans, specifications, calculations, and construction requirements will be created to inform applicants as to the minimum information necessary for permits to be available by the end of this year. This checklist is intended to decrease the number of incomplete submittals to the Department increasing the efficiency of review.

Activities For Fiscal Year 2004-2005. The Department is continuing in its program to train and certify new and existing Building Inspectors through the International Building Official's Certified Building Inspector's exam.

The Plans Examining Section reviewed 2,361 plans for the fiscal year 2004-2005 as compared to 2,612 plans for the previous fiscal year, which represents a decrease of 251 or

9.6 %. The number of major plans reviewed decreased by 73 or 7.4 % from 983 to 910, the number of minor plans reviewed decreased by 178 or 10.9% from 1,629 to 1,451. Although the number of plans reviewed has decreased, the number of permits, complexity, and the project valuation has increased for every plan reviewed.

The Building Inspection Branch performed 63,900 inspections relating to codes under its jurisdiction as compared to 66,311 inspections during the previous fiscal year, which represents a decrease of 2,411 or 3.6%. The total includes miscellaneous inspections (grading permits, sign, subdivision and relocation requests for inspections), and 2,356 requests for information, an increase from the previous fiscal year's total of 1,781 an increase of 575 referrals or 32.3%. There were 875 notices of violation issued during the fiscal year as compared to 833 for the previous fiscal year, which represents an increase of 42 or 5.0%. There were also 159 certificates of occupancy issued during the fiscal year as compared to 196 during the previous fiscal year, which represents a decrease of 37 or 18.9%.

The Electrical Code Branch is responsible for the review of electrical plans and the subsequent inspection of these installations, including such work authorized by building permits issued without electrical plans. This branch checked 1,932, plans a decrease of 6.1% from the previous fiscal year of 2,059 plans. This branch also performed 23,800 inspections for the fiscal year 2004-2005, a decrease of 8.5% from the previous fiscal year of 26,000 inspections. The total number of inspections includes 9 fire investigations, 51 requests for inspection, 5 paid inspections, 248 re-inspections, and 17 occupational inspections.

The Mechanical Code Branch is responsible for the review of mechanical and plumbing plans and the subsequent inspection of these installations, including such work authorized by building permits issued without mechanical plans. This branch checked 2,240 plans and performed 19,537 inspections during fiscal year 2004-2005 in comparison to 2,202 and 21,121 respectively, for the previous fiscal year.

Although the number of plans reviewed by the Building, Electrical, and Mechanical Code Branches has dropped for the fiscal year versus the previous fiscal year, the complexity and size of the projects reviewed increased as evident by the accepted valuations for building permits for commercial (i.e. office, hotel/apartments) projects.

The Zoning Plan Review Branch reviewed 8,563 building/sign permit applications, a decrease of 8.8% from the previous fiscal of 9,389. Additionally, this branch reviewed 431 other permit applications for the fiscal year 2004–2005 in comparison to 414 the previous fiscal year for a 4.1% increase.

The Research Branch evaluated 34 requests for approval of materials and/or method of construction for use in structures governed by the City's codes, compared to 15 during the previous fiscal year; processed 44 applications to the Building Board of Appeals compared to 44 applications during the previous fiscal year; and processed 7 special inspector applications, compared to 6 the previous fiscal year. As established by the administrative rules, the department received 3 applicants for individuals and approved 2. In addition 2 firms applied and were approved for certification as "Third Party Reviewers".

Additional information for fiscal year 2004-2005 showing summary of performance compared with that for fiscal year 2003-2004 and information pertaining to the activities of the Building Board of Appeals are attached.

BUILDING BOARD OF APPEALS

The Building Board of Appeals was created by an ordinance established in October 1966. The nine members are appointed by the Mayor, with the approval of the City Council, for a term of five years. The terms are staggered to provide continuity in carrying out the business of the Board. Members must be qualified by experience and training to pass upon matters pertaining to building construction and fire safety. Four members must be registered engineers or architects; one must be experienced in electrical work; one in plumbing work, two in fire safety matters; and one member must be a general contractor.

In 1972, authority of the Board was extended to matters pertaining to the Electrical and Plumbing Codes. The Board's authority

was further extended in fiscal year 1975 to hear appeals from the suspension or revocation of building permits; in fiscal year 1978 to hear appeals from actions under Section 27-10.2 of the Housing Code; and in fiscal year 1980 to hear appeals from the decision of the Fire Official on matters pertaining to the Fire Code.

The membership of the Building Board of Appeals as of April 5, 2005 is as follows:

Beverly Ishii-Nakayama, Chairperson
William D. Alcon, Vice Chairperson
Carolyn R. Allerdice
Glen S. Arakaki
Samuel T. Fujikawa
Kevin K. Katayama
Orlando L. Matias
Karen T. Nakamura
James C. M. Young

The powers and duties of the Board are to hear and determine appeals from the decisions of the Building Official or the Fire Official in the administration of the Building, Electrical, Plumbing, and Fire Codes; hear and determine appeals for varying the application of the Building, Electrical, Plumbing and Fire Codes; hear and determining appeals from the decision of the Building Official in the administrative enforcement of ROH Chapter 29, Article 4; and to hear and determine appeals from the action of the Building Official under Section 27-10.2 of the Housing Code.

ACTIVITIES OF BUILDING BOARD OF APPEALS
STATISTICAL REPORT FOR FISCAL YEARS 2002-2003 TO 2004-2005

	2002-2003	2003-2004	2004-2005
No. of Appeals Processed	28	44	44
No. of Appeals Heard	18	3	0
No. of Appeals Settled	18	3	82
No. of Appeals Pending	0	1	2

BUILDING DIVISION
PERFORMANCE REPORT FOR FISCAL YEARS 2003-2004 AND 2004-2005

I. Plans Examining

Major Plans ($50,000 and More) Under Review

	2003-2004	2004-2005
No. Carried Over	336	446
No. Received	1,115	987
Review Completed	986	910
Projects Dropped	19	73
Projects Re-logged	0	0
Carry Over	446	450

II. Zoning Plan Review Branch

Plan Review Function	2003-2004	2004-2005
Building Permit and Sign Permit Applications Reviewed	9,389	8,563
Other Permits/Applications Reviewed	414	431

III. Inspection

	No. of Permits and/or Requests Carried Over	No. of Permits and/or Requests Received	No. Completed	No. Voided and/or Denied	No. Carried Over	Total No. of Inspections	Mileage
Building Permits							
Building							
2003-2004	9,736	14,693	13,912	34	10,483	66,311	164,716
2004-2005	10,476	13,437	12,954	49	10,910	63,900	172,405
Electrical							
2003-2004	14,570	9,240	7,440	20	16,350	26,000	156,000
2004-2005	15,350	9,530	9,120	25	15,735	23,800	165,550
Plumbing							
2003-2004	6,439	7,438	7,278	2	6,597	21,121	86,775
2004-2005	6,597	6,741	6,112	3	7,223	19,615	83,625

SITE DEVELOPMENT DIVISION

DUTIES AND FUNCTIONS

The Site Development Division is responsible for the review, approval and inspection of new subdivisions and their associated improvements; proposed infrastructure improvements necessary to support new development such as streets, utilities, bridges, drainage, flood control, street lights, traffic signs and markings, etc.; work within city rights-of-way; improvements to existing city infrastructure; and grading work.. The division is comprised of four branches: Civil Engineering, Subdivision, Traffic Review and Wastewater.

Civil Engineering Branch

Duties and Functions

The Civil Engineering Branch administers ordinances, rules, and standards for road grades, pavement and sidewalk design, drainage within the city's rights-of-way and for site development work on private properties. The Branch reviews construction plans for projects in the city's rights-of-way and site development projects on private properties; reviews preliminary subdivision applications; reviews and approves applications, reports, plans, and permits related to grading, stockpiling, grubbing, trenching, erosion control, storm drain connection, and dewatering work; reviews requests and issues variances for street encroachments, driveways, sidewalk finishes, and slope easements; reviews work within drainage and flowage easements; reviews submittals related to construction materials which will be dedicated to the city; and coordinates matters related to Ordinance No. 2412 (Chapter 14, Article 21 of the Revised Ordinances of Honolulu), including deferral agreements.

The Civil Engineering Branch is also responsible for inspecting projects under permit and those that will be dedicated to the city. It is responsible for the maintenance and coordination of the city's road and drainage standards and responds to inquiries and complaints related to grading and work in the city's rights-of-way.

The Civil Engineering Branch consists of the Project Review Section and the Permitting and Inspection Section.

Accomplishments

The workload for the Permitting and Inspection Section generally remained at the prior fiscal year levels. Although there were fewer complaints investigated, there were more grading and trenching permits issued and inspected, significantly more permit fees collected, and more building permits reviewed. These increases were likely indicative of the continued demand for housing, along with related construction activities.

During the past year, the Project Review Section was involved with the review of a large number of development projects. Some of the more significant projects included:

- Ewa Gentry East Area 34
- Hunalewa Cluster Development
- Sea Country Area 5 Cluster
- Ewa Gentry East Area 33
- Mililani Mauka MF-118
- Wal-Mart Manana
- Ocean Pointe, Area III D & E
- Kapolei Village 8
- Ewa Gentry Area 36, Palehua East B
- Ko Olina Parcel 50 Multi Fmly Housing
- Mililani Mauka Unit 136
- Ewa Gentry Area 39
- Ewa Gentry Area 37
- Hoolu Landing Cluster
- Ewa Gentry Area 20
- Waipio Point Subdivision
- Sugar Mill Estate Subdivision
- and Mililani Mauka MF 121

	FISCAL YEAR 2004	FISCAL YEAR 2005
Construction Plan submittals received	**1,243**	**1,202**
Preliminary Subdivision Applications reviewed	332	334
Other reviews	214	190
Dewatering Permits issued	3	2
Drain Connection Permits issued	64	67
Driveway Variance Applications	28	16
Driveway Applications Fees Collect	$2,800	$1,600
Drain Connection and Dewatering Permits	$7,750	$5,300
Grading Permits Issued (includes Grubbing and Stockpiling)	868	870
Trenching Permits issued	834	896
Permit fees collected	**$289,543**	**$328,077**
Major complaints investigated/reports prepared (non-permit-related)	915	642
Notices of Violation and Order for grading (includes Grubbing and Stockpiling) violations issued	41	60
Permit inspections	8,900	9,700
Subdivisions and Ordinance 2412 projects inspected	103	102
Building Permits review	8,772	8,816
Encroachment Variance Applications reviewed	123	107
Encroachment Authorization Fees Collected	$12,300	$10,700
As-Built Plans filed	328	232

Subdivision Branch

Duties and Functions

The Subdivision Branch is responsible for the processing of applications for subdivisions, consolidations, easements, street names, site development plans, park dedication applications, flood determinations and flood hazard variances.

The Subdivision Branch also serves as the City's coordinator with the State Department of Land and Natural Resources and the Federal Emergency Management Agency regarding the City's responsibilities under the National Flood Insurance Program. Proper administration of this function allows the City and its residents to obtain flood insurance under the national program.

The Subdivision Branch also coordinates the review of plans for site development work, including infrastructure construction, i.e. new roads and utilities or work in existing rights-of-way, and grading. The Branch is also specifically responsible for the review of these plans for compliance with subdivision and land use regulations.

Accomplishments

In the past year, the Subdivision Branch has seen an 8.5% increase in the number of new construction plans submitted for review and approval. The high level of construction activity continues to place heavy demands on branch resources to keep up with the increase in construction permits.

The number of new subdivision applications has remained steady in the low 300s and accounts for approximately 1,500 lots subdivided every year.

The Subdivision Branch also continues to monitor the enforcement of the amended City flood hazard regulations. One of the most significant amendments is the requirement that construction of new and substantially improved homes in special flood hazard districts shall include filing a post-construction or "as-built" certification that can be used by insurance companies to rate the cost of the applicable flood insurance policy.

SUBDIVISIONS/CONSOLIDATIONS/ EASEMENTS/SITE DEVELOPMENT PLANS

	FISCAL YEAR 2004	FISCAL YEAR 2005
Applications received	310	309
Withdrawn or closed	4	8
Rejected (Incomplete)	10	2
Approved by Director	190	133
Denied by Director	2	8

PARK DEDICATION APPLICATIONS

Applications received	58	62
Withdrawn or closed	2	0
Rejected (incomplete)	0	0
Approved by Director	30	33
Denied by Director	0	0

FLOOD VARIANCES

Applications received	7	8
Withdrawn or closed	1	1
Rejected (incomplete)	5	2
Approved by Director	1	3
Denied by Director	0	0

OTHER APPLICATIONS PROCESSED

Street name applications	12	18
Flood determinations	14	21
Flood miscellaneous correspondence	8	7

PLANS REVIEWED

Construction plans (includes grading plans)	349	379

The Site Development Division oversees the development of infrastructure.Detention basins help to reduce pollutants in storm water runoff.

Detention basins help to reduce pollutants in storm water runoff.

Traffic Review Branch

Duties and Functions

The Traffic Review Branch reviews, analyzes and assesses proposals for new developments to determine the associated traffic impacts from proposed developments and to establish the relative traffic requirements needed to mitigate the anticipated impacts to the existing and/or proposed street network; properly controls the overall development of streets and highways within the City and County of Honolulu; coordinates the review and approval of streetlights and traffic signal plans with other City departments; reviews and approves traffic control plans which will direct traffic around construction work sites; processes building permit applications for intersection corner-wall variances and for road-widening setback requirements; and reviews subdivision applications to establish horizontal roadway geometric alignments and street layout, including coordination of bonding estimates for traffic signs and pavement striping and for streetlights and traffic signals.

Accomplishments

· The Traffic Review Branch has been involved with several major developments including the review and approval of construction plans for the continuing developments in Mililani Mauka

- Royal Kunia
- Ewa by Gentry
- Ocean Point
- Sea Country
- Palehua at Makakilo
- Villages of Kapolei
- Bayview Golf Course Subdivision
- Sugar Mill Estates Subdivision
- Maili Subdivision
- New developments in the Kakaako districts
- Tony Autoplex in Waipio,
- Outback Steakhouse in Kapolei
- Kunia Shopping Center
- Hokua
- Hunalewa Cluster Development
- Walmart Manana Off-Site Improvements
- Zippy's Ewa Beach
- Loft at Waikiki
- Oahu Veterans Center at Foster Village
- Best Buy at Alakawa
- St. Louis Alumni Clubhouse
- The Wedding Ring Shop
- Moana Pacific
- Ward Gateway Retail Shops
- Leeward YMCA – Phase 1
- Lunalilo Home Sewer Rehabilitation
- Government projects including curb ramps at various locations
- Mililani Mauka Community Park
- Rehabilitation of streets at various locations
- Bridge rehabilitation at various locations
- Traffic calming improvements
- Nimitz Highway Sewer Reconstruction
- Sidewalk improvements at various locations
- Water main improvements at various locations
- New bus stop shelters
- Site improvements at various locations

	FISCAL YEAR 2004	FISCAL YEAR 2005
Construction Plans reviewed/approved*	856	798
Land Use Permits/projects reviewed**	317	305
Building Permits approved	298	271
Subdivision Applications reviewed	363	384
Road-Widening Setback inquiries	814	761
Construction/Bond Estimate certifications	29	18

**Includes the review of traffic control plans for construction on City streets*

***Includes the review of land use permits and the formal review of projects and proposals received by the Branch in conjunction with a proposed development, with the exception of building permits (i.e. Traffic Impact Analysis Reports, Site Plans, etc.)*

Wastewater Branch

Duties and Functions

The Wastewater Branch is responsible for the review of various land use applications and the proposed developments' impacts and needs regarding the city's sewer system; review and approval of sewer master plans; issuance of sewer connection permits; review and approval of construction plans as they relate to the city's sewer system; review and approval of requests to connect to the city's sewer system including the review and approval of Ohana Permit Applications; providing approval or denial of alternative discharge schemes such as the temporary use of sewage holding tanks; collection of applicable fees; coordination with other agencies in resolving conflicts regarding sewer matters and submitting suggestions to the Standards Committee, which is responsible for the revision of sewer standards; and consult with developers and their engineers to determine the most suitable route for their off-site sewer work.

The Branch also provides assistance to other divisions within the Department with streamlining processes for building permits and providing information to the Department of Environmental Services for processing of the appropriate sewer service charges. In addition, the Branch is responsible for the assurance that all properties that are required to connect the city's sewer system do so on a timely basis.

The Branch is responsible for maintaining the inspection records of all city sewer facilities.

Accomplishments

The number of sewer connection permits issued this past fiscal year remains approximately the same as last fiscal year, which suggest a strong real estate and homebuilding markets. The major homebuilders are still located in the Ewa area, such as Ko Olina, Ocean Pointe, Makakilo, and Kapolei, including another big developer, the State's Department of Hawaiian Home Lands. Mililani Mauka has also continued with their construction of residential units. With the ample supply of money still being available, the Branch has a large increase in proposed developments, ranging from the addition of dwelling units to large residential and commercial developments all over the island. The amount of fees collected for the Wastewater System Facility Charge increased drastically with the availability of excess sewer capacity in the Ewa area and with the increase in the rate per dwelling unit.

The amount of subdivision requests remains the same, because these applications were mostly in the Ewa area. The amount of construction plans reviewed and approved remained the same. There was a slight increase in the amount of projects requiring agency approval with the bulk of these for major projects in the Waikiki, Ewa and downtown Honolulu areas. There was a slight increase in the amount of Sewer Master plans submitted for approval, and the majority of these were for projects in the Ewa area.

The Branch continues to work with the Departments of Environmental Services and Design and Construction on finalizing the revised Sewer Standards, which is expected to be completed next fiscal year. The Branch also embarked on a program with the Department of Environmental Services to confirm that properties have been connected to the city's sewer system and are paying their appropriate sewer service fee.

	FISCAL YEAR 2004	FISCAL YEAR 2005
Sewer Connection Permits issued	1,506	1,440
Preliminary Subdivision Plans reviewed	309	308
Subdivision/Development Construction Plans reviewed	550	549
Sewer Adequacy Studies conducted	671	884
Ohana Applications reviewed	N/A	21*
Adequacy and Private Developments Evaluated	84	93
Master Plans evaluated Engineering Reports	11	14
Holding Tank requests, Adequacy Transmittals	N/A	48*
Wastewater System Facility Charge Collected	$2,007,563.00	$5,835,705.50

* *New items to be added as of last fiscal year to track the increase in developments not usually counted as part of our sewer analysis.*

HONOLULU POLICE DEPARTMENT

Boisse P. Correa, Chief of Police
Glen R. Kajiyama, Deputy Chief of Police
Paul D. Putzulu, Deputy Chief of Police

POWERS, DUTIES, AND FUNCTIONS

The Honolulu Police Department (HPD) serves as the primary law enforcement agency for the City and County of Honolulu, which includes the entire island of Oahu, with a circumference of about 137 miles and an area of almost 600 square miles. The estimated resident population is about 912,000, which includes military personnel but not tourists. The Chief of Police directs the operation and administration of the department and is responsible for the following:

- preservation of the public peace;
- protection of the rights of persons and property;
- prevention of crime;
- detection and arrest of offenders against the law;
- enforcement and prevention of violationsof state laws and city ordinances; and
- service of processes and notices in civil and criminal proceedings.

HONOLULU POLICE COMMISSION

The Honolulu Police Commission is made up of seven individuals who are appointed by the Mayor and confirmed by the City Council. All members serve staggered terms of five years. They volunteer their services and receive no compensation.

The commission elects its own chair and vice chair each year from among its members. The commission Chair was Ronald Taketa and the Vice Chair was Charlene Thompson for the 2004-2005 fiscal year.

The commission has the following mandated responsibilities:

- appoints and may remove the Chief of Police;
- evaluates the performance of the Chief of Police at least annually;
- reviews rules and regulations for the administration of the HPD;
- reviews the annual budget prepared by the Chief of Police and may make recommendations thereon to the Mayor;
- compares at least annually the actual achievements of the police department with the goals and objectives in the five-year plan; and
- receives, considers, and investigates charges brought by the public against the conduct of the department or any of its members and submits a written report of its findings to the Chief of Police.

The commissioners are committed to continue working proactively with the department to address problems regarding police conduct and other issues.

HIGHLIGHTS

The department continued to move forward in adapting new technology to meet our needs and improve delivery of services to the community. In 2004, the Computer Aided Dispatch System was linked to the mobile data computers in officers' vehicles, enabling dispatchers to send and receive data without requiring voice dispatching.

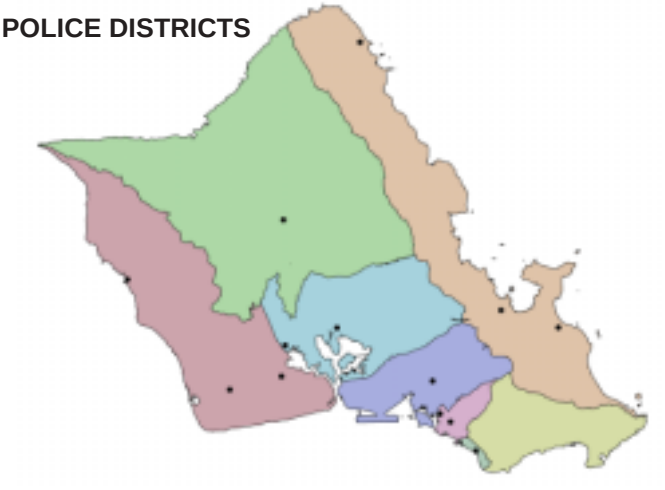
The Communications Division received national accreditation by the Commission on Accreditation for Law Enforcement Agencies, Inc. The Scientific Investigation Section is now a contributing laboratory to the Combined DNA Index System, submitting the DNA types of convicted offenders.

Filling vacant officer positions remained a high priority this year and included recruitment efforts on the mainland in an effort to reduce the expenses incurred by out-of-state applicants. In this fiscal year, 72 new officers graduated from classes at the Training Academy.

FIELD OPERATIONS

For police operations, the island is divided into eight patrol districts. Each district is subdivided into sectors and beats. The department's Alapai headquarters is located at 801 South Beretania Street in downtown Honolulu. District stations are located in Kalihi, Pearl City, Kapolei, Wahiawa, and Kaneohe.

HONOLULU POLICE DISTRICTS



DISTRICT 1

District 1 encompasses almost 8 square miles in downtown Honolulu, spanning from Liliha Street to Punahou Street. The resident population of the district is about 69,090 people, but the district also contains major retail, financial, waterfront, judicial, and political centers, which greatly swell the de facto population.

Although the administrative offices are located at the Alapai headquarters, the Chinatown substation at 79 North Hotel Street houses the district's downtown officers, Chinatown Bicycle Detail officers, Burglary-Theft Detail detectives, and a Project Outreach worker.

Partnerships (e.g., the Business Improvement District that includes establishments in the Fort Street Mall area) allow participating businesses to communicate their concerns and report ongoing problems directly to district officers.

The downtown area street video monitoring system consists of 26 cameras that cover an area from Fort Street Mall to River Street. The monitors, which are located in the Chinatown substation, allow officers and qualified volunteers to scan the surrounding areas for situations that require police response.

The revitalization of the downtown area continued, with events such as the First Friday Gallery Walk. Twenty-two art-associated venues, the Hawaii Tourism Authority, the Nuuanu Merchants Association, and the City and County of Honolulu host this monthly event.

The district's Weed and Seed program teams law enforcement, private businesses, and citizens to remove criminal elements and introduce positive changes in the community. Because of the program's success, it has expanded into the Kapiolani and McCully areas. The Weed and Seed Detail also administers the district's Law Enforcement Explorers Program, which is the largest program of its kind on the island. Through this program, high school students gain discipline and responsibility while engaging in community activities, such as Police Week, Special Olympics, community fairs, vehicle identification etching, and Keiki Identification.

District 1 also administers the department's Field Training and Evaluation Program (FTEP). Partnered with veteran officers, newly graduated recruits apply knowledge and skills acquired at the academy to hands-on training experiences in the field. In fiscal year 2004-2005, 135 recruits participated in the FTEP.

DISTRICT 2

District 2 covers the widest area, about 204 square miles, from Central Oahu to the North Shore between the Waianae and Koolau mountain ranges, bounded on the south by Kipapa Gulch and the Waiahole Ditch. The resident population is approximately 121,353, and communities include Wahiawa, Mililani and Mililani Mauka, Whitmore Village, Waialua, Mokuleia, and Haleiwa, as well as Wheeler Army Air Field and Schofield Barracks. The district's headquarters is located in Wahiawa at 330 North Cane Street.

The district continues to aggressively patrol the North Shore coastline in an effort to curtail automobile break-ins. The "beach task force" worked to discourage thefts from vehicles and other crimes to make the beaches and parks safe and pleasurable for tourists and residents. The all-terrain vehicles approved in the 2004-2005 budget will enhance officers' ability to reach secluded areas and increase visibility.

The Geographic Information System (GIS) is being used to provide beat officers with timely information to address crime trends. The Crime Analysis and Targeting program was used to speed data entry into the GIS.

Traffic management was again a priority in fiscal year 2004-2005 as the district continued to run its Line Patrol program 24 hours a day along the H-2 Freeway. In this program, officers spend two-hour shifts (during which time they also respond to calls) monitoring the freeway for violations, collisions, and general traffic congestion. Officers provide high visibility, assist stalled motorists, take enforcement for moving violations, and control traffic problems.

A "Drive to Arrive Alive" project was conducted in December 2004 as part of the "Live and Let Live" program. In cooperation with the Wahiawa Lions Club, Matson Navigation Company, and Glenn's Towing, a wrecked vehicle was placed at a conspicuous location to dramatically warn graduating high school students of the dangers of speeding and driving while under the influence of alcohol.

District 2 officers continue to work closely with the 177 active neighborhood security programs, which have 4,829 members. The programs include neighborhood security watches, citizen patrol groups, mobile patrol groups, citizen bicycle patrols, business watches, and an agricultural watch.

DISTRICT 3

District 3 includes the areas of Red Hill, Pearl Harbor, Aiea, Pearl City, Waikele, Village Park, and Waipahu, covering about 65 square miles and serving a large resident population of about 160,049. The district's main station is located at 1100 Waimano Home Road in Pearl City. Three other facilities provide services in the district: the Waipahu Storefront Station at 94-144 Farrington Highway, a police trailer at the Waimalu Shopping Center, and a storefront station in the Waipio Shopping Center.

The district is divided into 17 patrol beats with an authorized staff of 138 police officers. District officers handled approximately 88,470 calls for service during the past fiscal year. A total of 4,622 arrests were made, including 807 for operating a vehicle while under the influence of an intoxicant. Over 11,700 citations were issued, including 790 for speeding.

The district's Crime Reduction Unit (CRU) augmented the efforts of uniformed officers by making 780 arrests (275 felonies, 145 misdemeanors, 223 warrants, and 137 traffic offenses) in fiscal year 2004-2005. The CRU also executed 13 search warrants, which led to the seizure of contraband and forfeiture of money and property. An ongoing investigation of graffiti damage in the district resulted in the arrest of nine individuals in May and June.

The Waipahu facility houses the district's Weed and Seed program, which covers the area of Waipahu west of Waipahu Depot Street. To address "weeding," the Weed and Seed Detail executed 4 search warrants, arrested 19 suspects, carried out warrant sweeps resulting in the apprehension of 27 individuals, and conducted operations addressing public drinking, gambling and drug abuse, school property crimes, and a burglary series. "Seeding" activities included Waipahu Community Association meetings, neighborhood board meetings, school and community events, and environmental cleanup efforts.

The district's Burglary-Theft Detail detectives closed 284 cases and conferred with prosecutors on 117 cases. Detectives also continued an educational program, "Keep Your Identity," conducting 87 presentations about identity theft that educated over 5,000 people.

Another successful program carried out in the district was PIT STOP (Prevention, Intervention, Treatment to Stop Thieves Operating Permissively). This program allows auto thieves arrested in the district to be charged immediately for their crimes. During the year, 76 adults were arrested for operating stolen vehicles and 60 were immediately charged. Auto thefts reported in 2004 were 15 percent fewer than the number reported in 2002, largely due to the effectiveness of the PIT STOP program.

There are 35 Neighborhood Security Watch (NSW) programs in the district that include 859 members. In addition to the NSW programs, the district has 11 citizen patrol programs with 178 volunteers.

In partnership with the Boy Scouts of America Aloha Council, District 3 hosts a law enforcement explorers post consisting of 17 members between the ages of 14 and 20. These explorers receive training relating to law enforcement, first aid, and other related topics. The post provided service at many community events sponsored by the police department.

DISTRICT 4

District 4 encompasses an area of Windward Oahu covering about 127 square miles, from the Koolau Mountains to the sea, and stretching northwest from Makapuu Point to the mouth of the Waialee Stream. The district has an estimated resident population of 141,420 and includes military personnel stationed at Kaneohe Marine Corps Air Station on Mokapu Peninsula. The principle communities include Waimanalo, Lanikai, Kailua, Kaneohe, Ahuimanu, Kahaluu, Kaaawa, Waikane, Waiahole, Kaaawa, Punaluu, Hauula, Laie, and Kahuku. These include rural agricultural areas, small towns, urban centers, suburbs, military bases, hotel and resort centers, and shoreline recreation areas and beaches.

The main station and administrative center is located at 45-270 Waikalua Road in Kaneohe. There are also two full-service substations located at 219 Kuulei Road in Kailua and at 56-470 Kamehameha Highway in Kahuku.

District 4 is committed to traffic safety and the reduction of traffic deaths and traffic injuries. The use of speed monitors placed strategically throughout the district combined with laser gun speed enforcement has helped drivers become aware of their excessive speed. Officers issued 5,522 speeding citations and 12,186 moving citations. The district's enforcement effort against drivers operating a vehicle under the influence of an intoxicant (OVUII) paid big dividends in keeping the community safer. In 2004, 621 drivers were arrested for OVUII.

Partnerships between the police department and the community continue to be a valuable resource. The district has 79 Neighborhood Security Watch programs with over 3,650 members, as well as 3 Citizens Patrols with 35 members who patrol schools and beaches, 2 Mobile Patrols with 20 members, a Business Security Watch with 40 members, and a Seniors Against Crime group with 12 members.

In partnership with the Hawaii Blood Bank, the district sponsored blood drives during several holiday weekends. In the annual drive in June, nearly a hundred people participated, and 72 pints of blood were collected.

Graffiti Paint-out at Kaneohe District Park

Officers and community members held paint-out projects to address the problem of graffiti damage in District 4. Officers were able to identify many of the culprits and made 25 arrests over a nine-month period.

Public support of district officers has been reflected in the numerous letters of appreciation received by the department. In 2004, the public wrote 5,130 letters of appreciation thanking district officers for their efforts.

The Marine Corps Base Hawaii (MCBH) on the Mokapu Peninsula is a vital military base. Persons assigned or living on the MCBH share many of the same interests and concerns as their off-base neighbors. District 4 enjoys an excellent relationship with command and personnel of the MCBH. In October, Windward officers assisted marine personnel during their presentation of the famous flying unit, "The Blue Angels." As part of the ongoing relationship, the district participates in the Windward Civilian Military Council, an organization created to maintain open communication and cooperation between the police, the military, and the community.

DISTRICT 5

District 5 is bounded by the Pali Highway on the east and Aliamanu and the eastern edge of Halawa Valley on the west, extending from the rim of the Koolau Mountains to the southern coastline along Nimitz Highway. It covers an area of about 40 square miles and has a resident population of about 140,780. There are six major highways that intersect in the district, with hundreds of thousands of vehicles passing through every weekday. The district has many public housing areas, public and private schools, three industrial zones, a homeless service center, nightclubs and liquor establishments, the Honolulu International Airport, the Honolulu Harbor's commercial shipping facility, six active military installations, five hospitals, foreign consulates, the Oahu Community Correctional Center, and the Laumaka Work Furlough Center. The command headquarters, the Kalihi Police Station, is located at 1865 Kamehameha IV Road.

The department's initiation into the Community Area of Responsibility (CAR) concept began with District 5 in 1999. In this fiscal year, District 5 completed 130 CAR projects that targeted specific crime-related and quality-of-life problems in various neighborhoods. The projects ranged from burglary, theft, and narcotics surveillances to accompanying citizens patrols, painting out graffiti, and selective traffic management. Patrol officers met with community action groups to develop long- and short-range community plans.

Detectives in the Burglary-Theft Detail closed 343 cases, 60 of which were conferred with the Department of the Prosecuting Attorney for further action. The detail recovered $32,386 in cash and property valued at $42,198. These detectives work closely with patrol officers by exchanging information, briefing patrol units during lineups, conducting training, and posting crime information bulletins.

The Misdemeanor Follow-Up Detail (MFUD) received almost 1,300 cases for further investigation, 260 of which were closed and forwarded to the Department of the Prosecuting Attorney for further action. The detail investigated 241 cases of Abuse of Household Member and Temporary Restraining Order (TRO) violations, making 171 arrests. MFUD officers also served 24 subpoenas and 3 TROs and made 9 warrant arrests.

The CRU made 1,190 felony arrests in the 2004-2005 fiscal year. They also executed 18 narcotics search warrants and a gambling search warrant, seizing $49,782 in cash, 8 firearms, and $562,689 in property. An auto theft investigation by the CRU also led to narcotics and weapons arrests. Federal charges were filed on many of the arrestees, and vehicles and property worth over $500,000 were recovered. During the fiscal year, the CRU and patrol officers regularly trained for handling terroristic incidents and riot response as part of the Rapid Deployment Force.

The District 5 Weed and Seed Detail continued work in the Kalihi-Palama area. The Drug Education For Youth program allows handpicked students from the Weed and Seed area schools to be mentored for approximately nine months by police officers, prosecutors, national guard personnel, and civilians. At the end of this period, these students get to go to a weeklong camp at the National Guard facility at Bellows Air Force Station in Waimanalo. The funding for this program comes from the U.S. Department of Justice.

DISTRICT 6

District 6 encompasses the Waikiki peninsula from the Ala Wai Canal on the west to the Pacific Ocean and extending eastward to the slopes of Diamond Head, an area slightly larger than one square mile. Although the resident population is only about 23,358, there are also many tourists and workers who swell the de facto population in this popular area. The administrative offices are located at the Alapai headquarters. Patrol personnel also use the Waikiki substation located at 2405 Kalakaua Avenue.

The Burglary-Theft Detail and Crime Reduction Unit (CRU) offices are located on the fourth floor of the Royal Hawaiian Shopping Center. During the 2004-2005 fiscal year, the Burglary-Theft Detail detectives were assigned 3,499 cases and closed 503 cases. The CRU made 113 felony arrests, 60 misdemeanor arrests, and 90 warrant arrests. CRU officers also offer classes to hotel personnel to discuss crime trends affecting their clientele.

Several projects and programs were instituted for the Community Area of Responsibility (CAR) style of community policing. For example, Waikiki officers worked with personnel at several hotels to provide service events for less fortunate children at Christmas. Partnerships are also maintained with the various organizations that make up the Waikiki community. Throughout the year, officers worked closely with special associations and citizen groups, including the Visitor Aloha Society of Hawaii, Hawaii Hotel Security Association, Hawaii Visitor Industry Security Association, Condominium Watch, Business Watch, Tourist Crime Prevention 110, Waikiki Business Improvement District, and Waikiki Citizens Walk.

Prostitution is an ongoing problem in Waikiki. The enforcement of geographic restrictions placed on prostitutes arrested in the Waikiki boundaries continued to be an effective tool for officers to address this challenging problem. Persons arrested for prostitution can be prohibited from entering or walking the streets of Waikiki from 6 p.m. to 6 a.m. Officers track restricted persons and continue to make arrests for violations.

District 6 officers assigned to the Geographic Information System (GIS) project are quite active in effectively using this mapping technology. They input current crime data to enable identification of crime trends in the district. Maps showing dates, times, and locations of criminal activity are made on a weekly basis and serve as a tool to make officers aware of new and existing problems. The information can be accessed by officers on their laptop computers. The GIS is also used to map special events, such as parades, the Waikiki Hoolaulea, the Honolulu Marathon, and emergency evacuation areas.

DISTRICT 7

District 7 encompasses about 40 square miles in east Honolulu from Punahou Street to Makapuu Point, excluding Waikiki, and including Manoa, McCully, Kaimuki, Palolo, Diamond Head, Waialae, Kahala, Aina Haina, Kuliouou, Hawaii Kai, Sandy Beach, and Makapuu lookout. The district is primarily residential with supporting infrastructure, such as schools, parks, shopping centers, and the University of Hawaii east campus.

The command's administrative offices are located in the Alapai headquarters, and there is one storefront office located in the Hawaii Kai Corporate Plaza at 6600 Kalanianaole Highway and another in the Palolo Valley housing area. A Memorandum of Agreement has been signed with the Hawaii Army National Guard, which will allow an addition to be built to a building at Fort Ruger, 4087 Diamond Head Road, as well as allow the usage of a temporary trailer at that location for the operations of the District 7 Burglary-Theft Detail. When the National Guard units are relocated, the building will be renovated and Districts 6 and 7 will occupy the building.

Traffic safety has been emphasized throughout the year. Officers are assigned to saturate areas that were identified as high risk or accident prone in order to control speeding and other hazardous violations. A radar trailer that displays the speed of passing vehicles and the posted speed limit for the area was used to encourage motorists to slow down. Education and enforcement were promoted to help reduce traffic accidents, encourage motorists and passengers to wear seat belts, and make the elderly aware that walking in the dark, early morning hours can be dangerous.

East Honolulu has eight neighborhood boards that meet once a month. Officers and detectives regularly attend to give the community an opportunity to discuss issues and concerns and to provide the public with safety tips.

Teamwork extends beyond cooperation within the district as officers also develop close working relationships with other city agencies. District 7 continues to reduce the community's traffic concerns with the assistance of the Department of Transportation Services.

Due to the problems of underage drinking at the University of Hawaii Manoa Campus, officers partnered with university personnel, the Department of the Attorney General, the Department of Health, and Mothers Against Drunk Driving to restrict alcohol possession in the dormitories. In order to help reduce the "party atmosphere" on campus, the police were present at the beginning of school semesters. They also trained resident advisors about the local laws and ordinances and the recognition and dangers of alcohol consumption.

All-Terrain Vehicles in District 7

Patrol officers had difficulty responding to chronic calls for service (nuisance complaints, such as leash law violations, nude sunbathing, drinking, and loud noise) at beach parks due to the rugged terrain around Diamond Head, Makapuu, and along the coastline. All-terrain vehicles have allowed them to patrol the beaches more efficiently, leading to a significant reduction in calls for service. Officers have also been working with the Department of Parks and Recreation to have signs posted informing the public of the nighttime park closures in District 7.

By the end of April 2005, the district had 109 Neighborhood Security Watch programs that involved 8,082 homes. There were a total of 16 Condominium Neighborhood Watches, 1 Mobile Patrol, and 3 Citizens Patrols.

DISTRICT 8

The boundaries of District 8 run from Kaena Point along the Waianae coastline to Iroquois Point, north along the West Loch coastline to Kunia Road, and west along the ridge of the Waianae Mountain Range to Kaena Point, covering an area of about 115 square miles. The estimated resident population of 106,000 lives in the communities of Ewa, Ewa Beach, West Loch, Kalaeloa, Kapolei, Makakilo, Campbell Industrial Park, Honokai Hale, Koolina, Nanakuli, Lualualei, Maili, Waianae, Makaha, and Keaau.

The Kapolei Police Station is located at 1100 Kamokila Boulevard. Arrests that occur in District 8 are processed at the receiving desk at the Kapolei station, which also provides services to the public at a security post. In addition to uniformed patrol and Burglary-Theft Detail operations, the station houses offices for the Juvenile Services, Criminal Investigation, and Narcotics/Vice Divisions.

The Waianae Substation, which is located at 85-939 Farrington Highway, provides a base of operations for personnel patrolling the Waianae Coast. The station was renovated, with the floor in the lobby and the squad room resurfaced and a public restroom provided in the lobby area. The parking lot stalls were painted and labeled, along with a "no parking" zone to the rear of the station to facilitate traffic and parking.

There were ten traffic fatalities in the district in the first half of 2005 as compared with ten in all of 2004. A concerted effort was made focusing on traffic enforcement and the use of speed monitor trailers. Officers taught students in a physics class at Campbell High School about vehicular speed, drag factors, and how a vehicle's speed can be determined from skid marks. "Operation Safe Graduation" was implemented in June to coincide with the graduation season. The goals were to remind the public of the dangers of driving while under the influence of an intoxicant and to promote driving safely and responsibly.

The Weed and Seed Program continues in the Ewa and Ewa Beach areas. A highly successful offering was the cooking classes that were offered to youth by the Culinary Arts Summer Program. Another "seed" project was a new Ocean Sports Program. The "Movie on the Wall" program presented quarterly movies at the Ewa Beach Boys and Girls Club, which helped promote the location as a safe haven.

An ongoing Community Area of Responsibility (CAR) project is targeted to assist the homeless population. District 8 officers partner with members of the Waianae Community Outreach, Department of Parks and Recreation, and personnel from other city, state, and federal agencies to make plans to provide shelter for the homeless and provide programs to help them become contributing members of society.

As with other patrol districts, the Neighborhood Security Watch (NSW) program owes much of its success to citizens who take active roles in safeguarding their communities. District 8 has 140 active NSW programs with 8,853 households participating. In addition, there are 38 citizen patrols with approximately 669 trained members.

CENTRAL RECEIVING DIVISION

The Central Receiving Division (CRD) is responsible for the department's booking and detention facility at the Alapai headquarters. All adults and juveniles arrested in Districts 1, 6, and 7 are processed by the CRD. Persons arrested in other districts who are unable to post bail are also kept at the CRD until they are transferred to court. During the fiscal year, the CRD processed over 14,226 arrestees, provided over 19,600 meals to persons held in the facility, and transported about 15,600 arrestees to the Department of the Sheriff's court lockup facility.

The CRD is also responsible for the physical security of the Alapai headquarters, which requires officers from the division to be stationed at the building's main entrance 24 hours a day, 7 days a week. They screen all visitors to the building and monitor and respond to fire, duress, and other emergency alarms. Over 70 closed-circuit television cameras are monitored to safeguard both the building and departmental personnel. Along with security responsibilities, officers are assigned to maintain and operate the central arsenal for patrol units and prepare daily court calendars. A court liaison officer prepares and organizes the documents for court arraignments as well as collects bail monies.

TRAFFIC DIVISION

The Traffic Division investigates certain motor vehicle collisions and promotes the safe and efficient movement of traffic on public roadways through traffic management, the enforcement of traffic laws, and educational programs. During the 2004-2005 fiscal year, the division coordinated the department's traffic safety strategies to make Oahu's roadways safer. These strategies included expediting the flow of traffic, promoting vehicle occupant protection laws, reducing speeding violations, stopping impaired drivers, and stepping up the enforcement of laws designed to protect pedestrians.

The Vehicular Homicide Section (VHS) investigates motor vehicle collisions involving deaths, critical injuries, and felony traffic crimes. It also oversees investigations of other traffic collision cases. During 2004, the VHS investigated 66 collisions that resulted in 71 traffic fatalities, as compared to the 67 collisions that resulted in 81 fatalities during 2003. Officers use the latest technology and training to investigate traffic collisions as efficiently and expeditiously as possible. This enables them to balance the conflicting interests of recovering valuable evidence and minimizing traffic delays.

The Traffic Safety Section provides highway traffic management and traffic safety and enforcement. Seat belt usage by Oahu drivers in 2004 was 94.3 percent, up 2 percent from 2003, partly due to participation in the nationwide "Click It or Ticket" campaign. Hawaii was reported to have the second highest usage of seat belts in all the states. After an Occupant Protection Checkpoint enforcement program in April and the statewide "Click It or Ticket" campaign in May and June, seat belt usage on Oahu was found to have risen to over 95 percent.

During the fiscal year, emphasis was placed on speeding, operating a vehicle under the influence of an intoxicant (OVUII), and pedestrian right-of-way violations. The Selective Traffic Enforcement Unit, with its Drug Recognition Expert Detail, made 871 OVUII arrests, as compared to 716 that were made in the last fiscal year.

The Solo Motorcycle Detail tries to facilitate normal traffic flow, especially during peak morning and afternoon periods when the roadways are filled to capacity. The motorcycle officers also perform escort duty for parades and visiting dignitaries, give talks to community groups requesting speakers, and participate in community events such as the "Say Hi!" school program.

The Parking Enforcement/Collection Section enforces parking laws and is responsible for the collection from and the maintenance of city parking meters. The section conducted a massive program to finish the conversion from mechanical to electronic parking meters and reprogram the meters for new fees. Parking Enforcement officers issued a total of 47,859 citations during the fiscal year, as compared to 52,189 last year.

The Junior Police Officer (JPO) Detail coordinates the work of approximately 5,000 JPOs and 106 adult traffic monitors at 128 public and private schools throughout Oahu. The JPOs and traffic monitors provide traffic safety assistance for students traveling to and from our elementary schools. Officers in this section are certified in child passenger safety seat installation and assist the Keiki Injury Prevention Coalition in teaching parents about proper car seat installation.

The Disabled Parking Enforcement Program is staffed by volunteers recruited and trained by officers of the Traffic Division. These volunteers spend time educating violators about disabled parking laws, issuing citations, and helping disabled residents find parking. For the current fiscal year, the volunteer officers issued 2,810 citations for disabled parking violations, as compared to 3,837 last year. This outstanding assistance allows patrol officers to focus their efforts on other aspects of law enforcement.

EMERGENCY MANAGEMENT COMMAND

The Emergency Management Command personnel assess needs, develop plans, coordinate efforts, and prepare the department to prevent, respond to, and recover from acts of terrorism. They also provide support at major events, establish interagency communications, and coordinate site and threat assessments.

INVESTIGATIVE BUREAU

CRIMINAL INVESTIGATION DIVISION

The Criminal Investigation Division (CID) is responsible for all felony investigations relating to murder, robbery, assault, financial fraud/forgery, auto theft, sexual assault, and white-collar crimes. CID personnel continue to collaborate with other law enforcement and government agencies, victim advocates, citizen groups, and private businesses to combat crime.

The Major Crimes Detail runs two programs: the Investigative Awareness Program and the Hawaii Anti-Trafficking Task Force (HATTF). The first program trains patrol officers for three months to expand their investigative skills. In HATTF, detectives work with the Office of the Attorney General and other agencies to identify and provide service for victims of human trafficking. The Crisis Negotiation Team, which reports to the detail lieutenant, successfully resolved four possible suicide situations.

The Missing Persons Unit worked with police from other counties, the Missing Child Center of Hawaii, the State Civil Defense, and the Department of Transportation in developing a statewide child abduction alert system. On February 17, the Maile Amber Alert system was tested, using the Emergency Alert System to broadcast critical information about an endangered missing child and the abductor via radio, television, and highway signs. In June the system was used for a real-life situation and resulted in the quick and safe return of a young infant.

The Robbery Detail received two awards for outstanding work on the Honolulu Violent Incident Crime Task Force. The award from the Bureau of Alcohol, Tobacco, Firearms and Explosives was for the investigation of cases involving firearm and drug offenses. The award from the Federal Bureau of Investigation was for the investigation of bank robberies.

Early in 2005, the Sex Crimes Detail worked closely with the Department of the Attorney General and its Hawaii Criminal Justice Data Center to explore the most effective ways to handle, investigate, and enforce sex offender registration laws. New ground is being broken in investigative techniques, e.g., the use of DNA on file from a registered sex offender to link him or her to a current sexual assault leading to arrest.

In 2004, the Auto Theft Detail began a prevention program called "PIT STOP." The program was started in District 3 and required the charging of all suspects arrested for the Unauthorized Control of a Propelled Vehicle. Detectives continued to work with interested parties in placing bait cars in high vehicle theft areas. To promote a rapport with the community, they have offered free Vehicle Identification Number (VIN) etching. Nine hundred vehicles have been etched since 2003.

The second and third Business Police Academy sessions were held beginning in September and March. Fifty-eight members of our community were presented with ten weeks of more than 24 hours of instruction.

The White Collar Crime Detail conducts investigations involving complex financial schemes in which the value exceeds $100,000. The cases are strictly confidential and quite complex, often requiring more than a year of investigation. The detail also works with the Department of the Attorney General in a program called Internet Crimes Against Children, which is funded by a Byrne Memorial Grant. The purpose is to locate and arrest on-line child predators. There are currently 51 active investigations. The detail has investigated three child enticement cases resulting in arrests and four child pornography Internet-related cases.

In October, the Financial Fraud Detail discovered four "forgery factories" working out of hotel rooms on Oahu. Detectives partnered with the U.S. Secret Service and U.S. Postal Inspectors to attack the problem of fraud crimes and to shut down these operations. The detail often makes community presentations concerning identity theft and the protection of personal assets.

JUVENILE SERVICES DIVISION

The Juvenile Services Division (JSD) provides innovative, effective programs of crime prevention, intervention, and education to improve the quality of life for island children and the community.

The Drug Abuse Resistance Education (DARE) program provides fifth, eighth, and tenth graders with a ten-week curriculum that helps them to recognize and resist the temptation to experiment with alcohol and drugs. A total of almost 18,000 students in 167 public and private schools received the training. Culminating the school year, DARE Day was held on May 24, with more than 10,000 DARE students attending and taking the oath to be drug and violence free. This was the largest single DARE event held in the United States, and it was recognized by DARE America for its impact on youth in schools.

Gang Resistance Education and Training (GREAT) is a program designed to educate middle school students about the law, school problems, anger management, delinquency, and the dangers of gang membership. Over 6,700 seventh graders were enrolled in the GREAT program at all of the 26 middle schools. GREAT officers also work with the Hawaii Youth Gang Response System, the Graffiti and Gang Task Force, the Community Action Seminar, and many other community agencies. Through a partnership with the Department of Parks and Recreation, they held a GREAT program for elementary school children in the Summer Fun program. The detail is also responsible for administering the Student Attendance Program in partnership with the Department of Education. This program targets truants and their parents in an effort to reconnect juveniles with attending school. During the year, 588 juveniles and their parents received training in the program.

The Evening Counseling program is an intervention program designed to counsel first-time misdemeanor offenders and second-time status offense offenders as a diversion from the Family Court. For 2004-2005, 1,908 juveniles were scheduled for the Evening Counseling program along with their parents. The Evening Counseling Detail also reviews and inputs all juvenile criminal arrest records into the Juvenile Justice Information System (JJIS) and the department's Records Management System (RMS).

The Runaway Detail investigates juvenile runaway cases that are generated from patrol, other divisions, and outside jurisdictions and agencies. In this fiscal year, 2,713 runaway cases were reported islandwide. The detail is also responsible for entering juvenile information from status offenses into the JJIS and the RMS and for maintaining the Acquiring Knowledge Awareness Motivation and Inspiration (AKAMAI) program. The AKAMAI program, which is geared to first-time status offenders, is a diversionary program that counsels juveniles about the dangers of status offenses. During the year, about 633 families were referred to the AKAMAI program.

The Police Activities League (PAL) coordinates athletic programs and other activities with the objective of providing recreation for youths and cultivating friendly relationships with police officers. During the fiscal year, PAL programs reached approximately 12,166 youths in a dozen activities, the most popular being basketball, volleyball, and flag football. The PAL Detail also runs the Law Enforcement Explorers Program, a division of the Boy Scouts of America with a concentration on law enforcement.

NARCOTICS/VICE DIVISION

The Narcotics/Vice Division is responsible for the enforcement of laws, ordinances, and regulations relating to gambling, morals, and narcotics offenses in the City and County of Honolulu.

During the fiscal year, the Central and Regional Complaints Details closed 1,858 complaints through investigations and search warrants. A total of 48 search warrants were executed by the combined details. The details recovered 6,780 grams of methamphetamine, 509 grams of rock cocaine, 133 grams of powdered cocaine, 2.4 pounds of marijuana, and 135 grams of heroin. They also seized 8 firearms, 11 motor vehicles, 10 gambling machines, and $64,295 in cash.

Personnel of the Hawaii Airport Task Force (HATF) and the Hawaii High Intensity Drug Trafficking Area Task Force (HIDTA Group 3) worked with other law enforcement agencies to interrupt drug smuggling activities throughout the state. During the fiscal year, HATF personnel seized over 300 pounds of narcotics, cash, vehicles, and property worth over $2 million. The HATF also assisted in many neighbor island cases. HIDTA Group 3 personnel made 71 arrests and seized 104 pounds of narcotics, cash, vehicles, and 14 firearms, in all valued at over $2.3 million.

The Asset Forfeiture Detail investigated over 450 cases, seizing more than $5 million in cash and nearly $500,000 in property and jewelry, as well as vehicles valued at over $1 million. The detail also assists with forfeiture proceedings initiated by the Department of the Prosecuting Attorney, the U.S. Marshal's Service, the Federal Bureau of Investigation, the Drug Enforcement Administration, the Bureau of Immigration and Customs Enforcement, and the Bureau of Alcohol, Tobacco, Firearms and Explosives.

The Clandestine Laboratory Response Team investigated 55 complaints and found 18 confirmed drug laboratories. A total of 8 search warrants were executed, and 14 persons were arrested for manufacturing methamphetamine. Several large-scale manufacturing operations were halted as a result of joint operations with federal agencies.

The Morals Detail arrested 198 adult females, 113 adult males, and 2 juveniles for 310 different offenses. These investigations of prostitution and related offenses involved 30 relaxation therapy establishments, 19 nude dancing establishments, 29 hostess bars, escort services, street solicitation, and Internet sites.

The Covert Detail conducts long-term undercover operations that focus on major drug trafficking and organized crime operations. Members of the detail are also a part of the multiagency Hawaii Interagency Mobile Police Apprehension Crime Task Force. In the past fiscal year, the detail conducted 205 investigations, executed 38 search warrants, and made 128 arrests. The detail's efforts throughout the fiscal year resulted in the recovery of 20 pounds of crystal methamphetamine valued at $2.7 million and the seizure of over $500,000 in cash and assets, as well as 5 pounds of heroin, 1,420 tablets of Ecstasy, 17.5 pounds of marijuana, and 21 firearms.

Marijuana eradication efforts on Oahu resulted in 9 arrests and the seizure of 18,112 marijuana plants valued at $18 million and 418 pounds of processed marijuana valued at $2.5 million. The Marijuana Eradication Team participated in a statewide "megamission," which involved over a hundred officers and agents from all of the task force participants.

Gambling Detail personnel investigated 125 complaints that resulted in 12 search warrants, 246 arrests, and the seizure of more than $111,000 in cash and $74,000 worth of property. The investigations focused on illegal gambling in casino-type game rooms, video game rooms, illegal sports betting, and cockfighting operations.

SCIENTIFIC INVESTIGATION SECTION

The Scientific Investigation Section (SIS) moved forward with its plans to increase personnel strength and purchase equipment to better serve investigative needs for evidence analysis. Various grants provided funding to hire specialists, purchase state-of-the-art equipment, and renovate existing areas used to process and store evidence. For example, funding of $71,286 was received

from the Department of Justice, DNA Capacity Enhancement Program. It was used to purchase DNA equipment that will help free the analysts from conducting labor-intensive procedures.

Forensic education continues to play a critical role in keeping the SIS personnel abreast of the latest technological developments in the field of forensic science. The section's firearms examiner and the questioned documents examiner both became certified by passing examinations.

This year, the SIS hosted the Summer Mentorship Program designed to assist students in becoming familiar with forensic science. The students gained valuable experience by processing a mock crime scene and learning how to analyze the recovered evidence.

SIS personnel provide training for police recruits and the Citizens Police Academy. There is also a great demand for them to give talks for schools and library groups, community clubs, and other government organizations.

Marijuana Eradication

SPECIALIZED SERVICES DIVISION

The Specialized Services Division (SSD) consists of the Special Weapons and Tactics (SWAT) teams, Canine Unit, Bomb Squad/ Chem-Bio Detail, Counter Sniper Team, and the Helicopter Section.

The SWAT teams responded to 11 high-risk incidents involving suspects in hostage or barricade situations throughout the fiscal year. All were resolved without serious injury to either the hostages or the officers. The teams also responded to 95 requests for assistance from the Criminal Investigation Division and Narcotics/ Vice Division in serving search warrants.

The Canine Unit responded to 133 requests for assistance throughout the year. These calls included searches for fleeing suspects, missing persons, explosives, and narcotics. The unit is also popular in requests for public demonstrations, as are the SWAT teams, Bomb Squad/ Chem-Bio Detail, and Helicopter Section. A total of 79 demonstrations were provided for various civic groups.

The Bomb Squad responded to 51 calls for service dealing with military ordnance, commercial explosives, improvised explosive devices, and hoax devices.

During the fiscal year, the Helicopter Section responded to 105 requests for assistance. The unit was responsible for the recovery of 44 stolen cars valued at $309,000. Unit personnel provided aerial support in the search for missing persons and persons fleeing in vehicles or on foot. Working with the Narcotics/Vice Division, the unit provided aerial support for the marijuana eradication program.

In addition to responding to various requests for assistance from different departmental elements, SSD officers effected 100 arrests for felony and misdemeanor offenses.

In keeping with the department's commitment to reducing domestic violence, the SSD was assigned to serve 270 Temporary Restraining Orders, successfully serving 190 of them. In the process, SSD officers recovered 91 firearms.

Upon requests from the U.S. Secret Service, the U.S. State Department, and the U.S. Capitol Police, the SSD provided dignitary protection assistance for nine persons passing through Honolulu.

ADMINISTRATIVE BUREAU

FINANCE DIVISION

The Finance Division oversees the department's annual operating budget of $162 million, which covers salaries, current expenses, and equipment purchases. This division also oversees the operation of the Property and Supply Section and the Print Shop.

During this fiscal year, divisional personnel coordinated or managed 34 federal and state grants totaling more than $28.7 million. These grants funded programs and property acquisition, e.g., mobile data computers, homeland security, drug trafficking, bulletproof vests, marijuana eradication, sobriety checkpoints, speed and safety belt enforcement, pedestrian safety, youth programs and services, upgrades of forensic equipment, and programs targeting violence against women and children and alcohol and tobacco use. There is an ongoing search for grant opportunities to fund current and future police programs.

HUMAN RESOURCES DIVISION

The Human Resources Division (HRD) is responsible for the administration of all personnel matters within the Honolulu Police Department, including recruitment and hiring, labor relations, and the Drug Urinalysis Screening program. For the 2004-2005 fiscal year, the HRD's biggest responsibility was striving to keep up with attrition rates. With an average loss of 150 sworn employees per year and an attrition rate from 25 to 40 percent for recruit classes, an annual addition of 180 police recruits is required to maintain the status quo. Hiring and retaining competent sworn personnel is a critical concern not only for the safety of the public but also the safety of our officers. Continuous recruitment is also required for police dispatchers, who also fill first-line functions critical to ensuring public safety and resolving crises.

HRD personnel, which include the labor relations specialists, have to frequently evaluate and revamp recruitment and retention processes in order to comply with changes to federal, state, and city employment and labor laws, as well as the collective bargaining agreements and recent court decisions. They investigate all sexual harassment and discrimination complaints for the department. The reported severity of such incidents is declining, perhaps due to the increased training given to employees.

The Special Duty Section processes billings for events that account for over $7 million in officer earnings and administrative fees a year. Other HRD annual accomplishments include issuing and recording over 3,500 performance evaluation reports, conducting over 2,500 drug tests on sworn personnel, and scheduling and tracking 1,840 physical examinations.

TRAINING DIVISION

The HPD Training Academy, Ke Kula Makai, is located at 93-093 Waipahu Depot Street in Waipahu. The division provides training for student officers, annual recall training for all personnel, and specialized training of various kinds.

The current recruit training curriculum consists of 1,060 hours of instructions over a 28-week period. Police recruits are taught the police organization, police procedures, functional skills, law, and communication. This year, 72 new officers graduated from two recruit classes.

The Annual Recall Training (ART) I program consists of mandatory training in areas such as firearms, sexual harassment, hazardous materials, bloodborne pathogens, automated external defibrillator, and cardiopulmonary resuscitation. Patrol officers attend a three-day ART I session, and non-patrol officers attend a three-day ART II session. Civilians attend a one-day ART III session. During the fiscal year, division personnel held 33 ART I sessions for 1,026 patrol officers, 24 ART II sessions for 671 non-patrol officers, and 24 ART III sessions for civilian employees.

The division continued to hold specialized training courses to enhance patrol skills and career development. For example, 51 potential sergeants received two weeks of training called Supervisory Training Regimen in Preparation and Education of Sergeants (STRIPES) that prepares them for their roles as supervisors. Also, 27 lieutenants attended a three-day Lieutenants Training Session to improve their leadership and management skills, 24 officers attended a 32-hour Instructor Development Course to improve teaching methods and set training standards, and 17 new Police Radio Dispatchers attended a specialized 40-hour training course.

Firearms and driving simulators are used to supplement live fire and emergency vehicle operation courses for recruit and incumbent officers. The simulators test and improve the officers' decision-making in realistic situations.

Police recruit classes participated in several community service activities throughout the year. These projects and programs included the Great Aloha Run, Special Olympics, Police Activities League Opening Day Ceremonies, Annual Police Week Memorial Service, Easter Seals Drive, and Hawaii Blood Bank Drive.

The Training Division is also responsible for organizing certain intradepartmental competitions. The annual Chief's Competition was held in November and featured individual and group competitions in control and arrest tactics, Fit-For-Life, and firearms events. These activities promote physical fitness and work-related skills while boosting morale.

The Training Division received several Local Law Enforcement Block Grants, which will be used to purchase Advanced Tasers and laptop computers and establish a wireless network to allow training staff and recruits to connect to the department's network from any location on the campus of Ke Kula Makai.

To promote excellent public safety training academy standards and to recognize professional excellence, the division executed an accreditation agreement with the Commission on Accreditation for Law Enforcement Agencies to seek accreditation in the Public Safety Training Academy Accreditation Program.

SUPPORT SERVICES BUREAU

COMMUNICATIONS DIVISION

The Communications Division serves as the primary public safety answering point for the enhanced 9-1-1 emergency telephone system. Police call takers receive requests for police services, and radio operators dispatch police officers to the appropriate

locations throughout the island. Along with handling calls for service, the division serves as a 24-hour State Warning Point for civil defense emergencies.

Of the more than one million calls for services received by the division each year, approximately 73 percent were for police services and about 10 percent were for emergency situations. Work continues on establishing a 3-1-1 nonemergency telephone system to improve the handling of both emergency and nonemergency calls.

Recruiting and retaining quality police dispatchers continue to be priorities for the division. The division, in conjunction with state lawmakers, attempted to pass legislation that would enable dispatchers to retire after 25 years of service and to designate these employees as essential personnel.

The Computer Aided Dispatch System (CADS) continues to be improved as software upgrades are developed. Plans moved ahead to integrate enhancements such as the Mobile Data Computers, the Records Management System, and the Automated Field Reporting with CADS.

INFORMATION TECHNOLOGY DIVISION

The Information Technology Division (ITD) provides technical and research support to all departmental elements. The ITD installs and maintains the department's computer systems, maintains centralized statistical reporting and geographic information systems, standardizes departmental forms, conducts general research and staff studies, and gathers and analyzes pertinent crime data.

The Research Section analysts write the departmental policies, procedures, and notices and take them to a review board and to meetings with union representatives before finalizing recommended changes. When new departmental directives have been implemented or when existing ones are amended, they are placed on the intranet. The information is sent via e-mail to all employees to review. This notification procedure was implemented to meet certain standards for accreditation.

A strategic improvement was made in the data communications infrastructure. An array of high-capacity 802.11b wireless access points was installed islandwide, including at each police facility and in each Community Area of Responsibility, to provide a backbone network. A high-speed data network was established in partnership with a commercial service provider to enable data communications throughout most populated areas.

The ITD partnered with the Department of Information Technology to develop an Internet Web site to alert motorists to traffic collisions and potential traffic disruptions. The availability of this information allows commuters to plan their routes to avoid tie-ups.

A new system for the management of network assets that enables tracking of software and hardware from a central point was deployed. The system provides a defense against viruses, worms, and other cyber attacks by sending out patches and software upgrades networkwide when needed, instead of by manually updating each computer workstation.

The second generation of mobile computing was deployed for officers' laptop computers, including new and enhanced applications to increase the efficiency and effectiveness of patrol personnel and investigators.

Computer forensics continued to grow as an important service area, supported by a larger forensics lab with improved facilities.

RECORDS AND IDENTIFICATION DIVISION

The Records and Identification Division has seven major sections: Records, Evidence, Warrants, Firearms, Identification, Follow-up, and Alarm Tracking and Billing. The division maintains records for all known offenses. It is also responsible for the service of warrants, firearms registrations, alarm registrations, handling of evidence, and fingerprinting.

In this fiscal year, the division continued implementing and fine tuning the new Records Management System. The initiation of mandatory automated field reporting (AFR) required that an interface be developed and installed. This was completed, and Districts 1, 6, and 7 are now using AFR to enter reports into the system.

The digital imaging of documents continued, with a total of 1,459,751 pages scanned.

The Evidence Section continued the on-line auction of property ready for disposal at PropertyBureau.com. A total of $50,856 was collected and deposited into the City's General Fund, an increase of 43 percent over the inaugural year. The closing of the Manana Evidence Warehouse and opening of a new facility in Kalihi was a major undertaking requiring extensive planning. All evidence was successfully moved over a five-day period, under the watchful eyes of Internal Affairs ensuring evidence integrity.

During the fiscal year, the Firearms Section executed 15,255 firearms permits and registrations. Section personnel also processed 135 firearms licenses and 35 Special Police Commission licenses, including those for the department's parking enforcement officers.

The Alarm Tracking and Billing Section registers all burglar alarms in Honolulu. Permits are issued for burglar alarms and then tracked for excessive false alarms. Service charges are assessed if more than three false alarms occur within a one-year period. Owners of alarms also have the opportunity to attend an alarm class offered by the police and alarm companies on the proper use of alarms. There are currently over 29,096 registered alarm users on Oahu, a 15 percent increase from the last fiscal year. The number of false alarm calls (24,744) fell 14 percent from the last fiscal year. A total revenue of $350,510 was collected for new permits, renewals, service charges, and fines/violations.

TELECOMMUNICATIONS SYSTEMS SECTION

The Telecommunications Systems Section (TSS) provides support and services for wireless voice and data communications for all department elements. Section personnel provide installation and support for all mobile and portable radios and partner with the Department of Information Technology in supporting the infrastructure for the 800 MHz radio system. The 800 MHz radio system expanded as the primary network for voice communications for public safety first-responders, support agencies, and other city departments as the Honolulu Fire Department migrated onto the system. The TSS monitors interference with voice communications islandwide and helped prepare for the planned rebanding to 800 MHz public safety frequencies to reduce interference.

The TSS participated in communications interoperability initiatives to prepare for major events and large-scale threats to public safety, including the citywide initiative to develop dedicated interoperability channels for communications among first-responders.

VEHICLE MAINTENANCE SECTION

The Vehicle Maintenance Section purchased 4 BMW motorcycles and 28 Crown Victoria patrol cars. The motorcycle purchase included a one-week training course at the training academy. Although the BMWs will require fewer repairs than the former Harley-Davidsons, repairs will become more complex. One mechanic was sent to California to train in mechanical repairs as part of the contract. Six mechanics also traveled to the mainland to receive training on repairing Ford vehicles, which was helpful, as the fleet vehicles are aging.

EXECUTIVE BUREAU

The Executive Bureau houses several elements and individual positions vital to the function of the Office of the Chief: the Media Liaisons, Legislative Liaison Office, a Civil Defense Coordinator, a Management Analyst, and the Community Affairs Section (formerly the Informational Resources Section).

LEGISLATIVE LIAISON OFFICE

The Legislative Liaison Office (LLO) is responsible for coordinating all legislative matters that concern or affect departmental operations.

The LLO personnel tracked 792 of the 3,689 bills and resolutions that were introduced during the fiscal year. The office is also responsible for tracking bills and resolutions that go before the City Council.

The LLO also provides classes for the department and other county police departments on newly enacted and modified state laws.

OFFICE OF ACCREDITATION

A successful accreditation program assimilates accreditation practices and philosophy into all aspects of operations and, as a part of the process, establishes a permanent accreditation unit. The Office of Accreditation was established to ensure that operational policies and procedures comply with accreditation standards and meet departmental objectives and goals. Their personnel are responsible for the department's compliance with accreditation standards and issues involving departmental policies.

COMMUNITY AFFAIRS SECTION

The Community Affairs Section (CAS) operates and coordinates a number of the department's special projects and events.

The HPD Museum

HPD Museum

The Honolulu Police Department (HPD) museum houses exhibits that tell the history of the department from its inception through the present day. The museum is a popular stop for visitors (7,150 in 2004) touring the Alapai headquarters.

Speakers Bureau

The CAS coordinates the departmental Speakers Bureau that provides experts on subjects such as home and personal security, robbery and theft prevention, child security, traffic safety, drug awareness, domestic abuse, and workplace violence. About 834 requests for speakers were handled throughout the year.

Ho'ike Information Line

The Ho'ike Information Line continues to provide the public with a central contact point from which they can obtain answers or referrals for police-related questions. Anyone with a

question can call 529-3352 on weekdays during normal business hours. During the year, 1,800 calls were handled via this line.

Citizens Police Academy

Held twice a year, the Citizens Police Academy is designed to open lines of communication between the public and the police department. By enrolling in this academy, members of the public can gain a firsthand understanding of what it takes to become an officer. Among other things, participants come to realize the educational, physical, and emotional demands endured by those who serve in law enforcement. It is hoped that this heightened understanding will correct some of the misconceptions about police work and foster respect between the public and the department.

Business Citizens Police Academy

Classes for the Business Police Academy are held annually. This interactive program for members of the private and public sectors fosters "understanding through education" to help develop awareness for business people, enhancing the quality of life in our community.

Youth Citizens Police Academy

The Youth Citizens Police Academy is open to high school sophomores, juniors, and seniors. Like the adult Citizens Police Academy program, the goals of the youth program are to promote an understanding of police work to the participants and enhance the relationship between students and the department.

Other Activities

The CAS continues to coordinate the department's awards program and activities that are part of the national observance of Police Week. The CAS also maintains the department's Internet web site, www.honolulupd.org.

DEPARTMENT OF THE PROSECUTING ATTORNEY

Peter B. Carlisle, Prosecuting Attorney
Iwalani D. White, First Deputy

Peter Carlisle gives the keynote address for the Visitor Aloha Society of Hawaii (VASH) Awards Banquet. The Prosecutor's Office works with VASH to help visitors who become victims of crime in Hawaii.

POWER, DUTIES AND FUNCTIONS

The voters of Oahu elect the prosecuting attorney every four years. The prosecuting attorney shall:

a) Attend all courts in the city and conduct, on behalf of the people, all prosecutions therein for offenses against the laws of the state and the ordinances and rules and regulations of the city;

b) Prosecute offenses against the laws of the state under the authority of the attorney general of the state;

c) Institute proceedings before the district judges for the arrest of persons charged with or reasonably suspected of public offenses, when the prosecuting attorney has information that any such offenses have been committed, and for that purpose, take charge of criminal cases before the district judges;

d) Draw all indictments and attend before and give advice to the grand jury whenever cases are presented to it for its consideration; and

e) Investigate all matters that may properly come before the prosecuting attorney. Nothing herein contained shall prevent the conduct of proceedings by private counsel before courts of record under the direction of the prosecuting attorney.

ORGANIZATION OF THE DEPARTMENT

The Department is organized into Administration and six divisions. Each of the divisions has a team of trial attorneys headed by at least one Chief and, in some divisions, one or more team captains. Teams of support staff, each of which is headed by a supervisor, assist the attorneys.

The six divisions are: (1) Screening and Intake Division; (2) Traffic and Misdemeanor Division; (3) Trials Division; (4) Career Criminal/Sexual Assault Unit; (5) Domestic Violence/Juvenile Offenders Division; and (6) Appellate Division.

A. SCREENING AND INTAKE DIVISION

The Screening and Intake Division (SID) consists of one division chief, 13 screening deputies, seven support staff, and two paralegal assistants.

SID screens most felony cases (except for domestic violence and white collar cases which are handled by a different division) brought to this department by the Honolulu Police Department and other state investigative agencies.

The SID reviews search warrants, felony cases and decides which ones to accept, which ones to reject, and which ones need follow-up work. SID also handles preliminary hearings in District Court and presents cases to the Grand Jury. Act 62 became effective on November 24, 2004. All non-custody cases that fall within Act 62 will go by way of Felony Information Charging. For the period beginning July 1, 2004 and ending June 30, 2005, SID handled 465 Grand Jury proceedings, 1140 preliminary hearings and filed 53 Information Charging cases.

B. TRIALS DIVISION

The Trials Division (Trials) consists of one division chief, five team captains and 19 trial attorneys. Three paralegal assistants and 12 clerical staff support the division.

This is the largest division and it handles all felony cases (except juveniles, sex assaults and domestic violence cases), including career criminals and misdemeanors if a jury trial is demanded. These type of cases include murder, assault, negligent homicide, robbery, burglary, theft, unauthorized control of propelled vehicle (stolen car), drugs, white collar, and campaign fraud.

For the time period of July 1, 2004 to June 30, 2005, the division cleared 1,861 cases.

Two career prosecutors were appointed to serve as judges in 2004. Randy Lee and Jennifer Ching both served as Deputy Prosecuting Attorneys since 1982. Lee headed the White Collar Crime Unit, and Ching headed the Juvenile Offender Unit at the time of their appointments.

C. CAREER CRIMINAL/SEXUAL ASSAULT UNIT

The career criminal/sexual assault unit (CC/SAU) consists of one chief and 13 attorneys. Three paralegals, seven clerical staff and five victim advocates assist them.

CC/SAU is a highly skilled prosecutorial litigation unit that vertically prosecutes those offenders who are identified as recidivists, or career criminals by Hawaii Revised Statutes Section 845-3, as well as all cases involving convicted felons in possession of or using firearms and all felony-level sexual offenders.

From the time the case is accepted into the office until the time it is disposed of by sentencing, one prosecutor is responsible for that and any other case the individual defendant may have pending. The prosecutor follows the case from preliminary hearing or grand jury, through pre-trial motions, trial and finally sentencing. Through this vertical prosecution, a special working relationship between the police, witnesses, victims and the prosecutor can be fostered. This approach permits continuity in prosecution and enables the prosecutor to better handle the many challenges presented by these cases.

Section 845 cases consist primarily of property crimes, such as burglary, theft, vehicle thefts and auto break-ins. These cases are almost exclusively motivated by a desire to obtain property to trade for money to buy drugs. The most common drug bought is crystal methamphetamine, or “ice”. Ice is also a factor in the majority of the remaining crimes handled by this unit, the violent crimes such as murder, robbery, assaults and firearms offenses.

The vast majority of Sexual Assault cases involve children who are repeatedly victimized by acquaintances or family members. These cases all present unique prosecution problems, including late reporting, poor memory for dates in long-term abuse cases, and an absence of witnesses other than the child and the perpetrator. Other sexual assault cases include child-stranger and adult-stranger and adult-acquaintance cases.

This unit is also responsible for having the names of convicted sex offenders placed on the internet pursuant to Megan’s Law.

D. DOMESTIC VIOLENCE/ JUVENILE OFFENDER DIVISION

The Domestic Violence / Juvenile Offender Division (DV/JO) consists of 20 attorneys, three paralegal assistants, six victim/witness counselors and 9 support staff organized into three teams. Each of these teams is highly specialized in the prosecution of domestic violence or juvenile crimes and is supervised by an experienced attorney.

The **Domestic Violence Felony Team** consists of six attorneys who are supervised by an experienced domestic violence felony prosecutor. This team is responsible for prosecuting all felony domestic violence cases. This team focuses on the more serious violent offenses stemming from intimate relationships (husband-wife, boyfriend-girlfriend and same sex couples) and parent child relationships.

The Domestic Violence Felony Team employs vertical prosecution to better deal with the dynamics of theses cases. Through vertical prosecution, the assigned prosecutor works with the victims, witnesses, and police investigators from the inception of the case up through preliminary hearings, grand jury, pre-trial motions, trial, and sentencing. In order to accomplish this, a prosecutor is on-call 24 hours a day to assist police with various aspects of the investigation and then once completed, to review the case and make appropriate charging decisions. This approach maintains continuity and enables the prosecutor to better handle the many challenges presented by these cases which typically involve uncooperative victims who recant or minimize due to fear of and/or affection for the perpetrator.

The **Domestic Violence Misdemeanor Team** consists of eight attorneys who are supervised by an experienced felony prosecutor. This team handles all misdemeanor family or household member abuse cases under Section 709-906, HRS, along with all Family Court restraining order violations under Chapter 586, HRS. As such, this team is a unit that focuses on violence stemming from intimate relationships (husband-wife, boyfriend-girlfriend & same sex couples) and parent-child relationships.

This team also employs vertical prosecution to the extent that as a unit, they review, charge, and try their own cases. This helps ensure more consistency and better handing of these cases that are made difficult because the majority of victims are reluctant and/or uncooperative.

The **Juvenile Offender Team** consists of five attorneys supervised by an experienced Family Court Prosecutor. This team is responsible for the prosecution of all juvenile offenders (persons under eighteen years of age at the time of the offense). Their cases range from traffic/misdemeanor offenses to all types of felony offenses, including sexual assaults and murder. The offenders range from first-time offenders who commit less serious crimes to the hard-core repeat offenders who may be waived to adult court for more serious crimes.

This team also employs vertical prosecution to the extent that as a unit, they review, charge, and try the majority of their own cases. They do receive, however, some assistance at the initial conferral stage from the Screening & Intake Division and from the Domestic Violence Felony Team.

E. APPELLATE DIVISION

Currently, the Appellate Division consists of one chief and seven attorneys. They are assisted by a paralegal assistant and two support staff.

These attorneys represent the State of Hawai'i in all appeals from juvenile, criminal and traffic cases prosecuted by the Department of the Prosecuting Attorney.

In addition to appeals, attorneys in the Appellate Division also respond to motions and original proceedings filed in the Hawai'i appellate courts, such as petitions for *habeas corpus* and writs of prohibition or *mandamus*. These responses are often extensive and cannot be predicted as motions and petitions may be filed at any time.

Appellate attorneys also represent the State of Hawai'i in federal *habeas corpus* petitions where the petitioner contests the judgment and not the terms and conditions of incarceration. While these petitions do not normally require a court appearance, when appealed, they have from time to time required argument before the Ninth Circuit Court of Appeals, either here in Honolulu or in San Francisco.

In addition, the attorneys in the Appellate Division are also called upon to do research for the administration or other divisions in the department.

In fiscal year 2004-05, the Appellate attorneys filed 142 briefs in the State appellate courts, and twenty-one (21) other substantive documents. Attorneys in the division won 87% of their cases in the state appellate courts during this period.

F. MISDEMEANOR AND TRAFFIC DIVISION

This division is a high-volume unit handling thousands of cases each month. The caseload consists of traffic matters, Driving Under the Influence of Alcohol/Drug cases, criminal violations, petty misdemeanors, and full misdemeanors for the entire island of Oahu. This division has one chief, one captain and 15 trial lawyers and approximately 18 support staff. Prosecutors from this division are assigned to courtrooms at district courts in Honolulu, Ewa (Pearl City), Wahiawa/Waialua, Koolauloa/Koolaupoko (Kaneohe), and Waianae. The assigned attorneys do arraignments, motions, trials, and sentencing for a wide variety of cases that are prosecuted in these courts. An attorney assigned to this division does specialized prosecution in Street Solicitation, Waikiki Visitor Crimes, and Weed and Seed cases [see section on Community Prosecution].

G. 2004 LEGISLATIVE ACTIVITY AND 2005 LEGISLATIVE PACKAGE

2005 Legislative Activity

The department sponsored the following legislative bills, which passed in 2005. These bills:

a) amend the state's pedestrian right-of-way law to require that drivers stop and yield the right of way to pedestrians who are: 1) in a crosswalk and on the same half of the roadway as the driver; or 2) approaching so closely from the opposite half of the roadway as to constitute a danger. Act 73, which became effective on May 25, 2005 also deleted penalty provisions from two traffic offenses, fleeing the scene of an accident involving damage

Prosecuting Attorney Peter Carlisle hosts a public forum on the 2004 Ballot Questions. In November 2004, voters overwhelmingly approved four constitutional amendments which were designed to help crime victims.

to a vehicle or property and filing a false report under the state's motor vehicle responsibility act, since penalties were already provided in another section; and

b) clarify that the maximum penalty for driving while intoxicated by a person 18 years old or older with a passenger who is younger than 15 years of age shall not exceed the maximum term of imprisonment for a first, second or third offense of driving under the influence of an intoxicant. Act 33 took effect on April 27, 2005.

The department also supported the following bills which passed in 2005 that:

a) implement the authority given to the legislature by a constitutional amendment overwhelmingly ratified by the voters which permitted the legislature to determine what sexual offense conviction information should be subject to public notification as well as the manner of access, and the conditions and procedures to terminate public access to sex offender registration information. Specifically, Act 45 provides that a person convicted of a class A felony sexual offense under state law or an equivalent conviction in another jurisdiction, would be required to register for a minimum of twenty-five years. A person convicted of a class B or class C felony sexual offense under state or its equivalent in another jurisdiction would be required to be registered for a minimum of 15 and 10 years respectively. Persons found to be an aggravated sex offender, repeat sexual offender or sexually violent predator would be required to register for life. Public access to registration information shall be available through the internet, designated police stations and the Criminal Justice Data Center for persons convicted of class A and B sexual offenses and persons found to be sexually violent predators, aggravated sexual offenders and repeat sexual felony offenders. Public access to registration information on persons convicted of class C felony sexual offenses or repeat misdemeanor sexual offenders shall be available only at designated police stations and the Criminal Justice Data Center. Act 45 took effect on May 9, 2005;

As a result of the 'Yes' Vote on Ballot Question #2 Governor Lingle signed a bill to restore the Hawaii Sex Offender Registry to its previous status. The website, containing pictures and addresses of registered sex offenders, received 1.6 million hits in the ensuing two weeks.

b) create a new chapter on forensic identification in Hawaii Revised Statutes. Act 112, which became effective on July 1, 2005, authorizes DNA testing for all convicted felons. It also designates the Honolulu Police Department as the agency responsible for the management and administration of the state's DNA database and DNA identification program. In addition, the act establishes comprehensive procedures and standards for the taking, testing and use of DNA samples. Act 112 also provides for the extension of the statute of limitations for felony offenses involving evidence containing DNA if the test is performed prior to the expiration of the statute of limitations. Finally, the act also creates statutory guidelines for post conviction testing of DNA as well as permitting the use of buccal (cheek) swabs which are less intrusive and more cost effective than a blood test;

c) create a provisional driver's license for persons at least 16 but less than 18 years old. The provisional license is intended to give teen drivers an opportunity to safely practice and increase their driving skills by: 1) restricting the number of minor passengers who may be transported by the provisional licensee to minors who are household members of the provisional licensee or one unrelated minor; and 2) requiring that a licensed driver who is the provisional licensee's parent or guardian be present while the provisional licensee is driving between 11:00 p.m. and 5 a.m. Act 72 will take effect on January 9, 2006;

d) restrict pharmacies and retailers from dispensing no more than three packages or not more than nine grams of products containing pseudoephedrine without a prescription. Pseudoephedrine is a key component in the illegal manufacture of methamphetamine. Act 193 which became effective on July 1, 2005, also requires pharmacies and retailers to keep pseudoephedrine products in sight of a checkout counter or station, or behind a counter, or in a locked display case, or in an area under constant video monitoring. Finally, Act 193 makes it a misdemeanor offense to transport more than three packages of a pseudoephedrine product without a permit issued by the Department of Public Safety;

e) provide that the theft of more than 25 pounds of agricultural products will constitute the offense of theft in the second degree, a class C felony. In addition Act 182 creates statutory provisions that permit a judge or jury to infer that agricultural products or livestock possessed without a movement or ownership certificate, when such certificate is required by law, is evidence that the products or livestock are stolen. Act 182 took effect on July 1, 2005;

f) provide that persons who enter or remain on agricultural lands without the permission of the landowner, the landowner's agent or a person in lawful possession of the land shall be guilty of the petty misdemeanor offense of trespass in the second degree where the land is fenced or enclosed to exclude intruders, or where notices complying with the law have been posted stating that the land is private property or where there is visible presence of a crop under cultivation or being harvested. Act 181 took effect on July 1, 2005;

g) make it a misdemeanor offense to misuse the 911 emergency telephone service by knowingly reporting a false alarm or making a false complaint or reporting false information in reckless disregard that a public safety agency will respond by dispatching emergency services. Act 17 took effect on April 20, 2005;

h) amend the state law requiring physicians and surgeons to report certain suspicious injuries or wounds to the police to clarify that pertinent information regarding persons involved in a motor vehicle collisions resulting in serious injury or death shall be provided to the police. Act 39 took effect on May 2, 2005; and

i) increase the crime victim compensation fee by $5. The crime victim compensation fee is paid by convicted defendants and placed in a fund used to compensate victims of certain crimes, or the dependents of the victim if the victim is deceased or private citizens, for personal injuries or damage to property suffered in the prevention of a crime or the apprehension of a criminal. Act 144 which took effect on June 22, 2005 also clarified the payment priority between restitution, the crime victim compensation fee, the probation service fee, fines and other fees.

2006 Legislative Package

The department will be introducing a constitutional amendment to provide that for the purposes of ratifying the State Constitution or determining whether to convene a constitutional convention, blank votes on the matter shall not be counted as "no" or negative votes as they are currently. Under the proposed amendment, blank votes shall not be counted in the ratification of a constitutional amendment or the convening of a constitutional convention; only yes and no votes would be counted. Ratification of a constitutional amendment or the convening of a constitutional amendment would only occur if the yes votes exceeded the no votes. In addition, the department will also be supporting legislation that brings Hawaii's electronic surveillance laws in conformity with the federal electronic surveillance law prior to the USA Patriot Act.

Deputy Prosecuting Attorney Cecelia Chang (center) along with members of the community received the 2004 National Coordination Honor Award from the U.S. Department of Justice. Chang is the director of the Community Prosecution Program.
(from left: Judge Marcia Waldorf, Deputy Prosecutor Cecelia Chang, Assistant U.S. Attorney Ron Johnson)

H. COMMUNITY PROSECUTION (CP) PROGRAM

Community prosecution is a proactive, community oriented, problem-solving approach to law enforcement that embraces the role of the community in solving community crime and safety problems. A key component of community prosecution is collaboration. Partnerships among community residents, businesses, private institutions, and law enforcement and other governmental agencies are developed and directed toward crime prevention goals. The CP Team consists of two attorneys who actively engage in numerous CP initiatives to improve the quality of life in Honolulu.

I. DRUG COURT

There is one deputy prosecuting attorney assigned to the Hawaii Drug Court program (HDCP). This attorney attends Drug Court sessions four times a week to monitor the progress of Drug Court clients and provide the prosecution's perspective on dealing with program infractions. In addition to the regular scheduled court sessions, this deputy attends all other Drug Court proceedings, such as termination hearings, prepares memoranda of law and argues constitutional motions, conducts jury-waived trials, and argues sentencing. This attorney also reviews all applicants for Drug Court and plays an integral part in selecting appropriate candidates for this program. This attorney also assists in developing and improving the program, attends Drug Court Advisory Committee Meetings, educates personnel in the department, the Honolulu Police Department, and the community about the program, and created a written manual of procedures, policies and guidelines.

Between July 1, 2004 and June 30, 2005, approximately 75 new defendants were petitioned into the Hawaii Drug Court Program. During that time, 39 defendants graduated, spending an average of 21 months in the program. The Drug Court Program terminated 15 defendants for non-compliance of program rules. The Drug Court Program currently has 129 clients, including eight who are receiving intensive drug treatment in a residential setting.

ROYAL HAWAIIAN BAND

Michael D. Nakasone, Bandmaster

POWERS, DUTIES AND FUNCTIONS

The Royal Hawaiian Band serves as the official band of the City and County of Honolulu and has the distinction of being the only full-time municipal band in the nation and the only band in the United States of America established by a royal kingdom. The band represents the City and County of Honolulu at public affairs and provides a wide variety of music for the educational and cultural needs of the community. Due to its cultural heritage, the band endeavors to maintain its observance of, and its participation in, all events that were established during the Hawaiian monarchy era.

The Royal Hawaiian Band, made up of 40 full-time positions, functions as a concert band, a marching band, and a glee club ensemble. The administrative and operational affairs of the band are handled by the bandmaster, assistant administrator, brass supervisor, woodwind supervisor, glee club leader, assistant conductor, drum major, librarian-in-charge, assistant librarian, field coordinator and senior clerk-typist. With the exceptions of the bandmaster and the senior clerk–typist, the other positions listed are dual positions, with musicians in the band also holding administrative and staff responsibilities.

PERFORMANCE HIGHLIGHTS

During Fiscal Year 2005 the band and glee club had a total of 302 performances. The following is a sampling of the many performances by the band throughout the year:

Weekly concerts are on-going on the lawn at the Iolani Palace on Fridays, and at the Queen Kapiʻolani Park bandstand on Sundays. Monthly performances included Windward Mall, Ala Moana Shopping Center, Mililani Town Center, and the Royal Hawaiian Shopping Center.

The band participated in numerous parades throughout the year. The Patriotic Kailua 4th Of July Parade started the list of parades for FY 2005. Patriotism was the theme again in November for the Wahiawa Veteran's Day Parade. Parades honoring Hawaii and its monarchs include the colorful Aloha Festivals Parade, the Prince Kuhio Parade, and the King Kamehameha Day Parade. Other parades the band participated in included the Honolulu City Lights Parade, the Kapolei City Lights Parade and various other Community Christmas parades. A highlight of the list of parades was the parade on May 7, 2005 when the band was honored to participate in a Welcome Home Troops parade and ceremony to welcome home members of Maui's Army Reserve from an 18-month deployment to Iraq.

Other Hawaiian Monarchs honored were King Kalakaua and Queen Liliʻuokalani.

The band and glee club performed for the popular *Brunch on the Beach* events throughout the year for the many visitors and residents who gathered in Waikiki for the food from the many restaurant booths and the continuous entertainment on the main stage.

The band participated in numerous cultural and ethnic events, including the *Honolulu Festivals* parade, the *Night in Chinatown* parade, the Filipino Parade, St. Patrick's Day Parade, the Martin Luther King Jr. Parade the Vietnamese New Year's celebration in February, Bastille Day, the Korean Festival, and Hawaii's own MayDay celebration, sponsored by the City and County of Honolulu.

DEPARTMENT OF TRANSPORTATION SERVICES

Edward Y. Hirata, Director
Alfred Tanaka, Deputy Director

POWERS, DUTIES, AND FUNCTIONS

The Department of Transportation Services is responsible for the efficient, safe, and expeditious movement of traffic on City streets and roadways and for planning and coordinating public mass transportation systems and facilities. The City Charter ascribes the following responsibilities to the department:

- Plan, design, operate and maintain transportation systems to meet public needs.
- Locate, select, install and maintain traffic control facilities and devices and street lighting systems.
- Approve plans and specifications for the construction, reconstruction and widening of public streets and roads.
- Provide educational programs to promote traffic safety.
- Promulgate rules and regulations for the use of streets and roadways in accordance with standards established by law.

TRANSPORTATION COMMISSION

The Transportation Commission was established by a Charter amendment proposed under Resolution 95-205, CD1, and approved at the November 1996 General Election. The Transportation Commission consists of seven members. The powers, duties, and functions of the Transportation Commission are to:

- Evaluate at least annually the performance of the Director of Transportation Services.
- Review and make recommendations on the annual budget prepared by the Director of Transportation Services.
- Review and make recommendations on rules concerning the administration and operation of the department of transportation services.
- Receive, review, and make recommendations on complaints regarding the systems, programs, and facilities under the Department of Transportation Services.
- Recommend changes to the public transit fare structure when deemed necessary and appropriate
- Review and make recommendations on the performance of public transit and other transportation system contractors under the jurisdiction of the Department of Transportation Services.
- Submit an annual report to the mayor and council.

The commission shall make the recommendations authorized under this subsection to the director of transportation services, mayor, and council.

TRANSPORTATION PLANNING DIVISION

The Transportation Planning Division performs the overall City-wide transportation planning and programming work required under federal, state, and local laws. The division administers and manages transportation planning and capital improvement projects. The division applies for and administers federal funds for the City's highway and transit projects, and monitors compliance with federal laws, rules, regulations and grant program requirements, including the Disadvantaged Business Enterprise (DBE) Program. The Transportation Planning Division is responsible for compliance with transportation-related City planning requirements. The division supports the Department of Transportation Services' director in the federally required statewide and metropolitan transportation planning processes. The division develops and monitors the departmental Capital Improvement Program (CIP) and projects. The division develops, administers and manages data collection studies, performance measures and criteria for the management systems; ensures compliance with current federal regulations for the Congestion Management System with regard to activities involved with performing, developing and managing data collection, and identification and evaluation of operational mitigation strategies.

Accomplishments:

- Coordinated and monitored passage for House bill 1309 related to the 1/2% increase in the General Excise Tax for transit purposes.
- Administered the Waikiki Livable Community Project that is funded by a special federal grant program, Transportation and Community and System Preservation Pilot Program. Issued and distributed draft and final report for project. Completed draft and final evaluation. Submitted evaluation to FHWA. Completed project listed on FHWA website. Project closeout being prepared.
- Administered the contract for professional services to support the State Department of Transportation in its preparation of environmental documents for the North-South Road Project.

- Waipio Point Access Road Study. Completed traffic study, alternatives analysis and meetings with the Navy, FHWA and various stakeholders and property owners. Completed draft and final environmental assessment study. Pending federal categorical exclusion documentation and FHWA review.
- Proceeding with final engineering design work on Dillingham Boulevard Bus Pullouts and related improvements.
- Completed planning work on the Kaimuki Business District Parking Master Plan. Initiated community meetings to implement the short-term concept.
- Completed consultant project "Manana Sub-Area Traffic StudyÓ which is a work element in OMPO's Overall Work Program.
- Served as departmental liaison for the Manana Wal-Mart purchase agreement.
- Coordinated traffic and mass transit comments for the Department of Planning and Permitting's "Kaneohe Traffic Circulation Study."
- Managed consultant contract to plan and design intersection improvements at the Waimano Home Road/Kuala Street/ Moanalua Road intersection. This improvement is required by the City as part of the land purchase agreement for the Manana Walmart development.
- Kamokila Boulevard Extension Project. Initiated planning study for Kamokila Boulevard Extension Project. Administered contract to conduct technical planning study and environmental assessment.
- Makakilo Drive Extension Project. Prepared contract for Makakilo Drive Extension Planning project.
- Prepared professional service procurements for major transportation projects, including a rail and ferry planning studies.
- Prepared and submitted four applications for federal transit assistance for $56.21 million.
- Administered and managed 14 active federal transit grants, which included the preparation of federal quarterly reports for each grant.
- Monitored and reported the status of active departmental and Department of Design and Construction (DDC)-delegated CIP projects, Fiscal Years 1999-2005.
- Prepared the departmental Fiscal Year 2005 CIP budget comprised of mass transit projects.
- Coordinated the development of the City's input to the Fiscal Years 2006-2008 Oahu Transportation Program.
- Coordinated the programming and obligation of approximately $5.2 million in FHWA funding for various City projects.
- Coordinated the development of the Fiscal Year 2005 Overall DBE goal for the City's FTA-assisted projects; submitted quarterly reports to FTA; and submitted periodic reports to the Department of Transportation's DBE Coordinator.
- Reviewed, coordinated and processed approximately 58 environmental impact and assessment documents for regulatory compliance.
- Reviewed, coordinated and processed approximately 30 Development Plan revision/amendment requests.
- Completed 700 traffic survey reports (traffic volume counts, speed classification counts, pedestrian counts, etc) using the Traffic Request Log to prioritize and monitor outstanding traffic survey requests.
- Responded to792 traffic data inquiries.
- Provided input to yearly update of Highway Performance Monitoring System by transmitting 54 maps to SDOT.
- Updated 54 computerized island-wide maps for traffic count data by adding traffic counts taken during fiscal year 2005.
- Processed 1,251 work requests.
- Coordinated the City's efforts to receive federal funding authorizations in the new federal transportation legislations for the various transportation projects for the City.
- Participation in OMPO's 2030 Oahu Regional Transportation Plan:Reviewed baseline data, draft model results, draft system performance analysis of strategic plan packages report. Ongoing participation in Plan development.
- Administered the City's projects identified in the Oahu Metropolitan Planning Organization's (OMPO's) Transportation Improvement Program (TIP) for Fiscal Years 2004-2006 as required under U.S. Department of Transportation's statutes and regulations to be eligible for approximately $54.7 million in federal highway funds and $134.5 million in federal transit funds.
- Coordinated the preparation of amendments to the Fiscal Years 2004-2006 Oahu Transportation Improvement Program.
- Continued to monitor the Ewa Regional Transportation Master Plan Agreement.
- Continued to provide technical and administrative assistance to the Oahu Metropolitan Planning Organization for the Model Development work element.
- Served as a vice chairman of the Technical Advisory Committee of the Oahu Metropolitan Planning Organization.
- Participated and assisted the State Transportation Planning Office in the development of the Statewide Transportation Improvement Program, which is the statewide allocation program for federal highway funding.

- Continued work on the Primary Corridor Transportation Project, primarily in preparation to implement the initial operating segment of the Bus Rapid Transit project from Downtown to Waikiki.
- Managed and administered design contract work for the Bus Rapid Transit Project that included construction design and preparation of construction bid documents.

Assisted the Corporation Counsel:

- Sensible Traffic Alternatives and Resources, Ltd., dba The Alliance for Traffic Improvement, a Hawaii non-profit corporation v. FTA, DTS et al, Civil No. 03-00628 SOM-LEK.

TRAFFIC ENGINEERING DIVISION

This division conducts studies and analysis to: determine and ensure the safe, efficient, and effective operation of the city's streets, roadways, and appurtenant facilities; coordinate and implement engineering programs and projects to improve traffic flow and safety including implementation of traffic calming measures on residential streets; prepare and process legal schedules in accordance with the Traffic Code; and administer the School Traffic Safety Committee.

Urban Honolulu Region Branch

This branch provides traffic engineering and design support for the safe and efficient operation of streets and intersections and recommends and implements standards for signs, pavement markings, and warning devises for the Urban Honolulu Region, the area generally extending from Makapuu, Ewa to Liliha Street, south of the Koolau Mountain range. The branch also receives, reviews, and resolves queries from the public regarding the operation of vehicle and bicycle traffic on streets and facilities; conducts data collection studies for input into management systems; conducts corner sight distance studies; and establishes and administers the Traffic Code Ordinance requirements to maintain efficient and safe vehicle and bicycle facilities. In addition, the branch analyzes and determines warrants for traffic signals.

Accomplishments:

- Completed 574 work orders, including requests and complaints from individuals, public, and private organizations, businesses, and government agencies.
- Conducted 84 maintenance investigations to insure high quality of traffic control devices.

Completed Work Orders - Highlights:

- Performed evaluations for left turn phases at various locations, such as, 10th/Waialae Avenues, Ward Avenue/Auahi Street, Ward Avenue/Kinau Street, Punahou/Nehoa Streets, University Avenue/Metcalf Street and Keahole Street/Hawaii Kai Shopping Center driveway.
- Conducted warrant evaluations for all-way stops at various intersections, such as, Kilauea/7th and 9th Avenues, Ainakoa Avenue/Malia Street, Pahoa/19th Avenues, Campbell Avenue/George and Hayden Streets, Rycroft/Birch and Cedar Streets, Elm/Birch Streets.
- Conducted warrant evaluations for traffic signals at various locations, such as, Monsarrat Avenue/Diamond Head Circle, 4th/Harding Avenues, 2nd/Waialae Avenues, Iolani Avenue/Pele Street, Nuuanu Avenue/Pauahi Street, Liliha/Elena Streets, Kuakini/Sereno Streets.
- Assisted the Transportation Planning Division by providing review comments on Environmental Impact Statements, Environmental Assessments, etc. on various projects, such as, Waikiki Beachwalk, Kalakaua Avenue Retail Project, Royal Hawaiian Shopping Center Revitalization, Kakaako Makai Master Plan Amendment, Tustitala Vista, St. Louis Heights Sewer System Improvements, Ala Wai Gateway Condominium, Anuenue Radio Towers and Facilities, East Honolulu Police Station, Royal Kai Lani, Maunalaha Homesites Water System Improvements, Kapiolani Area Revised Sewer System, McCully Fire Station.
- Assisted the Department of Design and Construction in providing file signs and markings drawings for various resurfacing/rehabilitation of streets projects.
- Assisted the Department of Planning and Permitting in providing review comments on construction traffic controls for various projects.
- Assisted the Department of Environmental Services in restricting parking at various locations to facilitate refuse pick up.
- Assisted the Department of Facility Maintenance in restricting parking on the mauka side of a portion of Ala Wai Boulevard for street sweeping purposes.
- Provided comments to the Department of Budget and Fiscal Services regarding the need for roadway purposes of various City-owned properties considered for disposition.
- Installed marked crosswalks at Young/Kaheka Street, South/Auahi Street, Woodlawn Drive near Manoa Shopping Center.
- Installed School Crossing signage on Pensacola Street between King Street and Kapiolani Boulevard.
- Extended tow away hours on School, King, and Kuakini Streets.

- Installed a Roadway Database program on the Region's computers to allow access to the Department of Facility Maintenance's street database.
- Modified the morning contraflow coning on Kapiolani Boulevard at Ward Avenue.
- Assisted the Department of Design and Construction in updating and correcting the signs and markings for the Maunakea Sidewalk Improvement Project.
- Assisted the Honolulu Police Department in their enforcement efforts through the installation of speed limit signs on Kalakaua Avenue.
- Improved the intersection striping on Kalia Road at the Hilton Hawaiian Village driveway.
- Implemented school traffic control improvements at various locations, such as, Koko Head Elementary School, Sacred Hearts Academy, Punahou School, Roosevelt High School, Lililuokalani Elementary School, Hawaii School for the Deaf and Blind, Jefferson Elementary School, and Washington Middle School.

Assisted the Corporation Counsel:

- Kaina v. Nakao, #04-1-1986-10(SSM)
- Emley v. Seberg, #02-1-1032-04
- Gauze v. USSAA Insurance Agency Inc., #04-1-1939-10(VSM)
- Hughes v. Zucker, #03-1-2139-10

Reviewed:

- Waialae Water System Improvements, Part II
- Ala Wai Boulevard Improvements, FY 2004
- Rehabilitation of Streets @ Various Locations
- Punahou Regency
- Lunalilo Home Road Sewer Rehabilitation 2005
- Rehabilitation of Streets, Unit 41
- Rehabilitation of Streets, Unit 37
- Kakaako I.D. 11
- Lusitana Street On-Ramp Improvements
- Preventative Maintenance of Various Streets, 2004
- University Water System Improvements, Part II
- Punchbowl Street Improvements, Phase 2
- East Oahu Transmission 46kv Project
- Kapuni Street Closure
- Rehabilitation of Streets, Unit 35
- Rehabilitation of Streets, Unit 32
- Rehabilitation of Streets, Unit 9

Outlying Oahu Regional Branch

This branch provides traffic engineering and design support for the safe and efficient operation of streets and intersections and recommends and implements standards for signs, pavement markings, and warning devices for the Outlying Oahu Region, the area generally extending from west of Liliha Street, Ewa to Kaena, north to Kahuku and along the entire windward side to Waimanalo. The branch also receives, reviews, and resolves queries from the public regarding the operation of vehicle and bicycle traffic on streets and facilities; conducts data collection studies for input into management systems; establishes and administers the Traffic Code Ordinance requirements to maintain efficient and safe vehicle and bicycle facilities. In addition the branch analyzes and determines warrants for traffic signals and necessary left turn phasing.

Accomplishments:

- Investigated 531 requests and complaints from individuals, public, and private organizations, businesses, and government agencies.
- Conducted 53 maintenance investigations to ensure high quality of traffic control devices.

Completed Work Orders:

- Installed and upgraded school and pedestrian warning signs at various locations.
- Assisted the Department of Design and Construction in various guardrail installation projects.

- Installed speed limit and "No Parking" signs on various streets island-wide to assist the Honolulu Police Department in their enforcement efforts.
- Assisted the Transportation Planning Division by reviewing and providing comments to submitted Environmental Impact Statements, Draft Environmental Assessments, etc.
- Legalized various traffic controls on various streets island-wide.
- Provided comments to the Department of Budget and Fiscal Services regarding the need for roadway purposes of various City owned properties considered for disposition.
- Assisted the Department of Environmental Services in restricting parking at various locations including Lihue Street and Halelo Place to facilitate refuse pick up.
- Assisted the Department of Design and Construction, MEDE Division to relocate signs to newly installed utility poles at various locations.
- Conducted warrant evaluations for all-way stops at various locations Hoomoana and Hoolaulea Streets, Mailona and Kulaaupuni Streets, Paleka and Anoi Roads, etc.
- Conducted warrant evaluations for traffic signals at various locations including Houghtailing and OlomeaStreets, Kapolei Parkway and Kahiuka Street, etc.
- Installed traffic improvements at various locations including Hoolaulea Street in the vicinity of Highlands Middle School, Paakea Road, Kaplama Avenue, Bernice Street, etc.
- Conducted traffic operations studies for school areas including Moanalua Middle/Elementary Schools, Maili Elementary School, Mililani High School, etc.

Assisted the Corporation Counsel:

- Claims-Glen K. Kahana against the City dated 7/7/04
- Claims - Janelle Newcomb Against City
- Claims - Remotap et al v Alapai, Civil #02-1-0636-03(DDD)
- Claims-Richard Dunn v. Dept of Transportation, #4-1-1330-07
- John K. Driscoll v. City et al., Civil 01-1-1240-04(SSM)
- Claims-Gary Thompson v. Tiffany Akana, Civil 04-1-1391-07
- Claims-John K. Driscoll v. City et al. (Lumiaina St.)

Reviewed Project/Traffic Control Plans:

- Wahiawa Traffic Calming Improvements
- Hailipo Street Road Closure
- Aiea Access Road Resurfacing
- Ewa Villages-Extension of Kapolei Parkway Ph. 8, Renton Road Closure
- AT & T Erosion Repair at Maili Point
- Kailua Road Sewers Improvement District 276
- Traffic Calming Improvements at Various Locations, Ewa, Village Park, Kapunahala
- Rehabilitation of Streets, Unit 40 - Lumiaina Street
- Kamehameha Highway, Haiamoa Stream Bridge Deck Repairs
- 45-002 Lilipuna Road, Dr. Sevath Tanaka New Residence
- Resurfacing of Streets, FY 05 — Leeward Central District
- Rehabilitation of Streets Unit 34-Kailua/Waimanalo (Hele Street)
- Rehabilitation of Streets-Unit 36, Waimano Home Road
- Resurfacing of Various Streets, FY05
- Lualualei Homestead Road Improvements: Leihoku Street to Hale Ekahi Drive

Traffic Safety and Alternate Modes Branch

This branch provides traffic engineering and design support for the safe and efficient operation of streets and intersections by planning, coordinating and implementing traffic calming projects, traffic improvement projects & bikeway projects. It also administers the city's bikeway, pedestrian, and traffic safety and education programs.

Accomplishments:

- **Constructed:**

  Ala Napuanani/Likini Streets Roundabout and Median
  Ewa by Gentry Traffic Calming
  Halawa Traffic Caming
  Kapunahala Traffic Calming
  Keolu Drive Bikeway
  Olomana Roundabout
  Molehu Drive/Haloa Drive Traffic Calming
  Village Park Traffic Calming
  Waialua Beach Road Bikeway
  WCEAR – Pakeke Road
  WCEAR - Nanakuli Phase I
- **Under Construction:**

  Ala Oli Street/Haloa Drive Traffic Calming
  Kapiolani Community College Bike Staging Station
  Kamehameha Highway Bikeway
  Lualualei Homestead Road/Leihoku Street Improvements
  Newtown Traffic Calming
  Wanaao Road Traffic Calming
  WCEAR - Paakea Road
  WCEAR -(Kaulawaha Road)
  WCEAR -(Nanakuli Phase II)
  Young Street Park Boulevard
- **Under Design:**

  Helelua Place Extension
  Lanikai Triangle Park
  Kaonohi/Moanalua Intersection Improvements
  Kuakini Street Extension
  McCully Street Bikeway
  Waialae Avenue Bikeway
- **Awarded Design Contracts to:**

  Engineering Concepts
  Engineers Surveyors Hawaii
  R.M. Towill Corp.
  Limtiaco & Associates
  Parsons Brinckerhoff
  Fukunaga & Associates
- Served as secretariat for the Mayor's Advisory Committee on Bicycling; monthly meetings serve to advise DTS and the Mayor on bicycling matters. The committee also serves as a clearinghouse between the City, the State bicycle coordinator, the State Advocate for Department of Health physical activity and the Hawaii Bicycling League.
- Purchased and distributed various bicycle safety education materials to the public, including bicycle rental agencies in Waikiki.
- Conducted four bicycle traffic safety-training sessions with new "TheBus" drivers joining Oahu Transit Services.
- Purchased and installed 25 "street art" functional "bike" shaped bike racks.
- Served as Grant Manager for the Hawaii Bicycing League's Bike Ed Program for 4th graders.
- Distributed "hot dots" and safety brochures for the "Spot the Dot" pedestrian safety program for Halloween in conjunction with the Honolulu. Police Department and the Department of Education via Oahu schools and the City and County Satellite City Hall Division.
- Continued support in commercial driver's training and education (the Oahu Fleet Safety Organization).
- Public education media campaign called "Walk Wise Kupuna," geared to senior pedestrians; radio PSA's, safety presentations, promotional items and printed safety materials.
- Partnered with HPD, SDOT, and The Limtiaco Company.

TRAFFIC SIGNALS & TECHNOLOGY (TST) DIVISION

The Traffic Signal and Technology Division (TST) develops, implements, operates, and maintains the safe and efficient operations of over 765 state and city traffic signals on Oahu. In addition, the division administers, inspects, and establishes roadway traffic controls for construction activities, parades, block parties, and 1st amendment events that occur on city streets. The division is responsible for the Honolulu's high tech Traffic Management Center and implementation of Intelligent Transportation Systems (ITS), a program that improves traffic mobility by employing technology to improve the efficiency of the existing highways.

The division participates in the many elements of ITS, which include traffic signal control, freeway management, incident management, traveler information, and transit management systems. For traffic signal control, the center analyzes and optimizes the traffic signal operations and coordinates traffic signals to improve progression for commuters and transit services. Another important function is determining and programming the safe and reasonable crossing times for pedestrians.

For emergency services, the division installs, operates, and maintains the emergency pre-emption systems. Emergency pre-emption systems expedite fire and ambulance vehicles saving critical minutes in travel times and minimizing conflicts by holding the green signal at signalized intersections. The requested right of way limits conflicts with other vehicles and pedestrians, and clears downstream congestion, which may impede its response times. For freeway and incident management, the division installs, operates and maintains the 140 traffic-monitoring cameras located at critical traffic intersections and freeway locations to improve traffic signal progression and monitor highway conditions on alternative streets. For traveler information, another ITS element, in partnership with local television stations, local radio stations and a website, the division promotes and provides traffic information informing commuters about the latest traffic conditions.

For transit management, the division is reviewing transit priority technology that favors transit buses at signalized intersections.

Administrative Services

Division Administration is responsible for effective and efficient management and administration of the division. It establishes the division's policies, goals and objectives, and measures, and promotes customer service. Administration also develops cost effective methods and results oriented programs, and reviews streamlining of tasks. At the same time, it establishes a professional level of services, responses and actions to be accomplished in a timely and satisfactory manner. Administration meets with the staff to consult, develop, and formulate accurate, accountable and responsible policies and procedures to improve the division's initiatives, quality, professionalism, and responses in order to offer the very best in customer services.

Traffic Technology Branch

This branch is responsible for the engineering and design functions of the division. Professional and appropriate planning and designing tasks are its primary responsibilities ensuring the safest and most efficient traffic signal systems for commuters, pedestrians, and bicyclists. Another important function of the branch is providing and meeting the Americans with Disabilities Act (ADA) requirements at traffic signal locations. These include special ADA pedestrian push buttons and audible pedestrian signals. The branch researches, investigates and implements ITS applications, which employ advanced technology to produce higher traffic flow efficiency. The branch administers advanced traveler information through the Internet, providing commuter access to real time traffic conditions.

Traffic camera

This branch is also responsible for the expansion of the traffic video camera program that will phase-in complete coverage on the major highways on Oahu. In order to implement projects, the branch develops, designs, and promotes traffic signal programs that are funded with federal funds.

All traffic signals at City or State intersections are designed or reviewed by this branch, which has the final responsibility for the safety and efficiency of the operations. The cost to modernize and upgrade many of the existing traffic signal systems has been paid by federal funds pursued by this branch reducing, the need of city CIP funds. As part of safety and to lower maintenance cost, the branch evaluates and specifies high tech, faultless equipment and energy saving devices. As an example, LED traffic and pedestrian signals, which save more than 75 percent on energy costs than conventional incandescent bulb traffic signals, have become the standard for new traffic signal systems.

Accomplishments:

- Traffic Signals at Various Locations Project - installing three new traffic signals and 3 left turn signal modification.
- Completed design for fiber optic cable expansion to increase bandwidth to add additional traffic cameras
- Connecting the City's Traffic Management Center with State's H-3 Tunnel Management Center via fiber optic cable.
- Reviewed and re-engineered about 1,200 construction plans.

- Assisted the Traffic Signal Branch in improved maintenance techniques and testing methods leading to a more dependable operational system.
- Assisted the Traffic Control Center with improved traffic optimized algorithms, communication and detection technology for more efficient signal operations.

Traffic Control Center Branch

The Traffic Management Center is responsible for the efficient, effective, and safe operation of the 760 traffic signals on Oahu. The division concentrates on reducing unnecessary delays by optimizing traffic signal timings, and reviews the safety measures and concerns from commuters and pedestrians. Efficient traffic signal operations are established through field inspections and analysis, travel time studies, and traffic video monitoring. The operational timing plans are frequently reviewed especially during the morning and afternoon peak hours when congestion levels are at the highest. The center utilizes its 140 traffic cameras to provide real time traffic information. The system is an invaluable tool to analyze, select, and mitigate traffic congestion. The center will intervene and compensate by implementing special timing plans to ease the related congestion.

City's Traffic Management Center

Related to traffic control, the branch issues street usage permits required for any construction or special events that restrict or block any city roadways. The street usage section is responsible for enforcing the Traffic Code, motorcades, parades, house moving, and other nonconforming uses of streets. When travel lanes are reduced, the roadway capacity follows. For special events such as parades or block parties, the branch works with HPD to determine the best and safest traffic controls and favorable alternative routes.

Special event lane closure in downtown

The center partners with the Department of Information Technology (DIT) to develop the traffic camera web page, which displays real-time pictures to keep commuters informed about local traffic conditions. The web site has become one of Hawaii's most popular addresses. Currently, work is continuing to broadcast live traffic videos on the Internet. During peak hours, live traffic videos from the center link to the local television stations, and traffic reporters from various radio stations transmit traffic reports from the Traffic Center to assist Oahu commuters to better plan their schedules. To provide the city with an extensive communication network, the branch designs, integrates, and expands its fiber optic system from Hawaii Kai to Waipahu. The communication channels and bandwidth of the fiber optic system not only serve the Traffic Center but also can support the future digital data needs of other city departments such as Department of Information and Technology.

ITS Treveler Information web page

Accomplishments:

- Broadcasting radio traffic reports from the Traffic Center
- Investigated and responded to over 600 traffic concerns
- Adjusted 210 traffic signal operations
- Traffic control for various first amendment marches
- Traffic control for Kamehameha Day Floral Parade, Honolulu Triathlon, Aloha Festival Floral Parade, Honolulu Marathon
- Reviewed and issued 4,864 street usage permits
- Reviewed and issued 121 parade/block party permits
- Reviewed and issued 232 oversize/overweight permits
- Reviewed and issued 95 bike/run permits
- Assisted the Traffic Signal Branch in malfunction diagnostics
- Assisted the Traffic Technology Branch in the improved design and operational functionality of applicable technology and the testing of new systems

Traffic Signals Branch

The branch is responsible for maintaining the 760 state and city traffic signals. When malfunctions occur, the branch responds immediately to repair operations and minimize congestion so that traffic safety can be restored quickly. Traffic signal maintenance, adjustment, and modification capabilities of the branch are available 24 hours a day. The branch usually responds to any critical malfunctions within an hour. Most malfunctions are corrected within a two-hour span. The branch does interim traffic timing adjustments at trouble spots to quickly resolve traffic issues. For new traffic signal infrastructure needs, the branch does construction improvements. The in-house ability saves considerable and substantial outside contractual costs and delays. This branch maintains the extensive fiber optic and communication cable system, which spreads from the Traffic Center throughout the city. For State and City construction projects involving traffic signals, the branch inspects the projects to insure operations are safe and equipment is installed in accordance with local codes and standards. The branch does the inspection management for the construction activities designed by the Traffic Technology Branch. This branch continues to improve the technology of the traffic signal systems and maintain efficient and safe traffic signal operations.

Traffic signal electrician repairing a signal light

The traffic signal branch also assists the neighbor islands in training personnel for the maintenance and repair of the signal system. During emergencies, the branch supplies signal equipment and repairs malfunctioning signal equipment for the neighbor islands.

Accomplishments:

- Responded and repaired 5,850 traffic signal malfunctions and operational reports
- Field inspected and interim adjustments of signal operations for 175 intersections
- Assisted the Traffic Control Branch with operational functions and safety requirements at 80 intersections
- Assisted the design technology branch in the revised design and plans of 45 intersections
- Assisted the Traffic Control Center with the operations of the traffic cameras and the maintenance of the fiber optic systems
- Inspected and supervised installation of related traffic signal work for 195 construction projects
- Assisted in evaluating new pedestrian and traffic signal equipment

PUBLIC TRANSIT DIVISION

The Public Transit Division (PTD) is responsible for oversight of the contractor that manages and operates the City's public transit system, including both the fixed route system (TheBus) and the paratransit system (TheHandi-Van). Included in the oversight responsibility is transit performance monitoring; identifying service problems; resolving customer complaints; instituting corrective actions; monitoring budget execution; financial and internal control audits, and contracts for the annual performance audit.

Administration

Administers the day-to-day operations of the division, including workload assignments and personnel management. Responsibilities include ensuring timely completion of all division projects and promotion of community relations relative to the community's public transit needs.

Activities for Fiscal Year 2004-2005:

- National Transit Database:In order to continue receiving Federal Transit Administration (FTA) funds, the city must annually submit reports to the National Transit Database. These reports include financial and operational activities. PTD filed the report by the deadline and is awaiting final approval by the FTA.
- Enterprise Fund Financial Statements:PTD completed the financial statements for the fiscal year.
- Monthly Bus Pass Subsidy Program:Beginning January 2005, PTD implemented the monthly bus pass subsidy program. For the six month period, 70 applications were received.
- Middle Street Intermodal Center:The Acquisition and Settlement Agreement for the property was completed on June 21, 2005. Phase 1a, Handi-Van Parking, construction contract was awarded to J. Glover Ltd. in September 2004. Revisions to the design plans are being made due to the addition of a public roadway to the project as dictated by a condition of the settlement. Design plans for the revision and the new public roadway should be completed in September 2005. Notice to Proceed for Phase 1a construction is pending on the completion of revision to the construction plans and the relocation of

the remaining three tenants in Phase 1. A conditional award for the construction of Phase 1b, Handi-Van Maintenance and Administration Building, was made to the low bidder, S&M Sakamoto, in December 2004. The release of the federal grants for this project is anticipated to be in September 2005 and the second increment in January 2006. The new public roadway to be constructed on the northerly end of the complex should be ready for bidding in the latter part of 2005, pending availability of funds. Seven of the twelve business tenants in Phase 1 have been relocated, while two others are in the process of relocating. Negotiations are being expedited to relocate the three remaining tenants.

- Bus Route Survey:Weslin Consulting Services selected for TheBus System-Wide Survey Project. Weslin continues to develop the database of current TheBus riders and ridership profiles for each of TheBus routes.
- Bus Stop ADA Access Improvement Project:Completed Phases II and III of the project for preliminary design of bus stops.
- Hub and Spoke Project:PTD is developing hub and spoke plans for Honolulu (Pearl City to Hawaii-Kai) and Windward Oahu.
- Smart Card Project.: Although a contract with the Smart Card project vendor was terminated May 16, 2005, the smart Card project is under review. DTS is working with the Department of Information Technology (DIT) to reassess the installed technology.

Fixed Route Operations Branch

Provides and promotes the most efficient, responsive, and cost-effective transit services to the public through contract monitoring, operations administration, and public education and information programs:

- To administer the day-to-day operations of TheBus through performance monitoring, policy guidance, and direction of TheBus services contractor in methods and practices to deliver the most effective transit services to the public.
- To promote transit ridership by providing guidance for the production of informative and attractive brochures, maps and timetables; to provide information services including administration of the guide-a-ride bus stop information program; to provide telephone and written responses to inquiries, suggestions, complaints, and commendations received from individual citizens, elected officials, Neighborhood Boards, special interest groups, and community and government organizations.
- To oversee progress toward compliance with the Americans with Disabilities Act (ADA) with regard to bus operations, bus stop design and installation, and policies and practices of TheBus services contractor.
- To coordinate construction and street usage projects for city and state agencies affecting TheBus operations with the needs of TheBus passengers, traffic safety, and design policies.
- To administer TheBus interior advertising program, which provides revenues to the city through the sale of advertising space within the transit coaches.

Activities for Fiscal Year 2004-2005:

- In June, 2005, Routes E and 303 were eliminated due to low ridership and lack of funding; minor modifications to other routes were made to incorporate certain aspects of Route E.
- Patronage of TheBus totaled 62,942,881 passenger trips in FY 2005 compared to 61,297,980 in FY 2004. TheBus operated an estimated total of 1,438,000 bus hours in FY 2005 compared to 1,332,148 in FY 2004.
- A total of 111,106 wheelchair passengers were carried in FY 2004 compared to 119,975 last year.
- The entire TheBus fleet is equipped with bike racks. An estimated total of 338,300 bicycles were carried in FY 2005 compared to 307,180 last year.
- As part of the City's New Year's Eve celebration, TheBus provided extended late night services on New Year's Eve and into New Year's Day. The promotion was very successful and added a safety net for those persons who overindulged, providing an alternative to driving under the influence.
- In conjunction with TheBus service contractor, the following programs were continued during this period:
  - ◊ Mobile Watch with HPD
  - ◊ School/Bus Facility Visitation Program
  - ◊ TheBus timetables available to the public at all Satellite City Halls and on TheBus Website
  - ◊ Transit Employee Appreciation Day
  - ◊ City Christmas Lights parade
  - ◊ Great Aloha Run Health and Fitness Expo
  - ◊ TheBus provided special services for the Mayor's Memorial Day Service at Punchbowl, Easter Sunrise Service, Great Aloha Run, Veteran's Day Service, Aloha Stadium Football Express for all UH home games, and the Pro Bowl football game.

- The interior bus-advertising program sold ads totaling $145,365.50 in revenues for the City. In addition, over 45 other "free" cards were processed and posted as a public service to non-profit organizations or to provide information from the City/ TheBus.
- A review of City bus stop spacing was started. In the absence of signalized pedestrian crossings mid-block bus stops are not desirable. A total of 518 mid-block bus stops were identified and after review 20 were identified for immediate removal.

Facilities and Equipment Branch

The major functions of this branch are to support TheBus and TheHandi-Van service by 1) providing bus facilities and equipment needs to maintain and operate our fleet of 650 transit buses, and 2) to maintain and improve over 4,000 bus stops island-wide for the convenience of our bus riders. The staff is composed of engineers and technicians who manage a myriad of transit projects. Responsibilities include preparation of bid documents and administration of contracts for projects such as procurement of new replacement buses; construction and maintenance of bus yards, transit centers, communication systems, ADA bus stop improvements, bus bays and pads, bus shelters, benches, and other related projects. Other administrative duties include responding to graffiti and litter complaints at bus stops, investigation of personal injury claims, coordination of volunteers for public service projects, and assistance to other City and State agencies when requested.

Activities for Fiscal Year 2004-2005:

- New Bus Procurement:During this fiscal year we have taken delivery of or contracted for the delivery of eighty two (82) TheBus and Handi-Van vehicles.
  - ◊ Ten 60-Foot Hybrid-Electric Low Floor Articulated Buses (delivered November 2004)
  - ◊ Forty 40-Foot Hybrid-Electric Low Floor Buses (advertised June 2005)
  - ◊ Thirty-Two 25-Foot Handi-Van Buses (funded FY2005, advertise for bids August 2005)

  The new buses are outfitted with state-of-the-arttechnology, i.e., automated vehicle location system, automated bus stop announcement, automatic passenger counters, computer-aided-bus communication system, mechanical and emergency alarms, low floor for ease of boarding and alighting, and hybrid electric powered for clean air environment and energy conservation.
- Construction and Other Contracts Administered:
  - ◊ Mililani Transit Center - Construction contract was awarded to T.Iida Contracting, Inc. for development of a new bus transit center on Meheula Parkway, fronting the Mililani Town Center.
  - ◊ Waianae Transit Center - Design was completed and a construction contract was awarded to Tec Pacific, Inc. Construction is expected to start early next and be completed by mid 2006. Waianae Transit Center will be located next to Waianae Mall on Leihoku Street.
  - ◊ Kalihi-Palama Bus Facility Improvements - An emergency contract was prepared and awarded to replace the entire roof of the Administration Building due roof leaks. The project was expedited in concern for the safety of Oahu Transit Services employees and potential damage to the critical bus communication system.
  - ◊ Bus Stop Bay and Pad Improvements:
    - Bus Bay Improvements Phase II - Construction contract was awarded and notice to proceed was issued to Hawaii Waters Technology for construction of a bus bay and ADA improvements at the bus stop on Diamond Head Road at Kapiolani Community College. Construction to be completed in August 2005.
    - Bus Pad Improvements, Phase II - A design services contract was awarded to SSFM International for a concrete bus pad improvement project to provide a permanent repair of several bus stop locations with severe pavement damage. Bus stops included for concrete bus pads are on Waialae Ave, Beretania Street, School Street, and Leolua Street in Waipahu. Construction will commence in early 2006.
  - ◊ Bus Stop Site Improvements:
    - Design-Build Bus Shelters and Site Improvements, Increment 5A - A contract for a total of 80 new bus stop shelters was awarded to T. Iida Contracting. The first group of 40 design/build bus shelters were installed in 2004. The second group of 40 will be installed in September 2005.
    - ADA Bus Stop Accessibility Project - In keeping with the City mandated transition plan to upgrade non-compliant bus stops to ADA standards, a construction contract was awarded to Thurston Pacific, Inc. to improve 40 priority locations. Locations were selected based on known problem sites and high wheelchair user stops. A second phase of the transition plan is currently under design by Lyon Associates, Inc.
    - Bus Stop Benches and Litter Containers - New benches are installed to fulfill requests and those that are damaged are replaced. 73 new benches were installed by our price schedule contractor, AS&D Concrete Products. Eighty litter containers were purchased for new bus shelter installations.
    - Solar Lighting - A demonstration project was implemented to evaluate solar lighting at two bus shelters, one in Salt Lake and the other at the entrance Leeward Community College. Both provided adequate lighting and favorable

compliments were received from bus riders. One of the lights suffered minor vandalism and is a concern. To further evaluate the feasibility of solar lighting products, 20 additional units were ordered from two manufacturers for testing.

◊ Bus Radio Replacement Project - The new Siemens ATC system is in operation. Corrected outstanding warranty issues and executed post-warranty maintenance contract. Began planning for Phase 3 contract amendment to add a paratransit Computer-Aided Dispatching and Automatic Vehicle Location (CAD/AVL) system. Work expected to commence in the first quarter of 2006.

- Other Related Support Services:
  - ◊ Shelter Major Repair or Replacement:
    - A total of 8 shelters were either replaced (due to vehicular damage) or relocated to other bus stops due to service changes.
    - 9 bus shelters were repaired due to accidents, vandalism, termite damage, and old age.
  - ◊ Maintenance:
    - Contracted daily custodial services at Waipahu and Kapolei Transit Centers to clean restrooms, litter and graffiti control, and landscape maintenance.
    - Contracted pressure washing on a monthly schedule to clean problem bus stops in downtown Honolulu and at other well used bus stops.
    - Continuing war against graffiti with fulltime work crew to continually maintain over 1000 bus shelters.
    - Coordinated volunteer groups and provided materials for graffiti cleanup campaigns.

TheHandi-Van Operations Branch

TheHandi-Van Operations Branch is responsible for planning and implementing an island-wide public transit service for the elderly and persons with disabilities, including monitoring contractor performance, establishing policies for TheHandi-Van services operation, and monitoring budget execution. This Branch is also responsible for establishing a program to conduct a continuous transport needs assessment, to train persons with disabilities to use the fixed route system, and to conduct the TheHandi-Van eligibility determination process, under the criteria established by the ADA. Also included in the responsibilities is a community outreach program to maintain contact with various agencies supporting the disabled community. The Branch monitors all complaints received regarding the TheHandi-Van system and takes corrective action where appropriate. The branch maintains daily contact with the contractor operating TheHandi-Van system and monitors operating statistics and fleet availability.

Activities for Fiscal Year 2004-2005:

- Processed ADA TheHandi-Van eligibility applications and Person with a Disability bus pass applications:

	FY05	FY04
• ADA TheHandi-Van Eligibility Applications	4930	3,881
Conditional eligibility granted:	3675	2,827
Unconditional eligibility granted:	981	925
Denied:	274	129

	FY05	FY04
• New In-Person Assessment Applicants	480	549
Conditional eligibility granted:	343	321
Unconditional eligibility granted:	54	84
Denied:	35	81
Applicant cancelled:	48	63

- Three-year contract awarded to Rehabilitation Hospital of the Pacific for mobility assessments (June 2004 through June 2007).
- Number of TheHandi-Van service incidents, letters of misconduct warning and suspension, no-show suspension, and appeal hearings conducted:

	FY05	FY04
Incidents	145	153
Misconduct warnings issued	63	92
Misconduct suspension of service issued	14	19
No-Show suspension of service issued	13	9
Appeal hearings conducted	42	16

- The Committee on Accessible Transportation (CAT). CAT provides counsel and advice to the director of the Department of Transportation Services concerning the transportation goals and objectives for the elderly and persons with disabilities. In addition to reviewing monthly service reports, the CAT reviews policies and procedures regarding TheHandi-Van and TheBus services. The CAT meets quarterly on the first Wednesday in January, April, July and October. TheHandi-Van Operations Branch provides staff support and guidance to the CAT.
- Instructor Bus Passes. Issued instructor bus passes to schools and agencies that train disabled students and clients to use the fixed route service.

	FY05	FY04
Trips Taken:	16,000+	15,600+
Instructor Passes issued:	269	211

- Developed Request For Proposal for OWP Work Element 203.62-05 Paratransit Service Study to conduct comprehensive study of the City's TheHandi-Van service. Study to include a trip purpose and origin/destination survey of TheHandi-Van passengers, design and development of service delivery and alternative service strategies, including use of taxicab service subscription service program, human services transportation coordinating which encompasses a cost sharing plan, and design and development of TheHandi-van service ADA monitoring strategies and techniques. Unable to execute contract prior to end of fiscal year. Anticipated award mid-August 2005.
- Member of the Evaluation and Selection Committee for the State's Federal Transit Administration (FTA) Section 5310 program. Review and ranking of annual FTA apportionment to purchase vehicles or other equipment in support of transporting elderly and/or disabled persons in Hawaii. Twenty-two (22) FY 2005 applications evaluated and ranked (top 11 able to purchase vehicle).
- Revised TheHandi-Van Operation Branch position descriptions (Planner VII, two Planner VI, Planner IV, Planner II, Senior Clerk Typist, and Clerk Typist) to meet Department of Human Resources requirements/standards.

BOARD OF WATER SUPPLY

Eddie Flores, Jr., Chairman
Randall Y.S. Chung
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Rodney K. Haraga, Ex-Officio
Laverne Higa, Ex-Officio
Clifford S. Jamile, Manager and Chief Engineer
Donna F. K. Kiyosaki, Deputy Manager and Chief Engineer
(as of June 30, 2005)

POWERS, DUTIES AND FUNCTIONS

The BWS manages Oahu's municipal water resources and distribution system, providing residents with a reliable system and safe drinking water supply. Its operations and projects are financed with revenues generated by water sales, and does not rely upon income or property tax monies.

A seven-member Board of Directors presides over the semi-autonomous city agency and determines its policies. Five members are nominated by the Mayor and approved by City Council. The remaining two serve in their capacities as the Director of the State Department of Transportation and the Director and Chief Engineer of the City Department of Facility Maintenance.

The Board appoints the BWS Manager and Chief Engineer to oversee the Department's overall operations. The Manager appoints the Deputy Manager who supervises the Department's day-to-day business activities of the following support offices and divisions – Chief of Staff, Capital Projects, Communications, Customer Care, Finance, Human Resources, Information Technology, Legal Counsel, Operations, Security, and Strategic Development.

MISSION

The mission of the Board of Water Supply (BWS) is to improve the quality of life in our community by providing world-class water services. The Board's mission statement, "Water for Life – Ka Wai Ola", addresses the need to protect our most precious natural resource – water.

Three main strategic objectives emanate from this mission: resource, economic and organizational sustainability. Resource sustainability ensures our natural groundwater supplies are protected and managed efficiently. Economic sustainability calls for a diversity of financial resources to be employed to support system operating and capital needs, while keeping water rates affordable. Organizational sustainability calls for a sound, well structured, efficient organization with the tools and skills necessary to provide exceptional value to our customers, our community, and our watersheds.

HIGHLIGHTS

In support of the Department's mission, "Water for Life – Ka Wai Ola", the BWS focused its operations upon the three supporting strategic objectives:

- **Resource sustainability,** which ensures natural groundwater supplies are protected and managed efficiently, guided the following programs that the Department undertook in fiscal year 2005 and which will continue for years to come:
  - ◊ In August 2004, the BWS launched a year-round water conservation program, which was aimed at reducing water consumption by 10%. An aggressive media campaign was designed to reach out to the island-wide community to make conservation part of their everyday lives.
  - ◊ The BWS also developed an Internal Conservation program that focused on internal water conservation efforts. As part of this program, BWS personnel developed a leak detection program

Internal Conservation. Surveying and checking the more than 2,000 miles of underground water lines and mains for leaks and other problems have resulted in major water savings in unaccounted-for water use and loss due to leaks.

with the goals of proactively preventing main breaks, ensuring optimum customer service and system reliability, improving the plans for the repair and replacement of aging infrastructure, and internally preventing water loss. Leak detection efforts in the Windward district have resulted in an estimated savings of a little over one million gallons of water per day. In the calendar year 2004, the BWS's survey teams and field crews identified and repaired a total of 40 leaks, which saved an estimated 400 million gallons over the course of a year.

◊ Overall, the BWS saw a decrease in the number of main breaks during the past year. Field crews repaired 387 main breaks, 13 fewer than last year and well under the over-400 average of main breaks experienced in the 1990s. In addition to more efficient field operations, this decrease can also be attributed to the Internal Conservation program (see above item), and increased water main replacement and installation projects handled by the Capital Projects Division.

◊ The Department understands the importance of working with communities to preserve and protect not just water, but watersheds, and is engaged in an ambitious program working collaboratively with numerous communities on developing Watershed Management Plans. These plans will help ensure Oahu's watersheds are kept healthy for generations to come.

- The second strategic objective, **economic sustainability,** calls for a diversity of financial resources to be employed to support system operating and capital needs, while keeping water rates affordable. In support of this objective, the Department continued to pursue opportunities to expand its core business and revenue generating opportunities through a number of new initiatives:

◊ The Department continued to pursue opportunities to own and/or operate military water systems.

◊ The BWS initiated a comprehensive facilities master planning process to assess all of its real estate assets in an effort to maximize its potential value. BWS is currently studying the potential redevelopment of its headquarters at Beretania Street along with other sites, including base yards, as part of this master planning process.

◊ The BWS is in the process of conducting a comprehensive rate study, which will provide valuable cost of service information. The BWS is carefully considering moderate rate increases for the first time in over a decade due to rising operation and maintenance costs, including fixed charges like electrical and annual increases in the costs of employee benefits; increases in the cost of materials, services and supplies; and increasing construction costs for improvements to and replacement of the Department's aging infrastructure.

- The following highlights represent ways the BWS is working to support its third objective, **organizational sustainability,** which calls for a sound, well-structured, efficient organization with the tools and skills necessary to provide exceptional value to customers, the community, and watersheds:

◊ The BWS is currently working to roll out its successful Multi-Skilled Worker (MSW) Pilot Program that was launched in March 2004, to the rest of the Field Operations Branch. Although still in planning stages with both the United Public Workers and Hawaii Government Employee Association unions, the goals of the MSW program, as already demonstrated through its pilot efforts, are to encourage change in work practices, flexibility in work assignments, reduction in hierarchical layers, better communication, and team work. The benefits of the program include better and more efficient service for customers, expanded skill sets with concomitant compensation for employees, and effective work practices resulting in a more efficient organization.

◊ The Department plans to implement a number of technology programs in the upcoming fiscal year, one of them being the enhancement of the Customer Information System, that will allow the BWS to realize continued efficiencies and effectiveness in its business and core operations.

◊ Lyann Okada, a civil engineer IV in the Water Resources Division, was named City Employee of the Year at the Mayor's Outstanding Employees Program held in November 2004. Okada envisioned and created the award-winning, world-class Honolulu Online Utilities (HONU) system, an easy-to-use web-based asset management program. Okada and Alan Hakoda, a drafting technician IV in Capital Projects Division, both represented the Board of Water Supply in the City competition.

Recognized for her outstanding work. BWS civil engineer Lyann Okada is named City Employee of the Year for 2004. Among her accomplishments, she is the creator and developer of a web-based asset management program called Honolulu ONline Utilities system (HONU).

DIVISIONAL HIGHLIGHTS

The Department's 11 support offices and divisions are tasked with implementing the BWS' mission and vision by effectively managing Oahu's groundwater sources and distribution system to ensure a sustainable resource that meets current water demands and future customers' needs. The following is a list of divisional highlights for the past year that illustrate how the Department continues to work towards improving the way it conducts business – to operate more efficiently, to respond to customer and community needs and concerns quickly and innovatively.

CAPITAL PROJECTS DIVISION

Previously known as Maintenance Unit-Engineering, the Capital Projects Division continues to ensure that all improvements to Oahu's municipal water system are designed and constructed in compliance with the BWS Water System Standards. This includes water system improvement projects that are proposed and designed by BWS engineers or consultants, water main replacements, and facility repairs and renovation projects.

One of the major functions of Capital Projects was to implement the Department's Capital Program, including the design and construction of new production, storage and treatment facilities, and new water mains; and the repair, maintenance and upgrade of aging water mains and facilities. More than $35 million in construction contracts and over $2.5 million in consultant contracts were awarded as of June 30, 2005.

Among the projects awarded and construction completed by the Department in the past fiscal year:

- Halawa Deep Monitor Well. This deep monitor well will monitor the condition of the fresh water lens in the Halawa area. Data from these wells help the BWS in the management of its groundwater resources.
- Use of Recycled Water. To ease the demands on Oahu's potable water system, the BWS continued to explore and promote the use of recycled water as an alternative water source. New recycled water mains in Ewa, Kapolei, and the Honouliuli area will be installed as part of the Department's plans to upgrade the recycled water infrastructure serving some of our large water users in Leeward Oahu.
- Nanakuli 242´ Reservoir. This water tank will add 2.0 million gallons of water to the storage capacity in the Leeward system.
- Water Main Replacement Program. Aging and corroding water mains are systematically replaced throughout the municipal water system to improve system reliability and reduce main breaks, and to insure sufficient pressure during periods of peak demand. Projects also include installation of fire hydrants to upgrade and improve fire protection for these neighborhoods. Installed during this fiscal year were the Dillingham Boulevard transmission main and distribution mains in Haleiwa, Kahaluu, Kalihi, Makaha, Nanakuli, Pearl City, Wahiawa, Waialae, and Waimanalo. Construction contracts were awarded for water main installations in Aiea, Ewa Beach, Kailua, Ala Moana, Downtown, Nuuanu, Liliha, Kamehameha Heights, Kalihi, Wilhelmina Rise, and Hawaii Kai.

Pipeline Replacement. The BWS spent more than $35 million to replace aging water lines and facilities.

- Renovation Projects. Renovation projects ensure the dependable service and operational efficiency of the Department's facilities. This year, work was completed at Kalauao Wells, Kunia Wells I, Mililani Wells II, Wahiawa Wells I and II, Nuuanu Booster No.1, Nuuanu Line Booster, and the Beretania Control Station.
- Water Facility Improvements. This Division continued to identify and improve the integrity and appearance of BWS water facilities that show signs of deterioration. Improvements were completed at the Beretania Complex, Kalihi Corporation Yard, the Pacific Heights Booster Station and 578´ Reservoir, Kahaluu Line Booster, and the reservoirs at Pearl City 865´, Waialae Iki 180´, Waiau 285´ and 550´, Waimalu 217´, and Wilhelmina Rise 405´.

COMMUNICATIONS OFFICE

The Communications Office, formerly known as the Community Relations Office, expanded its role within the organization to provide comprehensive strategic communications services and support to the Board. The focus for the Office was broadened to assist in moving the BWS forward in achieving long-term goals, and recognizes the important role that communication plays, both internally with employees and externally with customers.

The Office helped communicate the importance of the Department's "Water for Life" mission to the public and BWS employees through improved and expanded outreach efforts.

The Communications Office continued to educate BWS customers about Oahu's water supply through programs that promote personal stewardship of this finite natural resource and facilitate positive interaction between the Department, the community, and the news media.

Among the activities and projects administered and coordinated by this Office's staff:

- Public education programs. A variety of activities supported and reinforced the Office's efforts to raise consumers' conscientiousness about the role of BWS in the community and the importance of conserving water. Among these activities:
  - ◊ Ongoing media relations efforts helped provide valuable information to the public via television, radio and newspaper stories. These efforts increased the visibility of the Department in the community, helping to make water conservation top of mind for consumers.
  - ◊ An annual open house and plant sale at the Halawa Xeriscape Garden, and regular public hours, encouraged residents to learn about landscaping techniques and ideas, and how they can use water more efficiently at home.
  - ◊ Detect-a-Leak Week, observed in March, urged water users to check for and repair property leaks as an important part of water conservation. Dye tablets and informational materials were distributed to the public, as well as leak detection services for a number of limited residents.
  - ◊ Water conservation is urged year-round, but Water Conservation Week in May provided the Office an opportunity to reach out to children and their families. Elementary school children participated in the annual poster contest, which highlights this observance, and encourages children to artistically express their conservation ideas.
  - ◊ The tour program accommodated more than 4,000 school children, teachers, residents, and island visitors at the Department's Fred Ohrt Museum (Kalihi Pump Station), the Halawa Xeriscape Garden, and the Nuuanu watershed area.
  - ◊ The public education program reached out to several more thousand individuals with presentations at schools and other public venues. Throughout the year, the Department participated in a variety of events in the community, including Earth Day activities, the BIA Home Building and Remodeling Show, the Great Aloha Run Family Expo, Spring New Products Show, and Better Home and Garden Show.
- Community outreach program. The Office expanded its efforts to proactively reach out to the communities it serves.
  - ◊ The newly created community outreach program in the Communications Office ensures the BWS is communicating proactively with the communities it impacts during waterline repair and replacement projects. Office staff worked closely with BWS engineers to ensure communities were aware of and understood the importance of our efforts to provide the community with a safe and reliable drinking water supply.
  - ◊ The Cultural Consulting program continues to help the BWS respond appropriately to cultural concerns, primarily as it relates to the inadvertent discovery of iwi kupuna, or Hawaiian ancestral remains during construction projects. This program provides the BWS an opportunity to avoid and mitigate potential cultural problems prior to the commencement of a construction project, saving time and money. This proactive rather than reactive approach has been critical to the successful progress of numerous BWS projects over the past year.

CUSTOMER CARE DIVISION

With 166,445 active services in the BWS system, including 164,367 domestic and 2,078 fire services, the Customer Care Division handles the majority of the Department's contacts with consumers and takes care of the customers' business. This includes bill payment; delinquent bills; account inquiries, set-up and closing; water service investigations; building permits; and meter reading. All of its Sections – Investigations, Customer Service and Records, Collection and Credit, Revenue and Customer Accounting, Service Engineering, Project and Plan Review, and Meter Shop – and the Cross-Connection Control Unit received more than 100,000 calls during the past fiscal year from customers, covering a variety of trouble and assistance calls.

Members of the Division, combined with staff from other BWS offices and divisions, began developing a Call Center, a one-stop service to provide assistance to customers. It is part of the Department's effort to improve the way it conducts business, operating more efficiently and responding to customer needs and concerns quickly.

The Project and Plan Review Section staff began work to extend the Department's water service area to include the Navy's NCTAMS (Naval Computer Telecommunications Area Master Station) facility in Helemano and the Mokuleia Beach lot community, which was previously served by the Mokuleia Land Company.

Annual Backflow Prevention Testing. The Cross-Connection Control Unit stepped up its public outreach efforts to inform and educate the general public and contractors about the importance of backflow prevention devices, and the need for annual testing and maintenance.

The Cross-Connection Control Unit (CCCU) focus is on the administration of the Cross Connection Control and Backflow Prevention Program. This program ensures that the customer's drinking water is not compromised or contaminated by substances from a nonpotable water system or an improperly installed cross-connection.

The CCCU staff accelerated the unit's efforts in conducting field inspections and addressing consumers' concerns about annual testing requirements for cross-connection control and backflow prevention.

FINANCE DIVISION

The Finance Division provides support for all of the Board of Water Supply's financial and fiscal functions, including General Accounting, Payroll, Accounts Payable, Planning and Analysis, Inventory, Fixed Assets, Treasury, and Purchasing.

During this fiscal year, several manual processes were replaced with automated solutions under the Networked Automated Ledger for Utilities (NALU) system, as the Division continued to explore the system's functionality. A bar coding solution for its storeroom inventory of water meters, pipes, fittings, and other maintenance related materials was implemented.

Benefits gained from the new system conversion are the increased transparency and timeliness of financial data. Extensive system training to Finance staff will enhance the Division's ability to provide more meaningful information and reports to management, and to better analyze the financial feasibility of the Department's new initiatives.

This Division is also actively involved in a comprehensive study of the Department's cost of service, which will help management in reviewing and recommending changes to water usage rates and water systems facilities charges that are levied against all new developments and residential properties requiring water from the BWS system.

HUMAN RESOURCES OFFICE (HR)

The Human Resource Office administers and manages the human resources program, including training and development, labor relations, classification and compensation, benefits administration, and contract negotiations for 551 regular, full-time Board of Water Supply employees.

The driving principle for this office is that human resources, or the employees of an organization are the means through which government does its work, meets its fiduciary responsibilities, and serves the needs of the public. Office staff provided innovative and creative HR solutions to help further the Department's ongoing efforts to re-invent the way it does business to better serve the public and meet its mission. Staff continues to evaluate, develop and implement a comprehensive and effective HR program for the Department.

Understanding that employee development and training is essential to achieving effective and efficient operations, improving employee morale, preparing for succession planning, and ensuring technical/supervisory/executive competencies, HR staff developed and implemented a wide range of training and development programs for BWS employees. These programs touched on topics from job-related skills and supervisory management, to retirement and financial planning.

HR staff assisted Field Operations in expanding its Multi-Skilled Worker (MSW) Experimental Modernization Project (EMP) by negotiating supplemental union agreements. In addition, the Office continues to be involved in other EMP programs, including Strategic Project Management, Customer Care innovation, and Plant Operations MSW, that strive to re-invent the work of the BWS while providing opportunities for employees to engage in leadership opportunities that would not normally be available.

INFORMATION TECHNOLOGY DIVISION (IT)

The IT Division provides complete computer, telephone, and network related services to the Department. Among this Division's activities during the past year:

- Computerized Maintenance Management System (CMMS). This system was designed to support the Multi Skilled Worker (MSW) Pilot Program in the Field Operations Branch of Operations by handling all preventive and corrective maintenance,

job scheduling, job costing, asset tracking, parts and materials, and labor costs; and feeds work history to the Time and Attendance system. IT will continue to improve the system and deploy added capabilities for the MSW program rollout to all BWS field personnel.

- KRONOS automated time and attendance system improvements. An 'Earn and Burn' capability, which will properly deduct leave and sick time as it is accrued during the calendar month, and modules that provide workflow notification and accurate pay calculations for insufficient rest category were also added to the system.
- Consumer Confidence Report. Also known as the Water Quality Report, it was printed and mailed to all BWS customers by the July 1st deadline mandated by the Federal Environmental Protection Agency.
- Networked Automated Ledger for Utilities (NALU) system. IT staff provided ongoing configuration, patches, enhancements and support of this new J.D. Edwards financial package, which handles all of the Department's purchasing, payroll, job costing, inventory, Human Resources, cash management, general ledger, accounts payable, fixed assets, and budget record keeping.
- Honolulu Online Utilities (HONU) system. Phase III of this award-winning GIS (Geographic Information System) application commenced during this fiscal year. HONU acts as a 'front end' to link data from many diverse systems together within a mapped environment, saving hundreds of man-hours a week and simplifying the work of over 200 personnel daily.

LEGAL COUNSEL OFFICE

Formerly known as the Compliance Office, Legal Counsel Office was created in 2004 to provide legal counsel and advice to the BWS, its officers and employees; and ensures compliance with federal, state and local laws, the recognition of best practices, and the limitation of exposures and liabilities of the BWS.

Legal Counsel also administered and oversaw the Office of Risk Management, which assesses BWS's risk exposure, determines the appropriate risk-financing program, and manages claims filed against the Department.

The Driver Improvement Coordinator continued to train employees in the safe operation of vehicles and equipment, with an emphasis on the driver improvement program and specialized training for the Multi-Skilled Worker (MSW) team. Random tests for drugs and alcohol were performed as part of the Drug and Alcohol Program, and in conformance with federal Commercial Drivers License requirements.

During the past fiscal year, the Safety Manager focused on the establishment of a health and safety program for the Department, and continued to emphasize compliance with the requirements of the Hawaii Occupational Health and Safety laws and other similar state and federal laws. His work covered maintaining all necessary safety records, investigating accidents, and reviewing all accident or injury reports. Annual safety inspections of all BWS facilities made employees more aware of safety hazards in the workplace.

OPERATIONS DIVISION

The Operations Division now reflects a broader base of water system responsibilities, incorporating the Field Operations Branch (previously housed in the Maintenance Operating Unit) and the Plant Operations Branch. The Plant Operations Branch includes Water Quality, Automotive, and Mechanical/Electrical Engineering. The Division's responsibilities for the municipal water distribution system range from the maintenance and repair of water lines and facilities, and the pumpage and furnishing of drinking water, to the monitoring of the quality and safety of that water, and the ability of BWS personnel to respond quickly to emergencies and day-to-day business.

Emergency Repair Work. The number of main breaks decreased during the fiscal year, due to increased maintenance of water lines, an internal conservation program that flagged out leaks and potential trouble water lines, and an ongoing water main replacement program.

The Field Operations Branch ensured continuous water flow to the Department's roughly 164,000 services. Responsibilities included repairing line leaks; performing scheduled preventive maintenance of fire hydrants and waterline valves; installing, replacing and enlarging water service lines; facility grounds and buildings maintenance; and 24-hour response to trouble calls and service requests. Those 24-hour trouble calls included investigation of leaks, water service closure for repairs, and service turn-ons. Other support services provided by this Branch include masonry, carpentry, and welding work.

Significant main breaks the past year included:

- August 28, 2004 – A 16-inch cast iron transmission main break along Kamehameha Highway near the intersection with Joseph P. Leong Highway affected the North Shore water system, prompting a call for water conservation measures.
- September 20, 2004 – Traffic on Kapiolani Boulevard between Keeaumoku and Kaheka Streets, near Ala Moana Center, was affected by repairs to a broken 12-inch water main.
- October 20, 2004 – Water conservation measures were initiated due to a 16-inch cast iron transmission main break near Haleiwa Beach Park on Kamehameha Highway, which affected the North Shore water system.
- October 27, 2004 – Numerous underground traffic light utility lines complicated the repair of a 12-inch main break at the intersection of Kalakaua Avenue and Ala Wai Boulevard.
- May 29, 2005 – Water service to residents in upper Nuuanu Valley and along Pali Highway was interrupted due to a 12-inch pulled 'S' joint at the BWS's Nuuanu Booster facility on Pali Highway between Hinalo Place and Pulelehua Way.
- June 9, 2005 – Although a broken 12-inch main on Waialae Avenue, between 11th and 12th Avenues, caused minimal water service disruption to area customers, this length of street was closed to vehicular traffic because of extensive road damage. A private contractor was hired to repair and resurface the damaged roadway after water main repairs were completed.

Main Break Repairs. BWS crews need to excavate and expose the pipe before leaks or breaks in the water main can be repaired. It continues to be a top priority with the BWS and its employees to ensure the prompt repair of all broken pipes and to restore water service to affected customers.

BWS employees represented the Hawaii Section of the American Water Works Association (AWWA) in both the men's and women's competitions of the National AWWA Pipe Tapping Contest held in San Francisco, California, in mid-June 2005. The BWS teams had successfully competed against other utility teams in a State competition for the honor to represent the Hawaii Section.

Pipe person Andrew Freitas, tappers Aaron Asato and Glenn Ah Yat, and coach Derrick Tsukuda, all from Field Operations, comprised the men's team and did well in the national competition with a best time of 1 minute, 36.06 seconds (1:36.06). However, the men's title went to the team from Birmingham, Alabama, with a time of 1:20.15.

The women's team – Na Wahine O Ka Wai (The Women of Water) – placed first in the women's competition with a best time of 1:50.41. Pipe person Anna Tanaka, tappers Carolyn Sawai and Danielle Ornellas, and coach Gary Fernandez also won the National Championship in 2001. All are members of Field Operations except for Sawai who is a civil engineer in Water Resources and Tanaka who is a water meter mechanic in Customer Care.

The Plant Operations Branch monitored and operated the Department's diverse water system, maintaining its pump, booster, and reservoir facilities around the island; and responding to emergency situations affecting the distribution of water to the community.

The high demand for water, caused by record drought conditions of the past six years, eased when rainy weather conditions returned towards the end of 2004. While the rain resulted in reduced pumping of water from BWS sources, providing aquifers with much needed opportunity to recover, it did not eliminate the need for continued conservation measures by the community.

Despite the return of wet weather, this Branch saw an increase in the average daily pumpage of water from 146.5 million gallons daily (mgd) in fiscal year 2004 to 150 mgd in fiscal year 2005.

A new granular activated carbon (GAC) treatment plant at Hoaeae Wells was placed in service this fiscal year, bringing the total number of GAC contactors in the BWS water system to 82. These GAC treatment plants are in Districts 1 (covering

Na Wahine O Ka Wai, 2005 American Water Works Women's Pipe Tapping Champions. L-R, AWWA President Kathryn McCain presents championship plaque to Danielle Ornellas, Carolyn Sawai, Gary Fernandez, and Anna Tanaka. In front, Ornellas' daughter, Nohelani.

Leeward Oahu from Waipahu to Makaha) and 2 (covering from Mililani to the North Shore and through Windward Oahu) and treat the water supplies in these communities to ensure that they are safe to drink.

Plans to implement a Multi-Skilled Worker (MSW) program, similar to the one housed in Field Operations, were initiated for Plant Operations. It is believed that this MSW program will increase the productivity of the workforce in this Branch.

The Water Quality Section monitors the Department's water supplies for compliance with all Federal and State safe drinking water regulations, and any upcoming changes in the regulations. The Section also performs technical reviews on the Department's new and replacement water treatment and system projects, and manages special water quality studies and research projects.

The Laboratories collected and analyzed several thousand water samples from the Department's water sources, distribution system, and water treatment facilities to ensure that all water served is safe to drink.

Automotive personnel provided maintenance and repair services for the BWS vehicle and equipment fleet to ensure that BWS employees could respond quickly and efficiently to the Department's day-to-day operations and to all emergency calls.

To be more environmentally responsible, this Branch added the first hybrid gas-electric vehicle to the fleet and implemented the use of bio-diesel fuel at the Kalihi Yard fueling station for the Department's diesel powered vehicles and equipment.

PROCUREMENT OFFICE

The Procurement Office was created this past fiscal year to handle the Department's procurement of all materials, supplies, equipment, and services using all source selection methods as appropriate for the Board of Water Supply. This Office also processed construction and consultant contracts; assisted BWS personnel in developing proposal documents and contract documents; and provided technical assistance on various aspects of Chapter 103D, Hawaii Revised Statutes, including handling contract controversies, soliciting price lists, and awarding contracts and projects to vendors.

SECURITY OFFICE

During the past fiscal year, the Security Office continued to implement and develop the Department's high-priority initiatives to protect the water supply from potential terrorist acts and responded to other emergencies. It continued to work with various BWS divisions to review, rewrite and rehearse the Department's plans for emergency response, evacuation and infrastructure protection; and joined forces with the Honolulu Police and Fire Departments, and City and State Civil Defense to frame prompt and effective responses to various crises.

The security council that was formed last fiscal year in partnership with this Office continued to develop comprehensive strategies to protect the water system and limit negative effects resulting from a serious incident.

STRATEGIC DEVELOPMENT DIVISION

This Division was established during the past fiscal year to develop and design the Department's strategic plans to improve its organizational effectiveness and to align its direction with its mission and vision. Business Development and Water Resources were placed within this Division to ensure that key business initiatives and projects, and critical resource planning are properly managed and administered.

The Business Development Branch researches and pursues opportunities to expand and market the department's water utility business.

The Department also continued its discussions with the Army to own and operate the Army's water systems on Oahu as part of the Department's long-term water resource management and expanded services strategic initiatives.

The Water Resources Branch conducted the long-range water resource and capital planning for Oahu to ensure adequate water supplies for current and future customers. Water Resources also monitors Oahu's hydrology and manages the land and watershed assets of the Department, protecting the long-term viability of Oahu's water resources and enhancing the environment.

Water Resources launched the regional watershed management plans, a community-based planning effort that will provide a holistic approach to Oahu's watersheds, recognizing the strong inter-relationship with water and land use. The action-oriented plan ties in water use and development with protection, conservation, and traditional and customary water practices. Starting with the Waianae and Koolauloa districts, the watershed management plans follow the sustainable community land use plans adopted by the City as a guide for water resource management. The community, landowners, and agencies are very supportive of this new ahupuaa approach.

The long-range watershed plans provide the overall guiding framework for the long-range capital planning program and the management of BWS watershed lands. Water Resources conducted a needed evaluation of sustainable water supplies, operating capacities and regulatory uses, called the "Water For Life Summit" (WFLS), in response to the impacts experienced from six years of drought from1998-2003. The findings of the WFLS have provided the basis for the Department to manage Oahu's water supplies and system operations to achieve long-term resource sustainability. Various planning scenarios were also developed that will help the BWS anticipate future uncertainty.

In alignment with the "Water For Life" principle, Water Resources plans for the diversification of the Department's water supplies – conservation, potable groundwater, and recycled water to meet a growing population while protecting the natural environment. Conservation and recycled water systems are planned to be expanded in the future.

CITY BOARDS, COMMISSIONS & COMMITTEES

These are descriptive summaries of the functions and responsibilities of city boards, commissions and committees. Most of these bodies are advisory in nature and were established in order to provide government agencies with citizen participation. Members of these bodies are appointed by the mayor and confirmed by the City Council, except where otherwise noted. Members do not receive salaries or pay.

Honolulu Committee on Aging

Law does not fix membership size and terms are co-terminus with the mayor. (It includes one elected official; one ex-officio liaison member from the State Policy and Advisory Board on Elderly Affairs).

The Honolulu Committee on Aging advises the mayor and the Elderly Affairs Division, Department of Community Services on issues, problems and needs of older people in the community. Sub-committees on Advocacy, Planning and Senior Recognition assist with policy and program development.

Honolulu County Arborist Advisory Committee

Nine members, terms co-terminus with the Mayor (includes one ex-officio member, the director of the Department of Planning and Permitting)

The County Arborist Advisory committee researches, prepares and recommends to the City Council trees of exceptional character to be protected by ordinance; the committee also advises property owners relative to the preservation and enhancement of "exceptional" trees, reviews all actions deemed by the council to endanger "exceptional" trees and recommends to the council appropriate protective ordinances, regulations and procedures. Act 105 mandates the County Arborist Committee, Session Laws of Hawaii 1975.

Mayor's Advisory Committee on Bicycling

Presently eight members; the number of members is not limited; terms are co-terminus with the mayor.

The Mayor's Advisory Committee on Bicycling advises the mayor on the city's planned and existing bikeways, promotes safety and education programs for bicyclists and seeks to improve communication and interactions between public and private agencies concerned with bicycling.

Mayor's Beautification Advisory Committee

Eighteen members, number of members not limited.

The work of the Mayor's Beautification Advisory Committee includes identifying areas within city public rights-of-way that may be enhanced by beautification landscaping, and helping to identify resources for the maintenance of beautification projects once they are completed.

Child Care Advisory Board

Nine members (Four members are appointed by the mayor, four by the City Council, and the ninth member is appointed by the mayor and confirmed by the council).

The Child Care Advisory Board advises on the means to encourage the private sector to become partners with the city in expanding child care services, and to increase the public's awareness of child care issues; it also serves as a forum for the community to address child care needs and consider appropriate actions for public and private implementation.

Building Board of Appeals

Nine members, five-year staggered terms.

The Building Board of Appeals hears and determines appeals regarding decisions of officials of the Department of Planning and Permitting in the administration of building, electrical, plumbing, housing and fire codes. The board also hears and determines requests for code variances.

Citizens Advisory Commission on Civil Defense

Five members, five-year staggered terms.

The Citizens Advisory Commission on Civil Defense advises the mayor, the City Council, and the Oahu Civil Defense administrator on matters pertaining to disaster emergency planning and operations, and promotes community participation, understanding and interest in civil defense preparation.

Civil Service Commission

Five members, five-year staggered terms.

The Civil Service Commission advises the mayor and the director of the Department of Human Resources on matters concerning personnel administration, advises and assists the director in fostering the interest of institutions of learning and/or civic, professional and employee organizations in the improvement of personnel standards, makes any investigation which it may consider desirable concerning personnel administration, hears appeals, and prescribes rules and regulations.

Commission on Culture and the Arts

Eleven members, five-year staggered term.

The Commission on Culture and the Arts assists the city in the preservation of the artistic and cultural heritages of all people residing in Honolulu. The commission also makes recommendations concerning the "Art in City Buildings Ordinance" in connection with the acquisition of art works and the acceptance of works of art offered as gifts.

Recommendations are made in the area of community aesthetics to the Executive and Legislative branches of the city after reviewing all planned and existing city buildings, grounds and facilities.

Mayor's Committee for People with Disabilities

Membership size not fixed by law, terms co-terminus with mayor.

The Mayor's Committee for People with Disabilities makes recommendations on modifications to public facilities, such as curb ramps and TheBus operations; and generally advocates, promotes and advises on how the special needs of the disabled community can be better served and interwoven with those of the general community.

Design Advisory Committee

Eight members whose terms are co-terminus with the mayor.

The Design Advisory Committee advises the Department of Planning and Permitting on design issues related to project proposals; reviews applications, and assesses appropriateness and conformity to design standards and guidelines for development within the Special Districts.

Mayor's Emergency Medical Services Advisory Council

At least 11 voting members, no more than 20 members including ex-officio. Staggered terms, minimum of two years, 1/3 of terms expire each year. Co-terminus with the mayor.

The Emergency Medical Services Advisory Council advises the mayor, Honolulu Emergency Services, and the state's Department of Health and Emergency Medical Services Advisory Committee on matters relating to emergency medical services on Oahu.

Ethics Commission

Seven members, five-year staggered terms.

The Ethics Commission determines whether there have been any violations of the standards of conduct provisions of the Honolulu City Charter or ordinances by any officer or employee of the City and County of Honolulu. It recommends disciplinary action through advisory opinions to the appointing authority.

Neighborhood Commission

Nine members, five-year staggered terms. (Four members are appointed by the mayor, four by the City Council; one is appointed by the mayor and confirmed by the council).

The Neighborhood Commission periodically reviews and evaluates the effectiveness of the Neighborhood Plan and the Neighborhood Boards. The commission also assists in the formation of Neighborhood Boards and the operation of Neighborhood Boards, upon request.

Board of Parks and Recreation

Nine members, five-year staggered terms.

The Board of Parks and Recreation advises the mayor, City Council and director of Parks and Recreation on matters relating to recreational, cultural and entertainment activities and facilities of the City and County.

Policemen, Firemen and Bandsmen Pension Board

Three members, five-year terms.

The Policemen, Firemen and Bandsmen Pension Board administers the county pension system for policemen, firemen and bandsmen and their beneficiaries who are ineligible for benefits under the State Employees' Retirement System and who are not recipients or beneficiaries of pensions from the state or other counties.

Board of Review I, Board of Review II (Real Property Tax Assessment).

Five members per board, five-year staggered terms.

Although attached to the Real Property Assessment Division of the Department of Budget and Fiscal Services for administrative and clerical assistance, the Boards of Review are independent bodies established to settle disputes between the taxpayer and the real property tax assessor. While most cases settled by the boards involve differences of opinion over the assessed valuation of real property, the boards also decide issues involving the disallowance of exemptions by the assessor.

Salary Commission

Three members are appointed by the mayor, three by the City Council; the seventh is appointed by the mayor and confirmed by the council.

The commission shall consist of seven members, who shall serve for staggered terms of five years and until their successors have been appointed and qualified. The Salary Commission establishes the salaries of all elected city officials and certain appointed city officials in accordance with the principles of adequate compensation for work performed and preservation of a sensible relationship to the salaries of other city employees.

Honolulu County Committee on the Status of Women

Law does not fix membership size, four-year staggered terms.

The Honolulu County Committee on the Status of Women advises the mayor and the State Commission on the Status of Women on matters of concern to Oahu's women. Its duties include the public recognition of women's contributions, assessment of changes in women's status and promotion of equality for both sexes.

Zoning Board of Appeals

Five members, five-year staggered terms.

The Zoning Board of Appeals hears and determines appeals regarding decisions of the director of Planning and Permitting in the administration of zoning and subdivision ordinances and related rules and regulations. The Board also hears requests for variances from the Land Use Ordinance.

Transportation Commission

Seven members, five-year staggered terms.

The Transportation Commission annually evaluates the performance of the director of the Department of Transportation Services, reviews and makes recommendations on rules concerning the administration and operation of the department, the department's annual budget, changes to the public transit fare structure when deemed necessary, and on the performance of public transit and other transportation system contractors under the jurisdiction of the department; does not interfere in anyway with the administrative affairs of the department.

Oahu Workforce Investment Board (WIB)

51 members appointed by the Mayor

The Oahu Workforce Investment Board (WIB) replaced the Oahu Private Industry Council and was created in response to the passage of the federal 1998 Workforce Investment Act. The act mandated the local governments to establish training and employment programs designed to meet the needs of local businesses and the needs of job seekers including those who want to further their careers. WIB is responsible for the development of a local strategic workforce investment plan for the City and County of Honolulu.

Board of Public Golf Courses

Seven members appointed by the Mayor, terms are co-terminus with the mayor.

The Board of Public Golf Courses is vested with the responsibility of advising the mayor, the City Council, and the director of Enterprise Services on matters related to the services provided by public golf courses under the city's jurisdiction.

Historic Preservation Advisory Committee

7 members appointed by the Mayor, whose term to be co-terminus with Mayor's term.

The Historic Preservation Advisory Committee provides advice to the mayor and director of Planning and Permitting on matters relating to the preservation of historic artifacts, sites, building and all other properties of historic significance to the people of the City and County of Honolulu.

MAJOR BOARDS AND COMMISSIONS

Board of Water Supply

Seven members, five-year staggered terms. (Includes two ex-officio members: The Chief Engineer of the City Department of Public Works and the Director of the State Department of Transportation).

The Board of Water Supply sets policies and prescribes regulations for the management, control and operation of the public water systems on Oahu and the properties of these systems, and fixes and adjusts rates and charges for the furnishing of water services. The Board also appoints the Manager and Chief Engineer of the Board of Water Supply.

Fire Commission

Five members, five-year staggered terms.

The Fire Commission appoints the fire chief and reviews and makes recommendations on the following: the annual budget of the Fire Department prepared by the chief, as necessary; the department's operations for the purpose of recommending improvements to the fire chief; evaluates at least annually the performance of the fire chief and submits a report to the mayor and the City Council; reviews personnel actions within the department for conformance with the policies of recruitment, promotion and training; hears complaints of citizens concerning the department or its personnel; and, if deemed necessary, makes recommendations to the fire chief on appropriate corrective actions; submits an annual report to the mayor and the Council on its activities; does not interfere in any way with the administrative affairs of the department.

Liquor Commission

Five members, five-year staggered terms.

The Liquor Commission issues liquor licenses and oversees the activities of licensees according to state law and its own regulations.

Planning Commission

Nine members, five-year staggered terms.

The Planning Commission advises the mayor, City Council and the director of the Department of Planning and Permitting on matters relating to land use and development. The commission reviews, holds public hearings and makes recommendations on revisions and amendments to the General Plan and the Development Plans. It also reviews and holds hearings on zoning ordinances and amendments thereto and on State Special Use Permits. In addition, the commission comments on rules and regulations that deal with zoning and land subdivision as prepared for the director of Planning and Permitting. The Planning Commission comes under the Department of Planning for administrative purposes.

Police Commission

Seven members, five-year staggered terms.

The Police Commission appoints the chief of police, reviews rules and regulations for the Administration of the Police Department, and evaluates, considers and investigates charges brought by the public against the conduct of the Police Department or any of its members. It also reviews the annual budget prepared by the Police Department and may make recommendations thereon to the mayor.

MESSAGE FROM THE COUNCIL CHAIR

Aloha ka kou!

Always on the lookout for innovative solutions, the members of the Honolulu City Council worked together to help build better communities, fortify our neighborhoods, strengthen and enhance city services, and improve the overall quality of life for residents of Oahu.

Presented on the following pages of this annual report are highlights of the legislative actions and accomplishments of the City Council during the past fiscal year. Accomplishments such as:

- Protecting the public health and environment, primarily through the provision of necessary infrastructure;
- Protecting the public safety, primarily through the provision of police, fire safety, and emergency response services;
- Promoting alternative transportation systems, particularly mass transit, and improving traffic safety;
- Promoting affordable housing;
- Enhancing and maintaining recreational facilities and natural resources;
- Revising land use policies and regulations and granting appropriate and justified development approvals;
- Strengthening and diversifying the economy;
- Addressing the problems of persons with special needs;
- Funding city operations and projects and ensuring the efficient and effective delivery of City services.

In 2005, your City Council also undertook unprecedented measures to increase transparency in government, beginning with the decision to post members spending reports online. Under this system each Councilmember is given a set budget to run his or her office and is held accountable for every penny spent. It is a fair and transparent system that may become a model for other counties.

The Council continued to work to increase public involvement and participation in the legislative process by making the City and County of Honolulu's Integrated Document Management System (Docushare) available for public access. This system provides the general public with access to all City Council bills, resolutions, ordinances, communications and Council/Committee agendas through the City's Web site at www4.honolulu.gov/docushare.

In addition, the Council made it more convenient for island residents to be informed of City Council meetings, public hearings and legislation. The City Clerk's Office now takes requests for Internet subscriptions for City Council meeting agendas, public hearing notices and ordinances to be e-mailed to the requestor as a public service.

As always, we invite you to contact your councilmember for any of your needs or concerns. The City continues to search for new ideas and novel approaches to solving routine problems. On behalf of your City Council, we thank you for your continued support and look forward to accomplishing much together in 2006.

Mahalo nui loa,

Donovan M. Dela Cruz
Council Chair
District II

CITY COUNCIL

Donovan M. Dela Cruz, Chair
Ann H. Kobayashi, Vice Chair
Romy M. Cachola, Floor Leader
Todd K. Apo, Member
Charles K. Djou, Member
Nestor R. Garcia, Member
Barbara Marshall, Member
Gary H. Okino, Member
Rod Tam, Member

POWERS, DUTIES AND FUNCTIONS

The Revised Charter of the City and County of Honolulu expressly establishes the "Legislative Branch" as coordinate to the executive branch of City government and vests the legislative power in the City Council.

As the legislative body of the city, the Council performs the following major duties and functions:

- Sets city-wide policies by enacting ordinances and adopting resolutions relating to municipal government programs and services, such as police and fire protection, parks and recreation, affordable and special needs housing, sanitation and waste disposal, public transportation, and other city government operations;
- Initiates new municipal programs that the city may pursue or improvements to update and refine existing programs and services;
- Adopts the annual operating and capital programs and budgets to fund the operations of the city and the delivery of city services;
- Adopts measures that will yield sufficient moneys to balance the budget including the setting of the annual real property tax rate and authorizing the issuance of general obligation bonds;
- Adopts a general plan for the city and land use laws affecting the city's development plans and zoning regulations and processes;
- Establishes policies for development in or near the shoreline by reviewing and granting applications for special management area use permits and shoreline setback variances upon recommendation of the department of planning and permitting;
- Makes requests to the City Auditor to conduct performance audits of city agencies and programs to determine whether laws, policies, and programs are being carried out in the most effective, efficient, and economical manner;
- Determines the necessity of taking property for public purposes and authorizes proceedings in eminent domain;
- Confirms city department heads and board and commission members nominated by the Mayor;
- Fixes fees and charges for all city services and the use of city property;
- Settles claims filed against the city and its officers and employees;
- Approves the compromise of real property tax claims in excess of $500 upon recommendation of the director of budget and fiscal services;
- Approves the abandonment or closing of city streets and roads upon recommendation of the city administration;
- Establishes fines and penalties for violations of city ordinances;
- Accepts, on behalf of the city, gifts of money, securities, other personal property, or real estate or interests in real estate;
- Authorizes agreements between the city and other governmental and quasi-governmental agencies which place obligations on the city; and
- Approves the appointment of special counsel for the city upon the recommendation of the corporation counsel.

ORGANIZATION

In FY 2004-2005, the Council systematically provided legislative oversight through the work of eight standing committees which served as open forums of discussion, debate, and consensus. The standing committees actively sought citizen participation in the legislative process by conducting meetings during which individuals as well as representatives of neighborhood boards, small businesses, interested organizations, and affected industries were encouraged to share their opinions and ideas on city government programs and activities. The number and diversity of public testimony received by the standing committees often formed the bases of recommendations for Council action. In addition to the regularly scheduled committee meetings, the standing committees

also held informational briefings to focus on complex issues and study new initiatives for city programs and services. Standing committees also sometimes recommended that the Council form task forces or advisory committees, comprised of representatives of the private and public sectors, to study and report on specific issues or problems.

The Council's eight standing committees and their respective officers and members at the close of FY 2004-2005 were the following:

- **Committee on Budget**
  Chair: Ann H. Kobayashi
  Vice-Chair: Nestor R. Garcia
  Members: Todd K. Apo, Romy M. Cachola, and Rod Tam
- **Committee on Executive Matters**
  Chair: Romy M. Cachola
  Vice-Chair: Ann H. Kobayashi
  Members: Todd K. Apo, Donovan M. Dela Cruz, Charles K. Djou, Nestor R. Garcia, Barbara Marshall, Gary H. Okino, and Rod Tam
- **Committee on Housing and Enterprise Services**
  Chair: Todd K. Apo
  Vice Chair: Charles K. Djou
  Members: Romy M. Cachola, Ann H. Kobayashi, and Barbara Marshall
- **Committee on Parks**
  Chair: Charles K. Djou
  Vice-Chair: Gary H. Okino
  Members: Todd K. Apo, Barbara Marshall, and Rod Tam
- **Committee on Planning and Transportation**
  Chair: Nestor R. Garcia
  Vice-Chair: Barbara Marshall
  Members: Romy M. Cachola, Ann H. Kobayashi, and Gary H. Okino
- **Committee on Public Safety**
  Chair: Gary H. Okino
  Vice-Chair: Todd K. Apo
  Members: Charles K. Djou, Nestor R. Garcia, and Barbara Marshall
- **Committee on Public Works and Economic Development**
  Chair: Rod Tam
  Vice-Chair: Romy M. Cachola
  Members: Nestor R. Garcia, Ann H. Kobayashi, and Gary H. Okino
- **Committee on Zoning**
  Chair: Barbara Marshall
  Vice-Chair: Rod Tam
  Members: Todd K. Apo, Romy M. Cachola, and Ann H. Kobayashi

ACCOMPLISHMENTS

In fiscal year 2004-05, the Council responded to a broad array of contemporary concerns and anticipated needs of the city and its residents and visitors. After studying and evaluating the many issues and problems brought before the Council and considering the input of the city administration, public, and relevant interests, the Council adopted legislative measures that may be categorized into the following general areas: (1) protecting the public health and environment, primarily through the provision of necessary infrastructure; (2) protecting the public safety, primarily through the provision of police, fire safety, and emergency response services; (3) promoting transportation modes, particularly the transit system, and improving traffic safety; (4) promoting affordable and other types of housing; (5) enhancing and maintaining recreational facilities and natural resources; (6) revising land use policies and regulations and granting appropriate and justified development approvals; (7) strengthening and diversifying the economy; (8) addressing the problems of persons with special needs; and (9) funding city operations and projects and ensuring the efficient and effective delivery of City services.

PROTECTING THE PUBLIC HEALTH AND ENVIRONMENT, PRIMARILY THROUGH THE PROVISION OF NECESSARY INFRASTRUCTURE

Protecting the public health and environment through the provision of basic infrastructure again was among the top priorities of the Council. In **Ordinance 04-24**, the Executive Operating Budget Ordinance for fiscal year 2004-05, the Council appropriated $174,230,308 for operating activities under the "sanitation function," which covered solid waste and wastewater collection and

disposal. In **Ordinance 04-25**, the Executive Capital Budget Ordinance for fiscal year 2004-05, the Council appropriated $124,208,160 for 30 solid waste and wastewater projects.

Solid Waste

Perhaps one of the most important and controversial decision made by the Council during fiscal year 2004-05 was the selection of a city landfill site in response to a directive of the state land use commission. After many meetings and contentious testimony on the issue, the Council adopted **Resolution 04-348, CD1, FD1**, which selected Waimanalo Gulch as the site for the city landfill. Two other significant policy statements were made in the resolution. The first was that the City must employ sustainability concepts in the handling of municipal solid waste so that the maximum amount of recyclable materials, energy, and alternative products are extracted before waste is placed in the landfill. The second policy statement was that the Council would work with the new city administration to devote resources to solid waste management, with the intention of eliminating, to the extent possible, the need for a landfill by 2008.

As indicated by the policy statements, the Council recognized that management of solid waste required more actions than merely selecting a landfill site. The Council realized that the methods of combusting and recycling solid waste had to be part of a comprehensive solid waste management strategy. Thus, the Council adopted **Resolution 05-156** which urged the city administration to consider alternative or high technology methods for disposing solid waste when determining whether to replace, reconstruct, expand, or supplement the H-Power facility. Also adopted was **Resolution 04-297, CD1**, which called for the establishment of a recycling task force to review the city's proposed island-wide curbside recycling program.

In other actions related to solid waste management, the Council adopted two resolutions. **Resolution 04-214** authorized the city to enter into a memorandum of agreement with the state department of business, economic development, and tourism, state office of planning, state department of health, and County of Maui to establish the Hawaii Brownfields Cleanup Revolving Loan Fund. **Resolution 04-391** granted a special management area use permit and shoreline setback variance for the Waipahu Ash Landfill Closure Project.

Wastewater

With respect to wastewater, the Council addressed the problem on the North Shore. Significant portions of the homes and business there are not connected to the public sewer system. Residents and businesses use cesspools and septic tanks for wastewater disposal. To address the problem, the Council adopted **Resolution 04-319, CD1**, which urged the department of environmental services to name a potential site or sites for a wastewater treatment plant in the North Shore area.

Community concerns about the safety of fertilizer produced by a sewage sludge bioconversion plant at the Sand Island Wastewater Treatment Plant were addressed by the Council through the adoption of **Resolution 04-190**. The Resolution requested the director of environmental services to allow the Citizens Advocating a Safe Environment, a community organization, to arrange for the testing of the sewage sludge generated at the Sand Island Wastewater Treatment Plan for levels of chlordane, dieldrin, and other chemicals.

Additional Public Infrastructure Concerns

In the area of storm water, the Council adopted **Resolution 04-265** which authorized the city to enter into an agreement with the U.S. Geological Survey to continue storm water monitoring for the Manoa Valley watershed and **Resolution 05-005, CD1**, which authorized the director of design and construction to enter into an agreement with the Natural Resources Conservation Service, U.S. Department of Agriculture, for the Manoa Stream — Bank Repairs Project.

Water quality was addressed by the adoption by the Council of three resolutions. **Resolution 04-303** authorized the city to enter into an agreement with the Hawaii Stream Research Center, University of Hawaii, for the "Biological and Habitat Assessment of Waiolani-Niniko-Pauoa Streams, Tributaries of Nuuanu Stream, Oahu." **Resolution 04-318** authorized the Mayor to enter into an agreement with the U.S. Geologic Survey for the collection of basic hydrologic data on Oahu. **Resolution 05-178** authorized the city to enter into an agreement with the Water Resources Research Center, University of Hawaii, to conduct an assessment of the impact of ocean sewer outfalls on the marine environment off Oahu.

The electrical power infrastructure was addressed by two measures benefiting the Hawaiian Electric Company (HECo). The Council adopted **Resolution 04-174** which granted a special management area use permit to HECo for the re-grading of two former wastewater ponds at its Waiawa plant and **Resolution 04-247** which granted a special management area use permit for various improvements to HECo's Kahe Power Plant.

PROTECTING THE PUBLIC SAFETY, PRIMARILY THROUGH THE PROVISION OF POLICE, FIRE SAFETY, AND EMERGENCY RESPONSE SERVICES

Protecting the public safety remained among the top priorities of the Council. **Ordinance 04-24** appropriated $264,317,127 for the operating activities of the police department, fire department, department of emergency services, and civil defense agency. **Ordinance 04-25** appropriated $14,994,981 for fourteen police, fire, and ocean safety capital improvement projects.

Police

Efforts were made to establish a police station in East Honolulu. The Council adopted **Resolution 04-245, CD1**, which amended the Primary Urban Center public infrastructure map by placing a symbol for the construction of the East Honolulu police station at

Fort Ruger. Additionally, the Council adopted **Resolution 05-074** which granted a special management area use permit for the construction of the police station.

The Council adopted many resolutions authorizing the chief of police to enter into intergovernmental agreements to receive federal or state funds. Among the resolutions were the following: **Resolution 04-209** which authorized the chief of police to apply for and accept funds from the U.S. Department of Justice for the Gang Resistance Education and Training Program for all 7th grade students in Oahu's public schools; **Resolution 04-197, CD1**, which authorized the chief of police to enter into an agreement with the U.S. Department of Justice for Local Law Enforcement Program Funds (Year 9); **Resolution 04-226, CD1**, which authorized the chief of police to apply for and accept funds from the U.S. Department of Justice for the Community Oriented Policing Services (COPS) FY 2004 Interoperable Communications Technology Program; **Resolution 04-252** which authorized the chief of police to apply for and accept funds from the state department of the attorney general for the Weed and Seed Program; **Resolution 04-304** which authorized the chief of police to apply for and accept funds from the state department of the attorney general for a domestic violence victim advocate at the Waianae, Kalihi, and Wahiawa Police Stations; **Resolution 05-038** which authorized the chief of police to apply for and accept funds from the state department of the attorney general for the Drug Abuse Resistance Education (DARE) Program; **Resolution 05-100** which authorized the chief of police to enter into an agreement with the U.S. Drug Enforcement Administration to supplement the city's law enforcement program to eradicate marijuana in the State of Hawaii; and **Resolution 05-134** which authorized the chief of police to enter into an agreement with the U.S. Office of National Drug Control Policy to conduct High Intensity Drug Trafficking Area programs.

Interagency cooperation was promoted by the Council through adoption of various resolutions authorizing the chief of police to enter into memoranda of agreement or understanding with other agencies. Examples of the resolutions were the following: **Resolutions 04-194** and **04-195** approving memoranda of understanding with the Drug Enforcement Administration relating to the Hawaii High Intensity Drug Trafficking Area Task Force and Hawaii Airport Task Force, respectively, both of which involved combating illegal drugs; **Resolution 04-354** approving a memorandum of agreement with the Hawaii Army National Guard to permit construction of an addition and parking of a temporary trailer at Fort Ruger for use as part of the East Honolulu police station; **Resolution 05-017** approving a memorandum of understanding with the Hawaii Anti-Trafficking Task Force regarding the use of facilities and training for police officers; **Resolution 05-023** approving a memorandum of agreement with the U.S. Navy on mutual assistance for and backup to E-911 emergency answering services; and **Resolution 05-026** approving a memorandum of understanding with the Hawaii Internet Crimes Against Children Task Force for the joint effort to investigate and prosecute internet crimes.

Fire

The Council, in cooperation with the U.S. Navy, took action to save city taxpayers a significant amount of money. The Council adopted **Resolution 05-007, CD1**, which authorized the city to enter into an intergovernmental agreement with the U.S. Navy for the conveyance to the city of 5.16 acres of land on Valkenburgh Street near Hickam Air Force Base for use as a fire station and fire training facility. Previously, the city had leased the land from the Navy, and the Navy had intended not to renew the lease in 2004. Conveyance of the land to the city, however, allowed the fire department to remain at the site, and precluded the need for the expenditure of millions of dollars for a new city fire training facility.

In another matter concerning the fire protection infrastructure, the Council adopted **Resolution 04-389, CD1**, which revised the North Shore public infrastructure map to provide for the relocation of the Waialua fire station.

The Council again attempted to address the issue of retrofitting high-rise residential buildings for fire safety. The Council adopted **Resolution 04-334, CD1**, which requested the Honolulu fire department to establish a residential fire safety advisory committee, the main purpose of which was to study installation of sprinklers in high-rise residential buildings constructed before sprinklers were required under the building code.

Two resolutions were adopted by the Council relating to intergovernmental agreements with the state. **Resolution 04-196** authorized the Honolulu fire department to receive and expend state funds for a personal services contractor to assist the State Fire Council Administrator, who is the battalion chief of the Fire Prevention Bureau of the Honolulu fire department. **Resolution 04-295** authorized the fire chief to accept a state grant under the Volunteer Fire Assistance Program of the state department of land and natural resources.

Liquor Commission

Scrutiny of the Honolulu liquor commission by the Council was heightened with the media reports of investigations into the conduct of liquor inspectors, and the release by the City Auditor in April 2005 of the Audit of Selected Management Issues of the Honolulu Liquor Commission, Report No. 05-02. Because of the problems within the liquor commission, which is a creation of and governed mainly by state law, the Council recognized that it needed increased jurisdiction over the commission. As a result, the Council adopted **Resolution 04-292**, CD1, which approved for inclusion in the 2005 HSAC Legislative Package a proposal to provide more county authority over the liquor commissions. Based on the Audit, the Council determined that the management of the liquor commission staff required improvement. Consequently, the Council adopted **Resolution 05-129, CD1**, which urged the liquor commission to conduct a work performance evaluation of the liquor control administrator.

Two resolutions intended to prevent or ameliorate the abuse of liquor were adopted by the Council. **Resolution 04-351** approved for inclusion in the 2005 HSAC Legislative Package a proposal allowing the use of revenues of the liquor commission for alcohol

abuse prevention and education programs. **Resolution 05-150** authorized the liquor commission to enter into an agreement with the Cancer Research Center of Hawaii for the coordination of a sting operation to curtail drinking of liquor by minors.

Additional Public Health and Safety Concerns

Ocean safety was addressed in the Council's adoption of **Resolution 04-275**. The resolution approved for inclusion in the 2005 HSAC Legislative Package a proposal that would repeal the sunset dates for the counties' immunity from lawsuits relating to ocean safety. Such a proposal would have had the effect of extending the limited immunity provided to the counties and county lifeguards for ocean safety activities.

Other proposals for state legislation were also endorsed by the Council. **Resolution 04-181, CD1**, urged the state department of public safety to recommend to the legislature the removal of the current exception for pseudoephedrine from reporting, recordkeeping, and permitting requirements. **Resolution 04-316** urged the legislature to amend the mandatory real estate seller disclosure law to require disclosures relating to the manufacture of controlled substances on property up for sale.

The Council also adopted **Resolution 05-095** which authorized the Mayor to receive Domestic Preparedness Funds from the Office for Domestic Preparedness, U.S. Department of Homeland Security and **Resolution 04-330** which urged the Mayor to participate in the National Flood Insurance Program's Community Rating System to enable residents in flood-prone areas to better insure themselves against flood damage.

ENHANCING TRANSPORTATION, ESPECIALLY THE TRANSIT SYSTEM, AND IMPROVING TRAFFIC SAFETY

Transit System

Of the modes of transportation, the Council gave most of its attention in fiscal year 2004-05 to the city transit system.

In response to a movement at the legislature during the 2005 Regular Session to provide funding authorization for county mass transit, the Council adopted **Resolution 05-029, CD1**. The resolution urged the legislature to enact legislation authorizing the counties to establish an additional general excise tax of up to one percent to fund transit and transportation projects.

The Council recognized that the construction, operation, and maintenance of an expanded mass transit system would be costly to the taxpayers. To evaluate and compare potential funding sources besides the general excise tax, the Council adopted **Resolution 05-107** which requested the city administration to determine the real property or fuel tax rates required to finance public transportation systems and **Resolution 05-065** which urged the city administration to study alternative sources of revenue for operation of "TheBus."

Furthermore, the Council recognized that efficient and effective operation of the mass transit system is necessary to maximize transit ridership and maintain costs. Consequently, the Council adopted **Resolution 05-066** which urged the city administration to conduct an internal review of the operation of "TheBus" in order to improve efficiency and reliability without reducing service. To determine whether a new management structure would be better for the city mass transit system of the future, the Council adopted **Resolution 05-106** which requested the city administration to study the feasibility of establishing a mass transit authority.

The Council also recognized that appropriate land use policies are necessary to complement mass transit ridership. Two resolutions proposing amendments to the land use ordinance to achieve such policies were adopted. The amendments proposed by **Resolution 05-006, CD1**, would characterize a multi-family dwelling within one-fourth mile of a major transit route as a "transit-oriented multi-family dwelling" and relax the off-street parking requirement for such a dwelling. The amendments proposed by **Resolution 05-032** would reduce the off-street parking requirements for lots in the business and business mixed use districts if the lots are within one-fourth mile of a transit center.

A major project to enhance the city transit system was fully funded by the Council. **Ordinance 05-012** added to the Executive Capital Budget Ordinance for fiscal year 2004-05 $5,100,000 for land acquisition for the Middle Street Intermodal Center.

Other operational issues with respect to the city transit system were addressed by the adoption of two resolutions. **Resolution 04-203, CD1**, authorized the department of transportation services to enter into an agreement with the Housing and Community Development Corporation of Hawaii for the construction of shelters and concrete bus pads at various bus stops within the Villages of Kapolei. **Resolution 04-253, CD1**, requested a progress report on the monthly bus pass program for persons with extremely low incomes established under a 2003 ordinance.

Walking And Bicycling

The Council's attention was not limited to the transit and motor vehicle modes of transportation, but extended also to the walking and bicycling modes. The Council became aware that some existing residential areas are without sidewalks because of insufficient rights-of-way or the high cost to abutting property owners. In order to permit the installation of adequate and affordable sidewalks in such residential areas, the Council adopted **Resolution 05-097, CD1**, which urged the city administration to study and recommend modified sidewalk standards and specifications for existing residential areas and rural areas that lack sidewalks and have substandard infrastructure. The Council also adopted **Resolution 04-242** which urged the city administration to promptly allot funds appropriated in **Ordinance 04-25**, the Executive Capital Budget Ordinance for fiscal year 2004-05, for the "Makiki Stream Improvement" Project. The funds were intended for the development of the Makiki Urban Trail, which would improve traffic and mobility, reduce crime, and clear rubbish in the park and surrounding area. The Council also responded to the testimony of

members of the general public against the city administration's plan to close the Diamond Head crosswalk at the King Street/ Punchbowl Street intersection. The Council's response was to adopt **Resolution 05-139, CD1**, which urged the city administration to retain the crosswalk. More generally, the Council adopted **Resolutions 04-357** and **04-358** which encouraged the Hawaii Community Development Authority to create pedestrian-friendly environments in Kalaeloa and Kakaako, respectively. For bicyclists, the Council adopted **Resolution 04-239** which urged the department of transportation services to expand its BikeEd Program for children and develop a safe bicycling program for adults.

Traffic Safety

Traffic safety was addressed by the Council in three measures. **Ordinance 05-010** re-established parking prohibitions at intersections along Ala Wai Boulevard to enable maximum and safe use of the recent improvements on the boulevard. **Resolution 04-308** authorized the condemnation of land in Newtown, Aiea, for a traffic roundabout. **Resolution 04-343** urged the state legislature to enact an excessive speeding law.

Additional Transportation Concerns

Annually, the Council adopts resolutions that are necessary for the city to receive federal funding for studies and projects. **Resolution 05-085** approved work elements to conduct the fixed guideway transit alternatives analysis and waterborne transit feasibility study for inclusion in the Overall Work Program for fiscal year 2005-06. **Resolution 05-140, CD1**, approved the city's list of transit, highway, and bridge projects for inclusion in the Transportation Improvement Program for fiscal years 2006 to 2008.

The Council continued its efforts to improve road maintenance by adopting **Resolution 04-202** which urged the Mayor to establish an advisory road maintenance and repair task force.

PROMOTING AFFORDABLE AND OTHER TYPES OF HOUSING

Affordable Housing

Substantial increases in the sale prices of residential property exacerbated the affordable housing problem in Honolulu. To promote the development of more housing affordable to low- and moderate-income families, the Council took several actions. The Council adopted **Resolution 05-154, CD1**, which requested the department of planning and permitting to amend its rules to allow affordable housing requirements in unilateral agreements to be met by in-lieu cash contributions to affordable housing projects developed by qualified non-profit entities. Pursuant to the authority of state law, Section 201G-118, Hawaii Revised Statutes, the Council granted exemptions from land use and development standards for three affordable housing projects. **Resolution 04-212, CD1**, approved 201G exemptions for the senior residence at the Iwilei Affordable Housing Project of the Housing and Community Development Corporation of Hawaii. **Resolution 05-113, CD1**, approved further exemptions relating to construction standards and the wastewater system facility charges for the Ewa Area B Subdivision. **Resolution 05-165** approved 201G exemptions for the Piikoi Vista Affordable Elderly Rental Apartment Project in Makiki. The Council also adopted **Resolutions 04-159** and **04-290** which authorized the city to submit applications for rental assistance payments to low-income residents under the housing conversion program.

Other Council actions amended existing city programs with the intent of promoting the development of affordable housing. **Ordinance 04-33** broadened the eligibility for awards of long-term leases of city real property without public bidding for housing, human services, and other public purposes. **Ordinance 05-008** permitted land acquired by the city with moneys from the housing development special fund to be exchanged for land of another governmental entity if the land exchanged by the city is used for housing.

Special needs housing also was provided by the Council through two resolutions. **Resolution 04-327** assigned a lease of city property in Makiki to a nonprofit entity in order to allow the continued provision of special needs housing to low-income residents with disabilities at the property. **Resolution 04-340** authorized the lease of city properties located in Waianae for special needs housing.

The Council also adopted **Resolution 05-077, CD1**, which urged the legislature to support an exemption from the state single-family leasehold conversion and ground lease rent control laws for workforce and other affordable housing developments.

Of equal importance to the actions taken by the Council to promote affordable housing was the refusal by the Council to approve the previous city administration's proposal to sell certain city housing projects. The projects were Chinatown Gateway, Harbor Village, Marin Tower, Kulana Nani Apartments, West Loch Villages, and Manoa Gardens Elderly Project. The previous city administration had proposed the sale during the deliberations over the executive budget for fiscal year 2004-05. Rejection by the Council of the resolutions authorizing the sale ensured the continued provision of affordable housing to low-income and elderly tenants of those projects.

Additional Concerns

Various other actions were taken by the Council to encourage the development of housing.

The Council was receptive to a federal initiative to lease federal property to private persons for the development of more housing for military personnel and others and adopted complementary measures. One measure, **Ordinance 04-38**, provided that federal property shall not be taxed under the real property tax if: (1) the property is leased to a private entity for the development of housing for military and Coast Guard personnel; (2) the property does not benefit from routine county services; and (3) the federal

lessee makes specified contributions to the counties. Another measure, **Resolution 04-206, FD1**, approved a unilateral agreement by Actus Lend Lease LLC relating to the renovation and redevelopment of military housing.

Resolution 04-353, CD1, declared the Council's intention to establish a community facilities district through which basic infrastructure for a housing development in Waiawa would be funded through a special tax. The resolution also called for the chief engineer to study and issue a report on the proposed district. A community facilities district has never been established in the State of Hawaii. The Waiawa community facilities district would have the potential of lowering the cost of housing because bonds issued through the district to pay for infrastructure may have a lesser interest rate than would the usual financing instruments of a private developer.

The Council also approved **Ordinance 04-30** which amended the land use ordinance to allow one- and two-family dwellings within the Historic Core Precinct of Chinatown. As an idea to provide off-street parking for residents of the dwellings, the Council adopted **Resolution 04-248** which requested the city administration to study the feasibility of utilizing the city's off-street attendant parking facilities for monthly residential parking during non-peak periods. Chinatown has within or adjacent to its boundaries some of those facilities.

The Council also adopted **Resolution 04-300** which proposed an amendment to the land use ordinance which would repeal the maximum floor area restrictions on an ohana dwelling.

ENHANCING AND MAINTAINING RECREATIONAL FACILITIES AND NATURAL RESOURCES

A fundamental responsibility of the Council is to provide adequate public recreational facilities and opportunities for residents and visitors. To fulfill this responsibility, the Council undertook various actions to establish a new city recreational facility, improve existing city recreational facilities, and continue operation of certain city recreational facilities owned by other government agencies.

A new recreational facility approved by the Council was a dog park in East Honolulu. The Council expressed its approval by adoption of **Resolution 04-296** which added to the East Honolulu public infrastructure map a park symbol for construction of a dog park at the Hawaii Kai Park-and-Ride.

The Council's support for improving existing city recreational facilities was evidenced by the adoption of various resolutions. **Resolution 04-207** added to the North Shore public infrastructure map a park symbol for construction of infrastructure and amenities at Waialee Beach Park. **Resolution 04-251** granted a special management area use permit for parking lot improvements at Maili Beach Park. **Resolution 05-056** granted a special management area use permit for a new telecommunications facility that would replace 12 existing structures at the Hanauma Bay Nature Preserve.

Continuation of existing city parks on land owned by other government agencies was assured by the Council. Under **Resolution 04-37, CD1**, the Mayor was authorized to enter into a license agreement with the state department of hawaiian home lands to manage, operate, and maintain portions of Waimanalo Beach Park, Kaiona Beach Park, Kaupo Beach Park, Makapuu Beach Park, and Nanakuli Beach Park. Under **Resolution 04-329**, the Mayor was authorized to execute a license with the U.S. Navy for the use of the 54.2-acre Bellows Beach Park as a public park until September 30, 2009.

A city park and pavilion were also named by the Council. **Resolution 05-073** renamed the mauka portion of Salt Lake District Park as the "Ala Puumalu Community Park." **Resolution 05-167, CD1**, named the Kailua Beach Park Pavilion the "Mary George Pavilion" and approved the placement of an appropriate memorial plaque there.

In addition to its support for city recreational facilities, the Council took action that authorized improvements by the state to the Ka Iwi Shoreline and Makapuu Lookout. A special management area use permit was granted under **Resolution 05-116** for development of the Ka Iwi Scenic Shoreline and Makapuu Lookout Improvements, Phase I, Increment 2.

By adoption of **Resolution 04-337**, the Council took a preliminary step to acquire land in the North Shore area that had been intended for development. The resolution declared the Council's interpretation of the unilateral agreement incorporated in Ordinance 95-19 which rezoned Pupukea Paumalu. In the resolution, the Council interpreted the unilateral agreement as not applying to a government entity or conservation organization which acquires the rezoned land for open space and/or public park use. The interpretation removed a major barrier to acquisition of the land by such an entity or organization. Furthermore, to provide for the acquisition of the land for a nature preserve, the Council included in **Ordinance 04-25** an appropriation of $1,000,000 of city funds to supplement moneys from other public and private sources.

At the request of the city administration, the Council authorized intergovernmental agreements that allowed the use of land held by the state and federal governments for "Sunset" community events. **Resolution 04-320** authorized the city to enter into an agreement with the Housing and Community Development Corporation of Hawaii for the use of the Corporation's lands in Kapolei for the Ewa/Kapolei Sunset on the Plains event. **Resolution 05-142** authorized the City to enter into an agreement with the U.S. Army for the use of certain lands for a Sunset in the Park event at Wheeler Army Airfield.

The Council also adopted **Resolution 05-078** which requested the director of parks and recreation to study and report on the feasibility of instituting a public-private partnership with the Friends of Honolulu Botanical Gardens for the operation of the Honolulu Botanical Gardens. City personnel now manage and operate the various city botanical gardens. The intent of the study was to determine whether a public-private partnership may result in more efficient and effective operation.

Two measures also were adopted requesting the cooperation of the state government to promote beautification and culture.

Resolution 04-284 approved for inclusion in the 2005 HSAC legislative package a proposal that would authorize the counties to increase the maximum fee that may be charged for highway beautification and abandoned vehicle disposal. **Resolution 04-381** urged the governor to release a $200,000 state grant for the development of the Oahu Arts Center in Mililani.

REVISING LAND USE POLICIES AND REGULATIONS AND GRANTING APPROPRIATE AND JUSTIFIED DEVELOPMENT APPROVALS

Land use planning and regulation are major duties upon which the Council spends much time and effort. The Council fulfills these duties by attempting to balance the need for development to provide housing and economic growth and the need to protect open space and the environment.

The Council adopted **Resolution 04-119, CD1**, which proposed amendments to the land use ordinance to establish a reasonable deadline for the transmission to the Council by the Mayor of planning commission recommendations on special district and zone change proposals. The intent of the proposed amendments was to prevent delays that may result in undue hardship on the applicant of the special district or zone change proposal and other interested persons.

Another proposal to amend the land use ordinance was approved by the Council under **Resolution 05-16**. The Resolution proposed amendments that would encourage the preservation of historic property by liberalizing the provisions on the transfer of development rights from the historic property to other properties.

The Council also adopted **Resolution 04-246, CD1**, which approved the public infrastructure map for the Primary Urban Center. An ordinance enacted pursuant to 1992 charter amendments required the Council's approval of the map after submittal from the city administration.

Policy statements relating to planning in two communities were adopted by the Council. Under **Resolution 04-198**, the Council expressed support for the East Honolulu Sustainable Communities Plan and its vision for a vibrant community and agricultural uses in Kamilonui Valley. **Resolution 05-136** approved amendments to the Revised Urban Design Plan for the City of Kapolei.

Various approvals were granted by the Council for the development of private and public projects. **Resolution 04-241** granted a special management area use permit for construction and conversion of facilities at St. John Lutheran Church in Kailua. **Resolution 04-244, CD1, FD1**, approved a plan review use application for the five-year master plan for the Queen's Medical Center. **Resolution 04-355, CD1**, granted a special management area use permit for building improvements at the La Pietra/Hawaii School for Girls. **Resolution 05-001** granted a special management area use permit and shoreline setback variance for construction of a new classroom building and other improvements at Waianae High School.

STRENGTHENING AND DIVERSIFYING THE ECONOMY

The Council recognized economic development was an important responsibility of all levels of government. To this end, the Council undertook direct and indirect actions to promote and stimulate the economy.

Agriculture

During the fiscal year 2004-05, the Council focused on agriculture. Measures approved by the Council to promote agriculture or show support for the agriculture industry and farmers were many and diverse. Most of the substantive measures involved the taxation of agricultural real property.

Ordinance 04-28 authorized an owner or lessee of land to request a compromise of real property taxes for fiscal year 2004-05 if the land is (1) classified as agriculture and (2) substantially and continuously used for agricultural purposes or kept vacant. The ordinance also required the director of budget and fiscal services to submit requests for compromises to the Council when the real property tax liability for a parcel of land for fiscal year 2004-05 exceeded the tax liability for fiscal year 2003-04.

Ordinance 04-34 completely revised the agricultural dedication provisions of the real property tax ordinance and established a new "vacant agricultural" class. The revisions were intended to promote agriculture primarily by lessening the real property tax burden on landowners actually engaged in agricultural activities. The revisions also were intended to promote the preservation of agricultural land by easing the real property tax burden on landowners of agriculture-zoned, but vacant land.

Ordinance 04-39 waived the penalty and interest on delinquent real property taxes owed in fiscal year 2004-05 for real property classified as agricultural and actually used for agricultural purposes if the owner was granted a compromise or had an appeal upheld. The ordinance addressed a situation under which an unusually large number of appeals of agricultural real property assessments were received.

Resolution 04-237 approved negotiated compromises of real property taxes owed by certain farmers who for various reasons did not qualify for the agricultural tax dedication under a 2002 ordinance.

Resolution 04-311 urged the city administration to propose a real property tax rate for fiscal year 2005-06 for agricultural property that is equal to the rate for improved residential property.

In addition to the tax measures, the Council adopted three resolutions supportive of the agricultural industry. **Resolution 04-218, CD1, FD1**, established a task force to recommend a long-term solution to the problems related to the real property taxation of agricultural lands. Ordinance 04-34, which is described above, was the result of the work of this task force. The Council also

adopted **Resolution 04-288, CD1**, which established an agricultural development task force to foster the growth and enhancement of agricultural activities on Oahu. The task force was formed and met during the fiscal year 2004-05. The Council also adopted **Resolution 05-033** which expressed support for state legislation relating to the acquisition by the state of agricultural land owned by the Galbraith Estate in Waialua, for continuation of agricultural use on the land.

Other measures supportive of agriculture in a conceptual manner also were adopted by the Council. **Resolution 04-220** expressed support for organic farming in Hawaii. **Resolutions 05-014** and **05-015** urged the Mayor and legislature, respectively, to provide funds and resources to combat agricultural theft.

Visitor Industry

The revitalization of an older section of Waikiki was the Council's aim when it adopted **Resolution 04-314**. The resolution approved the abandonment and sale of a portion of Helumoa Road between Lewers Street and Beach Walk in Waikiki. The sale allowed Outrigger Enterprises to consolidate property to construct its Lewers/Beach Walk revitalization project.

Safety of the public in Waikiki was the primary concern when the Council adopted **Resolution 05-002**. The resolution authorized the city to enter into a utility agreement with Hawaiian Electric Company for the receipt and expenditure of funds for the anti-crime street lighting improvements on Kalakaua Avenue in Waikiki.

Council support for alternative visitor accommodations and experience was displayed through the adoption of **Resolutions 04-291, FD1**, and **04-325, CD1, FD1**. The Resolutions approved extensions of time for obtainment of a building permit for the Pua'ena Camp outdoor recreation facility under the special management area use permit granted by Resolution 00-105, CD1.

The Council also adopted **Resolution 05-188** which appointed a county representative to the advisory committee that will assist in the creation of the City and County of Honolulu's Tourism Strategic Plan. Adoption of the resolution signified the Council's intent to participate in the Hawaii Tourism Authority's initiative to create a strategic plan for each county.

Finally with respect to the visitor industry, the Council approved **Ordinance 04-35** which clarified provisions concerning the classification of time share units for real property tax purpose. Under the ordinance, certain time share units are to be classified as "apartment" instead of "hotel and resort." The ordinance was meant to address certain situations under which time share units were assessed for real property tax purposes as apartments, but taxed at the same rate as hotels and resorts.

Additional Economic Concerns

In the interest of reducing the dependence on the visitor industry as well as enhancing the national security in the Pacific area and East Asia, the Council adopted **Resolution 05-153** which urged the Secretary of the Navy to designate Pearl Harbor as the home port of a Pacific Fleet aircraft carrier group.

The Council also adopted **Resolution 04-204** which urged the department of planning and permitting to implement a third party review system for building permit applications as soon as possible. Although the resolution did not appear to be directly related to economic development, the Council recognized that building delays could have an adverse impact on the economy by slowing investment on Oahu and impeding the flow of construction wages and expenditures.

The Council also adopted **Resolution 05-145** which authorized the managing director to enter into an agreement with the Hawaii Tourism authority for the acceptance and disbursement of funds to implement the County Other Product Development Program 2005.

Council support for the University of Hawaii's Culinary Institute of the Pacific and its upcoming program for advanced culinary education at the historic Cannon Club site was expressed through the adoption of **Resolution 04-345, CD1**.

ADDRESSING THE PROBLEMS OF PERSONS WITH SPECIAL NEEDS

Alleviation Of City-Imposed Financial Burden

City services must be funded by taxes and fees paid by city residents. Notwithstanding this, the Council determined that certain classes of people with special needs or unique problems deserved relief from city-imposed taxes and fees. Thus, the Council approved **Ordinance 04-31** which increased the real property tax home exemption available to a low-income homeowner of at least 75 years of age. Two other ordinances were approved by the Council to mitigate the financial burden on cesspool owners. One, **Ordinance 04-37**, established a reduced per call cesspool pumping service charges for eligible low-income households. The second, **Ordinance 05-002**, established a one-time real property tax credit for an owner of residential property who replaces a cesspool with a septic tank system for the treatment of wastewater. The Council also approved **Ordinance 04-40** which reduced the monthly parking rates at the city's attendant parking facilities after users of the facilities complained that previous increases were too high. Although not binding on the city administration, the Council also adopted **Resolutions 04-339, CD1**, and **04-356** which urged the city administration to provide real property tax relief for victims of the flooding in the Manoa/McCully and Kahuku areas, respectively. The real property tax relief was meant to assist owners in repairing damage to their properties.

Fairness in the real property tax program also was addressed by two ordinances approved by the Council. When a taxpayer appealed the taxpayer's real property tax liability, **Ordinance 05-009** authorized the director of budget and fiscal services to make a conditional settlement offer to the taxpayer before the appeal is heard by a board of review. The purpose of the ordinance was to facilitate the settlement of disputed taxes. **Ordinance 05-004** clarified when a trustee or fiduciary is entitled to a real property tax home exemption.

Employment Programs

The city operated employment preparation and training programs with funds passed through the federal and state governments. To assure that the funds became available to the city, the Council adopted various resolutions authorizing intergovernmental agreements. Among the resolutions were the following: **Resolution 04-180** which authorized the Mayor to accept funds and enter into intergovernmental agreements with the state department of human services to provide pre-employment development and assessment services and job development for participants in the First-To-Work Program; **Resolution 04-185, CD1**, which authorized the Mayor to accept funds and enter into intergovernmental agreements with the state department of labor and industrial relations to provide employment-related training and services for the Workforce Investment Act Program; **Resolution 04-210, CD1**, which authorized the director of budget and fiscal services to enter into intergovernmental agreements with the Housing and Community Development Corporation of Hawaii to provide employment-related training to public housing residents under the U.S. Department of Housing and Urban Development's Economic Opportunities for Low and Very-Low Income Public Housing Residents' Program; **Resolution 04-274** which authorized the Mayor to enter into intergovernmental agreements with the state department of labor to provide project coordination services for the department's Preapprenticeship Pilot Project Program; and **Resolution 04-326** which requested the city administration to implement the First Source Program established by Ordinance 99-71 which is intended to help Hawaii residents find jobs with businesses who have grants from or contracts with the city.

Human Services

Besides employment programs, the city was involved in various human service programs.

Most important among the human service programs were those delivered by nonprofit agencies with Community Development Block Grant (CDBG) funds passed through the city from the federal government. To receive and expend the CDBG funds, the Council adopted **Resolutions 04-346, 04-347, CD1, FD1**, and **05-003** which approved the reprogramming of those funds. The Council also was informed at a National Association of Counties' Conference of the federal Administration's proposal in the fiscal year 2005-06 federal budget to consolidate the CDBG Program with 18 other federal programs and reduce overall funding by a third. Because of the negative impact of the proposal on local governments, the Council adopted **Resolution 05-109** which expressed support for the CDBG Program. The Council, however, also recognized that the city's operation of the CDBG Program could be improved. Thus, the Council adopted **Resolution 04-189, CD1**, which requested the Mayor to establish a review panel to make recommendations on the funding of projects submitted by non-profit agencies for CDBG funds. Finally, in order to ensure that the federal grant money reaches nonprofit sub-recipients in a timely manner, the Council adopted **Resolution 05-031** which urged the city administration to review and improve the procedure for drawing down federal grants.

An effort to improve the social services for residents of Chinatown was achieved through the adoption by the Council of **Resolution 04-217**. The resolution approved a 25-year lease agreement with the Hawaii Heritage Center, in partnership with Catholic Charities Hawaii, for the Chinatown Community Cultural Center Program. Under the program, services to the community, including outreach to immigrant and elderly populations, and community meeting rooms would be provided.

The Council also adopted **Resolution 04-363** which urged the Mayor to support and facilitate the efforts to qualify the Hawaiian and Pacific Islands Division of the Salvation Army as a recipient of a Ray and Joan Kroc Corps Community Center. The Center was meant to be a family support, education, and recreation facility that offers activities that build character, confidence, and competence.

In order to implement the instruction of a deceased private donor of a parcel of land in Lanikai bequeathed to the city, the Council adopted **Resolution 04-352, CD1**. The resolution approved the sale of the parcel, with the net proceeds to be used by the department of community services to maximize services offered to senior citizens on Oahu.

Other actions of the Council approved intergovernmental agreements for the provision of human services by the city. **Resolution 05-224, FD1**, authorized the city to enter into an agreement to accept and receive Temporary Assistance for Needy Families Funds from the state department of human services. **Resolution 04-208, CD1**, authorized the city to submit an application for funding three caseworkers under the federal Section 8 Family Self-Sufficiency Program. **Resolution 04-365** authorized the city to enter into an intergovernmental agreement with Youthbuild USA to accept and expend funds to provide educational and training opportunities, support services, and employment services to disadvantaged youths. **Resolution 05-194** authorized the Mayor to enter into an agreement with State of Hawaii to accept a $100,000 grant for sustaining anti-drug campaigns as authorized by Section 10 of Act 40, Session Laws of Hawaii 2004. **Resolution 05-195** authorized the Mayor to enter into an agreement with State of Hawaii to accept a $100,000 grant for community-based substance abuse prevention programs as authorized by Section 15 of Act 40, Session Laws of Hawaii 2004. **Resolution 04-309** authorized the Mayor to enter into an agreement with the state department of health, to implement a program on parking for persons with disabilities.

FUNDING CITY OPERATIONS AND PROJECTS AND ENSURING EFFICIENT AND EFFECTIVE DELIVERY OF CITY SERVICES

Budget Ordinances

Approval of the annual budget ordinances for city government is one of the most important duties of the Council. Without adequate funding, city government would not be able to operate effectively. As in the past, the Council spent much time and energy on reviewing the Mayor's proposed budgets and revising them according to the Council's priorities and policies.

As a result of the effort, the Council approved **Ordinance 04-24**, the Executive Operating Budget Ordinance for fiscal year 2004-05. The ordinance appropriated $1,228,961,020 for various operating programs of the city executive branch for the fiscal year. Of the total appropriation, $1,138,099,577 were from local funds, $81,105,582 were from federal funds, and $9,755,861 were from special project funds. The final appropriations was approximately $6.2 million more than the initial appropriation proposed by the Mayor.

Later in the fiscal year, the Council approved **Ordinance 05-011** which made various amendments to Ordinance 04-24. Among the amendments were increases in funding to assist with the crowing rooster problem, repair and maintain city vehicles, and pay utility, fuel, and zoo animal feed costs.

The Council also approved **Ordinance 04-25**, the Executive Capital Budget Ordinance for fiscal year 2004-05. The ordinance appropriated a total of $298,262,398 for 241 capital improvement projects.

Appropriations of $11.9 million for the legislative branch also were approved by the Council through **Ordinance 04-23**.

Revenues

Concurrent with approval of the budget ordinances, the Council is required by the charter to approve measures yielding sufficient revenues to fund the appropriations in the budgets. The main revenue measure approved by the Council was **Resolution 04-67** which adopted the real property tax rates for fiscal year 2004-05. Additionally, the Council approved **Ordinance 04-16** which increased the unit charge for the disposal of solid waste at the H-Power facility, Waimanalo Gulch landfill, and transfer stations. The Council also approved **Ordinance 04-21** which increased certain public parking fees to help pay for the operating and maintenance expenses of the city's on- and off-street parking program. Two measures authorizing the city administration to take action necessary to secure revenues also were adopted by the Council. One measure, **Resolution 04-66**, authorized the city administration to file with the U.S. Department of Housing and Urban Development the city's application for Community Development Block Grant, Home Investment Partnership, Emergency Shelter Grant, and Housing Opportunities for Persons with Aids Program funds. The second measure, **Ordinance 04-15**, authorized the issuance and sale of general obligation bonds in the principal amount sufficient to fund the appropriations in the Executive Capital Budget Ordinance for fiscal year 2004-05.

In order to raise additional revenues for the city, the Council adopted two resolutions authorizing the sale of the leased fee interest held by the city in two condominium projects. **Resolutions 04-281** and **04-282** authorized the sale of the city's leased fee interest in the Queen's Court Condominium Project and Harbor Court Condominium Project, respectively.

The Council also adopted bond authorization resolutions. **Resolution 05-022, CD1**, authorized the director of budget and fiscal services to issue and sell not more than $375 million in principal amount of general obligation bonds. The bonds were intended to fund projects in past executive capital budget ordinances. **Resolution 05-173** authorized the director of budget and fiscal services to issue and sell wastewater system revenue bonds in a principal amount not exceeding $175 million to fund construction of wastewater projects.

Budget Policies

Two measures establishing policies to improve the budgeting process were approved by the Council. **Ordinance 05-006** prohibited the reimbursement by the sewer fund of the general fund for expenses incurred in prior fiscal years, except for debt service payments on reimbursable general obligation bonds and other financings and repayments of inter-fund transfers and loans. The ordinance was intended to end the past practice of transferring sewer funds to the general fund under the justification that the transferred sewer funds repaid past general fund expenditures for the wastewater system. The other measure, **Resolution 04-324, FD1**, established a city policy providing that the effective date of a measure affecting city revenues and expenditures, other than an "annual budget measure," shall be July 1 of the fiscal year following the fiscal year for which an annual budget is approved. The resolution also required an "annual budget measure" to be identified by an identifying mark. The resolution was intended to clarify the process by which revenues are projected to balance the budget ordinances.

Collective Bargaining

Collective bargaining cost items were approved by the Council for various bargaining units under **Resolutions 04-254, 05-122, 05-189, 05-190**, and **05-191**.

Efficiency

The Council approved certain measures intended to improve city government efficiency. Two resolutions did that by utilizing the City Auditor's services. **Resolution 04-205** requested the City Auditor to conduct a performance audit of the Hanauma Bay Nature Preserve Fund to determine whether the Fund is administered so that the Preserve is properly operated and maintained. **Resolution 05-070** requested the City Auditor to contract a firm or person to conduct a detailed study of the cost impacts on the city of a captive insurance company. The Council also addressed the cost and benefit of the very controversial Natatorium issue and, based on its findings, adopted **Resolution 04-255**. The resolution urged the city administration to consider less costly measures to address the health and safety concerns regarding the Waikiki War Memorial and Natatorium than the complete renovation proposed earlier. Additionally, the Council adopted **Ordinance 04-32** which authorized the use of multi-space parking meters and payment of parking meter charges with coins, currency, credit or debit cards, and smart cards. The Council also adopted **Resolution 05-110** which requested the city administration to determine whether the annual license fee for pawnbrokers should be increased in order to ensure that the license fees are covering the city's costs of licensing pawnbrokers.

Charter

The Council passed **Resolution 04-113, CD2**, which initiated a charter amendment to provide for a temporary replacement for a councilmember called to active military duty, and the electorate approved the amendment at the general election of 2004. Allowing a temporary replacement councilmember was intended to assure the representation of the constituents of a regular councilmember who is called to active military duty.

Another charter amendment initiated by the Council under **Resolution 04-178, CD2, FD1**, and approved by the electorate called for the convening of the charter commission in 2005 and every tenth year thereafter. To fill the seats on the 13-member 2005 commission, the Council approved six appointees under **Resolution 04-364, FD1**. They joined six appointees of the previous Mayor who were listed under Mayor's Message 81 (2004). The thirteenth member was then appointed by the new Mayor and, by **Resolution 05-18**, confirmed by the Council.

Leasehold Conversion

The Council disposed of an issue that had been extremely controversial in the community. By **Ordinance 05-001**, the Council repealed Chapter 38, ROH, the ordinance that provided for the mandatory lease-to-fee conversion of condominium, cooperative, and planned development units. The Council took the action after reviewing the Honolulu City Council Leasehold Conversion Task Group Facilitator's Report, dated April 2, 2004, and holding public meetings that generated much contentious testimony. The Council recognized that both sides of the issue had merit, but a majority of councilmembers felt that Chapter 38 no longer served a public purpose and should be repealed.

Before repealing Chapter 38, the Council approved three measures relating to the mandatory leasehold conversion issue. **Resolution 04-110** requested the City Auditor to conduct a performance audit of the city's leasehold conversion program. **Resolution 04-136** authorized the condemnation of the leased fee interests to 21 units in the Makiki Manor condominium project when the fee owner did not object. **Resolution 04-338, CD1**, urged lessors and lesses of residential condominium apartments, cooperative housing units, and planned development units to negotiate viable alternative rental housing solutions to address potentially adverse circumstances under lease agreements.

HSAC/NACo

Interaction with other counties at both the state and national levels was continued through the Council's participation in activities of the Hawaii State Association of Counties (HSAC) and National Association of Counties (NACo). The Council hosted the HSAC 2004-05 Mid-Year Conference on January 27 and 28, 2005 at the Sheraton Waikiki Hotel. The Council also continued its planning for the 2005 Annual NACo Conference held on July 15 to 19, 2005 at the Hawaii Convention Center.

Other Measures Taken by Council

Many other measures addressing a variety of diverse issues were approved by the Council. Among them were the following. **Ordinance 04-26** amended the building code to encourage appropriate and safe indigenous Hawaiian architectural construction, structures, and alternate building materials. **Ordinance 05-005** clarified provisions on the regulation of taxicabs. Among other things, the ordinance expressly specified that the regulation of taxicabs is under the jurisdiction of the department of customer services. **Resolution 05-020** urged the Mayor to appoint a committee to plan and implement a celebration of the 100th anniversary of the establishment of the City and County of Honolulu. **Resolutions 04-267** and **05-147** urged Congress and the President to enact legislation to restore veterans' benefits to Filipino veterans of World War II. **Resolution 04-287** requested the Council to take certain actions regarding visas to make it easier for citizens of the Philippines to enter the United States.

OFFICE OF THE CITY CLERK

Denise C. De Costa, City Clerk

POWERS, DUTIES AND FUNCTIONS

The City Clerk serves as the Clerk of the City Council; acts as the custodian of its books, papers and records including ordinances, resolutions, and rules and regulations of all City agencies; has custody of the City seal; authenticates all official papers and instruments requiring certification; is responsible for voter registration; conducts all elections for the City and County of Honolulu in accordance with the charter and laws of the State; and performs such other functions as required by the charter or by law.

Staffed with 26 positions, the Office of the City Clerk is organized under the following four operating units: Administration, Council Assistance, Office Services, and Elections.

CLERK ADMINISTRATION

The Clerk, with the assistance of a staff assistant and two secretaries, is responsible for directing all programs and activities of the office.

Oaths of Office

For FY 05, 64 public officials were administered the oath of office in accordance with Section 13-118 of the Revised City Charter, 62 of which were performed for appointees to boards and commissions and 2 for appointee as agency heads and deputies.

Disclosure of Financial Interests Statements

Elected officers and appointed agency heads and deputies are required to disclose their financial interests and file statements with the Clerk when taking or leaving office, and annually by January 31. Candidates for elective City office are also required to file disclosure of financial interests statements with the Clerk's Office within ten working days after the candidate-filing deadline. Eighty-one annual statements and 24 candidate statements were filed in FY 05.

Gifts Disclosure Statements

Revised Ordinances of Honolulu Sections 3-8.7 and 3-8.8 which required officers and employees of the City and County of Honolulu to file a gifts disclosure statement with the City Clerk by July 31 of each year if certain conditions are met has been repealed.

Revenue

The following sources of revenue collected by the office enabled the City to offset its expenditures.

FY 05 REVENUE DETAIL

Council Information Office

Copies of Records	$ 408.00	$ 408.00

Elections

Voter Certificates	$ 230.50	
Voter Tape Rental	6,251.50	
Candidate Filing Fees	2,050.00	$8,532.00

Administration

Sundry Refund	$ 45.95	$ 45.95
FY 05 Total Receipts	$ 8,985.95	

COUNCIL ASSISTANCE

The division is responsible for providing staff support to the City Council at all of its regular council sessions, committee meetings, and public hearings. The staff is responsible for recording and reporting all proceedings, processing all resolutions and bills introduced and acted upon by the Council, and providing reference and research services regarding enacted or pending legisla-

tion and other council documents. Staffing includes a division head and an assistant division head, ten council/committee aides, and two records and research technicians.

In February 2005, this division upgraded its electronic filing system using the Docushare document management software. Users are able to access and print full text of all public documents of the City Council which includes all communications, bills, resolutions, ordinances, agendas, committee reports and minutes.

On January 2, 2005, the Council held its inauguration for five City Council members representing Council Districts I, III, V, VII, and IX. The Council established the following standing committees: Budget; Executive Matters; Housing & Enterprise Services; Parks; Planning & Transportation; Public Works & Economic Development; Public Safety; and Zoning.

Support staff for Council meetings from Council Assistance Division.

FY 05 WORKLOAD STATISTICS

City Council Meetings and Hearings

Regular Sessions	13
Special Sessions	6
Public Hearings	12
Standing Committee Meetings	98

July 1, 2004 to January 1, 2005

Budget	10
Executive Matters	5
Parks	5
Planning	5
Public Safety	5
Housing and Enterprise Services (eff. 12/21/04)	0
Public Works and Economic Development	8
Transportation	5
Zoning	5

January 2, 2005 to June 30, 2005

Budget	12
Executive Matters	9
Housing and Enterprise Services (eff. 12/21/04)	6
Parks	5
Planning and Transportation (1/2/05)	7
Public Safety	7
Public Works and Economic Development	7
Zoning	7

Other Meetings

(Advisory, task force, informational meetings, workshops, briefings)

July 1, 2004 to January 1, 2005

Budget	11
Transportation	1
Public Works and Economic Development	4
Kapiolani Park Trust	5

January 2, 2005 to June 30, 2005

Budget	12
Housing and Enterprise Services (eff. 12/21/04)	1
Planning and Transportation	1
Public Safety	4
Public Works and Economic Development	4
Zoning	3
Kapiolani Park Trust	1

Speakers

Council Meetings	492
Public Hearings	309
Committee Meetings	822

July 1, 2004 to January 1, 2005

Budget	226
Executive Matters	30
Housing and Enterprises Services (eff. 12/21/04)	
Parks	6
Planning	23
Public Safety	20
Public Works & Economic Development	6
Transportation	7
Zoning	2

January 2, 2005 to June 30, 2005

Budget 66
Executive Matters 116
Housing & Environmental Services (eff. 12/21/04) 5
Parks 42
Planning & Transportation 31
Public Safety) 20
Public Works and Economic Development 92
Zoning 130

Legal Notices Published

Ordinances 41
Bills Passed Second Reading 50
Resolutions 3
Resolutions (Second Reading-Charter Amendments) 2
Public Hearing Items .....

Improvement Districts 0

Property Owners Notified by Certified Mail 0

Communications Received 4850
Council Communications 334
Department Communications 1170
Mayor's Messages 203
Miscellaneous Communications 3103
Petitions 40

Bills Introduced 88
Passed 41
Veto Overridden 4
Veto Sustained 2
Returned Unsigned 1
Filed on Floor 1
Filed per ROH Sec. 1-2.4 27
Pending 77

Resolutions Introduced 426
Adopted 361
Filed on Floor 2
Filed per ROH Sec. 1-2.5 12
Pending 90
Legal Notices 3

Committee Reports Adopted

July 1, 2004 to January 1, 2005

Budget 63
Executive Matters 62
Housing & Environmental Services (eff. 12/21/04) 5
Parks 16
Planning 8
Public Safety 32
Public Works & Economic Development 21
Transportation 16
Zoning 20

January 2, 2005 to June 30, 2005

Budget 100
Executive Matters 57
Housing & Environmental Services (eff. 12/21/04) .....
Parks 21
Planning and Transportation 27
Public Safety (..... 32
Public Works and Economic Development 29
Zoning 26

Honorary Certificates Presented 408
Floor Presentation 89
Outside Presentation 189
Retirees Certificate 130

Rules and Regulations Filed 8

Documents Processed

Deeds 13
Easements 16

Extracts Certified 5

Lobbyist Registrations

Organizations 71
Individuals 89

Shown here are Council Committee Aides who service the City Council's committees.

OFFICE SERVICES

This section provides office management and support services for the Office of the City Clerk. The section performs all functions concerning personnel and fiscal matters for the Clerk's Office, and provides printing, mail and messenger services for the legislative branch of the City and County of Honolulu. A staff of five, headed by the office manager, is organized into six functional units—office management, personnel, fiscal/inventory, sound, printing services, mail and messenger services.

FY 05 WORKLOAD STATISTICS

The Print room printed and distributed the following:

Council

Requests per meeting:

Order of the Day ..... 31 sets

Order of the Day Letterhead ..... 325 sets

Communications ..... 10 sets

Committees

For each standing committee:

Complete Agendas ..... 418 sets

Letterheads ..... 330 sets

Committee Reports ..... 3 sets

Elections

Envelopes 32,500

Nothing is possible without the staff behind the scenes.

City Clerk

Letterheads 2,500

Envelopes 2,500

Oaths 400

City Council

Business cards 11,900

Envelopes 12,500

Letterheads 10,000

Requests per meeting:

Hawaii State Association of Counties ..... 16 sets

Miscellaneous forms 1,675

Office of the Auditor

Business Cards 400

Letterheads 500

Miscellaneous forms 2,000

Charter Commission

Letterhead 1,500

Envelopes 1,500

Business Cards 600

ELECTIONS DIVISION

The Elections Division is responsible for conducting all City elections held in the City and County of Honolulu and performs voter registration functions pursuant to the Revised Charter of the City and County of Honolulu and the laws of the State of Hawaii. Positions assigned to the Elections Division include an administrator, assistant administrator, elections specialist, and senior elections clerks (2), and a senior clerk-typist.

Activities undertaken within the fiscal year included administration of the 2004 elections and federally mandated voter list maintenance. Other activities within the fiscal year included anticipating and planning for implementation of the Help America Vote Act of 2002.

In the 2004 elections, the Division administered four absentee polling places at City Hall, Kapolei Hale, Pearlridge Satellite City Hall, and at Windward Mall. Over 47,000 voters were serviced at these locations during the Primary and General Elections. The Division also mailed over 120,000 absentee ballots to requestors.

Although not required (by federal law) until January 1, 2006, direct recording electronic voting machines were introduced at absentee voting locations in the 2004 General election to allow the disabled to vote independently. The Direct Recording Electronic voting machines were made available to all voters with one in every five voters utilizing the machines.

Following the 2004 elections, a total of 28,616 records were deleted from the Honolulu voter file according to federal list maintenance provisions.

VOTER REGISTRATION (END OF FISCAL YEAR)

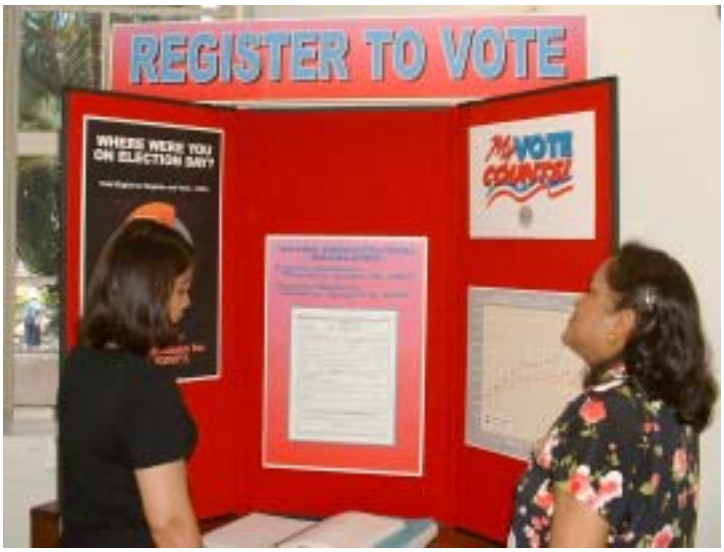
Registered Voters 412,109

Fail Safe Voters 28,074

*** Fail safe voters are believed no longer at the address on the voter register based returned election mailings. Records for these voters must be maintained for two election cycles pursuant to federal law.*

Total Registered Voters 40,183

During the fiscal year, the City Clerk's Office began an expanded voter outreach program by hiring part-time voter services aides to provide information and voter registration services at community events. The department's goal is to focus on areas of underserved voters, and to provide general voter information and registration assistance islandwide.



Voter Registration display for public viewing.

OFFICE OF THE CITY AUDITOR

Leslie I. Tanaka, CPA, City Auditor

POWERS, DUTIES AND FUNCTIONS

The Revised City Charter amendments, approved by the voters in the November 2002 General Election, authorized the City Council to establish the Office of the City Auditor (OCA) as a separate and independent agency to strengthen the auditing function in City government and ensure that the agencies and programs of the City are held to the highest standard of accountability to the public (Sec. 3-501.1, RCH). The Charter affords the auditor the independence to initiate work under the auditor's authority and to consider requests for work from the Council. In addition and for the purpose of carrying out an audit, the Charter empowers the auditor to have full, free, and unrestricted access to any City officer or employee and grants authorization to examine and inspect any record of any agency or operation of the City.

The Charter further provides that the City Auditor conduct or cause to be conducted: 1) the annual financial audit of the City, 2) performance audits of the funds, programs, and operations of any agency or operation of the City, and 3) follow-up audits and monitoring of compliance with audit recommendations by audited entities. All audits are conducted in accordance with government auditing standards and audit findings and recommendations are set forth in written reports of the City Auditor.

The Office of the City Auditor was created on July 1, 2003, with the appointment of Mr. Leslie Tanaka, CPA, as the City and County of Honolulu's first independent City Auditor.

OCA'S MISSION

The Office of the City Auditor's mission is to promote accountability, fiscal integrity and openness in City government. The Office of the City Auditor will examine the use of public funds, evaluate programs and activities, and provide timely, accurate and objective analyses, options and recommendations to decision makers in order to ensure that the City's resources are being used to effectively and efficiently meet the needs of the public.

YEAR IN REVIEW

The second year of operation for the Office of the City Auditor was one of growth and challenges. Through Council's support and approval of funds for additional staff in the City Auditor's budget, we successfully recruited and hired four performance auditors. These four new staff auditors have varied academic background and professional experience in performance auditing, government, law and technology-useful for the type of auditing we do of the City's diverse operations and programs. Due to their experience, our new staff auditors were immediately assigned to work on our planned audits, and contributed much to the successful completion of all of our work product goals for the second year in a row.

Having eight staff members working out of office space designed for four was challenging. The auditor's request for additional space brought forth various suggested new locations, including loft space in Kapolei Hale, near Honolulu Hale and in Chinatown. In April 2005, the office was relocated to larger quarters on the first floor of Kapolei Hale. This move was welcome news for the office staff, especially those who live in the Central and Leeward communities of O'ahu.

SUMMARY OF REPORTS TO COUNCIL AND MAYOR

With the additional audit positions that council provided to our office, we were able to issue four performance audit reports-meeting our work goals as proposed in our Work Plan for FY2004-05. The four reports are: 1) Audit of the City's Sole Source, Emergency, and Professional Services Procurement Practices, 2) Audit of Selected Management Issues of the Honolulu Liquor Commission, 3) Audit of the City's Road Maintenance Practices, and 4) Review of the Costs of the City's Brunch on the Beach, Sunset on the Beach and Rediscover O'ahu Programs. These audits identified inefficient and costly practices, violations of state law and City policies, misuse of City staff and resources, significant information not previously reported to City Council or the public, and potential cost savings through proper stewardship of City funds. In addition, we continue to oversee the financial audit of the City, which resulted in findings and recommendations for the fiscal year ended June 30, 2004, by Pricewaterhouse Coopers LLP, the contract auditor. All of these reports are available to the public on the Office of the City Auditor's web page (www.honolulu.gov/council/auditor).

Financial Audit of the City and County of Honolulu for FY2003-04

PricewaterhouseCoopers, LLP submitted its findings and recommendations for the financial audit of the City and County of Honolulu for FY2003-04 to the City Council in March 2005. Their findings included: delinquent filing of the March 31, 2004 Report of Disadvantaged Business Enterprise (DBE) Awards and Commitments; missing applicable housing choice vouchers, which verify tenants' eligibility for Section 8 housing assistance; and inappropriate listing of reconciling items between the City's book balance

and the bank balance. In addition, the Department of Housing and Urban Development's (HUD) Honolulu Office of Public Housing conducted a follow-up Rental Integrity Monitoring review of the City's Section 8 Housing Choice Voucher Program's tenant files. Findings included: improper calculations to determine housing assistance payments or tenant rent; improper transfer of data from the tenant file to the HUD-50059, Family Report, and to the Multifamily Tenant Characteristics System; non-utilization of the Quality Control Plan to monitor program compliance in tenant files; and incomplete and missing documents in certain files.

Furthermore, the auditors found that the Federal Transit Administration (FTA) performed a Triennial Review of the City's FTA funded program and issued a report which included the following findings: inconsistent reporting on Milestone Progress Reports (MPRs); failure to notify the FTA of all change orders in excess of $100,000 on its MPRs during the review

period; no documentation that the City had ever sought or received FTA approval to lease a portion of the Kalihi-Palama bus facility to the Oahu Transit Services Credit Union; lack of monitoring of contractors to ensure that DBE obligations were fulfilled; failure to perform separate pre-award and post-delivery Buy America audits and certifications related to two option orders under a single bus procurement; unquantifiable or insufficient service standards and policies for assessing Title VI compliance; failure of the City's Americans with Disabilities Act (ADA) policies and procedures for FTA-funded services to meet ADA requirements; and lack of documentation that the private operator of a city trolley service had a Drug and Alcohol Policy/Program for its safety-sensitive employees that conformed to FTA regulations.

It was also reported that five of the eight findings from the previous year's audit have been resolved. The other three findings were still applicable in the FY2003-04 audit. In addition, three out of six findings from FY1999-2000 through FY2001-02, which were reported as still applicable in the previous year's audit, were resolved in FY2003-04. The remaining three findings for that time period were still applicable in the FY2003-04 audit.

Audit of the City's Sole Source, Emergency, and Professional Services Procurement Practices

This audit was initiated by the City Auditor due to longstanding concerns about the City's procurement practices in awarding contracts for construction, goods, and professional services. The audit assessed the City's use of sole source, emergency, and professional services procurement methods in accordance with the Hawai'i Public Procurement Code. We found that although the Purchasing Division has implemented improvements to make the City's procurement operations more efficient, the City's lax oversight and enforcement has allowed departments to bypass competitive procurement methods, resulting in higher costs for goods and services, and reducing available funds for other City programs and activities. Certain sole source contracts violated the state procurement code and City policies. Our tests indicated a pervasive level of inappropriate sole source approvals, including the improper sole source purchase of 990 litter receptacles using nearly $700,000 in capital improvement funds. Had the department sought competitive bids, the City could have easily saved taxpayers an estimated $300,000.

$733 litter receptacle purchased by the city.

We recommended that the City's chief procurement officer require the City to procure goods and services through competitive means that meet the agency's need and saves taxpayers' money; ensure that sole source procurement approvals comply with the State procurement code and city policy; require compliance with the City's debt and financial policies when purchasing equipment with Capital Improvement Program (CIP) funds; initiate the practice of electronically posting the City's sole source, emergency, and exempt notices, agency justification forms, and awards; ensure that approvals granted for emergency procurement meet the statutory requirements of a threat to health, safety, welfare or life; and seek guarantees for the work when procuring goods, services or construction for emergency procurements via purchase orders since purchase orders provide limited protections compared to the safeguards in formal contracts. In light of ad hoc restrictions placed by the department upon our office during this audit, we also recommended that the City Managing Director inform and require city agencies to comply with the City Charter requirement that authorizes the City Auditor full, free, and unrestricted access to City employees and agency records during an audit.

Audit of Selected Management Issues of the Honolulu Liquor Commission

This audit was conducted pursuant to Council Resolution 03-223, which requested that the City Auditor review the investigative and enforcement functions of the Honolulu Liquor Commission. We reviewed the commission's organizational structure and personnel management practices, which are essential to effective management and the fulfillment of the commission's responsibilities. We found that the oversight and management of the Honolulu Liquor Commission was inadequate, and ineffective personnel policies and management, coupled with the negative perception of commission management, has hampered the agency's small but hard-working staff.

We recommended that the commission work proactively with the liquor control administrator to adopt specific goals and objectives for job performance; ensure that senior management takes steps to implement effective open management and communication practices; initiate actions to assess the concept of creating an adjudication board separate from the commission; propose charter

amendments to re-classify the administrator position as an excluded class position; study the feasibility of transferring liquor enforcement investigatory responsibilities to the Honolulu Police Department; and review the commission's auditing of licensees and allocation of funds from liquor violation fines by the Department of Budget and Fiscal Services' Internal Controls Division. We also recommended that the Liquor Commission direct the liquor control administrator to ensure the development and implementation of consistent and documented training programs for new commissioners; complete a staff reorganization plan within an agreed upon time frame; and take all necessary steps to fill the vacant deputy administrator position. We further recommended that the liquor control administrator work proactively with the liquor commissioners to identify and fill necessary vacant positions; ensure that administrative directives and other policies and procedures are reviewed and updated; implement an internal affairs review process; and ensure that budget preparation guidelines accurately reflect the commission's fiscal self-sustainable position. Finally, we recommended that the mayor should ensure that liquor commissioner nominees fully understand the requirements, ethical obligations and workload time demands implicit in accepting a nomination; and quickly and thoroughly review questions concerning the behavior of appointed commissioners.

The Honolulu Liquor Commission and commission administration stated they accept and will undertake each of the recommendations in our audit report.

Audit of the City's Road Maintenance Practices

This audit was initiated by the City Auditor as provided in the Revised City Charter of Honolulu. The City Auditor selected the City's road maintenance practices for review because of the public's concerns regarding the poor conditions of City-owned roads. The audit assessed the effectiveness of the Department of Facility Maintenance's Division of Road Maintenance in meeting its responsibilities and also assessed the decisions made by, and the influences of, entities outside the division that have impacted road maintenance operations. We found that inefficiencies within the division and lack of support for road maintenance initiatives contributed to the City's poor road conditions. In addition to internal shortcomings, the division was adversely impacted by outside influences, such as budget constraints imposed by the administration or Council, policies that prevented the division from conducting in-house road resurfacing, and the deployment of road maintenance division employees to spend a total of 5,643 hours from 2002 to 2004 assisting with city functions such as Brunch on the Beach and Sunset on the Beach.

A road repair crew conducts maintenance work on Kilaha Street in Ewa Beach.

We recommended that the Department of Facility Maintenance assess and pursue funding for essential vacant positions; implement Web-based technology to educate the public about road maintenance issues and solicit pothole complaints; develop a technology integration plan with other appropriate City and State agencies that utilize Geographic Information Systems (GIS) programming; and improve record keeping, reporting and retention. We also recommended that the Division of Road Maintenance adopt key industry best practices for its road maintenance program; eliminate "poor" industry practices; prioritize and consistently conduct annual pavement condition surveys; develop a comprehensive work order system; draft policies and procedures for road maintenance applications; and conduct in-house road resurfacing.

Review of the Costs of the City's Brunch on the Beach, Sunset on the Beach and Rediscover O'ahu Programs

This audit was initiated by the City Auditor pursuant to the Revised Charter of Honolulu. The City Auditor selected this review because of ongoing concerns expressed by the City Council and the public regarding the total cost of the Brunch on the Beach, Sunset on the Beach, and the Rediscover O'ahu programs. This review examines City expenditures for, and total costs of, the City's Brunch on the Beach, Sunset on the Beach and Rediscover O'ahu

Photo of Sunset on the Beach program in Waikiki.

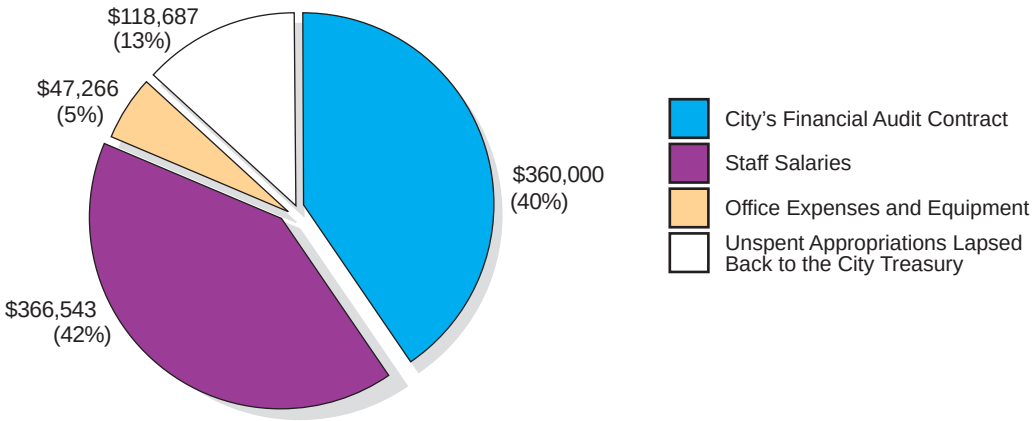
programs for the period July 2001 to December 2004. We found that the City's cost for these programs have been grossly underreported to the City Council and taxpayers; costs could not be completely and accurately determined due to inadequate tracking of program costs; and nearly all program documents and reports, including program costs from FY2001-02 through December 2004, are missing from the offices under the Mayor's and the Managing Director's span of control. While the City disclosed total program costs of $2,072,020, City departments reported costs of at least $4,527,205. We also found that at least half of all participating agencies were omitted from City administration reports.

We recommended that the Office of the Managing Director provide the Council and the public with a complete and accurate reporting of the City's Brunch, Sunset and Rediscover expenditures; establish and monitor compliance with policies and procedures for agencies to identify, capture, track and report expenditures for these programs; and ensure agency compliance with record retention guidelines and safeguarding of documents and reports, including the transition period between changing City administrations. We also recommended that the Department of Budget and Fiscal Services establish accounting methods and procedures for departments and agencies to completely and accurately identify, capture, track, and report Brunch, Sunset and Rediscover expenditures.

FY2004-05 APPROPRIATIONS AND EXPENDITURES

The Office of the City Auditor (OCA) was appropriated a total of $892,496 in FY2004-05. Of this total, $360,000, or 40 percent, was expended for the City's annual financial audit contract, which OCA oversees for the Council. In addition to the four positions from the previous fiscal year, funding for an additional four positions was appropriated for in FY2004-05, bringing OCA's total appropriated operating budget to $532,496-of which $471,296 was for staff salaries and $61,200 for office operations and equipment. However, delays in securing additional office space for the four new positions hampered our ability to fill the positions in a timely manner. As a result of these delays, unspent appropriations of approximately $118,687 was returned back to the City treasury at the end of the fiscal year.

OCA FY2004-05 APPLICATION OF RESOURCES



OFFICE OF COUNCIL SERVICES

Diane E. Hosaka, Director

POWERS, DUTIES AND FUNCTIONS

The Revised City Charter, approved by the voters on November 7, 1972, authorized the City Council to establish the Office of Council Services (OCS) to assist it in the exercise of its legislative power. (Sec. 3-107.7, RCH.) The charter commission cited this as one of the most important changes affecting the legislative branch of city government. In this regard, the Office was viewed as "a necessary adjunct to and is supportive of the policy-formulation or legislative role of the City Council" and "a tool for decision making — to assist it in analyzing the City's policies and financial programs for their effectiveness and adequacy and in identifying alternative programs and policies and major problems which endanger the public interest and welfare."

The Office of Council Services was created on March 19, 1973, by enactment of Ordinance 4116. (Article 3, Chapter 4, ROH 1990.) It is charged with providing comprehensive research and reference services for the Council, conducting research for the enactment or consideration of legislation, and serving in an advisory or consultative capacity to the Council and its committees.

The voters in the general election of November 7, 1978 further expanded the charter functions of the Office "to represent it (the Council) in court litigation where the dispute is with the Executive Branch and where the Corporation Counsel may represent the Mayor or officers of the Executive Branch."

In 1993, the Council adopted Ordinance 93-26 to designate the office as Revisor of Ordinances.

SERVICES PERFORMED

With a staff of 20 — a director, an assistant director, five attorneys, eight analysts, one paralegal and four support staff — the Office of Council Services performed the following services:

- Conducted independent research necessary for the enactment of legislation upon the request of the Council.
- Provided assistance to the Council's standing committees, subcommittees, and advisory committees by conducting background research, gathering pertinent data, and serving as resource persons to the committees.
- Analyzed executive branch proposals, programs, bills, and reports at the request of the Council.
- Provided legal research and advice at the request of the Council.
- Prepared bills and resolutions requested by councilmembers.
- Analyzed, prepared amendments for, and monitored execution of the city's operating and capital budgets.
- Provided information to individual councilmembers by letter, memorandum, personal or telephone conferences or electronic communication.
- Supervised the revision, codification and printing of the city ordinances.
- Provided liaison service to the Council regarding access to the city's geographic information system (GIS).
- Served as Revisor of Ordinances and maintained the city's computerized databases for the ROH and manual of policy resolutions.
- Assisted the Council in fulfilling its Hawaii State Association of Counties (HSAC) membership responsibilities.
- Assisted the members of the Council throughout the year when they functioned in their court-appointed role as Trustees of Kapiolani Park.
- Maintained on-line communication with other municipalities through "CounciLink" as a means of sharing information relevant to cities and counties across the United States.

MAJOR ACTIVITIES FOR FY 2004-05

Research Activities

As the research arm of the City Council, OCS prepared approximately 1,041 written responses to requests for service for FY 2004-05. These responses included: 278 bills, 516 resolutions, and 247 letters, legal memoranda, and statistical and research reports. OCS also provided research and staff assistance to the Council's eight standing committees and legal staff services for the executive sessions of the Executive Matters Committee. In these closed executive sessions, councilmembers considered

matters permitted by Chapter 92, HRS, to be discussed in a closed session and discussed claims against the city where the premature disclosure of information would adversely affect the interests of the city and the public.

OCS continued to volunteer as a budget reviewer for the National Government Finance Officers Association's (GFOA) distinguished budget presentation awards program. The reviews are based on how well an applicant local government's annual budget document meets GFOA criteria relating to the budget as a policy document, financial plan, operations guide and communications device. Since 1990, OCS has been the only representative from the State of Hawaii participating in the awards program. In FY 2005, one OCS analyst served as GFOA budget reviewer. The budgets reviewed in the fiscal year included those of the following jurisdictions and entities, listed by state:

City of Riverside, California

Village of Glencoe, Illinois

Dayton, Ohio

City of Garland, Texas