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MAYOR'S ANNUAL REPORT MESSAGE 2008

As the mayor of this great city, I have the privilege of observing our hard-working City employees performing various functions across the island — as first-responders during emergencies, fixing roads and sewers, issuing permits, maintaining our parks, collecting refuse, or fulfilling the many responsibilities of our government — every hour of every day, all year long. While their duties vary in scope, the commitment of City workers remains constant.

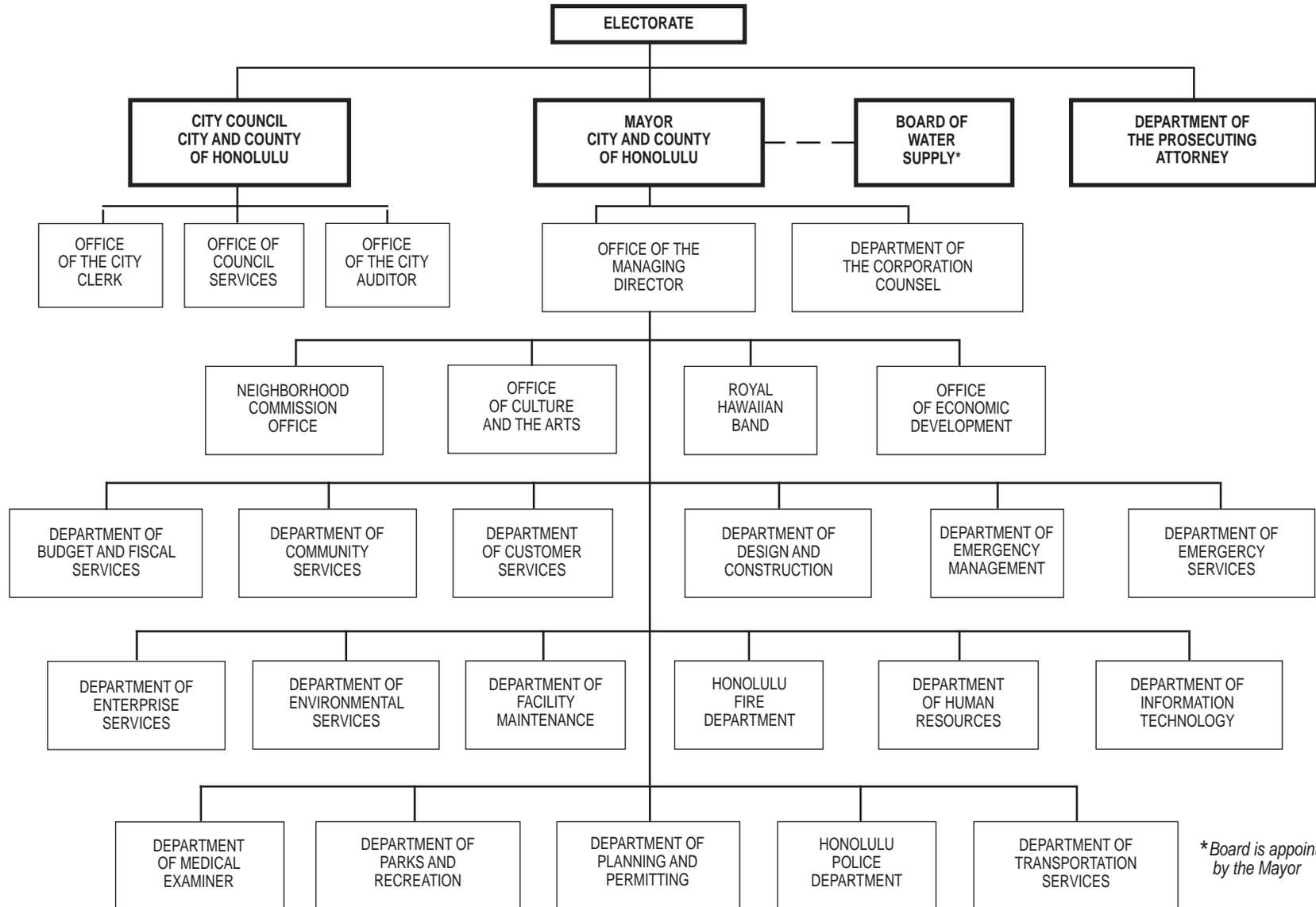
This annual report provides insight into our work during the past fiscal year. While the statistics provide an informative summary of what each department does, they do not adequately describe the professionalism and dedication of our City employees, who often perform their jobs without thanks or credit.

This report represents the hard work of our City team. I offer my deepest gratitude to all City employees for their exceptional service to the people of the City and County of Honolulu.

Mufi Hannemann
Mayor of Honolulu

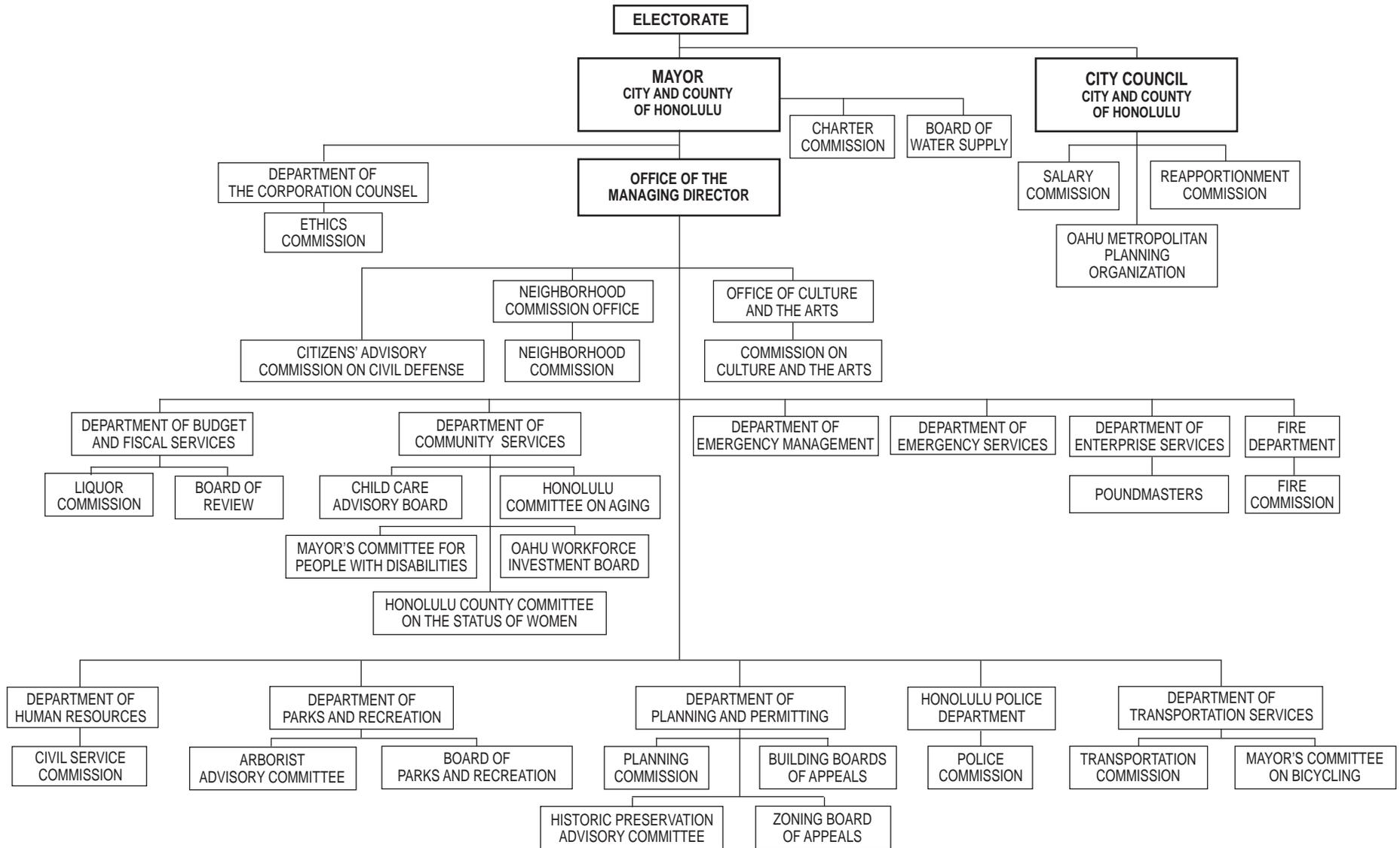
CITY AND COUNTY OF HONOLULU ORGANIZATION CHART

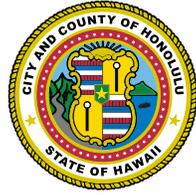
FISCAL YEAR 2007 - 08



* Board is appointed
by the Mayor

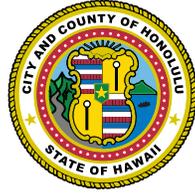
CITY AND COUNTY OF HONOLULU
CHART OF BOARDS, COMMISSIONS AND ADVISORY BODIES
FISCAL YEAR 2007 - 08





EXECUTIVE BRANCH

DEPARTMENT OF BUDGET AND FISCAL SERVICES



Mary Patricia Waterhouse, Director
Mark Oto, Deputy Director

ADMINISTRATION DIVISION

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.



Director's Quarterly Employee Breakfast.

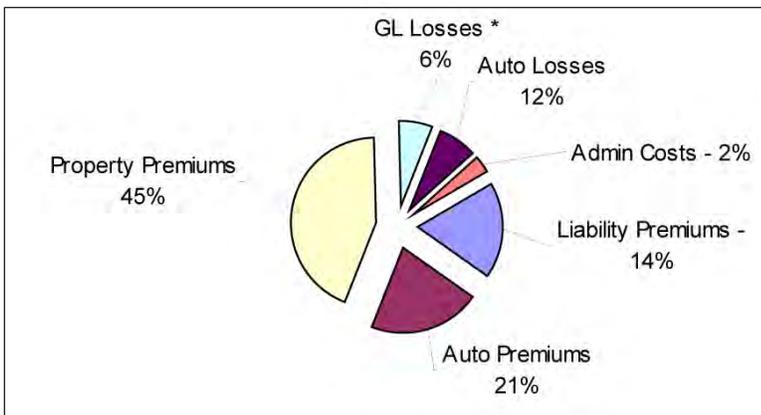
HIGHLIGHTS

Significant efforts were spent on financial analysis and providing background data to the City Council and general public for the Fiscal Year 2008 Operating Budget. Mark Oto was assigned as the Deputy Director on January 16, 2008.

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.



** GL losses funded through Department of Corporation Counsel*

In FY 2008, the insurance marketplace was relaxing from the post-Hurricane Katrina pricing stress. As a general rule, insurance premium rates were stable with little change in premium costs, compared to FY 2007. Reported losses for FY 2008, at first valuation, are down approximately 50%. The following chart shows the breakdown of risk management costs for FY 2006.

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 monies 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.

ACCOMPLISHMENT

The Division worked with the Budgetary Administration Division and the departments and agencies with the preparation of the FY 2008-2009 operating budget. The Division also prepared expenditure schedules in accordance with the approved FY 2007-2008 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, 2007 for which the City was awarded the Certificate of Excellence in Financial Reporting by the Government Finance Officers Association (GFOA). The City has received this prestigious award for 21 of the last 22 years.
- Budget and Fiscal Services Director's Quarterly Financial Reports for the last quarter of FY 2006-2007 and the first three quarters of FY 2007-2008.
- The Local Highway Finance Report for the fiscal year ended June 30, 2007 was submitted to the State Department of Transportation (DOT) in December 2007.
- DOT consolidates the information provided by the Counties and submits a consolidated report to the Federal Highway Administration (FHWA) which is used to determine Hawaii's allocation of federal funding.

The Accounting Division assisted in the successful implementation of the financial portion of the City's new financial and human resources management system, C2HERPS. FY 2007-2008 was the first year that the system was in operation. C2HERPS has the potential to streamline operations through automation and use of industry best practices. The system also has the ability to provide more timely and accurate financial information for reporting and decision making. The Accounting Division staff also continues to actively participate in the planning, design and implementation of the payroll and human resource management portion of the project, which is expected to be in operation sometime in calendar year 2009.

BUDGETARY ADMINISTRATION DIVISION

Lori Uyeoka, Acting 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 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 FY 2008-2009 Executive Operating Program and Budget proposal, which totaled \$1,839.4 million. This was \$201.0 million more than the previous fiscal year, or an increase of 12.3 percent. This increase was primarily due to increases in non-controllable costs and arbitrated pay raises. Excluding these factors, the Mayor's proposed budget represented a 5.5 percent increase over the previous fiscal year.

Non-controllable costs continued to increase in FY 2009. The primary areas of change included the City's contribution to the Employees' Retirement System, which increased by \$24.0 million; debt service, which increased by \$17.1 million; judgments and losses, which increased by \$2.6 million; social security contributions, which increased by \$2.4 million; and workers' compensation, which increased by \$1.3 million. Also, the City's contribution for Other Post Employment Benefit (OPEB) costs was expected to increase to \$51.9 million in FY 2009. Combined with the \$40.0 million set aside in FY 2008, a total appropriation of \$91.9 million is required in FY 2009.

The executive agency operating budgets increased by \$87.2 million, or 7.9%. Increases in expenditures included

- \$36.5 million for approved pay raises in FY 2009 and other salary costs associated with collective bargaining agreements.
- \$25.3 million for FY 2008 collective bargaining pay raises, which were budgeted in the Provision for Salary Adjustments and Accrued Vacation Pay in FY 2008, which in FY 2009 are budgeted in the agencies' budgets.
- \$14.4 million for environmental program cost increases, including the expansion of the curbside recycling program to various areas on Oahu, H-Power facility operational cost increases and wastewater treatment facilities cost increases.
- \$4.3 million for bus and handivan service cost increases.
- \$4.0 million for the continued operation of TheBoat.

In order to lower the overall increase in the operating budgets of the executive agencies, a total of \$22.5 million in salary funds, which is the equivalent of approximately 3.9% of base salaries for city-funded positions, was cut from the budgets of the executive agencies.

HIGHLIGHTS OF THE MAYOR’S PROPOSED OPERATING BUDGET

- No increase in real property tax rates.
- No new user fee increases.
- \$100 tax credit on the property tax bill for qualifying homeowners.
- Continued funding of a special reserve fund for Other Post Employment Benefits (OPEB) for employees.
- Additional funding of \$10.0 million for the fiscal stability reserve fund.
- Funding of \$10.4 million in the Provision for Energy Costs to meet the increasing fuel and electricity costs.
- Funding to ship solid waste off-island.
- Continued funding of the Leeward Coast Community Benefits Package.
- Continued funding for the new Rapid Transit Division in the Department of Transportation Services to implement Honolulu’s high-capacity transit system and for the new Transit-Oriented Development Office in the Department of Planning and Permitting for the planning of land use surrounding transit stations.
- Funding for a Honolulu Sustainability Center to demonstrate the effectiveness of using green roof and solar power technologies on city facilities.
- Expansion of the Drive Akamai program to island-wide coverage.
- New positions for the Honolulu Police Department to increase patrol efforts in parks and beaches.

ADOPTION OF THE OPERATING BUDGET

The City Council adopted an Operating Budget for FY 2008-2009 totaling \$1,821.5 million. This included \$1,807.9 million for the Executive Operating Budget for the Executive Branch and \$13.6 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 2008-2009 Executive Operating Budget appropriations for the executive branch are shown by function below.

<u>Function</u>	<u>Executive Operating Budget% of (in millions)</u>	<u>Total</u>
General Government.....	\$ 183.5	10.1
Public Safety	349.7	19.3
Highways and Streets	27.2	1.5
Sanitation	232.4	12.9
Health and Human Resources.....	71.9	4.0
Culture-Recreation.....	89.6	5.0
Utilities or Other Enterprises.....	202.0	11.2
Debt Service.....	312.6	17.3
Miscellaneous	339.0	18.7
TOTAL	\$1,807.9	100.0

EXECUTION OF THE 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.

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 2008-2009 CAPITAL BUDGET

The Mayor submitted a FY 2008-2009 Capital Budget of \$831.5 million. The City Council adopted a Capital Budget of \$954.8 million.

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

<u>Function</u>	<u>Amount (in millions)</u>	<u>% of Total</u>
General Government.....	\$64.1	6.7%
Public Safety	57.3	6.0%
Highways and Streets	121.4	12.7%
Sanitation	319.6	33.5%
Human Services.....	15.6	1.6%
Culture-Recreation.....	40.0	4.2%
Utilities or Other Enterprises.....	336.8	35.3%
TOTAL	\$954.8	100.0%

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

<u>Source</u>	<u>Amount (in millions)</u>	<u>% of Total</u>
Borrowed Funds \$582.3	60.9%	
Federal Funds	74.1	7.8%
Special Projects Fund	0.1	0.1%
Transit Fund	251.1	26.3%
City Funds	47.2	4.9%
TOTAL	\$954.8	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 \$10.04 million of entitlement funds in FY 2008 through the U.S. Department of Housing and Urban Development, in addition to generating more than \$2.0 million in program income. The CDBG program began in 1974 and since then the City has utilized approximately \$441 million to undertake various housing, public facility, public services, 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 1990, this program seeks to provide affordable housing opportunities for lower income individuals and households. In FY 2008, more than \$10.3 million was expended to supplement projects addressing the housing needs of Honolulu's lower income households. To date, the City has received approximately \$71 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 FY 2008, the ESG program expended \$384,000. To date, approximately \$7.9 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 FY 2008, the HOPWA program expended \$544,000. In the six-year period since Honolulu first received entitlement funds from HUD, a total of \$3.9 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 14th Year Action Plan, detailing FY 2009 projects to be undertaken by the City for the CDBG, HOME, ESG and HOPWA programs; while doing so, reviewed over 80 applications and prequalification documents.
- Completed the Consolidated Annual Performance and Evaluation Report (CAPER) for the CDBG, HOME, ESG and HOPWA programs for the period ending June 30, 2007.
- Through Empower Oahu, conducted workshops and training sessions to facilitate the development of Neighborhood Revitalization Strategy Areas (NRSAs) to target assistance to communities in need of revitalization.
- Provided interpretive and technical program assistance to various city agencies and private nonprofit organizations, including the annual CDBG/HOME workshop for new sub-recipients.
- Monitored compliance with federal, state and local law.
- Assisted in the City’s efforts to comply with the federal government’s single audit requirements; underwent HUD on-site monitoring for the CDBG program to ensure compliance with HUD requirements.
- Provided HUD with project and expenditure information using HUD’s Integrated Disbursement and Information System (IDIS), including complying with HUD timeliness requirements and eliminating red flags on the HOME compliance reporting.
- Implemented and administered a Request for Proposals (RFP) process for awarding CDBG/HOME projects.

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 FY 2009 Executive Operating Budget proposal, which totaled \$1,839.4 million. After review and revisions the City Council adopted an operating budget of \$1,807.9 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’s budgets, enabling it to carry out its functions and responsibilities. All revenue sources were analyzed and the estimates finalized.

Detailed below is a breakdown by revenue sources of the operating budget:

<u>Source</u>	<u>Amount (in millions)</u>	<u>% of Total</u>
Real Property Tax	\$791.0	40.6 %
Fuel Tax	54.4	2.8 %
Motor Vehicle Weight Tax	69.7	3.6 %
Public Utility Franchise Tax.....	39.1	2.0 %
Transient Accommodations Tax.....	48.4	2.5 %
Public Service Company Tax.....	37.9	2.0 %
Excise Surcharge Tax-Transit	-	-
Federal Grants	85.7	4.4 %
State Grants	6.3	3 %
Licenses and Permits.....	46.6	2.4 %
Charges for Services	24.6	1.3 %
Sewer Revenues	221.6	11.4 %
Bus Transportation Revenues.....	45.8	2.3 %
Solid Waste Disposal Revenues.....	77.0	3.9 %
Other Revenues	86.6	4.4 %
Carry Over (including carry over of H-POWER Equity Funds)	313.2	16.1 %
TOTAL	\$1,947.9	100 %

Taxes (real property, fuel, motor vehicle, public utility franchise, transient accommodations and public service company) provided \$1,040.5 million to finance the \$1,807.9 million operating budget. Sewer and solid waste fees, which fund operations and projects that maintain the City's pristine environment, provided \$298.6 million. Other revenues included reimbursements from the state of Hawaii for the performance of its functions.

FY 2008-2009 REAL PROPERTY TAX RATES

Real property assessments declined slightly as a result of a weak real estate market affected by the higher interest rates and an unstable mortgage loan market. The tax rates for all classes were maintained at the FY 2007-2008 levels. The residential class rate which consolidated the previous single family residential, apartment/condominium and unimproved residential classes remained at \$3.29 per thousand of assessed value. The non-residential tax rate for commercial, industrial and hotel/resort land uses remained at \$12.40, and the rate for agriculture, and conservation remained at \$5.70 per thousand of assessed value. A reduced one-time real property tax discount of \$100 for homeowners was approved for the fiscal year 2009.

FY 2008-2009 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:

Debt Service.....	\$312.6
Retirement Contributions	91.0
FICA Tax.....	23.8
Workers' Compensation.....	13.3
Unemployment Compensation	5
Health Fund.....	82.1
Provision for Salary Adjustment.....	2.0
Provision for Judgments and Losses.....	12.0
Provision for Risk Management.....	8.0
Provision Energy Costs.....	13.4
Provision for Matching Funds	1.0
Provision for Other Post-Employment Benefits	<u>91.9</u>
TOTAL	\$651.6

LONG-RANGE FINANCIAL PLAN FROM FY 2009-2014

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 2008-2009 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 state of Hawaii 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 FUNCTION

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 certified government financial managers.

ANNUAL RECURRING AUDITS, REVIEWS AND EVALUATIONS FOR FY 2007-2008

- Completed follow-up review of the independent auditor's financial and single-audit comments, and coordinated the response to the independent auditors.
- Coordinated the response to the independent auditor's Federal Grants Risk Assessment Questionnaire.
- Coordinated responses to recommendations generated by the Office of the City Auditor.
- Reviewed and provided updates to the Budget and Fiscal Services (BFS) policies and procedures manual.
- Monitored agency compliance with Petty Cash and Change Funds policies and procedures.
- Audited the annual H-Power true-up billing and the ferrous revenue/expenditure contracts submitted by the plant operator.
- Completed annual review of Environmental Services Coal Conveyor Easement Contract revenues for accuracy and completeness.

- Developed the consolidated local central service cost allocation plan and indirect cost rates.
- Performed audit of relocation transactions.
- Monitored the low/moderate income housing compliance requirements for projects in the Multi Family Housing Program.
- Worked as part of the hotline team to make the Integrity Hotline available to city employees. Coordinated, investigated and responded to Integrity Hotline reports.
- Maintained the fraud awareness and internal control intranet information website.

SPECIAL STUDIES AND INVESTIGATIONS

- Performed financial analysis and provided support for various ongoing investigations alleging fraud, waste or abuse.
- Completed transaction reviews and provided guidance regarding apparent irregularities reported by various city agencies.
- Provided internal control review and analysis services to various city agencies on a project-by-project basis.
- Continued providing assistance to Facility Maintenance on monthly parking revenue controls at city parking garages operated by parking management companies.
- Coordinated project to update and rewrite the Administrative Directives Manual for the city.
- Established procedures and designed standard forms for the collection of city public service company tax.
- Performed analysis and review of the public service company tax program, identifying additional companies and revenue due the City.
- Participated as a member of the Mayor’s Performance Management team and provided consulting and analysis services to the office.
- Performed reviews of requests by various city agencies to amend petty cash and change fund amounts.
- Coordinated the renewal of the contract and compiled statistics for the credit card program.
- Assisted Department of Community Services, Rental Assistance Branch and BFS, Community Services Fiscal in reviewing the adequacy of the financial information used to administer the Section 8 program funds & reserve balances.
- Performed contract overhead rate reviews for the departments of Transportation Services and Design and Construction.
- Reviewed and evaluated the accounting of affordable housing program income.

LIQUOR COMMISSION

Dewey H. Kim, Jr., Administrator

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 liquor within the City and County of Honolulu. The Commission also hears and adjudicates violations of liquor laws and rules committed by liquor licensees and non-licensees. The City Charter administratively attaches the Liquor Commission to the Department of Budget and 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, 2010
*Danny Kim, Vice-Chair	December 31, 2007
Iris R. Okawa, Vice-Chair	December 31, 2008
Jon F. Yamaguchi	December 31, 2009
*Gregory Hammer	December 31, 2006

LICENSES AND PERMITS

There were 1,402 liquor licenses in effect within the City and County of Honolulu as of June 30, 2008. 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.....	63
License transfers.....	53
Temporary licenses.....	52
Special licenses.....	69

*Pending Reappointment

Special (non-profit) one-day licenses	300
Transient Vessel licenses	28
Change of class/kind/category	0
Reports on new officers and directors	72
Requests for extensions and alterations to premises	47
Reports on transfers of ownership interest	25
Field inspections	268
Miscellaneous investigations, reports and other activities.....	235
Field Audits.....	77

PROGRAM PURPOSE

The Enforcement Section of the Honolulu Liquor Commission has a well defined and focused mission, driven by following a strict Standards of Conduct and Code of Ethics.

STRATEGIC PLAN

There are limited numbers of specific long-term performance measures that focus on outcomes and meaningfully reflect some of the goals of the commission. The long term performances measures are focused on results and accountability. These performances and their outcome were approved as the “Strategic Plan” and adopted by the Honolulu Liquor Commission in September 2005.

PROGRAM RESULTS/ACCOUNTABILITY

During this fiscal year there were approximately 10,500 investigations conducted. Approximately 50 written warnings and 369 violations, of which 90 were Complaint and Summons, were issued to liquor-licensed premises. The majority of the Complaint and Summons were issued to individuals who served to minors, or in some cases to the minors if they were between the ages of 18 and 21 years old. There were an estimated 330 complaints, which addressed everything from serving minors to more serious criminal crimes against persons and the public in general. There has been a significant increase in noise and criminal complaints. All complaints are investigated regardless of their nature.

INVOLVEMENT WITH OTHER PROGRAMS

The Enforcement Section conducted 19 joint operations involving other agencies to investigate violations of both the criminal and liquor laws. These agencies included the Honolulu Police Department, Department of Homeland Security, U.S. Immigration & Customs Enforcement and the Federal Bureau of Investigation.

During the fiscal year, there were three very successful programs with the Cancer Research Center of Hawaii and the Honolulu Police Department: The “Team Plus” and “Re-Act” programs are specifically designed to cite individuals as well as liquor-licensed premises who are serving alcohol to minors. The third program, “Cops in Shops,” is run entirely by the Honolulu Liquor Commission.

STAFFING AND TRAINING

The training program for new investigators has been expanded to 12 weeks, which includes a five-week Field Training Officer program. This has resulted in investigators being much more effective in the implementation of their daily duties. Staffing has improved; however, there is still a critical need for middle management investigators.

TRAINING

The Server-Training Program certified 3,395 bartenders and managers for licensed premises who were trained in the dangers of driving while intoxicated, preventions and interventions to over-service of alcohol and Hawaii liquor laws. In addition, the Liquor Commission presented liquor service awareness training to more than 800 liquor service staff. The training focused on preventing liquor over-service, recognition of ID security features, and consequences of underage sales and service. On-site training was conducted at 28 hotels and restaurants. “Project LEARN,” an alcohol awareness program, was conducted for middle and high school students. Our agency also supported “Be Smart, Don’t Start,” a mock car crash, held at Kapolei High School and Roosevelt High School, and engaged in five community sign wavings throughout Oahu, displaying the dangers of alcohol 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 461 violations, which included 155 violations pertaining to minors.

These adjudications resulted in the following actions:

Licenses revoked.....	0
Revocations by violation.....	0
Licenses suspended.....	2
Suspensions by violation.....	24
Fines assessed by violation.....	404
Violations adjudicated guilty (fined, revoked, suspended, reprimanded & other)	440
Violations dismissed (dismissals, acquittals).....	21
Amount of fines assessed	\$302,945

Index to Schedules:

- Schedule A Licenses in Effect (FY 2003-2008)
- Schedule B License Fees Realized by Classification (FY 2007-2008)
- Schedule C Breakdown of Receipts for FY 1999-2008 (in dollars)
- Schedule D Comparative Statement of Receipts and Disbursements for FY 1999-2008 (in dollars)

SCHEDULE A --LICENSES IN EFFECT (FY 2008)

<u>Classification</u>	<u>June 30, 2008</u>
Brew Pub: General.....	3
Cabaret: General.....	38
Club: General.....	13
Dispenser: General.....	285
Beer & Wine.....	11
Hotel: General.....	36
Manufacturer: Other Liquor.....	0
Beer and Wine (Sake).....	1
Restaurant: General.....	379
Beer and Wine.....	59
Beer.....	0
Retail: General.....	480
Beer & Wine.....	46
Tour and Cruise Vessel: General.....	20
Transient Vessel (Annual) General.....	1
Wholesale: General.....	26
Beer & Wine.....	4
<u>Grand Total</u>	<u>1,402</u>

SCHEDULE B

LICENSE FEES

REALIZED-2007-2008

CLASS OF LICENSE

<u>CLASS OF LICENSE</u>	<u>RENEWALS</u>	<u>BASIC LIC. FEES</u>	<u>GLS (additional fees)</u>	<u>TOTAL</u>
CATERER LICENSE.....		17,790.00		17,790.00
Less charge card fees.....		-4,485.19		-4,485.19
subtotal of catering license less c/c fee.....				13,304.81
		0.00		0.00
BREW PUB.....		0.00		0.00
General.....	5,040.00	0.00		5,040.00
Additional Fees.....		0.00	21,666.17	21,666.17
		0.00		0.00
MANUFACTURER.....		0.00		0.00
Wine.....	660.00	0.00		660.00
Other Liquors.....		0.00		0.00
Additional Fees.....		0.00		0.00
		0.00		0.00
WHOLESALE.....		0.00		0.00
General.....	60,720.00	5,500.00		66,220.00
Beer & Wine.....	3,360.00	1,590.00		4,950.00
Additional Fees.....		0.00	56,411.11	56,411.11
		0.00		0.00
RETAIL.....		0.00		0.00
General.....	562,800.00	8,500.00		571,300.00
Beer & Wine.....	40,500.00	975.00		41,475.00
Additional Fees.....		0.00	374,570.38	374,570.38
		0.00		0.00
DISPENSER.....		0.00		0.00
General - Category 1.....	92,400.00	3,275.00		95,675.00
General - Category 2.....		0.00		0.00
General - Category 3.....	95,040.00	2,310.00		97,350.00
General - Category 4.....	96,480.00	0.00		96,480.00

General - Category 3 & 4	58,500.00	3,500.00	62,000.00
General - Category 2 & 3.....		0.00	0.00
General - Category 2 & 4.....	24,300.00	0.00	24,300.00
General - Category 2,3, & 4	10,440.00	0.00	10,440.00
Beer & Wine - Category 1.....	8,100.00	0.00	8,100.00
Beer & Wine - Category 3.....	1,920.00	0.00	1,920.00
Additional Fees.....		229,876.91	229,876.91
		0.00	0.00
CABARET		0.00	0.00
General - Category 1.....	61,380.00	4,620.00	66,000.00
General - Category 2.....	9,600.00	0.00	9,600.00
Additional Fees.....		203,677.83	203,677.83
CLUB		0.00	0.00
General.....	8,580.00	1,650.00	10,230.00
Additional Fees.....		18,302.33	18,302.33
		0.00	0.00
HOTEL		0.00	0.00
General.....	138,600.00	2,915.00	141,515.00
Additional Fees.....		395,441.52	395,441.52
		0.00	0.00

**LICENSE FEES
REALIZED-2007-2008**

CLASS OF LICENSE	RENEWALS	BASIC LIC. FEES	GLS (additional fees)	TOTAL
RESTAURANT		0.00		0.00
General - Category 1	92,400.00	8,500.00		100,900.00
General - Category 2	363,000.00	19,800.00		382,800.00
Beer & Wine - Category 1.....	22,500.00	1,200.00		23,700.00
Beer & Wine - Category 2.....	29,760.00	720.00		30,480.00
Additional Fees.....		0.00	398,992.88	398,992.88
		0.00		0.00
TRANSIENT VESSEL.....		0.00		0.00
Per Day		15,610.00		15,610.00
Per Year		0.00		0.00
Additional Fees.....		0.00		0.00
		0.00		0.00
TOUR OR CRUISE VESSEL		0.00		0.00
General.....	16,200.00	1,410.00		17,610.00
Additional Fees.....		0.00	5,116.46	5,116.46
		0.00		0.00
SPECIAL		0.00		0.00
General.....		1,230.00		1,230.00
Beer & Wine.....		400.00		400.00
Beer		0.00		0.00
		0.00		0.00
TEMPORARY.....		0.00		0.00
Brew Pub		275.00		275.00
Cabaret General.....		275.00		275.00
Dispenser General.....		3,275.00		3,275.00
Dispenser Beer & Wine		0.00		0.00
Retail General.....		5,775.30		5,775.30
Retail Beer & Wine		0.00		0.00
Restaurant General		3,850.00		3,850.00
Restaurant Beer & Wine.....		1,100.00		1,100.00
Hotel General.....		825.00		825.00
Wholesale General.....		0.00		0.00
Additional Fees.....		0.00	274.35	274.35
TOTALS	1,802,280.00	112,385.11	1,704,329.94	*3,618,995.05

*includes additional fees from Gross Liquor Sales

SCHEDULE C - BREAKDOWN OF RECEIPTS FOR FY 2007-2008 (in dollars)

<u>License Fees</u>	<u>Filing Fees</u>	<u>Registration Fines</u>	<u>I.D.Cards</u>	<u>Misc.</u>	<u>Total</u>
3,650,902.....	2,850.....	257,855.....	116,919.....	6,193.....	4,034,719

SCHEDULE D - COMPARATIVE STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR FY 2007-2008 (in dollars)

<u>Receipts</u>	<u>Disbursements</u>	<u>Transfers</u>	<u>Total Expenditures</u>
4,034,719.....	2,622,712.....	2,053,530.....	4,676,242

PURCHASING DIVISION

Wendy K. Imamura, Central Purchasing and Contracts Administrator

POWERS, DUTIES AND FUNCTIONS

The Purchasing Division's 28 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.

The Purchasing Branch is divided into three sections which support assigned departments 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.

GOODS AND SERVICES

A comparison of the workload for the past two years is as follows:

	<u>FY 07-08</u>	<u>FY 06-07</u>
Advertised bid solicitations	206.....	175
Request for proposal solicitations.....	9.....	17
Contracts awarded.....	159.....	189
Small purchases awarded.....	994.....	1266
Total dollars awarded.....	\$215,095,241.....	\$145,188,964

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 \$5,000 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 Purchasing Division will solicit price-lists if the total anticipated procurement is in excess of \$50,000 for a twelve month period. The following is a comparison of the decentralized purchasing activities:

	<u>FY 07-08</u>	<u>FY 06-07</u>
Number of price lists	154.....	201
Number of price list purchase orders.....	2,114.....	3,696
Price list purchases.....	\$44,060,485.....	\$23,180,819
Number of direct purchase orders	4,339.....	9,112
Direct purchase orders.....	\$5,214,549.....	\$29,579,083

CONCESSIONS

Concessions awarded during FY 2007-2008 included:

<u>Concessions</u>	<u>Monthly Rental</u>
Kukui Plaza Parking.....	\$68,700
Koko Head Stables	\$2,033
Sandy Beach Lunch Wagon	\$600
Kailua Beach Lunch Wagon.....	\$400
Pali Golf Course Pro Shop.....	\$105

CONSTRUCTION CONTRACTS

The Purchasing Branch 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.

The City awarded 146 contracts, excluding the Board of Water Supply, for a total of \$313,651,594. The section awarded the following significant construction projects during FY 2007-2008.

Waimalu Sewer Rehabilitation/Reconstruction - Phase I.....	\$45,112,000
Wilhelmina rise Sewer Rehabilitation	\$16,864,823
Kapiolani Area Revised Sewer System	\$11,711,311

Honouliuli Wastewater Treatment Plant Upgrade - Phase I	\$ 8,489,727
Extension of Kapolei Parkway, Phase 8C	\$ 3,746,554
Kalihi Valley - Reconstructed Sewer.....	\$ 3,055,691

The following is a comparison of construction contract statistics during FY 2007-2008 and FY 2006-2007:

	FY 07-08	FY 06-07
Projects advertised	149.....	98
Contracts awarded.....	146.....	86
Total dollar value awarded	\$313,651,594.....	\$160,017,023

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 2007-2008 and FY 2006-2007:

	FY 07-08	FY 06-07
Number of contracts awarded.....	133.....	140
Total dollar value	\$125,923,030.....	\$44,979,672

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 properties 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 City and County of Honolulu Enterprise Resource Planning System (C²HERPS). At the end of the fiscal year, C²HERPS contained 9,170 assets. The dollar value of the assets were: \$784,376,435.

PROPERTY DISPOSAL

The section conducted one public auction and sold a total of 173 assets for \$191,616. License plates were recycled for revenues of \$936. Notices of these public auctions were available to subscribers of the Auction Notification System (ANTS). There are currently 30 subscribers who receive a year of notices by mail, e-mail and/or fax. The application for ANTS is also available on the internet as a public service at www.honolulu.gov/pur/auctions.htm.

REAL PROPERTY INVENTORY

LAND

The City’s Land assets decreased in FY 2008 from FY 2007 due to reclassification of Land assets into newly created classes called Other and Infrastructure Assets. The reclassification resulted in a decrease of 2000 assets from 22,935 to 20,935. The total land value in FY 2008 was \$719,844,334 compared to \$1,641,229,172 in FY 2007, as a result of the new inventory classifications.

OTHER ASSETS

The City’s Other assets amounted to 536 assets in FY 2008. The total value in FY 2008 was \$460,515,006.

INFRASTRUCTURE ASSETS

The City’s Infrastructure assets amounted to 10,712 assets in FY 2008. The total value in FY 2008 was \$2,161,099,311.

STRUCTURES

The City’s total asset value of Structures and Improvements to Land in FY 2008 was \$2,011,815,500 compared to \$1,533,152,015 in FY 2007. The Structures and Improvements to Land assets increased by 53 from 3831 in FY 2007 to 3,884 in FY 2008.

TOTAL LAND, OTHER, INFRASTRUCTURE, STRUCTURES, AND IMPROVEMENTS TO LAND VALUES ASSETS

The total value of the City’s Land, Other, Infrastructure, Structures and Improvements to Land totaled \$4,335,608,627 in FY 2008 compared to \$3,174,451,187 in FY 2007. The total assets for the City’s Land, Other, Infrastructure, Structures and Improvements to Land totaled 27,029 for FY 2008.

REAL PROPERTY MANAGEMENT

Significant activities that occurred during this past year include:

- Centralization of the approval processes for the use of the City seal and city agencies official seals or logo types.

Total Resource Management was hired by the City to assess the existing real property assets, infrastructure databases, business processes, functional and technical requirements, and developing a system implementation plan for a centralized electronic management information system that can be used as a tool for effective management of the City’s real property assets.

- A total of 313 temporary concessions were awarded.
- There were a total of 68 existing agreements generating revenues for the rental of the City’s surplus properties. The annual rental revenues generated were \$212,837.00. All lease documents from the City agencies were centralized and docushared within the Real Property Management, with access provided to the Real Property Assessment for real property tax assessments.

REAL PROPERTY TRANSACTIONS

The following are the transactions that occurred during the past year:

- Easement grants for chilled water distribution lines for air conditioning purposes within Lewers Street and Kalia Road, Tax Map Key No. 2-6-03 to Outrigger Hotels Hawaii for \$57,190.
- Land Exchange with Kamehameha Schools for the City’s Ilalo Street remnant parcels in exchange for the leased fee interests in Kulana Nani Apartments and the net amount of \$3.5 million.
- Land Exchange with James and Lyle Hamasaki for a portion of the City’s Bannister Place in exchange for a portion of the Hamasakis’ property and the net amount of \$105,000.
- Management of the Waimea Falls Park Conservation Easement, Tax Map Key No.5-9-05:various parcels; 6-1-02: various parcels.
- Easement grant for guy wire anchor purposes within the City’s Kahaluu Regional Park for the easement fee of \$700, in conjunction with the State Department of Transportation’s Kamehameha Highway, intersection Improvements at Kahekili Highway project.
- Fee conveyance of a portion of the City’s drainage channel for nominal consideration to the State Department of Transportation in conjunction with Interstate Route H-1, Addition and Modification of Freeway Access, Palailai Interchange to Makakilo Interchange (Kapolei Complex Phase 1 Project, Tax Map Key No. 9-1-16).
- Fee conveyance of the City’s Makapuu Lookout for nominal consideration to the State Department of Land and Natural Resources for the Ka Iwi Scenic Shoreline Park, Tax Map Key No. 3-9-11:6.
- Transfer of the vacant property on Hanakahi Street to the Department of Community Services for special needs housing.
- Restriction of access rights for Kapolei Property Development affecting Lot 8213-C, Tax Map Key No. 9-1-88:2, adjacent to the Kapolei Regional Police Station.
- Restriction of vehicular access rights over Boundary “A,” being the boundary between a portion of the City’s Ewa Villages Golf Course and a portion of the states’ proposed North South Road.
- Abandonment and discontinuance of use of the roadway stub, being a portion of Kaukama Road, adjacent to Tax Map Key No. 8-7-46:85, in conjunction with the Maili Kai Day Care Site dedication.

HOUSING RELOCATION SECTION

This section administers the Federal Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended 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 FY 2008, a total payment of \$597,086 was made for the following projects:

Ewa Villages Revitalization - Residential (2 tenants)	\$ 6,598
Middle Street Transit Center – Commercial (3 tenants)	558,975
Housing Code Enforcement – Residential (3 tenants)	2,940
West Loch Elderly Village – Residential (9 tenants).....	19,949
Kulana Nani Apartments – Residential (6 tenants)	8,624
Total.....	\$597,086

REAL PROPERTY ASSESSMENT DIVISION

Gary T. Kurokawa, Real Property Assessment Administrator

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 real property assessment values are fair and equitable, based on market value and in accordance to applicable standards and laws.

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 eight 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.

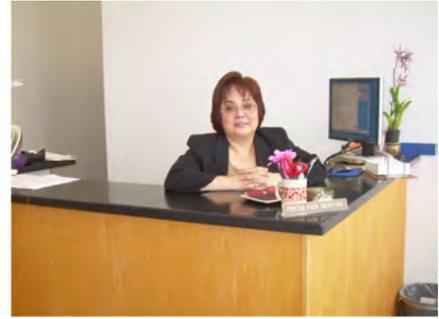
The division is located in the One South King Building at 33 S. King Street #101 and in Kapolei Hale at 1000 Uluohia Street. It is staffed by 111 permanent employees and is organized into four branches-- Administrative/Technical, Mapping, Support Services and Assessment.



One South King Building



RPA Public Research Room



RPA Public Counter

ADMINISTRATIVE/TECHNICAL BRANCH

The Administrative/Technical Branch has 13 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 amended sections of the Revised Ordinances of Honolulu including those relating to appeals and assessment notices. Internal audits are conducted to ensure that assessment values are in compliance to standard ratio studies established by professional appraisal and assessment organizations.

MAPPING BRANCH

The Mapping Branch has 24 employees, six of whom are located in Kapolei. The Mapping Branch is responsible for maintaining ownership records and providing up-to-date tax maps influenced by subdivisions and parcel consolidations. In addition to our division, other government agencies and the general public 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.

The following are workload statistics for Assessment Year 2008:

Mapping Parcels	4,102
Documents Processed.....	35,826
Parcels Affected.....	49,745

SUPPORT SERVICES BRANCH

The Support Services Branch has 16 employees, 4 of whom are located in Kapolei. This branch is responsible for customer service at the counter, on the phone, via email, and in the division’s research room.

This branch processes all homeowners’ and various other exemption claims, Board of Review appeals, and Tax Appeal Court cases. The Support Services Branch prepares adjustments to taxes resulting from amended property values, appeal decisions, and sale of government parcels.

The following are workload statistics for Assessment Year 2008:

Exemptions/Dedications Updated/Processed	55,780
Counter service.....	15,558
Telephone service.....	30,880

ASSESSMENT BRANCH

The Assessment Branch has 55 employees, 16 of whom are located in Kapolei. They are responsible for the annual valuation and authorized adjustments of real property parcels within the City and County of Honolulu.

The following are workload statistics for Assessment Year 2008:

Property appraisals.....	288,818
Building inspections.....	5,493
New Condo appraisals.....	2,325

ASSESSMENTS AND EXEMPTIONS

As of October 1, 2007, the branch assessed 283,177 tax parcels for Assessment Year 2008, including 120,161 condominium units and 333,500 buildings. A total of 161,787 exemptions were allowed. The following are totals for the last three years:

	FY 08-09	FY 07-08	FY 06-07
Tax parcels (includes condos)	283,177	280,092	276,363
(condos)	120,161	117,836	114,600
Building records	333,500	324,118	321,078
Exemptions:			
Home	141,870	139,637	137,842
Others*	19,917	19,465	18,934
Appeals taken	2,873	7,462	6,030
Value on appeal (in thousands of dollars)	\$1,759,209	\$3,453,268	\$3,183,326

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

BOARDS OF REVIEW

There are three Boards of Review that resolve real property assessment and/or disallowances of exemption disputes between taxpayers and the real property tax assessor. There are two employees providing support of this function. 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

- Ruth M.F. Lin, Chair (Term expires 6/30/2010)
- Wanda L.M. Ching, Vice-Chair (Term expires 6/30/2009)
- Henry W.H. Lau, Member (Term expires 6/30/2003)
- Rosalinda On, Member (Term expires 6/30/2011)

Second Board

- Wendell S.L. Ching, Chair (Term expires 6/30/2010)
- James W.Y. Wong, Member (Term expires 6/30/2009)
- Diane S. Yoshida, Member (Term expires 6/30/2011)

Third Board

- H. Stanley Jones, Chair (Term expires 6/30/2010)
- Sonia Mendez, Vice-Chair (Term expires 6/30/2011)
- Lee D. Gordon, Member (Term expires 6/30/2009)
- Shirley Robinson, Member (Term expires 6/30/2008)

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 08-09	FY 07-08	FY 06-07
Gross assessed values+	190,699,156	191,491,948	166,520,105
Less: Exemptions	23,481,605	22,740,584	18,853,532
Less: 50% Value on Appeals	879,604	1,726,634	1,591,663
Net Value for tax rate	\$167,217,551	\$168,751,364	\$147,666,573
Taxes to be raised	\$ 804,120	\$ 790,164	\$ 718,090

+Gross assessed values do not include nontaxable properties.

REAL PROPERTY TAX RATES

The City Council adopted the following tax rates for FY 2008-2009:

Classification	Tax Rate Per \$1,000 Net Taxable
Residential	\$3.29
Hotel and Resort	12.40
Commercial	12.40
Industrial	12.40
Agricultural	5.70
Preservation	5.70
Public Service	0.00
Vacant Agricultural	8.50

NUMBER AND AMOUNT OF EXEMPTIONS BY TYPE FOR THE FY 2008-2009

(Amounts in Thousands)

<u>Type of Exemption</u>	<u>Number</u>	<u>Amount</u>
Federal Government	382.....	\$ 6,678,364
State Government	3,550.....	18,713,017
County Government.....	2,091.....	5,284,455
Hawaiian Homes Commission.....	455.....	353,367
Hawaiian Homes Land	2,656.....	1,437,385
Hawaiian Homes - 7-Year.....	231.....	114,119
Homes – Fee.....	141,870.....	13,676,598
(Basic).....	81,868.....	6,539,122
(Multiple).....	52,817.....	6,322,962
Homes – Leasehold		
(Basic).....	3,021.....	241,089
(Multiple).....	2,464.....	292,226
In Lieu of Home Ex		
(Fee)	1,641.....	271,356
(Lease).....	59.....	9,843
Blind	323.....	7,950
Deaf.....	101.....	2,475
Leprosy.....	3.....	75
Totally Disabled.....	3,058.....	75,322
Totally Disabled Veterans	831.....	514,691
Cemeteries.....	44.....	56,894
Charitable Organizations	883.....	1,662,377
Churches.....	827.....	1,759,568
Civil – Condemnation.....	30.....	42,359
Credit Unions	66.....	105,918
Crop Shelters	25.....	2,933
Foreign Consulates.....	29.....	42,684
Historic Commercial.....	2.....	20,471
Historic Residential	220.....	271,799
Hospitals	59.....	517,143
Kuleana	6.....	5,330
Landscaping, Open-Space	15.....	21,865
Low-Moderate Income Housing.....	261.....	1,182,287
New Construction.....	111.....	319,711
Public Utilities.....	490.....	757,482
Roadways and Waterways.....	3,036.....	17,398
Schools	119.....	723,431
Setbacks.....	7.....	1,708
Slaughterhouse	1.....	2,654
Miscellaneous	5.....	6,593
TOTAL	161,787.....	\$54,378,623

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 of Treasury 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. The Division issues and sells city bonds, paying interest on and redeeming them as required. It also 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 2007-2008, the Division billed 273,606 accounts for \$800.3 million. Total FY 2007-2008 taxes collected were \$765.7 million.

Prior year delinquencies at the beginning of the fiscal year amounted to \$9.2 million. During the year, the Division collected \$4.9 million, representing approximately 53% of its delinquencies. On June 30, 2008, total delinquent real property taxes (outstanding fiscal year 2007-2008 taxes plus prior year uncollected delinquencies) totaled \$12.6 million or 1.5% of the FY 2007-2008 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 199, which paid \$41,000.

WAIKIKI BUSINESS IMPROVEMENT DISTRICT ASSESSMENTS

The Business Improvement Districts (BID) assess a charge to property owners for services that benefit these owners. The BID accounts numbered 5495, which paid \$1.9 million in FY 2007-2008.

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 277 active accounts that were billed and remitted revenues of \$55.7 million in FY 2007-2008.

REFUSE COLLECTION FEES

Commercial customers incur a monthly refuse collection fee, based on their average refuse volume, for curbside pickup. In FY 2007-2008, commercial customers numbered 626 and remitted fees of \$.51 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 2007-2008 totaled \$13.4 million involving approximately 1400 accounts.

CASH MANAGEMENT

INTEREST EARNED

During FY 2007-2008, deposits of \$2.49 billion and disbursements of \$1.47 billion flowed through the City treasury. The Treasury Division managed an average daily cash balance of \$1.2 billion. Of that balance, Treasury funds represented \$1.0 billion, while Board of Water Supply funds and Housing Development funds were \$188.5 million and \$13.4 million, respectively.

The City earned \$39.9 million in interest income for the year. Treasury funds generated \$31.5 million (average yield of 4.60%) and Housing Development funds received \$0.4 million (average yield of 3.63%).

DEBT ADMINISTRATION

GENERAL OBLIGATION TAX EXEMPT COMMERCIAL PAPER NOTES

The City Council authorized the issuance and sale of up to \$250 million of general obligation commercial paper. During fiscal year 2008, the City issued a total of \$75 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, 2008 was \$77,700,000.

WASTEWATER SYSTEM REVENUE BONDS SENIOR SERIES 2007A AND SENIOR SERIES 2007B

On August 14, 2007, the City issued \$171,890,000 aggregate principal amount of the City and County of Honolulu Wastewater System Revenue Bonds (First Bond Resolution) Senior Series 2007A and Senior Series 2007B, at true interest cost of 4.750460% and 4.101283% respectively. Proceeds of the 2007A bonds were used for the purpose of paying the costs of various improvements to the wastewater system as authorized by the capital budgets, and the proceeds of the 2007B bonds were used to refund the sewer portion of the Series 1993B and the Series 1997C general obligation bonds.

GENERAL OBLIGATION BONDS SERIES 2007A

On November 29, 2007, the City issued \$268,630,000 principal amount of the City and County of Honolulu General Obligation Bonds 2007A, at a true interest cost of 4.622009%. Proceeds of the 2007A bonds were used to refund \$100 million of general obligation tax-exempt commercial paper notes Series H and \$47.3 million of general obligation tax-exempt commercial paper notes Series W, and to fund certain capital improvement projects of the City.

WASTEWATER SYSTEM REVENUE BONDS JUNIOR SERIES 2008A

On May 14, 2008, the City issued \$112,440,000 principal amount of the City and County of Honolulu Wastewater System Revenue Bonds Junior Series 2008A, at a true interest cost of 4.616709%. Proceeds of the 2008A bonds were used to refund \$53.3 million of Wastewater System Revenue Series 2003 A-2 and \$53.4 million of Wastewater System Revenue Series 2003 B-2.

General obligation bonds totaling \$80.3 million matured during the year. The outstanding general obligation bonds as of June 30, 2008 totaled \$2.09 billion of which \$228.3 million were for housing, H-POWER and solid waste disposal, and \$21.4 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 \$3.71 billion on June 30, 2008, \$1.84 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.

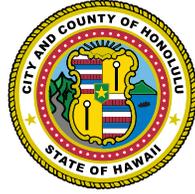
Net assessed valuation of taxable real property, at 100% of fair market value	<u>\$167.02</u> billion
15% of net assessed valuation of taxable real property.....	<u>\$25.05</u> billion
Net funded debt.....	<u>\$1.84</u> billion
Ratio of debt to assessed valuation.....	<u>1.10%</u>

The City’s general obligation bonds are rated Aa2 by Moody’s Investors Service, AA with a stable outlook by Standard & Poor’s and AA by Fitch Ratings. Its wastewater system revenue bonds senior series are rated Aa3 by Moody’s Investors Service, AA- by Standard & Poor’s and AA- by Fitch Ratings. The wastewater system revenue bonds junior series are rated A1 by Moody’s Investors Service, A+ by Standard & Poor’s, and A+ by Fitch Ratings.



2008 BFS Dragon Boat Team.

DEPARTMENT OF COMMUNITY SERVICES



Deborah Kim Morikawa, Director
Ernest Y. Martin, Deputy Director

POWERS, DUTIES AND FUNCTIONS

The Department of Community Services (DCS) is the City agency responsible to: (a) develop and administer projects, programs and plans of action for human resources and human services programs; (b) 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) 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. [Chapter 3, Section 6-302, Revised Charter of Honolulu]

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

DCS is comprised of the following program divisions: Office of Special Projects, Elderly Affairs, Community Assistance, Community Based 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 service and support include:

- Youth Programs
- Elderly Programs
- Workforce Development
- Housing Ownership Programs
- Rental Subsidy Programs
- Fair Housing Program
- Grants to Nonprofit Organizations
- Community Based Economic Development
- Loan Programs (Rehabilitation, Solar, Down Payment, Section 108)

DCS also houses two committees which are advisory to the Mayor and are administratively attached to DCS:

- **Mayor's Advisory Committee on Disabilities**

Established in 1971, the Mayor's Advisory Committee on Disabilities (formerly known as the Mayor's Committee for People with Disabilities), serves as a voluntary advisory committee to the Mayor on disability issues and city policies relating to the Americans with Disabilities Act. The committee advises the Mayor in facilitating changes in policies and services that provide greater access to persons with disabilities.

- **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, SLH 1970. 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.

OAHU WORKFORCE INVESTMENT BOARD

Danilo "Danny" Agsalog, Executive Director

The Oahu Workforce Investment Board (OWIB) is comprised of a 36-member board, which is appointed by the Mayor and whose members serve for a volunteer term of two years or co-terminously with the Mayor. The Mayor serves as the Local Elected Official and is the local grant recipient of WIA funds. The Mayor has designated the Director of the Department of Community Services as his representative to act on his behalf in all matters relating to the WIA, and OWIB is administered by an executive director.

The OWIB serves to meet the federal mandate under the Workforce Investment Act of 1998 (WIA) requiring that, "There shall be established in each local area of a state, and certified by the Governor of the State, a local workforce investment board, to set policy for the portion of the statewide workforce investment system within the local area . . ." Under the WIA, the statewide and local workforce investment systems have the responsibility to " . . . increase the employment, retention, and earnings of participants, and increase occupational skill attainment by participants, and, as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation."

The OWIB's role is to ensure that this local workforce investment system is customer-focused and addresses both the demand of employers for a qualified workforce and the need for employees to earn a living wage. The OWIB's current focus is on:

- Addressing the critical need for employees who possess basic work-readiness skills;
- Promoting and supporting efforts to expand recruitment and retaining of underutilized or unrepresented individuals in the workforce pool;
- Partnering with the public education system to support students by engaging them at critical times in their development and providing opportunities to interact with professionals who can assist in career exploration as well as serve as role models or mentors; and
- Maintaining a pulse on current and emerging workforce and economic development issues for the purpose of partnering with other agencies and promoting initiatives that are consistent with the OWIB's mission and goals.

Significant Achievements in FY 2008

- In partnership with Roosevelt High School (RHS), OWIB sponsored a Career Day for the entire RHS junior class.
- OWIB sponsored a presentation by Learning Resources Inc. to begin the process of establishing a standardized Work Readiness Credential.
- OWIB initiated a partnership with Arcadia, a continuing care retirement community, to address the shortage of direct healthcare workers.

Career Day

The Career Day sponsored by OWIB was held on May 19, 2008, for RHS' 400 junior students. The purpose of the event was to expose students to a variety of careers or job industries with the intent of fostering greater interest and involvement in their academic studies, extracurricular activities and/or personal development with a career goal in mind. The event was supported by more than 40 professionals representing a cross-section of careers and industries, and the principal and staff of RHS.

Work Readiness Credential

In response to a recommendation from the OWIB's Quality Assurance Committee, staff began investigating programs that offered credentialing of "work readiness" skills. Work readiness skills as described by the Quality Assurance Committee included competencies such as responsibility, dependability, commitment, ability to learn, self-management and integrity. These skills are also referred to as "soft skills."

On April 25, 2008, at the invitation of OWIB, Learning Resources, Inc. (LRI) made a presentation to approximately 85 attendees representing private businesses, education and government on its AccuVision Workforce Readiness System. This presentation was well received and the OWIB is proceeding with its review of credentialing programs to identify a system that best suits Oahu's business needs and is the most cost effective and sustainable.

Business Partnerships

The OWIB and Oahu WorkLinks is working on a partnership with Arcadia to provide on the job training opportunities for students who have completed their Certified Nurse Aide (CAN) training program and received their certificates, but who have no work experience. The intent of this partnership is to provide these recent graduates with practical work experience and referrals to nursing facilities in need of CNAs.

OFFICE OF SPECIAL PROJECTS

Ernest Y. Martin, Chief Executive

The Office of Special Projects (OSP) serves as the Department's liaison to the community for the development and implementation of human service, community revitalization and community based economic development initiatives to address the needs of socially and economically disadvantaged youth, adults, families and communities in the City and County of Honolulu.

YOUTH SERVICES

In FY 2008, approximately 2,900 youth and young adults were served through programs offered through the department's Youth Services Center. The populations served through these programs are considered high risk and include high school drop-outs, criminal offenders/ex-offenders, chronically unemployed, people with special needs, chemical addictions and individuals who are experiencing homelessness. The Youth Services Center is considered a model program in the state of Hawaii and consolidates five prevention, intervention and treatment/rehabilitation programs directly within the center. The center maximizes program resources while providing each participant the opportunity to attain viable academic, civic and vocational skills to progress toward economic and social stability.

YouthBuild Honolulu

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.

Significant Achievements in FY 2008

- 40 participants completed the program and earned their high school diplomas
- 35 participants secured employment
- Program participants assisted in the building of five homes in Waiahole-Waikane and the rehabilitation of three public housing units

Juvenile Justice Center

The Juvenile Justice Center, with guidance from the City's Juvenile Crime Enforcement Coalition, continues its partnership with the Honolulu Police Department to provide 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 counseling, anger management classes and follow up counseling services.

Significant Achievements in FY 2008

- 400 juvenile cases were referred to the Center
- 75% (300) completed an assessment and received sanctions
- 90% (270) completed sanctions
- Only 5% (15) of those receiving service re-offended

Youth Offender Demonstration Project

The Youth Offender Demonstration Project, funded through the U.S. Department of Labor, allows youthful offenders the opportunity to work towards self-sufficiency and no further involvement in the court system. Services include intensive case management, vocational training, high school diploma program, substance abuse counseling and employment services.

Significant Achievements in FY 2008

- 72 juvenile offenders were enrolled in the program
- 50 participants obtained a high school diploma and/or GED
- 40 participants secured employment
- Only 10% of all participants re-offended

Workforce Investment Act Youth Program Operator

The Workforce Investment Act (WIA) Youth Program Operator receives its funding through the Oahu Workforce Investment Board and engages nonprofit organizations to provide comprehensive employment training services for WIA participants.

Significant Achievements in FY 2008

- 400 youth received employment training services through agreements with nonprofit agencies
- 300 participants attained goals in the areas of basic skills, occupational development, and work readiness
- 75 participants secured employment, entered internships or military service, and/or entered post-secondary education
- 44 youth attained a high school diploma or occupational trades certificate

Honolulu Academy Project

The Honolulu Academy Project, funded by the U.S. Department of Justice, assists cadets of the Hawaii National Guard Youth Challenge Academy to achieve their educational and employment goals and discourages further involvement in the juvenile justice system.

Significant Achievements in FY 2008

- 50 participants were enrolled in the program
- 40 participants attained a high school diploma
- 30 participants secured employment
- 12 participants entered military service, post-secondary education, or advanced vocational training

COMMUNITY REVITALIZATION

The Community Revitalization program assists community-based economic development organizations, other private nonprofit organizations, and businesses in developing commercially-viable and sustainable initiatives that focus on revitalizing distressed communities and provide benefits to low- to moderate-income individuals and families.

Community Strengthening Program

The City provides Community Development Block Grant (CDBG) funds to Empower Oahu (EO) to conduct a Community Strengthening Program (CSP) that is designed to help low- to moderate-income communities and neighborhoods prepare development plans, build capacity and assists in the establishment of Neighborhood Revitalization Strategy Areas (NRSA) and Community-Based Development Organizations.

Significant Achievements in FY 2008

- Capacity building training was provided to community representatives;
- Provided technical assistance to the Aiea Community Association, which is interested in developing the area around the former Aiea Sugar Mill;
- Assisted communities in Ewa, Wahiawa, North Shore, Waipahu, Aiea and Waimanalo in the implementation of community assessments, NRSA planning and planning for specific community-based economic development projects;
- Provided technical assistance to a Waianae community group towards the development of an economic development program that will incorporate organic gardening, growing of organic crops, and providing training in crafts;
- Provided technical assistance for Hawaii Based Procurement Technical Assistance Center

Microenterprise Development Initiatives

The City is funding a micro-enterprise business development project that is implemented by Parents and Children Together (PACT) with CDBG funds for low- to moderate-income (LMI) persons. The project will recruit 100 LMI participants, train and coach at least 20 clients, develop 10 business plans and 10 start-up businesses. To date 20 clients completed training, technical assistance provided to 21 clients and eight businesses have been started.

Brownfields

The Community Revitalization Section, with the cooperation of staff from the Department of Environmental Services, is implementing a U.S. Environmental Protection Agency-funded Brownfields Assessment Grant. The grant funds the development of a community-wide inventory of potential Brownfields sites for environmental clean-up and the Phase I & II assessment of selected sites. So far, three sites in the former Ewa Sugar Mill area were selected for Brownfields assessment.

Oahu Enterprise Zone Partnership

The Enterprise Zone (EZ) Partnership, created by the Hawaii State Legislature and adopted as a city program since 1994, provides incentives to certain types of businesses that create new employment in areas nominated by the local government as most needed or appropriate. The City nominated and the Governor approved the designation of portions of Waimanalo as the sixth and final enterprise zone for Oahu.

- Zone 1: North Shore/Koolauloa
- Zone 2: Portions of Wahiawa and Mililani Technology Park
- Zone 3: Central Oahu Portions of Pearl City, Ewa, Waipio, and Kapolei
- Zone 4: Portions of Urban Honolulu
- Zone 5: Portions of the Leeward Coast of Waianae
- Zone 6: Portions of Waimanalo

The state Legislature passed HB2739 Relating to State Enterprise Zones which was signed into law by the Governor as Act 143 on June 5, 2008. This legislation makes it easier for businesses, especially agricultural companies, to qualify for the tax incentives offered by the EZ program. Act 143 became effective on July 1, 2008.

As of June 30, 2008, there were 137 companies participating in the Oahu EZ program in the following zones:

- Zone 19
- Zone 20
- Zone 3 34
- Zone 487
- Zone 50
- Zone 67

There were two EZ companies in Zone 2 (Wahiawa and MTP) – one company closed and the other exhausted its seven year eligibility for benefits under the EZ program. Spurred by the provisions of Act 143, three Waianae-based agricultural companies recently entered the EZ program.

Manufacturing, wholesaling and eligible high technology firms led all categories of business activities in the Oahu EZ. Agricultural activities follow closely and with the designation of the Waimanalo Zone and adoption of Act 143, agricultural firms in Oahu's Enterprise Zone are expected to grow.

PLANNING SECTION

The Planning Section focuses on the development and administration of programs and services that address a range of priority community concerns and needs, including domestic violence, homelessness, early education and care, hunger, mental health, substance abuse and crime, among others. The following are two major initiatives implemented by the Planning Section during FY 2008:

Leeward Coast Community Benefits Program

To offset the impact of the Waimanalo Gulch landfill on adjacent Leeward Coast communities, in fiscal year 2006-2007, Mayor Mufi Hannemann dedicated a \$2.0 million community benefits program. This program was continued in 2007-2008.

To ensure that these funds are expended in a manner that is reflective of the needs of the communities, a Community Benefits Advisory Committee was convened to solicit, review and select projects that are seeking funding for necessary community-based programs and services.

Of the \$2.0 million, \$1.0 million is to be administered by the Department of Parks and Recreation for improvements to parks in target communities. The remaining \$1.0 is administered through a formal Request for Proposal (RFP) process by the Department of Community Services for grants to private and/or community-based non-profit organizations (CBOs), for programs and services that address problems or concerns in the following communities: Kalaeloa, Kapolei, Honokai Hale/Nanakai Gardens, Ko Olina, Nanakuli, Maili, Waianae, Makaha and Keaau.

The following were the projects selected for funding in January 2008 through the grants program:

<u>Organization</u>	<u>Activity</u>
Big Brothers Big Sisters of Honolulu.....	Mentoring services for Nanakuli and Waianae area elementary school students.
Boys and Girls Club of Hawaii – Nanakuli	Youth leadership development services for youth ages 7-17.
Boys and Girls Club – Waianae	Improvements to multi-media center to serve as a video and sound production center.
Catholic Charities Hawaii	Counseling services for low-income Leeward Community residents.
Child and Family Service	Gerontology project for health maintenance services for residents who are frail, isolated or have a disability.
Corvette Center Ministries	Transitional recovery program for adults who are homeless.
Easter Seals Hawaii	Development of a fully accessible recreation area for infants, youths, and adults with disabilities.
Habitat of Humanity Leeward Oahu.....	Home Building Program that will produce four homes for very low-income families.
Hale Kipa, Inc.....	Outreach and counseling services for youths experiencing homelessness.
Hawaii Family Services, Inc.....	Keiki Support Program for children being raised by grandparents and other relatives.
Hawaii Nature Center	Cultural and science-based environmental education program for Leeward Coast students.
Honolulu Community Action Program	Leeward Early Childhood Education/Oahu Head Start Program.
Ho'o'ikaika O Hawaii, Inc.	Provision of sports activities, community service projects and educational programs for disadvantaged students.
Ho'olana	Academic enrichment program for academically and economically disadvantaged students.
Ho'omau Ke Ola.....	Renovation and improvement of a transitional shelter.
KAMP Hawaii	Life mentoring program, to include drug awareness, classroom outreach and camping activities, for adolescent youth.
Leeward Kai Canoe Club	Leadership program for high school students.
Life Foundation	HIV-related care and prevention services.
Making Dreams Come True...Valley of Rainbows	Educational youth conference and community tent for a Waianae Coast Sunset on the Beach event.
Victory Outreach Christian Recovery Homes.....	Outreach and case management services for residents with substance abuse issues and repair of a women's recovery facility.
Waianae Coast Christian Women's Job Corps.....	Life and job skills classes for women.
Waianae Coast Coalition	Development of a community-based economic development program/agriculture-based cooperative.
Waimanalo Construction Coalition	Construction and CDL training for low- to moderate-income and unemployed individuals.
Westside Athletics Foundation	Sports-related activities for children and youth to foster positive character development.

Child Care in the Parks

The City's Child Care in the Parks program was conceptualized in 1988 when affordable early education and care services were identified as a need for employees of the City and County of Honolulu. This need was addressed with the construction of the first employer-sponsored child care center in the state of Hawaii on the top of the City's parking lot, named the Early Education Center.

The City also designated facilities at city parks for child care programs: Lanakila District Park, Swanzey Beach Park, Kauluwela District Park, Dole Playground, Halawa District Park, Waipahu District Park and Waianae District Park. The City requires the program operators to provide free and/or partially subsidized child care services to least 50% of the children participating at each project site.

In the years of 1990 to 2000, the City worked with private developers to set aside parcels of land in larger housing developments for child care centers to be located next to public/private park parcels. Consequently, land has been dedicated for child care centers in major housing projects in Waipio, Mililani Mauka, Ewa, Ko Olina, Maili Kai and Kunia.

Significant Achievements in FY 2008

- In 2007, in partnership with DR Horton, Inc., the City completed the construction of its most recent center, the Maili Kai Child Care Center in the Sea Country residential project in Leeward Oahu. This center, which will be managed by Oahu Head Start, was opened in August 2008 and provides affordable and quality early education and care services for 50 children.

Friends of Honolulu Hale

The Planning Section also manages the Friends of Honolulu Hale (FHH) volunteer services program. The primary function of the FHH program is to develop and coordinate volunteer services for city departments by maintaining a pool of available volunteers.

SECTION 108

The Section 108 Loan Program is a loan program which is backed by the full faith and credit of the Department of Housing and Urban Development. The City may borrow up to five times its annual Community Development Block Grant entitlement amount on an interim or permanent basis. The City may also lend Section 108 loan funds to third party borrowers including for-profit and not-for-profit developers and corporations. Eligible lending activities are centered on economic revitalization and community development uses.

During the past year Mayor Hannemann approved implementation of the loan program by the City. The Office of Special Projects (OSP) drafted program guidelines, loan underwriting guidelines and other forms and certifications for use in the program and is currently assisting a non-profit organization in determining the feasibility of Section 108 loan financing for the development of the community-based community center.

GRANTS RESEARCH & DEVELOPMENT

This section continues to coordinate grants research and resource development to support the continuation and enhancement of programs and services for agencies of the City and County of Honolulu.

STUDENT INTERNSHIPS

The Youth Services Center serves as an educational training site for future social workers schooled at the University of Hawaii and Hawaii Pacific University. Interns pursuing their bachelors and masters degrees in social work provide case management services, counseling and guidance, and high school diploma instruction and tutoring. They also participate in staff meetings and professional development trainings that enable them to contribute to discussions and learn about the youth and workforce development needs of our client population and the local community.

Highlights of FY 2008

- The program provided internship opportunities to five students
- Interns provided 1,400 hours of services

COMMUNITY ASSISTANCE DIVISION

Gary Iwai, Administrator

The objectives of the Community Assistance Division 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.

RENTAL ASSISTANCE PROGRAMS

Rental assistance programs accounted for \$46.3 million of the division's \$50.1 million FY08 Operating Budget. Rental subsidies amounted to \$42.4 million of the budget. The Rental Assistance 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.

Housing Choice Voucher Program

The Section 8 program's primary focus is to assist extremely low-income families (established at 30% of the median income). The program assists families of two or more persons, individuals who are 62 years of age or older, persons with a disability who are unable to engage in substantial gainful employment, persons displaced by government action and other single individuals. Approximately 7,000 applicants are currently on the Section 8 wait list.

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 would no longer apply and the family's share of the rent payment may be increased. This would enable the tenant to have the added option of remaining in the unit in spite of a rent increase. In all cases, the rent of the unit must also be reasonable as compared to other comparable unassisted units.

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 its annual landlord informational workshop in May 2008, 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 through linkages with the Legal Aid Society of Hawaii and state Section 8 offices to share rental information.

Significant Achievements in FY 2008

- 3,698 families were served
- Approximately 2,000 landlords participated in the program
- \$36.0 million in rental subsidies were provided
- 735 new applications were processed and 132 new vouchers issued
- 7,603 residential inspections were completed
- Staff conducted 4,289 client placements and re-examinations
- 281 applications were canceled
- 323 families ended their Section 8 participation
- 5 families canceled their vouchers without leasing a Section 8 unit

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 who are elderly and persons with disabilities.

Family Self-Sufficiency (FSS) Program

The FSS Program is a voluntary program designed to help participating Section 8 families ease off of government subsidies and transition into a life of social and economic self-sufficiency. These families participate in various counseling, career guidance, resource and life coping workshops as stated in their Individual Training and Services Plan. An FSS Contract of Participation is also executed by the head of household for a five year commitment to the FSS Program. Over time, as the head of household or family's allowed earned income increases (due to new employment, a promotion or better paying job) the family's share of rent increases and the housing subsidy decreases. A portion of those housing subsidy savings that would accrue to the City may be set aside into an "escrow" savings account for the family to use at the completion of their contract. However, the family has to be free from welfare assistance to be eligible to receive the escrow savings.

Program participation incentives include:

- (1) Financial assistance for tuition and books for school or job training programs;
- (2) Guidance and counseling on attainment of higher education goals and/or completion of academic degrees;
- (3) Support assistance for items such as bus passes for transportation to and from school and work, childcare financing, work/uniform allowance, exams for health/drug testing, etc.;
- (4) Specialized workshops with agencies that will help the family cope with issues of violence and abuse (domestic, sexual, substance, child, gang, workplace, etc.), budget, credit, time management, self-esteem building and others;
- (5) Referrals to agencies that offer matched finances Individual Development Accounts (IDA), small loans with banks, specialized programs for FSS, etc.;
- (6) Establishing an FSS Escrow Savings Account for the FSS family;
- (7) Referrals to agencies that will help FSS families with credit counseling, repair and assistance; and/or
- (8) Referrals to agencies that will assist FSS families in eventual homeownership.

Significant Achievements in FY 2008

- 208 families participated in the FSS program
- 26 FSS families successfully completed their FSS goals and graduated from the program
- Three of the graduates are free from housing subsidy, of which one attained homeownership

Housing Preservation and Opt-Out Program Conversions

These HUD programs provide protection to residents of certain HUD-subsidized projects when the owners of the project 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. There were no housing preservation and opt-out program conversions during the past fiscal year.

Homeownership Option Program (HOP)

The 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, these families received a variety of case management services, credit repair counseling, money management education and referral to community Homebuyer education classes before embarking on their search for a home to purchase. All families were contacted to update their financial readiness status for homeownership.

Significant Achievements in FY 2008

- 108 families received services from this program
- Four families achieved homeownership



Mata and Robyn Tiave, Section 8 Family Self-Sufficiency Program graduates and new homeowners 2008.

Lani Jefferies, new homeowner September 2007.

City Housing Rental Assistance Program

While \$42.2 million in rental subsidies were financed with federal funds, \$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 was established to implement Chapter 5, Revised Ordinance of Honolulu. 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.

Significant Activities in FY 2008

- An average of 52 tenants per month were assisted at the Westloch Elderly project
- 34 received monthly rental assistance at Kailua Elderly (Lani Huli)
- Five received monthly rental assistance at the Manoa Gardens Elderly project
- One eligible Tenney Village rehabilitation tenant also received assistance during the year
- Approximately \$142,000 in rental assistance funds was expended

REHABILITATION AND LOAN PROGRAMS

The Rehabilitation Loan Branch (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 assists in the administration of DHHL's Native American Housing Assistance Self Determination Act (NAHASDA) home repair loan program.

In FY 2008, \$1.75 million was available for rehabilitation loans and \$1.34 million for down payment loans and grants. The primary target groups are low-income homeowners, landlords renting to low-income tenants, nonprofit organizations serving low-income clients with special needs, property owners affected by declared disasters and low-income, first-time homebuyers. The City's current loan portfolio consists of 396 loans with a total outstanding balance of approximately \$10.1 million. A private lender under an agreement with the City provides loan servicing for 170 selected loans amounting to approximately \$3.5 million. All other loans are serviced in-house and amount to 226 loans with an outstanding balance of approximately \$6.6 million.

Significant Achievements in FY 2008

- A total of 259 requests for applications were processed
- 41 down payment loan and grant applications were reviewed and funded for a total of \$1.3 million
- 34 new residential rehabilitation loans were processed and funded for a total of \$1.75 million



Before and after – Rehabilitation of home financed through the City's Rehabilitation Loan Program.

Rehabilitation Loan Program

This program provides housing rehabilitation loans (0% to 6%) to owner-occupant homeowners with incomes up to 120% of the median income for Oahu. The program also is available to landlords for the repair of homes being rented to low-income tenants. The installation/replacement cost of Energy Star compliant appliances is eligible for inclusion under this program.

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- to moderate-income homeowners to cover the cost of the installation of a solar water heating system. Property owners who rent a majority of their units to low-income families also are eligible.

Down Payment Assistance Program

This program was established to assist first-time homebuyers with their purchase of a home by providing the down payment assistance (grant and 0% interest loans) necessary to qualify for a mortgage. Buyers must be in the low-income category (within 80% of median) and not have owned a property within the last three years (HUD's definition of a first time homebuyer). The program also is available to assist eligible Section 8 participants under the Section 8 Homeownership Option Program (HOP).

Adult Residential Care Home Loan Program

This program provides low-interest (2%) loans to assist adult care home operators to upgrade their residential care home to near-nursing home conditions and to make renovations to meet minimum state health and safety requirements. A majority of the care home patients must be in the low-income category.

COMMUNITY BASED DEVELOPMENT DIVISION

Randall S. J. Wong, Administrator

The Community Based Development Division (CBDD) works in partnership with the private and nonprofit sectors and other government agencies to address affordable and special needs housing and shelter and supportive services for people in need. CBDD secures and administers competitive homeless grant funds under the federal Department of Housing and Urban Development's Continuum of Care for persons experiencing homelessness; provides continued emphasis on fair

housing awareness; attracts and secures funding and financing for community development and housing from alternative sources in order to maximize the leveraging of City resources; and coordinates the implementation of Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), Emergency Shelter Grants (ESG), Housing Opportunities for Persons with AIDS (HOPWA) and Continuum of Care (COC) programs and projects.

SPECIAL NEEDS HOUSING AND COMMUNITY DEVELOPMENT

The Division administers projects which received appropriations in Fiscal Year 2008 of more than \$19,545,000 to assist families who are homeless and other persons and families with special needs, including people who are elderly, people with a mental illness and/or substance addictions, as well as providing general community services, and developing housing units and community facilities.

Affordable and Special Needs Housing

The Division administered contracts to nonprofit providers awarded Community Development Block Grant and HOME funds for the development of new units and the renovation and preservation of existing housing. The Division also provides and secures technical assistance for nonprofit organizations that are inexperienced in housing development and preservation activities.

<u>Organization</u>	<u>Activity</u>
Coalition for Specialized Housing.....	Hale Mohalu II is a new 163 unit senior affordable rental housing project. Funds are being provided for design and planning activities.
Hawaii Housing Development Corporation.....	Hale Wai Vista is a development of 216 new affordable rental housing units. Funds are being provided for land acquisition, on-site work, including sewer, drainage, water, and electrical work.
Housing Solutions, Inc.	Seawinds is a development of a new 50 unit transitional housing complex on the Leeward Coast. Funds are being provided for site work and building construction.
Institute for Human Services.....	Renovations related to the two IHS Emergency Homeless Shelters include installation of solar water heaters, and upgrades of lighting fixtures and ventilation systems.
Pacific Housing Assistance Corporation	Senior Residence at Kapolei is a new 80 unit affordable senior rental housing project. Funds are being provided for building construction.
Pacific Housing Assistance Corporation	Villas at A'eloa is a new 72 unit affordable rental apartment complex. Funds are being provided for site work and building construction.
Pacific Housing Assistance Corporation	Villas at Malu'ohai is a new 72 unit affordable rental housing project. Funds are being provided for construction.
Salvation Army	Two transitional group homes are being renovated on the Manoa Campus.
St. Francis Healthcare System	Franciscan Vistas is a new 148 unit affordable senior rental housing project with a senior community center providing day care. Funds are being provided for land acquisition, planning and construction.
Steadfast Housing Development Corporation	Hale Ulu Pono, a 72 room Single Room Occupancy rental project serving homeless persons with serious and persistent mental disabilities is being rehabilitated.

The Division also assists organizations in securing additional funding from the Department of Housing and Urban Development through its Section 202 (elderly housing) and Section 811 (housing for persons with disabilities) programs, the federal and state low-income housing tax credit program and the state rental housing loan funds, private lenders and corporate donors.

Community Facilities

The division administered contracts to nonprofit organizations awarded Community Development Block Grant funds to undertake the development of new community facilities and the renovation of existing facilities. The division also provides and secures technical assistance to nonprofit organizations that are inexperienced in facilities development and renovation activities.

<u>Organization</u>	<u>Activity</u>
Boys and Girls Club of Hawaii.....	Construction of the Youth Education Town in Nanakuli.
Catholic Charities Hawaii.....	Renovation of the program service center.
Easter Seals Hawaii.....	Construction of a facility in the Kapolei area that will provide services for the disabled.
Hina Mauka	Construction and rehabilitation, costs related to the expansion of Hina Mauka's existing facility in Kaneohe.
Honolulu Community Action Program (HCAP).....	Renovation of HCAP Waianae District Center.
Independent Living Waipahu, Inc.	Renovate the Waipahu Accessible Facility for persons with disabilities.
Kahi Mohala (Sutter Health Pacific).....	Renovate Lehua Acute Inpatient and Admissions area.
Lanakila Rehabilitation Center, Inc.	Renovation of the Lanakila Center for Adults with Disabilities – Phase II Bachelot Street.
Moiliili Community Center	Renovate the bathrooms on the second and third floors of the Moiliili Community Center's main building to make them ADA compliant.
Pacific Housing Assistance Corporation	Construction of an elderly community and service center in Iwilei.
Waianae Coast Comprehensive Health Center.....	Expand and upgrade the emergency medical services facility.



Kulana Malama skilled nursing facility for medically fragile children in Ewa.



FAIR HOUSING

The Fair Housing Officer promotes fair housing awareness through information workshops and meetings to the general public and to organizations working in the housing field. The Fair Housing Officer reviews complaints and coordinates with appropriate agencies to assist persons with fair housing issues. 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
- Conducted four fair housing presentations to 180 interested property managers, security staff, tenant advocates and government housing staff emphasizing the need to accommodate people with physical and mental disabilities, limited English proficiency, cultural diversity and comfort animals. The presentations were published in the Marshallese, Tagalog and Samoan languages in a major daily newspaper as outreach to limited-English proficiency groups
- Conducted two fair housing presentations to potential Section 8 housing providers
- Advocated for a Section 8 voucher holder that was being terminated by the Section 8 program
- Continued previous year's 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
- Drafted the Language Access Plan to direct the department's approach towards serving non-English speaking citizens

PROGRAMS SERVING PEOPLE EXPERIENCING HOMELESSNESS

The division participates in the Hawaii Interagency Council on Homelessness and Partners in Care, an Oahu group of homeless service providers, government agencies and other interested entities that coordinate services to people experiencing homelessness provided through the Continuum of Care.

Continuum of Care and Shelter Plus Care

Each year, the division works with nonprofit shelter and service providers to prepare 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 \$5,965,906 in January 2008.

The Division also oversees the administration of 266 Shelter Plus Care rental assistance slots for persons who are homeless and have a disability, funded in the amount of approximately \$3,200,000 per year, as well as approximately \$400,000 per year in Supportive Housing Program grants.

Organization

Catholic Charities – People Empowerment Program

Activity

Continue the People Empowerment Program which provides education, employment training, and life skills training at the Ma'ili Land Transitional Housing Project.

Child and Family Services – Domestic Violence Shelters.....

Provide services to victims of domestic violence at two emergency shelters and one transitional housing project on Oahu.

Gregory House Programs – Community Residential Programs	Transitional housing and supportive services to persons with HIV/AIDS and one or more co-occurring conditions including substance abuse and mental illness.
Gregory House Programs – Shelter Plus Care	Provide rental assistance to persons with HIV/AIDS.
Hale Kipa – Youth Outreach	Continue a program that provides outreach, supportive services, and transitional housing to at-risk youth.
Ho'omau Ke Ola – Supportive Housing Program	Continue a program that provides transitional housing and supportive services to homeless persons with substance abuse.
Kalihi-Palama Health Center – New Beginnings	Provide rental assistance to persons with mental illness.
Kalihi-Palama Health Center – Streets to Home	Provide rental assistance to persons with mental illness.
Legal Aid Society of Hawaii – Holistic Legal Services Program	Legal services to sheltered and unsheltered persons who are experiencing homelessness.
Mental Health Kokua – Safe Haven	Continue the operations of Safe Haven, a program that provides outreach, transitional housing and follow-up services to persons with severe mental illness.
Salvation Army – ATS Homeless Offenders Treatment.....	Treatment and transitional housing to homeless ex-offenders with substance abuse conditions.
Steadfast Housing – Ahukini Group Home.....	Housing operating costs for a group home for persons with severe and persistent mental illness.
Steadfast Housing – Shelter Plus Care	Provide rental assistance to persons with mental illness.
United States Veterans Initiative – Veterans In Progress.....	Continue the Veterans In Progress transitional housing project for veterans experiencing homelessness at Kalaeloa.

Housing Opportunities for Persons with AIDS

The division administers grant funds under the Housing Opportunities for Persons with AIDS (HOPWA) program. The City, in FY 2008, awarded a total of \$432,495 for tenant-based rental assistance to approximately 32 households and housing-related supportive services and for emergency assistance and case management services to persons with HIV/AIDS and their families.

<u>Organization</u>	<u>Activity</u>
Gregory House Programs.....	Rental assistance and housing-related supportive services for persons with HIV/AIDS and their families.
Life Foundation	Short term rent, utility and mortgage payments, supportive services and emergency rental/housing assistance to support persons with HIV/AIDS.

Emergency Shelter Grant

For FY 2008, the City awarded \$864,904 to 11 shelter and service providers for 12 projects to provide emergency and transitional housing and supportive services to individuals and families experiencing homelessness. The division also provides technical assistance to nonprofit agencies and monitors the implementation of their programs.

<u>Organization</u>	<u>Activity</u>
Catholic Charities (Ma'ili Land).....	Operating expenses related to Ma'ili Land facility, a family transitional shelter.
Child and Family Services	Operating expenses related to domestic abuse shelters.
Hale Kipa Inc.....	Operating expenses and essential services related to a transitional living program.
Hoomau Ke Ola.....	Essential services related to homeless substance abusers on the Waianae Coast.
Housing Solutions Loliana	Operating expenses and essential services related to the Loliana facility, a transitional shelter.
Housing Solutions Vancouver.....	Essential services related to the Vancouver facility, a transitional shelter.
Institute for Human Services.....	Operating expenses related to the Sumner Street facility, an emergency shelter for men.
Kahumana.....	Operating expenses related to the Kahumana transitional shelter.
Kalihi Palama Health Center.....	Essential services related to health clinic services at the IHS Women and Families Shelter.
Mental Health Kokua.....	Essential services related to the Safe Haven transitional shelter.
U.S. Vets.....	Essential services.
Windward Spouse Abuse Shelter	Operating expenses related to a domestic violence shelter.



Waikiki Health Center provides health clinic services to North Shore and Koolaupoko underinsured and uninsured low-income residents.

Community Services

The division administered community services contracts to nonprofit providers awarded Community Development Block Grant and City funds to provide public services.

Organization

Activity

Affordable Housing & Homeless Alliance.....	Staffing and overhead to continue funding Homeless Resource Centers on the North Shore, Central/Leeward and Windward Oahu areas.
Family Promise of Hawaii.....	Assist families with children experiencing homelessness by helping them transition to sustainable independence.
Good Beginnings Alliance.....	Support Malama Oahu's Keiki, a family strengthening project that will expand GBA's services to families with young children and incarcerated mothers.
Helping Hands Hawaii.....	Community Clearinghouse operational costs for a program that solicits and receives donated goods to distribute to clients referred by social service agencies.
Parents and Children Together.....	Staffing to continue and expand comprehensive crisis response, care and support for victims of domestic violence.
Volunteer Legal Services Hawaii.....	Staffing and overhead for the Homeless Support Legal Program, which provides legal support for people in emergency and transitional shelters.
Waikiki Health Center.....	Increase access to comprehensive healthcare of underserved and vulnerable populations in its Hale'iwa and Kahalu'u service areas.
Windward Spouse Abuse Shelter.....	Staffing and overhead for an emergency shelter and supportive services for victims of domestic violence and the homeless.
Women in Need.....	Staffing and overhead to provide supportive services for persons transitioning out of abuse shelters and substance abuse treatment facilities, as well as others at risk of homelessness.

Leases of City-Owned Properties

The Division supports the need for special needs housing by administering 58 leases of City-owned properties to nonprofit organizations. The projects provide:

- 1,009 affordable rental units
- 547 elderly rental units
- 364 beds in two emergency shelters
- 96 beds in three transitional shelters
- 105 beds for persons with developmental disabilities, as well as group homes for youth at risk, persons with mental illnesses, abused spouses and respite for caregivers of persons with Alzheimer's disease

COMMUNITY BASED DEVELOPMENT DIVISION

Randall S. J. Wong, Administrator

Affordable Rental Units	
Academy Apartments - Punchbowl	Kekaulike Courtyards - Chinatown
Banyan Street Manor - Kalihi	Lanakila Gardens - Kalihi
Habitat for Humanity - Punchbowl	Pualani Manor - Kalihi
Hale Pauahi-Pauahi Block A - Chinatown	River-Pauahi Apartments - Chinatown
Jack Hall Memorial Housing - Waipahu	Smith-Beretania Apartments - Chinatown

Elderly Rental & Respite Units	
Catholic Charities - Liliha	Senior Residence at Kaneohe
Catholic Charities -Kalihi	Manoa Gardens
D.E.Thompson Village - Ewa	Pauahi Elderly - Chinatown
Hauoli Hale – Kahuku	Philip Street Elderly - McCully
Lani Huli – Kailua	Wilikina Park – Wahiawa
Kaneohe Elderly	Alewa Heights Alzheimer’s Respite Center

Domestic Violence Shelters	
Child and Family Service - Kapahulu	Child and Family Service - Liliha

Emergency Shelters	
Institute for Human Services – Iwilei (men)	Institute for Human Services – Iwilei (women and families)
Central Oahu Youth Services Association – Haleiwa (youth)	

Transitional Shelters	
Alternative Structures Inc. dba Ohana Ola O Kahumana -Waianae	Vancouver House - Manoa
Quinn Lane (Hanai Hale-Loliana) - Kakaako	Hale Kipa – West Loch
Hale Kipa - Honolulu	Hale Kipa - Honolulu
Steadfast Housing - Maili	Hale Naau Pono - Maili
Catholic Charities - Aliamanu	

Housing for Persons with Developmental Disabilities	
The ARC in Hawaii - Ewa	The ARC in Hawaii - Kailua Apartments
The ARC in Hawaii - Hawaii Kai	The ARC in Hawaii – Punchbowl (two locations)
The ARC in Hawaii - Kailua Apartments	The ARC in Hawaii - Pearl City Center
The ARC in Hawaii - Kaimuki (three locations)	The ARC in Hawaii - Wahiawa
The ARC in Hawaii - Makiki	The ARC in Hawaii - Wahiawa Complex
The ARC in Hawaii - McCully	The ARC in Hawaii - Waipahu

Day Programs for Persons with Developmental Disabilities	
Easter Seals Society - Ewa (two locations)	

Housing for Individuals with a Mental Illness	
Mental Health Kokua - Makiki	Waianae Coast Community Mental Health Center - Maili
Steadfast Housing - Maili	

Housing & Services for At-Risk Youth	
Catholic Charities - Salt Lake	Hale Kipa - Kalihi
Central Oahu Youth Services Association – Haleiwa	
Hale Kipa – Ewa (three locations)	
Hale Kipa - Foster Village	

EWA REVITALIZATION ACTIVITIES

The division continues its efforts to coordinate with nonprofit organizations and other city departments in the revitalization of Ewa. This function was transferred to DCS in 1998 from the former Department of Housing and Community Development.

- 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, and assist residents with permanent housing options. These areas include Varona Village's unsold vacant lots and unrenovated historic homes in Tenney and Renton Villages.
- The division has coordinated the temporary relocation of displaced residents on the Leeward Coast to vacant units in Varona Village.
- 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 200 rental units and space for a variety of supportive services to seniors.
- The division 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. Infrastructure site work has been completed and plans for the construction of the residential units are being finalized.

ELDERLY AFFAIRS DIVISION

Karen Miyake, County Executive on Aging

The Elderly Affairs Division (EAD) is the designated Area Agency on Aging (AAA) and serves as the City and County of Honolulu's focal point for older adults. The agency is part of a national network of 56 state units on aging, 650 area agencies on aging, and 240 Native American aging programs created by the Older Americans Act of 1965.

Each of Hawaii's counties has a designated area agency on aging. All four agencies work closely with the State Executive Office on Aging, the State's link to the federal Administration on Aging in the U.S. Department of Health and Human Services.

The mission of EAD is to plan and develop a coordinated and comprehensive system of services for those 60 years and older. These services enable older persons, who may be frail or have limited economic or social support systems, to live independently in the community for as long as possible. Information and assistance services are also provided to increase access to services that are available. People's ability to access information and services for older adults continues to be extremely critical as more family caregivers of all ages are called upon to provide care both locally and long-distance.

The division carries out a number of functions to accomplish its mission. These activities include:

- planning
- service development
- community education
- advocacy, coordination
- contracting for gap filling services
- senior volunteer recognition

More specific information about EAD goals and objectives may be found in the Four Year Area Plan on Aging October 1, 2007 – September 30, 2011.

Significant Achievements in FY 2008

- Completed 31 contracts with 15 public and non-profit agencies
- Increased by 2% the number of registered clients who were unable to perform one or more Activities or Instrumental Activities of Daily Living
- Increased by 11% the number of registered clients considered minority
- Increased by 4% the number of clients considered low-income minority
- Completed implementation of the second year Healthy Aging Partnership grant and began plans for sustainability. A total of 221 seniors completed the six-week Chronic Disease Self Management course.
- Rebranded the Elderly Affairs Division to position it to reach out to and inform the broader public about personal and community-wide planning for aging
- Began reshaping its Information and Assistance Unit to better serve the public through the development of a virtual Aging and Disability Resource Center and other initiatives in partnership with others

Aging Network Service System

In FY 2008, a wide range of services for older adults were funded through 31 contracts with 15 public and non-profit agencies. In addition to administering contracts, EAD provided direct services through its Information and Assistance Unit. Contracted agencies and the services they provided included:



Elderly Affairs Division Staff.

Organization

Activity

Alu Like.....	Chronic Disease Self-Management Program
Alzheimer's Association – Aloha Chapter.....	Caregiver Support: Training
Catholic Charities Hawaii.....	Lanakila Multi-purpose Senior Center: Health Screening, Physical Fitness/Exercise, Health Education/Promotion, Education/Training, Recreation, Para-Professional Services: Counseling, Escort, Literacy/Language Assistance, Kupuna Care Transportation, Transportation, Housing Assistance: Information and Linkage, Respite Services: Respite Linkages, Information & Assistance, Counseling, Chore, Homemaker
Child and Family Service	
Honolulu Gerontology Program.....	Respite Care: Counseling, Respite Linkage, Access Assistance, Health Maintenance & Wellness: Health Screening, Health Education/Promotion, Counseling, Case Management, Case Management for Abused Elders, Caregiver Support: Access Assistance, Counseling, Supplemental Services, Support Groups, Training
Elderly Affairs Division	
Department of Community Services.....	Information and Assistance, Outreach, Caregiver Access Assistance, Caregiver Information Services
Hawaii Family Services, Inc.....	Caregiver Support: Support Groups, Counseling, Education/Training
Hawaii Meals on Wheels, Inc.....	Home-Delivered Meals
Honpa Hongwanji Mission of Hawaii - Project Dana.....	Caregiver Support: Support Groups, Counseling, Attendant Care
Kokua Kalihi Valley Elderly Services.....	Case Management, Caregiver Support: Education/Training, Support Groups, Respite, Health Maintenance: Health Screening, Health Promotion, Counseling
Lanakila Pacific.....	Congregate Meals: Meals, Nutrition Education, Recreation, Outreach
Lanakila Meals on Wheels.....	Home-Delivered Meals: Meals, Nutrition Counseling, Nutrition Education, Outreach
Moiiliili Community Center	
Multi-purpose Senior Center.....	Health Screening, Physical Fitness/Exercise, Health Education/Promotion, Escort, Assisted Transportation, Transportation, Friendly Visiting, Literacy/Language Assistance, Telephone Reassurance, Education/Training, Counseling, Information & Assistance, Recreation, Volunteer Opportunities

ORI Anuene Hale, Inc. Caregiver Support: Education/Training
 Palolo Chinese Home Adult Day Care
 St. Francis Health Services for Seniors Personal Care
 University of Hawaii at Manoa
 William Richardson School of Law
 University of Hawaii Elder Law Project (UHELP) Legal Assistance, Caregiver Services: Information Services
 Waikiki Health Center
 Waikiki Friendly Neighbors Attendant Care

Funding for programs came from several sources:

- Federal Older Americans Act (OAA) Title III funds through the Administration on Aging to provide support services to older adults and family caregivers
- Federal OAA Title IV funds to embed evidence based healthy aging programs in the Aging Network
- Federal OAA Title IV and Centers for Medicare and Medicaid Services grant funds to develop a virtual Aging and Disability Resource Center
- State funds via the Executive Office on Aging for Kupuna Care, senior center, and elder abuse programs
- County funds supporting program administration and Information and Assistance

The FY 2008 budget was \$6.6 million. Provision of services resulted in:

- 5,937 older adults receiving a variety of registered services providing in-home and community based care such as meals, personal care and transportation
- 20,789 older adults receiving additional services such as counseling, health promotion, housing and legal assistance
- 49,831 receiving information and assistance and outreach services
- 1,038 family caregivers receiving a variety of assistance from case management to supplemental services
- 64,492 family caregivers receiving information services

Of those older adults and their caregivers receiving registered services:

- 31% live at or below the poverty level
- 70% cannot perform one or more ADLs (Activities of Daily Living include bathing, grooming, toileting, dressing, eating and mobility) or IADLs (Instrumental Activities of Daily Living include shopping, meal preparation, laundry, telephoning, transportation, cleaning) necessary for independent living
- 7% live in rural areas as defined by the Administration on Aging
- 81% are considered minority
- 31% are considered low-income minority
- 49% received services for six months or more

Kupuna Care Program

The Kupuna Care Program, a collaboration of the State Executive Office on Aging and the county Area Agencies on Aging, provides assistance to frail older adults who cannot live at home without adequate help from family and/or formal services. To be eligible for Kupuna Care services, an older adult must:

- be a U.S. citizen or legal alien
- be 60 years of age or older
- not be covered by any comparable government or private home and community based services
- not reside in an institution such as an intermediate care facility (ICF), skilled nursing facility (SNF), adult residential care home (ARCH), hospital or foster family home
- have two or more ADLs or IADLs or significantly reduced mental capacity
- have at least one unmet need in performing an ADL or IADL

On Oahu, eight state-funded long-term care services were available in FY 2008 to help older adults avoid premature institutionalization. The following services were provided by eight contracted provider agencies:

Kupuna Care Services	Persons	Units	Average Per Person
Adult Day Care	20	189 hours	9 hours
Attendant Care	668	43,460 hours	65 hours
Case Management.....	882	13,368 hours	15 hours
Chore.....	87	547 hours	6 hours
Home Delivered Meals.....	1,258	165,345 meals	13 meals
Homemaker.....	180	3,201 hours	18 hours
Personal Care	476	27,989 baths	59 baths
Transportation.....	542	27,377 1-way trips	511-way trips

Client satisfaction surveys were conducted for clients who received Kupuna Care attendant care and homemaker services for three months or more. The majority of the 166 respondents reported a high level of satisfaction with services received.

- 90% indicated the service met their needs

- 89% responded the service allowed them to remain at home
- 89% rated the service they received as good to excellent
- 71% said they would recommend the service to others

Waitlists for services continued to grow throughout the year with an average of 327 people waiting for services at the end of each quarter. The home-delivered meal programs had the largest average number of clients on the waitlist at the end of each quarter with 146, followed by chore services with 65, homemaker with 57 and personal care with 24. These waitlists are symptoms of an expanding elderly population, static funding, and difficulty in retaining and hiring qualified staff in an era of low unemployment. Growing concerns that home and community-based services for frail seniors are not being adequately funded prompted a collective effort by the Aging Network to successfully advocate for passage of SB 1916 (Act 204, SLH 2007) and SB 2830 (Act 11, SLH 2008) to increase support for older adults. Act 204's FY 2008 supplemental funding released in November 2007 significantly aided in reducing the number of older adults awaiting service in FY 2008.

National Family Caregiver Support Program (NFCSP)

Reauthorization of the Older Americans Act in 2000 included funding for the National Family Caregiver Support Program, which provides support for family caregivers providing assistance to older adults. The program also allows a small percentage of funds to be used to assist those 55 and older, who provide custodial care for minor relative children. To be eligible for most national family caregiver services, a person must be an unpaid family caregiver of any age. A grandparent or other relative caregivers of minors must be 55 years of age or older and responsible for the care of a minor relative child, 18 years of age or younger.

The following services were provided by nine contracted agencies and EAD staff:

<u>Caregiver Services</u>	<u>Persons</u>	<u>Units</u>	<u>Average per Person (unless otherwise noted)</u>
Access Assistance.....	73	73 contacts.....	1 contact
Case Management.....	86	2,979 hours	35 hours
Counseling - Individual.....	171	2,245 sessions	13 sessions
Caregiver Support	153	1,235 sessions	8 sessions
Education/Training.....	508	1,580 sessions	3 sessions
Information Services	63,596	83 presentations	n/a
Legal – Info & Assistance	896	67 sessions	13 people/session
Respite – In Home	28	5,788 hours	207 hours
Supplemental Services.....	19	21 requests	1 request

The following is a list of other activities engaged in by EAD staff under the NFSCP:

- Provided information to 100 employees at three private sector businesses through the WE CARE program that encourages Oahu employers to establish in-house caregiver support groups for employees
- Provided four caregiver education/support sessions to 24 city employees in Honolulu and Kapolei
- Participated in two health fairs for seniors at the University of Hawaii Medical School and Windward Community College
- Provided information at four caregivers' resources presentations to 92 people at the United Public Workers Union, ORI and the Queen's Medical Center – Geriatric Fellows Program
- Participated in the statewide caregivers coalition and its advocacy committee to support legislative bills, resolutions and other activities
- Participated and provided information to the Joint Legislative Committee on Family Caregiving, now called the Joint Legislative Committee on Aging in Place

Other Aging Network Services

Other services supported with federal Older Americans Act funds to help older adults 60 years and over maintain their independence in FY 2008 included:

<u>Services</u>	<u>Persons</u>	<u>Units</u>	<u>Average per Person (unless otherwise noted)</u>
Congregate Meals.....	1,076	82,591 meals.....	77 meals
Counseling	1,025	5,044 hours	5 hours
Escort.....	90	573 1-way trips	6 1-way trips
Health Education/Promotion.....	405	1194 sessions.....	3 sessions
Health Screening Maintenance.....	405	1304 hours	3 hours
Home-delivered meals.....	502	60,886 meals	121 meals
Housing Assistance	614	5,150 hours.....	8 hours
Information & Assistance	1,137	1,903 contacts.....	2 contacts
Legal Assistance.....	351	1,500 hours	4 hours
Literacy/Language Assistance	58	519 hours.....	9 hours
Nutrition Counseling.....	113	114 hours.....	1 hour

Nutrition Education.....	6,471767 sessions8 people/session
Outreach.....	10,58711,200 contacts1 contact
Recreation.....	3,9267,403 hours2 hours
Transportation.....	47616,614 1-way trips35 1-way trips

Services made possible with funding provided by the State for two Senior Centers included:

Services	Persons	Units	Average per Person (unless otherwise noted)
Assisted Transportation	27749 1-way trips28 1-way trips
Case Management.....	84242 hours3 hours
Counseling.....	189224 hours1 hour
Education Training	607272 sessions2 people/session
Escort.....	1689 1-way trips6 1-way trips
Exercise/Physical Fitness.....	5501,191 sessions2 sessions
Friendly Visiting.....	21135 visits6 visits
Health Education/ Promotion.....	50946 sessions11 people/session
Health Screening/Maintenance.....	2391,722 hours7 hours
Information & Assistance.....	36241 contacts7 contacts
Literacy/Language Assistance	19136 hours7 hours
Recreation.....	9822,070 hours2 hours
Telephone Reassurance.....	161,209 calls76 calls
Transportation.....	3445,554 1-way trips16 1-way trips

The state continued to fund Project REACH, a case management program for seniors who do not meet the strict definition of abuse (dependent and in imminent danger) that is required to receive services from the State's Adult Protective Services unit. Services provided by this program included:

Services	Persons	Units	Average per Person (unless otherwise noted)
Project REACH.....	672,287 hours34 hours

Healthy Aging Partnership – Empowering Elders Project

In FY 2006, EAD collaborated with the state Executive Office on Aging and other Hawaii area agencies on aging to successfully apply for a grant from the Administration on Aging to develop healthy aging programs for Hawaii's seniors. The division was awarded a portion of the grant to implement Stanford University's Chronic Disease Self-Management Program (CDSMP). This is an evidence-based program that provides education, training and support groups to persons with chronic conditions to assist them in managing their own care.



CDSMP Support Group.

Results for FY 2008, the first full year of implementation, have been overwhelmingly positive. Both Oahu and Maui have seen a number of classes being offered over the course of the year. Two hundred twenty-one seniors have completed the six-week course.

Baseline data collection has been completed with the following results:

- 86% of participants are female
- Average age is 72.6 years
- 49% are Native Hawaiian and 24% Filipino
- 33% live alone
- 48% graduated high school or have some high school education
- 23% have limited English speaking ability
- 59% have hypertension, 40% arthritis, and 32% diabetes
- 4% are uninsured
- Most score their health status as a three on a scale of five where five is poor

The partnership has been successful in obtaining sustainability grants from the Administration on Aging and the National Council of Area Agencies on Aging. Six-month and one-year follow-up will be conducted to check on all participants to evaluate their ability to continue application of the principles and practices of the program.

Program Monitoring

All 15 contracted service providers were monitored through monthly, quarterly, and annual narrative, statistical and financial reports. Written reports and computerized data transfer were augmented by on-site assessments to assist providers to improve the quality of service delivery, as well as to monitor contract compliance. Bi-monthly meetings with contracted agencies provided an open forum for communication and collaboration, strengthening coordination of services to the elderly. In FY 2008, continuation of centralized data input by EAD data processing staff resulted in grant management staff being better able to analyze and report on the clients served. They also were able to more accurately track contracted service providers' ability to deliver contracted services and were able to reallocate funds when necessary in a timely manner. Data processing staff was able to report quick snapshots of clients for reporting purposes and to provide data to various legislative bodies about client needs.

Program Development and Coordination Activities

The following is a listing of other activities performed by the staff in support of the delivery and coordination of services to older adults:

Completed:

- Agency's Four Year Area Plan on Aging that will cover the period from October 2007 - September 2011
- Creation of a new logo, tagline, identifier, newsletter format, Senior Information and Assistance Handbook design and other materials and successfully launched a new senior helpline number with pro bono technical assistance provided by McNeil Wilson Communications, Inc. and Design Asylum, Inc.
- Established two new volunteer sites in partnership with Project Dana at the Aiea Hongwanji Mission and Paradise Chapel in Maili
- Developed partnerships with the University of Hawaii, Hawaii Pacific University, University of Phoenix and Honolulu Community College for placement of six student interns to complete various projects to improve services to the public
- Participated in a Falls Prevention Coalition to sponsor a Falls Prevention Conference in October 2007
- Collaborated with the United States Postal Service to publicize and expand the Carrier Alert Program, which notifies EAD when seniors do not pick up their mail
- Accepted donations from American Savings Bank and other sponsors to produce and print a new Senior Information and Assistance Handbook
- Worked with the Executive Office on Aging and the University of Hawaii Elder Law Project to produce a revised legal handbook for older adult and caregivers
- Conducted client satisfaction surveys for two services
- Conducted a survey to identify languages spoken by department and service provider staff, resources and barriers to serving individuals who do not speak English as baseline information for the development of a language access plan

Collaborated with:

- Hawaii aging network advocacy support for Older Americans Act and aging issues
- Statewide partners to implement the Aging and Disability Resource Center (ADRC) concept in Hawaii. This one-stop entry into long-term care for older adults, caregivers and persons with disabilities will build upon the strengths of EAD's Information and Assistance Unit. Honolulu's ADRC will be a virtual resource center providing information about long-term care options and assistance with gaining access to public and private long-term care services.
- Walmart and Sam's Club to set up new outreach sites at stores
- HMSA to produce monthly radio spots on aging services on the Perry and Price morning radio show

Technical assistance provided to:

- Service Providers in the implementation of contracted services
- KGMB television on its Genius of Aging programming
- KHON television for its Elderhood Project
- Honolulu Police Department to educate and train new recruits on aging issues
- Honolulu Fire Department to intervene on behalf of caregivers and/or older adults who frequently call 911 for assistance when they fall or have other difficulties
- Prosecuting Attorney's Office to assist its new Elder Justice Unit

Participated in advisory councils, boards and planning groups:

- Caregiver Coalition Advocacy Committee

- Disability & Communications Access Board
- Falls Prevention Coalition
- Ha Kupuna: Native Hawaiian Resource Center
- Hui Kokua (combined organization of the former Retired and Senior Volunteer and Senior Companion programs)
- Kupuna Caucus
- Joint Legislative Committee on Aging in Place (formerly the Joint Legislative Committee on Family Caregiving)
- National Association of Area Agencies on Aging
- Project OASIS (Oahu Adult Specialized Services) Advisory Council
- Physical Activity and Nutrition Committee
- State Highway Safety Planning
- 'Ohana Women's Health and Wellness Program
- Walkwise Hawaii

Ongoing trends reported by staff and service providers included:

Increasing:

- Numbers of older adults, especially the number of older old (85+ years), resulting in the need for services to address intensive, one-on-one assistance, multiple services and follow-up to deal with their increased frailty and chronic conditions.
- Demand for:
 - (1) services - especially chore, home-delivered meals, personal care and transportation services (especially for specialized trips), caregiver assistance, legal assistance for both clients and caregivers, health maintenance classes and other types of preventive services
 - (2) services not currently funded for the gap group such as placement services and dementia assistance
 - (3) affordable rental units as well as service coordination and/or services in elderly housing projects
- Need for:
 - (1) additional funding for services at all levels as fixed program costs, especially fuel and energy costs, insurance, salaries and benefits continue to climb. Fuel costs have driven up the cost of shipping by 40%, increasing the cost of raw food for the meals programs
 - (2) augmentation of volunteer programs as rising costs cause volunteers to reduce or even eliminate their volunteering
 - (3) counseling and placement services as more families become unable to care for their aging loved ones
 - (4) caregiver support services in the workplace and/or at more convenient times and/or locations
 - (5) support for grandparents caring for minor grandchildren
 - (6) more focus on prevention programs
- Homelessness, even among the elderly
- Financial abuse, exploitation and neglect of seniors, not only by strangers, but by family members

Continued:

- Need for:
 - (1) long-term counseling for persons with behavioral or mental problems
 - (2) overnight respite
 - (3) assistance with medication management
 - (4) prevention of caregiver burnout
- Shortage of:
 - (1) staffing, especially of multi-lingual workers due to Oahu's tight employment market
 - (2) volunteers, especially for home-delivered meals, as those connected with the military continue to be activated, deployed or relocated and the price of gasoline hovers around \$4.25/gallon
- Staff retention issues as long time employees leave for other jobs
- Hoarding behaviors that create health and safety issues that have, in some circumstances, resulted in citations and financial penalties for older homeowners
- Additional requirements for those seeking affordable rentals such as minimum income, credit and rental history checks resulting in the denial of rentals to those who fail any portion of the check
- Interest in developing a grandparents bill of rights
- Concern of parents caring for adult children with disabilities, between the ages of 50 and 59, about what will happen to their children when the parents can no longer provide care

Emerging issues reported by EAD staff and service providers in FY 2008 include:

- Increasing need:
 - (1) to provide services, especially adult day care, on weekends and holidays as well as evening hours
 - (2) for specialized transportation services, especially shopping
 - (3) for mental health services for clients suffering from mental illness or dementia who remain unsafe even with case management services because their cognitive impairments are so severe
 - (4) for senior companions, as the cadre of volunteers age themselves, their health issues become more pronounced, and the program struggles with recruitment issues
 - (5) number of requests for supplemental services such as nutritional drinks, incontinence supplies and durable equipment such as wheelchairs and hospital beds
- Increased frailty of clients at the time they first request services
- Personal care clients who need the assistance of more than one personal care assistant at a time
- Possible need to reduce service to rural areas due to fuel costs and economies of scale
- Increasing staff education in the areas of physical assistance to clients and abuse
- Difficulty in getting clients and their caregivers to provide complete and accurate information due to their concerns regarding identity theft
- Increasingly complex needs of clients requiring case management so that more hours are spent with each and follow-up is needed for a longer period of time
- Length of waitlists and the time it takes to begin services
- Awareness of the rapidly growing number of older adults who need service by those outside the aging network
- Number of “younger” elders (60-65 years of age) seeking assistance due to financial and health related problems
- More people using the Internet to locate caregiving information and service providers
- Increased requests for informational products in languages other than English

Senior Information and Assistance (I & A) Program

EAD's I & A unit provides outreach, information and referral services to the public. Bilingual staff members provide individualized assistance, particularly for isolated, low-income and frail older adults and their families who have difficulty accessing services. Seniors and their caregivers living in rural areas are also a priority for outreach.

In FY 2008, more than 51,221 people were reached through:

- door-to-door canvassing in targeted communities
- staffing satellite city hall walk-in sites
- outreach visits to group dining programs, open markets, senior clubs, housing projects and stores
- participation and exhibits at community fairs
- home visits to complete assessments of frail elders
- group presentations
- calls to the senior helpline

Aloha Pumehana, the EAD's quarterly newsletter, continued its 22nd year of publication with distribution averaging 5,050 copies. Topics covered included:

- “Preparing for Emergency or Natural Disaster” on how to best assist those with Alzheimer's disease during an emergency
- “Hoarders and People Who Clutter” helping to educate on hoarding and cluttering behaviors and identify those who need intervention
- “About Reverse Mortgages” a timely discussion of a subject that is often misunderstood

I & A staff produced many publications during the year including:

- 65,550 copies of a new 2007-2009 Senior Information and Assistance Handbook
- 30,000 new wallet cards for emergency information
- 2,000 updated copies of the Family Caregiving Guide
- 13,000 copies of a revised flyer, Agencies That Care About Growing Older
- 1,000 copies of a new brochure, Grandparents Raising Grandchildren
- 26,000 reprints of 10 popular local brochures

All major publications continue to be placed on EAD's website, www.elderlyaffairs.com. In addition, The **Oahu Housing Guide**, an online guide about senior housing, continues to be updated on a quarterly basis.

Several partnerships with the private sector to more widely disseminate information to older adults and their caregivers began in FY 2008 including KHON's Elderhood Project and KGMB's Genius of Aging programs. A pro-bono PSA produced by KGMB about the division was aired for several months. In addition, I&A staff staffed exhibits at 10 fairs and conferences, gave 48 presentations to groups of seniors, caregivers and other interested audiences, and participated in 6 radio and television programs.

Honolulu Committee on Aging (HCOA)

The Honolulu Committee on Aging (HCOA) is the citizen advisory body to the Elderly Affairs Division (EAD) and the Mayor on aging issues. At least 50% of its members, appointed by the Mayor, are 60 years or older. During FY 2008, the HCOA advised EAD on matters relating to the development, administration and implementation of its area plan, secured citizen participation to identify and address concerns related to the county's elderly population, and advocated on matters pertaining to the elderly with elected officials and legislative bodies. They also reviewed and recommended approval of EAD's new Four Year Area Plan on Aging that was adopted by the City Council and went into effect on October 1, 2007. The plan will guide EAD's goals and objectives through September 30, 2011.

Members solicited nominations of senior volunteers, developed the theme and program, and hosted the Mayor's 42nd Annual Senior Recognition Program, a major annual event highlighted later in this report.

HCOA's Planning, Education and Advocacy Sub-Committee (PEAS) continued to provide detailed data and information on specific areas of concern to seniors such as increased funding for senior services, livable communities, transportation and workforce development.

The Mayor's 42nd Senior Recognition Program

This year's program, Healthy Living by Sharing Aloha, was held on April 11, 2008, at the Hawaii Convention Center. Mayor Hannemann addressed the 80 senior volunteers nominated for recognition and more than 1,200 well wishers, including appointed and elected officials, family and friends. Two Honolulu businesses – Marcy Charles and Associates, Inc. and Monarch Properties, Inc. - were honored with the Lei Hulu award for their senior-friendly business practices.



Hawaii Medical Service Association provided major financial support to the program for the eighth consecutive year

Outstanding Senior Volunteers.

and sponsored the Akamai Living Lifetime Achievement Awards. Many new contributors joined the event to make it a huge success. The six seniors who won the Outstanding and Akamai Living awards were once again recognized by the Honolulu City Council.

WORKHAWAII DIVISION

Rolase Crisafulli, Administrator

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 federal Workforce Investment Act (WIA) in the City and County of Honolulu. The 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. The WIA requires the establishment of a one-stop system of job centers to enable customers to easily access the information and services to meet their employment needs.

WIA funding is augmented with support from our One-Stop Partners (see list below) which allowed the WorkHawaii Division to offer services from the following seven Oahu WorkLinks one-stop centers in FY 2008.

- Dillingham/Kalihi
- Downtown Honolulu
- Kaneohe
- Kapolei
- Waialua
- Waianae
- Waipahu

The centers each have their individual characteristics and have the flexibility to respond to unique community needs, while still being held to the same standard of excellence in customer service.

One-Stop Partners

Funding allocations under the WIA are based primarily on Hawaii's unemployment rate. As Hawaii has had one of the lowest unemployment rates in the nation, WIA funding has been on the decline. The reduction in federal funding became an impetus for the one-stop partners to implement better models of service integration and utilize technology to deliver services more efficiently.

The launching of HireNet Hawaii statewide in July 2006 is an example of the use of technology to improve efficiency. HireNet Hawaii is a virtual one-stop employment system that provides a wide variety of core employment services to job seekers and employers via the internet. Job seekers are able to create and post their resumes online, find available jobs, assess their skills, get career information, review the latest labor market information data and locate suitable training.

Employers are able to post job openings, search through resumes for possible candidates and receive direct referrals from the virtual recruiter to get the best match for their positions.

The following partners contributed resources to the Oahu WorkLinks system in addition to WIA services:

- Hawaii Department of Labor & Industrial Relations, Workforce Development Division, Oahu Branch
 - Wagner-Peyser Act for labor exchange, foreign labor certification and worker re-employment
 - Veterans outreach and training
 - Migrant seasonal farm workers
 - Trade adjustment assistance and North America Free Trade Act
 - Work opportunities tax credits
 - Employment training fund
- Honolulu Community Action Program
 - Senior Community Service Employment Program
 - Community Services Block Grant
- ALU LIKE: Native American Employment & Training
- Hawaii State Department of Human Services, Division of Vocational Rehabilitation
- Hawaii State Department of Education Adult Community Schools
- Hawaii State Department of Human Services
 - Employment & Support Services Division, First to Work
 - Hawaii Public Housing Authority, Family Self-Sufficiency
- Hawaii Job Corps
- University of Hawaii Community Colleges
- Hawaii State Department of Labor and Industrial Relations, Unemployment
- Insurance Division

WorkHawaii also collaborated with community-based and nonprofit organizations such as Pacific Gateway Center, Goodwill Industries, UH Center on Disability Studies, Parents and Children Together, Waipahu Community Association and the Waianae Coast Comprehensive Health Center to host job fairs, special recruitments and other outreach events.

Business Partners

Oahu WorkLinks recognizes the importance of businesses as a primary customer of the workforce investment system and continues to deliver services that support the retention and expansion of local businesses. The Business Services Section continued outreach efforts to business associations, as well as individual employers. New business association partnerships included Diversity Council Association, Hawaii Dental Association, U.S. Department of Labor Office of Federal Contract Compliance, Hawaii Medical Association and Hawaii Academy of Recording Arts.

In addition, outreach was targeted for businesses located in West Oahu to increase employment opportunities for residents who had a desire to work closer to home. Examples of new companies in West Oahu that participated with Oahu WorkLinks included Kaffee Kapolei Inc., Monsanto, Federal Maintenance Inc., Crank & Carve, Steve & Barry, Price Busters, Leeward Marine and Mina Pharmacy.

Oahu WorkLinks Sponsored Job Fairs

The City and First Hawaiian Bank sponsored a job fair for former Aloha Airlines, ATA and Weyerhaeuser employees at Neal Blaisdell Center on April 9. Other partners included volunteers from Society of Human Resource Management and Success Advertising. One hundred eighty employers participated in the recruitment of employees from the 1,662 job seekers in attendance. The job fair was well received, lifting spirits and opening doors.

In addition to the fall and spring job fairs, WorkForce 2008 held in partnership with Success Advertising in May had a record attendance of about 5,000 job seekers and 240 businesses. The City Career Expo held concurrently was very successful with the participation of many city departments. The City was able to fill a number of difficult to recruit positions with highly qualified candidates.

Feedback from businesses showed that business participants were pleased with the turnout of a diverse and qualified applicant pool, the publicity, and organization of the events. Job seekers commented that they were satisfied with the availability of job openings that met their interests.



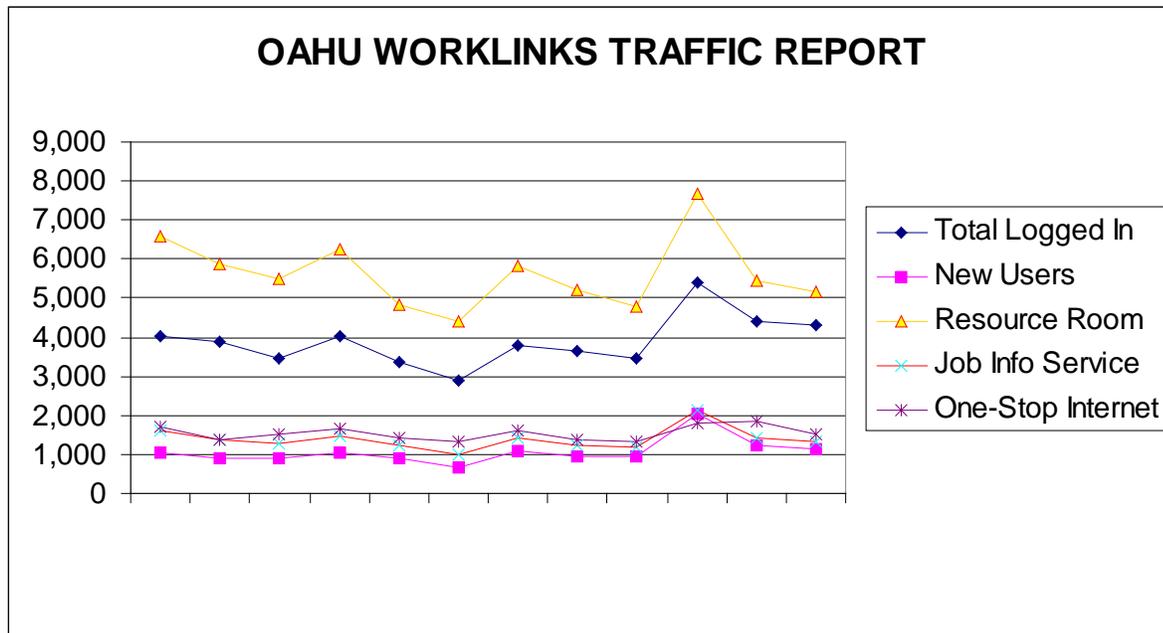
Lois Osorno, Human Resources Director, Aloha Petroleum (left) received the Ho'oko Award for Outstanding Employer from Wayne Hashiro, Managing Director, and Debbie Kim Morikawa, Community Services Director, City & County of Honolulu.

Significant Achievements in FY 2008

- 46,553 visits were made to the resource rooms at the Oahu WorkLinks centers island wide by new and repeat customers
- 12,859 new customers were served on site at the centers
- 21,788 customers were served off site at job fairs, rapid response sessions, military transition assistance programs and other community events
- 16,769 customers used the job information service
- 3,311 customers attended workshops on resume writing, interviewing, career exploration, self-employment, job search and basic computer skills
- 18,500 customers indicated that they came to the centers to obtain access to the internet
- 2,512 new job orders (requests for new employees) were posted in HireNet
- 57 new businesses signed letters of participation of which 39 new businesses signed on-the-job training contracts
- 47 individuals were placed in on-the-job training
- As a result of the on-the-job training placements, 21 businesses received 50 percent 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, Hawaiian Homestead Technology saved \$15,350 and First Insurance saved \$19,374 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. A construction manager at Performance Landscape earned \$17.50 an hour and a lead environmental construction operator at Pacific Commercial Services LLC, earned \$21.00 an hour.

OAHU WORKLINKS TRAFFIC REPORT – JULY 2007 TO JUNE 2008



NEW PROGRAMS

Work Readiness Program for People Experiencing Homelessness

WorkHawaii continued our partnership with homeless service providers, churches, state and community agencies to implement the project funded under a Community Development Block Grant. People who are experiencing homelessness and have serious barriers to employment seldom access the resources and services that are available at Oahu WorkLinks. This project aimed at engaging the participation of these individuals by providing a supportive and structured environment for them to develop basic socialization and life skills, to explore their interests, to develop career goals, and to build their confidence and ease their transition to the world of work. The program concluded successfully at the end of fiscal year 2008 by exceeding its original goal of serving 25 individuals.

Highlights in FY 2008

- 292 individuals were provided outreach services since inception
- 54 individuals participated in the program
- 32 individuals entered employment

Del Monte National Emergency Grant

When Del Monte Fresh Produce announced the surprise early closure of its Oahu operations, a National Emergency Grant (NEG) application was submitted and approved by the U.S. Department of Labor to provide career planning, re-training and re-employment services to 180 Del Monte workers. This grant is coordinated with the Trade Act programs administered by the Hawaii State Workforce Development Division and offers tuition assistance, weekly allowances, wage subsidies, job search and relocation allowances, and health care tax credits.

The Rapid Response team, consisting of the Unemployment Insurance Division, Workforce Development Division, WorkHawaii and other partners organized numerous orientation sessions for these workers to provide information on the benefits available from the various programs and to register them for services. Within the first couple of months of the announcement, Oahu WorkLinks also organized a job fair and a training provider fair to encourage the workers to obtain new jobs and prepare for new careers.

Bilingual staff followed up with former workers, assisted individuals in obtaining wage subsidies and enrolled former workers in remedial education, English as a second language and occupational skills training. They also provided career development, goal planning, job search assistance and job club activities to the former workers.

Highlights in FY 2008

- 337 former workers reviewed and reassessed
- 234 workers were enrolled
- 101 individuals were assisted with wage subsidies

- 61 individuals were enrolled in remedial education, English as a second language, career exploration and occupational skills training
- 204 individuals have entered employment
- The entered employment rate is 88%, exceeding the 81% goal.

Department of Health Certified Nurses Aide (CNA) Training Program

WorkHawaii was a provider of case management services to the CNA training program funded by an earmark grant from the U.S. Department of Labor to address the shortage of direct caregiver workers. Training classes were provided by the community colleges with the intent that they would be followed by an apprenticeship component at hospitals, nursing homes and other medical facilities. Graduates were certified by the state Department of Health and their credentials were portable nationwide.



Ofelia Pagaragan began a new career as a certified nursing assistant with Family Service of Hawaii in Waipahu through the NEG program.

Highlights in FY 2008

- 134 people were enrolled since inception
- 80 received certification
- 52 continued advance education in Nursing (RN)
- 33 who were unemployed entered healthcare employment
- 30 continued healthcare employment

Military Spouse Career Advancement Account Demonstration Project

A partnership between the Hawaii State Department of Defense and the Department of Labor funded post-secondary education, training, certification or licensing for military spouses in high growth career fields to support retention of the U.S. Armed Forces and to increase financial stability of military families. Spouses would receive up to \$3,000 a year for tuition, books, fees, testing and certification. This account might be renewed for a second year. The City received \$730,000 to serve Hickam Air Force Base and Pearl Harbor Naval Base. Services were expanded to include spouses of all active duty personnel regardless of grade level. A total of 127 spouses were enrolled, with the majority expected to continue into a second year.

Highlights in FY 2008

- 127 spouses enrolled
- Funds for Career Advancement Accounts were all obligated successfully

Reed Act Activities

The 2006 Legislature appropriated monies from the unemployment trust fund (Reed Act) to the counties and workforce investment boards to carry out activities to improve employer outreach and services, labor force pool expansion, capacity building, and to fund some shared costs for the operation of the one-stop centers. The City received slightly more than \$5 million, available for use until June 30, 2009.

The City's Reed Act Plan outlines outreach efforts and enhanced services to small businesses, particularly businesses located on the leeward side. Desired outcomes include increased employer usage of Oahu WorkLinks services such as job posting, training, referrals and hiring. To expand the labor pool, outreach was conducted to populations that are under-represented in the workforce, such as immigrants with limited English proficiency, ex-offenders, individuals with disabilities, at-risk youth, discouraged workers and people experiencing homelessness.

Career assessment, counseling, job readiness training and employment services were provided to about 680 youth and adults. Improved job matching was implemented to increase the pool of qualified job applicants to meet the needs of employers. These monies were also used to improve the technology infrastructure of the delivery system, such as replacing old computers and purchasing video conferencing equipment.

Highlights in FY 2008

- 237 new businesses signed letters of participation to use OWL services
 - 66 from the leeward area
 - 171 from the Honolulu area
- 679 individuals from target populations under-represented in the workforce received career assessment, counseling and job readiness services
 - 372 adults
 - 307 youth

- 126 individuals entered employment
 - 66 adults
 - 60 youth
- 119 individuals were hired after job matching
- 147 computers were purchased for Oahu WorkLinks centers

ON-GOING PROGRAMS

WIA Adult and Dislocated Worker Programs

Programs funded under the WIA provide for career counseling, case management, employment, and support services to adults and dislocated workers. Unemployed adults (age 18+) from low-income families or employed adults who have not achieved self-sufficiency are eligible for training services under the Adult program. People who are laid off as a result of business closure or downsizing are eligible for re-training and re-employment services under the Dislocated Worker program.

Under the WIA, performance outcomes are only recorded for those individuals who complete the program. The WIA has mandated performance outcomes that cover the following:

- Entered employment rate
- Employment retention rate at six months
- Average earnings at six months
- Employment and credential rate

PERFORMANCE OUTCOMES OF INDIVIDUALS WHO COMPLETED SERVICES

<u>PROGRAM</u>	<u>NEGOTIATED</u>	<u>ACTUAL</u>
Adult (188 individuals)		
Entered Employment Rate.....	78%.....	80%
Retention Rate.....	84%.....	84.6%
Average Earnings	\$10,500.....	\$12,666
Credential Rate.....	61%.....	69.9%
Dislocated Worker (159 individuals)		
Entered Employment Rate.....	78%.....	85.1%
Retention Rate.....	85%.....	90%
Average Earnings	\$13,500.....	\$16,534
Credential Rate.....	65.5%.....	84%

Significant Achievements in FY 2008

- 340 customers enrolled in the Adult program
- 476 customers enrolled in the Dislocated Worker program
- Oahu exceeded all performance measures for both the Adult and Dislocated Worker programs.

Welfare Programs

The Welfare Programs Section provides employee development and job preparation services under agreements with the Hawaii Department of Human Services’ Benefit, Employment and Support Services, Hawaii Public Housing, and Vocational Rehabilitation and Services for the Blind Divisions. The overall theme of the Welfare Programs Section is to provide assistance to needy families on government assistance and to end dependence by promoting job preparation and work incentives.

Ho’ala Program

The Ho’ala Program provides job preparation services for welfare recipients through an intergovernmental contract with the Hawaii State Department of Human Services’ First to Work Program. The federal Budget Deficit Reduction Act of 2005 requires states to meet strict federal performance outcomes which require many of the welfare families to meet statutory work requirements.

The Ho’ala Program facilitates the successful transition of families from welfare dependence to work. An important ingredient for success is a positive attitude about one’s self and life. The Ho’ala curriculum creates a learning environment that stimulates participants’ willingness to learn and motivation to work. The First to Work curriculum is made up of five daily modules and are offered in an open entry and open exit format to provide the greatest customer choice. The modules are self discovery, building blocks, foundations of retention, interviewing, and fitting in. Follow-up job club services are provided to give customers an opportunity to implement and reinforce the skills and strategies they learned.

The Ho’ala Food Stamp Employment training program continues to provide a 16-hour employment assessment training for able bodied adults without dependents enrolled in the First to Work Program.

The “Ready, Set, Work” two-week Job Preparation and Life Skills training activity serves persons with disabilities at the Division of Vocational Rehabilitation. Participants experience a positive and caring learning environment, which helps to build self-confidence and prepare them to seek gainful employment.

Significant Achievements in FY 2008

- 1,922 participants were served in First to Work Ho’ala classes and job clubs
- 167 food stamp participants were served
- 125 individuals with disabilities were served under the “Ready, Set, Work” program

Family Self-Sufficiency Program

WorkHawaii implements the Family Self-Sufficiency (FSS) program on behalf of the Hawaii Public Housing Authority for the state’s Section 8 clients. FSS promotes employment and encourages savings among families receiving Section 8 vouchers or certificates. An FSS contract of participation also is executed by the head of household for a five-year commitment to the FSS Program. Over time, as the head of household or family’s allowed earned income increases (due to new employment, a promotion or better paying job) the family’s share of rent increases and the housing subsidy decreases. The change in the family’s share of the rent may qualify them to establish an escrow savings account that is credited monthly based on this increase. The escrow account is available to the family at the completion of their five-year contract (or sooner) and once the family meets all contract requirements, to include goal completion, full-time employment and non-receipt of cash assistance from welfare assistance programs.

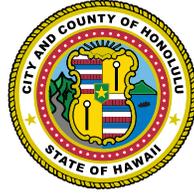
Significant Achievements in FY 2008

- 34 families graduated from the FSS program during FY 2008
- \$194,797.29 in escrow checks have been disbursed
- 10 families have achieved self-sufficiency
- Seven families have achieved homeownership



Family Self-Sufficiency program participant Tina Riley and her son Austin received their \$8,173.65 escrow check when she graduated from the program.

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 City 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 three other divisions, namely:

- 1. Counseling and Drafting**
- 2. Litigation**
- 3. Real Property Tax**

COUNSELING AND DRAFTING DIVISION

The Counseling and Drafting Division is comprised of 25 attorneys: a division head and 24 deputies corporation counsel. The Division is supported by 12 support staff, including four paralegal assistants and eight legal clerks. 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.

Statistics

For the fiscal year July 2007 to June 2008, the Division commenced the year with 3,827 outstanding opinion requests, thereafter received 1,167 requests, and completed and closed 844 requests, thus having a workload of 4,994 requests during the year. A large percentage of the outstanding opinion requests are awaiting closure in our database.

The Division commenced the year with 40 outstanding drafting requests, e.g., requests to draft bills, resolutions, leases, easements, contracts, affidavits, etc., thereafter received 180 requests, and completed and closed 157 requests, thus having a workload of 220 requests during the year. The year was closed with a total of 63 outstanding drafting requests.

The Division commenced the year with 964 outstanding requests for review and approval of legal documents, thereafter received 4,771 requests, and completed and closed 5,020 requests, thus having a workload of 5,735 requests during the year. The year was closed with a total of 715 outstanding requests for review and approval of legal documents.

The Division commenced the year with 331 outstanding pre-suit cases, *i.e.*, adversarial proceedings pending before administrative bodies, thereafter received 78 requests, and completed and closed 59 requests, thus having a workload of 409 cases during the year. The year was closed with a total of 350 outstanding requests. The Division commenced the year with 492 outstanding case assignments, *i.e.*, cases in any of the state or federal courts, thereafter received 119 requests, and completed and closed 96 requests, thus having a workload of 611 cases during the year. The year was closed with a total of 515 outstanding case assignments.

Highlights and Accomplishments

2008 Legislative Liaison

The Division monitored legislation before the 2008 State Legislature that affected legal issues of the City. A deputy was designated to track the progress of bills in the Senate and the House and through the crossover dates. The Division also

coordinated and assisted with the preparation of legislative testimony for bills with legal issues that affected the City. (Reid M. Yamashiro, Dawn D. M. Spurlin)

Sunshine Law

Right to Know Committee v. City Council, City and County of Honolulu, No. 27996, Intermediate Court of Appeals (December 28, 2007), Civil No. 05-1-1760-10 EEH, First Circuit Court, State of Hawaii. The decision of the Intermediate Court of Appeals (“ICA”), in the lawsuit entitled, **Right to Know Committee v. City Council, City and County of Honolulu** was received in December 2007. The lawsuit presented a question under the Sunshine Law of serial communication amongst council members deliberating council reorganization. The Division appealed the Circuit Court decision and plaintiffs filed a cross-appeal.

The ICA determined that the dispute must be considered in the specific factual context of council members deliberating reorganization under Council Resolution No. 05-243 and ruled that the Sunshine Law, Hawaii Revised Statutes Section 92-2.5, does not permit members of the Honolulu City Council to engage in serial communications involving a quorum of council members in deliberating council business. The Court’s ruling is limited to the specific facts of this case. Issues relating to serial communications in other factual contexts may be the subject of future adjudications. (Don S. Kitaoka, Reid M. Yamashiro)

COMMUNITY SERVICES SECTION

Kulana Nani Leased-Fee Acquisition. The Division assisted the Deputy Managing Director, the Mayor’s Office of Special Projects and the City’s Department of Budget and Fiscal Services in negotiating an exchange of real property with Kamehameha Schools for the leased-fee interest under the City’s Kulana Nani affordable housing project. Under the terms of the agreement, Kamehameha Schools will transfer its leased-fee interest to the City, which at one time was listed for sale by Kamehameha Schools for \$6.9 million, in exchange for a cash payment of \$3.5 million and the transfer of certain roadway remnant parcels in the Kakaako area by the City. The cash payment will be the first expenditure made from the City’s recently established affordable housing fund, and represents a first step in the administration’s plan to dispose of the City’s affordable housing projects through the sale or long-term lease on terms preserving the affordability of the projects. The Division also assisted with council approval of the transaction. (Gordon D. Nelson)

Kahuku Elderly. The Division assisted the City’s Department of Community Services (“DCS”) in successful negotiations with the community foundation that manages the Kahuku Elderly housing project. The foundation had taken steps to remove the project from the pool of projects operated under the U.S. Department of Housing and Urban Development’s “project-based” Section 8 rental assistance program. The DCS believed that preservation of Kahuku Elderly as a “Project-based” operation was in the best interests not only of the elderly tenants who live there, but also in the best interests of the foundation itself. Ultimately the foundation agreed to extend Kahuku Elderly’s “project-based” status for an additional five years. (Gordon D. Nelson)

NACo Prescription Drug Discount Card Program. The City made available to its residents a free prescription drug discount card program sponsored by the National Association of Counties (“NACo”) that offers average savings of 20 percent off of the retail price of commonly prescribed prescription drugs. The City is eligible for participation in the NACo sponsored program through our city council’s affiliation with and membership in the Hawaii State Association of Counties. The Division assisted the City Council and the City’s Department of Community Services in jointly instituting the program through an agreement administered by Caremark Rx, Inc., and the adoption by the City Council of a resolution to undertake the program. The Division also provided guidance to the City Council and the Department of Community Services for procedures to implement and administer the program. (Amy R. Kondo)

Matsuda v. City and County of Honolulu, No. 06-15337, U.S. Ninth Circuit Court of Appeals (January 14, 2008), Civil No. 05-00125 (DAE-LEK), U.S. District Court for the District of Hawaii. The Division received in January 2008, the decision of the U.S. Ninth Circuit Court of Appeals in the case entitled, **Matsuda v. City and County of Honolulu**, an appeal involving the City’s repeal of its condominium conversion law, Chapter 38, Revised Ordinances of Honolulu. Plaintiffs in the lawsuit are condominium lessees of the Discovery Bay condominium who sought to invoke the provision of the City’s condominium conversion law to compel the sale to them of the leased-fee interest in their respective condominium units. The U.S. Ninth Circuit Court of Appeals vacated the decision of the U.S. District Court, District of Hawaii, that granted summary judgment in favor of the City, and remanded the case for further proceedings.

Plaintiffs had applied for condominium conversion under Chapter 38 and had entered into contracts with the City to obtain the leased-fee interests to their apartments. Their applications had completed the administrative process and were pending before the City Council when the Council repealed Chapter 38 by Ordinance No. 05-001.

Ordinance No. 05-001 provided a “savings” clause for those condominiums that were already in the process of condemnation under Chapter 38 when Ordinance No. 05-001 became law. The approval of the City Council was the determinative event for the continuation of the leasehold condominium conversion process. Only those lessee-applicants who received council approval for the condemnation of their condominium units prior to the repeal of Chapter 38 were allowed to complete the process of condominium conversion. Plaintiffs did not receive city council approval for condemnation of their apartment units prior to the repeal of Chapter 38, and therefore they were unable to complete their condominium conversion.

Plaintiffs brought suit against the City, alleging that Ordinance No. 05-001 impaired the contracts that the plaintiffs entered into with the City as part of the leasehold conversion process, in violation of the Contracts Clause of the United States Constitution and in violation of plaintiffs right to substantive due process.

The U.S. District Court had granted summary judgment in favor of the City, holding that under the “reserved powers doctrine,” the City was not bound by contracts that limited the Council’s exercise of the power of eminent domain.

The U.S. Ninth Circuit Court of Appeals reversed the U.S. District Court ruling that the District Court erred in applying the “reserved powers doctrine,” and remanded the case to the District Court to apply a “heightened scrutiny test” in determining whether the City’s Ordinance No. 05-001 operated as a substantial impairment of a contractual relationship; whether the City ordinance is justified by a “significant and legitimate public purpose,” and whether the impairment resulting from the law is both “reasonable and necessary” to fulfill such public purpose. In light of its decision, the U.S. Ninth Circuit Court of Appeals also remanded the case to the U.S. District Court to reconsider plaintiffs’ due process claims. (Don S. Kitaoka)

FINANCE SECTION

Integrity Hotline. The Division assisted the Mayor’s Project Management Office, Department of Budget and Fiscal Services, Internal Control Division, the Department of Human Resources, the Department of Customer Services and the City Ethics Commission with the establishment of an Integrity Hotline pilot program. The Division assisted with guidelines and protocols for the working group that oversees the hotline and we offered support and guidance on related legal issues.

The hotline is a confidential means at any time of the day or night, for employees and citizens to report suspected unethical behavior and waste, fraud and abuse. It was instituted to promote ethical behavior, prevent fraud, waste and abuse and addresses employee discrimination and harassment issues. (Geoffrey M. Kam)

George Kahoohanohano, et al. v. State of Hawaii, et al., No. 26178, Supreme Court of the State of Hawaii, Civil No. 02-1-1001-04 (GWBC), First Circuit Court, State of Hawaii. With the assistance of Special Deputy Corporation Counsel, we received a decision in July 2007 from the Hawaii Supreme Court in this appeal by plaintiffs from a circuit court decision that ruled, among other things, that the individual plaintiffs and the police union have no constitutional right to a fiscally sound retirement system and that Act 100, 1999 Session Laws of Hawaii, is constitutional. The Supreme Court determined that Act 100 is unconstitutional and remanded the case to the Circuit Court for further proceedings on claims remaining in the lawsuit. There is no award of damages in this decision. The State of Hawaii filed a motion for reconsideration which was denied on September 28, 2007. The matter is pending in the Circuit Court.

This Hawaii Supreme Court appeal originated from a lawsuit in the First Circuit Court of the State of Hawaii filed in 2002, and was initially filed by two members of the police union and the police union against the State of Hawaii. The lawsuit challenged the constitutionality of Act 100 that provided for a credit in fiscal years 2000 and 2001 against the contribution of each of the state of Hawaii and the four counties to the state’s Employees’ Retirement System (“ERS”) from excess earnings from the ERS. After the filing of the circuit court lawsuit, two additional plaintiffs, who were members of the Hawaii Government Employees Association were joined, and the Trustees of the ERS and each of the four counties, including the City and County of Honolulu, intervened in the lawsuit. Plaintiffs alleged that Act 100 constituted a breach of contract and violated the provisions of Hawaii Constitution, Art. XVI, Sec. 2, which provides that membership in the ERS is a contractual relationship, the accrued benefits of which shall not be diminished or impaired.

Previously, in 1999, the City, and later joined by the County of Kauai, sued the Trustees of the ERS, to challenge the method of calculation of the credit provided for under Act 100 (1999). A favorable settlement in 2000 for the 1999 lawsuit resulted in a benefit to the City for the two fiscal years 2000 and 2001, of approximately \$32,000,000.00. Although the City was of the position that the 2000 settlement agreement afforded the City a defense to a claim from the ERS in the event the 2002 lawsuit determined that Act 100 was unconstitutional, the City determined that it must intervene in this case to ensure its interests were protected. It was estimated that a determination in the 2002 lawsuit that Act 100 was unconstitutional, would require an additional contribution by the City to the ERS of approximately \$68,000,000.00.

The circuit court lawsuit was concluded by rulings on various substantive motions; the court ruled that the individual plaintiffs and the police union have no constitutional right to a fiscally sound retirement system and that Act 100 is constitutional. The court dismissed all other pending claims in the lawsuit without prejudice, including the City’s cross-claim against the ERS, which alleged that based upon the City’s settlement agreement in the 1999 lawsuit against the ERS, the ERS could not pursue the City in the event there is a damage award against the City on the claims of the individual plaintiffs. (Diane T. Kawachi)

License of City-developed software to Montgomery County Hospital District, Texas. The Division assisted the Department of Information Technology with an intergovernmental agreement between the City and County of Honolulu and Montgomery County Hospital District, a political subdivision of Texas, wherein the City granted Montgomery County a non-exclusive, non-transferable right to use a software program developed by the City to track radio equipment (such as in police and ambulance vehicles). Although Montgomery County would have no financial obligations for the license to use the City’s software, it would provide the City any modifications, upgrades or enhancements made to the software, which the City may use in improving the software for the City’s own use. The Division also assisted the Department of Information Technology in preparing the resolution for council approval of the intergovernmental agreement, which was submitted to and adopted by council. (Nicole R. Chapman)

Pictometry. The Division assisted the Department of Information Technology with the procurement of unique orthogonal and oblique aerial imagery from Pictometry International Corp. to be used in support of the City’s Wireless E-911 services. The Wireless E-911 system is used to dispatch police, fire, and EMS responders to the location of the emergency call. This application will provide a heightened visual information system for homeland security, 911 applications, public safety agencies, and first responders. (Geoffrey M. Kam)

Public Service Company Taxes. The Division assisted the Department of Budget and Fiscal Services (“BFS”), Internal Control Division, with the collection of delinquent public service company (“PSC”) taxes, interest, and penalties. PSC taxes are to be paid by certain public utilities in lieu of real property taxes.

The Division assisted BFS with the analysis of applicable law, the formulation of tax filing and payment forms with corresponding instructions, and the development of BFS policy regarding penalties and interest for delinquent payment.

As a result, over \$4,000,000 of incremental PSC tax revenue has been collected. The Division continues to assist BFS with further collection and other follow-up efforts. (Geoffrey M. Kam, Gordon D. Nelson)

Punchbowl Improvements, Phase II. The Division assisted BFS in negotiating the resolution of a decade-long dispute with owners of certain parcels along Punchbowl Street. The dispute centered on the ownership of a driveway parcel providing access to parking areas created for the use of owners who lost parking stalls as a result of the widening of Punchbowl Street above Vineyard Boulevard, and also involved questions of the valuation for the parking areas to be transferred to the owners. The Division also assisted with council approval of the negotiated resolution. (Gordon D. Nelson)

Software development and maintenance agreement with EMSS, Inc. for Real Property Tax Assessment Division.

The City and County of Honolulu, Real Property Assessment Division, sought to develop a program and design a city website, whereby city property owners may, at their election, register to receive real property tax assessment notices by e-mail, and appeal the City’s real property tax assessments and/or apply for exemptions online. Our division assisted with the negotiations and drafting of the professional services contract for the design, development and maintenance of the website, which included assisting with developing detailed functional requirements for the program and specific terms to protect the City’s interests in the areas of software development and maintenance. (Nicole R. Chapman)

INFRASTRUCTURE SECTION

State Legislation Relating to County Liability. In 2007, a large boulder originating from an abutting parcel fell into a city park injuring a park user. In reviewing the City’s exposure to liability, it became clear that the immunity protection from dangerous natural conditions afforded by Act 82, Session Laws of Hawaii 2003, did not extend to a park user who was injured as a result of the rock fall. Act 82 established a risk management procedure for the design and placement of signs that warn of dangerous natural conditions on improved public lands to protect the state and counties from liability for injuries resulting from those dangerous natural conditions. Act 82 defines “improved public lands” to include lands in the county park system, but excluded public beach parks. Our efforts in the 2008 state legislative session were directed to amending Act 82 to extend the dangerous natural condition immunity to public beach parks. The Division assisted with the coordination of the City’s efforts, the coordination of efforts among the counties, drafting proposed language for the legislation, and meeting with state legislators to share the concerns of the City regarding the provisions of the pending bills seeking to amend Act 82. We were pleased to have Act 144 signed into law by Governor Lingle on June 5, 2008. Act 144 extends the immunity granted by Act 82 to public beach parks.

During the state legislative session, the Consumer Lawyers of Hawaii advocated that the exclusion of public beach parks from Act 82 was deliberate in consideration of the extraordinary immunity provisions already granted to public beach parks earlier in Act 190 (1996). However, the 2008 legislature recognized that public beach parks are an important part of the public park system and should not be singled out from other types of parks within the state. Accordingly, Act 144 was adopted to clarify that Act 82 applies to public beach parks. Following the adoption of Act 144, the Division advised city agencies to employ the provisions of Act 144 to the many beach parks that are located in areas abutting ocean cliffs that contain dangerous natural conditions, including rock hazards. (Dawn D.M. Spurlin)

Mary Jane Dalumpinis vs. Kathy Vega and Lester Chang, Civil No. 1SS08-1-00725, Honolulu District Court, State of Hawaii. In 2008, the City Department of Parks and Recreation (“DPR”) demolished the sole comfort station at Mokuleia Beach Park because of safety concerns with the structural integrity of the comfort station. Without a comfort station available to park users, the department initiated night closure hours for the park. Plaintiff, who resided at the Mokuleia Beach Park, filed a lawsuit in state District Court against the DPR Director and a DPR staff person seeking a temporary restraining order and injunctive relief to enjoin city personnel from harassing the plaintiff by barring the plaintiff from the park during the night closure hours. Plaintiff further alleged that city personnel stole plaintiff’s personal property. At the hearing on the plaintiff’s motion for temporary restraining order, District Court Judge Gerald Kibe found that city personnel who were legally in the park performing their assigned duties did not harass plaintiff or steal plaintiff’s personal property. The court dismissed the action with prejudice and dissolved the temporary restraining order. (Dawn D. M. Spurlin)

Off-island Shipping of Municipal Solid Waste. The Division assisted the Department of Environmental Services (“ENV”) in developing and issuing a Request for Bids to provide for the interim shipment of municipal solid waste to mainland disposal sites, until the City has developed additional waste-to-energy capacity at its HPOWER facility. The off-island shipment of municipal solid waste is one component of ENV’s integrated solid waste management program, which is intended to minimize the need for landfill disposal through reuse, recycling, waste-to-energy and other efforts. (Gary Y. Takeuchi)

Waimanalo Gulch Sanitary Landfill. The Division assisted the ENV in obtaining approvals for an extension of time to accept solid waste at Waimanalo Gulch, the City’s only municipal solid waste landfill. Without such an extension, the landfill would have been prohibited from accepting solid waste as of May 1, 2008, under the terms of the Special Use Permit for the landfill. ENV submitted an application for a two-year extension of the waste acceptance deadline in the Special Use Permit to the Department of Planning and Permitting, for processing through the City Planning Commission and State of Hawaii Land Use Commission. When two parties who were contesting the application were granted intervenor status in the permit application proceedings at the Planning Commission, the matter was conducted as a contested case hear-

ing. The Division represented ENV throughout the application process, including the contested case hearing. After the Planning Commission approved the requested extension, the Division also provided legal representation to ENV during proceedings before the Land Use Commission, which subsequently approved an 18-month extension of time.

The Division also has been involved in the effort by ENV to seek an expansion of the landfill, consistent with the City Council's selection in December 2004 of Waimanalo Gulch as the location of the future municipal solid waste landfill. An Environmental Impact Statement ("EIS") is being processed for the proposed expansion, and the extension request referred to above was submitted in order to obtain additional time to complete the EIS, which was delayed by the discovery of potentially culturally significant stone uprights in the proposed expansion area.

The Division also represented ENV in responding to a Notice and Finding of Violation ("NOV") issued by the State Department of Health for alleged violations at the landfill. ENV and co-respondent Waste Management of Hawaii, Inc., the City's landfill operator, appealed the NOV, and the proceeding was set for a contested case hearing. After the hearings officer denied a request of third parties to intervene in the proceedings following the filing of oppositions by the City and Waste Management, the matter was eventually settled, with Waste Management paying a reduced civil fine and agreeing to fund certain supplemental environmental projects, among other provisions. (Gary Y. Takeuchi, Paul Herran)

The Infrastructure Section, with the assistance of special deputy corporation counsel, has provided legal support pertaining to various enforcement and litigation matters involving the City's wastewater system, which are summarized in greater detail below.

Sierra Club, Hawaii Chapter, et al. v. City and County of Honolulu, et al., USDC Civil No. CV04-00463 DAE-BMK. The Division continued to vigorously defend the pending federal district court lawsuit filed in July 2004 by plaintiffs Sierra Club, Hawaii Chapter, Hawaii's Thousand Friends and Our Children's Earth Foundation ("Plaintiffs" or "NGOs") against the City. The lawsuit seeks injunctive relief and penalties for alleged Clean Water Act violations arising from the City's wastewater collection and treatment system. Of the plaintiffs' original twelve claims, three claims have been dismissed by the court and the plaintiffs agreed to dismiss three more. The remaining claims have been further refined and narrowed by extensive motions. The City has also responded to expansive discovery issued by plaintiffs. (Kathleen Kelly)

United States of America, et al. v. City and County of Honolulu, USDC Civil No. 94-00765 DAE-KSC. In 1994, the United States Environmental Protection Agency (EPA) and the State of Hawaii Department of Health (DOH) filed an enforcement action against the City, identified as USDC Civil No. 94-00765 DAE-KSC, United States of America, et al. v. City and County of Honolulu. The action resulted in a 1995 Consent Decree that requires the City, among other things, to comply with the Clean Water Act, to establish a schedule under which the City is to implement preventive maintenance and sewer replacement and rehabilitation necessary to reduce and prevent spills, to implement and enforce its pretreatment program to regulate industrial discharges, and to develop and implement an effluent and sludge reuse program.

To meet these objectives, the City developed and is implementing a comprehensive collection system spill prevention program, carried out under the review and with the approval of EPA and DOH through at least 2019. The 1995 Consent Decree requires substantial capital improvement expenditures by the City for its collection system, which is reflected in the City's 20-year Capital Improvement Program budget. The court retains jurisdiction over the terms and conditions of the 1995 Consent Decree until termination.

The Infrastructure Section continues to support and advise the affected city departments regarding the requirements of the 1995 Consent Decree. In addition, with over ten years having elapsed since the entry of 1995 Consent Decree, the Infrastructure Section has assisted the City in working closely with the EPA and DOH over the past year to reach an updated agreement for requirements to assess, maintain and upgrade its wastewater system. These efforts are expected to continue into 2009. (Kathleen Kelly)

United States of America, et al. v. City and County of Honolulu, USDC Civil No. CV07-00235 DAE-KSC. As a result of one year of negotiations following the March 2006 Beachwalk spill, the United States Environmental Protection Agency, United States Department of Justice, State of Hawaii Department of Health and the City executed a Stipulated Order that requires the City to take certain actions to evaluate, repair, rehabilitate or replace certain force mains and one pump station in its wastewater collection system and develop site-specific spill contingency plans. The stipulated order was entered by the court in October 2007. The Infrastructure Section assisted in the development and entry of the stipulated order, and continues to provide advice and guidance regarding its requirements and implementation. (Kathleen Kelly)

Applications for Renewed 301(h) Waivers for the Sand Island and Honouliuli Wastewater Treatment Plants. The Infrastructure Section provided legal support for the City's response to tentative decisions by the EPA to deny applications for a renewed variance from secondary treatment for the Honouliuli and Sand Island Wastewater Treatment Plants. The Infrastructure Section assisted with the development of formal technical and legal responses that were submitted in August and December of 2007, respectively. The Infrastructure Section will continue to support the City in vigorously challenging these tentative decisions. The City has filed a Freedom of Information Act lawsuit against the EPA, to require the EPA to disclose documents relating to its tentative decisions, and has petitioned the Department of Health to update its water quality standards to more accurately reflect criteria protective of human health and the environment. (Kathleen Kelly)

LAND USE SECTION

Collection of Fines and Enforcement of Land Use Ordinance. The Division continues to assist the City's Department of Planning and Permitting ("DPP") in its efforts to enforce provisions of the City's land use ordinance and other codes, to obtain correction of the violations and to collect outstanding fines imposed by DPP for the violations. Our efforts included

assistance with collection of fines or correction of violations of the City's building code, plumbing code, housing code, electrical code, land use ordinance, grading ordinance, and shore line setback rules and regulations. In the majority of instances, the violations were corrected and the outstanding fines were paid pursuant to negotiated settlement agreements. In a small number of cases, the Division was forced to commence foreclosure actions against the properties of non-responsive violators in order to protect the City's interest in the collection of fines and enforcement of its laws. (Brad T. Saito)

Mass Transit. The Division counseled and advised the Department of Transportation Services ("DTS") on issues related to city council legislation related to mass transit. The Division advised DTS on the Council's consideration and adoption of Resolution No. 07-376, CD1, FD1(B), which established a technical expert panel to select a fixed guideway technology. (Reid M. Yamashiro)

City v. Wahiawa Water Company, Inc., Civil No. 99-4483-12 (GWBC), First Circuit Court, State of Hawaii. The City was successful in obtaining partial summary judgment in its favor in this condemnation lawsuit to acquire a sewer easement. The State Circuit Court ruled that the City was entitled to partial summary judgment in its favor on the defendant-property owner's claim for \$8.5 million in compensation due to the City's discharge of sewer effluent into the Wahiawa Reservoir aka Lake Wilson. The Circuit Court determined that the City had a preexisting right to discharge effluent into the reservoir pursuant to earlier easements, and that the City was not altering its right to discharge by acquiring the subject easement to discharge effluent from a different location. Based upon the Circuit Court's action to grant partial summary judgment, there was no trial in the case and the City obtained judgment in its favor for acquisition of the subject easement for the sum of \$50, the sum of just compensation that had been alleged by the City for the acquisition of this easement. (Winston K.Q. Wong)

Laie Wastewater Land Documents. The Division assisted ENV and the Department of Design and Construction ("DDC") in reviewing, revising and finalizing various deed and easement documents relating to the transfer of the Laie Wastewater Treatment Plant to the City. These documents involved the transfer of land and easements for sewer, drainage, flowage, access, and slope purposes from Hawaii Reserves, Inc. and Brigham Young University Hawaii, to the City. (Winston K.Q. Wong)

Keep the North Shore Country v. City and County of Honolulu, No. 28602, Intermediate Court of Appeals, Civil No. 06-1-0867-05 GWBC, First Circuit Court, State of Hawaii. The Division presented oral argument before the State Intermediate Court of Appeals in April 2008, in the lawsuit entitled, **Keep the North Shore Country v. City and County of Honolulu.** This appeal involves the Kuilima Resort wherein Plaintiffs demanded that a Supplemental Environmental Impact Statement ("EIS") be prepared for the planned expansion project. An EIS has been prepared for the project and accepted by the City in October 1985, as required by law. The Circuit Court ruled in favor of the City and Kuilima Resort Company, holding that a supplemental EIS was not required for the planned development. The Circuit Court determined that there were ongoing activities and actions on the expansion project throughout the intervening years and that the accepted EIS did not impose time limits on the phasing for the expansion project. Plaintiffs appealed the Circuit Court decision to the Intermediate Court of Appeals. The parties await issuance of the decision on appeal. (Don S. Kitaoka)

LITIGATION DIVISION

The Litigation Division consists of eleven attorneys: a division head, and ten trial attorneys. The Division is supported by nine support staff which includes a supervisor, three paralegals, and four legal clerks.

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 two appellate courts of the state of Hawaii, the United States District Court for the district of Hawaii, and the Ninth Circuit Court of Appeals. The Division processes and litigates all claims by or against the City¹, 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, civil rights, natural resources, employment issues and other non-tort related matters.

Statistics

During the 2007-2008 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, 2007:.....	2,555
Number of cases completed:.....	769
Number of cases opened:.....	1,276
Pending cases as of June 30, 2008:	2,653

Highlights and Accomplishments

Lawsuits

As in previous years, the Litigation Division continues to be involved in personal injury and civil rights actions filed against the City, its departments and its employees. During the past year, the Division took eight cases to trial² and filed dispositive motions in a number of other cases. The Division was successful in these trials and in the majority of the motions.

¹The cases specified in this subsection are not a comprehensive listing of all cases handled by the Litigation Division and are merely offered as a representative sample of the types of matters assigned to the Division.

²This includes three trials in the Honolulu District Court and one trial in Small Claims Court.

Following is a brief summary of several of the cases successfully completed by the Division in the past year.

Edenfield, et al, v. City and County of Honolulu, et al, United States District Court for the District of Hawaii. Plaintiffs filed a lawsuit against the City and seven police officers alleging violation of their constitutional rights. This lawsuit arose out of an incident on October 4, 2002, when plaintiffs were in a truck operated by Arnold Willets. Police officers began to follow the truck in order to stop Willets for an investigation into Willets' earlier leaving the scene of an accident. Willets, who was armed, refused to stop and ultimately fired his gun at the police officers, with police officers themselves returning fire. This shooting occurred as Willets drove through Kaneohe Town with police officers following him. As Willets continued to try to get away from the police officers, his truck became stuck on a concrete wall adjacent to Kaneohe District Park. Although stuck on a wall, Willets continued to shoot at the police officers and then began shooting toward members of the public. The police officers returned fire. Willets eventually quit shooting and was arrested at the scene. The case was tried to a jury of eight. After seven days of trial, the jury returned its verdict in favor of the City and the officers. (Richard D. Lewallen, Curtis E. Sherwood)

Pereza, et al, v. City and County of Honolulu, et al, First Circuit Court of the State of Hawaii. This personal injury lawsuit arose out of plaintiff's trip and fall accident on a city sidewalk. On February 18, 2005, plaintiff, who lives in Kailua, left her home at approximately 7:10 a.m. to go jogging in her neighborhood (which she did on a regular basis three to four times a week). On that date, plaintiff was jogging on the sidewalk on Hele Street on the side of The Shack Restaurant, and tripped and fell injuring her shoulder. Plaintiff alleged that she had taken a new route for her run that day because she felt the sidewalk conditions on her regular route were poor and she was fearful of falling. At trial, plaintiff alleged that the City was negligent in its maintenance of the sidewalks. Plaintiff's husband also made a claim for loss of consortium. This case was in the court annexed arbitration program and after an arbitration hearing, plaintiff was found to be 10% negligent and was awarded damages. The City requested a new trial and the case was then tried by a jury of twelve. After a three-day trial, the jury returned its verdict, finding the majority of fault with plaintiff, thus barring plaintiff from the recovery of any damages. (Marie Manuele Gavigan, Kate Metzger)

Annan-Yartey v. City and County of Honolulu, et al, United States District Court for the District of Hawaii. This lawsuit arose out of plaintiff's arrest and subsequent detention at the Honolulu Police Department's Central Receiving Division ("CRD"). On June 15, 2004, plaintiff entered the Cades Schutte Building in downtown Honolulu to serve some legal papers on one of the occupants, Ernest Nomura. As a result of plaintiff's disruptive behavior, plaintiff was issued a trespass warning from the building but refused to leave, resulting in his arrest. Following his arrest, plaintiff was taken to CRD for booking. Plaintiff was unable to post bail after his booking, and he remained in CRD from early afternoon until approximately 6:30 a.m. the next morning, when he was taken to Honolulu District Court for arraignment. Plaintiff alleges that while at the Central Receiving Division, he was subject to strip and cavity searches in violation of his constitutional rights. This case was tried to a jury of eight. After three days of trial, the jury returned its verdict in favor of the City. Plaintiff has appealed this verdict. (Kate S. Metzger; Richard D. Lewallen)

Leaeno, et al, v. Pistor, et al, United States District Court for the District of Hawaii. This lawsuit, alleging an unconstitutional search, was filed by six plaintiffs, after the arrest of one of the plaintiffs in the family home. Plaintiffs sued five police officers, but one of the officers was dismissed from the case on motion, leaving the four remaining officers in the case. On March 20, 2005 (a Sunday night), the officers arrived at the plaintiffs' home after 10 p.m. to arrest plaintiff, Jerry Leaeno, on a complaint of harassment of a family member. The arresting officer knocked on the door and eventually Jerry's mother came out of the house to speak to the officers. When asked if Jerry was home, the mother stated that she did not know. The officer asked if he could come in the home to see if Jerry was there and the mother allowed the officers to come into the home. Inside, the officers with the mother quickly looked in the bedrooms and when they found Jerry, they arrested him without incident. After the arrest, plaintiffs alleged that the mother had not consented to the officers' entry into the home and asserted that the officers had forced their way in. The case was tried by a jury of eight. After a five-day trial, the jury returned its verdict in favor of the officers. (Marie Manuele Gavigan, Kyle K. Chang)

Kim, et al, v. Southard, et al, First Circuit Court of the State of Hawaii. This case arose out of an automobile accident that occurred on November 7, 2004, at the intersection of Kalakaua Avenue and Ena Road. Plaintiff was driving in the Diamond Head direction on Kalakaua Avenue in the left-most lane (which is located on the left side of the median), when his car was in a collision with the defendant's vehicle that was attempting to execute an illegal U-turn from the middle of the three Diamond Head bound lanes of traffic (which are located on the right side of the median). The defendant instituted a third-party action against the City alleging defective road design against the City. This case was in the court annexed arbitration program and after an arbitration hearing, defendant was found to be 100% negligent. (D. Scott Dodd)

Inouye v. City and County of Honolulu, et al, First Circuit Court of the State of Hawaii. This lawsuit arose out of Plaintiff's application for a permit to hold a surfing event on the north shore during the winter season. Due to the number of permit requests annually for the same time periods and the same sites, the City has promulgated rules by which it evaluates the permit applications. Plaintiff submitted a permit application, but was not awarded the dates and sites that he had requested. Plaintiff filed his lawsuit and also filed for a preliminary injunction seeking to enjoin the City from denying plaintiff a permit to conduct his surfing event, and mandating that the court grant him a permit to conduct his surfing event. After a three-day hearing on plaintiff's Motion for Preliminary Injunction, the court ruled in favor of the City and denied plaintiff's request for a Preliminary Injunction concluding that the City followed proper procedures in not awarding plaintiff a permit and that plaintiff had failed to establish that the City's actions were arbitrary and capricious. Plaintiff subsequently dismissed this lawsuit. (D. Scott Dodd, Kyle K. Chang, Dawn M. Spurlin)

Palmer, et al, v. City and County of Honolulu, et al; Babas v. City and County of Honolulu, United States District Court for the District of Hawaii. Plaintiffs instituted these lawsuits³ alleging that police officers had used excessive force against them. Plaintiff Babas' action was premised upon an altercation that he had with police officers on December 2, 2004, in a parking lot outside of Dave & Buster's. However, the altercation resulted in plaintiff's arrest and subsequent indictment for: (1) Assault Against a Law Enforcement Officer in the First Degree, (2) Disorderly Conduct and (3) Attempted Resisting Arrest. Plaintiff pleaded no contest to these charges. The other plaintiffs alleged that the officers used excessive force against them when they attempted to help their friend, Babas. The City filed a motion for summary judgment which was granted by the court. Plaintiffs never served the individually named officers in these cases, and after granting summary judgment in favor of the City, the court dismissed the cases against the officers. (Curtis E. Sherwood)

Cornelison v. City and County of Honolulu, et al, First Circuit Court of the State of Hawaii. This lawsuit arose out of plaintiff's injury while a patron at the Laie Convenience Center in Laie. Plaintiff was in an area where the public is prohibited and he was injured while a city employee was moving a large rubbish bin. Plaintiff instituted his lawsuit against both the City and Wackenhut Corporation (the City's contractor on site). The City, pursuant to a contract with Wackenhut Corporation, tendered defense and indemnity of this lawsuit to Wackenhut. Wackenhut refused to accept the tender and the City filed a cross-claim against Wackenhut for a declaratory judgment that Wackenhut owed the City indemnity and defense for this lawsuit. The City was successful in obtaining a declaratory judgment that Wackenhut owed the City a defense of the action and the City was able to recover its attorneys fees for the defense of this lawsuit. (Kyle K. Chang)

The division successfully settled several civil rights cases against police officers (Seales, Musrasrik, Souza, Silva, Bloom, Urrutia). In these cases, police officers were accused of unlawful arrest/detention and/or excessive use of force. The division also successfully settled drowning cases in which negligence was alleged against the City (Kuhlmeier, Hoggs); cases alleging defective road design/maintenance (Filimoehala, Kamehaloha, Kaina); and several negligence cases (Rafanan, Takemura, Gedeon, Yacubovich, Robinson).

The division is currently defending the City in several high profile police cases (**Sunia, et al v. City**, and **Gaspar v. City**). Several motor vehicle accident cases involving the City are also being handled by the division (**Fellez v. City** and **Niupulusu v. City**). The division is also litigating numerous negligence lawsuits filed against the City (**Kuhns v. City**, **Wall v. City**, **Paly v. City**, **Villaneuva v. City**, **Neal v. City**).

The division has also taken the lead in defending the City in several non-traditional tort cases alleging improper employment practices, sexual harassment, workplace violence, whistleblower claims and retaliation (**Olipares v. City**, **Miller v. City**, **Bentzien v. City**, **Williams v. City**, and **Matsumoto v. City**). The division has taken on the task of representing city officials who have been sued in their individual capacity for alleged acts or omissions arising out of their employment status with the City (**Whang v. City**, **Black v. City**, **Siu 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**). The City successfully obtained summary judgment in this case, but the case is now pending in the Intermediate Court of Appeals.

The division was successful in cases in the Appellate Courts. In **Coloyan v. Badua, et al**, a case alleging an unconstitutional search, the City obtained a verdict after jury trial and plaintiff appealed to the Ninth Circuit Court of Appeals ("9th Circuit"). The 9th Circuit affirmed the jury verdict. In **Inouye v. Kemna, et al**, also a case alleging an unconstitutional search, the City obtained summary judgment in favor of the City and the City officials who had been sued. Plaintiff appealed the court's grant of summary judgment to the 9th Circuit. The 9th Circuit affirmed the lower court's grant of summary judgment in this case. In **Gonzales v. City and County of Honolulu**, a case alleging an unlawful arrest, the Hawaii Intermediate Court of Appeals upheld the lower court's grant of summary judgment in favor of the City.

Additionally, the division has been litigating claims against the City in actions previously handled by the Counseling and Drafting Division. The division has continued handling highly specialized and technical actions such as injunctive relief proceedings (**Onishi v. City**), and actions relating to the land or diversion of water (**Masters Properties v. City**, **Poland v. City**).

State 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 governmental tort claim procedures. This past year, the division took an active role in its advocacy of legislation by testifying before numerous House and Senate Committees regarding various proposed bills that directly impact the City.

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 ("TAC"). On occasion, the RPT Division also defends the City against appeals brought before the Board of Review ("BOR").

The RPT Division provides legal advice and support to the Real Property Assessment Division ("RPAD"), the Treasury Division, and the Department of Budget and Fiscal Services ("BFS"), as necessary to supplement the Counseling and

³These lawsuits were subsequently consolidated for purposes of discovery and trial by stipulation of the parties.

Drafting Division's functions. Also, the RPT Division assists the RPAD 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 TAC 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 RPAD and to optimize the assessment process, and uses the City's private consultant/appraiser for appraisal training and litigation support.

Statistics

During the 2007-08 fiscal year, in resolving appeals before the TAC, the RPT Division recovered about \$1 million in total taxes and approximately \$987,581 above the tax amounts claimed by the taxpayers.

For the fiscal year, the RPT Division opened 16 new appeals and received 82 assignments, had a previous workload of 237 appeals and assignments, and completed and closed 16 appeals and 51 assignments. Additionally, the RPT Division received about four to six informal requests per week from the RPAD for advice and other assistance.

Highlights and Accomplishments

Appeals and Related Matters

Thomas A. Marzec v. City and County of Honolulu, No. 28287, Intermediate Court of Appeals ("ICA"). Appellant Marzec challenged dismissals by the BOR and TAC of his tax appeal, which was submitted to the BOR by facsimile transmission after the close of business on the last day for filing. Marzec argued that the ordinance does not preclude filing an appeal by facsimile transmission, while the City argued that lodging or filing an appeal with the BOR was invalid. Alternatively, the City argued that if faxing an appeal was valid, it had to have been faxed by 4:30 p.m. The matter has been fully briefed.

Smith, et al., v. Kurokawa, TAC Case No. 07-0099. The RPT Division defended the City against challenges to the constitutionality of tax exemptions granted to Hawaiian homestead lessees in this lawsuit, which was erroneously filed against the administrator of the RPAD and subsequently amended to name the City as defendant.

Tax Appeal of Sharon's Plants, Ltd., BOR Nos. 42071, 42073 and 42077. Corporation Counsel defended against three BOR appeals that challenged the City's denial of the taxpayer's untimely petitions to dedicate three parcels to agricultural use. The BOR dismissed the appeals and the taxpayer did not pursue an appeal to TAC.

Tax Appeal of Kalama Beach Community Center, Inc. ("KBCC"), BOR No. 42538. In January, 2008, Corporation Counsel defended an appeal before the BOR in a case where the City had denied a charitable exemption to a charitable organization that leased beachfront property from a recreational and social organization. Because KBCC's rights to use the property were subject to the lessor's social and recreational use, KBCC's charitable use was not exclusive, as required by the ordinance. The City's exemption denial was upheld by the BOR and not appealed by KBCC.

Other Matters

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

Tracking and Taxation of City-Owned Real Property. Corporation Counsel advised the Managing Director's Office, BFS and RPAD regarding the discovery of numerous commercial leases of city property which were not being assessed real property taxes. The RPT Division assisted in the review of leases, and drafted guidelines to assist RPAD in determining the taxability of such leases. The result of this project was the development and implementation of a new Property Asset Management System ("PAMS"), for which Corporation Counsel continues to provide advice. The eventual goal of PAMS includes the tracking and taxation of state and federal-owned real property as well.

County Tax Credit. The RPT Division advises the Treasury Division in its administration of the county tax credit and in appeals of a tax credit denial. Issues include, what qualifies as income, who is the titleholder, and whether the property was transferred at a time that would result in revocation of the credit. During the fiscal year, RPT handled 41 county tax credit matters.

Home Exemption. Sympathetic to the hardships facing the military, the RPT Division drafted an ordinance amendment, at the direction of BFS, that would allow an active duty member of the armed forces to qualify for a home exemption without having to occupy the home at the time of the assessment.

2008 Statewide Board of Review Conference. The RPT Division assisted the RPAD by planning the agenda and speaking on the legal panel for the statewide annual conference of the boards of review for each county, held at the Ala Moana Hotel.

Advocacy Training for Real Property Appraisers. The RPT Division planned and conducted advocacy training for the Honolulu and Kapolei real property appraisal staffs. The training included instruction on presenting cases and defending values before the BOR and TAC.

Housing for Military Personnel. The RPT Division assisted in the negotiation and drafting of a Contribution Agreement between the City and the company developing housing for naval personnel on the island of O'ahu.

Public Use and Taxation of Private Property. Corporation Counsel advised the Chair of the City Council regarding a dispute that arose when a community association restricted public use of a beach access at the end of a private road, and the real property tax implications of such actions.

ETHICS COMMISSION*

Charles W. Totto, Executive Director and Legal Counsel

Mission

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's main focus is on conflicts of interest and the misuse of government resources or positions. The commission implements its objectives through a balance of training programs, advisory opinions, enforcement actions and legislation.

To find out more about the commission and its activities, visit the commission's web site at www.honolulu.gov/ethics. The web site has information about the commission's meetings, procedures, the standards of conduct, and useful ethics guidelines for the public and city employees and officers.

Resources

The seven commission members are appointed by the Mayor and confirmed by the City Council. Commissioners serve staggered five-year terms. The members in FY08 were:

	Term Expiration
Lex R. Smith, Esq., Chair	December 31, 2011
Susan H. Heitzman, Vice Chair	December 31, 2010
Matthew H. Kobayashi	December 31, 2009
Wayne T. Hikida	December 31, 2009
Cynthia M. Bond	December 31, 2008
Patricia Y. Lee, Esq.	December 31, 2010

The commission was staffed with an executive director/legal counsel and a legal clerk. The commission's budget for FY08 was \$215,226.

Ethics Training

The commission staff continued the mandatory ethics training program for all elected officials, managers, supervisors and board and commission members. Honolulu's mandatory ethics training program is one of the most ambitious in the United States. In FY08 we trained 574 city officials, bringing the total to over 4,100 public servants trained since the law was enacted. In addition, the commission staff presented our "Ethics Checklist" orientation to 383 new city officers and employees. As a result, all of the current city officials and more than half of the city's workforce have received some form of ethics training.

The commission introduced a mandatory ethics refresher course for supervisors and managers in FY08, which 783 employees attended.

Some agencies are taking advantage of the training beyond those who are mandated to attend. For example, all mayor's office and council staff, emergency medical services personnel, city attorneys and fire department recruits also attend training.

Training programs continue to greatly reduce the number of unintentional ethics violations. In addition, these programs should increase public confidence in our city employees and officers.

Advice and Enforcement

In the past fiscal year, the commission received 350 requests for advice by and complaints against city personnel. By the end of the FY08, we had responded to 330 of these. The commission also received and reviewed 446 financial disclosure statements from high-level city officials.

The commission investigated 31 complaints of unethical conduct by city personnel. Since 2004, there has been a 244% increase in the number of complaints. This shows that the public and city workers will report misconduct and believe that the Commission offers a fair and effective forum to examine their concerns. Overall, the number of complaints against middle managers increased while the number of complaints against high-level administrators decreased.

The commission rendered important advisory opinions in the following cases:

- The commission found that a councilmember failed to file a full written disclosure of his conflict of interest arising from his private employment. Section 11-103, Revised Charter of Honolulu ("RCH"), requires disclosure before a councilmember may lawfully vote on a bill where the councilmember has a conflict of interest, or the councilmember's vote will be void. The commission did not recommend any discipline because the mistake was inadvertent and corrected upon notice. Advisory Opinion No. 2007-1.

- The commission found that a manager violated the conflict of interest laws when he hired a city employee whom he supervised to work for the manager's private business. RCH Section 11-102(c) prohibits city officers and employees from having financial interests or business activities that may tend to impair their judgment in carrying out their city duties. The commission was concerned that the manager placed himself in a position where his supervision of the employee could be affected by their private business relationship. Because there was no evidence that the manager treated the employee differently than other city employees, the commission recommended a written reprimand. Advisory Opinion No. 2007-2.
- The commission recommended termination from city employment for a supervisor who was found to have used city work time or his city-assigned truck to redeem recyclables on 106 occasions. RCH Section 11-104 prohibits the use of city resources, including paid time and vehicles, for an employee's personal benefit. Advisory Opinion No. 2007-3.
- The commission recommended a written reprimand for an employee who spent time at home and on personal errands while he was on paid city time. This conduct violated RCH Section 11-104 as a misuse of city time and vehicle. The commission noted that the employee's supervisor, who had recently retired, should have corrected the problem. Advisory Opinion No. 2008-2.
- The commission advised that two members of a city board were required to disqualify themselves from hearing a case because each had an apparent conflict of interest arising from financial or personal interests. The commission reiterated that the standard for a conflict of interest is whether, under the specific facts, a reasonable person would question the board member's impartiality. No showing of actual interference with the city officer's decision-making is required. Advisory Opinion No. 2008-1.

Legislation

Along with the ethics boards of the other counties, the commission supported the introduction of bills at the legislature to confer jurisdiction on the circuit courts for impeachment actions against elected officers. These measures resulted in Act 107 (2008). A charter amendment to conform city law to state law will be on the November ballot.

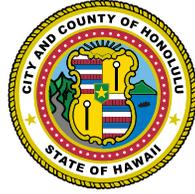
A charter amendment to broaden the commission's authority to impose civil fines for misconduct on city officials with significant fiscal or discretionary authority will also be on the November ballot.

The commission supported a charter amendment to prohibit new department directors from directly affecting contracts with their former employer. This amendment did not obtain approval by the Mayor.

Integrity Hotline

The commission worked with several other departments to deploy an integrity hotline pilot project which allows city employees to report fraud, waste, abuse and ethics issues to a live interviewer 24/7. The reports are then routed back to the City for review and appropriate action.

DEPARTMENT OF CUSTOMER SERVICES



Jeffrey J. Coelho, Director
Hubert P. Minn, Senior 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. The department also provides printing services for City departments and agencies; issues various permits; and manages the City's reference library, the records management and archives programs, and the municipal bookstore. Additionally, CSD administers the City's contract with the Hawaiian Humane Society to provide spay, neuter and animal pound services, and enforces ordinances dealing with animals.

CSD is organized into three major functional divisions: Motor Vehicle Licensing and Permits, Public Communications and Satellite City Halls. At the end of fiscal year 2008, CSD was authorized the equivalent of 298 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 (37,788).

The department served the public by investigating complaints, responding to informational inquiries, increasing customer services, producing special events such as the Honolulu City Lights celebration, and assisting with the popular Sunset on the Beach, Rediscover Oahu and other special events.

CSD also assisted with publicizing initiatives, such as new information services at the Ala Moana Satellite City Hall; real property tax credits; the new Integrity Hotline for preventing fraud, waste and abuse in City government; career placement and training for displaced Aloha Airlines employees; TheBoat ridership; expansion of the curbside recycling program; and the 21st Century Ahupua'a Campaign – looking ahead at Honolulu's sustainable future. Residents were also alerted during potentially hazardous emergencies, such as sewage spills, box jellyfish infestations and floods.

DIVISION OF MOTOR VEHICLE, 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 the derelict and abandoned vehicle programs; administers and enforces the periodic motor vehicle inspection program; administers the reconstructed vehicle program; implements the general newsstand and Waikiki Special District publication dispensing rack programs; administers the disabled parking placard and identification card program for the City and County of Honolulu; implements the Motor Vehicle Safety Responsibility 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 for the following bills that affect operations and were signed into law:

- Act 50 authorizes a 90-day extension for military personnel to renew their driver's license if their license expired during deployment outside of the U.S. and adjusts the length of time a person's license will remain valid based on their age.
- Act 141 authorizes the exemption of vehicle weight taxes for one non-commercial vehicle per member in good standing of the National Guard Reserves, military reserves, and other active duty military personnel claiming Hawaii as their legal residence of record.
- Act 197 authorizes the registration of a three-wheel moped designed to carry a driver and passenger seated side-by-side.

- Act 122 establishes an organ donor registry and allows for information contained in driver licensing files on registered donors to be transferred to the registry.
- Act 135 allows tow companies to charge overtime fees during certain hours of operation, prohibits a tow company from charging the owner of a vehicle targeted for towing if the owner of the vehicle appears on the scene, and requires tow companies operating in a county with a population of 500,000 or more to offer consumer service 24 hours a day.
- Act 171 implements an ignition interlock program in lieu of registration and license plate surrender and issuance of conditional driver licenses. Establishes a task force to recommend amendments for implementation 20 days prior to the convening of the 2010 regular legislative session.

Conducted two lotteries for publication dispensing racks in the Waikiki Special District in November 2007 (supplemental) and May 2008 (triennial), where a total of 1,169 dispensing rack permits were issued. Additionally, throughout the year, 2,325 sidewalk use permits were also issued. The two contract employees conducted inspections of the dispensing racks and general newsstands, conducted complaint investigations and 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.

Accounting Services Section

The Accounting Services Section's seven employees are responsible for the record keeping of the division's revenue and disbursements. They account for state revenues collected from the state Vehicle Weight Tax, State Vehicle Registration Fee, Periodic Motor Vehicle Inspection Fee, and Commercial Driver License Fee. They also remit revenues exceeding approved county expenses to the State Department of Transportation. During this fiscal year, the section processed 1,261 refunds totaling \$144,047 and remitted \$35,927,223 (gross receipts of \$38,431,325 less county expenses of \$2,504,102) to the Department of Transportation.

Motor Vehicle Branch

The Motor Vehicle Branch, staffed by 28 employees, registers motor vehicles and trailers, 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 transactions from motor vehicle dealers and financial institutions, electronic transactions from Electronic Lien and Title (ELT) lienholders, and Fleet Dealer Registration (FDR) transactions from new car dealers and U-drive companies. The Motor Vehicle Branch also processes online renewals via the Internet, accepts facsimile transactions from the Satellite City Halls (SCH), and all mail transactions.

During the fiscal year, the MVR core and the SCHs registered 857,009 motor vehicles and trailers, issued 22,635 duplicate certificates and 4,140 out-of-state vehicle permits, and processed 22,690 replacement plates, 34,205 replacement emblems and 190,217 ownership transfers. The MVR core processed 44,613 online renewals via the Internet and registered 9,683 vehicles through the FDR program.

Motor vehicle transactions processed by location are as follows:

LOCATION	FY 2008	FY 2007	INCREASE (DECREASE)
Ala Moana	86,429	94,704	(8,275)
Fort Street Mall	53,331	46,287	7,044
Hawaii Kai	30,617	30,527	90
Kailua	60,991	58,332	2,659
Kalihi	98,883	109,224	(10,341)
Kapolei	75,057	77,248	(2,191)
Pearlridge	97,708	69,056	28,652
Wahiawa	64,310	60,162	4,148
Waianae	30,902	33,359	(2,457)
Windward Mall.....	67,581	66,921	660
MVR core	469,168	484,558	(15,390)
TOTAL	1,134,977	1,130,378	4,599

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 substations located at Kapolei, Koolau, Wahiawa and Waianae. Driver license renewals and duplicates are also offered at the Fort Street Mall, Windward Mall, Hawaii Kai and Pearlridge Satellite City Halls. The following table lists the number of driver licenses and permits issued by location.

STATION	INITIAL LICENSES	RENEWED LICENSES	LEARNER PERMITS
City Square	14,602	11,630	19,685
Kapolei	8,779	3,798	8,393
Wahiawa	7,467	3,186	5,890
Koolau	4,455	649	4,109
Waianae	942	679	1,096
Commercial Driver License.....	1,248	1,371	1,314
Fort Street Mall.....	64	3,348	539
Hawaii Kai	309	3,690	433
Windward Mall.....	294	4,432	839
Pearlridge.....	527	4,473	1,102

The Driver License Branch issued 43,906 duplicate licenses and 1,486 taxicab certificates. There were 4,117 written tests administered in seven foreign languages, 66,550 written tests and 538 oral examinations in English.

Commercial Driver License Unit

This unit administers the CDL written test, vision test, and skills test 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 3,933 CDL licenses and permits, including duplicate licenses, were issued this fiscal year.

The State Department of Transportation authorized the payment of overtime hours for driver licensing staff to review approximately 3,000 traffic convictions on CDL drivers dating back to 1990. This review is necessary to determine whether driver disqualification is applicable in accordance with the Federal Motor Carrier Safety Improvement Act.

On January 26, 2008, CDL operations at the Aloha Stadium site were closed for repairs and temporarily relocated to the City Square driver licensing location. The unit will return to its permanent location when repairs are completed.

Financial Responsibility Section

This section enforces the statutory provisions of the Motor Vehicle Safety Responsibility Act. It works closely with the State Judiciary to train the judiciary staff on the financial responsibility statutory requirements. During this fiscal year, the section processed 6,371 safety responsibility cases affecting 10,923 licensed drivers and 5,987 registered owners of vehicles involved in major traffic accidents. In addition, it issued 3,324 security notices to individuals who were at fault for major traffic accidents and 3,250 notices to defendants convicted in court of certain serious traffic related offenses. In response to these notices, the section processed 2,494 SR-21 certificates, 2,249 SR-22 certificates, and 40 cash security deposits totaling \$77,900. The section also processed 1,137 SR-26 certificates, which are insurance companies' notifications of insurance policy cancellations, and refunded 40 cash security deposits totaling \$89,600.

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 29,826 investigations of abandoned vehicle complaints. As a result of the investigations and patrols, 4,358 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	4,908	4,163	763	1,275
Abandoned Vehicles Towed.....	1,111	596	212	129
Derelict Vehicles Towed.....	1,471	917	353	1,417

Owners claimed 327 of the abandoned vehicles that were towed. A total of 5,599 unclaimed vehicles were processed for sale at public auctions.

During the fiscal year, the section also inspected 5,251 reconstructed vehicles, 1,464 taxicabs and one pedicab; investigated 88 complaints concerning taxicabs and 52 complaints concerning tow companies; and conducted 758 safety inspection/reconstruction permit investigations.

Periodic Motor Vehicle Inspection (PMVI) Unit

This unit conducted 1,258 inspections of safety inspection stations, certified 332 safety inspectors' licenses, suspended 48 stations, and issued 63 notices of violation. 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 busi-

nesses 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:

	<u>FY 2008</u>	<u>FY 2007</u>
Bicycle and Moped Licenses	29,621	29,708
Dog Licenses	17,599	17,530
Loading Zone Permits	10,144	10,081
Bus Stop Permits	550	552
Taxi Stand Parking Permits.....	83	86
Business Licenses:		
Auctioneer	5	7
Firearms, Manufacture and Sell.....	31	30
Garbage and/or Rubbish Collection	18	15
Glass Recycling	3	0
Pawnbroker	12	5
Peddler, Merchandise	76	67
Peddler, Merchandise or Medicine – Exempt.....	22	20
Purchase/Sell Used Vehicle Parts.....	96	92
Second Hand Dealer.....	126	114
Sale of Tear Gas and Other Obnoxious Substances.....	1	1
Sale of Pepper Sprays - Flat Fee.....	1	1
Vehicle - Carry Passengers, Taxi.....	1,494	1,484
Pedicabs	0	1
Wrecking/Salvaging/Dismantling Motor Vehicles	70	67
Scrap Dealers	35	16
Number of Licenses and Permits.....	<u>59,987</u>	<u>59,877</u>

**COMPARATIVE STATEMENT OF TOTAL TRANSACTIONS
FISCAL YEARS 2008 and 2007**

	<u>FY 2008</u>	<u>FY 2007</u>	<u>INCREASE (DECREASE)</u>
Motor Vehicle Registrations Recorded	842,148	833,584	8,564
Trailer Registrations Recorded	14,861	15,619	(758)
Bicycle and Moped Registrations Recorded	29,621	29,708	(87)
Dog Licenses Issued.....	17,599	17,530	69
Business Licenses Issued	597	618	(21)
Duplicate Certificates Issued	22,635	23,318	(683)
Replacement Plates Issued	22,690	23,086	(396)
Replacement Emblems Issued.....	34,205	35,148	(943)
Out-Of-State Vehicle Permits Issued.....	4,140	4,087	53
Loading Zone Permits Issued	10,144	10,081	63
Bus Stop Parking Permits Issued	550	552	(2)
Taxi Stand Parking Permits Issued.....	83	86	(3)
Ownership Transfers Recorded	190,217	191,180	(963)
Plate Transfers Completed.....	4,081	4,356	(275)
TOTAL	<u>1,193,571</u>	<u>1,188,953</u>	<u>4,618</u>

COMPARISON OF REVENUE SOURCES - FISCAL YEARS 2008 AND 2007

	<u>FY 2008</u>	<u>FY 2007</u>	<u>INCREASE (DECREASE)</u>
Motor Vehicle Weight Taxes	\$70,779,949	\$69,779,965	\$999,984
Trailer and Wagon Weight Taxes	2,835,528	3,450,269	(614,741)
Motor Vehicle Penalties	877,948	854,988	22,960
Trailer and Wagon Penalties.....	62,060	149,440	(87,380)
Motor Vehicle Ownership and Penalties.....	2,807,835	2,981,784	(173,949)
Motor Vehicle Duplicate Certificates.....	225,300	231,957	(6,657)

City and County Registration Fees.....	13,694,820	13,599,360	95,460
License Plate Fees.....	1,397,714	1,384,302	13,412
Emblem Fees.....	358,328	355,614	2,714
Beautification Fees.....	3,126,518	3,120,274	6,244
Correction Fees.....	13,240	18,020	(4,780)
Vehicle Permits.....	20,420	17,685	2,735
Service Charges.....	14,021	20,584	(6,563)
Liquidated Damages.....	309	31,232	(30,923)
Sale of Other Materials and Supplies.....	750	960	(210)
Record Copies.....	2,202	2,210	(8)
Tax Liens.....	265	435	(170)
Reconstructed Vehicles.....	38,805	33,825	4,980
Bicycle Licenses.....	414,228	419,075	(4,847)
Dog Licenses.....	237,701	236,590	1,111
Business Licenses.....	31,306	34,551	(3,245)
Newsstands/Display Racks.....	145,141	33,775	111,366
Loading Zone Parking Permits.....	237,974	234,082	3,892
Bus Stop Parking Permits.....	13,021	13,374	(353)
Drivers' License Fees.....	2,163,927	3,300,725	(1,136,798)
Taxicab Drivers' and Pedicab Operators' Certificates.....	37,315	8,930	28,385
Taxi Stand Parking Permits.....	7,773	7,576	197
Taxi Licenses.....	83,063	85,629	(2,566)
Auction Sale of Impounded Vehicles.....	130,499	194,675	(64,176)
Spay-Neuter Services.....	316,200	291,605	24,595
Other.....	144	103	41
TOTAL.....	100,074,304	\$100,893,594	(\$819,290)

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

<u>Department/Agency Involved in Complaint</u>	<u>FY 2008 Total</u>	<u>FY 2007 Total</u>
Board of Water Supply.....	394	153
Budget and Fiscal Services.....	158	190
City Auditor.....	0	0
City Clerk.....	1	41
*Civil Defense(see Emergency Management)		
Corporation Counsel.....	80	308
Council Services.....	0	55
Culture and Arts.....	0	0
Customer Services.....	1274	2,884
Design & Construction.....	976	324
Economic Development.....	0	0
Emergency Management(formerly Civil Defense).....	6	12
Emergency Services.....	113	38

Enterprises Services	300	84
Environmental Services	1678	2,644
Facility Maintenance	2097	2,526
Fire	54	75
Human Resources	8	23
Humane Society, Hawaiian**	82	92
Information & Technology	19	12
Managing Director.....	0	31
Mayor.....	257	293
Medical Examiner	4	2
Neighborhood Commission	13	0
Parks & Recreation	1491	1,569
Planning & Permitting	1321	1,454
Police.....	1569	2,162
Prosecuting Attorney.....	0	19
Royal Hawaiian Band.....	1	6
Transportation Services.....	1403	1,698
TOTAL.....	13,299	16,695

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

Information Branch

The branch 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 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 more than 47,900 telephone calls and completed more than 1,200 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 30 email inquiries a day, prepared and staffed exhibits in conjunction with various trade shows and other public events, and coordinated publicity for Honolulu City Lights in December. Staff also coordinated the *Mayor's Mid-Term Report* and *Annual Report for the City and County of Honolulu*.

The information staff also publicized new City initiatives, such as continued expansion of bulky item pick-up services island-wide, recycling services, new property tax credits, expanded Satellite City Hall services and hours, energy and sustainability initiatives and ongoing environmental clean-up projects.

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

Honolulu Municipal Television (HMTV)

Under a City contract and through a state grant, HMTV produced about 36 hours of original shows 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 Bob Pritchard and premiered on Olelo Community Television (Oceanic Channel 54). They were also replayed on KPXO (Channel 66).

HMTV produced a State of the City special report that highlighted the mayor's administration's annual presentation. This program was broadcast live from the Hawaii Theatre, and re-broadcast on Olelo and local affiliates.

HMTV covered many special Sunset-on-the-Beach events in Waikiki, which included a tribute to our local sports champions. HMTV also covered the Sunset series in Waimanalo, Kapolei and Laie.

The holiday season at the end of 2007 featured another successful presentation of Honolulu City Lights shown live on Olelo Community Television, followed three weeks later by a one-hour program on commercial television on the Public Workers Electric Light Parade. Local television personality Tanya Joaquin hosted the live show. HMTV also produced three hours of Honolulu City Lights programming for replay on Olelo television on Christmas day. The event has had multiple replays on that channel.

More than 100 segments that were written, edited, produced and aired on *City News Week* and the *Mayor's Report* covered a wide range of topics, from an overview of various City departments, ethnic celebrations, City culture and arts events and new City developments.

Working with the Department of Information Technology, HMTV is now making available program segments via streaming video on the City Web site.



Municipal Reference Center (MRC)

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 \$14,147 to update the library collection, \$13,777 to maintain its specialized collection of subscriptions, and \$41,825 to partially fund the microfilming of City documents for permanent retention.

During fiscal year 2007-2008, the library, records management and bookstore:

- Handled 825 requests for information from City workers and the public (626 in FY 07).
- Loaned over 1,683 books, reports and magazines (2,122 in FY 07).
- Coordinated microfilming/scanning of over 95,300 images and filled 879 requests to retrieve records (52,318 images and 731 requests to retrieve records in FY 07).
- Sold 2,361 volumes at the Municipal Bookstore for \$53,766 (1,944 volumes for \$28,344 in FY 07).

Printing Services Branch

A staff of nine employees handles graphics, printing and bindery services for all City agencies. This branch produced informational booklets and brochures, forms, newsletters, flyers, reports, letterheads, business cards, invitations, programs, posters, signs, certificates and bus placards for use by agencies or for public distribution.

Printshop's report for fiscal year 2008 is as follows:

Graphic Arts Projects Completed - 888.

Bindery Projects Completed - 761 which included 1,809 different bindery operations.

Printing Projects Completed - 1,040 totaling 8.9 million impressions.

SATELLITE CITY HALL DIVISION

Eric Kimura, 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 duplicate services are also provided at the Fort Street Mall, Hawaii Kai, Pearlridge and Windward offices. The Ala Moana, Kalihi and Pearlridge offices continue to be the busiest locations.

HIGHLIGHTS

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

- Implemented a pilot program for the sale of second day trash pick-up permits for the Mililani and Hawaii Kai districts. This program allowed residents to have the option of purchasing permits for a second day trash pickup during the week.
- The closure of the City Store at the Ala Moana Satellite City Hall in December resulted in renovating the office to create the City's first Information Center. The center provided customers with convenient instructional panels on



Ala Moana Center Satellite City Hall now features the City's first Information Center, a place where customers can complete and print forms needed for motor vehicle transactions. Attractive information panels display the exact forms and requirements needed for basic transactions, such as driver licensing and motor vehicle registration renewals, duplicates and ownership transfers. The Information Center also provides free route maps and other important details about TheBus, the City's award-winning public transportation system.



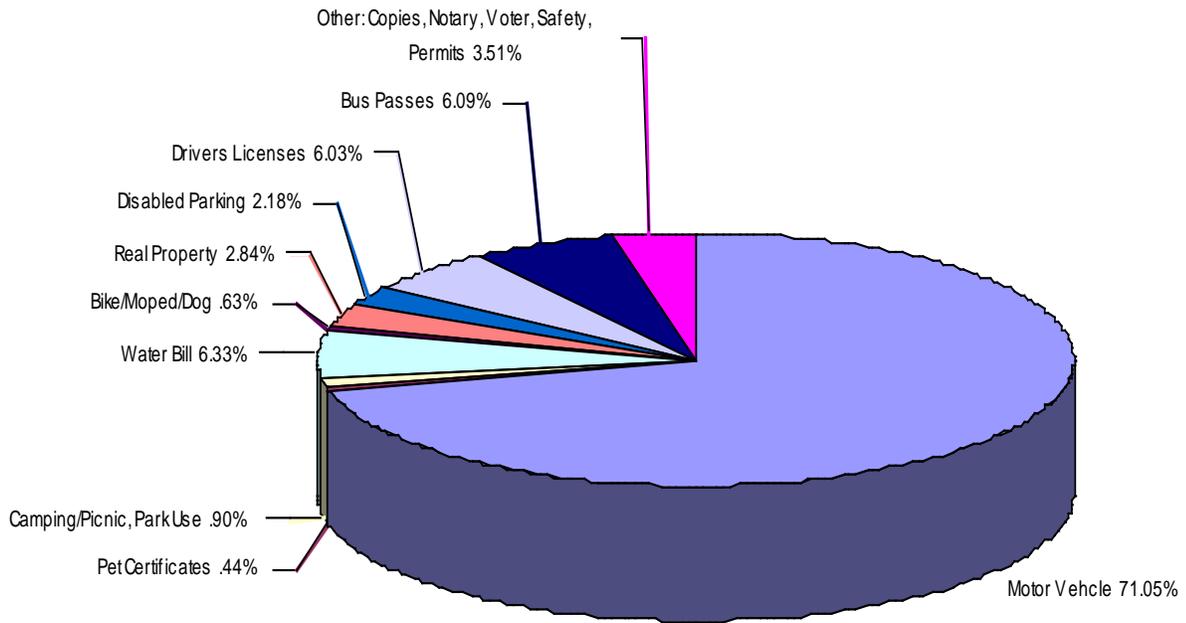
the satellite services offered, bus maps and schedules with a bus hotline phone system for immediate information on bus routes, and an electronic kiosk station with the ability to access the website to print City information and forms.

- Installation of new digital security systems for the Ala Moana, Fort Street Mall, Kalihi and Pearlridge Satellite City Hall offices. In addition to addressing security issues, the new system allows the administration to view and monitor these sites electronically from their computer terminals.

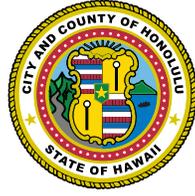
FISCAL YEAR TOTALS

<u>Locations</u>	<u>Transaction Count 2008</u>	<u>Transaction Count 2007</u>	<u>Revenue Collected 2008</u>	<u>Revenue Collected 2007</u>
Ala Moana	122,525	130,322	\$21,106,749	\$21,055,839
Fort Street Mall.....	111,610	112,680	23,191,142	18,316,602
Hawaii Kai	47,165	53,105	5,726,844	5,383,501
Kailua	72,308	69,408	9,651,502	8,307,118
Kalihi.....	118,255.....	129,780	15,727,274	16,885,622
Kapolei	94,657	96,712	15,484,203	15,546,245
Pearlridge.....	134,207.....	85,753	15,253,885	8,800,063
Wahiawa.....	80,137	75,018	9,120,334	8,566,685
Waianae	44,196	45,491	5,640,824	5,285,249
Windward Mall.....	99,485.....	110,566	12,812,175	11,381,682
Total.....	924,545.....	908,935	\$133,714,932	\$119,528,606

**SATELLITE CITY HALL TRANSACTIONS (924,545)
FOR FISCAL YEAR 2007-2008**



DEPARTMENT OF DESIGN AND CONSTRUCTION



Eugene C. Lee, P.E., Director
Russell H. Takara 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 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 performs land survey and land acquisition in support of city agencies.

DDC is organized to efficiently deliver the services required to support its client agencies. 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 **Civil Division** plans, designs, and constructs infrastructure facilities including: streets and highways; drainage and flood control systems; bridges and other public works structures; environmental related projects; and oversees the soil/materials testing laboratory.

The **Facilities Division** plans, designs, and constructs facilities including: municipal and civic buildings; parks and park structures; golf courses; zoo facilities; municipal auditorium facilities; fire stations; police stations; ambulance units, and corporation yards. Additionally, the division is charged with the overall space planning, moving, and relocation for all city agencies.

The **Land Division** provides 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 **Mechanical/Electrical Division** plans, designs, and constructs roadway lighting projects; electrical and mechanical upgrades to existing facilities including lighting retrofit and air-conditioning upgrades; manages energy conservation programs; manages underground storage tank inspections and mitigation; and supports the City communication system infrastructure.

The **Wastewater Division** plans, designs, and constructs wastewater related facilities including: installation and upgrade to the collection and conveyance systems, and wastewater treatment facilities.

Principal clients consist of all of the City's departments and agencies. Each division works with client agencies to identify and program its long-term needs and create the annual CIP. As projects are budgeted, the design and construction branches prepare the construction documentation needed to fulfill the client program requirements to bid and contract the facilities for construction.

ACTIVITIES

SPECIAL PROJECTS

This group 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 undertakes a variety of project types.

The Special Projects group consists of one full-time architect, and one clerk that also serves as the clerk for the Department's Project Control Branch. 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 major facilities such as corporation yards, ballpark fields, parks, facility assessments, and fire stations. Due to the scope of some projects, implementation may extend beyond a single calendar year. Special Projects completed 2 projects; 16 projects are on-going, 6 of which are scheduled for completion by end of 2008.

Projects Completed

Kuhio Beach Park Hula Mound Improvements

Waikiki Publication Kiosks

Projects On-going

Design-Build of Classroom for the Honolulu Zoo (completion October 2008)

Design-Build of New Entrance for Honolulu Zoo

East Kapolei Fire Station

Halona Blowhole Renovation (completion August 2008)

Honolulu Fire Department Headquarters Museum Roof (completion October 2008)

Kahaluu Regional Park Phase 1, Field Improvements (completion August 2008)

Kapolei Consolidated Corporation Yard, Phase 1 (completion November 2008)

Kapolei Consolidated Corporation Yard, Phase 2

Parking Improvements to Keehi Lagoon Park

Re-roof Hale Koa Building at Wahiawa District Park

Re-roof and repair Manana Neighborhood Park Pool Building

Sunset Beach Recreation Center (completion December 2008)

Waihole Beach Park Design-Build of Improvements

Waiialua Fire Station Replacement (Planning)

Waipahu Depot Road Extension (Planning)

Waipahu Waterfront Passive Park (Planning)

CIVIL DIVISION

The **Planning and Design Branches** worked on 102 projects; of these 24 were completed within the fiscal year, including 22 design projects totaling an estimated \$40 million in construction. Projects going to construction consisted of 1 curb ramp project, 6 drainage and stream related projects, 8 emergency repair projects, and 5 resurfacing and reconstruction of roadway projects.

A total of 78 planning and design projects were on-going at the end of the fiscal year. These projects involve: bridge rehabilitation, guardrail improvements, curb ramps, drainage improvements, emergency repairs, flood control, highway structures, planning studies, reconstruction/rehabilitation of roadways, rock slide potential inspections, scour protection of bridges, inspection/monitoring of bridges, seismic retrofit of bridges, stream improvements, and storm drainage improvements.

The **Construction Branch** worked on 54 projects totaling an estimated \$150 million. Of these, 19 were substantially completed within the fiscal year at an estimated cost of \$30 million. The completed construction projects include: 8 curb ramp projects, 3 drainage and stream improvement projects, 3 emergency projects, 2 resurfacing/ rehabilitation of roadway projects, and 3 sidewalk projects. At the end of the fiscal year, there were 35 projects in varying stages of construction. The estimated construction amount for the on-going projects is \$120 million. The on-going projects involve: roadway construction/improvements, bridge repairs, guardrail improvements, curb ramps, stream/drainage improvements, sidewalks, emergency repairs, and rehabilitation of streets.

The **Soils/Materials Testing Laboratory** conducted 348 material analysis (including soil analysis, proctor, asphaltic concrete content, specific gravity, and gradation), 409 field control tests (including compaction testing, California Bearing Ratios [CBR], piezometer, cone penetrometer, and coring), 63 site investigations, and 279 concrete compressive strength tests. These tests included those conducted for the Department as well as for other City departments and the Board of Water Supply.

PICTORIAL HIGHLIGHTS OF CIVIL DIVISION PROJECTS



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 2007-2008 the branch worked on 30 projects. The following are significant planning projects that the branch worked on:

- Kapiolani Regional Park Master Plan Update
- Fire Training Center, 890 Valkenburgh Street
- Waikiki War Memorial and Natatorium Complex / Waikiki Beach Shoreline Restoration
- Mauna Lahilahi Beach Park Environmental Assessment (for Protective Breakwater)
- McCully District Park Master Plan
- Ala Wai Community Park - Clubhouse Renovation/ Reconstruction
- Beach Park Erosion Study
- City Master Space Utilization Plan

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 47 repair projects costing approximately \$11 million annually. The following represents projects completed by the branch:

	<u>Consultant Cost</u>
City Hall Spalling Repairs	\$ 150,000
Fasi Municipal Building Spalling Repairs.....	\$ 400,000
Kalihi Fire Station Repairs and Completion of Repainting	\$ 80,000
Kalihi Police Station Repairs and Completion of Repainting.....	\$ 80,000

Municipal Reference and Record – Roof Reconstruction	\$ 200,000
Police Head Quarters – Fix Building Leaks	\$ 350,000
Police Training Academy – Reconstruct Gym Room.....	\$ 100,000
Police Training Facility – Repairs and Completion of Repainting.....	\$ 300,000
Walter Murray Gibson Building Temporary Office Interior Renovation	\$ 100,000
West Loch Villages Complex Compliance with Rehabilitation Act (ADA improvements) – Phase 1 & 2	\$ 1,400,000



Left: West Loch Villages Complex Compliance, ADA Improvements. Right: City Hall Spalling Repairs.

The branch worked on 60 projects with an estimated total construction cost of approximately \$45.2 million during the fiscal year. The following represents projects worked on by the branch:

	Estimated Construction Cost
• EMS Head Quarters & Communication Facility, Young Street	\$ 2,500,000
• Ewa Beach Fire Station Relocation	\$ 6,000,000
• Kahuku Fire Station Improvements	\$ 775,500
• Kahuku Police Station Roof Replacement	\$ 615,000
• Kapolei Fire Station Improvements	\$ 780,000
• Police Training Academy Firing Range – Phase 2	\$ 1,750,000
• Police Training Academy Indoor Firing Range	\$ 5,500,000
• Walter Murray Gibson Building Renovation.....	\$ 4,300,000

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 44 projects with an estimated total construction cost of approximately \$30.5 million during the fiscal year. The following represents projects worked on by the branch:

	Estimated Construction Cost
• Ewa Mahiko District Park, Gymnasium, Playcourts, and Parking Lots	\$ 8,500,000
• McCully District Park – Phase 2 Reconstruction of Swimming Pool.....	\$ 2,200,000
• Rehabilitation of Parking Lots on Oahu, FY2007 IDIQ.....	\$ 1,500,000
• McCully District Park – Phase 1a Renovation to Gym Facility Interior/Exterior.....	\$ 2,400,000
• Golf Course Improvements (Ted Makalena, Pali, and West Loch Courses).....	\$ 700,000
• Honolulu Zoo – Asian Tropical Forest Elephant Facility.....	\$ 6,200,000

The **Construction Management Branch** manages and inspects both park and building CIP projects; 47 building, parks, and recreation construction and improvement projects were completed in FY2008 for a total cost of \$14.2 million.

There are currently 40 building and parks construction and improvement projects still under construction for a total cost of \$40 million. Examples of major projects include:

	Construction Cost
• Kaneohe District Park Improvements to Gym Complex Interior	\$ 1,200,000
• Kuahelani Neighborhood Park.....	\$ 500,000
• Wahiawa Ambulance Unit Facility	\$ 1,000,000
• Kulana Nani Apartment Renovation , Improvements to the Roofing System, Phase 5.....	\$ 600,000
• Blaisdell Center Parking - Improvements to Correct Sink Soles Phase 2.....	\$ 800,000
• McCully Fire Station Replacement	\$ 4,900,000
• Mililani, Kalihi Uka & Waikiki Fire Station Pavement Reconstruction	\$ 700,000
• Police Headquarters - Crime Lab Expansion	\$ 6,500,000
• Geiger Community Park Construction of Master Planned ImprovementsPhase 2	\$ 1,400,000
• Kailua District Park Reroof Gym Building and Miscellaneous Improvements.....	\$ 1,400,000
• Mission Memorial Building Renovation	\$ 5,700,000

• Waipahu District Park - Corrective Measures to Swimming Pool and Miscellaneous Improvements	\$ 2,100,000
• Kapaa Corporation Yard NPDES Permit Improvements	\$ 1,400,000
• McCully District Park Renovation Phase 1a, Renovation of Gym Facility Interior & Exterior	\$ 2,200,000
• Walter Murray Gibson Building Renovation.....	\$ 4,300,000

LAND DIVISION

The Land Division is organized into three functional units: the Acquisition Branch, the Survey Branch and the Appraisal Branch. Besides servicing the needs of the Department of Design and Construction, 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.

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, and 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, and 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. They assist the Corporation Counsel in preparing for condemnation trials and provide expert witness testimony on property valuation in court.

Jobs Assigned

The following is an accounting of the number of jobs by department that were assigned to the Land Division for FY 2008. The jobs included work from all of our sections - survey, acquisition, appraisal, document, title search. Each job involved multiple properties with an average of about 24 properties per assignment.

- I. Department of Design and Construction Assignments - 351
- II. Assignments for Other City Agencies
 - A. Board of Water Supply - 1
 - B. Department of Budget and Fiscal Services - 80
 - C. City Council - 4
 - D. Department of Community Services - 15
 - E. Corporation Counsel - 37
 - F. Customer Services Department- 4
 - G. Department of Environmental Services - 65
 - H. Department of Facility Maintenance - 43
 - I. Department of Information Technology - 4
 - J. Mayor's Office - 5
 - K. Department of Parks and Recreation - 10
 - L. Department of Planning and Permitting - 105
 - M. Department of Transportation Services - 21
- III. Assignments State of Hawaii Properties - 25
- IV. Dedications by Private Sector - 120
- V. Miscellaneous - 19

Land Services Summary of Accomplishments

Parcel and Land Court Maps.....	105
Maps Reviewed.....	40
Number of Parcels.....	145
Descriptions	349
Reviewed/Stamped.....	262
Title Searches Checked.....	257
Topographic Maps	132
Field Surveys	1040
Appraisals by Staff.....	335
Fee Parcels	55
Easement and Rentals.....	110

Parcels Reviewed.....	40
Park Dedications.....	130
Title Searches	1,896
Research Assignments.....	7,434
Abstract Section.....	1,202
Document Section	5,030
Negotiations Section.....	432
Survey Section.....	770
Negotiations	1,527
Parcels Acquired.....	402
Condemnation.....	5
Negotiations	1,125
Dedications	60
Request for Eminent Domain Proceedings	9
Documents.....	65
Acquisition Documents Processed.....	30
Dedication Documents Recorded.....	35
Correspondence and Misc. Reports.....	5,540

MECHANICAL/ELECTRICAL DIVISION (MED)

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

- 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. This project has been completed; and
- 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 at the Koko Head Communication Site. The construction phase of this project is substantially completed.

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

Participating in the Mayor’s Energy and Sustainability Task Force chaired by the Director of Budget and Fiscal Services, including the editing and publishing of the Mayor’s 21st Century Ahupua’a Energy and Sustainability Task Force Plan;

Participating in energy conservation programs sponsored by utility companies and State agencies, including the Rebuild Hawaii, the Hawaii Energy Policy Forum, and Hawaii Clean Energy Initiative;

- Participating in Public Utility Commission dockets relating to electricity generation and distribution;
- 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, the Department of Facility Maintenance, and the Honolulu Fire Department in planning and implementing 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, functionality and energy conservation;
- Managing, coordinating, and designing mechanical and electrical improvement projects in the areas of plumbing, fire sprinklers, air conditioning, underground fuel storage tanks, energy conservation, indoor electrical, lighting, fire alarm 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. Since the program’s inception in 1996, the City has received \$672,361.00 in rebates for its energy conservation projects. These projects helped to reduce the City’s electricity consumption by 10,377 MWh;
- Continued participation in the Rebuild Hawaii Consortium, including participation at quarterly meetings and conferences. Conferences attended include: GovEnergy 2007 Conference and Exposition in New Orleans, Louisiana; Pacific Coast Electrical Association Conference and Workshop in Wailea, Maui; International Lightfair 2008 Conference and Workshop in Las Vegas, Nevada; and Buying and Selling Electric Power in the West Conference, in Seattle, Washington;
- Attended the U.S. Conference of Mayor’s Climate Protection Summit in Seattle, Washington;
- Organized and facilitated the Leadership in Energy and Environmental Design (LEED) Track at the American Council of Engineering Consultants of Hawaii workshop for architects and engineers;

- Organized and facilitated a workshop on Greenhouse Gas Emissions for the Mayor's Energy and Sustainability Task Force and other interested City agencies;
- Organized and facilitated a workshop on Energy Efficiency in City Facilities for City agencies;
- Coordinated the installation of a temporary bypass condenser water pipe in order to bring the air conditioning system at Kapolei Hale back on line after the existing water pipe suffered a catastrophic leak;
- Provided technical assistance to DFM in the programming of the computerized LED lighting of Honolulu Hale for community events such as Honolulu City Lights, Mayor's 9/11 Remembrance Walk and Diabetes Awareness Day;
- Assisted DFM by preparing electrical plans to transfer critical equipment from normal power to emergency power at Central Fire Station;
- Provided electrical engineering support to DFM for HPD-HQ's electrical switchgear problems; and
- Implemented PC Power Management pilot project on 1,700 City-owned personal computers in the civic center area, reducing electricity consumption of the computers by 30%.

Projects Completed

- Police Department Headquarters Vehicle Wash Facility – NPDES Improvements – Replacement of the automatic car wash system and other facility improvements to meet NPDES requirements;
- Honolulu Hale Room 208 – Replacement of Air Handling Unit 2-12;
- Kulana Nani Apartment – Replacement/modernization of Existing Elevators, Phase I; and
- Kapolei Hale Computer Room – Installation of UPS Equipment



Projects On-Going

- Neal Blaisdell Center Arena Air Conditioning System Upgrades – Replacement of 16 obsolete air conditioning units around the arena with a modern energy efficient central chiller plant;
- Fasi Municipal Building – Installation of Fire Sprinkler System – Installation of a fire sprinkler system and the upgrade of the fire protection systems in FMB;
- Environmental Services at Various City Facilities and Environmental Clean-up & Monitoring of Various Underground Storage Tank sites;
- Kaneohe District Park Swimming Pool Heating System – Replacement of heat pumps;
- Kekaulike Courtyard and Harbor Village Municipal Parking Structures Lighting Improvements;
- Emergency Generator Improvements at Various Police Stations;
- FMB Emergency Generator Modification Project – Replace the three (3) obsolete generators with new generators and automatic transfer switches;
- Wailupe Fire Station Emergency Vehicle Caution System (EVCS) Renovation – Installation of an emergency vehicle caution system to warn motorists on Kalaniana'ole Highway of fire or EMS vehicles leaving or returning to the station;
- 51 Merchant Street – Replacement of Air Conditioning System – Replace existing rooftop air conditioning equipment on the roof of the 51 Merchant Street building;
- Honolulu Hale Elevator Replacement – Modernize the existing elevators in Honolulu Hale;
- Feasibility Study of Photovoltaic Systems for Various Corporation Yards;
- EMS Airport Facility Electrical Renovations;
- Kapolei Hale Computer Room Air Conditioning System; and
- Air Conditioning System Replacement at Building Maintenance Yard at 455 Kokea Street.

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 (1,262 street lighting and parks electrical work in FY08);

- Investigating public complaints relating to the City street lighting systems (337 in FY08);
- Establishing standards for roadway lighting on City streets;
- Reviewing excavation/trenching permits for conflicts with City-owned underground street lighting and fiber optic systems (916 in FY08);
- Performing construction inspection of street lighting systems installed new or modified by private developers for subdivisions and other private developments (345 in FY08);
- Performing construction management and inspection of City street lighting projects and City parks electrical projects (2401 in FY08); and
- Managing the joint pole coordination for the City with the Hawaiian Electric Company (1384 in FY08).

Design Projects Completed

	<u>Consultant Cost</u>
• Renton Road Street Lighting Improvements (Ewa Villages)	\$ 35,000
• West Loch Commercial Center and Elderly Housing Street Lighting Improvements	
• Renton Road	30,000
• Fern Community Park - Relocation of Electrical Equipment	20,000
• Replacement of Fire Alarm Systems at Various Parks II	200,000

Design Projects On-Going

	<u>Consultant Cost</u>
• Anti-Crime Street Lighting Improvements – Hawaii Kai	\$160,000
• Waialeale Community Park – Parking Lot and Swimming Pool Lighting	35,000
• Mililani Replacement of Street Lights – Phase II	60,000
• Aiea District Park – Replacement of gymnasium Lighting System	53,000
• Pearl City Street Lighting Improvements	80,000
• St. Louis Heights Street Lighting Improvements	60,000
• Replace Street Lighting Meter Cabinets and Transformers	50,000
• Kipapa Neighborhood Park – Replace Switchgear for Basketball and Volleyball Courts	20,000
• Kalihi Valley District Park – Replacement of Swimming Pool Lighting Poles and Load Centers	88,000

Construction Projects On-Going

	<u>Construction Cost</u>
• Renton Road Street Lighting Improvements (Ewa Villages)	176,000
• West Loch Commercial Center and Elderly Housing Street Lighting Improvements – Renton Road	176,000
• Fern Community Park - Relocation of Electrical Equipment	143,000
• Replacement of Fire Alarm Systems at Various Parks II	504,000
• Waialua Street Lighting Improvements	308,000
• Waialua Street Lighting Improvements, Phase II	88,000
• Anti-Crime Street Lighting Improvements – Lunalilo Home Road	1,966,100

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 program, which began in 1993, was one of the largest planning efforts undertaken by the City. The final plan sets the direction that Honolulu will be taking over the next twenty (20) years to improve the sewer collection system to meet the City’s goals for environmental improvement. Over 165 projects were identified which need to start between 2000 and 2019. Approximately 59% of the projects have been started.

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

The active planning projects as of June 30, 2008 are listed below by wastewater treatment plant tributary area:

East Mamala Bay

- Airport Sewer Structural 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 Modification
- Aliamanu No 1 & 2 Wastewater Pump Station Upgrade
- Aliamanu Wastewater Pump Station No. 1 & 2 Force Mains
- Beachwalk (New) Wastewater Pump Station
- Chinatown Sewer Rehabilitation
- Iwilei/Kalihi Kai/Sewer Rehabilitation/Reconstruction
- Kahanu Street, School Street and Umi Street Relief Sewers
- Kalaniana'ole Highway Sewer Relief/Rehabilitation
- Kalihi/Nuuanu Area Sewer Rehabilitation
- Moanalua Sewer Relief/Rehabilitation
- Moiliili-Kapahulu Sewer Rehabilitation/Reconstruction
- Old Sewer Tunnel Rehabilitation
- Waikiki Sewer Rehabilitation/Reconstruction

West Mamala Bay

- Foster Village Sewer Rehabilitation/Reconstruction
- Leeward Area Sewer and Manhole Rehabilitation
- Waiau Area Sewer Rehabilitation/Reconstruction
- Waipahu Sewer Replacement/Relief
- Waipio Wastewater Pump Station Upgrade

Kailua/Kaneohe/Kahaluu

- Ahuimanu Wastewater Pre-treatment Facility Force Main
- Kahanahou Wastewater Pump Station Upgrade
- Kalaheo Avenue Relief Sewer
- Kamehameha Highway Sewers, Improvement District
- Kaneohe Bay #2 Wastewater Pump Station Force Main
- Kaneohe/Kailua Force Main No. 2
- Waikalua Wastewater Pump Station Upgrade
- Waikapoki Wastewater Pump Station Upgrade

Waianae

- Makaha Interceptor Sewer Rehabilitation/Reconstruction

Wahiawa

- Uwalu Wastewater Pump Station Upgrade

Waimanalo

- Waimanalo Sewer Rehabilitation

Island-Wide

- Sewer Manhole and Pipe Rehabilitation – Various Locations
- Small Mainline Projects

Other Projects

- Department of Environmental Services Support on EPA NOV's
- Reconstruct Park Wastewater Systems, District 1 and District 4

The **Design Branch** completed twenty-nine (29) major design projects. Bids totaling \$194,626,812 were received. A total of \$211,139,710 was encumbered in fiscal year 2008 with \$16,512,898 in construction contingency. Nineteen (19) 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

<u>Project</u>	<u>Bid Price</u>	<u>Contingency</u>	<u>Total</u>
• Ala Moana WWPS (Wastewater Pump Station) Force Main No. 1 Modifications.....	665,454.....	34,546.....	700,000
• Alii Shores Sewer Rehabilitation.....	2,619,877.....	261,98.....	2,881,864
• Amelia Street Sewer Relief.....	2,321,470.....	232,147.....	2,553,617
• Fort DeRussy WWPS Interim Modification.....	343,375.....	159,000.....	502,375
• Honouliuli WWTP (Wastewater Treatment Plant).....	8,489,727.....	710,272.....	9,200,000
• Houghtailing Street Area Sewer Rehabilitation.....	9,990,866.....	999,086.....	10,989,952
• Kailua RWWTP New DAFT Pressurization Tank.....	437,228.....	43,722.....	480,950
• Kailua WWTP Digester Covers Project.....	3,931,42.....	393,142.....	4,324,562
• Kailua/Kaneohe Sewer Rehabilitation.....	6,330,483.....	633,048.....	6,963,531
• Kalaheo Avenue/Mokapu Road/Aikahi Loop Sewer Rehabilitation.....	6,460,201.....	394,621.....	6,854,823
• Kalakaua Avenue Sewer Rehabilitation.....	3,960,748.....	396,074.....	4,356,822
• Kalihi/Nuuanu Area Sewer Rehabilitation Phase 1A.....	10,322,482.....	867,740.....	11,190,222
• Kalihi/Nuuanu Area Sewer Rehabilitation Phase 1B.....	10,448,668.....	1,044,866.....	11,493,534
• Kalihi/Nuuanu Area Sewer Rehabilitation Phase 1C.....	9,845,769.....	984,576.....	10,830,345
• Kalihi/Nuuanu Area Sewer Rehabilitation Phase 1D.....	2,074,295.....	207,429.....	2,281,724
• Kalihi/Nuuanu Area Sewer Rehabilitation Phase 1E.....	3,668,236.....	366,823.....	4,035,059
• Kalihi/Nuuanu Area Sewer Rehabilitation Phase 1F.....	2,637,732.....	263,773.....	2,901,505
• Kalihi/Nuuanu Area Sewer Rehabilitation Phase 1G.....	5,298,000.....	529,800.....	5,827,800
• Kalihi/Nuuanu Area Sewer Rehabilitation Phase 1H.....	3,321,954.....	332,195.....	3,654,149
• Kalihi/Nuuanu Area Sewer Rehabilitation Phase 1I.....	2,651,600.....	265,160.....	2,916,760

• Kalihi Valley Reconstructed Sewer	3,055,691	305,569	3,361,260
• Kaneohe Bay Drive Trunk Sewer Reconstruction.....	7,977,192.....	666,372	8,643,564
• Kapiolani Area Revised Sewer System.....	11,711,311.....	1,171,131	12,882,442
• Kuliouou Sewer Rehab & WWPS Modification.....	2,807,000.....	280,000	3,087,000
• Renton Road Sewer and Manhole Rehabilitation.....	6,216,309.....	621,630	6,837,939
• Sewer Manhole and Pipe Rehabilitation at Various Locations	2,200,000.....	220,000	2,420,000
• Waimalu Sewer Rehabilitation Ph I.....	45,112,000.....	2,155,600	47,267,600
• Waimanalo Sewer Rehabilitation	2,862,900.....	286,100	3,149,000
• Wilhelmina Rise Sewer Rehabilitation	16,864,823.....	1,686,482	18,551,305
Total	\$ 194,626,812.....	\$ 16,512,898	\$ 211,139,710

WASTEWATER PROJECTS UNDER DESIGN

	<u>Estimated Construction Cost</u>
• Ala Moana Boulevard Sewer Reconstruction	8,000,000
• Aliamanu WWPS No. 1 & No. 2 Upgrade	1,000,000
• Beachwalk (Emergency) Wastewater Pump Station FM	40,000,000
• Beachwalk (New) Wastewater Pump Station FM	55,000,000
• Enchanted Lake Wastewater Pump Station Upgrade.....	2,500,000
• Honouliuli WWTP, Modify Primary Clarifier Catwalks and Covers	410,000
• Kahanu Street, School Street and Umi Street Relief Sewer.....	3,800,000
• Kailua/Kaneohe Sewer Manhole and Pipe Structural Rehab.....	5,400,000
• Kailua/Kaneohe Sewer Rehabilitation, Ph. 2.....	7,000,000
• Kailua RWWTP Dewatering Building Structural Repair.....	500,000
• Kailua RWWTP Secondary Clarifiers Mechanism Structure Modifications	500,000
• Kalaniana'ole Highway Sewer System Improvements	17,000,000
• Kalihi/Nuuanu Area Sewer Rehab (Area 8).....	150,000
• Kaneohe Bay South WWPS No. 2 – Replace Station Force Main	150,000
• Kaneohe WPTF Replace Water Line	500,000
• ROSE (Reduction of Odor and Sound Emissions) - Kailua WWTP	15,000,000
• Sand Island WWTP Expansion, Primary Treatment – Phase 2	90,000,000
• SMPR 66 Rose St. & Kam IV Rd. and SMPR 67 Richard Ln. & Linapuni St.....	2,040,000
• Various Wastewater Force Mains, Rehabilitation of Cathodic Protection Systems	3,000,000
Total	\$251,950,000

The **Construction Management Branch** completed thirteen projects. The total of the final costs for these projects was \$181,400,164. Fifty-two projects with a total contract value of \$499,967,714 were still under construction as of June 30, 2008.

WASTEWATER CONSTRUCTION PROJECTS COMPLETED

	<u>Construction Cost</u>
• Ahuimanu Wastewater PTF Headworks Modification.....	\$ 826,765
• Hart St WWPS Alternative	23,109,158
• Ka Hanahou Circle Sewer Rehabilitation.....	817,861
• Kainehe Street, Hamakua Drive and Keolu Drive Reconstructed Sewer.....	26,378,439
• Kalaheo Avenue Reconstructed Sewer (Phase I, Emergency Work).....	34,363,257
• Kamehameha Highway WWPS – Replace Concrete Cylinder Pipe.....	931,295
• Laukoa Place Sewer Rehabilitation (SMPR No. 77)	735,381
• Nimitz Highway Sewer Reconstruction at OCCC	2,090,943
• Niu Valley WWPS Force Main Reconstruction	13,130,729
• Sand Island Parkway Wastewater Pump Station Modification	1,018,564
• Sand Island WWTP UV (Ultraviolet) Disinfection Facility and Effluent Pump Station	77,012,024
• Sand Island WWTP Refurbish Gravity Thickener	635,744
• Sand Island WWTP Refurbish Gravity Thickener No. 2	350,000
Total:.....	\$ 181,400,164

WASTEWATER CONSTRUCTION PROJECT CONTRACTS ON-GOING

Construction Cost

- Ala Moana Wastewater Pump Station Force Main No.1 Rehabilitation/Improvements \$ 650,000
- Ala Moana Wastewater Pump Station Modifications 20,176,271

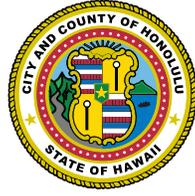


Beach Walk Pump Station.

- Alii Shores Sewer Rehabilitation 2,619,877
- Amelia Street Sewer Relief Sewer 2,584,225
- Beachwalk WWPS Emergency Construction Bypass 37,707,000
- Fort DeRussy WWPS Modification 343,375
- Fort DeRussy Sewer Force Main Extension 4,700,620
- Fort Street Mall Sewer Rehabilitation (SMPP No. 60)..... 953,686
- Fort Weaver Road Manhole and Pipe Rehabilitation..... 2,186,707
- Houghtailing Street Area Sewer Rehabilitation..... 990,866
- Halona Street Relief Sewer 3,560,000
- Ilimalia Loop/Mokapu Boulevard Sewer Rehabilitation 1,454,502
- Kailua/Kaneohe Reconstructed Sewer..... 13,946,128
- Kailua WWTP DAF Pressurization Tank Installation 437,228
- Kailua WWTP Digester Covers 3,931,420
- Kailua WWTP Replace Primary Sludge and New Primar Clarifier Dewatering Pumps 2,452,297
- Kailua Road Sewer Improvement District 1,622,260
- Kailuana Place and Kailuana Loop Sewer Replacement/Rehabilitation..... 855,721
- Kalaheo Avenue/Mokapu Boulevard/Aikahi Loop Sewer Rehabilitation..... 6,231,658
- Kalakaua Avenue Sewer Rehabilitation (SMPP #27)..... 3,960,748
- Kalihi Valley Reconstructed Sewer 3,055,691
- Kalihi/Nuuanu Area Sewer Rehabilitation Ph 1A 10,322,482
- Kalihi/Nuuanu Area Sewer Rehabilitation Ph 1B..... 10,448,668
- Kalihi/Nuuanu Area Sewer Rehabilitation Ph 1C..... 9,845,769
- Kalihi/Nuuanu Area Sewer Rehabilitation Ph 1D..... 2,074,295

• Kalihi/Nuuuanu Area Sewer Rehabilitation Ph 1E.....	3,668,236
• Kalihi/Nuuuanu Area Sewer Rehabilitation Ph 1F.....	2,637,732
• Kalihi/Nuuuanu Area Sewer Rehabilitation Ph 1G.....	5,298,000
• Kalihi/Nuuuanu Area Sewer Rehabilitation Ph 1H.....	3,321,954
• Kalihi/Nuuuanu Area Sewer Rehabilitation Ph 1I.....	2,651,600
• Kaneohe Bay Drive Trunk Sewer Reconstruction.....	7,505,465
• Kaneohe Bay South WWPS No. 1.....	1,563,611
• Kaneohe Wastewater PTF Demolition Plan, Phase 1.....	798,650
• Kamehameha Hwy Trunk Sewer Reconstruction.....	938,298
• Kapiolani Area Revised Sewer System (KARSS).....	11,711,311
• Kukanono WWPS Force Main Partial Replacement.....	180,770
• Kuliouou Sewer Rehabilitation.....	10,297,485
• Kuliouou WWPS Modifications.....	2,807,000
• Peterson Lane and Pua Lane Sewer Rehabilitation.....	6,292,076
• Renton Road Sewer and Manhole Rehabilitation.....	5,311,951
• Sand Island Basin Miscellaneous Sewer Rehabilitation.....	3,573,195
• Sand Island WWTP Construction Soil Management.....	5,740,458
• Sand Island WWTP Headworks (Unit I, Ph. 2A).....	93,966,588
• Sand Island WWTP Expansion, Primary Treatment (90 MGD).....	77,488,000
• Sewer Manhole and Pipe Rehabilitation at Various Locations.....	2,200,000
• St. Louis Heights Sewer Rehabilitation.....	6,971,976
• Waimalu Sewer Rehabilitation/Reconstruction.....	45,112,000
• Waimanalo Sewer Rehabilitation.....	2,862,000
• Waiomao Stream Sewer Replacement Rehabilitation (SMPR #24).....	339,090
• Waipahu Street/Plantation Village Sewer Reconstruction.....	1,621,606
• Wanaao Road/Keolu Drive Reconstructed Sewer.....	33,299,005
• Wilhelmina Rise Sewer Rehabilitation.....	14,698,161
Total:.....	<u>\$499,967,714</u>

DEPARTMENT OF EMERGENCY MANAGEMENT



Melvin N. Kaku, Director

POWERS, DUTIES AND FUNCTION

The Department of Emergency Management (DEM) was established by Section 128-13, Hawaii Revised Statutes, and Section 6-103, Revised Charter of the City and County of Honolulu. Functions of the department are to develop, prepare for and assist in the implementation of emergency management plans and programs to protect and promote the public health, safety and welfare of the City during times of disaster or emergency. The department 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, DEM conforms to the standards for local preparedness set forth by the Federal Emergency Management Agency (FEMA) by performing awareness, prevention, mitigation, 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

- Organization
- Plans and Programs
- Training
- Exercises
- Emergency Management Operations
- Public Education and Information
- Fiscal Summary



China delegation visiting DEM to exchange information on tsuai preparedness.

ORGANIZATION

Our authorized staff includes a Director, Deputy Director, Radiological Defense and Logistics Officer, Communications Officer, Disaster Preparedness and Recovery Officer, Public Information and Education Officer, Hazardous Materials Officer, Grants Manager, Training and Exercise Officer, two Emergency Management Specialists, an Administrative Specialist, Departmental Secretary, Account Clerk, Clerk, and Groundskeeper.

The DEM staff is augmented by staff volunteers who provide technical/professional advice and operational/administrative assistance. These volunteers include a tsunami advisor, a tsunami education volunteer, a health care advisor, shelter and communications specialists, and members of the Radio Amateur Civil Emergency Services (RACES) group.

Civil Defense Advisory Commission

The Civil Defense Advisory Commission is established by Section 6-104, Revised Charter of the City and County of Honolulu to advise the mayor, the council and the director of emergency management on matters pertaining to civil defense/emergency management and to promote community understanding and interest in such matters. The commission members serve on a voluntary basis with staggered terms and meet monthly at the City Emergency Operations Center. The current board members are: Ms. Faith Evans, Chair; Mr. Victor T. Kimura, Vice Chair; Mr. Lee D. Donohue, Sr.; Mr. Douglas Won; and Mr. Glenn T. Kimura.

Emergency Management Reservists (formerly Civil Defense Volunteers)

A trained and dedicated response force of approximately 150 Emergency Management Reservists (EMR) activate to support DEM and other city departments and agencies during emergencies, disasters and at special events. To facilitate response support, Oahu is divided into six districts. Each district functions under the direction and supervision of a response 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 anticipate the problems that may arise in the event of a disaster. The responders assist in accomplishing various preparedness and response actions. The department has a positive program to support the responders, including funding for radios, safety equipment, meals while on duty, mileage reimbursement for personal vehicles, an awards program, and monthly training classes to ensure volunteer responders are qualified to accomplish required activities.

Goals

DEM's primary goal is to achieve a high level of emergency management proficiency within our staff and among volunteers, government personnel and representatives from private sector organizations. This results in an efficient, well-coordinated and timely response to any disaster or hazard that may threaten or strike the City. Of equal importance is the achievement of high level proficiency in the use of technology and incident tracking software in the City's Emergency Operating Center (EOC). To maintain proficiency, DEM coordinates ongoing training sessions and exercise activities.

Also of high importance is the expansion of public awareness and education programs to heighten preparedness and disaster resiliency. This ensures that emergency actions by residents and visitors are predictable and consistent with emergency plans.

The Honolulu Urban Area Working Group (HUAWG), originally formed in 2003 to assess and strategize the City's response to acts of terrorism, is facilitated by DEM. The HUAWG's primary goals are to address the homeland security issues of interoperable communications and standardization. The HUAWG is the standardization governance structure to ensure that equipment and technology are interoperable among the City first responders and support responders. Interoperable communications greatly enhances response capabilities during an emergency or catastrophic event.

Another critical goal is continued support of the Citizen Corps Council, which coordinates volunteer programs that will assist and augment first responders during times of catastrophe. One primary citizen corps program is the Community Emergency Response Team (CERT), a corps of trained volunteers who would activate to assist their communities in response and resiliency actions until such time the first responders reach the affected area. DEM will continue supportive actions to ensure consistent federal funding for ongoing recruiting, training, and program enhancement.

An additional DEM goal is to ensure a balance between the focus in funding anti-terrorism activities and other hazard planning and mitigation activities. To best ensure that homeland security and other grant funds support this balance, DEM addresses preparedness, response, recovery and mitigation from an all-threat approach (terrorism, incidents of national significance, human-induced/introduced hazards/disasters and natural hazards/disasters). The all-threat approach requires a high level of coordination, collaboration and cooperation from multiple levels of government, the non-profit sector and the private sector. DEM continues to develop new and maintain current working partnerships to support this goal.

Another major goal for DEM and the City is to achieve a high level of National Incident Management System (NIMS) compliance. NIMS provides a framework for emergency managers and responders from various jurisdictions and disciplines to work together more effectively in 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 among the responding organizations ensure a more efficient result. NIMS forms a standardized, unified and expandable framework for incident management within which government and private entities at all levels can work together effectively. This framework is designed to improve interoperability among jurisdictions and disciplines in various areas—command and management, resource management, training and communications.

City and County of Honolulu efforts to implement NIMS includes 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 implemented NIMS through the following:

- Formally recognized NIMS and adopted NIMS principles and policies through a City Council resolution
- Identified appropriate city second responders who should complete NIMS courses
- Establish a baseline by determining which NIMS requirements the City has met

PLANS AND PROGRAMS

City Emergency Operations Plan (EOP)

The maintenance annex for the City’s EOP requires the annual review and possible revision of five annexes or sections. DEM is lead for the ongoing maintenance of the City’s EOP. DEM coordinated the review and/or revision of four annexes or sections.

Homeland Security Program

DEM continues to administer multiple homeland security grants received from the U.S. Department of Homeland Security (DHS) to strengthen planning, response and recovery capabilities. These funds have been invested in large-scale acquisition and hardening projects that enhance response to, and prevention against, acts of terrorism or incidents of national significance. Acquisitions included protective equipment, vehicles and communications equipment enhancements. Funds were also provided to city responders to attend conferences, workshops and meetings to expand their working, technical knowledge and skills in an effort to enhance response capabilities.

DEM also facilitated the development of goals and objectives for the City to achieve desired measurable results. A committee comprised of city agencies called the HUAWG adopted these goals and objectives. HUAWG’s goals, objectives and strategies that address response capabilities to catastrophic incidents/events through investments such as equipment acquisition, training, exercises and plan updates were approved by DHS and the Hawaii State Civil Defense Division. The HUAWG strategies cover the five major functional areas of awareness, prevention, preparation, response, and recovery. The City has received nearly \$64 million since FY 2001 to implement this plan, which was adopted by HUAWG in FY 2004, and revised in 2005 and 2008. Departments that benefited from this funding include the Honolulu Police, Honolulu Fire, DEM, Medical Examiner, Planning and Permitting, Emergency Services, Facilities and Maintenance – Security, Board of Water Supply, Environmental Services, Transportation Services and Information Technology.

To promulgate communications interoperability, the Department of Homeland Security established regional planning zones in each state. In Hawaii, each county was designated as a regional planning zone (e.g. Oahu Regional Planning Zone or Oahu RPZ) which is responsible for the development, update and maintenance of a Regional Tactical Interoperable Communications Plan (also known as a TIC Plan). The primary purpose of a TIC Plan is to ensure common communications standards, protocols and procedures among all the region’s stakeholders. In 2008, the City and County of Honolulu—as the designated Oahu RPZ—developed, tested and completed the update of the **Oahu Regional Planning Zone Tactical Interoperable Communications Plan**.

The City, through DEM, will continue to participate with state and federal entities to maintain communication and cooperation at all levels. Partnering with private organizations and corporations to inform the public of non-governmental services will continue, as it brings all sectors of the community together.

Community Emergency Response Team (CERT)

CERT began in 1995 at DEM (then OCDA). The program trains groups of individuals to assist their neighbors or co-workers until emergency response personnel arrive. They are trained in disaster preparedness, emergency management awareness, light fire suppression and safety, disaster medical operations, light search and rescue, CERT organization, disaster psychology and terrorism awareness. For the fifth consecutive year, DHS funded this program through the citizen corps grant, allowing DEM to purchase safety and response equipment for the teams. Funding has allowed CERT to expand the instructor corps, train more teams and purchase additional equipment. This fiscal year, a total of 141 individuals from various parts of the community received this training and were each issued a CERT kit, which contains the basic tools required to respond to their communities or workplaces after a major disaster. Continued CERT funding will provide for additional recruitment, training, community outreach and public awareness activities.



RACES, Reservists, and CERT volunteers

Visitor Industry Planning and Response

DEM is actively involved in the planning and implementation processes which address the unique issues that arise from the visitor industry during a disaster. DEM's close relationship with the Hawaii Hotel and Visitor Industry Security Association (HHVISA) proves invaluable and ensures that visitor and hotel industry plans and programs remain consistent with city operational plans and programs.

Bioterrorism Response

DEM continues working relations with the State Department of Health (DOH) and Healthcare Association of Hawaii (HAH). These entities would provide assistance to the City during a bioterrorism attack or a zoonotic outbreak. The DOH represents the public health response and the HAH represents private hospital and clinic responses. Ongoing meetings and collaborative activities with both entities ensure updated plans and protocols for a possible outbreak.

County Hazard Mitigation Planning

Federally mandated plan update requirement for a Multi-Hazard Pre-Disaster Mitigation Plan is every four years. The Federal Emergency Management Agency (FEMA) approved the City and County of Honolulu's mitigation plan in 2004. Approval for the plan update is expected in late 2008. For plan update, DEM applied for and was awarded a grant through the national Pre-Disaster Mitigation (PDM) Program. DEM is chair of the plan update steering committee and continues to facilitate meetings between FEMA and plan stakeholders.

The Multi-Hazard Pre-Disaster Mitigation Plan is risk and vulnerability based, and identifies major mitigation projects that the City can initiate.

Hurricane Shelter Resurvey Program

DEM participated in a countywide shelter resurvey initiative. The resurvey team was comprised of representatives from DEM, State Civil Defense (SCD), American Red Cross (ARC), Department of Education (DOE), Army Corp of Engineers (USACE), and, when applicable, military safety officers. The purpose of this initiative was to re-examine the retrofit list, establish resurvey criteria and develop a prior list based on a cost benefit analysis. The team resurveyed 57 facilities: 39 DOE (schools) facilities and 18 military facilities.

Hawaii Emergency Planning and Community Right-to-Know Act (HEPCRA) Facility Visits

The Department of Emergency Management participated with the State Department of Health in conducting HEPCRA compliance visits to facilities. Facilities storing large quantities of hazardous materials were informed of their reporting requirements under HRS §128E and formally brought into the program. DEM also participated in EPA Risk Management Program (RMP) and HEPCRA compliance visits of the Chevron and Tesoro Refineries.

Campbell Local Emergency Action Network

The Department of Emergency Management continued its close association with the Campbell Local Emergency Action Network (C.L.E.A.N.). DEM also participated in the review of the 2008 CLEAN emergency resources guide for businesses at Campbell Industrial Park. The guide was posted on the LEPC website, along with C.L.E.A.N. quarterly newsletters. DEM also participated in the C.L.E.A.N. Emergency Preparedness Seminar for Campbell Industrial Park businesses.

Louisiana State University WMD Cameo Course

DEM worked with HFD to schedule and coordinate a WMD Cameo Course for HFD Hazmat personnel presented by Louisiana State University. Also attending were personnel from the federal Fire Department, state Department of Health, the 93d Civil Support Team and DEM.

Honolulu Local Emergency Planning Committee (LEPC)

The 2007 Kailua-Kaneohe project to prepare hazardous materials assessments of facilities in those areas was completed in September 2007. A 2008 project to assess businesses in Waipahu was initiated, with a projected September 2008 completion date. These projects are funded by a grant from the Department of Transportation Hazardous Materials Emergency Response Program (HMEP).

The Honolulu LEPC also worked with the Hawaii State Emergency Response Commission to further refine the electronic submission program for Tier II reports. Tier II Cameo facility data was established, facilities were plotted on Marplot maps and the data was provided to HFD HAZMAT units.

The LEPC facilitated C.L.E.A.N. donations of \$8,000.00 and \$3,550 to sponsor five additional HFD personnel to attend the 2007 Continuing Challenge HAZMAT Workshop in Sacramento, California, and two personnel to the Hot Zone Conference in Houston, Texas, respectively. LEPC members also attended the Hazmat Explo Conference in Las Vegas, Nevada, and the 2008 National Association of SARA Title III Program Officials (NASTTPO) & HMEP Grants Conference in Savannah, Georgia.

The LEPC was an active participant in writing an amendment to HRS 128-E, the Hawaii Emergency Planning and Community Right-To-Know Act, and testified in support of the bill at the state Legislature. The bill was signed into law as Act 87 on May 21, 2008.

The LEPC helped initiate the process of writing Hawaii Administrative Rules (HAR) for HRS 128-E and participated in the development of draft rules and focus group meetings. The HAR will formally implement the Hawaii Emergency Planning and Community Right-To-Know Act in Hawaii. The HAR is expected to be completed in early calendar year 2009.

LEPC Exercises

Navy Spill Exercise

LEPC Hazmat Training

WMD Cameo Course

Hazmat IQ Field Identification Course

Ricin Seminar

HAZWOPER Refresher

LEPC Tours – Coordinated/Participated

HECO

LEPC Meetings

USCG Area Committee

Hawaii Environmental Enforcement Meeting

CLEAN

HSERC

LEPC

Navy and Air Force Restoration Advisory Boards

Oceania Regional Response Team

Communications and Warning

Conversion of DEM communications systems to 800 MHz is 97 percent completed. Several radios have been reprogrammed for the upcoming 800 MHz system re-banding. These radios will be swapped out with other radios in the field so they can be reprogrammed prior to the upcoming switch to the new frequencies. Sixty percent of the volunteers are equipped. More volunteers will be equipped after the re-banding is completed, as the spares will be able to be reduced. New replacement radios are being purchased annually to gradually replace the older radios, increasing reliability and minimizing downtime due to equipment malfunctions.

The Siren Warning System coverage continues to improve. Several old electro-mechanical sirens were replaced with new battery powered/solar charged sirens, allowing them to remain operationally independent of the electrical grid. DEM and state Civil Defense personnel are in the planning phase of adding additional sirens to the network, as well as replacing all remaining electro-mechanical sirens.

The RACES organization continued to expand its emergency services to the community and the City. Several repeaters are in planning for possible deployment of amateur radio operators.

Hawaii Emergency Preparedness Executive Committee (HEPEC)

DEM continues to participate in this coordination and information group of public, private and military executives organized to facilitate interaction between the armed services and the emergency response community. Topics and issues discussed in these meetings included:

- Statewide hurricane and tsunami exercises
- Interaction with the Joint Task Force – Homeland Defense
- Coordinated exercise schedules
- Weapons of Mass Destruction training

Emergency Food

DEM stores 126 cases (12 meals per case) of Meals-Ready-to-Eat (MRE) to be used as emergency food for city emergency operating center staff. An agreement with the U.S. Army allows rotation of unused meals before their expiration date at no additional cost.

TRAINING

Department of Emergency Management Staff

DEM staff received training in the following subject areas:

- Principles of Agro-Terrorism
- Connecting Communities: Public Transportation Emergency Preparedness Workshop
- Emergency Responder Interface with Ferry Systems
- Community Emergency Response Team (CERT) Training
- CERT Instructor Training
- 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
- 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 (Incident Command System) 100-introduction, 300-middle management, 800-resource management
- National Incident Management System
- National Response Plan
- Debris Management
- Improvised Nuclear Device Workshop
- Improvised Explosive Device First Responder Workshop

WMD Training: DEM continued 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 hone their skills in responding to WMD terrorism bombings incidents and to become trainers in bomb awareness programs.

Department of Emergency Management Reservists (formerly Civil Defense Volunteers)

DEM Reservists 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 the Department

The following courses were presented by DEM 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

EXERCISES

DEM conducted or participated in the following exercises and drills:

Hurricane

DEM participated in the annual, statewide hurricane exercise conducted during the period May 19-30, 2008. **Makani Pahili 2008** involved federal, state, county and private agencies. The purpose of the exercise was to validate disaster plans and response capabilities.

DEM conducted this year's exercise in two phases: Phase I involved only City and County of Honolulu departments and consisted of reviewing the City's EOP Annex T/Appendix 1 "Tropical Cyclone Evacuation & Sheltering" and departmental emergency action plans. This review concluded with a pre- and post-landfall "Discussion Exercise," which covered the following: Equipment and personnel availability, pre-deployment/staging, shelter operations and damage assessment.

Phase II involved only the Telecommunication Utility Working Group (TUWG). This phase was also pre- and post-landfall and was over a 3-day period. The TUWG received exercise weather statements along with DEM scripted injects (injects are randomly created variables that require some form of response). This was the first time that TUWG participated in an exercise of this type and magnitude. Post exercise response from the TUWG expressed the desire to continue strengthening the relationship with the City and County of Honolulu and become an active participant in future exercises.

Tsunami

DEM participated in both bi-annual statewide tsunami exercises that covered a distant generated tsunami and a locally generated tsunami. The distant tsunami exercises verified Standard Operating Guidelines (SOG), operational readiness and tsunami standard communications. The locally generated tsunami verified tsunami standard communications only. Both exercises involved federal, state, county and private agencies.

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
- Kaaawa Elementary School
- Waianae Elementary School
- Waianae High School

School Evacuation Exercises

Participated and consulted in emergency evacuation exercises of:

- Waipahu High School
- Waialua 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

EMERGENCY MANAGEMENT OPERATIONS

Waialua Brushfire, August 2007

The Waialua Brushfire burned over 7,000 acres of land over several days. This was the largest wildfire in Oahu's history. To battle the fire, it took a corporate effort among the Honolulu Fire Department, Department of Parks and Recreation,

Department of Facility Maintenance/Road Division, Federal Fire, and the Department of Land and Natural Resources. Providing important support were the Honolulu Police Department, DEM Reservists and the American Red Cross.

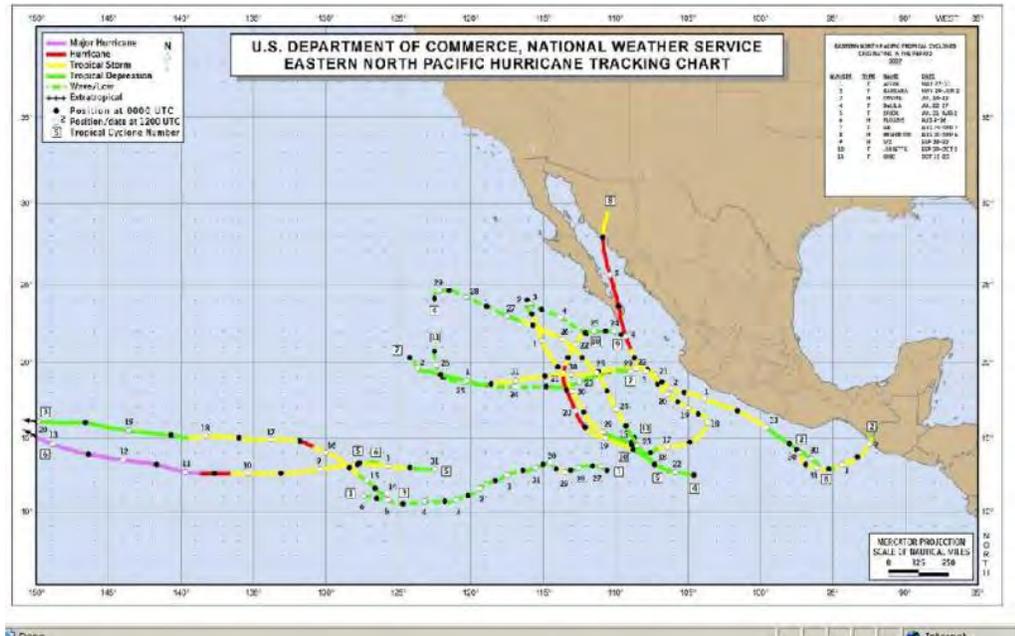
Hurricane Flossie, August 2007

On August 10, Tropical Storm Flossie became a hurricane and on August 11 entered Central Pacific waters. DEM notified all City Department Emergency Coordinators (DEC) and initiated internal Tropical Cyclone Standard Operating Guidelines (SOG). DEM closely monitored the movement of Hurricane Flossie and provided periodically situational updates to city DEC's. As the system moved closer, DEM facilitated meetings among state Civil Defense, National Weather and city agencies that implemented their appropriate SOG's.

High wind Event, December 2007

Strong winds and heavy rains caused major power outages. Residents lost power in many areas including leeward Oahu, Mililani, parts of windward Oahu and the North Shore. Recorded winds reached 78 mph at Schofield Barracks and 58 mph in Kaneohe. The high winds toppled trees and utility poles; 15-20 utility poles fell on Farrington Highway along Oahu's leeward Coast. Farrington Highway was closed until safe contra-flow lanes could be established.

2007 Hurricane Season



2007 Pacific hurricane season map; U. S. Department of Commerce, National Weather Service.

1. Tropical Depression Three-E
2. Tropical Depression Four-E
3. Tropical Depression Five-E
4. Tropical Depression Thirteen-E
1. Tropical Storm Alvin
2. Tropical Storm Barbara
3. Tropical Storm Dalila
4. Tropical Storm Erick
5. Tropical Storm Juliette
6. Tropical Storm Gil
7. Tropical Storm Kiko
1. Hurricane Cosme
2. Hurricane Flossie
3. Hurricane Henriette
4. Hurricane Ivo

First storm formed:	May 26, 2007
Last storm dissipated:	October 23, 2007
Strongest storm:	Flossie - 140 mph
Total Systems:	15
Tropical Depressions	4
Tropical Storms:	7
Tropical Hurricanes:	4
Major hurricanes (Cat. 3+):	1 - Flossie

DEM monitored the following events and when deemed necessary, activated the Honolulu EOC during this period.

EVENT	NUMBER OF DAYS PER INCIDENT(S)
WATER SPOUT	0
BRUSH/WILD FIRE	8
ROCK/LANDSLIDE	2
FLOOD/FLASH FLOOD ADVISORY / WATCH / WARNING.....	35
FUNNEL CLOUD	4
HIGH WIND	7
HIGH SURF.....	133
TROPICAL CYCLONE	18
TSUNAMI INFO/WATCH/WARNING.....	44
THUNDER STORMS	3
BOX JELLYFISH	16
POWER OUTAGE.....	1
OIL/FUEL SPILL	135
GAS LEAK.....	0
HAZARDOUS MATERIALS	1
AIR POLLUTION REPORT	2
SHIP CONTAINER LEAK.....	0
BIO AGENT HOAX/THREAT	0
REPORTS, NO ACTION.....	4
TOTAL	413

PUBLIC EDUCATION AND INFORMATION

Tsunami Awareness

April 1, 2008, marked the 62nd anniversary of the 1946 tsunami. Responsible for 161 deaths statewide—including six on the island of Oahu—it was the most deadly tsunami in Hawaii’s recorded history. Educational commemorative programs included a press conference in conjunction with the Office of the Mayor at the Pacific Tsunami Warning Center in Ewa Beach.

The department’s website was enhanced with the addition of the Tsunami Evaluation Zone Mapping tool developed by National Oceanic and Atmospheric Administration. This online tool allows residents to quickly determine if their home is in a tsunami evacuation zone, enabling them to enhance individual and family disaster planning.

All city employees received tsunami awareness and preparedness information on their pay statements, reminding them and their families of what they should be doing if and when the next tsunami strikes.

Public outreach, displays and volunteer recruiting drives were held at six Oahu locations to enhance tsunami information. Additionally, tsunami education programs were presented to community groups, including the Hawaii Hotel and Visitor Industry Security Association. The department also participated in television talk shows on KGMB and KHON, as well as a radio interview on KHVH’s **Community Matters Show**.

Hurricane Awareness

In FY2008, the Department of Emergency Management revised public guidance with regard to disaster preparedness. Previously, the federal standard for disaster preparedness had been to plan for 72 hours or three days’ supply of food, water and other essentials. Due to our islands’ isolation and Oahu’s large and diverse population, the standard has been raised to five to seven days of self-sufficiency.

In May, the Department of Emergency Management held a press conference in conjunction with the Office of the Mayor to apprise residents of the new disaster planning guidance. At the conference, the National Weather Service-Central Pacific Hurricane Center was recognized as the outstanding community partner for their work in providing critical severe weather information to the City and its residents.

Additional preparedness awards were presented to Macy’s West stores for employee and business disaster preparedness, the Hawaii Hotel and Visitor Industry Association for developing plans and procedures to assist our visitors during a disaster and Police Officer Lisa Reed for her efforts at keeping her fellow officers and community aware and prepared for the next disaster.

Plans and Programs

The Department of Emergency Management speakers’ bureau program continued its active involvement in the community. DEM staff members participated in the agency’s outreach public



DEM staff and volunteers providing preparedness information at a public event

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, the Boy and Girl Scouts, hospital staffs, clubs, church groups and government agencies. A total of 92 public speaking appearances, education programs and community information booths were conducted, reaching an estimated audience in excess of 95,000 residents and visitors on Oahu during the period.

Department of Emergency Management public relations displays and information centers were established at various venues: Pet Expo, 23rd Annual Seniors Fair, Waialua Community Association 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.

FISCAL SUMMARY

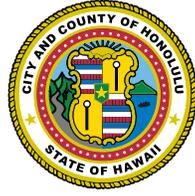
The following is a summary of the department’s budget and actual expenditures in FY 2008.

<u>DEM Operating Expenditures</u>	<u>Actual</u>	<u>Budgeted</u>
Salaries	\$617,369	\$754,380
Current Expenses	\$146,335	\$139,761
Equipment	\$0.00	\$0.00
Total	\$763,704	\$916,341

FY 08 (Actual) Revenue

Local Emergency Planning Committee (LEPC)	\$31,319
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HONOLULU EMERGENCY SERVICES DEPARTMENT



Elizabeth A. Char, M.D., Director
Baybee Hufana-Ablan, 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 an efficient, effective and economical operation of the pre-hospital emergency medical care and advanced life support emergency ambulance service on the Island of Oahu; a comprehensive ocean 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 and near shore waters; injury prevention, public education and disaster planning activities; coordination with other agencies at local, state, federal and private organizations.

BUDGET

The budget for the Department for FY 2008 was \$34,557,548. 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 consists of the Director, Private Secretary II, Senior Advisor to the Director, Private Secretary I, Administrative Services Officer II, Personnel Clerk I and Information Specialist. The Administrative Services Officer, Personnel Clerk and the Information Specialist 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. 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). Annually SDOH contracts 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 fourth EMS Junior Paramedics Program began in June 2008 with a total of 25 teenagers aged 14-17. They completed the five-week program with certifications in Cardiopulmonary Resuscitation (CPR) and Basic First Aid. The Junior Paramedic graduates continue to volunteer at public service events.

2. STEMI

The City's Emergency Medical Services Division partnered with the Queen's Medical Center to implement an innovative tool to assist emergency cardiac patients on Oahu. The new procedure allows paramedics to send wireless transmissions of specific types of electrocardiograms (EKG) directly to the emergency department prior to the patient's arrival. Wireless EKG Transmission from patient's location to the hospital cuts time to definitive treatment, which improves outcomes in emergency cardiac patients.

BUDGET

The budget of the EMS Division for FY 2008 was \$25,050,569. 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 19 ambulance units and two Rapid Response Units on Oahu. Ten 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 an Advanced Life Support (ALS) unit. Each ambulance is staffed with two crewmembers and the Rapid Response Units are staffed with one. The ALS ambulances and



EMS and Ocean Safety Week May 18-24, 2008. Emergency Services Department recognizes extraordinary accomplishments of EMS and Ocean Safety professionals

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.

The Rapid Response Unit ("Response One") operates 16 hours a day between 7 a.m. and 11 p.m.

The Kaaawa Rapid Response Unit ("Response Two") operates 16 hours a day between 7 a.m. and 11 p.m..

Nanakuli, Waipio and Makiki EMS Ambulances operate 16 hours a day between 7 a.m. and 11 p.m.

In addition to the field ambulance units, the EMS Division has five support elements: Communications, Specialty Services (Injury Prevention, Safety Specialist, Training, Community Education, and Medical Strike Team), Equipment, Supplies, and Vehicle Maintenance.



EMS and Queen's Medical Center partner on a STEMI Pilot Program. EMS transmits electrocardiograms (EKG) of a patient with a suspected heart attack patient to Queen's.

The EMS Communications Center receives 9-1-1 calls for assistance, dispatches ambulances, provides medical post-dispatch and 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 responder agencies, activates and coordinates all helicopter evacuation missions and maintains personnel schedules to ensure that the ambulance units are properly staffed.

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 and Support Services are located at, 3375 Koapaka Street, Honolulu, Hawaii 96819.

PERSONNEL

The Emergency Medical Services Division was authorized 277.75 positions as of July 1, 2007. The breakdown of the authorized positions is as follows:

<u>Position</u>	<u>No.</u>
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)	141
Emergency Medical Technician III (AM-03)-field	19
Emergency Medical Technician III (AM-03)-dispatch	19
Emergency Medical Technician II (AM-02)	50
Safety Specialist (SR-22).....	1
Ambulance Communication Ctr. Supervisor (AM-05).....	1
EMS Support Services Technician (AM-04).....	1
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).....	3
Vehicle Maintenance Inspector (BC-12)	1
Contract Positions.....	6
	280.75

**The Department of Information Technology assigns the CAD Systems Analysts to the EMS Division Workload. The EMS Communications Center received 74,250 9-1-1 calls for help from the public, resulting in 64,344 ambulance responses, and 58,042 patients.*

WorkLoad The EMS communications center received 74,250 9-1-1 calls for help from the public, resulting in 64,344 ambulance responses and 58,042 patients.

Back-Up Services The EMS Division contracted with a private ambulance company to provide back-up ambulance services for 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 2008. A total of 256 back-up calls were referred to AMR during the year.

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.



Kahu Kordell Kekoa blesses new EMS Response vehicles and ambulances.

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

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 Providers The EMS Division provides clinical 'ride-along' ambulance experience for medical students from the University of Hawaii, John A. Burns School of Medicine, the Navy's Emergency Medical Technician Program at the Marine Corps Base Hawaii (Kaneohe) and Pearl Harbor, and for various other nursing and EMS agencies, both civilian and military to assist them in meeting their educational requirements.



Delivering donations to the Food Bank.

Public Education & Recruitment During FY 2008, personnel of the EMS Division participated in 93 public service events, including school career days, job fairs, EMS week public events and 14 medical stand-bys.

OCEAN SAFETY AND LIFEGUARD SERVICES DIVISION (OS)

The Ocean Safety and Lifeguard Services Division conducts a comprehensive program of ocean safety for the City & County of Honolulu by providing lifeguard services along the 198 miles of Oahu's coastline. These services include ocean rescue, emergency medical treatment, mobile patrol and response, and educational/prevention strategies directed toward the 18 million beach users watched over annually by City & County lifeguards.

PERSONNEL

The division is authorized 183.29 positions as of July 1, 2007. The breakdown of the authorized positions is as follows:

- 1 Water Safety Administrator
- 1 Administrative Assistant
- 1 Secretary
- 1 Prevention Specialist
- 1 Payroll Clerk
- 1 Sr. Clerk
- 1 Chief of Operations
- 6 Lifeguard Captains

9 Lifeguard Lieutenants
142 FTE Ocean Safety Lifeguards
19.29 FTE Part time, Contract Hire Lifeguards

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. Each district is assigned one captain and two lieutenants who are responsible for scheduling, supervision and daily operations in their respective districts. Basic coverage is tower-based, with district lifeguards assigned to stations at specific beaches. Each district operation utilizes specialized equipment including jet skis and all terrain vehicles to respond to situations requiring rescue and/or medical assistance in guarded and unguarded areas. Generally, beaches are staffed from 9 a.m. to 5:30 p.m. daily.

TRAINING

All Ocean Safety Division personnel receive 120 hours of initial open-water lifeguard indoctrination that includes rescue, surveillance and emergency medical training. A rigorous physical performance test is conducted annually, as well as re-certification training in all areas of CPR, First Responder and Open Water Lifeguarding. The division training program follows guidelines established by the United States Lifesaving Association (USLA). The City and County of Honolulu's Ocean Safety and Lifeguard Services Division is a certified USLA agency. In-service training is conducted annually to keep division employees abreast of new and current developments in the lifesaving field.

Six water safety officers completed rescuecraft operator training, bringing the total number of certified operators in the Division to 20.

OCEAN SAFETY DIVISION HIGHLIGHTS

1. Lifeguard Tower Replacement Program

All Oahu lifeguard towers have been replaced. This five-year program included replacing all the orange wooden towers around the island with new state-of-the-art fiberglass towers.



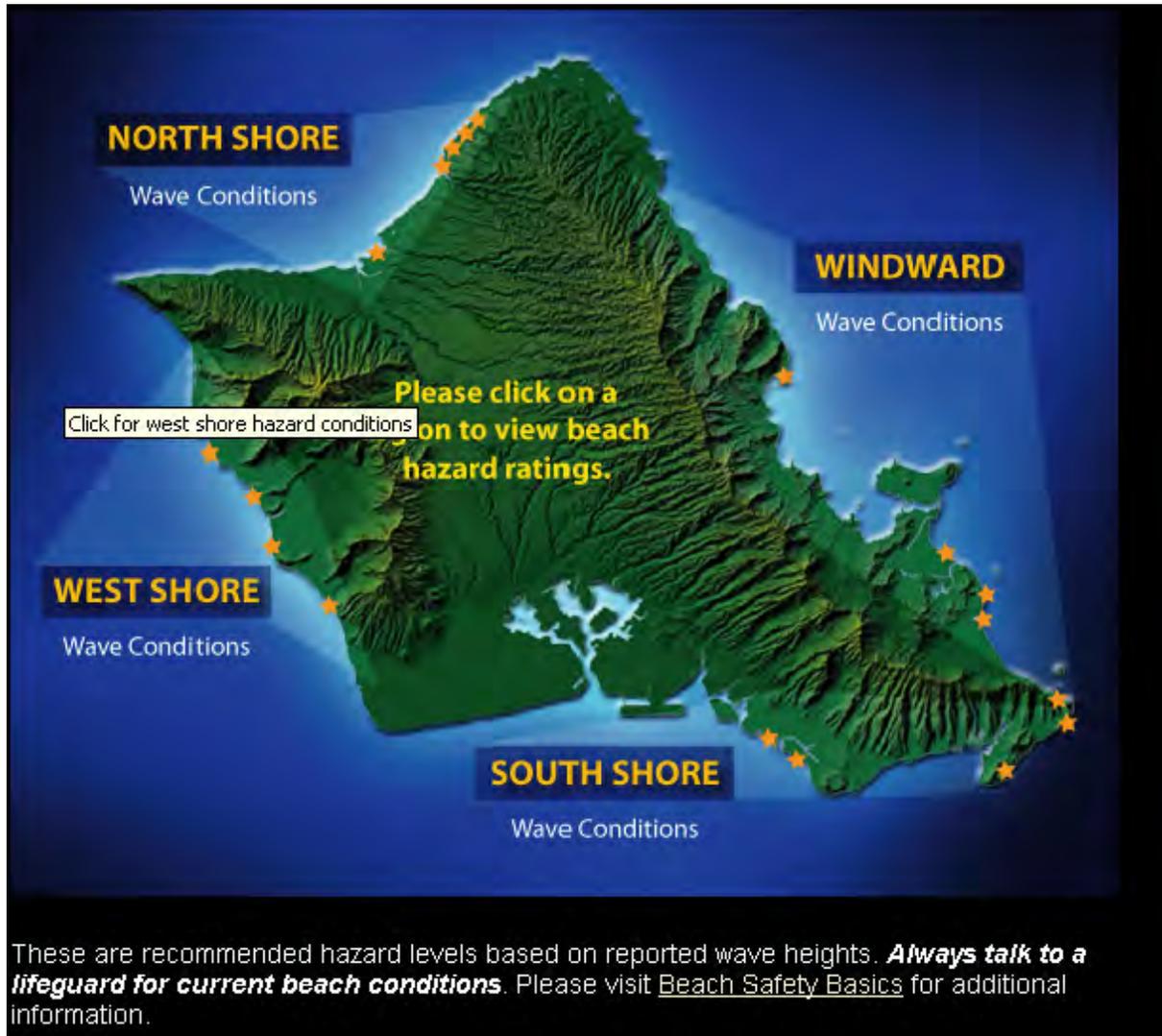
New Replacement Tower.

2. Junior Lifeguard Program

Over 500 youngsters participated in the Junior Lifeguard Program conducted during the summer at five sites around the island, Ala Moana, Pokai Bay, Waimanalo, Ehukai and Kalama Beach Park. This was the 16th year that the division has conducted the Junior Guard Program, which has reached over 5,000 young people and has produced over 20 lifeguards for the division.

3. Beach Hazard Website

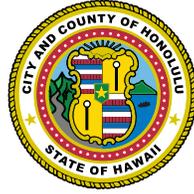
The division, in collaboration with the University of Hawaii's School of Ocean and Earth Science and Technology and the Hawaiian Lifeguard Association, has developed a website that contains daily hazard information for all Oahu beaches. This information is available to media and visitor industry sources to inform visitors and residents of daily ocean conditions around the island. The website has undergone a major revision with funding assistance from the Hawaii Tourism Authority. The site can be accessed at: www.hawaiibeachsafety.org



4. Beach Patrol: Honolulu

The Division was featured in an eight episode series on Court TV called "Beach Patrol: Honolulu." Division employees and operations were featured in this nationally syndicated series that depicted the jobs of the City and County of Honolulu's ocean safety lifeguards.

DEPARTMENT OF ENTERPRISE SERVICES



Sidney A. Quintal, Director
Dana L. Takahara-Dias, 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 six municipal golf courses. The department also coordinates the preparation, administration and enforcement of city-wide concession contracts. As structured, DES enhances the City and County of Honolulu's ability to focus on revenue generating opportunities and creates operational synergies with a unique "bottom line" business orientation.

HIGHLIGHTS

In fiscal year 2008, DES revenues from operations topped \$19.8 million, a 10% increase over the prior fiscal year. The department's fiscal year 2008 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 the DES mission – "to manage and market a diversity of community oriented facilities and services for the use and benefit of the public, and supporting cultural, recreational and educational opportunities and events on a self-supporting basis" – the department continued to maintain its focus on revenue generation and public service.

ADMINISTRATION

The DES administration directs and coordinates the programs and operations of the department's four divisions: Building Services Division, Customer Services Division, 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. The activity is also responsible for coordinating the preparation, administration and enforcement of city-wide concession contracts.

During fiscal year 2008, efforts continued to increase department-wide staffing levels; 21 vacant positions were filled and 22 new contract hires were processed. Concession-related activities during the fiscal year focused on the strict enforcement of the Waikiki surfboard locker policies and procedures. The Budget and Fiscal Services Department, Corporation Counsel and DES have increased efforts to ensure compliance with contract terms and conditions for all other concessionaires.

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 DES will continue to pilot changes to increase the effectiveness and efficiency of department-wide operations and improve customer service.

Cognizant of the impacts of the downturn in tourism and a declining local economy on department-wide revenues, the DES administration 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 essential positions, repairing aging facilities and replacing antiquated equipment. The DES will also vanguard a proactive approach to marketing its facilities and services, and increase its emphasis on facility and personnel safety.

BUILDING SERVICES DIVISION

The Building Services Division includes two sections – Trades, and Maintenance/Set-Up. The Trades Section provides journey-level support to the Blaisdell Center, Waikiki Shell, Honolulu Zoo, municipal golf courses and designated city concessions. The Maintenance/Set-Up Section provides grounds keeping, event set-up, custodial services and maintenance for the Blaisdell Center and the Waikiki Shell, and supplies general maintenance support for other facilities managed by DES.

During Fiscal Year 2008, the Building Services Division improved the appearance of the Blaisdell Center and Waikiki Shell facilities, and provided operational and maintenance support to other divisions within DES. The maintenance program

successfully completed 98% of work orders originated by the Honolulu Zoo, municipal golf courses and designated city concessions.

The Building Services Division continued to maintain the highest standards for workplace safety via their emphasis on monthly safety committee meetings, employee safety training and inspections of the grounds and facilities. The safety committee reviewed and acted upon several real and potential occupational safety and health issues. The organization passed all fire and safety inspections during the year. Additionally, a successful HIOSH safety consultation inspection was held at the Blaisdell Center and Waikiki Shell. The Division continues its involvement in the National Pollutant Discharge Elimination System (NPDES) program, and division workers have been trained on the best practices to avoid contamination of our waters.

The Building Services Division continued its preventive maintenance programs. These programs reduce unplanned failures in systems and emphasize cutting costs through infrastructure and equipment life cycle maintenance best practices. These programs are also extended to the Honolulu Zoo and municipal golf courses.

Several capital improvements and large contracted repair and maintenance projects at Blaisdell Center/Waikiki Shell were performed with in-house resources, saving the City an estimated \$50,000 in outsourcing costs.

Assistant Auditoriums Maintenance Supervisor Ah Sun Amoe, Jr. represented DES at the City's August 2007 Mayor's Outstanding Employees Program. Many of the division's employees and teams have received positive comments on their professionalism and commitment to get the job done.

Concert Hall

In fiscal year 2008 the Building Services Division provided oversight or assisted in major systems upgrades to the Concert Hall. These upgrades included replacement of the air conditioning system, roof repairs and painting of the exterior. The division continued the preventive maintenance program for all facility support systems, including lighting, electrical, plumbing, air conditioning and vertical transportation systems. Refinishing of the wood stage was again completed as an annual endeavor. The ADA improvements were initiated along with the sound system replacement for the Concert Hall.

Exhibition Hall

The Exhibition Hall is the most frequently used facility in the Blaisdell Center. The aging facility's preventive maintenance needs are demanding and extensive. The electrical, elevators, standard lighting, emergency lighting battery bank, lighting dimmer, air conditioning, plumbing systems and the building envelope (including exterior doors, walls, glass and roof) are routinely evaluated and maintained within an established maintenance schedule. Maintenance and inspection requirements are routinely performed to prevent negative impacts on events and related revenue streams. During the fiscal year 2008, the Hawaii Room's lighting dimming system was upgraded.

Arena

The Building Services Division supported this multi-purpose arena facility with multiple set-ups – dismantling, erecting, transferring, relocating and storing of seating, tables, stages, sports-courts and rings, scoreboards, booths, and electrical and sound connections. Preventive maintenance programs were followed to help assure uninterrupted service for patrons. Fire prevention, electrical, plumbing, air conditioning, building and specialty lighting and sound systems were evaluated before every event to prevent disruptions. Components of the high voltage electrical systems feeding three facilities located in the arena's two electrical vaults were either tested quarterly or maintained on an annual basis through qualified contractor support.

In a collaborative effort between the Building Services Division and the Department of Design and Construction (DDC), the capital improvement project to replace the arena's air conditioning system was closely monitored to ensure that project specifications and expectations are met. The project is complete except for several punch-list items and commissioning of the work. Upgrades continue in the arena to assure compliance with ADA standards.

Concourse, Parking Garage, Center Ponds and Parking Lots

The concourse walkway refurbishment project, begun in fiscal year 2008, is expected to be completed in the first quarter of fiscal year 2009 and includes walkway prepping, priming and painting.

Design and construction was completed for the first two phases of the three-phase parking garage project to repair the garage's first floor columns, replace gaskets in the garage's expansion joints and repair the structure's flower planters. The Trades Section is teaming up with DDC consultants and engineers on an effective solution to the planter box improvements for the parking structure.

Design funds were approved for a project to repair the effects of spalling, which are evident at the edges of the Blaisdell Center's ponds, and construction funds will be sought for fiscal year 2010.

Approximately 80% of the work has been completed on the CIP project to eliminate sinkholes found in the perimeter grounds and parking areas of the arena and near the Exhibition Hall.

Waikiki Shell

In 2008, the Honolulu Star Bulletin honored Waikiki Shell as one of "Hawaii's Best" places to hear live music. This beautiful outdoor amphitheater is one of the finest concert venues on the island of Oahu. The facility provides a unique outdoor concert experience – with a backdrop of blue skies and swaying palms during daytime events and star-filled moonlit skies

in the evening. The Waikiki Shell's maintenance and set-up staff continues to provide the services needed to keep the facility and grounds well maintained, and events occurring as scheduled. The staff assigned to the facility are supported by the Trades Section and the set-up teams of the Blaisdell Center. Preventive maintenance schedules are followed with systems testing and repairs performed before each event. General maintenance initiatives in fiscal year 2008 included painting projects, stage repairs and refinishing, and lawn irrigation improvements. Landscaping, general maintenance and repairs to plumbing, electrical and stage lighting systems were ongoing. Funds have been allocated for ADA upgrades and plans to repair restroom roofs, and expand/refurbish restrooms and box office. The goal for all division efforts at the Waikiki Shell is to continue to provide residents and visitors with the best in outdoor theaters.

Golf Courses and Concessions

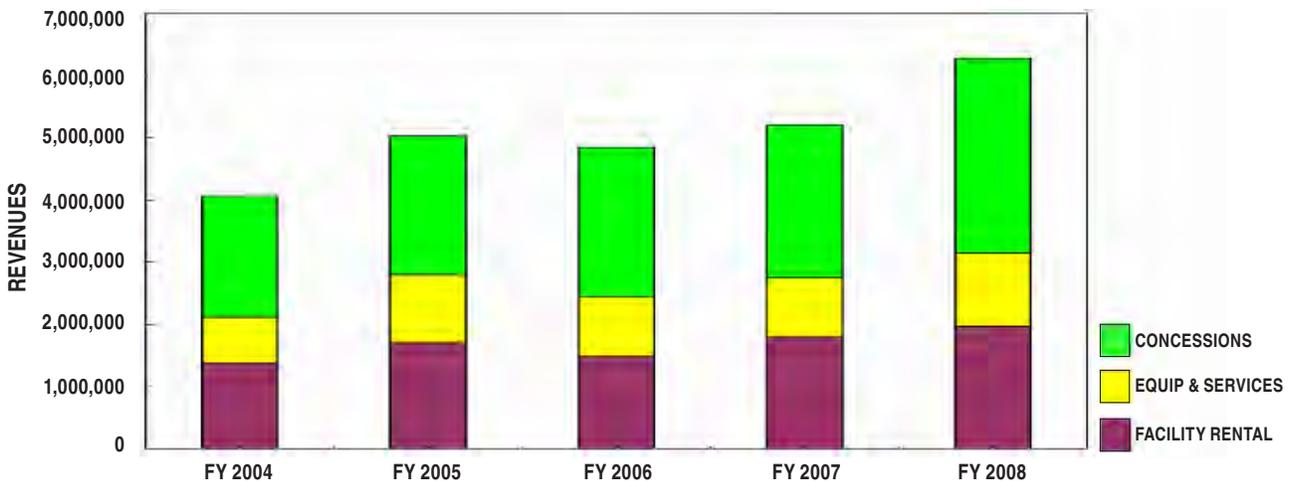
The Building Services Division recently increased maintenance and repair support for six municipal golf courses and various city concessions, including essential facility repairs and maintenance to address safety and health issues.

In fiscal year 2009, the Building Services Division will again provide excellence in services through our involvement with the set-ups, maintenance, repairs and improvements to the City and County of Honolulu's core event facilities. Our concerted efforts through preventive maintenance and repair programs will continue for department-wide facilities, including the Blaisdell Center complex, Waikiki Shell, Honolulu Zoo and all six municipal golf courses. CIP projects and contractual maintenance and repair initiatives will be closely monitored to ensure that the department and facility user interests are addressed. Safety issues will receive constant oversight. Division operating costs will be reviewed and reduced to the extent possible in support of department efficiency objectives.

CUSTOMER SERVICES DIVISION

The Customer Services Division is the business heart of the Blaisdell Center and 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.

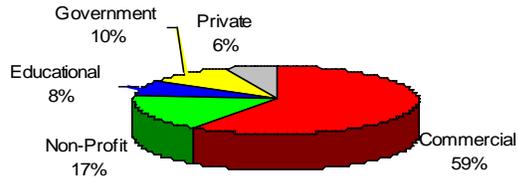
**DEPARTMENT OF ENTERPRISE SERVICES
BLAISDELL CENTER & WAIKIKI SHELL
FIVE-YEAR REVENUES, FY 2004-2008**



**FIVE -YEAR REVENUE TREND
FY 2004-2008**

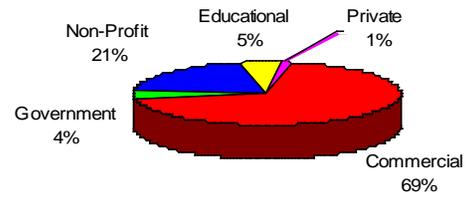
	FY 2004	FY2005	FY2006	FY 2007	FY2008
Facility Rental.....	1,385,170	1,706,490	1,488,156	1,797,010	1,971,012
Equipment & Services.....	732,087	1,094,314	958,749	954,037	1,172,775
Concessions.....	1,943,459	2,228,175	2,393,552	2,450,503	3,136,956
Total.....	<u>4,060,716</u>	<u>5,028,979</u>	<u>4,840,457</u>	<u>5,201,550</u>	<u>6,280,743</u>

Blaisdell Center / Waikiki Shell Usage
By Type of Tenant



Commercial Non-Profit Educational Government Private

Blaisdell Center / Waikiki Shell Revenues
By Type of Tenant



Commercial Government Non-Profit Educational Private

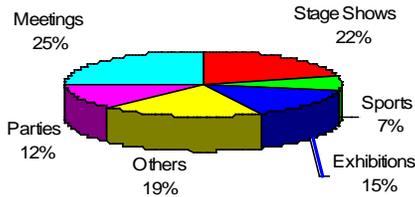
BLAISDELL CENTER/WAIKIKISHELL USAGE
BY TYPE OF TENANT
FY 2008

	#Events	%
Commercial	272	60.0
Non-Profit	75	16.6
Educational	34	7.5
Government	46	10.2
Private	26	5.7
TOTALS	453	100.0

BLAISDELL CENTER/WAIKIKISHELL REVENUES
BY TYPE OF TENANT
FY 2008

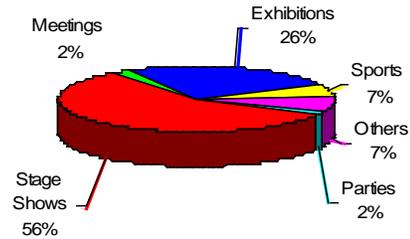
	Revenue	%
Commercial	2,434,234	69.7
Government	121,448	3.5
Non-Profit	721,509	20.6
Educational	183,894	5.3
Private	32,487	0.9
TOTALS	3,493,572	100.0

Blaisdell Center / Waikiki Shell Usage
By Type of Event



Stage Shows Sports Exhibitions Others Parties Meetings

Blaisdell Center / Waikiki Shell Revenues
By Type of Event



Stage Shows Meetings Exhibitions Sports Others Parties

BLAISDELL CENTER/WAIKIKISHELL USAGE
BY TYPE OF EVENT
FY 2008

	#Events	%
Stage Shows	98	21.6
Exhibitions	30	6.6
Others	67	14.8
Parties	87	19.2
Sports	55	12.1
Meetings	116	25.7
TOTALS	453	100.0

BLAISDELL CENTER/WAIKIKISHELL REVENUES
BY TYPE OF EVENT
FY 2008

	Revenue	%
Stage Shows	1,975,385	56.5
Exhibitions	889,058	25.5
Sports	239,597	6.9
Others	256,978	7.4
Meetings	75,022	2.1
Parties	57,532	1.6
TOTALS	3,493,572	100.0

The Blaisdell Center and Waikiki Shell fiscal year 2008 revenues topped \$6.3 million and exceeded prior year revenues by \$1,079,195 (+20.7%). The General Fund subsidy of Blaisdell Center and Waikiki Shell operations continued to be reduced.

During fiscal year 2008, the Blaisdell Center's multi-functional arena showcased the national touring concerts of Gwen Stefani, Nine Inch Nails, Chris Brown, America, Police, Chicago and Earth Wind & Fire. Featured sports events included WWE wrestling, mixed martial arts, college volleyball and basketball, and high school state championship basketball and wrestling. The Hawaiian culture was celebrated with the Kamehameha School Song Contest, the King Kamehameha Hula Competition and the 32nd Annual Keiki Hula Competition. During fiscal year 2008, the 44-year old arena was updated with the replacement of the air conditioning systems and the installation of telescoping risers and portable staging. The riser and portable staging system will reduce event set-up times appreciably and assure a notable increase in available event days for the facility.

For twelve weeks in fiscal year 2008, the Concert Hall was home to Broadway's award-winning musical, The Lion King. The nationally-acclaimed production played before sell-out audiences and grossed more than \$14.8 million. Over 185,000 tickets were sold, setting a new record of 93% of all tickets available. The Honolulu Symphony's classical Masterworks series and the well-attended Pops program featured a variety of guest artists. The Hawaii Opera Theatre staged memorable presentations of Don Carlo, the Barber of Seville, Romeo and Juliet, and South Pacific. Ballet Hawaii presented perennial favorites, the Nutcracker and Cinderella. The Concert Hall hosted the music of Huey Lewis and the News, Jim Gaffigan, the original SOS, Jim Brinkman, Lea Salonga, Melissa Etheridge, Heart and Sugarland. A one-week run of Broadway's Cirque Dreams and the children-acclaimed Sesame Street rounded out a successful Concert Hall season.



Disney's "The Lion King" was featured at the Blaisdell Center's Concert Hall from September 15, 2007 through December 9, 2007.

The Waikiki Shell featured perennial local favorites, Hoomau, KCCN Birthday Bash, Heiva, and the carbo-loading luau for the Honolulu Marathon. Concert goers enjoyed a variety of "stars under the stars" including Jack Johnson and the Kokua Festival, Reggae on the Rocks, Mass Appeal, Kathy Griffin, Back to Romance and the International Music Night with Matt Catingub, Incubus, Jimmy Buffet and Jason Mraz.

The exhibition hall and central areas continued to generate revenues and community business. There were over 46 commercial and trade show events scheduled in the exhibition hall during the year. These shows included the Made in Hawaii Festival, 43rd Food and New Products Show, and Hawaii Lodging, Hospitality and Food Service Expo. 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, car shows, collectible shows, bridal expo, and home builders and remodeling shows.

In the coming fiscal year, the Customer Services Division looks forward to featuring Broadway's award-winning musical **Mamma Mia** in the Blaisdell Center Concert Hall and other exciting major touring events. The division will continue its efforts towards actively marketing the Blaisdell Center and Waikiki Shell facilities, bringing to Hawaii enjoyable events, and improving services provided to the public.

GOLF COURSE DIVISION

The Golf Course Division operates and maintains six municipal golf courses – five 18-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 18-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 12th year of operation, the automated reservation system continued to provide fair and equitable access for all golfers. Over 95,000 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. More than 5,000 new golf identification cards were issued in FY 2008.



Golf gift cards are sold year round in \$25, \$50 and \$100 denominations, and are redeemable at all six municipal golf courses. Since the inception of the gift card program, about 2,146 cards have been sold.

For the year ended June 30, 2008, system-wide registered play totaled 563,669 rounds and related revenues exceeded \$7.9 million. Local golf play was positively impacted by favorable weather conditions and the success of homegrown junior and professional golfers at national tournaments.

Ala Wai Golf Course

For the year ended June 30, 2008, registered play and related revenues decreased to 162,150 (-3,618; -2.2%) and \$2,278,059 (-\$85,995; -3.6%). Despite the decrease, the Ala Wai Golf Course remains one of the busiest golf courses in the world. Although the course is subjected to heavy play, golf course maintenance standards remained high. In 2008, the Ala Wai Golf Course was named one of the Honolulu Advertiser's "Best of the Best" golf courses.



Transformation of the Pali Golf Course greens. The conversion to seashore paspalum will provide better playing conditions for our golfers.

Pali Golf Course

In fiscal year 2008, the Pali Golf Course recorded the greatest increase in rounds and revenues among the City's six municipal golf courses. Favorable weather and the newly installed \$1.5



million irrigation system have greatly improved course conditions. For the year ended June 30, 2008, registered play and related revenues increased to 75,631 (+5,947; +8.5%) and \$1,135,059 (+\$85,645; +8.2%).

The replacement of the front nine bermuda greens with the more resilient seashore paspalum has begun. The project will transform the Pali Golf Course greens to provide better playing conditions for our golfers. The 18-hole project is scheduled to be completed in mid-November 2008.

Ted Makalena Golf Course

Local residents continued to patronize this walker friendly course. For the year ended June 30, 2008, registered play remained stable at 126,944 (-124; -0.1%) and revenues increased to \$1,465,975 (+\$11,504; +.08%).

The conversion to a non-potable water source continues to save the City more than \$190,000 a year in water expenses. Course conditions have 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. Fiscal year 2008 funds were appropriated for the design phase of a capital improvement project to realign and reconstruct the Ted Makalena cart paths.

West Loch Golf Course

For the year ended June 30, 2008, registered play dipped slightly to 78,113 (-513; -0.7%) and revenues decreased to \$1,378,436 (-\$20,630; -1.5%). Flooding conditions, which caused silt to overflow the stream banks and cover the fairways, has been minimized. The thorough dredging of the silt basins throughout the golf course was identified as a major project, and a consultant is designing the drainage improvement project. Because of the extensive scope of this drainage project, construction will be phased in several increments.

West Loch Golf Course's unique water driving range with floating golf balls continues to enhance the golf course usage and is the only range available at the leeward area municipal courses.

Ewa Villages Golf Course

The youngest municipal course, Ewa Villages Golf Course, continues to be popular with a wide range of golfers, despite a slight dip in year-end total play of 84,385 (-649; -0.8%) and revenues, \$1,463,017 (-12,315; -0.8%). An extended period of inclement weather again 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. 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. As more development occurs near Ewa Villages, the demand for R-1 water has increased.

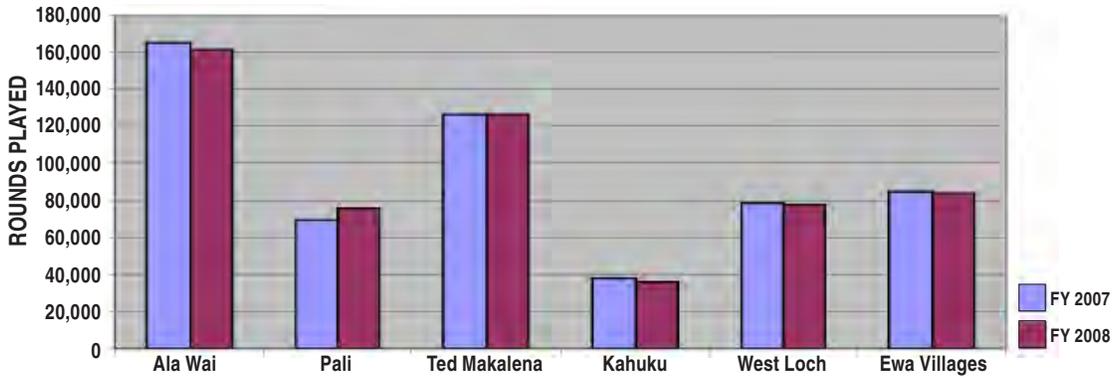
A by-product of the reuse water is sludge that is currently being composted with green waste to produce a biosolids compost. With landfill space at a premium and the City and County of Honolulu's commitment to sustainability, the biosolids compost is being used at all the municipal golf courses to add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

Kahuku Golf Course

The City's only nine-hole golf course is a gem in the rough. With scenic views of the ocean from practically every hole, it is one of the true links-style golf courses on Oahu. For the year ended June 30, 2008, registered play and related revenues decreased to 36,446 (-1,232; -3.3%) and \$221,178 (-9,157; -4.0%).

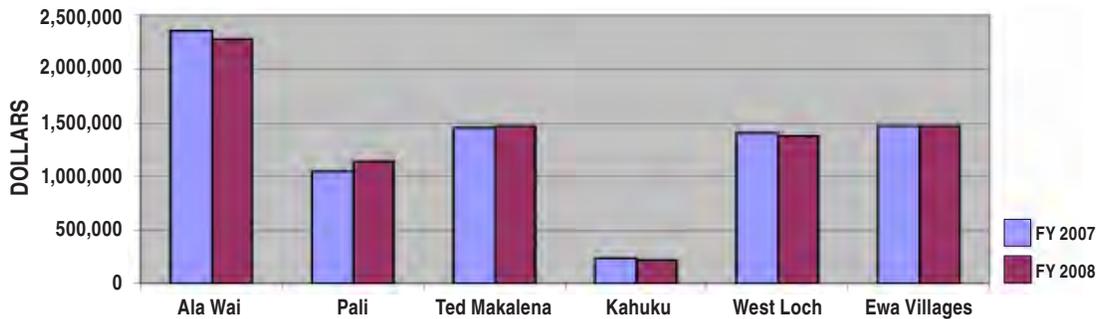
In Fiscal Year 2009, the Golf Course Division will continue its commitment to improve the quality of services provided to the public in the operation and maintenance of its municipal golf courses. With the downturn in tourism and the local economy, it is anticipated that leisure activities such as golf play will be negatively impacted.

REGISTERED PLAY



	FY 2007	FY2008	% CHANGE
Ala Wai	165,768.....	162,150	-2.2%
Pali.....	69,684.....	75,631	8.5%
Ted Makalena.....	127,068.....	126,944	-0.1%
Kahuku	37,678.....	36,446	-3.3%
West Loch	78,626.....	78,113	-0.7%
Ewa Villages.....	85,034.....	84,385	-0.8%
	563,858.....	563,669.....	-0.03%

REVENUES (Green Fees and Cart Rentals)



	FY 2007	FY2008	% CHANGE
Ala Wai	2,364,054.....	2,278,059	-3.6%
Pali.....	1,049,414.....	1,135,059	8.2%
Ted Makalena.....	1,454,471.....	1,465,975	0.8%
Kahuku	230,335.....	221,178	-4.0%
West Loch	1,399,066.....	1,378,436	-1.5%
Ewa Villages.....	1,475,332.....	1,463,017	-0.8%
	7,972,672.....	7,941,724.....	-0.39%

HONOLULU ZOO DIVISION

The Honolulu Zoo is a 42-acre zoological and botanical garden located within the Kapi'olani Park just steps away from Waikiki Beach. The zoo provides residents and visitors to the islands opportunities to enjoy and learn about the world's tropical fauna and flora. The zoo's mission is "to inspire the stewardship of our living world by providing meaningful experiences to our guests." The zoo emphasizes Pacific tropical island ecosystems and our traditional values of malama (caring) and hookipa (hospitality). In fiscal year 2008, the Honolulu Zoo was named among the "Best of the Best" local/kama'aina activities by the Honolulu Advertiser.

Association of Zoos and Aquariums

The Honolulu Zoo is an accredited member of the Association of Zoos and Aquariums (AZA). AZA accreditation involves a critical assessment of zoo operations and signifies that the Honolulu Zoo not only meets AZA's high standards, but that it belongs in the ranks of the best zoos in the country.

Capital and Other Improvements

During fiscal year 2008, a large number of capital improvement and maintenance projects were undertaken to enhance visitors' experience and increase the zoo's safety profile.

The Honolulu Zoo Society (HZS) held a successful fundraising campaign to construct a new habitat for its Sumatran tigers. Completed in November 2007, the exhibit provides unique viewing areas and ample space for an anticipated litter of cubs.



Director Sidney A. Quintal, HZS Executive Director Carol Arnott, Mayor Mufi Hannemann, and HZS board members Sharon Geary and David Stegenga open the new Sumatran tiger habitat which provides ample space for an expected litter of cubs.



Troop 10 of the Boy Scouts of America participated in an eagle scout project to rebuild the Karibuni Reserve giraffe overlook in the Savanna exhibit.

Extensive renovations were initiated in the sun bear exhibit in preparation for the Honolulu Zoo's acquisition of a breeding pair of sun bears from the Milwaukee Zoo in October 2008. Construction of the new classroom project is substantially completed and the opening of the facility is also targeted for October 2008. A prototype way-finding graphics kiosk was installed at a major intersection of the zoo grounds. The zoo will continue to place these kiosks throughout the facility as funding becomes available.

Other improvements included extensive repairs to public pathways, placement of barriers that screen access to exhibits and behind-the-scenes areas and replacement of wire mesh in designated bird section holding areas and cages.

Re-landscaping projects emphasizing Hawaiian endemic species were implemented in three areas of the zoo: near the front office, between the monkey islands and at the new way-finding kiosk. Recycled sod from the Pali Golf Course greens replacement project was brought in to fill in the bare spots on the stage lawn picnic area and in other areas throughout the zoo. Significant tree trimming work was undertaken to cut back overhanging branches from our walkways.

Twenty replacement radios were purchased to enhance communications throughout the zoo.

Attendance, Revenues and Special Events

While attendance for fiscal year 2008 decreased by 2,068 (-0.3%) to 599,442, revenues from admissions increased over the prior fiscal year by \$22,682 (+1.2%) to \$1,920,422. These changes reflect a shift in the fiscal year 2008 visitor mix and related revenues. Sixty-eight percent of the zoo's revenues were generated by non-resident fees, 25% kama'aina; 2.3% children ages 6-12; and 4.7% others (schools, promotions, etc.).

During fiscal year 2008, approximately 7,500 military personnel and family members attended Military Appreciation Day at the Honolulu Zoo. The United Services Organization of Hawaii (USO) and the City and County of Honolulu sponsored the event to demonstrate the community's appreciation for our service members and the hardships their families endure. The Honolulu Zoo also hosted the popular Wildest Show in Town summer concerts sponsored by Starbucks Coffee.

HZS education programs continue to grow in popularity. During fiscal year 2008, HZS conducted a total of 599 education programs that were attended by 30,040 adults and children.

Conservation and Research

During the fiscal year 2008, Director Sidney A. Quintal and Honolulu Zoo staff met with Conservation International representatives and government officials in Samoa to initiate work on a conservation program for the Manumea (tooth-billed pigeon), a culturally significant bird species.

The Honolulu Zoo continues to monitor nesting pairs of the endangered native elepai'o (tooth-billed honeycreeper) in east Oahu's Pia Valley.

Personnel from the Honolulu Zoo participated in a cooperative program with other AZA institutions, the U.S. Fish and Wildlife Service and the Commonwealth of the Northern Marianas Islands government to relocate several species of birds found on Saipan to other islands not yet infested with the brown tree snake. As a result of this relocation project, the zoo was able to import pairs of gold white-eyes and white-throated ground doves.

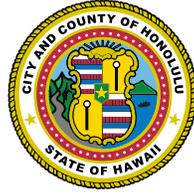
Other recent acquisitions that will enhance the Honolulu Zoo's breeding and conservation efforts include Amboina parrots, dik-dik antelope and crested pigeon.

Animal Population

Significant bird hatchings during fiscal year 2008 included crested oropendola, crested wood partridge, green wood hoopoe, king vulture and Raggiana bird-of-paradise. Reptile births during the fiscal year included Madagascar day gecko, Solomon Island tree skink and matamata turtles. The Honolulu Zoo and the keiki of Honolulu welcomed the birth of cubs Malosi, Keahi and Tondi to our Sumatran tiger pair, Chrissie and Berani, on September 15, 2008.

In the coming fiscal year, construction on the new elephant exhibit will begin, with completion targeted for spring 2010. The Honolulu Zoo will continue its efforts to improve its facilities and customer services and maintain its distinction as "the best" in the hearts of kama'aina and visitors.

DEPARTMENT OF ENVIRONMENTAL SERVICES



Eric S. Takamura, Ph.D., P.E., Director
Kenneth A. Shimizu, Deputy Director
Ross S. Tanimoto, P.E., Deputy Director

DUTIES AND FUNCTIONS

The Department of Environmental Services (ENV) 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, landfills, refuse and recycling pickup and disposal, cesspools pumping and the city's storm water permit program.

MISSION STATEMENT

The mission of the Department of Environmental Services is to protect public health and the environment by providing effective and efficient management of wastewater, storm water and solid waste disposal systems for the City and County of Honolulu.

HIGHLIGHTS

ADMINISTRATIVE SUPPORT

Wastewater Sewer Service Charge revenue for fiscal year 2008 amounted to approximately \$213,743,120 and the wastewater program continued to meet all revenue bond and financial requirements.

Wastewater Revenue

2007-08 Fiscal Year

Sewer Service Charges	\$ 213,743,120
WW System Facility Charges	5,024,765
Other Revenue	\$ 15,764,090
Total	\$ 234,583,975

ENV continues to improve operations through change. Work practices utilizing the enterprise asset management system/computerized maintenance management system continue improvement and implementation through enhanced training and use of core team programs. Front-line supervisor training continues to reach to all three operations divisions to enhance the ability of supervisors to oversee their various functions. ENV initiated the Alaka'ina Program to provide leadership training to middle-management personnel.

ORGANIZATIONAL AND WORKFORCE DEVELOPMENT

ENV continues to build on momentum established by the front line supervisor training and Alaka'ina leadership program by addressing skill transfer and applying best practices to improve our workforce productivity. Managers at the top of the organization are modeling performance management practices where individual goals are established, formal coaching is provided and valid performance appraisals are conducted in a caring manner. Training curriculum development and delivery is being formalized to ensure courses are meeting organizational goals and the needs of end users. An orientation program for both new and current employees is under development that will inform and align the workforce to the department's mission and goals. The Leaders of Change was chartered to "build a community of ENV employees," organized five seminars ranging from an overview of Collection System Maintenance to an Evaluation of the Change Program presented by a Pookela Fellow intern.

ENV 2008 INFORMATIONAL TECHNOLOGY ENHANCEMENT

ENV completed its third of five-year Strategic Information Technology Master Plan, implementing various projects and reaching numerous milestones. Highlights included:

- Implemented a Capacity, Condition and Risk Assessment Application for sewer infrastructure;
- Implemented a Hydraulic Modeling Application to analyze sewer capacity projections and for CIP planning;
- Installed an archival storage system for long-term document, image and video storage;
- Initiated the Laboratory Information Management System (LIMS) project.

NACWA'S PEAK PERFORMANCE AWARDS

This program recognizes NACWA member agency facilities for excellence in wastewater treatment as measured by their compliance with National Pollutant Discharge Elimination System (NPDES) permits. The City received three Peak Performance Awards this past year.

1. Platinum Awards honor treatment works that have achieved 100 percent compliance with their NPDES permit for five consecutive calendar years.
2. Gold Awards honor treatment works that have achieved 100 percent compliance with their NPDES permit for an entire calendar year.
3. Silver Awards recognize facilities that have received no more than five NPDES permit violations per calendar year.

Platinum Awards – 2007

Waianae Wastewater Treatment Plant (six straight years of compliance)

Gold Awards - 2007

Wahiawa Wastewater Treatment Plant

Honouliuli Wastewater Treatment Plant

COLLECTION SYSTEM MAINTENANCE

During the fiscal year, the division cleaned and flushed 559.64 miles of sewer line, cleaned 26 laterals, chemically treated 101 laterals and inspected 23,841 manholes. Television camera inspections completed on 220,957 feet of sewer line. Repairs done to 324 feet of sewer and 290.5 feet of laterals and extensions installed. No manholes adjusted to grade. CSM maintains Low Pressure Sewer Systems (LPSS) in Laie and performed additional work under IDIQ2. CSM maintained more than 500 LPSS in Laie twice last year. Rehabilitated 11,712 linear feet with cured in place pipe (CIPP) lining.



Figure 1- Earth Month Adopt-A-Stream.

transportation industry, property management companies, and landscapers. Plans to hold additional workshops targeting building washing, fire sprinkler testing and refuse collection companies are scheduled in the upcoming months.

A large part of the program effort is reducing pollutants from City facilities and training of City employees. Sites visits were made to corporation yards, transfer stations, convenience centers, parks, golf courses, HPD and HFD training centers and other facilities to evaluate best management practices to reduce pollutants from those facilities. Training workshops were held for over 500 City employees, including engineers, inspectors, construction management staff, pesticide applicators and facility maintenance personnel from various City departments. Topics included construction plan review, inspection, illicit discharge investigation and enforcement, pesticide application, post-construction BMPs and facility maintenance BMPs. Part of the City's NPDES permit requirements is to inspect catch basins. Nearly 20,000 catch basins were inspected during FY08.

During FY08 the SWQ Branch did 384 investigations, sent out 31 informational letters and 147 warning letters, and issued 34 notices of violations with fines. The branch inspected 308 businesses in industrial areas.

Additionally, the branch currently manages CIP 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, Salt Lake and Wahiawa Reservoir. Furthermore, the branch has three ongoing watershed management studies – one for the Ala Wai Watershed, a second one for the Waialua-Kaiaka Watershed and the third for the Central Oahu watershed – primarily focusing on Waikele Stream. The branch also has ongoing projects for HPD, HFD, DES and DPR to evaluate their existing facilities and determine the need for structural improvements in accordance with NPDES permit requirements.

During FY2008, the **Regulatory Control Branch (RCB)** issued 813 Industrial Wastewater Discharge Permits requiring grease interceptors and/or pretreatment devices (silver recovery units, oil water separators, etc.). The branch performed

ENVIRONMENTAL QUALITY

The **Storm Water Quality (SWQ) Branch** is the lead for administering the City's NPDES municipal separate storm sewer system (MS4) permit. The City was reissued its MS4 permit effective March 31, 2006, and submitted its storm water management plan March 30, 2007. SWQ is currently preparing its permit reapplication for the next 5-year permit period that is set to expire Sept. 8, 2009.

The City's storm water management plan includes public education and outreach for both general audiences and targeted industries. The branch was active in the Adopt-A-Stream and Adopt-A-Block programs, and organized large cleanup and other events throughout the year, especially during April as part of Earth Month activities and during October as parts of Make a Difference Day activities. These events can be viewed on the City's website by going to www.cleanwaterhonolulu.com. As part of targeted outreach, workshops were held for the construction and

135 project reviews on building permit projects proposing to install grease interceptors. During the fiscal year, the branch increased enforcement activities and issued 805 Verbal Warnings, 209 Letters of Warning and five Notices of Violations. RCB distributed approximately 578 cubic yards of biosolids compost from the Navy Biosolids Treatment facility and about 833.36 dry tons of biosolids pellets from the Sand Island Synagro facility in during the year. This represents the amount that is diverted from the landfill. Honouliuli Wastewater Treatment Plant distributed an average of 8.7 million gallons per day of water reuse from effluent in FY2008. This represents the amount of effluent diverted from the ocean outfall. The Regulatory Control Branch continued with implementation and outreach on Grease Interceptor Program Compliance. Educating the public through community groups, neighborhood boards and trade shows about responsible use of the City sewer system was the primary focus of this program.

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 nine 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. Additionally, WQL conducted 140,690 analyses on 42,026 samples in FY2008.

The **Monitoring and Compliance Branch** continues to oversee compliance of the City's nine wastewater treatment plants with their applicable NPDES, UIC, air quality and general permits, in addition to assisting the Regulatory Control Branch overseeing compliance at the Laie Wastewater Reclamation Facility. This work includes submitting the annual assessment reports for the four largest facilities, applying for required permits, and tracking, compiling and submitting daily, monthly and yearly data to the state Department of Health and the Environmental Protection Agency as required. Furthermore, the branch supports the operations division by addressing compliance issues at the facilities; an example of this is on-going work to ameliorate odors at the Waianae WWTP in response to neighborhood requests. The branch's Oceanographic Team continues to perform intensive monitoring of the receiving waters for all of the City's ocean outfalls as required under various permits. This monitoring includes diving to collect fish and sediment samples and inspecting the outfalls by deploying instruments at nearshore and offshore stations to track conditions at various depths. The Oceanographic Team supports compliance with air permits by assisting with air quality monitoring. Currently, the team daily monitors the Sand Island WWTP, the City's largest facility.



Ocean Team collecting benthic sediment samples off Barbers Point.

**PUMP STATION PERFORMANCE
2007-08**

PUMP STATION	MIL GALS PUMPED	AVG MGD	PUMP STATION	MIL GALS PUMPED	AVG MGD
AALA	25.09	0.0687	LAIE	175.3	0.4803
ALA MOANA #1	8512.87	39.5947	LAKEVIEW	58.1176	0.1592
ALA MOANA #2	8403.32	23.0228	LUALUALEI	295.6827	0.8101
ALALA	64.5	0.1767	MAKAKILO *	12.96	0.0355
ALIAMANU #1	95.4209	0.2614	MAUNAWILI ESTATES	29.84	0.0818
ALIAMANU #2	79.8123	0.2187	MAUNAWILI PARK	60.64	0.1661
ALII BLUFFS	14.35	0.0393	MILILANI #19	29.4806	0.0808
AWA STREET	1010.458	2.7684	MIOMIO	25.03	0.0686
BEACHWALK	3853.8525	10.5585	MOANA PARK	299.5722	0.8207
COCONUT GROVE	55.23	0.1513	NAKULA *	1.8	0.0049
ENCHANTED LAKE	111.29	0.3049	NANAKULI	19.3888	0.0531
EWA	544.919	1.4929	NIU VALLEY	631.9977	1.7315
EWA BY GENTRY	150.2182	0.4116	OHAI PLACE *	3.48	0.0095
FORT DERUSSY	700.9475	1.9204	PACIFIC PALISADES	174.7733	0.4788
GRANDVIEW *	2.556	0.0070	PAIKO DRIVE **	0	0.0000
HALAWA	898.957	2.4629	PEARL CITY	4485.109	12.2880
HALEKOU	14.6	0.0400	PUBLIC BATHS	176.61	0.4839
HART STREET	5727.046	15.6905	PUNAWAI	70.48	0.1931
HEEIA	77.84	0.2133	UWALU *	3.78	0.0104
HOMELANI	8.379	0.0230	WAIAWA	19.7319	0.0541
KAHALA	1529.416	4.1902	WAIKALUA	66.38	0.1819
KAHALUU	52.43	0.1436	WAIKAPOKI	274.04	0.7508
KAHALUU HOUSING	43.8	0.1200	WAIMALU	1817.206	4.9786
KAHANAHOU	132.33	0.3625	WAIPAHU	3723.749	10.2021
KAHAWAI STREAM	93.81	0.2570	WAIPIO	165.2736	0.4528
KAILUA HEIGHTS	760.8	2.0844	WEST BEACH #1	81.282	0.2227
KAILUA ROAD	531.3	1.4556	WEST BEACH #2	90.65	0.2484
KAMEHAMEHA HWY	1858.987	5.0931	WEST LOCH ESTATE	54.2272	0.1486
KANEOHE BAY #2	62.83	0.1721	WEST LOCH FAIRWAYS	102.7913	0.2816
KANEOHE BAY #3	62.74	0.1719	SI PARKWAY	90.656	0.2972
KANEOHE BAY #4	17.25	0.0473	SI INDUSTRIAL	5.8848	0.0161
KANEOHE BAY #5	6.03	0.0165	TOTALS	49537.566	135.7194
KEMOO FARM *	58.8	0.1611			
KUKANONO	19.88	0.0545			
KULIOUOU	232.9264	0.6382			
KUNIA	633.6565	1.7360			
LAENANI	43.01	0.1178			

*No flow meters. Million Gals Pumped and Average MGD estimated.

**Not on line

***No flow meter. Flows to Niu Valley

**TREATMENT PLANT PERFORMANCE
2007-08**

TREATMENT PLANT	MIL GALS TREATED	AVG MGD	TREATMENT PLANT	MIL GALS TREATED	AVG MGD
HONOULIULI	9573.611	26.2291	SAND ISLAND	22982.47	62.9657
KAHUKU	68.3089	0.1871	WAHIAWA	598.604	1.6400
KAILUA	4349.364	11.9161	WAIANAE	1214.355	3.3270
LAIE	169.31768	0.5054	WAIMANALO	227.9317	0.6245
PAALAA KAI	32.94809	0.0903	TOTALS	39216.91037	107.4436

WASTEWATER CONSTRUCTION



Honouliuli WWTP New Solids Handling Facility.

Construction Management Branch completed 13 projects. The total of the final costs for these projects was \$181,400,164.40. Fifty-two projects with a total contract value of \$499,967,714.70 were still under construction as of June 30, 2008.

Wastewater Construction Projects Completed

• Ahuimanu WWPTF Headworks Modification	\$ 826,765.31
• Hart St WWPS Alternative	\$ 23,109,158.90
• Ka Hanahou Circle Sewer Rehabilitation	\$ 817,861.00
• Kainehe Street, Hamakua Drive/Keolu Drive Reconstructed Sewer	\$ 26,378,439.62
• Kalaheo Avenue Reconstructed Sewer (Phase I, Emergency Work)	\$ 34,363,257.34
• Kamehameha Highway WWPS – Replace Concrete Cylinder Pipe	\$ 931,295.41
• Laukoa Place Sewer Rehabilitation (SMPR No. 77)	\$ 735,381.12
• Nimitz Highway Sewer Reconstruction at OCCC	\$ 2,090,943.00
• Niu Valley WWPS Force Main Reconstruction.....	\$ 13,130,729.00
• Sand Island Parkway WWPS Modification	\$ 1,018,564.24
• Sand island WWTP UV Disinfection Facility/Effluent Pump Station.....	\$ 77,012,024.89
• Sand Island WWTP Refurbish Gravity Thickener	\$ 635,744.53
• Sand Island WWTP Refurbish Gravity Thickener No. 1.....	\$ 350,000.00
TOTAL	\$ 181,400,164.40

Wastewater Construction Project Contracts On Going

• Ala Moana WW PS Force Main No. 1 Rehabilitation/Improvement.....	\$ 650,000.00
• Ala Moana WWPS Modifications.....	\$ 20,176,271.45
• Alii Shores Sewer Rehabilitation.....	\$ 2,619,877.00
• Amelia Street Sewer Relief Sewer.....	\$ 2,584,225.00
• Beachwalk WWPS Emergency Construction Bypass	\$ 37,707,000.00
• Fort DeRussy WWPS Modification.....	\$ 343,375.00
• Fort DeRussy Sewer Force Main Extension.....	\$ 4,700,620.00
• Fort Street Mall Sewer Rehabilitation (SMPR No. 60)	\$ 953,686.00
• Fort Weaver Road Manhole and Pipe Rehabilitation	\$ 2,186,707.26

• Houghtailing Street Area Sewer Rehabilitation	\$ 990,866.00
• Halona Street Relief Sewer.....	\$ 3,560,000.00
• Ilimalia Loop/Mokapu Boulevard Sewer Rehabilitation.....	\$ 1,454,502.00
• Kailua/Kaneohe Reconstructed Sewer	\$ 13,946,128.00
• Kailua WWTP DAF Pressurization Tank Installation	\$ 437,228.00
• Kailua WWTP Digester Covers.....	\$ 3,931,420.74
• Kailua WWTP Replace Primary Sludge and New Primary Clarifier Dewatering Pumps.....	\$ 2,452,297.00
• Kailua Road Sewer Improvement District.....	\$ 1,622,260.00
• Kailuana Place and Kailuana Loop Sewer Replacement/Rehabilitation	\$ 855,721.00
• Kalaheo Avenue/Mokapu Boulevard/Aikahi Loop Sewer Rehabilitation	\$ 6,231,658.00
• Kalakaua Avenue Sewer Rehabilitation (SMPR #27)	\$ 3,960,748.00
• Kalihi Valley Reconstructed Sewer.....	\$ 3,055,691.00
• Kalihi/Nuuanu Area Sewer Rehabilitation Ph 1A.....	\$ 10,322,482.00
• Kalihi/Nuuanu Area Sewer Rehabilitation Ph 1B.....	\$ 10,448,668.00
• Kalihi/Nuuanu Area Sewer Rehabilitation Ph 1C	\$ 9,845,769.00
• Kalihi/Nuuanu Area Sewer Rehabilitation Ph 1D	\$ 2,074,295.00
• Kalihi/Nuuanu Area Sewer Rehabilitation Ph 1E.....	\$ 3,668,236.00
• Kalihi/Nuuanu Area Sewer Rehabilitation Ph 1F.....	\$ 2,637,732.00
• Kalihi/Nuuanu Area Sewer Rehabilitation Ph 1G	\$ 5,298,000.00
• Kalihi/Nuuanu Area Sewer Rehabilitation Ph 1H	\$ 3,321,954.00
• Kalihi/Nuuanu Area Sewer Rehabilitation Ph 1I.....	\$ 2,651,600.00
• Kaneohe Bay Drive Trunk Sewer Reconstruction	\$ 7,505,465.00
• Kaneohe Bay South WWPS No. 1	\$ 1,563,611.00
• Kaneohe Wastewater PTF Demolition Plan, Phase 1	\$ 798,650.00
• Kamehameha Hwy Trunk Sewer Reconstruction.....	\$ 938,298.21
• Kapiolani Area Revised Sewer System (KARSS)	\$ 11,711,311.00
• Kukanono WWPS Force Main Partial Replacement	\$ 180,770.00
• Kuliouou Sewer Rehabilitation.....	\$ 10,297,485.00
• Kuliouou WWPS Modifications	\$ 2,807,000.00
• Peterson Lane and Pua Lane Sewer Rehabilitation.....	\$ 6,292,076.00
• Renton Road Sewer and Manhole Rehabilitation.....	\$ 5,311,951.00
• Sand Island Basin Miscellaneous Sewer Rehabilitation	\$ 3,573,195.00
• Sand Island WWTP Construction Soil Management	\$ 5,740,458.35
• Sand Island WWTP Headworks (Unit I, Ph. 2A)	\$ 93,966,588.08
• Sand Island WWTP Expansion, Primary Treatment (90 MGD)	\$ 77,488,000.00
• Sewer Manhole and Pipe Rehabilitation at Various Locations.....	\$ 2,200,000.00
• St. Louis Heights Sewer Rehabilitation	\$ 6,971,976.60
• Waimalu Sewer Rehabilitation/Reconstruction.....	\$ 45,112,000.00
• Waimanalo Sewer Rehabilitation.....	\$ 2,862,000.00
• Waiomao Stream Sewer Replacement Rehabilitation (SMPR #24)	\$ 339,090.00
• Waipahu Street/Plantation Village Sewer Reconstruction.....	\$ 1,621,606.00
• Wanaao Road/Keolu Drive Reconstructed Sewer	\$ 33,299,005.00
• Wilhelmina Rise Sewer Rehabilitation.....	\$ 14,698,161.00
TOTAL	\$499,967,714.70

Wastewater Treatment and Disposal Construction Projects

Honouliuli WWTP – New Solids Handling Facilities.....	\$ 41,497,212.35
Honouliuli WWTP – New Solids Handling Facilities.....	\$ 8,489,727.02

Collection System Maintenance Construction Projects

Rehabilitation of Sewer Lines on Oahu (IDIQ2)	est. \$ 12,900,000
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REFUSE COLLECTION AND DISPOSAL

The Refuse Division plans, directs and coordinates programs for solid waste management for the City and County of Honolulu. The division provides refuse collection services and an integrated management system for waste reduction and disposal of solid waste, including recycling, waste-to-energy recycling (H-POWER) and landfilling. The division operates and maintains refuse transfer stations, refuse convenience centers and sanitary landfills.

As of June 30, 2008, H-POWER received in excess of 11.2 million tons of municipal solid waste since commencing operations in 1990. In FY2008, H-POWER received approximately 607,608 tons.

Total refuse related expenditures for FY2008 were \$136,507,677 compared to the previous fiscal year total of \$122,879,554.

Recycling: The City continued its initiatives in recycling refuse, green waste, biosolids and wastewater. In FY07, a total of 578 cubic yards of biosolids compost from the Navy Biosolids Treatment Facility and 833.36 dry tons of biosolid pellets from the Sand Island Synagro facility. The Honouliuli Water Reclamation Facility distributed an average of 8.7 million gallons per day of recycled water.

REFUSE OPERATING EXPENDITURES
2007-08 Fiscal Year

EXPENSES

Administration

Administration	\$ 1,492,997.80
Investigation and Inspection	\$ 243,423.32
Recycling	\$ 12,682,406.36
Glass Recycling	\$ 636,003.40

Refuse Collection

Honolulu	\$ 9,304,867.19
Rural	\$ 8,753,704.14

Refuse Disposal

Maintenance and Waste Diversion	\$ 1,355,016.68
Landfill	\$ 13,496,719.71
Transfer	\$ 7,338,401.12
H-POWER	\$ 84,204,137.46

TOTAL EXPENSES **\$139,507,677.18**

REVENUE

Refuse Small Business Collection	\$ 498,165.07
Refuse Disposal	\$ 11,332,649.27
H-POWER Disposal Fees	\$ 10,720.97
H-POWER Electricity Sales	\$ 46,627,308.30
Recycling Surcharge	\$ 5,847,666.31

TOTAL REVENUE **\$ 64,316,509.92**

OPERATIONAL DATA

July 1, 2007 to June 30, 2008

Municipal Solid Waste (MSW)	
Collection	340,827 Tons

Disposal

Tons Delivered

MSW

H-POWER	607,608
Waimanalo Gulch Sanitary Landfill	275,757

H-POWER

Residue	107,694
Unacceptable MSW	4,489
Ash (wet weight)	85,086

Transfer:

Convenience Centers	28,337
Transfer Stations (Keehi, Kapaa, Kawaioloa)	235,139

Recycling:

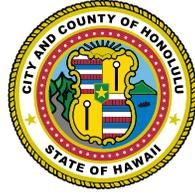
Tons Recycled

Office Paper	111
Mixed Paper and Mixed Containers (community recycling bins - newspaper, cardboard, glass, aluminum, plastic)	11,633
Green Waste (curbside, convenience centers, householder drop-offs)	42,791
Tires	657
White Goods/Other Metals	5,145

H-POWER

Metals (Ferrous and Non-ferrous)	19,328
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DEPARTMENT OF FACILITY MAINTENANCE



Craig Nishimura PE, Director and Chief Engineer
George "Keeki" 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 major 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 human resource management, budget planning and execution, program coordination, heavy vehicle and equipment operator training and safety, interdepartment mail services, and other management and administrative matters. 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

As part of the Mayor's commitment to expand environmentally friendly fuel/energy efficient programs and reduce fossil fuel dependence, the department continued the phase-in of hybrid vehicles in the City's fleet and is participating in a program to install diesel particulate filters on early model diesel powered vehicles to significantly reduce emissions. Major projects completed by Public Building & Electrical Maintenance staff included the repainting of fire sprinklers piping for the Civic Center parking structure. Street lighting crews also maintained 46,757 streetlights by replacing lamps, installing luminaries and replacing photocells and responded to 200 emergency calls. More than 1,200 special event banners were installed on light poles for special events, and crews completed 1,968 work requests for indoor/outdoor lighting work at various Parks and Recreation and Enterprise Services locations. In addition, road crews resurfaced 51 lane miles of roadways; patched 82,850 potholes throughout Oahu as identified primarily through the pothole hotline; reconstructed 110,397 square feet of sidewalk; cleaned 158 streams, ditches and boulder basins; striped 1,028 crosswalks; painted 28,054 lineal feet of curbs; installed or replaced 3,646 traffic signs; and mechanically swept 33,930 curb miles.

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 and activities associated with the maintenance and repair of the automotive, heavy vehicle, and construction equipment fleets of most city departments and agencies (with the exception of the Honolulu Fire Department, Honolulu Police Department, and the Board of Water Supply). It also prepares plans and specifications for the purchase of new vehicles and equipment. The division has the following vehicles/equipment under its jurisdiction: 1,618 on-road/highway vehicles, 135 off-road/non-highway equipment, and 535 miscellaneous equipment (e.g., trailers, forklifts, compressors, generators, etc.); for a total of 2,288 pieces.

ORGANIZATION

The division is organized into four activities: Administration, Storekeeping, Service & Lubrication, and Repair and Maintenance. At full strength, AES staffing is at 142 full-time positions; staffing is currently at 117.

The administration activity includes the Preventive Maintenance & Production Control 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 and 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 Branch 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 Light Equipment Repair Shop.



Kapaa Fueling Facility.



Halawa Repair Facility.

ACTIVITY HIGHLIGHTS

The Mayor continues to advocate the use of hybrid and alternative fuel vehicles, and is committed to reducing the City's dependence on fossil fuels. Upon receipt of several hybrid vehicles, AES will evaluate the feasibility of integrating these types of vehicles into the City's fleet. The phase-in of hybrid vehicles strengthens the City's commitment to reducing harmful emissions to the environment.

Installation of an automated fueling system was completed at the Halawa and Umi Street fueling facilities. AES is currently participating in a program to install diesel particulate filters on 50 of the early model diesel powered vehicles in the fleet. The filters can significantly reduce emissions on these vehicles. Projected completion of this project is December 2008.

ACTIVITY SUMMARY

Storekeeping:

Number of stock parts transactions.....	33,100
Number of non-stock parts transactions	55,167
Number of fuel (issues) transactions.....	83,894
Number of parts/services charged to commercial transactions	1,631

Service & Lubrication:

Lubrication (job tasks completed)	1,626
Tire repair and replacement (jobs tasks completed).....	3,852

Repair & Maintenance (job tasks completed):

Halawa Yard Automotive Repair & Maintenance	17,983
Construction Equipment Repair & Maintenance	4,154
Leeward Yard (Pearl City) Repair & Maintenance	5,862
Windward Yard (Kapaa) Repair & Maintenance	3,210
Welding Shop.....	767
Body Fender & Repair	1,325

PUBLIC BUILDING AND ELECTRICAL MAINTENANCE DIVISION

DUTIES AND FUNCTIONS

The Public Building and Electrical Division is responsible for 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 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 contrac-

tors. 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, Kapolei Hale, Frank F. Fasi Municipal Building and other city facilities.

ORGANIZATION

The division is organized into 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 includes 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 includes 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 includes 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 includes 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 5,924 work orders to accomplish its preventive maintenance program, and repair and maintenance projects. Staff completed the repainting of fire sprinkler piping for the Civic Center parking structure as a major project.

The following repair and maintenance contract projects were completed during the fiscal year:

- (1) Iwilei Health Center – Repainting exterior of the building.....\$20,570.00
- (2) Waiau Fire Station – Repainting exterior of the building..... \$24,000.00
- (3) Nuuanu Fire Station – Repainting exterior of the building.....\$15,000.00
- (4) Moanalua Fire Station - Repainting exterior of the building.....\$31,270.00
- (5) Kaneohe Fire Station - Repainting exterior of the building \$18,725.00
- (6) Waialua Fire Station - Repainting exterior of the building \$20,400.00

The Traffic Electrical Maintenance Services Branch accomplished the following:

- (1) Maintained 46,757 street lights by replacing 11,526 defective or burned out lamps, 5,253 photocells, and 7,688 luminaires. Also, responded to 200 emergency calls, completed 239 joint-pole changeovers and logged in 25,635 miles in the performance of night duties.
- (2) Completed 8,306 man-hours of repair and maintenance work and closed 1,968 work requests for the indoor and outdoor lighting at various parks and recreation centers and Botanical Gardens for the Department of Parks and Recreation, and at Hanauma Bay and Honolulu Zoo for the Department of Enterprise Services.
- (3) Tested and maintained 39 civil defense sirens and also HPD and HFD antennas.
- (4) Installed 1,288 special event banners on streetlight poles in the Downtown and Waikiki areas for the Aloha Week Festivities, Honolulu Festival, Matsuri Festival, Outrigger Duke Kahanamoku Festival, Hawaii Okinawa Association Festival, Air Force Week, Sony Open in Hawaii, Pro Bowl, Fields Open in Hawaii, Lantern Floating Festival and for special events at the Hawaii Convention Center.
- (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) Implemented an aggressive replacement and preventive maintenance program to replace corroded street light standards located in Hawaii Kai, Ewa Beach, Renton Road, Pearl City and Diamond Head Road areas.
- (7) Maintained a purchasing, receiving, storing and issuing system for various supplies, tools and equipment.

The Custodial and Utility Services Branch provided custodial and groundskeeping 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, Frank F. Fasi Municipal Building, Honolulu Police Headquarters, Honolulu Fire Headquarters, Airport Industrial Center, Walter Murray Gibson Building, Government Office Building, Dan Liu Building, 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 Frank F. Fasi Civic Center Complex, Halawa Corporation Yard, Kapolei Corporation Yard 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 13 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.



Road Maintenance Crew Resurfacing Operations

The division also performs 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

The division carries out its duties with staff and personnel operating out of ten corporation baseyards. Three baseyards (Honolulu, Sand Island and College Walk) service the Honolulu district. Rural baseyards are located in the districts of Kailua, Kaneohe, Pearl City, Laie, Waialua, Wahiawa and Waianae.

The Honolulu baseyard is organized into eight major sections: 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 last 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 51 lane miles of roadways with in-house city crews.
- (2) Provided extensive interim repairs and resurfacing 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.

- (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 147 locations.
- (4) In conjunction with the State Department of Transportation, continued the division's pothole hotline program. This fiscal year, 7,669 calls were received on a 24-hour hotline; 5,174 requests were for pothole patching and pavement repairs and the rest for other work. A total of 82,850 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 6,449 catch basins, inlets and manholes, and 322,548 lineal feet of storm drain lines were inspected and cleaned.
- (7) Continued program to inspect all city-owned streams and drainage ditches and 24 boulder basins in the inventory and clean them as necessary; 158 streams, ditches and boulder basins were cleaned, many more than once.

ACCOMPLISHMENTS
Street Maintenance

TONS ASPHALTIC CONCRETE LAID BY IN-HOUSE CREWS

	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>	<u>FY 2006</u>	<u>FY 2007</u>	<u>FY 2008</u>
First Aid and Resurfacing	1,829	9,354	23,566	13,604	14,066	20,832
Pothole Patching	1,060	2,058	1,592	705	2,097	2,540
TOTAL	2,889	11,412	25,188	14,309	16,163	23,372

In addition, 4,020 bags/buckets of proprietary roadway patching material were used primarily to patch potholes.

Stream Cleaning

Streams, ditches and boulder basins cleared or dredged during the year included the following:

HONOLULU

Kalani Iki Boulder Basin Manuwea Ditch
Ahuwale Ditch Manoa Stream
Ailuna Ditch Manoa Palolo Stream
Analii Ditch Moanalua Stream
Hahaione Boulder Basin (East and West) Mona Ditch
Haku Ditch Muliwai Ditch
Hausten Ditch Narcissus Ditch
Hema Ditch Ninini Ditch
Hiyane's Ditch Niu Boulder Basins (E & W)
Kaamilo Ditch Niu Stream
Kamiloiki Stream Moanalua Boulder Basin
Kipu Ditch Nuuanu Stream
Kihau Ditch Nihi Ditch
Kalihi Stream Opihi Ditch
Kuahea Ditch Oheke Ditch 1
Kalama Valley Lined Channel Poola Ditch
Kuakini Ditch Paniolo Ditch
Kalaniiki Ditch Papali Ditch
Kalapaki Ditch Pauoa Stream
Kalawao Ditch Poipu Ditch
Kekuanoni Ditch Portlock Ditch
Kuikele Ditch Ruth Place Ditch
Kamiloiki Boulder Basin Uhini Place Ditch
Kapalama Canal Umalu Ditch
Kalapaki Ditch Waolani Stream
Kapakahi Stream Waolani Ditch
Kuliouou Stream Wailupe Boulder Basin
Kipu Ditch Waialae Nui Ditch
Kula Kolea Ditch Waialae Nui Stream
Kuikele Ditch Wailupe Ditch
Kuliouou Boulder Basin Wailupe Stream
Makiki Ditch Wainiha Street Ditch
Mamalu Ditch Wailupe Stream
Holy Trinity Ditch Waiomao Stream
Lunalilo Terrace Ditch Wainiha Street Ditch
Luinakoa Ditch Wawaimalu Stream
Lunalilo Interceptor Ditch Wood Ditch
Manaiki Stream

PEARL CITY

Aahualii Ditch Kapakahi Stream
Campbell Industrial Ditch Kokole Ditch
Ewa Lined Ditch Komo Mai Drive Debris Catcher
Ewa Sump Noelani Ditch
Halawa Ditch Palalilai Ditch
Hoolehua Drain Outlet Pearl City Stream
Hoomaemae Ditch Wailani Stream
Kaaholo Ditch Waipahu Stream
Kalauao Stream Waipio Gentry Ditch
Kapolei Drainage Channel Waimalu Stream
KAILUA
Aikahi STP Ditch Kawainui Canal
Akaakoa Ditch Easement Kawainui Dike
Akiohala Ditch Easement Keolu Lined Channel
Alahaki Ditches Kuuna Ditch
Hele Channel Lanipo Ditch
Kaelapulu Stream Mouth Maunawili Stream
Kahawai Stream North Kalaheo Footpath Ditch
Kalaheo Hillside Ditch Omao Stream
Kamahele Ditch Palapu Stream
Kaopa Silt Basin Waimanalo Stream
Kapaa Quarry Road Ditches

KANEOHE

Anolani Stream Kuneki Ditches (3)
Ben Parker Ditch Kuneki Drainage Channel
Fong's Ditch Kuneki Place Swale
Halemanu Street Basins Lohiehu Ditch
Hui Kelu Street Slope Easement Nohonani Ditch
Hui Uliuli Channel Piliina Ditch
Kaneohe Dam Puahuula Place Ditch
Keaahala Ditch Puuohalai Place Ditch
Keaahala Stream Yacht Club Ditches (2)
KA-1 Channel Pua Inia Ditch
KA-2 Channel Heeia Stream (under bridge)

WAIANA E

Alamih i Ditch Nanakuli Lined Channel
K-2 Boulder Basin Piliuka Ditch
Kawiwi Stream Easement Pokai Bay Ditches
Leihoku Ditch Turbidity Barriers
M-2 Channel..... Ulehawa U-1 Channel
M-3 Channel..... Ulehawa U-2 Channel
M-4 Channel..... Ulehawa U-3 Channel
Maipalaoa Stream..... U-1 Channel

LAIE

Hanaimoa Ditch Kawaipapa Stream
Haula Homestead Road Ditch Ke Iki Ditch
Hoalua Ditch Paumalu Flood Control
Kahawainui Stream Flood Control Waipuhi Stream

WAHIAWA

Nani Ihi Avenue Ditch..... Whitmore Open Ditch
Waipio Lined 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 216 feet of drain lines of various sizes.
- (2) Repaired or reconstructed 28,003 square feet of Reinforced Concrete, Concrete Masonry Unit (CMU) and Concrete Rubble Masonry (CRM) walls.
- (3) Repaired or installed 656 feet of guardrails (metal/wood) and 7,271 feet of chain link fences.
- (4) Reset, reconstructed and/or repaired 1,376 feet of broken, uneven, settled, curbs and/or gutters.
- (5) Reconstructed 139 catch basin deckings.
- (6) Reconstructed 110,397 square feet of sidewalk by in-house crews island-wide.

STREET SWEEPING

The following table shows the number of curb miles swept mechanically during the fiscal year.

CURB MILES SWEPT MECHANICALLY

<u>Fiscal Year</u>	<u>Honolulu</u>	<u>Rural</u>	<u>Total</u>
2003	35,324	4,860	40,184
2004	32,138	4,869	37,007
2005	30,115	5,259	35,374
2006	22,218	3,286	25,504
2007	28,207	5,652	33,859
2008	26,968	6,962	33,930

During the year, crews in Honolulu and rural yards serviced 1,555 litter containers at bus stops, malls and other locations throughout the island at various frequencies. Containers were distributed throughout the island as follows:

Honolulu - 945 Wahiawa - 77
Pearl City - 210 Waianae - 75
Kaneohe - 102 Waialua - 26
Kailua - 75 Laie - 45

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 28,054 lineal feet of curbs
- (2) Striped 616 miles of traffic lines
- (3) Striped 1,028 crosswalks
- (4) Installed 8,716 pavement markers
- (5) Manufactured 1,541 traffic signs
- (6) Installed/reset/replaced 3,646 traffic signs and 899 posts.

AID TO OTHER AGENCIES

Department of Design and Construction (DDC)

Assisted in the preparation of construction documents for street rehabilitation and sidewalk reconstruction projects.

Department of Environmental Services (ENV)

- (1) Assisted the Storm Water Quality Branch in investigating illegal discharges into the storm drainage system.
- (2) Provide refuse administration for Laie, Wahiawa and Waialua districts.
- (3) Provided relief personnel for absent refuse collectors as needed.
- (4) Provided dead animal pickup service in all rural districts.

- (5) Assisted in road repairs as requested at various sewer line breaks.
- (6) After hour vehicle fueling.
- (7) Repair damages to driveways by refuse vehicles.

Department of Transportation Services (DTS)

- (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 (BWS)

- (1) Assisted in road repairs as requested at various waterline breaks.
- (2) Assisted in trench patching for emergency call outs.
- (3) Assisted in pumping water from waterline breaks and with heavy equipment and operators for waterline repairs.

Department of Planning and Permitting (DPP)

- (1) Cleaned sidewalk areas and repaired sidewalks and driveways per citations and work orders.

Department of Parks and Recreation (DPR)

- (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 DPR heavy equipment.
- (4) Assisted in maintaining DPR facilities.

Department of Enterprise Services (DES)

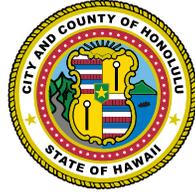
- (1) Assisted in maintaining DES facilities.

Others

- (1) Support Honolulu City Lights and Rediscover Oahu (Sunset in the Communities) activities.
- (2) Moved and set up equipment for special events at Honolulu Hale and Kapolei Hale.
- (3) Provided cleanup services and/or signing and traffic control services for various events, such as the Waikiki Hooleaulea, 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 illegal dumpsites at various locations in the community and transported material for disposal/recycling.
- (7) Cleared landslides impacting city roads and drainage facilities following storm events.
- (8) Cleared sand, coral and rocks from state portions of Kamehameha Highway following high surf events.
- (9) Cleared downed state trees and tree branches from city roadways.



HONOLULU FIRE DEPARTMENT



Kenneth G. Silva, Fire Chief
Alvin K. Tomita, 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. The HFD's responsibilities are to provide fire fighting, rescue, emergency medical, and hazardous materials (HM) response for the entire island of Oahu, which is an area of 604 square miles. These duties are performed in a wide variety of terrain that include steep mountain ranges, wildlands 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 emergencies emanating from hazardous terrain, ocean rescues and hazardous material.
- Training, equipping, maintaining and supervising fire fighters and rescue personnel.
- Monitoring construction and occupancy standards of buildings for the purpose of fire prevention.
- Providing educational programs related to fire prevention.
- Performing other duties as required by law.

ORGANIZATION

The HFD consists of 1,097 uniformed personnel and 61 civilians totaling 1,158 employees. Personnel are organized into four divisions: Fire Operations, Administrative Services Bureau (ASB), Support Services, and Planning and Development (P&D). Each division is managed by an Assistant Chief (AC) who is responsible for the daily management of the division and provides executive support to the Fire Chief and Deputy Fire Chief.

The department maintains a modern and technologically advanced force of fire fighting and rescue personnel and equipment through its various activities administered by qualified professional leadership. The department continues to develop and conduct various programs such as reliable and efficient communication systems, fire apparatus maintenance and repair, training and research, and a coordinated city radio system. The Fire Prevention Program, which includes inspections, investigations and enforcement of fire regulations, and a fire safety education program, continues to expand and grow with the latest trends and national standards of the fire service.

HONOLULU FIRE COMMISSION

The five Fire Commissioners are: Elizabeth C. Ho, Michael S. Yamaguchi, Quentin K. Kawanakoa, Jacob Y. W. Ng, and Sylvia M. Waiwaiole-Hopfe.

The commissioners, assisted by a part-time secretary and an attorney from the Department of the Corporation Counsel, meet monthly with the Fire Chief, the Deputy Fire Chief and/or members of the Fire Chief's Executive Staff. The commission's accomplishments and highlights are as follows:

- Reviewed the HFD's budget for fiscal year (FY) 2008-09.
- Attended various departmental ceremonies.
- In July 2008, Elizabeth C. Ho was reelected Fire Commission Chair. She designated Michael S. Yamaguchi to be Vice Chair.

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 private secretaries.

DEPARTMENT HIGHLIGHTS

- On July 11, 2007, a graduation ceremony for the 91st Fire Fighter Recruit (FFR) Class was held at the McCoy Pavilion. There were 23 graduates from the classroom training portion of the FFR Program. During their six-month training, FFRs are instructed on ethics, sexual harassment, workplace violence, safety and health, department policies, emergency medical response and fire fighting. FFRs earn International Fire Service Accreditation Congress (IFSAC) certification for the Fire Fighter (FF) I and HM Awareness and Operations levels and Emergency Medical Technician-Basic (EMT-B) certification.
- On August 27, 2007, a promotional ceremony was held to recognize eight captains and 19 FF IIs.



- On August 31 - September 2, 2007, the HFD participated in the Hawaii Fire Fighters Association's (HFFA) "Fill the Boot" event for the Muscular Dystrophy Association.
- On September 9, 2007, the HFD participated in the Mayor's Second Annual Remembrance Walk to commemorate the sixth anniversary of the September 11, 2001, terrorist attacks.



HFD's Command Post at the Thunderbirds Air Show, September 13-15, 2007.

- On September 13 and 15, 2007, the HFD supported the Thunderbirds Air Show by providing ocean and land rescue support and incident command posts.
- On October 8, 2007, a promotional ceremony was held to recognize 11 FF IIIs.
- On October 15, 2007, the HFD held a commendation ceremony to recognize those who have gone above and beyond the call of duty by placing their personal safety in jeopardy to help those in need or mitigate a potentially dangerous situation. Those recognized included a battalion chief, a captain, four FF IIIs, a FF II, three FF Is, a FFR, and 20 civilians.
- On October 19, 2007, a ceremony was held to recognize Captain Carter Davis as the HFD HM Responder of the Year.
- On October 31, 2007, a graduation ceremony for 21 graduates of the 92nd FFR Class was held at the McCoy Pavilion.
- On November 2, 2007, The 200 Club Fire Fighters Awards Luncheon was held at the Royal Hawaiian Hotel.
- On November 13, 2007, the HFD received \$62,665 from Fireman's Fund Insurance Company to purchase fire fighting and rescue equipment.
- On November 14-18, 2007, the HFD hosted the Hawaii Fire Chiefs Association's 29th Annual Conference at the Turtle Bay Resort.
- On November 24, 2007, the HFD participated in the annual Windward City Lights Ceremony at the Honolulu Police Department's (HPD) Kaneohe Station. The HFD also participated in the Kaneohe Christmas Parade on December 1, 2008.
- On November 29, 2007, a promotional ceremony was held to recognize 11 FF IIs.
- On November 29, 2007, the HFD welcomed a delegation from the Beijing Fire Bureau, which included the Fire Chief and three of his staff.
- On December 7, 2007, The Deputies Luncheon was held at the HFD Headquarters. The deputies fund our Fire Explorer and Scholarship programs.
- On January 25, 2008, an award was presented to Pauoa Elementary School, which was one of five and the only public school to have 100% student participation in the HFD's Fire Fighter's Safety Guide (FFSG) program.
- A certificate was also presented to a student for encouraging his family to practice their fire escape plan, which was used when their neighbor's home was destroyed by fire.
- On March 7-8, 2008, the HFD participated in various "Hats Off to the American Red Cross (ARC)" events.
- On March 14, 2008, the 9th Annual HFD Retirees Dinner was held at the Pacific Beach Hotel.

- On April 3, 2008, the HFD held a commendation ceremony to recognize a captain, four military personnel, and 26 civilians.
- On April 19, 2008, the HFD participated in the Foodbank Drive Day. Fire stations were also utilized as drop-off sites.
- On April 27, 2008, the HFD participated in the Nike Reuse-a-Shoe Program ceremony at Niketown in Waikiki.
- On May 2, 2008, Fire Chiefs from the various counties attended a press conference at the State Capital regarding the passing of several fire service-related bills, the most notable being fire-safe cigarettes.
- On May 9, 2008, a ceremony was held to bless a new engine apparatus, three sport utility vehicles, and a dually.
- On May 23, 2008, a promotional ceremony was held to recognize a BC, ten captains, and ten civilian personnel.
- On May 26, 2008, the HFD participated in the Mayor's Memorial Day Ceremony at the National Memorial Cemetery of the Pacific, the Governor's Memorial Day Ceremony at the Hawaii State Veteran's Cemetery, and the Lantern Floating Festival at Magic Island.
- On May 29, 2008, the HFD participated in a West Oahu Economic Development Association Luncheon and American Institute of Architects Design Awards Banquet. Urban Works won the Mayor's Choice Award and Award of Excellence for the HFD Headquarters Complex.

COMMUNITY RELATIONS/EDUCATION (CRO) SECTION

The CRO is the liaison between the community and the HFD. Its primary responsibilities include coordinating ceremonies, funerals and other HFD events. 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 statewide fire safety programs (the FFSG for elementary school students and senior citizens) and implements partnerships with the private sector and non-profit organizations to support fire safety education.

HIGHLIGHTS

- During Fire Prevention Week on October 7-13, 2007, the CRO coordinated the distribution of the 22nd edition of the FFSG. The FFSG is a children's workbook with important fire safety messages and it continues to be one of the most progressive approaches for developing fire safety awareness. The FFSG was provided to 150,000 students attending private and public schools statewide, including those who are home-schooled and in prekindergarten. Two families in Waipahu and Papakolea avoided serious injury or a fatality due to the messages and activities in the FFSG.
- On May 21, 2008, the CRO participated in a City Career Expo at the Neal S. Blaisdell Center showcasing our theme, "Can You Take the Heat?" This platform was an opportunity to provide the public with an advance notice on the fire fighter recruitment scheduled for June 1-5, 2008. Female HFD uniformed personnel were available to answer questions and encourage interested female candidates.
- The CRO participated in the statewide lei collection for the annual Memorial Day service held at the National Memorial Cemetery of the Pacific. HFD fire stations, 36 island schools, and various city facilities accepted lei from the public.
- CRO staff participated in two mock car crashes at Kapolei and Roosevelt high schools. A drama reinforcing the dangers of driving while under the influence was choreographed and filmed by students.
- The distribution of 86 cuddle bears was made to various suppression companies. This program allows fire fighters to console and comfort young children at the scene of a traumatic event. Positive feedback received from the families of these young recipients is a true reward for HFD personnel.
- Funeral services for six retired and one active HFD personnel were coordinated. These services are a final gesture in recognizing the efforts of a true servant and allow members to pay their last respects to a fellow fire fighter.
- Nearly 70 community projects, mostly for charities and agencies that benefit the community, were coordinated. Some of those agencies and charitable organizations include: Aloha United Way; American Cancer Society; ARC; Blood Bank of Hawaii; Children and Youth Day; Hawaii Foodbank; King Kamehameha Celebration Commission; and Parents and Children Together.

Education Events

<u>Activity</u>	<u>Number</u>	<u>Attendees</u>
Career Fairs and Presentations	35	5,759
Fire Evacuations		
Drills.....	25	NA
Plans.....	16	NA
Fire Extinguisher Training	61	1,726
Fire Safety Presentations		
Academic Institutions	27	3,187
Adult Groups	52	1,673

Health and Safety Fairs.....	11	19,150
Keiki House Exhibits	8	970

ADMINISTRATION SERVICE BUREAU (ASB)

The ASB provides administrative, personnel, logistic, and maintenance support to the fire suppression force. An AC is assisted by a staff consisting of two BCs, two captains, an Administrative Services Officer, and a pool of support staff. The ASB oversees 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 and Infectious Disease programs.

The HFD’s Capital Improvement Program (CIP) and Community Development Block Grant funds are also under the purview of this bureau. CIP expenditures for FY 2007-08 are as follows:

Acquisitions

Three Pumpers	\$1,500,000
One Aerial	1,000,000
One Tanker.....	300,000
One Helicopter Tender.....	350,000
Two Command Vehicles	100,000

Fire Stations

Improvements.....	\$2,000,000
Ocean Pointe Design	100,000
HFD Headquarters Complex	235,000
National Pollution Discharge Elimination System.....	275,000



Demolition of the McCully-Moiliili Fire Station

MECHANIC SHOP

The Mechanic Shop staff consists of a Fire Equipment Superintendent, Fire Equipment Repair Supervisor, three Lead Mechanics, nine Fire Equipment Mechanics, one Mechanical Repairer, one Parts Specialist, and two clerical support personnel. A Fire Equipment Mechanic is on 24-hour standby duty to support trouble calls after normal working hours.

The Mechanic Shop repairs and maintains the HFD’s fleet of 42 engines, seven aerial ladders, six quints, two aerial towers, two rescue units, two HM response apparatuses, six tankers, two brush trucks, one command truck, 20 relief apparatuses, 42 mobile equipment trailers and approximately 78 auxiliary vehicles. Included for water rescues are a 110-foot fire boat, three rescue boats and seven jet skis/watercrafts. Other responsibilities include maintenance and repair of approximately 30,000 pieces of small equipment, fire fighting equipment, lawn tools, office furniture and rescue power tools.

HIGHLIGHTS

- Designed and fabricated tools and equipment.

- Performed annual pump, aerial ladder, and ground ladder testing and State Department of Transportation (DOT) and safety inspections for fire fighting apparatuses.
- Upgraded one aerial ladder with a remote-controlled ladder pipe and nozzle. Also upgraded the emergency warning lighting systems to new National Fire Protection Association (NFPA) standards. The on-board battery chargers were upgraded and rapid attack monitors were installed on engine pumpers.
- The Mechanic Shop also repairs and maintains the HPD's heavy equipment vehicles above 10,000 pounds gross vehicle weight. This group consists of three special weapons vehicles, two bomb trucks, a tactical truck, a tractor trailer equipment truck, five communication vehicles and an emergency management command truck.
- Personnel provided on-site fueling and repair service for fire fighting equipment at two major brush fires.
- One new engine pumper, three new support vehicles, and a jet ski were received and put into service. The Mechanic Shop also assisted the HPD with a new equipment truck and three support vehicles.
- Approximately 4,681 requests for repairs, maintenance and testing on fire fighting equipment were received.

OCCUPATIONAL SAFETY AND HEALTH OFFICE (OSHO)

The OSHO is responsible for the department's safety and health programs. It is committed to providing personnel with a safe working environment by providing the highest standards of safety through education of its personnel, minimizing hazards through engineering, and enforcing the Hawaii Occupational Safety and Health Division and the Occupational Safety and Health Administration laws and standards in addition to the HFD policies and procedures.

Regular Safety Committee meetings are conducted with union representatives to ensure the safety and health of members, establish new safety and health policies, and update existing programs to minimize employee exposure to hazardous conditions at emergencies and various worksites. The committee also acts as the department's liaison on safety and health-based issues.

HIGHLIGHTS

- The implementation of Maximo, a fixed-asset management program, is ongoing. Phase I was completed in April 2008.
- Phase 2 is expected to increase pilot departments' (i.e., the HFD, Department of Facility Maintenance [heavy equipment and Roads Division], Department of Parks and Recreation [heavy equipment], and the Department of Emergency Management [DEM]) capabilities in their daily operations that support emergency responder and management missions by 65%.
- M&E Pacific conducted training for HFD maintenance staff in storm water runoff pollution prevention. Training will continue throughout the fiscal year.
- Several safety and health issues were identified, and enhancements to the Departmental Safety and Health Program were recommended at the BC Workshop. The emphasis on safety will be apparent as monthly safety messages are incorporated into the intranet portal, monthly station safety meetings are documented in the Records Management System (RMS) and a new Highway Safety Program is developed.
- The OSHO continues to support the Mayor's Healthy Honolulu events by providing medical support through blood pressure checks and stand-by with oxygen and automatic external defibrillator equipment.
- The Wellness-Fitness Initiative is ongoing. The HFD, HFFA, Department of Human Resources and other organizations continue to seek a comprehensive health and wellness program for personnel.

SELF-CONTAINED BREATHING APPARATUS (SCBA) SHOP

The HFD recognizes that there are numerous respiratory hazards that may be encountered by personnel in the course of performing their daily tasks. Adherence to state and federal respiratory protection standards ensure that individuals who are required to wear a respirator are provided with adequate training in respirator use, limitations, operating procedures, and proper cleaning, maintaining and repairing methods for the various types of respirators.

A written Respiratory Protection Program is required for a workplace where respirators are needed to protect the health of its members. The OSHO has the primary responsibility to ensure that the HFD is in compliance with respiratory-related regulations, standards, and laws. The SCBA Shop serves as the primary entity to ensure that all components of the HFD Respiratory Protection Program are met and respirators assigned to personnel are safe and fully-functional.

The SCBA Shop advises and educates personnel on cleaning, inspecting and maintaining SCBA equipment; refilling SCBA and self-contained underwater breathing apparatus (SCUBA) air cylinders; calibrating, fit and flow testing, and repairing SCBA respirators and other equipment utilized by the SCBA Technicians; and conducting respirator-related research.

Annual fit testing ensures that respirators are fit to each individual's facial make-up and that an adequate seal is maintained to prevent toxic hazards from entering through the facepiece. Additional flow testing of SCBA equipment and masks ensures that each respirator is functioning properly.

SCBA and SCUBA cylinders undergo periodic hydrostatic testing by outside vendors to ensure they meet the standards for refilling. The HFD's Visual Inspection Program entails separating the valves from each cylinder prior to submitting them for hydrostatic testing. Once a cylinder is returned, an internal inspection is conducted. If the cylinder passes this inspection, the cylinder valve is checked and secured; the test date and other forms of identification are properly adhered; the cylinder is refilled and is placed back into service.

SCBA Technicians maintain an adequate supply of filled SCBA and SCUBA cylinders for issuance at large-scale responses or to replace company supplies.

The SCBA Shop continues to prepare for new upgrades to existing SCBA equipment. An Integrated Computer Module (ICM) Model Tx Personal Alert System (PAS) will replace our current ICM Model 2000 PAS and allow the HFD to meet the higher certification standards being recommended in NFPA 2002. The PAS will provide improved features to aid fire fighters when entering an area that is deemed immediately dangerous to life and health (IDLH). A key component of this new PAS is its capability to relay an electronic transmission from the ICM Tx to a heads-up display receiver mounted on each SCBA facepiece. This will allow users to easily monitor the status of their air supply as they work in an IDLH environment.

Portable air system bags will enable the Rapid Intervention Team to bring additional supplies of breathing air into an IDLH environment when performing a rescue for one of their own. As part of the equipment upgrade, a “Quickfit” adaptor is being added to enable the portable air system cylinder to be quickly connected to the downed fire fighter’s SCBA regulator. This will provide an individual additional breathing air while the team removes the incapacitated member to safety.

These upgrades will commence once standard operating guidelines for the new safety equipment have been approved and distributed and retraining on their use has been completed.

In order to maintain a more efficient operation, issuance and inventory control of all SCBA-related equipment has been transferred from the Storeroom to the SCBA Shop. An inventory database and a new issuance slip process are being designed. A parts inventory database is also being designed and will be implemented soon.

HIGHLIGHTS

- A total of 302 SCBA cylinders and 36 SCUBA cylinders were hydrostatically tested, reinspected and refitted for service. Eleven cylinders were condemned.
- In FY 2007-08, 4,482 SCBA cylinders and 774 SCUBA cylinders were refilled. This is a monthly average of 374 SCBA and 65 SCUBA cylinders being refilled.

STOREROOM

As the HFD continues to expand and adjust to meet the challenges and needs of the community, internal logistical requirements continue to increase. In order to sustain these growth requirements, the Storeroom has been working to ensure that field personnel have the proper personal protective clothing (PPC), appropriate tools and equipment, and sufficient station and medical supplies to perform their daily and essential tasks. FFRs must be properly outfitted and issued other essential items to safely complete their training requirements. As new fire apparatuses are put into service, additional needs must be met to ensure each vehicle is properly outfitted for field response. Equipment and PPC no longer suitable for field use must be repaired and tested to ensure they are still compliant and safe for reissuance. If an item is deemed “no longer useable,” it is be condemned by the Storeroom after inventory obligations have been met. Storeroom personnel continually maintain and adjust the level of inventory items to ensure it can accommodate the department’s operational needs.

The introduction of C2HERPS allowed the Storeroom to process purchase orders in a timelier manner. This process also introduced better accountability into the purchasing system.

HIGHLIGHTS

- Worked with a recycling company to process 1,883 pounds of monitors and other items for disposal.
- Replaced safety equipment that were damaged during the Waiialua wildland fire.
- Replaced fire hoses and fire fighting equipment that were contaminated and/or damaged during the Tesoro refinery fire.
- Processed inventory and issued equipment for new engine apparatuses assigned to the Kakaako and Aiea fire stations.

FIRE FISCAL

The HFD’s FY 2007-08 financial report is presented below.

The total operating expenditures for the department’s FY 2007-08 Fire Protection Program amounted to \$79,568,026, as compared to \$74,546,735 of the preceding year. This 6.7% increase of \$5,021,291 is attributed to the following:

	FY 2007-08	FY 2006-07	Variance	Percent
Salaries	\$69,922,878	\$67,572,637	\$2,350,241	3.5%
Current Expenses	8,255,648	6,387,884	1,867,764	2.9%
Equipment	1,389,500	586,214	803,286	137.0%
Total.....	\$79,568,026	\$74,546,735	\$5,021,291	6.7%

The composition of expenditures is as follows:

	FY 2007-08	Percent
Salaries	\$69,922,878	88%
Current Expenses	8,255,648	10%
Equipment	1,389,500	2%
Total.....	\$79,568,026	100%

Per Ordinance 07-024, the appropriations for FY 2007-08 amount to \$79,568,026 in the General Fund.

SALARIES AND WAGES

The HFD had 1,160 funded positions. There were approximately 69 vacant positions on June 30, 2008.

	<u>FY 2007-08</u>	<u>FY 2006-07</u>	<u>Variance</u>
Salaries	\$69,922,878.....	\$67,572,637	\$2,350,241

FIREBOAT

The fireboat is owned by the State DOT and is funded by Act 171, SLH 1963 (Hawaii Revised Statutes 85 T15, Section 266-22).

	<u>FY 2007-08</u>	<u>FY 2006-07</u>	<u>Variance</u>
Salaries	\$1,215,131.....	\$1,169,780	\$45,351
Fringe Benefits	313,453.....	308,136	5,317
Indirect Costs	206,572.....	187,165	19,407
Current Expenses	703,751.....	134,689	569,062
Equipment	9,620.....	11,609	(1,989)
Total.....	\$2,448,527.....	\$1,811,379	\$637,148

REVENUES AND OTHER COLLECTIONS

Total revenues and other collections amounted to \$2,368,036. Significant receipts included a \$1,844,129 reimbursement for fireboat operations and \$432,685 from fire code permits and licenses.



Waialua Wildland Fire, August 12, 2007

FIRE OPERATIONS

Fire Operations is comprised of an AC, two BCs, two captains, a secretary, and a clerk. In addition, a general staff of 15 BCs assist the AC with the daily management of the fire companies and emergency operations.

Fire Operations companies are staffed according to a three-platoon system. A platoon is a complement of fire fighters working on any given day. Each platoon includes 42 engine, 13 ladder or quint, two tower, two rescue, and two HM companies; a fireboat; five tankers; a fuel tender; and two helicopters. Each platoon is divided into five battalions, and each battalion is headed by a BC.

Emergency responses include fires, medical emergencies, mountain and ocean rescues, HM, and homeland security incidents. In addition, Fire Operations conducts commercial occupancy inspections; prepares industrial and commercial fire preplans; participates in community relations activities; attends training classes, drills, and exercises; keeps abreast of trends in fire fighting techniques, emergency medical services, fire prevention, public education and the municipal water supply; and performs daily maintenance on HFD apparatuses, facilities and grounds.

HIGHLIGHTS

- On August 12-21, 2007, the HFD and various agencies responded to the Waialua wildland fire, which lasted ten days and consumed over 7,000 acres. Due to the duration of the fire and the amount of agencies involved, the HFD recovered a portion of its expenses via the Federal Emergency Management Agency’s Fire Management Assistance Grant. An internal postincident analysis of the fire was held on August 21, 2008.
- On September 13-15, 2007, Fire Operations staff coordinated the HFD’s participation in the Thunderbirds Air Show offshore Waikiki.
- On May 20, 2008, the HFD and various government agencies participated in a wildland fire coordination seminar. The Oahu Wildland Coordinating Group was later formed to streamline procedures for activating resources and services available statewide. The group also identified the need for cost recovery procedures and created a public information group.

PLANNING & DEVELOPMENT (P&D)

Under the direction of an AC, P&D performs the following:

- Coordinates the HFD’s overall short- and long-term planning and operational and quality improvement processes
- Reviews, researches, and monitors emerging legislation, regulations, trends, events, and past department performance to establish the goals and objectives necessary to realize the HFD’s mission

- Develops and maintains other critical department plans, which includes emergency operations/disaster plans, Standards of Response Coverage plans, deployment plans, and other risk mitigation and preparedness strategies
- Produces the HFD's newsletter, Hale Ahi News
- Manages the department's recommendation program (Subject, Objective, Problem, Proposal, Advantages, Disadvantages, and Actions)

The AC is the department liaison for interagency coordination with the City administration, DEM, and State Civil Defense (SCD) on various Oahu and statewide issues.

Timely, meaningful information is critical for effective and efficient department management. P&D monitors and evaluates the functions performed by the RMS and recommends improvements to enhance the department's data collection and reporting processes. A Management Analyst conducts statistical analyses on all aspects of the department's operations and establishes benchmarks and performance measures to ensure goals and objectives are being achieved.

As the department's Accreditation Manager, the AC also submits an Annual Compliance Report to the Commission on Fire Accreditation International. P&D also maintains and updates the department's accreditation library in preparation for its reaccreditation in 2010.

Grant management continues to be an increasingly important function of P&D. Grant funding allows the department to improve community services by providing new or additional equipment, training and resources. P&D coordinates the grant management process, which includes applications, budgets, procurement and reports.

Research and development of new programs and evaluations of existing programs and services to improve department efficiency and effectiveness are also performed. Over the past year, these programs included interoperable voice and data communications and improving the RMS, geographical information system, and Honolulu Online System for Emergency Services (HOSES). In addition, P&D manages the department's Internet and intranet sites.

The AC chairs and oversees the HFD's Board of Inquiry, which is comprised of the department's Executive Chief Officers and investigates accidents, complaints, personnel matters, and other occurrences that are confidential in nature.

GRANT MANAGEMENT

Assistance to Firefighters Grants (AFG)

- The department submitted a 2007 AFG Fire Prevention and Safety grant application for smoke alarms to further enhance the Smoke Alarm Installation Program (SAIP), which provides and installs smoke alarms to the at-risk elderly population.
- The department is processing a 2007 AFG grant award for a fire apparatus driver training simulator.
- The department submitted a 2008 AFG grant application for new fire fighting helmets to replace helmets that are ten years and older to comply with NFPA's recommendations.

Department of Homeland Security (DHS) and Urban Area Security Initiative (UASI) Grants

- The department was awarded a 2007 DHS grant in the amount of \$650,000 for a mass decontamination/rehabilitation vehicle.
- The department was awarded a 2007 UASI grant in the amount of \$500,000 for its video teleconferencing project.
- The department submitted grant applications for projects as part of the state of Hawaii grant submittal for DHS and UASI grants. Grant awards will be announced in summer 2008.

Department of Land and Natural Resources (DLNR), Division of Forestry and Wildlife (DOFAW) Grant

- The \$100,000 award from the 2007 DOFAW grant was used to fund wildland fire equipment and tool purchases, training and attendance at industry conferences.
- The \$100,000 award from the 2008 DOFAW grant will be used to assist efforts to combat wildland fires through training, conferences and equipment purchases.

HIGHLIGHTS

- The HOSES project was coordinated to include consolidation and standardization of the department's electronic prefire incident plans thus providing access to these preplans via desktop and mobile data terminals (MDT).
- As a member of the City's Public Safety Oversight Committee (PSOC), the AC continues to facilitate quarterly communication exercises in which interoperable communication solutions are practiced to enhance voice communications between City, state, and federal agencies.
- As a member of the PSOC, the AC provided input into the development of a Basic Interoperable Communication Training video for City first responders.
- As a member of the Statewide Communication Interoperability Planning Committee, the AC also participated in the planning and development of statewide and Oahu Regional tactical interoperable communication plans. Developments of these plans were prerequisites for the DHS Public Safety Interoperable Communications grant.

Emergency Response and Significant Incident Statistics

	FY 2008	FY 2007	FY 2006
Fire-Related * (Fires, rescues, HM, good intent calls, service calls, false calls, and others)	15,728	16,016	15,847
Emergency Medical *	23,760	21,726	19,346
Dollar Loss *	\$13,849,091	\$15,126,305	\$17,566,440
Fatalities **			
Fire Personnel	0	0	0
Civilians	4	4	2
Injuries **			
Fire Personnel	12	20	29
Civilians	24	42	26

* Based on the National Fire Incident Reporting System and HFD Fire Investigations database

** Based on the HFD Fire Investigations database



Waialua Wildland Fire, August 12, 2007.

SIGNIFICANT EVENTS

The HFD responded to 42 building fires that resulted in a fire loss of \$100,000 or more. The following are significant fires with over \$500,000 in fire loss:

1042 Maunawili Loop, Kailua	July 4, 2007	\$550,000
508 Papalani Street, Kailua	November 7, 2007	\$530,000
839B 21 st Avenue, Honolulu	December 5, 2007	\$550,000
91-1091 Laaulu Street, Unit 7E, Ewa Beach	March 17, 2008	\$700,000

Department personnel responded to 554 wildland fires. During last FY, the department responded to 669 wildland fires. The difference represents a 17.2% decrease in wildland fires. The Waialua wildland fire, which occurred on August 12, 2007, was the most significant brush fire during this period.

RADIO SHOP

The Radio Shop executes the planning, acquisition, maintenance, and repair services for the department and City’s radio communication systems. It also provides programming, preventive maintenance, and repair services for the DEM; Department of the Prosecuting Attorney; Honolulu Emergency Services Department (HESD); Liquor Commission; and Department of the Medical Examiner.

In addition to the mobile radios, the Radio Shop installs and services the electronic warning system, including light bars, sirens, Opticom traffic light controls and on-board intercom systems for fire apparatuses. At the fire stations, the Radio Shop installs and maintains the radio communications equipment, base radios, and emergency call and public address systems. Troubleshooting support is provided to the Department of Information and Technology (DIT) to maintain the MDTs, which are installed in department vehicles.

HIGHLIGHTS

- Since transitioning from a very high speed (VHF) conventional radio system to the City's 800 MHz trunking radio system in June 2005, department vehicles, on-duty fire fighters and officers from each bureau were assigned a radio. In addition, each field BC has been assigned a personal radio that remains in their possession both on- and off-duty, thus furthering the department's readiness to respond to large incidents requiring additional manpower.

The 800 MHz trunking radio system has the capacity to communicate with the City's first responders. HFD radios are programmed with four talkgroups that are dedicated to interagency interoperability. Communication between the City's first responders is accomplished by switching to one of these interoperable talkgroups. The following City agencies have this new capacity:

- DEM
- DIT
- HESD, Emergency Medical Services (INTEROP4)
- HESD, Ocean Safety and Lifeguard Services (Ocean Safety) (INTEROP1)
- HFD (INTEROP2)
- HPD (INTEROP3)
- Oahu Transit Services

HFD Chief Officers have 16 additional interoperable talkgroups to communicate with these agencies on the command level.

To ensure peak performance of the 800 MHz radios, portable units undergo annual preventive maintenance inspections. Mobile radios are inspected every two years.

The Fire Communication Center (FCC) utilizes four dispatch consoles and two call-taker positions. From this center, the department can coordinate islandwide fire fighting, rescue and medical responses. In the event the FCC must be evacuated, dispatches are conducted from our alternate dispatch location.

The department's Voice Over Internet Protocol System serves as a backup in the event of a primary radio system failure. This system allows remote control of radio repeater sites utilizing computer addressing over the City's local area network.

- The department's Mobile Command Center (MCC) houses the ACU1000 communications switch. It provides interoperable communications between government levels by creating communication networks between dedicated agency radios. We now have the ability to communicate with the following agencies:

- Hawaii Air National Guard
- State Airport Rescue Fire Fighters (ARFF)
- State DLNR
- State Department of Public Safety, Sheriff Division
- 93rd Civil Support Team
- Federal Bureau of Investigation (FBI)
- Federal Fire Department (FFD)
- Hickam Fire & Emergency Services
- U.S. Army

- The MCC also maintains a cache of 30 additional 800 MHz trunking portable radios for distribution among personnel responding to large-scale, multiagency incidents.

CITY RADIO

The City's two-channel, VHF radio communication system consists of five mountaintop stations; 26 consoles at corporation base yard radio stations; and 616 mobile and 240 portable transceivers.

HIGHLIGHTS

- The DEM operates on the City's 800 MHz radio system, and their one Maestro radio console communications network includes 26 mobile radios and 148 portable radios.
- The Ocean Safety's dispatch center operates four control stations and 188 portable 800 MHz field radios.

SUPPORT SERVICES

Under the direction of an AC, Support Services manages and coordinates the operations of the FCC, Fire Prevention Bureau (FPB) and Training and Research Bureau (TRB).

FCC

The FCC continues to be the vital link between the public and the fire suppression force. Through a modern system of communication equipment, including the computer-aided dispatching system (CADS), 800 MHz radio system, and MDTs, the FCC receives fire, rescue, and emergency medical service calls and efficiently and rapidly dispatches companies to any location on Oahu.

In addition, they maintain direct contact with other emergency organizations/agencies such as the Board of Water Supply; DEM; HPD; HESD; Honolulu Harbor; ARFF; SCD; DLNR, DOFAW; FBI; FFD; Hickam Fire Dispatch; Regional Dispatch

Center on Pearl Harbor; U.S. Coast Guard; Hawaiian Electric Company; and various local and mainland central alarm companies.

Interoperable communications increased over the past year as agencies became more familiar with its capabilities. It is proving to be invaluable during multiagency responses to emergency incidents. The 800 MHz technology provides the FCC various options for facilitating interagency communications (also known as interoperability) at any scene or incident islandwide.

HIGHLIGHTS

- In September 2007, the HFD participated in the production of a City Interoperable Communications training digital video disc (DVD). The training DVD illustrates the basic use of an 800 MHz radio and the proper use of the radio for interoperable communications. Copies of the DVD were distributed to HFD worksites for review. The DEM; HESD, Ocean Safety; and HPD also participated in the project.
- Effective May 2008, the HFD acquired services that enable its dispatchers to bring a language translator onto a 911 call when the calling party is limited English proficient. This service is part of the required Language Access Plan for the HFD.
- Once resources are available, the HFD, through the FCC, will continue to support and participate in researching the development of the Joint Traffic Management Center (JTMC) building. The planned JTMC will house the HESD, HFD, and HPD dispatch centers and the City and state traffic divisions.
- The City selected SSFM International as the project manager for the JTMC. In June 2008, SSFM International presented the concept of operations for the JTMC to include, but not be limited to, a list of recommended agencies that should occupy the JTMC.
- Work on justifying space allocations for each agency was scheduled for July 2008 and has since been placed on hold. As of July 2008, the JTMC project must await clarification on funding issues before proceeding to the next phase.
- The FCC continues the Special Assignment Program (SAP) for field personnel interested in learning the duties and responsibilities of fire dispatch personnel. SAP training encompasses three consecutive months where candidates are assigned to one of four shifts. The program has proven to be valuable for the participants and the Department. A pool of previously trained SAP personnel was used to fill temporary vacancies when FCC personnel were promoted. This allowed for a successful completion of the program and a seamless transition to daily dispatching operations.
- With the implementation of the Beach Right Of Way/Emergency Response Location (ERL), the FCC updated the CADS for dispatches to these locations. Proven successful in providing a geographic identifier for 911 callers to pinpoint their location, City emergency units are able to provide a quicker response due to the specific location provided by the ERLs.
- The FCC will work with the FPB and the State Fire Council (SFC) to prepare testimony in support of the full tariff for the 2009 legislative session. The HFD supports maintaining the wireless tariff at 66 cents.
- Enhancements to the wireless MDT project are ongoing. The FCC completed input of more than 3,200 occupancies into the CADS, which links to the preplans from the HOSES. This enhancement allows companies responding to an incident to receive instant preplan access for the building they are responding to through an on-screen button on their MDT.

FIRE PREVENTION BUREAU (FPB)

The FPB's mission is to 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 City Charter assigns the following responsibilities to the Fire Chief:

- Review and adopt fire codes
- Conduct fire code compliance inspections
- Investigate fires to determine origin and cause
- Review building construction fire plans
- Provide fire safety education to the community

The Fire Chief fulfills these responsibilities through the efforts of the FPB, which is staffed with 35 uniformed employees and two civilians. The FPB is organized into the following sections: Administrative and Technical Support Services; Code Enforcement; Fire Safety, Education, Public Information and Community Relations; Fire Investigations; and Plans Checking.

HIGHLIGHTS

- Continued the development of the SAIP for senior homeowners. The program will launch public service announcements, exhibit lifesaving benefits of smoke alarms, and provide free smoke alarms and installation. The program will enable senior citizens to possess an early warning device in order to escape the deadly effects of fires.
- The SFC is continuing its adoption process of the state fire code. In early 2008, the Department of the Attorney General approved the amendments of the 2006 edition of NFPA 1, Uniform Fire Code. The documents are undergoing final editing in preparation for a public hearing and adoption as the next state fire code. The state fire code adoption process will continue into the next fiscal year and will become the next fire code for each county via ordinance.

- Under the vigilance of the SFC, the following legislative bills passed and became law:
 - A bill requiring that only fire-safe cigarettes be sold in Hawaii
 - A bill amending the definition of display fireworks and clarifying fireworks prohibitions
 - A bill clarifying the reimbursement language of the arson law
 - A bill clarifying the procedure for county adoption of the state fire code and requiring that the state conduct fire and safety inspections of state airports
- The SFC coordinated three direct delivery courses for 79 HFD personnel, including Incident Safety Officer, Leadership III, and Advanced Safety Operations and Management classes sponsored by the U.S. Fire Administration.
- The FPB continues to monitor compliance with Ordinance 01-53, which required existing high-rise business buildings to be retrofitted with automatic fire sprinklers and other life safety measures by May 2008. Of the 72 buildings that were required to comply, 61 have met the 60-day ordinance requirement; three were not required to comply; three were issued Final Notices; two are under the 75-foot height requirement; one has less than the required 50% business occupancy; and one of two City buildings is exempt.
- The Code Enforcement section continues to prioritize inspections based on the Department's Risk Assessment Plan. In October 2007, the FPB and DIT developed the Fire Inspection Database (FID), a multiuser database that records Company Inspection Program data and related activities of inspectors. The FID stores data as of July 1, 2007.
- There was a 9% increase in fireworks licenses and a 15% decrease in permits issued. This may be due to the increased sales of novelty fireworks and a decline in the use of firecrackers that require an HFD permit. Fireworks-related injuries increased by 3%.
- Fires claimed the lives of four victims during this fiscal year. This is unchanged from the last FY.

Three of the four deceased were accident victims. These deaths occurred in three automobile fires. The other death occurred in a residential fire that was the result of a child playing with a lighter.

The HFD continues to develop unique education efforts to reach target populations, such as offering the installation of free smoke alarms. We will continue to partner with the private sector in other programs.

Statistics

Code Enforcement

Inspection by Risk

Category	FY 06-07	FY 07-08	Variance	% Change
Maximum.....	3,762	2,440	-1,322	-35%
High/Special.....	377	592	215	57%
Moderate/Special.....	197	176	-21	-11%
Low	76	82	6	8%
Total.....	4,412	3,290	-1,122	-25%

Occupancy

Inspections	FY 06-07	FY 07-08	Variance	% Change
Assembly "A"	117	311	194	166%
Business "B".....	2,710	1,319	-1,391	-51%
Retail and Wholesale "M"	512	301	-211	-41%
Warehouse and Storage "S"	42	103	61	145%
Educational Facilities "E"	167	146	-21	-13%
Institutions "I"	13	100	87	669%
Hazardous Facilities "H"	122	141	19	16%
Residential "R1"	632	726	94	15%
Factory "F".....	10	17	7	70%
.. Total.....	4,325	3,164	-1,161	-27%

Permit Inspections	FY 06-07	FY 07-08	Variance	% Change
Assemblies.....	42	43	1	2%
Flammable Finishes.....	90	52	-38	-42%
Fireworks.....	183	28	-155	-85%
Total.....	315	123	-192	-61%

Other Activities	FY 06-07	FY 07-08	Variance	% Change
Notices of Hazard *	1	0	-1	0%
Night Inspections	243	99	-144	-59%
Referrals.....	374	315	-59	-16%
Reinspections	4,061	3,060	-1,001	-25%
Notices of Violation	2,182	929	-1,253	-57%
Orders to Comply.....	1	1	0	0%
Final Notices	183	158	-25	-14%
Total.....	7,045	4,562	-2,483	-35%

*Discontinued issuance

Plans Checking

<u>Activities</u>	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>Variance</u>	<u>% Change</u>
Plans Approved.....	1,312	1,930	618	47%
Flammable/Combustible Permits ...	21	16	-5	-24%
Liquefied Petroleum Gas Permits ...	26	23	-3	-12%
Temporary Structure Permits.....	28	16	-12	-43%
Fire Alarm System Tests.....	294	342	48	16%
Range Hood System Tests.....	69	70	1	1%
Ohana Inspections.....	37	38	1	3%
Correspondence Generated.....	212	128	-84	-40%
Total.....	1,999	2,563	564	28%

Fire Investigations

<u>Activities</u>	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>Variance</u>	<u>% Change</u>
Structure Fire Investigations.....	117	105	-12	-10%
Automobile Fire Investigations.....	3	7	4	133%
Watercraft.....	5	3	-2	-40%
Wildland Fire Investigations.....	1	3	2	200%
Other.....	6	5	-1	-17%
Total.....	132	123	-9	-7%

Administrative and Technical Support Services

<u>Activities</u>	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>Variance</u>	<u>% Change</u>
Fireworks Licenses.....	200	217	17	9%
License Fees Collected.....	\$140,000	\$166,000	\$26,000	19%

Fireworks Permits

	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>Variance</u>	<u>% Change</u>
Public Displays.....	44	58	14	32%
Special.....	239	207	-32	-13%
Satellite City Halls.....	11,124	9,377	-1,747	-16%
Total.....	11,407	9,642	-1,765	-15%

State Department of Health

	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>Variance</u>	<u>% Change</u>
Fireworks Injuries.....	117	121	4	3%

HPD

	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>Variance</u>	<u>% Change</u>
Fireworks-Related Calls.....	1,780	1,993	213	12%

Inspections

	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>Variance</u>	<u>% Change</u>
Preschools/Day Care.....	99	85	-14	-14%

Other Activities

	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>Variance</u>	<u>% Change</u>
Correspondence Generated.....	533	629	96	18%
Final Notices Issued.....	208	114	-94	-45%
Referrals.....	305	238	-67	-22%
Total.....	1,046	981	-65	-6%

SFC

<u>Workdays (8 Hours)</u>	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>Variance</u>	<u>% Change</u>
Battalion Chief.....	55	30	-25	-45%
Fire Captain.....	125	10	-115	-92%
SFC Administrative Assistant.....	195	190	-5	-3%
Legislative Liaison.....	0	66	66	0%
Total.....	375	296	-79	-21%

In-Kind Contributions

to the SFC.....	\$35,650	\$34,625	-\$1,025	-3%
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Company Inspection Program*

<u>Inspections</u>	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>Variance</u>	<u>% Change</u>
Residential.....	173,419	61,396	-112,023	-65%
Assembly.....	594	234	-360	-61%
Business.....	4,073	1,848	-2,225	-55%
Factory.....	139	87	-52	-37%
Education.....	278	38	-240	-86%

Storage	613.....	101.....	-512.....	-84%
Mercantile.....	2,361.....	240.....	-2,121.....	-90%
Utility	115.....	5.....	-110.....	-96%
Total.....	181,592.....	63,949.....	-117,643.....	-65%

**2007-08 is the first year the FID was utilized*

TRAINING AND RESEARCH BUREAU (TRB)

The TRB, which is located at the Charles H. Thurston 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 department personnel through various training programs. These programs help to ensure responses to incidents and emergencies, and public assistance are performed in a safe, efficient, friendly and professional manner.

New and continuing research and testing are conducted on the latest technology and techniques in the areas of apparatus operations, driver training, emergency medical response, fire fighting, HM, rescue operations, terrorism, water safety and more. The TRB also coordinates cardiopulmonary resuscitation (CPR) instruction for the public.

TRB personnel are committed to developing highly-trained, professional, and motivated personnel who provide quality service to Oahu residents. During FY 2007-08, the TRB coordinated the following training for over 2,219 students:

- Apparatus Operation Training
- Basic Life Support Training Center Faculty Recertification
- Bauer Breathing Air Compressor Training
- Biennial Emergency Medical Refresher Training
- Computer Aided Management of Emergency Operations
- EMT-B
- Fire Service Instructor I and II
- Gasco Training
- Hawaii Petroleum Fire Protection Course
- Hazardous Materials Incident Management (HMIM)
- HM Technician Refresher
- Kidde Mobile Fire Fighting Training Trailer
- National Fire Academy (NFA) Preparation for Initial Company Operations
- NFA Advanced Safety Operations and Management
- NFA Incident Safety Officer
- NFA Leadership III: Strategies for Supervisory Success
- Preretirement Planning Seminar
- Rescue Basic Training Refresher
- SCBA Competency
- Third-Party Evaluator for FF; HM Awareness; and HM Operations
- Third-Party Evaluator Refresher
- Wildland Fire Fighting
- Wildland Fire Fighting Power Tool Class

ADMINISTRATIVE

This section maintains the training center and schedules and/or coordinates its daily operations. The TRB maintains an active schedule by facilitating its instructional programs with organizations such as the American Heart Association, IFSAC, National Registry of Emergency Medical Technicians, NFA, and National Safety Council.

This section also oversees personnel training data in the RMS. The RMS provides fire personnel the ability to input and extract incident reporting, training documentation, and occupancy information data.

APPARATUS OPERATION

This section maintains an HFD compliance program that meets or exceeds federal and State DOT Commercial Drivers License requirements. In addition, the following programs are administered to address national standards, licensing or departmental requirements:

- Apparatus Operation Training
- City Operator's Certification Training
- Driver Improvement Training
- Emergency Vehicle Operator's Course
- Forklift and All-Terrain Vehicle Operator Course
- National Safety Council's Coaching the Experienced Driver 4+2 Course
- Vehicle Accident Review

Fire Operations personnel are relied upon to provide decentralized training and recertification through the department's field and FF III driver training programs.

CAREER DEVELOPMENT

This section promotes professional development of HFD personnel through policies and training programs to meet nationally-recognized standards. The HFD maintains accredited status from the IFSAC to certify personnel to NFPA standards under the direction of the Certification Program Manager. Currently, certification criteria is maintained for the FF I, HM Awareness and Operations levels, FF II, Fire Service Instructor I and II, Driver/Operator-Pumper, Driver/Operator-Aerial, Driver/Operator-Tiller, and Fire Officer I.

This section also acquires additional training programs to meet the needs of the HFD. Under the direction of a Candidate Physical Ability Testing (CPAT) manager, this section implements the CPAT for new members and coordinates a cadre of third-party evaluators to supplement the Certification and CPAT programs.

FIRE AND SPECIAL OPERATIONS

This section develops and coordinates instruction and training for personnel in areas such as water safety, rescue watercraft operation, automobile extrication, FFR training, night exercises and drills, HMIM, HM technician, HM operations and weapons of mass destruction (WMD) awareness.

In addition, this section maintains a close relationship with other government and private agencies involving HM response concerns.

MEDICAL

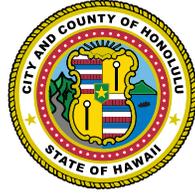
This section conducts initial and recurring medical training for HFD personnel, reviews medical emergency responses and documentation, coordinates CPR classes for the community and manages public health awareness programs. A medical director oversees this section's programs. Quality control is measured through continuous audit, review and query, and reports on operations recorded in the RMS and cardiac arrest rescue link data specific to all emergency medical responses.

This section also manages the HFD's AED Program. Since the program's inception, over 157 persons have been saved using an AED and/or CPR.

HIGHLIGHTS

- In July 2007, the TRB received notification that a federally-funded grant request for a driver trainer simulator was approved. Throughout the year, the TRB worked with the ASB and P&D to draft the specifications and budgetary documents. In June 2008, the TRB received final approval to procure the \$240,000 simulator and placed the order with the vendor. The expected delivery date is September 2008.
- In August 2007, the TRB filled two captain positions in the Fire and Special Operations section. These individuals are primarily responsible to develop, coordinate, and deliver instruction in the field of HM and WMD.
- In November 2007, the Career Development section submitted the Fire Officer II program to IFSAC for administrative review.
- On March 4, 2008, the Apparatus Operation section implemented the Driver Improvement Program (DIP). This biennial program incorporates a quality control component into the HFD's Driver Training Program. The DIP evaluates qualified apparatus drivers over a two-year period in the areas of apparatus pretrip inspections, closed course maneuvers, and a demonstration of their driving skills.
- In FY 2008, the HFD's AED Program recorded more than 376 applications of its AEDs. Of that total, 44 electrical shocks were delivered to patients, and 21 produced positive results.

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 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 capacity, the Department negotiates and administers eight collective bargaining agreements covering city employees.

In addition, the Department carries out programs in the areas of recruitment, training, safety, workers' compensation, health services, incentives and awards, equal opportunity and employee assistance.

The Department of Human Resources has a staff of 82 employees, serving 8,465 permanent, 97 temporary and 348 exempt employees. Other than the Office of the Director, the Department is organized into the four major functional divisions of Classification and Pay, Employment and Personnel Services, Industrial Safety and Workers' Compensation, and Labor Relations and Training and one functional branch, Health Services. The Equal Opportunity Office operates within the Department's administrative function.

HIGHLIGHTS

- Number of recruitments increased 7.7% from 195 to 210. Number of applications received increased 74.2%, from 12,065 to 21,022. Number of vacancies filled decreased 14.8% from 984 to 838.
- Examination staff continued to conduct selection interview training for departmental personnel officers and supervisors, and to assist all departments with their selection interview questions and rating factors.
- Benefits Section staff provided Benefit Processing Sessions for approximately 735 new city employees (except those from Honolulu Police Department and Board of Water Supply).
- Labor Relations staff received 111 grievances, issued 63 decisions and resolved 98 (approximately one-third resolved through settlement agreements). There are 323 grievances pending at the employer level or arbitration at the end of the fiscal year.
- 3,167 employees participated in Training Branch-sponsored classes, for a total of 14,561 training hours. Courses were offered in the area of supervisory and employee development, health and wellness and new employee orientation. The Branch also assisted in customizing training plans for various departments upon request.
- PMO-Sponsored training and scholarships were available for employees to attend seminars and conferences that showcase national best practices.
- In January 2008, the Mayor's Office and DHR launched the Pookela Fellows Program. The program was designed to provide college students with valuable work experience under mentorship of a city employee to expose them to government operations.
- Classification and Pay Division was involved with creation of the Department of Transportation Services' new Rapid Transit Division and establishment of positions and personal services contracts.
- Classification and Pay Division looked for ways to address critical workforce challenges by creating new classifications, broadening/revising minimum qualification requirements of certain job classes, and working with departments to address workforce succession concerns.
- Classification and Pay Division staff served as HR/Payroll Project Manager and Transition Manager responsible for the design, planning, development and implementation of the Advantage HRM solution, Meridian Global Learning Management System, HumanConcepts OrgPlus organizational charting and modeling system, and Advantage Employee Self-Service for the City's Enterprise Resource Planning (ERP) system.

- Equal Opportunity Office increases awareness and facilitates compliance with various civil right laws and coordinates training on topics to include prevention of sexual harassment, conducting internal investigations, access to programs and services under Title II of the ADA, hiring discrimination and Title I of the ADA.
- Special classes are developed and presented to promote health, job retention, reduce risks and prevent injuries.
- Employee Assistance Program offers services and referrals to employees needing assistance or resources to assist them in personal, family or work situations with the ultimate goal of improving quality of life and job performance.
- Provide blood analysis for suspects arrested for driving under the influence and reliable chain of custody and testimony to support findings.
- Workers' Compensation Branch processed 1,842 new or reopened workers' compensation claims in addition to 1,470 claims carried forward from the previous year, for a total of 3,312 claims. This represents an average of 276 claims handled per adjuster.
- The City's two in-house vocational rehabilitation counselors provided job placement services to 213 disabled employees, who required temporary modified work during periods of medical recovery and permanent job reassignments because they could not return to their usual and customary work.
- The Vehicle Accident Review Committee held hearings on 321 vehicle accidents and found 205 (64%) to be avoidable.
- Safe Driver Recognition and Awards Program recognized 345 employees for sustained superior driving performance, of which 65 received awards for 11 or more years of accident free driving.

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; two meetings were postponed; and one was cancelled.

Ms. Virtta E. P. Hite and Ms. Lynn A. Ching were elected as Chair and Vice-Chair respectively, for the fiscal year ending June 30, 2008. Ms. Gwen K. Rulona, Mr. Percy K. Kobayashi and Mr. Kingsley K. M. V. Ah You served as members.

CIVIL SERVICE COMMISSION APPEALS

July 1, 2007 - June 30, 2008

APPEALS	B A C K L O G	R E C E I V E D	W I T H I N T H E R E A F T E R	U N T I L M E N T E D	H E A R I N G S	D I S M I S S E D	U P H E L D	D E N I E D	P E N D I N G
Exams & Selections									
Application Disqualification		2							2
Denial of suitability.....									
Medical disqualification									
Non-Selection		1							1
Classification Action		3							3
Discipline & Termination									
Termination	1	1			1			1	1
Substandard performance evaluation report.....		1							1
Others									
City & County of Honolulu's failure to provide the Battalion Fire Chiefs with compensation & benefit adjustments as required by law.....	13				7				13
Extension of probationary period beyond one year and conversion of status to limited term appointment.....	1								1
Salary overpayment.....	1				1	1			
Total	16	8			9	1		1	22

EQUAL OPPORTUNITY OFFICE

Major Functions

The Equal Opportunity Office oversees the City's compliance with federal, state and city laws on Equal Employment, Affirmative Action, Sexual Harassment, ADA and civil rights in general. The office is staffed with an Equal Opportunity Officer (EOO), two Human Resources Specialists and several contract Equal Opportunity Investigators.

Major Duties and Responsibilities

Promote, coordinate and monitor city compliance with federal, state and city laws and directives; establish policies and procedures to meet program objectives; provide technical guidance and advice in areas to include: employment practices discrimination, affirmative action, sexual harassment, ADA compliance and civil rights in general. Areas of compliance oversight include, but are not limited to Titles VI and VII of the Civil Rights Act of 1964; Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; Executive Order 11246, as amended by Executive Order 11375; State Fair Employment Practices Act and City & County of Honolulu Revised Ordinances. Provide oversight and coordination for the proper handling of all complaints and charges relating to employment practices discrimination. Provide technical resource and assistance to executives, managers and administrative officers.

Activities and Highlights

To increase awareness and facilitate compliance with various civil rights laws, the Equal Opportunity (EO) Office coordinated training on topics to include prevention of sexual harassment, conducting internal investigations, access to programs and services under Title II of the ADA, communication access and telecommunications, design guidelines and requirements under ADAAG and hiring discrimination and Title I of the ADA.

The investigation and monitoring of complaints of discrimination is generally the responsibility of line departments, with oversight and guidance provided by the EO Office. The EO Office provides guidance and review with regard to internal complaints, formal charges filed with federal Equal Employment Opportunity Commission (EEOC) and/or Hawaii Civil Rights Commission, as well as litigation asserting violation of civil rights laws, policies and procedures.



Investigations Training Class September 2007.

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; develop salary and benefit 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.

Classification Activities

During the past year, staff continued to provide significant personnel management advisory assistance on various classification issues and/or proposed reorganizations involving many city departments and agencies, including the following:

- Payroll Section, Department of Budget and Fiscal Services
- Real Property Assessment Division, Department of Budget and Fiscal Services
- Facilities Division, Department of Design and Construction
- Division of Wastewater Treatment and Disposal, Department of Environmental Services
- Recycling Branch, Department of Environmental Services
- Office of Administrative Support, Department of Environmental Services
- Parking Enforcement and Collection Services Section, Honolulu Police Department
- Scientific Investigation Section, Honolulu Police Department
- Department of Customer Services
- Department of Enterprise Services
- Emergency Services Department
- Board of Water Supply
- Department of Emergency Management
- Department of Facility Maintenance

- Department of Information Technology
- Office of the City Clerk
- Royal Hawaiian Band

In addition to the foregoing, staff was also involved with the creation of the Department of Transportation Services' new Rapid Transit Division that was established to oversee and coordinate the Honolulu High-Capacity Fixed Guideway Transit Corridor project, a 20-mile elevated rail line that would connect Kapolei with the urban core of Honolulu. Besides the creation of the new division organization and establishment and classification of positions and personal services contracts therefor, staff attended the Annual Honolulu Transit Symposium in November 2007 and also participated in the review and development of proposed resolutions to amend the City Charter to establish a semi-autonomous Transit Authority.

A classification maintenance review of Radio Technician I and Radio Engineer positions in the Honolulu Police Department and Honolulu Fire Department was conducted to assess the impact of the new city-wide centralized communication system and the assignment of overall responsibility for same with the Department of Information Technology. As result, the radio technicians were maintained in their existing job class and a new departmental radio communications coordinator class was established.

Comprehensive review of new case management positions in the Department of Community Services (DCS) resulted in the establishment of a new community services specialist series that appropriately reflects the services performed by staff in the Youth Services Section as well as other DCS programs.

Further, with the impending retirement boom and resulting worker shortage facing the City in the coming years, staff looked for ways to address the critical workforce challenges with which we will be faced. New trainee classifications, Construction Inspector Trainee and Professional Trainee I and II, were established to allow for the recruitment of entry level candidates that may be trained and developed to acquire the skills and knowledge that are needed. The minimum qualification requirements of job classes with difficulty in recruiting and/or retaining employees (e.g., construction inspectors, building permit clerks) were reviewed and broadened/revised to allow a greater pool of candidates for consideration. At the same time, staff worked with several departments in addressing workforce succession concerns.

In line with the above efforts, staff also participated on the departmental team that planned and implemented the Mayor's new Po'okela Fellows Program. This program was designed to provide college students with valuable work experience under the mentorship of a city employee. One of the goals of the program is to expose students to government operations and leave with positive experiences that the City is a great place to work.

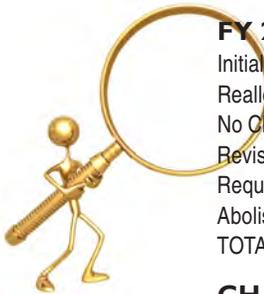
The division's overall classification activity and changes to the City Classification Plan are shown in the following:

FY 2008 CLASSIFICATION ACTIONS

Initial Allocations.....	150
Reallocations.....	977
No Change Actions.....	3
Revised Descriptions.....	327
Requests Returned Without Action.....	61
Abolished Positions.....	7
TOTAL.....	1525

CHANGES TO CLASSIFICATION PLAN

New Classes.....	15
Amended Class Specifications.....	47
Retitled Classes.....	12
Re-established Classes.....	1
Abolished Classes.....	9



Training on Writing Position Descriptions

In June 2008, staff conducted training which provided an overview of what you need to know and do to properly prepare and write position descriptions. Participants included administrative services officers, managers and supervisors.

City and County of Honolulu Enterprise Resource Planning System (C²HERPS) Project

Division staff serves as the HR/Payroll Project Manager and Transition Manager responsible for the design, planning, development and implementation of the Advantage HRM solution, Meridian Global Learning Management System, HumanConcepts OrgPlus organizational charting and modeling system, and Advantage Employee Self-Service for the City's Enterprise Resource Planning (ERP) system. In this capacity, staff directs the overall design and development of the system; oversees, coordinates and engages subject matter experts, departmental liaisons and outreach members; reviews and evaluates project documents and reports; communicates and ensures project requirements are met; facilitates the resolution of open issues; coordinates and monitors staffing requirements; coordinates appropriate training for project team members; and coordinates and conducts outreach meetings for city employees. Staff coordinated a two-week long training symposium designed to provide hands-on training for core project staff, departmental trainers, departmental liaison, and DIT Technical



Renee Cho conducts C²HERPS Outreach Session for City employees at Mission Memorial Auditorium, November 2007.

Meridian Training Session with departmental representatives, C²HERPS Project Office, May 20, 2008.

and help desk staff. Staff serves as a member of the Executive Steering Committee, which is responsible for setting project direction, resolving outstanding issues relating to project scope and organization and ensuring the success of the project. The targeted go-live date for the Advantage HRM system is January 2009, followed by incremental implementation of additional systems. Staff from the division (as well as other department divisions) will serve as subject matter experts and be closely involved in the design and implementation throughout the next two fiscal years.



Fair Labor Standards Act (FLSA) FairPay Regulations

Monitoring city compliance with the FairPay regulations issued by the U.S. Department of Labor continues. Staff continues to monitor and maintain currency in FLSA regulations and legal decisions, including coordination and participation in webinars such as “FLSA-You’re More Exposed Than You Think” and “Guide to Wage and Hour Compliance in 2008: Cutting-edge Strategies from the Nation’s Top Experts.”

Staff continues to serve as city experts in FLSA exemptions, providing direction and advice to department and agency supervisors and administrative staff to ensure compliance. In addition, staff provided assistance to other government jurisdictions relating to exemptions and interpretations.

Pay Activities

Pay staff reviewed the proposed pricing of 135 new classes established by the State of Hawaii, the Judiciary, the Hawaii Health Systems Corporation, the Department of Education 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 July of this fiscal year to resolve outstanding issues related to implementation of the new equal pay provisions discussed above and to collaboratively identify and address compensation issues affecting all or the majority of state jurisdictions. Surveys of various classes were disseminated to the departments as part of the fact-finding process. The City’s private secretary series was updated and revised.

The engineering, architect, land surveying, computer programmer, and data processing systems analyst classes were continued on shortage. Shortage rates for engineers were increased to facilitate recruitment and retention of these employees. The construction inspectors and building construction inspector classes were reviewed for shortage category

declaration. The recruitment and retention incentive (RRI) for the physician, medical assessment specialist classes, and fleet mechanic classes were continued. Staff continues to review and recommend approval of salary rates for all employees hired above the minimum or entry rate.

Staff responded to a variety of surveys, including four surveys conducted by the Hawaii Employer's Council and surveys conducted by the City of Houston, the City of Charlotte, North Carolina, the State of Hawaii, Denver 8 TV, Miami Beach and the Mountain States Employers Council.

Staff continues to serve as liaison and point of contact for other state and county jurisdictions, providing information, advice and support on a variety of organizational, classification and compensation matters, including:

- Classification and/or compensation of various classes/positions.
- Compensation, employment status and term limits of elected and appointed officials
- Administration of flexible spending
- Vehicle use policy
- Hazardous materials and hazard pay
- Animal Control
- Council members, committee aides, their status and pension
- Performance evaluations
- Temporary assignments

Staff serves as a member of the Pay Equity Task Force that was established by the state legislature. The Task Force is awaiting a response from the state legislature prior to taking any further action.

Finally, staff provided support of the salary commission in its hearings and deliberations

and provided prevailing wage rate information to Budget and Fiscal Services Purchasing Division contractors and their employees.

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 7.7% from 195 to 210. The number of applications we received increased 74.2 %, from 12,065 to 21,022. The number of qualified applicants placed on eligible lists decreased slightly by 7.1% from 4,424 to 4,112. The number of internal departmental competitive examinations administered by departments also decreased 10% from 319 to 287, and there was a 14.8% decrease in the number of vacancies filled from 984 to 838.

Despite recruitment at shortage category pay rates and recruitment incentives for certain job classes, we continued to have difficulty recruiting engineers, fleet mechanics, mobile emergency care specialists, electricians, construction inspectors and other construction related job classes. Staff continued research and development of work-study partnerships with community colleges and various agencies to help fill these critical vacancies.

City outreach activities and presentations continued at the departmental level. City departments such as Emergency Services, HPD, and HFD made presentations in the community. They attended elementary, middle, high schools, and colleges, encouraging students and the public to consider the City as an employer. DHR staff also participated in job fairs and career days held at the Neal Blaisdell Center and at high schools and colleges on Oahu.

In an effort to attract more candidates and fill vacancies, city departments participated in the first-ever city career expo. This expo was held in conjunction with the fire fighter recruitment. Various demonstrations and media initiatives were used to attract more women into the fire service. Women fire fighters did physical fitness demonstrations and were available to answer questions at the expo. The fire fighter recruitment in May 2008 was held for five days and only on-line applications were allowed. There were 8,211 hits on the website and a total of 3,681 applicants. Staff used an auto score feature in its Neogov software to streamline the processing and eliminated the need for staff to screen for minimum qualifications.

New recruitment initiatives were developed for the Honolulu Police Department (HPD) to assist them in filling Metropolitan Police Recruit vacancies, a series of bus posters, and television interviews with women, additional media coverage, and mass mailings to women’s organization were used to increase the number of women recruits. DHR participated and provided assistance for HPD women’s recruitment initiative. DHR also provided input for streamlining processing and increased testing to produce more applicants. The examination staff also continued to partner with HPD in attracting Police Recruits and Police Radio Dispatchers on the mainland. Staff participated in job fairs and recruited and tested applicants in Las Vegas, in support of HPD outreach efforts. These initiatives resulted in HPD filling all of their police recruit vacancies and the recruitment being closed.

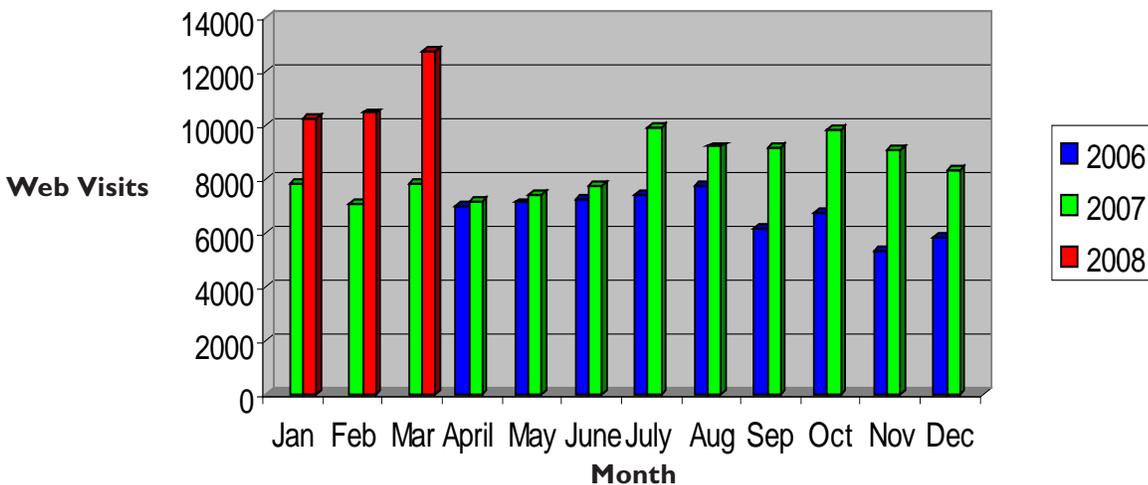


City Career Expo.

DHR partnered with the Emergency Services Department (HESD) to create a new entry level class for an Emergency Medical Technician Training Program. This was done to address the shortage of mobile emergency care specialists. Exams staff worked closely with HESD in the development of the training program through the recruitment and selection process. HESD staff passed out flyers and posters were posted in high visibility public areas. A record number of applicants applied for consideration for the twenty two training positions. ESD will be providing the training and evaluation in the first program of its kind.

DHR provided write-ups and contacted sources to advertise the Department of Planning and Permitting (DPP) position of Transit Oriented Administrator in various national industry focused websites. Print advertisements were developed. DHR also advertised in craig’s list for building permit clerk and this resulted in a large influx of applicants.

DHR WEBSITE DATA



DHR also continued to encourage departments to consider hiring at entry levels and to start training programs to address the impending retirements of staff. Staff worked closely with departments in recruiting and examining applicants.

Selection Interview Training

Examination staff continued to conduct selection interview training for departmental personnel officers and supervisors. Our training manual was used 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.

RECRUITMENT AND EXAMINATION ACTIVITIES

	2006-07	2007-08	% Change
Recruitments			
Open-Competitive and Promotional	195*	210	7.7% Increase
Applicants			
Open-Competitive and Promotional			
Examinations.....	12,065	21,022	74.2% Increase
Labor Registration.....	3,662	2,850	22.0% Decrease
Summer College Student Program.....	736	682	7.3% Decrease
Examinations			
Internal Departmental Competitive Promotions (Audited).....	319	287	10.0% Decrease
Applicants Placed on Eligible List.....	4,424	4,112	7.1% Decrease
Vacancies Filled from Applicants Referred.....	984	838	14.8% Decrease
Number of Vacancies	803	861	7.2% Increase

*includes continuous recruitments

PERSONNEL RESEARCH AND SERVICES ACTIVITIES

The Research staff continued to actively participate in the City's Enterprise Resource Planning System (C²HERPS) project. C²HERPS is an information technology project to implement integrated software that will provide the City with greater availability for financial and human resources management. The Transactions and Research staff attended various webinars and informational briefings; worked together to identify, scan and document forty-one separate existing reports for the new system to duplicate; established over 120 personnel action codes; and created 20 personnel action reason codes. In addition, staff collaborated with the consultant in developing the logic for collective bargaining pay increases (including step movements).

Research staff worked to add another award item to the existing retirement award on a pilot basis. A 5" x 8" koa box with a gold plated engraving was added as an optional retirement award item to the existing \$100 U.S. Savings Bond and 7" x 7" koa clock. Eligible retiring employees who choose to retire in 2008 now have the choice of selecting one of these award items upon retirement.

The Research and Benefits staff worked together to arrange special photo sessions with a variety of employees and obtained all necessary authorizations to utilize their photos on a new employee portfolio. The portfolio was created to enhance the new employee's welcome experience. The portfolios were delivered in January 2008 and the project was a collaboration between the City and the City Employees' Federal Credit Union (whose name changed to **Aloha Pacific Credit Union**).

Staff collaborated with our Health Services Division to revise the Employee Assistance Program's brochure which is distributed to new hires at the weekly benefits processing session. The revision was necessary to provide information about making a confidential appointment.



SERVICE AND INCENTIVE AWARDS

The Benefits, Research, and Transactions Branch of the Department of Human Resources annually plans and coordinates two distinct and separate employee recognition programs that are described below. In conjunction with these two programs, the Director added two new awards that gives recognition to the Outstanding Deputy Corporation Counsel and Outstanding Deputy Prosecuting Attorney.

1. **The 2007 Mayor's Recognition Luncheon** – This program brings special recognition to the departmental Employee of the Year nominees, Manager of the Year nominees and Outstanding City Attorneys in a private luncheon setting. This setting gives Mayor Hannemann the opportunity to personally acknowledge the honorees for their hard work and dedication. This year's luncheon was held on August 7, 2007, at the Plaza Club in downtown Honolulu. Two Outstanding City Attorneys, 25 departmental Employee of the Year nominees and 13 Manager of the Year nominees were recognized for their exceptional work ethic and invaluable accomplishments in providing city services.
2. **The 2007 Employees' Recognition Program** – This event brings city employees and their families together to give special recognition to a remarkable group of employees for their outstanding contributions to our community, for their length of service, for exceptional achievements, and for their valor.

On the morning of August 30, 2007, for the second consecutive year, the recognition program was held at the City's Neal Blaisdell Concert Hall. Mayor Hannemann recognized 25



Employees recognized for 35 Years of Service were awarded with a 5"x7" koa frame with the City's Medallion.

departmental Employee of the Year honorees and 13 Manager of the Year honorees, as well as 198 employees with 25 years of service, 55 employees with 35 years of service, and one employee with 45 years of service with the City and County of Honolulu. Twenty-seven Exceptional Achievement Award recipients also received recognition and one Valor Award was presented. In addition to these awards, recognition was given to the Outstanding Deputy Corporation Counsel and the Outstanding Deputy Prosecuting Attorney.

The program climaxed with the Mayor's announcement that Department of Community Services Job Resource Specialist V, **Silvia Silva** was selected as the City's Employee of the Year, and Honolulu Emergency Services Department's Water Safety Administrator, **Ralph S. Goto** was chosen as the City's Manager of the Year. The Mayor presented awards to these two individuals and all the honorees. City Council members also attended this program. Musical entertainment was provided by the Royal Hawaiian Band and Royal Hawaiian Band Glee Club featuring Misti Kelai and Karen Keawehawai'i.



Manager and Employee of the Year.

BENEFITS PROCESSING SESSION

Another function that the Benefits, Research and Transactions Branch oversees is the Benefits Processing Session, previously called the New Employee Orientation Session. Sessions were held weekly at the Fasi Municipal Building and the branch continued to accommodate new employees working in the Leeward and Central Oahu areas, by offering a session at Kapolei Hale every fourth Tuesday of the month.

For this fiscal year, the Benefits Section staff provided benefit processing sessions for approximately 735 new city employees. Each session is approximately three to four hours in length, and special sessions were also provided to departmental staff as needed. The Benefits Section staff orients all new city employees except those from the Honolulu Police Department and the Board of Water Supply.

The Benefits Section also coordinated the preparation and distribution of 148 Retirement Certificates. The Benefits Section staff coordinated the monthly retirement ceremonies held in the Mayor's private office, which included a photo of each retiree with the Mayor. A total of 32 retirees and 160 department heads and representatives, family members and guests participated in the Mayor's monthly retirement ceremonies.

PRE-RETIREMENT PLANNING SEMINARS

The Benefits Section plans and coordinates Pre-Retirement Planning Seminars for general employees, uniformed fire and sworn police personnel. The seminar is designed for city employees who plan to retire within the next five years and provides employees with pertinent information that will assist them in preparing for a fulfilling retirement. The seminar brings together speakers from the Employees' Retirement System (ERS), Hawaii Employer-Union Health Benefits Trust Fund (health benefits), ING (the City's Deferred Compensation Plan provider), and the Social Security Administration* to provide important information about retirement facts, health insurance benefits and social security benefits. Also, this year we added a speaker from our Health Services Division who gave an informative presentation on planning for a healthy retirement.

PRE-RETIREMENT PLANNING SEMINAR

<u>Seminar Date</u>	<u>Location</u>	<u>Audience</u>	<u>Number of Participants</u>
September 6, 2007.....	Mabel Smyth Auditorium.....	General Employees*	102
February 28, 2008.....	Mabel Smyth Auditorium.....	General Employees*	178
March 6, 2008.....	Mission Memorial Auditorium.....	Sworn Police Personnel & Uniformed Fire Personnel	127

PLANNING FOR A COMFORTABLE AND SECURE RETIREMENT (MID-CAREER PLANNING SEMINAR)

The Planning for a Comfortable and Secure Retirement seminar (previously called Successful Planning for Tomorrow and Mid-Career Seminar) is designed for employees who are 10 to 20 years away from retirement. Among the topics covered are long-term care, defining your financial goals, managing your cash flow and debt, and planning for a comfortable retirement by having enough income, good health and an awareness of the various support services available to seniors.

PLANNING FOR A COMFORTABLE AND SECURE RETIREMENT SEMINAR

<u>Seminar Date</u>	<u>Location</u>	<u>Audience</u>	<u>Number of Participants</u>
August 2, 2007	Mission Memorial Auditorium	General Employees	38
June 26, 2008	Mission Memorial Auditorium	General Employees	43

Leave Sharing – Established in 1994, the City’s Leave Sharing Program allows 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 FY 2008, there were three recipients carried over from the previous fiscal year. Thirty-eight applications were received and reviewed for initial leave share for extensions to the leave share period. Of the 38, eight were denied, three were returned without action and seven were extensions.

The central leave bank received a total of 2,555.60 donated hours which is 3.67% less than the preceding fiscal year.

<u>Fiscal Year</u>	<u>1998-99</u>	<u>1999-00</u>	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
Leave recipients at the start of the fiscal year.....	9	7	7	8	1	4	3	3	2	3
Added recipients during the fiscal year.....	16	19	13	7	10	15	13	9	14	22
Remaining recipients at the end of the fiscal year.....	6	7	8	1	4	4	4	2	2	2

PERSONNEL TRANSACTION STATISTICS

<u>Entrance to the Service:</u>	<u>2006-07</u>	<u>2007-08</u>
Exempt Appointments.....	3,811	3,533
Limited Term.....	99	69
Provisional.....	1	2
Short Term.....	1	--
Initial Probation	763	591
Subtotal	4,675	4,195

<u>In-Service Changes:</u>	<u>2006-07</u>	<u>2007-08</u>
Changes in Status.....	1,727	1,682
In-Service Movements	1,231	1,174
Other Transactions.....	2,725	809
Reorganization.....	--	--
Salary Adjustments	20,021	12,309
Subtotal	25,704	15,974

<u>Separations:</u>	<u>2006-07</u>	<u>2007-08</u>
Resignations	593	675
Service Retirement	238	203
Death.....	19	19
Disability.....	6	8
Layoff.....	--	--
Discharge.....	11	21
End of Appointment.....	76	116
Exempt Employee.....	42	36
Personal Services.....	1,708*	1,795*
Subtotal	2,693	2,873
GRAND TOTAL	33,072	23,042

**Large number reflects processing of intermittent, on-call employees.*

NUMBER OF EMPLOYEES AS OF JUNE 30, 2008

	CIVIL SERVICE		Exempt*	Total
	Perm.	Temp.		
Executive Branch				
Board of Water Supply	494	15	4**	513
Budget & Fiscal Services.....	279	--	4	283
Community Services.....	90	52	4	146
Corporation Counsel.....	25	--	41	66
Customer Services.....	263	1	1	265
Design & Construction.....	199	--	4	203
Emergency Services.....	312	--	2	314
Enterprise Services.....	196	--	3	199
Environmental Services.....	879	3	4	886
Facility Maintenance.....	536	4	4	544
Fire.....	1,088	--	4	1,092
Human Resources.....	77	2	2	81
Information Technology.....	122	--	2	124
Managing Director.....	--	--	27	27
Mayor's Office.....	--	--	8	8
Medical Examiner.....	16	--	3	19
Neighborhood Commission.....	--	--	15	15
Emergency Management.....	10	1	--	11
Parks & Recreation.....	775	17	4	796
Planning & Permitting.....	259	--	4	263
Police.....	2,568	--	5	2,573
Prosecuting Attorney.....	132	2	110	244
Royal Hawaiian Band.....	34	--	1	35
Transportation Services.....	87	--	4	91
SUBTOTAL.....	8,441	97	260	8,798
Legislative Branch				
City Clerk.....	22	--	3	25
City Council.....	2	--	85	87
SUBTOTAL.....	24	--	88	112
GRAND TOTAL.....	8,465	97	348	8,910

* 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.

**Does not include individuals hired under Experimental Modernization Project (EMP).

HEALTH SERVICES BRANCH

Major Functions

Physical Exams – Performs pre-employment screening and physical exams for prospective city employees. Periodic physical examinations are conducted specific to job requirements and special attention is given to providing health promotion and job retention to C&C employees. DOT medical certification is provided to commercial city drivers and operators of crane & hoist equipment. Conduct examinations mandated under the Hawaii Occupational Safety and Health Law to support departmental hearing conservation, respiratory protection and blood borne pathogen programs.

Drug Screening - This program is administered for many pre-employment positions; and includes MRO review for pre-employment, and Police and Fire Department random testing. Return to Work and Fitness for duty evaluations are conducted as requested from city departments. Medical Records Management is responsible for the maintenance and upkeep of 15,000 employee records and employee notification system of exam results.

Health Promotion – Special classes are developed and presented to promote health, job retention, reduce risks and prevent injuries. Vaccination programs include a city-wide flu vaccination; and Hepatitis B series to specific employees. TB testing is performed on EMS employees and TB screening is performed during all physical examinations.

EAP program – Employee Assistance Program offers services and referral to employees needing assistance or resources to assist them in personal, family or work situations with the ultimate goal of improving quality of life and job performance.

DUI program in conjunction with HPD – Provides blood analysis for suspects arrested for driving under the influence; and reliable chain of custody and testimony to support findings.

DNA program - Blood samples are drawn on convicted felons and sexual offenders for DNA analysis and recording purposes.

SUMMARY OF ACTIVITIES

Physical Examinations

- Audio testing room was improved with the addition of noise absorbing wall boards and seals to decrease the outside noise entering the hearing booth.
- First approved waiver for insulin dependant diabetic employee needing a DOT medical clearance for a CDL position.
- Hazardous Body Fluid Post Exposure Guidelines were revised and submitted to EMS for review.
- Chaperone policy was revised to accurately represent HS practices.
- HFD Diver Physical Requirements: began ongoing process of review and revision to meet physical requirements specific to rescue divers.
- Chest X-ray requirements: every 10 year chest x-ray for TB converters was eliminated to be consistent with CDC guidelines. TB screening is a continued practice.
- DOT medical clearance: When medically indicated, a DOT medical clearance will be given for a shortened period of time (usually three months) to allow employees to obtain necessary medical information for DOT medical clearance. This will decrease time lost from work due to inability to meet yellow letter deadlines.
- Over 1000 additional pre-employment urine drug screens were performed under new testing guidelines.
- Medical provider team continued efforts for ongoing consistency of findings and implementation of MED-TOX recommendations.
- Po'okela intern: started in June to observe medical evaluations and tests.

Health Promotion

- New classes:
 - Cholesterol (with cholesterol testing provided by lab staff) and Heart Health
 - Fire Recruit Wellness training: HFD recruits were given information on MED-TOX guidelines and health requirements for HFD to follow.
 - HIV Awareness: box lunch presentation given at FMB and Kapolei Hale to support the Mayors Campaign Against HIV.
- Flu vaccine clinic - 880 city employees received the flu vaccine in Nov 2007.
- New training videos available in the waiting area for employee education on pre-diabetes, hypertension, cardiac disease and health promotion activities.
- Medical counseling and assistance provided during all physical examinations and one-on-one to employees with medical conditions needing assistance. Full duty clearance of two HPD police officers who were slated to be removed from duty after two years of light duty was a result of this counseling.

Employee Assistance Program

- EAP records and record maintenance improved to reflect EAPA standards.
- Critical Incident Stress Management services were coordinated to provide care for ESD employees after several highly visible traumatic incidents.
- Contract of Hawaii Employees Assistance Services for EAP and SAP services was extended for one year.

Laboratory

- Achieved two-year state certification.
 - DUI Program
- Lab staff continues to provide 24-hour, 365-day coverage for HPD.
 - DNA Program
 - Laboratory staff continued program of blood draws for DNA tracking.

Medical Records

- Improved electronic medical record security was attained by establishing a fiber connection to Health Services and relocating the OHM server to FMB.
- Improved overall security of medical records was established with an updated and monitored fire and burglar alarm system.
- Confidential medical questionnaire is now posted on City FYI, under Forms-Department of Human Resources-Health Services.
- Health Problem List is now entered in the OHM (electronic medical record) system (future updates of OHM will allow batch retrieval and tracking of diagnoses).
- DOT expirations: Physical Exams Record Section is helping employees avoid loss of time from work by encouraging employees to submit required medical information prior to their DOT medical expiration date.

Summary of Activities

MEDICAL EVALUATIONS	06-07	07-08
Pre-employment evaluations	684	660
Pre-employment evaluations – drug testing only.....	403	1,500
Annual physical evaluations.....	3,886	3,630
Other physical evaluations (includes return to work and fitness for duty).....	502	567
Total Medical Evaluations	5,475	6,357
Total Medical Evaluations minus drug test only.....	5,072	4,857

MEDICAL PROCEDURES	06-07	07-08
Urinalysis.....	4,123	4,159
Immunizations	279	260
Vision tests.....	4,240	4,179
Hearing tests	4,605	4,419
Pulmonary function tests	1,106	969
Electrocardiogram (EKG).....	2,319	2,431
Blood alcohol analysis (for DUI arrestees)	297	298
Glucose		83
DNA sample collections (for felony arrestees)	148	93
Total Medical Procedures	17,117	16,891

Drug Screen Reviews	07-08
Random drug testing – HFD/HPD	2,812
Random testing positives.....	1
Pre-Employment drug testing	1,835
Pre-Employment testing positives	28
Total MRO determinations	4,695

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 fiscal years.

Table 1
Industrial Safety and Workers' Compensation Division
Direct Annual Operating Expenditures

Fiscal Year	2003-04	2004-05	2005-06	2006-07	2007-08
Salaries	826,565	887,346	897,667	933,509	1,038,116
Current Expenses	24,805	27,787	31,263	30,950	35,367
Equipment	1,561	0	0	0	0
Total Expenditures	852,931	915,133	928,930	964,459	1,073,483
Funded Positions	18	18	18	20	20

Safety Branch Activities

The staff safety specialist inspected various work sites for compliance with the Hawaii Occupational Safety and Health Law, and recommended corrective action as necessary. The safety specialist continued to review and investigate accidents and injuries involving city employees, making recommendations as appropriate. He 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 (VARC) meets monthly to review accidents involving city vehicles (excluding HPD and BWS). For FY 2007-08, the committee held hearings on 321 vehicle accidents and found 205 (64%) of these accidents to be avoidable. City drivers were notified of the committee's decision with recommendations to prevent similar accidents.

The Safe Driver Recognition and Awards Program recognized 345 employees for sustained superior driving performance. Of these drivers, 65 received awards for 11 or more years of accident-free driving.

Table 2 summarizes the City's lost-time incidence rate and vehicle accidents for the past five fiscal years. The incidence rate is the number of disabling (lost-time) injuries in a given year for every 100 employees (200,000 hours worked). Avoidable accidents include BWS but do not include the Honolulu Police Department.

Table 2
Lost-Time Incidence Rate and Vehicle Accidents

Fiscal Year	Lost-time Injuries	Incidence Rate	Avoidable Accidents
2003-04	483	5.4	203
2004-05	429	4.8	194
2005-06	452	5.0	246
2006-07	438	5.0	248
2007-08	456	5.1	210

Workers' Compensation Branch Activities

During the year, the division processed 1,842 new or reopened workers' compensation claims in addition to 1,470 claims carried forward from the previous year, for a total of 3,312 claims. With 12 full-time equivalent claim adjuster positions, this represents an average of 276 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	03-04	04-05	05-06	06-07	07-08
Beginning Active Claims	1,502	1,466	1,413	1,556	1,470
Claims Opened or Reopened	2,190	1,933	1,825	1,786	1,842
Claims Closed*	2,226	1,986	1,682	1,872	2,005
Continuing Active Claims	1,466	1,413	1,556	1,470	1,307
Claims Per Adjuster	308	283	324	334	276

**This includes claims with multiple openings/closures (142 in FY 07-08)*

The City recovered \$149,520 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 sustained in automobile accidents.

The City's two in-house vocational rehabilitation counselors provided job placement services to 213 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 increased \$1,244,944 (9%) over the prior fiscal year. Expenditures for indemnity and medical increased 25% and 2% respectively, while temporary disability (wage replacement) benefits increased 10%.

Table 4
Workers' Compensation Direct Expenditures

Fiscal Year	2003-04	2004-05	2005-06	2006-07	2007-08
Temporary Disability	3,683,251	3,520,533	3,642,872	3,842,757	4,233,956
Indemnity	4,837,171	5,029,619	3,357,324	3,873,670	4,822,289
Medical	5,227,760	4,225,753	3,962,788	4,847,391	4,923,009
Claim Management	599,043	597,765	522,885	479,106	421,722
Special Fund Assessment	1,040,161	866,464	799,719	742,898	644,941
Medical Bill Audit/Payment	376,180	314,148	337,615	352,453	337,302
TOTAL	15,763,566	14,554,282	12,623,203	14,138,275	15,383,219

Table 5 shows city workers' compensation expenditure and injury statistics. There were nine more claims filed for workers' compensation benefits than the previous fiscal year and the number of lost-time injuries increased by 19. Over the last five years, the number of claims filed by city employees decreased 14% (245 fewer claims). Table 6 summarizes workers' compensation expenditures and new claims filed by city department or agency.

Table 5
Comparison of Injury and Expenditure Statistics

Fiscal Year	Workers' Compensation Expenditures	Percent Change	Number Of New Claims	Percent Change	Lost Time Injuries	Percent Change
03-04	15,763,566		1,713		483	
		-07.7		-09.4		-11.2
04-05	14,554,282		1,552		429	
		-13.3		-03.4		+05.4
05-06	12,623,203		1,499		452	
		+12.0		-02.7		-03.1
06-07	14,138,275		1,459		438	
		+08.8		+0.6		+04.3
07-08	15,383,219		1,468		457	

Table 6
FISCAL YEAR 2007-08

Department/Agency	Total Cost (\$)	New Claims
Board of Water Supply	959,511.49	78
Budget and Fiscal Services	54,880.56	6
City Clerk	45,227.68	0
City Council & Council Services	2,530.92	2
Community Services	9,975.19	2
Corporation Counsel	354.64	0
Customer Services	245,774.03	18
Design and Construction	188.58	1
Emergency Management (formally Civil Defense)	0	0
Emergency Services – Administration	6,945.96	0
Emergency Services – EMS	421,497.52	42
Emergency Services – Ocean Safety	682,617.97	43
Enterprise Services – Excluding Golf	205,970.19	55
Enterprise Services – Golf Courses	42,762.49	20
Environmental Services – Administration, EQ	16,410.82	1
Environmental Services – Wastewater	384,866.05	74
Environmental Services – Refuse	1,313,895.00	69
Facility Maintenance – Administration	4,091.72	3
Facility Maintenance – Building & Electrical	158,583.48	13
Facility Maintenance – Road Maintenance	886,483.62	75
Facility Maintenance – Automotive	293,645.65	31
Fire	1,431,083.44	230
Human Resources	17,704.06	3
Information Technology	39,840.31	1
Liquor Commission	46,830.45	1
Managing Director's Office	10,830.23	1
Mayor's Office	0	1
Medical Examiner	9,654.85	1
Parks and Recreation	1,204,565.50	109
Planning and Permitting	13,325.58	4
Police	5,720,795.21	576
Prosecuting Attorney's Office	125,140.52	4
Royal Hawaiian Band	13,682.97	3
Transportation Services	31,309.06	1
Special Comp Fund Assessment	644,940.87	-
Medical Bill Audit/Payment Services	337,301.98	-
TOTAL	15,383,218.59	1,468

LABOR RELATIONS AND TRAINING DIVISION

Major Functions

Administer eight collective bargaining agreements; provide assistance to management on employee-employer relations, contract administration and training matters; negotiate collective bargaining agreements; represent the City in grievance meetings and serve as employer advocate in arbitration proceedings.

Plan, develop and implement management, supervisory, and personnel development training programs to improve the efficiency, economy and quality of public service provided by employees.

Labor Relations Activities

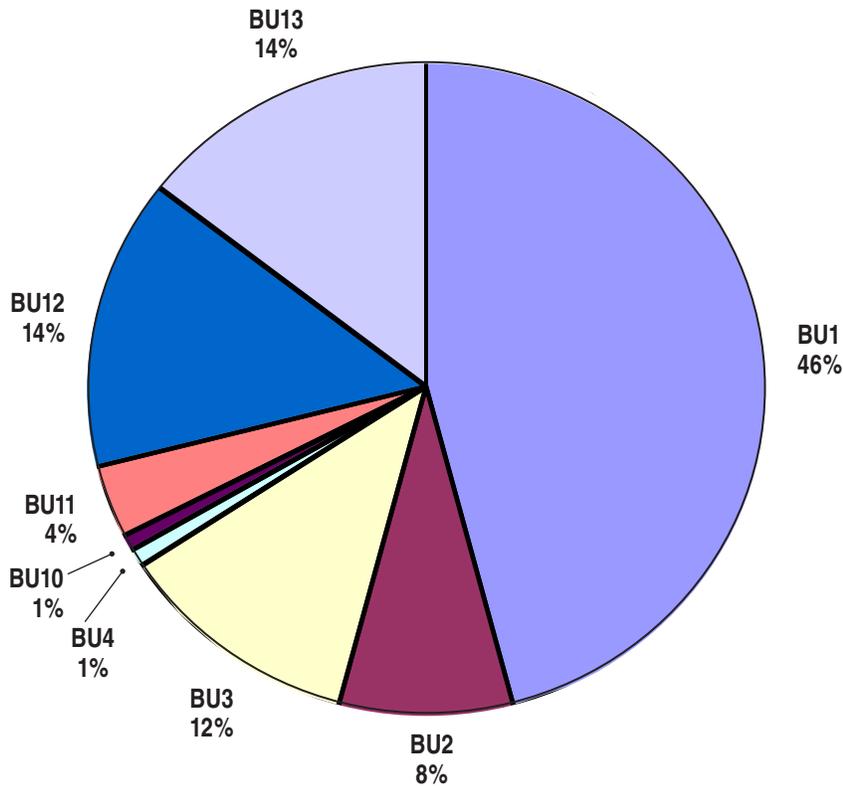
City employees are represented by eight bargaining units. The Labor Relations Branch administers the City's labor-management activities.

The Labor Relations staff received 111 grievances and issued 63 decisions. During the fiscal year 98 grievances were resolved. Approximately one-third of the grievances were resolved through settlement agreements. There were 323 grievances pending at the employer level or arbitration at the end of the fiscal year. The chart on the following page shows the breakdown by departments and bargaining units.

There were five grievance arbitration awards rendered during the fiscal year. Arbitrators modified five grievances, involving disciplinary suspensions, terminations and personnel information.

GRIEVANCES RECEIVED BY BARGAINING UNIT

Fiscal Year 2008

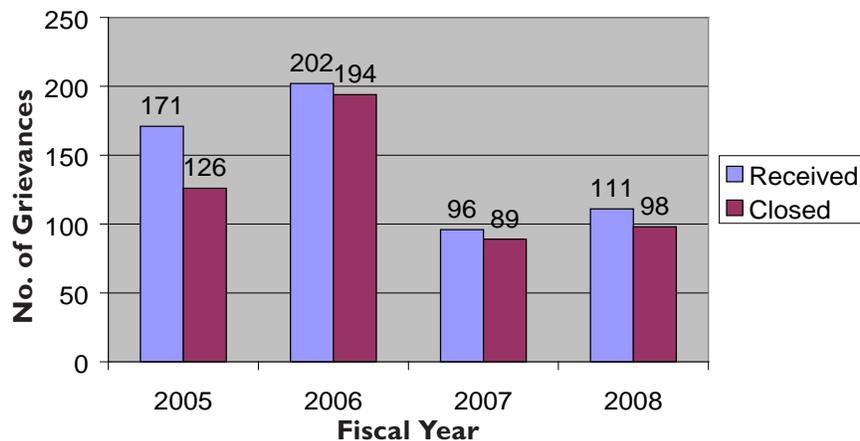


EMPLOYER LEVEL GRIEVANCES BY DEPARTMENT AND BARGAINING UNIT

July 1, 2007 to June 30, 2008

DEPARTMENT	1	2	3	4	10	11	12	13	TOTAL
BOARD OF WATER SUPPLY	8	4	2	-	-	-	-	1	15
BUDGET & FISCAL SERVICES	-	-	1	-	-	-	-	-	1
CITY CLERK	-	-	1	-	-	-	-	-	1
CUSTOMER SERVICES	-	-	-	-	-	-	-	2	2
DESIGN AND CONSTRUCTION	-	-	-	-	-	-	-	2	2
EMERGENCY SERVICES	-	-	3	1	1	-	-	-	5
ENTERPRISE SERVICES	7	-	1	-	-	-	-	-	8
ENVIRONMENTAL SERVICES	11	3	-	-	-	-	-	2	16
FACILITY MAINTENANCE	9	-	-	-	-	-	-	-	9
FIRE	-	-	-	-	-	4	-	-	4
LIQUOR COMMISSION	-	-	1	-	-	-	-	-	1
PARKS AND RECREATION	15	2	1	-	-	-	-	5	23
POLICE	-	-	-	-	-	-	16	4	20
ROYAL HAWAIIAN BAND	-	-	3	-	-	-	-	-	3
(CITY-WIDE)	1	-	-	-	-	-	-	-	1
TOTAL	51	9	13	1	1	4	16	16	111

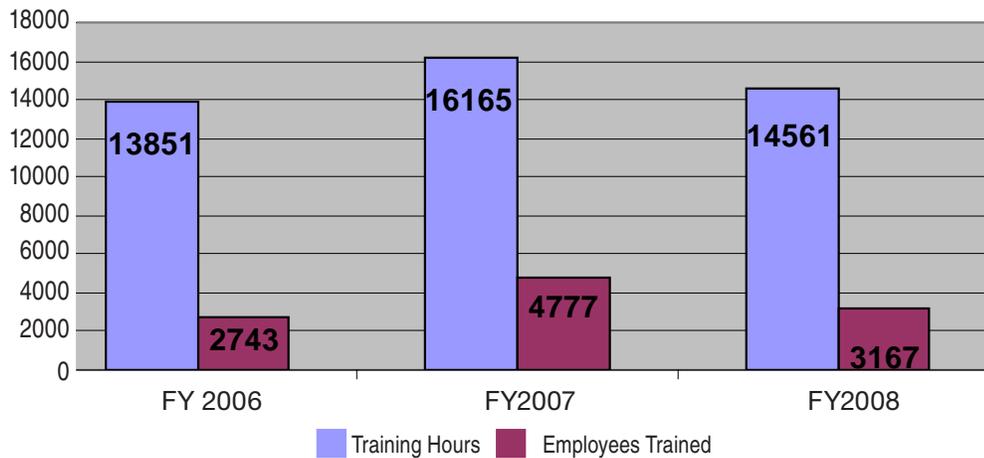
GRIEVANCES RECEIVED/CLOSED



TRAINING ACTIVITIES

In FY 2008, **3,167 employees** participated in Training Branch-Sponsored Classes for a total of **14,561 training hours**.

NUMBER OF TRAINING HOURS COMPLETED Through Training Branch-Sponsored Classes*



**Numbers do not reflect training sponsored or conducted by other departments such as computer training and other department-specific training.*

In the area of leadership development, the Training Branch sponsored management curriculum classes to invite high-profile industry speakers to the City to present the latest trends and topics in leadership. These classes included, but were not limited to “Leading Is Everybody’s Business,” “Leader as a Coach: Turning Talent into Performance,” and “Turning Employees and Customers into Long-Term Followers.”

In the area of supervisory development, the Training Branch offered a supervisory development curriculum including:

- Conflict Resolution
- Discipline & Grievance Handling
- Drug & Alcohol Policies Training
- Effective Business Writing
- Fundamentals of Management
- Investigation 101
- Learn to Listen, Listen to Learn
- People Smarts
- Performance Appraisal

In the area of employee development, the Training Branch offered a series of employee development courses including:

- Email Writing
- First Aid / CPR
- Generational Differences
- Letters and Memos
- Minutes Taking
- Note taking
- True Colors

Health and wellness classes were a new addition to the training catalog this year, open to all employees. Each month, various health topics were highlighted in a two-hour presentation. Topics included, but were not limited to, cardiovascular health, cholesterol health, women’s health, men’s health, and heart disease.

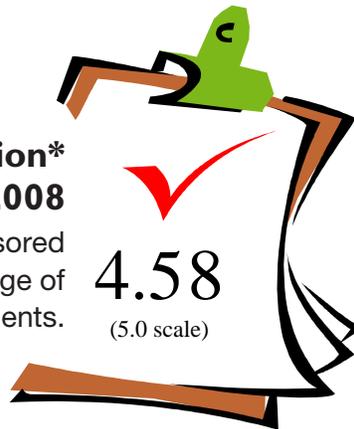
The Training Branch also conducts new employee orientation for all new employees. Participants receive an introduction to city operations and review various policies such as prevention of sexual harassment and prevention of workplace violence. This year, a Drug & Alcohol Awareness Section was also added to the orientation agenda.

In addition to scheduled training sessions, the Training Branch assists with customizing training plans for various departments upon request. Departments may seek help in coordination of classes for a particular need within their department/division. Specialized departmental training have included curriculum in customer service, policy training and supervisory training.

Overall Satisfaction of Training Session* FY 2008

Employees participating in Training Branch-sponsored classes rate their satisfaction on a range of training components.

4.58
(5.0 scale)



PMO-SPONSORED TRAINING & SCHOLARSHIPS

This year, we were pleased to once again have management training and individual scholarships available for employees to attend seminars and conferences that showcase national best practices.

Employees can network with peers, learn leading edge technology and bring back knowledge, training and information to improve city operations.

Employees applying for scholarships must demonstrate how participation in the training will benefit the City in terms of a return-on-investment and potential long-term savings.



HEALTHY HONOLULU

The Training Branch continued involvement with the coordination and planning of Healthy Honolulu. The Healthy Honolulu program started in January of 2007 as a way to promote a healthy lifestyle for the employees of the City and County of Honolulu. Once a month, an hour-long session prior to the work day is coordinated for all city employees to attend. Session activities have included yoga, Tai Chi, and employee led aerobics, to name a few. HFD also volunteers their time to perform blood pressure readings. The event wraps up with Mayor Hannemann leading a walk around the block. Participants have the opportunity to meet and interact with co-workers and the Mayor, while supporting the importance of wellness in the City.



Po’okela Fellows Program

In January 2008, the Mayor’s Office and the Department of Human Resources launched the Po’okela Fellows Program. This program was designed to provide college students with valuable work experience under the mentorship of a city employee. One of the goals of the program is to expose students to government operations and leave with positive experiences that the City is a great place to work. For one semester, students are paired up with a knowledgeable city mentor in their field of study. In addition to their work experience, students are also invited to attend exclusive tours with various city departments/agencies throughout the semester to provide exposure to various city operations. Tours have included: the Honolulu Zoo, TheBoat, Ocean Safety operations, HPD ride-alongs, H-Power Plant, Medical Examiner’s Office and the Board of Water Supply Waihe’e Watershed.

<u>Semester</u>	<u>Spring 2008</u>	<u>Summer 2008</u>
No. of Students	14	18
Departments/Agencies represented.....	10	13
Students extended on contract after completion of participating semester.....	10	n/a



The inaugural class of Po’okela Fellows with their mentors, Spring 2008

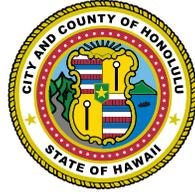
TRADES APPRENTICE PROGRAM

A total of 42 apprentices are currently participating in trade occupations. The City’s Apprenticeship Training Program, in partnership with Honolulu Community College, continues to train employees in the trade occupations of:

Apprenticeship Training Program

<u>Department</u>	<u>Trade</u>	<u>Employees in Program</u>
Board of Water Supply	Pipefitters.....	19
Facility Maintenance	Bridge and Heavy Construction Carpenters	2
	Fleet Mechanics	3
	Heavy Construction Mason	5
	Line Electricians	11
Transportation Services.....	Traffic Signal Electricians	2
Total.....		42

DEPARTMENT OF INFORMATION TECHNOLOGY



Gordon Bruce, Director and Chief Information Officer
Keith Rollman, Senior Advisor



OVERVIEW

The Department of Information Technology is charged with maintaining the City's extensive computer and telecommunications networks and also with finding new ways to use technology in general to improve city services for our customers – Honolulu's residents and businesses.

STRATEGY AND PROGRAMS

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 (ITSC), develops and directs an integrated network of computer resources that provide information technology and telecommunications services to all city agencies and authorized users. Through centralized management of IT services, all users of the City's network are 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 promotes user self sufficiency by establishing a working environment where agencies are encouraged to perform simple information technology tasks at their own sites. DIT makes available the necessary staff, data, 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 (including the military), state and county agencies as well as the private sector and the public. The Department of Information Technology (DIT) continuously promotes an environment of automated information exchange using various technologies to improve the delivery of city services:

Customer Service

- Improve underlying information technology infrastructure
- Bring legacy systems to current state-of-the-art levels
- Expand E-government (more online/less inline)
- Improve agency workflow with a move to a less paper oriented methodology
- Improve interoperability of a common radio system improving communications between and amongst agencies
- Expand wireless technologies throughout Oahu through private partnerships and government partnerships
- Improve opportunities for local tech startups
- Seek ways to enhance economic development through technology

The Director of Information Technology has 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 ensures 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.

Chapter 12 of the Revised Charter, delineates the powers, duties and functions of the Director of the Department of 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;



Mayor Hannemann and Director Bruce

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. Facilitate an integrated approach to technology deployment in the area of public safety;
7. Perform such other duties as may be required by law.

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 is responsible for the following areas:

1. Each department, with the assistance of DIT, develops long-range and short-range plans for utilizing information technology within their department. These plans are specific as to departmental priority. Planned projects 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 are 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;
10. Develop a department Technology Risk Assessment with the help of the Department of Information Technology for backup/recovery and disaster preparedness.

The head of each non-city organization receiving Information Technology (IT) services from the City's computer resources is 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 Information Technology (IT) services, including personnel cost, data communication cost, hardware, software, and related machine processing cost.

e-Government (from electronic government), also known as e-gov, digital government, online government refers to the use of internet technology as a platform for exchanging information, providing services and transacting with citizens, businesses, and other arms of government. e-Government may be applied by the legislature, judiciary or administration, in order to improve internal efficiency, the delivery of public services, or processes of democratic governance. The primary delivery models are Government-to-Citizen or Government-to-Customer (G2C), Government-to-Business (G2B) and Government-to-Government (G2G) & Government-to-Employees (G2E). The most important anticipated benefits of e-government include improved efficiency, convenience, and better accessibility of public services.

DIT continues to add interactive/transactional features to the City Web site, including new online application processes. To date over 20 new online services have been introduced. There is also increased use and development of electronic forms for internal use by city employees. The next phase includes the deployment of a formalized e-governance program, Service Oriented Architecture (SOA) through the use of IBM Websphere Portal, Content Management and the rational toolset.

There are few areas where the application of new technology can bring about such significant improvements as with public safety. The Department of Information Technology works with Police, Fire, Department of Emergency Management, Department of Emergency Management and other departments to improve communications among all first-responders. In July 2006, the City and County of Honolulu completed its Tactical Interoperable Communications Plan (TICP). A full scale exercise was conducted in October of the same year to test the interoperable communications plan. The City is now recognized as a national leader in interoperable communications with its ability to communicate with over 20 different first responder agencies with disparate communications systems. The City took the lead through the Public Safety Oversight Committee, formed by the Mayor and headed up by the Director of the Department of Information Technology, to address this specific interoperable communications issue. Interoperable communications now exist island-wide over the City and County of Honolulu 800 MHz radio system.

The City is in the early planning stage for the eventual relocation of the Department of Emergency Management Operations Center, and its consolidation with the Joint Traffic Management Center. DIT will specify and design the technology to empower this state-of-the-art nerve center for disaster and crisis management (exercises are now conducted quarterly to test the technology and procedures).

DIT is further charged with supporting the newly deployed Access Controls and Monitoring Systems (ACAMS), solutions for facilities security, including credentialing, video surveillance and building access. This system complies with federal homeland security standards.

RESULTS

The City's computing facility consists of mainframes, midrange systems, servers, peripheral devices, network file servers, and specialized communications equipment, linked together to form a centralized computer system. Equipment is upgraded periodically due to technological obsolescence, opportunities and/or the costs to support such technologies.

The Director of Information Technology (DIT) and the agency requesting the application shall determine application requirements jointly through the Information Technology Steering Committee (ITSC) and WEB E-Governance Board. Applications refer to all facets of information processing including information technology, 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 maintain primary responsibility for ensuring that application requirements are accurately met.

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 is designated as the central security administrator to develop security policies, guidelines, and procedures. The user agencies enforce the policies at the local site. The security system procedures 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.

Each year involves the continuance of several major projects that will update and reshape DIT's services at the City and County of Honolulu. The director and his division chiefs established a system for prioritizing the projects that are handled by the department.

Projects were categorized using the following criteria:

1. Required by law
2. Mayor's directive
3. DIT director priorities
4. Required by city audit
5. Obsolescence
6. Homeland security
7. Maintenance
8. Funded
9. Other / ROI

A new project/portfolio management tool using CA Clarity was created to consolidate reporting by the various divisions and managers in a central data base. This information is used to track the progress of each project to better facilitate management oversight.

A foundation for the development and deployment of the new applications, along with enabling the reuse of applications, required a re-architecting of the hardware and software infrastructure. A detailed review of existing and future needs resulted in the development and subsequent deployment of both production and disaster recovery facilities. The new architecture supports new IBM Z-Series mainframes, new P-Series Midrange systems, new IBM SAN solutions (DS8100), new IBM SAN Volume Controllers, new fiber channels, storage virtual controllers and CISCO directors. The production system is mirrored across a private fiber channel utilizing Dense Wave Division Multiplexing for reliability. This foundation

provides exciting, flexible opportunities to support the next phase, the virtualization of over 200 servers, and the addition of new server-based applications.

The largest project currently under way is the City and County of Honolulu's Enterprise Resource Planning (ERP) project. The RFP was awarded to CGI-AMS and separate office space was established for the contractors team and city personnel assigned to this massive project. This is a multi-million, multi-year project that will bring the city's main enterprise software in line with contemporary best practices for fiscal management of large municipal operations. On July 1, 2007, the financial component of the system went live (on time and on budget). This not only included the application itself, but significant infrastructure hardware and software upgrades to support the system. The first successful close of the financial system occurred in July 2008. During this time, over 40 additional projects were started and completed. They included systems for the Honolulu Police Department, Honolulu Fire Department. Applications include drivers licensing, motor vehicle registration (The City and County of Honolulu is the only county in the nation to run four different state-wide drivers licensing and vehicle registration systems), electronic document management, and numerous new online services, to name a few.

A tremendous need to rebuild the operations infrastructure also continued during this past year. Outdated mainframes, unsupported operating systems and related software needed to be replaced, and a totally new hardware and software architecture needed to be designed and implemented to support the numerous projects underway. The Operations Division was able to accomplish this task without disruption of the existing services. Accomplishments included replacement of three outdated mainframes with new IBM Z-series equipment, new server platforms utilizing IBM P-Series equipment and a Storage Area Network solution utilizing IBM DS-8100 Storage arrays. All this was accomplished on time and within existing budgets. The Operations Division successfully completed an ERP disaster exercise in October 2007. This was a significant test of the newly architected system.

The City's 24 communication towers that support first responder radio systems, a vital function of emergency services, were in a state of serious disrepair. DIT embarked on a multi-year, \$40+ million program of repair and replacement that will bring the system to an acceptable, hurricane resistant condition. Reconstruction has been completed on three vital tower locations with five more in their planning and design phase. Seven more are scheduled for repairs in 2008.

In addition, the City has made significant upgrades in the areas of interoperability with over 20 agencies now capable of interoperable radio communications island wide over the Honolulu 800 MHz radio system. The City is also well underway with contract negotiations for the required re-banding of the 800 MHz radio system in compliance with the FCC/Nextel mandates.

DIT staff continues to improve the city's communication network and has replaced antiquated legacy phone systems with new voice over IP equipment (VoIP). These units greatly reduce costs over conventional phone service, and at the same time, allow for more advanced uses and features. DIT is conducting an agency by agency roll out to VoIP beginning with completion of the Frank F. Fasi Municipal Building, the new Fire Department headquarters and police substations. As of December 2007, over 3,500 of approximately 9,000 VoIP telephones had been deployed replacing 14 disparate telephone systems. This is without any significant increase in the Department of Information Technology's budget.

The island-wide fiber backbone continues to be enhanced and expanded. Multiple interconnected gigabit ethernet over fiber networks now exist linking the city's facilities island wide.

The City's Wireless Enhanced 911 system celebrated its first anniversary in March of 2008. Kidnapping, domestic violence, and 911 misuse have been thwarted as a result of this new technology. A new imaging system to support vertical location within one foot is presently under development for deployment in 2009.

CULTURE OF USE

The City and County of Honolulu is currently providing free wireless Internet access services in select locations for Oahu users. Already, city WiFi hotspots can be found in Chinatown (an area identified by this administration for economic revitalization), Frank F. Fasi Municipal Building, Honolulu Hale, Neal Blaisdell Center, Satellite City Halls, on The Boat (public transit), and at six (6) district parks: Ewa Beach, Kalakaua, Neal Blaisdell, Nanakuli, Maili and Piilila'au, and at The Honolulu Zoo. Recently, CB Richard Ellis, one of the largest commercial real estate management companies in Honolulu, partnered with the City and is deploying free municipal WiFi at their facilities. Chinatown and surrounding areas have shown business and cultural revitalization with new art galleries, restaurants, and night life. Honolulu's Mayor Mufi Hannemann was presented with a City Livability Award for Outstanding Achievement by the US Conference of Mayors at its annual meeting. The award recognized the City's outstanding vision and leadership in revitalizing Honolulu's historic Chinatown to attract artists and new businesses, while preserving this vibrant neighborhood's unique culture. (www.honoluluhotzones.org).

Other potential locations under development for municipal wireless include public facilities such as the City's golf courses, beaches, TheBus (public transit), and other similar public facilities and locations. The future rail system will also be included in the City's wireless plans.

All of these free municipal wireless sites are provided through unique grassroots partnerships sponsored by the City and County of Honolulu and at no expense to the taxpayer.



Honolulu Hot Spots (WiFi)

The City and County of Honolulu's Economic Development plans can also benefit from wireless services that promote business and commerce in areas around Oahu such as Chinatown. For example, business opportunities and collaborations can be realized with offering advertising and promotion on city websites for events such as Chinatown's First Fridays, which has become a very popular venue bringing together local artists, entertainers and the public to celebrate Hawaii's special arts and culture. Numerous other opportunities await creation by the private sector as the City offers more and more of its services via grass roots partnered wireless solutions.

SUSTAINABILITY

Various city departments were convened by the Department of Budget and Fiscal Services to address the rising fuel oil prices and its impact to the City's operating budget and formed the Energy Issues Committee (EIC). The objective of the committee was to brainstorm energy reducing initiatives to offset the City's increasing energy costs. The EIC established three subcommittees: electricity, fuel usage and innovative ideas ("out-of-the box"). An employee awareness subcommittee was later added to help foster energy conservation at the individual employee level. In early 2007, the EIC evolved into the Mayor's Energy and Sustainability Task Force to develop a 10-year plan to make the City more energy efficient and sustainable. The Department of Information Technology's Senior Advisor, Keith Rollman, was identified as a key leader of the sustainability. Numerous server consolidations, virtualization and power management initiatives are taking place.

CONCLUSION

By continuing to employ high-tech solutions and expanding relationships with private sector partners, the City and County of Honolulu continues to keep pace with the best practices of other great cities. They have shown the way for the appropriate use of technology to offer citizens convenience and improved public safety, deliver city services faster and find better ways to economic development. The City and County of Honolulu's commitment to infrastructure, integration, interoperability and sustainability are demonstrated with significant funding and progress in everything from environmental services, transportation and technology.

The Department of Information Technology's staff demonstrate the ability to get the job done, on time, on budget and that caring for the citizens of Honolulu is a priority for this administration.



Digital Cities 2007 Award Winner

INC Magazine April 2007 issue recognized the City and County of Honolulu as the "fastest mover" in the country with specific recognition of our efforts in transportation and information. The Mayor, with his direction and emphasis on public safety, infrastructure, public services and sustainability, demonstrates his ability to move the City and County of Honolulu forward into the future. Additionally, The Center for Digital Government in 2007 ranked Honolulu 8th in the large city category--populations of 250,000 or more when it comes to utilizing digital technology to connect its citizens with government. Cathilea Robinett, Executive Director for the Center for Digital Government stated "This year's winners have really raised the bar for cities."

The Department of Information Technology management and staff will continue to look at ways to not only meet the service delivery bar, but to push it to the next level when it comes to providing citizen centric safety, applications and economic stimulation.

ACCOMPLISHMENTS IN THE AREA OF PUBLIC SAFETY

- Tactical Interoperable Communications Plan completed to meet federal grant funding requirements
 - Radio Interoperability – Police, Fire, EMS, all branches of military, and various state agencies – recognized as a leader in the nation
 - Quarterly exercises to refine procedures and improve technical capabilities
 - Upgrades to the island-wide microwave system to digital, improving backup and redundancy. This was demonstrated during the power outage of 2007 when the first responder radio system continued to operate and giving first responders island-wide communications capabilities.
- HPD Automatic Field Reporting – enables officers to be on the road an additional 1 hour per shift.
- Telecommunications Tower Repairs for First Responder Radio System
 - 2 reconstructed
 - 3 underway
 - 7 repaired
 - Building and facilities reviewed, and plan developed for reconstruction of buildings and remaining towers. New facilities will be able to withstand Category 4 hurricanes. Bidding underway.
- 911
 - Corrected the 911 data base that had not been maintained for over three years under the previous administration and implemented an automated process to keep the system current.
 - Implemented enhanced 911 services to track wireless 911 calls within 100 meters of the caller. 56% off all 911 calls are from wireless phones, used to rescue hikers, prevent domestic abuse, and track and deter other crimes.
 - Upgraded the 911 Computer Aided Dispatch system

- HFD computerized building inspection system
- Island wide fiber upgrades to better serve first responders
- Physical security system upgrades utilizing 2003/2004 federal grants that were about to expire. Systems include access controls and monitoring. Areas secured include five sewage treatment facilities, FMB, Honolulu Hale and New HFD HQ. Areas presently under construction include HPD, FMB Phase 2, ENV Phase 2 and DTS.
- Successfully completed negotiations to re-band entire first responder communications system to meet federal requirements. This will be a four-plus million dollar project funded by Sprint/Nextel.

COMMUNITY SERVICE ACCOMPLISHMENTS

- Online pot hole hotline
- Online drivers test appointment
- Online motor vehicle fee inquiry
- Online motor vehicle title inquiry
- Online vanity plate order
- Online vehicle registration
- Online Dealer Vehicle Registration
- Online OTC SSN verification
- Online OTC drivers license
- Online Neighborhood Board
- Online forms
- Online DHR job application
- Online leave of absence application
- Online request for unbudgeted equipment
- Online appropriation and allotment voucher
- Online HPD health exam
- Met federal requirements for drivers licensing that enables the State to continue to receive federal highway funds.
- 50% complete on replacing 14 different disparate telephone systems. The main system is now over 30 years old. By the end of calendar year 2009 we will have a single telephone system (9000 phones) with two prefixes – one for public safety and one for non-public safety.
- Free Municipal Wifi. Developed a unique grass roots program that provides free municipal wifi in six district parks, Chinatown, Zoo, FMB, Honolulu Hale, NBC, all satellite city halls. This grass roots approach is unique nation-wide
- Redesigned city web site and began implementation of major upgrade to all aspects of the city web

ACCOMPLISHMENTS IN THE AREA OF FISCAL ACCOUNTABILITY AND TRANSPARENCY

- Replaced a 30-plus year financial system (ERP)
 - Implemented performance based budgeting system
 - Implemented Phase 1 of an enterprise wide asset management system to track all city assets, replacing four disparate and costly systems
 - Reduced paper reports from 600 to 40.
 - Improved requisition and contract management
- Inventoried and centralized all telecommunications agreements for the use of city properties and developed a revenue program. Centralized accounts receivable system in place
- Ordinance 05-020 – Telecom Revenue Generation
- Implemented Purchasing Cards (P-Cards) – annual savings >\$1 Million
- Online CIP Financial Tracking System available for citizen review
- Replaced three obsolete mainframe systems that support critical city systems with two state-of-the-art systems at no additional cost to tax payers
- Payment Card Industry (PCI) certification enabling city to accept credit card payments
- Completed Phase 1 and 2 of an enterprise-wide Asset Management System – moving from five disparate systems to two

PROJECTS UNDERWAY FOR FY2008-2009

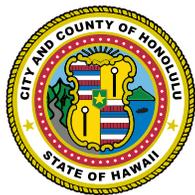
50+ Major Projects

- 2 Tower Reconstructs
- 7 Tower Repairs
- 800 MHz Re-banding (Nextel Funded)
- Payment Card Industry Certification
- E-911 Pictometry Upgrade (Mobile Funded)
- ERP – Payroll/HR
- Storage area network upgrade
- Server Consolidation/Virtualization
- PMO metrics projects
 - Clarity project management
 - Clarity financial reporting
- Computer Aided Dispatch
- DPP online permit applications
- Enterprise Asset Management – Phase 1 (Fed Funds)
- ACAMS – five more facilities (Federal Grants)
- Intelligence Reform and Terrorism Prevention
- 8 Electronic Document Management Apps
- Network mgt for public safety systems
- 8 new HFD systems - SOA
- First responder wireless system upgrade
- New facilities reconstruction support
- Licensing system – SOA
- ERP web portal – SOA
- Web portal replace – SOA
- VOIP – 1500+ phones
- 4 additional SOA projects
- Real Property Tax – online assessment mgt
- Cyber Security

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.

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



Mufi Hannemann, Mayor
Wayne M. Hashiro, Managing Director
Trudi S. Saito, Deputy Managing Director
Jeffrey J. Coelho, Executive Advisor



Mayor Mufi Hannemann delivering his 2008 State-of-the-City address at the Hawaii Theatre.

While the rail transit project dominated the headlines during the fiscal year, the City and County of Honolulu continued to make strides on its priorities of basic services. As Mayor Mufi Hannemann stated in approving the budget, "We're staying the course on our spending priorities. Considering the magnitude of the City's operational and infrastructure needs, both immediate and long-term, ours is a lean budget that continues to place

an emphasis on the key themes of my administration: public health and safety, sewers, solid waste, public facilities and transportation.

"Sewer work will continue to garner the lion's share of our capital budget. We plan to spend \$1.5 billion over the next six years to rehabilitate an aging collection system, upgrade our force mains and make improvements to our treatment plants. We're also directing spending at repairing and maintaining our existing parks, gyms, fire houses, police facilities and telecommunications stations to make up for many years of neglect."

Added the mayor, "It's worth noting that we're also restoring order to our fiscal affairs and finding ways to save money. Last December [2006], Standard and Poor's upgraded Honolulu's bond rating from double-A minus to double-A, a change that will save the City up to \$300,000 for every \$100 million in bonds we sell. The bond-raters were impressed with our openness and honesty about our financial condition, and our willingness to exercise the fiscal controls to cut unnecessary spending. In addition, the annual audit of our finances resulted in 'clean' marks."

PUBLIC SAFETY

- Six new police positions for a new quality assurance unit and DNA testing of all convicted felons
- \$5.7 million for police equipment replacement, including 89 patrol cars and 30 motorcycles and other equipment
- \$1.8 million for the police training academy indoor firing range office and classroom support facility
- \$405,000 to complete the planning and begin design of the replacement of the Waianae Police substation
- \$2.0 million for improvements to six police stations and facilities
- \$2.0 million for general repair and maintenance projects for police and fire facilities
- Nine new fire positions for the communications center, mechanic shop and radio shop
- \$3.4 million to purchase four fire engines, a helicopter tender, a water tanker, and other vehicles and equipment
- Additional planning and design funds to relocate the Ewa Beach Fire Station to Ocean Pointe
- \$2.0 million for improvements to 12 fire houses and facilities

- Nine emergency medical technician positions to staff a new 911 console for emergency medical services and lifeguard positions for a new lifeguard tower at Hanauma Bay
- \$3.3 million for the new Young Street ambulance facility
- \$5.5 million for upgrades to the City's public safety telecommunications systems

TRANSPORTATION

- \$85.0 million for planning and design of the locally preferred mass transit alternative (federal funds account for \$14 million; \$71 million is from the transit fund)
- \$4.1 million for 35 new positions and operating expenses to start up a new organization to implement the rapid transit program
- \$4.3 million to implement the intra-island ferry demonstration project and supporting bus service
- \$25.2 million for the replacement of buses and Handi-van vehicles (federal funds account for \$12.6 million)
- \$17.5 million for the design and construction of the Middle Street Intermodal Center, including the Handi-van administration and maintenance facility (federal funds account for \$8.75 million)
- \$4.0 million for the design of the Joint Transportation Management Center at Alapai Street (federal funds account for \$1.6 million)
- \$2.6 million for the design and construction of the Wahiawa Transit Center

STREETS AND TRAFFIC CONTROL

- \$3.4 million for asphalt for pothole repairs
- \$2.3 million for contracted road repairs
- \$49.7 million for road rehabilitation and reconstruction
- \$5.1 million for Waipio Point Road improvements
- \$2.3 million for the construction of Kapolei Parkway
- \$1.9 million for the construction of the Kamokila Boulevard extension
- \$1.6 million for sidewalk and curb accessibility for the handicapped
- \$1.0 million for bikeway projects
- \$3.5 million for the design and construction of a computerized traffic control system
- \$3.0 million for the design and construction of traffic signal improvements
- \$1.1 million for construction of LED countdown pedestrian signal improvements and other pedestrian safety devices



Road repaving continues to be a high priority of the City. Pictured here is a paving crew on South Beretania Street.

SEWAGE AND SOLID WASTE

- \$343.8 million for sewage infrastructure improvements, including \$66 million for the Sand Island Wastewater Treatment Plant expansion
- Expansion of islandwide residential curbside green waste collection and \$3.0 million (of which \$2.0 million was a Council addition) to initiate additional programs to address mixed-recyclable collection and recycling
- \$5.0 million (a Council addition) for the incremental cost of shipping solid waste to an off-island refuse disposal facility
- Full operation of the in-vessel bioconversion facility at Sand Island Wastewater Treatment Plant to provide recycled materials and reduce landfill disposal
- Full operation of the ultra-violet disinfection facility and effluent pump station at the Sand Island Wastewater Treatment Plant
- Continued expansion of the storm water quality program to meet federal permit requirements and protect water quality
- \$40 million for pollution control improvements to the solid waste-to-energy facility

PARKS AND PUBLIC FACILITIES

- Five new positions to staff the Hanauma Bay Nature Preserve Park
- \$1 million in additional funding for tree trimming and removal and tree replanting
- \$400,000 for repaving of parking lots at city parks
- \$3 million for master planned improvements at Ewa Mahiko District Park
- \$1.16 million for replacement of softball field lights and other improvements at Lanakila District Park gym
- \$2.35 million for the reconstruction of the swimming pool and other master planned improvements at McCully District Park
- \$2 million for mitigation improvements, such as rockslides and seawalls at parks
- \$6.6 million to renovate existing parks and recreation facilities
- \$1.76 million for the construction of two comfort stations at Waipio Peninsula Recreation Complex
- \$1.92 million for improvements at Blaisdell Center, Waikiki Shell and other facilities
- \$5.1 million (Council addition) for City Hall improvements for the legislative branch
- \$5.1 million for Walter Murray Gibson building renovations
- \$2.1 million for the construction of the Kapolei Consolidated Corporation Yard

PLANNING

- \$1.9 million for 12 new positions and related operational costs for the transit-oriented development office

SUSTAINABILITY AND ECONOMIC DEVELOPMENT

- \$2 million (of which \$1 million was a Council addition) for the Leeward Coast community benefits package (\$1 million for parks improvements and \$1 million for social services)
- \$200,000 for the 21st Century Ahupuaa
- \$100,000 for sports industry projects

CITY OPERATIONS

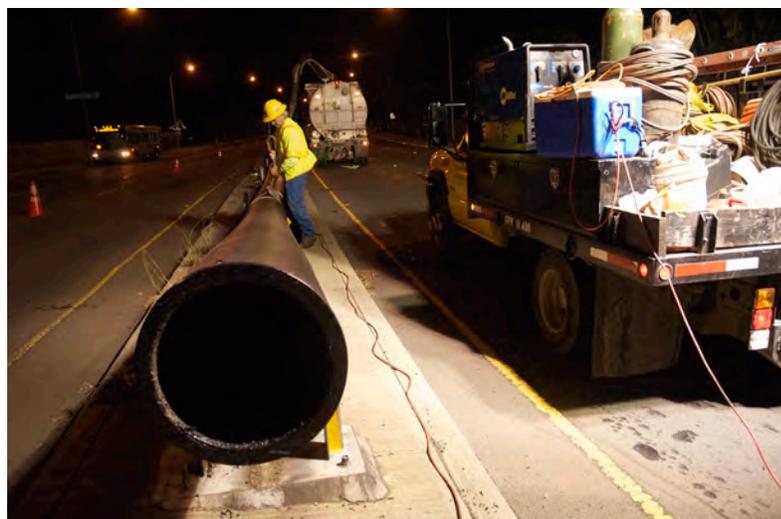
- \$40 million for a new Other Post-Employment Benefits Fund
- \$7.5 million to the Reserve for Fiscal Stability Fund (total in reserve will be \$17.5 million, plus earned interest)
- \$36 million transfer for salary adjustments and accrued vacation pay for collective bargaining pay increases and other employee salary increases
- \$1.43 million to continue the implementation of the new Enterprise Resource Planning System to replace and upgrade the City's 25-year-old computer systems
- \$355,000 to continue the Mayor's Review to improve City processes and practices, including government service delivery, development of performance scorecards, and implementation of best practices

A few highlights of the fiscal year are described below.

Sewers and Solid Waste

Niu Valley: The City completed the Niu Valley sewer force main and removed the emergency bypass force main that had been sitting atop the Kalaniana'ole Highway median for more than two years.

Beachwalk: The City also removed the final stretch of the emergency bypass system along the Ala Wai Boulevard, which had been a visible reminder of the 2006 sewage spill that triggered the \$45-million Beachwalk Wastewater Emergency Bypass project.



Workers remove the Niu Valley emergency force main along Kalaniana'ole Highway.

Synagro: A biosolids anaerobic digestion, dewatering and heat drying facility, known as the In-Vessel Bioconversion Facility and operated by Synagro, was dedicated at the Sand Island Wastewater Treatment Plant.

Solid Waste Plan: The City submitted its draft update of the Integrated Solid Waste Management Plan to the Solid Waste Advisory Committee for review, the first step in what was expected to be a year-long review of the plan.

Recycling: A pilot curbside recycling project was launched in Hawaii Kai and Mililani in October 2007 to test the new system of once-a-week trash pickup and once-a-week pickup of green waste and recyclables.

Community Benefits: The second round of the Leeward Coast Community Benefits program began in late 2007. The program provides grants to social service providers and funding for parks repairs and maintenance along the Leeward Coast to offset the burden of the Waimanalo Gulch Sanitary Landfill.

Sustainability: Mayor Hannemann unveiled his sustainability plan, entitled the 21st Century Ahupuaa, that will include developing alternative energy and biofuels, building efficient transportation systems, recycling solid waste, restoring productive agriculture, promoting “green” building, and protecting forests and reefs. The City plans to test new technologies that might be incorporated into its 10-year sustainability plan, with specific goals for energy and water conservation as well as identifying new sources and recycling strategies. Various City departments will be evaluating biofuels, rooftop photovoltaics, recycling of water, using municipal solid waste in building materials and pelletized fuel, as well as other innovative approaches.

Kapolei Infrastructure: In August 2007, the City and Kapolei Property Development announced a landmark agreement that will facilitate Hawaii’s largest private-sector-funded effort to build public infrastructure. The City’s partnership with Kapolei Property Development will result in a total of \$172 million in roads, drainage, water, and sewer improvements in Kapolei with construction already started on some of these projects. The agreement also includes 5.3 acres of land for a transit facility. Spending will include \$124 million for building and improving nearly five miles of roadways in and around Kapolei; \$25 million for a new regional drainage system and improvements to an existing regional drainage channel; \$16 million to build more than three miles of new regional sewer lines and a sewage pumping station; and \$7 million to construct two new regional water reservoirs that will serve the Kapolei area.

Transportation and Traffic

Transit Symposium: The second transit symposium was held in November 2007, featuring leaders from Los Angeles, Salt Lake City, Vancouver, San Francisco and Denver who successfully developed fixed guideway transit systems and created transit-oriented development in their respective cities.

TOD: The first public workshop on transit-oriented development was held in Waipahu to solicit community input on the type of development envisioned for areas surrounding the proposed transit stations. The workshop, the first in a series, introduced ideas on how development around the stations can shape or reshape neighborhood character by providing improved pedestrian walkways and bikeways, more employment and housing opportunities, more open space, and offer a higher quality of life. The City was assisted by Van Meter Williams and Pollack, a planning and design firm with offices in San Francisco and Denver. The firm has participated in more than 30 TOD projects and has won numerous awards for community planning, architecture, and affordable housing.

Rail Technology: The City’s Fixed Guideway Technology Selection Panel selected steel wheel on steel rail as the vehicle technology for Oahu’s fixed guideway transit system. The decision was made in February. Four out of five panel members selected the steel wheel on steel rail technology following the City Council’s decision to proceed with a fixed guideway system as Honolulu’s locally preferred transportation alternative. Steel wheel on steel rail was chosen for a number of reasons, including: most mature technology; most widely used and available technology, expected to provide the best competition in procurement; high reliability; operational safety; best potential for vehicle and system interchangeability; high-speed capability; non-proprietary systems; and minimal risk. The panel chose steel from four technology options, of which the other three were rubber tire on concrete, monorail, and magnetic levitation.



TheBoat docked at Honolulu Harbor

TheBoat: The City launched TheBoat in September to provide daily commuter ferry service linking West Oahu with downtown Honolulu. Two vessels, each with a capacity of about 150 passengers, made a total of three trips into town each morning and three return trips each afternoon. The ferry was complemented by TheBus service, which carried passengers from various neighborhoods to piers at Barbers Point and Honolulu Harbor, all for a single fare.

Drive Akamai: Drive Akamai was unveiled in July 2007 as a web- and phone-based program developed to inform motorists—as well as government agencies, utility companies, and private contractors working on public thoroughfares—of the location of lane-blocking construction projects and streets to avoid. The City rolled out enhancements to the website on an ongoing basis. These included an interactive,

mouse-over map that provides lane closure and other information on any particular project; indications of day, night, or 24-hour closures; e-mailed updates; and a means for the public to report problems or offer comments.

Other

Po'okela Fellows: Mayor Hannemann introduced the Pookela Fellows Program to provide college students with part-time employment under the mentorship of City employees. Said the mayor, "The City, like many employers, is facing the prospect of losing a sizable number of skilled and valuable employees over the next decade. Approximately 60 percent of the City's workforce can be termed 'baby boomers' aged 42 to 60, with 25 percent of the City's 8,400 employees eligible to retire in the next five to 10 years. The Pookela Fellows Program is our proactive approach to expose and attract college students to city employment. Our goal is to make them think of the City first when it's time for them to pursue their careers."

The Department of Human Resources (DHR) started the program in June by forming a committee of eight city employees, most of whom had college internship experience. During the fall and spring semesters, students were employed part-time up to 19 hours per week. During the summer semester, students worked 40 hours per week for up to a maximum of 89 days.

Council of Mayors: The Mayors of Hawaii's four counties—Mayor Hannemann, Hawaii Mayor Harry Kim, Kauai Mayor Bryan Baptiste, and Maui Mayor Charmaine Tavares—established the Hawaii Council of Mayors as a means to discuss county-specific issues and lobby the Legislature on proposals affecting all the counties. The Mayors succeeded in convincing the Legislature to approve measures to grant the counties immunity from certain types of liability and help the counties rehire retirees in certain shortage professions.

Sports Commission: Mayor Hannemann established the Honolulu County Sports Commission in September 2007. The group features some of the island's top names in sports, to support local sports and attract new events as means of stimulating the growth of the state's sports industry.

The Mayor said, "I've long held that Hawaii is known the world over for its five Ss: sun, sand, sea, surf, and the spirit of aloha. But we have successfully added another S—sports—to that mix. While we've developed a number of signature events, there's more we can do to attract new events or expand existing ones. I'm hoping to tap the experience and know-how of some of our most prominent local sports figures to aid us in reaching our goals."

The members of the commission represented the range of sports: Tita Ahuna, Tita Ahuna Volleyball Academy; Keith Amemiya, Hawaii High School Athletic Association; Hannie Anderson, Oahu Hawaiian Canoe Racing Association; Dr. Jim Barahal, Honolulu Marathon; Rick Blangiardi, KGMB-TV; Nani Cockett, D. One Basketball; Bobby Curran, ESPN Radio; Jim Donovan, Sheraton Hawaii Bowl; John Fink, KHNL; Herman Frazier, University of Hawaii Director of Athletics; Tim Guard, McCabe, Hamilton, and Renny and Denver Broncos; Tony Guerrero, First Hawaiian Bank and Sony Open; Jim Haugh, former director, IMG Sports and Entertainment; June Jones, University of Hawaii Warriors Football; Duane Kurisu, Hawaii Winter Baseball; Jim Leahey, KHNL/KFVE; Mitzi Lehano, OC16; Al Minn, Master's Swim Program; Marilyn Moniz-Kahooanohano, University of Hawaii Associate Director of Athletics; Michele Nagamine, Outrigger Hotels; Dr. Dave Porter, Brigham Young University Hawaii Tennis; Keala Watson, HHSAA Diving Coordinator; Wally Yonamine, Hall of Fame; Hugh Yoshida, former University of Hawaii Director of Athletics; and Mark Zeug, Aloha State Games/Senior Olympics/Quarterback Club. Ex-officio members, all with the City and County of Honolulu, included Councilman Todd Apo; Ann Chung, Office of Economic Development; Jeff Coelho, Customer Service Department; Ralph Goto, Emergency Medical Services; Gail Haraguchi, Department of Enterprise Services; Gregg Hirata, Office of the Mayor; Hubert Minn, Customer Service Department; and Dana Takahara-Dias, Department of Parks and Recreation.

Agriculture Enterprise Zone: The Mayor proposed the establishment of an agriculture-oriented Enterprise Zone covering parts of Waimanalo. The Enterprise Zone Program is a joint effort of the county and state governments that offers certain tax and other incentives to stimulate business activity and job creation in agriculture, manufacturing, wholesaling, high technology, and educational services, among others.

The proposal for a Waimanalo EZ was approved by the Waimanalo Neighborhood Board in 2002. Mayor Hannemann was approached by a group of interested farmers and asked for his support in pursuing this designation. An EZ must be contiguous and meet statutory eligibility requirements based on the latest Census. Twenty-five percent of the population must have incomes below 80 percent of the median family income of the county or an unemployment rate 1.5 times the state average. The two designated census tracts in Waimanalo met this requirement. Benefits to businesses include a 100-percent exemption from the General Excise Tax, income tax credits, and exemptions from the GET by licensed contractors on revenue from construction done at the EZ site of businesses enrolled in the program.

Oahu has five EZs. Zone 1 covers the North Shore/Koolauloa; Zone 2 covers Mililani/Wahiawa; Zone 3 is Pearl City/Waipahu/Ewa/Kapolei; Zone 4 is Urban Honolulu, including Kalihi/Palama/Sand Island, the airport industrial area, and downtown Honolulu; and Zone 5 is the Leeward Coast/Waianae. Waimanalo would become the sixth and last EZ for the City and County of Honolulu. In the 10 years of the EZ's existence, the dollar value of waived building and grading permits has been \$126,000. The related construction was valued at more than \$15 million. Just over \$531,000 in real property tax rebates on construction improvements were issued. The companies receiving rebates collectively increased their employee count by 92 full-time jobs. For the tax year ending 2006, there were 205 firms statewide (132 on Oahu) participating in the Enterprise Zone Program. They reported the creation of 830 new jobs for the year.

U.S. Conference of Mayors

Mayor Hannemann, in his position as chairman of the U.S. Conference of Mayors' Committee on Tourism, Arts, Parks, Entertainment, and Sports, gained full support from his colleagues for an action plan to elevate travel and tourism to a national policy priority. He also succeeded in including tourism and arts in the organization's national plan, called "Strong Cities ... Strong Families ... for a Strong America."

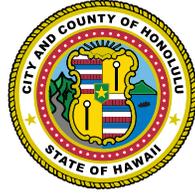


Mayor Hannemann with two leaders of the travel industry—Jonathan Tisch of Loews Hotels (left) and John “Bill” Marriott, Jr., of Marriott International—at a meeting of the U.S. Conference of Mayors.

Among his priorities have been visa reforms and entry improvements to stimulate travel from foreign countries, expansion of the visa waiver program, establishment of a cabinet-level tourism position, and funding for international tourism marketing. He and Chicago Mayor Richard Daley are heading a committee to bring the 2016 Olympics to Chicago.

Chuck Merin, president of the Travel Business Roundtable, a leading industry voice in Washington made up of over 70 CEOs and senior executives from the nation’s travel-related companies was a guest speaker at a meeting of the mayors. Merin said, “On behalf of the nation’s travel and tourism industry, we want to acknowledge and thank Mayor Hannemann for his strategic vision, contagious energy, and vibrant leadership on travel and tourism issues. What makes Mayor Hannemann stand out is that he possesses a very clear and strategic vision about how to build partnerships with the private sector and how to grow the local tourism economy. That’s why the people in the private sector respect and love to work with him.”

MAYOR'S OFFICE OF CULTURE AND THE ARTS



Michael Pili Pang, Executive Director

The mission of the Mayor's Office of Culture and the Arts (MOCA) is to promote the value of arts and culture throughout communities in the City and County of Honolulu. As the liaison between the Mayor and the Commission on Culture and the Arts, MOCA's objectives are 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; to provide equal and abundant opportunity for exposure to culture and the arts in all its forms; and to encourage and provide for the development of the cultural and artistic talents of the people of Honolulu.

To achieve these goals, MOCA is tasked with enhancing opportunities to highlight arts and culture within the city. Led by Mayor Mufi Hannemann, MOCA focuses its attention to arts and culture as an economic means to build and support the cultural and arts communities. MOCA regards culture and the arts as an integral part of establishing "a sense of place." To this extent, MOCA initiates programs to empower organizations to create a voice within their communities to promote cultural, social and economic stability. Through the City's partnership with organizations such as the Hawai'i Arts Alliance, The ARTS at Marks Garage, Honolulu 100, Honolulu Symphony, Hawai'i Youth Opera Chorus, Hawai'i Theatre Center and the Alliance for Drama Education, MOCA's vision of highlighting a cultural economy is coming to fruition.

MOCA is part of the Mayor's Office and is under the direction of Executive Director Michael Pili Pang. Mr. Pang and his staff of working artists and administrators are tasked with the following: maintaining the artwork in the City; managing and staffing the Mission Memorial Auditorium; producing art exhibits, festivals and events at Honolulu Hale and Kapolei Hale; and administering the City's Cultural and Arts Grants Program. These activities are promoted through MOCA's own public relations person, graphic artist and production/technical staff. In the fiscal year 2007-2008, MOCA turned out 209 events with an estimated attendance of 291,221.

The demographics of MOCA's stakeholders fall into three categories: artists, local communities and visitors. The first group is comprised of artists and arts, and cultural organizations. MOCA supports artists and cultural practitioners who help to perpetuate and promote the arts. The local communities are made up of residents whose quality of life is dependent on the social and cultural well-being of the City. The final group are visitors who help to drive our economic engine. This includes neighbor islanders, neighboring communities and tourists. MOCA believes that the social well-being of a community is supported through opportunities for social gatherings, cultural diversity and interaction among all stakeholders.

MOCA continually strives to ensure the availability of a wide range of high-quality artistic experiences and to promote O'ahu as a cultural destination. 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, Culture and Arts Programs and a Collaborative Arts Program.

Art in City Buildings Program

MOCA provides on-going staffing and clerical support for the operation of the City's Commission on Culture and the Arts, including staffing its monthly meetings. The Commission is an 11-member panel charged with reviewing and selecting artwork proposed for purchase and commission through the Art in City Buildings Program.

MOCA continues to manage the Art in City Buildings Program. The 2008 annual artwork inventory was completed on March 3, 2008, and copies were submitted to the Mayor, City Council, Commission on Culture and the Arts, the City Archives and Library, and the Property Management and Disposal Section of the Department of Budget and Fiscal Services. As reported on the inventory, there are records for 911 objects in the collection. From 1974 to 2007, 33 objects have been deaccessioned and are no longer city property. The artwork collection database is continually being updated and is publicly accessible through the Department's webpage on the City's website. Current records estimate a conservative value of \$9 million for the City's artwork collection.

New acquisitions for the Fiscal Year 2007-2008 are:

- A stone pedestal and mosaic tile, executed in 2007, for the statue of “Sun Yat-Sen” located at Sun Yat-Sen Mall - gift of the Sun Yat-Sen Foundation for Peace & Education.
- A painting by Delro Rosco entitled “In Mom’s Yard”; executed in 2007 - purchased from the artist for the Art in City Buildings Program.
- Three paintings by Gary Saito entitled “Green Ti 4”, “Dieffenbachia”, and “Ulu 5”, executed in 2007 - purchased from the artist for the Art in City Buildings Program.
- A bronze statue of Dr. Sun Yat-sen as a youth by Chu Tat Shing entitled “A School Boy in Hawaii”, executed in 2007. Located at Dr. Sun Yat-Sen Memorial Park - gift of the Dr. Sun Yat-Sen Hawaii Foundation.
- Two paintings by Hwa Ja Park entitled “Memories of Haleiwa River Scene 1980s” and “Sunrise to Sunset”, executed in 2007 - purchased from the artist for the Art in City Buildings Program.
- Two paintings by Meleanna Aluli Meyer entitled “Oli Wanana” (a diptych), and “Torches”, executed in 2005 and 2004 respectively - purchased from the artist for the Art in City Buildings Program.
- Three paintings by Brenda Cablayan entitled “The Bus Line”, “On the Rise” and “On Pauahi Street”, executed between 2003 and 2004 - purchased from the artist for the Art in City Buildings Program.
- Nine photographs by Brian Malanaphy entitled “Ishimoto Store” “Haleiwa Store-front”, “Papakolea Printer Repair”, “KSC Washerette”, “Leong’s Café Hawaiian Food”, “Sand Island Bldg. 192”, “Family Market”, “Mel’s Market – Waimanalo” and “Varsity Theater”, executed between 1990 and 2007 - purchased from the artist for the Art in City Buildings Program.



“Sun Yat-Sen”



“Manu-o-Ku” by Michael Furuya

- A painting by Michael Furuya entitled “Manu-o-Ku”, executed in 2008 - purchased for the Art in City Buildings Program.
- A painting by Brenda Cablayan entitled “Honolulu Hale”, executed in 2008 - purchased for the Art in City Buildings Program.
- A painting by Mitsuhiro Kuwahara entitled “Merchant Street and Alakea Street”, executed in 2008 - purchased for the Art in City Buildings Program.
- A painting by William H. Williams, III, entitled “Projection”, executed in 2007 purchased for the Art in City Buildings Program.
- An untitled woodblock print by Elizabeth Uryase, executed in 2007 - purchased for the Art in City Buildings Program.
- Three woodblock prints by Yongsheng Yang entitled “Pick Fruit”, “White Horse” and “Green Horse”, executed in 2006 - gift of the artist.

In October 2007, MOCA gifted the City of Incheon, Republic of Korean, a life-sized steel sculpture of a Hawaiian Monk Seal entitled, “Ho’olana” (Hopeful), with the approval of the Commission on Culture and the Arts. The seal was executed by Paul Saviskas in 2003 and was originally donated to the City and County of Honolulu by the artist in 2004.

The Art in City Buildings Program facilitated 89 maintenance treatments performed on outdoor sculptures. These works are on a regular conservation maintenance cycle. Relocatable artwork such as drawings, paintings, prints and small scale sculptures received conservation treatments as needed and were installed or relocated as requested by city departments.

- A major treatment was performed on the “Nagasaki Peace Bell,” located on the Frank F. Fasi Civic Center grounds. The bronze elements of the monument were cleaned and a protective wax coating applied. The metal support posts were repainted by the Department of Facility Maintenance. The work was completed in June 2008.

The Adopt-A-Sculpture Program currently has six outdoor works that have been adopted by local community groups.

- The Portuguese Chamber of Commerce of Hawaii adopted the “Padrao do Descobrimentos” monument and accompanying mosaic located on Fort Street Mall.
- Na Haumana Laau Lapaau O Papa Auwae adopted “The Stone of Life – Na Pohaku OIa Kapaemahu A Kapuni” monument located on Kuhio Beach.
- St. Andrews Priory School adopted the “Queen Emma” bust located at Queen Emma Square.
- The Local Native Hawaiian Burial Group adopted the “Kahi Halia Aloha” monument located in Kapiolani Park.
- The Honolulu Japanese Chamber of Commerce Charitable Corporation adopted the “Torii” gate located at the triangle park at King and Beretania Streets.

The Artist Registry, with information on more than 700 artists, is maintained and is utilized by the Commission on Culture and the Arts and local organizations when queries regarding an artist or commissioning of artwork arise.

Cultural and Arts Programs

The 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 infrastructure for their cultural events.

MOCA's focus on the Culture and Arts Program is to enhance communities and their social and economic stability. Through this task, MOCA administered 20 grant awards to community and arts organizations in fiscal year 2007 – 2008. These grants range from the commission of new works of music and dance to the preservation of cultural practices, such as, Hawaii Youth Opera Chorus, the Ching Ming Festival, Hawaii Academy of Recording Artists and Aloha Festivals.

MOCA manages civic spaces, such as Honolulu Hale, West Oahu's Kapolei Hale and the Mission Memorial Auditorium. The common areas of these buildings, the Honolulu Hale Courtyard, Lane Gallery, Third Floor walkway and Kapolei Hale atrium are used to showcase the talents of visual artists from our diverse communities. The Mission Memorial Auditorium is utilized during the day for city meetings by various city departments. During the evenings and weekends, cultural performances are presented by community organizations.

MOCA also utilizes civic spaces to promote all sectors of the creative industries. Performing Arts; Design and Publishing, Visual Arts and Photography; Museums and Collections; Film, Radio and Television; Arts School Services, Multi Media and Hawai'i's unique food industry are all focus sectors of the creative industries MOCA endorses.

Partnerships with community organizations have enabled MOCA to grace the halls of city buildings with a wide range of artwork and community events. International children's art exhibits, sister city events, annual community recitals, festivals, art exhibits, film presentations and music concerts all have a ripple effect as they are intended to go beyond the actual events by fostering self-esteem, social acceptability and opportunities for every individual and artist to practice their arts and culture — pre, post and during the events.



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, MOCA works with organizations in a collaborative effort in planning and staging various festivals and events. Collaborative programming fulfills the goals of establishing Honolulu as one of the most culturally-enriched cities in the world.

MOCA has taken the lead in the City and County of Honolulu to promote the National Arts and Humanities month during October each year. A partnership with the Hawaii Museum Association invited individuals to visit a museum and/or gallery during the month.

MOCA partners with various organizations to assist with celebrations.

In August 2007, the Aloha Festivals conducted their annual investiture ceremony of the Aloha Court in Honolulu Hale. MOCA also sponsors a stage at the Waikiki Ho'olaule'a and one at the Kapolei Mele during Aloha Festivals, creating venues for local artists to present their talents. In the spring of 2008, MOCA partnered with Ikebana International Honolulu Chapter 56 to present the 3rd annual spring floral exhibit in Honolulu Hale. Art on the Block, an art market, took place in April on the grounds of the Frank F. Fasi Civic Center to promote the 40th anniversary of the City's Commission on Culture and the Arts. A partnership with the University of Hawai'i at Manoa School of Fashion and Design allowed future designers to display their works in Honolulu Hale, and the first annual Waikiki International Hula Conference was established during the fiscal year 2007 - 2008.

Events such as these foster public and private partnerships between organizations and help to maintain the cultural traditions of the City. Other examples of collaborative cultural partnerships are Honolulu City Lights, Martin Luther King, Jr. Coalition Celebration, King David Kalakaua Birthday Celebration, Prince Kuhio Celebration,



Na Hoku Hanohano Concert, various Korean performing arts events, New Years festivals and the annual Night/Month in Chinatown.

In addition, the following activities were completed:

- Publication of a monthly calendar of events distributed to individuals, Waikiki hotels, and city and state 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>).
- Provision of entertainment and technical support for City and County of Honolulu events.

SUMMARY OF STATISTICAL REPORT OF MOCA 2007 – 2008 PROGRAMS

Distribution of Calendars56,4000

Art In City Buildings Program

Total Number of Pieces in the City Art Collection..... 878
 New Acquisitions.....30
 Deaccession of City Art Pieces 1
 Artists Enrolled in City Artist Registry..... 700
 Preservation and Maintenance of City Art Collection..... 89 Objects
 Value of City Art Collection \$9 Million*

**Amount reflects purchased records available and does not include the value of gifted items.*

Cultural and Arts Programs

	Fiscal Year 2007		Fiscal Year 2008	
	Number of Events	Attendees	Number of Events	Attendees
Art Exhibits in Public Spaces.....	32	33,998	29	49,139
Honolulu Hale - Public Events	44	85,210	44	77,805
City Sponsored Events	27	191,280	21	147,325
Kapolei Hale – Public Events.....	12	5,975	11	6,048
Mission Memorial Auditorium Events.....	98	8,604	94	10,904
Total Cultural and Arts Program.....	213	325,067	214	291,221

Grant Awards

	Fiscal Year 2007		Fiscal Year 2008	
	Number of Awards	Amount of Awards Attendees	Number of Awards	Amount of Awards Attendees
Cultural Festival	4	\$ 25,000 2,635	3	\$ 20,000 33,300
Production of New Works.....	6	\$ 30,000 10,855	8	\$ 40,000 8,311
Performing Arts	3	\$135,000 75,202	5	\$180,000 89,187
Community Cultural & Arts Organizations.....	5	\$135,000 55,000	5	\$ 70,350 41,022
Total Awards and Amount.....	14	\$325,000 141,057	14	\$325,000 171,820

**Reports based on final reports submitted as of September 2008.*

Collaborative Programming

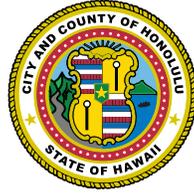
	Fiscal Year 2007		Fiscal Year 2008	
	Number of Events	Attendees	Number of Events	Attendees
Events Initiated by Community Organizations.....	12	120,980	13	83,050
MOCA Initiated Events.....	5	7,288	4	10,239
Honolulu 100 (2008 Family Festival	1	65,000	1	N/A
Total Collaborative Programming.....	20	202,310	17	193,268

**The 2008 Family Festival did not take place in FY 2007*

Members of the Commission on Culture and the Arts as of June 30, 2008:

- Roy L. Benham
- Peter-Rockford Espiritu
- William Feltz
- Helen H. Hamada
- Grant Kagimoto, Chair
- Betty Lou Kam
- Sharon McPhee
- Marlene Sai
- Carlyn Tani
- Margo Vitarelli
- Lynne C. Waihee

OFFICE OF ECONOMIC DEVELOPMENT



Ann Chung, Director

The Mayor's Office of Economic Development (OED) works in partnership with Oahu's businesses, non-profit groups and communities to support economic growth and enhance the quality of life in the City and County of Honolulu.

As the level of government closest to the people, the City's role in economic development is at the community level and OED's programs are driven by the needs expressed by Oahu's communities. The office works to provide a more nurturing, business-friendly environment for businesses and community organizations. The office also coordinates with city agencies and programs on the economic development implications of their activities, and works with city organizations, community groups, and other government entities to stimulate economic development opportunities. OED focuses in areas where the City can build effective public-private partnerships to address needs and make a positive difference for Oahu's communities and businesses.

OED's activities include the Honolulu Film Office, Honolulu's Sister-Cities Program, the annual Hawaii Tourism Authority's County Product Enrichment Program, Rediscover Oahu events, Targeted Community Economic Revitalization, U.S. Conference of Mayors, small business, tourism, diversified agriculture, entertainment, sports, technology and international relations.

HAWAII TOURISM AUTHORITY-COUNTY PRODUCT ENRICHMENT PROGRAM

From its inception in 2002, the Hawaii Tourism Authority-County Product Enrichment Program (HTA-CPEP) has helped diversify and enrich Hawaii's tourism product. The program develops new and enhances existing community-based tourism events, experiences, attractions and projects related to agriculture, culture, education, health and wellness and nature or technology. The program complements Hawaii's traditional resort product and assists in Honolulu's economic diversification.

OED is also working with community and business leaders in Oahu's visitor industry to ensure that efforts are coordinated and reflect the strategy outlined in the Oahu Strategic Tourism Plan, a comprehensive vision of Oahu that is attractive to visitors, residents and businesses. OED also continues to work with travel organizations to support marketing Oahu as a visitor destination.

HTA-CPEP Programs Funded in 2007

<u>Amount</u>	<u>Organization</u>	<u>Program</u>
\$40,000	Department of Parks and Recreation	Lei Day Celebration
\$12,000	Chinese Chamber of Commerce	58th Narcissus Festival
\$12,000	DB Productions	2007 Night in Chinatown
\$50,000	Friends of Waipahu Cultural Garden Park dba Hawaii's Plantation Village	Marketing the "Living Village"
\$15,000	Haleiwa Arts Festival	Tenth Annual Summer Event
\$10,000	Haleiwa Main Street dba North Shore Chamber of Commerce	North Shore Symphony on the Beach
\$20,000	Hawaii Alliance for Arts Education, dba Hawaii Arts Alliance	The Secrets of Chinatown Walking Tour
\$25,000	Hawaii Book and Music Festival	Hawaii Book and Music Festival
\$15,000	Hawaii Korean Chamber of Commerce	6th Annual Korean Festival
\$5,000	Hawaii Maoli (Koolaupoko Hawaiian Civic Club Celebrate Kaneohe)	Celebrate Kaneohe
\$5,000	Hawaii Pacific University	Hawaii Pacific Univ. Intercultural Day
\$10,000	Hawaii Theatre Center	Chinatown Cultural Showcase
\$15,000	Hawaii Theatre Center	Chinatown/Arts District Tours
\$15,000	Hawaii United Okinawa Association	25th Okinawan Festival
\$30,000	Honolulu Cultural & Arts District Association	The Arts District's Special Event Program
\$25,000	Japanese Cultural Center of Hawaii	Multicultural Matsuri
\$5,000	Life Foundation	Aids Walk for Life

\$6,000	Moiliili Community Center	Discover Moiliili Festival - 12th Annual Event
\$25,000	National Audubon Society	Waimea Valley Enrichment Program
\$10,000	Royal Hawaiian Band	A Musical Tour of Hawaii's Diverse Cultures
\$25,000	TEMARI, dba Temari Center for Asian & Pacific Arts	Bamboo & Coconut-Flora, Food, Traditions
\$15,000	Filipino Community Center	15th Annual Filipino Fiesta & Parade
\$25,000	Pacific War Memorial Association	The Pacific War Memorial Association Interactive Display
\$5,000	Safe Zone Foundation	The 4th Annual Girl Fest Hawaii
\$5,000	Waikiki Community Center	22nd Annual Waikiki Community Center Ala Wai Challenge

HTA-CPEP Programs Funded in 2008

<u>Amount</u>	<u>Organization</u>	<u>Program</u>
10,000	Chinese Chamber of Commerce of Hawaii	59th Narcissus Festival
30,000	C & C MOCA	MOCA 2008 Christmas at Honolulu Hale, Honolulu Family Festival at Magic Island
30,000	C & C DPR	Lei Day Celebration
5,000	C & C OED	Festival and Events Oahu Island Brochure and Website
10,000	DB Productions, Inc.	2008 Hawaii Dragon Boat Festival
15,000	Filipino Community Center, Inc.	16th Annual Filipino Fiesta and Parade
30,000	Friends of Waipahu Cultural Garden Park, dba Hawaii's Plantation Village	Marketing the Plantation Experience and Historic Tours on West O'ahu
15,000	Haleiwa Arts Festival ~ (grant increased \$5,000)	Haleiwa Arts Festival 11th Annual Summer Event
10,000	Haleiwa Main Street, dba North Shore Chamber of Commerce	Historic Haleiwa Heritage Program
10,000	Hawaii Alliance for Arts Education, dba Hawaii Arts Alliance	First Friday Honolulu and Related Events
15,000	Hawaii Book and Music Festival	The Hawaii Book and Music Festival 2008
9,000	Koolauloa Community Health and Wellness Center, Inc.	Rediscover Sunset on the Beach in Laie
10,000	Ohia Productions (collaboration with HCAF)	"In the Clear Blue Sea" 2008 Spring and Summer
10,000	Hawaii Farm Bureau Federation	2008 Hawaii State Farm Fair
15,000	Hawaii Korean Chamber of Commerce	7th Annual Korean Festival
10,000	Hawaii Theatre Center	Hawaii Calls
15,000	Hawaii United Okinawa Association	26th Okinawan Festival
6,000	Hawaiian Scottish Association	28th Annual Hawaii Scottish & Highland Games
20,000	Honolulu Culture & Arts District Association	The Arts Districts' Special Event Program
20,000	Japanese Cultural Center of Hawaii	Multicultural Matsuri
10,000	Kalihi Business Association (KBA)	Third Annual Sunset at Kalihi
10,000	Kaneohe Business Group	Windward Hoolaulea
5,000	Life Foundation, Inc.	Honolulu AIDS Walk
9,000	Makana O Ke Akua Inc.	Ewa Beach Sunset on the Plains
10,000	PAI Foundation	Maoli Arts Program Ward Warehouse & Waikiki
15,000	Polynesian Cultural Center	Cultural Events
10,000	SJ Foundation	6th Annual Waikiki Spam Jam
10,000	Temari, Center for Asian & Pacific Arts	A Piece of Cloth
1,000	Wahiawa Community and Business Association (WCBA)	Historic Tour of Wahiawa
15,000	Making Dreams Come True, Valley of Rainbows	Waianae Coast Sunset on the Beach 2008
5,000	Waikiki Community Center	Waikiki Community Center Ala Wai Challenge
15,000	Waimanalo Construction Coalition Inc.	Rediscover the Waimanalo Country Fair
10,000	World Invitational Hula Festival	E HO'I MAI I KA PIKO HULA

TARGETED COMMUNITY ECONOMIC REVITALIZATION

Targeted Community Economic Revitalization is about city-community partnerships and turning community ideas into practical and achievable actions. The goal is to stimulate economic opportunities, strengthen the unique character of Oahu's diverse communities and improve quality of life. OED works directly with businesses and communities to focus efforts on concrete actions and foster the partnerships that will implement these actions. OED provides the essential coordination and support needed to bring the community together, convening economic summits, sharing progress and spurring more to get involved.

OED continued to support and strengthen partnerships and economic revitalization activities in Chinatown, Kalihi and Rediscover Oahu Community events. Highlights included:

- **Free WiFi:** Successful launch of Free WiFi in Chinatown in October 2007. City partnership with a local internet service provider successfully attracted more people into Chinatown with over 350 daily users. Free WiFi was also established at Kalakaua Park in Kalihi.
- **City's Month in Chinatown:** Continued success and growth of the City's Month in Chinatown. City-led collaboration with multiple Chinese organizations for a unified celebration of Chinese New Year has become a must-see attraction and continues to become bigger and better every year.
- **Preserve America Grant:** City is working in partnership with community groups to implement the \$150,000 Preserve America grant award received from the National Park Service to develop a heritage tourism program that will attract more residents and visitors to Chinatown.
- **Arts:** OED applied and was later awarded the prestigious City Livability Award from the U.S. Conference of Mayors for the "Renaissance of Chinatown" program.
- **Community Events:**
 - City commemorated the 10th anniversary of Honolulu's sister-city relationship with Zhongshan, China – the birthplace of Dr. Sun Yat-sen, known as the father of modern China. Activities included official sister-city exchanges and the dedication of a statue of Dr. Sun Yat-sen at age 13. A gift to the City from the Dr. Sun Yat-sen Foundation, the statue was placed in Chinatown's Gateway Park and the park renamed the Dr. Sun Yat-sen Memorial Park on November 12, 2007, in honor of Sun's birthdate.
 - In celebration of a unique Chinese cultural tradition, the City helped support the 2007 Dragon Boat Festival, held August 11-12 at Ala Moana Beach Park. Drawing over 30 business and Chinese teams and hundreds of attendees, the races also supported the Mayor's Healthy Honolulu initiative.
 - The Kalihi Business Association and the City co-sponsored the Sunset in Kalihi at Kalakaua District Park, featuring free movies, resource booths, food, games and entertainment for the entire family.
 - City in partnership with the Filipino Chamber of Commerce of Hawaii created the first-ever and highly successful Taste of Kalihi block party promoting Kalihi's businesses and supporting Kalihi pride.
- **Rediscover Oahu Community Events:** Other Rediscover Oahu events included:

<u>Event</u>	<u>Organization</u>
Rediscover Sunset on the Beach in Laie.....	Koolauloa Community Health and Wellness Center, Inc.
Kapolei Sunset on the Plain.....	AYSO Leeward Region 269
Waianae Coast Sunset on the Beach.....	Making Dreams Come True, Valley of Rainbows
Catch a Dream in Waipahu.....	HWB Foundation
Rediscover the Waimanalo Country Fair.....	Waimanalo Construction Coalition
Makana O Ke Akua Inc.	Ewa Beach Sunset on the Plains
Pride 4 Ewa	Ewa by Gentry Community Association
Rediscover Makiki, Summer in the Park.....	Friends of the Makiki Library
4th of July at Maili	Hawaii Intergenerational Community Development Association
Pineapple Festival.....	Hawaii Marketing Alliance
Kailua Sunset	Kailua Mustangs Pop Warner Assn.
Celebrate Kaimuki 2008.....	KBPA Foundation
13th Annual Discover Moiliili Festival.....	Moiliili Community Center

HONOLULU FILM OFFICE

The Honolulu Film Office provides leadership in the planning and development of the film industry in the county; develops and implements marketing and promotional plans that promote Oahu as a premiere on-location filming destination and creates a vibrant economic element in the new economy; and provides guidance, facilitation, and processing of permits and filming permissions for all levels of local, national, and international production, including feature films, television series and special episodes, national commercial spot production, print media and campaigns, cable access production, and student/amateur photography (film, video, stills, new media).

The HFO works with federal, state, and county agencies and boards, film unions and associations, community groups, and strategic partners in the private sector to develop the television-film industry in Honolulu; build local film industry infrastructure; and market, attract, and facilitate all levels of productions.

As part of its strategic partnerships with the visitor industry, the HFO played a key role in promoting tourism with worldwide exposure as seen in movies, print advertising, and television shows and commercials that are produced on the island. The office works closely with the Oahu Visitors Bureau and others to maximize Oahu's exposure and branding through film.

BUSINESS DEVELOPMENT

OED supports economic growth for businesses and communities throughout Oahu's existing and emerging industries including small business, tourism, diversified agriculture, entertainment, sports and technology. Highlights included:

- **Sustainable Agriculture:** The agriculture industry in the City and County of Honolulu continues to evolve – transitioning from large-scale corporate farms to a mixture of corporate farms and small specialty crop farming. Diversified agriculture continues to be an important industry for Honolulu, accounting for 70 percent of Hawaii's agricultural farm revenues and playing a major role in preserving Honolulu's precious green space.
 - **Conservation Planning Grant:** Conservation planning is a comprehensive land management plan that recommends site-specific best practices to farmers and ranchers to protect natural resources such as soil, water and air quality. Since 2006, the City has provided a \$40,000 grant annually to the Oahu Resource Conservation and Development Council to work with Oahu farmers, ranchers, community leaders and school children to protect Oahu's water, soil, plants and animals. Conservation planning and the use of conservation technology by farmers, prevent soil runoff into Oahu's streams, bays and ocean. As part of the City's environmental stewardship, supporting conservation planning protects the City from environmental erosion and flooding, and minimizes the adverse economic impacts resulting from water and soil problems.
 - **Ag in the City: Grown on Oahu:** To raise awareness and understanding of Oahu's agriculture industry, the City presented the Ag in the City: Grown on Oahu event at Honolulu Hale in May 2007 in partnership with the Hawaii Farm Bureau and the Oahu Resource Conservation and Development Council. Ag Day was an interactive exhibit about Oahu's agriculture industry, showcasing products from virtually every sector of agriculture on Oahu.
 - **New Waimanalo Enterprise Zone:** For our farmers and businesses in Waimanalo, we led efforts to make Waimanalo an Enterprise Zone, which offers significant state and city incentives.
- **Sports:** Under the Mayor's leadership, the City established the first Honolulu County Sports Commission to attract more sporting events here, maximizing the city's economic opportunities to host and showcase our world class sports facilities.
- **Technology:** The City applied for and was awarded a \$150,000 planning grant from the federal Economic Development Administration, which will be matched by city funds to initiate planning for Oahu's technology center. This will support defense/dual-use companies, the fastest growing sector of our local technology industry.

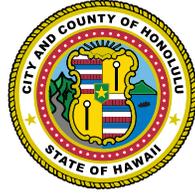
INTERNATIONAL RELATIONS AND SISTER CITIES

International relations play a vital role for the City and County of Honolulu. In addition to copious communications, correspondence and courtesy calls, Honolulu's Sister-Cities Program continues to promote beneficial exchanges in various fields, including commerce, education, and culture and the arts. Strengthening cultural and historical ties to local community groups and promoting economic opportunities remain the guiding principles for the establishment of Honolulu's sister-city relationships.

The City's Sister-City Relationships:

<u>No.</u>	<u>Sister-City</u>	<u>Date of Council Resolution</u>
1.	Baguio, Philippines	November 3, 1995
2.	Baku, Ajerbaijan	August 5, 1998
3.	Bombay, India.....	January 20, 1970
4.	Bruyeres, France.....	November 1, 1960
5.	Caracas, Venezuela	January 27, 1999
6.	Cebu, Philippines	December 6, 1990
7.	Funchal, Madeira, Portugal.....	September 19, 1979
8.	Hainan Island, China	February 27, 1985
9.	Hiroshima, Japan	May 19, 1959
10.	Hue, Vietnam	November 3, 1995
11.	Incheon, Republic of Korea.....	October 15, 2003
12.	Kaoshiung, Taiwan	September 4, 1962
13.	Laoag City , Philippines.....	July 15, 1969
14.	Manila, Philippines	March 19, 1980
15.	Mombasa, Kenya	August 9, 2000
16.	Naha, Okinawa	March 18, 1960
17.	Rabat, Morocco.....	March 9, 2007
18.	San Juan, Puerto Rico*	November 20, 1985
19.	Seoul, Korea.....	May 20, 1973
20.	Sintra, Portugal	August 5, 1998
21.	Tokyo, Japan	December 8, 1960
22.	Uwajima, Japan.....	February 18, 2004
23.	Vigan, Philippines.....	March 19, 2003
24.	Zhongshan, China.....	June 18, 1997

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 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. Recognition of murder and exoneration of the innocent in court proceedings are provided with documented, sound and objective medical evidence.

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 to practice and reasonable assurance that the department well serves its 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.

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, 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.



Continuing education training at MED.



Data input at scene expedites MED process.

HIGHLIGHTS

One of the main objectives of the Department is to protect the public health of the citizens of Oahu by (a) diagnosing previously unsuspected contagious disease, (b) identifying trends affecting the lives of our citizens such as drug-related deaths, teen suicides, etc., and (c) identifying hazardous environmental conditions in the workplace, home and elsewhere. Educational seminars with emphasis on child abuse and 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. As a community outreach program, prevention of deaths through 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 pathology electives to medical students, medical transitional program residents and pathology residents from the University of Hawaii John A. Burns School of Medicine. In addition, students majoring in forensic science at Chaminade University are given an opportunity to do an internship as part of their requirement to complete their Forensic Science bachelor's degree.

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 OF CASES HANDLED BY DEPARTMENT, 2007-2008

The office investigated 1930 deaths this past year as compared to 1894 in 2006-2007. Jurisdiction was assumed in 698 cases and autopsies were performed in 470 cases. In non-autopsied cases, complete external examinations and toxicological testing of body fluids were performed.

The number of deaths due to homicide, traffic and drowning have decreased in comparison to fiscal year 2006-2007.

Authorization for organ harvesting was permitted on 34 cases. Of the 698 cases where jurisdiction was assumed, 315 original 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.....	1930
Jurisdiction assumed in.....	698
Violent deaths.....	395
Autopsied.....	279
Not autopsied.....	116
Violent deaths (undetermined manner).....	29
Autopsied.....	29
Not autopsied.....	0
Non-violent deaths.....	271
Autopsied.....	161
Not autopsied.....	110
Historical remains.....	0
Non-human artifacts.....	2
Human remains.....	1
Jurisdiction released to private physician (death within 24 hours).....	703
Attended/other deaths reported.....	529
Total autopsies performed by Medical Examiner.....	470
Total number of bodies transported to Morgue.....	696
Total organ/tissue harvesting.....	34

Total original scene of incident visited.....	315
Total no body, no autopsy (DC jurisdiction).....	50
Total unidentified skeletal remains	0

LABORATORY PROCEDURES CONDUCTED DURING FISCAL YEAR 2007-2008

Laboratory Chemical Tests.....	833
Ethanol Tests.....	647
Toxicology Screen.....	1180
Toxicology Sent Ou.....	266
Hematoxylin and Eosin Slides Prepared	2177
Special Slides Prepared.....	46

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.

Drug-related deaths continue to be a concern, and there has been a rise in the number of deaths associated with methadone. Cocaine, opiates, Oxycontin 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 2007-2008

Investigation and Autopsy Reports.....	664
Fees Collected	\$2,524.00

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 2007-2008

Budget Expenditures.....	\$1,382,735
Salaries	\$1,145,358
Current Expenses.....	237,377
Equipment	0
Positions.....	19

CLASSIFICATION OF VIOLENT DEATHS - FISCAL YEAR 2007-2008

The number of violent deaths decreased slightly. There were 193 other accidental deaths this past year compared to 212 in 2006-2007. Falls (99) and poisoning (77) comprised the majority of the 193 victims. There was also a decrease in the number of homicides, 17 this year compared to 27 the previous year.

Violent Deaths.....	431
Homicide	17
Asphyxia.....	1
Blunt trauma	3
Child abuse.....	1
Fall	1
Gunshot.....	4
Knife wounds/stabbing.....	6
Sharp force trauma.....	1
Suicide	87
Asphyxia.....	2
Drowning.....	2
Fall	18
Fire	1
Gunshot.....	13
Hanging.....	30
Poisoning.....	12
Sharp force trauma.....	7
Traffic.....	2
Traffic	66
Water-Related	30
Industrial.....	9
Other Accident	193
Undetermined.....	29
Asphyxia.....	2
Fall	2
Gunshot	1
Poisoning.....	10
Sharp force trauma.....	1

Traffic..... 1
 Unknown.....10
 Other..... 2

NOTE: Some deaths are reported in 2 different categories.

BREAKDOWN OF HOMICIDE VICTIMS BY RACE - FISCAL YEAR 2007-2008

Race	2007 July-December	2008 January-June	Total
Chinese	0	1	1
Filipino	2	2	4
Hawn/Part-Hawn	2	2	4
Japanese	0	1	1
Samoan	1	0	1
All Other	3	3	6
TOTAL	8	9	17

BREAKDOWN OF HOMICIDE METHODS USED - FISCAL YEAR 2007-2008

Methods Used	2007 July-December	2008 January-June	Total
Asphyxia	1	0	1
Blunt trauma	1	2	3
Child Abuse	1	0	1
Fall	0	1	1
Gunshot	0	4	4
Knife wounds/ Stabbing	4	2	6
Sharp force trauma	1	0	1
TOTAL	8	9	17

SUICIDE STATISTICS - FISCAL YEAR 2007-2008

Method	Cau		Chi		Fil		Hawn P-Hawn		Jps		Kor		Oth		Total
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Asphyxia		1			1										2
Drowning											2				2
Fall	4	7			1			2	1	2				1	18
Fire													1		1
Gunshot	4				1		1	1	2				4		13
Hanging	6	1	1		1		4	2	5	1	1		8		30
Sharp Force Trauma	3				1				2				1		7
Poisoning	2	2						1	2	4				1	12
Traffic					1								1		2
TOTAL	19	11	0	1	6	0	5	6	12	7	0	3	14	3	87

SUICIDE VICTIMS - FISCAL YEAR 2007-2008

Age	Male	Female	Total
10 thru 19	3	2	5
20 thru 29	9	4	13
30 thru 39	9	4	13
40 thru 49	15	7	22
50 thru 59	10	6	16
Over 60	10	8	18
TOTAL	56	31	87

SUMMARY OF SUICIDES - FISCAL YEAR 2007-2008

2007	Male	Female	Total
July	6	1	7
August	6	5	11
September	5	2	7
October	5	2	7
November	3	2	5
December	0	2	2
Sub-Total	25	14	39
2008			
January	1	3	4
February	8	2	10
March	4	3	7
April	9	1	10
May	4	5	9
June	5	3	8
Sub-Total	31	17	48
TOTAL	56	31	87

TRAFFIC FATALITIES - FISCAL YEAR 2007-2008

Type of Occupant	MALE			FEMALE			Total
	2007 July-Dec	2008 Jan-Jun	With Alc.	2007 July-Dec	2008 Jan-Jun	With Alc.	
Operator	6	9	4	4	3	4	22
Passenger	1	2	0	4	0	1	7
Pedestrian	7	4	4	4	4	0	19
Motorcyclist	9	4	8	0	0	0	13
Moped Rider	3	1	0	0	0	0	4
Bicyclist	1	0	0	1	0	0	2
Other	1	0	0	0	0	0	1
Unknown	1	0	0	0	0	0	1
TOTAL	29	20	16	13	7	5	69

WATER-RELATED DEATHS - FISCAL YEAR 2007-2008

There were 30 water-related deaths compared to 38 last year. Twenty-four victims died while engaged in ocean-related activities, the same as last year.

Location and Activity	MALE		FEMALE		Total
	2007 July-Dec	2008 Jan-Jun	2007 July-Dec	2008 Jan-Jun	
Ocean					
Boogie Boarding	1	0	0	0	1
Diving	2	0	0	0	2
SCUBA diving	0	0	1	0	1
Snorkeling	2	3	1	2	8
Surfing	0	2	0	0	2
Swimming	6	4	0	0	10
Swimming Pool	1	2	0	0	3
Bathtub	0	1	0	1	2
Hot tub	1	0	0	0	1
TOTAL	13	12	2	3	30

INDUSTRIAL DEATHS - FISCAL YEAR 2007-2008

There were nine job-related deaths this year, the same as the previous year. Five were construction workers.

Age	Synopsis
49	Air conditioning technician sustained craniocerebral injuries when he fell and struck his head at a job site.
56	Construction foreman sustained multiple blunt force injuries when he was struck by a motor vehicle while working at a street corner.
51	Laborer sustained multiple internal injuries when he was run over and crushed by a pneumatic roller at a job site.
69	Ground maintenance worker sustained craniocerebral injuries when he fell and struck his head at a job site.
34	Construction worker died of asphyxia due to being entrapped in a cesspool that caved in.
39	Construction worker sustained multiple internal injuries when he fell from a roof at a job site.
65	Mechanic sustained blunt force injuries to his head and neck when he was pinned under the hydraulic boom of a large dump truck.
34	Construction worker sustained blunt force injuries when a wooden plank suddenly ejected from a sanding machine and struck him in the abdomen.
50	Construction worker sustained craniocerebral injuries when he was struck on the head by heavy equipment.

OTHER ACCIDENTAL DEATHS - FISCAL YEAR 2007-2008

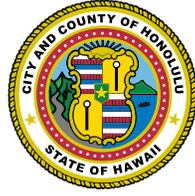
Method	MALE		FEMALE		Total
	2007 July-Dec	2008 Jan-Jun	2007 July-Dec	2008 Jan-Jun	
Asphyxia	3	2	0	1	6
Blunt Trauma	1	1	0	0	2
Fall	23	24	29	23	99
Fire	3	0	0	0	3
Hanging		1	0	0	1
Poisoning	34	27	8	8	77
Other	3	2	0	0	5
TOTAL	67	57	37	32	193

UNDETERMINED DEATHS (MANNER) - FISCAL YEAR 2007-2008

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." Twenty-nine 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 a complete autopsy, the cause and manner of death could not be determined.

Method/Cause	MALE		FEMALE		Total
	2007 July-Dec	2008 Jan-June	2007 July-Dec	2008 Jan-June	
Asphyxia	0	1	1	0	2
Fall	2	0	0	0	2
Gunshot	0	1	0	0	1
Poisoning	5	1	1	3	10
Sharp force trauma	0	1	0	0	1
Traffic	1	0	0	0	1
Unknown	3	6	1	0	10
Other	0	0	2	0	2
TOTAL	11	10	5	3	29

NEIGHBORHOOD COMMISSION OFFICE



Joan Manke, Executive Secretary

POWERS, DUTIES AND FUNCTIONS

The Neighborhood Board System was created in 1972, when Honolulu voters approved an amendment to the Revised City Charter, Article XIV. The amendment called for the establishment of a nine-member Neighborhood Commission to develop a Neighborhood Plan to assist in the formation and operation of elected neighborhood boards on Oahu. The purpose was to provide a mechanism to increase and assure resident participation in the process of government decision-making.



Neighborhood Commission Staff -

Front row: Executive Secretary Joan Manke, Executive Assistant Michelle Kidani, Bambi Wong, Russell Ho; Second row: Romeo Garcia, Mary Chanel-Benjamin, Nola Frank, Marie Richardson, Wendy Matsukado; Back row: Dean Harvest, John Lane, Elwin Spray, Bryan Mick, Rachel Glanstein, Leland Ribac.

FY 2008 HIGHLIGHTS

Neighborhood Commission Office Relocated – In November 2007, the Neighborhood Commission Office (NCO) was moved to Room 406, across the walkway from the former office. After two years of maintaining a second office in Kapolei, the Executive Secretary relocated the Kapolei staff to Honolulu to streamline operations, combine manpower and to improve efficiency and oversight. This move was completed in May 2008.

Neighborhood Plan – The Commission unanimously adopted the Rules and Procedures of the Neighborhood Commission and the Neighborhood Plan in June 2008, paving the way for the final approval by the Mayor and filing with the City Clerk.

Olelo Community Television – In January 2008, the Commission agreed to a Memorandum of Understanding to webcast Neighborhood Board meetings for a six-month period as a pilot project.

New Nanakuli-Mailii Neighborhood Board – seated: Chair Patty Teruya, Mervina Cash-Kaeo, Neddie Waiamau-Nunuha Cynthia Rezentes; standing: Black Hoohuli, Kimo Kelii, Hanalei Aipoalani, Victor Kila, Clyde Eli.



Initiative Petitions and Resolutions – Several resolutions were adopted to amend initiative petitions for several neighborhood boards, including the Ewa Neighborhood Board, which requested to change its subdistrict seats to all at-large seats; the Waipahu Neighborhood Board, which sought to realign its 11 subdistricts to three subdistricts; the Mililani/Waipio/Melemanu Neighborhood Board, which asked to decrease each of its four subdistricts by one seat and increase its at-large seats from four to eight seats; the McCully Neighborhood Board, which requested realignment of its subdistrict boundaries; and the name change of the Wahiawa Neighborhood Board to the Wahiawa-Whitmore Village Neighborhood Board.

Newly Formed Nanakuli-Mailii Neighborhood Board No. 36 – In January 2008, the Commission adopted a resolution for an initiative petition to form a new Nanakuli-Mailii Neighborhood Board on the Leeward coast.

NEIGHBORHOOD COMMISSION OFFICE PROGRAMS AND SERVICES

The NCO provides administrative and technical support services to the Neighborhood Commission as well as the 33 neighborhood boards. The NCO facilitates the City charter-mandated functions of the neighborhood board system, which are to increase and assure effective citizen participation in the decisions of government. These functions, duties and accomplishments are described in the following sections.

Neighborhood Assistants – The neighborhood assistants serve as the primary liaison between the boards, the Neighborhood Commission, and the City, State and Federal governments. They provide documentation of board activities by producing and filing meeting agendas; attending, recording and distributing meeting minutes; and completing the written and oral requests generated by official board action. Neighborhood assistants also provide technical information on proper meeting procedures, city policies and programs, and assist in producing and distributing materials to enhance two-way communication with neighborhood residents.

Administrative and Office Services – The administrative staff coordinates and services all regular and special meetings of the Neighborhood Commission. Substantial staff support and technical assistance were provided to the commission during regular commission meetings, complaint hearings, public hearings, committee meetings, permitted interaction (PI) group meetings, as well as activities dealing with issues affecting neighborhood boards and the neighborhood board system.

Staff coordinated and monitored the fiscal expenditures of each neighborhood board through its purchasing and accounting functions. Individual monthly statements were prepared for all 33 neighborhood boards to apprise each board of the status of its operational, publicity and refreshment appropriations. In addition to assisting with the preparation of the commission’s annual operating budget, the administrative staff serviced the nine-member commission and handled all fiscal, personnel and property inventory matters.

Mayor’s Representative Program - The administrative staff also supported the Mayor’s Representative Program in cooperation with the Managing Director’s Office. Representatives are cabinet members of Mayor Mufi Hannemann who attend board meetings to provide information as well as respond to community concerns expressed by board members and residents at each neighborhood board meeting. Questions and concerns that require research are then forwarded to the appropriate departments by the NCO staff. This process is monitored to assure that responses are received from departments in time for the Mayor’s representatives to report and discuss at the following board meeting.

Staff Parliamentarian, Training and Educational Programs – In an effort to improve the efficiency and effectiveness of neighborhood boards, the NCO offered the services of a professional staff parliamentarian to assist and monitor board meetings, ensuring that meetings run smoothly and parliamentary procedures are followed. Mediation services were made available to a neighborhood board that experienced order and decorum issues over a period of time.

Public Awareness – In order to broaden public awareness of the neighborhood board system, as well as a part of its function as a city agency, administrative staff worked closely with ‘Olelo community television in publicizing neighborhood board meeting dates on public cable television. ‘Olelo is one of the more popular venues to view a neighborhood board

in action. Sixteen of the 33 boards have chosen to videotape their regular monthly meetings with funds provided in their annual budgets. While these boards air their meetings during regular weekly time slots on 'Olelo, other boards reach out to their communities via annual newsletters.

Web Site – An agreement for a six-month pilot project began in January 2008 to webcast neighborhood board meetings. Unfortunately, NCO was unable to secure funds to continue the webcast programs. The web site also 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 included along with commissioner and board member directories, calendars of monthly board meetings, office staff and mayor's representatives contact information and their board assignments. Almost 11,000 emails are generated each month in an effort to cut postage costs, in the distribution of boards and commission agenda and minutes.

Communication - Circulation of a monthly calendar of events, agenda and minutes continues to be valuable outreach mechanisms to routinely publicize activities of Oahu's neighborhood boards and the commission in a timely manner. In an average month throughout FY 2008, extensive communication-related services provided by staff allowed neighborhood boards and the neighborhood commission to reach thousands of residents and households, including government officials and organizations.

Additional services include the production and distribution of newsletters, surveys, flyers, posters, brochures, members' guidebook, and certificates recognizing citizens throughout Oahu. The NCO staff also published press releases and legal notices, and produced related correspondence as needed.

Complaints – In cooperation with the Department of the Corporation Counsel (COR), the NCO continued its review and resolution of complaints. In FY 2008, a total of 11 complaints were closed, three pre-hearings were held and five new complaints were filed. Efforts continue to work closely with COR and the commission to clean up the back log.

NEIGHBORHOOD BOARDS

All 445 board members are volunteers and each of the 33 boards serve as advisory groups to the Honolulu City Council, Mayor Hannemann and the City administration, departments, agencies and other 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.

Board Activities – Residents island-wide were able to view the following neighborhood board meetings on 'Olelo Community Television on a regular basis: Ewa Beach, Hawaii Kai, Kalihi Valley, Kailua, Makakilo, Manoa, Mililani, Mililani Mauka, Nanakuli-Maili, North Shore, Palolo, Pearl City, Waianae Coast, Waimanalo, Waikiki and Waipahu. Videotaping board meetings through arrangements with 'Olelo continues to be a popular venue to stimulate public interest.

Neighborhood boards provide their community with opportunities to express its needs and desires in the delivery of government services. Presentations from various organizations and associations on issues, concerns, and/or projects that will affect all of Oahu are often brought before the boards, including political forums. Some of the issues presented in 2008 included:

1. Kuliouou-Kalani Iki Neighborhood Board inviting Wayne Yoshioka, Director of the Department of Transportation Services, to attend a board meeting and receive input from Aina Haina residents related to bus stop relocations and bus routes;
2. Receiving presentations and making recommendations on zoning and variance applications and permits and land use proposals, discussing its impact on the community, including traffic impacts. Issues included the mass transit/rail project, EPA waivers for Honouliuli and Sand Island Wastewater Treatment Plants;
3. Raising concerns and making recommendations to the Mayor and the Department of Parks and Recreation related to park closures, beach access, including addressing homeless campers at various city parks; and
4. Several neighborhood boards reviewed their initiative petitions and submitted proposed amendments to the Commission for consideration.

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 every five years. The City Charter mandates that upon request, the commission assist in the formation and operation of neighborhoods and neighborhood boards. The commission is required to meet a minimum of six times within a year to review and evaluate the activities, performance and operations of the neighborhood boards.

Commission Members - Members of the Neighborhood Commission during fiscal year 2008 were as follows:

Grant Tanimoto, Chair	
Sylvia Young, Vice-chair	Edward E. Gall
Sheila Apisa	Ron Mobley
Brendan Bailey	Jeanette Nekota
Clara Y. Ching	Kalene Sakamoto

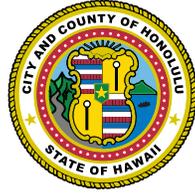
Commission Activities - This fiscal year the Commission maintained an ambitious schedule and held nine regular meetings, six special meetings, and one training committee meeting, which were well attended by board members and community members. Commissioners conducted complaint hearings and held several public hearings for neighborhood boards who requested amendments to their initiative petitions, including the formation of a new neighborhood board.

Revised Neighborhood Plan – In July 2007, the Commission formed a Permitted interaction (PI) group to review comments and recommendations made by COR regarding the Revised Neighborhood Plan (RNP). The draft RNP was presented to the Commission in August 2007 and public hearings were held in November 2007. In June 2008, the Commission unanimously approved a Resolution to adopt the Rules and Procedures of the Neighborhood Commission and the Neighborhood Plan. The next step is the final sign off by the Mayor and filing with the City Clerk.

Other Permitted Interaction Groups for Minute-Taking Standards and Neighborhood Board Elections - Other PI groups formed included minute-taking and neighborhood board elections. Minute-taking procedures will be reviewed and recommendations will focus on establishing standard guidelines to improve the quality of minutes and to help neighborhood board assistants to meet deadlines. The elections PI group was tasked with reviewing options for conducting 2009 elections in light of budget cuts and a directive by Council during budget hearings that online voting be utilized in the upcoming elections.

State Legislature and City Council Activities - The Commission and NCO worked successfully for the adoption of Act 153 relating to legal requirements for neighborhood board meetings (changes to the Sunshine Law) and the deferral of a Council Resolution calling for term limits of neighborhood board members.

DEPARTMENT OF PARKS AND RECREATION



Lester K. C. Chang, Director
Gail Y. Haraguchi, 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: Donald Takaki, Chair; Hugh Yoshida, Vice Chair; Dennis Agena; Cecilia Blackfield; Wilbert Ching; Richard Haru; Gary Pacarro, Joan Raines, and Richard Towill.

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 and 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.

Implementation of technological changes in financial and personnel management programs for the Department.

Parks Planning

The Department of Parks and Recreation continues to participate in the National Park Service's Land and Water Conservation Fund grant program and applied for a FY 2008 grant in the amount of \$700,000 to support the City's proposed \$3,000,000 play court improvements at Ewa Mahiko District Park.

The Land and Water Conservation Fund grant for the Patsy T. Mink Central Oahu Regional Park Aquatics Center was closed out and \$725,000 was deposited to the City's general fund.

Management Analysis

Developed and updated various departmental policies and procedures. Reviewed, redrafted and processed through certification departmental administrative rules and regulations. Assisted with the implementation of executive services' on-line connection to the State's Criminal Justice Information System. Searched, segregated and prepared various documents and forms in the course of complying with various public requests to access government records.



The Parks Permits staff assists customers in obtaining park use permits at the Park Permits Office, located on the ground floor of the Frank F. Fasi Municipal Building, 650 South King Street, Honolulu, Hawaii 96813.

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.

A total of 15,136 permits were issued in fiscal year 2008, a decrease of 6,386 permits from the previous year. There were 9,180 permits issued for park uses such as picnics, festivals, craft fairs, commercial uses, shore water events, athletic events and indoor facility uses, another 5,956 permits were issued for camping at the various city camp sites on Oahu.

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 \$155,643 of equipment acquisitions and 1,400 pieces of equipment disposals. The storeroom operations procured, stocked and issued over \$501,503 worth of supplies to the various line divisions.

Management Analyses

Developed, updated, and abolished various department operating policies and procedures where necessary; searched, segregated and processed various requests to access government records; redrafted various departmental administrative rules and regulations and other processes to include preparations for public hearing and certification of approved rules.

Budget Management

The purchasing unit issued and processed 973 small purchases (SP), 394 delivery orders (DO) and 185 purchase requisitions (RQS).



Inventory Control and Storekeeping staff prepares weed wackers for distribution to Park Maintenance and Recreation Services' Grounds Maintenance branch, from their Manana warehouse.

OPERATING EXPENDITURES FOR FISCAL YEAR 2007-2008

Classification	Amount	Expenditure	Balance
Salaries & Wages.....	\$38,213,262	\$37,615,030	\$598,232
Current Expenses	\$24,257,354	\$23,540,354	\$717,000
Equipment	\$793,400	\$665,047	\$128,353
Total.....	\$63,264,016	\$61,820,431	\$1,443,585

SPECIAL PROGRAMS FUNDED BY FEDERAL AND STATE OPERATING FUNDS FOR FISCAL YEAR 2007-2008

Programs	Fund Source	Grant Award
Summer Food Service	Federal.....	\$ 300,000
Waipahu Learning Ctr.	Federal.....	\$ 150,000
Office of Youth Svc.....	Federal.....	\$ 112,600
Healthy Hawaii Initiative	State.....	\$ 13,260
Mayor's Lei Day Program.....	State.....	\$ 30,000
DOE After School Activity	State.....	\$ 49,200
Mayor's Task Force Drug Abuse.....	State.....	\$ 25,000
Total.....		\$ 680,060

**GENERAL TRUST FUND
FOR FISCAL YEAR 2007-2008**

<u>Account</u>	<u>Appropriation</u>
Other Donations.....	\$ 351,807
Clearance Account.....	55,239
Permit Deposits.....	313,735
Fall Season Paani.....	87,133
Lester McCoy Pavilion.....	1,330,386
Summer Session Paani.....	125,480
Spring Season Paani.....	112,452
Summer Fun Clearance.....	659,523
Kaimuki Reservoir.....	1
Research Projects.....	408
City Beautify.....	10,605
Surf Sites.....	299,968
Waikiki Beautify.....	36,230
Botanical Gardens.....	43,551
Executive Center Park.....	100,000
Ehukai/Pupukea Improvements.....	182,792
Total.....	\$ 3,709,310

**REVENUE AND OTHER COLLECTIONS
FOR FISCAL YEAR 2007-2008**

<u>Federal State Grants</u>	<u>Revenue</u>
Waipahu Learning Center.....	\$ 150,000
Summer Food Service Program.....	211,190
Healthy Hawaii Initiative.....	13,260
Office of Youth Service.....	32,889
Mayor's Lei Day Program.....	24,000
DOE After School Activity.....	49,200
Mayors Task Force on Drug Abuse.....	20,000

Charges for Services and Fees

Service Fee - Dishonored Checks.....	1,300
Liquidated Damages.....	11,900
Hanauma Bay Admission.....	2,860,425
Hanauma Bay Parking.....	206,654
Community Gardens.....	43,682
Duplicated Copy of Any Record.....	1
Custodial Services.....	2,900

Culture Recreation

Kitchen.....	14,500
Dumpster.....	720
Scuba/Snorkeling.....	26,025
Commercial Windsurfing.....	2,185
Commercial Filming.....	33,540
Summer Fun Program.....	186,176
Fall and Spring Programs.....	12,596
Foster Botanical Garden.....	116,628
Attendant Services.....	277,792
Charges for Publication.....	1
TOTAL REVENUES.....	\$ 4,297,564

Personnel Services

The Personnel Services Section is responsible for developing personnel policies and procedures, reviewing, processing and advising on personnel actions, advising divisions on labor relations and collective bargaining matters, maintaining employee files and records, and payroll preparation activities.

The Department's authorized position count as of June 30, 2008:

Regular Employees.....	00. 60
Temporary Employees.....	11. 65
Personal Services Contract Employees.....	237. 57
Total.....	1,149. 82
Summer College Student Employment Program.....	339
Summer Program Hires.....	405
Total Summer Hires.....	744

**Personnel Transactions 2006-2008
(Regular and Temporary Employee)**

<u>Types of Personnel Transactions</u>	<u>FY 06</u>	<u>FY 07</u>	<u>FY 08</u>
New Hires.....	64.....	128.....	75
Separations.....	59.....	65.....	38
Promotions/Reallocation Requests.....	60.....	63.....	53
Disciplinary Actions Reviewed.....	86.....	86.....	69
Grievances – Step 1,2,3 & 4.....	30.....	30.....	31

TRAINING SECTION

Implementation of new technological programs in “Cherps” financial and “Advantage” human resource systems. The Department continues to develop in-house training programs such as performance reviews and labor relations focusing on improving supervisory skills. Department incorporated mandatory training e. g. , bloodborne pathogens and drug abuse training for new employees during the new employee orientation. Hazardous communication was incorporated in the annual summer fun training. A new best management practice training was provided by Environmental Services focusing on environmental issues for all maintenance supervisors and management personnel.

Training Data

<u>Training Category</u>	<u>No. of Courses</u>		<u>No. of Employees</u>		<u>Training Hours</u>	
	<u>FY 07</u>	<u>FY 08</u>	<u>FY 07</u>	<u>FY 08</u>	<u>FY 07</u>	<u>FY 08</u>
Management/Supervisory.....	51.....	22.....	867.....	1414.....	2696.....	3128
Technical/Specialized.....	227.....	74.....	2488.....	2380.....	7320.....	7553
Safety.....	246.....	114.....	3470.....	5757.....	6216.....	12245

SAFETY SECTION

One hundred thirty-five 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 and Recreation Support Services facilities.

Final inspections were conducted for the installation of new composite play structures, play courts, ball fields and a skate park. 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. Coordination was continued to develop a new Emergency/Crisis Management Plan for the department.

<u>Safety/Accident and injury statistics</u>	<u>FY 06</u>	<u>FY 07</u>	<u>FY 08</u>
HIOSH violations.....	5.....	0.....	0
Safety inspections.....	65.....	128.....	135
Lost-time employee injuries/illnesses.....	82.....	69.....	61
No lost-time employee injuries/illnesses.....	54.....	41.....	41
Park users/participant injuries.....	80.....	80.....	85

Civil Defense

The Department is a member of the Local Emergency Planning Committee, Urban Area Security Initiative Working Group, Hazard Mitigation Committee and Public Building Security Committee. Meetings for these committees were attended by the Department civil defense coordinator. 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 coordinating a refresher course to be provided by the American Red Cross for those employees certified as shelter managers.

DRIVER TRAINING SECTION

More than 500 employees completed one or more of the many programs offered by the this section, including annual driver improvement training, defensive driver programs, equipment operator training, aerial lift training, crane certification and van certification commercial driver license training and driver evaluations. We have also begun working closely with AES, taking part in the preoperational inspection of new equipment as they arrive for the Department.

Training Programs

<u>Program</u>	<u>No. of Courses</u>	<u>No. of Employees</u>	<u>Training Hours</u>
Driver Improvement.....	8.....	181.....	724
15-Passenger Van/Mini Bus.....	10.....	263.....	1052
Driver License Upgrade.....	2.....	8.....	768
Employee Trained on Equipment.....	7.....	511.....	1022

Driver Evaluation

	<u>No. of Employees</u>	<u>No. of Hours</u>
CDL/Type 4	83	45
15-Passenger Van Driver	263	66

2007-2008 Motor Vehicle Accidents

	<u>No. of Accidents</u>		<u>Avoidable</u>		<u>Unavoidable</u>	
	<u>FY 07</u>	<u>FY 08</u>	<u>FY 07</u>	<u>FY 08</u>	<u>FY 07</u>	<u>FY 08</u>
CDL Drivers.....	6	8	3	1	3	7
Non CDL Drivers	20	26	14	15	6	11
Total.....	26	34	17	16	9	18

Equipment Inspections: This section also conducted 358 inspections of department vehicles and equipment.

New equipment training: We also conducted training for 511 employees on new equipment that included 10 new mini busses.

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. The administrator is also an American Society of Consulting Arborists (ASCA) registered consulting arborist, one of only two in the state of Hawaii.

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, and provides support and grounds restoration for major events held at the civic center.

There are 15 members of the Horticulture Services staff who are ISA Certified Arborists and 15 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..... 44,317
2. Trees Planted.....243
3. Trees Removed..... 1,097
4. Trees Root-Pruned..... 214
5. Young Trees Pruned/Restaked 2,128
6. Large Trees Relocated 108
7. Potted Plants Loaned Out.....2,775
8. Plant Change552
9. Color Bowl Change..... 408
10. Shrubs Planted1,161
11. Sod and Groundcovers Planted (ft²) 18,788

The branch, which consists of five nurseries and tree farms at Kapiolani, Nuuanu, Waipahu Depot Road, Kualoa and Waiawa, has an approximate inventory of 3,200 mature trees.

Following the Mayor's program of protecting and enhancing our urban environment, we implemented beautification projects with volunteers and community groups, and continued with the maintenance of the hanging baskets in Waikiki. Significant Mayor's Beautification Projects completed include: Mayor's Arbor Day Celebration at Ala Moana Regional Park – Aina Moana (Magic Island), Keehi Lagoon Beach Park, Ala Puumalu Community Park, Hawaii Kai Dog Park, Kamananui Neighborhood Park, and Sans Souci Beach Park.

Honolulu was selected as 1 of only 16 locations across the country to receive a share of 800 trees planted nationwide on May 15, 2008, through the Trees for Success Program sponsored by The National Arbor Day Foundation and The Home Depot Foundation. The Honolulu ceremony was held at Palolo Valley District Park where 29 trees were planted. Other locations receiving Trees for Success plantings were Aina Haina Community Park, Pearlridge Community Park, and Kailua District Park, for a total of 109 trees.

Thirty-eight developments accounted for 2,253 street trees being planted by private developers, including trees that are required by the City for new developments. This number is significantly higher than the previous year's total of 1,325 trees planted. These street trees have been or will be dedicated to the City and this branch will then assume responsibility for their maintenance.



Newly planted trees at Palolo Valley District Park.

Almost 2,800 potted plants were provided for various city offices and city-sponsored events including the Honolulu Fire Department Recruit Class Graduation, Children and Youth Day Celebration, Flavors of Honolulu, Hawaii Book and Music Festival, Elvis Statue Ceremony, Aloha Week Festival Investiture, Kapolei Hoolaulea, Akira Sakima Dedication, Food Bank Drive, Aloha Airlines Job Fair, Mayor's Memorial Day Poster Contest, Mayor's Craft and Country Fair, Salvation Army Thanksgiving Day Dinner, Discover Recycling Event and Summer Fun finales at various city parks.

The Arborist Advisory Committee

The Honolulu County Arborist Advisory Committee facilitates the nominations, monitoring, and maintenance of exceptional trees on Oahu. The committee has been busy revising the application forms, streamlining procedures, and inspecting the condition of the exceptional trees.

HONOLULU BOTANICAL GARDENS

The Honolulu Botanical Gardens (HBG) is comprised of five botanical gardens that encompass approximately 650 acres: Foster (14 acres), Hoomaluhia (400 acres), Koko Crater (200 acres), Liliuokalani (7½ acres) and Wahiawa (27 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 10,517 live plant accessions representing 4,067 species, 1,275 genera and 196 families that are 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.

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.

Notable new plant accessions for the year include: *Tahina spectabilis*, a newly discovered and rare monocarpic palm from Madagascar (seeds were received from the Royal Botanical Gardens in Kew, England); *Bulbophyllum fletcherianum* and *Grammatophyllum papuanum*, orchids from Papua New Guinea (received from Waimea Valley); *Osa pulchra*, a very rare plant in the coffee family, of which only two wild populations are left in its native Costa Rica (seeds received from Huntington Botanical Garden); and a collection of tropical conifers from Montgomery Botanical Garden. Orchid plants were received from the University of Hawaii and Waimea Valley.

HBG plant collections were requested for study by other scientific institutions for research. The following plant samples were provided: *Hopea plagata* (leaves and branches were sent to Indiana University for research into the evolutionary origin of flowering plants; *Erythrina* spp. were studied by University of Hawaii at Manoa (UHM) researchers searching for a biological control for the gall wasp; *Charpentiera* spp. leaf samples were sent to Old Dominion University for a molecular

systematics project on Hawaiian plants; UHM students conducting doctoral research projects also studied the endangered, native Hawaiian hibiscus growing at Koko Crater Botanical Garden, *Abutilon menziesii*, and completed pollen analyses of various plants throughout all garden sites. HBG provided leaf samples from the Combretaceae (Indian Almond) family to the University of Johannesburg, South Africa, where researchers are revising the African species of the family using DNA analyses. HBG also provided *Ochrosia* species seed and leaf samples to the Bogor Botanical Gardens, where researchers are revising the Malesian species of the genus.

Extensive outplanting was completed at Ho`omaluhia in the Tropical American, India/Sri Lanka, African, Melanesian and Philippines areas. A diversity of plant types were added, including palms, cycads and trees. A vibrant ti plant collection was planted around the high profile, Ho`omaluhia Visitor's Center. (The tropical conifer collection that was received from the Montgomery Botanical Garden will be outplanted when mature, at Ho`omaluhia.)

At Wahiawa, a significant bamboo collection encompassing 22 species from around the world was added to the gulch area following the garden's master plan.

The hono hono orchid collection had a record number of over 600 plants. The blooming season extended from February into June. Once again, the fragrant orchids were displayed and highlighted at Foster, Ho`omaluhia and Wahiawa Botanical Gardens.

Tree pruning contracts were completed at all gardens. The Horticulture Services Branch continued to respond to all in-house emergency work as needed. The devastation created from last year's invasion of the *Erythrina* gall wasp abated, and tree removals were completed. Many of the *Erythrina* species continue to suffer the effects of the wasp, but are still alive. HBG is actively working with researchers at the University of Hawaii and the Department of Agriculture, who are using the garden's *Erythrina* collections for invasion and growth analysis research. It is hoped that an introduced biological organism will soon be released to combat the predator.

HBG worked closely throughout the year with the Bishop Museum and the Oahu Invasive Species Committee (OISC) to monitor and combat the spread of invasive species. Plants suspected of exhibiting potential weed attributes were identified and removed.

Foster Botanical Garden

Foster Botanical Garden (FBG), located in the heart of downtown Honolulu, is the flagship of the HBG and is the only HBG site with admission fees.

- Total revenues were \$118,113, a 4% increase from last year. This increase was due to an 11% increase in resident visitors, a 2% increase in non-residents, and an increase of 9% in the sale of family passes.
- Total visitors were 39,082, a decrease of 6% from last year. There was an increase in paying visitors, but a decrease in non-paying visitors, resulting in the 6% overall drop in attendance.
- Of the total visitors, 2,800 were students on educational field trips, representing 90 school visitations.
- Revenue for annual passes was \$3,100.
- A total of 10 wedding ceremonies with 371 attendees, four wedding photographic sessions involving 40 participants, 16 other photographic sessions for 199 people, and one other event of 477 people were held.
- Volunteer docents at Foster Botanical Garden provided 281 visitor tours with 2,482 participants.
- Members of the Garden Club of Honolulu completed a service project, sprucing up the garden's award-winning prehistoric glen.

This year the HBG received a stylized steel sculpture of "The Tree" by artist Charles Watson (1974). The sculpture, donated to the City and County of Honolulu and previously stored by the Mayor's Office of Culture and the Arts, was permanently installed close to the public parking lot at Foster Botanical Garden.

A sign was placed to interpret the historic ballast stones used in Hawaii's sandalwood trade (1790 – 1840) at the entrance to FBG. The sign was purchased through a generous donation by the Friends of Honolulu Parks and Recreation.

Originally an idea by the plant propagator at Hoomaluhia Botanical Garden, a plan to create a permanent, outdoor, earthen stage at FBG was turned into reality through the creativity of the supervisor and staff at FBG. The "hula mound" stage was constructed over many months by mounding layers of soil, which were then compacted and planted with grass and low-growing ornamental plants. The permanent stage requires minimal maintenance, alleviates the need for repeated construction costs of a temporary stage and results in a savings of many hours of staff time.

The stage will be used for various outdoor activities and events.

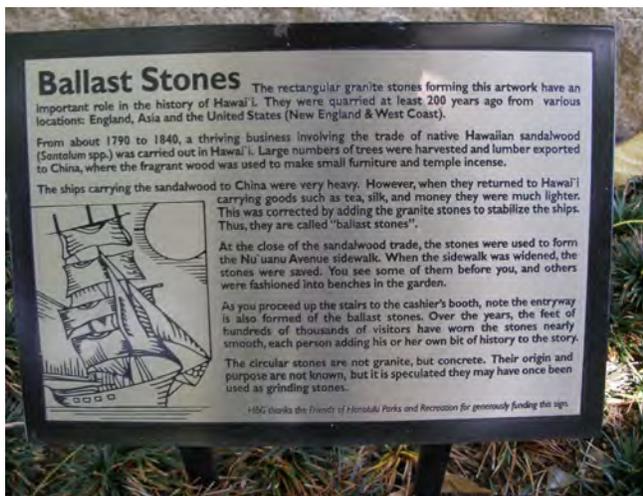
Hoomaluhia Botanical Garden

Hoomaluhia Botanical Garden, located in windward Oahu, experienced a very active year with 108,579 visitors recorded.

The garden was featured in *Discover Aloha 2008*, a publication of Hawaii Tourism Japan. Camping activity was highlighted on the cover of *Honolulu Magazine's* June 2008 issue with a beautiful photograph of dawn over the Koolau Mountains.

Diverse outdoor activities continued to be enjoyed throughout the year in this 400-acre botanical garden. Week-end camping participants amassed 15,404 camper-days and 8,792 walkers and joggers were noted.

During the year, 4,521 students, ranging in age from pre-school to college level, participated in a variety of guided and self-guided learning programs. Some of the student groups participated in service projects such as raking the aquatic



Ballast Stone sign at Foster Botanical Garden, 50 North Vineyard Boulevard, Honolulu, Hawaii 96817

weed pest, elodea, along the fishing shoreline. This popular program focuses on the effects of invasive plants and animals in our environment, including the dumping of aquarium fish and water plants. Participants also learned about endangered native Hawaiian water birds, to include the coot and gallinule, which now inhabit areas of the lake.

About 980 people visited the garden to attend 21 outdoor wedding events. The groups ranged in size from four to 100.

Forty-two community groups used the meeting rooms at the garden, resulting in the collection of \$2,485 in fees. Featured annual group art exhibits included the Windward Artists' Guild, Daunna's Art Studio and Aloha Ho'omaluhia XXIV. Many regular artist groups visit the garden to sketch and paint throughout the year, rain or shine. The botanical art group continued to meet on Wednesday mornings, producing many sketches of garden plants for use in the visitor displays. Monthly art receptions hosted from 50 to 275 visitors each.

Fishing continued as a popular shoreline event for people of all ages, with 6,002 participants recorded. The Hickam Air Force Base Keiki Derby involved 400 anglers, parents and volunteers.

The annual Hoomaluhia Derby drew over 200 people, who participated in three disc golf events this year.

Horticultural events included a plant sale sponsored by the Friends of Honolulu Botanical Gardens. The Certified Landscape Technicians testing and field day event for Hawaii green industry members was held in September 2007, the Classic Bonsai Club held their monthly meetings at the Visitor Center, and in the fall, holiday wreath classes were held. Free mulch continued to be made available to home gardeners.



Earthen hula mound at Foster Botanical Garden.

The pavilion at Kahua Nui is a popular site for events ranging from scouting to medieval societies to educational civil war enactments. The Sierra Club high school hikers held a multi-school picnic and night hike for Halloween at the pavilion at the lake.

Koko Crater Botanical Garden

Visitors to this garden typically meander independently through the garden, exploring the plant collections along the inner basin of this 200-acre dry land crater. However, when requested, HBG staff conducts special guided tours of the unique dryland plant collections.

Liliuokalani Botanical Garden

There were 39 weddings, wedding photography and other photography sessions at this garden involving 390 participants. The tidy appearance of the garden and stream is due to the continued assistance of various volunteer groups. There were nine recorded projects involving a total of 246 participants. The larger volunteer groups were from the Bank of Hawaii (50 people) and Farrington High School Key Club (60 people). Sixty students from the University of Hawaii participated in the clean-up of the garden on "Make a Difference Day".

Wahiawa Botanical Garden

Weekday attendance totaled 10,614 visitors. Approximately 20% of the visitors participated in a scheduled event or program. There were 16 weddings involving 340 participants, 21 educational tours/activities with 750 participants, and 15 educational workshops with 205 participants. There were 17 rentals of the facilities with 246 participants that resulted in the collection of \$665 in fees. In September, members of the Sukyo Mahikari group assisted with maintenance of the grounds at Wahiawa Botanical Garden. The Arbor Day tree giveaway was held at the garden in October.

Education Program

Thirty-five classes and workshops on various gardening topics such as plant propagation and plant care, pruning techniques, lauhala weaving, lei-making and holiday crafting were held. In addition, the popular children's story-telling activity continued.

Botany tours for school groups led by staff included Hawaii Pacific University, Kawanakoa Middle School, Hongwanji Mission School and Lunalilo Elementary School.

HBG participation in orchid shows this year included those at the following orchid clubs: Kunia, Windward, Manoa, Aiea and the Honolulu Orchid Society. The orchid displays helped in the promotion and education of the HBG orchid collection.

Outreach classes included 15 lectures to the following groups: Makua Aii Senior Group (orchid culture), Star Garden (orchid culture), Garden Club of Honolulu (culture and transplanting of orchids), Kailua Library (general orchid culture), Windward Orchid Society (grooming of orchids, repotting, and vanilla orchids), Aiea Orchid Society Show (cattleya culture), Kunia Orchid Society (cattleya culture), Kaimuki Orchid Society Show (general orchid culture) and Wahiawa Botanical Garden (hono hono orchid culture). The popular "brown bag" lecture series for city employees continued at the Frank Fasi Municipal Building and at Kapolei Hale. Two lectures were presented; orchid culture and "How Not to Kill a Houseplant".

An exceptional tree bus tour was led by staff for The Outdoor Circle. Outreach programs were also provided to the Wai-alaie/Kahala and North Shore Outdoor Circle branches.

In August, arborists from around the world enjoyed guided garden tours and educational programs provided by HBG staff, and included displays of tropical fruits, tropical woods, orchids, and interactive lauhala weaving demonstrations. The event was hosted by Foster Botanical Garden and co-sponsored by the Society of Municipal Arborists and the Hawaii Society of Urban Forestry Professionals, as part of the 2007 International Society of Arboriculture's annual conference.

Staff members regularly contribute news articles to The Honolulu Advertiser. Some of the topics for this year included Slugs and Snails, Growing Orchids is Good for the Soul, Orchid Fragrance, Ben Kodama and his Orchid Achievements, Story of Frank Thrall, Hoomaluhia Botanical Garden, Koko Crater Botanical Garden and the Midsummer Night's Gleam.

Outreach programs and news articles increase awareness and interest in the garden's plant collections. They also help to establish the HBG as an authority and resource for plant related information.

In a joint docent educational program with the Friends of Iolani Palace, HBG staff conducted a botanical tour of the historic palace grounds that was open to both docent groups.

HBG promotional/educational activities included continued distribution of garden brochures to hotels in Waikiki and the Honolulu Airport throughout the year.

Other related activities included co-sponsorship of the Mary Foster Birthday Bash, and Hi'iaka cultural event.

HBG was represented in the City and County of Honolulu's Electric Light Parade and lei demonstrations at the City's May Day program.

Twilight Summer Concerts

For the ninth summer, twilight summer concerts were held at Foster Botanical Garden. The free concerts were held on Thursday evenings and included entertainment by the Royal Hawaiian Band Glee Club, 25th Tropic Lightning Band/Jazz Combo, U. S. Air Force Band of the Pacific/Hana Hou, Pacific Fleet Brass Band, KFC Hawaiian Music, H. E. A. R. T. S. Seussical the Musical, Celtic Pipes & Drums of Hawaii, Tejuno (Indie Rock), Satomi Jazz Group and the Harp Ensemble/Teddy Bear Picnic. The total number of concert goers for the season was 1,642.

Midsummer Night's Gleam

On the third Saturday in July 2007, Foster Botanical Garden was once again open to the public for the special evening event. From 4:30 to 10:00 p. m. , about 1,800 people came to experience the garden at night. Approximately 2,000 luminaries were used to light the pathways in the garden. Evening rain showers resulted in a lower-than-anticipated crowd, but those that came enjoyed themselves. In addition to the popular children's activities and variety of entertainment, an educational display centering around plants that the early Polynesians brought with them were featured. The display included a koa canoe filled with the Polynesian introductions, or "canoe" plants. Talks were given by Nappy Napoleon on the canoe, navigating by the stars by Bruce Blankenfeld, and canoe plants by Kamo. Food, soft drinks, water and watermelon were available, although many chose to bring their own picnic dinners to enjoy in the garden atmosphere. Three hundred eager volunteers and entertainers worked together to make the Gleam a successful family event once again.

Community Garden Program

This popular program continues to attract garden enthusiasts from all cultures, giving them an opportunity to grow their own vegetables, herbs and flowers, and a chance to socialize with each other. There are 10 garden sites: Ala Wai, Diamond Head, Dole, Foster, Hawaii Kai, Kaneohe, Makiki, Manoa, Moiliili and Wahiawa. The number of garden plots and size varies with each garden, but there are a total of 1,239 garden plots.

Plans began for the structural repair of the retaining wall by Iolani Avenue at Dole Community Garden. Actual work is estimated to begin next year.



2007 International Society of Arboriculture's annual conference held at Foster Botanical Garden.

With rising concerns about food costs and an emphasis on healthy living, there was increased interest in community gardening. Channel 4 News featured gardeners at Makiki Community Garden, interviewing them on gardening techniques and preparation of their harvest. *Honolulu Magazine* featured the gardeners in an article on Gardening for Your Health.

Volunteer Program

Volunteers at all the garden sites contributed a total of 11,699 hours of their time to maintain and enhance the gardens. This amounts to a volunteer dollar value total of \$228,247. (This figure is based on the 2007 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.)

Of the 11,699 hours contributed by volunteers to the HBG, 7,144 of them were at Foster (including 2,853 hours at the orchid greenhouse and 1,033 hours during the Midsummer Night’s Glean), 2,154 at Ho’omaluhia, 1,914 at Wahiawa, 437 at Liliuokalani and 50 at Koko Crater Botanical Gardens. Volunteers to the gardens served as nursery aids, plant propagators, docents, receptionists, stream cleaners, fishing coordinators, park attendants and special events assistants to our professional staff.

The total number of staff at the HBG is 39 (31 full-time and 8 part-time). The volunteers provide vital support to staff in maintaining the gardens and its numerous programs and activities.

Once a year, a volunteer appreciation luncheon is held to thank those who gave so generously of their time and expertise to the HBG. This year it was held at Ho’omaluhia Botanical Garden on April 17. Volunteers were able to enjoy the food, entertainment, program and special tours of the garden.

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, beach rights-of-way, promenades and future park areas throughout the island of Oahu. Two hundred ninety-three parks encompassing more than 6,000 acres fall under the jurisdiction of PMRS.

Two hundred eighty-seven outdoor comfort stations under PMRS are cleaned seven days a week. This includes 1,375 toilets, 389 urinals and 1,091 sinks.

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 57,000 registered 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.

	<u>FALL</u>	<u>SPRING 2008</u>	<u>SUMMER 2008</u>	<u>TOTAL</u>
Tiny Tots	557	462	465	1484
Children	5651	5738	13115	24504
Teens	2181	1773	2955	6909
Adults	4493	3698	2797	10988
Seniors	4850	4781	3189	12820
TOTAL	17732	16452	22521	56705

In FY 2007-2008, PMRS led a public/private partnership project with the construction of the Hawaii Kai Dog Park. The non-profit Hui Ilio assisted by providing the plans for the project and the fencing needed. PMRS did the groundwork and irrigation in-house.

Another major project PMRS handled were the various park and comfort station makeovers that included Haleiwa Alii Beach Park, Thomas Square, Queen’s Surf, Ulehawa Beach Park (Nani Kai and Surfers), Palolo District Park, DeCorte Neighborhood Park, Moanalua Community Park swimming pool, Manoa District park swimming pool, Manana Community Park swimming pool, Waialua District Park swimming pool, Pupukea Beach Park and Wilson Community Park.

With the urging of the neighborhood boards and with strong community support, PMRS was able to begin the process to better manage beach parks by initiating night time closures from 10:00 pm to 5:00 am. The parking lots at Pokai Bay Beach Park, Ulehawa Beach Park (Nani Kai and Surfers), Lualualei #2 and Maili Beach Park were successfully closed at night. Mokuleia Beach Park, which was being used for illegal camping, was also closed at night for health and safety. These efforts have brought many kudos from park users and neighboring property owners who feel parks are safer and more inviting for public use.

EAST HONOLULU DISTRICT I

The Parks Maintenance and Recreation Services Division’s East Honolulu District 1 is responsible for maintaining recreational facilities, parks, bike paths, beach rights-of-way, promenades and undeveloped park areas from McCully Avenue to Sandy Beach Park. East Honolulu District 1 is comprised of 79 areas totaling 1818. 36 acres of land.

Total Grounds Maintenance Positions:

104 Full-time positions

4 Part-time positions

Total Recreation Positions:

35 Full-time positions

- 1 Part-time position
- 277 Attendant Services positions

Hanauma Bay Nature Preserve Administrative Positions:

- 22 Full-time positions
- 1 Part-time position

Major Accomplishments

1. 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 18 recreational sites. District serviced 12,568 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. The summer fun program was offered at 11 sites with 1,860 children enrolled. The summer plus program was offered at nine areas this summer (Aina Haina Community Park, Kahala Community Park, Kaimuki Community Park, Kamilo Iki Community Park, Kanewai Community Park, Koko Head District Park, Manoa Valley District Park, Paki Community Park and Wilson Community Park). Three of the areas offered both morning and afternoon care. One site (Palolo Valley District Park) offered the summer food service program, which served lunch daily to approximately 100 registered participants.

Registered Participants

	<u>Fall 2007</u>	<u>Spring 2008</u>	<u>Summer 2008</u>	<u>Total</u>
Tiny Tots	171	170	130	471
Children	1,491	1,578	2,435	5,504
Teens	160	134	788	1,082
Adults	1,183	941	877	3,011
Seniors	830	872	798	2,500
Totals	3,835	3,695	5,038	12,568

Special district activities included holiday events such as Easter egg hunts, family activities, Halloween costume contests and Christmas programs. DPR hosted teen activities and excursions, which included several community service projects completed by the teen groups. Activities in aquatics, arts and crafts, music and dance, ethnic culture, cooking, outdoor recreation, physical fitness and sports were held at 15 facilities.

2. Hanauma Bay Nature Preserve is open Wednesday through Monday from 6:00 a. m. to 6:00 p. m. in winter and 7:00 p. m. in the summer. The bay is also open until 10:00 p. m. on the second Saturday of each month and the fourth Saturdays during the summer months. The bay's visitor center remains open on Thursdays until 8:30 p. m. for educational presentations. The bay will continue to be closed on Tuesdays.
3. Hanauma Bay continues to be among the top visitor attractions in Hawaii, with almost one and a half-million visitors a year entering the preserve, of which almost one million go down to the beach area. The entry process, with the required viewing of the orientation video, continues to gain worldwide recognition as a model for marine preservation. Revenue generated by the preserve makes Hanauma Bay a rare government facility that is completely self-sufficient. The Thursday evening lecture series and the Saturday night activities continue to attract residents to Hanauma Bay. Attendance to the lecture series varies from 30 to 70 people, and attendance for Saturday nights varies between 100 and 400. In 2007, Hanauma Bay celebrated 40 years as Hawaii's first marine life conservation district.

Hanauma Bay Nature Preserve Attendance for 2007-2008

<u>Month</u>	<u>Non-Resident Visitors</u>	<u>Resident Visitors</u>	<u>Total Visitors</u>
July	80,620	9,657	90,277
August	86,779	7,229	94,008
September	56,230	5,801	62,031
October	53,423	5,403	58,831
November	52,726	4,680	57,406
December	56,918	4,057	60,975
January	54,252	5,787	60,039
February	54,186	5,095	59,281
March	71,491	8,369	79,852
April	55,207	5,022	60,229
May	58,242	7,071	65,313
June	64,890	8,833	73,723
Total	744,961	77,004	821,965

Park Maintenance

The park maintenance program for the majority of East Honolulu District occurs Monday through Friday, 6 a. m. to 2:30 p.m. and Saturday & Sunday, 6:30 a.m. to 10:30 a.m. At Kapiolani Regional Park and Kuhio Beach Park, the maintenance program operates Sunday to Saturday, from 6:00 a. m. to 11:00 p. m. At Hanauma Bay Nature Preserve maintenance operations are from 5 a. m. to closing Wednesday through Monday, and from 6:00 a. m. to 2:30 p. m. on Tuesdays.

WEST HONOLULU DISTRICT II

The Parks Maintenance and Recreation Services Division's District II is responsible for the development and implementation of community recreation and leisure programs and for inspecting and maintaining many diverse facilities, including beach parks, district parks, community parks, neighborhood parks, mini parks and promenades; and is partially responsible for the same at malls and a parking lot in the geographical boundary, which extends from Punahou Street/Ala Moana Regional Park westward to Aiea District Park. District II comprises 68 areas totaling 545.03 acres of land.

Total Grounds Maintenance Positions:

86 Full-time positions

7 Part-time positions

Total Recreation Positions:

34 Full-time positions

255 Part-time positions

Major Accomplishments

1. 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. District II serviced 12,617 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. The summer fun program was offered at 17 sites with 2,950 children enrolled. The summer plus program was offered at four areas (Booth District Park, Halawa District Park, Moanalua Community Park, and Ala Puumalu Community Park). The programs offered both morning and afternoon care. Nine areas offered the summer food service program, which served lunches to many children who might not otherwise be able to eat healthy, balanced lunches, or any lunches at all due to their economic situations.

Registered Participants

	<u>Fall 2007</u>	<u>Spring 2008</u>	<u>Summer 2008</u>	<u>Total</u>
Tiny Tots.....	57	38	72	167
Children.....	862	810	3,151	4,823
Teens.....	531	441	802	1,774
Adults.....	668	755	539	1,962
Seniors.....	1547	1,549	795	3,891
Total.....	3,665	3,593	5,359	12,617

2. Throughout the year, Ala Moana Regional Park was used for various cultural events run by community organizations, such as the Dragon Boat Race, Salsa Thon, Greek Festival, Gay Pride Festival, Portuguese Festivals and the Aloha Week Festival. It also hosted various canoe and surf events, charity walks, parades, marathons and triathlons. In December, the Honolulu Marathon used the park as the starting point, with approximately 35,000 runners using the park in the early morning hours to prepare for the race. The Fourth of July three-day weekend drew over 30,000 visitors to the fireworks display that was sponsored by the Ala Moana Shopping Center business association. Every three-day weekend during the year impacted the number of family picnics and other large group activities using this park. Ala Moana Regional Park attracts about two million visitors each year. The district worked in partnership with the Honolulu Police Department-District 1 as needed during large events and three-day weekends.
3. The district worked in partnership with the Honolulu Police Department-District 1 (HPD-D1) at Ala Moana Regional Park to continue to educate the public to abide by the night closure hours from 10:00 p. m. to 4:00 a. m. HPD-DI also provided enforcement support.
4. Ala Moana Regional Park hosted the annual Honolulu Family Festival, a carnival celebration. It was only the second carnival event held at the park in many years and was a great success.
5. Keehi Lagoon Beach Park was used for canoe regattas, major cultural events (i. e. the State Canoe Regatta, Samoa Mo Samoa 2007 and Samoan Flag Day 2007) and various sports activities that the facilities support (i. e. tennis, cricket, and softball). The largest events drew approximately 10,000 people each. The district worked closely with the Honolulu Police Department District V to assist groups with planning the largest events for safety.
6. The Downtown Clean Team maintained sidewalks, roadways and parks such as Wilcox Park, Fort Street Mall, Kamalii Mini Park, Aala International Park, Sun Yat Sen and College Walk Malls and the Pauahi Recreation Center building. The Department of Facility Maintenance facilitated the daily cleaning. The district provided maintenance equipment, minor repairs, and facilitated repairs requiring Maintenance Support Services trades support. The district mowing crew mowed the grass at Aala International Park and Smith-Beretania Park.
7. 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.
8. The district accepted referrals from participants of the Community Service Sentencing Program (CSSP) to work at Ala Moana Regional Park, Keehi Lagoon Beach Park, Kalihi Valley District Park and Beretania Community Park under the supervision of maintenance staff, and occasionally under the supervision of recreation staff.

9. Construction projects were ongoing throughout the district to renovate and/or upgrade facilities for the benefit of the surrounding communities (e. g. field renovations at Salt Lake District Park and Ala Puumalu Community Park, roof repairs at Booth District Park and Lanakila District Park, etc.).
10. Child care facilities operated at five parks in the district: 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.
11. The district was home to the In-Motion Program much of the year, providing an office space and use of facilities at Fern Community Park and Kalihi Valley District Park. District recreation staff at Kalihi Valley District Park worked closely with the In-Motion staff to support the Non-School Hour Grant, in partnership with the State Department of Education and Farrington School. The program provided recreational/educational opportunities for at-risk youths at Farrington High and Kalakaua Middle Schools, many of whom would not otherwise be empowered to participate in sports, dance and organized dance activities with an integrated group of youths from varied socio-economic backgrounds.
12. The third annual Kalakaua Sunset in the Park was hosted at Kalakaua District Park, in cooperation with the Kalihi Business Association and the Mayor's Office. Recreation and maintenance staff worked closely with all parties involved, coordinating use of the facilities and grounds for the many activities provided for the community's enjoyment.
13. Pele Street Mini Park was renamed the Caesar and Eleanor Gomes Park at Pele Street by city council resolution. The district worked closely with the family of the late Caesar and Eleanor Gomes and the Department adopt-a-park coordinator to create a partnership between the new adopt-a-park group and our maintenance supervisors, contractors and the neighborhood to keep the park graffiti-free and to reduce vandalism. A dedication and blessing were projected to take place in the spring of 2008, with the family taking the lead in making the arrangements, with support from the district and City Councilmember Rod Tam's office.
14. 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 195 children.

PARK MAINTENANCE

The park maintenance program continued to service all the parks Monday – Friday, 6 a. m. to 2:30 p. m. and Saturday/ Sunday, 6:30-10:30 a. m. At Ala Moana Regional Park, the park maintenance program operated seven days a week, from 6 a. m. to 2:30 p. m. Maintenance operations supported both organized recreation activities and non-organized passive use of all parks in the district.

Ala Moana Regional Park was closed for a two-day period to accomplish intensive repair and maintenance work that included tree-trimming, carpentry, plumbing, masonry, welding, electrical and other tasks that are best done when the crews are able to work without disrupting park-users activities.

Ala Moana Regional Park is the site of an important part of the long-term project to improve the City's aging sewer system. Park staff continued to work closely with the Department of Design and Construction engineers, project consultants, contractors and the public to minimize inconvenience to the public.

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, beach right-of-ways, malls 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.

Total Full-time Grounds Maintenance Positions:

122 positions

Total Full-time Recreation Positions:

42 positions

Major Accomplishments

1. The summer fun program was offered at 20 sites with 4,873 children enrolled. The summer plus program was offered at three areas this summer (Pearl City District Park, Mililani District Park, Makakilo Community Park and Crestview Community Park). Three of the areas offered both morning and afternoon care. Nine areas offered the summer food service program, which served 19,857 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 18,934 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, district swim meets, basketball/volleyball leagues district archery tournaments. 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 and fun activities. Some of the activities were TNT (Tomorrows New Teens), teen bowling, volleyball tournament, Ice Palace, Hawaiian Waters Adventure Park, brain bash, ocean recreation and teen dances.

Registered Participants

	<u>Fall 2007</u>	<u>Spring 2008</u>	<u>Summer 2008</u>	<u>Total</u>
Tiny Tots	253	191	157	601
Children	2151	2288	4873	9312
Teens	1151	1024	843	3018
Adults.	984	850	437	2271
Seniors.....	1558	1555	669	3782
Totals	6,097	5908	6979	18,984

3. Waipahu Complex is continuing their collaboration in a partnership between the Department of Parks and Recreation and the Department of Education, as part of the 21st Century Community Learning Center Grant. With the continued funds, the complex is working on expanding and enhancing programming with August Ahrens Elementary, Kaleiopuu Elementary, Waipahu Elementary, Honowai Elementary, Waipahu Intermediate and Waipahu High Schools to provide after-school and weekend recreational activities through Waipahu District Park, Ho'ae'ae Community Park and Project Hoomana programs. The program directors provide after-school recreational activities, homework assistance, mentoring, over night camps, drug free workshops, ROPES courses, summer and intersession and summer programs at the schools in the Waipahu Community. Utilizing these grant monies have given the program directors the opportunity to enhance the current summer fun program by hiring additional staff to supplement the current programs, thus enriching the current program. This opportunity provides for innovative and non-traditional programming throughout the year. Recreation directors are participants in an advisory council that meet quarterly to discuss project progress, plans for sustainability, expanding partnership and program development. With the rising concern for literacy throughout the Waipahu Community, our efforts with this grant will fuel interest in initiating positive alternative programs for all the students in this 21st Century Community Learning Center Grant.

4. PROJECT HOOMANA – Waipahu Complex:

Project Hoomana has had a very busy 2007 – 2008 year. It has been the recipient of three grants from the Office of Youth Services to provide unique programming to the youth of Waipahu. One of these is a continuation of an existing program (Violence Education and Gang Awareness) and the two new programs addresses the issues of truancy and positive youth development. We continue to be very active within the community and have had our teens involved in community service projects and also assisting the community in mapping businesses that sell tobacco and alcohol. Our involvement in the 21st Century Community Learning Center Grant, with the DOE, allows us to be active in after-school programs at two elementary schools, the intermediate and Waipahu High School. A continuing partnership with Leeward Community College has afforded our youth with the opportunity for educational enrichment in computers on the campus of LCC and it has also gotten many senior citizens from the surrounding community and Waipahu's two senior clubs involved in basic computer classes twice a week.

Waipahu and Honowai Elementary Programs: At the end of the school day, Hoomana provides an hour of homework assistance with the participants. This is followed by fun and interactive activities that these students do not get to experience during the school day. The day's activities are not limited to remaining on the school campus, but we will take them on excursions and field trips. Two excursions we have had this past school year are to the Honolulu Zoo and Glow Putt at Windward Mall. We have future plans to have more excursions next year to engage the participants in alternative activities during the non-school hours.

The school staff is very supportive of our efforts with the participants, as this 21st CCLC grant gives them the opportunity to have an outside agency come to campus to do various activities. Their assistance with registration and promoting of our program is invaluable.

Waipahu Intermediate School Lunch Hour and After-School Program:

Project Hoomana provides programming during the lunch and after-school hours. Students are provided with equipment and proper supervision when participating in organized volleyball and basketball games during the lunch hour program. In a safe, drug and alcohol-free environment, Project Hoomana provide students with homework and tutoring assistance; various recreational, educational and fun activities; opportunities to participate in various outings and community service projects; and the chance to develop healthy and positive relationships with peers and staff members.

Truancy:

The Hoomana Truancy Prevention Program works with the Attendance Coordinator at Waipahu Intermediate School in receiving names of students who have been caught for Truancy. These students, along with their parents, are required to attend at four-hour session on a Saturday morning. During this session, both students and parents

participate in various activities that we hope will strengthen their relationship with each other. The Honolulu Police Department discusses with both parties the importance of truancy laws and the legal responsibilities of the parents in regards to a minor. HPD has also provided parents with important information on gang violence, and what to look for if you suspect your child is involved in gangs. The Hawaii National Guard has provided information on the effects on various accessible drugs and alcohol abuse. During the student session, staff members work with students on how to avoid peer pressure and bullying, and how to make better choices. This program would not be possible had it not been for the successful partnerships with the various agencies involved.

Violence Education and Gang Awareness (VEGA) Program:

This program has been designed to address the issues of youth gangs and the various issues that will help youth develop into responsible individuals. The youth in this program will participate in various lessons that will: teach them the importance of creating S. M. A. R. T. goals for themselves; learn to build their self-esteem; improve their communication skills; learn to make better choices; learn to deal with their aggressions through recognizing, understanding and controlling their anger; develop necessary skills to deal with peer pressure and bullying; and learning the importance of internet safety. The VEGA program will also provide students with homework and tutoring assistance and the opportunity to participate in area, complex, district and city-wide events.

Positive Youth Development:

This program has allowed our staff to share their individual talents in special classes throughout the year. One such class involves students in the art of photography. Here students have use of digital SLR cameras in the process of learning the technicality, art and concept of photography. We have future programming plans to provide more innovative recreational and life changing experiences for the youth of Waipahu.

Mayor's Task Force on Drug Abuse Grant:

As recipients of the Mayor's grant, we were able to use the funds to help establish a teen council, whose goals were to promote drug free activities for their peers. Bi-monthly meetings and planning committees planned and implemented a variety of activities that placed emphasis on leadership, team building and pro-social interaction. The result of this program has lead to a strong base of high school youth who have become more involved in Project Ho'omana's goals and objectives. This is an age group that is typically more difficult to reach and to provide programs. We thank the Mayor for the opportunity given to our program and what it has now established for Project Ho'omana.

5. Waipahu Senior Citizens Club and Waipahu Cosmopolitans are participating in an introduction to computer class held at Leeward Community College. This is in collaboration with Leeward Community College, Waipahu Community Association and the two senior clubs in Waipahu.
6. Ewa and Waipahu Complexes were awarded \$25,000 from the Mayor's task force on drug abuse grant. From the month of February to July, youths from Asing Community Park, Kamokila Neighborhood Park and Makakilo Pool and Community Park, Waipahu District Park and Project Ho'omana which has programs in all of the schools in Waipahu complex, participated in a ropes course at Camp Erdman, ocean activity at Haleiwa Surf Center and a camp at Kualoa. Besides participating in these special events, youth participants were informed and given strategies and tools that would hopefully increase the protective factors against alcohol and drug use. Guest speakers and activities were provided to reinforce the message of living healthy pro-social lifestyles.
7. 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
8. The Leeward Coast Benefits Package allotted \$1,000,000.00 in operating funds that helped to improve services to residents of the Waianae Coast. At the Waianae District Park awnings were installed outside of the multi-purpose, scoreboard cages were put in and the gymnasium floor was refinished. All summer fun and teen program fees were waived at the five summer fun programs on the coast. Excursions to Glow Putt, Leapin Lizard, Kapolei Theaters, Ice Palace and Hawaiian Waters Adventure Park were free for the registered summer fun participant. For the first time all summer fun sites were filled to its capacity prior to the start of the program. Attendance till the end of the program did not diminish drastically as it did in the past. We believe that all of this is due to the free programming provided by the benefits package.
9. Mililani Complex continued responding to the need for intersession programs in the Mililani area by offering a 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 \$40.00 per child.
10. The Mayor's Neighborhood On-line Program continues to operate at three sites, Wahiawa District Park, Mililani District Park and Waianae District Park.
11. Makakilo Neighborhood Park Pool implemented a free lifeguard program for disadvantaged high school students within the Ewa and Kapolei School Districts. A grant from the Offices of Youth Services is providing funding for this program. This will allow these disadvantaged high school students to seek higher paying employment once they complete their training. The pool participated in the Mayors drug grant, which was awarded to both Waipahu and Ewa complexes.
12. Makakilo Community Park used the Mayor's grant to offer at-risk teens and pre-teens excursions and activities that are not normally available to them. These activities included the ropes course at Camp Erdman, ocean rec-

recreation at Haleiwa Surf Center and camping at Kualoa Regional Park. At each of these events, participants were educated on the various effects of different drugs and were encouraged to make positive choices.

Makakilo Community Park also benefited from CBAC funds which gave the community a lot of benefits including covering the costs of summer fun excursions for all the participants, enhancing the tiny tots, archery and sports programs with new equipment and beautifying the park with the installation of sprinklers.

Makakilo Community Park has started cooking and volleyball classes this year and will be increasing the tiny tots program with another class.

Makakilo Community Park, with the help of the Lion’s Club and the Makakilo Senior Club, is continuing its Easter Bash event which is free to the community and features arts and crafts and games for children.

13. DPR has received a joint use agreement with the Navy to utilize two field complexes (Pride and Pointer) with in the Kalaeloa Naval Base.

Park Maintenance

The park maintenance program for District III has 107 parks and rights-of-way, totaling 1,101 acres of parkland. The district completed comfort station make-overs at Ulehawa Beach Park (Nani Kai and Surfers), Makakilo Neighborhood Park and Manana Neighborhood Park.

WINDWARD OAHU – DISTRICT IV

The Parks Maintenance and Recreation Services Division’s 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 Mokuleia to Makapuu. District IV includes three regional parks, 43 beach/shoreline parks, three nature parks/reserves, five district parks, 15 neighborhood parks, 16 community parks, and 39 beach right-of-ways. District IV employs 73 full-time maintenance personnel, 22 recreation directors, four recreation specialists, two recreation assistants, a secretary, a clerk typist and a district manager.

Major Accomplishments

The major accomplishment of District IV was to provide the necessary recreation programs and maintenance services at 22 recreation centers and 76 parks, while concurrently supporting approximately \$12 million of capital improvement projects (CIP). Other accomplishments include:

1. The summer fun program was offered at 14 sites with 1,926 children 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 and after care program. Nine areas offered the summer food service program, which served approximately 30,000 lunches. Five summer fun sites participated in the UH grant for nutrition and health. This program was well received by participants and recreation directors. Kualoa Regional Park offered a two night-three day summer camping program to all of the summer fun programs island-wide. Approximately, 600 children and 225 teen attended the camping program this summer. 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.

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 12,536 registered 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 drama, ethnic culture, games and sports, music and dance, outdoor recreation and physical fitness.

Registered Participants

	<u>Fall 2007</u>	<u>Spring 2008</u>	<u>Summer 2008</u>	<u>Total</u>
Tiny Tots.....	76	63	106	245
Children.....	1,147	1,062	2,656	4,865
Teens.....	339	174	522	1,035
Adults.....	1,685	1,152	934	3,744
Seniors.....	915	805	927	2,647
Totals.....	4,135	3,256	5,145	12,536

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 were no longer available. 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 encompassing 2,405 acres. This includes 43 beach parks, 35 comfort stations, 37 recreation centers, four gyms, three swimming pools, three pavilions, 18 bath-houses, 46 ball fields, 95 outdoor courts, 23 play apparatus areas, 39 beach rights-of-way and 172 campsites.

Manpower in the district is the highest it has been in the past 10 years with only two of 73 positions or 3% vacant in FY 2008.

The District worked with the Kailua Bay Advisory Council to maintain a garden at Kawai Nui Neighborhood Park that demonstrates how native plants can be used to control erosion of soil along the banks of streams and drainage channels. Monthly programs and workdays have been coordinated by Ahahui Malama I Ke Lokahi that has taken over maintenance of the garden for the Kailua Bay advisory council.

The District has continued to participate in meetings with residents and HPD to control illegal activities in Waikane Valley, which include car stripping, dirt bikes, firearms, trespassing, marijuana growing and drug dealing. DPR contracted the removal of 38 abandoned and stripped vehicles from the park in one clean up project that was coordinated with HPD.

The community service sentencing program continues to be a supplemental work force for our parks providing manpower for routine maintenance. The district practice of assigning staff to cover large events and monitor appropriate restroom maintenance and trash removal by permit holders was expanded during this fiscal year to include community events in community and neighborhood parks.

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. District V covers Waipio Peninsula Soccer Park (WPSP), Patsy T. Mink Central Oahu Regional Park (PTMCORP) and Hans L'Orange Baseball Field (HLBF).

Maintenance

The District Park Maintenance Program provides daily maintenance at two Regional Parks and one neighborhood/baseball park encompassing 450 acres. This includes 20 soccer fields, one lighted 5000 seat stadium w/ locker room, four regulation baseball fields (two lighted), one practice field, four youth baseball fields, four lighted softball fields, seven multi-purpose fields, 20 tennis courts (12 lighted), aquatic complex which includes 50 meter pool and dive well, archery range, food concession/dining room, eight comfort stations, two trailer restrooms, 8,000 gallon reservoir, 6,000 gallon irrigation tank, three play apparatus areas and an outdoor basketball court.

Total Full-time Grounds Maintenance Positions: 26

Total Full-time Management Positions: 3

Major Accomplishments

The Hawaii High School Athletic Association (HHSAA) staged the Girls and Boys State Water Polo and Swimming Championships at the Veterans Memorial Aquatic Center (VMAC). The Local Swim Committee (USA Swimming) held State Championships at the VMAC.

The HHSAA staged the Girls and Boys State Soccer Championships at WPSP. The local HYSA soccer organization hosted the USYS Far West Regionals and the local AYSO organization hosted the National AYSO Soccer Tournament at WPSP. WPSP also hosted tournaments throughout the year, which included the Pacific Cup, Tide Cup, Kirk Banks Cup and the Veterans Cup which includes teams from the neighbor islands and the Mainland.

The Tennis Facility hosted two national events: USTA 18U Juniors Championship and the International Tennis Federation 18U Championship.

The baseball and softball facilities hosted numerous leagues and tournaments, which included eight adult baseball leagues, six youth baseball leagues, 12 softball leagues, two adult soccer leagues, youth football league and mixed lacrosse league that use the park throughout the year. 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, Babe Ruth Regionals and Family Stone High School Alumni Softball tournament, which involved 80 games over five days. Hawaii Pacific University used HLBF as their home field and a Korean professional baseball team trained at the park in January, February and March.

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 culture and arts, children and youth, special services – people's open market, therapeutic recreation, sports and aquatics 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 21 full-time staff, the majority are recreation specialists and 36 part time staff, who provide manpower support.

1. ADOPT-A-PARK

The adopt-a-park program enlists public and private organizations and individuals to volunteer their services to partially maintain park facilities. Nine 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 for all districts. Major projects include Make a Difference Day, Get the Drift and Bag It, Fourth of July, Labor Day and Keep Hawaii Beautiful. These community-wide projects have generated over 9,100 volunteers, who contributed over 26,000 hours of community service projects in litter and beach cleanups during fiscal year 2007-2008.

2. 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:

- a. Grants – DPR was awarded \$45,000 by the State of Hawaii, Office of Youth Services (OYS) to conduct community-based prevention services that target youths at risk for gang involvement and delinquent behavior within two of Oahu’s communities (Ewa Beach and Waipahu).
 - 1) The Ewa Complex Lifeguard Program, developed by the Ewa Complex of District III, is a vocational lifeguard program conducted at Makakilo and Waikele Swimming Pools, reaching out to the youth in the Ewa Beach, Waipahu and Waianae Coast communities. Funding for this program ended December 31, 2007.
 - 2) Project Hoomana, a program developed by the Waipahu Complex of District III, is included in this grant funding. The program is conducted on the campuses of Waipahu Intermediate and High Schools. The program is a collaborative effort with the Department of Education (DOE) and other community organizations. The program is year round and is a vital resource for the youth of Waipahu.
- b. 21st Century Learning Center grant is in collaboration with the DOE. The Waipahu complex schools are involved with this joint effort. The DPR continues to provide activities in the schools.
- c. DPR was awarded \$284,000 for non-school hour programs through the 2006 legislature. Through Act 281, which required the City & County of Honolulu to provide matching funds, mini-buses were purchased to enhance the programs across the island during non-school hours. The mini-buses were distributed across the island and are used in creating program opportunities for children, youth and the community.
- d Training
 - 1) This year the CY Unit continued to develop and provide training for recreation directors. The training covered topics to support recreation directors in being successful in their positions. The training topics included program planning, planning for inclusion, songs and drama.



- 2) CY Unit serves as a representative to the state's keiki caucus. This group is made up of government, private and public organizations involved with servicing youth in the communities. Priority issues are introduced, discussed and then decided upon with the input of all representatives. Acts for legislation begin in this group.

3. CULTURE AND ARTS SECTION

The goal of the culture and arts section is to enrich the City & County of Honolulu and its diverse cultural heritage by developing, implementing, and coordinating various arts, crafts, creative drama, music and dance, training, programs and projects.

a. The Culture and Arts Section provided the following trainings during this fiscal year:

- Roland Stika Machine (September 2007)
- Kukui Hu and Ohe Hano Ihu workshop (October 2007)
- Lei Making (November 2007)
- Ceramics workshop (February 2008)
- Preschool Storytelling (February 2008)
- Imu workshop (March 2008)
- Teaching Arts and Crafts workshop (April 2008)
- Early Mixers & Games for Law & Order (April 2008).

b. Special Events

Lei Day Celebration – Guinness World Record

On May 1, 2008, the City & County of Honolulu, Department of Parks and Recreation established a Guinness world record for the world's longest fresh flower lei. Exceeding one mile (5,280 feet) by fifty-six (56) feet, the world's longest fresh flower lei was completed by Mayor Mufi Hannemann, Lei Queen Paulette Kahalepuna, and HECO and Times Supermarket sponsor representatives. Although a 100-foot lei could have established a world record, DPR's goal was to make a record that will be difficult to break with a lei at least a mile in length. The world record lei was made from 1,790 three-foot long lei tied together and approximately 76,080 flowers.

81st Annual Lei Day Celebration

The theme for the 81st Annual Lei Day Celebration was Na Lei Hulu Kupuna – the esteemed elder. We were once again blessed to receive a grant in the amount of \$30,000 from the Hawai'i Tourism Authority, in partnership with Hawaiian Electric Corporation providing \$10,000, and Times Supermarket providing \$5,000. The combined funds were used to increase interest and services towards a traditional event and further the perpetuation of the Hawaiian culture.



Lei Queen Paulette Kahalepuna and Princesses Huanani Judd Kauahi, Dolores Angel Camacho, Debra Kuulei Peters, and Beverly Moanilehuaaelamauka Tachibana, were invested by Mayor Mufi Hannemann and assisted by Hawaiian Electric's Mr. Tom Joaquin, Senior Vice President of Operations; Ms. Kaiulani de Silva, Director of Education & Consumer Affairs; and, Mr. Tad Fujiwara, marketing department manager for Times Supermarket, at the Queen Kapiolani Park Bandstand.

The increase in publicity as well as the inclusion of professional entertainment resulted in an increase of attendance throughout the day. Vendors reported vibrant sales and the audience enjoyed the variety of entertainment. The mix of entertainers included the Royal Hawaiian Band, Kapena, Makaha Sons, Na Wahine O Ka Hula Mai Ka Puuwai, Hula Halau Na Opio O Koolau and Halau Hula O Hokulani. The Hawaiian Steel Guitar Association performed at the lei exhibit area. Approximately 6,500+ attended this day-long lei celebration.



On May 1, 2008, there were 42 adults, 45 keiki and 13 lei lipine artists who participated in the annual lei contest. Together they offered 152 exquisite lei entries. There was an increase in the number of lei entries from 106 to 152. Twenty-four more adults, two more keiki and nine more lei lipine

artists participated in this year's contest over the previous year. Thirty-four workshops (18 more than last year) were provided to the public. More than 683 people (there were 280 last year) attended the workshops provided by DPR.

The closing of the 81st Annual Lei Day Celebration was held at Mauna Ala, the Royal Mausoleum, on May 2, 2008, where lei from the lei contest/exhibit were draped on the tombs and crypts of the Alii.

Honolulu City Lights

The theme for Honolulu City Lights 2007 was the same as 2006, Ku'u Home. Along with the plantation style theme introduced in 2006, a new large display was created. A plantation style train followed by three cars was added. A concept drawing was proposed and approved and construction began in mid August 2007. The train consisted of a steam engine, a flat car carrying presents, another flat car hauling a Christmas tree and a caboose completed the ensemble. Two menehune were also sculpted as part of the display. One is depicted driving the train and one is climbing the Christmas tree.



4. PEOPLE'S OPEN MARKET PROGRAM

The People's Open Market (POM) program was established in November 1973. The overall purposes of the program are:

- a. To provide the public, especially the less affluent residents, with an opportunity to purchase low cost fresh agricultural and aquaculture products, and other food items.
- b. 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.
- c. 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

	<u># Of Sites/Week</u>	<u>Avg. # of Customers/Week</u>
Sunday	3	2,182
Monday	4	687
Tuesday	4	3,849
Wednesday	3	1,884
Thursday	3	1,953
Friday	3	1,787
Saturday	5	5,223
TOTAL.....	25	17,565

HIGHLIGHTS IN THE YEAR

A total of 872,911 people were attracted to the 25 market sites during fiscal year 2007 - 2008, an increase from last year's count of 871,899. The POM attendance numbers indicate 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 (2,774 each week) and the Mother Waldron site the lowest (60 each week).
- There has been a consistent decline in EBT transactions each fiscal year. A total of \$1,814 was collected in the markets, a decrease from last year's total of \$2,187.

5. 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 more than 5,000 senior citizen club members (55 years and older) in the City and County of Honolulu. Its goal is to strive to improve the quality of life for those 55 years and older by providing a wide range of opportunities for leisure time activities that fulfill their mental, emotional, social and physical requirements. As the baby boomers come of age, the challenge is to provide activities and programs which will meet their needs.

The Department's district recreation staff advises 42 senior clubs (island wide) and assists the senior citizen section with city-wide events like the annual Mayor's Country and Crafts Fair, the seniors Valentine Dance at the NBC exhibition hall and the Try-Fest event at Kailua District Park Community agencies and banks continue their generous support of these senior programs. This year's sponsors include:

- a. \$5,000 from Bank of Hawaii for the senior citizens Valentine Dance in February. This donation was used for in-kind staff time and operating expenses for refreshments, decorations, printed programs, lei for special guest, PA sound system, film and photo frames, etc.
- b. \$17,000 from First Hawaiian Bank for the Primetime Wellness Fair held in March. This donation was used for in-kind publicity and rental fees for the Blaisdell Center's exhibition hall, equipment and supply fees, lei and volunteer t-shirts.
- c. \$1,000 from HMSA for printed registration forms, evaluation lunch and speaker fees for the Try-Fest held in April at the Manoa District Park.
- d. \$15,000 from First Hawaiian Bank for the Mayor's Cultural Festival and Craft Fair held in November. This donation was for in-kind publicity, door prizes, staff time, prize awards, contest ribbons and refreshments.

Since 1951 the City and County of Honolulu has operated a senior citizens center on the first floor of the Makua Alii Housing at 1541 Kalakaua Avenue. Makua Alii Senior Center is the first and only recreation center specifically designed for senior citizens. This center offers senior citizens a place to enjoy recreational opportunities in a safe and comfortable setting. A broad range of classes for seniors are scheduled and include popular art classes such as ceramics, sumi-e, and a host of other arts and crafts, a number of fitness classes, evening ballroom dance classes and weekend yoga classes. The center also has a partnership with the Department of Education to hold classes such as English as a second language and conversational Chinese. Makua Alii is also a center for preserving the culture of Hawaii in offering classes in hula, ukulele, and Hawaiian quilting. Opportunities for table tennis and mah jong are also available. The classes offered are open to all seniors over the age of 55. The total registered participants in Makua Alii classes are 515 students.

Makua Alii Center is the meeting place for five senior citizens clubs. These social clubs offer the seniors a chance to hear educational and entertaining speakers. It also offers the senior a venue to go on field trips to various locations and activities on the island. The main focus of the clubs is to provide a social atmosphere for interaction amongst seniors. The clubs meeting at Makua Alii are:

Makua Alii Seniors - 175 members

Kalakaua Seniors - 65 members

Golden Age Seniors - 25 members

Paradise Seniors - 85 members

Platinum Seniors - 35 members

Makua Alii Center also plays an active role in the community. The center has hosted many community events such as concerts, informational meetings on Medicare and other senior related topics. The auditorium is also used to host Christmas fairs, holiday events and activities for the community and the state housing complex.

6. SPORTS AND AQUATICS

The Sports and Aquatics Section is comprised of the sports, aquatics, and tennis specialist who provide staff training in specialty areas and conduct city-wide events and activities throughout the year.

- a. The sports unit encompasses sports, games, and fitness activities, including resource and expertise support in areas such as boxing and the Honolulu Marathon. This year, the sports unit completed the installation of new volleyball sleeves in our gymnasiums. Two more gyms are awaiting installation upon completion of the gym floors.
- b. The aquatics unit serves as resource and expertise support for the 21 swimming pools and ocean recreation activities island wide. There were over 600 aquatics classes held for children, teens, adults, seniors and the special population through this venue throughout the year. The variety of classes included all levels of learn-to-swim, lifeguarding/junior lifeguarding, first aid and CPR/AED training. In addition, the aquatics unit heads the Hawaiian Canoe Program Advisory Council and serves on the Surf Contest Conflict Resolution panel.
- c. The tennis unit provides expertise, equipment, and support for the 200 tennis courts on Oahu. Court and outdoor play surface inspections are conducted quarterly, and tennis workshops are held bi-annually. In an effort to alleviate the crowd and congestion in the heavily-concentrated Waikiki area, most of the tennis tournaments have successfully moved from the Diamond Head Tennis Center and the Ala Moana Tennis Courts to the Patsy T. Mink Central Oahu Regional Park Tennis Complex.
 - 1) Each year, the United States Tennis Association – Hawaii Pacific Section (USTA-HPS) has co-sponsored, with the City, to implement the Summer Fun Mobile Tennis Program. During the 6-week program, USTA-HPS visits 20 park sites and provided wholesome recreation and tennis instruction to more than 1,000 youngsters registered in our department's summer fun programs.

- 2) Patsy T. Mink Central Oahu Regional Park Tennis Complex – With the greater use of this world class tennis facility, it is estimated that more than 100,000 individuals have used this 20-court complex, 12 of which are lighted in the evening. As the only tennis facility in the state with the ability to accommodate large events, many special events, such as the local junior and adult league championships, high school, national, international, wheelchair, professional and collegiate attractions are held here.

7 THERAPEUTIC RECREATION UNIT

a. Vision Statement.

The Therapeutic Recreation Unit and the Department of Parks and Recreation recognize 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 for people with disabilities to participate and have fun in recreation as we all pursue health and active life styles. Through this vision we will create an inclusive agency.

b. 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.

c. Training

October 4, 2007 - LIFE Workshop

January 22, 2008 - Frail elderly, exercise, fall prevention and inclusion workshop

February 1, 2008 - Planning for Inclusion workshop

April 7, 2008 - Positive Discipline workshop

May 17, 2008 - Inclusion Aides training

May 30, 2008 - Summer Training (District I) on Positive Discipline, Song in ASL

June 2 – 4, 2008 - Summer Aides Training (Districts II, III, IV)

June 6, 2008 - Summer Training – Kualoa staff

d. Publicity & Outreach.

- 1) Recreation staff were surveyed regarding access and inclusion issues in the parks.

- 2) A quarterly information publication was started in September 2007 called TRU Notes to help keep DPR staff informed on the many access and inclusion issues related to recreation and parks.

- 3) The inclusion brochure was updated in January 2008.

- 4) The updated beach access and TRU web sites were placed on line in April 2008.

- 5) TRU had a display at the SPIN (Special Parents Information Network) in April 2008.

- 6) Staff attended community training Positive Behavior Supports and Beyond Workshop on August 13 & 14, 2008; Autism October 17 & 24, 2008; Pacific Preparedness for Vulnerable Populations Conference on January 16, 2008, Pacific Rim conference in April 2008, and SPIN Conference in April 2008

- e. The Access Advisory Council continues to meet on a regular basis and during this fiscal year recommendations were made to the Director of DPR to develop a policy on permits for accessible campsites and to recommend revision of the Beach Access Task Force.

8. CITYWIDE SPECIAL EVENTS

- | | |
|-----------------------|--|
| July 14, 2007 | The Junior Lifeguard Competition was held at Salt Lake District Park Pool. There were eight teams with 42 participants and about 100 parents and spectators. |
| July 20 – 22, 2007 | The Hawaii State Seniors Tennis Tournament was held at the Patsy T. Mink Central Oahu Regional Park Tennis Complex. There were approximately 85 entries in the men's and women's singles and doubles, and about 250 spectators. |
| August 7-9, 2007 | The 32 nd Annual Senior Softball Tournament was hosted by Hawaii County and held in Kona. There were six divisions and a total of 48 teams. Oahu fielded 13 teams and 250 participants. Three Oahu teams won the title in their respective divisions. |
| August 11 & 12, 2007 | The 67 th Annual Na Hula Festival was held at the Queen Kapiolani Park Bandstand. The purpose of the festival is to preserve the Hawaiian culture through Hawai'i's dance – the hula. There were approximately 300 performers and 1,000 people who participated in the two-day event. |
| September 21-23, 2007 | 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. |

- October 7, 2007 The CY Unit and staff committee coordinated DPR's participation in the 2007 Children and Youth Day. The event was held on the grounds of the State Capitol and kicked off Children and Youth Month. DPR participated with many community organizations providing over 150 activities to the approximately 30,000 people in attendance.
- October 12-14, 2007 The 19th Annual Talk Story Festival was held at McCoy Pavilion. Each of the three free nights featured eight to ten talented tellers from across the state. October 12th featured spooky stories; October 13th celebrated Say Something New stories; and the October 14th offered Musical Tunes. Approximately 3,000 people attended the three evenings. Olelo and Leeward Community College students videotaped each night of performances, which were later aired on Olelo TV.
- November 3, 2007 The Citywide Novice Swim Meet was held at the Patsy T. Mink Central Oahu Regional Park Veteran's Memorial Aquatics Center (CORP/VMAC). Approximately 100 spectators and 13 teams participated.
- November 17, 2007 Mayor's Country and Craft Fair – 3,000 visitors came to this newly renamed event hosted by senior clubs, senior service organizations, city department exhibits and vendors from the Peoples Open Market at the Neal Blaisdell Center Exhibition Hall.
- December 1, 2007 The annual DPR/Elks Hoop Shoot (basketball free throw shooting contest) was held at Halawa District Park. There were 36 participants (21 male and 15 female) from our department and schools who qualified as district finalists. Finalists per age division (male and female) advanced to the State competition through score comparison.
- December 9, 2007 The 36th Annual Honolulu Marathon was held at Kapiolani and Ala Moana Regional Park. There were more than 30,000 participants who braved the rain to finish the course.
- December 14, 2007 The CY Unit and staff committee coordinated a city-wide event at Ice Palace. More than 100 youth from participated in the event.
- December 21-23, 2007 The 87th Annual Ala Moana Open was held at the Patsy T. Mink Central Oahu Regional Park Tennis Complex. There were a total of 75 entries and 275 spectators, in the men and women, singles and doubles categories.
- January 18-20, 2008 The Public Parks Seniors Tennis Tournament was held at the Patsy T. Mink Central Oahu Regional Park Tennis Complex. There were a total of 65 entries and 225 spectators at the event.
- January 22, 2008 Senior Executive Conference held at the McCoy Pavilion Auditorium. Vendors representing senior service organization and more than 115 DPR staff advisors and senior club officers participated in this year's conference.
- February 12, 2008 Senior Valentine Dance was held at the Neal Blaisdell Center, with more than 2,500 participants and 50 representatives from various senior organizations. The theme of the event was To You, Sweetheart Aloha. Students from Kapolei and Washington Middle School's ballroom participated.
- February 22-24, 2008 The Oahu Seniors Tennis Tournament, Men's and Women's Division, was held at the Patsy T. Mink Central Oahu Regional Park Tennis Complex. There were 80 entries and 290 spectators throughout the event.
- March 1, 2008 The 81st Annual Lei Day Celebration began on March 1, 2008, with the selection of the 80th Lei Queen and Court. Five kupuna (55+ years and older) were judged on their lei making skills, hula, poise and personality, and Olelo Pelekane and Olelo Hawaii. Olelo Hawaii was reintroduced as part of the judging criteria in order to emphasize the importance of perpetuating one of the two official languages of the State of Hawai'i, as well as to convey the message with feeling and proper pronunciation. Each contestant could read or recite the story.
- This year's contestants were Dolores Angel Camacho, Paulette Kahalepuna, Haunani Judd Kauahi, Debra Kuulei Peters, and Beverly Ann Moanilehuaaelamauka Tachibana. Paulette Kahalepuna was selected as lei queen. Haunani Judd Kauahi was the first runner up, and the remaining three ladies serve as princesses on the court.
- March 9, 2008 The Elks Hoop Shoot Recognition Dinner was held at the Pearl City Elks Club Lodge for the winners in the Oahu finals. Approximately 80 participants, parents, supporters and DPR staff attended. The youth who progressed through the District and State finals were recognized.



March 20, 2008

The Primetime Wellness Fair was held at the Neal Blaisdell Center Exhibition Hall with more than 5,000 people attending. 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.



March 25, 2008

A city-wide ocean recreation event was held at Haleiwa Surf Center. There were more than 100 youth (10 – 17 years old) who participated in various ocean recreation activities.

April 3, 2008

The Senior Classic Games were held at Halawa District Park. Divisions for the games were Senior Division (55-69 years old) and Master Division (70+ years). Twenty-four senior citizen club programs island wide were represented with 81 (3-person) teams. Two hundred forty-four participants took part in the games, with approximately 100 spectators observing and cheering participants on. An awards ceremony presented first to third place medals in each event and division at the completion of the games. Individual achievement certificates were also presented for outstanding performance.

April 4-6, 2008

The 82nd Annual Oahu Public Parks Open was held at the Patsy T. Mink Central Oahu Regional Park Tennis Complex. There were 65 entries in the men, women, singles, and doubles division and approximately 250 spectators.

April 11, 2008

Senior Recognition Program held at the Hawaii Convention Center. DPR staff assisted with the program and monitored the seniors during and after the program. 1,500 seniors were in attendance.

April 12, 2008

The Citywide Novice Swim Meet was held at the Patsy T. Mink Central Oahu Regional Park Veteran's Memorial Aquatics Center (CORP/VMAC). Thirteen teams participated with approximately 100 spectators.

April 15, 2008

Try Fest was held at the Kailua District Park. More than 150 participants enjoyed the activities that promoted physical activity at this event.

May 16, 2008

In anticipation of summer, DPR celebrated with a kick-off event at McCoy Pavilion. The event was an opportunity for directors and supervisors to share and recharge their batteries for the coming summer programs.

May 23, 2008

Memorial Day lei sewing project at the Makua Alii Senior Center, Kailua District Park and Waipahu District Park. More than 250 seniors sewed more than 3,500 lei for the Memorial Day Ceremony at Punchbowl Cemetery.



June 7, 2008

The Lei Queen and Court participated in the 92nd Annual Kamehameha Day Parade. Royal Order of Kamehameha I, Hawai'i Chapter I, provided two vehicles and drivers for the lei queen and her court. Lei were donated by Milan's Flowers/Martha's Lei Stand.

MAINTENANCE SUPPORT SERVICES BRANCH

Maintenance Support Services (MSS) is a branch 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. MSS constructs, repairs, renovates and services park buildings, grounds, equipment and other recreational facilities. MSS provides fertilizer, herbicide, vector control and utility crew support to departmental operations and heavy construction equipment support to in-house projects as well as other city-wide projects and emergency operations.

MSS also contracts maintenance and repair projects for elevator and gymnasium repair, playground equipment and termite control; evaluates existing programs by compiling, analyzing, researching and evaluating statistical data; and researches and tests new methods, techniques, equipment and materials to improve overall efficiency and service to the maintenance and repair program.

In addition to the above, MSS has a mechanical repair section that repairs and maintains all grass cutting machinery from riding mowers to individual weed whacking machines for the entire department.

An aggressive program to renovate comfort stations throughout the city continues. A total of 12 comfort stations (Wilson Community Park, Palolo District Park, Waiālae Iki Community Park, DeCorte Neighborhood Park, Maili Beach Park, Makakilo Neighborhood Park, Nani-Kai Beach Park, Swanzy Beach Park, Pupukea Beach Park, Waimanalo Beach Park (campsite), Haleiwa Alii Beach Park, Waimea Bay Beach Park) and five swimming pools (Manoa District Park Pool, Waiālua District Park Pool, Moanalua Community Park Pool, Manana Neighborhood Park Pool, and Kailua District Park Pool) have been completed during the past year.

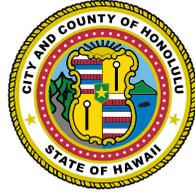
Another initiative taken on by MSS was to redo our parking lots through an IDIQ (Indefinite Delivery Indefinite Quantity) contract that has been very effective. Three parking lots, Lanakila District Park, Swanzy Beach Park and Waipahu District Park were completely refurbished with new asphalt and striping during this time period.

The following is a summary of work orders completed by the mechanical repair, trades, and heavy equipment, utility, chemical/labor crews and work program coordinator in Fiscal Year 2007-2008.

COMPLETED REQUESTS FROM TRADES AND SECTIONS

<u>Section</u>	<u>Work Orders</u>
Carpentry	805
Masonry	245
Painting/Signs	379
Plumbing/Sprinkler	1036
Welding	308
Work Program	63
Grounds Improvement	231
Heavy Equipment.....	243
Mechanical Repair	1081

DEPARTMENT OF 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 consists of six branches: Administrative Services Office, Customer Services Office, Planning, Land Use Permit, Building and Site Development Divisions. The Department also has 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, 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 Committee serves as a forum on matters related to local, current historic preservation issues.

HONOLULU LAND INFORMATION SYSTEM (HOLIS)

DUTIES AND FUNCTIONS

This organization provides direct support for maintaining and updating GIS data required for all city departments. HoLIS is responsible for the following functions:

- Oversee and direct city-wide policies regarding the development and implementation of the Geographic Information System (GIS).
- Manage and direct the operations of the Department’s 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 maintain 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. Below are statistics of production from the POSSE system:

	FY05	FY06	FY07	FY08
New POSSE data created	3,115,078	3,390,904	3,504,848	3,877,744
Percentage change.....	N/A	8.85%	3.36%	10.64%

AutoPermits (HonLINE)

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 internet permitting program called HonLINE was expanded to allow the ability to apply, pay, and print permits using the Internet. Below are data illustrating the expanding use of the Department's web site:

	FY07	FY08
Number of permits issued using HonLINE	1,843	2,824

	FY07	FY08
Percentage of all building permits issued using HonLINE	12.5%	17.3%

Percent increase of HonLINE permits issued from previous year = 53.2%

Total HonLINE Revenues = \$280,260.00

Average monthly income - \$21,893

Labor savings = 1988 hours (248.5 work days)

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 5,700,000 documents have been 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.

	FY06	FY07	FY08
Total # of hits on DPP Web Site.....	12,834,392	16,572,171	20,735,605
% change from previous year	120%	29.1%	25.1%

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.

	FY06	FY07	FY08
Total hits on GIS Web Site.....	39,754,483	47,785,303	52,324,907
Percentage Change.....	15.4%	20.2%	9.5%

Digital Topographic Data

New topographic data was added to the City GIS database. High resolution and accurate topography hadn't been updated for over 20 years. With new technologies called LIDAR and IFSAR, new topographic maps are able to be produced for Oahu. These data sets provide horizontal and vertical elevation accuracies of 1 meter (3.3 feet). LIDAR data, infrared survey mapping, was collected for the primary urban regions stretching from Hawaii Kai to Campbell Industrial Park. The data was obtained through cooperative agreements with the U.S. Geological Survey and the National Geospatial Intelligence Agency. IFSAR topographic data, obtained through partnership with the National Oceanic and Atmospheric Administration (NOAA), provides complete Island of Oahu topographic data with 1 to 3 meter resolution. These new topographic data sets provide the City and the public improved capabilities to produce and analyze topographic maps of Oahu.

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. Deliveries included:

- 2D building footprints and 3D structure shapes for over 130,000 properties.

Storm Water Quality Data Conversion

HoLIS is managing the update of the GIS Storm Drainage data set. Using hard copy maps, as-built drawings and GPS surveying, an update of the City's storm water facilities is under way to support federal requirements. In the past year, the following was completed:

- A conversion of 526 construction projects (with a total of 724 sheets).
- Added 33,571 new MS4 features have been added to the database.
- Added 2085 private storm drain permits to the GIS database to identify private MS4 connections.
- A total of 52,186 structures and 49,920 conduits now exist in the City GIS MS4 database.

CityView 9 User Interface

HoLIS continued the development and deployment of improved and revised user interfaces to the City geo-database. The CityView interface uses the most recent software capabilities to allow easy and fast access to over 70 map data layers and digital aerial imagery. More than 200 city personnel are using CityView9 with training on-going for more than 12 departments. Also a WebCityView was developed in coordination with Department of Information Technology, which now allows for Intranet viewing of city geospatial data. This will be especially useful for users that don't require all the functionality of the full CityView system, and will reduce the system administration work efforts of both HoLIS and DIT personnel.

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. A geodatabase is continually updated that organizes and standardizes geospatial data to be used for homeland security, emergency response and public safety programs.

Other Major Projects

- Street and Site Addressing Updates
- Enhanced 911 (e911) Dispatch System
- Honolulu Police Department GIS deployment.
- Environmental Services Wastewater Facility Geo-Database Management

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 decreased from the previous year primarily due to a loss of staff in the program. An increase in the number of data maintenance jobs illustrates the growth in housing development and increased data update responsibilities for various GIS data layers. It should be noted that the GIS is available to city personnel via the internet or other desktop programs, and users are producing map products without assistance from HoLIS, which are not accounted for here.

	FY02	FY03	FY04	FY05	FY06	FY07	FY08
HoLIS Work Requests	311	606	369	404	450	376	303
Maps Produced.....	411	499	885	512	802	494	350
GIS Data Maintenance Jobs.....	657	433	374	203	341	482	416

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. CSO also manages the building permit centers in Honolulu and Kapolei. These process centers process residential building permits, provide a central intake point for other permit applicants, answer inquiries about land use permit requirements and collect 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.

PERMIT ISSUANCE BRANCH

DUTIES AND FUNCTIONS

The Permit Issuance Branch greets customers, directs them to the appropriate service counter and provides information to the customers on various permit requirements. This branch processes minor permits over the counter and accepts, reviews, and inputs permit application information for other major or complex projects. If requested, they will also coordinate consultation meetings between customers and technical staff. The Permit Issuance Branch is responsible for collecting all permit-related fees and receipt issuance.

Accomplishments

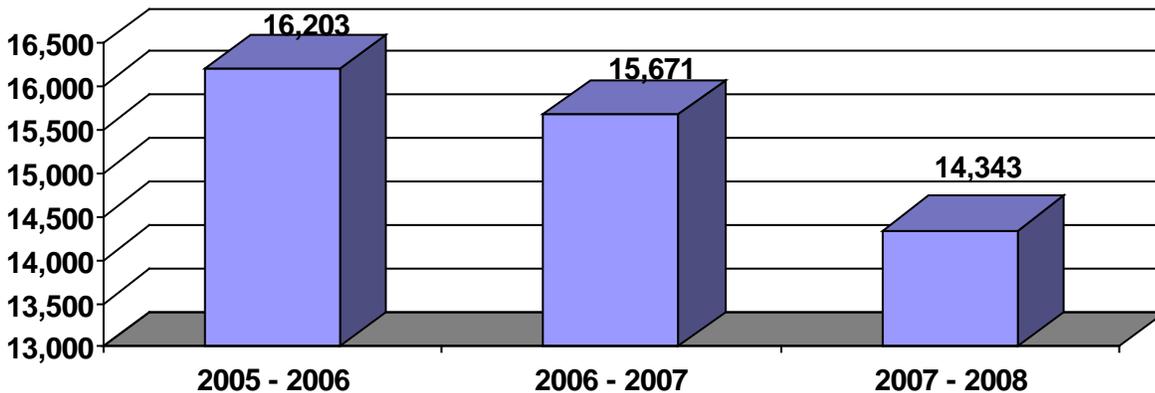
The number and valuation of building permits issued during fiscal year 2008 were 14,343 and \$1,917,165,999, respectively, as compared to 15,671 and \$2,235,940,844 for the previous fiscal year. This represents the second decrease of permit numbers in two years. A comparison with last year shows a decrease of 1,328 permits (8%) and a decrease in valuation of \$318,774,845 (14%). The decrease in valuation for this fiscal year is due to a downturn in the state's economy, with decreases of valuation in the majority of building occupancy groups, particularly single-family housing.

One positive trend is the increased number and valuation of solar permits that were issued this fiscal year. Last year, the number and value of solar permits were 2,558 and \$75,215,851 respectively. This year, the solar permit numbers are 2,975 and \$88,747,669. The reason for the increases can be traced to the Department's online permit system and rebates for solar installation

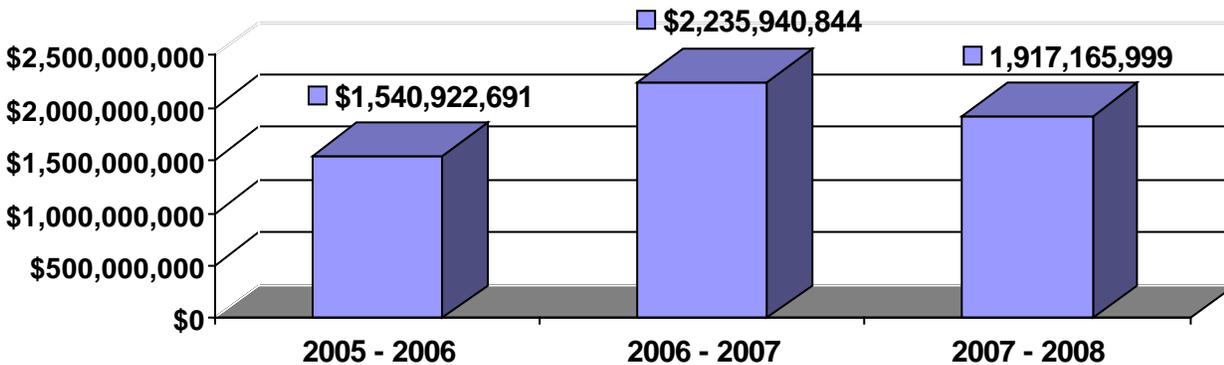
Permit Streamlining

- **HONline** – Open for use in late February 2006 via the DPP web page, HONline allows licensed contractors to apply, pay and print selected building permits for single-family residences. For FY 2008, fence permits have been added to the solar, electrical, plumbing and air conditioning permits currently available online. The following table shows the growing number of permits issued through HONline from January 2007 to July 2008.
- **Shoreline Review** – In FY 2007, CSO assumed responsibility for reviewing all single-family building permit applications involving the location of structures in proximity to the shoreline setback line. Review has been facilitated by an electronic inventory of all shoreline properties now available on the POSSE system. For FY 2008, turnaround time for shoreline review has improved from an average of two days to one day.

NO. OF BUILDING PERMITS ISSUED



VALUATION OF BUILDING PERMITS ISSUED



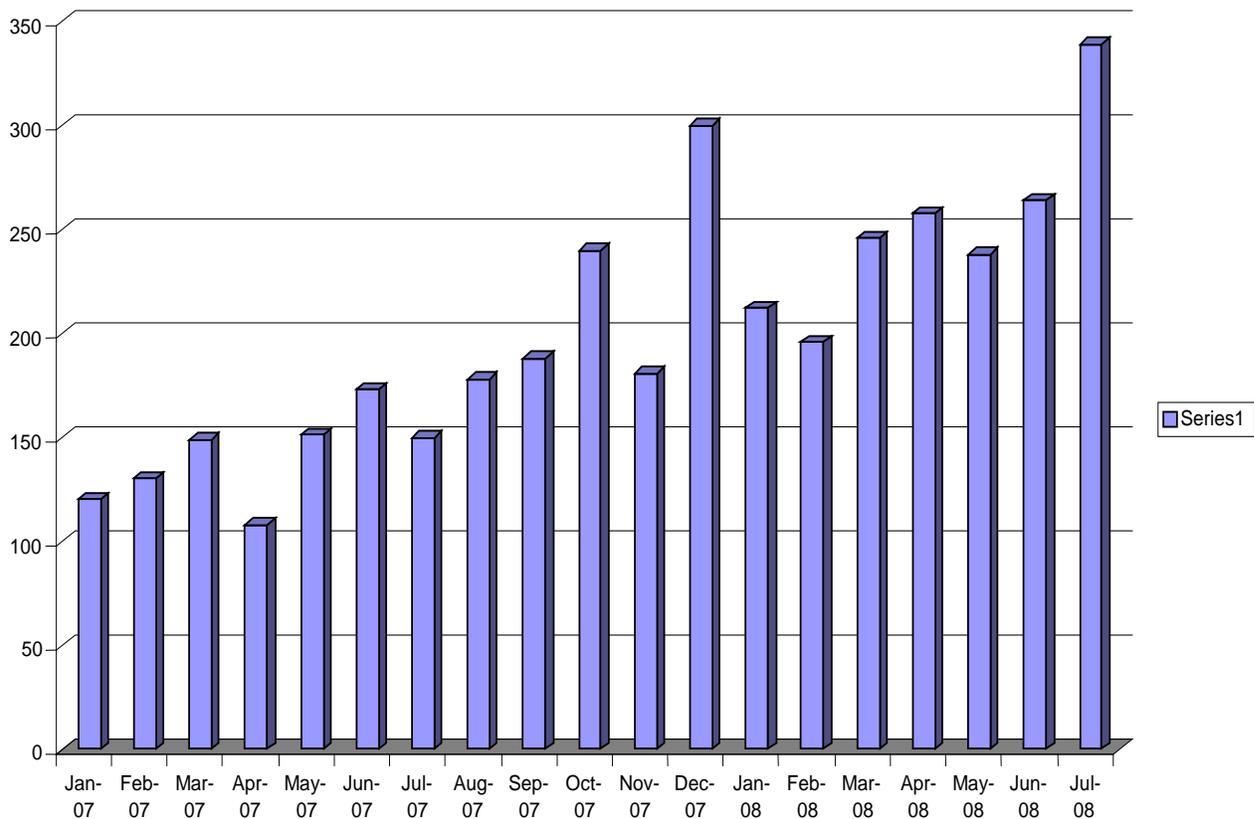
DATA ACCESS AND IMAGING BRANCH (DAIB)

DUTIES AND FUNCTIONS

This branch is responsible for providing the public with a consolidated historical permits records archive; assists the general public with records access, permit inquires, general permit requirements, permit and records research and reproduction of historical permits or other historical records; coordinates records management activities, including the storage, digital imaging, microfilming and archiving of various records pertaining to properties and permits; operates an information center where public information materials, including various brochures, forms and instruction sheets are made readily accessible to the public; and oversees the use of computer terminals that provide the public with direct access to property and project information in the City's land use management and optical records system.

NO. OF ON-LINE BUILDING PERMITS ISSUED BY MONTH

#of OBP's



Accomplishments

In the past year, the DAIB major activities include:

	<u>FY 07</u>	<u>FY 08</u>
Phone Calls Received.....	31,561	34,440
Walk-in Customers Served	24,801	20,949
Number of Files Retrieved for Customers	30,667	31,825
Copies of Maps Made	8,957	9,488
Copies of Document Pages Made	54,147	59,767
Construction Drawings Accessed.....	68,369	47,131
Research Requests	8,779	12,798
Subpoena's Received/Civil Suits.....	274	196

The annual statistics for this fiscal year shows an increase of 8% in the phone calls answered as opposed to the statistics during fiscal year 2007. The number of phone calls received continues to increase every year despite no increase in the number of DAIB staff.

While statistics shows an increase in the number of phone calls answered, DAIB saw a decrease in the number of customers that were assisted at the counter (3,852) with increases in research requests and files retrieved for customers. Construction drawings requested decreased significantly with 21,238 less retrieved than in FY 2007. This represents a 31% decrease in the number of drawings retrieved. The decrease is most likely attributed to the downturn in the state's construction industry. Authorization of overtime during the fiscal year 2008 continued to allow staff to reduce the backlog of records research and access requests. Without the authorized overtime, the DAIB and this department would be in violation of the UIPA statutes that requires the maximum of ten business days in which to provide a requestor with access to government records.

CODE COMPLIANCE BRANCH

DUTIES AND FUNCTIONS

Customer Service Office's 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 or 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.

Accomplishments

For fiscal year 2008, the Department issued 2,597 NOV's. Of those NOV's, 386 were referred for issuance of NOO's. Of the 386 NOO jobs created, 47 cases were cancelled as erroneous referrals. Of the remaining 339 NOO's issued, 180 cases were closed. During this period, a record \$577,301 was collected as civil fines. This represents a 92% increase in fines collected in FY 2007 and is the second record increase in the two fiscal years. 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 NUC's are renewed on the even numbered years. The 2006 NUC renewal was completed on October 15, 2006. The processing fee collected for the 2006 NUC renewal was \$385,200 (\$400 for each NUC renewal). The 2008 renewal is in process. Currently, there are 963 active NUC's on Oahu (906 transient vacation rentals and 57 bed and breakfast units).

RESIDENTIAL CODE ENFORCEMENT BRANCH

DUTIES AND FUNCTIONS

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 investigate existing dwellings and structures in residential, country and agricultural districts in response to customer complaints and requests for investigation for possible violations of the housing code, zoning code, and building code, vacant lot, sidewalk, driveway, litter, graffiti, house number, posters and relocation assistance regulations.

Accomplishments

The Residential Code Enforcement Branch performed the following number of inspections and other activities:

	<u>FY 07</u>	<u>FY 08</u>
No. Of Complaints Investigated	N/A	4,207
No. of Initial Inspections (Housing Units)	2,003	1,828
No. of Units with Housing Code Deficiencies	240	299
No. of Units with Housing Code Deficiencies Corrected	168	243
No. of Units Demolished	19	21
No. of Zoning Violations Issued	254	207
No. of Zoning Violations Corrected	278	182
No. of Inspections of Vacant Lots	124	134
No. of Vacant Lots for Which Notices of Violation were Issued.....	53	62
No. of Vacant Lot Violations Corrected.....	47	57
No. of Inspections of Sidewalk Areas	2,772	2,448
No. of Inspections of Illegal Signs.....	383	479

COMMERCIAL CODE ENFORCEMENT BRANCH

DUTIES AND FUNCTIONS

The Commercial and Multi-Family Code Enforcement Branch primary responsibilities are to inspect existing commercial, industrial and multi-family buildings for compliance to its applicable building, zoning and the related codes and regulations. Investigations are normally initiated from complaints or requests from the public, referrals from other government agencies and requests from others as required by local ordinances or state statutes. The Branch inspects, prepares and issues building inspection reports to the DOH, DHS and DOE on their proposed and licensed facilities. This branch also conducts investigations and research on proposed condominium property regimes (CPR) conversions of existing buildings to determine whether the buildings met all applicable building and zoning code requirements at the time of their construction and whether any variances or other permits were issued for any deviations. Since 1999, the Branch has also been responsible for investigating all complaints on illegal signs in industrial, commercial, apartment and mixed-use districts and, since 2002, has been assigned to respond to complaints on the revised smoking ordinance and posting of the required signage in existing buildings and facilities. In the past year, the Branch has experienced a dramatic increase in the number of sign complaints and CPR requests. Currently, it takes approximately three to five months to investigate and respond to these CPR requests, and the more complex the CPR requests are taking over six months to complete.

Accomplishments

The Commercial and Multi-Family Code Enforcement Branch performed the following number of inspections:

Number Of Complaints Investigated

	<u>FY 07</u>	<u>FY08</u>
Sign Complaint.....	1,024	686
Other	213	227
Total.....	1,237	913

Notices Of Violation (“NOV”)

No. of NOV’s Issued.....	410	295
No. of NOV’s Corrected	429	297
No. of NOV’s Referred	111	58
No. of Follow Up Inspections	4,459	4,139

Number Of Other Investigations - Inspections On Care Homes, Adult Residential Care Homes, Day Care Centers, Elderly Care Centers, Private Schools, Etc., For;

Licensing.....	127	124
Condominiums	175	238
Special Assignments Accepted	0	2
Other Misc. Assignments.....	N/A	3

PLANNING DIVISION

DUTIES AND FUNCTIONS

The Planning Division is responsible for the following functions:

- Prepare and revise the Oahu General Plan;
- Prepare, 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 and administer conditions of approval associated with the above actions, including affordable housing and urban design plan requirements;
- Develop community-based special area plans for selected neighborhoods, including Transit-Oriented Development (TOD) neighborhood plans in conjunction with rapid transit;
- Review the Executive Capital Improvement Program and Budget 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;
- 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 U.S. Bureau of Census, 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 1973 Revised Charter of the City and County of Honolulu (2000 version) and primarily advises the Mayor, the City Council and the Director of Planning and Permitting on matters concerning the planning programs. They hold public hearings and make recommendations on all proposals to adopt or amend the general plan, development plans and zoning ordinances. They also review, hold hearings and take action on smaller state special use permits and state land use boundary amendments.

The memberships of the Planning Commission as of June 30, 2008 are as follows:

Karin Holma, Chairperson
James Pacopac, Vice-Chair
Beadie Dawson
Vicky Gaynor
Andrew M. Jamila, Jr.
James Kaopua III
Rodney Kim
Richard Lim (last day was June30, 2008)
Kerry M. Komatsubara

Accomplishments

Long Range Policy Plans

Five-year reviews are continuing for the Ewa Development Plan (“DP”), the Sustainable Communities Plan (“SCP”) for East Honolulu, Central Oahu, North Shore, Koolau Loa and Waianae. The Plan for Koolaupoko should begin during FY 2008-2009.

As the Department representing the City before the State Land Use Commission (SLUC), the Planning Division continues to coordinate upcoming petitions before the SLUC, including the Horton-Schuler East Kapolei project called Hoopili, and the re-submittal for Koa Ridge in Central Oahu. Processing of zone changes continues for the University of Hawaii West Oahu project, and the last increment of Campbell Estate lands in West Kapolei, which consists of about 2,500 acres.

A contract was awarded to update of the Oahu General Plan, which will evaluate several major issues, such as visitor industry, agriculture and affordable housing.

Community-Based Initiatives

The Department has launched a Transit-Oriented Development (TOD) program in conjunction with the fixed guide way system initiative. It was also spurred by Ordinance 06-52 which requires TOD zoning be in place before land acquisition and construction funds can be appropriated for transit stations. During FY 2007-2008, about 26 presentations were made on the City’s TOD program. A new website was created and a TOD handbook circulated.

As part of this program, in September 2007, the first public meeting for the creation of a Waipahu Neighborhood Transit-Oriented Development (TOD) Plan was held. Two subsequent public meetings were held in addition to several advisory committee meetings and other presentations were made during FY 2007-2008. The plan is expected to be completed during FY 2008-2009.

As part of a contract under the Department of Budget & Fiscal Services, a consultant has been retained to study the potential “value capture” associated with land value increases resulting from the construction of a transit station nearby. This will help the City negotiate with private developers for community benefits close to transit stations.

The following were completed in FY 2007-2008:

- Waimanalo Business Training Center Definition and Development Plan;
- Korean Cultural and Community Center Planning and Concept Development Study;
- Kahaluu Community Master Plan.
- Contract administration for the following planning projects continued:
 - Kaneohe Town Plan;
 - Makaha Special Area Plan;
 - Chinatown Implementation Plan, in association with the Office of Economic Development;



Proposed new Central Plaza in Waipahu.

- Ala Moana/Sheridan/Kaheka Neighborhood Plan;
- Ewa Traffic Circulation Study;
- Regional Development Plan Implementation Study, Phase One.

Functional Plans and Planning

The Division continued to support the following programs:

- The Board of Water Supply Watershed Management Plans which address the need for county water use and development plans required by the state water code, as well as the City requirement for an Oahu water master plan. Current plans address Waianae and Koolauloa and were finalized last fiscal year, with formal adoption expected in FY 2008-2009. Plans for North Shore and Koolaupoko are expected next.
- 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.
- Serve as members of the Oahu Metropolitan Planning Organization (OMPO) Technical Advisory Committee, which advises OMPO on technical matters related to transportation planning.
- State Sustainability Task Force and HCDA board meetings when the director cannot attend.
- Mayor’s Affordable Housing Committee as resource staff.

Policy Research and Support

- Continued refinement of the Department’s land use model to generate land use forecasts to support planning programs in the City and State. The latest effort involved updating the land use forecast prepared for the City’s High Capacity Transit Corridor project to address transportation needs up to the year 2035. The updated forecast will be used as the land use basis for the 2035 Regional Transportation Plan of the Oahu Metropolitan Planning Organization.
- Completed review of addresses for the 2010 census as part of the Census Bureau’s Local Update of Census Addresses (LUCA) program. The LUCA program enables the City to assist the Census Bureau to improve the completeness and coverage of the 2010 census by providing information based on local knowledge.
- Consultant completed the first of two phases of a contract to develop a 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.
- Completed scanning of the historical plat maps maintained by the former Planning Department. These maps integrated land parcel boundaries and attributes with regulatory and statistical boundaries to facilitate historical research of land use.

	<u>FY07</u>	<u>FY08</u>
State Land Use Boundary Amendments		
Preliminary Reviews	1	1
Supplemental petitions processed	1	0
Amendments greater than 15 acres processed	3	4
Amendments of 15 acres or less processed	0	0

	<u>FY07</u>	<u>FY08</u>
Zone Changes, Special Use Permits, Zoning District Boundary Adjustments		
Zone Change applications processed	20	14
Applications rejected.....	6	1
Application approved by City Council	6	4
Applications denied.....	1	0
Special Use Permit (“SUP”) applications processed	11	3
Applications accepted	4	1
Applications approved by Planning Commission.....	1	0
Amendments approved by Planning Commission	2	0
Zoning District Boundary Adjustments		
(“ZDBA”) requests processed	26	24
Requests approved	24	24
Unilateral Agreement compliance Permit Reviews	211	228

PIM Revisions and Project Reviews PIM

Requests processed.....	7	3
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Environmental Documents

Environmental documents reviewed.....	67	40
Draft or Final Environmental Assessments.....	42	27
Environmental Impact Statements & EIS Preparation Notices.....	11	6
Pre-Consultation presentations for Env. Assessments.....	14	7

Budget Reviews

Executive-Branch projects reviewed.....	304	189
BWS projects reviewed.....	73	0

Planning Commission

Meetings held.....	11	0
Actions taken.....	16	14
Workshops held.....	0	0

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 permit applications. In addition, the Division processes shoreline management area permits, shoreline setback variances and minor shoreline structure permits.

Zoning Board Of Appeals

The Zoning Board of Appeals (“ZBA”) is authorized by Section 6-1517 of the Revised Charter of the City and County of Honolulu 1973 (2000 Edition). The ZBA is governed by the provisions of Section 13-103 of the Revised Charter. The ZBA hears and determines appeals from the actions of the Director of the Department of Planning and Permitting (“Director”) in the administration of the zoning code and subdivision ordinances and any rules and regulations adopted pursuant thereto. The ZBA consists of five members who are appointed by the Mayor and confirmed by the City Council and serve a five-year term.

The current memberships of the ZBA are as follows:

- David J. Minkin, Chairperson
- Ronald T. Ogomori, Vice Chairperson
- Herbert S.L. Chock
- Signe A. Godfrey
- Glenn Kaya

The powers and duties of the ZBA 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 ZBA 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, LUPD has processed approximately 600 land use permits per year. Since FY 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 LUPD’s FY 2004-2005 permit volume was approximately 700 permits per annum. However, for FY 2006, our total permit volume was down slightly to 582. For 2007, the total permit volume was 710.

In addition to its regular permit workload, other activities of LUPD included the review and processing of a number of significant LUO amendments. The Department worked on LUO amendments regarding transient vacation units and bed and breakfast homes, as well as the following amendments which also are pending at the City Council:

- An amendment to establish a 30-day deadline for the Mayor to transmit to the Council the recommendations of the Planning Commission relating to proposals to establish or amend special districts, zone changes and amendments to the zoning code;
- Three amendments proposed by City Council to provide for a reduction in parking requirements for transient-oriented multi-family dwelling uses, hotels and other commercial uses in the vicinity of transient centers;
- Two other city council resolutions directing the Department to review transit-oriented zoning ordinances of other municipalities and urging the administration to submit proposed legislation to enact a transit-oriented development overlay district. (The LUPD is working on these efforts with the Department of Planning and Permitting, Planning Division)

Other proposed LUO amendments still under review by the Division are:

- An amendment proposed by the City Council to establish time limits on the Department of Planning and Permitting for processing council-initiated LUO amendments;
- Two amendments proposed by city council relating to alternative energy sources, i.e., photovoltaic systems and wind machines;
- An amendment proposed by city council relating to plant nurseries in the agricultural districts;
- Three amendments by the City Council addressing affordable housing alternatives;
- An amendment proposed by city council to allow security fences up to 10 feet in required yards in agricultural districts;
- An amendment proposed by city council to amend the definition of meeting facility to include principal office facilities of homeowners associations.
- Two amendments proposed by city council to allow additional signs for meeting facilities and registration for sports activities.

The following table of annual statistics illustrates permit volume and the diversity of the LUPD total workload:

	<u>FY07</u>	<u>FY08</u>
Temporary Use Permits		
Applications Received	4	8
Applications Completed	4	8
Special Management Area Permits Major/Minor		
Applications Received	67	73
Applications Completed	53	70
Shoreline Setback Variances		
Applications Received	11	8
Applications Completed	8	11
Minor Shoreline Structures		
Applications Received	25	18
Applications Completed	23	17
Environmental Documents	18	21
Special Districts Major/Minor		
Applications Received	105	90
Applications Completed	103	88
Planned Development-Housing		
Applications Received	0	0
Applications Completed	0	0
Cluster Housing		
Applications Received	11	2
Applications Completed	10	1
Existing Use (Housing and Non-Residential)		
Applications Received	20	26
Applications Completed	18	23
Conditional Use Permits Major/Minor		
Applications Received	138	120
Applications Completed	134	119
Zoning Clearances		
Applications Received	-	172
Applications Completed	-	122
Plan Review Uses		
Applications Received	4	3
Applications Completed	4	1
Zoning Variances		
Applications Received	56	63
Applications Completed	53	38
Zoning Adjustments		
Applications Received	54	32
Applications Completed	50	32
Waivers		
Applications Received	99	75
Applications Completed	77	59

Modifications	
Applications Received	86
Applications Completed	58
Affordable Housing Projects	
Applications Received	7
Applications Completed	1
Design Advisory Committee	
Meetings.....	4
Number of projects reviewed	4
Zoning Board of Appeals	
Meetings.....	9
Appeals of Director's actions	10
- Withdrawn or invalid.....	6
- Upheld appeal	0
- Denied appeal	2
Hearings	
Zoning Variance	14
Special Management Area Permit/ Shoreline Setback Variance.....	16
Conditional Use Permit – Major	7
Site Plan Review	0
Planned Development-Housing.....	0
Special Districts	3
Other	1

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

Through the initiative of the Department, the City & County of Honolulu's building code was updated to the 2003 edition of the International Building Code ("IBC") and the International Residential code ("IRC") published by the International Code Council ("ICC"), Bill 26 passed City Council on June 6, 2007, and was signed by the Mayor on June 20, 2007.

The Department is also currently evaluating the 2006 Uniform Plumbing Code, the 2006 International Building and Residential Codes, and the 2008 National Electrical Code for future adoption.

The City and County of Honolulu ("City") is currently using the 1997 edition of the uniform building and plumbing code, and the 2005 edition of the National Electrical Code ("NEC"), which are updated and published every three years for various jurisdictions to review for adoption.

Streamlining Measures

As of this publication, there are 25 individuals and six firms certified by this department to perform "third party" review. The first "third party" project approval occurred in October 2005.

During this fiscal year, 503 projects were processed under the "third party" review program compared to 527 last fiscal year, a decrease of 24 projects or 4.5%. Of these projects, 374 were approved and are either completed or under construction, compared to the 342 projects approved last fiscal year, an increase of 32 or 9.36%.

The Division has continued its aggressive recruitment to fill vacant positions in both inspectors and engineers.

Activities for FY 2008

The Department is also continuing its effort to update the building and plumbing codes through the process of review and adoption of the 2006 International Building and Residential Codes, the 2006 Uniform Plumbing Code and the 2008 National Electrical Code.

The Plans Examining Section reviewed 1,828 plans for FY 2008 as compared to 2,262 plans for the previous fiscal year, which represents a decrease of 434 or 19.19%. The number of major plans reviewed decreased by 185 or 22.13% from 836 to 651, the number of minor plans reviewed decreased by 144 or 10.90% from 1,321 to 1,177.

The Building Inspection Section performed 75,601 inspections relating to codes under its jurisdiction as compared to 71,331 inspections during the previous fiscal year, which represents an increase of 4,270 or 5.99%. There were 648 notices of violations issued during the fiscal year as compared to 752 for the previous fiscal year, which represents a decrease of 104 or 14%. Complaints handled by the building inspection unit decreased to 972 during the fiscal year from 1,281

for the previous fiscal year. This represents a decrease of 309 requests for investigations or 24%. There were also 232 certificates of occupancies processed during the fiscal year as compared to 285 during the previous fiscal year, which represents a decrease of 53 or 18%.

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 reviewed 1,692 plans, a decrease of 10.95% from the previous fiscal year of 1,900 plans. This branch performed 31,660 inspections for the FY 2008, a decrease of 21% from the previous fiscal year of 39,871 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 reviewed 1,820 plans and performed 25,111 inspections during the fiscal year, in comparison to 2,140 and 26,180 respectively, for the previous fiscal year a decrease of 14.95% and 4.08% respectfully.

The Zoning Plan Review Branch reviewed 8,876 building/sign permit applications during the fiscal year, a decrease of 7.26% from the previous fiscal total of 9,571. Additionally, this branch reviewed 447 other permit applications for the fiscal year, in comparison with 435 the previous fiscal year, for a 2.76% increase.

The Research Branch examined nine requests for the approval of materials used and/or method of construction for use in structures governed by the City's codes during the fiscal year, compared to 10 during the previous fiscal year. This branch processed 30 applications for the Building Board of Appeals, as compared to 44 applications during the previous fiscal year; and processed 21 special inspector applications, compared to 12 the previous fiscal year. The Department received four applications from individuals and certified four to be "third party" reviewers.

Additional information for fiscal year 2008 showing summary of performance compared with that for FY 2007 and information pertaining to the activities of the Building Board of Appeals is attached.

Building Board of Appeals

The Building Board of Appeals ("Board") 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 training and experience to hear and resolve 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 FY 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, 2006 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 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.

<u>Activities of Building Board of Appeals</u>	<u>FY07</u>	<u>FY08</u>
No. of Appeals Processed.....	44.....	30
No. of Appeals Heard.....	1.....	2
No. of Appeals Settled	45.....	21
No. of Appeals Pending.....	0.....	7

BUILDING DIVISION

Performance Report for FY 2007 and 2008

I. Plans Examining Section

<u>Major Plans (\$50,000 and More) Under Review</u>	<u>FY07</u>	<u>FY08</u>
No. Carried Over	48.....	374
No. Received.....	764.....	810

Review Completed	836	754
Projects Dropped	35	64
Projects Relogged	0	0
Carry Over	374	366

II. Zoning Plan Review Branch

Plan Review Function

Building Permit and Sign Permit	FY07	FY08
Applications Reviewed	8,876	6,528
Other Permits/Applications Reviewed	447	395

III. Inspection Section

	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							
Fiscal Year 2007	11,070	14,643	14,371	78	11,143	71,331	185,998
Fiscal Year 2008	11,143	13,362	13,871	69	10,565	75,601	197,788
Electrical							
Fiscal Year 2007	17,826	12,616	10,461	15	19,966	39,871	197,556
Fiscal Year 2008	19,966	10,245	11,277	22	18,912	31,660	202,435
Plumbing							
Fiscal Year 2007	8,151	11,334	9,423	7	10,055	26,180	122,933
Fiscal Year 2008	10,055	10,061	9,571	3	10,542	25,111	125,994

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 Branches.

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 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 permits 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 Branch consists of the Project Review and the Permitting & Inspection Sections.

Accomplishments

The workload for the Project Review Section has continued to be heavy as evidenced by the 1,664 plans received, 358 subdivision applications reviewed and 252 miscellaneous reviews processed.

The Project Review Section has been working with the Department of Environmental Services and their consultant, M&E Pacific, to revise the soil erosion and drainage standards.

The Section has also worked with consultants to complete drainage master plans and reports for various development projects; attended meetings with other government agencies regarding the proposed flood mitigation improvements for the Manoa watershed; and reviewed numerous geotechnical reports to address sensitive issues related to slope stability and rock fall hazards associated with new hillside developments.

Section staff has also attended several training classes relating to the National Pollutant Discharge Elimination System (NPDES) construction best management practices and storm water quality treatment.

Despite the high number of plan submittals, the Project Review Section has tried to maintain a reasonable turnaround time for its plan reviews. On average, plans submitted for initial review are completed within 10-15 working days and subsequent submittals, within 5-10 days.

In addition to also participating in the process to revise soil erosion and drainage standards, and attending various training sessions related to the NPDES program and other technical subjects, the Permitting and Inspection Section continued to manage a consistent demand for permits, investigations, inspections, and variances. Special attention was again placed on compliance with the NPDES program via the grading plan review and permit processes; proper preparation, evaluation and filing of documentation; and inspection of best management practices and erosion control measures.

	FY07	FY08
Construction Plan Submittals received.....	1,556	1,664
Preliminary Subdivision Applications reviewed	383	358
Other reviews	273	252
Dewatering Permits issued	2	2
Drain Connection Permits issued	108	92
Driveway Variance Applications.....	19	24
Driveway Application Fees collected	\$1,900	\$2,400
Drain Connection and Dewatering Permits	\$7,800	\$7,200
Grading Permits Issued (includes Grubbing and Stockpiling)	822	885
Trenching Permits issued.....	972	1,087
Permit fees collected.....	\$349,114	\$427,500
Major Complaints investigated/Reports prepared (non-permit-related).....	1,005	1,384
Notices of Violation and Order for Grading (includes Grubbing and Stockpiling) violations issued	124	96
Permit inspections.....	17,856	18,392
Subdivisions and Ordinance 2412 projects inspected.....	147	142
Building Permits reviewed.....	9,410	9,061
Encroachment Variance Applications reviewed	142	83
Encroachment Authorization Fees collected	\$12,100	\$8,300
As-Built Plans filed.....	1,097	1,303

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.

This 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 number of subdivision applications processed by the Subdivision Branch has decreased by 11.1%. This decrease was partially offset by a 6.3% increase in the number of construction plans received for review.

A new reporting category has also been added to better reflect the activities in the branch. This category, entitled “Actions Taken,” covers all subdivisions/consolidations/easements/site development plans’ official actions, including approvals, tentative approvals, deferrals, extensions of time, bond returns, corrected maps, etc., that were not previously reported. Over time, this category should develop into a better gauge of subdivision application activity and branch workload.

Additionally, under “Other Applications Processed”, the flood miscellaneous correspondence category was re-titled “Miscellaneous Correspondence” to include not only flood, but also subdivision-related correspondence not previously reported.

As the remaining large residential developments (Ewa by Gentry, Sea Country and Ocean Pointe) reach maturity or build-out, the number of proposed lots in the past year has fallen to 1,041, a decrease of 20% when compared to the 1,300 lots proposed in FY 2007.

Last year, only two subdivision applications involved 100 or more lots. However, proportionally, the number of subdivision submittals consisting of easements, consolidations and two-lot subdivisions has remained constant at 82% of new



Fine grading of lots in a new subdivision development.

applications (263 of 320). Although the majority of subdivision applications still involve few lots, these normally involve in-fill development which can be complex and time-consuming, as quite often the land involved is affected by potentially hazardous slopes, soils or flooding or lack of adequate infrastructure. Such challenging projects requiring additional engineering reports and analyses increase review time and tax resources.

Fewer lots per application may also be due to a larger number of applications dealing with land zoned for multifamily, commercial, industrial and agricultural uses, where lots tend to be larger but fewer compared to single-family residential developments. In the past year, the accelerated development schedule of the City of Kapolei and surrounding areas has resulted in the approval of subdivision applications for major roadways and infrastructure such as Kapolei Urban Core 3, Mehana Phase 1, and Kapolei Parkway Extension at Kapolei Commons.

	<u>FY07</u>	<u>FY08</u>
Subdivisions/Consolidations /Easements/Site Development Plans		
Applications received.....	360.....	320
Actions taken.....	N/A.....	789
Withdrawn or closed	41.....	9
Rejected (incomplete).....	3.....	6
Approved by Director	184.....	235
Denied by Director	4.....	6
Park Dedication Applications		
Applications received.....	69.....	43
Withdrawn or closed	1.....	0
Rejected (incomplete).....	0.....	0
Approved by Director	22.....	18
Denied by Director	0.....	0

Flood Variances

Applications received.....4.....	8
Withdrawn or closed0.....	0
Rejected (incomplete).....4.....	3
Approved by Director0.....	5
Denied by Director0.....	0

Other Applications Processed

Street name applications12.....	9
Flood determinations15.....	19
Miscellaneous correspondence4.....	37

Plans Received

Construction plans (includes grading plans). 302.....	321
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TRAFFIC REVIEW BRANCH

DUTIES AND FUNCTIONS

The Traffic Review Branch reviews, analyzes and assesses proposals for new developments to determine possible traffic impacts and to establish traffic requirements needed to mitigate anticipated impacts to existing and/or proposed street networks; controls overall development of streets and highways within the City and County of Honolulu; coordinates review and approval of street lights and traffic signal plans with other city departments; reviews and approves traffic control plans that direct traffic around construction worksites; processes building permit applications for intersection corner-wall variances, road-widening setback requirements and driveway configuration and location; and reviews subdivision applications to establish horizontal roadway geometric alignments and street layouts, including coordination of bonding estimates for traffic signs, pavement striping, street lights and traffic signals.

Accomplishments

The Traffic Review Branch provided assistance with the development of the Drive Akamai program, in conjunction with the Departments of Transportation Services, and Design and Construction. Also, during the past year, the branch has been involved with several major developments and projects, both new and ongoing, which included the review and approval of transportation master plans, traffic impact analysis reports and construction plans, and providing review and comments/recommendations for land use permits and community plans, some of which are as follows:



Concrete curb-and-gutter construction for a new subdivision roadway.

- 909 Kapiolani Condominium
- Allure Waikiki Condominium
- Capitol Place Condominium
- City of Kapolei
- Costco Kapolei
- East Kapolei by DHHH
- Ewa by Gentry
- Hoopili by D R Horton
- Keola Lai Condominium
- Koa Ridge
- Leihano Senior Village
- Makakilo C & D - Kahiwelo
- Mehana at Kapolei

- Mililani Mauka
- Ocean Pointe Development by Haseko
- Pearl City Gateway
- Safeway Kapahulu
- Sea Country
- Target at Kapolei Commons
- The Contemporary Museum
- The Watermark Condominium
- Trump International Hotel & Tower
- UH - West Oahu
- Waiawa by Gen

	FY07	FY08
*Construction Plans reviewed/approved	1,021	1,070
**Land Use Permits/projects reviewed	407	510
Building Permits approved	298	306
Subdivision Applications reviewed	434	410
Road-Widening Setback inquiries	826	852
Construction/Bond Estimate certifications	21	35

**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 with respect to the proposed developments' impacts and requirements 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; review of proposals for future projects created by the Department of Design and Construction (DDC); submitting suggestions to the standards committee, which is responsible for the revision of sewer standards; and consultation 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 (ENV) for determination of the appropriate sewer service charges. In addition, the branch is responsible for ensuring that all properties required to connect to the City's sewer system do so on a timely basis.

The Branch is responsible for maintaining the as-built drawings of all city sewer facilities. With this task, it is also required to provide testimony on cases involving disputes between the City and private entities.

Accomplishments

The number of sewer connection permits issued this past fiscal year declined dramatically, largely due to the downturn in the economy and the presence of larger and more complex developments in the Ewa area, which took a substantial amount of time to review with fewer connections. However, the amount of monies collected for the Wastewater System Facility Charge increased slightly, due to payments made by these developments in the early stages of project implementation, i.e. during the subdivision stage.

The number of sewer studies conducted reduced. This reduction may be attributable to fewer developments, smaller types of developments such as second-home additions and changes in use of existing structures. The number of proposed subdivisions decreased slightly, the majority being two- or three-lot subdivisions and the carving-out of large parcels of land in the Ewa area for conveyance purposes only. There was an increase in the number of construction plans reviewed, especially for projects in the Kapolei Urban Core and Ewa Plain. In addition, these plans were complex, requiring additional time for review and approval.

Review of ohana zoning applications also dropped, possibly due to the economic downturn. We also initiated the closure of a major area of the Waianae Coast to ohana zoning because a visual inspection of the sewer system conducted by the Department of Environmental Services (ENV) revealed that the pipes were deteriorating and in need of repair. The number of sewer master plans submitted for review remained the same, with 80% of these from the Ewa area. The number of



Installation of a new sewer line in a trench lined with geotechnical fabric.

projects requiring land use approval declined also, as there are very few developable areas outside Ewa. Requests for temporary use of holding tank facilities have also declined due to scarcity of funds.

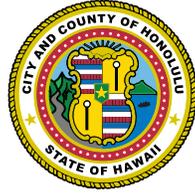
The Wastewater Branch is also tasked with processing new connections in the Laie and Kalaeloa areas. We collect funds and initiate service work orders to install low-pressure sewer systems in the Laie area, as well as ensure there is no proposed construction over the force mains. In Kalaeloa, we advise ENV of proposed projects and request their comments for approval or denial.

We continue to work on revising the City’s sewer standards with the Departments of Environmental Services, and Design and Construction. We have also begun scanning all our records to prevent deterioration so that, upon completion, we will be able to provide access to everyone.

	<u>FY07</u>	<u>FY08</u>
Sewer Connection Permits issued.....	1,142	363
Preliminary Subdivision Plans reviewed.....	384	352
Subdivision/Development Construction Plans reviewed.....	533	569
Sewer Adequacy Studies conducted.....	896	787
Ohana Applications reviewed	44	32
Adequacy and Private Developments evaluated.....	110	73
Master Plans evaluated/Engineering Reports.....	10	10
Holding Tank requests, Adequacy Transmittals	41	33
Wastewater System Facility Charges collected.....	\$4,345,203.00	\$5,033,013.10



HONOLULU POLICE DEPARTMENT



Boisse P. Correa, Chief of Police
Paul D. Putzulu, Deputy Chief of Police
Karl A. Godsey, 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. The island of Oahu has a circumference of about 137 miles and an area of nearly 600 square miles. The estimated resident population is about 905,600, which includes military personnel. 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 violations of state laws and city ordinances.
- 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 do not receive any compensation.

- The Commission elects its own chair and vice chair each year among its members. The Commission chair was Christine H. H. Camp and the vice chair was Keith Y. Amemiya. The Police 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.
- 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

Traffic safety continued to be the focus of the department throughout the year. Task forces and campaigns were created to address new pedestrian laws and speeding violations.

Innovative techniques along with advanced technology were used to streamline operations as well as to assist with crime analysis. Geographical mapping of reported property crimes provided the public with a graphic representation of incidents in their area. Officers also used this tool to track emerging crime trends and redirect operations accordingly.

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.

DISTRICT 1

District 1 encompasses almost eight square miles in downtown Honolulu. The resident population is approximately 75,000; but as the retail, financial, and political center of the state, the population of the district at any given time may rise to twice that number. The District 1 administrative offices are located at the Alapai headquarters, 801 South Beretania Street, with the Chinatown Substation providing a permanent police presence in downtown Honolulu.

The Weed and Seed program is a restoration program that is designed to reduce or “weed” criminal elements out of the district and initiate or “seed” the area with services and economic revitalization programs. This program also helps to strengthen and empower residents in the area and encourage community spirit.



Bicycle Detail Officer.

The Bicycle Detail's primary responsibilities include assisting patrol by handling complaints and concerns regarding seatbelt violations, blocking of intersections, and pedestrian infractions. The detail, in response to public reports of illegal activity, began overnight patrols of all city and county parks located within District 1. Due to these efforts, reports of illegal activity have significantly decreased.

The Bicycle Detail also works with the Segway Squad, a pilot program in which officers use Segway Personal Transporters to move quickly through crowded urban environments. Officers are also able to easily approach and communicate with citizens while on Segways.

District 1 officers work with the community to address concerns and enhance quality of life issues. Partnerships with the Fort Street Mall Business Improvement District Association, Neighborhood and Business Security Watches, and Citizen Patrols allow for open communication. In May, the district along with community organizations and the Department of Parks and Recreation removed the trellises on Chinatown's Sun Yat-sen Mall.

These trellises contributed to illicit activity; and, since their removal, crime has decreased and mall usage has increased. These positive results have inspired citizens and local businesses to take their community back.

DISTRICT 2

District 2, with a population of 109,000, covers approximately 204 square miles from Central Oahu to the North Shore. The area includes the communities of Haleiwa, Mililani, Mokuleia, Wahiawa, Waialua, and Whitmore Village, 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 use intelligence-led community policing techniques including the Crime Analysis and Targeting (CAT) program. This program, funded by a federal grant, allows officers as well as community members to access crime statistics via the CAT Web site. Information on the site includes weekly updates of criminal offenses, as well as maps indicating the locations of the offenses. Officers are able to view emerging crime trends and target their patrols accordingly. Neighborhood Security Watches also receive e-mail alerts from the district when trends are recognized.

Officers in the Crime Reduction Unit (CRU) operate in plain clothes and continue to be an integral part of the district's effort to suppress crime. The CRU targets crimes that affect both tourists and residents, including theft and theft from vehicles. This year, four officers from the unit were assigned to work with the agricultural community to address their specific crime issues.

In an effort to further reduce crime, District 2 officers continued their involvement in the community by working closely with the 202 Neighborhood Security Watches consisting of over 5,400 members. Presentations were given to these Neighborhood Security Watches, as well as neighborhood boards, businesses, schools, and community groups, to explain the community policing concepts.

DISTRICT 3

District 3 covers approximately 66 square miles and serves around 153,500 residents in the communities of Aiea, Halawa, Pearl City, Pearl Harbor, Waikale, Waipahu, and Waipio. The district's headquarters is located in Pearl City at 1100 Waimano Home Road.

The Prevention, Intervention, Treatment to Stop Thieves Operating Permissively (PIT-STOP) program continues in District 3. An agreement was reached with the city's Department of the Prosecuting Attorney whereby suspects arrested for a stolen vehicle in the district would be immediately charged. In fiscal year 2008, 22 suspects were arrested and immediately charged for the offense. Without the PIT-STOP program, only ten suspects would have been immediately charged.

In December 2007, District 3 partnered with the Waikale Community Association to implement the Taking Action Against Graffiti (TAAG) an anti-graffiti project. Members of the community installed and now monitor motion sensors, which detect alleged offenders as the crime is being committed. Notification is then made to the Honolulu Police Department for response.

DISTRICT 4

District 4 encompasses an area of Windward Oahu covering 127 square miles. The communities, with about 132,000 residents, include Hauula, Kaaawa, Kahaluu, Kahuku, Kailua, Kaneohe, Laie, Lanikai, Punaluu, and Waimanalo. The main station is located in Kaneohe at 45-270 Waikalua Road, and full-service substations are located in Kailua and Kahuku.

Community partnerships continued to be a valuable resource in the district. By the end of fiscal year 2008, the district had 116 community groups with over 4,270 members. The continual increase of groups and members in the district demonstrates the community's willingness to take ownership of their well-being.

Improving traffic conditions requires not only an increase in enforcement but a commitment from the community. The Community-Traffic Awareness Program (C-TAP) is doing just that. During the fiscal year, C-TAP organized sign-waving events to send the message to motorists that neither the police nor the community will tolerate unnecessary traffic injuries.

The Community Policing Team took a strong stance to control graffiti by recruiting the community to participate in Graffiti Paint-Outs. Volunteers, along with District 4 officers, helped paint out the graffiti in the district, all with the goal of bringing pride back to the community.

DISTRICT 5

District 5, the "Kalihi District," encompasses 36 square miles in the central Honolulu area and has a resident population of approximately 136,200. The area is a diverse and dynamic community that includes residential housing, industrial businesses, Honolulu Harbor, Honolulu International Airport, Hickam Air Force Base, Oahu Community Correctional Center, and the Federal Detention Center. The headquarters is located at 1865 Kamehameha IV Road in Honolulu.

With 6 major thoroughfares intersecting in the district, nearly 400,000 vehicles pass through every weekday. As a major corridor for Oahu commuters, traffic enforcement and management continues to be a high priority for District 5.

In response to numerous public complaints, the district ran a number of operations in fiscal year 2008. Operation Kohou resulted in 15 federal indictments and three dealers being charged. In September 2007, officers ended Operation Full Copper Jacket 2. The operation was devised to verify compliance with Act 197, a law passed by the State Legislature that set new guidelines for the recycling of copper. This operation culminated with the arrest of two individuals for violating recycling laws. The success of these operations resulted in the reduction of crime and created safer communities.

DISTRICT 6

District 6 encompasses the Waikiki peninsula. The resident population is approximately 22,600; but as the primary tourist destination on Oahu, an average day in Waikiki may host 70,000 visitors and 37,500 employees. The administrative offices are located at the Alapai headquarters, with a substation fronting Waikiki Beach. The Burglary-Theft Detail and the Crime Reduction Unit offices are located at 22nd Avenue and Diamond Head Road.

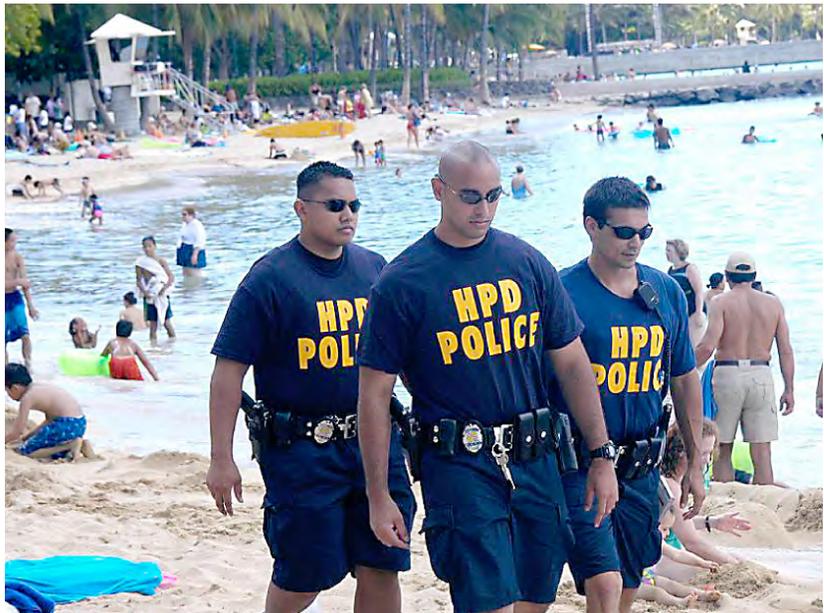
In fiscal year 2008, over 150 special events were held in Waikiki, attracting both vacationers and residents alike. The events included parades (Aloha Week and

Dr. Martin Luther King, Jr., Day), Sunset on the Beach, and cultural events (Okinawan and Thai festivals). During these events, public safety and traffic management were the responsibilities of the officers in District 6.

During the summer of 2007, a Beach Task Force was implemented to prevent the seasonal increase in beach thefts.

The success of this task force has led to the implementation of the all-season Beach Detail. Due to these efforts, reported beach thefts have significantly decreased and related arrests have increased.

District 6 continued to explore and expand the capabilities of technology by creating a community Web page, <http://www.honoluluupd.org/patrol/d6/>. This Web page offers the community the opportunity to learn more about the Honolulu Police Department and the current projects in the district.



Beach Task Force.

DISTRICT 7

District 7 covers approximately 40 square miles in East Honolulu, with a residential population of nearly 151,000. The area includes the communities of Aina Haina, Diamond Head, Hawaii Kai, Kahala, Kaimuki, Kuliouou, Manoa, McCully, Moiliili, Palolo, and Waiialae. The district also includes Kalama Valley, Sandy Beach, and Makapuu lookout. District 7 is

predominately residential with several institutions of higher learning, including the University of Hawaii at Manoa, Chaminade University, and Kapiolani Community College.

The district developed their Web site, <http://www.honoluluupd.org/patrol/d7/>, as a way to enhance communication with the public. The site provides the community with reported property crime statistics and maps as well as a way to easily report possible criminal activity in their neighborhood.

District 7 partnered with the community many times during the year. The Community Policing Team participated in Graffiti Paint-Outs where over 200 buildings, walls, and fences were painted. Shop With a Cop, held in December 2007, partnered officers with underprivileged and deserving students for a day of food, fun, and activities at Kahala Mall.

DISTRICT 8

District 8 encompasses 128 square miles and has a resident population of approximately 126,000. The area includes the communities of Campbell Industrial Park, Ewa, Ewa Beach, Honokai Hale, Kaena Point, Kalaeloa (formerly Barber's Point), Ko Olina, Kapolei, Lualualei, Maili, Makaha, Makakilo, Nanakuli, and Waianae. The main station is located in Kapolei at 1100 Kamokila Boulevard, and there is a substation in Waianae.

The Community Policing Team worked with various Neighborhood Security Watches (NSW) and Citizen Patrols to enhance safety within communities. In fiscal year 2008, there were 120 NSWs, Citizen Patrols, and Mobile Patrols with over 3,500 members. The district officers also continue to meet with neighborhood boards throughout the community.

Traffic safety continues to be a major concern in District 8. The officers increased enforcement in areas that have a high incidence of speeding and other hazardous driving violations. Pedestrian safety is also a concern, and officers participated in traffic safety campaigns to educate the public about jaywalking and right-of-way considerations. Usually held during the Christmas season, the district conducted its first summertime "Live and Let Live" campaign in May to promote safe driving habits and to discourage driving under the influence.

A Parks Detail was created in April 2008 to address public safety concerns in city parks in the district, especially along the Waianae Coast. The detail works with the Department of Parks and Recreation and other city agencies to make the parks safer and more accessible for recreational use.

SPECIAL FIELD OPERATIONS CENTRAL RECEIVING DIVISION

The Central Receiving Division (CRD) is responsible for the processing and detention of arrestees who are unable to post bail or are under investigation. The CRD ensures that the Alapai headquarters is safe and secure by monitoring access to both the building and the parking structure. The division also monitors and responds to all fire and personnel duress alarms in the building.

During FY 2008, the CRD processed 18,687 arrestees, transported over 10,000 arrestees to court, and provided nearly 40,000 meals.

The CRD is also responsible for the maintenance of the department's 24 Intoxilyzer breath analyzers and the certification of over 800 police officers to operate the instruments. In FY 2008, CRD personnel administered the Intoxilyzer test to 3,436 arrestees.

In December of 2007, the CRD began collecting Buccal swab samples from arrestees who had been convicted of felony sex offenses. The Buccal swab samples are used for DNA extraction and testing.



Helicopter Rappel Training.

SPECIALIZED SERVICES DIVISION

The Specialized Services Division (SSD) provides special weapons and tactical support to the department in high-risk situations. The SSD also serves firearms-related protective orders, assists the patrol districts by saturating high crime areas, and monitors Oahu parks for illegal activity. In addition, the SSD provides assistance to state and federal law enforcement agencies. The division is comprised of specially trained officers in the Task Group, Bomb/Chem-Bio Unit, Helicopter Section, and Canine Unit.

In FY 2008, the SSD responded to three call-outs involving high-risk incidents and performed 58 search warrant entries for the Narcotics/Vice and Criminal Investigation Divisions and patrol Crime Reduction Units. Over 160 protective orders were served, with 181 firearms recovered. The division officers also effected 41 felony and 83 misdemeanor arrests.

The Bomb/Chem-Bio Unit, trained and certified by the Federal Bureau of Investigation, is responsible for addressing all explosive or suspected explosive devices from identification to disposal. In fiscal year 2008, the Bomb/Chem-Bio Unit responded to 22 calls and was able to resolve each incident without injury to person or damage to property.

The Helicopter Section, based at the Honolulu International Airport, provides helicopter support to the department by extending visual capabilities through aerial patrol. While logging nearly 1,000 hours of flight time, the section responded to over 650 requests for assistance from the department. The section assisted with 66 arrests and recovered 21 stolen vehicles and 3,588 marijuana plants valued at over \$3.5 million.

The Canine Unit, comprised of dog and handler teams, are specially trained to find illegal narcotics, explosives, evidence, and people. In fiscal year 2008, the unit responded to 91 calls for assistance.

TRAFFIC DIVISION

The Traffic Division investigates certain motor vehicle collisions and promotes the safe and efficient movement of traffic on public roadways through educational programs, traffic management, and the enforcement of traffic laws. During fiscal year 2008, 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; streamlining investigative procedures; and aggressively enforcing pedestrian safety, speeding, and impaired driver laws.

The Vehicular Homicide Section (VHS) investigates motor vehicle collisions involving death, critical injury, and felony traffic crimes. The officers in this section also review the investigations of major traffic collision cases to ensure their proper disposition and closure. In FY 2008, the VHS investigated 52 collisions that resulted in 54 traffic fatalities; compared to 69 collisions that resulted in 76 fatalities during the last fiscal year.

The Selective Enforcement Unit, with its Drug Recognition Expert Detail, looks for impaired drivers at locations and times known to be particularly dangerous. These areas are shown by trends in fatal and critical motor vehicle collisions where drugs or alcohol were found to be contributing factors. In fiscal year 2008, these units made over 940 arrests for Operating a Vehicle Under the Influence of an Intoxicant.

The Solo Motorcycle Detail promotes efficient traffic flow, especially during peak morning and afternoon periods when Honolulu's roadways are filled to capacity. In addition to enforcing traffic laws, the motorcycle officers also perform escort duty for parades and visiting dignitaries and provide traffic control at special events.

The Parking Enforcement and Collection Section (PECS) enforces parking laws and is responsible for the collection of coins from all city parking meters as well as the proper operation and maintenance of these units. The section issued a total of 62,880 parking and related citations in FY 2008. The PECS collected nearly \$4.32 million from parking meters in fiscal year 2008.

The Traffic Division was the guiding force behind the local "Click It or Ticket" campaign. As of June 2008, this campaign revealed that seatbelt usage on Oahu was approximately 96 percent.

HOMELAND SECURITY

The Homeland Security Division provides support and establishes and facilitates interagency communications during major events. It also coordinates site and threat assessments and manages resources to prevent and respond to acts of terrorism. In addition, the Division organizes and participates in joint training with federal, state, and other local agencies.

INVESTIGATIVE BUREAU

CRIMINAL INVESTIGATION DIVISION

The Criminal Investigation Division (CID) consists of ten details which investigate cases involving murder, robbery, sexual assault, assault, domestic violence, child abuse, financial fraud and forgery, auto theft, and white collar crimes. In the course of these investigations, divisional personnel partner with other law enforcement agencies and the community to assist the victims and their families.

In FY 2008, the Homicide Detail investigated 16 homicides and closed 15 cases with arrests or conferrals with the City Department of the Prosecuting Attorney. Closing rates for the detail have increased from 80 percent in FY 2007 to over 93 percent in FY 2008.

The Sex Crimes Detail continued working with the State Attorney General's Hawaii Internet Crimes Against Children Task Force. The HPD Internet Crimes Against Children Unit arrested six individuals for Electronic Enticement of a Child in the First Degree. The Sex Offender Registration Program was initiated to identify and arrest sex offenders who are not in compliance with the sex offender registration requirements. In FY 2008, more than 500 cases were initiated for noncompliance with registration requirements. The detail also monitors and administers the DNA Buccal swabbing program for forensic identification of various convicted felons.

The Missing Persons Unit investigated 818 cases in FY 2008, closing 91 percent of the cases.

The Financial Fraud Detail continues to work with other government law enforcement agencies as well as the private sector to address various financial crimes, especially crimes involving identity theft. The Detail also conducts presentations in an effort to educate the community about preventing fraud and identity theft.

JUVENILE SERVICES DIVISION

The Juvenile Services Division (JSD) addresses issues involving the development of the community's youths through a variety of prevention, education, and intervention efforts. In addition, the division conducts follow-up investigations of reported runaways. As an extension of the various programs in the JSD, divisional personnel frequently provide guidance and leadership presentations to schools and community organizations and at special events.

The Drug Abuse Resistance Education (DARE) curriculum is a nationally certified program that helps students recognize and resist the temptation to experiment with drugs and alcohol. This ten-week program is taught in 159 public and private schools, reaching over 15,000 students, primarily in the fifth grade. In 2008, the JSD organized DARE Day, where almost 10,000 students took an oath to be drug free.

The Gang Resistance Education and Training Detail presented a ten-week curriculum to seventh grade students at 22 middle schools, reaching nearly 8,000 students. The program is designed to educate middle school students about the law and delinquent behavior and to provide alternatives to gang membership.

The Police Activities League (PAL) program has been promoting the concepts of sportsmanship, teamwork, leadership, and community service. The program also fosters social, decision-making, and problem-solving skills. Since 1947, the PAL program has expanded beyond the traditional, organized athletic programs and now includes activities such as cooking and canoe paddling. These nontraditional activities provide more opportunities for all the youths to participate in the program. During FY 2008, nearly 15,000 kids participated in many different PAL activities.

NARCOTICS/VICE DIVISION

The Narcotics/Vice Division is responsible for the enforcement of laws, ordinances, and regulations relating to gambling, prostitution, pornography, and narcotics offenses. These offenses are investigated by the division's units at all levels (from street dealing to high-level crimes). Partnerships are also formed with various federal, state, and county law enforcement agencies; and a number of officers are cross-deputized to hold federal authority and powers.

In FY 2008, the Honolulu Police Department (HPD) continued to participate in the High Intensity Drug Trafficking Area (HIDTA) program. The HIDTA task forces are comprised of federal and county law enforcement agencies focused on the interdiction of narcotics at Hawaii's points of entry and the disruption or dismantling of major drug trafficking organizations. The HIDTA Task Force Group 3 initiated 53 federal investigations and effected 41 arrests for federal prosecution. These investigations resulted in the seizure of illegal drugs with a street value in excess of \$800,000 and over \$650,000 in cash and other assets.

The division's Hawaii Interagency Mobile Police Apprehension Crime Task Force (HI-IMPACT) Detail primarily conducts long-term undercover investigations. These investigations target high-level drug trafficking organizations and individuals with affiliations to local and mainland organized crime. In fiscal year 2008, the efforts of the task force resulted in 30 drug-related arrests and the seizure of approximately 12.5 pounds of methamphetamine with a street value of over \$1.7 million. The HI-IMPACT Detail also seized approximately 3.5 pounds of powdered cocaine, over 100 Ecstasy tablets, almost one pound of marijuana, and 11 dangerous weapons.

The Morals Detail continued to address the use of Internet technology as a means of furthering prostitution activity. Joining forces with the Immigration and Customs Enforcement (ICE), United States Department of Homeland Security, the detail made attempts to dismantle prostitution operations by targeting prostitution organizations and the individuals who utilize foreign nationals to further their criminal enterprise. Through fiscal year 2008, 206 individuals were arrested for prostitution offenses.

The Hawaii Airport Task Force is a multiagency unit with officers and agents from the HPD, Drug Enforcement Agency, State Narcotics Enforcement Division, and ICE. The task force conducts complex passenger and parcel interdiction investigations. In FY 2008, the task force seized over \$11 million of illegal drugs and approximately \$1.5 million in cash and vehicles.

SCIENTIFIC INVESTIGATION SECTION

The Scientific Investigation Section (SIS) provides investigative support through the application of forensic science. The Section also provides training to officers on various aspects of forensic science such as fingerprint techniques and crime scene investigations. The SIS also participated in numerous speaking requests from public and private organizations.

The SIS continues to contribute to the Combined DNA Index System (CODIS), which consists of DNA types from convicted offenders. Hawaii currently has 10,000 samples in the National DNA database.

The SIS was awarded over \$150,000 through the 2008 DNA Backlog Reduction Grant to hire two DNA analysts. The section was also awarded over \$420,000 through the 2008 Edward Byrne Memorial Justice Assistance Grant to purchase analytical instruments and to provide training for personnel.

ADMINISTRATIVE BUREAU

FINANCE DIVISION

The Finance Division oversees the Honolulu Police Department's annual operating budget, which amounted to \$189 million for FY 2008. The budget covers all salaries, current expenses, and equipment purchases. Additionally, the Division oversees the operations of the Property and Supply Section and the Publications Section.

The Division also coordinates, manages, and monitors approximately 40 grants with a total value of \$17 million. These federal, state, and private grants help to reduce crime and enhance public safety by funding programs, such as anti-drug trafficking, homeland security, juvenile education, traffic safety and enforcement, and forensic laboratory expansion.

HUMAN RESOURCES DIVISION

The Human Resources Division (HRD) is responsible for the administration of all personnel matters, including recruitment and hiring, fitness-for-duty and performance evaluations, labor relations and union issues, special duty jobs for off-duty police services, investigations of sexual harassment and discrimination complaints, preemployment psychological services, and the Drug Urinalysis Screening program.

Filling vacant police officer positions continues to be a high priority for the HRD. Six entry-level examinations were given locally, with an additional three exams given on the mainland. At the end of FY 2008, the authorized strength of the Department was 3,082 (2,138 officers, 360 unfunded recruit positions, and 584 civilian employees). The actual strength was 2,518 (1,930 officers, 92 recruits, and 496 civilian employees).



156th Recruit Class.

TRAINING DIVISION

The Honolulu Police Department's Training Academy, Ke Kula Makai, is located in Waipahu at 93-093 Waipahu Depot Street. The Training Division focuses on four main areas: recruit, annual recall, executive, and specialized training.

In fiscal year 2008, a total of 118 recruits graduated from 4 recruit classes. Police recruits are taught police organization and procedures, law, communication, and functional skills.

The Division's training program is divided into two curricula: the functional skills curriculum and the administrative curriculum. The functional skills curriculum is comprised of the following courses and programs: Control and Arrest Tactics, Emergency Vehicle Operations Course, Fit for Life, Firearms, Annual Recall Training, and Police Officer Survival Training. The administrative curriculum is comprised of courses and programs on Administration and Recruit Training.

Annual Recall Training (ART) sessions are held to keep officers apprised of current standards and practices, which include training required by the Commission on Accreditation for Law Enforcement Agencies, Inc. ART sessions consist of mandatory training in firearms and on the subjects of sexual harassment, hazardous materials, the automated external defibrillator, and cardiopulmonary resuscitation. In FY 2008, the division held 55 sessions with 1,886 officers in attendance.

The Division holds specialized training courses to promote career development and enhance patrol skills. The Supervisory Training Regimen in Preparation and Education of Sergeants course is a one-week program that prepares candidates for their roles as supervisors. A three-day Lieutenant's Training Session furthers leadership and management skills. In FY 2008, 90 officers attended these training sessions.

In addition to the firing range and the emergency vehicle operations course, the Training Division utilizes firearm and driving simulators to enhance officer training. By using this technology, the Division is able to create "real-life" situations to test and improve officer decision-making skills, all without risk of injury. The simulators also serve as an effective way to maximize training resources. Officers are able to replay scenarios as needed, and critiques are immediate.

As a continuing component of the electric gun program, the division has 18 officers trained as instructors and 718 qualified gun carriers. In FY 2008, the Training Division completed the electric gun camera implementation program. All 500 devices are now capable of recording audio and video when the guns are used.



Maintaining Departmental Servers.

SUPPORT SERVICES BUREAU COMMUNICATIONS DIVISION

The Communications Division receives emergency requests and dispatches emergency services throughout the island. As the largest Public Safety Answering Point in the state, the division answers all 9-1-1 calls on Oahu. In FY 2008, 78 percent (805,348) of the approximately one million calls received were for police services. The Division also serves as the Alternate Hawaii State Warning Point for all civil defense emergencies, such as tsunamis and enemy attacks.

At the July 2007 Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA), Summer Conference held in Montreal, Canada, the Division was awarded the CALEA Public Safety Communications reaccreditation certification. This certification

guarantees that the Department's Communications Division has met internationally recognized standards for public safety and communication. The division was also awarded the distinction of being a flagship agency by CALEA. This award acknowledges the division's achievements and expertise as a public safety communications agency.

The Communications Division continues to work with other city agencies on the development of a 3-1-1 nonemergency system. In fiscal year 2008, nearly 55 percent of the 9-1-1 calls were nonemergency related. With the implementation of a 3-1-1 system, the burden of handling nonemergency service calls will no longer be placed on the 9-1-1 system, freeing call takers to handle actual emergencies.

The Division is also working with city agencies to establish a Joint Traffic Management Center. Dispatchers from first-responder agencies will be centralized, resulting in improved coordination and response to potentially catastrophic events.

INFORMATION TECHNOLOGY DIVISION

The Information Technology Division (ITD) provides technologic and research support for the Department and is organized into three sections: Data, Research, and Mobile Data Computing (MDC). The Division is responsible for the Department's information technology systems, statistical reporting, and research analyses.

The Data Section is responsible for developing and supporting the Department's information technology systems, including hardware and software. These systems include computer aided dispatching, automated field reporting, geographic information, document imaging, and records management. Support to the department is provided 24/7 via the Help Desk and standby services. In FY 2008, there were over 7,600 calls for service in support of the department's approximately 1,500 computers, 1,300 laptops, and 570 printers.

The Research Section conducts studies to support police operations and management. Responsibilities include maintaining and revising the department's policies and procedures, providing accreditation support, producing annual reports, and researching crime information and statistics. The Section also serves as a resource center for the Department's various committees and programs and completes special projects as needed.

The MDC Section focuses on mobile computing technology to support patrol and investigative field operations. Responsibilities include the deployment and support of laptop computers. Each year, the Section also provides initial and refresher training in mobile computing applications to over 2,000 personnel.

In FY 2008, the Automated Vehicle Location (AVL) system was deployed and installed in 271 patrol vehicles. The AVL system uses global positioning systems to determine real-time vehicle location. The AVL information, which is displayed on computerized maps, will be used by dispatchers and field commanders to enhance officer safety and manage deployments.

RECORDS AND IDENTIFICATION DIVISION

The Records and Identification Division provides various services to the Police Department, other agencies, and the public at large. It consists of seven units: Alarm Tracking and Billing, Evidence/Property, Firearms, Follow-up, Identification Fingerprint/Evidence, Records, and Warrants.

The Division maintains the written records of all incidents involving police response, including criminal reports, traffic collision reports, and miscellaneous police services reports. Requests from interested persons and agencies for copies of police reports or verifications of incidents are handled by the division.

The element is also responsible for maintaining criminal arrest warrants, administering the registrations of building intrusion alarms and firearms, safeguarding property and evidence recovered by the police, and providing fingerprint services to include the examination and identification of latent prints recovered at crime scenes.

In FY 2008, the division continued to streamline the computerized Records Management and Automated Field Reporting Systems to improve efficiency and enhance records services.

LEGISLATIVE LIASON OFFICE

The Legislative Liaison Office (LLO) is responsible for coordinating all legislative matters that affect departmental operations. In 2008, the office reviewed over 4,000 bills and resolutions from the State Legislature and the City Council and actively worked on nearly 500 bills.

The LLO provided classes for the department and other county police departments on recently enacted and modified state laws.

TELECOMMUNICATIONS SYSTEMS SECTION

In FY 2008, the Telecommunications Systems Section (TSS) completed a number of projects that included upgrading departmental portable radios, improving roof light bars for police subsidized vehicles, and evaluating telecommunications technology.

Results from the first phase of the pilot program for the light-emitting diode (LED) roof light bar led the TSS to make modifications and improvements to the mounts. The second phase of the LED roof light bar pilot program began in March 2008.

In an effort to enhance police operations, the Section began several tests and evaluations on new equipment and communication interoperability products.

The Federal Communications Commission has mandated a nationwide re-banding of all public safety 800 MHz radios due to interference on these radios. During the last quarter of 2007, TSS technicians evaluated new radio programming software and radio feature codes that will be implemented during this mandatory frequency re-band. Every 800 MHz radio will require reprogramming, and the TSS expects to complete the project in 2009.

The TSS, along with the Information Technology Division and the Vehicle Maintenance Section, participated in the Cops West 2007 Conference to research new technology and equipment for future departmental vehicles. Some of this research included license plate readers, new mobile data computing equipment, new LED lighting systems, interoperable communication solutions, in-car video systems, and wireless solutions.

VEHICLE MAINTENANCE SECTION

The Vehicle Maintenance Section (VMS) is responsible for the Department's fleet of police vehicles, which includes the repair, maintenance, and deployment of the Department's approximately 600 patrol cars, motorcycles, auxiliary vehicles, trailers, and off-road equipment.

The VMS acquired six fuel-efficient hybrid vehicles that will be evaluated for patrol applications. Additionally, the Section ordered 64 patrol cars equipped with "flexible-fuel" engines and 30 BMW police motorcycles.

EXECUTIVE OFFICE

COMMUNITY AFFAIRS SECTION

The Community Affairs Section (CAS) is responsible for managing the Department's community relations as well as coordinating and operating a number of special projects and events. They include the Departmental museum, Speakers Bureau, Mounted Unit, Police Reserve Officer program, Makai Video Productions Unit, Hoike Information Line, Graffiti Hotline, Ride-Along Program, Citizens Police Academy, Youth Citizens Police Academy, Business Police Academy, and numerous award ceremonies. The Section oversees the community policing efforts of the eight districts and maintains the Department's Internet Web site.

The museum houses exhibits that narrate the history of the Honolulu Police Department (HPD) from its inception in 1932 to the present day. The museum is a popular stop for visitors touring the Alapai headquarters and had over 1,750 visitors in FY 2008.

The Speakers Bureau coordinates educational talks and presentations on home and personal security, robbery and theft prevention, child safety, and many other topics.

The Reserve Officer program enlists the services of qualified sworn citizens and retired police officers to perform emergency police duties. Reserve officers provide additional police protection with emphasis on supplementing the patrol divisions without compensation from the City and County of Honolulu.

The Hoike Information Line at 529-3352 provides a contact point for the public to obtain answers or referrals for police-related questions. The public may call with questions on weekdays during normal business hours. The Graffiti Hotline at 529-3222 is available 24 hours a day, seven days a week, providing the public with a direct line to report graffiti problems on public or private property.

In an effort to promote community policing, the Citizen, Business, and Youth Academies were developed. These interactive programs foster "understanding through education" and give the public an inside view on police work. The materials presented are tailored to each individual group, with topics ranging from gang awareness at the Youth Academy to shoplifting and employee theft at the Business Academy.

The CAS manages the Department's Internet Web site at www.honolulu.hpd.org. The site includes a departmental overview and history, statistics, safety information, answers to frequently asked questions, and other useful information. Questions or comments may be forwarded to the Department via e-mail at hpd@honolulu.org. In FY 2008, the CAS responded to approximately 6,200 e-mails.

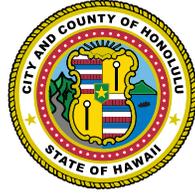
OFFICE OF ACCREDITATION

The Office of Accreditation is responsible for facilitating the compliance of operational policies and procedures with the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA), accreditation standards. By ensuring that periodic reviews and reports are completed, the office prepares the department for future reaccreditations.

Created to promote and recognize excellence, professionalism, and competence in law enforcement, the coveted CALEA Accreditation Program is an independent process designed to encourage international standards. The Honolulu Police Department (HPD) was awarded its first CALEA Law Enforcement Accreditation certificate in 2003 and since has been awarded accreditation in Public Safety Communications and Public Safety Training Academy. In 2006, the Department was presented with the CALEA TRI-ARC Excellence Award. This award recognizes agencies that received accreditations in three CALEA accreditation programs. The HPD is the first major metropolitan law enforcement agency to attain this triple accreditation and one of only three in the nation to have received this coveted award.

The HPD is currently working toward its second Law Enforcement and Public Safety Communications reaccreditation and its first Public Safety Training Academy reaccreditation.

DEPARTMENT OF THE PROSECUTING ATTORNEY



Peter B. Carlisle, Prosecuting Attorney
Douglas S. Chin, First Deputy

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) Career Criminal Division; (2) Domestic Violence/Juvenile Offenders/Elder Abuse Justice Division; (3) Trials Division; (4) Screening and Intake Division; (5) Appellate Division; and (6) Misdemeanor and Traffic Division. The Elder Abuse Justice Unit has just been added to the department this past year.

In addition, the department is involved with legislation, community prosecution and specialty courts such as Drug Court.



Thalia Murphy was honored at the Children's Alliance Annual Fundraiser for her twenty years of prosecuting child sexual abuse cases. The award was presented by Attorney General Mark Bennett. From Left: Thalia, Elizabeth, Katherine and Tom Murphy and Kathy Muneno. Photo by Byron Lee (byronlee@midweek.com)



Employees were recognized at the 2008 City Employee Recognition Program – Outstanding Attorney: Loren Thomas; 25 Years of Service: Evelyn Abad-Mateo, Lahoma Fernandes-Nakata, Nora Garrod, Kathy Hopkins, Vickie Kapp, Robert Lee, Claire Merry, James Nelson, Linda Nishimura, Tracy Tanaka, & Jane Yuen; 35 Years of Service: Milton Young. Pictured – Clockwise from top-left: Robert Lee, James Nelson, Tracy Tanaka, Linda Nishimura, Jane Yuen, Evelyn Abad-Mateo

A. CAREER CRIMINAL UNIT

The Career Criminal ("CCD") consists of one division chief and 11 attorneys. Two paralegals, six clerical staff and five victim advocates shared with the felony Trials Division assist them.

CCD is a highly skilled prosecutorial litigation unit that vertically prosecutes those offenders who are identified as repeat offenders, or career criminals by Hawaii Revised Statutes Section 845-3, as well as all cases involving convicted felons in possession of or using firearms. CCD also shares responsibility with two other felony divisions in prosecuting sexual offenders.

All offenses committed by an individual defendant are assigned to the same CCD prosecutor from the moment the case enters the office. Any future cases committed by the defendant are, as often as possible, also assigned to the same CCD prosecutor. Through this vertical approach, the CCD prosecutor becomes knowledgeable about the defendant, including his potential for dangerousness or his potential for rehabilitation. Handling the case from its inception fosters a special working relationship between the police, witnesses, victims and the prosecutor. This approach permits continuity in prosecution and helps to ease the anxiety on the part of witnesses and victims.

Section 845 cases consist primarily of drug and property crimes, such as burglary, theft, forgeries, 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, home invasions, assaults and firearms offenses.

From July 1, 2007 through June 30, 2008, CCD prosecutors handled 403 felony cases through disposition. Of those 360 defendants were convicted by plea and of the 43 cases that went to trial, 31 defendants were convicted. This is a 72% trial conviction rate and a 97% over all conviction rate for the division. Because of their prior convictions, most career criminal defendants are sentenced to prison upon conviction.

B. DOMESTIC VIOLENCE/JUVENILE OFFENDER/ELDER ABUSE JUSTICE DIVISION

The Domestic Violence/Juvenile Offender/Elder Abuse Justice Division consists of 19 attorneys, three paralegal assistants, six victim/witness counselors and nine support staff organized into four teams. Each team is highly specialized in the prosecution of domestic violence, juvenile crimes or elder abuse and is supervised by an experienced felony attorney. The four teams are discussed below:

The Domestic Violence Felony Team consists of four attorneys who are supervised by an experienced domestic violence felony prosecutor. This team is primarily responsible for prosecuting all felony domestic violence cases along with some sexual assault 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.

In addition, this team also shares responsibility for prosecuting felony sexual assault cases with two other divisions within the office. While the majority of these cases involve child and adult victims victimized by perpetrators known to them, i.e., natural father, step-father, uncle, brother, boyfriend, neighbor, family friend and other generally trusted acquaintances, this team also handles cases involving strangers, chronic child molesters and serial rapists.

The Domestic Violence Felony Team employs vertical prosecution to better deal with the dynamics of these 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 to then review the case and make appropriate charging decisions. This approach maintains continuity and enables this team to better handle the many challenges presented by these cases which typically involve uncooperative victims who recant or minimize their prior statements at court, due to fear of and/or affection for the perpetrator. This same approach also allows our attorneys and staff to better respond to the needs of often emotionally fragile and distraught victims of both domestic violence and sexual assault.

The Domestic Violence Misdemeanor Team consists of seven attorneys who are supervised by an experienced domestic violence 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 high-volume unit, which focuses on violence stemming from intimate relationships (husband-wife, boyfriend-girlfriend and same sex couples) and parent-child relationships.

This team also employs vertical prosecution to the extent that they review, charge and try their own cases. As part of this effort, each day a prosecutor responds to the police department receiving desk at about 3:00 a.m. and/or weekends to review/charge those cases involving misdemeanor defendants in custody. This helps ensure more consistency and better handling of these cases, which are made difficult, as the majority of victims are reluctant and/or uncooperative. In addition, as many of these offenders and victims are the same individuals handled at the felony level, it is helpful to have good communication between misdemeanor and felony prosecutors, so that significant developments and information can be beneficially shared.

The Juvenile Offender Team consists of six attorneys supervised by an experienced Family Court prosecutor. This team is responsible for the prosecution of all juvenile offenders (persons under 18 years of age at the time an offense is committed). Their cases range from traffic/misdemeanor offenses to all types of felony offenses, including sexual assaults and homicides. The offenders range from first-time offenders who commit less serious crimes to the hard-core dangerous and repeat offenders who may be waived to adult court for more serious crimes.

This team also employs a modified form of vertical prosecution to the extent that 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 and Intake Division.

The Elder Abuse Justice Team created this year consists of one full-time felony prosecutor at the present time with plans to incrementally increase staffing to meet expanding responsibilities in the future. This team is responsible for prosecuting all felony cases involving victims who are sixty years of age or older, and concentrates on the more serious and violent offenses committed against the elderly. While many of these cases involve situations where the elderly are victimized by perpetrators known to them, i.e., family, friends and other generally trusted acquaintances, this team also handles other crimes committed against this vulnerable class of victims by others.

The Elder Abuse Justice Team also employs vertical prosecution to better identify and respond to the unique challenges of these cases. Through vertical prosecution, a prosecutor works directly with the victims, witnesses and police investigators from the inception of the case, up through preliminary hearings, grand jury proceedings, pre-trial motions, trial and sentencing. In order to accomplish this, a prosecutor is on-call 24 hours every day to assist police with various aspects of the investigation and to review the case and make appropriate charging decisions. This approach maintains continuity and enables the prosecutor to better prosecute these cases which may involve disabled or reluctant victims. It also allows our attorneys and staff to more effectively respond to this victim population with greater sensitivity.

C. TRIALS DIVISION

The Trials Division consists of 29 trial attorneys, one division chief, and five team captains (supervisors) of the five trial teams with 23 trial attorneys divided into those respective teams. Three paralegal assistants and 13 clerical staff support the division.

This is the largest division in the office and it handles most of the felony cases in the department. These cases include murder, manslaughter, negligent homicide, sex assaults, robbery, burglary, arson, assaults, white collar crime, identity theft, campaign fraud, computer crimes, drugs and property crime. In addition to the felony cases, the Trials Division handles most of the misdemeanor jury trials. Furthermore, all matters regarding the extradition of defendants to and from other states are handled by the Trials Division. Many high profile cases are handled by deputies from this division.

From July 1, 2007 to June 30, 2008, the Division completed about 2,000 cases.

D. 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 different divisions) brought to this department by the Honolulu Police Department and other state investigative agencies. SID's primary role is to review felony cases and decide which ones to accept for prosecution, which ones to decline, and which ones need follow-up work. SID also reviews search warrants, handles preliminary hearings in District Court, prepares and presents cases to the Oahu Grand Jury, and prepares cases for information charging. In order to accomplish this, four prosecutors are dedicated to review search warrants and criminal felony cases brought in by the various law enforcement agencies five days a week during work hours. Two more prosecutors are on-call after hours and all day on weekends and holidays to assist police with various aspects of the investigation and, once completed, to review the case and make appropriate charging decisions. The remaining seven prosecutors review, assess and prepare felony cases brought to SID, and also cover preliminary hearings, grand jury and the information charging process.

SID reviews and assesses a variety of felony offenses, including but not limited to homicide, robbery, assault, terroristic threatening, negligent homicide, identity theft, shoplifting, auto theft and burglary.

For the period beginning July 1, 2007 and ending June 30, 2008, SID processed 177 grand jury cases, 201 preliminary hearings, and filed 987 information charging cases.

E. APPELLATE DIVISION

The Appellate Division consists of one chief and six attorneys, all of whom are assisted by a paralegal and two support staff.

The appellate attorneys represent the State of Hawaii in all appeals from juvenile, criminal and traffic cases prosecuted by the Department of the Prosecuting Attorney. In addition to matters filed in the Hawaii appellate courts, attorneys in this division also respond to motions and original proceedings such as petitions for habeas corpus and writs of prohibition or mandamus. These responses and petitions are often extensive and cannot be predicted.

Appellate attorneys also represent the State of Hawaii in federal habeas corpus proceedings in which the prisoner-petitioner contests the State court judgment. This division has seen a significant increase in federal litigation over the last year and utilizes electronic filing in federal court. Federal habeas cases at times require hearings and additional proceedings before the federal district court. When these cases progress to the federal appellate level, the Ninth Circuit Court of Appeals sets them for oral argument, either here in Honolulu or in San Francisco. The Appellate Division also files responses to Petitions for Writ of Certiorari filed by state defendants.

In addition, attorneys in the Appellate Division are called upon to provide research and reference assistance to both the administration and the other divisions within the Department.

In FY 2007-2008, the appellate attorneys filed 110 briefs in the State appellate courts, eight federal pleadings, and 131 other substantive pleadings. During this period, 13 cases were argued by the appellate attorneys at the State Appellate Courts. Attorneys in the division won 82% 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 deputy division chief, one captain, 16 trial lawyers, and approximately 20 support staff. Prosecutors from this division are assigned to courtrooms at district courts in Honolulu, Ewa (Pearl City), Wahiawa, Kaneohe and Waianae. The assigned attorneys draft written complaints, 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. 2008 LEGISLATIVE ACTIVITY AND 2009 LEGISLATIVE PACKAGE

2008 Legislative Activity

The department sponsored the following state legislative bills, which passed in 2008. These bills:

- (a) Clarify that a person convicted of arson which results in damage to ten thousand square feet or more of property may be ordered to pay the salary, benefits and overtime of fire personnel working to extinguish the fire. In addition, the person may also be required to pay for the costs of supplies used and the costs of operating, maintaining and repairing equipment used to fight the fire. Act 17 took effect on April 16, 2008; and
- (b) permit the forfeiture of all conveyances used, items and monies furnished, and proceeds obtained from the transport or sale of chemicals intended to be used in making of illegal drugs. This bill was enacted as Act 185 and became effective on July 1, 2008.

The department also supported the following bills which passed in 2008 that:

- (a) Establish an ignition interlock program that would require drivers arrested for driving under the influence to have an ignition interlock device placed on their vehicles which would prevent the person from operating the vehicle if their blood alcohol level was above a set level. Act 171 also provides that the ignition interlock program go into effect as of July 1, 2010 and that a task force be created to resolve any implementation issue and make recommendations to the legislature;
- (b) create a violation punishable by a fine for leaving a child under the age of nine unattended in a motor vehicle for more than five minutes. Act 170 became effective on June 13, 2008 and also provides that beginning in October 2008, motor vehicle rental agencies shall place decals in each rental motor vehicle informing the occupants of the new law and that questions about the new law will be placed on the state driver's license examinations;
- (c) create a misdemeanor offense of harassment by impersonation to address instances where a person will pose as another person to third parties and make statements to others which are intended to annoy, harass or alarm others and designed to put the impersonated person in a negative light. Act 133 went into effect on June 2, 2008;
- (d) create a misdemeanor offense of indecent electronic display to a child which prohibits certain lewd or lascivious conduct or displays over a computer online service, internet service or local bulletin board when the actor knows or has reason to believe that the transmission is viewed by a mirror or may be viewed by a minor. In addition, Act 80 amends the penalties for the Class B felony of electronic enticement of a child in the first degree to eliminate the possibility of probation as a sentence. These portions of Act 80 became effective on May 16, 2008. Lastly, Act 80 made several amendments to Hawaii's sex offender registration and notification laws. The amendments were intended to permit Hawaii to effectively participate in the national network of sex offender registries;
- (e) amend various state criminal statutes regarding kidnapping, extortion and promoting prostitution in the first degree to more comprehensively cover human trafficking conduct. Act 147 went into effect on June 6, 2008; and
- (f) amend the offenses of endangering the welfare of a minor in the first and second degrees to include circumstances where a person having care or custody of a minor causes or permits the minor to inject, inhale or use certain controlled substances that have not been prescribed or certified by a physician. Act 81 became effective on July 1, 2008.

2009 Legislative Package

The Department will be supporting legislation that strengthens Hawaii's murder laws and provides enhanced grades of offenses for persons who are restrained from contacting or harassing victims of domestic violence but violate those restraining orders by committing new offenses against the victim. In addition, the Department will support a constitutional amendment that provides that only "yes" and "no" votes would be counted for the purposes of ratifying an amendment to the State Constitution or determining whether to convene a constitutional convention.

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 problems. A key component of community prosecution is collaboration; private and public partnerships are developed and directed toward crime prevention goals. The CP Team consists of two attorneys who actively engage in a variety of initiatives designed to reduce crime and improve the quality of life in our community. Community prosecutors work closely with residents, law enforcement and other crime-fighting partners to solve the crime problems that are as varied as the demographically diverse communities in this island city of more than 800,000.

CP is bringing these “best practices” to law enforcement in various communities. Our efforts include training on community prosecution best practices for the new police recruits at the Waipahu Training Academy, security and housing advisors at the University of Hawaii at Manoa and state public housing administrators.



State and local law enforcement agencies, state public housing officials and the Hawaii Association of Realtors co-sponsored landlord-tenant training on “Keeping Illegal Activity out of Rental Property”.

L-R: Lt. Gov. James R. “Duke” Aiona, Community prosecutors Cecelia Chang and Tana Kekina Cabaniero, and CPJAD Program Specialist Julie Ebato

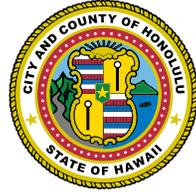
Recently, community prosecutors partnered with state agencies on two new projects that focus on the needs of immigrants, primarily in the Micronesian community: the acculturation booklet project, led by the State Attorney General’s Office and the community access to the courts project, led by the State Judiciary. CP serves as a resource on crime prevention and outreach.

I. DRUG COURT

There is one deputy prosecuting attorney assigned to the Hawaii Drug Court Program. This attorney attends drug court sessions two 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 regularly 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, 2007 and June 30, 2008, 35 new defendants were petitioned into the Hawaii Drug Court Program. During that time, 55 defendants graduated, spending an average of 22 months in the program. The Hawaii drug court terminated five defendants for non-compliance with program rules, four of whom received prison sentences. As of June 30, 2008, The Hawaii Drug Court Program had 132 participating defendants.

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 events 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 is made up of 40 full-time positions and 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, they are musicians in the band in addition to their administrative and staff responsibilities.

PERFORMANCE HIGHLIGHTS

During FY 2008 the band and glee club performed a total of 321 performances.

The band was able to share its unique Hawaiian cultural tradition with the people of Maui in the 85th Maui County Fair Parade in September. The Royal Hawaiian Band also hosted and performed in the first ever Royal Hawaiian Band Choral Festival in March. This two-day event at the Pearl City Cultural Center featured eleven choruses from Oahu's elementary schools, intermediate schools, high schools, and choral organizations. A criteria of this festival required each chorus to learn and perform Hawaiian selections.

Weekly concerts are on-going on the lawn at the Iolani Palace on Fridays, and at the Queen Kapiolani Park bandstand on Sundays. Regular performances were scheduled at the Windward Mall, Ala Moana Shopping Center, Mililani Town Center, Pearlridge Shopping Center, the Kahala Mall and Kapolei Hale, the City Hall annex in West Oahu. The band also performed



Public concert at the Royal Grove, Royal Hawaiian Center.

public concerts at the Royal Grove of the newly renovated Royal Hawaiian Center.

Hawaiian cultural and monarchical events featured the band at the Queen Liliuokalani birthday commemoration, Queen Emma's memorial tribute, King Kalakaua's birthday celebration, the Prince Kuhio Parade, the colorful Aloha Festivals Floral Parade, and the regal King Kamehameha Floral Parade.

The band performed for other cultural and community events including the Honolulu and Kapelei City Lights Parades, the Matsuri Parade, the Martin Luther King Jr. Parade, the Pineapple Parade, the Chinatown Parade, and numerous other community parades. Community concerts were performed at the Waialua Bandstand, a Bastille Day performance at the Waikiki Yacht Club, the Liliha Festival, the Kalihi Sunset in the Park, the Korean Festival, the Okinawan Festival, the Vietnamese Festival and the Filipino Fiesta. The band also performed for the annual May Day Celebration sponsored by the City's Parks and Recreation Department.

From the sounding of the pu (conch shell) and the opening oli (chant); to the musical, vocal and hula styling of its talented members the Royal Hawaiian Band continues to promote and perpetuate the music of Hawaii and provide a unique musical experience.

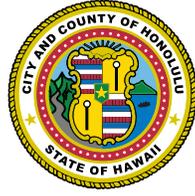


Pearlridge Shopping Center.



Chinatown Parade.

DEPARTMENT OF TRANSPORTATION SERVICES



Wayne Y. Yoshioka, Director
Richard F. Torres, Deputy Director

POWERS, DUTIES, AND FUNCTIONS

The Department of Transportation Services (DTS) is responsible for the efficient, safe, expeditious, multi-modal movement of people and goods within the City and County of Honolulu. DTS does this using roadways, public mass transportation systems, and bicycle and pedestrian facilities. The City Charter ascribes the following responsibilities to the department:

- Plan, operate and maintain transportation, including transit and bikeway systems to meet public needs, in accordance with the general plan and development plans, and advise on the design and construction thereof.
- Locate, select, install and maintain traffic control facilities and devices.
- 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 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.
- Receive, review and make recommendations on complaints regarding the systems, programs and facilities under the department.
- 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 city council.

TRANSPORTATION PLANNING DIVISION

The Transportation Planning Division (TPD) performs overall city-wide transportation planning and project programming work required under federal, state and city regulations. Additionally, the Division administers, manages and tracks transportation planning functions, the capital improvement program and project budgets.

The Division conducts various transportation planning studies, environmental studies and traffic impact studies. Also, the Division develops, administers and manages traffic related data collection studies, performance measures, travel demands and operational mitigation strategies related to congestion management operations, context sensitive solutions and safety elements.

The Division also handles federal-aid efforts by applying for, programming and administering federal funding from the Federal Highways Administration and Federal Transit Administration for city highway and transit projects. In doing so, the Division monitors fiscal transportation compliance with federal laws, rules, regulations and grant program requirements, including the federal and city Disadvantaged Business Enterprise Program. The Transportation Planning Division supports the Department of Transportation Services' director in the federally required Transportation Improvement Program, Overall Work Program and Oahu Metropolitan Planning Organization planning processes.

TPD Highlights:

- Ewa Highway Impact Fee Update study. This study will update the Ewa Highway Master Plan that identifies key sub-regional transportation facilities that would be eligible to receive proceeds from the Ewa transportation impact fee. It will also evaluate alternative mechanisms to fund transportation improvements within the Ewa area.
- TheBoat. Guided the city's newest transportation alternative through its first year of service. This pilot project was started on September 17, 2007 to demonstrate that water-borne transportation is feasible as a component of the urban mass transportation network. TheBoat provides three morning and three afternoon sailings from Kalaeloa Barber's Point Harbor to Aloha Tower Pier 9. Dedicated shuttle bus service is provided to TheBoat passengers at both termini: three routes in west Oahu and two routes in town. The service has carried 48,165 passengers during its first year of operation. Now considered a viable mode of travel, administration of TheBoat has been transferred to the Public Transit Division.
- Waipio Point Access Road Study. Roadway, bicycle, and pedestrian facility improvements for the main access road to the Waipio Point Soccer Complex and the Ted Makalena Golf Course. Planning and environmental documentation completed. Final design phase completed this fall and project is ready for bid.
- Makakilo Drive Extension Project. Completed analysis of alternative alignments for project and presented these to the community. Advisory Task Force conducted context sensitive solutions planning effort with community, state and city agencies. Draft Environmental Assessment completed and out for public review. Upon finalization of the DEA, design will commence with a projected completion date of late 2010.
- Kaimuki Municipal Parking Lot 1. Converted public metered parking lot to an attendant parking lot, which included rehab of the parking lot's asphalt/curbing/sidewalk/markings, and installation of automated pay-on-foot stations, attendant booths and entry/exit gates.
- Fiscal Year 2009 CIP Budget Compiled the department's CIP budget comprised of traffic, streets, bicycle, pedestrian facilities improvements and mass transit projects.
- Reviewed, coordinated and processed approximately 45 environmental impacts and assessment documents for regulatory compliance.
- Reviewed, coordinated and processed approximately 30 Development Plan revision/amendment and rezoning requests.
- Reviewed, coordinated and processed approximately 35 requests for city disposal of rights-of-way and/or property.
- Completed 451 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.
- Updated 108 computerized island-wide maps for traffic count data by adding traffic counts taken during fiscal years 2006 and 2007.
- Processed 1,533 work requests.
- Responded to 312 traffic data inquiries.
- Participated in various transportation-related workshops including: Statewide Transportation Planning by the National Highway Institute (NHI) and environmental workshops (Chapter 343 and NEPA) by FHWA and LTAP.

Project Programming and Tracking

- Assisted the Oahu Metropolitan Planning Organization (OMPO) in developing and financially constraining city projects programmed in the FY 2008-2011 Transportation Improvement Program (TIP) including amendments to the TIP. The TIP, in turn, becomes the Oahu element of the Statewide Transportation Improvement Program (STIP), which is the statewide allocation program for federal highway funding.
- Administered the City's projects identified in the OahuMPO's TIP for FY 2008-2011 as required under U.S. Department of Transportation's statutes and regulations to be eligible for approximately \$80 million in federal highway funds and \$118.9 million in federal transit funds.
- Administered and managed 15 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 2001-2007.
- Prepared, coordinated, submitted, and administered city's FY 2009 Overall Work Program (OWP). The OWP primarily funds transportation study efforts. These studies are funded with federal assistance through OMPO.
- Continued to provide technical and administrative assistance to OMPO for the Model Development work element.
- Participated and supported OMPO activities including Citizens Advisory Committee (CAC) meetings, Technical Advisory Committee (TAC) meetings, Sub-TAC meetings, and Policy Committee (PC) meetings.

Regulatory Compliance

- Coordinated the development of the FY 2008 Overall DBE goal for the City's FTA assisted projects and submitted periodic reports to the Department of Transportation's DBE coordinator.
- Established FY 2008-2009 DBE overall goal for the City/DTS to be met through 100% race-neutral means.
- Monitored DTS programs and projects with DBE participation for compliance with DBE rules and regulations.
- Submitted semi-annual progress reports to FTA on DBE participation in DTS transportation programs.

TRAFFIC ENGINEERING DIVISION

This division conducts studies and analysis to promote the safe, efficient, and effective operation of the city's streets, roadways, and appurtenant facilities; coordinates and implements engineering programs and projects to improve traffic flow and safety; prepares and processes legal schedules in accordance with the traffic code; administers the city's bikeway, pedestrian safety and traffic safety and education programs; and administers 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 devices 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 and left-turn signal phasing.

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, pedestrian, 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 left turn signal phasing.

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 engineering measures, traffic improvement projects and bikeway projects. It also administers the city's bikeway, pedestrian safety and traffic safety and education programs.

Mayor's Initiative - Pedestrian Safety

To improve pedestrian safety, DTS has increased its effort in stressing the 4 E's (Engineering, Education, Enforcement and Everyone). Included in these efforts, DTS:

- In-street Pedestrian Crossing Signs. Initiated a pilot project to evaluate and develop guidelines for their use. These signs are mounted in the middle of streets that have moderate to low traffic volume and help to increase driver awareness of unsignalized pedestrian crossings. The pilot projects are located in Manoa on East Manoa Road and in Kailua on Hamakua Drive.
- Pedestrian-activated Signals. Initiating a demonstration project to test pedestrian-activated control devices such as embedded lights in the pavement and overhead flashing lights at pedestrian crossings that do not qualify for a standard traffic signal.
- Removal of Unsignalized Mid-block Crosswalks. In conjunction with the bus stop realignment program, mid-block crosswalks are being removed. The combination of bus stops and unsignalized, mid-block crosswalks tend to increase the potential for pedestrian injuries.
- High Visibility (fluorescent yellow green) Pedestrian Crossing Signs. DTS policy is now to use the high-visibility version of pedestrian crossing signs when installing the signs.
- Enhanced Various Crosswalks. In high density pedestrian areas, crosswalk enhancements such as updated zebra stripe markings and pedestrian crossing signs are being implemented.
- 1993 Oahu Pedestrian Safety Study Update. Initiated this effort to incorporate the latest traffic engineering practices and procedures related to pedestrian crosswalks and routes within the public right-of-way. This study will serve as guidance as to the configuration and location of marked crosswalks.
- Countdown Pedestrian Signals. Made it policy to install this type of pedestrian signal whenever new traffic signals are installed. The intent is to eventually install countdown signals at all signalized locations.

- Longer Pedestrian Crossing Times. Adjusted traffic signal timings to provide longer crossing times at intersections where high concentrations of elderly and children occur.
- Public Service Announcements (PSA's). Produced two PSA's that aired on four local television stations for a four-week flight in February 2008. The PSA characters featured a young boy and his grandfather and provided information regarding proper ways to cross the street at signalized pedestrian crossings.
- Educational Pamphlets. Produced pamphlets that provide safe walking guidelines in eight different languages.
- "Be Safe Be Seen" Halloween Pedestrian Safety Campaign. In conjunction with the Honolulu Police Department and Department of Education; 65,000 safety stickers and parent brochures were distributed. Awareness of the campaign was increased by a kickoff event with Mayor Mufi Hannemann, Royal School students and representatives from the HPD and DOE.
- Walk Wise Hawaii. Served as grant manager for the State of Hawaii Department of Transportation Highway Safety Grants under the Walk Wise Hawaii umbrella program which included two elementary school proponents:
 - "Steps to Safety" with robot spokesperson in a 15 minute DVD and printed collateral; estimated 30,000 Department of Education students viewed the video from 41 elementary schools.
 - "Save Our Seniors-S.O.S" student to 'kupuna' connection; 4800 students from 11 schools in targeted "high" incident areas received printed information and safety clip-ons for high visibility. The Walk Wise Hawaii also supports the Honolulu Police Department speaker's bureau for senior presentations with pedestrian safety brochures and clip-on lights.
- Good Life Expo coordinated DTS participation in the Good Life Expo at the Neal Blaisdell Exhibition Hall during September 2007. An estimated 30,000 attended; addressed senior pedestrian safety.

Mayor's Initiative - Drive Akamai

DTS coordinated a city traffic management, planning and public information project dubbed "Drive Akamai", which helps minimize the traffic impacts of major construction projects in the Downtown Honolulu/Waikiki area. A website has been established, which is updated weekly, to keep drivers informed of road work and lane closures due to major construction projects, in the area from Downtown Honolulu to Waikiki. This website can be found at: <http://www.driveakamai.org/>. As the project continues, coverage will be expanded to cover all of Oahu, and emphasis will be placed on coordinating work between departments and agencies to minimize disruption to traffic due to construction activities.

Mayor's Initiative - 21st Century Ahupuaa Program

In support of the Mayor's sustainability program, DTS is coordinating a Green-Car Parking Placard Program. The definition of green car for the purposes of the green-car parking program was established as electric vehicles, hybrid vehicles and selected internal combustion vehicles with EPA city-rated fuel efficiency greater than a minimum threshold. We are currently working with non-city organizations to provide priority parking to vehicles with green car placards.

Traffic Engineering Highlights

- Waianae Coast Emergency Access Route (WCEAR) – WCEAR utilizes existing and new roadway segments to provide alternative paths that will allow traffic to bypass emergency closures of Farrington highway. By the end of 2008, all new segments will be complete, and this will provide emergency alternative route capability from Nanakuli to Waianae.
- Speed Hump Demonstration Project – Completed a demonstration project using a new type of speed hump that can be installed relatively quickly and inexpensively. The successful test occurred in Wahiawa on Royal Palm Drive and the information obtained is being used to establish guidelines for the installation and use of speed humps islandwide.
- Kapolei Parkway Interim Traffic Control Measures – Currently working with the developers of Ewa by Gentry Makai and Ocean Pointe to identify interim measures to control traffic on Kapolei Parkway. The issue here is a roadway which was designed in anticipation of more intense future traffic volumes being too large for existing traffic levels. This is resulting in speeding and low compliance with existing traffic controls.
- Moanalua/Kaahumanu Freeway Ramp Extension – Current project to modify the interface of the Moanalua/Kaahumanu ramp to Ewa-bound H-1 freeway to increase its efficiency during peak hour operations.
- Kamokila Boulevard Extension – Current project to extend Kamokila Boulevard between Kapolei Parkway and Roosevelt Avenue. This extension will provide an alternative route into the commercial and government core of Kapolei, thereby helping to relieve the currently congested entry points into the second city.
- Moanalua/Kuala/Waimano Home Road Improvements – Completed intersection modifications that increased the efficiency of traffic operations at this complex intersection in Pearl City.
- Harding Avenue at 5th and 11th Avenues – Planning efforts initiated on intersection improvements to facilitate more efficient traffic operations at key entrance ramps to the H-1 freeway in the Kaimuki area.
- Served as secretariat for the Oahu Fleet Safety Organization, providing training and education for commercial drivers for Oahu's motor carriers; coordinated annual workshop addressing federal and state drug regulations; speakers on vehicle lighting technology, driver improvement program and liability exposures.

- Completed 1,212 work orders, including requests and complaints from individuals, public, and private organizations, businesses, and government agencies.
- Conducted 142 maintenance investigations to insure high quality of traffic control devices.
- Provided in-house assistance to the Transportation Planning Division by providing review comments on to submitted Environmental Impact Statements, Environmental Assessments, etc.
- Provided assistance to city departments including the Department of Design and Construction, the Department of Planning and Permitting, the Department of Environmental Services, the Department of Budget and Fiscal Services, Corporation Counsel, the Department of Community Services, the Department of Parks and Recreation, the Department of Enterprise Services, the Department of Emergency Management, the Honolulu Police Department, the Honolulu Fire Department, and the Customer Services Department.

Bicycle Highlights

- Completed Bicycle Master Plan Update.
- Held two rounds of public workshops at Neal Blaisdell Center, Kapolei Hale and Pali Golf Course.
- Identified high priority projects for inclusion into FY 2010 CIP budget.
- Current Bikeway Improvement Projects – Meheula Parkway, Waialae Avenue, Kapahulu Avenue, Dole Street, Wilder Avenue.
- Purchased, relocated, replaced and/or installed 15 bike racks.
- 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.
- Served as grant manager for the Hawaii Bicycling League’s Bike Ed Program for 4th graders.
- 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 and state bicycle coordinators and the Hawaii Bicycling League.

TRAFFIC SIGNALS & TECHNOLOGY (TST) DIVISION

The Traffic Signal and Technology Division (TST) designs, implements, operates and maintains the safe and efficient operation of over 792 state and city traffic signals on Oahu. In addition, the Division administers, inspects and establishes roadway traffic controls for construction activities, parades, and special event road closures that occur on city streets. The Division is responsible for the Honolulu’s 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 Traffic Management 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 vehicle 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 conflict with other vehicles and pedestrians and clears downstream congestion, which may impede response times. For freeway and incident management, the Division installs, operates and maintains the 143 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.

Administration

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.

Joint Traffic Management Center (JTMC)

The planning of a new Joint Traffic Management Center (JTMC) continues and the final environmental assessment is has been completed.



PRELIMINARY SITE PLAN

The Honolulu Joint Traffic Management Center (JTMC) will provide a secure, protected, comfortable, collaborative and enabling environment for transportation, public safety and emergency management personnel. By providing this environment, they will be able to improve their collective performance in their core functions including improvements to:

Incident Management – Greater ability to minimize the detection, verification, response and clearance of incidents impacting traffic flow (e.g., lane blockages, roadway closures) resulting in improved response in providing the medical attention that those involved in the incident need while opening traffic lanes as safely and quickly as possible.

Traffic Management – Ability to improve optimization of traffic flow using the computerized signal system, freeway management system and other advanced traffic management system technologies.

Emergency Management – Greater integration and coordination of transportation and public safety operations to provide quicker and more efficient response to emergencies.

Special Event Management – Proactive management of transportation operations, security, parking and other needs before, during and after a special event (e.g., parades, festivals, sporting events, etc.).

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.

This branch is also responsible for the expansion of the traffic video camera program that will deliver complete coverage on major highways on Oahu in phases. 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, light emitting diode (LED) countdown pedestrian signals, which save more than 75 percent on energy costs than conventional incandescent bulb, have become the standard for new traffic signal systems installation.

Traffic Technology Branch Accomplishments:

- Traffic Signals at Various Locations Project - installing four new traffic signals and upgraded two signalized intersections
- Expanding traffic cameras to the Windward Side of the island
- Connected the City's Traffic Management Center with State's H-3 Tunnel Management Center via fiber optic cable
- Five (5) additional traffic cameras installed
- Reviewed and re-engineered about 1,000 construction plans
- Assisted the Traffic Management Center with improved traffic optimized algorithms, communication and detection technology for more efficient signal operations



Count-down Pedestrian signals inform pedestrians of the exact number of seconds remaining



City's Traffic Management Center.

Traffic Control Center Branch

The Traffic Management Center is responsible for the efficient, effective, and safe operation of the 782 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 148 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.

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 and state DOT to determine the best and safest traffic controls and favorable alternative routes.

The TMC 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, the site continues 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 and traffic signal communication 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 Emergency Management. The Branch is currently working on plans to expand the traffic camera system to Windward side of the island.

Traffic Control Branch Accomplishments:

- Broadcasting radio traffic reports from the traffic center
- Investigated and responded to over 650 traffic concerns
- Adjusted 331 traffic signal operations



Special event lane closure.



Construction road closure.

- 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 5,836 street usage permits
- Reviewed and issued 96 parade/block party permits
- Reviewed and issued 208 oversize/overweight permits
- Reviewed and issued 85 bike/run permits
- Assisted the Traffic Signal Branch in malfunction diagnostics



Traffic signal electrician repairing a signal light.

Traffic Signals Branch

The Branch is responsible for maintaining the 782 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, 7 days a week. 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.

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.

Traffic Signals Branch Accomplishments:

- Responded and repaired 6,263 traffic signal malfunctions and operational reports
- Field inspected and interim adjustments of signal operations for 194 intersections
- Assisted the Traffic Control Branch with operational functions and safety requirements at 97 intersections
- Assisted the design technology branch in the revised design and plans of 34 intersections
- Assisted the Traffic Management 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 204 construction projects
- Assisted in evaluating new pedestrian and traffic signal equipment

PUBLIC TRANSIT DIVISION

The Public Transit Division (PTD) is responsible for planning for the City's fixed-route bus transit system (TheBus) and the paratransit system (TheHandi-Van). and management oversight of Oahu Transit Service (OTS) 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 the annual performance audit.

Administration

Administer division's daily operations. This includes 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.

PTD Highlights

- TheBoat: Implemented monthly testing of the Bus operators' timesheets, verifying accuracy of pay and validity of hours worked.
- OTS Accounts Payable Check Register: Implemented a monthly review process of all disbursements for the Bus and Paratransit greater than or equal to \$10,000.

- Independent Performance Review: Hired a consultant to perform a high-level independent performance review of OTS and PTD. Review was completed in FY 2008.
- Detailed Independent Performance Review: Based on the initial Independent Performance Review, retained a consultant to do a follow-up and more detailed performance review of OTS.
- Physical Inventory of fleet: Hired a company to perform a physical count of all of the buses and vans, to be done on an annual basis in the future.
- Timesheets: Implemented a timesheet system for accountability and possible Federal reimbursement.
- 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. The NTD report for FY 2007 was satisfactorily submitted to FTA.
- Monthly Bus Pass Subsidy Program: 139 applications processed.
- Middle Street Intermodal Center:
 - Phase 1 – Handi-Van Maintenance and Administration Building has been completed. The facility has the structure of a Certified LEED building. This includes:
 - Tilt-up construction made with local materials.
 - The building is not painted. This lessens required up keep.
 - A veil of vines and flowers covering the west facing exterior. This promises to help reduce HVAC power requirements of the building.
 - Solar light tubes in the maintenance bays installed.
 - Relights above the bay doors to bring in more natural light.
 - Louvers in the maintenance bays for more natural ventilation.
 - Upper floors window eyebrows designed to reduce heat gain into the interiors of the building.
 - Perforated metal screens at window and overhangs to temper the afternoon sun from entering the building.
 - Construction of the Access Roadway to the remaining private property started.
 - Phase 2
 - 2A – Demolition and Site.
 - 2B-1 - Additional Handi-Van Parking and Environmental Capping Design for Additional Handi-Van Parking completed. Construction to start early 2009.
 - 2B-2 – Intersection Improvements and Signalization. Design underway.
 - 2B-3 – Covered Transit Center with Platform and Environmental Capping. Design near completion.
 - 2B-4 – Parking Structure. Currently, a consultant is preparing a Financial and Marketing Analysis and Report to determine the feasibility of pursuing a Private Public Partnership for a specified period of time; and develop a Request for Proposal (RFP) to solicit interested parties to submit proposal for design, build, operate, and maintain the parking structure. A schematic design is included as a guide to the needs of the facility.
- Bus Radio Replacement Project: Installation of the Computer Aided Dispatching and Automatic Vehicle Location for the Paratransit fleet of 129 vans are completed. Maestro consoles are installed in the new Paratransit building and the move into the new building was very successful. Subcontract between Continental and Trapeze has been signed and in place for the interface to the City's Trapeze Paratransit scheduling system to provide real time manifest on the Paratransit vehicle mobile data terminals. Amendment contract to purchase (20) additional mobile radios, (17) IVLU's, (17) MDT's and support equipment to expand the Paratransit fleet was signed on May 6th.

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:

- 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. Patronage of TheBus totaled 68,948,049 passenger trips in FY 2008 compared to 67,903,512 in FY 2007. TheBus operated an estimated total of 1,384,267 bus hours in FY 2008.
- 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.
- 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.
- 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.

- Administer TheBus interior advertising program; this provides revenue to the city through the sale of advertising space within the transit coaches.

Activities for Fiscal Year 2008:

Implemented the Bus Service Improvement Plan (BSIP) for East Honolulu by modifying Route 1; converting Route 58 into Route 23 due to service changes; addition of Limited Stop Express Route 1L; establishing circulator service Routes 231, 234, and 235; and discontinuing Tuesday operations for Route 22, “the beach bus” that serves Hanauma Bay which closes on Tuesdays. BSIP is a system-wide review of bus service effectiveness.

Implemented the following bus service additions and modifications:

- New Limited Stop Express Route E providing service between Ewa and Waikiki along the H-1 Freeway.
- New all day circulator service Routes 501 and 503 for Mililani and Mililani Mauka in conjunction with the opening of the Mililani Transit Center.
- Modified Leeward Coast circulator service routes in conjunction with the opening of the Waianae Transit Center.
- Relocated the Kapolei Transit Center to Haumea Street.
- New dedicated service for TheBoat operations between Kalaeloa Harbor and Aloha Tower. Routes F2 and F3 provides service between Aloha Tower and the University of Hawaii and Waikiki respectively. Routes F11, F12, and F13 provide service between the Leeward Coast and Kapolei communities, and Kalaeloa Harbor.

In conjunction with TheBus service contractor, the following programs were continued during this period:

- TheBus timetables available to the public at all Satellite City Halls and on TheBus Website.
- 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.
- Coordinated TheBus information/display booths for Senior Fairs in September, November, and March.

Quality Assurance Program: An internal check of the system to identify operational problems directly affecting the quality of service delivered to our riding customers. The quality assurance rider is typically a temporary hire employee who rides a sampling of routes, island wide over a period of 4-6 weeks filling out a survey form for each trip.

Designed and coordinated with the Customer Service Department TheBus display at Ala Moana Satellite City Hall.

Bus Stop Realignment Program (BSRP): A review of city bus stop placement was started. In the absence of signalized pedestrian crossings, mid-block bus stops are not desirable. In FY 2007, Phases one to four, a total of 518 mid-block or too closely spaced bus stops were identified, and after review, 50 stops were removed and 14 new stops established. For FY 2008, Phases five and six, 156 total bus stops were evaluated; seven mid-block or closely spaced bus stops were removed and one bus stop relocated. The focus of the BSRP is to improve the safety and efficiency of our bus system for all riders and bus operations, as well as the overall transportation environment.

Updated procedures for TheBus interior advertising program.

Advertising revenues:	<u>FY07</u>	<u>FY08</u>
	\$185,484.....	\$96,503

Transit Security Grant Program: Received 2007 grant funds totaling \$603,996 to install an Access Control and Monitoring System at the Pearl City Bus Facility and to conduct training and train-the-trainer workshops in transit security. Co-ordinated the construction of the security guard structure at the Pearl City Bus Facility and conducted security training workshops in October, March, and June.

Facilities and Equipment Branch

This branch has two major functions: 1) the procurement of vehicles and equipment to support bus and paratransit operations, and 2) the construction and maintenance of bus facilities and improvement activities at 4,000 existing bus stops island-wide. Responsibilities include preparation of bid documents and administration of contracts for projects such as the procurement of new and replacement buses and paratransit vehicles, maintenance of existing bus facilities, construction and maintenance of transit centers, ADA bus stop improvements, bus bays and pads, bus shelters, benches, litter containers and other related projects. The branch also maintains permits for the existing bus facilities and provides assistance to other City and State agencies as requested.

Activities for FY 2008:

Procurement of Equipment:

- New Bus Procurement: During the fiscal year, ten (10) fixed route 60-foot low-floor articulated hybrid-electric buses and eighteen (18) paratransit minivans were procured.
- Took delivery of nine (9) 60-foot low-floor diesel buses and twenty (20) paratransit vehicles.
- Procured engines and other parts to re-power 13 articulated buses.
- Procured a paratransit vehicle lift.

Construction:

- Mililani Transit Center – Construction completed on July 20, 2007. Start of operation of transit center commenced on August 13, 2007. Construction contract closed on May 10, 2008.
- Waianae Transit Center – Construction completed on July 31, 2007. Start of operation of transit center commenced on August 13, 2007. Construction contract closed on March 20, 2008.
- Kalihi-Palama Bus Facility Improvements – Security improvements to the Customer Service area at 811 Middle Street. Construction completed on October 5, 2007. Construction contract closed on November 21, 2007.
- ADA Bus Stop Accessibility Project – Phase III construction was completed and Phase IV construction was in progress at the end of the fiscal year.
- Bus Pads – Bus pads were constructed at six (6) sites and the plans for the next 8 sites were in the review process at the end of the fiscal year.

Maintenance and Support Activities:

- Contract administration for daily custodial services at Waipahu and Mililani Transit Centers to clean restrooms, perform litter and graffiti control activities, and landscape maintenance. Contracted services to repair damage to transit centers due to vandalism.
- Contract administration for security services for Waipahu and Kapolei Transit Centers.
- Contract monthly pressure washing services with a private contractor to clean select bus stops. Coordinate cleaning with DFM at other bus stop locations as needed.
- Continuing war against graffiti with full-time work crew to continually maintain over 1,000 bus shelters and respond to complaints.
- Coordinated volunteer groups and provided materials for graffiti cleanup campaigns.
- In support of the bus stop realignment program and public request, the following bus shelters were either removed and stored or refurbished and relocated by the end of the fiscal year:
 - Type “A” Bus Shelters:6
 - Type “B” Bus Shelters: 19
 - “Portable” Type Bus Shelters:9
 - “Pole” Type Bus Shelters:.....3
 - “Special Design” Bus Shelters:1

38

- Repaired or replaced four (4) shelters damaged by accidents. Coordinate reimbursement with insurance companies.
- Purchased and installed 24 concrete benches and 33 concrete stools at bus stops.
- Filed applications for renewal of NPDES permits for the operation of Middle Street and Pearl City Bus Facilities.
- Advised SSFM in filing of applications for NPDES permits for Middle Street Intermodal Center.
- Coordinated NPDES training for the department’s staff.
- Procured weekend security services for Middle Street Intermodal’s construction site.
- Renewed Industrial Wastewater Discharge Permits for Middle Street and Pearl City Bus Facilities.
- Assisted OTS in the procurement of services for: 1) Analysis of Automotive Oils, Diesel Fuel, and Coolants, 2) Collection and Disposal of Waste Oil, Anti-freeze, and Waste H2O, and 3) Recapping and Disposal of Handi-Van Tires.

TheHandi-Van Operations Branch

TheHandi-Van Operations Branch is responsible for planning and implementing an island-wide public transit service for persons with disabilities that cause them to be unable to use the fixed route bus system. The branch monitors contractor performance, establishes policies for TheHandi-Van services operation and monitors budget execution. This branch is also responsible for establishing a program to conduct a continuous transport needs assessment, training persons with disabilities to use the fixed route system and conducting the TheHandi-Van eligibility determination process under the criteria established by the Americans With Disabilities Act (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 FY 2008:

- Processed ADA TheHandi-Van eligibility applications and Person with a Disability bus pass applications:

	<u>FY07</u>	<u>FY08</u>
ADA TheHandi-Van Eligibility Applications:.....	4,217	4,377
Conditional eligibility granted:	3,345	3,394
Unconditional eligibility granted:.....	695	755
Denied:	177	228

	<u>FY07</u>	<u>FY08</u>
New In-Person Assessment Applicants	554	873
Conditional eligibility granted:	237	320
Unconditional eligibility granted:.....	226	413
Denied:	13	15
Applicant cancelled:	78	125

- Number of TheHandi-Van service incidents, letters of misconduct warning and suspension, no-show suspension, and appeal hearings conducted:

	<u>FY07</u>	<u>FY08</u>
Incidents.....	123	141
Misconduct warnings issued.....	8	14
Misconduct suspension of service issued.....	6	18
No-Show suspension of service issued	0	0
Appeal hearings conducted.....	5	2

- 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 met four times during Fiscal Year 2008.
- Instructor Bus Passes. Issued instructor bus passes to schools and agencies that train disabled students and clients to use the fixed route service.

	<u>FY06</u>	<u>FY07</u>
Trips Taken:.....	21,000+	23,000+
Instructor Passes issued:	640	873

RAPID TRANSIT DIVISION

The Rapid Transit Division (RTD) is responsible for planning, designing and constructing the proposed fixed guideway transit system for Honolulu.

RTD conducts activities related to the implementation of the system in compliance with requirements under the applicable federal, state, and local laws. Activities include or will include the environmental impact planning study, preliminary engineering, and design and construction of a fixed guideway that is the Honolulu High Capacity Transit Corridor Project (HHCTCP) Locally Preferred Alternative (LPA). RTD was established during FY 2008 to handle these responsibilities. Immediately preceding its inception the Transportation Planning Division had just completed the Alternatives Analysis study phase and the Honolulu City Council had selected an LPA. FY 2008 efforts were focused on filling the divisional needs and to continue an environmental impact study that addresses both the Federal and State requirements.

FY 2008 Activities

- Continued to develop and review the following necessary technical reports needed to prepare and support the HHCTCP Draft Environmental Impact Statement (DEIS):
 - Transportation Technical Report
 - Land Use Technical Report
 - Economics Technical Report
 - Neighborhoods and Communities Technical Report
 - Visual and Aesthetics Resources Technical Report
 - Noise and Vibration Technical Report
 - Air Quality and Energy Technical Report
 - Electric and Magnetic Fields Technical Report
 - Hazardous Materials Technical Report
 - Ecosystems and Natural Resources Technical Report
 - Street Trees Technical Report
 - Geology, Soils, Farmlands and Natural Hazards Technical Report
 - Archaeological Resources Technical Report

- Historic Resources Technical Report
- Cultural Resources Technical Report
- Real Estates Acquisition Management Plan
- Bus Fleet Maintenance Plans
- Summary Cash Flow Tables
- Alignment Plan and Profile Drawings
- Alignment Right of Way Drawings
- Initiated the compilation of the Draft Environmental Impact Statement.
- Administered the HHCTCP Management support consultant and the General Engineering consultant contracts.
- Hosted Transit Symposium I and II.
- Convened Transit Technology Panel that recommended a rail technology.
- Responded to 564 Mayor's DARTs.
- Reviewed, coordinated, and processed 23 environmental impact and assessment documents for regulatory compliance.
- Reviewed and processed 25 Budget and Fiscal Services requests comments on the disposition of surplus city properties.

Public Outreach Program

An important function of RTD is to coordinate a comprehensive public outreach program for the HHCTCP. This program is mandated by federal rules for projects receiving federal participation in funding. The public involvement team participated in 203 meetings, workshops and seminars. This participation involved providing information through various project speakers and static visual displays that enabled the viewer to gain an overview of the project.

Nine (9) newsletters were printed and distributed as a means of updating the project progress and to discuss some of the issues that concerned the public. Copies were disseminated through a 15,000 address mailing list, 36 Neighborhood Boards, nine Satellite City Halls, nine Council Districts through the respective Council member, and the various public events that was attended.

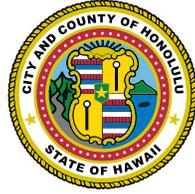
RTD continues to maintain a project website containing information regarding the project. The website also encouraged active participation by affording the reader the opportunity to log in comments or requests for additional information. The website received an average of 765 comments or requests for information per month.

A telephone Hotline is also operated, and it received a total of 124 calls for FY08.

Additionally, a 15,000 address mailing list is maintained.

RTD held a Construction Workshop where the interested parties were given information on the project schedule along with opportunities available for designers, contractors, subcontractors and suppliers.

BOARD OF WATER SUPPLY



Clifford P. Lum, Manager and Chief Engineer
Dean Nakano, Deputy Manager and Chief Engineer

Randall Y. S. Chung, Chairman • Samuel T. Hata • Ally J. Park • Robert K. Cundiff • Marc C. Tilker
Craig I. Nishimura, Ex-Officio • Brennon Morioka, Ex-Officio

POWERS, DUTIES AND FUNCTIONS

The Board of Water Supply (BWS) manages Oahu's municipal water resources and distribution system, providing residents with a reliable system and safe drinking water supply. While the Board's mission and vision of "Water for Life – Ka Wai Ola" is a simple expression of this tremendous responsibility, the Board's 500-plus employees fully understand and embrace their crucial roles as stewards of O'ahu's most precious resource. This includes repairing and replacing the aging infrastructure, nurturing O'ahu's watersheds, and preserving and protecting the island's finite water supply.

The BWS is the largest municipal water utility in the state, serving roughly one million customers on Oahu with 54 billion gallons of water every year. To keep the water flowing, BWS must carefully and proactively manage and invest in its intricate system consisting of 93 active potable water sources, 90 booster pump stations, 172 reservoirs or water storage tanks, and more than 2,000 miles of pipeline servicing nearly every community on O'ahu.

The BWS is a financially self-sufficient, semi-autonomous city agency. Its operations and projects are financed with revenues generated by water transmission and distribution fees, and do not rely upon monies from the City or State.

A seven-member Board of Directors presides over and determines BWS policies. Five members are appointed by the Mayor and confirmed by the Honolulu 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 run the Department. The manager appoints the deputy manager. Together, they provide leadership and direction for the organization while supervising the department's day-to-day business activities.

MISSION

The mission of the Board of Water Supply is to improve the quality of life in the community by providing world-class water services. The Board's mission statement, "Water for Life – Ka Wai Ola," addresses the need to ensure customers continued access to safe and dependable water supplies now and into the future.

Three main strategic objectives emanate from this mission: resource, economic and organizational sustainability.

- Resource sustainability ensures the protection and efficient management of Oahu's natural groundwater supplies and the island's watersheds.
- Economic sustainability calls for a sound financial strategy to support system operating and capital needs while keeping water rates affordable.
- Organizational sustainability requires a well-structured, efficient organization with the tools and skills necessary to provide exceptional value to BWS customers and the community.

ORGANIZATION

The Department consists of 12 support offices and divisions that work together to implement the BWS' mission and vision by effectively managing Oahu's water resources and distribution system to ensure a sustainable supply that meets current and future water needs. They include:

- **Capital Projects Division**
Implements the Department's Capital Program, including the design and construction of new source, storage, treatment, transmission, and distribution facilities and the repair, maintenance, and upgrade of aging water mains and facilities.
- **Communications Office**
Provides comprehensive strategic communications services and support to the department, including internal communication with employees and the Board of Directors; external communication with key stakeholder groups

such as customers, community/advocacy groups, neighborhood boards, business/community leaders, media and elected officials.

- **Customer Care Division**

Ensures that all BWS customers are provided the best possible customer service in resolving their needs, including bill payments, delinquent bills, account inquiries, water service investigations, building permits, new water services or meter reading.

- **Field Operations Division**

Responsible for ensuring uninterrupted water flow to the Department's customers, including line leak repairs; installing, replacing and enlarging water service lines; maintaining fire hydrants, waterline valves, and BWS grounds and buildings; and 24-hour response to trouble calls and requests for leak investigations and closing and opening customers' water services.

- **Finance Division**

Ensures that BWS' financial resources are efficiently and effectively managed by providing support for all of the board's financial and fiscal functions, including general accounting, payroll, accounts payable, planning and analysis, inventory, fixed assets, treasury and purchasing.

- **Human Resources Office**

Administers and manages the human resources program, including training and development, labor relations, classification and compensation, benefits administration and contract negotiations.

- **Information Technology Division**

Provides complete computer, telephone and network related services to BWS employees.

- **Land Division**

Acquires water rights, land and land interests for the BWS by purchase, condemnation, lease, easement and executive land order; disposes surplus real property; and manages more than 13,000 acres of land that are under the control of the department.

- **Legal Counsel Office**

Provides legal counsel and advice to the BWS and its officers and employees; ensures compliance with federal, state and local laws; assists the board in implementing industry best practices; and works to limit the Department's exposures and liabilities.

- **Security Office**

Develops, reviews and implements plans, policies and initiatives to improve the protection of the BWS employees, water resources and distribution system, and provide a prompt and coordinated response, as part of an appropriate combination of city, state and other agencies to terrorist incidents and other emergencies.

- **Water Resources Division**

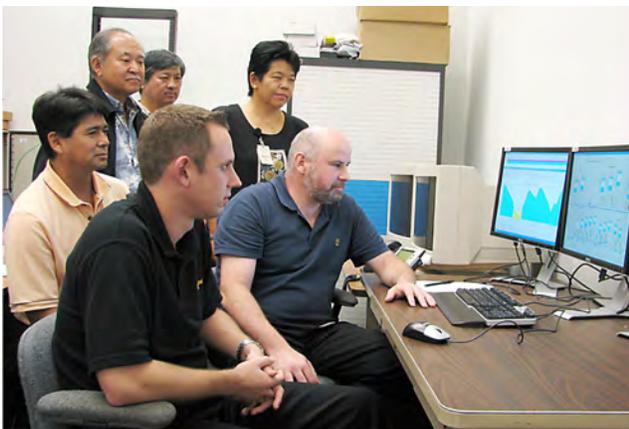
Directs the BWS long-range water resource and capital planning for the island's water system, and ensures that there is an adequate water supply for current and future customers.

- **Water System Operations Division**

Monitors and operates the Department's diverse water systems, including pumps, reservoirs and booster stations; conducts water quality testing; maintains various water treatment facilities; and inventories, maintains and repairs the department's fleet of motor vehicles, construction equipment and trailers.

ACCOMPLISHMENTS

The Department's 524 full-time employees work diligently to provide safe and dependable water service to our customers.



SCADA upgrade. A BWS project team (back row) worked with consultants (seated, front) over several months this fiscal year to upgrade the computer equipment that monitors and controls Honolulu's municipal water system.

Employees concentrate their efforts and attention in support of the department's "Water for Life – Ka Wai Ola" mission, with a focus on the following strategic objectives:

- **Resource Sustainability.**

This strategic objective ensures that natural groundwater supplies are protected and managed efficiently. The BWS plans for a variety of strategies and projects in conservation, potable groundwater and alternative water supplies, including brackish, recycled and desalinated water to meet future demands. Its efforts also focus on protecting the natural environment, prime watersheds and water sources by monitoring O'ahu's rainfall and aquifer water levels and salinity, taking appropriate precautions and actions to ensure the reliability of the island's potable water supplies.

To ensure better management of its existing water resources, the BWS upgraded its Supervisory Control and Data Acquisition (SCADA) computer system to a Windows system. The upgrades improve processing

speed and response time of the system, enhance computer graphics, and allow the BWS to collect data that will help it make better decisions on system adjustments and equipment needed to improve operational efficiency of the water system. It also improves the sustainability of the computer system for the future.

The BWS comprehensive water conservation program continues to foster effective water management policies and practices that reduce per capita use of potable water to institute sustainable behavior and practices to all users across the island of Oahu. Resource management, alternative water supplies, BWS water system optimization and consumer education combine to form a holistic approach to this growing and expanding program that also involves collaborating with other utilities to learn and implement industry best practices.

- Over the years, internal conservation programs such as leak detection and corrosion control have decreased water loss within the BWS water system from 13.5% in 2004 to 10% in 2007.
- External conservation efforts were strengthened when the BWS entered into a partnership with the U.S. Environmental Protection Agency to promote the use of WaterSense-labeled products. WaterSense labels identify water-using products or program as high quality and water-efficient.
- Recycled water is an important component of the Capital Program and is being integrated into the Conservation Section as one of a host of conservation strategies to reduce potable water consumption. The use of recycled water, as an appropriate and more efficient source of water for irrigation and industrial purposes, continues to be pursued by the department.
 - Recycled water use from the Honouliuli water recycling facility continues to expand in Ewa for irrigation and industrial purposes. Production has increased to approximately 9.5 million gallons per day (mgd). Users find that the quality and cost of recycled water are preferable to other alternative supplies. The Hoakalei golf course in Ocean Pointe was recently added to the system for a total of eight golf courses that use recycled water; and various construction projects such as North-South Road and the Mehana Development are using recycled water for dust control.
 - The State Department of Hawaiian Home Lands' administrative complex along Kapolei Parkway, the City of Kapolei, and two parks are planned for recycled water connection shortly. HECO is completing plans to connect and use demineralized recycled water for the Kahe Power Plant and the new Campbell peaking power plant and BWS is working with the City Department of Environmental Services to plan for recycled water at the expanded H-Power plant.

Initial work has begun on the Koolaupoko watershed management plan. This plan is the regional component of long-range strategic water plans for the City and County of Honolulu. The watershed management plans follow the community land use plans adopted by the City as a guide for water resource management. Watershed management plans provide the strategic planning framework for watershed protection projects and the BWS long-range capital program, ensuring that adequate water supplies and water system infrastructure will meet Oahu's future water demands.

The BWS also continued to implement a wide array of activities supporting and reinforcing efforts to educate customers about BWS and its programs while continuing to stress the importance of conserving water throughout the year. Key public education and outreach activities and projects include:



Online plant guide. The O'ahu Plant guide allows users to find native Hawaiian plants to use, based upon a specific climate zone on the island. By matching plants to their natural climate zones, residents can reduce landscape irrigation needs.

- The new online Oahu Planting Guide resource on the BWS website helps residents to incorporate native Hawaiian grass, groundcovers, shrubs and trees in their landscapes, based on the appropriate climate zone. The 19th Annual Halawa Xeriscape Garden (HXG) Open House and Unthirsty Plant Sale featured the debut of the online guide that helps residents conserve water.
 - The BWS expanded its public education program significantly by partnering with other eco-friendly organizations to offer more weekend classes at the HXG. Over the past fiscal year, interested participants filled up classes about composting earthworms, organic insecticides and fertilizers, spiral gardens, rain barrels, xeriscape plant crafts and various holiday-themed keiki activities.
 - During summer months, television and radio public service announcements (PSAs) and posters in shopping malls all encourage consumers to use the water they need, but not waste it. The water conservation media campaign helped customers understand the limits of Oahu's groundwater resources and provided easy tips for the average resident to reduce daily personal water use.
- Each year, the board's public education programs, such as the annual Water Conservation Week poster contest, Detect-A-Leak Week, and the HXG Open House and Unthirsty Plant Sale, teach thousands of Oahu's youth and



Ensuring water quality. Board of Water Supply chemists and microbiologists understand the importance of their roles in providing safe drinking water to O'ahu residents. Each year they conduct thousands of water quality tests and learn state-of-the-art techniques and procedures.

the general public about the island's finite water supply. The programs also include the year-round facility tours program, and presentations at schools and other public outreach venues.

The BWS understands that its responsibility extends beyond protecting and preserving the quantity of Oahu's water to ensuring the quality of the island's drinking water supplies. The Board continues to make sure the community's water supply is safe by complying with all Federal and State safe drinking water regulations; monitoring changes in safe drinking water regulations; reviewing and commenting on new and replacement water treatment and system projects; and overseeing special water quality studies and research projects.

- The Board conducted more than 18,300 water quality tests this past fiscal year, collecting and analyzing water samples from BWS' water sources, distribution system, including well stations and reservoirs, and water treatment facilities. The BWS laboratories continue to maintain their State Department of Health and Federal Environmental Protection Agency certifications.
- Since 1998, the BWS has been providing information about the quality of the municipal water supply to all

BWS customers through the Consumer Confidence Report (CCR), also known as the Water Quality Report. This year marks the 10th anniversary of the CCR program. Containing source, contents of water and its treatment, and information about the quality of water for address-specific services within the BWS system, the 2008 CCR was mailed to all customers in June 2008. The reports were also made available on the BWS website, www.boardofwatersupply.com. Prior to the mailing, the department placed ads in Honolulu newspapers, including various ethnic language publications, to inform community members of its distribution.

- During the fiscal year, Granular Activated Carbon (GAC) plants that remove chemical compounds from drinking water were placed into service at both Waipahu Wells III and Hale'iwa Wells. Waipahu Wells III provides system flexibility, as it is an additional source for the area and its water can be directed to the Honolulu area if needed. The completion of the Hale'iwa GAC plant allowed the BWS to place that station back into service, providing another source for the North Shore area.

As managers of Oahu's potable water resources, the BWS also understands the need to incorporate earth-friendly technologies in its operations whenever possible to protect the quality of Oahu's environment.

- A diesel retrofit project was begun to reduce particulate matter emissions from several of the automotive fleet's medium and heavy-duty trucks. BWS does not bear any cost for this effort, as it is funded by private business and a federal grant.

- **Economic Sustainability.**

The second strategic objective calls for a sound financial strategy to support the department's operating and capital needs while keeping water rates affordable. While operating and construction costs steadily increase, the BWS continues to focus its efforts on improving its aging infrastructure and ensuring the reliability and quality of water provided to all customers in the City and County of Honolulu.

The BWS implemented a 12 percent water rate increase on July 1, 2007. The additional revenue is necessary to fund proactive infrastructure repair and replacement programs and to keep up with the rising cost of delivering water to customers. Additional increases are scheduled for the next three years on July 1 of each year. Despite these increases, BWS rates continue to remain among the nations lowest for communities of similar size.

A total of \$14.3 million in construction contracts and \$1.4 million in professional services contracts (infrastructure design, archaeological and environmental assessment services) were awarded as of June 30, 2008. The repair and replacement projects aim to proactively address the needs of our aging water delivery system, while maximizing investments. These programs include:

- Aging and corroding water mains are systematically replaced throughout the municipal water system to improve system reliability, reduce main breaks and to insure sufficient pressure during periods of peak demand. Fire hydrants are also installed to improve fire protection to meet current standards.
- Water main installation projects were recently completed in the Aiea, Alewa, Diamond Head, Kakaako, Kalihi, Liliha, Makaha, Palolo, University and Waianae areas. Construction is nearing completion on installing a water line along Kapiolani Boulevard in conjunction with the City's sewer main rehabilitation project. Nearly \$4 million was awarded by the BWS in new water main construction projects in Kaimuki and Tantalus.
- BWS continued to identify and improve the integrity of aging water facilities, including water reservoirs, well and booster stations and other board structures. Among the improvement work that was completed this fiscal year in-

cluded the reroofing of the Beretania Public Service Building, installation of air conditioning at the Beretania Engineering Building, irrigation systems at Kaonohi 550' and Aiea 762' Reservoirs, repainting and fencing at Kamehame 500' Reservoir, renovation work at Kamiloiki 170' Reservoir and Pearl City Well I, repair of bridges and abandoned structure demolitions within the Manoa watershed area and demolition of the abandoned Kailua 275' Reservoir. During this next fiscal year, work will begin in the Aina Haina, Diamond Head, Downtown, Kaimuki, Kaneohe, Makiki, Manoa, Mariner's Ridge, Nuuanu, Waialae Iki and Waimanalo communities.

- Renovation projects ensure the dependable service and operational efficiency of the Department's pump and booster stations throughout the system. This year, construction contracts were awarded for the renovation of the mechanical and/or electrical systems at Halawa Shaft, Honouliuli Line Booster, Kalihi Corporation Yard, Mililani Wells I & IV, Newtown Wells & Booster, Wahiawa Wells I, Waianae Wells III and Wai'au Wells. Renovation projects were completed for Kaimuki Pump Station, Kalaauo Wells, Kalihi Corporation Yard, Kaonohi Booster No. 1, Manoa 405 Reservoir and Booster, Punanani Wells, Wahiawa Wells II, Waianae Wells III and Wilhelmina Booster No. 3.

BWS crews respond 24 hours a day, seven days a week to water emergencies. From traffic impacts to loss in water service, main breaks have a tremendous impact on the public. BWS employees were consistently commended for their efforts to quickly and, often under difficult conditions, repair and restore water service to customers in a timely manner. In addition to working on pipeline repairs,

BWS crews provided affected customers with water by stationing water wagons in the neighborhood and/or installing a tap on a fire hydrant during repairs. Because BWS pipelines are typically under roadways, BWS crews also cleared the area of debris and repaired the damaged roadway to allow normal traffic to resume.

As part of the Board's objective to optimize work efficiency, the BWS rolled out its Computerized Maintenance Management System (CMMS) to its supervisors in the field operations grounds keeping section at all corporation yards. The CMMS captures labor, vehicular/equipment, and parts and materials costs that are automatically calculated at job completion, and an integrated electronic map makes data readily available so crews can be more informed in the field.

The BWS has also started laying the groundwork for a CMMS system rollout to the supervisors in its Water Systems Operations Division that is anticipated to take place within the upcoming fiscal year.

The Board's award winning HONU GIS (Honolulu ONline Utilities Geographic Information System) application upgrade has been taking precise Global Positioning System (GPS) fixes on BWS assets out in the field so they can be scheduled for maintenance, located by crews and used in hydraulic modeling. The GPS project started in Halawa and has progressed clockwise around the island, with Geographic Information System (GIS) crews gathering asset locations in Waimanalo as of the end of FY 2008. To date 140,985 BWS assets have been located and mapped, and more than 28,000 missing meters, valves, hydrants and manholes added. Many of these assets had been asphalted over, buried, overgrown or had never been included as BWS equipment.

The Board has embarked upon a wireless initiative that will ultimately result in the BWS having an island-wide, secure, broadband, disaster-hardened communications network. Phase I of that network will be complete by the end of the 2008 calendar year and will provide voice, data and security camera imaging from the Waianae Corporation Yard to East and Central Honolulu.



Corrosion control testing BWS engineering staff learn how to collect information from corrosion control equipment to test and determine the most effective methods available to extend pipeline life expectancies.



September 2007 Keolu Drive main break. BWS crews often work in muddy trenches under incredibly challenging conditions, day and night, to quickly restore water service to customers.

- **Organizational Sustainability.**

The Board's third objective 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 continues to develop innovative methods and programs to recruit and retain its workforce.

- To maintain the viability of its workforce, the BWS participated in three career job fairs for workers displaced from Aloha Airlines, ATA and Weyerhaeuser, to educate the community on BWS employment opportunities and recruit for various contract positions within the department. BWS was successful in hiring 14 displaced Aloha Airlines employees for these contract positions.
- Offering employees work schedule options to better meet their personal needs is the goal of the alternative work schedule program. Office employees now have a choice of working five eight-hour days or four ten-hour days, as long as BWS operations are not severely impacted by the schedule.

BWS continues to emphasize the importance of fostering a work environment that encourages open communication and collaborative problem solving – key components to building an efficient and healthy workforce. Employee communications programs include:

- BWS holds regular employee meetings, which provide a forum for the Manager and Deputy Manager to discuss issues impacting the organization and its employees.
- The Manager continued to hold monthly "Brown Bag with the Manager" informal meetings at the Beretania headquarters. The program promotes unstructured dialogue between the employees and Manager Clifford Lum during the informal lunchtime setting. The Manager also continued his quarterly field office hours program that provides the same opportunity for employees based at the various corporation yards (Manana, Kalihi, Wahiawa, Waianae, and Heeia) who cannot attend the brown bags sessions because of their work requirements.

Employee recognition programs help to foster employee morale and further encourages employees to strive for excellence. These programs are an important part of the board's human resources development:

- During this fiscal year, the department recognized its outstanding manager and employees for the calendar year 2008. All three employees represent the high caliber of the BWS workforce.
- In May 2008, the Board selected Warren Young, Chief of Automotive Equipment Services I as the Department's Manager of the Year. Finance Division Accountant VI, Marlene Komori, and Information Technology Division Data Processing Systems Analyst IV, Alan Sugahara, were recognized as the Department's Employees of the Year. All three will compete in their respective categories for the overall city award at the city's recognition and awards ceremony in September 2008.

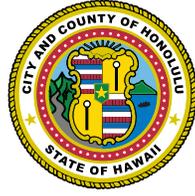


Top BWS Manager and Employees. (Left to right) In a process involving their peers and the BWS Administration, the BWS selected 2008 Employees of the Year Alan Sugahara and Marlene Komori, and 2008 Manager of the Year Warren Young.

- The Department and the City also recognized employees who have dedicated many years to public service. Seven BWS employees received 35-year service awards, and 20 employees received 25-year service awards. A total of 146 BWS employees had acquired 25 or more years of government service by the end of the year.

The BWS continues to encourage professional development among its employees by conducting and coordinating classes, workshops, conferences, seminars and career development training sessions. Spanning a wide range of informational and developmental subjects, these classes cover job-related skills and supervisory management, retirement and financial planning, drug abuse, workplace violence and sexual harassment prevention, employee assistance programs and orientation sessions on new collective bargaining agreements.

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

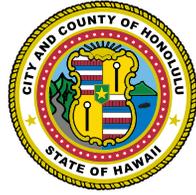
Nine members, five-year staggered terms.

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.

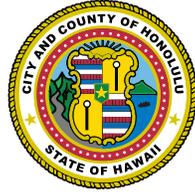
The Police Commission appoints the Chief of Police, reviews rules and regulations for the Administration of the Police Department, and evaluates, considers and investigates charges brought by the public against the conduct of the Police Department or any of its members. It also reviews the annual budget prepared by the Police Department and may make recommendations thereon to the Mayor.



LEGISLATIVE BRANCH



CITY COUNCIL



**Barbara Marshall, Chair • Todd K. Apo, Vice Chair • Nestor R. Garcia, Floor Leader
Romy M. Cachola, Member; Charles K. Djou, Member; Donovan M. Dela Cruz, Member
Ann H. Kobayashi, Member; Gary H. Okino, Member; Rod Tam, Member**

POWERS, DUTIES AND FUNCTIONS

The 1973 Revised Charter of the City and County of Honolulu expressly establishes the legislative branch as coordinate with 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 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;
- Initiates amendments to the city charter;
- Adopts measures that will yield sufficient moneys to balance the budget, including the setting of the annual real property tax rates 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 for taking property for public purposes and authorizes proceedings in eminent domain;
- Confirms city department heads and board and commission member nominated by the mayor, appoints members of certain commissions;
- Fixes fees and charges for city services and the use of city property or delegates that authority to the city executive branch;
- 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

For fiscal year 2007-08, the council exercised its legislative policy making and oversight powers through the work of eight standing committees. The standing committees served as open forums of discussion, debate and consensus. They 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 for 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.

At the end of fiscal year 2007-08, officers and members of the council and voting members¹ of its eight standing committees were the following:

COUNCIL

Barbara Marshall, Chair

Todd K. Apo, Vice Chair

Nestor R. Garcia, Floor Leader

Romy M. Cachola, Member

Charles K. Djou, Member

Donovan M. Dela Cruz, Member

Ann H. Kobayashi, Member

Gary H. Okino, Member

Rod Tam, Member

Committee on Affordable Housing and Economic Development

Chair: Romy M. Cachola

Vice Chair: Donovan M. Dela Cruz

Members: Todd K. Apo, Charles K. Djou, Ann H. Kobayashi

Committee on Budget

Chair: Todd K. Apo

Vice Chair: Gary H. Okino

Members: Nestor R. Garcia, Ann H. Kobayashi, Rod Tam

Committee on Executive Matters and Legal Affairs

Chair: Ann H. Kobayashi

Vice Chair: Donovan M. Dela Cruz

Members: Todd K. Apo, Romy M. Cachola, Charles K. Djou, Nestor R. Garcia, Barbara Marshall, Gary H. Okino, Rod Tam

Committee on Intergovernmental Affairs

Chair: Charles K. Djou

Vice Chair: Rod Tam

Members: Romy M. Cachola, Donovan M. Dela Cruz, Ann H. Kobayashi

Committee on Public Health, Safety & Welfare

Chair: Donovan M. Dela Cruz

Vice Chair: Ann H. Kobayashi

Members: Romy M. Cachola, Charles K. Djou, Gary H. Okino

Committee on Planning and Sustainability

Chair: Gary H. Okino

Vice Chair: Romy M. Cachola

Members: Todd K. Apo, Ann H. Kobayashi, Rod Tam

Committee on Transportation & Public Works

Chair: Nestor R. Garcia

Vice Chair: Charles K. Djou

Members: Todd K. Apo, Gary H. Okino, Rod Tam

Committee on Zoning

Chair: Rod Tam

Vice Chair: Todd K. Apo

Members: Donovan M. Dela Cruz, Nestor R. Garcia, Gary H. Okino

ACCOMPLISHMENTS

In fiscal year 2007-08, the council considered the many issues and problems brought before it by the city administration, the public and relevant interests. The council approved measures that may be categorized into the following general areas: (1) supporting the community; (2) protecting the land; (3) maintaining and improving city government.

¹ Councilmembers not listed as committee members are nonvoting members of the committee pursuant to Council Communication 61, 2008.

I. SUPPORTING THE COMMUNITY

A. PUBLIC SAFETY

PUBLIC ORDER AND CRIME

The council approved a proposed amendment to the city charter which, if **approved** by voters at the 2008 general election, would provide the prosecuting attorney with the necessary authority to recommend programs and educate the public on crime, crime prevention and the criminal justice system (Res. 07-223, CDI). Such authority was put into question by the Hawaii Supreme Court after the prosecuting attorney urged voters to approve a 2002 amendment to the state constitution regarding the direct filing of lower level felony cases for trial. The council also prohibited aggressive panhandling near automated teller machines and check cashing facilities (Ord. 08-2).

The council continued to approve substantial financial support for crime fighting and neighborhood safety. Resolution 07-1 99 approved \$738,000 from the U.S. Department of Justice for various law enforcement activities. Resolutions 07-268 and 07-269 approved a total of \$54,000 in funds from the U.S. Department of Justice for the Weed and Seed Program. Finally, the council approved the addition of three positions in the executive operating budget to bolster police recruitment and two positions for new park patrols (Ord. 08-12).

EMERGENCY RESPONSE

The council advanced the long-awaited Waianae Coast Emergency Access Road by approving the condemnation of needed land parcels (Res. 08-77). Also approved was an agreement and funding from Sprint/Nextel to reband the city's 800 MHz radio channels for public safety agencies (Res. 07-195 and 07-289). An appropriation of \$6.7 million was also included in the executive capital budget for the Alapai Transportation Management Center (Ord. 08-13). That facility would house not only city and state transportation management staff but also federal emergency response agencies.

FLOOD CONTROL

To better prepare for floods and ameliorate such risk to residents and property, the council urged the formation of a multi-jurisdictional task force to identify and address issues related to the maintenance of streams, channels, ditches and other flood control facilities (Res. 07-386). It also authorized an agreement and the receipt of \$46,000 from the U.S. Geologic Survey for the collection of basic hydrologic data on Oahu (Res. 07-320). Funding of \$200,000 was approved in the executive capital budget for a pilot project to develop a windward stream and drainage property owner database (Ord. 08-13). Agreements and funding for improvements to specific flood control areas were also approved (Res. 07-217 for the Manoa Watershed; Res. 07-253 for Maunawili Stream; Res. 08-1 28 for Kuliouou Stream).

FIRE PROTECTION

After an August 2007 brushfire burned over 5,000 acres in the Waialua area of the North Shore, the council urged the city administration to strengthen fire protection services there (Res. 07-255), requested the U.S. Department of Agriculture to conduct a damage survey and relieve hazards from the wildfire (Res. 07-264, CDI), and established a fire prevention task force to provide recommendations for fire prevention in areas where undeveloped lands abut communities (Res. 07-307, CDI).

LIQUOR REGULATION

The council approved new rules to cover liquor sales at condominium hotels and made other liquor rule changes (Res. 08-78). Agreements were also continued with the University of Hawaii's Cancer Research Center for decoy "sting" operations used to enforce liquor laws prohibiting the serving of minors (Res. 07-291 and 07-381).

B. TRANSPORTATION TRANSIT AND FERRY

The Honolulu High Capacity Transit Corridor Project was provided a major advance in resources by the council's approval of \$265.1 million in the executive capital budget to plan, design and construct the transit system (Ord. 08-13). A panel was formed to select which technology would be used for the transit system (Res. 07-376, CDI, FDI). Public Infrastructure Maps showing the route and transit stations along the council's Locally Preferred Alternative for the fixed guideway were also adopted (Res. 08-97, CDI). Including the project on these maps was necessary for future city funding. The council also supported the ongoing ferry demonstration project that travels between Kalaeloa and downtown. A \$2 million request by the city administration to the Federal Transit Administration was approved to extend the ferry project for an additional six months (Res. 07-31 9).

BUS SYSTEM

The council adopted an ordinance permitting the suspension of fares for the bus, ferry or handivan for up to one fiscal year in order to demonstrate the impact on traffic congestion (Ord. 08-4). Additional federal funds for the bus and handivan were also approved (Res. 07-1 44: \$21 million for bus preventive maintenance, \$160,000 for onboard bus security cameras; Res. 07-200: \$5.7 million for bus and handivan vehicles). This was supplemented by \$31.1 million in the executive capital budget for bus and handivan vehicles, \$15.2 million to purchase the land for the Halawa bus maintenance facility, \$5 million for the Alapai Transit Center, \$5 million for the Wahiawa Transit Center and \$4.2 million for the Middle Street Intermodal Transit Center (Ord. 08-13).

BICYCLING AND WALKING

Consistent with a 2006 amendment to the city charter to make Honolulu a pedestrian-and bicycle-friendly city, the council requested amendments to the subdivision code to implement wider street widths to accommodate bicycle lanes (Res. 07-165, CDI). It also urged the Department of Transportation Services and the Department of Parks and Recreation to install additional bicycle racks in city parks (Res. 07-250). In the executive capital budget, \$1 million was approved for bikeway improvements in various locations (Ord. 08-13). Responding to an alarming increase in pedestrian fatalities, the council approved an agreement with the State Department of Transportation to have pedestrian safety programs (Res. 07-309).

ROADWAYS AND PARKING

To help alleviate traffic congestion during peak traffic hours, the council requested government leadership in restructuring the work commute via flexible work schedules. Resolution 07-213 was directed at the state and city governments, while Resolution 07-214 was directed at the University of Hawaii. The council also requested the Department of Transportation Services to begin the process of preparing a central Oahu multi-modal transportation master plan (Res. 07-339, CDI) and to update the Ewa highway master plan to facilitate the assessment and collection of highway impact fees (Resolution 07-338, CD1). The Ewa highway master plan update and transit projects were added to the federal Overall Work Program to qualify the projects for federal funding (Res. 08-98). Rehabilitation and reconstruction of existing roadways were strongly supported by over \$80 million of funding in the executive capital budget (Ord. 08-13). Finally, the council reminded all city agencies and other entities represented on the mayor's Government & Public Utilities Task Force to return any road to its original design specifications whenever roads were excavated or trenched (Res. 07-270, CDI).

Parking issues also drew council action. The Department of Budget and Fiscal Services was asked to update the city's earlier plan to install multi-space parking meters (Res. 07-347), and the city administration was asked to study the feasibility of instituting a "Smart Boot" program in the city (Res. 08-112, CDI). The so-called "smart boot" is a large metal clamp locked to a wheel of a motor vehicle to immobilize it and is used by cities primarily to force people to pay their accumulated unpaid parking tickets.

OTHER TRANSPORTATION SUPPORT

A variety of transportation projects were made eligible for federal funding by adding them to the Fiscal Years 2008-2011 Transportation Improvement Program (Res. 07-206, Res. 08-99 CDI). Among the projects added were the reconstruction of Kapiolani Boulevard, purchase of bus and handivan vehicles, and development of transit centers at Middle Street, Windward and of a maintenance facility at West Oahu.

In view of the impact of rapidly escalating fuel prices on the taxi industry, the council passed Ordinance 08-9 to authorize addition of a fuel surcharge to taxi fares.

C. HOUSING AND HOMELESSNESS

When the mayor announced the sale of the city's affordable housing project inventory two years ago, residents of those projects feared for the future of their homes. The council helped to allay those fears by adopting a policy setting qualifications for prospective developers/owners/managers of the city's affordable housing projects that, among other things, expressed the council's intent that all of those housing units remain affordable in perpetuity (Res. 08-1 08).

The council also continued the provision of resources for affordable housing and supportive services, approving the City and County of Honolulu's Fourteenth (14th) Year Action Plan for an additional \$14.7 million of Community Development Block Grant, Home Investment Partnership, Emergency Shelter Grant and Housing Opportunities for Persons with AIDS Program Funds (Res. 08-36, CDI, FDI). The council also approved agreements which historically represented between \$3.7 million and \$5.2 million in grant funds under the U. S. Department of Housing and Urban Development 2007 Continuum of Care Homeless Assistance Programs (Res. 07-222), and appropriated from the newly created affordable housing fund \$3.5 million, plus \$3.8 million in general obligation bonds, to renovate the city's Kulana Nani housing project (Ord. 08-13). An additional \$2 million was appropriated from the affordable housing fund for a nonprofit to develop affordable housing at a River Street site (Ord. 08-13).

Resolution 07-363 authorized the lease of city owned properties for six special needs housing projects, providing for such needs as shelters for abused spouses and their children, transitional housing for the homeless and group homes for the elderly.

The city has long used exemptions from zoning and other development regulations provided in state statutes to facilitate the construction of affordable housing projects. Resolution 08-70, CDI, authorized such exemptions for the Hale Wai Vista affordable rental housing project in Waianae. However, due to significant shifts in Oahu's housing market, the council was also asked to amend exemptions previously granted to certain housing projects. By Resolution 08-4, CDI, the council approved marketing units at the Mokuola Vista project in Waipahu as affordable rentals instead of as affordable for-sale units, although the project was permitted to later resume marketing the units for affordable for-sale as long as no renters were displaced. By Resolution 08-30, CDI, FDI, the council similarly approved the marketing of units at the Plantation Town Apartments Project at Waipio and Waikele as affordable rentals instead of as affordable for-sale units.

D. PARKS AND OTHER RECREATION

The council provided resources for facilities that serve the community's need for recreation. In the executive capital budget, \$8.5 million was approved for improvements to Ewa Mahiko District Park (Ord. 08-13). The Honolulu Zoo received \$6.9 million for construction of the Asian Tropical Forest Elephant Facility, which was needed to comply with the earlier federal permit to import the elephants. The council asked the city administration to identify city properties that were suitable for development into additional community gardens (Res.07-189), and to facilitate the development of a municipal bowling alley as private alleys continued to close (Res. 07-1 90, CDI).

Other improvements to recreational facilities included \$1 million in the executive capital budget (Ord. 08-13) and \$500,000 in the executive operating budget (Ord. 08-12) for the Leeward Coast community benefit package. An agreement was approved with the Hawaii State Public Library System, enabling the city to construct an access way and a 21-stall parking lot on city- and state-owned land at Kaneohe Civic Center Neighborhood Park (Res. 07-170). Agreements were also approved with the State Department of Education to conduct after-school recreational activities (Res. 07-286 and 08-1 36, FDI).

E. AT-RISK YOUTH

The council supported the city's partnership with various state and federal agencies to ensure Oahu's at-risk youth received appropriate services. The council approved various agreements with the State Department of Human Services to fund communitybased services for at-risk youth (Res. 07-303: positive youth development services; Res. 07-304: youth gang prevention services; Res. 07-305: truancy prevention services). An agreement with the U.S. Department of Labor under the Youthbuild program was approved (Res. 07-216). Youthbuild program participants were then tapped to help implement community service projects and renovate vacant housing units (Res. 07-331).

F. EMPLOYMENT ASSISTANCE

Agreements were approved with the State Department of Labor and Industrial Relations to accept and expend nearly \$400,000 in National Emergency Grant funds for persons affected by the 2006 closure of Del Monte Fresh Produce in Kunia (Res. 07-1 69), and with the State Department of Human Services for \$172,000 to provide pre-employment development services for persons referred by the State Vocational Rehabilitation & Services for the Blind Division (Res. 07-171).

G. ECONOMY

The council approved the designation of portions of Waimanalo as an enterprise zone (Res. 07-325). Eligible businesses within the zone who, among other things, meet minimum employment levels will receive certain tax benefits and waiver of permit fees. Funding was requested from the Hawaii Tourism Authority for the Haleiwa Main Street public safety improvement program (Res. 07-256). The council also urged the mayor to establish and designate an agricultural development officer position to assist and promote agriculture on Oahu (Res. 07-360, CDI).

H. OTHER COMMUNITY SUPPORT

The council approved a four-year area plan on aging for federal fundings and related agreements (Res. 07-235). An agreement among the city, the National Association of Counties and CaremarkPCS was approved to allow Oahu residents to get a free prescription drug discount card (Res. 07-262, CDI). The council asked the Department of Planning and Permitting to find ways to enable residents to install wheelchair ramps for their homes (Res. 07-1 52). An agreement with the State Department of Labor and Industrial Relations representing \$700,000 in federal funds was approved for a demonstration project wherein spouses of persons in the military could set up career advancement accounts to help pay for education and training expenses (Res. 07-294). To facilitate the removal or retrieval of shopping carts that have been taken from stores and abandoned on public or private property, the council asked the city administration to prepare proposed legislation addressing the problem (Res. 07-340, CDI). Finally, an ordinance was approved requiring the city's animal control contractor to spay or neuter a cat or dog before the animal's adoption (Ord. 07-33).

II. PROTECTING THE LAND

A. REGULATING LAND USES

The council acted to bring more certainty to the process of amending land use plans and laws. Ordinance 08-8 establishes reasonable deadlines for the Department of Planning and Permitting to process council proposals to amend the general plan, development plans, zoning ordinances, or the subdivision ordinance. That ordinance also clarifies the Director of Planning and Permitting's responsibilities in assisting the council in preparing such proposals. The council also approved a revised urban design plan for the city of Kapolei (Res. 07-372, CDI).

The council proposed amendments to the land use ordinance with respect to certain specific land uses. Regarding meeting facilities, which includes churches, Resolution 07-313 proposed allowing temporary, portable signs announcing events at a facility, and allowing permanent directory signs and wall signs. Resolution 07-292, CDI asked for a study to determine if more meeting facilities could be located in industrial districts, and that an amendment to the land use ordinance be processed to lift existing restrictions on locating such facilities in industrial districts.

The council also proposed an amendment to the land use ordinance to permit temporary signs advertising sports registration events (Res. 07-329), and established a policy that hula halau be deemed to meet the definition of "Amusement and Recreation Facilities, Indoor" as defined in the land use ordinance (Res. 08-46) to increase available locations.

B. SOLID WASTE AND RECYCLING

The management of solid waste generated by Oahu residents and businesses was the subject of much council effort. The council encouraged the Director of the Department of Environmental Services to incorporate off-island shipment of solid waste as an approved, but limited, element in the city's solid waste disposal system (Res. 07-151, CDI). After a five-year draft plan was submitted contrary to current ordinance, the council directed the Corporation Counsel to enforce the requirement that the Department of Environmental Services to submit a 25-year integrated solid waste management plan to the council (Res. 07-343).

The recycling of appropriate material was an important emphasis of the council to reduce Oahu's solid waste stream. To enable the city's curbside recycling pilot project to proceed, Ordinance 07-45 was approved which authorizes a charge of \$30 per quarter for 2nd day refuse collection and a charge of \$75 for intentional damage to a refuse or recycling cart. The council expressed its support of the city's comprehensive curbside recycling pilot program, as well as the efforts by the Department of Environmental Services to limit refuse pickup when recycling exists as a viable option (Res. 07-207). The department was asked to initiate a recycling education program prior to the implementation of an island-wide curbside recycling program (Res. 07-395). Resolution 08-17, CDI, urged that recycling receptacles be placed at city parks and facilities. Resolution 07-212 approved an agreement with the State Department of Health to enable the city to operate a buy-back program for glass recycling. Through the agreement, the city would receive \$833,000 for the program.

The council provided \$40 million in the executive capital budget for the expansion or replacement of H-power and \$44 million to purchase H-power now that its lease of the facility from a private owner is nearing an end (Ord. 08-13). Also, \$7 million in the executive operating budget was approved to begin the shipment of solid waste to offshore disposal sites and \$8 million to expand the curbside recycling program (Ord. 08-12).

C. WASTEWATER

Continuing an expensive, long-term, but necessary program of needed upgrades to the city's wastewater system, the council approved a total of \$222.9 million in wastewater capital projects (Ord. 08-13). The council expressed its commitment that all city wastewater treatment plants comply with all applicable U.S. Environmental Protection Agency requirements (Res. 07-132, CDI). To provide needed sewer service for the unsewered areas of the North Shore, the council approved an agreement with the State Department of Land and Natural Resources to jointly fund a study to evaluate alternative ways of collecting, treating, and reusing wastewater (Res. 08-116). It approved other agreements with the University of Hawaii to continue assessing the impact of ocean sewer outfalls on the marine environment off Oahu (Res. 07-184 and 07-288).

D. ENVIRONMENT

Following ratification by the voters of a 2006 charter amendment establishing a new Clean Water and Natural Lands Fund, the council established a commission to set priorities for expenditures from that fund (Res. 07-355, CDI). It then approved spending \$4 million from that fund in the executive capital budget to acquire appropriate lands (Ord. 08-13). It also supported the protection of appropriate preservation and conservation lands on Oahu as a policy of the city, and urged the administration to support the acquisition and protection of a natural preserve in Honouliuli (Res. 08-23, CDI). Agreements with state and federal agencies were approved to assess the health of Palolo Stream (Res. 08-94) and sediment discharges in the Manoa Valley Watershed and Honouliuli Stream (Res. 07-392). An agreement with the State Department of Health was approved to jointly produce a training video on how to reduce polluted runoff at construction sites (Res. 07-260).

E. HANAUMA BAY NATURE PRESERVE

A 2007 city audit of the Hanauma Bay Nature Preserve Fund found that the city relied on an outdated and obsolete 1992 master plan for the development and use of Hanauma Bay. The council asked the administration to update the master plan (Res. 07-228). It also approved the continuation of agreements with the University of Hawaii to develop and manage an education and interpretative program for Hanauma Bay (Res. 07-215, FDI; 07-231, CDI; 08-137).

F. ENERGY AND WATER

To encourage the use of photovoltaic electrical power systems, the council exempted the installation of those systems from the payment of plan review and building permit fees (Ord. 08-1). It also encouraged the city administration to participate in the U.S. Environmental Protection Agency's Energy Star Challenge program to reduce energy consumption in public and private sector buildings (Res. 07-295). It established a city policy to reduce potable water consumption at city facilities (Res. 07-358, CDI). Finally, it approved \$11.4 million in the executive capital budget for various energy conservation improvements to city facilities (Ord. 08-13) and \$305,000 in the executive operating budget to initiate a Honolulu Sustainability Center Demonstration Project at Makiki District Park Library (Ord. 08-12). The project would feature the use of green roof and solar power technologies.

III. MAINTAINING AND IMPROVING CITY OPERATIONS

A. THE CITY BUDGET

Despite the continuing escalation in costs borne by the city to provide basic services, the council was able to provide homeowners with a \$100 real property tax credit to be applied against their tax bills (Ord. 08-10) and to keep most tax rates at existing levels (Res. 08-58). The city budget for fiscal year 2009 was finalized and approved (Ord. 08-11: legislative budget \$13,611,418; Ord. 08-12: executive operating budget \$1,807,933,842; Ord. 08-13: executive capital budget \$954,825,679). Among other things, the city budget included \$91.9 million to help defray the expected future high cost of employee retirement benefits, \$13.4 million to help pay for and manage escalating energy costs, and a deposit of \$7.5 million to bolster a reserve fund for city operations (Ord. 08-12).

The council also approved the issuance of bonds to finance the capital projects of the city and refinance outstanding debt: general obligation bonds (Res. 07-290: \$1,070,505,000) and wastewater system revenue bonds (Res. 07-202, CDI:

\$530,695,000; 07-203, CDI: \$202,225,000; 08-71, CD1: \$226,255,000).

B. PROPERTY TAX SYSTEM

The council revised the penalty for delinquent real property taxes to encourage more timely repayments (Ord. 07-036). The council also provided that the taxpayer's deposit required to appeal one's property tax assessment be returned to the taxpayer if any part of the appeal is sustained (Ord. 08-5).

C. ETHICS AND GOVERNMENT TRANSPARENCY

The council authorized the ethics commission to impose civil fines on elected officials and established an ethics board of appeals (Ord. 07-43). Ordinance 08-18 requires all city advertisements to disclose that the ad was paid for by city taxpayers. Ordinance 08-7 requires additional line-item details on the mayor's proposed annual budget be submitted to the council. The council also approved a proposed amendment to the charter that would have prohibited a new city appointee from being involved in any city matter that the person worked on while in a prior private employment that might impair the person's independence (Res. 07-391, CD2). However, the proposal was vetoed by the mayor.

D. OTHER GOVERNMENT SUPPORT

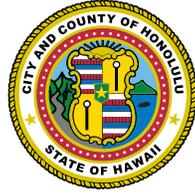
Certain major capital projects must be added to a public infrastructure map before they can be funded in the city budget. The council revised the criteria for determining which projects were required to be on those maps, clarified the Department of Planning and Permitting's role in reviewing council proposed revisions to the maps (Ord. 07-37) and adopted revisions to the maps to conform to the new criteria (Res. 07-209, CDI).

The council streamlined city operations by providing for automatic council approval for intergovernmental agreements that will not be executed until approved, do not require the expenditure of city funds, and for which the city has not already accepted funds, as long as no councilmember objects to such approval (Ord. 07-40).

To help end long-standing delays in the city's issuance of building permits, the council asked the Department of Planning and Permitting to report on the feasibility of implementing the recommendations contained in the department's consultant study on the building permit process (Res. 07-342, CDI).

The council asked the city administration to implement a flexible spending plan for city employees (Res. 07-359, CDI). Such plans are used by governmental and private employers to enable an employee to set aside a portion of his or her pre-tax earnings to pay for qualified expenses, which are most commonly medical expenses but can be for dependent care or other expenses.

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 25 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 08, 59 public officials were administered the oath of office in accordance with Section 13-118 of the Revised City Charter, 47 of which were performed for appointees to boards and commissions, and 12 for appointees 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 City Clerk's Office within 10 working days after the candidate-filing deadline. Fifty-three annual statements were filed in FY 08.



Committee clerks discussing upcoming meeting agenda.

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 08 REVENUE DETAIL

Council Information Office

Copies of Records \$ 243.00\$243.00

Elections

Voter Certificates..... \$ 210.50

Voter Tape Rental..... 3,250.00

Candidate Filing Fees 425.00\$ 3,885.50

Administration

Sundry Refund.....	\$35,050.00.....	\$35,050.00
FY 08 Total Receipts		<u>\$39,178.50</u>

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 preparation of all agendas, recording and reporting all proceedings, processing all communications and resolutions, bills and ordinances introduced and acted upon by the Council, and providing reference and research services regarding enacted or pending legislation and other council documents. Staffing includes a division head and an assistant division head, nine council/committee aides, three records and research technicians and one secretary.

Since upgrading its electronic filing system in 2004 using the Docushare document management software, users as well as the public continue to enjoy access to research and printing full text of all public documents of the City Council, which includes all communications, bills, resolutions, ordinances, agendas, committee reports and minutes.

FY 08 WORKLOAD STATISTICS

Council Meetings and Hearings

Regular Sessions	12
Special Sessions.....	1
Public Hearings	13

Speakers

Council Meetings.....	284
Public Hearing.....	216

Honorary Certificates Presented

Floor Presentation.....	240
Outside Presentation.....	389
Retirees Certificate.....	116

Legal Notices Published

Public Hearing Notices.....	14
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Standing Committee Meetings

July 1, 2007 – June 30, 2008

Affordable Housing & Economic Development 10	
Budget	16
Executive Matters.....	12
Intergovernmental Affairs.....	10
Planning & Sustainability	11
Public Health, Safety & Welfare	10
Transportation & Public Works.....	13
Zoning.....	12
Kapiolani Park Trust	1
Total.....	91

Other Meetings

Agricultural Development Task Force	10
Budget Briefings.....	6
Clean Water and Natural Lands Commission.....	6
Neighborhood Board Review Task Force	12
Total.....	28

Speakers

Committee/Other Meetings.....	797
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Committee Reports

Committee Meetings	411
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Information Section

July 1, 2007 to June 30, 2008

Legal Notices Published

Ordinances	37
Bills Passes Second Reading	49
Resolutions (condemnations)	2
Resolutions (Second Reading-Charter Amendment)	8
Public Hearing Item	14

Improvement Districts..... 0

Property Owners Notified by Certified Mail..... 0

Communications Received

Council Communications	212
Departmental Communications	899
Mayor's Messages.....	119
Miscellaneous Communications	2,307
Petitions.....	78

Bills Introduced

Passed.....	37
Veto Overridden	0
Veto Sustained	0
Returned Unsigned	2
Filed on Floor	1
Filed per ROH Sec. 1-2.4	35
Pending	70

Resolutions Introduced

Adopted	274
Filed on Floor	5
Filed per ROH Sec. 1-2.5	61
Pending	37
Veto Sustained	1

Rules and Regulations Filed..... 6

Documents Processed

Deeds	0
Easements.....	11
Extracts Certified.....	0

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 four, headed by the office manager, is organized into six functional units – office management, personnel, fiscal/inventory, sound, printing services, mail and messenger services.

FY 08 WORKLOAD STATISTICS

The print room printed and distributed the following:

Council

Requests per meeting:

Order of the Day.....	28 sets
Order of the Day Letterhead	275 sets
Communications	10 sets

Committees

For each standing committee:

Complete Agendas.....	50 sets
Letterheads	300 sets
Committee Reports	3 sets

City Clerk

Business cards.....	1,900
Miscellaneous Election forms	82,000
Election envelopes.....	12,500

City Council

Business cards.....	6,100
Envelopes.....	15,750
Letterhead.....	16,500

Office of Council Services

Business cards.....	2,800
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Hawaii State Association Of Counties (HSAC)

2008 Conference Programs.....	250 sets
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ELECTIONS DIVISION

The Elections Division is responsible for conducting all 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. The Division also administers the Statewide Voter Registration System database on behalf of each of the neighbor island counties.

Positions authorized to the Elections Division include an administrator, assistant administrator, elections specialist, senior elections clerks (2) and a senior clerk typist. During the 2008 election year, the Elections Division was augmented with 80 temporary election clerks.

The 2007-2008 fiscal year highlights included planning for the upcoming 2008 election activities which included a new voting system deployment. The fiscal year activities also included two list maintenance mailings of voter postcards to registered voters on Oahu.

VOTER REGISTRATION

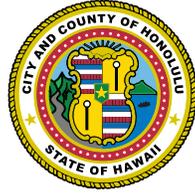
Active Voters	384,522
Fail Safe Voters.....	67,460
Total Registered Voters.....	451,982**

*** The County voter registration total includes active voters and voters on "fail safe" status that must be maintained for two election cycles pursuant to federal law. Registration total is of July 6, 2008.*



Elections staff conducting voter registration.

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 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.

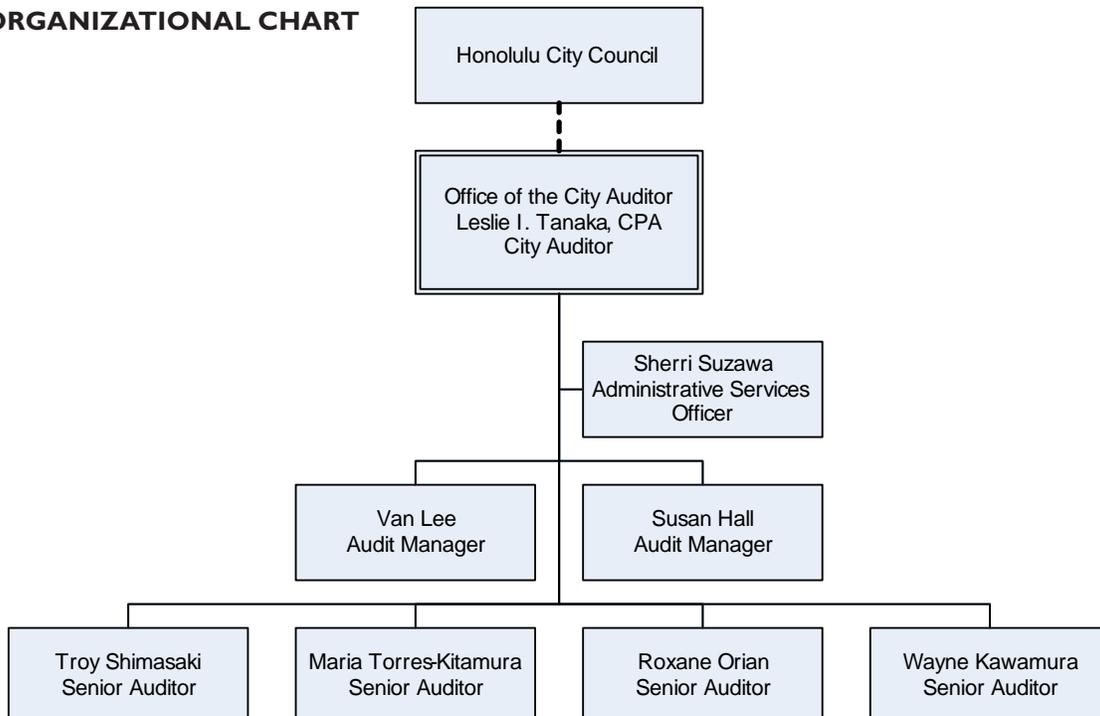
The charter further provides that the City Auditor conduct or cause to be conducted: 1) the annual financial audit of the City, 2) performance audits of the funds, programs and operations of any agency or operation of the City, and 3) follow-up audits and monitoring of compliance with audit recommendations 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.

OCA ORGANIZATIONAL CHART



YEAR IN REVIEW

The Office of the City Auditor completed three of the four performance audits planned for this year. We are anticipating the completion of the fourth performance audit, **Audit of the Mililani Curbside Recycling Pilot Project**, by October 2008, which will complete our FY2007-08 work plan. In addition, one contract audit was also completed this year.

SUMMARY OF REPORTS TO COUNCIL AND MAYOR

Our office completed three performance audit reports that were included in our FY2007-08 work plan, although two of those reports were not released until after June 30, 2008. The three reports are: 1) *Audit of the City's Planning, Design, and Construction of Skateboard Parks*; 2) *Audit of the City's Electricity Costs, Consumption, and Management*; and 3) *Audit of the City's Synagro Contract*. We also continue to oversee the financial audit of the City, which resulted in no current findings and recommendations for the fiscal year ended June 30, 2007, by Nishihama & Kishida, CPAs, Inc., (now known as N&K CPAs, Inc.) 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 FY2006-07

Contract auditor, N&K CPAs, Inc. submitted their report on the status of their previous findings and recommendations for the financial audit of the City and County of Honolulu to the City Council in March 2008. They reported that all four of the findings from the FY2005-06 audit have been resolved, while there is still one finding from FY2001-02 and one finding from FY2004-05 that are still applicable in the FY2006-07 audit.



Photo of the Banzai Skateboard bowl.

Audit of the City's Planning, Design and Construction of Skateboard Parks

This audit was conducted pursuant to Resolution 06-373, *Requesting the City Auditor to Audit the City's Planning, Design and Construction of Skateboard Park Facilities*. The report addresses the city council's concerns that the costs for some skateboard facilities planned, designed and constructed during the past 10 years had increased because their design was changed after they had been approved by the park's department. The audit focused on one project, the Banzai skateboard park, which is an example of the design-build process that the city has more recently favored for skateboard parks. We found that the Department of Design and Construction employed the design-build method for the construction of the Banzai Skateboard Park to encourage innovation, but failed to provide sufficient

oversight over the contractor to provide reasonable assurance of the project's timely and cost-effective completion. We also found that the Department of Design and Construction's poor planning of the Banzai Skateboard Park as a stand-alone facility on undeveloped land contributed to project delays, additional costs and the completion of a skateboard park without essential support facilities.

We recommended that the Department of Design and Construction improve internal design-build practices by developing policies and procedures specifically for design-build projects, clarifying roles of all parties within the design-build contract and developing specific RFP and contract guidelines for design-build projects and contractor oversight. We also recommended that they develop criteria for future skateboard park site selection and development, and develop guidelines to improve public and client agency notification of changes to particular projects to keep stakeholders up to date on changes that occur during construction.

Audit of the City's Electricity Costs, Consumption and Management

This audit topic was selected, in part, by concerns raised in Resolution 06-144, *Requesting the Office of the City Auditor to Conduct a Comprehensive Energy Audit of City-Owned Buildings and Facilities*. Although the resolution was not adopted, our office deemed that an audit focused on select management issues related to electricity cost and consumption would be beneficial to the council and Honolulu's taxpayers. We found that the city's electricity expenditures rose significantly despite ongoing conservation efforts. We also found that the city's management of electricity costs and consumption lacks full accountability.

We recommended that the mayor continue efforts to contain electricity cost and reduce consumption, consider consolidating energy management duties under a single entity, and require the Mayor's Energy and Sustainability Task Force to develop an action plan for meeting reduction goals. We recommended that the managing director develop a monitoring strategy to ensure that all city agencies' cost and consumption saving goals are met if general funds are used to implement an electricity conservation program; consider implementing electricity management best practices; and compile and produce a comprehensive annual report that identifies electricity cost and consumption by department, energy conservation projects implemented, comparative data showing estimated actual cost and consumption savings, justification for any significant increase/decrease in consumption for the year, and any steps taken to reduce electricity cost and consumption. We also recommended that budget and fiscal services enforce provisions of its policies and procedures manual related to the purchase of Energy Star-rated products and continue to provide city agencies with guidance in formulating electricity budgets. Finally, we recommended that the Department of Design and Construction enforce all performance contract requirements and ensure that the city collects funds from contractors who do not meet electricity cost and consumption guarantees.



This 400-ton centrifugal chiller for the Fasi Municipal Building, which replaced an older, 325-ton model, provides greater efficiency.



Photo of the Sand Island In-Vessel Bioconversion Facility.

AUDIT OF THE CITY'S SYNAGRO CONTRACT

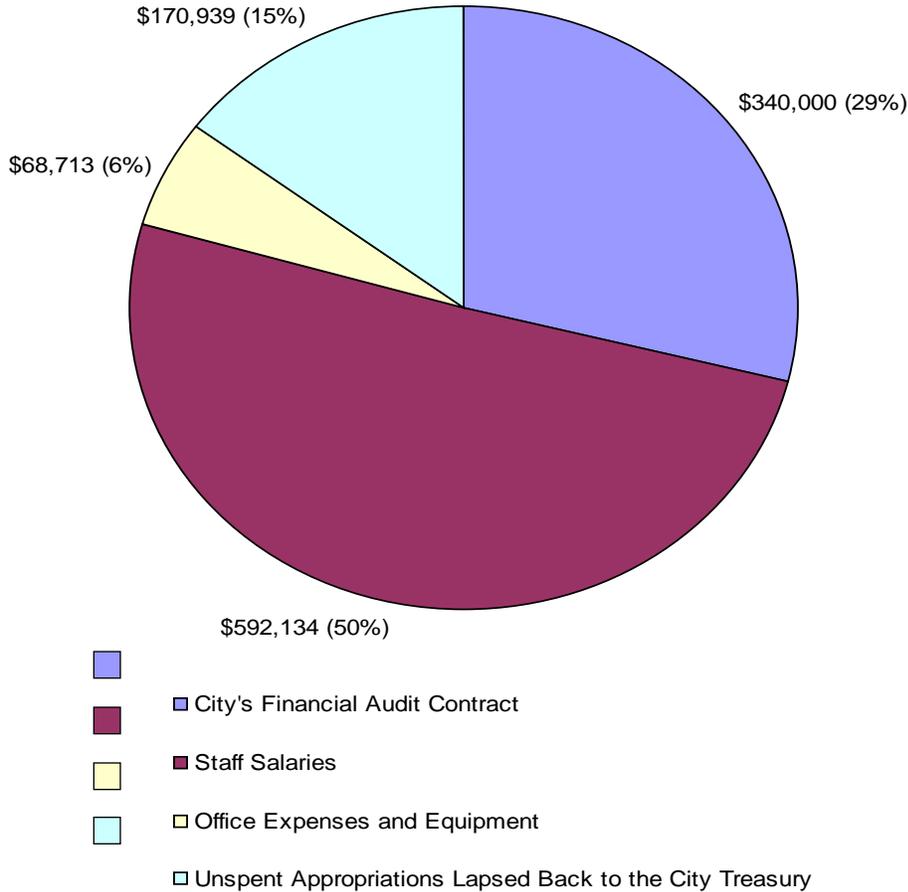
This audit addresses the ongoing concerns expressed by the city council and the public relating to biosolids reuse, the benefits of the city's contract with Synagro-WWT, Inc. (Synagro) for an In-Vessel Bioconversion Facility, significant project cost overruns, numerous change orders, delays and outstanding compliance issues related to the 1995 consent decree. We found that the in-vessel bioconversion facility project at the Sand Island Wastewater Treatment Plant experienced construction delays and costly change orders. We found that the city's ability to achieve sludge reuse compliance with the consent decree appears close, but potential penalties could cost the city millions more. We also found that the city's in-vessel bioconversion facility is anticipated to have some favorable outcomes, but challenges remain.

We recommended that the Department of Environmental Services finalize a pending change order under the construction contract, ensure that Synagro fulfills its obligations to the city under the construction contract and then expedite closeout of the construction contract. We also recommended that they ensure completion of the beneficial sludge reuse project including final submission of the written Notification of Supplemental Environmental Project Completion to the U.S. Environmental Protection Agency regarding completion of the beneficial sludge reuse supplemental environmental project as required in the 1995 consent decree. We further recommended that they provide the city council with written annual status reports on the city's biosolids facility; ensure that Synagro fulfills its contractual responsibilities for the marketing, sales and reuse of pellets as soil amendment or plant fertilizer to more users; and pursue other initiatives and opportunities to minimize disposal of biosolid pellets in the landfill.

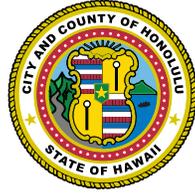
FY2007-08 APPROPRIATIONS AND EXPENDITURES

The Office of the City Auditor was appropriated a total of \$1,171,786 in FY2007-08. Of this total, \$340,000, or 29%, was expended for the City’s annual financial audit contract, which OCA oversees for the council. OCA’s total appropriated operating budget was \$831,786, of which \$608,586 was expended for staff salaries and \$68,713 was expended for office operations and equipment. Approximately \$170,939 in unspent appropriations was returned back to the City Treasury at the end of the fiscal year. Most of the unspent appropriations resulted from a decrease in the actual amount spent for the hiring of an actuary to review Other Post Employment Benefits obligations of the city.

OCA FY2007-08 APPLICATION OF RESOURCES



OFFICE OF COUNCIL SERVICES



Diane E. Hosaka, Director

POWERS, DUTIES AND FUNCTIONS

The 1973 Revised Charter of the City and County of Honolulu ("RCH") authorized the council to establish the office of council services (OCS) to assist it in the exercise of its legislative power (Sec. 3-1 07.7 RCH). The 1971-72 Charter Commission cited this as one of the most important changes affecting the legislative branch of city government. In this regard, OCS 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."

OCS was created on March 19, 1973 by enactment of Ordinance 4116 (Article 3, Chapter 4, ROH). 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.

SERVICES PERFORMED

With a staff of 19, – a director, an assistant director, five attorneys, seven analysts, one paralegal, and four support staff,-- OCS 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 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 the execution of the city's operating and capital budgets;
- Provided information to individual councilmembers by letter, memorandum, personal or telephone conferences, or electronic communication;
- Provided liaison service to the council regarding access to the city's geographic information system (GIS);
- Served as revisor of ordinances and supervised the revision, codification, and printing of the revised ordinances of Honolulu and maintained the city's computerized databases for the revised ordinances and city policy resolutions;
- Assisted the council in fulfilling its responsibilities as a member of the Hawaii State Association of Counties;
- Assisted the councilmembers when they functioned as trustees of Kapiolani Park; and
- Maintained on-line communication with other municipalities through "CouncilLink" as a means of sharing information relevant to cities and counties across the United States.

MAJOR ACTIVITIES FOR FY 2007-08

Research Activities

As the research arm of the council, OCS prepared approximately 771 written responses to requests for service in fiscal year 2007-08. These responses included 222 bills, 386 resolutions, and 163 letters, legal memoranda, and statistical and research reports. OCS also provided research and staff assistance to the council's standing committees and legal staff services for the executive sessions of the committee on executive matters and committee of the whole. In these executive sessions, councilmembers considered matters permitted by chapter 92, HRS, to be discussed in meetings closed to the public and discussed claims against the city where the premature disclosure of information would adversely affect the interests of the city and the public.

OCS issued another of its "Issue Profile, Status of the City's Finances" reports in March 2008. Published annually since 2002, the report provides an overview of certain fiscal trends of the city, reviews the prior year's revenues and expenditures for the operating budget, checks on the mid-year status of the current year's major revenue assumptions and major operating budget expenditures and reports on the status of the prior year's capital budget appropriations. The report is intended to provide the council with a historical and comparative context to review the upcoming city budget.

For more than a decade, OCS has provided the only volunteer reviewers in the state of Hawaii for the nationwide 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 documents meet GFOA criteria relating to the budget as a policy document, financial plan, operations guide and communications device. During fiscal year 2007-08, two analysts served as GFOA budget reviewers. The budget reviewed in the fiscal year included those of the following, jurisdictions and entities:

Town of Gilbert, Arizona
City of Burbank, California
City of Irvine, California
City of Detroit, Michigan
City of Novi, Michigan
City of Cincinnati, Ohio
City of Clayton, Ohio
Salt Lake City, Utah
Alexandria, Virginia