Department and Agency Reports
OF THE
City and County of Honolulu

For Fiscal Year July 1, 2006 to June 30, 2007

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Message from the Mayor

Mufi Hannemann, Mayor
City and County of Honolulu

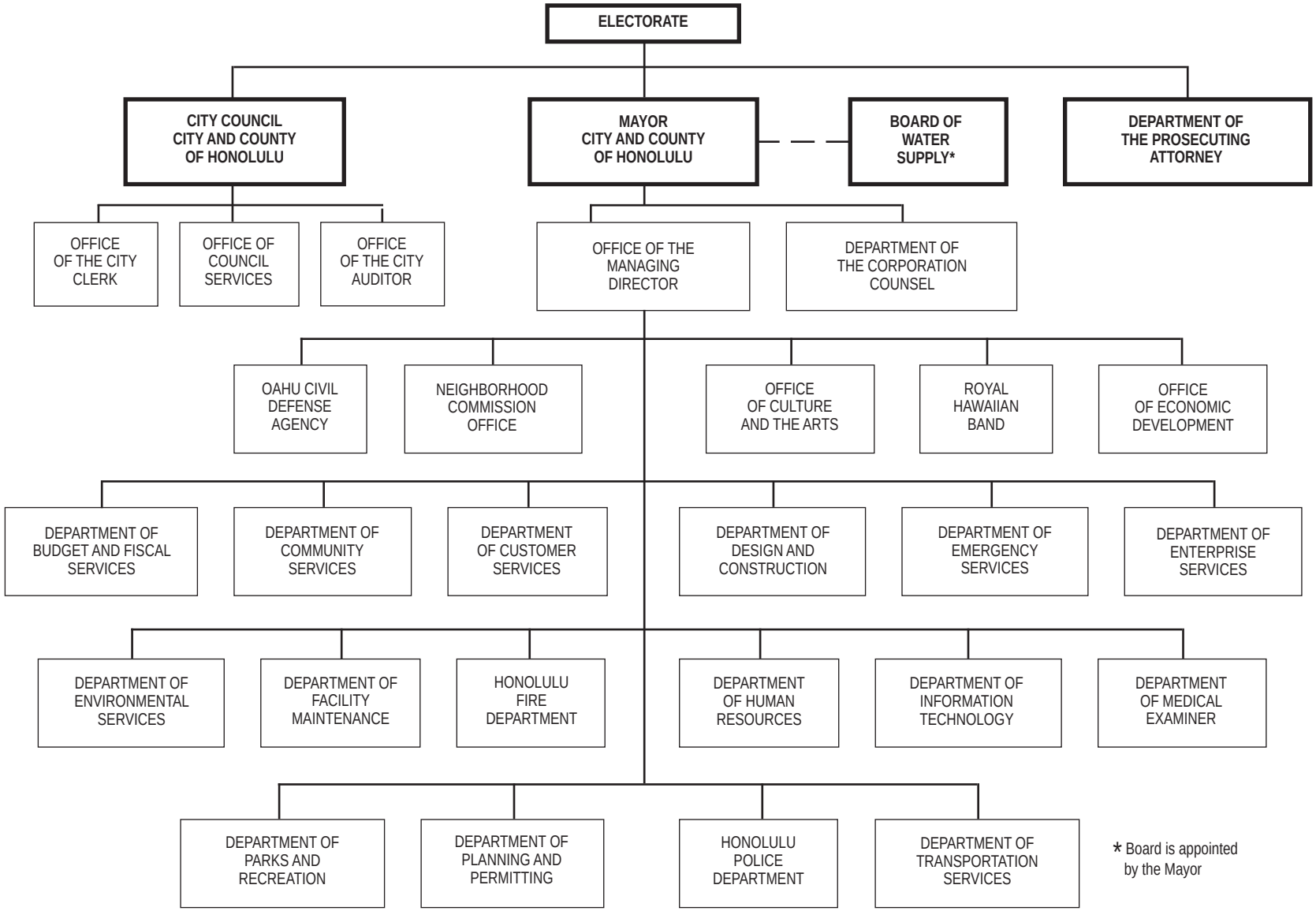
It was another banner year for the City and County of Honolulu as we continued to focus on our priorities: public safety, sewers, roads and transportation, parks and public facilities, and solid waste.

We have committed money to replace our aging fleet of fire engines and police cars, as well as repair fire houses and police stations. In keeping with our past capital improvement needs, we expect to spend $1.5 billion over the next six years on sewer and wastewater improvements. We are rehabilitating our roads and improving safety for motorists and pedestrians on our streets. The fixed guideway plan was approved this fiscal year, representing hope for congestion-weary motorists. Our parks and public facilities are being repaired and maintained, if not upgraded. And we have made great strides in managing our solid waste.

Of course, none of these accomplishments—as recorded on the pages to follow—would have been possible without the dedication and hard work of an exceptional team of City employees. This report is a testament to their professionalism and pride in their work, and their aloha for the people of the City and County of Honolulu.

Mufi Hannemann
Mayor

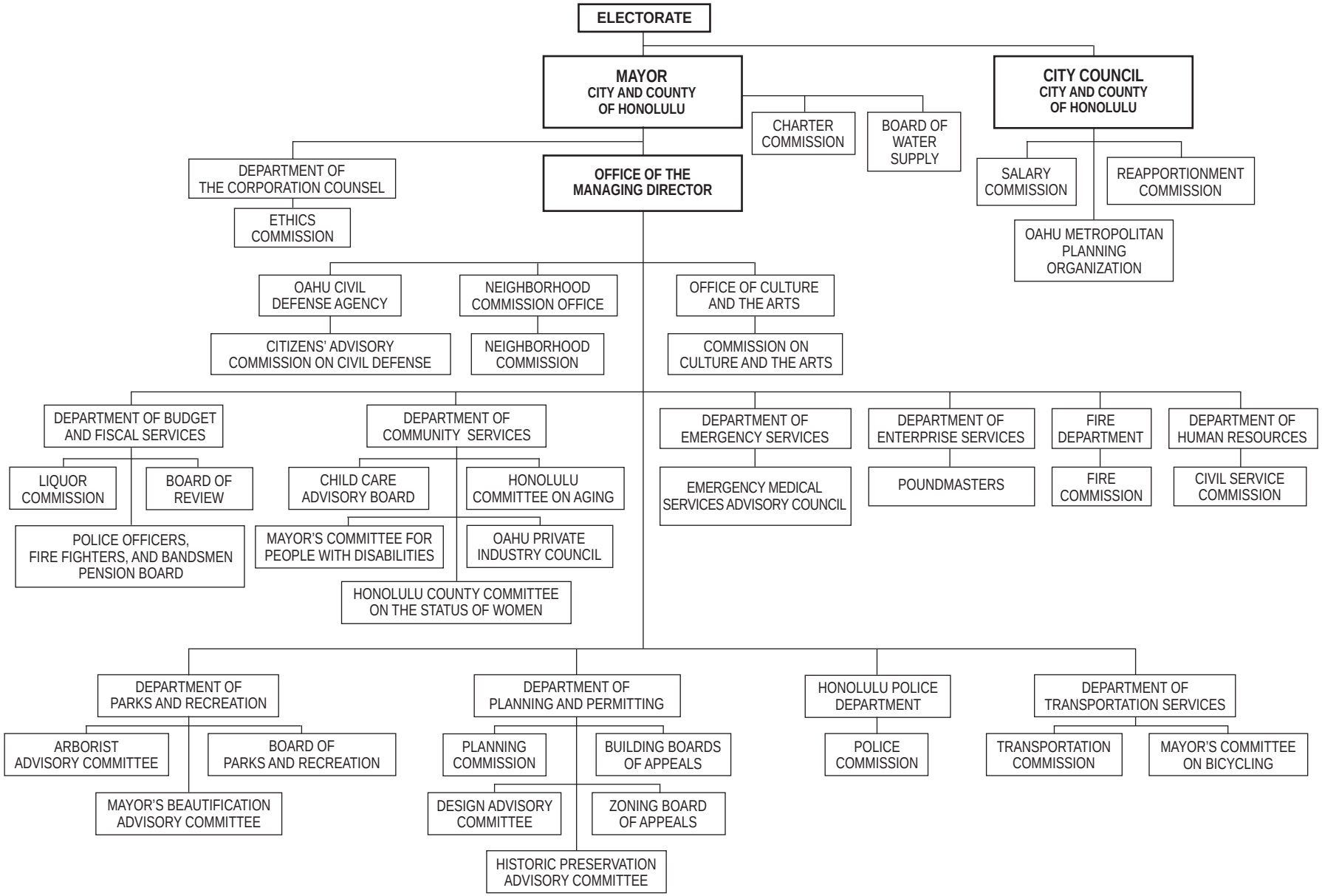
CITY AND COUNTY OF HONOLULU
ORGANIZATION CHART
FISCAL YEAR 2006 - 07



CITY AND COUNTY OF HONOLULU

CHART OF BOARDS, COMMISSIONS AND ADVISORY BODIES

FISCAL YEAR 2006 - 07



EXECUTIVE BRANCH

DEPARTMENT OF BUDGET AND FISCAL SERVICES

Mary Patricia Waterhouse, Director • Patrick Kubota, Deputy Director

ADMINISTRATION DIVISION

Mary Patricia Waterhouse, Director

POWERS, DUTIES AND FUNCTIONS

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

HIGHLIGHTS

Significant efforts were spent on financial analysis and providing background data to the City Council and general public for the Fiscal Year 2007 Operating Budget. Patrick T. Kubota departed the department as the Deputy Director on June 30, 2007. The Director, Mary Pat Waterhouse, oversaw the implementation of new financial computer system that was effective July 1, 2007.

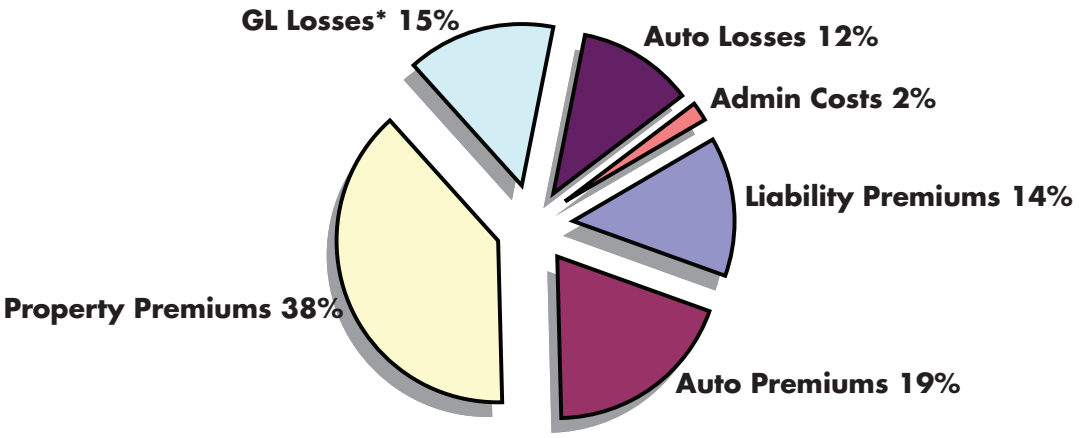
RISK MANAGEMENT

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 its 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. In the post-Hurricane Katrina marketplace, property insurance premium rates typically doubled or more for perceived hurricane risks, such as Hawaii. However, liability rates were stable to decreasing.

As a consequence, premium costs for FY 2007 increased approximately $280,000 or 4% over FY 2006. Property insurance costs increased 57% from the marketplace, coupled with updated asset evaluations, but the liability premiums dropped about 15% from FY 2006. The following chart shows the breakdown of risk management costs for FY 2006.

HOW RISK DOLLARS ARE SPENT - FY07



** GL losses funded through Department of Corporation Counsel.*

ACCOUNTING DIVISION

Nelson H. Koyanagi, Jr., Chief Accountant

POWERS, DUTIES AND FUNCTIONS

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

Accomplishments

The division worked with the Budgetary Administration Division in assisting departments and agencies with the preparation of the FY 2008 operating budget. The division also prepared expenditure schedules in accordance with the approved FY 2007 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, 2006 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 20 of the last 21 years.
- Budget and Fiscal Services Director's Quarterly Financial Reports for the last quarter of FY 2006 and the first three quarters of FY 2007.
- Statement of funded indebtedness outstanding and unpaid as of June 30, 2006, required by Section 47C-2, Hawaii Revised Statutes (HRS), as amended (prepared jointly with Treasury Division).

During FY 2007, the Accounting Division staff assisted in the planning, design and implementation of the City's new financial and human resources system (C2HERPS) which will replace the City's legacy systems. The project is a citywide initiative that includes such functions as procurement, accounts payable, vendor payments, financial accounting and reporting, payroll and human resource management. It is anticipated that the system will provide efficiencies in operations and will allow for more timely and accurate information for reporting and decision-making. The City began using the financial portion of the system on July 1, 2007. The Accounting Division continues to actively participate in 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 2008.

BUDGETARY ADMINISTRATION DIVISION

Marcia Bise, Budget Program Administrator

POWERS, DUTIES AND FUNCTIONS

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

PREPARATION AND SUBMITTAL OF THE MAYOR'S 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 Fiscal Year (FY) 2008 Executive Operating Program and Budget proposal, which totaled $1,636.7 million. This was $145.2 million more than the previous fiscal year, or an increase of 9.7 percent.

Highlights of the Mayor's Proposed Operating Budget

- Tax relief for residential property owners by establishing a new "homeowner" tax class, and immediate property tax relief through a tax discount of $376 against the homeowner's tax bill.
- One-time rental assistance payment of $150 to qualifying low-income renters.
- Reduction in the tax rate for agricultural land from $8.57 to $5.70 per $1,000 net assessed value.
- Establishment and funding of a special reserve fund for Other Post-Employment Benefits (OPEB) for employees, to comply with the Government Accounting Standards Board (GASB) financial reporting standards.

- Additional funding for the fiscal stability reserve fund.
- Establishment of a new Rapid Transit Division in the Department of Transportation Services to implement Honolulu's high-capacity transit system and the establishment of a new Transit-Oriented Development Office in the Department of Planning and Permitting for the planning of land use surrounding transit stations.
- Maintenance and repairs of police stations and fire houses.
- Funding for approved employee collective bargaining pay increases in the Salary Adjustment Provisional account.
- Compliance with National Pollutant Discharge Elimination System regulations.
- Conversion of sewer sludge to pellets for use as a soil amendment to meet consent decree requirements.
- Development of a site-specific sewer spill contingency plan for high-risk areas.

Fixed costs increased by $67.9 million, or 14.5% over the previous fiscal year. The primary areas of change included debt service, which increased by $36.4 million, salary adjustments for collective bargaining pay increases, which increased by $23.1 million, health fund, which increased by $9.7 million, and judgments and losses, which decreased by $1.5 million.

The executive agency operating budgets increased by $77.3 million, or 7.6%. Increases in expenditures included:

- $37 million for environmental program cost increases, including shipping of refuse off island, curbside mixed recyclable collections, Waimanalo Gulch landfill and H-POWER operations contract increases, federal EPA sewer and storm water quality program requirements and wastewater treatment facilities cost increases
- $15 million for bus and handivan service cost increases
- $7 million for repair and maintenance of city facilities and roads cost increases
- $6 million for new Rapid Transit Development costs
- $4 million for park repair and operations cost increases
- $3 million for ambulance and ocean safety operations cost increases

In order to lower the overall increase in the operating budgets of the executive agencies, a total of $19.9 million in salary funds, which is the equivalent of 4.7% of base salaries for all executive positions, was cut from the budgets of the executive agencies.

ADOPTION OF THE OPERATING BUDGET

The City Council adopted an Operating Budget for FY 2008 totaling $1,650.6 million. This included $1,638.4 million for the Executive Operating Budget for the Executive Branch and $12.2 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 Executive Operating Budget appropriations for the Executive Branch are shown by function below.

Function	Executive Operating Budget (in millions)	% of Total
General Government	$ 173.1	10.6
Public Safety	314.4	19.2
Highways and Streets	25.1	1.5
Sanitation	251.5	15.4
Health and Human Resources	66.8	4.1
Culture-Recreation	83.1	5.1
Utilities or Other Enterprises	189.4	11.6
Debt Service	294.2	18.0
Miscellaneous	240.8	14.7
TOTAL	$1,638.4	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, city-wide revenue, central accounts, long-range financial planning programs. 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 Capital Budget

The Mayor submitted a FY 2008 Capital Budget of $724.1 million. The City Council adopted a Capital Budget of $789.4 million.

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

Function	Amount (in millions)	% of Total
General Government	$57.9	7.3%
Public Safety	56.8	7.2%
Highways and Streets	70.0	8.9%
Sanitation	402.3	51.0%
Human Services	14.6	1.8%
Culture-Recreation	29.4	3.7%
Utilities or Other Enterprises	158.4	20.1%
TOTAL	$789.4	100.0%

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

Source	Amount (in millions)	% of Total
Borrowed Funds	$610.6	77.3%
Federal Funds	68.2	8.6%
Special Projects Fund	0.1	0.1%
Transit Fund	71.0	9.0%
City Funds	39.5	5.0%
TOTAL	$789.4	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 $10.07 million of entitlement funds in Fiscal Year 2007 through the U.S. Department of Housing and Urban Development, in addition to generating more than $2.9 million in program income. The CDBG program began in 1974 and since then the City has utilized approximately $430 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 l990, this program seeks to provide affordable housing opportunities for lower income individuals and households. In Fiscal Year 2007, more than $2.47 million was expended to supplement projects addressing the housing needs of Honolulu's lower income households. To date, the City has received approximately $66 million in HOME funds.

Emergency Shelter Grants (ESG)

The ESG program, authorized under Subtitle B of Title IV of the Stewart B. McKinney Homeless Assistance Act, provides HUD funds to assist the homeless population. During Fiscal Year 2007, the ESG program expended $373,000. To date, approximately $7.5 million of ESG funds have been used for various rehabilitation activities and programs that serve Honolulu's homeless population.

Housing Opportunities for Persons With AIDS (HOPWA)

Authorized by Public Law 101-624, AIDS Housing Opportunity Act, as amended, HOPWA funds are utilized to meet the housing needs for persons with AIDS or related diseases and their families. During Fiscal Year 2007, the HOPWA program expended $539,000. In the six-year period since Honolulu first received entitlement funds from HUD, a total of $3.5 million has helped provide rental housing and supportive service assistance to Honolulu's at-risk HIV-positive population.

Accomplishments

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

- Completed the 13th Year Action Plan, detailing FY '08 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 Annual Performance Report (APR) 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 ESG and HOPWA programs 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.

Implemented and refined a new 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 2008 Executive Operating Budget proposal, which totaled $1,636.7 million. After review and revisions the City Council adopted an Operating Budget of $1,638.4 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:

Source	Amount (in millions)	% of Total
Real Property Tax	$ 763.4	41.5 %
Fuel Tax	53.7	2.9 %
Motor Vehicle Weight Tax	64.5	3.5 %
Public Utility Franchise Tax	38.4	2.1 %
Transient Accommodations Tax	45.8	2.5 %
Public Service Company Tax	35.4	1.9 %
Excise Surcharge Tax-Transit	64.0	3.5%
Federal Grants	81.7	4.4 %
State Grants	8.7	.5 %
Licenses and Permits	43.7	2.4 %
Charges for Services	24.4	1.3 %
Sewer Revenues	198.5	10.8 %
Bus Transportation Revenues	44.2	2.4 %
Solid Waste Disposal Revenues	98.3	5.3 %
Other Revenues	65.2	3.6%
Carry Over (including carry over of H-POWER Equity Funds)	209.7	11.4 %
TOTAL	$ 1,839.6	100.0%

Taxes (real property, fuel, motor vehicle, public utility franchise, transient accommodations and public service company) provided $1,001.2 million to finance the $1,638.4 million Operating Budget. Sewer and solid waste fees, which fund operations and projects that maintain the City's pristine environment, provided $296.8 million. Other revenues included reimbursements from the State of Hawaii for the performance of their functions.

FY 2008 Real Property Tax Rates

Real property assessments continued to increase as a result of the real estate market recovery and the affordable low interest rates. The residential tax rate for FY 2008 that included the single family residential and apartment/condominium classes was reduced by 8.4% to $3.29 per thousand of assessed value; the non-residential tax rate for commercial, industrial, and hotel/resort land uses was increased by 3.6% to $12.40; and the rate for agriculture, conservation, and unimproved residential was reduced to $5.70 per thousand of assessed value a rate reduction of 33.5%, 40.4%, and .4% respectively. A one-time real property tax discount of $200 for homeowner's was approved for Fiscal Year 2008.

FY 2008 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:

ACCOUNTS	AMOUNT (in millions)
Debt Service	$ 294.2
Retirement Contributions	67.0
FICA Tax	21.4
Workers' Compensation	12.0
Unemployment Compensation	.3
Health Fund	85.6
Provision for Salary Adjustment	35.9
Provision for Judgments and Losses	9.4
Provision for Risk Management	7.8
Provision for 21st Century Ahupua'a Initiative and Sports Initiative Programs	.3
Provision for Matching Funds	1.0
TOTAL	$ 534.9

Long-Range Financial Plan from FY 2008-2013

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

INTERNAL CONTROL DIVISION

Michael R. Hansen, Chief Accountant

POWERS, DUTIES, AND FUNCTIONS

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

SIGNIFICANT ACCOMPLISHMENTS FOR FY 2007

Annual Recurring Audits, Reviews and Evaluations

1. Completed follow-up review of the independent auditor's financial and single-audit comments, and coordinated the City's response to the independent auditors.
2. Coordinated the response to the independent auditor's Federal Grants Risk Assessment Questionnaire.
3. Completed quarterly cash counts and prepared statement of the amount and kind of funds in the City Treasury as required by the City Charter.
4. Monitored the compliance by all City agencies with the Budget and Fiscal Services Policies and Procedures pertaining to the annual count of Petty Cash and Change Funds.
5. Audited the annual H-POWER true-up billing from the plant operator.
6. Developed the City's consolidated local central service cost allocation plan and indirect cost rates.
7. Performed audits of relocation transactions.

Special Studies and Investigations

1. Provided fraud awareness training to City employees and maintained the fraud awareness and internal control intranet information website.
2. Performed financial analysis and support for various ongoing investigations alleging fraud.
3. Completed transaction reviews and provided guidance regarding apparent irregularities reported by various City agencies.
4. Provided internal control review and analysis services to various Departments on a project- by-project basis.

5. Performed Departmental purchase card program audits for Environmental Services, Facility Maintenance, Customer Service, Parks & Recreations, and Enterprise Services.
6. Performed Fixed Assets Computerized System (FACS) follow-up reviews for Environmental Services, Facility Maintenance, Human Resources, Prosecuting Attorney, and Information Technology.
7. Monitored the low/moderate income housing compliance requirements for projects in the Multi Family Housing Program.
8. Participated in the implementation of a web based payment system for building permits.
9. Performed reviews of requests by various Departments to amend petty cash and change fund amounts.
10. Coordinated the renewal of the contract and compiled statistics for the credit card program.
11. Provided guidelines for the timely recording of City bank deposits into the City's accounting system.
12. Provided guidelines to the Board of Water Supply for recording bank deposits and adjustments in the City's accounting system.
13. Assisted Customer Service Department, Motor Vehicle Accounting Division, and Department of Information Technology in establishing accounting procedures to record internet motor vehicle registration renewal transactions.
14. Participated in the Enterprise Resource Planning Software and Implementation Project (ERP). Assisted in the evaluation of proposals for a new financial and human resources management system.
15. Provided consulting and analysis services to the Mayor's Project Management Office.
16. Assisted Environmental Services in the contractual review of Hawaii Kai sewer fees.
17. Completed a review of and provided recommendations for Automotive Equipment Service inventory controls.
18. Conducted an analysis of Environmental Services Coal Conveyor Easement Contract revenues.
19. Completed a review of proposed overhead rates by independent contractor for Design and Construction contract.
20. Coordinated the project to cancel unneeded outstanding purchase order encumbrances for all City Departments.
21. Performed confirming purchase order follow-up review for Prosecuting Attorney and Emergency Services.
22. Compiled data and filed request for refunds of eligible federal excise tax paid on aviation fuel purchased by the Honolulu Fire and Police Departments.

LIQUOR COMMISSION

Dewey H. Kim, Jr., Administrator

MISSION STATEMENT

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

POWERS, DUTIES AND FUNCTIONS

Pursuant to Chapter 281 of the Hawaii Revised Statutes, the Liquor Commission has the sole jurisdiction, power, authority and discretion to grant, refuse, suspend and revoke any license for the manufacture, importation or sale of liquor within the City and County of Honolulu. The Commission also hears and adjudicates violations of liquor laws and rules committed by liquor licensees. The City Charter administratively attaches the Liquor Commission to the Department of Budget 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[1]	December 31, 2006

Licenses and Permits

There were 1,394 liquor licenses in effect within the City and County of Honolulu as of June 30, 2007. The Commission's Licensing Section investigates applicants for liquor licenses, and responds to liquor license inquiries. Activities this fiscal year included the following:

[1]Pending Reappointment

Investigation and Reports Completed:

New premises	82
License transfers	75
Temporary licenses	76
Special licenses	98
Special (non-profit) one-day licenses	313
Transient Vessel licenses	54
Change of class/kind/category	2
Reports on new officers and directors	73
Requests for extensions and alterations to premises	92
Reports on transfers of corporate stock	28
Field inspections	253
Miscellaneous investigations, reports and other activities	251
Field Audits	16

2007 State Liquor Investigators Workshop.

Enforcement

The Commission's Enforcement Section inspects all liquor-licensed premises and is responsible for administering the liquor law and rules compliance program. During this fiscal year, approximately 12,000 inspections were conducted, 50 warnings were given and 288 citations were issued for violations of liquor laws. An additional 221 citations were issued for service to minors. Also during this fiscal year, 210 complaints about liquor establishments were received and investigated, which included drug activity, prostitution, gambling, serving liquor to minors, excessive noise, and opening/closing at illegal hours. Drug activity, prostitution, and gambling complaints were referred to the Honolulu Police Department for investigation.

New Liquor Commission Investigators' Badge.

Enforcement operations with outside agencies and other programs

The Enforcement Unit conducted 33 joint operations with many outside agencies, including the Honolulu Police Department, the Department of Homeland Security-Immigration and Customs Enforcement Unit and the Federal Bureau of Investigation, to investigate and prosecute violators of criminal and liquor laws. The Enforcement Unit routinely participates with the Cancer Research Center of Hawaii's "Team PLUS" program. Additionally, "Cops-In-Shops" and "Shoulder Tap" operations are conducted on a regular basis at retail premises.

Training

The Liquor Commission Server-Training Program certified 3,321 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 784 liquor licensee server 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 13 hotels and restaurants. "Project LEARN", an alcohol awareness program, was conducted for middle and high school students. Our agency also supported the first (Oahu) "Every 15 Minutes", a Mock Car Crash held at Kaimuki High School, and engaged in eight community fairs 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 487 violations, which included 89 violations pertaining to minors.

These adjudications resulted in the following actions:

Licenses revoked	1
Revocations by violation	2
Licenses suspended	3
Suspensions by violation	10
Fines assessed by violation	445
Violations adjudicated guilty (fined, revoked, suspended, reprimanded & other	469
Violations dismissed (dismissals, acquittals)	18
Amount of fines assessed	$246,100

Index to Schedules:

Schedule A Licenses in Effect (FY 2002-2007)

Schedule B License Fees Realized by Classification (FY 2006-2007)

Schedule C Breakdown of Receipts for FY 1998-2007 (in dollars)

Schedule D Comparative Statement of Receipts and Disbursements for FY 1998-2007 (in dollars)

SCHEDULE A -- LICENSES IN EFFECT (FY 2002-2007)

Classification	June 30 2002	June 30 2003	June 30 2004	June 30 2005	June 30 2006	June 30 2007
Brew Pub: General	3	3	3	3	3	3
Cabaret: General	39	40	39	42	40	38
Club: General	15	14	14	13	13	13
Dispenser: General	329	320	305	300	294	284
Beer & Wine	14	14	13	13	13	11
Hotel: General	35	33	35	36	36	36
Manufacturer: Other Liquor	1	1	1	1	1	1
Beer and Wine (Sake)	2	1	1	1	1	1
Restaurant: General	326	325	334	344	354	369
Beer and Wine	55	58	56	58	58	59
Beer	0	0	0	0	0	0
Retail: General	495	476	486	487	480	484
Beer & Wine	52	49	47	45	43	45
Tour and Cruise Vessel: General	20	20	21	19	16	18
Transient Vessel (Annual): General	2	0	0	0	0	0
Wholesale: General	21	20	23	25	26	27
Beer & Wine	8	8	7	6	6	5
Grand Total	1,417	1,382	1,385	1,393	1,384	1,394

SCHEDULE B: LICENSE FEES REALIZED BY CLASS - 2006-2007				
CLASS OF LICENSE		RENEWALS	ADD'L RENEWALS	TOTAL
CATERER LICENSE				49,605.00
	Less c. c. fees			-4,317.50
	Balance			45,287.50
BREW PUB				
	General	5,040.00	180.00	5,220.00
	Additional Fees			25,248.03
MANUFACTURER				
	Wine	660.00		660.00
	Other Liquors	1,320.00		1,320.00
	Additional Fees			
WHOLESALE				
	General	66,000.00	6,120.00	72,560.00
	Beer & Wine	4,200.00		4,900.00
	Additional Fees			37,120.73
RETAIL				
	General	567,300.00	840.00	575,960.00
	Beer & Wine	36,900.00	120.00	38,670.00
	Additional Fees			367,086.66
DISPENSER				
	General - Category l	99,600.00	120.00	102,950.00
	General - Category 2			1,760.00
	General - Category 3	88,440.00	240.00	90,680.00
	General - Category 4	100,800.00	240.00	101,040.00
	General - Category 3 & 4	58,500.00	300.00	58,925.00
	General - Category 2 & 3	3,240.00		3,240.00
	General - Category 2 & 4	21,060.00		21,060.00
	General - Category 2,3,& 4	10,440.00		10,440.00
	Beer & Wine - Category l	8,100.00	240.00	8,340.00
	Beer & Wine - Category 3	1,920.00		1,920.00
	Additional Fees			313,302.07
CABARET				
	General - Category l	67,740.00		71,040.00
	General - Category 2	9,600.00		9,600.00
	Additional Fees			230,431.68
CLUB				
	General	8,580.00		8,580.00
	Additional Fees			21,740.40
HOTEL				
	General	138,600.00		139,920.00
	Additional Fees			385,640.20
RESTAURANT				
	General - Category 1	84,000.00	1,200.00	89,700.00
	General - Category 2	356,400.00	2,640.00	374,110.00

	Beer & Wine - Category I	21,300.00	180.00	23,280.00
	Beer & Wine - Category 2	36,780.00		39,200.00
	Additional Fees			507,257.72
TRANSIENT VESSEL				
	Per Day			17,340.00
	Per Year			
	Additional Fees			
TOUR OR CRUISE VESSEL				
	General	13,500.00		14,445.00
	Additional Fees			9,354.64
SPECIAL				
	General			1,890.00
	Beer & Wine			270.00
	Beer			
TEMPORARY				
	Cabaret General			1,100.00
	Dispenser General			5,775.00
	Dispenser Beer & Wine			
	Retail General			6,600.00
	Retail Beer & Wine			275.00
	Restaurant General			4,950.00
	Restaurant Beer & Wine			550.00
	Hotel General			1,650.00
	Wholesale General			275.00
	Additional Fees			2,188.94
	TOTALS	1,810,020.00	12,420.00	*3,854,853.57

**Includes additional fees from Gross Liquor Sales*

SCHEDULE C -- BREAKDOWN OF RECEIPTS FOR FY 1998-2007 (in dollars)

Fiscal Year	License Fees	Filing Fees	Fines	Registration I.D.Cards	Misc.	Total
1997-98	2,458,185	7,200	238,062	84,994	10,661	2,799,102
1998-99	2,450,541	5,200	145,151	108,833	17,839	2,727,564
1999-00	2,475,471	2,200	247,200	122,680	10,661	2,858,212
2000-01	2,529,116	8,200	200,825	115,720	7,265	2,861,126
2001-02	2,571,142	4,600	204,045	105,940	19,679	2,905,406
2002-03*	2,498,273	3,600	340,970	127,100	30,135	3,000,078
2003-04	2,580,032	5,400	235,250	118,270	7,526	2,946,478
2004-05	2,807,679	2,800	177,600	117,930	11,864	3,117,873
2005-06	2,995,821	2,600	266,470	123,190	127,270	3,515,351
2006-07	3,854,854	5,125	294,000	122,010	46,494	4,322,483

SCHEDULE D -- COMPARATIVE STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR FY 1998-2007 (in dollars)

Fiscal Year	Receipts	Disbursements	Transfers	Total Expenditures
1997-98	2,799,102	1,704,799	1,034,260	2,739,059
1998-99	2,727,564	1,751,346	802,412	2,553,758
1999-00	2,858,212	1,893,262	720,372	2,613,634
2000-01	2,861,126	1,984,852	849,639	2,834,491
2001-02	2,905,406	2,313,152	1,163,897	3,477,049
2002-03*	3,000,078	2,224,397	762,500	2,986,897
2003-04	2,946,478	2,252,904	935,450	3,188,354
2004-05	3,117,873	1,975,205	911,541	2,886,746
2005-06	3,515,351	2,407,067	1,027,796	3,434,863
2006-07	4,322,483	2,458,080	982,198	3,440,278

**Revised*

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

The following major contracts were executed in FY 2007 Pali Golf Course Sod ($460,000); Defibrillators ($454,715). A comparison of the workload for the past two years is as follows:

	FY 2007	FY 2006
Advertised bid solicitations	175	284
Request for proposal solicitations	17	6
Contracts awarded	189	264
Small purchases awarded	1266	658
Total dollars awarded	$145,188,964	$145,064,603

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 or more for a twelve-month period. The recent use of the procurement card for price list items makes reporting difficult. The following is a comparison of the decentralized purchasing activities:

	FY 2007	FY 2006
Number of price lists	201	231
Number of price list purchase orders	3696	4.812
Price list purchases	$23,180,819	$25,831,199
Number of direct purchase orders	9,112	11,055
Direct purchase orders	$29,579,083	$26,158,136

Concessions

Concessions awarded during FY 2006 included:

Concessions	Monthly Rental
Waikiki Beach Center	16,000
Kaimuki Municipal Parking Lot	2,000
Ewa Villages Golf Shop	1,000

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 86 contracts, excluding the Board of Water Supply, for a total of $160,017,023. The section awarded the following significant construction projects during FY 2006.

Wanaao Road/Keolu Drive Sewer	44,911,538
Kuliouou Sewer	10,267,514
Frank F. Fasi Municipal Building Fire Sprinkler	5,171,600
Mission Memorial Building Renovation	5,307,000
Kapolei Parkway Extension, Phase 8B	15,465,000
Rehabilitation of Various Streets	4,386,880

The following is a comparison of construction contract statistics during FY 06-07 and FY 05-06:

	FY 2007	FY 2006
Projects advertised	98	107
Contracts awarded	86	93
Total dollar value awarded	$160,017,023	$171,596,819

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 and FY 2006:

	FY 2007	FY 2006
Number of contracts awarded	140	167
Total dollar value	$44,979,672	$38,261,793

PROPERTY MANAGEMENT AND DISPOSAL SECTION

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

Personal Property Management

The City's personal property inventory, which includes equipment, machinery, and supplies and materials, is maintained on the Fixed Assets Computer System (FACS). Certain infrastructure assets are also maintained on FACS. At the end of the fiscal year, FACS contained 137,996 records, accounting for 265,557 assets. The dollar value of the assets were:

Office Equipment	$ 16,971,814
Motor Vehicles	348,002,191
Aircraft	2,906,460
Computer Equipment	78,155,557
Recreational Equipment	3,520,686
Scientific Equipment	8,848,961
Construction Equipment	238,526,627
Communication Equipment	66,085,980

Other Equipment and Machinery	84,623,773
Total Equipment and Machinery	$847,642,049
Materials and Supplies	2,740,133
PERSONAL PROPERTY INVENTORY	$850,382,182
Infrastructure Assets	$180,265,147
TOTAL ASSETS ON FACS EQUIPMENT INVENTORY	$1,030,647,329

New equipment purchases totaling $62,660,556 was added to the FACS inventory. Major purchases included computer equipment, office equipment, and motor vehicles. Retired assets, valued at $26,424,913, included trucks, handivans and police vehicles. Transferred assets, valued at $85,134,725 included personal computers, office equipment and motor vehicles.

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

Property Disposal

The section conducted more than 8 inspections at various City sites including Manana, Wahiawa, Waipahu and Halawa prior to disposing equipment. It also conducted four public auctions and sold a total of 242 assets for $60,248. Scrap metal was also auctioned for estimated revenue of $260,716. Notices of these public auctions were available to subscribers of the Auction Notification System (ANTS). There are currently 52 subscribers who receive a year of notices by mail, e-mail and/or fax. The website received approximately 1,125 inquiries a month. The application for ANTS is also available on the Internet as a public service at www.honolulu.gov/pur/auctions.htm. There is also a 24-hour action line, which is 808-527-6789.

Real Property Management.

Real Property transactions completed during FY 2007 included:

	Number	Amount
Sales of Land	2	$ 84,200
Easements	1	$ 57,190
Rental Agreements	1	$ 1,617
Total	4	$143,007

Sale of Land. The land sales and easement grants that were completed for FY 2007 are as follows:

Project	Purchaser/Grantee	Sale Fee Price
Ukuwai Street	Castle & Cooke Homes Hawaii, Inc.	$9,200
School Street and Leilehua Lane	Neil and Gail Tachibana Ben Makoto Imada	$75,000
Lewers Street and Kalia Road	Outrigger Corporation	$57,190

There were a total of 52 existing agreements generating revenues for the rental of the City's surplus properties. The annual rental revenues generated was $222,060.84.

Concessions

Awarded 375 temporary concessions.

Real Property Inventory.

Land

The City's assets in Land increased in FY 2007 from FY 2006. The increase resulted in 353 additional assets from 22,582 to 22,935. The total Land value in FY 2007 was $1,641,299,172 compared to $1,480,734,561 in FY 2006.

Structures

The City's total asset value of Structures and Improvements to Land in FY 2007 was $1,533,152,015 compared to $1,486,419,997 in FY 2006. The Structures and Improvements to Land assets increased by 58 from 3,773 in FY 2006 to 3,831 in FY 2007.

Total Land, Structures, and Improvements to Land Values

The total value of the City's Land, Structures, and Improvements to Land increased by $207,296,629 in FY 2007 from FY 2006. The total assets for the City's Land, Structures and Improvements to Land increased by 411 from FY 2006 to FY 2007.

Housing Relocation Section

This section administers the Federal Uniform Relocation Act and the Hawaii Revised Statutes, Chapter 111, Assistance to Displaced Persons. Its mission is to (1) help the City complete its projects by relocating persons on a timely basis; (2) help displaced persons accept and ease the trauma of relocation by providing advisory services; and (3) provide information about relocation to any interested party. The City's Relocation Policies and Procedures can be found at http://Cityfyi/fin/policy/31.20.doc.

For FY 2007, a total payment of $380,943.76 was made for the following projects:

Ewa Villages Revitalization - Residential (2 tenants)	$ 7,117.04
Middle Street Transit Center – Commercial (3 tenants)	372,541.75
Housing Code Enforcement – Residential (3 tenants)	1,284.97
Total	$380,943.76

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 Walter Murray Gibson Building at 842 Bethel Street 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.

Walter Murray Gibson 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 home exemptions, agricultural dedications and a change in real property classifications. 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 situated 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 2007:

Mapping Parcels.....6,120
Documents Processed 36,861
Parcels Affected.....19,484
Apartments Affected.....45,120
Maps Printed 5,819
Telephone Service 16,787
Walk-Ins.....439

SUPPORT SERVICES BRANCH

The Support Services Branch has 19 employees, four of whom are situated 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 2007:

Exemptions processed.....60,547
Counter service 18,930
Telephone service.....33,750

ASSESSMENT BRANCH

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

The following are workload statistics for Assessment Year 2007:

Property appraisals 285,713
Building inspections.....7,681
New Condo appraisals.....3,285

Assessments and Exemptions

As of October 1, 2006, the branch assessed 280,092 tax parcels for Assessment Year 2007, including 117,836 condominium units and 324,118 buildings. A total of 159,102 exemptions were allowed. The following are totals for the last three years:

	FY 2008	FY 2007	FY 2006
Tax parcels (includes condos)	280,092	276,363	273,354
(condos)	117,836	114,600	109,754
Building records	324,118	321,078	314,021
Exemptions:			
Home	139,637	137,842	134,403
Others*	19,465	18,934	18,564
Appeals taken	7,462	6,030	4,179
Value on appeal (in thousands of dollars)	3,453,268	3,183,326	2,137,969

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

Boards of Review

There are two Boards of Review that resolve real property assessments 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, Vice-Chair (Term expires 6/30/2010)
Wanda L.M. Ching, Member (Term expires 6/30/2009)
Henry W.H. Lau, Member (Term expires 6/30/2003)
Rosalinda On-Lawson, Member (Term expires 6/30/2011)
Vacant

Second Board

Dean Y. Senda, Chair (Term expires 6/30/2008)
Wendell S.L. Ching, Member (Term expires 6/30/2010)
James W.Y. Wong, Member (Term expires 6/30/2009)
Robyn Chun Alfonso, Member (Term expires 6/30/2007)
Diane S. Yoshida, Member (Term expires 6/30/2011)

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 2008	FY 2007	FY 2006
Gross assessed values*	191,491,948	166,520,105	132,029,874
Less: Exemptions	22,740,584	18,853,532	16,858,010
Less: 50% Value on Appeals	1,726,634	1,591,663	1,068,985
Net Value for tax rate	168,751,364	147,666,573	114,102,879
Taxes to be raised	790,164	718,090	581,801

**Gross assessed values do not include nontaxable properties.*

Real Property Tax Rates

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

Classification	Tax Rate Per $1,000 Net Taxable
Improved Residential	$3.29
Unimproved Residential	5.70
Apartment	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 (Amounts in Thousands)

Type of Exemption		Number		Amount
Federal Government		383		6,923,932
State Government		3,519		11,449,728
County Government		2,087		5,241,390
Hawaiian Homes Commission		458		377,689
Hawaiian Homes Land		2,597		1,299,823
Hawaiian Homes - 7-Year		295		153,920
Homes – Fee		139,637		13,438,021
(Basic)	81,048		6,482,503	
(Multiple)	52,712		6,379,273	
Homes - Leasehold				
(Basic)	3,250		260,211	
(Multiple)	2,627		316,034	
Blind		338		8,326
Deaf		95		2,325
Leprosy		3		75
Totally Disabled		2,954		73,177
Totally Disabled Veterans		773		497,579
Cemeteries		44		48,841
Charitable Organizations		640		1,489,779
Churches		823		1,682,505
Civil - Condemnation		29		32,521
Credit Unions		61		86,105
Crop Shelters		26		2,827
Foreign Consulates		29		41,926
Historic Residential		186		239,382
Hospitals		82		638,044
Landscaping, Open-Space		15		17,722
Low-Moderate Income Housing		247		1,067,713
New Construction		117		334,965
Public Utilities		489		699,292
Roadways and Waterways		3,047		16,147
Schools		116		842,708
Setbacks		6		1,135
Slaughterhouse		1		2,636
Miscellaneous		5		6,591
TOTAL		159,102		46,716,824

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 2006-2007, the Division billed 274,689 accounts for $791.9 million. Total FY 2006-2007 taxes collected were $694.3 million.

Prior year delinquencies at the beginning of the fiscal year amounted to $9.7 million. During the year, the Division collected $1.0 million, representing approximately 10% of its delinquencies. On June 30, 2007, total delinquent real property taxes (outstanding Fiscal Year 2006-2007 taxes plus prior year uncollected delinquencies) totaled $9.3 million or 1.2% of the FY 2006-2007 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 288, which paid $0.5 million.

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 5236, which paid $1.8 million in FY 2006-2007.

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 222 active accounts that were billed and remitted revenues of $53.2 million in FY 2006-2007.

Refuse Collection Fees

Commercial customers incur a monthly refuse collection fee, based on their average refuse volume, for curbside pickup. In FY 2006-2007, commercial customers numbered 613 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 2006-2007 totaled $13.4 million involving approximately 1400 accounts.

CASH MANAGEMENT

Interest Earned

During FY 2007, deposits of $2.9 billion and disbursements of $1.4 billion flowed through the City treasury. The Treasury Division managed an average daily cash balance of $844.3 million. Of that balance, Treasury funds represented $622.8 million, while Board of Water Supply funds and Housing Development funds were $209.3 million and $12.2 million, respectively.

The City earned $32.3 million in interest income for the year. Treasury funds generated $26.7 million (average yield of 5.07%) and Housing Development funds received $0.5 million (average yield of 4.97%).

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 FY 2007, the City issued a total of $100 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, 2007 was $161,900,000.

Wastewater System Bonds Series 2006A , Series 2006B and Series 2006C

On September 6, 2006, the City issued $340,760,000 of Wastewater System bonds at a true interest cost of 4.63316%, 4.39175%, and 4.52082% respectively. Proceeds of the Wastewater System Bonds Series 2006A were used to fund the cost of certain additions and improvements to the Wastewater System of the City. Series 2006B refunded the Wastewa-

ter System Bonds Junior Series 2003A-1 and certain general obligation reimbursable bonds. Series 2006C refunded the Wastewater System Bonds Senior Series 2001.

Water Systems Revenue Bonds Series 2006A and Series 2006B

On July 7, 2006, the City issued $213,805,000 aggregate principal amount of Water System Revenue Bonds Series 2006A and 2006B at a true interest cost of 4.61443% and 4.70813% respectively. Proceeds of the bonds will be used to pay the cost of various capital improvements to the City's water system, to convert the Water System Bond Series 2002 A&B from variable to fixed rate and to refund the Water System Bonds Series 2001 and Series 2004.

General obligation bonds totaling $135.3 million matured during the year. The outstanding general obligation bonds as of June 30, 2007 totaled $2.01 billion of which $240.9 million were for housing, H-POWER and solid waste disposal, and $29.5 million were for sewer projects.

Under the Constitution of the State of Hawaii and applicable provisions of the Hawaii Revised Statutes, 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 $3.47 billion on June 30, 2007, $1.75 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	$146.07 billion
15% of net assessed valuation of taxable real property	$21.91 billion
Net funded debt	$1.75 billion
Ratio of debt to assessed valuation	1.20%

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 are rated Aa3 by Moody's Investors Service, AA- by Standard & Poor's and AA- by Fitch Ratings.

DEPARTMENT OF COMMUNITY SERVICES

Deborah Kim Morikawa, Director • Mark K. Oto, Senior Advisor

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 Subsidies Programs,
- Fair Housing Program,
- Grants to Provide Housing and Support People with Special Needs,
- Economic Development to Economically Distressed Communities, and
- Leasehold Conversion Program.

In addition, two committees which are advisory to the Mayor are administratively attached to DCS:

- **Mayor's Committee for People with Disabilities**

  Established in 1971, the Mayor's Committee for People with Disabilities serves as a voluntary advisory committee to the Mayor on disabilities issues and city policies relating to the Americans with Disabilities Act. The Committee 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.

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 2007, approximately 2,500 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, substance abusers and individuals who are homeless. 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 with the opportunity to attain viable aca-

demic, 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 Activities in FY 2007

- **34** participants completed the program and earned their high school diplomas
- **28** participants secured employment
- Program participants assisted in the building of **10** homes in Ewa Villages and the rehabilitation of **32** 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 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 Activities in FY 2007

- **402** juvenile cases were referred to the Center
- **77%** (**311**) completed an assessment and received sanctions
- **92%** (**289**) completed sanctions
- **Only 11** 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 Activities in FY 2007

- **79** juvenile offenders were enrolled in the program
- **44** participants obtained a high school diploma and/or GED
- **21** participants secured employment
- **4** participants re-offended

Workforce Investment Act Youth Program Operator

The Workforce Investment Act (WIA) Youth Program Operator, funded by the Oahu Workforce Investment Board, engages non profit organizations to provide comprehensive employment training services for WIA participants.

Significant Activities in FY 2007

- Served **404** youth through agreements with non-profit agencies who provided employment training services
- **227** participants attained goals in the areas of basic skills, occupational development, and work readiness
- **65** participants secured employment 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 achieve their educational and employment goals and discourages further involvement in the juvenile justice system.

Significant Activities in FY 2007

- **47** participants were enrolled in the program
- **38** participants attained a high school diploma
- **27** participants secured employment
- **10** 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 economic development initiatives that focus on revitalizing distressed communities and provides benefits to low-to- moderate income individuals and families.

Community Strengthening Program

The City provided 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 communities and neighborhoods prepare development plans, build capacities, and assist in the establishment of Neighborhood Revitalization Strategy Areas (NRSA) and Community-Based Development Organizations.

Significant Activities in FY 2007

- EO provided capacity building training to community representatives
- three community networking meetings and community speak-outs were conducted in Chinatown, Aiea, Waimanalo, Waipahu, and Waianae, with over 1,000 residents attending
- Community assessments were developed for Wahiawa, North Shore, Waipahu, Aiea and Waimanalo
- Several low-to-moderate communities prepared strategic plans and are approaching the establishment of NRSA designation which will allow these low-to-moderate communities to qualify for a multitude of economic development programs and funding opportunities

Microenterprise Development Initiatives

The City funded two microenterprise projects with CDBG funds during the past fiscal year, a Childcare Business Development Project implemented by Parents and Children Together (PACT) and EO's Partners in Microenterprise Development.

Significant Activities in FY 2007

- PACT conducted an outreach program at Oahu's public housing projects and other areas, provided business and childcare training to interested entrepreneurs and currently has 10 potential childcare businesses awaiting licensing
- EO uses community representatives to solicit and qualify low-to-moderate residents to participate in business training and technical assistance programs arranged by EO. At the conclusion of FY 2007, 42 persons were enrolled in the microenterprise program, 27 completed training, and 14 are expected to start businesses.

Brownfields

The Community Revitalization section, with the cooperation of staff from the Department of Environmental Services, has implemented 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. Work continued during FY 2007 to lay the groundwork for the implementation of the Brownfields program.

Oahu Enterprise Zone Partnership

The Enterprise Zones (EZ) Partnership created by Hawaii 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. Of the six zones that were designated in the State of Hawaii, five are on 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: Urban Honolulu
- Zone 5: Leeward Coast of Waianae

For the most recent report period which ended on December 31, 2006, 132 companies are enrolled in the Oahu EZ program and qualified for tax benefits and other incentives from the State and City.

These 132 participating companies are located in the following zones:

- Zone 1: 10
- Zone 2: 0
- Zone 3: 41
- Zone 4: 81
- Zone 5: 0

The types and numbers of businesses enrolled in the Oahu EZ program are as follows:

- Wholesaling: 40
- Manufacturing: 38
- Information Technology: 28
- Agriculture/Aquaculture: 12
- Telecommunications: 7
- Aviation/Marine Repair: 5
- Medical Research: 1
- Assistive Technology: 1

Over the past 10 years, 785 new jobs have been created, and the City has waived, refunded or provided for qualified EZ business enterprises:

- $100,887 in building permit fees
- $17,439,000 in grading permit fees
- $522,608 in real property tax rebates

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 2007:

Leeward Coast Community Benefits Program

To offset the impact of the Waimanalo Gulch landfill on adjacent Leeward Coast communities, Mayor Mufi Hannemann dedicated $1.0 million for a community benefits program in the summer of 2006.

To ensure that these funds were expended to meet the needs of the communities, a Community Benefits Advisory Committee, comprised entirely of community residents from the Leeward Coast, was appointed to solicit, review and select community-based programs and services that are needed on the Leeward Coast. The following were the projects selected for funding in January 2007:

Organization	Activity
Adult Friends for Youth	Therapeutic intervention, prevention, educational, and support services for high-risk youth.
Alternative Structures International	Renovation of Raphael House (licensed residential building for people with disabilities.)
Big Brothers Big Sisters of Honolulu	Mentoring services for children and youth.
Catholic Charities Hawaii	Renovation of the 44-unit Ma`ili Land Transitional Housing facility that serves families experiencing homelessness.
Hale Kipa, Inc.	Outreach program and drop-in center for at-risk youth and runaways.
Hawaii Family Services, Inc.	Keiki Support Project – Cultural identification and peer support services.
Hawaii Foodbank Inc.	Leeward community nutrition program for people/ families experiencing or at-risk of homelessness.
Helping Hands Hawaii	Community Clearinghouse Program – provision of material goods and financial assistance for economically disadvantaged families.
Hoa `Aina O Makaha	Replacement of an existing, outdated 5/5 inch water meter and line to a five-acre agricultural parcel in Makaha.
Ho`omau Ke Ola	Renovation of the 16-bed transitional shelter for persons/families experiencing homelessness.
Ka`ala Farm, Inc	School Partners Program – Hands-on, place-based educational activities through local elementary schools.
KAMP Hawaii	Life mentoring program for youth that includes drug awareness training, classroom outreach and camping.

Ke Ola `Ana (Umbrella Organization: The Forward Foundation)	Substance abuse treatment services.
Leeward Kai Canoe Club	Repair of exiting koa canoe; Purchase of a koa log.
Steadfast Housing Development Corporation	Upgrade of existing electrical and emergency system backup system for 71-unit residential and supportive service program.
The Salvation Army	Mobile assistance program that provides comprehensive social services that are focused on homeless prevention.
US Vets	Food assistance for homeless veterans.
Valley of the Rainbows	Educational youth conference and to assist with sunset event only which serves a large segment of the Leeward Coast communities.
Waianae Coast Christian Women's Job Corps	Life skills and job skills classes and activities for families experiencing homelessness, primarily, female headed households.
Waianae Coast Coalition	On-line community website that will include an online community resources directory, online community calendar and a community e-newsletter.
Young Women Christian Association	Microloan program for economically impoverished families to support efforts to achieve financial stability.

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; Swanzy 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 percent 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 Activities in FY 2007

- 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, is tentatively scheduled to open in January 2008 and will provide 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.

GRANTS RESEARCH & DEVELOPMENT

This section continues to coordinate grants research and resource development to support the expansion 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.

Significant Activities in FY 2007

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

OAHU WORKFORCE INVESTMENT BOARD (OWIB)

Danilo "Danny" Agsalog, Executive Director

The Oahu Workforce Investment Board (OWIB) was established by the federal Workforce Investment Act of 1998 (WIA) to facilitate an effective workforce investment system by bringing together industry and employers, public and private sector unions, training providers and training institutions, and adult and youth job-seekers. OWIB's role is to ensure that this 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.

OWIB is comprised of a 36-member board appointed by the Mayor and serve for a volunteer term of two years. 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.

Significant Activities in FY 2007

- OWIB provided oversight of expenditures of programs for the Adult Operator, Dislocated Worker Program, and Youth Operator
- WIA Adult and Dislocated Worker Programs continued to exceed all federal requirements for performance outcomes at 80 percent, and exceeded 100 percent of their goals for three of the four negotiated levels. Supplemental data such as pay stubs will be collected to augment wage records to increase the attainment of the entered employment rate.
- The WIA Youth Program exceeded five of the seven negotiated performance levels and met 80% of the negotiated levels for two measures.
- OWIB certified 24 public and nonprofit agencies as Eligible Training Providers to offer training and educational services to the program's clients.
- OWIB worked with the City's WorkHawaii Division and the State Labor Department to identify and implement workforce development projects which will be funded under a state reauthorization of $5,004,720 in Reed Act Funds during the 2007 legislative session

Quality Assurance Committee

The Quality Assurance Committee (QA) produced a report of Oahu's Workforce Development Needs and provided recommendations and strategies to be used as a guide in the enhancement of OWIB's WIA programs. All recommendations in the report were based on the data collected and the results of the focus groups conducted by the QA with the three targeted industry focus groups in the later part of 2005. The information from the focus groups were reviewed and compiled by the work group in the Phase II of the study. Data collection was also an essential part of the Phase II.

The following is a summary of the QA Committee's Report and Recommendations:

Strategy # 1. Improve Oahu's Workforce Development Programs

1. OWIB to adopt the SCANS Skills and incorporate it into its programs.
2. OWIB to actively collaborate and form partnerships with stakeholders.
3. OWIB to work and facilitate the adoption of apprenticeship type model of the other target industries.
4. OWIB to encourage its providers (training programs) to review current trends.

Strategy # 2. Focus more attention in the promotion of OWIB programs

1. OWIB to develop formal liaisons with target industries.
2. OWIB to promote its services to target industry groups.
3. OWIB to promote HIRENET to target industry groups.
4. OWIB to develop social marketing programs.
5. OWIB to develop a Board with members reflective of the employers/industries in the County.

Strategy # 3. Improve the Tracking of Program Performance

1. OWIB to track outcome measures of programs to determine which programs are successful in meeting the employment needs of the target industry groups and promote the same to its target public.
2. OWIB to provide funding for training programs and/or require training providers to develop and track outcome measures to identify successful training programs and models that can be replicated by OWIB and other participating agencies.

Board Program & Direction Planning Committee

The Board Program & Direction Planning Committee met to develop recommendations for the strategic direction of

the OWIB.

The following is a summary of the Board Program & Direction Planning Committee's Report and Recommendations:

Priority 1

To address issues/root sources of today's crisis - lack of basic skills and poor work ethic of existing and incoming workforce.

Strategies for Long Range Impact

Facilitating the development of greater business partnerships with the public education system.

Suggested Projects or Activities

1. Work more closely with the Hawaii P-20 Initiative.
2. Review and evaluate the effectiveness and appropriateness of the Secretary's Commission on Achieving Necessary Skills (SCANS) as it is currently being implemented in our public education and workforce preparation systems.
3. Develop programs in which businesses can easily partner or participate:
   - Exposing students to career options starting in grade school;
   - Providing opportunities for students to experience different careers through job shadowing;
   - Offering mentorship and student training programs; and/or
   - Providing summer job opportunities.
4. Conduct focus groups in underserved communities such as Waimanalo, Kalihi-Palama, Waianae, etc. to identify what youth in these areas are interested in as it relates to workforce development.

Strategies for Immediate Impact

Focus on existing worker supply and training that is readily available.

Suggested Projects or Activities

1. Research existing credentialing programs (either national or local) and for "work readiness" or "soft skills."
2. Support, and/or create awareness for existing programs that provide this type of training.
3. Research existing training programs (preliminary work has been performed by the QA Committee) and advocate for the development of more generic work readiness training programs if none exist.

Priority 2

Education and advocacy for underutilized resources.

Strategies for Immediate Impact

Suggested Projects or Activities

1. Identify existing best practices and strategies to retain and/or recruit back into the workforce, older, experienced workers and/or advocate for innovative strategies such as:
   - Offer opportunities for the experienced older worker to stay on part time to train new employees;
   - Offer flexible work hours, job sharing, etc.;
   - Utilize the talents and skills of retirees to train and educate both those who are young and unemployed and those who are incarcerated and offer rewards such as reducing the retiree's taxes (i.e., for every hour they contribute, there is an amount credit or deduction on their State tax, etc.).
1. Identify and advocate for programs to assist individuals that face challenges in entering the workforce such as:
   - Ex-offenders (due to their criminal record or lack of a post release support network);
   - Un- or underemployed (particularly those who have limited employment experience, includes people in homeless situations where there is generational poverty and unemployment, etc.); and
   - New immigrant populations such as the Micronesians.

Priority 3

Keeping a pulse on current and emerging workforce and economic development issues.

Strategies for Immediate Impact

Suggested Projects or Activities

1. Develop a questionnaire/survey that can be sent out to businesses (for profit and nonprofit), trade/labor organizations, etc. that provides basic information on their workforce needs and challenges, existing best practices that can be shared, current advocacy issues, etc.

2. Send and compile data from this questionnaire at least semi-annually and compile in a report for the OWIB for review and action.

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, 655 area agencies on aging and 243 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.

Elderly Affairs Division Staff.

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 its Four Year Area Plan on Aging October 1, 2003 – September 30, 2007.

Significant Activities in FY 2007

- Completed 31 contracts with 17 public and non-profit agencies
- Increased by 53 percent the number of registered clients who were severely disabled
- Increased by five percent the number of clients at or below the poverty level
- Increased by four percent the number of Kupuna Care clients who remained at home six months or more
- Completed the development of the AAA's next Four Year Area Plan on Aging which will take affect on October 1, 2007
- Began implementation of the Healthy Aging Partnership grant for the Chronic Disease Self-Management Program established by Stanford University
- Began the development of Oahu's virtual Aging and Disability Resource Center

Aging Network Service System

In FY 2007, a wide range of services for older adults were funded through 31 contracts with 17 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:

Organization	Activity
Alzheimer's Association – Aloha Chapter	Caregiver Support: Training

Catholic Charities Hawaii	• Lanakila Multipurpose 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 • 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
Franciscan Adult Day Care	Caregiver Support: Education/Training
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	• Case Management • Caregiver Support: Education/Training, Support Groups, Respite
Lanakila Rehabilitation Center, Inc. Lanakila Meals on Wheels	• Congregate Meals: Meals, Nutrition Education, Recreation, Outreach • Home-Delivered Meals: Meals, Nutrition Counseling, Nutrition Education, Outreach
Moiliili 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 Anuenue Hale, Inc.	Caregiver Support: Education/Training
The Salvation Army	Adult Day Care
St. Francis Community Health Services	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
Waianae Coast Comprehensive Community Health Center	Caregiver Support: Respite
Waikiki Health Center Waikiki Friendly Neighbors	Attendant Care
Elderly Affairs Division Department of Community Services	Information and Assistance, Outreach, Information Services

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 centers, and elder abuse programs; and
- County funds supporting program administration and Information and Assistance.

The total budget for FY 2007 was $6.2 million. The provision of services resulted in:

- 5,100 older adults receiving a variety of in-home and community based services such as meals, personal care and transportation;
- 19,000 receiving additional services such as counseling, health promotion, housing and legal assistance;
- 1,000 family caregivers receiving a variety of assistance from case management to supplemental services; and
- 1,800 family caregivers receiving information services.

Of those older adults and their caregivers receiving registered services:

- 36.1 percent live at or below the poverty level;
- 68 percent 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;
- 8.1 percent live in rural areas as defined by the Administration on Aging;
- 69.7 percent are considered minority; and
- 26.9 percent are considered low-income minority.

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; and
- have at least one unmet need in performing an ADL or IADL.

On Oahu, seven state-funded long-term care services were available in FY 2007 to help older adults avoid premature institutionalization. The following services were provided by nine contracted provider agencies:

Kupuna Care Services	Persons	Units	Average Per Person
Adult Day Care	14	1,200 hours	92 hours
Attendant Care	647	43,671 hours	67 hours
Case Management	749	13,186 hours	18 hours
Home Delivered Meals	1,945	280,342 meals	144 meals
Homemaker	146	2,668 hours	18 hours
Personal Care	471	27,475 baths	58 baths
Transportation	581	26,070 1-way trips	45 1-way trips

Client satisfaction surveys were conducted for clients who received Kupuna Care case management and personal care services for three months or more. Respondents reported a high level of satisfaction with services received.

- 98 percent of personal care respondents indicated the service met their needs and allowed them to remain at home; and
- 82 percent of case management clients responded they would recommend the service to others.

Waitlists for services continued to grow throughout the year with an average of 314 people waiting for services at the end of each quarter. By the end of June, 422 people had been assessed but were still waiting for services to become available. Home-delivered meal programs experienced the most significant waitlist increase from 104 at the end of the first quarter to 308 at the end of the year. 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 other legislative bills and

resolutions to increase support for older adults.

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:

Caregiver Services	Persons	Units	Average per Person (unless otherwise noted)
Access Assistance	842	6,092 contacts	7 contacts
Case Management	116	5,001 hours	43 hours
Counseling - Individual	331	3,323 sessions	10 sessions
Caregiver Support	268	1,789 sessions	7 sessions
Education/Training	319	1,226 sessions	4 sessions
Information Services	1,175	73 presentations	16 people/per presentation
Legal – Info & Assistance	690	78 sessions	9 people/per session
Respite - Adult Day Care	33	3,089 hours	94 hours
Other	70	8,549 hours	122 hours
Linkage	52	417 hours	8 hours
Supplemental Services	18	60 requests	3 requests

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

- Provided information to 60 employees at three private sector businesses through the *WE CARE* program that encourages Oahu employers to establish in-house caregiver support groups for employees;
- Presented information on *Making the Link,* a program targeted to medical personnel to identify caregivers and connect them to services, to 24 agencies and 249 medical personnel;
- Provided 12 caregiver education/support sessions to 95 City employees in Honolulu and Kapolei; approximately 198 employees, an increase of approximately 30 percent, were regularly contacted via e-mail to provide information about caregiver training and resources. The actual number of employees who are involved in caregiving for older friends and family members is estimated to be substantially greater that the 95 who are able to attend meetings. Additional outreach to employees, who currently must attend sessions on their 45-minute lunch break, would be useful. Informational presentations on a division level to help employees identify themselves as caregivers would also help EAD identify employees who are in need of service assistance.
- Provided pre-retirement planning training for 36 employees;
- Participated in the statewide Caregivers Coalition and its Advocacy Committee to support legislative bills, resolutions and other activities; and
- Submitted articles to the *Family Caregiver*, a statewide quarterly newsletter.

Other Aging Network Services

Other services funded with federal Older Americans Act funds to help older adults 60 years and over maintain their independence in FY 2007 included:

Services	Persons	Units	Average per Person (unless otherwise noted)
Congregate Meals	1,535	110,679 meals	72 meals
Counseling	2,583	5,954 hours	2 hours
Escort	94	606 1-way trips	6 1-way trips
Health Education/ Promotion	206	813 sessions	4 people/session
Health Screening Maintenance	206	813 hours	4 hours
Housing Assistance	544	4,833 hours	9 hours
Information & Assistance	1,016	2,053 contacts	2 contacts
Legal Assistance	386	2,293 hours	6 hours
Literacy/Language Assistance	87	343 hours	4 hours

Nutrition Counseling	146	146 hours	1 hour
Nutrition Education	6,867	555 sessions	12 people/session
Outreach	4,156	4,164 contacts	1 contact
Recreation	5,330	7,671 hours	1.4 hours
Transportation	491	15,918 1-way trips	32 1-way trips

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

Services	Persons	Units	Average per Person (unless otherwise noted)
Assisted Transportation	23	871 1-way trips	38 1-way trips
Case Management	90	391 hours	4 hours
Counseling	30	203 hours	7 hours
Education Training	790	368 sessions	2 people/session
Escort	16	135 1-way trips	8 1-way trips
Exercise/Physical Fitness	897	1,861 sessions	2 sessions
Friendly Visiting	29	168 visits	6 visits
Health Education/ Promotion	1,838	35 sessions	53 people/session
Health Screening/ Maintenance	876	1,781 hours	2 hours
Information & Assistance	22	282 contacts	11 contacts
Literacy/Language Assistance	19	216 hours	11 hours
Recreation	3,919	2,173 hours	½ hour
Telephone Reassurance	16	1,301 calls	81 calls
Transportation	320	5,927 1-way trips	19 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
Project REACH	71	2,193 hours	31 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 in FY 2007 and elected 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. Individuals in similar programs on the mainland have shown substantial improvements in their ability to be more mobile and have significantly reduced their dependency on prescription and over-the-counter medications in the first year of the program. Continued participation has resulted in high client satisfaction.

CDSMP Training Partner Group.

In June 2007, 24 individuals from the Aging Network successfully completed four and one-half days of intensive training to become master trainers in the Stanford CDSMP model. Upon completion, participants committed to collaborate in conducting groups and training lay-leaders and seniors over the course of the next two years in the model. The Division contracted with Alu Like to conduct three training sessions in Native Hawaiian communities by the end of December 2007. Additional funding from Administration on Aging is forthcoming, allowing this program to continue through FY08 and 09. EAD is pursuing a sustainability plan to ensure the program is embedded in the Aging Network beyond the termination of the grant in September 2009.

Program Monitoring

All 17 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. Annual visits to observe service delivery in action and to meet with clients were scheduled for all contracts to ensure that all EAD staff understood the services at the point of delivery.

In FY 2007, implementation 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 and in a timely manner.

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:

- Development of the agency's Four Year Area Plan on Aging that will cover the period from October 2007 - September 2011
- First year implementation of the Healthy Aging Partnership grant for the Chronic Disease Self-Management Program developed by Stanford University

Coordinated:

- Multi-agency efforts to increase Kupuna Care program funding
- Meetings with State legislators and submitted testimony on aging issues
- Participation in legislative briefings
- Hawaii Aging Network advocacy support for Older Americans Act and aging issues

Collaborated with:

- 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. The project is targeted to be operational in September 2008.
- City's Department of Planning and Permitting to address cases involving seniors, whose behavior and lack of upkeep of their property trigger housing code violations. Several cases were referred to EAD to determine what services could be provided to help remedy the immediate and long-term situations.

Technical Assistance provided to:

- Service Providers in the implementation of contracted services
- KHON television for its Elderhood Project throughout the year
- Trained KHON's Action Line volunteers how to take calls from older adults and their caregivers and make referrals. Staff also answered Action Line phones during Family Caregivers Week in April 2007.

Participated in advisory councils, boards and planning groups:

- Caregiver Coalition Advocacy Committee
- Elder Abuse and Fraud Task Force
- Falls Prevention Coalition
- Ha Kupuna: Native Hawaiian Resource Center
- Hawaii 2050
- Hui Kokua (combined from the former Retired and Senior Volunteer and Senior Companion programs)
- Kupuna Caucus

- National Association of Area Agencies on Aging
- Physical Activity and Nutrition Committee
- State Highway Safety Planning
- Take Charge of Your Money
- 'Ohana Women's Health and Wellness Program
- Policy Advisory Board for Elder Affairs Legislative Committee
- Transit Oriented Development
- Walkwise Hawaii

Ongoing trends reported by staff and service providers included:

Increasing:

- Numbers of older adults, especially the number of older old (85+), 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. affordable rental units as well as service coordination and/or services in elderly housing projects
- Need for:
  1. additional funding for services at the national level as fixed program costs, especially energy costs, insurance, salaries and benefits continue to climb
  2. counseling and placement services as more families become unable to care for their aging loved ones
  3. caregiver support services in the workplace and/or at more convenient times and/or locations
  4. support for grandparents caring for minor grandchildren
- Homelessness among the elderly
- Financial abuse, exploitation and neglect of seniors, not only by strangers, but by family members
- Hoarding behaviors that create health and safety issues that have, in some circumstances, resulted in citations and financial penalties for older homeowners

Continued

- Need for:
  1. long-term counseling for persons with behavioral or mental problems
  2. overnight respite
  3. assistance with medication management
- 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 $3/gallon
- 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 2007 include increasing:

- Need:
  1. to provide services, especially Adult Day Care, on weekends and holidays as well as evening hours
  2. 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
  3. for Senior Companions as the cadre of volunteers age themselves, their health issues become more pronounced, and the program itself struggled with staffing issues almost the entire year
  4. number of requests for supplemental services such as nutritional drinks, incontinence supplies, and durable equipment such as wheelchairs and hospital beds
- Frailty of clients at the time they first request services
- 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) seeking assistance due to health- related problems
- 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
- Staff retention issues, as long-time employees leave for other jobs while Hawaii's unemployment rate continues to be one of the lowest in the nation
- Service providers' inability to apply for grants and seek other types of donations or in-kind support due to continuing staffing shortages

Senior Information and Assistance (I & A) Program

The Division'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 2007, more than 45,750 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 and housing projects
- participation and exhibits at community fairs
- home visits to complete assessments of frail elders
- group presentations
- calls to the Senior Hotline

Aloha Pumehana, the Division's quarterly newsletter, continued its 21st year of publication with the distribution of more than 19,500 copies. Topics covered included:

- *"When Loved Ones Become Aggressive*" on how to cope with a family member with Alzheimer's
- *"Designing Livable Communities in an Aging Society"* an idea that benefits everyone, not just older adults
- *"Pedestrian and Driver Safety"* an important topic since Hawaii has the fourth highest pedestrian fatality rate in the nation with the majority of deaths being seniors

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

- Revised and printed 4,000 copies of the *Guide to Better Hearing*
- Distributed:
  1. remaining copies of the *2005-2007 Senior Information and Assistance Handbook*
  2. 15,000 copies of
     a. *Agencies That Care About Growing Older*
     b. *National Family Caregiver Support Group* flyers
  3. 1,000 copies each of:
     a. *Caring about Growing Older*
     b. *Coping with Depression in Older Adults*
     c. *Finding and Orienting Someone to Substitute for You*
     d. *Managing Urinary Incontinence in the Older Adult*
     e. *Balancing Work & Caregiving Responsibilities*
     f. *Understanding Physical Changes in the Older Adult*
     g. *Coping with Physical Changes in the Older Adult*

The *Oahu Housing Guide*, an online guide about senior housing, continued to be updated on a quarterly basis with the support of Catholic Charities Hawaii's Housing Assistance Program.

All major publications continue to be placed on EAD's website.

Several partnerships with the private sector to more widely disseminate information to older adults and their caregivers were initiated in FY 2007. Staff wrote 60-second *banter spots* that were used once a month on KSSK's *Perry and Price* morning show.

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 percent of its members, appointed by the Mayor, are 60 years or older. During FY

2007, 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.

Members solicited nominations of senior volunteers, developed the theme and program and hosted the Mayor's 41st Annual Senior Recognition Program, a major annual event highlighted later in this report.

HCOA's Planning, Education and Advocacy Sub-Committee (PEAS) continued to work to provide more detailed data and information on specific areas of concern to seniors such as increased funding for senior services, livable communities, transportation and workforce development. They were also instrumental in assisting staff in the development and review of the new Four Year Area Plan on Aging that will take effect on October 1, 2007.

Outstanding Senior Volunteers: Caroline K. Y. Tom and Ken Chun with Mayor Hannemann.

The Mayor's 41st Senior Recognition Program

This year's program, *Healthy Living by Sharing Aloha,* was held on April 12, 2007, at the Sheraton Waikiki. Mayor Hannemann addressed the 85 senior volunteers nominated for recognition and more than 1,100 well wishers, including appointed and elected officials, family and friends. Three Honolulu businesses – Costco, First Insurance and Golden Coin – 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 seventh consecutive year and sponsored the Akamai Living Lifetime Achievement Awards. Many new contributors joined the event to make it a huge success. The eight seniors who won the Outstanding and Akamai Living awards were once again recognized by the Honolulu City Council.

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 $36.2 million of the Division's $39.5 million FY07 Operating Budget. Rental subsidies amounted to $33.2 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 percent 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 8,400 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 percent of their adjusted monthly income towards their share of the rent and utilities. After the first year of the lease, the 40 percent 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 2007, to inform and encourage landlords to participate in the Section 8 program. Additional assistance also was 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 Activities in FY 2007

- 3,849 families were served
- Approximately 2,000 landlords participated in the program
- $32.3 million in rental subsidies was provided
- 900 applications processed and 480 vouchers issued
- 8,300 residential inspections were completed

- Staff conducted 4,728 client placements and reexaminations
- 704 applications were canceled
- 476 families ended their Section 8 participation
- 122 families canceled their vouchers without leasing a Section 8 unit
- 11 families chose to move to Honolulu to use their Section 8 subsidy under the portability feature of the program

City and County of Honolulu Section 8 Homeownership Option Program (HOP) Erin Nakamichi - Homeowner.

Moderate Rehabilitation Program

This program provides project-based Section 8 rental assistance to housing proects, 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 a disability.

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 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. 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, and 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 Activities in FY 2007

- 230 families participated in the FSS program
- 18 FSS families successfully completed their FSS goals and graduated from the program
- seven of the graduates are free from housing subsidy, of which one attained home ownership

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 Activities in FY 2007

- 254 families received services from this program
- three families achieved home ownership

City Housing Rental Assistance Program

While $33.0 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 2007

- An average of 43 tenants per month were assisted at the Westloch Elderly project
- 32 received monthly rental assistance at Kailua Elderly (Lani Huli)
- six received monthly rental assistance at the Manoa Gardens Elderly project
- one eligible Tenney Village rehabilitation tenant also received assistance during the year
- Approximately $141,000 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 2007, $1.8 million was available for rehabilitation loans and $0.8 million for down payment loans and grants. The primary target groups are low-income homeowners, landlords renting to low-income tenants, non profit 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 374 loans with a total outstanding balance of approximately $10.4 million. A private lender under an agreement with the City provides loan servicing for 192 selected loans amounting to approximately $3.9 million. All other loans are serviced in-house and amount to 182 loans with an outstanding balance of approximately $6.5 million.

Significant Activities in FY 2007

- A total of 247 requests for applications were processed.
- 33 down payment loan and grant applications were reviewed and funded for a total of $710,000
- 37 new residential rehabilitation loans were processed and funded for a total of $1.7 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 homeowners to subsidize 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 home purchase by providing down payment assistance (grant and 0% interest loans) 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 shelter and services for people with special needs and affordable rental housing concerns; 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. The Division also assists the Department of Budget and Fiscal Services in the preparation and evaluation of Request for Proposals for City projects.

SPECIAL NEEDS HOUSING AND COMMUNITY DEVELOPMENT

The Division administers projects which received appropriations in Fiscal Year 2007 of over $12,300,000 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 to develop 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.

Organization	Activity
Hawaii Housing Development Corporation	Acquisition of a site in Waianae to develop Hale Wai Vista, an affordable rental housing project. On-site work, including sewer, drainage, water, and electrical work for project.
Housing Solutions, Inc.	Site work and building construction for a transitional housing complex on the Leeward Coast.
Institute for Human Services	Rehabilitation costs related to the two IHS Shelters, including installation of solar water heaters, and upgrades of lighting fixtures and ventilation systems.

Pacific Housing Assistance Corporation	Site work and building construction for the Villas at A'eloa, an affordable rental apartment complex.
Steadfast Housing Development Corporation	Rehabilitation costs related to Hale Ulu Pono, a SRO rental project serving homeless persons.

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 housing development and preservation activities.

Organization	Activity
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.
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.
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 two fair housing presentations to 180 interested property managers, security staff, tenant advocates and government housing staff emphasizing the need to accommodate people with mental disabilities, limited English proficiency, cultural diversity, comfort animals and physical security in common areas. The presentations were published in the Micronesian and Samoan languages, in a major daily newspaper, as outreach to uneducated 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; and
- 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.

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 homeless 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 $4,753,029 in February 2007.

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	Activity
Catholic Charities – People Empowerment Program	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 metal illness.
Kalihi-Palama Health Center – Streets to Home	Provide rental assistance to persons with metal 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 2007, awarded at total of $419,690 for tenant-based rental assistance to approximately 40 households and housing-related supportive services and for emergency assistance and case management services to persons with HIV/AIDS and their families.

Organization	Activity
Gregory House Program	Rental assistance and housing-related supportive services for persons with HIV/AIDS and their families.
Life Foundation	Emergency assistance to persons with HIV/AIDS and their families.

Emergency Shelter Grant

For FY 2007, the City awarded $858,447 to 10 shelter and service providers to provide emergency and transitional housing and supportive services to individuals and families experiencing homelessness. The Division also provides technical assistance to the nonprofit agencies and monitors the implementation of their programs.

Organization	Activity
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.
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.
Salvation Army	Homeless prevention.
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 56 leases of City-owned properties to non-profit 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 illness, abused spouses and respite for caregivers of persons with Alzheimer's disease

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 Services - Kapahulu	Child and Family Services - Liliha

Emergency Shelters	
Institute for Human Services – Iwilei (men)	Institute for Human Services – Iwilei (women and families)

Transitional Shelters	
Alternative Structures Inc. dba Ohana Ola O Kahumana - Waianae	Vancouver House - Manoa
Quinn Lane (Hanai Hale-Loliana) - Kakaako	

Housing for Persons with Developmental Disabilities	
The ARC in Hawaii - Kaimuki	The ARC in Hawaii - Kaimuki
The ARC in Hawaii – Punchbowl	The ARC in Hawaii - Hawaii Kai
The ARC in Hawaii - Ewa	The ARC in Hawaii – Punchbowl
The ARC in Hawaii – McCully	The ARC in Hawaii - Pearl City Center
The ARC in Hawaii – McCully	The ARC in Hawaii – Halawa
The ARC in Hawaii - Waipahu	The ARC in Hawaii - Wahiawa
The ARC in Hawaii - Kailua Apartments	The ARC in Hawaii - Wahiawa Complex
The ARC in Hawaii - Kaimuki	

Day Programs for Persons with Developmental Disabilities	
Easter Seals Society - Ewa	Easter Seals Society - Ewa

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 - Ewa
Central Oahu Youth Services Association – Haleiwa	Hale Kipa - Ewa
Hale Kipa - Foster Village	Hale Kipa - Ewa
Hale Kipa - Kalihi	

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 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 sales and conveyance of the three remaining existing housing units in Renton Village.
- Nonprofit developer of Area I, Ewa Villages Development Corporation, and Pediahealth Corporation, completed the first phase development of a multigenerational facility that provides respite, daycare, and long-term care for medically fragile children. A future phase may provide residential care, respite and daycare to persons with dementia/ Alzheimer's Disease.
- 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.

WORKHAWAII DIVISION

Rolanse 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 2007.

- Dillingham/Kalihi
- Downtown Honolulu
- Kaneohe
- Makalapa/Aiea
- Waialua
- Waianae
- Waipahu

A satellite resource center was also started in Kapolei. The centers each have their individual characters and have the flexibility to respond to unique community needs, while at the same time being held to the same high standard of customer service excellence.

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 declined. 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 reemployment
  - Veterans Outreach and Training
  - Migrant Seasonal Farm workers
  - Trade Adjustment Assistance and NAFTA
  - 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 Department of Human Services, Division of Vocational Rehabilitation
- Hawaii Department of Education Adult Community Schools
- Hawaii Department of Human Services
- Employment & Support Services Division, First to Work
- Housing & Community Development Corporation of Hawaii, Family Self-Sufficiency
- City Department of Community Services, Office of Special Projects
- YouthBuild

- Hawaii Job Corps
- University of Hawaii Community Colleges
- Hawaii Department of Labor and Industrial Relations, Unemployment
- Insurance Division

WorkHawaii also collaborated with community-based and non-profit organizations such as Pacific Gateway Center, Goodwill Industries, UH Center on Disability Studies, Abilities Unlimited, Parents and Children Together, and the Waianae 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 expansion and retention of local businesses. The Business Services Section focused outreach efforts on business associations, as well as individual employers. Business association partnerships included the Filipino Chamber of Commerce, Liliha/Palama, Waipahu and Kalihi Business Associations, as well as the U.S. Small Business Administration, Hawaii Women's Business Center, and Hawaii Small Business Development Center.

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 Leeward YMCA, Elite Trucking & Services LLC, Hawaii Supply LLC and JB's Landscape and Maintenance.

Oahu WorkLinks Sponsored Job Fairs

Oahu WorkLinks continues to sponsor major job fairs three times a year, with a fall fair to assist employers with seasonal hires for the holidays, another one after the new year, and Workforce 2007 in May, which was the largest fair in FY 2007. Workforce 2007 celebrated its 10th anniversary with a proclamation presentation by Mayor Mufi Hannemann.

Feedback from businesses through an on-line survey showed that business participants were pleased with the turnout of a diverse and qualified applicant pool, and the publicity and organization of the event. Job seekers who responded to the

survey commented that they were satisfied with the availability of job openings that met their interests.

Significant Activities in FY 2007

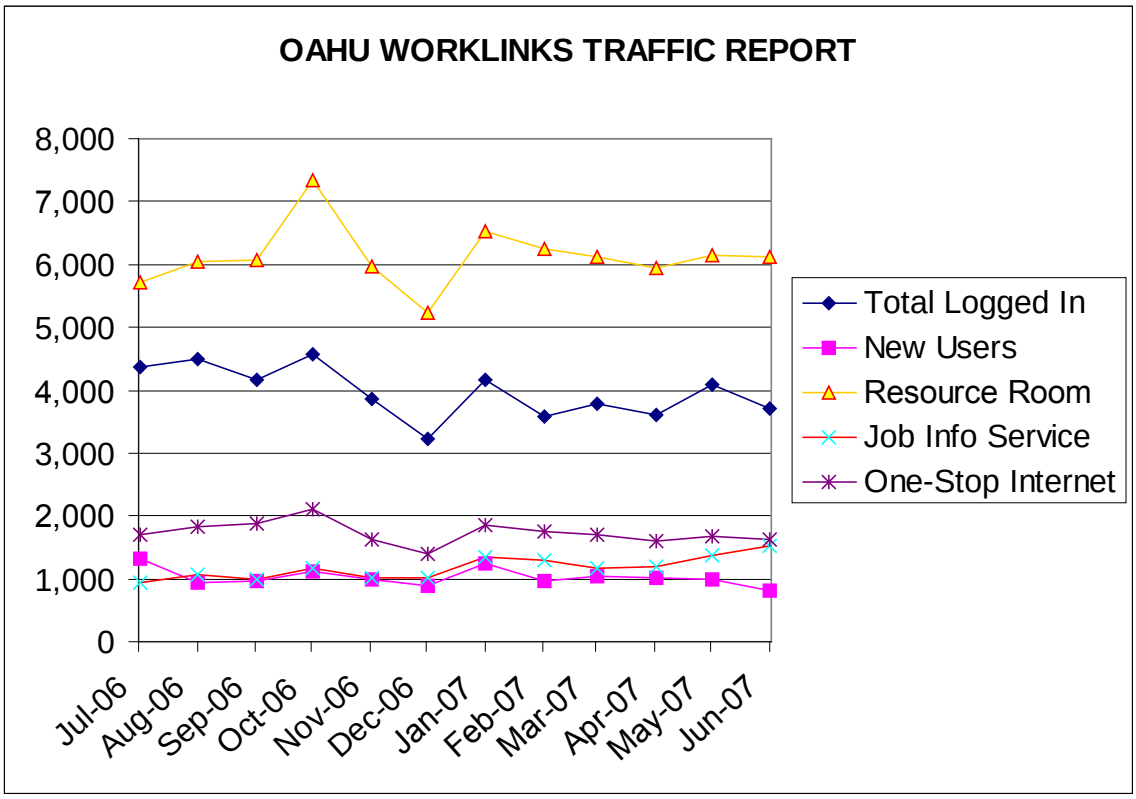
- 50,264 visits were made to the resource rooms at the Oahu WorkLinks centers island wide by new and repeat customers
- 12,315 new customers were served on site at the centers
- 19,413 customers were served off site at job fairs, rapid response sessions, Military Transition Assistance Programs and other community events
- 14,098 customers used the job information service
- 3,075 customers attended workshops on resume writing, interviewing, career exploration, self-employment, job search and basic computer skills
- 20,770 customers indicated that they came to the centers to obtain access to the internet
- An average of 3,800 job hunters attended each of the three job fairs
- An average of 210 employers were recruiting at each of the three job fairs
- 3,111 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, Tanioka's Fish Market saved $39,840 and Palama Holdings saved $20, 089 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 Customer Service Representative at First Insurance earned $19.49 and hour and a manager at Tanioka's Fish Market earned $18.00 an hour.

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 homeless-



ness and have serious barriers to employment seldom access the resources and services that are available at Oahu WorkLinks. This project aims 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.

Significant Activities in FY 2007

- 60 individuals served since its inception
- nine individuals entered employment

Del Monte National Emergency Grant

When Del Monte Fresh Produce announced the surprise early closure of their 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 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 two 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.

Work Readiness Program: George Jemison (left) employed at Commercial Building Maintenance and his Work Readiness Program Employment Consultant, Jerry Vierkoetter.

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

Significant Activities in FY 2007

- 240 former workers were contacted
- 50 individuals were assisted with wage subsidies
- 27 individuals were enrolled in remedial education, English as a Second Language and occupational skills training

Del Monte Essential Skills Class: Seated (from left): Albert Voltaire Valencia, Esmenia Dimaya, Severina Delos Santos, Clarina Cabana. Standing (from left): Rogelio Garcia, Leslie Lyum (Instructor), Shirley Resurrection, Margarita Gabbac, Andrelyn Sacro.

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 a new 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.

Significant Activities in FY 2007

- 38 people were enrolled
- 33 completed training
- 11 received certification
- 17 were provided job referrals
- 4 entered unsubsidized employment in the healthcare field

Reed Act Activities

The 2006 Legislature appropriated funds 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 over $5 million, available for use until June 30, 2009.

The City's Reed Act Plan outlined outreach efforts and enhanced services to small businesses, particularly businesses located on the Leeward side. Desired outcomes included increased employer usage of Oahu WorkLinks services such as job posting, training, referrals and hiring. To expand the labor pool, outreach will be 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 will be provided to an estimated 500 youth and adults. Improved job matching will be implemented to increase the pool of qualified job applicants to meet the needs of employers. These monies also will be used to improve the technology infrastructure of the delivery system, such as replacing old computers and purchasing video conferencing equipment.

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 6 months
- Average earnings at 6 months
- Employment and credential rate

PERFORMANCE OUTCOMES OF INDIVIDUALS WHO COMPLETED SERVICES

PROGRAM	NEGOTIATED	ACTUAL
Adult (190 individuals)		
Entered Employment Rate	76%	74.4%
Retention Rate	83%	85.5%
Average Earnings	$10,332	$11,511
Credential Rate	59%	71.7%
Dislocated Worker (142 individuals)		
Entered Employment Rate	81%	75.5%
Retention Rate	85%	89%
Average Earnings	$13,019	$14,854
Credential Rate	62%	70.7%

Significant Activities in FY 2007

- 406 customers enrolled in the Adult program
- 268 customers enrolled in the Dislocated Worker program
- Oahu exceeded three of the four performance measures for both the adult and dislocated worker programs.

Oahu WorkLinks' Outstanding WIA Employee of the Year

Lavinia Salakilieu started as a production line employee in June 2002. She was promoted in an on-the-job training position as Quality Control Tech, with an increased salary of $6.25/hour.

Lavinia Salakilieu, Quality Control Technician,Palama Holdings, LLC. Lavinia (R) is standing with Nam Hee-Im, Director of Human Resources

Oahu WorkLinks' Outstanding WIA Employer of the Year

Derek Kanehira, Human Resources Manager

"Oahu Work Links has become a vital part of our organization as we transition through the ever-changing airline industry. As the company continues to grow, it is vital to identify key employees that can be a part of the growth. Through our partnership with Oahu WorkLinks, we have an added dimension to our training program that previously never existed. We like to think of it as the "extra something" that will keep JAL Hawaii, Inc. ahead of the rest!

WELFARE PROGRAMS SECTION

The Welfare Programs Section provides employment 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.

Hoa`la Program

The Hoa`la Program provides Job Preparation Services for welfare recipients through an intergovernmental contract with the Hawaii 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 Hoa`la Program facilitates the successful transition of families from welfare dependence to work. An important ingredient for success is a positive attitude about yourself and life. The Hoa`la curriculum creates a learning environment that stimulates participants' willingness to learn and their motivation to work. The curriculum includes lesson plans in resume writing, interviewing techniques, self-discovery, how to find a job, job retention and life skills training. During the last quarter of the fiscal year, the program increased the number of instructors to provide greater resources for the island of Oahu.

The Hoa`la Food Stamp Employment training program continued to provide a 16-hour employment assessment training for able bodied adults without dependents enrolled in the First to Work Program.

A new contract with the State Vocational Rehabilitation and Services for the Blind Division started in July 2006. The "Ready, Set, Work" two-week Job Preparation and Life Skills training activity served persons with disabilities. Participants experienced a positive and caring learning environment, which helped to build self-confidence and prepare them to seek gainful employment.

Significant Activities in FY 2007

- 150 participants enrolled in the two-week Hoa`la Job Readiness training activity
- 1,560 individuals were served in the Hoa`la Job Club activity.
- 898 Oahu WorkLinks customers were provided Hoala Job Readiness workshops
- 212 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 State 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. 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

Significant Activities in FY 2007

- six families graduated from the FSS program
- To date, a total of 22 families have successfully graduated from this program, receiving $95,627.86 in escrow checks
- Of these 22 families, only three remained on the Section 8 assistance program and the rest achieved self-sufficiency

Mike Isobe (Supervisor, Section 8 Applications Branch) congratulating Cynthia Doerr and Deborah Doerr on receiving their escrow check.

DEPARTMENT OF THE CORPORATION COUNSEL

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

POWERS, DUTIES AND FUNCTIONS

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

ORGANIZATION OF DEPARTMENT

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

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

COUNSELING AND DRAFTING DIVISION

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

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

Statistics

For the fiscal year July 2006 to June 2007 the Division commenced the year with 4,673 outstanding opinion requests; thereafter it received 1,210 requests, completed and closed 2,056 requests, and had a workload of 5,883 requests during the year. The Division closed the year with a total of 3,827 outstanding requests. Separate and apart from the foregoing count of opinion requests, the Division issued one published Memoranda of Law, which responded to one opinion request during the year.

The Division commenced the year with 38 outstanding drafting requests (i.e. requests to draft bills, resolutions, leases, easements, contracts etc.), and thereafter received 91 requests, completed and closed 89 requests, and had a workload of 129 requests during the year. The Division closed the year with a total of 40 outstanding requests.

The Division commenced the year with 497 outstanding requests for review and approval of legal documents; thereafter it received 4,749 requests, completed and closed 4,283 requests, and had a workload of 5,246 requests during the year. The Division closed the year with a total of 963 outstanding requests.

The Division commenced the year with 327[1] outstanding pre-suit cases (i.e. adversarial proceedings pending before administrative bodies); thereafter it received 76 requests, completed and closed 72 requests, and had a workload of 403 cases during the year. The Division closed the year with a total of 331 outstanding requests. The Division commenced the year with 510[2] outstanding case assignments (i.e. cases in any of the state or federal courts); thereafter it received 113 requests, completed and closed 132 requests, and had a workload of 623 cases during the year. The Division closed the year with a total of 491 outstanding requests.

[1]The Division completed the conversion of all cases to the ProLaw system during this fiscal year. As a result of this conversion, errors in several records were discovered and corrected, thus adjusting the total of backlog cases.

[2]See footnote 1 above.

HIGHLIGHTS AND ACCOMPLISHMENTS

Legislative Liaison

The Division monitored legislation before the 2007 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)

State Legislation Relating to County Liability

Of particular concern during the 2007 State Legislative Session were existing sunset dates for several statutory provisions that provided immunity and indemnification from liability to the counties. Efforts were directed to either extending or repealing existing sunset dates. The Division assisted with the coordination of the City's efforts, coordination of efforts among the counties, drafting proposed language for the legislation, and meeting with State legislators to share the concerns of the City with provisions of the pending bills or should the legislation be allowed to sunset. Act 152 was signed into law by Governor Lingle on June 7, 2007, and includes several key provisions as follows: (1) Repeals the sunset date and made permanent Act 190, Sessions Laws of Hawaii 1996, as amended by Act 101, Session Laws of Hawaii 1999, and as amended by Act 170, Sessions Law of Hawaii 2002 (establishing a sunset date of June 30, 2007 for Act 190). Act 190 provides the State and counties with limited immunity from liability arising from dangerous natural conditions existing in the ocean when the requirements of Act 190, including the posting of signage, are met; (2) Extends the sunset date of Act 170, Session Laws of Hawaii 2002 from June 30, 2007 to June 30, 2010. Act 170 grants partial immunity to a county lifeguard and employing state or county entity from liability arising from any act or omission of a lifeguard when providing rescue, resuscitative services, or other lifeguard services on the beach or in the ocean within the lifeguard's scope of employment. Immunity under Act 170 does not apply to acts of gross negligence or wanton acts or omissions of the lifeguard; (3) Extends the sunset date of Act 82, Session Laws of Hawaii 2003, from June 30, 2008 to June 30, 2010. Act 82 grants the State and counties immunity from liability arising from injuries on improved public lands when the requirements of Act 82, which include posting of signage, are met; (4) Extends the statute of limitations period for the filing of claims against the counties from six months to two years after the injury occurred; and (5) Authorizes the State to indemnify the counties in order for the State to receive county aid, assistance, benefits, and services or to use county property.

Prior to the adoption of Act 152, the State had refused to indemnify the City when using city property for state activities. The Attorney General maintained the position that state agencies did not have legal authority to indemnify the City. Following the adoption of Act 152, a state agency may now indemnify, defend and hold harmless the City when receiving city aid or using city property when the governor approves the indemnification and the State Comptroller either obtains an insurance policy to cover the liability anticipated to arise under the indemnity or determines it is not in the best interest for the State to obtain insurance. The Division advised city agencies to employ the provisions of Act 152 when state agencies seek city aid or request the use of city property to the mutual benefit of both governments. (Dawn D.M. Spurlin)

COMMUNITY SERVICES SECTION

Kawainui Marsh

The Division assisted in the negotiation of an agreement between the City and the State, and in asserting the inclusion of the City's position in the development of Act 235, Session Laws of Hawaii 2007, which provides for the transfer of Kawainui Marsh to the State and for the maintenance and operation of the flood control improvements associated with Kawainui Marsh. (Kathleen A. Kelly)

TheBoat

The Division assisted the Department of Transportation Services with the procurement of an operator for the City's demonstration intra-island ferry project. The Division reviewed the agreement and contract amendments for the operation of the ferry, the revocable permits and other documents related to the project, and procured a maritime attorney to assist with maritime issues. (Reid M. Yamashiro)

Mass Transit

The City's undertaking of a mass transit project presents multiple and varied legal issues for our department. In the last year the Division counseled and advised the Department of Transportation Services (DTS) on issues related to City Council legislation pertaining to mass transit. The Division advised DTS on issues arising out of the Council's consideration and adoption of Ordinance No. 07-001 that selects the City's locally preferred alternative for the Honolulu High-Capacity Transit Corridor Project as a fixed guideway system and the alignment of the system between Kapolei and the University of Hawaii at Manoa. The Division also advised DTS on issues arising out of the Council's consideration

and adoption of Resolution No. 07-039, FD1(c) that identifies the minimum operable segment for the Honolulu High-Capacity Transit Corridor Project to be between the University of Hawaii-West Oahu to the Ala Moana Center, where the minimum operable segment is described as that portion of the system that is to be first constructed with the revenues available from the general excise and use tax surcharge and with funds reasonably expected from the federal government and other state and private sources. In addition, the Division advised DTS on mass transit issues relating to compliance with federal, state, and city laws, and reviewed contract documents for consultants retained by the City for services to be performed on mass transit projects. (Reid M. Yamashiro)

Neighborhood Commission

The Division reviewed and proposed substantive and formatting revisions to the draft Neighborhood Plan to assist the Neighborhood Commission in its consideration and adoption of its Revised Neighborhood Plan. The revisions included a proposal to segregate the document into three distinct parts, a Table of Contents, the Commission Rules and Procedures, and the Neighborhood Plan. Other revisions proposed language revisions for clarity, and formatting, numbering and citation revisions to comply with drafting principles for administrative rules. Specific items of revision were proposed to the Commission for its consideration, concurrence and approval. The Commission approved, adopted and released for public information the revised versions of the Commission Rules and Procedures and the Neighborhood Plan at its regular meeting on August 27, 2007. The Commission voted at a special meeting on September 5, 2007, to proceed with public hearings on the documents.

The Division will continue to advise the Neighborhood Commission on procedural matters and legal issues presented during the public hearing process and through the final adoption of the document by the Neighborhood Commission. (Jennifer D. Waihee, Donna M. Woo, Diane T. Kawauchi)

City and County of Honolulu v. Richard Lum, Successor Trustee, et al., Civil No. 05-1-0102-01

The Division successfully concluded by agreement of the parties, a lease-to-fee condominium lawsuit that resulted in more than one-half of the condominium owners in the project purchasing the leased-fee interest in their condominium units. Under existing law at the time, the City initiated a lawsuit to acquire the leased-fee interest for qualified lessees in the Makiki Manor condominium project. The case was one of the last lease-to-fee condemnation cases filed by the City and was allowed to proceed because the condemnation had been approved by City Council resolution prior to the effective date of Ordinance No. 05-001, which repealed the City's residential leasehold conversion ordinance. The parties in the case had extensive negotiations, discussions and mediation sessions followed by several settlement conferences with the court. Subsequent to the conferences with the Court, the fee owners and condominium unit lessees were able to agree upon a price for the purchase of the leased-fee interest. As a result, the lessees of 20 units, representing more than 50 percent of the owners of all condominium units in the project, were able to convert their leasehold units to fee simple units. (Winston K.Q. Wong)

FINANCE SECTION

Wireless Enhanced 911 Fund

Wireless Enhanced 911 service allows a wireless or mobile telephone to be located geographically using some form of radio-location from the cellular network, or by using a Global Positioning System built into the phone itself. Deployment of WE911 allows faster, more accurate response to emergency calls made from mobile telephones.

The WE911 Board was created by Hawaii Revised Statutes Chapter 138 to oversee distributions from the Wireless Enhanced 911 Fund for reimbursement of the costs to deploy wireless enhanced 911 service. The Division assisted the Department of Information Technology ("DIT") with negotiation and drafting of the agreement with the WE911 Board. The DIT was entitled to reimbursement for funds expended to deploy WE911.

The Division also assisted with preparation of the Council resolution that allowed DIT to enter into the intergovernmental agreement. The resolution also authorized the Department of Budget and Fiscal Services to deposit the funds into a special account and to reimburse DIT for funds expended. (Geoffrey M. Kam)

City and County of Honolulu Enterprise Resource Planning System (CHERPS)

CHERPS is a computer software system to integrate previously existing independent City systems into a single system that will service all city departments and all functions. It will replace existing major systems for accounting, human resources and payroll and fixed assets. The Division assisted with the CHERPS deployment, including processing contract amendments, discussions regarding the CHERPS workflows and the preparation of a vendor self service agreement required for any vendor seeking to provide goods or services to the City. (Geoffrey M. Kam)

Honolulu Zoo Public-Private Partnership

The Division assisted the Department of Enterprise Services ("DES") in its project for a public-private partnership for the operation of the Honolulu Zoo between the City and County of Honolulu and the Honolulu Zoological Society. The

Division attended meetings with the Honolulu Zoological Society, DES and the Honolulu Zoo director to negotiate and formulate a master plan for this public-private partnership. The DES engaged the services of a consultant to assist in providing it with a feasibility study and business plan. The Division attended meetings with budget analysts and personnel advisors in developing the City's position and strategy for this program, and continues to assist DES as it reviews and revises the master plan into a document that can be utilized in the coming year as a road map for the successful completion of this public-private partnership. (Chris A. Diebling)

Pouring Rights Contract

The Division assisted the Department of Enterprise Services in its negotiation of the contract for pouring rights at all city venues with Pepsi Bottling Group. (Chris A. Diebling)

Contract Bid Protest

The Division defended the City in a contract bid protest filed with the State of Hawaii, Department of Commerce and Consumer Affairs (DCCA). The City had solicited bids for towing services within the urban Honolulu area in 2002. However after the bids were opened, none of the bidders had qualifying vehicle storage lots within the tow zone areas. As a result, the City cancelled the solicitation and notified the bidders that the boundaries for location of the vehicle storage lots would be broadened to allow more bidders to qualify, and bids would be resolicited. Bidder Stoneridge Recoveries, LLC (Stoneridge), protested the cancellation of the solicitation, claiming that it was entitled to the award of the contract based upon the provisions of the contract for awards to contractors with lots outside the tow zone boundaries. The City denied the protest and Stoneridge requested a DCCA administrative review of the City's decision. The DCCA dismissed the appeal due to lack of jurisdiction. Stoneridge appealed the dismissal to the First Circuit Court, which reversed the dismissal and remanded the case to the DCCA for further proceedings. The DCCA subsequently dismissed the matter on the basis that Stoneridge lacked standing to challenge the City's cancellation of the solicitation. Stoneridge again appealed the dismissal to the First Circuit Court, which again reversed the dismissal and remanded the case to the DCCA for further proceedings. The DCCA thereafter issued a decision on the merits, affirming the City's cancellation of the solicitation based on the lack of any qualified bids and that Stoneridge was not entitled to an award of the contract. Stoneridge has filed another appeal which is pending before the First Circuit Court. (Amy R. Kondo)

Clean Water and Natural Lands Fund and Affordable Housing Fund

The Division assisted the Department of Budget and Fiscal Services in drafting two ordinances to implement the recent charter amendment adopted in 2006 by the electorate, to establish a Clean Water and Natural Lands Fund and an Affordable Housing Fund. Ordinance No. 07-18 creates a Clean Water and Natural Lands Fund to receive and expend monies for the purchase or to otherwise acquire real estate or any interest therein, for land conservation purposes, including protection of watershed lands, forests, beaches, coastal areas, agricultural lands, historic or culturally important land areas and sites, significant habitats or ecosystems, and acquisition of public access to public land and open space. Ordinance No. 07-19 creates the Affordable Housing Fund to receive and expend monies to provide and maintain affordable housing for persons earning less than 50 percent of the median household income in the City, with the housing to remain affordable in perpetuity. (Amy R. Kondo)

Recovery of Solid Waste Disposal Fees

The Division assisted the Department of Budget and Fiscal Services in obtaining a judgment for more than $830,000 in uncollected solid waste disposal fees incurred by an out-of-state company no longer doing business in Hawaii. The Division successfully collected more than $250,000 of those fees, and negotiated a payment arrangement to collect the balance over time. The payment plan is secured by the judgment and by real estate in California and Arizona and has thus far been performed on a timely basis. (Gordon D. Nelson)

Defense of Confidential Ethics Commission Files

The Division represented the executive director of the City Ethics Commission in his deposition taken in a civil lawsuit filed in federal court, and successfully defended the Commission in its efforts to preserve the confidentiality of its investigative files against a subpoena issued by one of the private litigants in the case. (Gordon D. Nelson)

INFRASTRUCTURE SECTION

The Division has been involved with the defense of ongoing litigation involving the City's wastewater system. An enforcement action pertaining to the City's wastewater collection system was previously filed against the City in 1994 by the United States Environmental Protection Agency (EPA) and the State of Hawaii Department of Health (DOH) that concluded by consent decree but which remains under court jurisdiction pending compliance with all of the conditions of the decree, and a recent suit was filed in May 2007 relating specifically to the City's force mains and to one pump station arising out of the rupture and spill of the Beachwalk wastewater pump station force main. These two govern-

ment enforcement actions relate closely with the pending lawsuit filed in 2004 by several citizens groups pertaining to wastewater violations 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

With the assistance of special deputy corporation counsel, the Division continued to vigorously defend the pending federal district court lawsuit filed in July 2004 and reported in the Department's prior annual report, filed by the Plaintiffs, Sierra Club, Hawaii Chapter, Hawaii's Thousand Friends, and Our Children's Earth Foundation ("Plaintiffs" or "NGOs") against the City and County of Honolulu and Frank Doyle in his official capacity as Director of the Department of Environmental Services. The lawsuit alleges various environmental wastewater related violations against the City including: Repeated spills of raw or inadequately treated sewage from the Sand Island, Honouliuli, Kailua, Waianae, and Kahuku wastewater treatment plants and/or from the collection systems that carry sewage to these wastewater treatment plants; noncompliances of the permit for the Sand Island wastewater treatment plant, e.g., lack of sewage disinfection, pesticide violations, percent removal of biological oxygen demand and total suspended solids, other plant and system upgrade delays, operation and maintenance violations, and grease program violation; noncompliances of the permit for the Honouliuli wastewater treatment plant, e.g., discharge of treated R-1 water and reclamation plant brine water, other discharge and operational problems, and inadequate storm water pollution control plan; violations of the 1999 and 2002 administrative orders issued against the City for the Sand Island wastewater treatment plant; and discharges of pollutants without a permit at Sand Island and Honouliuli wastewater treatment plants in violation of the federal Clean Water Act.

In their lawsuit against the City Defendants, Plaintiffs seek: Declaratory judgment establishing that the City is in violation of effluent limitations established pursuant to the Clean Water Act; injunction ordering the City to take all measures necessary and appropriate to curtail its violations of the Clean Water Act effluent limitations; civil penalties of up to $32,500 per day of each Clean Water Act violation committed by the City; and attorneys' fees and costs.

In October 2004, the City filed motions to dismiss several of the Plaintiffs' claims. The Division was successful in obtaining a dismissal as to claims pertaining to spills (claim numbers one and two), to the R-1 and brine water at Honouliuli (claim number nine), to the Storm Water Pollution Control Plan at Honouliuli (claim number eleven) and to the 301(h) permits for Sand Island and Honouliuli (claim number twelve) by order of U.S. District Court Judge David Ezra in his September 30, 2005 order. Claims number three, four, five, six, seven, eight and ten remain in the lawsuit. These remaining claims relate to the Sand Island and Honouliuli wastewater treatment plants, and allege violations of the permits issued for the plants and improper operation and maintenance of the plants. Two of the remaining claims also allege non-compliance with two Sand Island administrative orders.

Plaintiffs subsequently filed for reconsideration of the Court's September 30, 2005 order. The Court granted Plaintiffs' motion for reconsideration on claims three and four that allege violations of effluent limitations of the National Pollutant Discharge Elimination System (NPDES) permit for the Sand Island wastewater treatment plant and allege violations of the NPDES permit deadline to construct and operate a disinfection facility at the Sand Island wastewater treatment plant. Plaintiffs recently filed a motion for partial summary judgment on Plaintiffs' third, fourth, and eighth claims. The hearing on this Motion is set for October 9, 2007.

This lawsuit is closely intertwined with another lawsuit, United States of America, et al. v. City and County of Honolulu, USDC Civil No. 94-00765 DAE-KSC (summarized below), and concurrent negotiations between the City, United States Environmental Protection Agency (EPA), State of Hawaii Department of Health (DOH), and the Sierra Club arising out of the March 24, 2006 rupture of the Beachwalk wastewater pump station force main and sewage spill. After a year of negotiations to address the March 2006 Beachwalk spill, in May 2007 the EPA, United States Department of Justice (DOJ), DOH and the City signed a stipulated order that requires the City to undertake 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 at an estimated total cost of $300 million dollars. The stipulated order is subject to a public comment period of 30 days, which has been extended by Court order. The NGOs objected to the entry of the stipulated order, however, the EPA, DOJ, DOH and the City pursued entry of the stipulated order and the Court has entered the stipulated order over the NGO's objections. This stipulated order resolves the entire civil enforcement action identified as USDC Civil No. CV07-00235 DAE-KSC, United States of America, et al. v. City and County of Honolulu (discussed below), that was simultaneously filed against the City when the stipulated order was submitted to the Court for approval. (Maile R. Chun)

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 a lawsuit against the City, identified as USDC Civil No. 94-00765 DAE-KSC, United States of America, et al. v. City and

County of Honolulu, seeking penalties and injunctive relief relating to the City's wastewater collection system. Plaintiffs Sierra Club, Hawaii Chapter, Hawaii's Thousand Friends, and Our Children's Earth Foundation were not a party to this lawsuit.

On May 15, 1995, U.S. District Court Judge David Ezra entered a Consent Decree that concluded the litigation. This 1995 Consent Decree 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, requires the City to implement and enforce its pretreatment program to regulate industrial discharges, and requires the City 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 expenditure 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.

Thereafter, the NGO Plaintiffs filed their own lawsuit in July 2004 against the City, identified as Sierra Club, et al. v. City and County of Honolulu, et al., USDC Civil No. CV04-00463 DAE-BMK, and as summarized above, alleged, among other things, claims relating to the collection system that are fundamentally the same as those already being enforced by EPA in this1994 lawsuit.

In January 2006, the NGO Plaintiffs filed a motion to intervene in this 1994 EPA lawsuit. Plaintiffs' motion to intervene sought to allow participation by the plaintiffs in the EPA's ongoing enforcement action against the City of collection system claims. In May 2007, the U.S. Magistrate issued findings and recommendation granting plaintiffs' motion to intervene subject to certain limited conditions. The U.S. District Court subsequently adopted the magistrate's findings and recommendation.

The 1994 lawsuit is closely intertwined with the 2004 lawsuit and the concurrent negotiations between the City, EPA, DOH, and the Sierra Club arising out of the March 2006 Beachwalk spill (discussed above). These concurrent negotiations resulted in 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 (see summary of USDC Civil No. CV07-00235 DAE-KSC, below). (Maile R. Chun)

United States of America, et al. v. City and County of Honolulu, USDC Civil No. CV07-00235 DAE-KSC

As a result of the March 2006 Beachwalk spill and after one year of negotiations, the United States Environmental Protection Agency, United States Department of Justice, State of Hawaii Department of Health and the City signed a stipulated order in May 2007 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 is subject to a public comment period of 30 days, which has been extended by court order. The NGO Plaintiffs have objected to the entry of the stipulated order. This stipulated order, if accepted by the court, will resolve this civil enforcement action that was simultaneously filed with the court when the stipulated order was filed with the court for approval.

The Sierra Club, Hawaii Chapter, Hawaii's Thousand Friends and Our Children's Earth Foundation filed a motion to intervene in this 2007 lawsuit. On June 26, 2007, U.S. District Court Judge David Ezra issued an order staying decision on the stipulated order until resolution of the motion to intervene, to allow the plaintiffs an opportunity to challenge or to concur in the stipulated order if its motion to intervene is granted. In the event that intervention is allowed, the NGO Plaintiffs will have a reasonable time not to exceed 30 days within which to file an opposition or a concurrence to the stipulated order.

The NGO Plaintiffs' Motion to Intervene was heard by U.S. Magistrate Kevin Chang. Judge Chang found and recommended to Judge Ezra that the Motion to Intervene be granted with applicants afforded 30 days within which to file its opposition or concurrence with the Stipulated Order and that following Judge Ezra's approval or decision on the Stipulated Order, the matter be referred back to the magistrate to determine what if any conditions on applicants' intervention are necessary. Judge Ezra subsequently adopted Judge Chang's findings and recommendation. (Maile R. Chun)

Laie Water Reclamation Facility

The Division assisted the Department of Environmental Services ("ENV") in drafting Amendment No. 5 to the Cooperative Agreement to Jointly Construct a Collection System and Transfer the Laie Water Reclamation Facility. The Division reviewed and ensured coordination of the terms of the four previous amendments to the Agreement, assisted ENV with negotiations for new terms in the Amendment No. 5, and reviewed other related contract documents required to be executed under the terms of the Amendment No. 5. (Reid M. Yamashiro, Maile R. Chun)

LAND USE SECTION

Nuuanu Valley Association v. City and County of Honolulu, Civil No. 06-0501-03 (RKOL) First Circuit Court, State of Hawaii

The Division successfully defended a lawsuit filed on March 23, 2006 against the City, Henry Eng in his capacity as Director, Department of Planning and Permitting (DPP) and David Tanoue in his capacity as Deputy Director of the DPP, pertaining to an application by Laumaka, LLC, for a nine-lot residential subdivision in Nuuanu Valley. The dispute involved plaintiff's access to all reports submitted to DPP pertaining to the proposed subdivision together with all comments of DPP, under the provision of the public information law, Chapter 92F, Hawaii Revised Statutes (HRS). DPP refused the request on the grounds that DPP had not yet accepted any of the reports and that until accepted a report is not a record maintained by DPP within the meaning of the statute and further that any DPP comments thereon were exempt from disclosure as predecisional and comprised DPP's deliberative process. The Division successfully defended against plaintiff's motion for preliminary injunction, the court having orally ruled in May 2006 that the records sought by the plaintiff's were not records maintained by DPP and thus not subject to the public access requirements of Chapter 92F, HRS.

At the hearing in November 2006 on plaintiff's motion for partial summary judgment, the City Defendants and Intervenor Laumauka, LLC, each orally moved for summary judgment in their favor. The Court granted the City's oral motion determining that there is no genuine issue of material fact and that the City is entitled to judgment as a matter of law. In entering judgment in favor of the City, the court concluded that: (1) the documents requested by the plaintiff are not records maintained by DPP; (2) until the documents requested by the plaintiff are "accepted" by DPP, the requested documents are not records maintained by the City, which the court noted was further evidenced by the fact that prior to acceptance by DPP, the requested documents were not kept within DPP files and were provided to the plaintiff by the subdivision applicant, Laumaka, LLC; (3) under Chapter 92F, HRS, and prior rulings by the Hawaii Supreme Court, government agencies are required to provide access to records that are "actually maintained" by the agency but here, the documents requested by the plaintiff were not maintained by DPP; (4) the Hawaii Supreme Court has held that Chapter 92F, HRS, imposes no affirmative obligation upon agencies to maintain or retain the documents requested for a specific period of time. Additionally, with respect to the plaintiff's claim that the City violated the Hawaii Environmental Protection Act by not requiring an environmental assessment, the court determined that the plaintiff failed to establish any use of state or county lands that would invoke the need for an environmental assessment. On June 15, 2007, plaintiff appealed the Circuit Court decision to the Hawaii Supreme Court. The appeal is pending briefing by the parties. (Don S. Kitaoka, Lori K. K. Sunakoda)

Keep the North Shore County v. City and County of Honolulu, Civil Nos. 06-1-0265-05 (GWBC) and 06-1-0867-05 (SSM) First Circuit Court, State of Hawaii

The Division successfully defended a lawsuit filed against the City and Henry Eng in his capacity as Director, Department of Planning and Permitting (DPP) that sought a supplemental Environmental Impact Statement (EIS) for the Kuilima Expansion Project. Earlier, in response to inquiries by others, DPP had concluded that a supplemental EIS was not required. An EIS had been prepared for the project that was accepted by the City in October 1985, as required by law. The court determined that there have been ongoing activities and actions for the project throughout the intervening 20 years, and in May 1999 the project was adopted as a part of the City's Ko'olauloa Sustainable Communities Plan. The court further determined that the EIS did not obligate any time limits on the phasing of the project. By order filed December 5, 2006, the court: (1) granted the motion for summary judgment filed by Defendant Kuilima Resort Company and joined in by Defendants City and Henry Eng; (2) denied the motion for summary judgment filed by the Plaintiffs Keep the North Shore County and Sierra Club, Hawaii Chapter; and (3) entered judgment in favor of the defendants in the lawsuit. On June 4, 2007, plaintiffs appealed the Circuit Court decision to the Hawaii Supreme Court. The appeal is pending briefing by the parties. (Don S. Kitaoka, Lori K. K. Sunakoda)

Center for Bio-Ethical Reform, Inc. v. City and County of Honolulu, 455 F.3d 9106 (9th Cir. 2006)

The Division pursued to a successful conclusion this year the City's hard-fought defense of its sign ordinance, which bans aerial advertising in the skies over Honolulu, against a challenge based on free speech grounds. The Division assisted the special deputy corporation counsel throughout this litigation.

Early in the year the Division prevailed in the U.S. Court of Appeals for the Ninth Circuit in the appeal taken by the plaintiffs of the Honolulu U.S. District Court's decision in the City's favor. The Ninth Circuit Court accepted the District Court's rulings that the aerial advertising ban is crucial to preserve the City's world-renowned scenic beauty and to protect its visitor industry, and is necessary to protect against distractions leading to traffic accidents. The Ninth Circuit Court ruled that the ordinance was not preempted by federal law regulating aircraft operations, the airspace above the City was a non-public forum for purposes of the Court's First Amendment free speech clause analysis, the ordinance was view-point neutral and reasonable, and did not preclude a unique or common means of First Amendment free

speech expression for which there was no other practical and effective means of communication, and it did not violate the Plaintiffs' right of equal protection.

Later in the year, the City successfully opposed the plaintiffs' petition to the United States Supreme Court for review of the favorable decision of the Ninth Circuit Court, thus bringing the litigation to a close. (Gordon D. Nelson)

Citizens Against Reckless Development v. Zoning Board of Appeals, 114 Hawai'i 184 (2007)

The City received a favorable decision from the Hawaii Supreme Court in a challenge to the issuance of the conditional use permit (CUP) by the Director of the Department of Planning and Permitting (DPP) to the Wal-Mart Real Estate Business Trust for its commercial development on Keeaumoku Street. Plaintiffs disputed the DPP action on substantive grounds alleging that the issuance of the CUP violated the City's Land Use Ordinance. The Supreme Court affirmed the decision of the Circuit Court and dismissed the appeal. The Court ruled that DPP's administrative procedures for declaratory action is intended to solicit agency advice on matters not yet determined, and was not a means to seek review of agency action already made. In this instance the Plaintiffs' recourse was instead to have directly challenged the agency action by filing an appeal within 30 days of the issuance of the CUP as provided for in the Land Use Ordinance and the rules of the City's administrative Zoning Board of Appeals (ZBA). Plaintiffs failed to timely pursue a direct challenge to the issuance of the CUP. The Court affirmed DPP's refusal to issue a decision on plaintiff's petition for declaratory ruling and found that the DPP action was not an abuse of discretion. (Lori K. K. Sunakoda for DPP; Dawn D. M. Spurlin for ZBA)

Pupukea-Paumalu Nature Preserve

The Division assisted various city agencies with the acquisition by the City for a nature preserve of 25.880 acres of the 1,129 acres of coastal bluff lands in Pupukea-Paumalu, acquired by the Trust for Public Lands from Obayashi Corp. The balance of the lands is to be transferred by the Trust for Public Lands to the State of Hawaii for park purposes. The property had been purchased by Obayashi Corp. in 1974 with the intention of developing the lands but had been placed on the market for sale in 2002. To ensure the future preservation of the lands the non-profit Trust for Public Lands collaborated with community groups, the State, city and federal governments to raise $7.95 million in commitments to purchase the property. The City and the State each contributed $1 million, the U.S Army contributed approximately $3.34 million from its Compatible Use Buffer Program, the National Oceanic and Atmospheric Administration contributed approximately $2 million from its Coastal Estuarine Land Conservation Program and the North Shore Community Land Trust contributed approximately $629,600 of which $600,000 was a grant from the U.S. National Park Service. Prior to the transfer of the lands, the property was rezoned by the City Council to general agriculture, redistricted by the State Land Use Commission from urban to agriculture and granted subdivision approval by the City Department of Planning and Permitting. (Donna M. Woo, Don S. Kitaoka)

PERSONNEL SECTION

UPW v. City and County of Honolulu (Grievance of Aleigh Pearson) Slip Opinion-2007 WL 1174175 (Hawaii App.)

The Division obtained a favorable decision from the State Intermediate Court of Appeals in an appeal by the City of an adverse decision in the First Circuit Court. The City appealed on the grounds that the First Circuit Court erred by not vacating the arbitration award in a union grievance. The case involved a Department of Environmental Services ("ENV"), Wastewater Collection System helper who was administered an alcohol and controlled substance pre-employment test for training for a commercial driver's license to operate a commercial motor vehicle for the employee to be eligible for promotion to a Repairer position. The results of the employee's breathalyzer test for alcohol concentration exceeded acceptable limits established by the United States Department of Transportation for individuals in safety-sensitive positions, such as those operating a commercial motor vehicle. Subsequently, ENV learned that under the terms of the employee's collective bargaining agreement, the employee should not have been administered the pre-employment alcohol test, only the controlled substance test should have been administered for pre-employment. ENV retained the alcohol test results and required the employee to submit to an evaluation by a substance abuse professional and undergo treatment if necessary before proceeding with the commercial driver's license training. The employee refused to participate in the evaluation or to receive any counseling. The employee's union filed a grievance challenging the ENV actions which was submitted to arbitration. Following hearing, by decision dated September 25, 2003, the arbitrator ordered the City to (1) remove all records pertaining to the alcohol test from the employee's records, (2) allow the employee to participate in the training for commercial driver's license, (3) promote the employee to the repairer position, and (4) pay the employee the difference in salary between the repairer position and the employee's actual pay for the period between the promotion and the date when the vacancy was filled by the City in June 2003. In the Circuit Court, the City opposed the union's motion to confirm the arbitration decision and the City filed a motion to vacate the decision on the basis that the arbitrator exceeded his authority in rendering his decision.

In its memorandum opinion dated April 17, 2007, the Intermediate Court of Appeals ruled that the arbitrator exceeded

his authority and violated public policy embodied in the collective bargaining law, HRS Section 89-9(d)(2), by ordering the City to promote the employee, who did not hold a commercial driver's license, to the position of repairer but that the arbitrator did not exceed his authority by ordering the City to remove the results of the alcohol test (which should not have been given) from the employee's records and to allow the employee to participate in commercial driver's license training. The union has been granted certiorari by the Hawaii Supreme Court of the Intermediate Court of Appeals decision, which remains pending. (John S. Mukai)

Everson v. State, Civil No. 06-1-001141, First Circuit Court, State of Hawaii

The division obtained dismissal of a class action complaint for declaratory relief against the State of Hawaii, Hawaii Employer-Union Health Benefits Trust Fund ("EUTF"), Board of Trustees of The Hawaii Employer-Union Health Benefits Trust (Board) and the counties of Honolulu, Maui, Kauai, and Hawaii, that alleged that retirees and their dependents are currently receiving medical and dental benefits which are inferior to the benefits provided to active state and county employees. The counties filed a substantive joinder to the State of Hawaii's motion to dismiss and argued that, because the counties have no representation on the Board or control over the EUTF, there can be no liability which inures to the county defendants. The county defendants further argued that nothing in state law, Chapter 87A, Hawaii Revised Statutes, mandate "substantially equivalent" medical and dental benefits sought by the plaintiffs. Oral arguments were presented on December 15, 2006. By minute order dated January 26, 2007 the court granted the motions to dismiss the lawsuit. The court noted that the EUTF has primary jurisdiction over the plaintiffs' claims, and that the EUTF is more appropriately the forum to interpret the issues raised by the plaintiffs; the court noted that under the EUTF's own administrative rule (2.03), any interested person may petition the EUTF for a declaratory ruling as to the applicability of any statutory provision administered by the board or of any rule or order of the fund. (John S. Mukai)

PUBLIC SAFETY SECTION

Retrofit for Automatic Sprinklers

The Division issued numbered opinion M 06-01 in response to an inquiry from the Honolulu Fire Department asking whether the City may institute different compliance deadlines for the retrofit of existing residential high-rise buildings with automatic sprinklers, depending upon whether the buildings corridors are open or closed. It was concluded that based upon the rationale presented for a longer compliance schedule for open corridor buildings than for closed corridor buildings due to the dissipation of heat and smoke from open corridors and this impact upon public safety of the building occupants in comparison with closed corridors, a rational basis exists for the different compliance schedules. (Paul K. W. Au)

Department of Emergency Management

The Division advised the Executive Branch on its proposal to elevate the Oahu Civil Defense Agency (OCDA) to a department in order to reflect the agency's heightened role in the prevention of and preparation and response to disaster and emergency situations, as well as to reflect the new responsibilities OCDA has undertaken following the creation of the Federal Department of Homeland Security. To that end, the Division opined on the procedures necessary to create a new city department and drafted the charter amendment and council resolution which resulted in the establishment of the Department of Emergency Management to replace OCDA. (Paul K. W. Au)

Military Housing Project (Radford Terrace)

The Division successfully negotiated a memorandum of understanding setting forth the City's responsibilities for providing essential services in five housing projects which were previously under the jurisdiction of the U.S. Department of the Navy and are now under long-term leases to a private developer. In exchange for the services provided, the leased premises and 2,003 housing units located thereon have been added to the City's real property tax base. (Paul K. W. Au)

SHOPO v. City and County of Honolulu, Honolulu Police Department

The decision in this grievance represents a procedural victory for the City. A metropolitan police officer applied for a sergeant/detective promotion in 2003 and underwent the written test and interview process. The Honolulu Police Department placed the grievant's name on the 2003 promotional list, from which other applicants were promoted over the next two years. By the time the promotional list expired in 2005, grievant had not been promoted. More than a month and one-half later, grievant filed a grievance over his non-selection for a promotion. The City filed a motion to dismiss the grievance on the grounds that it was not filed within the 20-day deadline for filing grievances under the terms of the applicable collective bargaining agreement. The arbitrator granted the City's motion and found that the grievance was untimely filed and therefore not arbitrable. The decision is significant in that it: 1) reinforces the City's position that untimely grievances do not have to be considered; 2) recognizes the limits on an arbitrator's jurisdiction in hearing matters not brought pursuant to the parties' collective bargaining agreement grievance procedure; and 3)

forces potential grievants to move vigilantly to comply with the grievance deadlines or risk dismissal of their grievances. (Florencio C. Baguio, Jr.)

HGEA v. City and County of Honolulu, Honolulu Police Department

This grievance was filed by the Hawaii Government Employees Association (HGEA) on behalf of a Honolulu Police Department (HPD) civilian employee who was terminated for being a willing participant and a principal in illegal gambling activities at his residence. The grievant had also pleaded guilty to a felony charge of first-degree promotion of gambling. Grievant's termination was due to the fact that his actions were contrary to the standards of HPD, including its basic mission of law enforcement. The Union argued that grievant's conduct was off-duty and away from the jobsite. However, the arbitrator denied the grievance and held that the discipline was based on an offense that was directly related to grievant's ability to perform the duties and responsibilities of his employment. Although not a sworn officer, the employee's civilian position allowed him access to confidential police information not available to the public and his employer, HPD, had justifiable concerns about a convicted felon having access to such information. The arbitrator's decision is significant in that it recognizes that off-duty conduct can form the basis for disciplinary action against an employee when there is a direct relation, or nexus, to that employee's performance of his duties and responsibilities. (Florencio C. Baguio, Jr.)

LITIGATION DIVISION

The Litigation Division consists of eleven attorneys: a division head, and 10 trial attorneys. The Division is supported by 12 support staff, which includes a supervisor, three paralegals, four legal clerks and four messengers.

The Litigation Division represents the City and County of Honolulu before all of the state and federal courts in the State of Hawaii, including the 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 City[3], 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 2006-2007 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, 2006: 2,129
Number of cases completed: 973
Number of cases opened: 1,399
Pending cases as of June 30, 2007: 2,555

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 six cases to trial[4]-and filed dispositive motions in a number of other cases. The Division was successful in the majority of these trials and motions. Following is a brief summary of several of the cases successfully completed by the Division in the past year.

Onishi v. City and County of Honolulu, et al, First Circuit Court of the State of Hawaii. This lawsuit arose out of the death of plaintiffs' 26-year old daughter on August 9, 2002, when a five-ton boulder that was on private property ("Vaughan property") dislodged from the hillside adjacent to plaintiffs' home and crashed down into plaintiffs' home, killing their daughter. Plaintiffs alleged that surface run off from Pacific Heights Road passed through a drainage ditch on the road and drained through a pipe under the Vaughan driveway then down the hillside. Plaintiffs asserted that the water from this ditch prematurely eroded the hillside and this situation contributed to dislodging the boulder that struck their residence. Plaintiffs' daughter, Dara Onishi, was killed when the boulder crashed into the Onishi home. Plaintiffs alleged negligence against the City and the owners of the Vaughan property. The other defendants settled their claims with plaintiffs and the City proceeded to trial. The case was tried to a jury of 12. After 10 days of trial, the jury returned its

[3]The 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.

[4] This includes two trials in the Honolulu District Court and one trial in Small Claims Court.

verdict in favor of the City. (Derek T. Mayeshiro, Jane Kwan)

Thompson v. City and County of Honolulu, et al, First Circuit Court of the State of Hawaii. Plaintiff filed a lawsuit against the City alleging negligent road design and maintenance as a result of a motor vehicle collision. On September 18, 2003, plaintiff was riding his motorcycle on Kupuohi Street at approximately 10:30 pm and was traveling through the intersection of Kupuohi and Polina Place when a vehicle driven by Tiffany Akana made a left turn from Kupuohi Street to go into Polina Place. In making this left turn, Akana pulled in front of plaintiff's motorcycle resulting in plaintiff crashing broadside into Akana's car. Plaintiff was thrown from his motorcycle and sustained serious injuries. Plaintiff alleged negligent road design and maintenance against the City; specifically, plaintiff alleged inadequate sight distance for motorists approaching this intersection. The evidence showed that plaintiff rode through this intersection on prior occasions with no problems. The issues of liability and damages were bifurcated for the trial of this case. After a nine-day jury trial on the issue of liability, the jury returned its verdict in favor of the City. (Richard D. Lewallen, Marie Manuele Gavigan)

SRS and Island Movers v. City and County of Honolulu, District Court of the First Circuit of the State of Hawaii. This is a subrogation lawsuit that arose out of motor vehicle damage. On December 2, 2005, an Island Movers' truck, while traveling east on King Street, struck a tree branch that was overhanging the mauka side of King Street within a block of Ward Avenue. The truck sustained property damage in the amount of $11,165.56. Plaintiffs alleged that the City was negligent in its maintenance of the tree. After a bench trial which lasted one afternoon, the judge ruled in favor of the City and dismissed the case. (Kate S. Metzger, Curtis E. Sherwood)

Brooks, et al, v. City and County of Honolulu, et al, United States District Court for the District of Hawaii. The City was successful in getting this case dismissed on motion. Plaintiffs filed a lawsuit against the City and five police officers alleging various violations of plaintiffs' constitutional rights. Plaintiffs had signed a contract to purchase a vacant lot owned by defendants Monalim, and after the contract was signed, plaintiffs moved their trailers and other personal property onto the lot. After plaintiffs moved onto the lot, they failed to follow through with the purchase. Defendants Monalim called the police department to request help in evicting plaintiffs from the property. Three police officers responded and helped to get plaintiffs to leave the property. Soon after plaintiffs left the property, they filed their lawsuit seeking a temporary restraining order and alleging that their constitutional rights were violated. After the lawsuit was filed, the City filed its motion for summary judgment and was dismissed from the lawsuit. The five individual officers then filed their motions for summary judgment. The court granted the officers' motions and dismissed the case as to all the officers. (Marie Manuele Gavigan, Curtis E. Sherwood)

Kawamae v. City and County of Honolulu, et al, First Circuit Court of the State of Hawaii. The City was successful in getting this case dismissed on motion. Plaintiff filed his lawsuit alleging, *inter alia*, false arrest and wrongful imprisonment against the police department. In this case, plaintiff had been issued a traffic citation, but failed to appear resulting in the issuance of a bench warrant for plaintiff's arrest. Three months after the issuance of this bench warrant, plaintiff's attorney successfully moved for the recall of the bench warrant. However, the warrant was not immediately recalled subsequent to the granting of plaintiff's motion, nor was HPD notified that the warrant had been recalled. In addition, the warrant was not removed from the records of the Sheriff's Department. Approximately one year later, plaintiff, an OTS bus driver, was stopped by an HPD officer while driving The Bus for exceeding the speed limit. Per HPD procedure, the officer ran a check on plaintiff and was informed of the outstanding bench warrant. The warrant was then confirmed with the Sheriff's Department. Plaintiff was arrested on the outstanding warrant, but upon his appearance in court, the matter was dismissed. Plaintiff filed his lawsuit alleging false arrest and wrongful imprisonment against the City. The City filed a motion for summary judgment which was granted by the court and the case was dismissed. (Curtis E. Sherwood)

Bilan v. City and County of Honolulu, et al, United States District Court for the District of Hawaii. The City was successful in getting this case dismissed on motion. Plaintiff filed his lawsuit against the City and the Director of the Department of Parks and Recreation alleging violations of his constitutional rights and breach of contract. Plaintiff was an employee of the City and worked for the City's Department of Parks and Recreation ("DPR"). During his employment with DPR, a fellow employee filed a complaint of workplace violence against plaintiff. After investigation of the complaint, plaintiff's employment with the City was terminated. Plaintiff was afforded contractual rights in accordance with the collective bargaining agreement that was in effect during the relevant time period. Plaintiff filed a grievance regarding the termination of his employment, but the union did not pursue the grievance. When the union did not pursue the grievance, plaintiff filed this lawsuit alleging various claims including violation of the fifth and fourteenth amendments to the constitution, termination of his employment in violation of public policy and breach of contract. The Director of DPR filed a motion for summary judgment which was granted and the case against him was dismissed. The City subsequently filed its motions for summary judgment which were granted and all claims made in this case were dismissed. (Jane Kwan, Marie Manuele Gavigan)

Utu, et al, v. City and County of Honolulu, et al, First Circuit Court of the State of Hawaii. The City was successful in getting this case dismissed on motion. This case arose out of the shooting death of two men at the Pali Golf Course on January 7, 2004. Plaintiffs (all relatives of the deceased) generally alleged negligence against the City and loss of

consortium. The only connection the Pali Golf Course had with this matter is that the two men were shot on the golf course property. The City filed its motion to dismiss the Complaint for failure to state a claim. The court granted this motion and dismissed all claims against the City. (Marie Manuele Gavigan)

The Division successfully settled several civil rights cases against police officers (Kahawai v. City, Pardee v. City). In these cases, police officers were accused of unlawful detention or excessive use of force. The Division successfully settled a drowning case in which negligence was alleged against the City (Estates of Powell and Laughlin v. City), several employment cases (English v. City, Shannon v. City), and several negligence cases (Heydon v. City, Au v. City, Nunes v. City). The Division also successfully settled a breach of contract action against the City (KD Construction v. City).

The Division is currently defending the City in several high profile use-of-force or police practices cases (Edenfield v. City, and Gaspar v. City). Several motor vehicle accident cases involving the City are also being handled by the Division (Filimoehala v. City, and Fellez v. City). Several beach drowning or injury cases are being defended by the division (Hoggs v. City, Sylva v. City, Mendoza v. City, Kuhlmeier v. City. The Division is also litigating numerous negligence claims filed against the City (Robinson v. City, Horner v. City, Kuhns v. City, Cornelison 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 and whistleblower claims (Sunia v. City, Olipares v. City, Miller 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). 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 Division was successful in a case in the Appellate Court. In Bohannon v. City and County of Honolulu, et al, the City obtained a verdict after jury trial and plaintiff appealed to the Hawaii Intermediate Court of Appeals ("ICA"). The ICA affirmed the jury verdict.

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.

FAMILY SUPPORT DIVISION

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

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

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

Statistics

During the 2006-2007 fiscal year 2,284 new referrals for paternity establishment were made to the FSD. An additional 642 cases were carried over from the previous year. Paternity was determined in 2,744 cases during the 2006-2007 fiscal year. An additional 182 cases are pending and should be completed during the 2007-2008 fiscal year.

Pending cases as of July 1, 2006: 642
Number of cases completed: 2,744
Number of cases opened: 2,284
Pending cases as of June 30, 2007: 182

HIGHLIGHTS AND ACCOMPLISHMENTS

Expedited Paternity Project

The Family Court of the First Circuit in conjunction with FSD and CSEA has established the Expedited Paternity Project. This project allows parties to other types of Family Court proceedings to voluntarily establish paternity of

their children at the same time. The need to do a separate paternity action is thereby avoided. This saves the First Circuit Court and FSD the clerical and legal costs related to the drafting, filing, serving, scheduling, and hearing a

paternity case.

Paternity Section of the Hawaii Divorce Manual

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

Public Education

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

Legislative Changes Initiated by Division

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

Court Paternity Forms and Procedures

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

Training

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

REAL PROPERTY TAX DIVISION

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

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

The RPT Division provides legal advice and support to the Real Property Assessment Division ("RPAD"), the Treasury Division, and the Department of Budget and Fiscal Services ("BFS"), as necessary to supplement the Counseling and Drafting Division's functions. Also, the RPT Division assists the 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 2006-07 fiscal year, in resolving appeals before the TAC, the RPT Division recovered about $14.6 million in total taxes and approximately $3,801,971 above the tax amounts claimed by the appellant taxpayers.

For the fiscal year, the RPT Division opened 22 new appeals and received 20 assignments, had a previous workload of 275 appeals and assignments, and completed and closed 72 appeals and eight assignments. Additionally, the RPT Division received about two to four informal requests per week from the RPAD for advice and other assistance.

HIGHLIGHTS AND ACCOMPLISHMENTS

Appeals and Related Matters

Tax Appeal of Brian C. Rodrigues, Case No. 05-0055.

In January 2007, the RPT Division prevailed at trial in this appeal involving a luxury condominium on Oahu's Gold Coast, which the City had valued at over $1 million.

Tax Appeal of Elizabeth Dailey and Michael Dailey, Case Nos. 05-0085 and 05-0086 (Consolidated). In March 2007, the RPT Division defended at trial the City's 2006 assessment of the Dailey Estate, consisting of two agricultural-zoned beachfront parcels located next to the Dillingham polo field in Mokuleia. At issue was the appropriateness of a Dilmore size adjustment, a mass appraisal technique that the City applied to all agricultural lots to reflect how price is affected by parcel size in the marketplace. The appellants' appraiser opined that no adjustments for size or time were necessary. A decision is pending.

Other Matters

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

Agricultural Land Dedication

The RPT Division assisted in resolving a dispute involving lands formerly used for pineapple farming by the Del Monte company. The RPT Division opined that the lands at issue did not qualify for the agricultural dedication sought by the landowner.

Real Property Tax Relief

The RPT Division opined regarding the legal ramifications of proposed tax relief legislation, monitored for legality the tax relief bills introduced in the City during the first half of 2007, and testified at city council hearings when necessary.

State Legislation

The RPT Division prepared testimony and testified in support of SB 1342 and the companion HB 1256, which amended the appeal process to require service upon the real property assessment division in order to perfect an appeal. The Division also testified in opposition to proposed state legislation that would have given real property tax exemptions to agricultural lands and kuleanas, unconstitutionally usurping the City's exclusive authority over such matters.

County Tax Credit

The RPT Division worked with the State Department of Taxation on a Memorandum of Understanding regarding the sharing of income information to enable the City to verify income figures provided by applicants for the county tax credit.

Totally Disabled Veteran's Exemption

The RPT Division undertook research and rendered opinions to the support services branch of the RPAD, regarding the interpretation and application of the exemption for homes of totally disabled veterans. The assignment culminated in a staff meeting and preparation of a notification letter to title companies concerning the tax consequences of a sale of property receiving the veteran's exemption.

Statewide Board of Review Conference

The RPT Division assisted the RPAD in planning the agenda for the statewide annual conference of the boards of review for each county, held at the Ala Moana Hotel. This involved coordinating presentations with representatives of each county and conducting a legal question and answer forum.

ETHICS COMMISSION*

Charles W. Totto, Executive Director and Legal Counsel

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

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

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

The seven commission members are appointed by the Mayor and confirmed by the City Council. Commissioners serve staggered five-year terms. The members during Fiscal Year (FY) 2007 were:

	TERM EXPIRATION
Lex R. Smith, Esq., Chair	December 31, 2011
Raymond H. Fujii, Vice-Chair	December 31, 2006 (holdover)
Susan H. Heitzman	December 31, 2010
Matthew H. Kobayashi	December 31, 2009
Wayne T. Hikida	December 31, 2009
Cynthia M. Bond	December 31, 2008

The commission is staffed with an executive director/legal counsel and a legal clerk. The commission's budget for FY07 was $158,424 and will be $206,361 for FY08.

HIGHLIGHTS AND ACCOMPLISHMENTS

Education and Training

The commission staff continued the mandatory ethics training for all elected officials, managers, supervisors and board and commission members. Honolulu's mandatory ethics training programs is one of the most ambitious in the United States. In FY07, the commission staff trained 295 officials, bringing the total to over 3,600 public servants trained since the law was enacted. In addition, the commission staff presented its "Ethics Checklist" orientation to 541 new city officers and employees. As a result, almost all of the current city officials and more than half of the City's workforce have received some form of ethics training. Some agencies are taking advantage of the training beyond those who are required to attend. For example, all councilmembers and staff, Emergency Medical Services personnel and Fire Department recruits attend training tailored to their work. These 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.

The commission updated its web site to include all its formal advisory opinions, along with an updated index and other information. The commission received 4,926 hits on its web site in FY07.

Advice and Enforcement

In the past fiscal year, the commission received 415 requests for advice and complaints. By the end of the FY07, the commission had responded to 395. The commission also received and reviewed 435 financial disclosure statements from high-level city officials.

The commission held nine meetings and issued no formal advisory opinions.

The commission investigated a record high 32 complaints of unethical conduct by city personnel. There was a substantial increase in the number of complaints against middle managers and a decrease in complaints against high-level administrators.

Legislation

Along with the ethics boards of the other counties, the commission supported the introduction of bills at the legislature that would confer jurisdiction on the circuit courts for impeachment actions against elected and appointed officers. These measures did not pass, but will be reviewed again in the 2008 legislature.

To implement a 2006 charter amendment, the commission crafted and the council introduced Bill 60, which will permit the commission to impose civil fines on the City's elected officers for ethical misconduct.

Goals for FY08 include**:**

1. Use an increased budget to thoroughly investigate and recommend discipline of city personnel, as appropriate, in complaint cases;
2. Commence ethics re-training classes for all city supervisors, managers, elected officers and board and commission members to keep them aware of ethics issues that affect city government;
3. Continue to work more closely with other city agencies to enforce the ethics laws, including issues that arise from the City's Integrity Hotline scheduled for introduction this fall; and
4. Work with the legislature to confer jurisdiction on the circuit courts for cases of impeachment against county officers.

DEPARTMENT OF CUSTOMER SERVICES

Jeffrey J. Coelho, Director • Hubert P. Minn, Special Advisor

POWER, DUTIES AND FUNCTION

The Department of Customer Services (CSD) is responsible for public communication and the operation of the motor vehicle registration, driver licensing and Satellite City Hall systems. 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 2007, 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 such initiatives as new on-line city services that help residents avoid long lines, expanded bulky item pickup services, extended hours at shopping mall satellite city halls, Drive Akamai initiative, new property tax credits and expanded Wireless enhanced 911 service. 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 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 and publication racks, taxicab and vehicle inspection violations.

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

ACCOMPLISHMENTS

The following are the division's major accomplishments:

Provided testimony in support of four bills which affect operations:

- Act 008 which waive public auction requirements for abandoned vehicles under certain specified conditions.
- Act 043 which clarify when annual safety inspections for commercial motor vehicles is required.
- Act 074 which clarify that proof of financial responsibility is not required when a minor has been convicted for violating Hawaii's provisional driver licensing law, or has had his/her licensed revoked.
- Act 077 which clarify that all fees collected for the issuance of removable windshield placard or a temporary removable placard for persons with disabilities shall be deposited into the state general fund.

Opened a full service driver licensing operation in Windward Oahu (aka Ko'olau Driver License Center) on December 21, 2006.

Conducted two supplemental lotteries for vacated publication dispensing racks in the Waikiki Special District in November 2006 and May 2007 where a total of 53 dispensing rack permits were issued. Additionally, throughout the year,

1,938 sidewalk use permits were also issued. The two part-time 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 of Hawaii, Department of Transportation. During this fiscal year, the section processed 1,141 refunds totaling $130,849 and remitted $36,079,502 (gross receipts of $38,300,362 less county expenses of $2,220,860) 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 handles transactions from motor vehicle dealers and lending institutions, electronic transactions from Electronic Lien and Title (ELT) lienholders, Fleet Dealer Registration (FDR) transactions from new car dealers and U-drive companies, online renewals via the internet, accepts facsimile transactions from the Satellite City Halls (SCH) and processes all mail transactions.

During the fiscal year, the MVR core and the SCHs registered 849,203 motor vehicles and trailers; issued 23,318 duplicate certificates and 4,087 out-of-state vehicle permits; and processed 23,086 replacement plates, 35,148 replacement emblems and 191,180 ownership transfers. The MVR core processed 38,670 online renewals via the internet and registered 11,771 vehicles through the FDR program.

Motor vehicle transactions processed by location are as follows:

LOCATION	FY 2007	FY 2006	INCREASE (DECREASE)
Ala Moana	94,704	88,456	6,248
Fort Street Mall	46,287	42,499	3,788
Hawaii Kai	30,527	29,276	1,251
Kailua	58,332	67,528	(9,196)
Kalihi	109,224	88,410	20,814
Kapolei	77,248	72,814	4,434
Pearlridge	69,056	98,564	(29,508)
Wahiawa	60,162	56,159	4,003
Waianae	33,359	34,530	(1,171)
Windward Mall	66,921	60,676	6,245
MVR core	484,558	478,890	5,668
TOTAL	1,130,378	1,117,802	12,576

Driver License Branch

The Driver License Branch, staffed by 110 full time employees and six seasonal driver license examiners, is comprised of the Driver License Section, the Financial Responsibility Section and the Motor Vehicle Control Section. The Driver License Section includes the State-funded Commercial Driver License (CDL) Unit. The Motor Vehicle Control Section includes the State-funded Periodic Motor Vehicle Inspection (PMVI) Unit.

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

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

Driver license services are offered at City Square (Core) and at full service substations located at Kapolei, Pearl City (closed on June 29, 2007), Wahiawa and Waianae. A new full service driver license operation, known as the Ko'olau Driver License Center, opened on December 21, 2006. 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	15,077	33,540	18,638
Kapolei	5,420	9,207	5,565
Pearl City	5,543	17,966	6,208
Wahiawa	5,639	10,254	4,585
Waianae	872	2,057	1,079
Fort Street Mall	36	13,452	470
Ko'olau	2,005	1,257	2,112
Commercial Driver License	814	2,302	1,537
Hawaii Kai	179	11,011	339
Windward Mall	213	16,170	891
*Pearlridge	1	58	10

**The Pearlridge Satellite City Hall location began issuing renewals and duplicates on June 21, 2007.*

The DL Branch issued 40,750 duplicate licenses, 401 taxicab certificates, and 1 pedicab certificate. There were 3,995 written tests administered in seven foreign languages, 64,530 written tests and 199 oral examinations in English.

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

A total of 5,641 CDL licenses and permits, including duplicate licenses, were issued this fiscal year.

Financial Responsibility Section. This section enforces the statutory provisions of the Motor Vehicle Safety Responsibility Act. The section works closely with the State Judiciary to train the judiciary staff on the financial responsibility statutory requirements. During this fiscal year, the section processed 7,294 safety responsibility cases affecting 12,897 licensed drivers and 4,560 registered owners of vehicles involved in major traffic accidents. In addition, it issued 3,680 security notices to individuals who were at fault for major traffic accidents and 1,676 notices to defendants convicted in court of certain serious traffic related offenses. In response to these notices, the section processed 2,898 SR-21 certificates, 1,348 SR-22 certificates, and 47 cash security deposits totaling $103,750. The section also processed 785 SR-26 certificates, which are insurance companies' notifications of insurance policy cancellations, and refunded 35 cash security deposits totaling $78,650.

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 35,372 investigations of abandoned vehicle complaints. As the result of the investigations and patrols, 5,697 citations were issued. As shown below, most of the investigations resulted in the removal of the vehicle by the owner.

	CITY	LEEWARD	CENTRAL	WINDWARD
Moved by Owner	2,590	1,961	676	478
Abandoned Vehicles Towed	834	473	219	159
Derelict Vehicles Towed	1,413	1,110	1,152	1,741

Owners claimed 214 of the abandoned vehicles that were towed. 3,625 unclaimed vehicles were processed for sale at public auctions.

During the fiscal year, the Section also: 1) inspected 4,633 reconstructed vehicles and 1,691 taxicabs, 2) investigated 96 complaints concerning taxicabs and 117 complaints concerning tow companies; and 3) conducted 386 safety inspection/reconstruction permit investigations

Periodic Motor Vehicle Inspection (PMVI) Unit. This unit inspected 759 PMVI stations; certified 222 safety inspectors' licenses; suspended 36 stations; and issued 63 notices of violations. The measures taken by this unit have made a positive contribution to the State's Highway Safety Program.

Special Services Branch

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

responding to inquiries concerning the issuance of disabled persons placards and identification cards.

The Special Services Branch issued the following licenses and permits:

	FY 2007	FY 2006
Bicycle and Moped Licenses	29,708	30,335
Dog Licenses	17,530	17,436
Loading Zone Permits	10,081	9,563
Bus Stop Permits	552	554
Taxi Stand Parking Permits	86	110
Business Licenses:		
Auctioneer	7	11
Firearms, Manufacture and Sell	30	35
Garbage and/or Rubbish Collection	15	19
Glass Recycling	0	3
Pawnbroker	5	49
Peddler, Merchandise	67	96
Peddler, Merchandise or Medicine – Exempt	20	27
Purchase/Sell Used Vehicle Parts	92	108
Second Hand Dealer	114	142
Sale of Tear gas and Other Obnoxious Substances	1	1
Sale of Pepper Sprays - Flat Fee	1	5
Vehicle - Carry Passengers, Taxi	1,484	1,560
Wrecking/Salvaging/Dismantling Motor Vehicles	67	74
Scrap Dealers	16	4
Pedicabs	1	0
Number of Licenses and Permits	59,877	60,132

City inspector checks out an abandoned vehicle.

COMPARATIVE STATEMENT OF TOTAL TRANSACTIONS
FISCAL YEAR 2007 AND 2006

	FY 2007	FY 2006	INCREASE (DECREASE)
Motor Vehicle Registrations Recorded	833,584	825,690	7,894
Trailer Registrations Recorded	15,619	11,640	3,979
Bicycle and Moped Registrations Recorded	29,708	30,335	(627)
Dog Licenses Issued	17,530	17,436	94
Business Licenses Issued	618	626	(8)
Duplicate Certificates Issued	23,318	23,494	(176)
Replacement Plates Issued	23,086	22,748	338
Replacement Emblems Issued	35,148	33,312	1,836
Out-Of-State Vehicle Permits Issued	4,087	4,258	(171)
Loading Zone Permits Issued	10,081	9,563	518
Bus Stop Parking Permits Issued	552	554	(2)
Taxi Stand Parking Permits Issued	86	110	(24)
Ownership Transfers Recorded	191,180	192,209	(1,029)
Plate Transfers Completed	4,356	4,451	(95)
TOTAL	1,188,953	1,176,426	12,527

COMPARISON OF REVENUE SOURCES
FISCAL YEAR 2007 AND 2006

	FY 2007	FY 2006	INCREASE (DECREASE)
Motor Vehicle Weight Taxes	$69,779,965	$58,748,041	$11,031,924
Trailer and Wagon Weight Taxes	3,450,269	1,953,460	1,496,809
Motor Vehicle Penalties	854,988	832,653	22,335
Trailer and Wagon Penalties	149,440	44,440	105,000
Motor Vehicle Ownership and Penalties	2,981,784	3,023,710	(41,926)
Motor Vehicle Duplicate Certificates	231,957	234,080	(2,123)
City and County Registration Fees	13,599,360	13,519,960	79,400
License Plate Fees	1,384,302	1,430,696	(46,394)
Emblem Fees	355,614	354,584	1,030
Beautification Fees	3,120,274	3,134,705	(14,431)
Correction Fees	18,020	10,740	7,280
Vehicle Permits	17,685	20,970	(3,285)
Service Charges	20,584	16,692	3,892
Liquidated Damages	31,232	0	31,232
Sale of Other Materials and Supplies	960	595	365
Record Copies	2,210	2,279	(69)
Tax Liens	435	325	110
Reconstructed Vehicles	33,825	31,440	2,385
Bicycle Licenses	419,075	427,532	(8,457)
Dog Licenses	236,590	241,840	(5,250)
Business Licenses	34,551	35,618	(1,067)
Newsstands/display racks	33,775	77,424	(43,649)
Loading Zone Parking Permits	234,082	223,884	10,198
Bus Stop Parking Permits	13,374	13,175	199
Drivers' License Fees	3,300,725	3,001,210	299,515
Taxicab Drivers' and Pedicab Operators' Certificates	8,930	39,640	(30,710)
Taxi Stand Parking Permits	7,576	10,180	(2,604)
Taxi Licenses	85,629	93,026	(7,397)
Auction Sale of Impounded Vehicles	194,675	119,800	74,875
Spay-Neuter Services	291,605	371,890	(80,285)
Other	103	75	28
TOTAL	$100,893,594	$88,014,664	$12,878,930

PUBLIC COMMUNICATIONS DIVISION

(Temporary Vacancy, Division Chief)

FUNCTION

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

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

COMPLAINT SECTION STATISTICS BY AGENCIES

DEPARTMENT/AGENCY INVOLVED IN COMPLAINT	FY 2007 TOTAL
Board of Water Supply	153
Budget & Fiscal Services	190
City Auditor	0
City Clerk	41
Civil Defense	12
Community Services	62
Corporation Counsel	308
Council Services	55
Culture and Arts	0
Customer Services	2,884
Design & Construction	324
Economic Development	0
Emergency Services	38
Enterprise Services	84
Environmental Services	2,644
Facility Maintenance	2,526
Fire	75
Human Resources	23
Humane Society, Hawaiian*	92
Information & Technology	12
Managing Director	31
Mayor	293
Medical Examiner	2
Neighborhood Commission	0
Oahu Civil Defense	12
Parks & Recreation	1,569
Planning & Permitting	1,454
Police	2,162
Prosecuting Attorney	19
Royal Hawaiian Band	6
Transportation Services	1,698
TOTAL	16,769

** A private agency under contract to the Honolulu government that provides an animal pound and enforces 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, an Informational Affairs Officer and a clerk. One specialist serves as the chief photographer. The Honolulu Municipal Television (HMTV) executive producer is also on staff in this branch.

During the reporting period, staff answered more than 48,600 telephone calls and completed more than 900 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 pickup services island-wide, recycling services, Drive Akamai program, new property tax credits, expanded satellite city hall services and hours, Wireless enhanced 911 services for wireless phones, energy and sustainability initiatives, creation of new Emergency Management Department and on-going environmental clean-up projects.

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

Honolulu Municipal Television (HMTV). Under a city contract and through a state grant, HMTV produced more than 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 transit program special report that highlighted a forum held at Hawaii Convention Center. This one-hour special report aired multiple times on OLELO, and its shorter 30-minute program aired on local network affiliates.

HMTV covered many special Sunset on the Beach events in Waikiki, which included a tribute to Don Ho, the cast of Lost and the season premiere. HMTV also covered the Sunset series in Waimanalo and Kapolei.

The holiday season at the end of 2006 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. The live show was hosted by local radio personalities, Sweetie Pacarro and Brickwood Galuteria. HMTV also produced three hours of Honolulu City Lights programming for replay on OLELO TV on Christmas day. HMTV broadcast live the State of the City on OLELO. The event has had multiple replays on that channel.

HMTV partnering with OLELO to provide coverage of the annual Honolulu City Lights celebration.

More than 100 segments that were written, edited, produced and aired on City News and the Mayor's Report covered a wide range of topics, which ranged from an overview of the budget process, various ethnic celebrations, city's culture and arts events, a block grant explainer and new city developments.

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

The MRC spent $9,716 to update the library collection, $19,227 to maintain its specialized collection of subscriptions and $36,465 to partially fund the microfilming of city documents for permanent retention.

During fiscal year 2006-2007, the library, records management and bookstore:

- Handled 626 requests for information from city workers and the public.
- Loaned over 2,122 books, reports and magazines.
- Coordinated microfilming of over 52,318 images and filled 731 requests to retrieve records.
- Sold 1,944 volumes at the Municipal Bookstore for $28,344.

Printing Services Branch. A staff of nine employees handles graphic, 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 and for public distribution.

The print shop's report for fiscal year 2007 is as follows:

- Graphic art projects completed 1,099
- Printing projects completed..... 1,284
- Printing impressions.....11.2 million
- Bindery projects completed 1,048

SATELLITE CITY HALL DIVISION

Dennis Taga, Chief

FUNCTION

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

Kapolei Hale satellite city hall is a one-stop shop where customers register their vehicles and do a host of other business transactions.

HIGHLIGHTS

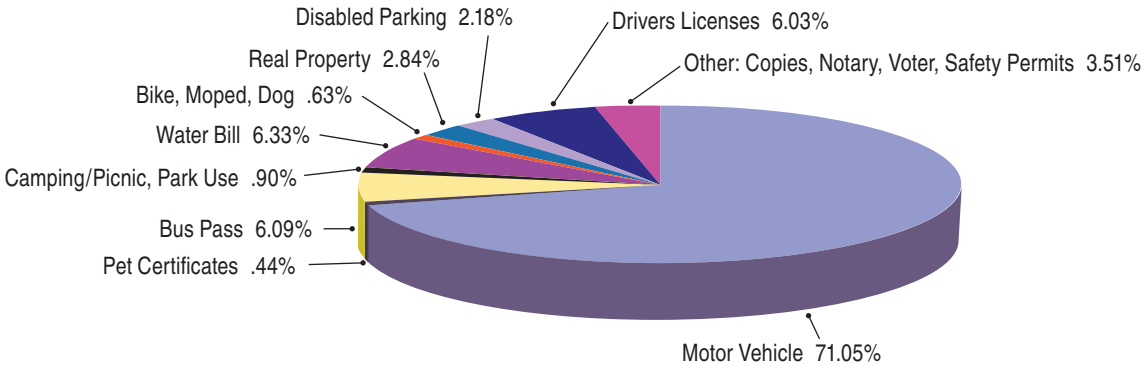
New and improved services implemented at the satellite offices this fiscal year included the following:

- The ongoing conversion of a new one-stop point-of-sale cashiering system to reduce long lines and waiting time for walk-in customers. The system eliminates the need for customers to stand in separate lines for processing and payment.
- The renovation of the Pearlridge Satellite City Hall created more efficient use of office space to include the issuance of driver license renewals and duplicates, an upgrade of the air-conditioning system, installation of modular furniture to improve individual work stations for staff and the installation of a new security system.

FISCAL YEAR 2007 TOTALS

LOCATIONS	TRANSACTION COUNT	REVENUE COLLECTED
Ala Moana	130,322	$21,055,839
Fort Street Mall	112,680	18,316,602
Hawaii Kai	53,105	5,383,501
Kailua	69,408	8,307,118
Kalihi	129,780	16,885,622
Kapolei	96,712	15,546,245
Pearlridge	85,753	8,800,063
Wahiawa	75,018	8,566,685
Waianae	45,491	5,285,249
Windward Mall	110,566	11,381,682
Total	908,935	$119,528,606

TYPE OF SATELLITE TRANSACTIONS (908, 935)
FOR FISCAL YEAR 2006-2007



DEPARTMENT OF DESIGN AND CONSTRUCTION

Eugene C. Lee, P.E., Director • Craig I. Nishimura, P.E., Deputy Director

DUTIES AND FUNCTIONS

The Department of Design and Construction (DDC) is the central agency responsible for the planning, design, and construction management of the City's Capital Improvement Program (CIP). Working in conjunction with its clients who are the other operating departments in the City, DDC administers the planning, development, and implementation of capital improvements for all city agencies. These include development of infrastructure and facilities for wastewater, roads and drainage, parks, fire, police, emergency services, customer services, finance, and planning and permitting. Additionally, DDC performs land survey and land acquisition in support of all 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 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; 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** administers, coordinates, manages, and monitors activities relating to the planning, design, and construction of roadway lighting projects; planning, design and construction of electrical and mechanical upgrades to existing facilities including lighting retrofit and air-conditioning upgrades; planning, design, and management of energy conservation programs; management of underground storage tank inspections and mitigation; and selected design, management and installation of improvements to support the City communication system infrastructure.

The **Wastewater Division** plans, designs, and constructs wastewater related facilities including: design installation and repair of collections systems, and the design and construction of wastewater treatment plants.

Principal clients consist of the all of the City's departments and agencies. The planning branches of each division work with the client agency 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, and bid and build the facilities.

ACTIVITIES

Special Projects

The Special Projects 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, this group may undertake a variety of project types rather than being regulated to perform a specific type of project, such as parks, roads, etc.

Special Projects consists of one full-time architect, one personal services contract engineer, and a clerk, who also assists the department's Project Control section. In general, projects are managed from start to completion instead of proceed-

ing from a planning branch to a design branch and, finally, to a construction management branch.

This past year, special projects was involved in the planning, design and construction of city facilities such as street improvements, park ball fields, courts, and comfort stations, repair of community signs, community master plans, facility assessments, urban design studies, bus transit centers, emergency access roads and bicycle staging areas. Special projects completed 13 projects. Nineteen projects are on-going. Completed major construction projects totaled over $18 million dollars.

Projects Completed

Waialae Kahala Bicycle Staging Area.

- Haleiwa Economic Redevelopment Plan (Planning)
- Honolulu Fire Department Headquarters Engine No. 9 Repairs
- Kahae Road Widening
- Kapahulu Community Master Plan Improvements
- King Street Improvements Phase 4
- Localized Rehabilitation of Streets, Central Oahu
- Lualualei Homestead Road Improvements, Leihoku Street Extension
- Pearl Harbor Historic Trail – Signage
- Traffic Improvements at Various Locations, Kipapa Drive
- Wahiawa Traffic Improvements, Various Locations
- Waialae Kahala Bicycle Staging Area
- Waialae Kahala Bicycle Staging Area, Phase II
- Waianae Coast Emergency Access Road, Nanakuli Makai Road Phase 2

Projects On-Going

- Design-Build of New Entrance for Honolulu Zoo
- Design-Build of Classroom for the Honolulu Zoo
- Kaonohi Street/Moanalua Road Intersection Improvements
- Halona Blowhole Renovation
- Honolulu Fire Department Headquarters Museum Roof and Sprinklers
- Kahaluu Regional Park Site Improvements
- Kahaluu Regional Park Phase 1, Field Improvements
- Kapolei Consolidated Corporation Yard, Phase 1
- Kuhio Beach Park Hula Mound Improvements
- Localized Rehabilitation of Streets, Central Oahu, Phase 2
- Mililani Community Transit Center
- Sunset Beach Recreation Center
- Waialua Fire Station Replacement (Planning)
- Waianae Coast Emergency Access Road, Paakea Road/Lualualei Naval Road/Hakimo Road
- Waihole Beach Park Design-Build of Improvements
- Waihole Beach Park Practice Field
- Waikiki Publication Kiosks
- Waipahu Depot Road Extension (Planning)
- Waipahu Waterfront Passive Park (Planning)

CIVIL DIVISION

The **Planning and Design Branches** worked on 167 projects; of these 20 were completed within the fiscal year, including 20 design projects totaling $46 million in construction. Projects going to construction consisted of one curb ramp projects, three drainage and stream related projects, three emergency repair projects, three sidewalk-related projects, and 10 resurfacing and reconstruction of roadway projects. A total of 147 planning and design projects were on-going at the end of the fiscal year. These projects involve: bridge rehabilitation, 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, seismic retrofit of bridges, stream improvements and storm drainage improvements.

The **Construction Branch** worked on 441 projects totaling $103 million. Of these, 31 were completed within the fiscal year at a cost of $42 million. The completed construction projects include: six curb ramp projects, seven drainage and stream improvement projects, four emergency projects, nine resurfacing/ rehabilitation of roadway projects, three sidewalk projects, one guardrail project, and one bridge replacement project. At the end of the fiscal year, there were 20 projects in varying stages of completion. The estimated construction amount for the on-going projects is $61 million. The on-going projects involve curb ramps, drainage improvements, sidewalks, emergency repairs and rehabilitation of streets.

The **Soils/Materials Testing Laboratory** conducted 601 material analysis (including soil analysis, proctor, AC content, specific gravity, and gradation), 479 field control tests (including compaction testing, California Bearing Ratios [CBR], piezometer, and coring), 61 site investigations and 364 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

Emergency Repairs at Round Top Drive.

Rehabilitation of Streets, Unit 42/Kailua Road.

Rehabilitation of Streets, Unit 53/Ala Wai Boulevard.

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 2005-2006 the branch worked on 30 projects. The following are significant planning projects that the branch worked on:

- Mauna Lahilahi Beach Park - Dry Stack Rock Wall for the protection of archaeologically sensitive areas within park
- McCully District Park Master Plan – Master Plan preparation
- Waiakiki War Memorial and Natatorium-Planning study to examine alternatives
- Kapiolani Regional Park-finalization of Master Plan
- Waialee Beach Park-Master Plan completion
- Mauna Lahilahi Beach Park-plans to provide a dry-stack wall to protect archaeologically sensitive area
- Kapolei Regional Park-finalization of Master 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 44 repair projects costing ap-

proximately $6.7 million annually. The following represents projects completed by the branch:

- Kapolei Civic Center Emergency Reconstruction - Doors, Windows, Sewer Sump & flooring ..... $ 600,000
- Waialua Fire Station Reconstruction of Roof Trusses ..... $ 30,000
- Kalihi Kai Fires Station - Exterior Painting ..... $ 25,000
- Neal S Blaisdell Center - Concert Hall Exterior Repainting ..... $ 130,000
- HPD Headquarters - emergency reconstruction of waterproofing membrane system ..... $ 600,000

The branch worked on 62 projects with an estimated total construction cost of approximately $38.3 million during the fiscal year. The following represents projects worked on by the branch:

- West Loch Villages Complex Compliance with Rehabilitation Act (ADA Improvements) ..... $ 600,000
- Lifeguard Towers - Hanauma Bay, Makapuu Beach Park, Ke Waena Beach, Alii Beach ..... $ 300,000
- Nanakuli Fire Station Improvements ..... $ 300,000
- Civic Center Improvements, FY 2006 - Honolulu Hale Mission Tile Roof Replacement ..... $ 1,200,000
- Walter Murray Gibson Building Renovation ..... $ 1,600,000
- Ewa Beach Fire Station Relocation ..... $ 4,500,000

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 48 projects with an estimated total construction cost of approximately $19.4 million during the fiscal year. The following represents projects worked on by the branch:

Ala Moana Regional Park Repair of Seawall ..... $ 240,000

Maunalani Community Park Recreation Building Renovation and Site Improvements ..... $ 1,230,000

Petrie Community Park Reconstruction of 2 basketball courts and Court Lighting ..... $ 800,000

Pali Golf Course-1. Maintenance Facility ..... $ 2,800,000

Kailua District Park Reroof Gym Building and Miscellaneous Improvements ..... $ 1,300,000

The **Construction Management Branch** manages and inspects both park and building CIP projects. Fifty-four building, parks, and recreation construction and improvement projects were completed in FY2006 for a total cost of $42,200,000

There are currently 34 building and parks construction and improvement projects still under construction for a total cost of $25,000,000. Examples of major projects include:

- Geiger Community Park Construction of Master Planned Improvements, Phase 2 ..... $ 1,300,000
- Mission Memorial Building Renovation ..... $ 5,300,000
- Wahiawa Ambulance Unit Facility ..... $ 900,000
- Civic Center Improvements, FY 2006 - Honolulu Hale Mission Tile Roof Replacement ..... $ 1,200,000
- Halawa Corporation Yard, Phase 2 - Materials Testing Lab Relocation ..... $ 1,200,000
- Kaimuki Community Park Construction of Lower Level Accessible Ramp ..... $ 200,000
- Honowai Neighborhood Park Reconstruction Of Court Surfaces ..... $ 240,000
- McCully District Park Renovation of Gym Facility Phase 1a ..... $ 2,000,000

Honolulu Zoo Discovery Center Complex – Keiki Zoo (entrance.)

Honolulu Zoo Discovery Center Complex – Keiki Zoo (interior).

Nanakuli Canoe Halau.

Kapolei Ambulance Unit Facility.

LAND DIVISION

Duties and Functions

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 roadway, 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, corporation and bus yards.

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.

Organization

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

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

The appraisal branch prepares real estate cost estimates and appraisals for the acquisition or use of real property needed for city projects. The branch also prepares appraisals for the rental, and disposal of city properties and determines valuations for park dedications purposes. 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 2007. 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 - 186

II. Assignments for Other City Agencies

- A. Board of Water Supply - 1
- B. Department of Budget and Fiscal Services - 71
- C. City Council - 5
- D. Department of Community Services - 17
- E. Corporation Counsel - 29
- F. Customer Services Department- 3
- G. Department of Environmental Services - 34
- H. Department of Facility Maintenance - 34
- I. Department of Information Technology - 6
- J. Mayor's Office - 3
- K. Department of Parks and Recreation - 17
- L. Department of Planning and Permitting - 80
- M. Department of Transportation Services - 15

III. Assignments State of Hawaii Properties - 33

IV. Dedications by Private Sector - 113

V. Miscellaneous - 24

SUMMARY OF ACCOMPLISHMENTS

Parcel and Land Court Maps	117
Maps Reviewed	30
Number of Parcels	159
Descriptions	383
Reviewed/Stamped	210
Title Searches Checked	214
Topographic Maps	110
Field Surveys	780
Appraisals by Staff	295
Fee Parcels	60
Easement and Rentals	82
Parcels Reviewed	43
Park Dedications	110
Title Searches	1,455
Research Assignments	5,954
Abstract Section	687
Document Section	4,450
Negotiations Section	117
Survey Section	700
Negotiations	1,018
Parcels Acquired	393
Condemnation	6
Negotiations	312
Dedications	75
Request for Eminent Domain Proceedings	7
Documents	75
Acquisition Documents Processed	35
Dedication Documents Recorded	40
Correspondence and Misc. Reports	5,175

MECHANICAL/ELECTRICAL DIVISION

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 substantially 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. Managing the on-going construction phase of the project.

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

- Participating in the energy committee 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 and the Hawaii Energy Policy Forum;
- 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 Police 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. In FY07, the City received $139,314.00 in electricity rebates for various projects. These projects helped to reduce the City's electricity consumption by 2.2 million kilowatt-hours. The City has received $664,459.00 in rebates since the inception of this program.
- Continued participation in the U. S. Department of E pgrade project at the HECO's 2006 Energy Efficiency Awards Ceremony.
- 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.
- Prepared electrical plans and specifications for the electrical power upgrades in the computer room in the FMB.
- Prepared electrical plans and specifications for the new refrigeration units at the Honolulu Medical Examiner's Office.
- Prepared electrical plans and specifications for the electrical power upgrades in the computer room at Kapolei Hale.
- Prepared electrical plans and specifications for the electrical power service for the Segway charging system at HPD Headquarters.
- Prepared electrical plans and specifications for the lighting system for the Pavilion at the end of the Kapahulu Wall at Kuhio Beach.
- Prepared electrical plans and specifications for the electrical conduit system for the emergency vehicle pre-emption system at the Kalihi Kai Fire Station.
- Provided technical assistance to DFM in resolving electrical issues in FMB that were affecting the operation of UPS equipment backing-up sensitive electronic and computer equipment.
- Provided technical assistance to DFM in determining electrical power requirements for HFD fire apparatus charging units and prepared standard power cable trolley design drawings for implementation at various fire stations.
- Provided technical assistance to DFM in investigating the cause of heat problems with the range hoods over the gas stoves at various fire stations.
- Coordinated the emergency repair of the damage to the chilled water pipe that provides chilled water to air conditioning system for the City hall Annex Buildings.
- Provided technical assistance to the Facilities Division in evaluating the condensation problems of the refrigeration units at the Honolulu Zoo.
- Provided technical assistance to CSD, BFS and COR to resolve claim by co-tenant for past electricity usage for City offices at City Square.
- Provided technical assistance to DFM in the programming and troubleshooting of the computerized LED lighting of Honolulu Hale.
- Coordinated the emergency repair of the underground fuel piping leading to the emergency generator at Kalihi Police Station.
- Provided technical assistance in investigating the indoor air quality issue at the Walter Murray Gibson.

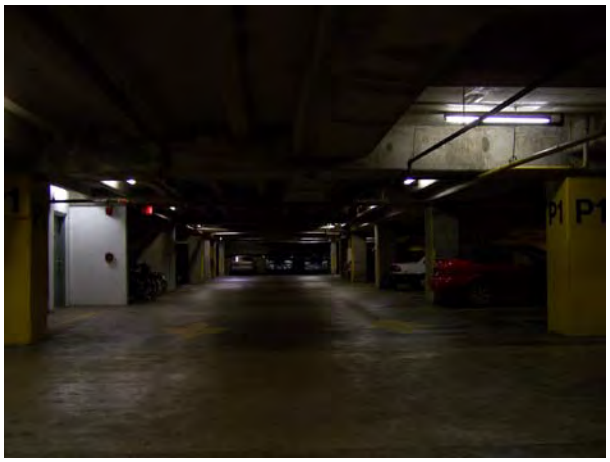
Projects Completed

- Energy Services Performance Contracting for Fasi Municipal Building and Honolulu Police Department Headquar-

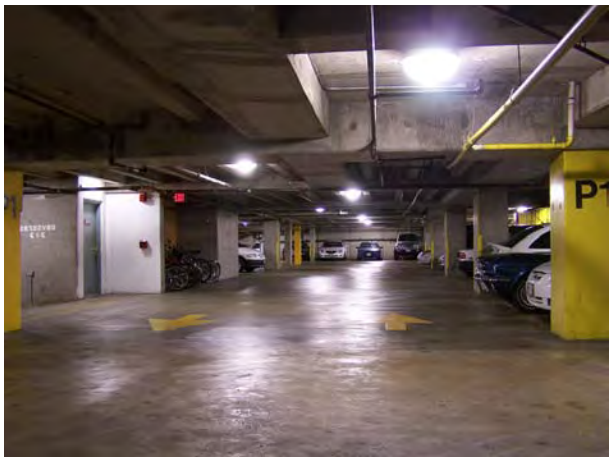
ters – Replacement of the central air conditioning plant and the lighting retrofit in the Fasi Municipal Building and the modernization of the air conditioning system and the installation of lighting controls in the Police Department Headquarters. This project will save approximately $500,000 annually in operating costs.

- Chinatown Gateway Plaza Municipal Parking Structure Lighting Improvements – Replacement of obsolete fluorescent fixtures with new energy efficient fixtures to reduce energy consumption and to provide a better sense of security in the parking structure.
- Mayor's Office Air Conditioning System – Installation of a new independent air conditioning system for the Mayor's office.

New 400-ton Cooling Capacity Chiller in FMB.



Chinatown Gateway Parking Structure before lighting improvements.



Chinatown Gateway Parking Structure after lighting improvements.

- Sunset Beach Fire Station – Installation of a new air conditioning system for dining/meeting room area.
- Kapolei Hale Computer Room UPS Project – Installation of new UPS equipment for the computer room at Kapolei Hale.

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.
- Police Department Headquarters Vehicle Wash Facility – NPDES Improvements – Replacement of the automatic car wash system and other facility improvements to meet NPDES requirements.
- Environmental Services at Various City Facilities and Environmental Clean-up & Monitoring of Various Underground Storage Tank sites.
- Neal Blaisdell Center Energy Study – Establishment of baseline energy usage and recommendations for energy conservation improvements.
- Kaneohe District Park Swimming Pool Heating System – Replacement of heat pumps.
- Kulana Nani Apartment – Replacement/modernization of existing elevators.
- Kekaulike Courtyard and Harbor Village Municipal Parking Structures Lighting Improvements.
- Emergency Generator Improvements at Various Police Stations.
- Honolulu Hale Room 208 – Replacement of Air Handling Unit 2-12
- 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 Kalanianaole 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.

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 (1,340 street lighting and parks electrical work in FY07);
- Investigating public complaints relating to the City street lighting systems (415 in FY07);
- Establishing standards for roadway lighting on City streets;
- Reviewing excavation/trenching permits for conflicts with City-owned underground street lighting and fiber optic systems (939 in FY07);
- Performing construction inspection of street lighting systems installed new or modified by private developers for subdivisions and other private developments (281 in FY07);
- Performing construction management and inspection of City street lighting projects and City parks electrical projects (2,154 in FY07); and
- Managing the joint pole coordination for the City with the Hawaiian Electric Company (1005 in FY07).

Special Projects

- Chinatown Festival Lighting – Designed and coordinated the installation of decorative lanterns for the Chinatown Festival in February.

Chinatown Festival on Maunakea Street.

Design Projects Completed

- Anti-Crime Street Lighting Improvements – Lunalilo Home Road $153,400
- Waialua Beach Road Street Lighting Improvements 120,000
- Waialua Beach Road Street Lighting Improvements Phase II 40,000

Design Projects On-Going

- Anti-Crime Street Lighting Improvements – Hawaii Kai $160,000
- Anti-Crime Street Lighting Improvements – Waimanalo 49,847
- Waikele Community Park – Parking Lot and Swimming Pool Lighting 35,000
- Mililani Replacement of Street Lights – Phase II 60,000
- Replacement of Fire Alarm Systems at Various Parks II 200,000
- 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

Construction Projects Completed

- West Loch Estates Replacement of Walkway Lights – Phase 2 ..... $ 109,908
- Replacement of Fire Alarm Systems at Various Parks 212,000
- Replacement of Street Lights – Mililani 440,520
- Diamond Head Road Master Plan Improvements 1,119,106

Construction Projects On-Going

- Anti-Crime Street Lighting Improvements – Lunalilo Home Road.....$ 1,966,100
- Waialua Beach Road Street Lighting Improvements.....307,899
- Waialua Beach Road Street Lighting Improvements Phase II..... 88,607
- Anti-Crime Street Lighting Improvements – Kalakaua Part 2 (Ala Moana -Kapahulu Avenue) 2,631,895
- Anti-Crime Street Lighting Improvements – Waikiki (Part III – Kalakaua Avenue Mauka Side from Ala Wai Boulevard to Pau Street).....461,785

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.

New Street Lights in Mililani.

New Fire Alarm System in Parks Facilities.

The long-range sewer rehabilitation plan completed in 1999 was approved by the United States Environmental Protection Agency in March 2000. This project, which began in 1993, was one of the largest planning projects undertaken by the City. The final plan sets the direction that Honolulu will be taking over the next twenty (20) years to improve the sewer system to meet the City's goals for environmental improvement. Over 165 projects were identified which need to start between 2000 and 2019. Approximately 48% of the projects have been started.

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

The active planning projects as of June 30, 2007 are listed below by wastewater treatment plant tributary area:

East Mamala Bay

- Airport Sewer Rehabilitation/Reconstruction
- Ala Moana Boulevard/Auahi Street Sewer Rehabilitation
- Ala Moana Boulevard Sewer Reconstruction
- Ala Moana Wastewater Pump Station Force Main No. 3

- Ala Moana Wastewater Pump Station Force Main Replacement
- Aliamanu No 1 & 2 Wastewater Pump Station Upgrade
- Beachwalk (New) Wastewater Pump Station
- Houghtailing Street Area Sewer
- Iwilei/Kalihi Kai/Sewer Rehabilitation/Reconstruction
- Kahala Avenue Sewer Structural Rehabilitation
- Kahanu Street, School Street and Umi Street Relief Sewers
- Kalanianaole Highway Sewer Relief/Rehabilitation
- Kalihi/Nuuanu Area Sewer Rehabilitation
- Moiliili-Kapahulu Sewer Rehabilitation/Reconstruction
- Waikiki Sewer Rehabilitation/Reconstruction

West Mamala Bay

- Foster Village Sewer Rehabilitation/Reconstruction
- Hanawai Circle Sewer Rehabilitation
- Leeward Area Sewer and Manhole Rehabilitation
- Mililani Reclamation Facility
- Renton Road Sewer and Manhole Rehabilitation
- Waiau Area Sewer Rehbilitation/Reconstruction
- Waipahu Sewer Replacement/Relief
- Waipio Wastewater Pump Station Upgrade
- West Mamala Bay Facilities Plan

Kailua/Kaneohe/Kahaluu

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

Waianae

- Makaha Interceptor Sewer Rehabilitation/Reconstruction

Wahiawa

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

Waimanalo

- Waimanalo Sewer Rehabilitation

Island-Wide

- Sewer Manhole and Pipe Rehabilitation – Various Locations
- Sewer Relief Projects – Kahanahou Circle and Amelia Street
- Small Mainline Projects

Other Projects

- Department of Environmental Services Support on EPA NOVs
- Reconstruct Park Wastewater Systems, RD1 and RD 4

The **Design Branch** completed 12 major design projects. Bids totaling $128,600,927 were received. A total of $139,880,099.70 was encumbered in fiscal year 2007 with $11,279,172.70 in construction contingency. Thirty-three 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 branch participated in regular project meetings, resolution of field conflicts and changes, and resolution of claims and disputes.

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

Wastewater Design Projects to Bid

Project	Bid Price	Contingency	Total
• Halona Street Relief Sewer	4,297,250	429,725	4,726,975
• Honouliuli WWTP – New Solids Handling Facility	31,317,875	3,131,787	34,449,662
• Ilimalia Loop/Mokapu Blvd. Reconstructed Sewer	1,454,502	145,450	1,599,952
• Kailua Regional Wastewater Treatment Plant Replace Primary Sludge Pumps and New Primary Clarifier Dewatering System	2,452,297	245,229	2,697,526
• Kailua Road Sewers, Improvement District No. 276	1,622,260	160,609 .10	1,782,869 .10
• Kailuana Pl. and Kailuana Lp. Sewer Rehab/Replacement	885,721	132,858	1,018,579
• Kamehameha Highway FM – Replace Concrete Cylinder Pipe	915,706	91,570	1,007,276
• Kaneohe Bay South WWPS No. 1 – Improvements	1,563,611	312,722	1,876,333
• Kuliouou Sewer Rehabilitation	10,677,514	1,067,751 .40	11,745,265 .40
• Peterson Lane and Pua Lane Sewer Rehabilitation (SMPR 92 & SMPR 93)	3,731,202	373,120 .20	4,104,322 .20
• Rehabilitation of Sewer Lines on Oahu, Contract No. 002	17,799,475	0	17,799,475
• St. Louis Heights Sewer Rehabilitation	6,971,976	697,198	7,669,174
• Wanaao Road/Keolu Drive Reconstructed Sewer	44,911,538	4,491,153	49,402,691
Total	$ 128,600,927	$11,279,172.70	$139,880,099.70

Wastewater Projects Under Design

- Ala Moana WWPS FM No. 1 Rehabilitation 150,000
- Alii Shores Sewer Rehabilitation 3,519,860
- 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
- Fort DeRussy WWPS Modification 1,800,000
- Honouliuli Wastewater Treatment Plant Solids Handling Facilities 40,000,000
- Honouliuli WWTP, Automation 5,000,000
- Honouliuli WWTP, Modify Primary Clarifier Catwalks and Covers 410,000
- Honouliuli WWTP Upgrade 740,000
- Houghtailing Street Area Sewer Rehabilitation 7,854,244
- Kailua/Kaneohe Sewer Rehabilitation 7,771,580
- Kailua RWWTP, Digester Covers 4,331,000
- Kailua RWWTP, Primary Clarifier Dewatering System 500,000
- Kailua RWWTP, Replace Primary Sludge Pumps and Force Main 1,300,000
- Kalaheo Avenue/Mokapu Blvd./Aikahi Loop Sewer Rehab 7,200,000

- Kalakaua Avenue Sewer Rehabilitation (SMPR No. 27) 3,025,000
- Kalihi/Nuuanu Area Sewer Rehabilitation (9 projects) 49,000,000
- Kalihi Valley Reconstructed Sewers 11,631,022
- Kam Highway WWPS Force Main, Replace Concrete Cylinder Pipe 900,000
- Kaneohe Bay Drive Trunk Sewer Reconstruction 5,600,000
- Kaneohe Bay South WWPS No. 2 – Replace Station Force Main 150,000
- Kapiolani Area Revised Sewer System 8,069,995
- Kuliouou Sewer Rehab & WWPS Modification 6,552,000
- Kuliouou WWPS Modification 2,700,000
- Niu Valley WWPS FM Replacement 4,000,000
- Peterson Lane (SMPR No. 92) and Pua Lane (SMPR No. 93) Sewer Rehab 3,512,070
- Renton Road Sewer and Manhole Rehabilitation 13,477,885
- ROSE (Kailua WWTP) 700,000
- Sand Island WWTP Expansion, Primary Treatment – Phase 2 90,000,000
- Sewer Manhole and Pipe Rehabilitation at Various Locations 3,000,000
- Waimalu Sewer Rehab / Reconstruction 25,000,000
- Wilhelmina Rise Sewer Rehabilitation 20,000,000

Total ..... $ 425,394,656

Construction Management Branch completed eight projects. The total of the final costs for these projects was $9,036,219.73. Thirty projects with a total contract value of $435,515,881.20 were still under construction as of June 30, 2007.

Wastewater Construction Projects Completed

- Fort Weaver Road Reconstructed Sewer ..... $ 3,327,117 .17
- Honouliuli WWTP Solids Handling Facility, Interim Modifications ..... 1,998,733 .85
- Kahuanani Street Sewer Replacement (SMPR No. 85) ..... 1,780,079 .98
- Kailua WWTP-Replace Primary Effluent Line ..... 340,144 .00
- Kapiolani Boulevard Sewer Emergency Repair ..... 1,676,281 .50
- Pearl City Force Main Emergency Repair ..... 126,815 .67
- Public Baths WWPS Modification ..... 1,951,047 .00
- Ward Avenue Sewer Tunnel Repair ..... 826,000 .00

Total ..... $ 9,036,219 .73

Wastewater Construction Project Contracts On-Going

- Ahuimanu Wastewater PTF Headworks Modification ..... $ 826,765.31
- Ala Moana Wastewater Pump Station Modifications 20,176,271.45
- Beachwalk WWPS Emergency Construction Bypass 37,707,000.00
- Fort Street Mall Sewer Rehabilitation (SMPR No. 60) 953,686.00
- Fort Weaver Road Manhole and Pipe Rehabilitation 2,186,707.26
- Hart Street WWPS Alternative 23,109,158.90
- Ilimalia/Mokapu Boulevard Sewer Rehabilitation 1,454,502.00
- Ka Hanahou Circle Sewer Rehabilitation 817,861.00
- Kailua Regional WWTP Replace Primary Sludge and New Primary Clarifier Dewatering Pumps 2,452,297.00
- Kailua Road Sewer Improvement District 1,622,260.00
- Kainehe Street, Hamakua Drive and Keolu Drive Reconstruction Sewer 26,378,439.62
- Kalaheo Avenue Reconstructed Sewer (Phase 1, Emergency Work) 34,364,257.34
- Kamehameha Highway Trunk Sewer Reconstruction 938,298.21

- Kamehameha Highway WWPS – Replace Concrete Cylinder Pipe 931,295.41
- Kaneohe Wastewater PTF Demolition Plan, Phase 1 ..... 798,650.00
- Kukanono WWPS Force Main Partial Replacement 180,770.00
- 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 9,070,000.00
- Sand Island Basin Miscellaneous Sewer Rehabilitation 3,573,195.00
- Sand Island WWTP Construction Soil Management 5,740,458.35
- Sand Island WWTP Expansion, Primary Treatment 90 ..... 77,488,000.00
- Sand Island Parkway Wastewater Pump Station Modification 1,018,564.24
- Sand Island WWTP UV Disinfection Facility and Effluent Pump Station 77,012,024.89
- Sand Island WWTP Modification Unit I, Phase 2A 93,966,588.08
- Sand Island WWTP Refurbish Gravity Thickener 635,744.53
- Sand Island WWTP Refurbish Gravity Thickener No. 2 ..... 350,000.00
- Saint Louis Heights Sewer Rehabilitation 6,971,976.60
- Waiomao Stream Sewer Replacement Rehabilitation (SMPR No. 24) 339,090.00
- Waipahu Street/Plantation Village Sewer Reconstruction 1,623,695.89

Total ..... $ 435,515,881.20

Sand Island Wastewater Treatment Plant.

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 1) an efficient, effective and economical operation of the pre-hospital emergency medical care and emergency ambulance service on the Island of Oahu; 2) a comprehensive 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; 3) injury prevention, public education and disaster planning activities; 4) coordination with other agencies at local, state, federal and private organizations.

BUDGET

The budget for the Department for FY 2007 was $28,778,831. The budget supports Administration activities as well as the two major divisions: Emergency Medical Services and Ocean Safety and Lifeguard Services.

DEPARTMENTAL ADMINISTRATION

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

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

Administration Highlights

1. **An Information Specialist** personal services contract position continued to support the department in FY 2007 to serve as a Public Information Officer (PIO). The PIO enables the field personnel to concentrate on patient care and incident command duties. The PIO also serves as a vital link in disseminating pertinent departmental information to both the media and the public.
2. **Emergency Preparedness**

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

EMERGENCY MEDICAL SERVICES (EMS) DIVISION

DUTIES AND FUNCTIONS

The Hawaii Revised Statutes place the statewide responsibility for emergency medical services with the state's Department of Health (SDOH). 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 third EMS Junior Paramedics Program began in June 2007 with a total of 45 teenagers aged 14-17. They completed the 5-week program with certifications in Cardiopulmonary Resuscitation (CPR) and Basic First Aid. The EMS Division hired its first Junior Paramedic (Class of 2005) who completed the EMT Training Program and became a State Licensed EMT-B. A second Class of 2005 Junior Paramedic is enrolled in the Fall 2007 KCC EMT Program. The Junior Paramedic graduates continue to volunteer at public service events.
2. **New Kapolei Ambulance Facility**
   The Makakilo/Kapolei Ambulance and District Chief facility completed construction in June 2007.
3. **New Wahiawa Ambulance Facility**
   Construction of the facility began in May 2007.

Junior Paramedics Program.

BUDGET

The budget of the EMS Division for FY 2007 was $20,283,901.00. 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 eighteen ambulance units and two Rapid Response Units on Oahu. Nine EMS ambulance units and a Rapid Response Unit comprise District I (West Oahu), and nine EMS ambulance units and a Rapid Response Unit comprise District II (East Oahu). Each of the EMS units is designated as Advanced Life Support (ALS) units. Each ambulance is staffed with two crewmembers and the Rapid Response Units are staffed with one. The ALS ambulances and the Rapid Response Units are staffed with at least one Mobile Emergency Care Specialist (paramedic), trained and authorized to perform invasive techniques under medical supervision and standing orders.

- The Rapid Response Unit ("Response One") operates 16 hours a day between 7 a.m. and 11 p.m.
- The Ka'a'a'wa Rapid Response Unit ("Response-Two") operates 16 hours a day between 7 a.m. and 11 p.m..
- Nanakuli 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.

The EMS Communications Center receives 9-1-1 calls for assistance, dispatches ambulances, provides medical pre-arrival instructions to the caller while the ambulance is en-route, coordinates communications between the ambulances and hospitals, activates co-responses by other public safety First 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 physically located at Suite H-450, 3375 Koapaka Street, Honolulu, Hawaii 96819.

Makakilo/Kapolei Ambulance Unit

PERSONNEL

The Emergency Medical Services Division was authorized 277.75 positions as of July 1, 2006. The breakdown of the authorized positions is as follows:

Position	No.
Chief of Emergency Medical Services (EM-08)	1
Asst. Chief of EMS - Operations (EM-05)	1
Asst. Chief of EMS - Quality Assurance (EM-05)	1
EMS Field Operations Supervisor (AM-07)	8
Facilities and Equipment Manager (AM-07)	1
Systems Analyst (CAD)	*
Mobile Emergency Care Specialist II (AM-06	18
Mobile Emergency Care Specialist I (AM-05)	144
Emergency Medical Technician III (AM-03)-field	19
Emergency Medical Technician III (AM-03)-dispatch	14
Emergency Medical Technician II (AM-02)	50
Safety 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)	2
Vehicle Maintenance Inspector (BC-12)	1
Contract Positions	6
	277.75

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

Workload: The EMS Communications Center received 80,816 9-1-1 calls for help from the public, resulting in 74,887 ambulance responses.

Back-Up Services: The EMS Division contracted with a private Ambulance Company to provide back-up ambulance services to the City. The back-up agreement provides additional emergency coverage when City ambulance resources in a given area are not readily available. American Medical Response, Inc. (AMR) is the back-up contractor for FY 2006. A total of 169 back-up calls were referred to AMR during the year, with 150 patients transported.

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

Helicopter Evacuations: The Hawaii National Guard was contracted by the State Department of Health to provide interim aeromedical support for the citizens and residents of O'ahu. HIATS (Hawaii National Guard Interim Aeromedical Transport System) operated from 11 a.m. to 11 p.m., seven days per week. After HIATS mission ended, an Alaska Airborne Regiment provided interim casualty evacuations. Total helicopter transports provided for FY 2007 was 28.

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

Public Education & Recruitment: During FY 2007, personnel of the EMS Division participated in 82 public service events, including school career days, job fairs, EMS week public events and medical stand-bys.

OCEAN SAFETY AND LIFEGUARD SERVICES DIVISION (OS)

The Ocean Safety and Lifeguard Services Division conduct 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 182.29 positions as of July 1, 2006. 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 Chief of Operations

6 Lifeguard Captains

9 Lifeguard Lieutenants

142 FTE Ocean Safety Lifeguards

19.34 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 manned from 0900 to 1730 hours 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 the by the United States Lifesaving Association (USLA). The City & 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.

OCEAN SAFETY DIVISION HIGHLIGHTS

1. **Lifeguard Tower Replacement Program**
   Program should be completed by December 2007. 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.

These are recommended hazard levels based on reported wave heights. **Always talk to a lifeguard for current beach conditions.** Please visit ***Beach Safety Basics*** for additional information.

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 15th 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. **Hawaiian Airlines Ocean Safety Video Project**
   Hawaiian Airlines has begun showing a water safety video on all incoming flights to Hawaii. This is a major milestone in the division's efforts to get beach and ocean safety information to visitors to the islands.
4. **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.
5. **National Competition**
   A team of Division lifeguard competitors represented Hawaii at the United States Lifesaving Association National Lifeguard Championships at Myrtle Beach, South Carolina, and took second place in their division.

DEPARTMENT OF ENTERPRISE SERVICES

Sidney A. Quintal, Director • Gail Y. Haraguchi, Deputy Director

POWERS, DUTIES AND FUNCTIONS

The Department of Enterprise Services (DES) operates and maintains the Neal S. Blaisdell Center, the Waikiki Shell, the Honolulu Zoo, and the six municipal golf courses. The department also coordinates the preparation, administration and enforcement of citywide concession contracts. As structured, DES enhances the City and County of Honolulu's ability to focus on revenue generating opportunities and create operational synergies with a unique "bottom line" business orientation.

HIGHLIGHTS

In Fiscal Year 2007, DES revenues from operations topped $18.0 million, a 3% increase over the prior fiscal year. The department's Fiscal Year 2007 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; supporting cultural, recreational and educational opportunities and events on a self-supporting basis" – the department continued to balance its focus on revenue generation and public service.

ADMINISTRATION

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

During Fiscal Year 2007, concerted efforts were made to increase department-wide staffing levels; 45 vacant positions were filled and 33 new contract hires were processed. Based on a thorough review of the Waikiki surfboard locker operations, new policies and procedures were promulgated and fees were revised, thereby improving operations and increasing related revenue streams.

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

During the coming fiscal year, the Administration activity will continue its commitment to the efficient and effective provision of public services and the progress of operations under its purview towards self-sustainability. Department-wide fees will be reviewed and revenue enhancement proposals will be developed and introduced. Measures to encourage efficiency and operational cost savings will also be pursued. Key budget initiatives will focus on obtaining needed resources for our operations: filling needed positions, repairing aging facilities and replacing antiquated equipment. The Administration will also vanguard a proactive approach in marketing various DES facilities and services.

BUILDING SERVICES DIVISION

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

During Fiscal Year 2007, the Building Services Division improved the appearance of the Blaisdell Center and Waikiki Shell facilities and provided exceptional operational and maintenance support to the various divisions within DES. The maintenance program successfully completed 97% of work orders originated by the Honolulu Zoo, the municipal golf courses and designated city concessions.

The Building Services Division continued to maintain the highest standards for workplace safety. The division's safety

committee served as an effective watchdog for occupational safety and health issues and assisted in problem resolution. The organization passed all fire and safety inspections during the year. Additionally, a successful HIOSH safety consultation inspection was held for several days at the Blaisdell Center and Waikiki Shell.

Funding has been approved for projects to satisfy NPDES (National Pollutant Discharge Elimination System) requirements. The Department of Environmental Services will determine how those monies are expended.

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

In addition to overseeing the capital improvement program and contracted repair and maintenance projects at the Blaisdell Center/Waikiki Shell, the Division pursued projects with in-house resources, saving the City an estimated $50,000 in outsourcing costs.

During Fiscal Year 2007 the employees of the Building Services Division continued their commitment to professional excellence and made every effort to sustain their fine reputation. For the seventh time in eight years, a representative of the Building Services Division was selected as DES' Employee of the Year. Assistant Auditoriums Maintenance Supervisor, Ah Sun Amoe, represented the Department at the City's 2007 Mayor's Outstanding Employees Program.

Concert Hall

From the maintenance, repair, and construction standpoints, the Concert Hall remained a center of activity in Fiscal Year 2007. Division preventive maintenance programs continued to be stressed for all facility support systems including lighting, electrical, plumbing, air conditioning and elevators. The refinishing of the entire wood stage was again completed as a Division project, and this has become an annual endeavor.

Funding has been requested to address facility ADA requirements and the replacement of the Concert Hall's sound system. Programming action is also underway to pursue box office improvements.

Exhibition Hall

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

The professional repair of the moveable panel walls in the Hawaii Suites to correct operational discrepancies has been completed. Other Exhibition Hall completed projects include the upgrade of the lighting control system in the Hawaii Suites, replacement of the ventilation exhaust fans, recaulking of the Galleria glass, and selected roof repairs. Funding has been allocated to support ADA initiatives and to recoat the Exhibition Hall roof.

Arena

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

The CIP project to replace the Arena's air conditioning system is underway with construction expected to be completed in early 2008. Work continues on various upgrades in the Arena to assure compliance with ADA standards. Funding has been approved to reline the sewer line which traverses the Arena.

Parking Garage, Center Ponds, and Parking Lots

Design and construction funding was authorized for the first two phases of the three-phase parking garage project to address the repair of the garage's first floor columns; replacement of the gaskets in the garage's expansion joints; and repair of the structure's leaking flower planters. The gasket and column work should be completed in mid-Fiscal Year 2008. Funding for the planter initiative will be requested for Fiscal Year 2009.

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 programmed for Fiscal Year 2009.

Design funds have been allocated for the refurbishment of the main concourse.

Waikiki Shell

The "Best of Honolulu" survey again honored this beautiful outdoor amphitheater as one of the finest concert venues on the island of Oahu. The Waikiki Shell's assigned maintenance staff always has the facility in top condition. They are

assisted in their endeavors by the trades section and the building and equipment maintenance team who take great pride in their work on behalf of the Waikiki Shell. Preventive maintenance schedules are followed without fail. During the past year, general maintenance initiatives included painting projects, repairing and refinishing the stage, and lawn irrigation improvements. As in previous years, landscaping improvements were pursued on a continuing basis. The Waikiki Shell's roof fabric and portions of the support structure were replaced, as were the interior ceilings. Funds have been allocated for ADA upgrades. Planning is underway to repair the restroom roofs, and install new fencing. The goal for all Division efforts at the Waikiki Shell is to continue to provide the citizenry of Honolulu with the "best."

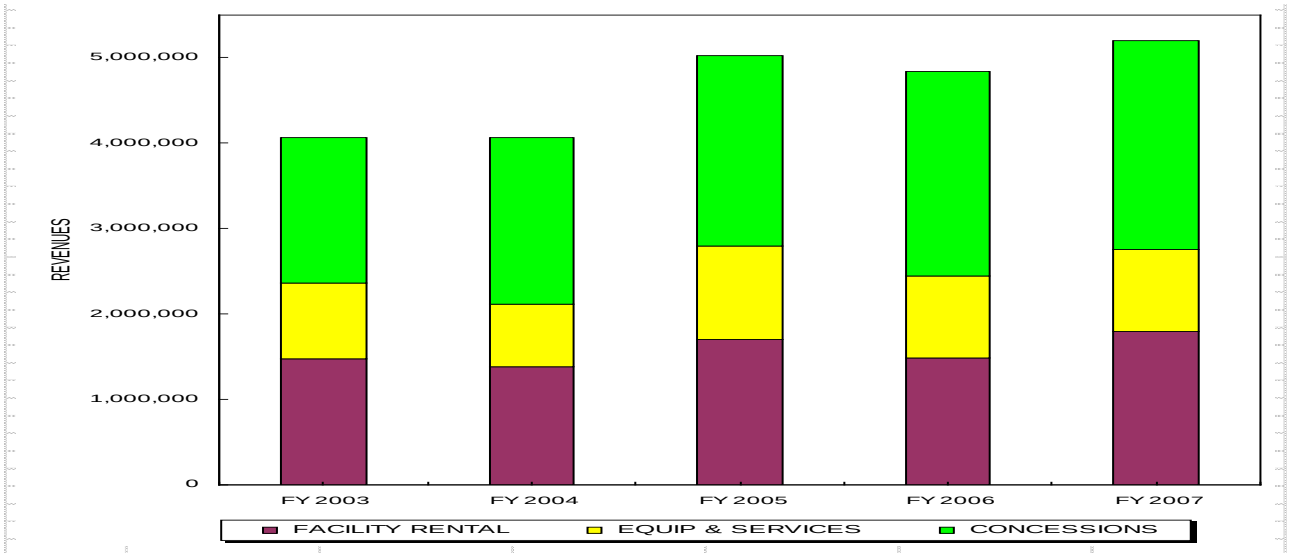
In Fiscal Year 2008, the Building Services Division will endeavor to provide excellence in service and facilities for the tenants at the Blaisdell Center and Waikiki Shell. Concerted efforts in preventive and real-time maintenance programs will continue for organization-wide facilities. Capital Improvement Program projects and contractual maintenance and repair initiatives will be closely monitored to ensure that Department interests are addressed. As always, safety issues will receive constant oversight. Further, division operating costs will be pared to the extent possible in support of department efficiency objectives.

CUSTOMER SERVICES DIVISION

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

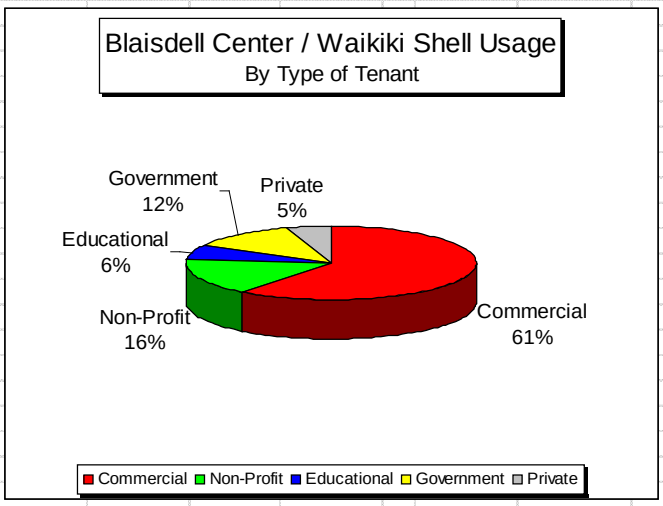
The Blaisdell Center and Waikiki Shell Fiscal Year 2007 revenues topped $5.2 million and exceeded prior year revenues by 7.5%. The General Fund subsidy of Blaisdell Center and Waikiki Shell operations continued to be reduced with the implementation of revenue enhancement bills aimed at increasing the flexibility of facility rent negotiations with major tenants, and incrementally increasing rates assessed to non-profit users to cover operating costs.

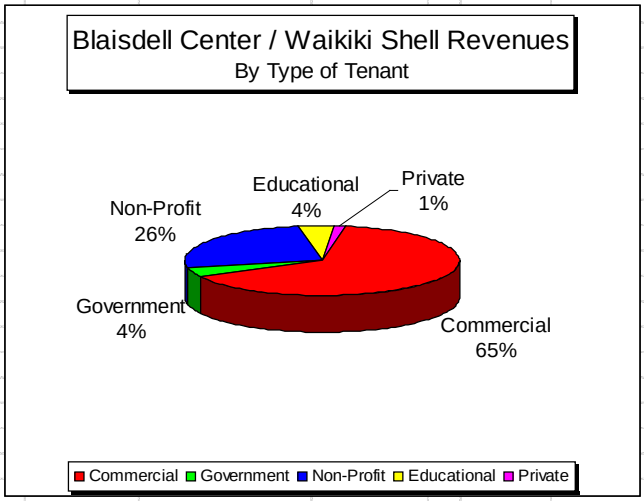
DEPARTMENT OF ENTERPRISES SERVICES
BLAISDELL CENTER & WAIKIKI SHELL
FIVE-YEAR REVENUES, FY 2003-2007



FIVE-YEAR REVENUE TREND FY2003 - FY2007

	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007
FACILITY RENTAL	1,475,859	1,385,170	1,706,490	1,488,156	1,797,010
EQUIP & SERVICES	882,097	732,087	1,094,314	958,749	954,037
CONCESSIONS	1,710,450	1,943,459	2,228,175	2,393,552	2,450,503
TOTAL	4,068,406	4,060,716	5,028,979	4,840,457	5,201,550



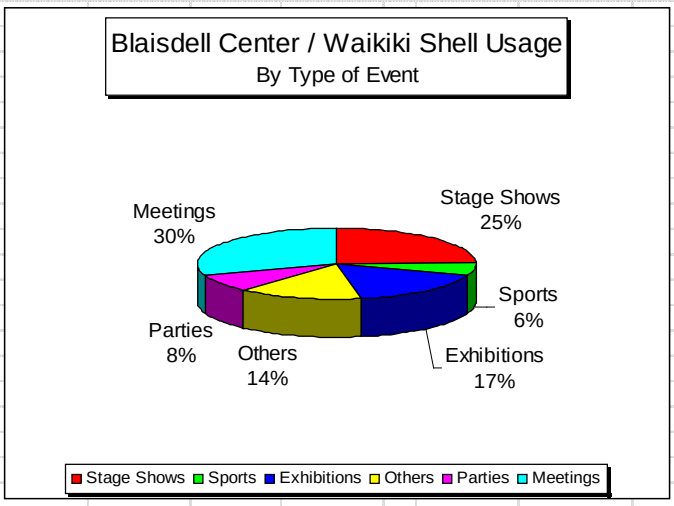


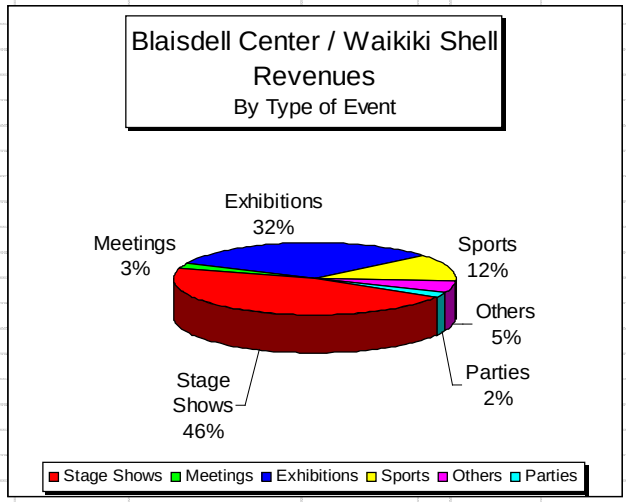
BLAISDELL CENTER / WAIKIKI SHELL USAGE
BY TYPE OF TENANT
FY 2007

	#Events	%
Commercial	**277**	**60.6**
Non-Profit	**73**	**16.0**
Educational	**29**	**6.4**
Government	**55**	**12.0**
Private	**23**	**5.0**
TOTALS	**457**	**100.0**

BLAISDELL CENTER / WAIKIKI SHELL REVENUES
BY TYPE OF TENANT
FY 2007

	Revenue	%
Commercial	**1,687,410**	**64.5**
Government	**113,509**	**4.3**
Non-Profit	**671,533**	**25.6**
Educational	**112,018**	**4.3**
Private	**33,062**	**1.3**
TOTALS	**2,617,532**	**100.0**





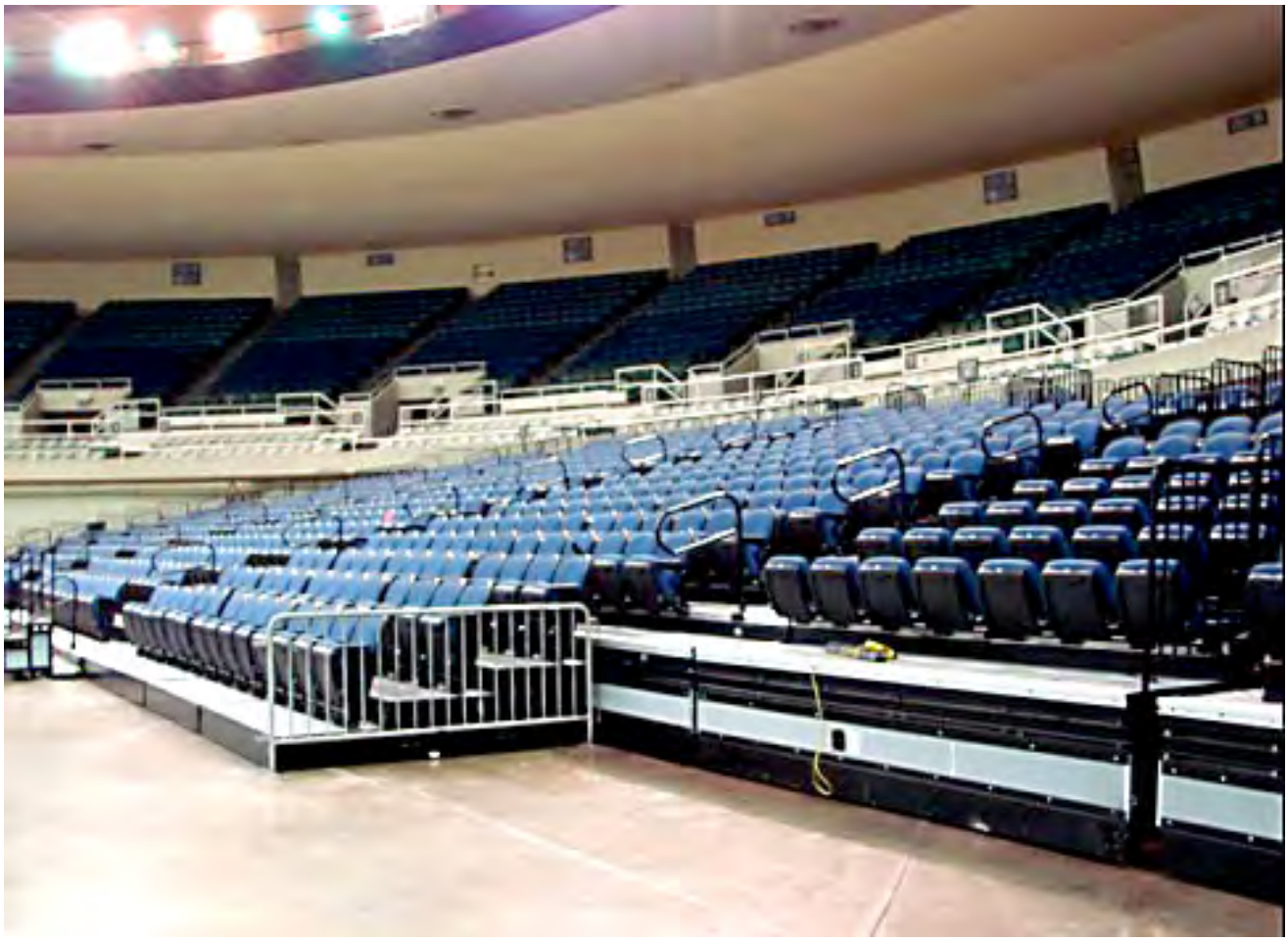
BLAISDELL CENTER / WAIKIKI SHELL USAGE
BY TYPE OF EVENT
FY 2007

	#Events	%
Stage Shows	**113**	**24.7**
Exhibitions	**27**	**5.9**
Others	**76**	**16.6**
Parties	**66**	**14.4**
Sports	**37**	**8.1**
Meetings	**138**	**30.3**
TOTALS	**457**	**100.0**

BLAISDELL CENTER / WAIKIKI SHELL REVENUES
BY TYPE OF EVENT
FY 2007

	Revenue	%
Stage Shows	**1,209,356**	**46.2**
Exhibitions	**831,112**	**31.8**
Sports	**322,006**	**12.3**
Others	**137,371**	**5.2**
Meetings	**65,167**	**2.5**
Parties	**52,520**	**2.0**
TOTALS	**2,617,532**	**100.0**

During Fiscal Year 2007, the Blaisdell Center's multi-functional Arena showcased sold-out performances by the Cheetah Girls during the Super Bowl weekend which set merchandise per capita revenue records. The Arena also hosted much-enjoyed performances by a variety of musical artists including Michael Buble, Billy Joel, Pearl Jam and the Black Eyed Peas. Sports events featured the Hawaii Grand Sumo Tournament, WWE wrestling, mixed martial arts, college volleyball and basketball, and high school state championship wrestling. The Hawaiian culture was celebrated with the Kamehameha School Song Contest, the King Kamehameha Hula Competition, and the 31st Annual Keiki Hula Competition. During Fiscal Year 2007, the 43-year old Arena began a wonderful transformation, with the phased replacement of air conditioning systems, and the phased 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.



Like blue ocean waves, the Blaisdell Center Arena's new telescoping risers roll in and out for efficient event set-up.

The Concert Hall showcased the Honolulu Symphony's classical Masterworks series and the well-attended Pops program featuring a variety of guest artists. The Hawaii Opera Theatre staged memorable presentations of Don Giovanni, Madame Butterfly, Samson and Dalia, and The King and I. Ballet Hawaii presented perennial favorites the Nutcracker and Sleeping Beauty. Comedic presentations featured the popular Laughing Samoans, David Alan Grier, Eddie Griffin, Second City and Lewis Black. Cultural presentations included Chinese Heartbeat and a Kabuki dance recital. The Concert Hall hosted the music of Jim Brickman, Tool, Keli'i Reichel and Chris Isaak. Two sold-out performances of Garrison Keillor's A Prairie Home Companion rounded out a successful Concert Hall season.

The Waikiki Shell featured perennial local favorites Hoomau, the Brothers Cazimero, the Birthday Bash, and the carbo-loading luau for the Honolulu Marathon. Concert goers enjoyed a variety of stars under the stars including Jack Johnson, the Beach Boys, Damon Wayans, Sarah Geronimo, A Smooth Romance with Matt Catingub, Bonnie Raitt, Exodus Reggae and Band Camp.

The Exhibition Hall and central areas continued to generate revenues and community business, serving as an "on-shore" economic engine. There were over 47 seven commercial and trade show events scheduled in the Exhibition Hall during the year. These shows included the Made in Hawaii Festival, the 42nd Food and New Products Show and the 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 the return of major touring events. In January 2007, Mayor Mufi Hannemann proudly announced that Honolulu's Blaisdell Center Concert Hall would host Broadway's award-winning best musical The Lion King. Based on the brisk advance ticket sales, the Honolulu engagement has been extended to run from September 15, 2007 through December 9, 2007. The Division will continue its efforts towards actively marketing the Blaisdell Center and Waikiki Shell facilities, bringing to Hawaii enjoyable events like The Lion King, and improving services provided to the public.

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

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 eleventh year of operation, the automated reservation system continued to provide fair and equitable access for all golfers. Over 88,000 resident golfers are registered in the database. The system continues to improve with new hardware and updated software. Registration and photo identification cards continue to be issued bi-weekly at three

municipal courses: Ala Wai Golf Course, Pali Golf Course and Ted Makalena Golf Course. Over 4,000 new golf identification cards were issued in Fiscal Year 2007.

In December 2005, the Golf Course Division launched the city's first Golf Gift Card. Introduced as a way for the public to purchase rounds of golf as gifts for Christmas, the gift cards are now sold year round and are redeemable at all six municipal golf courses. Since the inception of the Gift Card program, a total of 1,585 cards have been sold. The Golf Gift Card program was expanded in February 2007 to include $50 and $100 denominations.

For the year ended June 30, 2007, system-wide registered play totaled 563,858 rounds and related revenues approached $7.9 million. The overall increases in the number of rounds played (+4.7%) and the related revenues from green fees and cart rentals (+5.1%) were reflective of the general increase in golf activity nationally and locally. 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

The Ala Wai Golf Course once again garnered the distinction of being the busiest golf course in the world, with over 165,000 rounds of golf played in Fiscal Year 2007. Despite the heavy play, golf course maintenance standards remained high.

The $1.5 million Pali Golf Course irrigation system project was completed in Fiscal Year 2007.

Pali Golf Course

Construction of a new $1.5 million irrigation system was completed in Fiscal Year 2007. The irrigation system incorporates new main lines, laterals, valves, sprinklers, controllers, central computer, weather station, and a booster pump station. A new dedicated potable water system supplying water to the clubhouse and booster pump were also installed. Monies were also encumbered to resod Pali Golf Course greens with seashore paspallum.

In Fiscal Year 2007, the Pali Golf Course recorded the greatest increase in rounds and revenues among the city's six municipal golf courses. Favorable weather and improved course conditions resulted in a 14.6% increase in the number of rounds played and related revenues topped $1 million (+24.2%).

Ted Makalena Golf Course

Local residents continued to patronize this walker friendly course; with 127,068 (+6.9%) rounds played and related revenues approaching $1.5 million (+6.4%) in Fiscal Year 2007. The conversion to a non-potable water source continues to save the City over $190,000 a year in water expenses. Course conditions have been significantly improved with the phased replacement of the irrigation system and continued planting of seashore paspalum in bare areas when possible. The on-course seashore paspalum sod farm continues to be cultivated for future plantings. Fiscal Year 2007 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

The number of rounds played at West Loch Golf Course dipped slightly (-2.4%) in Fiscal Year 2007 with related revenues falling just short of $1.4 million (-2.3%). 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 was selected to design the drainage improvement project. Because of the extensive scope of this drainage project, it has been designed to be completed in several increments.

West Loch Golf Course's unique water driving range with floating golf balls has re-opened with a new pro shop concessionaire. The driving range continues to enhance the golf course usage and is the only range available at the leeward area municipal courses.

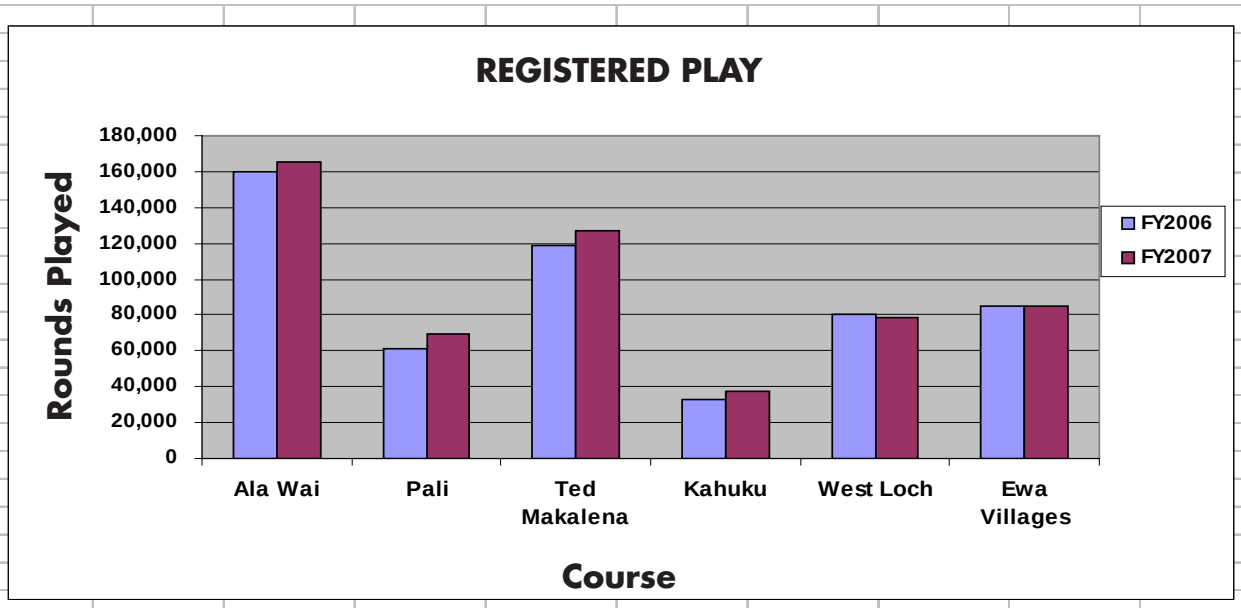
Ewa Villages Golf Course

The newest of our municipal courses, Ewa Villages Golf Course continues to be popular with a wide range of golfers. In Fiscal Year 2007 the rounds played at this course remained steady at 85,034. 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.

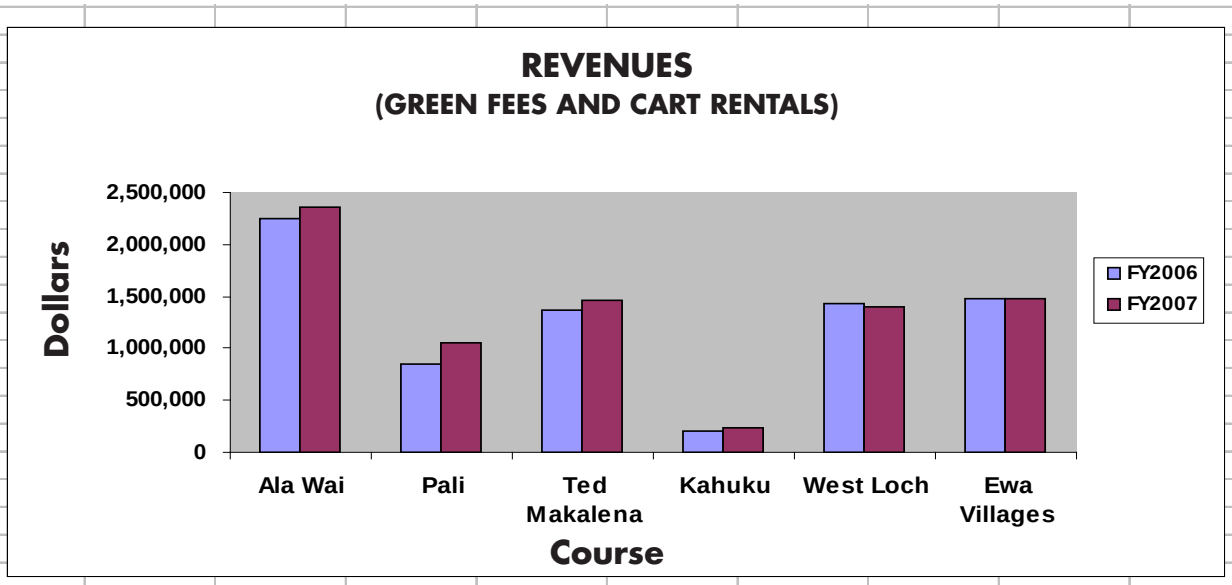
The City and County of Honolulu continues to promote the beneficial reuse of wastewater effluent and has expanded its customer base for the wastewater effluent reuse program. The Ewa Water Recycling Project is a unique partnership that combines the resources of the public and private sectors to efficiently produce recycled water for golf course and landscape irrigation, and agriculture and industrial processing.

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



	FY2006	FY2007	% Change
Ala Wai	159,931	165,768	3.6%
Pali	60,803	69,684	14.6%
Ted Makalena	118,907	127,068	6.9%
Kahuku	32,899	37,678	14.5%
West Loch	80,526	78,626	-2.4%
Ewa Villages	85,385	85,034	-0.4%
	538,451	563,858	4.7%



	FY2006	FY2007	% Change
Ala Wai	2,250,555	2,364,054	5.0%
Pali	844,629	1,049,414	24.2%
Ted Makalena	1,366,950	1,454,471	6.4%
Kahuku	204,708	230,335	12.5%
West Loch	1,431,658	1,399,066	-2.3%
Ewa Villages	1,484,181	1,475,332	-0.6%
	7,582,681	7,972,672	5.1%

Kahuku Golf Course

The City's only 9-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. Seasonally adjusted extended hours of operation have increased the number of rounds played and related revenues. In Fiscal Year 2007, rounds played increased by 14.5% to 37,678 and related revenues topped $230,000 (+12.5%).

In Fiscal Year 2008, the Golf Course Division will continue its commitment to improve the quality of services provided to the public in the operation and maintenance of the municipal golf courses.

HONOLULU ZOO DIVISION

The Honolulu Zoo is a 42-acre tropical zoological garden located within Kapiolani Park. 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 ho'okipa (hospitality)". The Honolulu Zoo Society, a non-profit support organization, has contributed much to the realization of the Zoo's mission by raising funds for construction projects and by expanding the scope of the Zoo's education program.

American Zoo and Aquarium Association

In Fiscal Year 2007, the Honolulu Zoo proudly passed the American Zoo and Aquarium Association (AZA) accreditation review. 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 Improvements

The recently constructed Keiki Zoo has been well received by our zoo visitors and has garnered construction industry awards. Architects Hawaii received an award of merit for design, and contractor Ralph S. Inouye received an award of excellence for construction.

With the completion of the new elephant holding quarters, the Honolulu Zoo now has a facility that can safely hold a bull elephant. The Honolulu Zoo's elephant breeding program continued with attempts to artificially inseminate our

The new elephant holding quarters were completed in Fiscal Year 2007, with room enough to accommodate an elephant nursery.

female elephants Mari and Vaigai. We are in the process of redesigning the new elephant exhibit. The construction of that exhibit will be programmed in the upcoming budget cycle.

Other improvements included extensive repairs to public pathways, paving of the entire service road, placement of barriers that screen access and views to behind-the-scenes areas, renovation of the maintenance shop, and the construction of a new African ground hornbill/ marabou stork exhibit.

In progress are the construction of a new classroom, the demolition of the old veterinary clinic, and the development of a new entrance/ gift shop complex.

The Honolulu Zoo Society held a successful fundraiser to construct a new habitat for our Sumatran tigers. Projected to be completed in late 2007, the exhibit will provide unique viewing areas and ample space for an anticipated litter of cubs.

Attendance and Revenue

Attendance for Fiscal Year 2007 was 601,510, an increase of 32,558 (+5.7%) from the previous year. Admissions revenue totaled $1,897,740, an increase of $350,720 (+22.7%). The increase in zoo revenues was substantially due to the increase in non-resident admission prices effective July 2007. During Fiscal Year 2007, the Honolulu Zoo again hosted the Military Appreciation Day and the Annual City Employee Christmas Party.

The Honolulu Zoo Society education programs continue to grow, with sold-out programs for all summer classes. The Honolulu Zoo Society conducted 567 education programs that were attended by 33,707 adults and children during Fiscal Year 2007. The advancements in the quantity and quality of HZS educational programs are a significant achievement providing added value to the zoo experience.

Animal Population

The Honolulu Zoo continues to be a leader in the zoo community in the breeding of birds-of-paradise with another hatching in Fiscal Year 2007. Our zoo is also distinguished as a breeding center for the Komodo dragon. Recent acquisitions that will enhance the Honolulu Zoo's breeding and conservation efforts include a male Komodo dragon, a male two-toed sloth, two young male cheetahs that were acquired as part of the Species Survival Plan, and a female palm cockatoo that will be paired with our resident male in the hopes of breeding this endangered species. Recent hatchings include an African ground hornbill, two wrinkled hornbills and three hammerkops.

In the coming fiscal year, 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 kamaaina and visitors.

Visitors enjoy a tiger enrichment session at the Honolulu Zoo.

Photo courtesy of Brian Thompson

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 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 pickup and disposal; is responsible for the pumping of cesspools; and manages the city's storm water permit programs.

MISSION

To protect public health and the environment by providing effective and efficient management of the wastewater, storm water and solid waste disposal systems for the City and County of Honolulu.

HIGHLIGHTS

Administrative Support

Wastewater Sewer Service Charge revenue for fiscal year 2007 amounted to approximately $157,980,854, while the wastewater program continued to meet all revenue bond and financial requirements.

Wastewater Revenue
2006-07 Fiscal Year

Sewer Service Charges	$157,980,854
WW System Facility Charges	$ 4,691,012
Other Revenue	$ 266,317
Total	$162,938,183

The department continues to improve operations through change. Work practices utilizing the enterprise asset management system/computerized maintenance management system are being improved and implemented through enhanced training and use of core team programs. Front-line supervisor training has been improved and expanded in reach to all three operations divisions to enhance the ability of supervisors to oversee their various functions. The department has initiated the Alaka'ina Program to provide leadership training to middle-management personnel.

ENV 2007 IT Enhancement

The department entered into it's second year of the five-year Strategic Information Technology Master Plan, implementing various projects and reaching numerous milestones. Highlights include the initial implementation of software to assist the existing Asset Management system with comprehensive analysis and decision making tools along with 24 new laptops which have been acquired for Collection System Maintenance field crews, as well as the on-going PC replacement for Department staff.

Other major milestones:

- Entire department is now using Synergen for timekeeping which is directly interfaced to the City Personnel Time and Attendance System.
- Initiated the replacement of the 20 year old Barrington SCADA system.
- Project to install fiber optic city network connection to eight wastewater treatment facilities underway.

NACWA's Peak Performance Awards

This program recognizes NACWA member agency facilities for excellence in wastewater treatment as measured by their compliance with their National Pollutant Discharge Elimination System (NPDES) permits. The City received two types of awards within the Peak Performance Awards program:

1. Plantinum 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 – 2006

Waianae Wastewater Treatment Plant

Gold Awards - 2006

Wahiawa Wastewater Treatment Plant

Silver Awards - 2006

Honoulliuli Wastewater Treatment Plant

Kailua Regional Wastewater Treatment Plant

Sand Island Wastewater Treatment Plant

COLLECTION SYSTEM MAINTENANCE

During this fiscal year, the division cleaned and flushed 548.41 miles of sewer line, cleaned 84 laterals and inspected 22,303 manholes. Television camera inspections were done on 105,598 feet of sewer line. Repairs were done to 739 feet of sewer, and 344 feet of laterals and extensions were installed. Four manholes were adjusted to grade.

Environmental Quality

Figure 1- Detention basin.

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 on March 30, 2007.

The 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 during April as part of Earth Month activities and during October as part Make a Difference Day activities. These events can be viewed on the www.cleanwaterhonolulu.com website. As part of targeted outreach, workshops were held for the construction industry, retail gas stations and vehicle maintenance shops, and restaurants.

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. Over 6,500 catch basins were inspected during FY07.

During FY07 the SWQ Branch did 340 investigations, sent out 53 informational letters and 168 warning letters, and issued 35 notices of violations with fines. The branch inspected 226 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; and has two ongoing watershed management studies, one for the Ala Wai Watershed and a second for the Central Oahu watershed, primarily the Waikele Stream watershed.

During fiscal year 2007, the Regulatory Control Branch issued 840 Industrial Wastewater Discharge Permits requiring grease interceptors and/or pretreatment devices (silver recovery units, oil water separators, etc.). The Branch also performed 128 project reviews on building permit projects proposing to install grease interceptors. During the fiscal year, Regulatory Control has increased enforcement activities and issued 1,488 Verbal Warnings, 129 Letters of Warning and three Notices of Violations. A contractor for the City is mixing our wastewater sludge from the Honouliuli Wastewater Treatment Plant with green waste to produce compost. Approximately 8993 cubic yards of biosolids compost were distributed in fiscal year 2007. This represents the amount that is diverted from the landfill. An average of 8.5 million

gallons per day of water reuse from the effluent from the Honouliuli Wastewater Treatment Plant was distributed in fiscal year 2007. 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. Various community groups, neighborhood boards and tradeshows were the primary focus, to educate local industries as well as the public about responsible use of the city sewer system.

The Water Quality Laboratory (WQL) performs diversified analytical procedures to monitor industrial wastewater going into the City's treatment system, the discharges from the City's eight wastewater treatment plants, and the receiving water environment. Laboratory analyses include measurements of physical/chemical properties, including metals and pesticides, microbiological examination and biological assays. Additionally, 273,775 analyses were conducted on 31,700 samples in fiscal year 2007.

The Monitoring and Compliance Branch continues to oversee compliance of the City's eight wastewater treatment plants with their applicable NPDES, UIC, air quality and general permits. 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. The Branch also 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 the various permits. This monitoring includes diving to collect fish and sediment samples, inspecting the outfalls and deploying instruments at nearshore and offshore stations to track conditions at various depths. The Oceanographic Team also supports compliance with air permits by assisting with air quality monitoring. This monitoring is currently done on a daily basis at the City's largest facility, the Sand Island WWTP.

PUMP STATION PERFORMANCE - 2006-2007

PUMP STATION	MIL GALS PUMPED	AVG MGD
AALA	22.340	.061
ALA MOANA #2	16,921.350	46.360
ALALA	60.970	.167
ALIAMANU #1	95.606	.262
ALIAMANU #2	79.306	.217
ALII BLUFFS	14.660	.040
AWA STREET	966.053	2.647
BEACH WALK	2,899.166	7.943
COCONUT GROVE	56.410	.155
ENCHANTED LAKE	110.530	.303
EWA	586.550	1.607
EWA BY GENTRY	125.973	.345
FORT DERUSSY	748.839	2.052
GRANDVIEW *	15.600	.043
HALAWA	667.379	1.828
HALEKOU	17.590	.048
HART STREET	5.168	.014
HEEIA	81.490	.223

HOMELANI	13.036	.036
KAHALA	1,631.586	4.470
KAHALUU	49.380	.135
KAHALUU HSG	40.800	.112
KAHANAHOU	156.180	.428
KAHAWAI STREAM	88.680	.243
KAILUA HEIGHTS	695.900	1.907

PUMP STATION PERFORMANCE - 2006-2007

PUMP STATION	MIL GALS PUMPED	AVG MGD
KAILUA ROAD	558.980	1.531
KAMEHAMEHA HWY	1,978.959	5.422
KANEOHE BAY #2	63.610	.174
KANEOHE BAY #3	63.300	.173
KANEOHE BAY #4	17.760	.049
KANEOHE BAY #5 **	4.490	.012
KEMOO FARM *	21.000	.058
KUKANONO	23.580	.065
KULIOUOU	140.696	.385
KUNIA	638.431	1.749
LAENANI	38.020	.104
LAIE	163.500	.448
LAKEVIEW	60.369	.165
LUALUALEI	540.797	1.482
MAKAKILO *	12.960	.036
MAUNAWILI ESTATES	28.740	.079
MAUNAWILI PARK	60.040	.164

MILILANI #19	30.104	.082
MIOMIO	23.060	.063
MOANA PARK	753.019	2.063
NAKULA *	1.800	.005
NANAKULI	56.951	.156
NIU VALLEY	667.633	1.829
OHAI PLACE *	3.480	.010
PACIFIC PALISADES	174.844	.479

PUMP STATION PERFORMANCE - 2006-2007

PUMP STATION	MIL GALS PUMPED	AVG MGD
PAIKO DRIVE ***	0	0
PEARL CITY	4,292.222	11.760
PUBLIC BATHS	196.020	.537
PUNAWAI	69.480	.190
UWALU *	3.780	.010
WAIAWA	19.702	.054
WAIKALUA	67.640	.185
WAIKAPOKI	305.210	.836
WAIMALU	2,056.846	5.635
WAIPAHU	3,586.023	9.825
WAIPIO	170.719	.468
WEST BEACH #1	78.216	.214
WEST BEACH #2	92.585	.254
WEST LOCH EST	53.437	.146
WEST LOCH FRWY	119.672	.328
TOTALS	43,388.217	118.871

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

*** Not on line*

**** No flow meter. Flows to Niu Valley*

TREATMENT PLANT PERFORMANCE - 2006-2007

TREATMENT PLANT	MIL GALS TREATED	AVG MGD
HONOULIULI	9,373.146	25.680
KAHUKU	63.728	.174
KAILUA	4,643.007	12.720
LAIE	113.634	.311
PAALAA KAI	31.628	.087
SAND ISLAND	22,068.995	60.463
WAHIAWA	647.417	1.774
WAIANAE	1,190.468	3.262
WAIMANALO	213.572	.585
TOTALS	38,345.595	105.056

Sand Island Wastewater Treatment Plant.

WASTEWATER CONSTRUCTION

During the fiscal year, eight (8) wastewater construction projects were completed. The total of the final costs for these projects was $9,036,219.73. Thirty (30) projects with a total contract value of $435,515,881.20 were still under construction as of June 30, 2007.

Wastewater Construction Projects Completed

- Fort Weaver Road Reconstructed Sewer ..... $ 3,327,117.17
- Honouliuli WWTP Solids Handling Facility, Interim Modifications 1,998,733.85
- Kahuanani Street Sewer Replacement (SMPR No. 85) 1,780,079.98
- Kailua WWTP-Replace Primary Effluent Line 340,144.00

- Kapiolani Boulevard Sewer Emergency Repair 1,676,281.50
- Pearl City Force Main Emergency Repair 126,815.67
- Public Baths WWPS Modification 1,951,047.00
- Ward Avenue Sewer Tunnel Repair 826,000.00

Total ..... $ 9,036,219.73

Wastewater Construction Project Contracts On-Going

- Ahuimanu Wastewater PTF Headworks Modification ..... $ 826,765.31
- Ala Moana Wastewater Pump Station Modifications 20,176,271.45
- Beachwalk WWPS Emergency Construction Bypass 37,707,000.00
- Fort Street Mall Sewer Rehabilitation (SMPR No. 60) 953,686.00
- Fort Weaver Road Manhole and Pipe Rehabilitation 2,186,707.26
- Hart Street WWPS Alternative 23,109,158.90
- Ilimalia/Mokapu Boulevard Sewer Rehabilitation 1,454,502.00
- Ka Hanahou Circle Sewer Rehabilitation 817,861.00
- Kailua Regional WWTP Replace Primary Sludge and New Primary Clarifier 2,452,297.00
- Kailua Road Sewer Improvement District 1,622,260.00
- Kainehe Street, Hamakua Drive and Keolu Drive Reconstruction Sewer 26,378,439.62
- Kalaheo Avenue Reconstructed Sewer (Phase 1, Emergency Work) 34,364,257.34
- Kamehameha Highway Trunk Sewer Reconstruction 938,298.21
- Kamehameha Highway WWPS – Replace Concrete Cylinder Pipe 931,295.41
- Kaneohe Wastewater PTF Demolition Plan, Phase 1 ..... 798,650.00
- Kukanono WWPS Force Main Partial Replacement 180,770.00
- 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 9,070,000.00
- Sand Island Basin Miscellaneous Sewer Rehabilitation 3,573,195.00
- Sand Island WWTP Construction Soil Management 5,740,458.35
- Sand Island WWTP Expansion, Primary Treatment 77,488,000.00
- Sand Island Parkway Wastewater Pump Station Modification 1,018,564.24
- Sand Island WWTP UV Disinfection Facility and Effluent Pump Station 77,012,024.89
- Sand Island WWTP Modification Unit I, Phase 2A 93,966,588.08
- Sand Island WWTP Refurbish Gravity Thickener 635,744.53
- Sand Island WWTP Refurbish Gravity Thickener No. 2 ..... 350,000.00
- Saint Louis Heights Sewer Rehabilitation 6,971,976.60
- Waiomao Stream Sewer Replacement Rehabilitation (SMPR No. 24) 339,090.00
- Waipahu Street/Plantation Village Sewer Reconstruction 1,623,695.89

Total ..... $ 435,515,881.20

REFUSE COLLECTION AND DISPOSAL

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

As of June 30, 2007, H-POWER has received in excess of 10.5 million tons of municipal solid waste since commencing operations in 1990. For fiscal year 2007, H-POWER received approximately 619,700 tons.

Total refuse related expenditures for fiscal year 2007 were $122,879,554 compared to the previous fiscal year total of $116,907,886.

Recycling: The City continued its initiatives in recycling refuse, green waste, biosolids and wastewater. In FY07 8,993 cubic yards of biosolids compost from the Honouliuli Wastewater Treatment Plant were distributed. The Honouliuli

Water Reclamation Facility distributed an average of 8.54 million gallons per day of recycled water.

REFUSE OPERATING EXPENDITURES - 2006 - 2007 Fiscal Year

EXPENSES

Administration		$ 9,428,054
Administration	$ 1,286,822	
Investigation and Inspection	$ 276,689	
Recycling	$ 7,405,107	
Glass Recycling	$ 459,436	
Refuse Collection		$ 15,789,572
Honolulu	$ 8,534,778	
Rural	$ 7,254,794	
Refuse Disposal		$ 97,661,928
Maintenance and Waste Diversion	$ 1,314,470	
Landfill	$ 6,006,486	
Transfer	$ 7,968,188	
H-POWER	$82,372,784	
TOTAL EXPENSES	$122,879,554	

REVENUES

Refuse Small Business Collection	$ 522,288
Refuse Disposal	$ 10,794,073
H-POWER Disposal Fees	$ 38,382,346
H-POWER Electricity Sales	$ 40,420,766
Recycling Surcharge	$ 5,475,358

OPERATIONAL DATA - July 1, 2006 to June 30, 2007

Collection	359,801 tons
Disposal:	**Tons Delivered**
Municipal Solid Waste (MSW)	
H-POWER	619,700
Waimanalo Gulch Landfill	289,809
H-POWER	
Residue	111,856
Unacceptable MSW	4,890
Ash (wet weight)	85,900
Transfer:	
Tons Transferred	
Convenience Centers	30,042
Transfer Stations (Keehi, Kapaa, Kawailoa)	245,441
Recycling:	**Tons Recycled**
Office Paper	91
Mixed Paper and Mixed Containers (community recycling bins - newspaper, cardboard, glass, aluminum, plastic)	12,077
Green Waste (curbside, convenience centers, householder drop-offs)	37,633
Tires	630
White Goods / Other Metals	8,186
H-POWER	
Metals (Ferrous and Non-ferrous)	19,776

DEPARTMENT OF FACILITY MAINTENANCE

Laverne Higa PE, Director and Chief Engineer
George "Keoki" Miyamoto, Deputy Director

POWERS, DUTIES, AND FUNCTIONS

The Department of Facility Maintenance administers the City's repair and maintenance programs for roads, bridges, streams, flood control systems, traffic signs and markings, city buildings and office facilities, and city vehicles and heavy equipment excluding certain vehicles and equipment belonging to the Police and Fire departments and the Board of Water Supply. It also administers the repair and maintenance programs for mechanical, electrical, and electronic equipment and facilities for parks, streetlights and communication centers. The department also provides property management, parking garage management, security and interdepartment mail services. Additionally, the department provides heavy vehicle and heavy equipment training support to city agencies.

ORGANIZATION

The department is organized into three 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 matters of general administration and management. 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 program to increase environmentally friendly fuel/energy efficient programs and reduce fossil fuel dependence, the department completed conversion from diesel fuel to biodiesel at all Automotive Equipment Services fueling sites, and continued the phase-in of hybrid vehicles in the City's fleet. Major projects completed by Public Building & Electrical Maintenance staff include construction and installation of service counters and work stations at Koolau Driver License facility; cabinet work, painting and electrical services for the Pearl Ridge Satellite City Hall renovation; carpentry, plumbing, air conditioning, painting, electrical and mechanical work for the temporary McCully Fire Station; and replacement of data cables for various agencies. Crews also maintained 46,605 streetlights by replacing lamps, installing luminaries and replacing photocells and completed 251 joint-pole changeovers. In addition, road maintenance crews resurfaced 38 lane miles of roadways; patched 73,013 potholes throughout Oahu as identified primarily through the Pothole Hotline; cleaned and inspected over 15,493 catch basins and inlets; cleaned 167 streams, ditches and boulder basins; striped 798 crosswalks; and installed or replaced 5,573 traffic signs.

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). The division has the following vehicles/equipment under its jurisdiction: 1,510 on-road/highway vehicles, 132 off-road/non-highway equipment, and 576 miscellaneous equipment (e.g., trailers, forklifts, compressors, generators, etc.); for a total of 2,218 pieces.

ORGANIZATION

The division is organized into four activities: Administration, Storekeeping, Service & Lubrication, and Repair and Maintenance.

The Administration includes the Quality Control & Inspection activity. This activity 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.

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 and some state and federal agencies purchase fuel from AES stations when fuel is not available at their own locations.

The Repair & Maintenance operation is the division's major operational activity. The Repair and Maintenance sections include: the Halawa Automotive Repair Shop, Construction Equipment Repair Shop, Welding Shop, Body and Fender Shop, Pearl City Automotive Repair Shop, Kapaa Automotive Repair Shops and the newly created Light Equipment Repair Shop.

Pearl City Repair Facility

Kapaa Repair Facility

ACTIVITY HIGHLIGHTS

As part of the Mayor's initiative and commitment to make the City & County of Honolulu less dependent on fossil fuels, AES completed the conversion from diesel fuel to biodiesel (B20) in June of 2007. All fueling sites that are operated by DFM are now dispensing B20. The continued phase-in of hybrid vehicles also strengthens the City's commitment to reduce harmful emissions to the environment.

Installation of an automated fueling system was completed at the Pearl City Repair Facility. Future plans call for this system to be installed at the Halawa and Umi Street Fueling Facilities.

Future projects for AES include participation in a test program to install diesel particulate filters on some of the diesel powered vehicles in the fleet. This filter can significantly reduce emissions on these vehicles.

ACTIVITY SUMMARY

Storekeeping:

Number of stock parts transactions	29,364
Number of non-stock parts transactions	54,560
Number of fuel (issues) transactions	71,099
Number of parts/services charged to commercial transactions	2,241

Service & Lubrication:

Lubrication (job tasks completed)	1,156
Tire repair and replacement (jobs tasks completed)	3,293

Repair & Maintenance (job tasks completed):

Halawa Yard Automotive Repair & Maintenance	20,575
Construction Equipment Repair & Maintenance	3,989
Leeward Yard (Pearl City) Repair & Maintenance	6,211
Windward Yard (Kapaa) Repair & Maintenance	3,988
Welding Shop	975
Body Fender & Repair	1,098

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 the Island of Oahu that are under the jurisdiction of the Department of Facility Maintenance. Daily custodial and utility services are provided for a number of these facilities with a combination of in-house staff and private contractors. The division also administers activities including property management, parking garage management, municipal parking lot management, city employees' parking, motor pool and security for Honolulu Hale, Kapolei Hale, Honolulu 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 6,583 work orders to accomplish its preventive maintenance program, and repair and maintenance projects.

Our staff completed the following major projects:

(1) Koolau Driver License – Constructed and installed service counters and work stations. Provided electrical, telephone and data installation as needed.

(2) Department of Information Technology – Replaced existing Type 9 data cables with new Cat 5 cables for various departments.

(3) Pearl Ridge Satellite City Hall Renovation – Performed cabinet work and painting as required. Provided electrical, telephone and data installation as needed.

(4) Waialua Caretaker's Cottage – Performed carpentry, plumbing, electrical and painting work on relocated home from Waimanalo area.

(5) McCully Fire Temporary Station - Performed carpentry, plumbing, painting, air conditioning, electrical and mechanical work for the temporary facility.

The following repair and maintenance contract projects were completed during the fiscal year:

(1) Public Building & Electrical Maintenance Shop – Emergency termite treatment..... $10,025.00

(2) Wahiawa Police Station Repainting – Repainting exterior of the building. $24,995.00

(3) Waterfront Fire Station – Repainting the exterior of the building..... $26,600.00

The Traffic Electrical Maintenance Services Branch accomplished the following:

(1) Maintained 46,605 street lights by replacing defective or burned out lamps, photocells, and luminaires. Also, responded to emergency calls, completed 251 joint-pole changeovers and logged in 30,388 miles in the performance of night duties.

(2) Completed repair and maintenance work for the indoor and outdoor lighting at various parks and recreation centers for the Department of Parks and Recreation.

(3) Tested and maintained civil defense sirens.

(4) Installed special event banners on streetlight poles in the Downtown and Waikiki areas for the Aloha Week Festivities, Honolulu Festival, Matsuuri 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 throughout the Island of Oahu.

(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, Mayor 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 Mayor 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 thirteen municipal surface parking lots located throughout the Island of Oahu. The Branch also administered and managed property management contracts for residential and commercial properties located at Chinatown Gateway Plaza, Chinatown Manor, Ewa Villages, Foster Gardens, Harbor Village, Kanoa Apartments, Kulana Nani Apartments, Manoa Gardens, Marin Tower, Pauahi Hale, Westlake Apartments, Westloch Elderly and Winston Hale.

DIVISION OF ROAD MAINTENANCE

DUTIES AND FUNCTIONS

The Division of Road Maintenance is primarily responsible for the maintenance of all streets and municipal parking lots under the jurisdiction of the City and County of Honolulu. It also renders pavement maintenance to private roadways open to public use. In addition, it has the major responsibility of maintaining the many city-owned streams, channels, ditches and other flood control and storm drainage systems located throughout the Island of Oahu, as well as enforcing the maintenance of privately owned streams.

The division also performs 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.

Workers cleaning debris from drainage channel.

ORGANIZATION

The division carries out its duties with staff and personnel operating out of ten corporation baseyards. Three baseyards (Halawa, Sand Island and College Walk) service the Honolulu district. Rural baseyards are located in the districts of Kailua, Kaneohe, Pearl City, Laie, Waialua, Wahiawa and Waianae.

The Halawa 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 38 lane miles of roadways with in-house city crews.

(2) Provided extensive first aid type 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, 5,807 calls were received on a 24-hour hotline; 5,454 requests were for pothole patching and pavement repairs and the rest for other work. A total of 73,013 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 15,493 catch basins, inlets, and manholes and 384,022 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; 167 streams, ditches and boulder basins were cleaned, many more than once.

ACCOMPLISHMENTS

Street Maintenance

TONS ASPHALTIC CONCRETE LAID BY IN-HOUSE CREWS

	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007
First Aid and Resurfacing	2,387	1,829	9,354	23,566	13,604	14,066
Pothole Patching	1,077	1,060	2,058	1,592	705	2,097
TOTAL	3,464	2,889	11,412	25,188	14,309	16,163

In addition, 2,098 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 ..... Manauwea 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 ..... Palailai Ditch
Hoolehua Drain Outlet ..... Pearl City Stream
Hoomaemae Ditch ..... Wailani Stream
Kaaholo Ditch ..... Waipahu Stream
Kalauao Stream ..... Waipio Gentry Ditch
Kapolei Drainage Channel

KAILUA

Aikahi STP Ditch ..... Kaopa Silt Basin
Akaakoa Ditch Easement ..... Kapaa Quarry Road Ditches
Akiohala Ditch Easement ..... Kawainui Canal
Alahaki Ditches ..... Kawainui Dike
Hele Channel ..... Keolu Lined Channel
Hui Lined Channel ..... Kuuna Ditch
Kaelepulu Stream Mouth ..... Lanipo Ditch
Kahawai Stream ..... North Kalaheo Footpath Ditch
Kalaheo Hillside Ditch ..... Waimanalo Stream
Kamahele Ditch

KANEOHE

Anolani Stream ..... Kuneki Drainage Channel
Ben Parker Ditch ..... Kuneki Place Swale
Fong's Ditch ..... Lohiehu Ditch
Halemanu Street Basins ..... Nohonani Ditch
Hui Kelu Street Slope Easement ..... Pilina Ditch
Hui Uliuli Channel ..... Puahuula Place Ditch
Kaneohe Dam ..... Puuohalai Place Ditch
Keaahala Ditch ..... Yacht Club Ditches (2)
Keaahala Stream ..... Pua Inia Ditch
KA-1 Channel ..... Heeia Stream (under bridge)
KA-2 Channel ..... Hio Place Boulder Basin
Kuneki Ditches (3)

WAIANAE

Alamihi 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
Hauula Homestead Road Ditch ..... Ke Iki Ditch
Hoalua Ditch ..... Paumalu Flood Control
Kahawainui Stream Flood Control ..... Waipuhi Stream

WAHIAWA

Meheula Lined Ditch ..... Waipio Lined Ditch
Lanikuhana Lined Ditch ..... Whitmore Open Ditch
Nakula Lined Ditch ..... Nani Ihi Avenue 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 419 feet of drain lines of various sizes.
(2) Repaired or reconstructed 19,412 square feet of Reinforced Concrete, Concrete Masonry Unit (CMU) and Concrete Rubble Masonry (CRM) walls.
(3) Repaired or installed 1,571 feet of guardrails (metal/wood) and 3,667 feet of chain link fences.
(4) Reset, reconstructed and/or repaired 1,474 feet of broken, uneven, settled, curbs and/or gutters.
(5) Reconstructed 213 catch basin deckings.
(6) Reconstructed 54,701 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

FISCAL YEAR	HONOLULU	RURAL	TOTAL
2002	36,743	6,161	42,904
2003	35,324	4,860	40,184
2004	32,138	4,869	37,007
2005	30,115	5,259	35,374
2006	22,218	3,286	25,504
2007	28,207	5,652	33,859

During the year, crews in Honolulu and rural yards serviced 1,542 litter containers at bus stops, malls and other locations throughout the island at various frequencies. Containers were distributed throughout the island as follows:

Honolulu - 947	Wahiawa - 74
Pearl City - 210	Waianae - 63
Kaneohe - 102	Waialua - 26
Kailua - 74	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 16,114 lineal feet of curbs
(2) Striped 889 miles of traffic lines
(3) Striped 798 crosswalks
(4) Installed 9,930 pavement markers
(5) Manufactured 6,486 traffic signs
(6) Installed/reset/replaced 5,573 traffic signs and 2,502 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 (DES)

(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.

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 Hooleaulea (Downtown/Waikiki), Aloha Week Parade, Tree Lighting Ceremony and the Kamehameha Day Parade.
(4) Provide litter pickup services for community and stream cleanups.
(5) Distributed supplies for community cleanups and storm drain stenciling projects.
(6) Cleared 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 (City) 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 (hazmat) 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 hazmat.
- 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 may be required by law.

ORGANIZATION

The HFD consists of 1,093 uniformed personnel and 56 civilians totaling 1,149 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, William "Buzzy" Hong, Jacob Y. W. Ng, and Sylvia M. Waiwaiole-Hopfe. In February 2007, Quentin K. Kawananakoa replaced William "Buzzy" Hong.

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:

- Addressed one public complaint involving the HFD.
- Developed the Honolulu Fire Commission's budget for fiscal year (FY) 2006-07 and reviewed the HFD's budget for FY 2007-08.
- Attended various Departmental ceremonies.
- In August 2006, Elizabeth C. Ho was elected Fire Commission Chair and Michael S. Yamaguchi was elected 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 5, 2006, the HFD and the Hawaii Fire Fighters Association hosted a luncheon for approximately 80 Orlando Fire Department fire fighters and their families at the HFD Headquarters. The HFD provided a presentation and guided tour of the facility.
- On July 28, 2006, HFD personnel (coordinated by retired AC Charles Wassman) participated in a limited full-scale exercise dealing with tactical interoperable communications at the Aloha Stadium.
- On August 2, 2006, the HFD held a blessing ceremony for five new apparatuses. The HFD acquired a pumper via Community Development Block Grant (CDBG) funds for the Waianae Fire Station and two pumpers through Capital Improvement Program (CIP) funds for the Kaneohe and Kuakini Fire Stations. Two rescue apparatuses were acquired via an Office of Domestic Preparedness Grant.

The Mayor, Honolulu Fire Commission, Fire Chief, Deputy Fire Chief, and members of the Honolulu City Council participated in the blessing of five fier apparatuses.

- On August 11, 2006, the HFD hosted a six-member contingent from Anhui Province in China, which included their Fire Chief, Deputy Fire Chief, and Police Chief. A PowerPoint presentation of the Department and a tour of the HFD Headquarters were provided. Anhui Province has a population of 65 million with 40,000 fire fighters and 40,000 police officers.
- On September 10, 2006, the HFD participated in the inaugural Mayor's Remembrance Walk to commemorate the fifth anniversary of the September 11, 2001, terrorist attacks.
- On September 20, 2006, the HFD hosted its Headquarters Complex dedication and blessing. Over 200 guests attended, including Mayor Mufi Hannemann, Governor Linda Lingle, U.S. Senator Daniel Akaka, and Major General Robert Lee. Pastor Curt Kekuna of Kawaiaha'o Church performed the blessing of each facility prior to the untying of the maile lei during a short ceremonial program. A luncheon and tours of the complex followed.
- On September 29, 2006, a commendation ceremony was held to recognize fire fighters and civilians for their heroic deeds. Among those were six police officers.
- On October 16, 2006, 27 Fire Fighter Recruits (FFR) of the 90th FFR Class commenced their six-month training. Twenty-four FFRs successfully completed written and skills testing for International Fire Service Accreditation Congress (IFSAC) certification at the Fire Fighter I, Hazmat Awareness, Hazmat Operations, and National Registry of Emergency Medical Technicians-Basic (NREMT-B) levels. The class graduated on March 29, 2007, at the McCoy Pavilion.
- On November 8, 2006, The 200 Club Fire Fighters Awards Luncheon was held at the Hawaii Prince Hotel Waikiki.
- On November 14, 2006, the HFD received $115,000 from Firemen's Fund Insurance Company to fund a fire safety trailer and fire rescue tool.
- In December 2006, the HFD participated in the annual Honolulu and Kapolei Electric Light Parades. The HFD featured three fire apparatuses in the parade. The HFD also participated in the inaugural Kaneohe Tree Lighting Ceremony. Fire fighters from the Kaneohe Fire Station decorated the Christmas tree and surrounding areas of the station.
- On December 18, 2006, a promotional ceremony was held to recognize two ACs and one Battalion Chief (BC).
- On January 31, 2007, 23 FFRs of the 91st FFR Class commenced their six-month training. They successfully completed written and skills testing for IFSAC certification at the Fire Fighter I, Hazmat Awareness, Hazmat Operations, and NREMT-B levels. The class is scheduled to graduate on July 11, 2007, at the McCoy Pavilion.

- On February 9, 2007, a promotional ceremony was held to recognize 11 Fire Fighter IIs.
- On March 16, 2007, the HFD hosted the 8th Annual Retirees Dinner at the Pacific Beach Hotel. The dinner was attended by 30 retirees, their families, and friends.
- On April 4, 2007, a promotional ceremony was held to recognize five BCs.
- On April 5, 2007, a commendation ceremony was held to recognize fire fighters and civilians for performing heroic deeds.
- On April 30, 2007, a promotional ceremony was held to recognize 21 Fire Captains.
- On May 18, 2007, the HFD and the Friends of the Firehouse hosted a Retirees Appreciation Luncheon for more than 150 retirees and their spouses.
- On May 23, 2007, the HFD commenced training of its 92nd FFR Class. Twenty-four FFRs started the class and are scheduled to graduate on October 31, 2007.
- On June 18, 2007, a promotional ceremony was held to recognize 27 Fire Fighter IIIs.

FIRE OPERATIONS

Fire Operations is comprised of an AC, two BCs, two Fire Captains, a secretary, and a clerk. In addition, 15 BCs assist the AC of Fire Operations 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 companies, 13 ladder or quint companies, 2 rescue companies, 2 hazmat companies, 2 tower companies, 1 fireboat company, 6 tankers, and 2 helicopters. Each platoon is divided into five battalions, each headed by a BC.

In addition to emergency response, Fire Operations conducts commercial occupancy inspections; prepares industrial and commercial fire preplans; 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 July 19, 2006, the first updated version of a multicompany drill was held at the Charles H. Thurston Training Center. The theme "Back to Basics" was exemplified by four drill scenarios that tied into a single multicompany incident.
- On August 15-16, 2006, the HFD participated in an Improvised Nuclear Device Exercise, which included field training at the Hawaii National Guard Regional Training Site; command training at Camp Smith; and a unified command post at the Clean Islands Council facility. This exercise provided the HFD an opportunity to train with other City, state, and federal agencies on various tactical and command level operations.
- On September 26, 2006, the HFD participated in a Pandemic Influenza Preparedness Tabletop Exercise. Private and government agencies defined and shared their plans and resources for countering a pandemic event. This exercise provided participants with a better understanding of the benefits in coordinating response capabilities and planning efforts.
- On October 17-19, 2006, hazmat companies conducted an interagency drill at the Honolulu International Airport. Participants identified unknown liquids and powders and a variety of radioactive sources aboard a DC-9 aircraft. The Hawaii National Guard's 93rd Civil Support Team, Department of Health's Noise and Radiation Branch and Hazard Evaluation and Emergency Response Office, and Air Rescue Fire also attended.

Structure fire at Iliohu Way in Haleiwa on August 1, 2006.

- On November 22, 2006, the HFD commenced with Rapid Intervention Team (RIT) training. HFD rescue personnel developed the awareness level training, which affords our personnel the opportunity to better understand the new RIT equipment and heads-up display unit (HUD). The course consists of classroom instruction and tower and burn trailer training.
- Beginning March 27, 2007, hazmat personnel attended a four-day HazCat Kit training. These kits will enhance our capabilities to identify unknown substances.
- On April 11-13, 2007, an Emergency Response to Domestic Biological Incidents course was held at the Charles H. Thurston Training Center. This course was provided by the Local Emergency Planning Committee and delivered by Louisiana State University in conjunction with the National Center for Biomedical Research and Training Academy of Counter-Terrorist Education. HFD personnel and various City, state, and federal agencies attended.
- On May 23, 2007, an interagency training exercise was conducted off of Waikiki Beach. Participants included the HFD, Ocean Safety, and the U.S. Coast Guard (USCG). The exercise provided responders an operational understanding of the 800 MHz system and alternate means of interagency communication.

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 Fire Captains, an Administrative Services Officer, a Personnel Management Specialist, a Safety Specialist, a Personnel Assistant, and a pool of clerical support staff. The ASB is responsible for overseeing the HFD's operating budget, property and inventory, personnel administration, and the administration of safety and health-related programs such as the Drug and Alcohol Program and the Infectious Disease Program. The HFD's CIP and CDBG funds are also under the purview of this bureau. CIP expenditures for FY 2006-07 are as follows:

CIP

Apparatuses

Acquisition of Two Pumpers.....$934,000

One Sports Utility Vehicle.....44,000

Fire Stations

Fire Station Improvements $2,510,904

McCully Fire Station Replacement 4,640,000

Ocean Pointe Design.....450,000

Waialua Fire Station Relocation Planning.....50,000

Mechanic Shop

The Mechanic Shop staff consists of a Fire Equipment Superintendent, Fire Equipment Repair Supervisor, 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 is responsible for the repair and maintenance of the HFD's fleet of 42 engines, 7 aerial ladders, 6 quints, 2 aerial towers, 2 rescue units, 2 hazmat response apparatuses, 6 tankers, 20 relief apparatuses, and approximately 78 auxiliary vehicles. Included for water rescues are a 110-foot fire boat, 3 rescue boats, and 7 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 all fire fighting apparatuses.
- Upgraded two aerial ladders with a remote-controlled ladder pipe and nozzle. Also upgraded the emergency warning lighting systems to new National Fire Protection Association (NFPA) standards.
- The Mechanic Shop is tasked with the repair and maintenance of the Honolulu Police Department's (HPD) heavy equip ment vehicles above 10,000 pounds gross vehicle weight. This group consists of two special weapons vehicles, two bomb trucks, a tactical truck, a tractor trailer equipment truck, and an emergency management command truck.
- Mechanic Shop personnel provided on-site fueling and repair service for fire fighting equipment at three major brush fires and a high-rise fire.
- The Mechanic Shop received and put into service five new HFD engine pumpers, four new support vehicles, a brush truck, a new HPD bomb truck, a tractor, a trailer, and a forklift.
- The Mechanic Shop received 3,744 requests for repairs, maintenance, and testing on fire fighting equipment in FY 2006-07.

Occupational Safety and Health Office (OSHO)

The HFD's OSHO is responsible for safety and health programs. It is committed to providing HFD 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 HFD policies and procedures.

Regular Safety Committee meetings are conducted with union representatives to ensure the safety and health of its members, to establish new safety and health policies, and to update existing programs to minimize employee exposure to hazardous conditions at emergencies and various worksites. It also acts as the Department's liaison on safety and health-based issues.

Highlights

- The HFD's site safety assessments were completed in September 2006, and results were compiled for the four-year period beginning 2003. The results of the assessments have improved every year. The numbers are down from 632 identifiable safety hazards in 2005 to 447 identifiable safety concerns in 2006. In 2004, there were 1,697 safety hazards compared to 1,658 in 2003.
- The Department's Safety and Health Standard Operating Guidelines are being reviewed and will be updated to reflect changes in administrative laws and other requirements.
- The International Association of Fire Fighters (IAFF)/International Association of Fire Chiefs Wellness-Fitness Task Force successfully developed the Fire Service Joint Labor-Management Wellness-Fitness Initiative (WFI) in 1997 to address the need for a holistic and nonpunitive approach to wellness and fitness in the fire service. The HFD's Wellness-Fitness Program emulates the WFI and has become an integral part of the Department's commitment to provide well-trained and physically fit fire fighters.
- Three Self-Contained Breathing Apparatus (SCBA) Technicians man the new SCBA Repair Center. The Repair Center will be the central point for the repair and maintenance of all HFD SCBA equipment.

SCBA Repair Center

The SCBA Repair Center is responsible for various sections of respiratory protection. Primarily, all aspects of the SCBA, including upgrades, research, education, calibration, fit/flow testing, repair, air fill, and inspection, are incorporated. SCBA masks were flow tested in 2007, thus increasing the reliability of the Mine Safety Appliance (MSA) mask. More recently, the SCBA Repair Center began inspecting self-contained underwater breathing apparatus cylinders and tracking fills and hydro testing. In addition, RIT and HUD upgrades are in progress to make fire fighting safer.

SCBA flow testing is a new service incorporated with the annual fit testing. The bulk and sensitivity of the test equipment requires that the testing be done at the HFD SCBA Repair Center. Several services were incorporated, which includes the development of inspection guidelines, thorough mask inspection by qualified SCBA Technicians, and certified repairs. Data is now being kept for mask repairs. Mask flow testing measures leaks using positive and negative pressures as a means of detection. It can detect leaks that a negative pressure fit testing cannot. The Posi3 tester goes through a series of tests, including positive and negative pressures in conjunction with volume of air. If any numerical value for static, normal, or maximum work rate is not within tolerance, an adjustment or repair is done, and the mask is retested to ensure proper function.

Cylinder inspection and cleaning is a new service being provided to ensure that correct parts, repairs, and testing by outside vendors are being rechecked by our technicians. Data for cylinder fills and repairs are now being retained.

The RIT provides added safety for fire fighters at the scene of any emergency that requires the fire fighter to be on positive pressure. RIT packs assigned to each apparatus allow the second-in company at any large-scale incident to be assigned as the RIT for the incident.

HUD upgrades to the SCBA masks have been completed to accommodate the mounting of the HUD unit to the masks. Training for the upgraded integrated computer module (ICM) and HUD was conducted by rescue personnel in conjunction with the RIT equipment familiarization. HUD equipment were added as part of the equipment upgrades.

The new ICM Tx unit replaced the low-air supply audible warning with a visual warning in the HUD. By providing the visual warning, the HFD remains NFPA-compliant.

The HFD RIT and HUD upgrade includes the following:

- The new Personal Alert Safety System ICM Tx, which uses a new magnetic switch, will minimize alarm activations caused by faulty switches (motion sensor). The alarm will be in compliance with NFPA 2002 and sound at 750-psi versus 550-psi. The ICM Tx also has a built-in transmitter to activate the HUD on the SCBA mask.
- A new HUD for the Mine Safety Appliance mask will be NFPA 2002-compliant as the secondary alarm to the mechanical AudiLarm. The light-emitting diode (LED) display activates for 20 seconds per event except for the low-air alarm,

which remains constant. The events occur when the air cylinder changes air pressure from full to three-fourths to one-half. At one-quarter, the LED turns red on the inside and the outside, thus informing other personnel of the low air for added safety.

- The new AudiLarm will be compliant with NFPA 2002 and have a Universal Rescue Connection (URC). The connection is for an emergency quick fill designed for any brand of SCBA at any pressure to transfer air into a spent SCBA cylinder. The alarm will ring at 750-psi versus 550-psi.
- A new RIT harness was designed to fill any SCBA system with a URC connection. The RIT harness also includes a regulator, thus making it possible to use it on an SCBA mask if the host regulator is defective. The URC makes mutual aid possible to other departments if they are meeting NFPA 2002 standards.

Highlights

- All SCBA masks were inspected, tested, and repaired this year.
- RIT equipment and upgrades are being finalized.
- All air cylinders that returned from hydrostatic testing are being inspected, cleaned, and repaired if necessary. Older cylinders were recalled and inspected by the SCBA Repair Center earlier in the year due to vendor errors. This greatly increased safety and confidence in the HFD's SCBA equipment.
- SCBA Repair Technicians fill air cylinders on a regular basis.

Storeroom

The City has launched its Enterprise Resource Planning project, which is an integrated computer software system that will improve the way the City conducts its accounting and personnel procedures. The Storeroom's internal inventory control and tracking software is an antiquated system that must be replaced with a modern, state-of-the-art system.

Due to retirements and employee transfers, the Storeroom's challenge is to hire employees who will be able to handle the complex changes with the HFD's inventory systems, procurement processes, and internal policies and procedures. The new employees will be tasked with handling the transition from old to new as well as learning the vital internal processes of an emergency mitigation organization.

With the implementation of the City's new integrated software system, the Storeroom's procurement processes will be greatly enhanced and will better support modern business practices and many of the critical functions of City government. By 2008, the Storeroom will be able to manage these processes with greater efficiency and productivity.

In 2008, plans for the implementation of Phase II of the Department of Emergency Management's (DEM) Public Safety Inventory Tracking System include the HFD Storeroom as part of the enhancement of providing a real-time inventory for critical equipment that may be needed during a major disaster incident.

FIRE FISCAL

The HFD's financial report for the FY ending on June 30, 2007, is presented below.

The total operating expenditures for the Department's Fire Protection Program for FY 2006-07 amounted to $74,546,735 as compared to $70,351,521 of the preceding year. This 6 percent increase of $4,195,214 is attributed to the following:

	FY 2006-07	FY 2005-06	Variance	Percent
Salaries	$67,572,637	$62,906,289	$4,666,348	7.4%
Current Expenses	6,387,884	6,953,248	(565,364)	-8.1%
Equipment	586,214	491,984	94,230	19.2%
	$74,546,735	$70,351,521	$4,195,214	6.0%

The composition of expenditures is as follows:

	FY 2006-07	Percent
Salaries	$67,572,637	91%
Current Expenses	6,387,884	9%
Equipment	586,214	1%
	$74,546,735	100%

Per Ordinance 06-032, the appropriations for FY 2006-07 amount to $75,951,080 in the General Fund. Additional funds of $47,190 were provided from the Federal Revenue Sharing Fund.

Salaries and Wages

The HFD had 1,144.19 funded positions. There were approximately 105 vacant positions on June 30, 2007.

Appropriation	FY 2006-07	FY 2005-06	Variance
Salaries	$68,610,724	$63,586,499	5,024,225
Current Expenses	6,600,643	7,709,065	(1,108,422)
Equipment	739,713	540,903	198,810
Total	$75,951,080	$71,836,467	$4,114,613

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).

Expenditures	FY 2006-07	FY 2005-06	Variance
Salaries	$1,169,780	$1,116,840	$52,940
Fringe Benefits	308,136	293,103	15,033
Indirect Costs	187,165	145,190	41,975
Current Expenses	134,689	207,977	(73,288)
Equipment	11,609	54,085	(42,476)
Total	$1,811,379	$1,817,195	($5,816)

Revenues and Other Collections

Total revenues and other collections received amounted to $2,745,781. Significant receipts included a $2,216,973 reimbursement from the state for fireboat operations; $456,930 from fire code permits and licenses; and $63,900 from rental income for housing ambulances at fire stations.

SUPPORT SERVICES

Under the direction of an AC, Support Services is responsible for managing and coordinating the operations of the Fire Communication Center (FCC), the Fire Prevention Bureau (FPB), and the 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, an 800 MHz radio system, and Mobile Data Terminals, the FCC receives fire, rescue, and emergency medical service calls and efficiently and rapidly dispatches fire, rescue, and/or hazmat companies to any location on Oahu.

In addition, they maintain direct contact with other emergency organizations and agencies such as the HPD, the Honolulu Emergency Services Department (HESD), the Federal Fire Department, the USCG, the State Civil Defense (SCD), the DEM, the Board of Water Supply (BWS), the Hawaiian Electric Company, Honolulu Harbor, Ramp Control at the Honolulu International Airport, the Hickam Fire Dispatch, the Regional Dispatch Center on Pearl Harbor, the Federal Bureau of Investigation (FBI), the State Department of Land and Natural Resources' (DLNR) Division of Forestry and Wildlife (DOFAW), and various local and mainland central alarm companies.

With the addition of new technology and the above-mentioned agencies, the FCC has many new capabilities to facilitate interagency communications, or "interoperability," at any scene or incident anywhere on Oahu.

Highlights

- The wireless E911 system is now complete, and wire service providers are compliant with Phase II. This system allows the FCC to verify the location of a caller who is using a cellular phone. The system has successfully located a number of lost hikers.
- The FCC initiated a Special Assignment Program for field personnel interested in learning the duties and responsibilities of fire dispatch personnel. The program included three consecutive months of training where candidates were assigned to one of four shifts at the FCC. The program proved to be valuable for the participants and the Department.
- The USCG command and dispatch center has 800 MHz communication capabilities with the HFD on the CGUARD channel and Interop 1 and Interop 2. The USCG recently programmed their boat radios and handheld radios with the VHF-Common talk group. The FCC can patch VHF-Common into the HFD's 800 MHz system. This allows HFD, Ocean Safety, and USCG field units to communicate directly in the field. Communication exercises are ongoing to fully utilize these interoperation capabilities.
- The HFD, through the FCC, continues to support and participate in researching the development of a building structure for the Joint Traffic Management Center. Ideally, the center will house the traffic division and public safety dispatch centers. A steering committee of City agencies was formed to facilitate the building of this facility.

TRB

The TRB, 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 all Department personnel through various training programs. These programs help to ensure that responses to incidents, emergencies, and public assistance are performed in a safe, efficient, friendly, and professional manner.

The TRB conducts new and continuing research and testing on the latest technology and techniques in the areas of apparatus operations, driver training, emergency medical response, fire fighting, hazmat, rescue operations, terrorism, water safety, and more. The TRB also coordinates cardiopulmonary resuscitation (CPR) instruction for the general public.

TRB personnel are committed to developing highly-trained, professional, and motivated personnel who provide quality service to Oahu residents. During FY 2006-07, the TRB coordinated training for over 2,822 students.

The following classes, seminars, and training were conducted:

- Fire Instructor I
- Incident Command for High-Rise Operations
- Fire Cause Determination for Company Officers
- Hazmat Technician - Chemistry for Emergency Response
- Apparatus Operation Training
- Hazmat Technician - Tactics
- Executive Skills Series: Influencing
- Executive Skills Series: Leading Diverse Communities Beyond Conflict
- Utilizing Computer-Aided Management of Emergency Operations - Operations Level
- Executive Skills Series: Managing and Leading Change
- Introduction to Unified Command for Multiagency and Catastrophic Incidents
- Initial Fire Investigation
- Fire Inspection Principles
- Leadership II: Strategies for Personal Success
- Emergency Response to Domestic Biological Incidents
- Incident Command System Train-the-Trainer
- Courtroom Preparation and Testimony for First Responders
- Nuclear Radiation Does Not Make You Glow

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, the IFSAC, the National Fire Academy, and the National Safety Council.

This section also oversees personnel training data in the Records Management System (RMS). The RMS provides fire personnel the ability to input and extract data in areas such as incident reporting, training documentation, and occupancy information.

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 Fire Fighter I, Hazmat Awareness and Operations, Fire Fighter II, Fire Instructor I, Driver/Operator-Pumper, Driver/Operator-Aerial, Driver/Operator-Tiller, Fire Company Officer I, and Fire Instructor II levels.

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.

Medical

This section conducts initial and recurring medical training for HFD personnel, reviews medical emergency responses and documentation, coordinates CPR classes for the general public, and manages public health awareness programs. A

Medical Director oversees this section's programs. Quality control is measured through continuous audit, review, query, and reports on operations recorded in the National Fire Incident Reporting System 5.0/Advanced Emergency Medical Service incident reports and cardiac arrest rescue link data specific to all emergency medical responses.

This section also manages the HFD's Automatic External Defibrillator (AED) Program. Since its inception, over 122 persons have been saved using an AED and/or CPR.

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, hazmat incident management, hazmat technician, hazmat operations, and weapons of mass destruction awareness.

In addition, this section serves as a liaison between City, state, and federal agencies.

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 to address national standards, licensing, or Departmental requirements are administered:

- 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 Defensive Driving Course
- Vehicle Accident Review

Fire Operations personnel are relied upon to provide decentralized training and recertification through the Department's field and Fire Fighter III driver training programs.

Highlights

- For FY 2006-07, the HFD's AED Program recorded more than 338 applications of its AEDs. Of that total, 62 electrical shocks were delivered to patients, and 9 produced positive results.
- In October 2006, the TRB completed installation of a new 800-square foot fitness center. Relocating the existing fitness equipment enabled Medical section personnel to relocate into the space previously used for fitness activities.
- On January 5, 2007, a Video Specialist was contracted via a Rural Development Program Grant to oversee the Video On Demand and Computer-Based Training (CBT) learning programs.
- On January 26, 2007, the TRB completed installation of a new instructor computer workstation and a ceiling-mounted projector in Classroom 1. This facility upgrade maximized existing usable floor space and presents a more professional atmosphere.
- On February 9, 2007, the TRB implemented an interactive CBT program powered by Iluminar Technologies, Inc.'s "LearnIT" software. Over 90 Fire Captains completed the Fire Officer I course, and 24 FFRs have been assigned to take the Pumping Apparatus Driver/Operator course.
- Eighty-two new Cardiac Science Powerheart G3 AEDs were purchased in February 2007 and distributed to suppression companies in May.
- On March 9, 2007, the HFD received approval from the IFSAC to certify to the Fire Company Officer I and Fire Instructor II levels.
- On May 30, 2007, the HFD received a summary of the conciliation agreement between the U.S. Equal Employment Opportunity Commission and the IAFF. The summary lists additional requirements for organizations using the CPAT when testing new employees.

FPB

The FPB's mission is to effectively promote fire and life safety programs that assist the HFD in accomplishing its mission of mitigating loss of life, property, and damage to the environment.

- Hawaii State law and the 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 functionally 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

- In October 2006, the FPB coordinated the statewide distribution of the 21st edition of the Fire Fighter Safety Guide during Fire Prevention Week (FPW) and the signing of FPW proclamations with the Governor and Mayor.
- In December 2006, a plan to utilize grant funding for the Smoke Alarm Installation Program for senior homeowners was initiated. The program will launch public service announcements and exhibit the life-saving benefits of smoke alarms, create a list of qualified recipients, and recruit volunteers to install the alarms free of charge. The program will commence next FY and will enable senior citizens to possess an early warning device in order to escape the potentially deadly effects of fires.
- The State Fire Council's (SFC) primary responsibility is to adopt the state fire code. In June 2007, the SFC's Fire Prevention Committee (FPC) completed its review and amendment package of the 2006 edition of NFPA 1, Uniform Fire Code as the next state fire code. The FPC included representatives from each county fire department who tirelessly labored for more than one year to prescribe minimum requirements necessary to establish a reasonable level of fire and life safety and property protection from the hazards created by fire, explosion, and dangerous conditions. The state fire code adoption process will continue into the next FY and will become the next fire code for each county via ordinance.
- The SFC submitted seven legislative bill proposals, one resolution, and testified on several other fire-related bills. A bill requiring the state to inspect all state-owned airport facilities passed, in addition to a resolution to study the implementation of a fire-safe cigarette law in Hawaii. Bills to ban consumer fireworks, increase staffing for the SFC, implement a fire sprinkler tax deduction, and construct a state emergency training facility failed to pass. Bills to repeal the sunset dates for state beaches and parks, limit lifeguard liability, and create a state building code council passed. The SFC will continue to work with legislators, the Department of Labor and Industrial Relations, the Department of the Attorney General, and other stakeholders to promote fire prevention, life safety, and property conservation.
- The SFC coordinated four direct delivery courses for 81 HFD personnel, including three executive skills series and a unified command class sponsored by the U.S. Fire Administration. Through a Federal Emergency Management Agency grant, the SFC and HFD delivered a Courtroom Preparation and Testimony for First Responders course for 41 students.
- Staff coordinated funeral services for 12 retired HFD personnel, one HPD Officer, and one Deputy Sheriff. Funeral services allow the Department to recognize the efforts of a true servant and provide an opportunity for members to pay their last respects to a fellow fire fighter.
- Ninety-three cuddle bears were distributed to various companies in the field. This program was established in order for fire fighters to console and comfort young children at the scene of a traumatic event. Positive feedback from the families of these young recipients is a true reward for HFD personnel.
- Staff coordinated and participated in 138 community projects. Most of these projects involved numerous charities and agencies, such as the American Cancer Society, the American Red Cross, the Hawaii Food Bank, the Muscular Dystrophy Association, and Parents and Children Together.
- The FPB continues to monitor compliance with Ordinance 01-53, which requires existing high-rise business buildings to be retrofitted with automatic fire sprinklers and other life-safety measures by May 2008. Sixty-one of 72 buildings have met the 60-day ordinance requirement. Three state buildings are not required to comply with the ordinance; three buildings were issued Final Notices; two buildings are under the 75-foot height requirement; and one building has less than the required 50% business occupancy. One of two City buildings is exempt from the ordinance.
- The Code Enforcement section continues to prioritize inspections based on the Department's Risk Assessment Plan. Increases and decreases in inspections from the previous year are due to the two-year statutory requirement being fulfilled every two years. Increases in reinspections, Notices of Violations, and Final Notices are a result of streamlining the inspection process. In January 2007, the FPB and the Department of Information and Technology (DIT) developed a multiuser database to record inspections and related work activities of inspectors. Implementation will commence next FY and will include Company Inspection Program records.

- There was a 25% increase in fireworks licenses and a 20% decrease in permits issued. This may be due to the increased sales of novelty fireworks and a decline in the use of firecrackers, which require an HFD permit. Fireworks-related injuries declined by 18%.
- The Youth Firesetter Program is in its fourth year of providing education and counseling to identified youth regarding the dangers and consequences of playing with fire. The program received 12 referrals from parents, fire investigators, and fire companies. Three youths completed the program.
- Fires claimed the lives of four victims during this FY; this is one less than last FY. Another victim was discovered at a fire scene, but that death was the result of a concealed crime.
- Three of the four deceased were victims of accidents; the remaining death was intentional. These deaths occurred in single-family dwellings and a low-rise, multifamily apartment building. In all of these residential fires, none had an operating smoke detector.
- Two victims were older than 70 years old, one was between 30-40 years old, and one was under 10 years old. After an abnormal number of fire deaths from January through December 2004, the number of fire deaths increased to an annual average of four to six deaths as compared to a previous annual average of one to three. Although it is still too early to conclude the change in the annual average fire death rate, the HFD continues to consider and develop unique methods in its education efforts to reach target populations by offering the installation of free smoke alarms or partnering with the private sector in other programs.

Statistics
FY 2006-2007
Code Enforcement

Inspection by Risk Category	FY 05-06	FY 06-07	Total	% Completed
Maximum	1,530	3,762	5,292	71%
High/Special	472	377	849	44%
Moderate/Special	291	197	488	40%
Low	230	76	306	25%
Total	2,523	4,412	6,935	64%

Occupancy Inspections	FY 05-06	FY 06-07	Difference	% Change
Assembly "A"	303	117	-186	-61%
Business "B"	761	2,710	1,949	256%
Retail and Wholesale "M"	480	512	32	7%
Warehouse and Storage "S"	203	42	-161	-79%
Educational Facilities "E"	124	167	43	35%
Institutions "I"	106	13	-93	-88%
Hazardous Facilities "H"	222	122	-100	-45%
Residential "R1"	310	632	322	4%
Factory "F"	54	10	-44	-81%
Total	2,563	4,325	1,762	69%

Permit Inspections	FY 05-06	FY 06-07	Difference	% Change
Assemblies	37	42	5	14%
Flammable Finishes	42	90	48	114%
Fireworks	229	183	-46	-20%
Total	308	315	7	2%

Other Activities	FY 05-06	FY 06-07	Difference	% Change
Notices of Fire Hazard	25	1	-24	-96%
Night Inspections	107	243	136	127%
Referrals	400	374	-26	-7%
Reinspections	2,666	4,061	1,395	52%
Notices of Violation	1,402	2,182	780	56%
Orders to Comply	67	1	-66	-99%
Final Notices	96	183	87	91%
Total	4,763	7,045	2,282	48%

Plans Checking

Activities	FY 05-06	FY 06-07	Difference	% Change
Plans Approved	1,312	1,312	0	0%
Flammable/Combustible Permits	41	21	-20	-49%
Liquefied Petroleum Gas Permits	55	26	-29	-53%
Temporary Structure Permits	21	28	7	33%
Fire Alarm System Tests	251	294	43	17%
Range Hood System Tests	62	69	7	11%
Ohana Inspections	26	37	11	42%
Correspondence Generated	330	212	-118	-36%
Total	2,098	1,999	-99	-5%

Fire Investigations

Activities	FY 05-06	FY 06-07	Difference	% Change
Structure Fire Investigations	112	117	5	4%
Automobile Fire Investigations	6	3	-3	-50%
Watercraft	4	5	1	25%
Wildland Fire Investigations	2	1	-1	-50%
Other	7	6	-1	-14%
Total	131	132	1	7%

Fire Safety, Education, Public Information, and Community Relations

Activities	FY 05-06	FY 06-07	Difference	% Change
Fairs	24	25	1	4%
Fire Extinguisher Classes	55	40	-15	-27%
Fire Evacuation Drills	45	27	-18	-40%
Fire Evacuation Planning	15	12	-3	-20%
Fire and Life Safety Presentations	98	87	-11	-11%
Keiki House	30	20	-10	-33%
Total	267	211	-56	-21%
Total Audience	106,902	80,176	-26,726	-25%

Administrative and Technical Support Services

Activities	FY 05-06	FY 06-07	Difference	% Change
Fireworks Licenses	160	200	40	25%
License Fees Collected	$121,000	$140,000	$19,000	16%

Fireworks Permits	FY 05-06	FY 06-07	Difference	% Change
Public Displays	55	44	-11	-20%
Special	234	239	5	2%
Satellite City Halls	14,210	11,124	-3,086	-22%
Total	14,499	11,407	-3,092	-21%

State Department of Health	FY 05-06	FY 06-07	Difference	% Change
Fireworks Injuries	143	117	-26	-18%

HPD	FY 05-06	FY 06-07	Difference	% Change
Fireworks-Related Calls	1,717	1,780	63	4%

Inspections	FY 05-06	FY 06-07	Difference	% Change
Preschools/Day Care	168	99	-69	-41%

Other Activities	FY 05-06	FY 06-07	Difference	% Change
Correspondence	341	533	192	56%
Final Notices Issued	96	208	112	117%
Orders to Comply Issued	67	N/A*	-67	-100%
Referrals	333	305	-28	-8%
Total	837	1,046	209	25%

**The issuance of Orders to Comply was discontinued in FY 2005-06.*

SFC

Workdays (8 Hours)	FY 05-06	FY 06-07	Difference	% Change
Battalion Chief	0	55	3	5%
Fire Captain	100	125	25	25%
SFC Administrative Assistant	179	195	16	9%
In-Kind Contributions ($) to the SFC	$33,845	$35,650	$1,805	5%

Company Inspection Program

Inspections)	FY 05-06	FY 06-07	Difference	% Change
Residential	179,702	173,419	-6,283	-3.5%
Assembly	427	594	167	39%
Business	6,222	4,073	-2,149	-35%
Factory	290	139	-151	-52%
Education	312	278	-34	-11%
Storage	624	613	-11	-2%
Mercantile	1,029	2,361	1,332	129%
Utility	497	115	-382	-77%
Total	189,103	181,592	-7,511	-4%

P&D

Under the direction of an AC, P&D coordinates the Department's overall short-and long-term planning and operational and quality improvement processes.

P&D reviews, researches, and monitors emerging City, state, and federal legislation, regulations, trends, events, and past Department performance to establish goals and objectives necessary to realize the HFD's mission.

P&D is also responsible for developing and maintaining other critical Department plans, which includes emergency operations and disaster plans, Standards of Response Coverage plans, deployment plans and other risk mitigation, and preparedness strategies.

The AC is the Department liaison for interagency coordination with the DEM, the SCD, and the City on various island-wide 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 that goals and objectives are being achieved.

The AC is also the Department's Accreditation Manager and 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 services to the community by providing for new or additional equipment, training, and resources. P&D coordinates the grant management process, which includes applications, budgets, procurement, and reporting.

P&D provides research and development of new programs and evaluates existing programs and services to improve Department efficiency and effectiveness. Over the past year, these included interoperable voice and data communications and improvement of the RMS and geographical information system to include the Department's Honolulu Online Emergency Services (HOSES) Program. P&D also manages the Department's internet and intranet websites for content and design.

The AC also chairs and oversees the HFD's Board of Inquiry, which is composed of the Department's Executive Officers and investigates accidents, complaints, personnel matters, and other occurrences that are confidential in nature.

P&D continues to produce the HFD's newsletter, Hale Ahi News, and manages the Department's program recommendation format (Subject, Objective, Problem, Proposal, Advantages, Disadvantages, and Actions).

Grant Management

Assistance to Firefighters Grants (AFG)

- The Department submitted a 2007 AFG grant application for a fire apparatus driver training simulator.
- The Department was denied its application for the AFG 2006 grant for medical personal protective equipment.
- The Department closed out the AFG 2004 and AFG 2005 grants, which were used to purchase necessary safety equipment.

Department of Homeland Security (DHS) and Urban Area Security Initiative (UASI) Grants

- The Department submitted a grant application for projects as part of the State of Hawaii grant submittal for DHS and UASI grants. Grant awards will be announced in the summer of 2007.

State DLNR, DOFAW Grant

- The $100,000 award from the DOFAW 2006 grant was used to fund brushfire equipment, tools, wildland fire training, and industry conferences.

Highlights

- The HOSES project was coordinated to include BWS data. The current data includes hydrant location, main size, water pressure, and fire flow.
- Staff consolidated and standardized the Department's prefire incident plans and continues beta testing to provide connectivity to electronic copies of the preplans to desktop and mobile data terminals.
- As a member of the City's Public Safety Oversight Committee, 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.
- To seek input to assist in updating the Department's Master Strategic Plan, the section coordinated BC, management-labor, and Fire Captain Workshops.

FYs 2005-07 Response Statistics and Significant Incidents

Fire and Emergency Statistics

	FY 2007	FY 2006 +	FY 2005 +
Fire-Related *	16,016	15,847	14,586
Fires			
Rescues			
Hazmat			
Good Intent Calls			
Service Calls			
False Calls			
Other			
Emergency Medical-Related *	21,726	19,346	19,524
Dollar Loss*	$15,126,305	$17,566,440	$12,768,029
Deaths **			
Fire Personnel	0	0	0
Civilians	4	2	12
Injuries *			
Fire Personnel	20	29	28
Civilian	42	26	26

**Statistics collected from the Department's National Fire Incident Report System and HFD Investigations database*

***Based on the HFD Investigations database*

+Statistics for FY05 and FY06 have been revised from previous submissions

Significant Events

The HFD responded to 65 building fires that resulted in a fire loss of $100,000 or more. The significant fires with over $500,000 in fire loss during this period were the following:

- 2121 Ala Wai Boulevard.....July 29, 2006.....$510,000
- 61-106 Iliohu Way .....August 1, 2006.....$1,150,000
- 85-574 Plantation Road .....September 12, 2006 .....$2,500,000
- 1655 Makaloa Street .....April 10, 2007 .....$630,000
- 91-1075 Namahoe Street .....April 12, 2007 .....$570,000
- 450 Kamehameha Highway.....May 29, 2007 .....$1,600,000

Personnel responded to 373 brush fires from May 1, 2006, to August 31, 2006. During the same period in 2005, the Department responded to 492 brush fires. The difference represents a 24% decrease in brush fires from May 1, 2005, to August 31, 2005.

Brush fire at Yokohama Bay - July 13, 2006

Radio Shop

The Radio Shop provides planning, acquisition, maintenance, and repair services for the Department's communication system and the City Radio Communication system. The Radio Shop also provides programming, preventive maintenance, and repair services for the DEM, Department of the Prosecuting Attorney, Liquor Commission, Department of the Medical Examiner, and the HESD's Ocean Safety Division.

In addition to a mobile radio, the Radio Shop also installs and services electronic warning systems on the Department's fire suppression apparatuses such as light bars, sirens, Opticom traffic light controls, and on-board intercom systems. At all fire stations, the Radio Shop handles the installation and maintenance of all radio communications equipment: emergency call systems, base radios, and public address systems. Troubleshooting support is also provided to the DIT to maintain the mobile data computer system in Department vehicles.

Highlights

- The Department will increase the number of radios issued to our fire suppression force. In addition to a mobile radio in each apparatus and three portable radios per company, two more portable radios will be assigned. This addition allows each fire fighter to carry a radio, thus allowing for direct radio communications with each other and our dispatch center. The radios also have an "emergency call" feature which allows users to transmit a distress call should the need arise.
- The 800 MHz system has the capacity to communicate with all of the City's first responders operating on this radio system. All Department radios are equipped with four interoperable talk groups. Communication with any City first responder can be easily accomplished by switching to one of these interoperable talk groups. The following City

agencies have this new capacity:

DEM
DIT
HFD
HPD
HESD, Emergency Medical Services (EMS) Division
HESD, Ocean Safety Division

- HFD Chief Officers have 16 additional interoperable talk groups to communicate with these agencies on the command level.
- A Preventative Maintenance Inspection Program has been implemented to ensure peak performance of all 800 MHz radios. Portable radios are inspected annually, and mobile radios are inspected biennially.
- The FCC utilizes four dispatch consoles and two call-taker positions. From this center, the Department can coordinateislandwide fire fighting, rescue, and medical responses. In the event the FCC has to be evacuated, dispatching can be performed from our alternate dispatch center.
- The Department's Voice Over IP System will be used in the event of a primary radio system failure. This system allows remote control of radio repeater sites utilizing computer addressing over the City Local Area Network.
- The ACU1000 was installed in the Department's Mobile Command Center along with the associated radios and provides interoperable communications between all levels of government. We now have the ability to communicate with the following agencies:

  93rd Civil Support Team
  FBI
  Federal Fire Department
  Hawaii Air National Guard
  Hickam Fire Department
  HPD
  State of Hawaii, DLNR
  State of Hawaii, Sheriff Division
  U.S. Army
  USCG
  VHF Common (Any agency using this channel)
- The Radio Shop installed a public address system and desktop radios in the HFD's new headquarters. The public address system allows Chief Officers to monitor the dispatch talk group from their offices, and the desktop radio provides communications to the newly built Emergency Operation Center.
- An auxiliary UHF Communication System is being planned for the Department to use in the event our primary communication system is seriously damaged by a catastrophic event. We have acquired surplus portable radios from the HPD and surplus base stations from the Oahu Transit Services. Construction of this radio system is ongoing.

City Radio

The City's two-channel, VHF Radio Communication System consists of 5 mountaintop stations, 26 consoles at corporation base yard radio stations, and 616 mobile and 240 portable transceivers.

Highlights

- The City Paging System is an islandwide paging system capable of handling 10,000 pagers. Any City agency is eligible to use the system, which consists of 12 paging transmitters and 1,200 pagers. The DIT will terminate this paging service at the end of 2007.
- The EMS Division utilizes the City Paging System to disseminate information when dispatching emergency responses. They also utilize the 800 MHz system with 12 mobile and 40 portable radios.
- The DEM has already transitioned onto the City's 800 MHz system. They operate 1 Maestro radio console, 26 mobile radios, and 97 portable radios.
- The Ocean Safety Division also transitioned onto the City's 800 MHz system. They operate with 4 control stations and 124 portable radios.

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 76 employees serving 8,360 permanent, 164 temporary and 342 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, Labor Relations and Training, and one functional branch, Health Services. The Equal Opportunity Office operates within the Department's administrative function.

HIGHLIGHTS

- Employment and Personnel Services (EPS) experienced a 36% increase in the number of recruitments conducted, from 143 to 195. The increase was primarily due to counting continuous recruitments which were not previously recorded in prior years. EPS Recruitment and Examinations staff processed in excess of 16,400 applications and established 4,424 eligibles to lists, an increase of 7.4% over the previous year. In addition, there was a 26% increase in the numbers of vacancies filled from 779 to 984.
- The City continued to have difficulty in recruiting engineers, fleet mechanics, mobile emergency care specialists, electricians, construction inspectors and other construction-related occupations, despite implementation of shortage pay and recruitment incentives for certain job classes. The recruitment difficulty was largely attributable to the active construction industry in Hawaii and our low unemployment rate of 2.4%. Staff continues research and development of work-study partnerships with community colleges and various agencies to help fill these critical vacancies.
- EPS Examination staff continued to partner with the Honolulu Police Department in attracting Police Recruits and Police Radio Dispatchers (PRD) locally and on the mainland. Staff participated in job fairs and recruited and tested applicants in Las Vegas in support of HPD outreach efforts. The PRD I recruitment was closed temporarily to enable staff to conduct a comprehensive review of the class and the recruitment process. The recruitment was reopened with amended minimum qualification requirements and knowledge, skills, and abilities. The assessment plan was also updated to address critical skills necessary for this position.
- EPS Research staff developed an interim program document for the Protection of Personnel Information (POPI) to enhance the protection of confidential employee information and to comply with new State laws on Identify Theft. Staff also provided training classes on POPI.
- EPS Benefits staff responded to our customers' needs by implementing the following changes to their benefit processing sessions: 1) sessions are now held at least once a week, and 2) sessions are now held at Kapolei Hale on the fourth Tuesday of each month to accommodate new employees working in the Leeward and Central Oahu areas.
- Negotiations were concluded with HGEA (BU 2,3,4,13), UPW (BU1,10), SHOPO (BU12) and HFFA (BU11) and all agreements took effect on July 1, 2007. BU 11 and 12 reached 4 year agreements through interest arbitration.
- The number of grievances filed at the Employer level has decreased 52% during the past fiscal year. The Labor Relations (LR) Staff received 96 grievances in comparison to 202 received in the prior fiscal year. The LR staff issued 44 decisions and resolved 34 through settlement agreement. 304 grievances were pending at Employer level or arbitration at end of fiscal year.
- 19 grievance arbitration awards were rendered. Of those, 6 awards were favorable to the City, including 2 terminations. The other cases in the City's favor involved promotion/non-selections, psychological evaluations and restric-

tion of police authority. Arbitrators modified 9 grievances involving disciplinary suspensions and terminations. The Union prevailed in 4 grievances involving disciplinary suspensions and temporary assignments.

- 16,165 total training hours were completed by 4,777 employees who participated in Training Branch sponsored classes. The number of participants increased by 74% over FY 2006. The overall satisfaction was 4.59 (5.0 scale). These numbers do not reflect training sponsored or conducted by other departments such as computer training and department-specific training.
- PMO-Sponsored training and scholarships were available for employees to attend seminars and conferences that showcase national best practices. Employees applying for scholarships were required to demonstrate how participation in the training would benefit the City in terms of a return-on-investment and potential long-term savings. 461 employees participated and networked with peers, learned leading edge technology and brought back knowledge, training and information to improve City operations.
- Training Branch was also involved in the coordination and planning of the Healthy Honolulu Program. The once-a-month, hour-long program started in January of 2007 as a way to promote a healthy lifestyle for the employees of the City and County of Honolulu. The event wraps up with Mayor Hannemann leading a walk around the block. Participants have the opportunity to meet and interact with co-workers, cabinet members and the Mayor, while supporting the importance of wellness in the City.
- Special Health Promotion classes were developed and presented to promote health, job retention, reduce risks and prevent injuries. New classes for hypertension and mid-career and retirement health education classes have been added. Vaccination programs include a city-wide flu vaccination; and Hepatitis B series to specific employees. TB screening is also performed at Health Services Branch.
- Workers' Compensation Branch processed 1,786 new or reopened claims in addition to the 1,556 claims carried forward from the previous year, for a total of 3,342 claims. Total workers' compensation expenditures increased $1,515,072 (12%) over the prior fiscal year. Expenditure for indemnity and medical increase 15% and 22% respectively, while temporary disability (wage replacement) benefits increased 6%.
- The City recovered $209,321 for workers' compensation cases involving outside parties causing or contributing to injuries sustained by City employees.
- Classification and Pay increased personnel management advisory assistance to departments and agencies on various classification issues and/or proposed reorganizations. In addition, classification activity continued with a total of 1562 classification actions completed.
- Classification and Pay staff is responsible for the design, planning, development and implementation of the Advantage HRM solution for the City's Enterprise Resource Planning (ERP) system. Staff coordinated, scheduled and participated in 49 prototype sessions and coordinated the iterative process between City employees and vendor representatives. Targeted "go-live" date is July 1, 2008.
- Classification and Pay staff reviewed the proposed pricing of 113 new classes established by the jurisdictions for equivalency with City classes.

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 10 meetings during the year; and 1 meeting was cancelled.

Ms. Maria Jo Farina served as Chair and Mr. Thomas F. Hinkle served as Vice-Chair until March 31, 2007 when their terms ended. Ms. Virtta E. P. Hite served as Acting Chair and Ms. Lynn A. Ching served as Acting Vice-Chair from April 1, 2007 to June 30, 2007. Ms. Gwen K. Rulona, Mr. Percy K. Kobayashi, and Mr. Kingsley K. M. V. Ah You were appointed as members and began their terms on April 5, 2007.

CIVIL SERVICE COMMISSION APPEALS - July 1, 2006 - June 30, 2007

APPEALS	BACKLOG	RECEIVED	WITHDREW	UNTIMELY	HEARINGS	DISMISSED	UPHELD	DENIED	PENDING
Exams & Selections Application Disqualification	1	–	–	–	1	–	–	1	–
Denial of suitability	–	1	–	–	1	–	–	1	–
Medical disqualification	–	1	1	–	–	–	–	–	–
Non-Selection	–	–	–	–	1*	–	–	–	–
Classification Action	–	–	–	–	–	–	–	–	–
Discipline & Termination Termination	–	3	–	–	2	1	–	1	1
Dismissal & forced forced resignation	–	1	–	–	1	–	–	1	–
Others City & County of Honolulu's failure to provide the Battalion Fire Chiefs with compensation & benefit adjustments as required by law	–	13	–	–	–	–	–	–	13
Extension of probationary period beyond one year and conversion of status to limited term appointment	1	–	–	–	–	–	–	–	1
Salary overpayment	–	1	–	–	–	–	–	–	1
Temporary Assignment	1	–	–	–	1	–	–	1	–
Total	3	20	1	–	7	1	–	5	16

**Exception Hearing on non-selection appeal remanded by the Circuit Court.*

EQUAL OPPORTUNITY OFFICE

Major Functions

The responsibility for the Equal Opportunity in the City & County of Honolulu is delegated to each line department and agency. To oversee the City's compliance and effectiveness with Federal, State and City laws on Equal Employment, Affirmative Action, Sexual Harassment, ADA and civil rights in general, an Equal Opportunity Officer (EOO) position was created and is housed within the Department of Human Resources.

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 all areas of 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 facilitate City-wide compliance with various employment laws, the Equal Opportunity (EO) Office coordinated training on topics to include: EEO basics for managers and supervisors, prevention of sexual harassment, retaliation, and conducting internal investigations.

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.

The City's EOO, Denise Tsukayama, served as chair of the Society for Human Resource Management Hawaii Chapter State Conference held at the Sheraton Waikiki Hotel on October 2, 2006. The conference theme was: Managing in a Global World. Ms. Tsukayama also serves as the Hawai'i State representative to the American Association for Affirmative Action's Region IX Board, and is the Vice President – Serving the Professional, for the Hawaii Chapter of the Society for Human Resource Management (SHRM).

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:

- Purchasing Division, Department of Budget and Fiscal Services
- Treasury Division, Department of Budget and Fiscal Services
- Real Property Assessment Division, Department of Budget and Fiscal Services
- Automotive Equipment Service Division, Department of Facility Management
- Division of Wastewater Treatment and Disposal, Department of Environmental Services
- Division of Refuse Collection and Disposal, Department of Environmental Services
- Division of Environmental Quality, Department of Environmental Services
- Division of Collection System Maintenance, Department of Environmental Services
- Office of Administrative Support, Department of Environmental Services
- Family Services Division, Department of the Corporation Counsel
- Storm water quality inspectors in multiple agencies to comply with the National Pollutant Discharge Elimination System (NPDES) requirements
- Division of Urban Forestry, Department of Parks and Recreation
- Emergency Services Department
- Board of Water Supply
- Department of Emergency Management
- Honolulu Police Department
- Department of Planning and Permitting
- Department of Transportation Services
- Radio Technician and Radio Engineer positions
- Police Radio Dispatcher positions
- Department of Budget and Fiscal Services Payroll section

In addition to the foregoing, classification activity continued with a total of 1562 classification actions completed

during FY 2007 in the following categories: 71 initial allocations, 783 reallocations, 9 "no change" action, 573 revised descriptions and 126 requests returned without action. These actions resulted in 6 new, 31 amended, one re-titled and 6 abolished classes.

Classification and Compensation Training

In October 2006, staff conducted inter-jurisdictional training on "Classification and Compensation" for new human resources specialists. In addition to departmental participants from various divisions, attendees included staff from the State Department of Education and the counties of Hawaii, Maui, and Kauai.

City and County of Honolulu Enterprise Resource Planning System (C^2HERPS) 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 for the City's Enterprise Resource Planning (ERP) system. In this capacity, staff oversees, coordinates and engages subject matter experts, departmental liaisons and outreach members; sets the direction for the project; reviews and evaluates project documents and reports; communicates and ensures project requirements are met; facilitates the resolution of open issues; and coordinates appropriate training for project team members. Staff coordinated, scheduled and participated in 49 prototype sessions and coordinated the iterative process between City employees and vendor representatives. 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 is July 1, 2008. Additional staff of 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 attendance at a "Wage and Hour Law Compliance" seminar and participation in an audio conference on "Overtime Exemption Audits".

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 training.

Pay Activities

Pay staff reviewed the proposed pricing of 113 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 January of this fiscal year to complete the determination of equal classes across jurisdictions and to resolve outstanding issues related to implementation of the new equal pay provisions discussed above and issuance of notification that the review was completed.

The recruitment and retention incentives (RRI) were established for the Physician and Medical Assessment Specialist I classes to facilitate recruitment. The RRI enabled the City to successfully fill these positions. In addition, the RRI for the Fleet Mechanics and Medical Assessment Specialist II classes were continued. The engineering, architect, land surveying, computer programmer, and data processing systems analyst classes were continued on shortage.

Staff responded to a variety of surveys, including three surveys conducted by the Hawaii Employer's Council, surveys conducted by the City of Charlotte, North Carolina (2 surveys) and the City of Philadelphia, Pennsylvania (2 surveys), the Mountain States Employers Council, the City and County of Denver, Colorado, City of Austin, Texas, City of Bakersfield, California, City of El Paso, Texas, and provided wage and salary information to the Partnerships for Community, Inc.

Staff continues to serve as liaison and point of contact for other state 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
- Tuition reimbursement programs
- Accounts payable and payroll processing
- Salary conversion schedules and equivalencies
- Standing to appeal
- Compensation terminology
- Fire Fighter certification
- Fair Labor Standards Act (FLSA) inquiries

Staff serves as a member of the Pay Equity Task Force that was established by the State Legislature. The requisite annual report was submitted to the Legislature in April.

Finally, staff provided support of the Salary Commission in its hearings and deliberations, participated in joint labor-management subcommittees for Bargaining Unit 01, Blue Collar Workers, 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 appears to have increased 36% from 143 to 195. However, the current figure includes continuous recruitments which were not previously reported in prior years. The number of applications we received decreased 9% from 13,270, and the number of qualified applicants placed on eligible lists increased 7.4% 4,119 to 4,424. The number of internal departmental competitive examinations administered by departments decreased 30% from 456 to 319. There was a 26% increase in the number of vacancies filled from 779 to 984.

Despite recruitment at shortage category pay rates and recruitment incentives for certain job classes, we continued to have difficulty in recruiting for engineers, fleet mechanics, mobile emergency care specialists, electricians, construction inspectors and other construction related job classes. Due to the Hawaii construction boom, labor shortages and our low unemployment rate of 2.4%, construction related job classes were difficult to recruit. 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, HFD and HPD made presentations in the community and at elementary, middle and high schools and colleges, encouraging students and the public to consider the City as an employer. DHR staff also participated in job fairs and career days held at the Neal Blaisdell Center and at high schools and colleges on Oahu.

Countless hours were spent reviewing, analyzing and commenting on demonstrations and prototypes for the City's Enterprise Resource Planning (ERP) project. Staff work continues on the prototype reviews in preparation of the implementation of the new system.

New recruitment initiatives were developed for the Honolulu Police Department to assist them in filling Metropolitan Police Recruit vacancies. Other enhancements were made to the City website, job information recording, advertisements and job fair materials to create interest in working with the City. All aspects of recruitment are being reviewed and overhauled. Due to Labor Relations and Training partnerships, we were able to obtain, new shirts, signage, a table throw and clips to pass out.

Staff has completed work on automating various personnel action approval forms such as extension of limited term appointments, departmental promotions, transfer and demotions, and requests for eligibles. Staff continues to work on rule changes as well as amendments to the Policy and Procedures Manual.

Metropolitan Police Recruit

The examination staff has continued to partner with the Honolulu Police Department (HPD) in attracting Police Recruits and Police Radio Dispatchers locally and on the mainland. Staff participated in job fairs and recruited and tested applicants in Las Vegas, in support of HPD outreach efforts.

The Police Radio Dispatcher I recruitment was closed temporarily to enable staff to conduct a review of the position and the recruitment process. Reviews were conducted due to recent technological upgrades to the Police Radio system.

The recruitment was re-opened with amended minimum qualification requirements and skills, knowledges and abilities. A new supplemental form was developed to assess critical skills necessary for this position.

Selection Interview Training

Examination staff continues 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		
	2005-06	**2006-07**
Recruitments		
Open-Competitive and Promotional	143	195*
Applicants		
Open-Competitive and Promotional	13.270	12,065
Examinations	2,302	3,662
Labor Registration	643	736
Summer College Student Program		
Examinations		
Internal Departmental Competitive Promotions (Audited)	456	319
Applicants Placed on Eligible Lists	4,119	4,424
Vacancies Filled from Applicants Referred	779	984
Number of Vacancies	829	803

**Includes continuous recruitments*

Personnel Research and Services Activities

The Research staff actively participated in the City's Enterprise Resource Planning System's (C^2HERPS). C^2HERPS is in integrated software that will provide the City with greater availability for financial and human resources management. The Transactions and research staff collaborated to document eleven distinctly separate business scenarios to describe the various kinds of actions taken in the Transactions Section. In addition, staff attended prototype sessions and documented their feedback.

Research staff attended several training seminars relating to civil defense preparedness and continuing business operations after a disaster. One of the training sessions was sponsored by FEMA (Federal Emergency Management Agency) and enabled staff to hear first hand from survivors of Hurricane Katrina 2005.

Research staff assisted the Department of Transportation Services with revisions to their Commuter Choice Pre-Tax Benefit forms. Collaborating with the Department of Budget and Fiscal Services, Payroll Office and the Department of Transportation Services, staff worked together to replace references to the employee's social security number with an employee ID number. Also, the "Transit Payroll Deduction Authorization" and "Transit Payroll Deduction Cancellation Authorization" forms were consolidated into one form.

Research staff developed an interim program document for the Protection of Personnel Information (POPI) to enhance the protection of confidential employee information and to comply with new State laws on Identity Theft. Staff also provided training classes on POPI.

New Hybrid Retirement Plan Effective July 1, 2006 - The State Employees' Retirement System (ERS) new Hybrid Retirement Plan went into effect on July 1, 2006. The Benefits Section served as the central reporting agency for any errors resulting from this one-time election. After weeks of reporting, a total of 62 employees reported errors in their paychecks. Staff worked to coordinate corrections between the State Employees' Retirement System; the Department of Budget & Fiscal Services, Payroll Office; and our Transactions Section.

Service and Incentive Awards

The Benefits, Research, and Transactions Branch of the Department of Human Resources annually plans and coordinates the following two distinct and separate employee recognition programs:

1. The 2006 Mayor's Recognition Luncheon – A private luncheon was held on September 7, 2006, at the Halekulani Hotel that gave special recognition to 21 departmental Employee of the Year nominees and nine Manager of the Year nominees for their hard work and dedication. The Royal Hawaiian Band Glee Club provided the entertainment. Special bus transportation was provided for the honorees and department heads.
2. The 2006 Mayor's Employees Awards Program – On the morning of October 30, 2006, Mayor Hannemann honored and recognized the 21 departmental Employee of the Year honorees and the nine Manager of the Year honorees, as well as 198 employees with 25 years of service, 35 employees with 35 years of service, and two employees with 45 years of service with the City and County of Honolulu. Seven Exceptional Achievement Award recipients also received recognition. The Department of Human Resources returned to the Neal Blaisdell Concert Hall, after 10 years of absence, to host this annual program. This program culminated with the Mayor's announcement that Department of Design & Construction's Design and Construction Branch Engineer ***Guy M. Inouye*** was selected as the City's Employee of the Year, and Honolulu Police Department's Metropolitan Police Major ***Alan F. Fujita*** was chosen as the City's Manager of the Year. The Mayor presented awards to these two selectees and all the honorees. Five City Council members also attended this program. Special musical entertainment at the Mayor's Employees' Recognition Program was provided by Keith Nakaganeku & Calabash. Performers included: *Keith Nakaganeku, Kyle Oyasato, Charta Leong, Reynson Au and Lester Gantan*.

Benefits Processing Session

Another function that The Benefits, Research and Transactions Branch oversees is the Benefits Processing Session, previously entitled the "New Employee Orientation Session." Five exciting changes in our Benefits Processing Session emerged in January, 2007:

1. Registration of new employees is now done by e-form. This system eliminates manual and paper-based processes by ca n Plan as part of the Benefits Processing Session.

The Benefits Section staff provided Benefit Processing Sessions for approximately 750 new city employees this past fiscal year (July 1, 2006 – June 30, 2007). Each session is about three or four hours in length, and special sessions were also provided to departmental staff as needed. In the past fiscal year, 74 sessions were conducted. 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 255 Retirement Certificates. The staff coordinated the monthly retirement ceremonies held in the Mayor's private office, which include a photo of each retiree with the Mayor. A total of 42 retirees and 172 department heads and representatives, family members, and guests participated in the Mayor's monthly retirement ceremonies.

Pre-Retirement Planning Seminars

The Benefits Section staff plans and coordinates Pre-Retirement Planning Seminars. These seminars are designed for city employees who plan to retire within the next five years. This seminar provides employees with information that will assist them in planning and 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), the Social Security Administration*, and a financial advisor to provide important information about retirement facts, investment basics, and the importance of working with a financial advisor.

PRE-RETIREMENT PLANNING SEMINAR			
Seminar Date	Location	Department	Number of Participants
September 25, 2006	Mabel Smyth Auditorium	General Employees*	130
March 1, 2007	Mabel Smyth Auditorium	Sworn Police Personnel	125
March 20, 2007	Fire Training Center	Uniformed Fire Personnel	42
April 5, 2007	Mabel Smyth Auditorum	General Employees*	132

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, and support services for seniors.

PLANNING FOR A COMFORTABLE AND SECURE RETIREMENT SEMINAR			
Seminar Date	Location	Department	Number of Participants
August 11, 2006	City Hall Annex Room	General Employees	57
May 3, 2007	Mission Memorial Auditorium	General Employees	35

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 FY07, there were two recipients carried over from the previous fiscal year. An additional 14 applications were received and reviewed. Of the 14, one was denied, and 13 were approved.

The central leave bank received a total of 2,649.40 donated hours.

Fiscal Year	1998-99	1999-00	2000-01	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07
Leave recipients at the start of the fiscal year	9	7	7	8	1	4	3	3	2
Added recipients during the fiscal year	16	19	13	7	10	15	13	9	14
Remaining recipients at the end of the fiscal year	6	7	8	1	4	4	4	2	2

Transactions Activities

The section processed salary adjustments for employees in the following bargaining units:

BU 01: On the October 15, 2006 payroll, eligible employees received a 3.5% ATB increase to the salary schedule effective October 1, 2006. On the December 31, 2006 payroll, eligible employees received a 1.25% ATB increase to the salary schedule effective December 31, 2006.

BU 02: On the October 15, 2006 payroll, eligible employees received a 3.5% ATB increase to the salary schedule effective October 1, 2006.

BU 03, BU 04 and BU 13: On the October 15, 2006 payroll, eligible employees received a 3.5% ATB increase to the salary schedule effective October 1, 2006.

BU 10: On the August 15, 2006 payroll, eligible employees received a 2.5% ATB increase to the salary schedule effective August 1, 2006. On the February 28, 2007 payroll, eligible employees received a 2.5% ATB increase to the salary schedule February 16, 2007.

BU 11: On the July 31, 2006 payroll, eligible employees received a 2% ATB increase to the salary schedule effective July 1, 2006. Employees moved or remained on their appropriate step in accordance with the collective bargaining agreement. On the January 15, 2007 payroll, eligible employees received a 2% ATB increase to the salary schedule effective January 1, 2007.

BU 12: On the July 15, 2006 payroll, eligible employees received a 4% ATB increase to the salary schedule effective July 1, 2006.

EMCP (BU 11): On the July 15, 2006 payroll, eligible employees received a 4% ATB increase to the salary schedule effective July 1, 2006.

EMCP (BU 12): On the July 15, 2006 payroll, eligible employees received a 4% ATB increase to the salary schedule effective July 1, 2006.

EMCP (BU 4 and13): On the October 15, 2006 payroll, eligible employees received a 3.5% ATB increase to the salary schedule effective October 1, 2006

PERSONNEL TRANSACTION STATISTICS		
Entrance to the Service:	2005-06	2006-07
Exempt Appointments	3,630	3,811
Limited Term	76	99
Provisional	--	1
Short Term	--	1
Initial Probation	583	763
Subtotal	4,289	4,675
In-Service Changes:		
Changes in Status	1,537	1,727
In-Service Movements	1,190	1,231
Other Transactions	2,379	2,725
Reorganization	--	--
Salary Adjustments	13,610	20,021
Subtotal	18,716	25,704
Separations:		
Resignations	508	593
Service Retirement	213	238
Death	16	19
Disability	6	6
Layoff	--	--
Discharge	16	11
End of Appointment	119	76
Exempt Employee	41	42
Personal Services	1,770*	1,708*
Subtotal	2,689	2,693
GRAND TOTAL	**25,694**	**33,072**

**Large number reflects processing of intermittent, on-call employees.*

NUMBER OF EMPLOYEES AS OF JUNE 30, 2007				
	Civil Service Perm.	Civil Service Temp.	Exempt*	Total
Executive Branch				
Board of Water Supply	497	23	4**	524
Budget & Fiscal Services	269	--	3	272
Community Services	89	49	4	142
Corporation Counsel	28	3	40	71
Customer Services	253	--	2	255
Design & Construction	191	--	4	195
Emergency Services	296	58	2	356
Enterprise Services	204	--	3	207
Environmental Services	879	--	4	883
Facility Maintenance	541	5	4	550
Fire	1,097	1	4	1,102
Human Resources	70	4	2	76
Information Technology	121	--	2	123
Managing Director	--	--	28	28
Mayor's Office	--	--	8	8
Medical Examiner	13	--	3	16
Neighborhood Commission	--	--	15	15
Oahu Civil Defense	9	1	--	10
Parks & Recreation	733	16	4	753
Planning & Permitting	253	--	4	257
Police	2,555	1	5	2,561
Prosecuting Attorney	126	4	107	237
Royal Hawaiian Band	34	--	1	35
Transportation Services	85	--	3	88
SUBTOTAL	8,343	165	256	8,764
Legislative Branch				
City Clerk	24	--	2	26
City Council	2	--	84	86
SUBTOTAL	26	--	86	112
GRAND TOTAL	**8,369**	**165**	**342**	**8,876**

**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 city 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 screening is also performed at Health Services. Note the education video in the background.

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

- Continued work on the part of the medical provider team for ongoing consistency of findings and implementation of MED-TOX recommendations.
- DOT medical clearance for non CDL required positions – Diabetics using insulin who present with a waiver per state regulations will be accepted for DOT medical clearance.
- Two employees were referred for immediate surgery due to findings from their physical examinations.
- Contact lens use with respirators cleared for HFD use.
- TB screening of EMS personnel now to include converters and non-converters to best reflect current CDC standards.
- Annual training program of medical support staff developed and implemented for blood pressure measurement, girth, height & weight measurements, color blindness testing, vision and hearing testing.
- Evidenced based olfactory (smell) testing has been consistently applied for HFD employees and recruits.
- Return to Work evaluation requests: Employees are now instructed in what records to bring with them at the time of their appointment. This facilitates employees returning to work on a timely basis.
- Outdated EKG software was replaced with updated equipment.

- Staff Training: 1) Six medical staff acquired spirometry certification. 2) EKG seminar training for one medical provider. 3) Three medical staff attained CAOHC (Audiology) certification. 4) Civil Defense Training: One medical staff attended a two day training seminar.

Health Promotion

- New classes for hypertension have been added to the DHR training calendar and to the mid-career and retirement health education seminar.
- Hepatitis B exposure policy has been revised.
- Hepatitis B vaccination clinic protocol has been established to include availability of the Epi-pen; and vaccine ordering and storage responsibility is now with Health Services.
- Flu vaccine clinic - 959 city employees received the flu vaccine in Nov 2006.

- Contract of Hawaii Employees Assistance Services for EAP and SAP services was extended for one year.
- Training video now shown in the waiting area for employee education on pre-diabetes, hypertension, cardiac disease and health promotion activities.

DUI Program

- Lab staff continue to provide 24 hour 365 day coverage for HPD.

DNA Program

- A DNA draw from Health Services resulted in the match of a felon's DNA to a cold murder case.

Medical Records

- As a result of POPI (Protection of Personal Information) training, increased security has been attained during business hours.
- All employee records now are being entered into the OHM (electronic medical records) system. Future plans are being implemented to recover the unknown number of records that have not been entered into the OHM.
- Health Problem List are now being maintained in all paper records with a plan for a future entry program in the OHM system.
- DOT expirations dates are to be extended to the expiration date on yellow extension letters to avoid loss of time from work.

Staff changes in FY06-07

- Two new nurse practitioners were hired as health assessment specialists.
- New Branch Chief hired in June 07.
- City Physician position changed from contract to part-time civil service position.

We continue to be understaffed in the Medical Records section and plan to add a new clerk to facilitate record management.

The Employee Assistance Program provided group training classes for an entire city department. Problems affecting employees continue to be employee job stress, chemical dependency, marital and family issues and other miscellaneous issues.

City and County of Honolulu
Department of Human Resources
Health Services
Summary of Activities

MEDICAL EVALUATIONS	05-06	06-07
Pre-employment evaluations	520	684
Pre-employment evaluations – drug testing only	398	403
Annual physical evaluations	3,634	3,886
Other physical evaluations (includes return to work and fitness for duty)	493	502
Total Medical Evaluations	5,045	5,465
MEDICAL PROCEDURES	**05-06**	**06-07**
Pre-employment drug screening collections	658	684
Urinalysis	3,977	4,123
Immunizations	238	279
Vision tests	4,118	4,240
Hearing tests	4,364	4,605
Pulmonary function tests	1,396	1,106
Electrocardiogram (EKG)	2,276	2,319
Blood alcohol analysis (for DUI arrestees)	294	297
DNA sample collections (for felony arrestees)	143	148
Total Medical Procedures	17,464	17,801

INDUSTRIAL SAFETY AND WORKERS' COMPENSATION DIVISION

Major Functions

Develop, promote, coordinate and maintain a safety program for the City and County of Honolulu to comply with the Hawaii Occupational Safety and Health Law; help departments develop and implement safety programs; maintain statistics of lost time industrial injuries and illnesses and vehicle accidents for use in developing safety and accident prevention programs and strategies.

Administer the City's self-insured workers' compensation program to comply with the Hawaii Workers' Compensation Law (Chapter 386, Hawaii Revised Statutes) and other related rules and laws; administer the City's retention, rehabilitation and placement and limited duty programs; represent the City before the Department of Labor and Industrial Relations on workers' compensation related issues.

Table 1 shows the direct costs associated with administering the City's safety and workers' compensation programs for the last five years.

Table 1
Industrial Safety and Workers' Compensation Division
Direct Annual Operating Expenditures

Fiscal Year	2002-03	2003-04	2004-05	2005-06	2006-07
Salaries	851,185	826,565	887,346	897,667	933,509
Current Expenses	26,740	24,805	27,787	31,263	30,950
Equipment	0	1,561	0	0	0
Total Expenditures	877,925	852,931	915,133	928,930	964,459
Funded Positions	18.5	18	18	18	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, 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 2006-07, the committee held hearings on 367 vehicle accidents and found 247 (67%) of these accidents to be avoidable. City drivers received notification of the Committee's decision with recommendations to prevent similar accidents.

In September 2006, the Safe Driver Recognition and Awards Program recognized 341 employees for sustained superior driving performance. Of these drivers, 69 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 5 fiscal years. The incidence rate is the number of disabling (lost-time) injuries in a given year for each 100 employees (200,000 hours worked). City avoidable accidents include BWS but not HPD.

Table 2
Lost-Time Incidence Rate and Vehicle Accidents

Fiscal Year	Lost-time Injuries	Incidence Rate	Avoidable Accidents
2002-03	515	5.8	229
2003-04	483	5.4	203
2004-05	429	4.8	194
2005-06	452	5.0	246
2006-07	438	5.0	248

Workers' Compensation Branch Activities

During the year, the division processed 1,786 new or reopened workers' compensation claims in addition to 1,556 claims carried forward from the previous year, for a total of 3,342 claims. With ten full-time equivalent claim adjuster positions, this represents an average of 334 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	02-03	03-04	04-05	05-06	06-07
Beginning Active Claims	1,615	1,502	1,466	1,413	1,556
Claims Opened or Reopened	2,114	2,190	1,933	1,825	1,786
Claims Closed*	2,227	2,226	1,986	1,682	1,872
Continuing Active Claims	1,502	1,466	1,413	1,556	1,470
Claims Per Adjuster	310	308	283	324	334

** This includes claims with multiple openings/closures (199 in FY 06-07)*

The City recovered $209,321 for workers' compensation cases involving outside parties causing or contributing to injuries sustained by city employees. Most of this recovery came from third party insurance carriers for injuries associated with automobile accidents.

The City's two in-house vocational rehabilitation counselors provided job placement services to 186 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 $1,515,072 (12%) over the prior fiscal year. Expenditures for indemnity and medical increased 15% and 22% respectively, while temporary disability (wage replacement) benefits increased 6%.

Table 4
Workers' Compensation Direct Expenditures

Fiscal Year	2002-03	2003-04	2004-05	2005-06	2006-07
Temporary Disability	3,748,866	3,683,251	3,520,533	3,642,872	3,842,757
Indemnity	4,789,471	4,837,171	5,029,619	3,357,324	3,873,670
Medical	4,432,193	5,227,760	4,225,753	3,962,788	4,847,391
Claim Management	604,200	599,043	597,765	522,885	479,106
Special Fund Assessment	1,109,379	1,040,161	866,464	799,719	742,898
Medical Bill Audit/Payment	412,669	376,180	314,148	337,615	352,453
TOTAL	15,096,778	15,763,566	14,554,282	12,623,203	14,138,275

Table 5 shows city workers' compensation expenditure and injury statistics. There were 40 fewer claims filed for workers' compensation benefits than the previous fiscal year and the number of lost-time injuries decreased by 14. Over the last five years, the number of claims filed by City employees decreased 16% (279 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
02-03	15,096,778		1,738		515	
		+04.4		-01.4		-06.2
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	

Table 6
FISCAL YEAR 2006-07

Department/Agency	Total Cost ($)	New Claims
Board of Water Supply	848,615	61
Budget and Fiscal Services	42,771	4
City Clerk	43,296	0
City Council & Council Services	578	2
Community Services	6,008	9
Corporation Counsel	2,663	2
Customer Services	244,722	11
Design and Construction	5,796	6
Emergency Management (formally Civil Defense)	1	0
Emergency Services – Administration	8,206	0
Emergency Services – EMS	544,107	73
Emergency Services – Ocean Safety	557,683	58
Enterprise Services – Excluding Golf	202,543	42
Enterprise Services – Golf Courses	52,365	10
Environmental Services – Administration	16,383	1
Environmental Services – Wastewater	552,929	70
Environmental Services – Refuse	1,058,586	95
Facility Maintenance – Administration	0	0
Facility Maintenance – Building & Electrical	150,845	13
Facility Maintenance – Road Maintenance	582,100	79
Facility Maintenance – Automotive	234,611	32
Fire	1,295,112	200
Human Resources	6,892	0
Information Technology	50,563	2
Liquor Commission	39,300	8
Managing Director's Office	17,321	0
Mayor's Office	0	0
Medical Examiner	8,904	2
Parks and Recreation	984,438	98
Planning and Permitting	84,344	8
Police	5,267,998	557
Prosecuting Attorney's Office	67,407	4
Royal Hawaiian Band	19,400	7
Transportation Services	46,437	5
Special Comp Fund Assessment	742,898	-
Medical Bill Audit/Payment Services	352,453	-
TOTAL	14,138,275	1,459

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

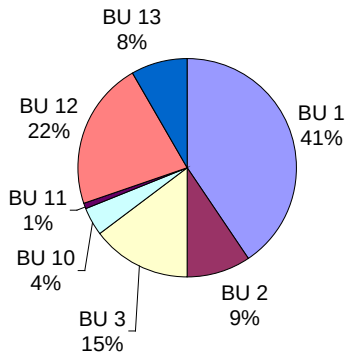
City employees are represented by eight different bargaining units. The Labor Relations Branch administers the City's labor-management activities.

Negotiations with Bargaining Unit 1 (blue collar non-supervisory), Bargaining Unit 2 (blue collar supervisory), Bargaining Unit 3 (white collar non-supervisory), Bargaining Unit 4 (white collar supervisory), Bargaining Unit 10 (institutional, health and correction workers), Bargaining Unit 11 (fire fighters), Bargaining Unit 12 (Police) and Bargaining Unit 13 (professional and scientific) continued during the fiscal year. BU 11 and 12 reached four-year agreements through interest arbitration. Two-year settlements were reached for all other units. All agreements took effect on July 1, 2007.

The number of grievances filed at the Employer level has decreased 52% during the past fiscal year. The Labor Relations staff received 96 grievances in comparison to 202 received in the prior fiscal year. The Labor Relations staff issued 44 decisions and resolved 34 through settlement agreement. 304 grievances were pending at Employer level or arbitration at end of fiscal year.

There were 19 grievance arbitration awards rendered during the fiscal year. Of those, six awards were favorable to the City, including two terminations. The other cases in the City's favor involved promotion/non-selections, psychological evaluations and restriction of police authority. Arbitrators modified nine grievances involving disciplinary suspensions and terminations. The Union prevailed in four grievances involving disciplinary suspensions and temporary assignment.

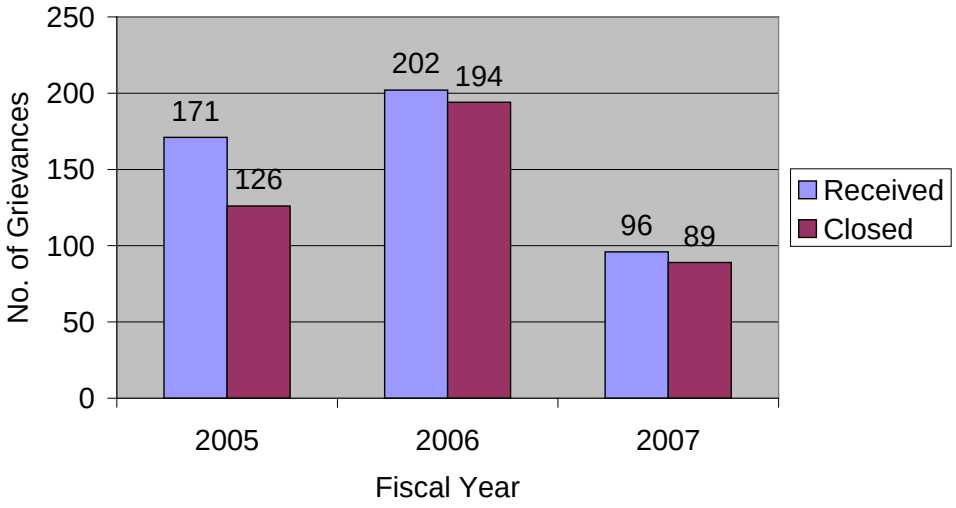
Grievances Received by Bargaining Unit



EMPLOYER LEVEL GRIEVANCES BY DEPARTMENT AND BARGAINING UNIT
July 1, 2006 to June 30, 2007

	BARGAINING UNITS								
DEPARTMENT	1	2	3	4	10	11	12	13	TOTAL
BOARD OF WATER SUPPLY	3	3	2	-	-	-	-	-	8
COMMUNITY SERVICES	-	-	1	-	-	-	-	2	3
EMERGENCY SERVICES	-	-	4	-	4	-	-	-	8
ENTERPRISE SERVICES	3	-	2	-	-	-	-	-	5
ENVIRONMENTAL SERVICES	12	-	-	-	-	-	-	1	13
FACILITY MAINTENANCE	10	2	-	-	-	-	-	-	12
FIRE	-	-	-	-	-	1	-	-	1
LIQUOR COMMISSION	-	-	1	-	-	-	-	-	1
PARKS AND RECREATION	11	4	3	-	-	-	-	1	19
PLANNING AND PERMITTING	-	-	1	-	-	-	-	3	4
POLICE	-	-	-	-	-	-	21	-	21
PROSECUTING ATTORNEY	-	-	-	-	-	-	-	1	1
TOTAL	39	9	14	-	4	1	21	8	96

Grievances Received/Closed

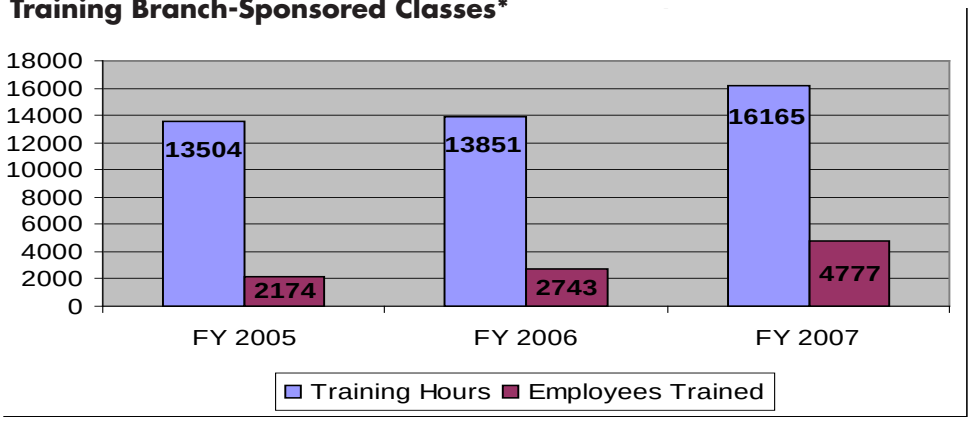


Training Activities

In the area of Leadership Development, the Training Branch sponsored Management Curriculum through Issues Forums and classes, not only as a means to keep managers informed about various City projects, but also to invite high-profile industry speakers to the City to present the latest leadership trends and topics. These presentations included: "6 Fatal Mistakes in Performance Management"; "Generational Differences: Capitalizing on the Strength of Diversity"; "Strategic Leadership"; and "Turning Employees and Customers into Long-Term Followers." The Training Branch also sponsored Leadership Training Sessions with Mayor Hannemann, the cabinet and staff.

4,777 employees participated in Training Branch-Sponsored Classes for a total of 16,165 training hours. The number of participants increased by 74% over FY 2006. Total training hours completed increased by 17% over FY 2006

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.*

PMO-Sponsored Training & Scholarships

Number of Participants in PMO-Sponsored Training & Scholarships

461

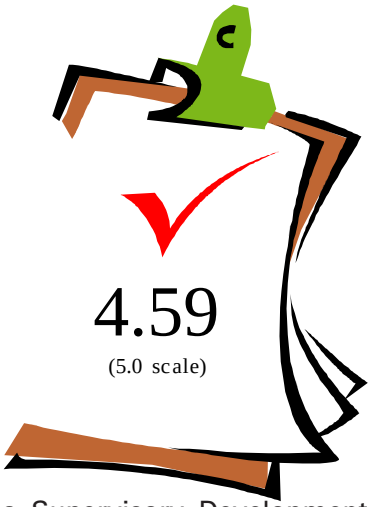
This year, we were once again pleased to make management training and individual scholarships available for employees to attend seminars and conferences that showcase national best practices.

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.

Overall Satisfaction of Training Session* FY 2007

Employees participating in Training Branch-Sponsored Classes rate their stisfaction on a range of training components.



In the area of Supervisory Development, the Training Branch offered a Supervisory Development Curriculum:

- Conflict Resolution
- Discipline & Grievance Handling
- Drug & Alcohol Policies Training
- Effective Business Writing
- Fundamentals of Management
- Improving Work Habits
- Investigation 101
- People Smarts

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
- Prevention of Sexual Harassment
- Prevention of Workplace Violence
- True Colors

The Training Branch conducts New Employee Orientation for all new employees. In New Employee Orientation, participants are welcomed to the City by various DHR personnel. Participants receive an introduction to city operations and

review various policies such as prevention of sexual harassment and prevention of workplace violence.

The Training Branch was also involved in 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 Jazzercise, 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.

Trades Apprentice Program

A total of 50 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

Department	Trade	Employees in Program
Board of Water Supply	Pipefitters	25
Facility Maintenance	Bridge and Heavy Construction Carpenters	2
	Fleet Mechanics	3
	Heavy Construction Mason	4
	Line Electricians	14
Transportation Services	Traffic Signal Electricians	2
Total		50

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.

Director of DIT, Gordon Bruce discusses the progress of ERP implementation with Division Chief Grace Cheng.

Mayor Hannemann's IT Directives (January 10, 2006)

The Mayor periodically issues specific directives for each department that defines their primary responsibilities and strategic direction.

1.1 PURPOSE OF DIRECTIVE

This directive establishes the general policy on Information Technology (IT) services for the City and County of Honolulu. It is effective immediately and supersedes Mayor's Directive 99-1 with the same purpose.

Keith Rollman, Senior Advisor

1.2 THE GENERAL STRATEGY

To enable the City and County of Honolulu to best manage all of its IT resources, the Department of Information Technology (DIT), under guidance from the IT Steering Committee (ITSC), shall develop and direct an integrated network of computer resources that shall provide data processing and telecommunications services to all city agencies and authorized users. Through centralized management of IT services, all users of the City's network will be able to more effectively share data, information, technology, resources, and technical expertise in a cost-effective and efficient manner.

In conjunction with Information Technology management, the Department of Information Technology will promote "user self sufficiency" by establishing a working environment whereby agencies will be encouraged to perform simple data processing tasks
at their own sites. DITwill make available the necessary data, provide the tools, training, and any necessary assistance to enable users to attain greater self-sufficiency.

The City also recognizes the continuing need to work in concert with the entire community — Federal, State and County agencies as well as the private sector and the public. The Department of Information Technology (DIT) will continuously promote 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.

1.3 ASSIGNMENT OF PRIMARY DATA PROCESSING RESPONSIBILITY

This directive assigns to the Director of Information Technology the primary responsibility of managing all IT resources and services in the City and County of Honolulu. The Director is also given the title of Chief Information Officer (CIO) of the City and County of Honolulu with the responsibility for developing the City's long range IT related plans, goals and objectives as well as measures for its achievement. The CIO will insure that all IT plans are consistent with, and supportive of, the stated business needs of the various departments within the City and County of Honolulu.

City Ordinance No. 3479 approved by the Mayor on October 10, 1969, provided for the Department of Information Systems. The Department was renamed the Department of Data Systems in the Revised Charter of the City and County of Honolulu of 1973. On January 1, 1999, the Department was renamed the Department of Information Technology to reflect the reorganization of the City government and to be more consistent with the IT industry. Chapter 13, Section 6 of the Revised Charter delineates the powers, duties and functions of the Director of the Information Technology as follows:

1. Operate information systems excluding those systems maintained by the Board of Water Supply and any other semi-autonomous agencies created by ordinance;
2. Provide technical expertise in information systems/technology to the City government;
3. Assist the Managing Director in management information analysis and evaluation;
4. Advise the Mayor on information technology matters, as it relates to government operations and the development of a tech industry in Honolulu;
5. Provide objective third party guidance in the selection of technologies for all city and county departments;
6. Chair the Public Safety Oversight Committee and facilitate an integrated approach to technology deployment in the area of public safety;
7. Perform such other duties as may be required by law.

More specifically, the Director of Information Technology is given the following responsibilities to effectuate the IT strategy of the City:

1. Establish standards, procedures, guidelines, rules and regulations to effectively manage the City's computer information and telecommunications resources;
2. Develop a strategic information systems plan with input from the IT Steering Committee for the City and review the plan on a regular basis to ensure proper product prioritization, control and viability in the face of rapid technological changes in the industry;
3. Provide technical approval for the acquisition of all IT related hardware, firmware, software, personnel, and contractual services for all city agencies;
4. Provide sufficient security policies and procedures to maintain data integrity, protect data from loss, misuse, and unauthorized access, and ensure compliance with copyright and privacy laws;
5. Maintain information technology and telecommunications facilities for the City and County of Honolulu and all operational computerized systems;
6. Optimize the use of shared data through efficient data base management systems;
7. Serve as the "custodian" of data owned by city and county departments and stored on City and County of Honolulu information systems;
8. Provide other government agencies and organizations with information requested, subject to legal and security constraints;
9. Develop and implement an end-user support plan to enable agencies to attain "user self-sufficiency" in obtaining timely management information from stored databases;
10. Evaluate technological advancements, product lines, and alternate solutions to data processing requirements as applied to city operations;
11. Develop, implement, and maintain a viable telecommunications plan to continually improve reliability and response time for users of the integrated telecommunications network. The Department of Information Technology shall provide city agencies with all telecommunication hardware, software and carrier services;
12. Develop a program to assure that all desktop workstations utilized by the City work force are replaced or upgraded on a prudent basis (usually 4-5 years);
13. Assist the Mayor, the Managing Director, and city agencies in assessing IT requirements, and in developing viable plans of action;
14. Establish an ongoing comprehensive training program for DIT staff and users of the City's IT resources;
15. Act as technical advisor to state and county agencies using statewide systems operated by the City's central computing facility;

16. Develop charge back methodologies and cost-sharing agreements with non-city agencies;
17. Advise and assist departments in the preparation of long range and short range plans for using information technology within their department, as well as for the procurement and implementation of computer applications which support the business needs of the department;
18. Evaluate each city agency's IT plans and service requests for technical feasibility and impact on DIT's resources. Recommend a work priority and implementation schedule, and advise the City Managing Director;
19. Monitor and act on legislative proposals in all levels of government that may directly or indirectly affect the IT plans, policies and procedures of the City;
20. Develop and implement guidelines and procedures that ensure compliance with the policies and intent of this directive;
21. Monitor the use of grant funds earmarked for technology (e.g. computers, security, access control, cameras) to insure integration with city and county standards;
22. Manage the microwave and 800 MHz radio systems to ensure maintenance, upgrades fall within documented standards;
23. Monitor and approve allocation and spending grant for the acquisition of technology for the City and County of Honolulu;
24. Director of DIT will insure that all backup to disaster recovery procedures are tested quarterly and in place;
25. Manage the City's various telephone systems to ensure that the City voice communications are available in the most cost-effective manner;
26. Manage the City's telecommunication revenue opportunities, ensuring that optimal revenues and services are obtained.
27. Ensure that data, security, hardware, software, communications, client server, mainframe, risk management, and related technology strategies are updated and deployed on an annual basis.

1.4 ASSIGNMENT OF DIT RESPONSIBILITIES TO DEPARTMENT HEADS

While the Department of Information Technology has the primary responsibility to ensure that the City's data and telecommunications needs are adequately met and computer resources are effectively managed, the Director of each city agency will be responsible for the following areas:

1. Each department, with the assistance of DIT, shall develop long range and short range plans for utilizing information technology within their department. These plans shall be specific as to departmental priority. Planned projects should include anticipated benefits to be gained, such as increases in staff productivity and efficiency, lower operating costs, and/or anticipated increases in services to the public. Departmental plans shall be updated, as may be necessary, to reflect additions and changes;
2. Together with DIT, determine the priority and level of internal coordination necessary to adequately support all departmental IT activities, and delegate these responsibilities to appropriate departmental personnel;
3. Include in the Department's annual budget request, funding for those projects that have been given technical approval from the Department of Information Technology;
4. Present written requests to the Department of Information Technology for all IT services desired using the appropriate designated forms;
5. Request assistance from the Department of Information Technology on the need to train designated staff members in the use of standard IT hardware and software utilized within the City;
6. As the "owner agency" of electronic data files, provide the Director of Information Technology with written approval authorizing its release to other government agencies, private organizations, and the public;
7. As an agency requesting the use of electronic data, obtain the consent for the use of data from the appropriate "owner agency." The Department of Information Technology, as custodian of all electronic data files, will require approval for access from the "owner agency" prior to its release;
8. Develop and implement adequate departmental security procedures consistent with the security policies established by the Department of Information Technology;
9. As member of DIT Steering Committee, help to identify and prioritize <u>all</u> 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.

1.5 DIT RESPONSIBILITIES FOR ALL NON-CITY USERS

The head of each non-city organization receiving data processing services from the City's computer resources shall be responsible for the following areas:

1. Ensure compliance with all standards, security policies and procedures provided by the Director of Information Technology including all copyright and privacy laws;
2. Obtain the consent for the use of data from the appropriate "owner agency." The Director of Information Technology, as custodian of all data residing in the central computing facility, will still require approval for access from the agency charged with maintaining the accuracy and timeliness of the data;
3. Inform the Director of Information Technology of any changes or deviations in the intent of the IT services provided;
4. Provide training to staff members who will directly interact with the computer. Obtain assistance for training from the Director of Information Technology to ensure that staff members are qualified to utilize and work with appropriate hardware, software, and firmware in a shared IT environment;
5. Assume all costs for the requested data processing services, including personnel cost, data communication cost, hardware, software, and related machine processing cost.

2.1 COMPUTER EQUIPMENT

The City's computing facility consists of mainframe computers, peripheral devices, network file servers, and specialized communications equipment, linked together to form a centralized computer system. Equipment shall be upgraded periodically to do technological obsolescence and/or the costs to support such technologies are prohibitive.

2.2 COMPUTER APPLICATIONS

The Director of Information Technology and the agency requesting the application shall determine application requirements jointly through the ITSC. Applications refer to all facets of information processing including data processing, word processing, image processing, voice processing, and any technological changes that bring information directly to those who need it to effectively accomplish their goals. The agency heads will maintain primary responsibility for ensuring that application requirements are accurately met.

2.3 SECURITY POLICY

The Department of Information Technology is responsible for implementing a security system that ensures the accuracy and integrity of electronic data and prohibits unauthorized access to city-owned computer resources. The Director shall designate a central security administrator to develop security policies, guidelines and procedures. The user agencies will enforce the policies at the local site. The security system procedures will address the responsibilities of the owners of resources, the custodian of resources, the functions of departmental security administrators and the central security administrator, and individual accountability. The Director of DIT will act as head of Public Safety Oversight Committee.

2.4 PROCURING AND AUGMENTING THE CITY'S IT STAFF

The Department of Information Technology shall periodically review staffing requirements and qualifications of applicants for open staff positions. The Department of Human Resources shall work jointly with the Department of Information Technology to ensure that qualified candidates are recruited and that the qualifications are unbiased and competitive with the industry. Contractors, student help and volunteers can supplement the permanent staff with permission from the Managing Director. Supplemental staff will be subject to the same security requirements as permanent staff members and will be held accountable for their activities.

2.5 PROCURING CONTRACT SERVICES

The Director of Information Technology shall determine if contract services are necessary to accomplish priority tasks. When contract services are required, the Department of Information Technology will be responsible for integrating the resulting system into it's existing workload, ensuring that adequate resources have been provided for subsequent system maintenance, and ensuring that the staff works closely with the contractor to be able to maintain the product or provide the same level of technical expertise upon termination of the contract.

All contracts for IT projects for the city and county require the approval of the Director of DIT

3.1 DEFINITION OF TERMS

The following definitions are provided for terms used in this directive:

CITY - The City and County of Honolulu.

CITY AGENCY - Any department, commission, board, bureau, office or other establishment that is part of the government of the City and County of Honolulu, excluding semi-autonomous agencies such as the Board of Water Supply.

COMPUTER RESOURCES - All hardware, firmware, software, personnel and procedures that are part of data processing solutions.

DATA COMMUNICATION - The transportation or transmission of data from one location to another in a network

of terminals linked together to a computer.

DEPARTMENT - The agencies directly under the Mayor of the City and County of Honolulu that are part of the executive branch of government as provided in the Revised City Charter of 1973.

FIRMWARE - Computer devices such as ROM (Read-Only Memory) that have physical characteristics but perform specific functions usually through software. A programmer cannot alter the predetermined instructions, as they are part of the hardware circuitry.

FUNCTIONAL CONTROL - The authority to establish and enforce rules and regulations governing a specific function, i.e., the data processing function, such as acquiring equipment, determining information needs, staffing, etc.

HARDWARE - Computers and computer-related equipment and devices such as controllers, terminals, scanners, workstations, printers and file servers.

OPERATIONAL CONTROL - The authority to establish and enforce rules, regulations and procedures to ensure the smooth operations of the central computing facility and all equipment linked to the citywide network.

SOFTWARE - Computer programs and procedures that enable the computer to perform predetermined functions and can usually be altered by a "programmer."

TELECOMMUNICATION - A form of information handling in which a data processing system utilizes communication facilities.

USER - Any person, group of persons, or organization using city computer resources or benefiting from the data processing services provided. City users would be city agencies such as the Department of Planning and Permitting and the Department of Customer Services. Non-city government users would be county, state, and federal agencies such as the County of Kauai, the State Department of Budget and Finance, or the Federal Bureau of Investigation. Non-government users would be persons or organizations in the private sector such as students involved in special projects and the Hawaiian Humane Society.

PROJECT PRIORITY REVIEW

The division chiefs together with key supervisors joined the director and senior advisor to establish a methodology for setting priorities among the hundreds of individual projects the department was responsible for. It was determined that

Priorities / Project Management

1. Required by law
2. Priority of the the Director of DIT
3. Mayor's directive
4. Required by city audit
5. Obsolescence
6. Homeland security
7. Maintenance
8. Funded
9. Other / ROI

MAJOR PROJECTS CURRENTLY UNDERWAY AT DIT

The Department of Information Technology continues to implement major projects conceived at the outset of this administration. The goal remains bringing the Cty's primary enterprise software and hardware up to date, as well as

The IBM consulting group conducts a working meeting on network security issues.

address a wide-ranging set of initiatives established by Director Bruce and the Mayor.

Jeffrey Ishima poses with one of the new IBM Z Series Mainframes.

1. ERP Implementation

The major ERP contractor, CGI AMS, and a dedicated project team worked throughout the year to implement the first phase of the ERP deployment for the budget and finance functions of city operations.

ERP comprises the software that integrates the financial and operational data of all departments and the hardware and networking required to make it functional. This is multi-million, multi year project that will bring our city in line with contemporary best practices for IT management of large municipal operations.

In conjunction with a major new hardware systems strategy the upgraded enterprise resource management strategy is on time and on budget.

2. IBM Z Series, P Series and SAN Deployment

IBM P Series computers were acquired to support the new ERP software solutions, and new Z Series mainframes were brought in to replace aging mainframes. Additionally the old tape back up system has been retired this year to make way for a contemporary SAN (data storage) system mated to the Z Series mainframes and P Series machines.

Kapolei Hale's data room will be reconfigured to become a full mirroring site for the main city operations at FMB. These major upgrades to our primary computer hardware, storage and disaster recovery strategy will bring us up to contemporary professional standards for the City's scale of operations.

3. Repair and maintain the cities radio antennae installations continues

DIT continues to implement a four-year, $25 million program of repair and replacement that will bring the system to an acceptable, hurricane resistant condition. The metal towers and support buildings were badly in need of repair, maintenance or replacement when Mayor Hannemann took office in 2005.

Construction at the Koko Head facility.

4. Expanded public wireless broadband

One area that holds much promise for economic development throughout our city is the proliferation of wireless broadband.

DIT working with Tri Net Solutions has successfully launched the FREE Chinatown WIFI service to which Mayor Hannemann had committed during last year's Chinatown summit. After the withdrawal of original technology partner, Earthlink, Director Bruce shifted to a new technology and partner to fulfill the Mayor's directive.

Working together with the private sector the City has continued to encourage the establishment of working agreements amongst the service providers that would allow for the quick deployment of total wireless coverage in Honolulu. The innovations that businesses and individuals can create with this type of connectivity are virtually unlimited. The development of new products and services utilizing this wireless environment would encourage whole new businesses.

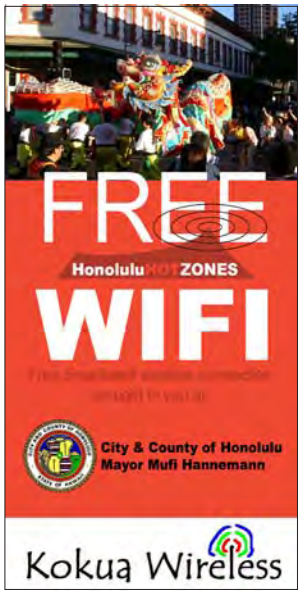
5. Security Issues & Interoperability

DIT was charged with identifying the best solutions for facilities security, including video surveillance and building access. Contracts were assigned this year to improve and standardize access systems and integrate security video surveillance capabilities.

There is nothing more important to this administration than public safety, and few areas where the application of new technology can bring about such significant improvements.

We live in a new and more dangerous world than that of a few years ago, so the Department of Information Technology is poised to work with the Police, Fire, Civil Defense and other departments to improve communications among all first-responders. We will work closely with the private sector to develop new technologies to ensure the interoperability of radio communications and the new software tools to better manage crisis situations.

Honolulu Hot Zones (Free WiFi access areas) are springing up at city parks and other locations around Oahu.



Chinatown Hot Zones are designated by this distinctive window decal.

Other Specific Achievements of DIT during FY 2007

During the fiscal year 2005-2006, the city's DIT has completed many projects related to both past and current administrative directives.

1. Voice Over IP – Telephone Systems – Migration from 20 Legacy Key Systems and 8 Legacy PBX Systems
   - HFD HQ
   - 80% FMB
   - Halawa Base Yard
   - Finance Factors Bldg
   - Total 1200 Phones Converted to Date
2. Wireless
   - EWA Beach Park
   - EVDO/Bus Pilot
   - Skywave Broadband
   - EarthLink Contract
   - Continued Expansion of City System
3. Tactical Interoperability Communication (TIC) Plan & Exercise
4. Driver License System Rewrite
5. DHR Labor Registration System
6. 700+ PC Replacements
7. Application Assessment
8. HFD HOSES project with GIS integration
9. Migration to new Global Positioning System (GPS)/ Automated Vehicle Locator
10. EEO Complaints Tracking and History System
11. CICS 2.2 Mainframe Upgrade
12. AES Automated Fuel Interface
13. HPD Automated Fuel Interface
14. Automated DIT Project Tracking System
15. CLK-SVRS (election mainframe program) Enhancements
16. Hanauma Bay Repeat Visitor Program
17. Division of Purchasing Encumbrance

18. HFD Web Portal Proof of Concep
19. CIFIS 1099 Forms
20. In-house Video Streaming
21. DFM Roads Pothole Service Request
22. Forms Exchange
23. AAMVA Network Control Software (NCS) II Upgrade
24. Electronic Forms – Paper Reduction
    - Request for Promotion
    - Request for Demotion
    - Request for extension of limited term
    - BID Reference
    - ESD Overtime Request
    - Multiple HPD Requests
    - Performance Evaluation System
    - P-Card Change Request
    - COR Request for Legal
25. E-911
26. DPP HONLINE Permit Processing
    - Solar
    - Electrical
    - Plumbing
    - Split A/C
27. Security/Networks
    - Installed Citywide new fiber network at East Honolulu HPD, Kahaluu Fire, Manoa Fire and Waikiki Fire
    - Upgraded Network Core and Edge Switches for Stability
    - Installed new internet load balancing appliance and failover firewalls for the Internet.
    - Upgraded internet speed from 10Mbit to 100Mbit
    - Installed Route Explorer for monitoring and troubleshooting the city network infrastructure.
    - Setup Proofpoint spam & antivirus filtering on Linux Server to check for spam, phishing and virus in email
    - Setup Wireless network for Police Mobile command vehicle to allow external agenices (FBI, Feds, Nation Guard, etc) to connect to command vehicle to share data
    - Implemented the application firewall
    - Camera security system for Honolulu Fire HQ
    - Camera/Voice security system for Mayor's/MD's office

DIT Projects Underway FY 2007-2008

1. DL Motor Carrier Safety Improvement Act (MCSIA) Development Project
2. Telecommunication Tower Reconstruction/Repair
    - 3 Under Construction
    - 2 Out to Bid
    - 14 Buildings Reviewed… Analysis Underway
3. Payment Card Industry Certification Project
4. E-911
    - GIS Upgrades
    - Coverage Upgrades

- First Responder Upgrades

5. ERP
   - Complete Financials July 2007
   - Complete Payroll/HR July 2008
6. Wireless
   - Additional Communities/Parks
   - NBC
   - Chinatown
   - Continued City Expansion
   - Nextel Rebanding
7. Service Oriented Architecture Implementation
8. Mainframe(2) Replacements
9. Disaster Recovery Plan
10. Storage Area Network Plan and Implementation
11. Server Consolidation Plan and Implementation
12. Security Upgrades – Policy Revision/Systems Upgrades
13. Island Wide Network Upgrades
14. 311 RFP
15. Improved DIT Project/Resource Planning
16. Interoperability Communications Upgrades
17. 800 MHz Re-banding (Nextel)
18. H3 800MHz Turnover from State
19. DFM Pavement Management System
20. DPP Online Permitting Applications
21. Document Management Strategic Plan
22. HFD Posse System Upgrades
23. HFD HOSES System Upgrades
24. City Wide Website Redesign
25. Transit Smart Card RFP
26. Attorney Time Tracking System
27. Online Abandoned Vehicle System
28. HFD Fire Inspection
29. Produce RFP to Replace the Motor Vehicle Registration Computer System
30. E-Forms
31. Leave request implementation
32. Electronic Document Management Docushare Review
33. PC Replacement and Mobile Computing

34. Security Policy Rewrite
35. PSOC Strategic Plan Update
36. DIT Strategic Plan Update
37. Enterprise Asset Management System(s)
38. Automate Synergen to PTA interface
39. Access Control and Monitoring Systems (ACAMS)
    - FMB
    - ENV
    - DTS
    - HPD – Various
    - HFD – Various
    - To Be Reviewed
        - Golf Courses
        - HPD Warehouse
        - Surf Racks

CONCLUSION

By continuing to employ high tech solutions, and expanding our relationships with private sector partners the City of Honolulu will continue to keep pace with the best practices of other great cities. We can use technology to offer our citizens convenience and improved security, and our business partners faster city services and better ways to access city business opportunities. We will help protect the Honolulu we all cherish and make more time for all of us to enjoy our city.

Please direct any specific inquires regarding the operations and policies of the City Department of Information Technology to: DIT@honolulu.gov, City and County of Honolulu, 650 South King Street, 5th Floor, Honolulu HI 96813-3017.

OFFICE OF THE MAYOR
Office of Economic Development
Office of Culture & the Arts

Mufi Hannemann, Mayor
Wayne M. Hashiro, Managing Director • Trudi S. Saito, Deputy Managing Director
Jeffrey J. Coelho, Executive Advisor

The close of the 2007 fiscal year marked the conclusion of the Hannemann administration's 30 months at City Hall, a period best described by the mayor as "reflecting "the consistency of our spending priorities, with a continuing focus on the basic services that place a premium on public safety; maintenance of roads, parks and public facilities; transportation and traffic; and sewage and solid waste."

The City's operating and capital improvement budgets for the 2007 fiscal year, which began on July 1, 2006, were $1.5 billion for operations and $680.7 million for capital improvements. Spending on sewers and sanitation accounted for more than half—$356.6 million, or 52 percent—of the administration's total capital spending for the year.

The highlights of the Fiscal Year 2007 budget are listed below.

Sewers

Beachwalk pump station force main ..... $18 million
Sand Island treatment plant expansion ..... $64 million
Sand Island treatment plant disinfection facility and effluent pump station ..... $15 million
Fort DeRussy pump station and force main ..... $2.2 million
Honouliuli treatment plant solids handling ..... $22 million
Honouliuli treatment plant upgrades ..... $10 million
Kalihi Valley sewers ..... $23 million
Kalihi-Nuuanu sewers ..... $21 million
Wilhelmina Rise sewers ..... $20 million
Waimalu sewers ..... $9.5 million
Houghtailing Street sewers ..... $7.5 million

Roadways

Island-wide street rehabilitation ($10 million for storm damage repairs) ..... $44 million
North-South Road construction ..... $33.1 million
Kuahea Street (Palolo Valley) ..... $5 million
Manana cane haul road construction ..... $4 million
Waianae Coast alternate access route ..... $1 million
Waimalu Stream dredging ..... $3 million
Flood control for streams and ditches, island-wide ..... $1.25 million
Bridge rehabilitation and improvements, island-wide ..... $2.5 million

Public Safety

15 uniformed police officers ..... $0.77 million
10 permanent and 10 contract water safety officers (lifeguards) ..... $0.6 million
Crime laboratory expansion ..... $9.95 million
Police station and facility improvements ..... $1.65 million
Police patrol sedans and other equipment ..... $2.9 million
Mobile data computers in patrol vehicles ..... $1 million
Fire station building improvements ..... $2 million
McCully fire station replacement ..... $1 million
Two fire engines ..... $1 million
Wahiawa ambulance facility construction ..... $1 million
New lifeguard towers ..... $0.4 million
Telecommunications facilities upgrades ..... $2.9 million

Public Facilities and Parks

Blaisdell Center Arena risers	$2.32 million
Blaisdell Center Arena air-conditioner (addition to $4 million from FY 2006)	$1.5 million
Honolulu Municipal Building fire sprinklers	$5 million
Kapolei corporation yard (includes FY 2006 funding)	$9 million
Ala Moana Park improvements	$1.8 million
Halona Blowhole reconstruction	$1.15 million
Fire alarms for park buildings	$1.7 million
Sunset Beach Recreation Center construction	$3.1 million
Waipio Recreation Complex restroom construction	$1.55 million
Waipahu District Park reconstruction	$1.6 million
Honolulu Zoo improvements	$1.5 million
Kalihi-Palama Satellite City Hall relocation	$0.44 million
Pearlridge Satellite City Hall renovation	$0.5 million

Traffic and Transportation

Honolulu High-Capacity Transit Project	$50.2 million
Computerized traffic control system	$2.3 million
Traffic signals at various locations	$2.3 million
Bus and paratransit van acquisition	$13.5 million
Middle Street transit center construction	$2.5 million
Intra-island ferry (includes $3 million in federal funds)	$3.3 million
Fuel for public transportation buses	$25 million

Other

Kulana Nani apartment renovations	$1.4 million
Rental assistance (federal and City funds)	$32.1 million
Waianae affordable housing (to Hawaii Housing Development Corporation)	$0.66 million
Habitat for Humanity Leeward Oahu for low-income housing	$0.9 million
Hui Kauhale, Inc., for affordable housing at Ewa Villages	$2.1 million
Korean American Foundation senior care facilities	$1.95 million
Gregory House and Life Foundation HIV/AIDS services	$0.42 million
Six contract driver license examiners during summer and holiday	$77,000
Four real property appraisers at Kapolei Hale	$137,000

Mass Transit

The City's year-long Alternatives Analysis study confirmed that a fixed guideway is the best way to address Oahu's future transportation needs. The study identified a 28-mile route from Kapolei to Waipahu and Pearl City, to the airport, Dillingham Boulevard, Nimitz Highway, and Halekauwila Street, to Ala Moana Center and the University of Hawaii, as the optimal choice. That would cost $4.6 billion to build. The study also identified a segment within that alignment, from East Kapolei to Ala Moana, that would cost $3.6 billion.

The City Council approved rail and a route by the end of 2006, as well as the environmental impact statement and application for federal funding. With thanks to lawmakers and the citizens who spoke out in favor of rail mass transit, Mayor Hannemann signed Bill 79 into law in a ceremony at Kapolei Hale on January 7, 2007.

He said at the time, "A mass transit solution for Oahu has eluded government leaders for over 40 years. The bill designates a fixed guideway as the mode of mass transit for Honolulu, and calls for an alignment from Kapolei to Manoa. This is the first step toward an integrated, multimodal transportation system for Oahu. This is the right thing to do, as it will improve our quality of life. Families for generations to come will be grateful for our taking this step forward."

Hannemann thanked the City Council members who voted 7-2 to approve the bill in a special meeting in December. He also thanked the state Legislature, which in 2005 authorized the excise tax surcharge that will fund the project, and most important, the Neighborhood Board members and other citizens who publicly supported the mass transit plan over the past two years. He plans for the City to break ground on the fixed guideway in 2009 and to have the first leg operating in 2012.

The Alternatives Analysis was performed by the Honolulu High-Capacity Transit Corridor Project team, working under the direction of the Department of Transportation Services. The federal government funded 80 percent of the $10-million study, which was turned in to the Council ahead of schedule.

For more than a year, the project team evaluated four options intended to improve the mobility, reliability, and equity of Honolulu's transportation system in the fastest-growing corridor on Oahu, which runs from Kapolei to the University of Hawaii at Manoa and contains the majority of population, housing, and employment on Oahu. Over the next 25 years, Oahu's population is expected to grow by 250,000, with the majority of people living and working within that corridor.

The analysis report evaluated the alternatives based on cost, ridership, environmental and social impacts, and potential to slow the growth of traffic congestion. The four alternatives studied were:

No Build – Includes new highway facilities and committed transportation projects scheduled to be operational by 2030. This option maintains current levels of City bus service.

Transportation System Management – Improve the bus system, expand the zipper lane hours of operation, and make some capital improvements to roadways to give priority to buses.

Managed Lane – Build a two-lane highway viaduct as a toll road. The two-lane, grade-separated facility would be constructed between Waipahu and Iwilei. Multi-occupant vehicles would have priority, with excess capacity sold at variable toll costs to multi- and single-occupant vehicles. Construction would cost $2.6 billion.

Fixed Guideway – Construct and operate a fixed guideway transit system. The Alternatives Analysis contains a recommendation on mode and alignment, but does not specify a technology. Two possible alignments are included: (a) a 20-mile alignment that would run from Kapolei to Ala Moana Center for $3.6 billion and (b) a 28-mile alignment from Kapolei to the University of Hawaii at Manoa for $4.6 billion.

In identifying the fixed guideway as the best choice for Honolulu's locally preferred transit alternative, the study determined it would cause the least pollution, consume the least energy, result in the highest increase in transit riders, and has the greatest potential to slow the growth of traffic congestion.

Upon the release of the Alternatives Analysis, the mayor said, "I know that the people of Oahu want traffic relief *now*, and they want more options for moving about our island. This study shows what I've been saying all along, that a fixed guideway represents our best and perhaps last chance to deal with traffic congestion and make a positive, dramatic improvement in the lives of Honolulu residents who are wasting far too much of their time stuck in traffic and away from their families. I'm committed to moving this project forward and am hopeful that working together with the City Council and the community, we can achieve the vision of making Honolulu the best place to live, work, play and raise our families. Traffic congestion is eroding our quality of life, and I urge the City Council to move quickly."

The mayor added, "Fourteen years ago, the City Council, on a 5-4 vote, rejected a rail transit system that would have been built in the same corridor that we're looking at today. In so doing, it turned away more than $600 million in federal funds for the project. Fourteen years from now, I want people to say we had the courage and the will in 2006 to do the right thing for our families and future generations."

Transit Symposium

One of the highlights of the year was the City's first Transit Symposiu, held in October 2006 at the Hawaii Convention Center. The well-attended event yielded valuable lessons from elected and transit officials who either led the development of rail systems in their jurisdictions, or who now oversee their operation. The seasoned slate of speakers included former Phoenix Mayor Skip Rimsza; former Houston Mayor and now Oahu resident Kathy Whitmire; Todd Litman, executive director of the Victoria (British Columbia) Policy Institute; John Inglish, head of the Utah Transit Authority; and Gary Thomas, president of Dallas Area Rapid Transit.

While each shared experiences unique to his or her jurisdiction, several major themes were gleaned from their talks:

Don't delay. The longer a municipality delays a decision on developing a mass transit system, the higher the eventual cost. Prolonging a decision also means more competition for a shrinking pot of federal transit money.

Rail is just one solution. The speakers said a fixed guideway system is just one part of a larger transportation network—"multimodal" in the parlance of transportation engineers—that includes buses, taxis, a ferry in Oahu's case, bicycle lanes, and even walking.

Expect resistance. Just about every transit proposal experienced initial resistance from the public. The result was that, in the interim, populations kept growing, developments kept sprawling, and traffic congestion kept worsening, until voters were convinced that a rail system was the only way to go. Former Phoenix Mayor Rimsza quipped that his administration dubbed the chronic opponents CAVE people, or Citizens Against Virtually Everything, because of their consistent opposition to just about any public initiative, without offering any meaningful or reasonable alternatives.

Keep the public informed. The speakers recommended that the public be apprised of all steps in the process and have opportunities to involve themselves. The Hannemann administration held numerous community meetings and public forums as a commitment to public communication and the free flow ideas and opinions.

Development comes later. The experts and numerous transit professionals advised that transit-oriented develop-

ment comes much later in the process. The most immediate need a mass transit system addresses, according to the experts, is providing choices to reduce commuting time.

Aside from the common themes, there were other points made by the speakers:

Kathy Whitmire, the former Houston mayor who now lives in Windward Oahu and is chairwoman of the board of the Outdoor Circle, said she wanted to see a transit system for Oahu, adding that the Texas experience indicated that the system should connect major activity centers, like an airport and stadium. She also recommended grade separation to mitigate traffic accidents at street level.

Todd Litman pointed out air pollution will be reduced from a decline in personal automobile use. Phoenix's Rimsza mentioned that public transportation reduces the cost of travel by enabling households to manage on one less car, a cost that hovers around $8,000 a year, according to one AAA estimate. Utah's John Inglish was proud that Salt Lake City's system came in on budget and ahead of schedule.

Buses: In addition, the mayor announced the purchase of 40 new hybrid buses and 32 new Handi-vans. The buses cost $500,000 apiece and are powered by electric and diesel motors to save fuel. The Handi-vans cost $100,000 apiece. The federal government picked up 80 percent of the costs.

Ferry: Showcasing the City's commitment to provide residents with a variety of transit choices, the City received a $3-million grant in June from the Federal Transit Administration for a commuter ferry service linking West Oahu to downtown Honolulu. Two vessels, the *Melissa Ann* and the *Rachel Marie*, will carry passengers from Kalaeloa Harbor to Honolulu Harbor in the morning and reverse the route in the afternoon. Unlike the previous ferry demonstration, a new City bus service will be integrated into the system when the year-long demonstration project starts in October.

Sewers

Allocating more money for sewer work was accompanied by the construction of much-needed sewer pipelines. The Beachwalk emergency bypass project in Waikiki, in particular, continued into the new fiscal year. After weeks of intense rainfall, the existing 42-year-old force main broke on March 24, 2006, resulting in the discharge of 48 million gallons of wastewater into the Ala Wai Canal.

That led to the immediate construction of the Beachwalk emergency bypass. When the bypass project was announced in May 2006, the Hannemann administration imposed two key deadlines on the team building the project. The first phase involved the construction of a 5,000-foot-long bypass line from Ala Wai Canal to Ala Moana Park. That line floated down the canal and was submerged on July 17. It was hooked up to temporary pumps along both sides of the canal that were intended to intercept and divert wastewater flows from the existing pump station to the new bypass pipe. At the Ala Moana end, the wastewater was sent via existing lines to the Sand Island Wastewater Treatment Plant. By August 1, Mayor Hannemann announced that a contingency pumping system was in place and ready for emergency use in the Waikiki area.

Phase two included the construction of an underground pipe through a state-of-the-art microtunneling machine from a pit on the mauka side of the Ala Wai Canal. The machinery tunneled under the canal and Kaiolu Street, hooking up with the Beachwalk wastewater pump station makai of Kuhio Avenue.

The emergency bypass sewage system had its first successful test in November when it was placed into operation after a crack was discovered in the Beachwalk force main. Had the City not already installed the emergency pumps and pipes, it would have experienced another crisis.

Laie: In October, the mayor announced the City had reached agreement with Hawaii Reserves Inc., to acquire the Laie wastewater system from the private company, ending a decade of negotiations. The City will acquire and operate the wastewater system that serves more than 400 homes in Laie. The system includes the Laie Water Reclamation Fa-

cility, which treats wastewater from the community to stringent tertiary standards and was built by Hawaii Reserves for $20 million. Hannemann cited it as another example of a successful public-private partnership negotiated by the administration.

By the time the transfer is done, Hawaii Reserves will have spent more than $31 million and the City will have spent more than $13 million on the Laie wastewater collection and treatment system. Because of Hawaii Reserves' involvement and investment, the City estimates that eventually over 600 homes in Laie will be sewered, using a low-pressure collection system that is new to Hawaii. After the operational transfer of the existing system, Laie homeowners on the system will pay City sewer fees like all other City sewer users. The City's acquisition will take it a step closer toward the long-term goal of bringing municipal sewer service to all Oahu communities. The North Shore and most of Windward Oahu between Kahaluu and Laie are still served by cesspools.

Niu Valley: In February, workers began pulling 3,300 feet of 16-inch high-density polyethylene sewer pipe through a tunnel under Kalanianaole Highway, from Kawaikui Beach Park to the Niu Valley Wastewater Pump Station next to the Niu Valley Shopping Center. The City used the less obtrusive horizontal directional drilling method to minimize the project's impact on the community. Unlike the conventional method of open trenching and laying of pipe, which would result in major lane closures on Kalanianaole Highway, HDD involved drilling, boring a tunnel, and pulling a new pipe underground. Once the new pipe is installed and operational, the City can remove the temporary pipe on the Kalanianaole median, which was installed in 2005 after the existing underground main ruptured repeatedly.

Construction Industry: With plans for nearly $1.5 billion in upgrades of Oahu's wastewater collection and treatment systems over the next six years, at year's end the City held an informational meeting for those who might be involved in the work. The meeting gave contractors, trade unions, suppliers, construction industry-related professions, and professional organizations an opportunity to receive comprehensive information about current and future public works projects.

Solid Waste

In June, Mayor Hannemann unveiled a three-part program benefiting the Kapolei-to-Makaha area. It consisted of a $2-million community benefits package to offset the impact of the City's Waimanalo Gulch landfill, the formation of two community-based advisory groups to provide oversight for the benefits and landfill operations, and a planned cleanup and facelift for beach parks in Maili, Nanakuli, and Keaau.

The mayor said, "Residents from Kapolei to Makaha have had to bear the burden of having the island's landfill located in their backyard for many years. With no feasible alternative site available elsewhere on Oahu, I pledged to them that we would offer a benefits package to help offset the impact of the landfill on the community. We're making good on that pledge and are pleased that the City Council shared our goal by approving our proposal."

The benefits include: (a) $1 million to the Department of Parks and Recreation for parks improvements in Council District 1, the area most directly affected by the landfill; and (b) $1 million to the Department of Community Services to provide grants and underwrite services that will address problems or concerns identified by residents.

"It's important to point out that the benefits program will be community-driven. This won't be a matter of the City telling residents what they should be doing. Rather, we fully expect residents to take an active leadership role in defining their goals and charting the course they want to take in achieving them, and those will be the responsibilities of two advisory groups we're forming to provide direction and oversight," said the mayor.

The first group, the Community Benefits Advisory Committee, will field and evaluate requests for funding from nonprofit organizations serving the Kapolei-to-Makaha area, as well as provide input to the two administering agencies—the departments of Parks and Recreation and Community Services—on the needs of the area.

Members and their neighborhoods include Kuulei Jolonino, Honokai Hale; Georgette Jordan, Waianae; John Kaopua, Nanakuli; Aimoku McClellan, Maili; Mark Suiso, Makaha; Patty Teruya, Nanakuli; Nettie Waiamau Nunuha, Nanakuli; and Roy Wickramaratna, Makakilo. Carolyn Golojuch of Makakilo is an alternate. Former Councilman John DeSoto, a Makaha resident, is an ex-officio member.

The second group, the Oversight Advisory Committee, will provide oversight for the Waimanalo landfill by working with the contractor, Waste Management, Inc., and the City to address complaints or concerns regarding operations at the site. Members and their neighborhoods are David Akina, Nanakuli; Polly Grace, Waianae; Pearl Lewis, Nanakuli; Lorraine Martinez, Honokai Hale; T. George Paris, Nanakuli; Allen Parker, Ko Olina; Alex Santiago, Makaha; and Albert Silva, Makaha. Jackie Spencer of Waianae and Kerin Paris of Nanakuli will serve as alternates. John DeSoto will be an ex-officio member of this group as well.

The members were selected with recommendations from Neighborhood Boards, community associations, the two area Councilmen, and individuals and groups that were invited to offer nominations.

The mayor also announced that Waianae District Park would receive a long-awaited, badly needed facelift. Work on

the park, which was to begin in August, involved repairs to the heavily used multipurpose building. A sum of $350,000 was designated for this job. The parks staff will also complete in-house maintenance, including painting and minor construction repairs to the gymnasium and outdoor courts.

Recycling Fair: More than 8,000 people, including thousands of students and teachers, attended the City's second annual Discover Recycling Fair at the Neal S. Blaisdell Center in September to learn about recycling.

Recycling Meetings: The mayor held seven community meetings in April and May to gather residents' input and ideas for developing a sustainable recycling system. The information gathered through that process has been posted on www.opala.org.

SWAC: In April 2007, Mayor Hannemann established the City Solid Waste Advisory Committee, made up of 20 individuals, to advise him on refuse- and recycling-related matters. Ex officio members will be Eric Takamura, director of the Environmental Services Department; a member of the Honolulu City Council; and a representative of the state Department of Health. State law also requires that the committee review the City's integrated solid waste master plan.

"I've appointed a stellar group of individuals who represent environmental organizations, business, labor, the military and our youth," said Hannemann. "We appreciate the willingness of these individuals to get involved and help us address crucial issues involving our opala and recycling as we move toward a sustainable future for Oahu based on 21st Century Ahupua'a concepts."

The members of the Solid Waste Advisory Committee are: Christopher Ballesteros, Damien High School junior and vice president of his class; Paul Burns, vice president of Waste Management of Hawaii, which manages the City's Waimanalo Gulch Landfill; Aime'e Frisbee, Leeward Community College student and Mililani resident; Amanda Harrison, Kalaheo High School sophomore and honor roll student; Linda Henriques, secretary-treasurer, Rolloffs Hawaii; Lori Hoo, director of community relations, Hawaiian Electric Company; Dan Ikei, vice president, SD Systems Hawaii; Mike Irish, CEO of Halms Enterprises and Diamond Head Seafood; Tate Kaneshige, Iolani School junior and recipient of the Girl Scouts Gold Award; Col. Howard Killian, commander, U.S. Army Garrison Hawaii; Beau Mohr, Hawaii Restaurant Association president and co-owner of The Pearl; Dayton Nakanelua, state director, UPW; Harold Nakabayashi, vice president, Honolulu Disposal; Laura Robertson, president and CEO, Goodwill Industries of Hawaii; Brian Schatz, CEO, Helping Hands Hawaii and a former state legislator; Karen Shinmoto, business manager, Island Recycling; Rodney Smith, business manager, Covanta Energy, which operates the City's H-POWER waste-to-energy plant; Terry Telfer, president, Reynolds Recycling; Kevin Vacarello, Sustain Hawaii founder and co-facilitator; and Kathy Whitmire, president of the board of directors of the Outdoor Circle and former mayor of Houston, Texas.

21st Century Ahupua'a

In his February state-of-the-City address, Mayor Hannemann introduced his 21st Century Ahupua'a plan. He said, "There is no better way to honor our Polynesian heritage than to protect those very aspects of this island that were held sacred by the early settlers. I have always done my best in working with others to protect the essence of Oahu, from preserving Hanauma Bay and Waimea Valley, to Pupukea-Paumalu. These are the living treasures that provide us with the clean air, water, and unsurpassed beauty that make our quality of life unique.

"Hawaii's original inhabitants developed a sophisticated and successful resource management system based on the ahupua'a land division that supported a population more than half as large as it today, and there was not a car or bus among them. We must continue to learn from our Polynesian predecessors and renew our commitment to self-sufficiency and to the protection of our precious aina. The concept of the 21st Century Ahupua'a first emerged in 2005 when the City, working in conjunction with Kevin Vaccarello and Ramsay Taum of Sustain Hawaii, sought to develop a culturally appropriate strategy for restoring balance and sustainability to our island home. We identified some specific initiatives as vital steps in marrying the idea of the 21st Century Ahupua'a to the scientific innovations that can produce the new and better way of life."

He tasked the Department of Budget and Fiscal Services with leading a working group to put the ideals of the 21st Century Ahupua'a into action. The department was charged with developing a 10-year plan with goals for alternative fuel usage, hybrid vehicles, cogeneration of electricity, conservation, and recycling.

The City has already upgraded the air-conditioning system at Kapolei Hale to shave $50,000 from its electricity bill and is completing a major air-conditioning and lighting project for the Fasi Municipal Building and Honolulu Police Department headquarters that will save taxpayers $500,000 a year. The City will continue to retrofit energy-efficient systems into existing City buildings and find new ways to conserve electricity through relamping, solar window tinting, use of Energy Star appliances, and ultra-efficient air-conditioning. It will be evaluating the efficacy of using rooftop photovoltaic systems at City corporation yards to use sunlight to produce electricity.

The City is a leading user of biodiesel in trucks and heavy equipment, now using more than 600,000 gallons of B20 a year. Use of biodiesel in the bus fleet will expand as local supplies become available, with a goal of total conversion within two years. The City is also replacing its bus fleet with new hybrid diesel-electric vehicles, a process advanced last year with the purchase of 40 new buses to add to the 10 hybrid articulated buses purchased in 2004. These vehicles cut fuel consumption by about 15 to 20 percent as compared to their diesel cousins.

Nobel Prize recipient and former Vice President Al Gore, in "An Inconvenient Truth," said that one of the ways to reduce global warming is to walk, bike, carpool, or use mass transit, because every mile driven generates one pound of carbon dioxide. On Oahu, traffic is not only an environmental concern, but congestion has become the number-one quality-of-life issue. The City's multi-modal transit system—encompassing a fixed guideway, buses, a ferry, bicycles and pedestrian paths—is underway and will go far in reducing driving, cutting consumption of imported oil, and curbing air pollution. Transit-oriented development will encourage pedestrian- and bicycle-friendly environments that complement, and become an integral part of, the City's new public transit system.

He also vowed to continue to improve ways to cogenerate electricity with the City's H-POWER plant using refuse-derived fuel. By processing municipal waste into this fuel, H-POWER now supplies electricity to more than 40,000 homes on Oahu and offsets the need for 560,000 barrels of imported oil annually. The City has issued a request for proposals to add another waste-to-energy facility with the ability to process 600,000 tons of waste each year, reducing the burden on our landfill and producing more non-oil-generated electricity. Honolulu has achieved an enviable 57 percent recycling and waste-to-energy diversion rate, which is the percentage of municipal waste that is sorted and recycled before conversion to refuse-derived fuel.

In April 2007, the mayor introduced a new public awareness campaign that sets the tone for the city's environmental and sustainability policies. Using public education and substantial adjustments to City facilities and operations, the mayor said he would focus on conservation, recycling, and alternative energy use. The new campaign features a symbolic connection to Hawaii's past and includes the newly proclaimed "official City bird," the indigenous manu-o-Ku (white tern).

The principles of the 21st Century Ahupua'a to be practiced by the City include honoring the host Hawaiian culture, developing alternative energy and biofuels, building efficient transportation systems, recycling solid waste, restoring productive agriculture, promoting "green" building, and protecting the forests and reefs.

Fiscal

The mayor signed into law several measures passed by the City Council to provide relief to homeowners from skyrocketing real estate values. He said, "We recognized all along that the City needs to relieve the burden being placed on property tax payers by higher real property assessments. We were willing to work with the Council on how to provide that relief, and I think they have come up with some workable measures to ease the burden of higher assessments for many property taxpayers."

He approved these bills:

- Bill 1 (2005), CD1, FD1, doubles the basic homeowner's exemption from the current $40,000 to $80,000 for owner-occupants up to 64 years old. Owner-occupants 65 and older would be eligible for a homeowner's exemption of $120,000. This bill would replace the current system, where the standard $40,000 exemption increases in five-year steps beginning at $60,000 for property owners age 55 and older, up to $120,000 for those 70 and older.
- Bill 66 (2005), CD1, FD1, adjusts the filing requirement for persons 75 and older with low-income super-exemptions. Rather than reapply annually, the bill requires them to reapply every five years up to the age of 90. After age 90, they do not have to reapply.
- Bill 80 (2005), CD1, FD1, provides a tax credit for owners granted a home exemption where titleholders have an aggregate income of no more than $50,000. Eligible owners would receive a tax credit for any amount that exceeds 4 percent of their income.

He noted, "I initially proposed $40 million in tax relief, which amounts to $300 for every homeowner. The Council said they wanted to focus on the low-income folks. In the spirit of cooperation, I was willing to support these measures, although it's not clear just how much relief these bills will provide.

"As a long-term solution, I will continue to press for creation of a homeowner classification for real property, as the three Neighbor Island counties have already done, to distinguish owner-occupants from speculators and other property owners. That would enable us to provide same-year tax relief to homeowners."

Bond Rating: Standard and Poor's upgraded Honolulu's bond rating from "AA minus" to "AA." That simple elevation will save the City up to $300,000 for every $100 million in bonds it sells. Savings aside, the reasons for the City's higher rating were equally noteworthy. First, the bond raters were impressed the City had been open and honest about its financial condition and capital improvement needs, and exercised the fiscal controls to cut unnecessary spending. Second, they were pleased the City had begun setting aside money--$10 million so far--in a fiscal reserve fund. And third, they said the City's fixed guideway system represented continued economic growth for Honolulu.

Awards: The City again earned the prestigious Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada (GFOA). This is the 20th time in 21 years that Honolulu has received the Certificate of Achievement for Excellence in Financial Reporting from the 16,000-member GFOA. This award represents the highest form of recognition in the area of governmental accounting and financial reporting.

Independent financial auditors designated the City a "low-risk auditee" for the first time in 10 years. The Honolulu firm of Nishihama & Kishida, CPAs, Inc., audited the City's federally funded programs and internal controls in conjunction with the annual financial audit of the City for the fiscal year that ended June 30, 2006. The firm issued an "unqualified," or clean, report on the audit, and found no material weaknesses or reportable conditions.

Savings: A review of long-outstanding financial obligations enabled the City to cancel purchase orders totaling $3.1 million. The funds involved purchase orders from the prior administration, some of them more than 10 years old, that City departments were carrying on their books, but were not going to be used. Until those purchase orders were canceled, their unused amounts were encumbered, i.e., carried as liabilities on the City's books.

Collections: In one of the City's largest delinquent collections in recent years, the Delinquent Collections Section collected $667,858 in delinquent property taxes from Halekua Development Corporation. The sum included back taxes, penalties, and interest on 161.36 acres of land in Waipahu from 2001 through March 31, 2007.

Public Safety

The mayor established the Department of Emergency Management to replace the Oahu Civil Defense Agency. The change was approved in February. The new department's primary role is to coordinate and facilitate emergency operations, training, information sharing, and federal Department of Homeland Security grant application and administration. This elevation from an agency to a department enhances the department's role in the protection of the residents and visitors on Oahu. The director of the department will be a member of the mayor's cabinet.

The City opened the Emergency Medical Services Division's new dispatch center in January. The new center has an independent power source and back-up power, as well as direct hotlines to the Honolulu Fire Department, Honolulu Police Department, Ocean Safety and Lifeguard Services Division, Department of Emergency Management, and Airport Ramp Control.

The City's Enhanced 911 emergency telephone system became operational with the participation of Oahu's six wireless service providers. The E911 system allows 911 dispatchers to instantly pinpoint the location and phone number of any incoming cellular phone call on Oahu.

U.S. Conference of Mayors

Mayor Hannemann played a key leadership role in the U.S. Conference of Mayors (USCM), the nationwide organization made up of the mayors of America's 1,139 cities with populations of 30,000 or more. Hannemann is the first official from Hawaii to serve in a national leadership position with the conference since Mayor Neal Blaisdell served as its president in the 1960s.

Hannemann was elected by his peers to serve on the group's 30-member advisory board and was also named chairman of the USCM's Committee on Tourism, Arts, Parks, Entertainment, and Sports. He is also chairman of the Community Trees Task Force, which examines the benefits of community trees to identify ways that mayors can better promote community forestry programs in their cities and to share best practices.

In January 2007, he joined 260 of his colleagues in approving "Strong Cities, Strong Families for a Strong America," a 10-point legislative agenda. It calls for the federal government to create a $4-billion Energy and Environment Block Grant program to help cities combat global warming by reducing emissions, improving energy efficiency, and reducing dependence on imported oil. The plan creates opportunities for Honolulu to demonstrate its national leadership in several areas, including environmental and energy initiatives, interoperable communications, and crime and drug prevention programs.

In June 2007, Mayor Hannemann garnered national support for tourism and arts initiatives and accepted city awards. At the USCM's 75th annual meeting in Los Angeles, he successfully secured the adoption of 11 resolutions he sponsored to bolster international tourism to the United States, support arts and culture and public broadcasting, and repeal the REAL ID Act of 2005. The resolutions introduced by the mayor and adopted by the conference called for increasing international travel to the United States through visa reforms, entry improvements, and a national promotional campaign; implementation of the Western Hemisphere Travel Initiative; urging the Bush administration to enter into a bilateral agreement to expand leisure group travel from China to the U.S.; supporting strategies to stimulate private contributions to the arts and arts education in America; encouraging congressional funding of $430 million for the Corporation for Public Broadcasting; repealing the REAL ID Act and restoring the Intelligence Reform and Terrorism Prevention Act of 2004, which gives states more regulatory flexibility; supporting Chicago's bid for the 2016 Olympic and Paralympic Games; and urging Congress to immediately develop a comprehensive plan for combating the crisis of domestic and international piracy and counterfeiting of goods.

Preceding the annual conference, Mayor Hannemann spoke on the importance of the visitor industry to economies of both cities and the nation at a one-day Travel Business Roundtable session chaired by Jonathan M. Tisch, chairman and CEO of Loews Hotels. Established in 1995 as an outgrowth of the White House Conference on Travel and Tourism, its membership includes about 70 CEOs and senior executives from the nation's leading travel-related companies and is

headed by Jonathan M. Tisch, chairman and CEO of the Loews Hotels. Its goal is to educate and share ideas with elected officials on the importance of travel and tourism to the U.S.

He also accepted two awards on the City's behalf for the Tour de Trash program and its climate protection endeavors, a feat considering the number of cities in the U.S. vying for recognition. The Department of Environmental Services' Tour de Trash program earned an Outstanding Achievement Award for cities with populations of 100,000-plus. The award recognizes leadership in developing and implementing programs that improve the quality of life in America's cities. Tour de Trash gives residents an up-close look at the recycling and waste processing technology and a peek behind the typically closed doors of businesses that have instituted successful recycling programs. Honolulu earned an honorable mention for the 2007 Mayors' Climate Protection Award for outstanding and innovative practices that increase energy efficiency and help curb global warming.

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 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 preeminence in culture and the arts; to perpetuate the artistic and cultural heritages of all 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 culture and the artistic talents of the people of Honolulu.

Led by Mayor Mufi Hannemann, MOCA focuses its attention on 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 end, 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 Hawaii Alliance for Arts Education, Hawaii Jazz Festival, The ARTS at Marks Garage, Honolulu 100, Honolulu Symphony, Hawaii Youth Opera Chorus, Hawaii Theatre Center, and Alliance for Drama Education, MOCA's vision of highlighting a cultural economy is coming to fruition.

MOCA maintains artwork; manages and staffs the Mission Memorial Auditorium; produces art exhibits, festivals, and events at Honolulu Hale and Kapolei Hale; and administers the City's Cultural and Arts Grants Program. During Fiscal Year 2007, MOCA supported 215 events with an estimated attendance of 320,000.

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 provided ongoing staffing and clerical support for the City's Commission on Culture and the Arts, including the staffing of 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.

The Mayor's Office of Culture and the Arts continues to manage the Art in City Buildings Program. The Registrar completed the 2007 Annual Artwork Inventory on March 1, 2007, and submitted copies to the mayor, City Council, Commission on Culture and the Arts, 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 876 objects in the collection. From 1974 to 2007, 32 objects have been deaccessioned and are no longer City property. The artwork collection database is continually being updated. Current records estimate a conservative value of $9 million for the artwork collection.

New acquisitions for the year 2006-2007 are:

- A drawing, entitled "1870 'The Bell Tower'," executed in 2006 and purchased from Menehune Fire for Hale Kinai Ahi, the new Honolulu Fire Department Headquarters.
- A drawing, entitled "1897 Central Fire Station," executed in 2006 and purchased from Menehune Fire for Hale Kinai Ahi.
- A painting, entitled "Current 2006," executed in 2006 and purchased from Menehune Fire for Hale Kinai Ahi.
- A drawing, entitled "Urban Memorial," executed in 2003 by Don Dugal and purchased from the artist for the Art in City Buildings Program.
- A drawing, entitled "Honolulu Bowling Club," executed in 1985 by Edith Crochel (gift of Thomas E. Mullenniex).
- A stone plaque, entitled "Shinyei Nakamine Gymnasium Complex," executed in 2007 for the Waianae District Park Gymnasium.

- A time capsule, entitled "Honolulu 100 Time Capsule," executed in 2006 to commemorate the City and County of Honolulu Centennial and located on the Honolulu Civic Center grounds (gift of Honolulu 100).
- A bronze plaque, entitled "City and County of Honolulu Centennial Tree," executed in 2007 and purchased from Erie Landmark Company for Ala Moana Beach Park.
- A bronze plaque, entitled "Filipino Sakada Centennial Tree," executed in 2007 and purchased from Erie Landmark Company for Ala Moana Beach Park.

The Art Maintenance Program completed 69 maintenance treatments on outdoor sculptures. These works are on a regular conservation maintenance cycle. Relocatable artwork such as drawings, paintings, and prints received conservation treatments as needed and were installed or relocated as requested.

- A major restoration project was performed on the Torii Gate erected in 2001 and located at King and Beretania streets. Loose paint and fill material were removed and the entire metal structure was then primed and painted. The project was underwritten by the Honolulu Japanese Chamber of Commerce, with financial support from the Hiroshima Chamber of Commerce and Industry. Painter's Warehouse and Devoe Paint donated the materials for this project. The work was completed in October 2006 by Raymond's Painting, with additional support from Kaya Builders.
- A major treatment was performed on the 1939 mural, entitled "Ka Wai Ake Akua," by Marguerite Louis Blasingame. It is located at the entrance to the Engineering Building of the Board of Water Supply. In an effort to conserve the stone mural, the Board of Water Supply removed all plants from the planter boxes and Design Stone Care removed mineral deposits and reduced sugaring and spalling on the first course of the stone mural and its planter boxes. The work was completed in June 2007.
- In July 2007, MOCA, with the approval of the Commission on Culture and the Arts, accepted a long-term loan of a life-size bronze statue of Elvis Presley, entitled "Elvis: Aloha from Hawaii," from TV Land, a cable television network. The statue is located on the grounds of the Neal Blaisdell Center in commemoration of Elvis Presley's 1973 concert, "Elvis: Aloha from Hawaii," the first world-wide satellite television broadcast.
- The bronze surfboard markers of the Waikiki Historic Trail continue to receive biannual maintenance. This year the sealant between the porcelain and bronze was replaced on all 13 markers and the porcelain on the metal plaque of the marker, entitled "The Beaches of Waikiki," was replaced. The work was performed by Waikiki Historic Trail facilitator Charles Palumbo and completed in June 2007.

The Artist Registry, with information on more than 700 artists, is maintained and utilized by the Commission on Culture and the Arts and local organizations for queries regarding artists or the commissioning of artwork.

"Urban Memorial" by Don Dugal.

Cultural and Arts Programs

The Cultural and Arts Programs provide 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 facilities for cultural events.

MOCA administered 14 grant awards to community and arts organizations in FY 2007. These grants ranged from the commission of new works of music and dance to the preservation of cultural practices; such as the

Ching Ming Festival, Hawaii Youth Symphony, and Aloha Festivals.

MOCA supported the second annual Honolulu 100 Family Festival at Magic Island. The event raised $80,000 to aid in upgrading recreational facilities at Ala Moana Park. Through a continued partnership with Honolulu 100, MOCA coordinated the encasing of the Honolulu Centennial's Time Capsule at the Frank F. Fasi Municipal Building.

MOCA manages civic spaces such as Honolulu Hale, Kapolei Hale, and the Mission Memorial Auditorium. The common areas—the Honolulu Hale Courtyard, Lane Gallery, Third Floor walkway, and Kapolei atrium—are used to showcase the talents of visual artists from diverse communities. The Mission Memorial Auditorium is utilized during the day for meetings by various City departments; during the evenings and weekends, cultural performances are presented by community organizations.

In the spring of 2007, MOCA partnered with Ikebana International Honolulu Chapter 56 to present the second annual spring floral exhibit at Honolulu Hale. In the summer, MOCA presented the performing company Monkey and Waterfall, *Shrines to Paradise,* for a two-night run at Honolulu Hale. The courtyard was transformed into a carnival-like setting as part of this multi-media performance.

Partnerships with community organizations have enabled MOCA to grace the halls of City buildings with a wide range of artwork, displayed on a monthly basis. MOCA's City Employee Art Exhibit and Contest is the only one in the state that is part of the National Arts Program (NAP). The annual exhibit gives City employees and their family members a chance to exhibit their artistic talents. For the second year, MOCA worked with photographers Laurie Breeden Callies and Lisa Uesugi to display work from their project, *My Voice*, a portfolio of portraits of and by youth of Ohana Ola O Kahumana transitional housing in Waianae Valley. Programs such as this and the NAP exhibit are intended to go beyond art as the exhibits are the tangible results of programs intended to build self-esteem and broaden creative opportunities.

Collaborative Programming

MOCA ensures that cultural activities are recognized, encouraged, and incorporated as an essential part of Honolulu's cultural fabric. MOCA works with organizations to plan and stage festivals and events and help fulfill the goal of establishing Honolulu as one of the most culturally enriched cities in the world.

The year marked the 100th anniversary of Filipino immigration to Hawaii. MOCA was charged with overseeing the opening reception of the Filipino Trade Expo that brought to the islands five sister-city mayors from the Philippines. This event also became one of the signature events to close the year-long celebration.

MOCA partners with various organizations to assist with celebrations. In August 2006, the Aloha Festivals conducted its annual investiture of the Aloha Court at Honolulu Hale. MOCA sponsored a stage at the Waikiki Hoolaulea and another at the Downtown Mele during the Aloha Festivals, creating venues for local artists to showcase their talents. Events such as these foster public-private partnerships between organizations and help to maintain the cultural traditions of the city. Other examples of collaborative cultural partnership include Honolulu City Lights, Martin Luther King, Jr. Coalition Celebration, King David Kalakaua Birthday Celebration, Prince Kuhio Celebration, Na Hōkū Hanohano Concert, various Korean performing arts events, festivals, and the annual Night in Chinatown.

In addition, the following activities were completed: (a) publication of a monthly calendar of events distributed to individuals, Waikiki hotels, and City and state agencies; (b) a monthly update of the website, which provides information on events and exhibits related to the arts (http://www.co.honolulu.hi.us/moca/index.htm); and (c) the provision of entertainment and technical support for City and County of Honolulu events.

Statistical Report of MOCA FY 2007 Programs

Distribution of Calendars 564,000

Art In City Buildings Program

Total Number of Pieces in the City Art Collection 876
Objects on Loan in City Arts Collection 18
New Acquisitions 9
Deaccession of City Art pieces 30
Artists Enrolled in City Artist Registry 700
Preservation and Maintenance of City Art Collection ..... 101 Objects
Value of City Art Collection ..... $9 Million*

**Amount reflects purchased records available and does not include the value of gifted items.*

	Fiscal Year 2006			Fiscal Year 2007		
Cultural and Arts Programs	Number of Events	Participating Artist	Attendees	Number of Events	Participating Artist	Attendees
Art Exhibits in Public Spaces	17	150	11,900	32	215	33,998
Honolulu Hale - Public Events	9	36	2,430	55	45	85,460
Honolulu Hale – City-Sponsored Events	6	54	1,710	15	75	131,000
Kapolei Hale – Public Events	n/a	n/a	n/a	12	27	5,975
Mission Memorial Auditorium Events	53	509	1,225	100	625	8,634
Total Cultural and Arts Program	85	749	27,265	214	960	325,067

Grant Awards	Number of Awards	Amount of Awards	Attendees	Number of Awards	Amount of Awards	Attendees
Cultural Festival	3	$ 15,000	n/a	4	$ 25,000	2,635
Production of New Works	6	$ 30,000	n/a	6	$ 30,000	10,855
Performing Arts	5	$220,000	n/a	3	$135,000	75,202
Community Cultural & Arts Organizations	7	$247,500	n/a	5	$135,000	55,000
Total Awards and Amount	21	$512,500	n/a	14	$325,000	141,057

Collaborative Programming	Number of Events	Participating Artists	Attendees	Number of Events	Participating Artists	Attendees
Events Initiated by Community Organizations	8	496	120,000	12	602	120,980
MOCA Initiated Events	6	72	3,060	5	125	7,288
Honolulu 100 (2007 Family Festival)	6	450	79,250	1	30	65,000
Total Collaborative Programming	20	1,018	202,310	17	727	193,268

Commission on Culture and the Arts, as of June 30, 2007:

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

The Mayor's Office of Economic Development (OED) works in partnership with Oahu's businesses and community organizations 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 a need and make a positive difference for communities and businesses.

Economic development is a shared responsibility and not solely a State government function. The importance of county-led economic development is clearly seen by the significant support given to the economic development offices of each of our Neighbor Island counties. Each office advocates for its county and works to promote the county as a place to do business.

The Mayor's Office of Economic Development includes the Honolulu Film Office and Sister-Cities Program, Rediscover Oahu events, and Targeted Community Economic Revitalization. OED implements and administers the Hawaii Tourism Authority's County Product Enrichment Program, Oahu Strategic Tourism Plan, and State-funded drug grants. OED supports Oahu's diverse businesses and communities in areas such as small business, tourism, diversified agriculture, entertainment, sports, and international relations. OED also helps support the mayor's participation in the U.S. Conference of Mayors (USCM).

Targeted Community Economic Revitalization

Targeted Community Economic Revitalization is an initiative that 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 the 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 and works in partnership with the community to convene a community economic summit to share progress and spur more to get involved. Revitalization is not a one time event but an ongoing process where OED continues to help sustain and build momentum – steadily strengthening economic growth in that community.

OED's ultimate goal is to take this successful model — community-by-community — to all of Oahu's neighborhoods.

Chinatown Economic Revitalization

In June 2006, OED coordinated a very successful Mayor's Chinatown Economic Summit, bringing together more than 300 stakeholders and stimulating numerous public-private partnerships. The City's leadership has strengthened community relationships, spurred collaborations and activities, and visibly accelerated Chinatown's renaissance into a vibrant center for commerce and culture and the arts.

Key Chinatown initiatives supported by OED during the fiscal year are described below.

Bright Ideas Mini Awards: Mini-grant competition for grassroots-generated ideas to revitalize Chinatown was sponsored by the City in partnership with the Ford Foundation and our five largest banks — First Hawaiian, Bank of Hawaii, Central Pacific, American Savings, and Hawaii National. Among the 10 winning ideas was the "Movie Night in Aala Park" which was held on February 23-24 as part of the City and County of Honolulu's Month in Chinatown festivities. OED has maintained an active partnership with the Ford Foundation and is currently working on additional revitalization efforts and funding opportunities.

Free WiFi Access: To attract more people to the area, OED worked with the City's Department of Information Technology to offer free broadband Internet access in Chinatown for a year in partnership with Tri-Net Solutions. Service will begin in October 2007.

Homelessness: The City is seeking a partner and funding to develop a City-owned parcel on River Street into transitional housing to ease Chinatown's homeless problem.

Arts: The Hawaii Arts Alliance was awarded a $125,000 grant from the U.S. Economic Development Administration to develop a business plan for a second arts incubator in Chinatown.

Evening Activities: To encourage more First Friday-type events, OED provided a $5,000 grant to the Honolulu Culture and Arts District (HCAD) for a pilot film event at Fort Street Mall. The September 22 event was such as success that organizers purchased the equipment and plan to hold more film events in the future.

City's Month in Chinatown: Under the mayor's leadership, OED brought Chinatown's distinct groups together in partnership with the City to produce a more unified and coordinated month of events celebrating Chinese New Year 2007. This multi-party private-public collaboration generated mutually beneficial results for all parties including more effective marketing, maximized use of City resources, and the most successful event to date. Partnership efforts included a single calendar of events, a 32-page color guidebook, a successful business discount promotion, a parade along Hotel Street, and a two-day Movie Night in Aala Park. In addition, with support from Hawaiian Electric, HCAD, and the Japan Travel Bureau, the City gave Chinatown a more festive atmosphere by stringing colorful red Chinese lanterns along Maunakea and Hotel streets during the month.

Federal Funding: To maximize Chinatown's designation as a Preserve America Neighborhood, which was announced last May 2006 by First Lady Laura Bush, OED applied and was awarded a $150,000 grant from the National Park Service to develop a heritage tourism program that will attract more residents and visitors to Chinatown. The City is providing matching funds.

Sister Cities: OED has been working with Chinatown's Chinese groups to commemorate 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. Planned activities include 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 will be 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.

Sports and Culture: 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.

City and County Projects in Chinatown

Public Safety: The City made anti-crime street lighting improvements along River, Hotel, and Pauahi streets and upgraded eight street lights on Pauahi Street between River and Maunakea streets.

Pedestrian Safety: City crews restored the crosswalk on the Diamond Head side of Nuuanu and Pauahi streets in the month following the summit and will continue to examine methods to improve pedestrian safety along the narrow, busy streets of Chinatown.

Parking: The City implemented "Project Park Safe" in the Chinatown Gateway parking garage to improve safety in this municipal lot. As a first step, all stairwells have been painted with bright white paint. New and brighter lighting fixtures have replaced old fluorescents and exit signs were replaced with LEDs. To help residents and visitors find public parking in Chinatown, OED created a parking map using the innovative Z-Card folded system. Included on the back side is a reprint of the City's Downtown Chinatown historic walking tour.

Sanitation: The City's Clean Team — 23 members strong — keeps Chinatown and downtown areas looking great with regular water pressure blasting of the sidewalks. The Department of Environmental Services provides special garbage pick up for commercial establishments, a service not offered in other areas.

Landowner Issues: OED is working with the Department of Planning and Permitting and the State Historic Preservation Office to explore ways to balance historic preservation with project feasibility to make adaptive reuse of Chinatown's buildings a reality. A key challenge is to maintain the basis for designation while allowing economically viable adaptive reuse.

The City has provided technical assistance to landowners and the HCAD on a façade restoration project for Hotel Street that received a $250,000 grant-in-aid from the 2006 State Legislature.

In the week following the summit, HCAD, in partnership with the Historic Hawaii Foundation, sponsored a two-day forum showcasing the innovative ways that the Downtown Denver Partnership has helped nonprofit organizations, area businesses, landowners, and the public sector work together. Many of the landowners who attended the forum have joined together in a landowners group to continue dialogue and plan. In November, the City's Director of Planning and Permitting met with this landowner group to provide information and offer assistance.

Kalihi Economic Revitalization

While still continuing efforts in Chinatown, OED initiated revitalization efforts through talks with community organizations in Kalihi, one of Oahu's oldest communities. On February 12, OED held a well-attended scoping session that produced valuable discussion and ideas.

Throughout the following two months, the City worked in partnership with various Kalihi groups and businesses —. to flesh out these ideas – and turn them into actions that are meaningful and realistic. Coordinated by OED, the partnerships involved the participation and support of numerous City departments.

On April 26, the mayor convened the Kalihi Economic Summit, attended by hundreds of residents and business owners to share the actions being worked on, gain more input, and encourage more to get involved. The summit reinforced the partnerships created between Kalihi's diverse groups and the City. All efforts were focused on turning ideas into practical and concrete actions that will steadily build economic growth in Kalihi. The summit focused on community priorities and shared how City-community partnerships are supporting Kalihi's needs.

Some of the key initiatives that resulted from the summit are described below.

Pedestrian Safety: The City selected Kalihi as the first stop for its pedestrian safety campaign. Ugraded restriping of all faded/outdated crosswalks in Kalihi has already begun. New pedestrian traffic signals were installed on North School Street in Lanakila fronting St. Theresa's School. A new traffic signal was installed and began operation on July 24 at the intersection of North School and Leilani streets. Still to come is a North King Street involving an in-ground, illuminated crosswalk. The City has launched a five-year program to upgrade 525 walk/don't walk signs with more effective "countdown" signals at a rate of 105 signals a year and $4,000 per intersection. These improvements combined with a planned project to install pedestrian countdown signals and embedded lights, as well as continued public education (in partnership with the AARP and State) and enforcement, the City expects to make headway in making Kalihi streets that much safer for everyone.

Reinforcing Kalihi Pride and Promoting Kalihi's Businesses: The Kalihi Business Association and the City cosponsored the second annual Sunset in Kalihi in May at Kalakaua District Park, featuring free movies, resource booths, food, games, and entertainment for the entire family.

Business Assistance: The City is working with Kalihi organizations and other small business resources to support and promote business assistance programs for Kalihi's entrepreneurs such as Empower Oahu's Micro-Enterprise workshops that were held in Kalihi in July and KoAloha Ukulele's "A Day in Kalihi," where the City assisted them with their efforts to facilitate a trolley stop in Kalihi.

Redevelopment Opportunities: The City will hold a public forum in Kalihi to ensure community involvement in plans for transit-oriented development. The City is also working with Kamehameha Schools and the community on long-term planning for lands in Kapalama.

Workforce Development: The City's Work Hawaii/Oahu WorkLinks is teaming with Kalihi businesses on programs such as 50-percent subsidized salaries for program hires. The City is working with Honolulu Community College and the Building Industry Association to support apprenticeships, bolstered by Honolulu's distinction as the first and only city in the nation to sponsor an Apprenticeship Awareness Week last year.

Empowering Youth: The City is collaborating with organizations creating economic opportunities for Kalihi's youth, like Hope Through Music and Farrington's Kalihi-opoly, to facilitate valuable business connections that will help them grow.

Emergency Preparedness: The Department of Emergency Management is working with the Kalihi-Palama Community Council to coordinate resources with the community, including participation in community emergency response team training.

Replace Graffiti with Kalihi Pride: Groups working with the Honolulu Police Department's Adopt a Wall program will be provided paint and brushes, as well as stencils of the Kalihi Pride logo, as a community symbol to deter graffiti.

Additional City-led initiatives include:

Infrastructure: Repaving North King Street and Alewa Drive, repairing Lanakila Park Gym, installing new playground equipment at Peter Buck and Kanoa Street mini-parks, and making more than $90 million in planned sewer repairs.

Community Services: For the first time, for-profit organizations will be eligible to apply for selected training programs.

Free Wifi: Partnering with the Hawaii Open Source Education Foundation to deploy free wireless access at Kalakaua Park.

Economic Opportunities: Submitted and was awarded a $150,000 planning grant from the U.S. Economic Development Administration to develop a technology incubator facility with Kalihi as a priority for location assessment. The City will provide matching funds.

Drug Abuse: The Mayor's Task Force on Drug abuse has awarded $104,600 in grant monies this year to Kalihi organizations in an effort to educate and promote a drug free environment in the community.

HFD: New fire truck and improvements for Kalihi fire stations.

Kalihi Pride Logo: One of the immediate results of the Mayor's revitalization efforts was a genuine resurgence of Kalihi pride, reinforced by the unifying theme and symbol, Kalihi Pride, and the website www.kalihisummit.org.

KALIHI PRIDE

Rediscover Oahu Community Events

Amount	Organization	Event
$20,000	D.B. Productions, Inc.	Sunset at Aala Park
$15,000	AYSO Leeward Region 269	Kapolei Sunset on the Plain
$15,000	Kalihi Business Association	Sunset in Kalihi
$12,000	Making Dreams Come True, Valley of Rainbows	Waianae Coast Sunset on the Beach
$15,000	HWB Foundation	Catch a Dream in Waipahu
$12,000	Waimanalo Construction Coalition	Rediscover the Waimanalo Country Fair

Small Business Advocacy

One of ways that OED helps promote and nurture business is through its advocacy role. The position of the Small Business Advocate (SBA) was created in 2001 to serve as a liaison between the City and County of Honolulu and the business community. The SBA assists

small businesses in investigating and resolving complaints and addressing barriers to growth. The advocate helps reduce red tape and clarify complex government procurement practices.

The Small Business Advocate is the City's primary representative at the City-sponsored Small Business Resource Center (SBRC) in Chinatown and cooperates with non-profit partners to ensure the continued sustainability of the service. At the SBRC, individuals interested in starting a business can get training and guidance not only from the City's representative, but from the staff of the Hawaii Women's Business Center, the Small Business Development Center, and the U.S. Small Business Administration.

The City's SBA is also playing a key role in promoting the economic revitalization and growth of Chinatown, a major OED goal. By networking and interacting with local businesses, community groups, cultural organizations, and the City's Department of Planning and Permitting, the SBA helps target key areas for economic growth.

Honolulu Film Office

The Honolulu Film Office provides leadership in the planning and development of the film industry in the county with the goal the film industry becoming a vital, vibrant part of a diversified and sustainable economy.

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.

The film office does this by working jointly with other state and private entities to nurture the growth of local filmmakers and resources, by developing and implement marketing and promotional plans that promote Oahu as a premiere on-location filming destination to attract out-of-state productions and resources to come to the county, and by providing 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).

Oahu is the hub of production for the state and typically generates 50-75 percent of statewide production expenditures, usually equaling or outpacing the combined totals of the Neighbor Islands. The estimate statewide direct expenditures generated by film and media production is$100M annually. This number is anticipated to increase to $150M statewide and by extension, to $75M to $112M (up from $50-$75M) on Oahu due to the passage of a the new tax incentive, Act 88 (data pending input from DBEDT).

The incentive applies to a broad range of projects and the HFO embraces supporting a diversified portfolio of projects. The wide variety is necessary to further develop Oahu's infrastructure into a viable, self-sustaining production center. To this end, the HFO works to support a wide range of filming projects of various scope, scale and economic impact. Larger imported projects often bring much needed resources and training while smaller modestly-budgeted projects often hire less seasoned workers or give those with new training experiences an opportunity to manage a department and establish a stronger foundation for their developing skill-set.

The anticipated increase in spending is also expected to create hundreds of man-hours of work and significant economic spending to the county. Preliminary statistics for a major feature film project that shot on Oahu in Spring 2007, the Universal Studios project FORGETTING SARAH MARSHALL generated over 75,000 man-hours of local labor and contributed to more than 6,000 hotel room nights.

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. As a member of OVB's Marketing Committee the film office works to build opportunities for, coordinate and assist OVB with destination branding through various media outlets. This includes leveraging the relationships developed through the physical production process with Universal Studios and the FORGETTING SARAH MARSHALL production team to explore and exploit marketing opportunities that may arise through the film shot on Oahu's North Shore as well as capitalizing on the strong visitor interest seen in LOST fans traveling to the island.

The HFO participates jointly and individually in various marketing and promotional projects including joint advertising and trade show exhibition with the state and other county film offices under the banner of Film Offices of the Hawaiian Islands. Additionally, the HFO conducts specific business development meetings in key filming centers such as Los Angeles and New York with decision-makers whenever possible to generate opportunities to bid for current and future film production work.

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.

In addition, OED is 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 Events Funded in 2006

Amount	Organization	Event
$15,000	AT Marketing	4th Annual Waikiki Spam Jam
$40,000	Department of Parks and Recreation	Lei Day Celebration
$15,000	Chinese Chamber of Commerce	Narcissus Festival
$5,000	Chinese Chamber of Commerce	Splendor of China, A Cultural Festival
$15,000	Cinema Paradise	5th Annual Film Festival 2006
$15,000	The Filipino Community Center	14th Annual Filipino Fiesta & Parade
$5,000	Forward Foundation	Hawaii The Healing Garden
$12,000	Haleiwa Arts Festival	Ninth Annual Summer Event
$75,000	Hawaii Alliance for Arts Education	Downtown-Chinatown Gallery
$15,000	Hawaii Korean Chamber of Commerce	5th Annual Korean Festival
$10,000	Hawaii Pacific University	Hawaii Pacific University Intercultural Day
$15,000	Hawaii United Okinawa Association	24th Okinawan Festival
$65,000	Hawaiian Plantation Village	Living Village - Continuation of Phase II
$55,000	Honolulu Culture & Arts	The Culture & Arts District
$5,000	Life Foundation	AIDS Walk for Life
$14,000	Making Dreams Come True-Valley of Rainbows	Waianae Coast Sunset on the Beach
$30,000	Moanalua Garden Foundation	Cultural Tourism - Prince Lot Hula Festival
$6,000	Moiliili Community Center	Discover Moiliili Festival - 11th Annual Event
$20,000	Native Books	Na Mea Hawaii Cultural Programming
$10,000	Nova Arts Foundation dba Iona Contemporary	IONA's Premiere of Electric Blue
$5,000	The Safe Zone Foundation	3rd Annual Girl Fest Hawaii
$14,000	Waialua Community Association	North Shore Sunset on the Beach 2006
$5,000	Waikiki Community Center	Ala Wai Challenge 2006
$14,000	Waimanalo Construction Coalition	Rediscover Waimanalo Sunset on the Beach
$36,700	Waimea Valley Audubon	National Audubon Society

HTA-CPEP Events Funded in 2007:

Amount	Organization	Event
$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

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: 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 our 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.

International Relations and Sister Cities

On July 19, 2006, the City Council adopted a resolution that established Rabat, Morocco, as Honolulu's newest sister city. March 8-15 was proclaimed by Mayor Hannemann as Aloha Morocco Week. Top Moroccan chefs flew in to participate at a festive banquet called "Moroccan Nights, Hawaii Skies." His Majesty King Mohamed VI of Morocco also donated a fountain at Kapiolani Community College to the people of Hawaii.

From reception of courtesy calls by Hiroshima student groups to the signing of intercollegiate agreements between the University of Hawaii and Mohammed V. Agdal University, Honolulu's sister-city program continues to promote beneficial exchanges in various fields including commerce, education, and culture and the arts. Cultural and historical ties to her local community, in addition to economic opportunities, remain the guiding principles for the establishment of Honolulu's sister-city relationships.

The City's Sister-City Relationships:

No.	Sister-City	Date of Council Resolution
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 prove or disprove an individual's guilt or innocence, to confirm or deny the account of how death occurred, to determine or exclude other contributory or causative factors to the death and to provide expert testimony in criminal and civil litigation.

Dr. De Alwis conducts educational seminar.

Section 6-1305 of the 1973 Revised Charter of the City and County of Honolulu (2000 Edition) states, "When any person dies in the city as a result of violence or by a casualty or by apparent suicide or suddenly when in apparent health or when not under the care of a physician or when in jail or in prison or within twenty-four hours after admission to a hospital or in any suspicious or unusual manner, it shall be the duty of the person having knowledge of such death immediately to notify the department of the medical examiner and the police department."

The Department of the Medical Examiner is staffed by physicians specialized in the area of forensic pathology, medical examiner's investigators, laboratory technologists, autopsy assistants and clerical personnel. The physicians are board certified in the specialty of anatomic pathology as required and stated in Section 841-14.5 of the Hawaii Revised Statutes. The chief medical examiner and deputy medical examiner are board certified by the American Board of Pathology in anatomic, clinical and forensic pathology.

The department is accredited by the National Association of Medical Examiners (NAME). Accreditation by NAME is an endorsement that the department provides an adequate environment for a medical examiner in which to practice and provides reasonable assurance that the department well serves it jurisdiction. It is the objective of NAME that the application of the NAME standards will aid materially in developing and maintaining a high caliber of medicolegal investigation of death for the communities and jurisdictions in which they operate.

The staff is aware of the tragedy that accompanies sudden and unexpected deaths and realizes that each case represents an individual who is deeply missed by his or her loved ones. Our investigators are trained to deliver the news of the death with the utmost compassion, courtesy and professionalism. A thorough investigation into the circumstances of death, complete postmortem examination and necessary laboratory studies are conducted to determine the cause and manner of death. In addition to providing pertinent answers for significant issues such as insurance claims, estate settlements, information and evidence necessary for civil and criminal legal proceedings, we also provide factual data for relatives which helps them through their grieving process with better understanding of the cause and manner of death. The physicians are available for the relatives, attorneys and estate representatives to provide necessary information.

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) to identify hazardous environmental conditions in the workplace, home and elsewhere. Educational seminars with emphasis on child abuse, identification of risk factors of sudden unexplained infant deaths are conducted for law enforcement personnel, social workers of the Child Protective Services, and physicians. Educational seminars have been conducted with emphasis on prevention of elderly neglect/abuse to increase the public awareness in identification, intervention, and treatment for elders and their caregivers. Prevention of deaths

Prosecutors examine digital x-ray.

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, 2006-2007

The office investigated 1894 deaths this past year as compared to 1813 in 2005-2006. Jurisdiction was assumed in 750 cases and autopsies were performed in 555 cases. In non-autopsied cases, complete external examinations and toxicological testing of body fluids were performed.

Authorization for organ harvesting was permitted on 15 cases. Of the 750 cases investigated, 357 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 1894
  - Jurisdiction assumed in 750
    - Violent deaths 472
      - Autopsied 374
      - Not autopsied 98
    - Violent deaths (undetermined manner) 26
      - Autopsied 25
      - Not autopsied 1
    - Non-violent deaths 250
      - Autopsied 155
      - Not autopsied 95
    - Historical remains 0
    - Non-human artifacts 0
    - Human remains 2
      - Jurisdiction released to private physician (death within 24 hours) 789
  - Attended/other deaths reported 355

Total autopsies performed by Medical Examiner 555
Total number of bodies transported to Morgue 737
Total organ/tissue harvesting 15
Total original scene of incident visited 357
Total unidentified skeletal remains 0

LABORATORY PROCEDURES CONDUCTED DURING FISCAL YEAR 2006-2007

Laboratory Chemical Tests 850
Ethanol Tests 750
Toxicology Screen 1500
Toxicology Sent Out 301
Hematoxylin and Eosin Slides Prepared 2959
Special Slides Prepared 53

Laboratory procedures that include toxicological analysis, blood alcohol determinations, preparation of microscopic slides for histological examinations and various other chemical analyses of different types of body fluids, continue to be a very important aspect of investigation of deaths occurring under our jurisdiction.

There have been an increased number of drug-related deaths. There is concern with regard to the rise in the number of deaths associated with 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 2006-2007

Investigation and Autopsy Report 809
Fees Collected $3,801.00

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 2006-2007

Budget Expenditures $1,351,572.22
- Salaries $1,052,448.55
- Current Expenses..... 287,812.38
- Equipment 1,311.29
- Positions.....18

CLASSIFICATION OF VIOLENT DEATHS - FISCAL YEAR 2006-2007

The number of violent deaths increased slightly. There were 212 other accidental deaths this past year compared to 180 in 2005-2006. Falls (94) and poisoning (89) comprised the majority of the 212 victims. Significant increase in the male (70) to female (17) ratio of suicide victims is noteworthy.

Violent Deaths 509
- Homicide..... 27
  - Asphyxia.....2
  - Blunt trauma.....4
  - Child abuse 3
  - Fall 1
  - Gunshot.....9
  - Knife wounds/stabbing 5
  - Sharp force trauma.....1
  - Other 2
- Suicide..... 87
  - Asphyxia..... 3
  - Drowning.....2
  - Fall 19
  - Fire.....1
  - Gunshot..... 12
  - Hanging..... 41
  - Poisoning 7
  - Sharp force trauma.....2
- Traffic 92
- Water-Related..... 38
- Industrial 9
- Other Accident 212
- Undetermined..... 44
  - Drowning.....2
  - Fall 7
  - Hanging.....1
  - Poisoning 16
  - Unknown 17
  - Other 1

NOTE: Some deaths are reported in 2 different categories.

BREAKDOWN OF HOMICIDE VICTIMS BY RACE - FISCAL YEAR 2006-2007

Race	2006 July-December	2007 January-June	Total
Caucasian	0	6	6
Chinese	0	1	1
Filipino	2	1	3
Hawn/Part-Hawn	4	3	7
Japanese	3	1	4
Samoan	1	0	1
All Other	3	2	5
TOTAL	13	14	27

BREAKDOWN OF HOMICIDE METHODS USED - FISCAL YEAR 2006-2007

Methods Used	2006 July-December	2007 January-June	Total
Asphyxia	0	2	2
Blunt trauma	1	3	4
Child Abuse	2	1	3
Fall	1	0	1
Gunshot	5	4	9
Knife wounds/ Stabbing	1	4	5
Sharp force trauma	1	0	1
Other	2	0	2
TOTAL	13	14	27

SUICIDE STATISTICS - FISCAL YEAR 2006-2007

Method	Cau		Chi		Fil		Hawn P-Hawn		Jps		Kor		Other		Total
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Asphyxia	1				1								1		3
Drowning			1									1			2
Fall	6	2	1	2			2		1	2	1		2		19
Fire	1														1
Gunshot	5				2		1		1				3		12
Hanging	6		1		4		8	3	6	3	2		7	1	41
Sharp Force Trauma									1	1					2
Poisoning	2							1				1	3		7
TOTAL	21	2	3	2	7	0	11	4	9	6	3	2	16	1	87

SUICIDE VICTIMS - FISCAL YEAR 2006-2007

Age	Male	Female	Total
10 thru 19	5	0	5
20 thru 29	11	6	17
30 thru 39	16	1	17
40 thru 49	17	2	19
50 thru 59	9	5	14
Over 60	12	3	15
TOTAL	70	17	87

SUMMARY OF SUICIDES - FISCAL YEAR 2006-2007

2006	Male	Female	Total
July	9	1	10
August	4	2	6
September	5	1	6
October	3	0	3
November	5	1	6
December	4	2	6
Sub-Total	30	7	37
2007			
January	6	0	6
February	7	1	8
March	7	2	9
April	6	2	8
May	8	3	11
June	6	2	8
Sub-Total	40	10	50
TOTAL	70	17	87

TRAFFIC FATALITIES - FISCAL YEAR 2006-2007

Type of Occupant	MALE			FEMALE			Total
	2006 July-Dec	2007 Jan-Jun	With Alc.	2006 July-Dec	2007 Jan-Jun	With Alc.	
Operator	9	11	8	5	3	2	28
Passenger	5	6	5	4	3	2	18
Pedestrian	6	7	3	4	9	0	26
Motorcyclist	6	7	2	0	0	0	13
Moped Rider	5	0	0	0	0	0	5
Bicyclist	2	0	0	0	0	0	2
TOTAL	33	31	18	13	15	4	92

WATER-RELATED DEATHS - FISCAL YEAR 2006-2007

There were 38 water-related deaths compared to 46 last year. Twenty-four victims died while engaged in ocean-related activities, in comparison to 30 last year.

Location and Activity	MALE 2006 July-Dec	MALE 2007 Jan-Jun	FEMALE 2006 July-Dec	FEMALE 2007 Jan-Jun	Total
Ocean					
Body Boarding	2	0	0	1	3
Diving	1	1	0	0	2
Fishing	2	2	0	0	4
Kayak	1	0	0	0	1
Snorkeling	3	1	0	0	4
Surfing	0	1	0	0	1
Swimming	6	2	1	0	9
Bay/Harbor/Lagoon/Pier	0	0	2	0	2
Pond/Canal/Lake/Stream	1	1	0	1	3
Swimming Pool	0	3	0	1	4
Bathtub	0	1	0	1	2
Other	2	0	0	1	3
TOTAL	18	12	3	5	38

INDUSTRIAL DEATHS - FISCAL YEAR 2006-2007

There were nine job-related deaths this year compared to two the previous year.

Age	Synopsis
53	Tree trimmer sustained multiple blunt force injuries when the limb of a tree he was cutting fell on him.
56	Truck driver sustained crush injuries when a load of bearings toppled from a forklift.
50	Postal carrier sustained craniocerebral injuries when she lost control of her postal vehicle and struck a lamp post.
30	Solo bike officer sustained complications of blunt force injuries during a Presidential escort when he was ejected from his motorcycle.
27	Bartender sustained gunshot wound injuries when he attempted to disarm a person with a handgun.
23	Deck hand drowned while securing a catamaran line to a submerged anchored buoy.
52	Iron worker sustained multiple internal injuries at a job site when he fell from the 46th floor while caulking the lanai.
40	Landfill supervisor sustained sepsis due to thermal burns at a job site when he fell into a flow of hot ash.
24	Laborer sustained multiple crush injuries at a job site when he was pinned under an overturned truck he was operating.

OTHER ACCIDENTAL DEATHS - FISCAL YEAR 2006-2007

Method	MALE 2006 July-Dec	MALE 2007 Jan-Jun	FEMALE 2006 July-Dec	FEMALE 2007 Jan-Jun	Total
Asphyxia	1	4	2	0	7
Blunt Trauma	1	2	1	0	4
Fall	23	30	21	20	94
Fire	1	1	1	0	3
Poisoning	32	37	12	8	89
Other	3	8	0	4	15
TOTAL	61	82	37	32	212

UNDETERMINED DEATHS (MANNER) - FISCAL YEAR 2006-2007

When investigative information and autopsy findings cannot determine the fashion in which a cause of death came about, the manner of death is listed as "Undetermined". Forty-four deaths fell within this category. The majority of cases fell into two categories, poisoning (drug-related) where accidental or intentional overdose could not be determined and unknown where after complete autopsy, the cause and manner of death could not be determined.

Method/Cause	MALE 2006 July-Dec	MALE 2007 Jan-June	FEMALE 2006 July-Dec	FEMALE 2007 Jan-June	Total
Drowning	0	0	2	0	2
Fall	1	1	4	1	7
Hanging	0	1	0	0	1
Poisoning	6	3	2	5	16
Unknown	2	4	6	5	17
Other	0	0	1	0	1
TOTAL	9	9	15	11	44

NEIGHBORHOOD COMMISSION OFFICE

Ms. Joan Manke, Executive Secretary

POWERS, DUTIES AND FUNCTIONS

In 1972, Honolulu voters approved an amendment to the Revised City Charter, Article XIV. The amendment called for the formation of a nine-member Neighborhood Commission to develop a Neighborhood Plan to assist in implementing the formation and operation of elected neighborhood boards on Oahu. The purpose was to provide a mechanism to increase and assure resident participation in the process of government decision-making. Administrative and technical staff provided through the Neighborhood Commission Office would support the mandated functions of the Neighborhood Commission and the neighborhood boards. Thus began the formation of our Neighborhood Board system.

FY 2006 – 2007 HIGHLIGHTS

On-Line Voting Offered in Neighborhood Board Elections – For the first time in Hawaii's history, on-line voting was used to elect public officials. The Commission took a bold step in approving the use of on-line voting to offer voters an option to cast their ballot for their neighborhood board candidates using the traditional printed ballot as well as the electronic ballot via the internet.

The City teamed up with Commercial Data Systems, Inc., because of their 18 years of experience in providing highly secured online data services, including creating and operating the very successful online program for school children, Kids Voting Hawaii. (Children who participated in the first Kids Voting Hawaii are now of age to vote in the board elections.) More than 4,000 ballots were cast on-line. On June 2, 2007, board members were sworn in for a new two-year term. There are a total of 444 seats in the 32 neighborhood board areas.

Training– With the help of the Managing Director's Office and the State's Office of Information Practices, sunshine law training sessions were conducted for 239 neighborhood board members and commissioners on June 2 and August 14, 2007. An orientation and parliamentary session was also held for the newly elected board members. In addition, the Commission revived its Training Committee and adopted a tentative schedule to include workshops on order and decorum, and how to conduct smooth meetings.

Neighborhood Plan – In June 2007, the Neighborhood Commission formed a Permitted Interaction (PI) Group to review and revise the Neighborhood Plan. The PI Group submitted its recommendations to the Commission in November 2006 at which time it was accepted and forwarded to the Department of the Corporation Counsel for review. Following the review process, the Commission adopted the Draft Plan and has scheduled three public hearings for early November 2007.

NEIGHBORHOOD COMMISSION OFFICE PROGRAMS AND SERVICES

The Neighborhood Commission Office (NCO) provided administrative and technical support services to the Neighborhood Commission as well as the 32 Neighborhood Boards. The NCO is a key player in facilitating the City Charter-mandated functions of the Neighborhood Board System, which is to increase and assure effective citizen participation in the decisions of government. These functions, duties and accomplishments are described in the following sections.

Neighborhood Board Field Services – The NCO field staff:

1) served as the primary liaison between the boards, the Neighborhood Commission, and the City, State and Federal governments; 2) provided 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; 3) provided technical information on proper meeting procedures, City policies and program; and 4) assisted in producing and distributing publicity materials to enhance two-way communication with neighborhood residents.

Administrative and Office Services Activities – The administrative staff coordinated and serviced all regular and special meetings of the Neighborhood Commission. Substantial staff support and technical assistance were provided to the commission during complaint hearings, public hearings, committee meetings, permitted interaction (PI) group meetings, as well as in activities dealing with complex issues affecting neighborhood boards and the neighborhood board system.

Section staff coordinated the fiscal expenditures of each neighborhood board through its centralized purchasing and accounting functions. Individual monthly statements were prepared for all 32 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, this section serviced the nine-member commission and handled all fiscal, personnel and property inventory matters.

The administrative staff also supported the Mayor's Representative Program in cooperation with the Managing Director's Office. Mayor's 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 which need research are then forwarded to the appropriate departments by the NCO. 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.

Training and Educational Programs – Training and educational programs serve a vital role in providing basic skills and essential technical information to assist board members to effectively perform their duties.

The City's ordinance requires that *"any board member whose date of taking office is after July 1, 2004 shall participate in the sunshine law training program within three months from the date of taking office."* The Managing Director's office assisted with Sunshine Law training for 239 neighborhood board members and other Commissioners on June 2 and August 14, 2007. The NCO also held orientation and parliamentary sessions for newly elected board members. The NCO staff has regularly taken advantage of training opportunities provided by the Department of Human Resources in the areas of note-taking and minute-writing for Neighborhood Assistants and skills training seminars for all NCO staff. These seminars are designed to increase and improve the skills of all staff as training is a top priority for the NCO.

In an effort to improve the efficiency and effectiveness of the Neighborhood Board System, the NCO identified order and decorum and parliamentary procedures as areas requiring special focus and attention. And, for the first time in its staffing complement, the NCO will create a Staff Parliamentarian position that would provide for attendance to and monitoring of board meetings, evaluating individual boards, and providing feedback and recommendations for improvement. The Staff Parliamentarian will also serve as the NCO's in-house professional consultant who will be responsible for training staff, commissioners and board members.

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. Fifteen of 32 boards have chosen to videotape their regular monthly meetings with funds provided in their annual budgets. While these boards have regular time slots on 'Olelo, other boards reach out to their communities via annual newsletters. This year, additional funds were offered as an incentive for boards to initiate videotaping of their monthly meetings.

Website – For the first time, the NCO website was used to post candidate profiles on-line for the 2007 Neighborhood Board elections. The site includes individual board web sites with agendas and minutes going back through 2001, as well as boundary maps for each board and board photos. Agendas and minutes for the Neighborhood Commission are also included along with commissioner and board member directories, calendars of monthly board meetings, office staff and Mayor's representatives contact information and their board assignments. In an effort to cut postage costs and save taxpayers dollars, each month the NCO generates 10,864 e-mails in the distribution of board and Commission agendas and minutes. That is 130,368 e-mails annually!

The website also includes the Revised Neighborhood Plan, proposed revisions, links to the Neighborhood Board Discussion sites, Frequently Asked Questions, and election results for board elections dating back to 2001. In the past year, the NCO website has become very active and has grown with an abundance of information for board members and the public. The NCO staff will continue in its efforts to maintain and create a web site that is informative, organized, attractive, and easy to use.

Communication - In an average month throughout FY 2007, 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. Circulation of a monthly calendar of events, agendas and minutes continues to be a valuable outreach mechanism to routinely publicize activities of Oahu's neighborhood boards and the commission in a timely manner.

Additional services involved the production and distribution of newsletters, surveys, flyers, posters, brochures, 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 - With support from the Managing Director and in cooperation with the Department of the Corporation Counsel, the NCO continued its review and resolution of complaints, some of which have been pending since 2000. In FY 2006, a total of 13 complaints were closed, four pre-hearings were held, three complaints hearings were held before the Commission, and nine new complaints were filed.

Elections - The NCO also conducted the biennial neighborhood board elections in this fiscal year. In an effort to increase citizen participation and awareness, the NCO opened up the election process to registered voters who lived in neighborhood board districts where there were "uncontested" races. These are areas with no candidates or not enough candidates running to fill its seats. Historically, these voters were not provided the opportunity to participate in board elections.

It became incumbent on the NCO to find the most cost-effective way to expand its voter base. Hence, on-line voting via

the internet, was introduced. The introduction of new technology into the neighborhood board elections offered an alternative method of voting and it also successfully interfaced two voting systems – paper and on-line. For the time in the history of the Neighborhood Board System, registered voters were given two options or two methods to cast their vote for a board member; and for the first time in Hawaii's history, on-line voting was used to elect public officials.

The rate of participation (returned ballots) in the 2007 Neighborhood Board elections increased from 25% in 2005 to 28.8% in 2007. There was a total of 526 candidates and of the 444 seats to be filled, 63 seats remained vacant, without candidates. Sixty-four percent of board members elected this year were incumbents.

Every effort was made to publicize and inform the public about the elections and on-line voting. The NCO staff participated in live and recorded radio talk shows, live local television interviews, and with the help of public service announcements, produced several radio spots that were aired during the election period. In addition, ads were placed in the newspapers, announcements were made on 'Olelo Community Television, and the NCO staff participated in a community event where laptops were set-up in a booth for the public to utilize and learn about on-line voting.

NEIGHBORHOOD BOARDS

All 444 board members are volunteers and each of the 32 boards serve as advisory groups to the Honolulu City Council, Mayor Hannemann and the City Administration, and to 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 - The neighborhood boards are encouraged to provide their community with opportunities to express its needs and desires in the delivery of government services. Boards sponsored forums to hear platforms of political candidates and presentations from various organizations and associations on issues, concerns, and/or projects that will affect all of Oahu. These included:

1. Reviewing and making recommendations to the Honolulu City Council, Hawaii State Legislature and federal agencies regarding issues such as the Environmental Protection Agency granting a waiver for the Honouliuli Wastewater Treatment facility, resolutions recognizing civil unions, and proposed legislation amending the state's Sunshine Law;
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 Waimanalo Gulch Landfill extension, mass transit/rail project, sustainable communities, and other municipal transportation needs such as Bus Rapid Transit, bus routes, bikeways, highway beautification projects, and traffic and highway concerns;

3. Raising concerns related to beach access, making recommendations for park uses to include cultural and heritage uses, tot lots, bark parks and night closures; and
4. Reviewing and setting priorities on the Operating Budget and Capital Improvement Projects (CIP) proposed by the City and recommending a list of proposals reflecting the needs of individual neighborhood communities, such as the Kuakini Street extension.
5. 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, 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 COMMISSION

The Neighborhood Commission was officially established in 1973, after Honolulu voters approved a revision of the Revised City Charter, Article XIV. All nine members are appointed volunteers who serve in staggered five-year terms. Four of the Commission members are appointed by the Mayor, four are appointed by the City Council, and the ninth member is appointed by the Mayor and confirmed by the City Council. One of the Mayor's appointees and one of the City Council appointees as well as the ninth member of the Commission are required to have served one full term on a neighborhood board.

In addition to developing a Neighborhood Plan, which serves as the legal framework for the neighborhood boards, the commission is responsible for the review and evaluation of the Neighborhood Plan and the neighborhood boards. The City Charter mandates the commission to assist areas of the city, upon request, in the formation and operation of their neighborhoods and neighborhood boards. The commission is required to meet a minimum of six times within a year to review and evaluate the activities, performance and operations of the neighborhood boards.

Members of the Neighborhood Commission during fiscal year 2006-2007 were as follows:

Grant Tanimoto, Chair	Sylvia Young, Vice-chair
Sheila Apisa	Robin Makapagal
Clara Y. Ching	Jeanette Nekota
Edward E. Gall	Kalene Sakamoto
Bernard Kaahanui	

Commission Activities - This fiscal year the Commission maintained an ambitious schedule and held 10 regular meetings which were well attended by board members and community members. Commissioners conducted complaint hearings and held public hearings to amend initiative petitions for the McCully-Moiliili NB#8 and the Wahiawa Whitmore Village NB#26.

Permitted interaction (PI) groups were also formed to expedite pressing issues facing the Commission, such as the City Auditor's Report on the Neighborhood Board System and the Revised Neighborhood Plan (RNP). The RNP PI group was very active and met every Saturday from July 1 through November 4, 2006 to continue review and revision of the 1998 revised neighborhood plan. The draft plan was presented to the Commission at the end of November 2006 at which time it was accepted and forwarded to the City's Department of the Corporation Counsel for review. Three public hearings will be held in early November 2007.

The Commission also recognized the need to revive its standing committees to focus on training and budgetary needs of the NCO, neighborhood boards and the Commission.

This fiscal year was a full and busy year for Commissioners, who volunteered many man-hours to meet deadlines and set timelines to address pending matters before the Commission. With the help of dedicated board members and the community, great strides have been made to move the draft RNP forward and to continue the process of working collectively to increase citizen participation in the process of government decision-making.

DEPARTMENT OF EMERGENCY MANAGEMENT

(Formerly Oahu Civil Defense Agency)

Peter J.S. Hirai, C.E.M., Acting Director

POWERS, DUTIES AND FUNCTION

The Oahu Civil Defense Agency was established by Section 128-13, Hawaii Revised Statutes, and Section 6-103, Revised Charter of the City and County of Honolulu. In February 2007 the Agency was reorganized into the Department of Emergency Management (DEM). 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, we conform to Federal Emergency Management Agency standards for local preparedness 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, including terrorist use of weapons of mass destruction.

HIGHLIGHTS

- Reorganization
- Homeland Security Program
- Community Emergency Response Team

DEM hosts Australian Emergency Service visitors.

REORGANIZATION

On February 22, 2007, Mayor Mufi Hannemann announced the establishment of the Department of Emergency Management to replace and elevate the old Oahu Civil Defense Agency. This followed the passage of City Council Resolution 07-037, which authorized the reorganization. The Mayor recognized that the old, cold-war era organization needed to modernize into the 21st century with continuously expanding homeland security and emergency management coordination roles.

The new department will be led by a cabinet level director as an equal to the emergency response chiefs, who despite this will be a civil servant as mandated by the City Charter. The elevation does not change any current missions and involved a modest increase of staff to address new issues and programs.

ORGANIZATION

Our authorized staff includes a Director, Plans and Operations Officer, 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 Assistant, Secretary, Account Clerk, Clerk, and Groundskeeper. All staff positions are civil service.

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

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 the promotion of community understanding and interest in such matters. The five 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. Edward R. Cruickshank; Mr. Lee D. Donohue, Sr.; Mr. Victor T. Kimura; and Mr. Douglas Won.

Emergency Management Responders (formerly Civil Defense Volunteers)

A trained and dedicated response force of approximately 150 Emergency Management Responders operates in support of DEM and other City departments and agencies during emergencies and disasters. 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. We have 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 responders are qualified to accomplish required activities.

GOALS

Our primary goal is to develop a high level of proficiency within our staff and among volunteers, government and private sector organizations. This results in a well-coordinated and timely response to any disaster that may threaten or strike the City. A continuing goal of near equal importance is the expansion of public information and education programs so that awareness and preparedness are heightened. This ensures that emergency actions by residents and visitors alike are predictable and in consonance with emergency plans.

DEM's primary goal of emergency management proficiency in the City's Emergency Operating Center (EOC) is ongoing. Weekly training sessions on EOC technology and software ensure a well-coordinated and timely response to any disaster, natural or otherwise, that may threaten or strike the City.

The Honolulu Urban Area Working Group (HUAWG) formed in 2003 to assess and strategize the City's response to an act of Terrorism, is facilitated by DEM and has as its goal the universal homeland security issues of interoperability and standardization. The HUAWG shall be the standardization governance structure to ensure that equipment and technology are interoperable between the City's first responders during the next emergency or catastrophic event.

Another critical goal is the establishment of the county Citizen Corps Council to coordinate volunteer programs that will assist and augment first responders during times of catastrophe. DEM ensures that Federal funding continues to institute and nurture the Citizen Corps Council. 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 recovery actions when first responders are unable or overwhelmed.

Another DEM goal is to ensure a balance between the focus and funding of the campaign against terrorism and an all-hazards strategy. The Department of Homeland Security has acknowledged that funding can invest in not just terrorist attacks but in "incidents of national significance", which includes major hurricanes and natural disasters. Our islands lie just north of what is considered the "hurricane corridor" of the Pacific, and we have been fortuitous in dodging many close calls since Hurricane Iniki in 1992. The City and County of Honolulu has experienced many types of natural disasters including the "80-day" flood of 2006.

A major goal for DEM and the City is meeting National Incident Management System (NIMS) compliance standards. NIMS provide a framework for emergency managers and responders from different 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 ensures a more efficient result. NIMS forms a standardized, unified, 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.

DEM assists a local school with evacuation drills.

PLANS AND PROGRAMS

City Emergency Operations Plan (EOP)

DEM completed and published the City Emergency Operating Plan (EOP). The first maintenance meeting for the EOP will be held in January 2008. This meeting will identify which five sections will be reviewed and will establish the timeline for the review and updated (if needed) process. DEM has also initiated revising Standard Operating Procedures (SOP) into FEMA compliant Standard Operating Guidelines (SOG). Department SOG revision completion date is tentatively scheduled for 4th quarter 2008.

DEM completed National Shelter System (NSS) training conducted by the Federal Emergency Management Agency (FEMA). By completing the training, DEM is now able to input shelter data for the City & County of Honolulu. The NSS is a system provides real-time monitoring of shelter availability status and usage. Authorized state, county, city and American Red Cross personnel can assess NSS but FEMA is the system administer.

Homeland Security Program

DEM continues to manage and facilitate grants received from the U.S. Department of Homeland Security (DHS). These funds have been invested in large scale projects to prevent or respond to acts of terrorism or incidents of national significance against the people of Honolulu. Funds were also provided to city responders to attend conferences, workshops and meetings to expand their knowledge and training in an effort to expedite preparedness and response.

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 Honolulu Urban Area Working Group (HUAWG) adopted these goals and objectives. HUAWG's plan to address catastrophic incidents or events through investments such as equipment acquisition, training, exercises and plan updates was approved by DHS and the Hawaii State Civil Defense Division. This plan covers the five major functional areas of Awareness, Prevention, Preparation, Response, and Recovery. The City has received about $52.5 million since FY 2001 to implement this plan, which was adopted by HUAWG in FY 2004. Departments that benefited from this funding include the Honolulu Police, Honolulu Fire, DEM, Medical Examiner, Planning and Permitting, Emergency Services, Facilities Maintenance – Security, Board of Water Supply, Environmental Services and Information Technology.

The City continues to refine a Tactical Interoperable Communication Plan, which addressed communication among first responders. Testing of the planned interoperability is going well with technical support being provided by DHS.

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, since 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 for up to 72 hours after a disaster strikes, or 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 fourth 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 150 individuals from various parts of the community received this training, along with 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. This fiscal year, a total of 150 individuals from various parts of the community received this training, along with a CERT Kit, that contains the basic tools required to respond to their communities or workplaces after a major disaster.

Visitor Industry Planning and Response

DEM became heavily involved in the planning and implementation process addressing the unique issues that arises from the visitor industry. Beginning in July 2006, a dedicated representative from the Oahu Visitor's Bureau is assigned for all EOC activations, and proved valuable to coordinate and disseminate information on visitor industry-unique issues. In addition, DEM's close relationship with the Hawaii Hotel and Visitor Industry Security Association proved invaluable in ensuring visitor and hotel industry plans and programs remained nested with city operations.

Bioterrorism Response

DEM continues working relations with the State Department of Health (DOH) and Healthcare Association of Hawaii (HAH). These entities would assist the City during either a bioterrorism attack or a zoonotic outbreak. The DOH represents the Public Health response and the HAH represents private hospital and clinic responses. Regular meetings with both entities and the entire response community, along with several tabletop exercises (TTX), resulted in improved plans and protocols established for a possible outbreak.

County Hazard Mitigation Planning

Hurricane mitigation became our main effort; we consulted on two projects – one was a homeowner's handbook on preparing for natural hazards and the other was to further heighten public awareness of the State DCCA Hurricane Retrofit Program. These are ongoing efforts. We continued to refine the County Multi-Hazard Pre-Disaster Mitigation Plan. The plan is risk and vulnerability based, and identifies major mitigation projects that the City can initiate. The plan was approved by FEMA in 2003 and will be up for review in 2008. We also assisted in updating the Statewide Hazard Mitigation Plan, up for review this year.

Hurricane Shelter Resurvey Program

DEM participated in a countywide shelter resurvey initiative. The resurvey team was comprised of DEM, State Civil Defense (SCD), American Red Cross (ARC), Department of Education (DOE) and when applicable, Military Safety Officers. The purpose of this initiative was re-examining the retrofit list, establishing resurvey criteria and developing a prior list based on a cost benefit analysis. The team resurveyed 38 facilities: 26 DOE (schools) facilities and 12 military facilities.

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

DEM 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.

Campbell Local Emergency Action Network

DEM continued its close association with the Campbell Local Emergency Action Network (C.L.E.A.N.). DEM and C.L.E.A.N. made presentations to DOE on an interactive hazardous materials DVD for children in grades 1-3 and will be distributing several thousand of these to Leeward Oahu schools. DEM also participated in the review of the 2007 CLEAN Emergency Resources Guide for Businesses at Campbell Industrial Park. The guide along with C.L.E.A.N. quarterly newsletters was posted on the LEPC website.

Honolulu Local Emergency Planning Committee (LEPC). The 2006 Kakaako-Waikiki Project to prepare hazardous materials assessments of facilities in those areas was completed in September 2006. A 2007 project to assess businesses in the Kailua-Kaneohe areas was initiated, with a projected September 2007 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 another C.L.E.A.N. donation of $8,000 to sponsor five additional HFD personnel to attend the 2006 Continuing Challenge HAZMAT Workshop in Sacramento, California. LEPC members also attended the Hazmat Explo Conference in Las Vegas, Nevada and the 2007 National Association of SARA Title III Program Officials (NASTTPO) & HMEP Grants Conference in Kansas City, Kansas.

LEPC Exercises
Navy Spill Exercise

LEPC Hazmat Training
ICS 300/400
Bioterrorism Course
WMD Cameo Course
EPA Nuclear Radiation Course
Pesticide Course
PCB Training
HAZWOPER Refresher

LEPC Tours – Coordinated/Participated
JABSOM Bio Safely Level 3 Lab
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. Sixty percent of the volunteers are equipped. Radios were programmed and issued to users on a priority basis. New replacement radios are being purchased to gradually replace the older radios to increase reliability and minimize downtime due to older radios breaking down.

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 operational 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 Radio Amateur Civil Emergency Service (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 exercise
- Interaction with the Joint Task Force – Homeland Defense
- Coordinated exercise schedules
- Weapons of Mass Destruction training

Emergency Food

DEM maintained 132 cases (12 meals per case) of Meals-Ready-to-Eat (MRE) to be used as emergency food for city EOC staff. An agreement with the U.S. Army allows rotation of unused meals before their expiration date at no additional cost.

TRAINING

- Department of Emergency Management Staff
- DEM staff received training in the following subject areas:
- 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 401-404
- 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 Emergency Management Responders (formerly Civil Defense Volunteers)

Emergency Management Responders (EMR) 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

The Department of Emergency Management conducted or participated in the following exercises and drills:

Hurricane

DEM participated in the annual statewide hurricane exercise conducted during the period May 14-25, 2007. Makani Pahili 2007 involved federal, state, county and private agencies. The purpose was to validate disaster plans and response capabilities.

DEM conducted this year's exercise in two phases:

Phase I consisted of a review of the City's revised EOP. The review process included several EOP discussion exercises. These discussion exercises included representatives from the City and private sector.

Phase II consisted of three workshops which addressed various aspects of a hurricane preparation, response and recovery. These workshops were comprised of representatives from the City and private sector. Nurturing the relationship between the City and the private sector was the focus of these workshops.

Tsunami

DEM participated in quarterly statewide tsunami communications exercises. It involved federal, state, county and private agencies and verified tsunami standard communications.

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

School Evacuation Exercises

Participated and consulted in emergency evacuation exercises of:

- Laie Elementary School
- Kaaawa Elementary School
- Waipahu High School
- Waialua Elementary School
- Aliamanu Elementary School
- Kaimuki High School
- Waianae 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

Poi Bowl 2006

In July 2006 DEM participated in the county tactical interoperability communication plan (TIC-P) full scale exercise at the Aloha Stadium. This exercise tested the county's TIC-P as part of the ongoing efforts to standardize responder field communications.

A'Kele Statewide Nuclear Device Exercise

In August 2006 DEM participated, along with all state and county emergency response agencies, in Exercise A'Kele. The scenario called for reaction to and consequence management of a 10 kiloton improvised nuclear device detonated at Honolulu Harbor. DEM activated the EOC and coordinated the response from the incident scenes.

EMERGENCY MANAGEMENT OPERATIONS

Kiholo Earthquake

On October 15, 2006 at 7:07 a.m. a 6.7 magnitude earthquake struck off the Kohala coast of the island of Hawaii; it was followed by over 50 aftershocks, including a 6.0 magnitude 7 minutes later. Within minutes, the County EOC was activated and running. Initial actions included ensuring there was no tsunami and that there was no significant damage on Oahu.

Several minutes after the initial earthquake Hawaiian Electric Company's generators completely shut down as a protective measure. This brought about a complete blackout for the island that ranged from 13 to 30 hours. The EOC remained open the entire time to ensure power restoration activities were nested with restoring city critical services. At no time did the city's most critical services—emergency responder communications, sewer services, and water supply—fail due to lack of power. The city suffered minor structural damage as a result of the earthquake.

October/November 2006 Floods

Two systems converged over the Hawaiian Islands resulting in heavy rainfall throughout October 31 and November 1st 2006. The rains caused flooding over portions of windward Oahu and triggered a small landslide that closed the Pali Highway. The EOC activated and issued emergency alert system bulletins to inform the public on the status of the Pali Highway. Of note, improvements that Mayor Hannemann had instituted as a result of the October earthquake were implemented, and the public was notified of the Pali Highway closure in a timely manner.

November 2006 Tsunami

At 1:14 a.m. HST on November 15, 2006 an 8.3 magnitude earthquake struck near the Kuril Islands between Japan and Russia, prompting the Pacific Tsunami Warning Center (PTWC) to issue a tsunami watch. DEM immediately activated and staffed the County EOC to prepare for a possible warning. Due to information from the Deep-ocean Assessment and Reporting of Tsunamis (DART) buoys, PTWC cancelled the watch at about 5 a.m. when they determined the wave would not inundate the coastlines. However, as a precaution PTWC issued a statement that the wave action would be severe in the water, creating very hazardous wave and current conditions. City responders coordinated a beach closure from the EOC that lasted from 5 to 9 a.m. Responders issued public notification and prevented beachgoers from entering the ocean and stream-fed oceans during that time. The EOC also issued constant public advisories on the threat and received many calls from the public on eyewitness accounts at the shoreline and in upstream areas.

January 2007 Tsunami

At 6:23 p.m. HST an 8.1 magnitude earthquake again struck near the Kuril Islands prompting the Pacific Tsunami Warning Center (PTWC) to issue a tsunami watch. DEM immediately activated and staffed the County EOC to prepare for a possible warning. Due to information from the Deep-ocean Assessment and Reporting of Tsunamis (DART) buoys, PTWC cancelled the watch at about 9 p.m. when they determined the wave would not inundate the coastlines. As a precaution PTWC issued a statement that the wave action would be severe in the water, creating very hazardous wave and current conditions. City responders kept beaches closed throughout the night. Responders issued

public notification and prevented beachgoers from entering the ocean and stream-fed oceans during that time. The EOC also issued constant public advisories on the threat.

2006 Hurricane Season

First storm formed: May 27, 2006

Last storm dissipated: November 20, 2006

Total Storms:
- 18 — East & 1 — Central

Total Hurricanes:
- 10 — East & 1 — Central

Major hurricanes (Cat. 3+):
- 5 — East & 1 — Central

Strongest Eastern Pacific storm: Daniel

Strongest Central Pacific storm: Ioke
Hurricane Ioke intensified to a Category 5 hurricane, which made it the strongest Central Pacific Hurricane in recorded history.

DEM activated the Honolulu emergency operating center and monitored the following emergency situations during this period:

EVENT	# OF DAYS/INCIDENTS
WATER SPOUT	2
BIO AGENT HOAX/THREAT	0
BRUSH/WILD FIRE	10
ROCK/LANDSLIDE	3
FLOOD/FLASH FLOOD/USSFA	58
HAZARDOUS MATERIALS	0
FUNNEL CLOUD	2
HIGH WIND	19
HIGH SURF (DAYS)	163
POWER OUTAGE	1
INLAND OIL POLLUTION	3
MARINE OIL POLLUTION	0
OIL/FUEL SPILL	0
GAS LEAK	0
THUNDER STORMS	3
OIL SPILL EXERCISE	0
TROPICAL CYCLONE	39
TSUNAMI INFO/WATCH/WARNING	54
SHIP CONTAINER LEAK	0
TRANSFORMER (NON PCP)	0
BOX JELLYFISH	12
REPORTS, NO ACTION	215
TOTAL	576

PUBLIC EDUCATION AND INFORMATION

One public education goal the department met for FY 2007 was to once again commemorate the 61st anniversary of the 1946 tsunami, responsible for 161 deaths statewide—including six on the island of Oahu—the most deadly tsunami event to affect our islands in recent history. Educational commemorative programs included meetings with the community and neighborhood groups on Oahu, public education displays at shopping centers and special events at the Neal Blaisdell Center and coordinating activities with State Civil Defense and the Pacific Tsunami Museum in Hilo.

In addition the department hosted a one-day seminar in conjunction with State Civil Defense, especially targeting our media partners in print, television and radio. This seminar exposed more than 30 Honolulu based professional journalists to our emergency management system and specific information they need to be aware of when reporting and broadcasting information related to tsunami awareness, response and evacuation.

Deep-ocean Assessment and Reporting of Tsunami (DART) buoys more accurately report presence of tsunamis in the Pacific..

Plans and Programs:

Emergency Public Information – As a direct result of the response to the October 15, 2006 Big Island earthquake, the department made immediate improvements to it's capability to broadcast Emergency Public Information. Key DEM staff members as well as information officers from the Mayor's office received updated Emergency Alert System training and the department received upgrades to broadcast equipment supplied by State Civil Defense Division. DEM, in conjunction with the Mayor's office, convened several executive level meetings with station managers from Oahu's

largest metropolitan broadcasting companies to ensure open lines of communication existed before and during an island or statewide emergency.

In March of 2007, DEM became the first county emergency office in the state to broadcast the monthly Emergency Alert System (EAS) test as well as the monthly Live Audio Broadcast (LAB) at 11:45 a.m. in conjunction with the outdoor siren test. Previously all EAS and LAB tests were conducted exclusively by State Civil Defense Division.

The Emergency Management speakers' bureau program continued its active involvement in the community. DEM staff members participated in the agency's outreach public speaking program to educate a broad cross-section of the Oahu population, to include private businesses, school children, community associations, Neighborhood Boards, professional organizations, senior citizens groups, Boy and Girl Scouts, hospital staffs, clubs, church groups and government agencies. A total of 86 public speaking appearances were conducted, reaching an audience of more than 95,000 residents and visitors on Oahu during the period.

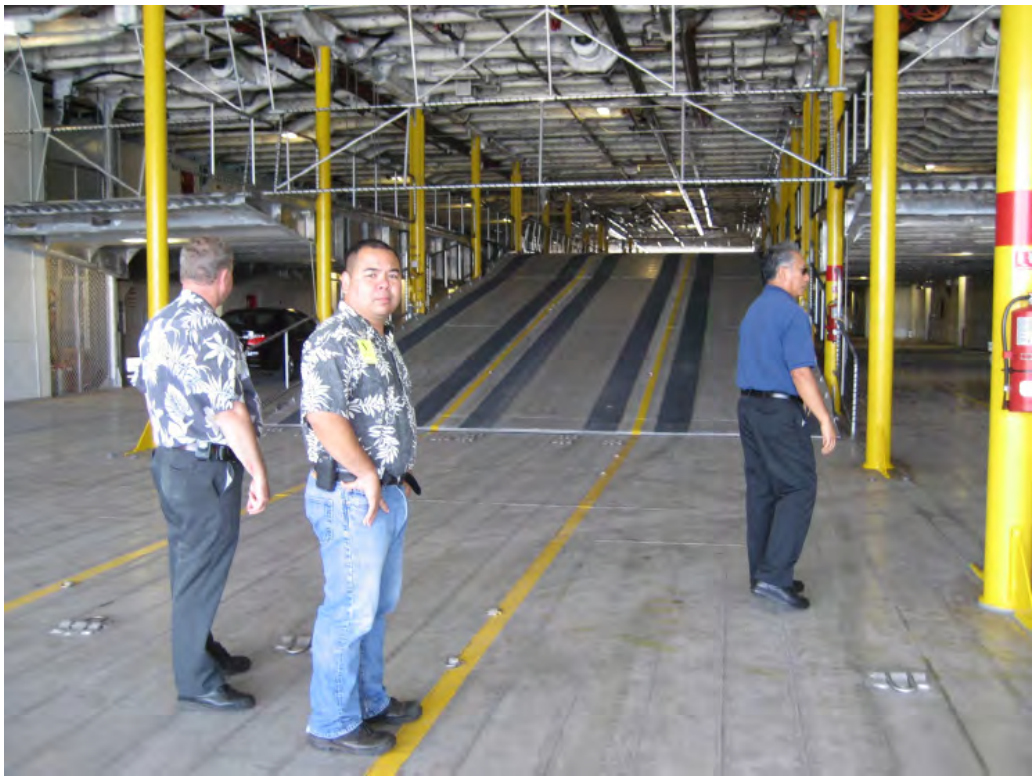
Emergency Management public affairs displays and information centers were established at various locations: Pet Expo, 20th Annual Seniors Fair, Waialua Community Association Fair, U.S. Coast Guard Red Hill Housing Fair, Wal-Mart stores, Costco Safety Week, Sheraton Hotels Employee Fair, ADA/CAIT Conference, Bishop Museum Malama I Ke Kai, Pacific Tsunami Museum, New Food & Product Fair, Home and Garden Show, Pet Walk, Building Industry of America trade show and other events.

FISCAL SUMMARY

The following expenditures were made during the fiscal year as compared to the budgeted amounts:

DEM Operating Expenditures	Actual	Budgeted
Salaries	$492,294.00	$534,417.00
Current Expenses	$145,373.00	$153,581.00
Equipment	$0.00	$0.00
Total	$637,667.00	$687,998.00

	FY 07 (Actual)
Civil Defense Coordinator (Police Department)	$21,900.00
Local Emergency Planning Committee (LEPC)	$26,165.00



DEM staff tour Super Ferry with other responders.

DEPARTMENT OF PARKS AND RECREATION

Lester K. C. Chang, Director • Dana L. Takahara-Dias, Deputy Director

POWERS, DUTIES, AND FUNCTIONS

The Department of Parks and Recreation manages, maintains, and operates all parks and recreation facilities of the city; develops and implements programs for cultural and recreational activities; and beautifies the public streets of the city. Its mission is to enhance the leisure lifestyle and quality of life for the people of Oahu through active and passive recreational opportunities.

BOARD OF PARKS AND RECREATION

There is an advisory Board of Parks and Recreation that consists of nine members who are appointed by the Mayor and confirmed by the City Council. The board advises the Mayor, the City Council, and the Director on matters relating to recreation and cultural activities and associated facilities. The current members are: 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; processes environmental impact statements and Federal annual grant applications for park land acquisition and improvements.

Develops personnel policies and procedures, reviews and advises on personnel actions, advises divisions on labor relations and collective bargaining matters, administers employee training, and safety programs to include civil defense activities, and provides payroll preparation function.

Parks Planning

Secured final National Park Service approval of a $660,000 Land and Water Conservation Fund reimbursable grant to support the City's proposed $1,400,000 playfield and playcourt improvements at Geiger Community Park. Also, secured preliminary approval for $100,000 Land Water Conservation Fund grant to support the City's proposed $1,450,000 for improvements at Halona Blowhole. Additional Land Water Conservation Fund money became available and the City submitted an amended application increasing the grant request to $700,000.

Park Permits Section

Coordinates, monitors and reviews issuance of public park use permits; collects applicable

Park Permits staff assists customers in obtaining a park use permit at the Park Permits Office, 650 South King Street, Frank Fasi Municipal Building.

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 21,522 permits were issued in fiscal year 2007, an increase of 2,610 permits from the previous year. There were13,053 permits issued for park uses such as picnics, festivals, craft fairs, commercial uses, shorewater events, athletic events, and indoor facility uses, another 8,469 permits were issued for camping at the various City camp sites on Oahu.

Inventory control and Storekeeping staff of Executive Services unloading supplies at distribution warehouse.

Property Management

Coordinates, monitors and reviews the department's property inventory control practices; maintains records in accordance with the city's policies and procedures; places emphasis on staff responsibility and accountability for equipment items; and continues to implement an efficient system for delivery of park supplies and materials.

The property inventory unit processed more than $654,906 of equipment acquisitions and 1942 pieces of equipment disposals. The storeroom operations procured, stocked and issued over $511,507 worth of supplies to the various line divisions.

Management Analyses

Completed the annual requirement for the State's records reporting system. Developed and updated various internal policies and procedures. Reviewed and revised various working drafts of administrative rules and regulations.

Budget Management

The Purchasing Unit issued and processed 2,650 confirming purchase orders and 157 purchase requisitions.

OPERATING EXPENDITURES FOR FISCAL YEAR 2006-2007

Classification	Amount	Expenditure	Balance
Salaries & Wages	$ 36,752,984	$ 34,311,044	$ 2,441,940
Current Expenses	20,866,976	20,373,605	493,371
Equipment	733,300	684,512	48,788
Total	$ 58,353,260	$ 55,369,161	$ 2,984,099

SPECIAL PROGRAMS FUNDED BY FEDERAL AND STATE OPERATING FUNDS FOR FISCAL YEAR 2006-2007

Programs	Fund Source	Grant Award
Summer Food Service	Federal	$300,000
Waipahu Learning Ctr.	Federal	100,000
Office of Youth Svc	Federal	48,260
Healthy Hawaii Initiative	State	80,000
Mayor's Lei Day Program	State	40,000
Total		$586,260

GENERAL TRUST FUND FOR FISCAL YEAR 2006-2007

Account	Appropriation
Other Donations	$ 144,620
Clearance Account	73,324
Permit Deposits	311,963
Fall Season Paani	125,550
Lester McCoy Pavilion	1,276,131
Summer Fun Clearance	131,348
Spring Season Paani	115,321
Summer Fun Clearance	453,455
Kaimuki Reservoir	1
Research Projects	408
City Beautify	10,606
Surf Sites	307,873
Waikiki Beautify	36,230
Botanical Gardens	39,968
Executive Center Park	100,000
Ehukai/Pupukea Improvements	182,792
Total	$ 3,309,590

REVENUE AND OTHER COLLECTIONS FOR FISCAL YEAR 2006-2007

Federal and State Grants	Revenue
Waipahu Learning Center	$ 50,000
Summer Food Service Program	214,944
Healthy Hawaii Initative	71,257
Office of Youth Service	46,657
Mayor's Lei Day Program	32,000
Charges for Services and Fees	
Service Fee - Dishonored Checks	760
Witness Fee	0
Hanauma Bay Admission	3,126,842
Hanauma Bay Parking	207,851
Community Gardens	38,523
Duplicated Copy of Any Record	241
Culture Recreation	
Kitchen	11,345
Dumpster	6,320
Scuba/Snorkeling	23,345
Commercial Windsurfing	2,645
Commercial Filming	32,155
Summer Fun Program	195,225
Fall and Spring Programs	20,000
Foster Botanical Garden	113,256
Perquisite Housing	0
Attendant Services	276,521
TOTAL REVENUES	$4,469,887

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 for payroll preparation activities.

The department's authorized position count as of June 30, 2007:

Regular Employees 847.00
Temporary Employees 24.25
Personal Services Contract Employees 267.98
Total 1,139.23

Summer College Student

Employment Program 353
Summer Program Hires 397
Total Summer Hires 750

Personnel Transactions 2005-2007 (Regular and Temporary Employee)

Types of Personnel Transactions	FY 05	FY 06	FY 07
New Hires	38	64	128
Separations	62	59	65
Promotions/Reallocation Requests	61	60	63
Disciplinary Actions Reviewed	79	86	86
Grievances – Step 1,2,3 & 4	24	30	30

Training Section

Executive Services staff conducts "Respectful Communications" training at Kapolei Hale.

More on-site training courses were conducted than the previous year as a result of hiring a new driver trainer and the acquisition of an additional projector. The increase of training sites and hours allowed the department to efficiently meet all required driving certifications. Effective planning and utilization of enhanced multi-media resources for all in-house training requirements continues. Advanced technological changes are continuously being pursued. Access to Department of Information Technology (DIT) training programs, especially Training Histories, at the district and division levels continues to be actively pursued. Outside resources are still utilized when specific training is not available within the City structure, particularly this past year when all department employees attended the Non-Discrimination-Retaliation training to meet mandatory Occupational Safety and Health Administration requirements where the department must provide a safe, healthy, and respectful workplace.

Updated training sessions continue to be offered pursuant to applicable policies, collective bargaining agreements, and ordinances, especially for managers and supervisors. The Hawaii Government Employees Association Drug and Alcohol Training and Reasonable Suspicion and Random Testing Programs continue to be successful.

Minor problems with the training database still remain, but are being rectified as they occur with the coordinated efforts from the DIT staff. Presently, Ethic Training for supervisory staff is being updated.

There was a significant increase in the number of employees trained and number of courses in the Safety category. Despite the slight decrease in the number of training hours, all technical/specialized training were completed.

TRAINING DATA

Training Category	No. of Courses		No. of Employees		Training Hours	
	FY06	FY07	FY06	FY07	FY06	FY07
Management/Supervisory	38	51	857	867	2478	2696
Technical/Specialized	201	227	2243	2488	5318	7320
Safety	234	246	3926	3470	7921	6216

Safety Section

One hundred and twenty-eight 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, Skatepark, and ball fields. 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.

Safety/Accident and Injury Statistics	FY 05	FY 06	FY 07
HIOSH violations	0	5	0
Safety inspections	161	65	128
Lost-time employee injuries/illnesses	66	82	69
No lost-time employee injuries/illnesses	63	54	41
Park users/participant injuries	82	80	80

Civil Defense

The department is a member of the Local Emergency Planning Committee, the Project Impact Committee, the Strategic National Stockpile Points of Distribution Site Selection Committee, and the Public Building Security Committee. Meetings for these committees were attended by the department civil defense coordinator.

Department staff attended a Statewide Hurricane Exercise. Division and District Disaster and Emergency Response Plans were updated. Tropical Storms and Hurricanes were tracked on the internet and information disseminated. Information on high winds, high surf, and flash flood warnings was also disseminated. DPR Employees attended Shelter Operations training conducted by the American Red Cross.

CDL Drug and Alcohol Testing

The department had an average of 70 employees with Commercial Driver Licenses (CDL). These employees are subject to a federally mandated Random Alcohol and Drug Testing Program. Administering the program involves coordinating appointments for random testing, coordinating with a Substance Abuse Professional for individuals testing positive, scheduled return to work drug testing, and conducting follow-up testing. New CDL drivers are scheduled for pre-employment drug testing and then placed in a pool for random drug and /or alcohol testing.

HGEA Drug and Alcohol Testing

HGEA Employees identified as Health, Safety, and Public Trust employees are also subject to a drug and alcohol testing program.

Driver Training Section

Four hundred thirty-four department employees completed one or more department training program(s) that include annual Driver Improvement Training, Defensive Driver programs, Equipment Operator training, Man-left training and Van Certification. Post Accident Procedures

and investigation was a new addition to our training programs as well as the addition of a new driver trainer to help meet the ever increasing demands for employee training.

Training Programs

Program	No. of Courses	No. of Employees	Training Hours
Driver Improvement	6	174	704
15-Passenger Van	9	197	788
Driver License Upgrade	2	7	672
Employee Trained on Equipment	6	52	512

Driver Evaluation

	No. of Employees	No. of Hours
CDL/Type 4	178	356
15-Passenger Van Driver	197	98

2005-2006 Motor Vehicle Accidents

	No. of Accidents		Avoidable		Unavoidable	
	FY06	FY07	FY06	FY07	FY06	FY07
CDL Drivers	6		4	3	2	3
Non CDL Drivers	16		12	14	4	6
Total	22	26	16	17	6	9

Equipment Inspections: This section also conducted 109 inspections of department vehicles and equipment.

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. The branch provides support and grounds restoration for major events held at the Civic Center.

There are 14 members of the Horticulture Services staff who are ISA Certified Arborists and 10 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.....43,812
2. Trees Planted.....149
3. Trees Removed.....2,551
4. Trees Root-Pruned.....182
5. Young Trees Pruned/Restaked.....1,135
6. Large Trees Relocated..... 34
7. Potted Plants Loaned Out.....2,803
8. Plant Change.....450
9. Color Bowl Change.....1,149
10. Shrubs Planted.....956
11. Sod and Groundcovers Planted (ft^2).....8,335

The branch operates five nurseries and tree farms at Kapiolani, Nuuanu, Waipahu Depot Road, Kualoa, and Waiawa. We have a total inventory of approximately 3,362 large trees.

Following the Mayor's program of protecting and enhancing our urban environment, we implemented beautification projects with volunteers and community groups; continued with the maintenance of Waikiki hanging baskets. Significant Mayor's Beautification Projects completed include: Koko Head District Park, Kuhio Beach Park, Ala Moana Boulevard Medial, Pali Highway Medial, Waikiki Kalakaua Gateway Park, Frank F. Fasi Civic Center, Queen Kapiolani Garden, and Sans Souci Beach Park.

Thirty-five developments accounted for 1,325 street trees being planted by private developers, including trees that are required by the city for new developments. This number is slightly lower than the previous year's total of 1,608 trees planted. These street trees have been or will be dedicated to the city and this branch will then assume responsibility for their maintenance.

Over 2,800 potted plants were provided for various city offices and city-sponsored events which include: Honolulu Police Department Recruit Class Graduation, Military Appreciation Day, Lei Day Celebration, City Council Inauguration Ceremony, Honolulu Fire Department Headquarters' Grand Opening, Honolulu Marathon, Made in Hawaii Festival, and Summer Fun finales at various city parks.

The high number of removals was due in large part to the devastating infestation of our wiliwili trees by the *Erythrina* gall wasp. The wasp attacked all the wiliwili trees in our inventory and very few survived. This branch is working on a planting plan to replace the trees that were removed.

The Arborist Advisory Committee

The Mayor's Arborist Advisory Committee (MAAC), facilitates the nominations, monitoring, and maintenance of Exceptional Trees on O`ahu. The new committee appointed by this Mayor 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 cover approximately 650 acres:: Foster (14 acres), Ho`omaluhia (400 acres), Koko Crater (200 acres), Lili`uokalani (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 10,596 live plant accessions representing 4,059 species, 1,273 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.

As reported to the U.S. Fish and Wildlife Service, under the Endangered Species Act, HBG maintained 37 species of endangered Hawaiian plants this year.

Notable new plants for the year include: the native *Hibiscus kokio* ssp. *saintjohnianus* 'Mary Foster', 30 new cultivars of ti plants, a collection of *Peperomia* and *Hemerocallis*, and the orchid *Vanda sanderiana* 'Alba', the National Plant of the Philippines and winner of the Governor's Trophy Award at the Honolulu Orchid Society show in October.

Other plant accessions received included the endangered Hawaiian *Kokia drynarioides* and *Pleomele hawaiiensis*, *Julostylus angustifolia* (threatened in Sri Lanka) and *Aquilaria crassna* (endangered in Southeast Asia, and received through the Rescue Center).

This year, the plant collection expansion was focused on the Tropical American, African, Melanesian, and India/Sri Lankan areas of Ho`omaluhia Botanical Garden. Plantings of the rare succulents, *Pachypodium* and *Adenium*, were completed at Koko Crater Botanical Garden. Native Hawaiian species were added to Lili`uokalani and Ho`omaluhia Botanical Gardens. Plantings at Wahiawa Botanical Garden were focused around the new Visitor center area and the Upper Terrace, with emphasis on ornamental species.

The HBG assisted South Africa's Department of Nature Conservation and researchers at Kauai Agricultural Research

Center by sending wiliwili (*Erythrina* sp.) seeds for research on gall wasp damage. Plant samples of *Osmoxylon lineare* were sent to Oregon State University for paleobotanical study of a 100 million year old amber fossil. University researchers studying cycad roots and a symbiotic relationship with blue-green algae continued their work on plants in the Prehistoric Glen. The collection of *Clinostigma* palms at Ho`omaluhia was studied by a palm expert, resulting in the revision of this genus. The results were published in the *Journal of the International Palm Society.*

Informal tree contracts were conducted at Foster, Lili`uokalani, Ho`omaluhia, and Koko Crater Botanical Gardens. A large formal tree contract was awarded for Wahiawa Botanical Garden that will focus on the removal of over-mature weed species that have been determined a risk management issue. The Horticulture Services Branch continued to respond to the garden's pruning needs throughout the year as individual issues arose.

This year, for safety reasons, three prominent trees at Foster Botanical Garden were reluctantly removed. The Chinese Banyan (*Ficus microcarpa*), which stood near the garden's entrance, and Queensland Kauri (*Agathis robusta*) on the main terrace, exhibited advanced decay, and the 'Tropic Coral' wiliwili (*Erythrina variegata)* succumbed to the *Erythrina* gall wasp that destroyed wiliwili trees throughout the islands.

Foster Botanical Garden

Foster Botanical Garden (FBG), located in the heart of downtown Honolulu, is the flagship of the HBG. It is the only one of the five HBG sites with admission fees.

- Total revenues were $113,962, a 3% increase from last year. This increase was due to a 3% increase in resident visitors (5,784 in 2006-2007 as compared to 5,606 in 2005 – 2006) and non-residents (18,609 in 2006 – 2007 as opposed to 18,111 in 2005-2006), and 13% more family passes being sold (114 in 2006 – 2007 versus 101 in 2005-2006).
- Total visitors were 41,393, an increase of 4% from last year.
- Of the total visitors, 2,668 were students on educational field trips, representing 82 school visitations.
- Revenues for annual passes were $2,850.
- A total of 6 wedding ceremonies with 124 attendees, 6 wedding photographic sessions involving 68 participants, 1 wedding/wedding photography for a party of 35, 10 other photographic sessions for 137 people, and 3 other gatherings of 30 people were held.
- Volunteer docents at Foster Botanical Garden provided 253 visitor tours with 1,702 participants.

This year, three interpretive signs were designed and created for the garden with monies donated in previous years from the Garden Club of Honolulu. The 2' x 3' panels included a welcome sign, the history of Foster Botanical Garden, and a description of the Prehistoric Glen and its ancient cycads.

In October 2006, Foster Garden's talipot palm (Corypha umbraculifera) began to flower. This unique palm, which flowers only once in its lifetime, completed its flowering phase and was in its fruiting stage at the end of June 2007. An internet blog was created to track the flowering process (http://talipot.blogspot.com).

A landscape design study was done by Lester Inouye and Associates, Inc. for Foster Botanical Garden. This project was to produce designs to improve the aesthetics of the present garden entrance and other areas that existing HBG staff could install and maintain.

Ho`omaluhia Botanical Garden

Ho`omaluhia Botanical Garden, located in Windward Oahu, experienced a very busy year with 100,087 visitors tallied.

The highlight of the year was the proclamation of March 2007 as "Ho`omaluhia Botanical Garden 25th Anniversary Month." U.S. Army Corps of Engineers representatives joined Department of Parks and Recreation and Honolulu Botanical Gardens staff in a recognition ceremony on March 1. Special guests involved with the original development of Ho`omaluhia were on site to discuss the excitement and challenges of creating this unique flood control project and botanical garden.

Diverse outdoor activities continued to be enjoyed throughout the year in this 400-acre botanical garden. Week-end camping participants totaled 14,724 camper-days and 9,370 walkers and joggers were recorded.

During the year, 3,940 students of all ages (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 weed pest, elodea, along the fishing shoreline. Student worksheets for rainforest plants at the Visitor Center trail continued to

be popular with teachers and students.

Featured annual group art exhibits included the Windward Artists' Guild, Daunna's Art Studio, and Aloha Ho`omaluhia XXIII. Many regular artists' groups continued to 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 ranged from 50 to 270 visitors.

Fishing continued as a popular shoreline event for people of all ages, with 5,227 participants recorded. The Labor Day Hawaii Air Guard Derby had 150 participants and the Hickam Air Force Base Keiki Derby drew 300 anglers, parents, and volunteers. Two disc golf events were held this year, with approximately 120 participants.

Horticultural events over the past year included two plant sales sponsored by the Friends of Honolulu Botanical Gardens, and the Certified Landscape Technician testing and field day for Hawaii green industry members. The Classic Bonsai Club continued its monthly meetings at the Visitor Center. In the fall, holiday wreath classes were held. The public continued to appreciate the availability of free mulch to home gardeners.

The pavilion at Kahua Nui continued to be a popular site for a wide range of activities and events, and the garden as a whole remained a draw to recreational users interested in the botanical collections, lakeshore activities, and the peaceful, natural setting.

Koko Crater Botanical Garden

Visitors to this garden typically walk and explore the plant collections along the inner basin of this 200-acre dry land crater at their own pace. However, HBG staff also led special guided tours, by request, to various groups interested in the unique dryland plant collections.

Lili`uokalani Botanical Garden

There were 52 weddings, wedding photography, and other photography sessions at this garden, involving 394 participants. Volunteers from Lanakila Rehabilitation Center helped with raking and other maintenance on a weekly basis. Nu`uanu Stream in Lili`uokalani Botanical Garden was also cleared of debris by various community and high school groups.

Wahiawa Botanical Garden

On December 11, a Filipino Centennial celebration was held at Visitor Center. Invited dignitaries and guests participated in the planting of a commemorative velvet apple tree (*Diospyros blancoi*).

This year, a record number of the fragrant Hono Hono orchids flowers were produced from the more than 500 plants growing at Foster Garden. As a result, flowering plants were displayed at the visitor centers at Wahiawa and Ho`omaluhia Botanical Gardens. Also, other species of orchids were installed in a permanent outdoor landscaped area at the garden. This was the first step in the plan to develop an orchid collection at Wahiawa Botanical Garden.

Education Program

The education program held 44 classes and workshops on popular gardening topics such as rose care, growing lei flowers, and landscaping tips. Other classes included making seasonal crafts, botanical drawing, lei making, and story telling for children.

Special garden activities planned by the HBG were the annual "Make a Difference Day," "Earth Day," and "Arbor Day" celebrations. This year, 60 soldiers of Schofield Barrack's 126th Battalion made a difference by cleaning and sprucing up Lili`uokalani Botanical Garden. Arbor Day was again energized by the active participation of Kauluwela Elementary School students.

Botany tours for school groups by botanical staff included: Roosevelt, Royal, Pearl City, Palolo, Iolani, Punahou, Hawaii Mission Academy, Kaimuki, Hongwanji Mission, Montessori, Pacific Palisades, and Cathedral Catholic schools. A special botanical tour was also given to the visually impaired, through Ho`opono.

Outreach by horticultural (orchid) staff this year were made to the Aiea Orchid Society, Kaimuki Orchid Society, Kalakaua Senior Center, Garden Island Orchid Society, Garden Club of Honolulu, and Windward Orchid Society. Foster Botanical

Garden orchids were also exhibited in five Oahu Orchid shows this year, sponsored by the Aiea, Ewa, Honolulu, Kunia, and Windward Orchid Societies.

This year, staff members who regularly contribute news articles to the Honolulu Advertiser, wrote articles on *Brassia* orchids, bulbul birds, Kunia Orchid Society's last show, Orchid Club information, the story of orchid enthusiast Dorothy Sakamoto, Ho`omaluhia 25th Anniversary, and the Midsummer Night's Gleam.

Outreach programs and news articles have resulted in increased awareness and interest in the garden's plant collections. They have also helped to establish the HBG as an authority and resource for plant related information.

HBG promotional/educational activities included distribution of garden brochures to hotels in Waikiki and the Honolulu Airport throughout the year.

The HBG was represented in the City and County of Honolulu's Electric Light Parade, the Mayor's Christmas Party at the Honolulu Zoo, and lei demonstrations at Waimanalo District Park and May Day at Kapi`olani Park.

Twilight Summer Concerts

For the eighth summer, twilight summer concerts were held at Foster Botanical Garden. Concerts held on Thursday evenings, and included entertainment by the U.S. Navy Pacific Fleet (Dixieland) Band, Ha`aheo, a harp ensemble, the Royal Hawaiian Band, Hana Hou, and Celtic Pipes & Drums of Hawaii. Total attendance for the concerts was 1,133 people.

Midsummer Night's Gleam

On the third Saturday in July 2006, approximately 2,500 luminaries lighted Foster Botanical Garden's pathways, and the garden was open to the public for a special, free evening event. Although the grounds were dampened by rain in the afternoon, the Midsummer Night's Gleam drew 2,685 people. In addition to the popular, classic activities such as the fish pond, jungle safari, wishing tree, bubble making, pots and pans, and a haunted graveyard, two new activities were added this year: paint a picture, and photo shop. Visitors to this activity learned about the double coconut and had their picture taken with the world's largest nut). In the evening, there was entertainment by the U.S. Navy Band, a bagpiper, harpist, belly dancers, and the Golden Horde. Food, soft drinks, water, and watermelon were available, but many chose to bring their own picnic dinners to enjoy in the garden atmosphere. Three hundred volunteers and entertainers worked together to make the Gleam a successful event again this year.

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.

The Community Recreational Gardens Program Rules and Regulations were revised and submitted for review. The process will continue into the next year. The goal of the revised rules and regulations is to address, update, and clarify the rules and regulations of the Community Garden Program.

The highlight for Foster Community Garden was an award given by Scenic Hawaii for "Best Use of a Small Public Garden Space".

Ala Wai Community Garden was temporarily affected by the Beach Walk Wastewater Emergency Bypass project, which resulted in the tunneling of two1,000-foot sewer lines under the Ala Wai Canal to the Waikiki Substation.

This year, in addition to Ala Wai, Manoa, Makiki and Wahiawa Community Gardens, the public was able to pick up free mulch at the Hawaii Kai site.

Volunteer Program

Volunteers at all the garden sites contributed a total of 13,129 hours of their time to maintain and enhance the gardens. This amounts to a volunteer dollar value total of a whopping $246,431. (This figure is based on the 2006 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 13,129 hours contributed by volunteers to the HBG, 8,777 of them were at Foster/Lili`uokalani (including 963 hours for the Midsummer Night's Gleam), 1,984 at Wahiawa, 2,316 at Ho`omaluhia, and 52 at Koko Crater Botanical Garden. 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.

This year, the City and County's Department of Community Services, Youth Services Program, conducted numerous projects at Ho`omaluhia, Foster and Lili`uokalani Botanical Gardens. Students put in long hours providing HBG staff with maintenance assistance in tasks such as setting walkway arbor stones, planting, mulching and clearing, which was much appreciated.

In September, members of the Garden Club of Honolulu and the Boy Scouts completed a service project to clean Foster Garden's Prehistoric Glen.

The total number of staff at the HBG is 38 (31 full-time and 7 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 Foster Botanical Garden on April 26, where everyone enjoyed food, fun and entertainment. Volunteers were especially delighted when Mayor Mufi Hannemann arrived to personally thank and serenade them with a few songs!

PARK MAINTENANCE AND RECREATION SERVICES DIVISION

The Park Maintenance and Recreation Services Division (PMRS) is responsible for the development and implementation of community recreation and leisure programs, and for maintaining recreational facilities, parks, medial strips, beach rights-of-way, traffic islands, malls, promenades and undeveloped slide areas throughout the island of Oahu.

Organized Recreation

The division's community recreation programs provided a wide range of activities for tiny tots, children, teens, adults, senior citizens and persons with disabilities at 80 recreation sites. This division serviced 57,007 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.

	FALL 2006	SPRING 2007	SUMMER 2007	TOTAL
Tiny Tots	505	552	426	1483
Children	10846	5810	6371	23027
Teens	1869	1628	2685	6182
Adults	3937	4753	4135	12825
Seniors	3292	4015	4151	11458
TOTAL	20449	16758	17768	54975

EAST HONOLULU DISTRICT I

1. East Honolulu District 1 is responsible for maintaining recreational facilities, parks, bike paths, medial strips, beach rights-of-way, traffic islands, promenades and undeveloped wild growth areas from McCully Avenue to Sandy Beach Park. East Honolulu District 1 is comprised of 126 areas totaling 602.82 acres of land.

Total Grounds Maintenance Positions:

127 Full-time positions with 18 vacancies

4 Part-time positions with 3 vacancies

Total Recreation Positions:

36 Full-time positions with 3 vacancies

1 Part-time position

278 Attendant Services positions

Hanauma Bay Nature Preserve Administrative Positions:

19 Full-time positions with 2 vacancies

4 Part-time positions with 4 vacancies

2. The district's community recreation programs provided a wide range of activities for tiny tots, children, teens, adults, senior citizens and persons with disabilities at 18 recreational sites. District serviced 11,729 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 1,703 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 1,870 lunches.

Registered Participants in Programs

	FALL 2006	SPRING 2007	SUMMER 2007	TOTAL
Tiny Tots	184	204	95	483
Children	1,595	1,569	1,703	4,867
Teens	141	139	825	1,105
Adults	1,232	1,019	662	2,913
Seniors	938	915	508	2,361
TOTAL	4,090	3,846	3,793	11,729

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. Classes in aquatics, arts and crafts, music and dance, ethnic culture, cooking, outdoor recreation, physical fitness and sports were held at 15 facilities.

3. 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 is operated 16 hours a day, seven days a week, from 6 a.m. to 11 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
4. 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 and fourth Saturdays of each month. The B ay's Visitor Center remains open on Thursdays until 8:30 p.m. for Educational presentations. The Bay will continue to be closed on Tuesdays.
5. 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 between 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 2005-2006

MONTH	Non-Resident Visitors	Resident Visitors	TOTAL VISITORS
JULY	86,245	11,187	97,432
AUG	85,368	7,758	93,126
SEPT	56,767	6,849	63,616
OCT	54,011	5,951	59,962
NOV	53,677	5,965	59,642
DEC	60,736	4,923	65,659
JAN	50,887	5,362	56,249
FEB	50,915	4,600	55,515
MARCH	67,491	7,728	75,219
APRIL	63,118	6,032	69,150
MAY	55,137	6,825	61,962
JUNE	68,699	8,789	77,488
TOTAL	753,051	81,969	835,020

WEST HONOLULU DISTRICT II

District II is responsible for the development and implementation of community recreation and leisure programs and for inspecting and maintaining many and various types of facilities, including beach parks, district parks, community parks, neighborhood parks, mini parks, malls, parking lots, promenades, traffic islands and medians in the geographical boundary, which extends from Punahou Street/Ala Moana Regional Park from the east to Aiea District Park ton the west. District II comprises 68 areas totaling 545.03 acres of land.

Total Grounds Maintenance Positions:

85 Full-time positions

7 Part-time positions

Total Recreation Positions:

30 Full-time positions

274 Part-time positions

[Indicate any special staffing such as:

15 positions with Hanauma Bay cashiering staff]

Accomplishments

1. 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 July 4th three-day weekend drew over 50,000 visitors to the fireworks display that was sponsored by the Ala Moana Shopping Center business association. Every three-day weekend during the year impacts the number of family picnics and other large group activities using this park. Ala Moana Regional Park attracts about two million visitors each year.
2. The district worked in partnership with the Honolulu Police Department-District I (HPD-D1) to educate the public to abide by the night closure hours from 10:00 p.m. to 4:00 a.m. that were implemented during the past fiscal year at Ala Moana Regional Park. HPD-DI also provided enforcement support.
3. Ala Moana Regional Park hosted the second 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.
4. Keehi Lagoon Beach Park was used for canoe regattas, major cultural events (i.e. the State Canoe Regatta, Samoa Mo Samoa 2006 and Samoan Flag Day 2006) 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.
5. 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 is facilitated the clean-ups. The district provided maintenance equipment, repairs, grass-cutting, trash pick-ups and daily inspections.
6. 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.
7. The district accepted referrals of participants from the Community Service Sentencing Branch (CSSB) 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.
8. 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, outdoor playcourt renovations at Halawa District Park, etc.).
9. Child care facilities operated at six 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.
10. 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 Swimming Pool. District recreation staff at Kalihi Valley Swimming Pool worked closely with the In-Motion staff to support the "Healthy Hawaii Initiative" in partnership with the State Department of Education Farrington School Complex.
11. Youth programs were active at Kalihi Valley District Park. Organizations from the Kalihi Valley community such as Kaewai Elementary School, Dole Middle School, the Police Activities League, Kokua Kalihi Valley, Kalihi Young Men's

Christian Association, Parents and Children Together, Kalakaua Athletic Club, Kalihi Valley Athletic Club and department staff held discussions and networked to share ideas and resources for the purpose of improving and expanding recreational and social services for the youth and their families in this high-impact area. Making optimum use of the Kalihi Valley District Park and other department facilities in the Kalihi community is a priority.

12. The second 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. Recreation staff coordinated the use of Aala International Park for "Movie Night at Aala Park" with the Chinatown Merchants Association, City Council Members and the Mayor's Office in February, 2007.
14. 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 11,362 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 2,655 children enrolled. The Summer Plus Program was offered at three areas this summer (Booth District Park, Halawa District Park and Moanalua 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 on Programs

	SUMMER 2006	FALL 2006	SPRING 2007	TOTAL
Tiny Tots	81	31	33	145
Children	2,655	770	813	4,238
Teens	673	332	381	1,386
Adults	627	976	857	2,460
Seniors	613	1,089	1,431	3,133
TOTAL	4,649	3,198	3,515	11,362

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 206 children.

15. The park maintenance program continues to service all the parks Monday – Friday, 6 a.m. to 3 p.m. and Saturday/Sunday, 6:30-10:30 a.m. At Ala Moana Regional Park, the park maintenance program operates seven days a week, from 6 a.m. to 3 p.m. Maintenance operations support both organized recreation activities and non-organized passive use of all parks in the district.
16. Ala Moana Regional Park was closed for a 2-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. Two large comfort stations and one small comfort station in the main part of this regional park (Ewa, Diamond Head, and High Spot comfort stations), were repaired and given a special coating to render them more resistant to graffiti.
17. Ala Moana Regional Park is the site of an important part of the project to improve the City's aging sewer system. Park staff has worked 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, medial strips, beach right-of-ways, traffic island, 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. District III has 107 parks, right-of-ways and traffic-related areas totaling 1,101 acres of parkland.

Total Full-time Grounds Maintenance Positions: 114 positions, 4 are vacant

Total Full-time Recreation Positions: 41 positions, 3 are vacant

Major Accomplishments

1. The Summer Fun Program was offered at 20 sites with 3, 646 children enrolled. The Summer Plus Program was offered at three areas this summer (Pearl City District Park, Mililani District Park and Makakilo Community Park). Two of the areas offered both morning and afternoon care. Ten areas offered the Summer Food Service Program, which served 22,868 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 18,708 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, Fishing Derby, Ice Palace, Zoo/Ocean Recreation and teen dances.

	Summer 2006	Fall 2006	Spring 2007	Total
Tiny Tots	165	233	202	600
Children	5193	2083	2003	9279
Teens	873	908	916	2697
Adults	597	1270	1266	3133
Seniors	718	1107	1174	2,999
Totals	7,546	5,601	5561	18,708

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 this second go-around the complex is working on expanding and enhancing programming with August Ahrens Elementary, Kaleiopu'u Elementary, Waipahu Elementary, Honowai Elementary, Waipahu Intermediate and Waipahu High Schools to provide after-school and weekend recreational activities through Waipahu District Park and Pool, Ho'ae'ae Community Park and Project Ho'omana programs. The program directors provide after-school recreational activities, homework assistance, mentoring, over night camps, drug free workshops, ROPES courses, summer and intersession programs at the schools in the Waipahu Community. 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 Ho'omana, Waipahu Complex's program that addresses the youth-at-risk issues continues to receive funds through grants from the Office of Youth Services to provide prevention and early intervention programming for youth who are vulnerable to gang involvement and violent behavior. They have just been awarded funding to deliver three individually designed programs within the Waipahu Community that will address Youth Gangs, Truancy and Positive Youth Development. Their community involvement continues with a strong relationship with the Waipahu Community Association and its affiliates and with Leeward Community College's Service Learning Program. Project Ho'omana was also given the opportunity to inform other recreation communities about the work they do within the community at the Hawaii Recreation and Parks Association annual conference and the National Recreation and Parks Association Annual Congress. Project Ho'omana has also been a recipient of the Mayor's Task Force on Drug Abuse Grant to develop a Youth Council that plans pro-social and drug free activities for their peer. It has been a fun and challenging year for this unique DPR Program.
5. Waipahu Senior Citizens Club and Waipahu Cosmopolitans are now 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. Waipahu District Park Pool will also be participating in the RFP process with the Office of Youth Services (in partnership with Ewa Complex Makakilo Pool's OYS Grant) to provide an Employment Training Program that will address the issues of youth involvement in gangs and in violent behavior.
7. Waianae Complex and the Pearl City 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. 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 $35 per child.
9. The Mayor's Neighborhood On-line Program continues to operate at three sites, Wahiawa District Park, Mililani District Park and Waianae District Park.
10. Makakilo Neighborhood Park Pool implemented a free lifeguarding program for disadvantaged high school students within the Ewa and Kapolei School Districts. A grant from the Offices of Youth Services providing funding for this program. This will allow these disadvantaged high school students to seek higher paying employment once they complete their training.
11. Ewa Beach Community Association is providing funding for bus transportation for the Ewa Hui Aloha Senior Citizen Club. This funding allowed the Ewa Hui Aloha Senior Citizen Club to take monthly (sometimes twice a month) excursions to remote locations otherwise inaccessible to them by public transportation. This has increased the quality of life for the Ewa Hui Aloha Senior.
12. Ewa Beach Community Fund of the Hawaii Community Foundation provided financial assistance (t-shirts, excursion and activities fees) for the Ewa Summer Fun Junior Leader volunteers. With this funding there was an increase in the number of volunteers who helped with additional supervision of our Summer Fun participants.
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.

WINDWARD OAHU – DISTRICT IV

District IV is responsible for the development and implementation of community recreation and leisure programs, and for maintaining recreational facilities, parks, medial strips, beach rights-of-way, traffic islands, and slide areas from Mokule'ia to Makapu'u. District IV includes three regional parks, 43 beach/shoreline parks, three nature parks/reserves, five district parks, 15 neighborhood parks, 16 community parks, 39 beach right-of-ways and several medial strips, traffic islands, and slide areas. 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 1,813 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. KAMP Hawaii offered their day camp program to twelve summer fun sites. 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.

Organized Recreation

The district's community recreation programs provided a wide range of activities for tiny tots, children, teens, adults, senior citizens and persons with disabilities at 20 recreation sites. This district serviced 13,176 registered participants during the three major program periods of summer (June-August), fall (September-December), 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.

Number of Registered participants in Directed Programs

	FALL	SPRING	SUMMER	TOTAL
Tiny Tots	75	84	96	255
Children	1,403	1,388	1852	4643
Teens	182	249	563	994
Adults	1,481	1,488	1350	4319
Senior Citizens	1,023	904	1038	2965
TOTAL	4,164	4,113	4899	13176

Kaneohe complex held the first annual "National Night Out" program along with the Honolulu Police Department (Keiki ID, Neighborhood watch), Kaneohe Family Center's 5R's program, Sport leagues and community members. This national program is held annually on August 7th and is part of a national campaign against crime and drug abuse. Activities included sign waving, informational booths, games, prizes, family activities (volleyball, basketball and kickball).

Kaneohe Community & Senior Center partnered with the Windward School for Adults to provide a variety of recreational programs for senior citizens. This partnership restored programs formerly conducted by volunteers and was no longer available.

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 bathhouses, 46 ball fields, 95 outdoor courts, 23 play apparatus areas, 39 beach rights-of-way, 172 campsites and numerous medial strips, malls and special facilities.

The District was able to fill many of its funded vacancies this year. Manpower in the district is the highest it has been in the past 10 years.

The District continued to coordinate volunteer projects with community groups involving beach cleaning, graffiti paint-outs, trail clearing and the seasonal improvement of sports fields. Projects were organized with community groups on the North Shore, Waiahole-Waikane, Kaneohe, Waimanalo and Kailua.

The District worked with the Kailua Bay Advisory Council to establish and 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.

The District also worked with the Kailua Urban Design Task for to design and construct an extension sidewalk from the Kailua Pool to Kailua Road. The project was in response to the need for a suitable pathway that could be used by children on their way to school and seniors crossing Kailua District Park to the Kailua Town. Volunteers, supervised by licensed contractors, graded the path, installed forms and assisted with the pouring of the concrete, which was donated by Ameron.

The District has also worked 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 installed vehicle barriers along Kamehameha Highway to close off many of the unauthorized entry points.

The District has continued to increase the number of Community Service Sentencing work sites to provide additional manpower needed for routine maintenance. Proper staff assignment to cover large events and monitor appropriate restroom maintenance and trash removal by permit holders have reduced public complaints.

The District placed a very high priority on the maintenance of Kaneohe District Park Pool in the past year. Replacement of main pump impeller and chlorine pump have reduced complaints about pool shut downs by 99%.

The District goal of cutting each park once per week was on schedule 90% of the time. The District continues to train additional staff to fill in for regular operators when they are sick, on vacation or are not available to work overtime.

DISTRICT V, CENTRAL OAHU REGIONAL PARK, WAIPIO PENINSULA SOCCER COMPLEX, HANS L'ORANGE BASEBALL FIELD

The Parks Maintenance and Recreation Services Division's District V is responsible for the coordination of local, national and international sports tournaments, community recreation and leisure programs, and for maintaining sports facilities. District V covers Waipio Peninsula Soccer Complex (WPSC), Central Oahu Regional Park (CORP) and Hans L'Orange

Baseball Field (HLBF). WPSC has 175 acres with 20 soccer fields, one lighted stadium field w/ locker room and restroom facilities. CORP is 269 acres with three regulation and one warm-up adult baseball fields; four softball fields, four youth baseball fields, five multi-purpose fields, 20 court tennis facility, and an archery range. The Veterans Memorial Aquatic Center opened in the fall of 2005 and has hosted national competitions such as synchronized swimming and water polo. The main pool and dive well is being used by six age group swim teams, a masters swim club and public lap swimmers. Springboard dive classes and competition are offered at the facility.

Total Full-time Grounds Maintenance Positions: 26

Total Full-time Management Positions: 3

Major Accomplishments

1. The United States Open Synchronize Swimming event held at the Veterans Memorial Aquatic Center hosted 30 teams including China, Australia and Canada. Approximately 600 participants were entered.

   The Hawaii High School Athletic Association staged the Girls and Boys State Championships in February with teams from all the islands participating.

   Both youth – AYSO and HYSA – as well as adult leagues made full use of the complex on weekends throughout the year. HYSA sponsored the Olympic Development Program. The adult soccer leagues – the Women's Island Soccer Association (WISA), the Men's Island Soccer Organization (MISO) and the Hawaii Rangers Soccer League staged tournaments throughout the year, including the Pacific Cup, the Tide Cup, Kirk Banks and the Veteran's Cup, drawing both mainland and international teams.

2. Central Oahu Regional Park: There are eight adult baseball leagues, six youth baseball leagues, twelve softball leagues, and two adult soccer leagues that use the park throughout the year. In addition there are a youth football league, soccer teams and a mixed Lacrosse league that practice at the park. Tournaments throughout the year include Kids World Series Baseball, Hawaii Winter Baseball, Best of the West, Tourney Sports, Triple Crown, ASA Softball Regionals, Little League, PONY, Cal Ripken and Babe Ruth Regionals, Family Stone High School Alumni Softball tournament, which involved 80 games over five days. Hawaii Pacific University used Central Oahu Regional Park as their home field. A Korean professional baseball team also trained at the park in January and February.

Soccer stadium at Waipio Soccer Complex.

3. Hans L'Orange field is managed by staff from CORP. Phase 2 of the master plan is completed and includes completion of the field lights, new scoreboard, outfield and foul line fencing. Hawaii Winter Baseball restarted their league for another 3 years. Hawaii Pacific University played some home games at the park during the year. Both Little League and adult leagues use the park's lighted baseball field.

MAINTENANCE SUPPORT SERVICES BRANCH

The Maintenance Support Services Branch (MSS) is under the direction of the Park Maintenance and Recreation Services Division. MSS is responsible for providing major repair and/or replacement services to buildings, ground facilities and equipment island-wide. It executes maintenance operations to construct, repair, renovate and service park buildings,

grounds, equipment and other recreational facilities. MSS provides heavy construction equipment assistance and fertilizer, herbicide, vector control and utility crew support. It contracts maintenance and repair projects for elevator and gymnasium repair projects and playground equipment and termite control. It evaluates existing programs by compiling and analyzing statistical data, researching and evaluating new methods, techniques, equipment and materials to improve overall efficiency and service to the division's maintenance and repair program.

An aggressive program to completely restore comfort stations throughout the Island was undertaken starting with Pokai Bay on the Leeward coast. A total of nine comfort stations have been completed during this time period.

The following is a summary of work orders completed by the mechanical repair, trades, heavy equipment, utility, chemical/labor crews and work program coordinator in Fiscal Year 2006-2007.

Patsy T. Mink Central Oahu Regional Park.

COMPLETED REQUESTS FROM TRADES AND SECTIONS

	Work Orders
Carpentry	793
Electrical	60
Masonry	253
Painting/Signs	483
Plumbing/Sprinkler	1044
Welding	325
Work Program	98*
Grounds Improvement	368
Heavy Equipment	248
Mechanical Equipment	248
Mechanical Repair	1059

**Twenty-three additional work program projects were completed by district personnel using 3009 funds.*

RECREATION SUPPORT SERVICES

The function of Recreation Support Services (RSS) is to provide program support and in-service training for district recreation staff in specialized areas such as Sports and Aquatics, Culture and Arts, Children and Youth, Special Services and Senior Citizens. Staff coordinated various special events throughout the year, in addition to regularly scheduled tournaments, contests and clinics. This section is made up of twenty-one (21) full time staff, the majority are recreation specialists and forty-six (46) part time staff who provide department resources on matters relating to their specific disciplines.

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. Seven (7) new adoptions were added this year for a total of 273 active park adoptions.

   The Volunteers In The Park Program assists and coordinates cleanups and beautification projects during the year. Major projects include "Keep America Beautiful Day", "Weed and Seed", "Get the Drift and Bag It", "Make a Difference Day", Fourth of July volunteer projects and other island wide projects. These community-wide projects have generated over 6,700 volunteers who contributed over 23,000 hours of community service projects in beach and litter cleanups during 2006-2007.

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 "at-risk youth" 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.

   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 run year round and is a vital resource for the youth of Waipahu.

b. 21st Century Learning Center grant is 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, SB486. In July 2006, the Governor signed Act 281 and released the monies for non-school hour programming. Through Act 281, which required the City & County of Honolulu to provide matching funds, mini-buses are being purchased to enhance the programs across the island during non-school hours.

d. DPR assisted the DOE with their in-house proposal process for their share of the non-school hour funding through Act 281. Proposals were submitted from the various schools and complexes across the state. All proposals were read and reviewed. The DOE was able to fund many of the creative and unique ideas for non-school hour programs.

e. Special Events

   1) The CY Unit and staff committee coordinated DPR's participation in the 2006 Children and Youth Day in October. 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.

   2) In March, the second Fishing Derby was held at Hoomaluhia Botanical Garden. There were over 95 youth (10 – 17 years of age) who participated. Staff were responsible to coordinate and oversee the catch and release activity. Donations and prizes were distributed to the participants in various categories. The event was a success and fun for all.

Fishing Derby 2007.

f. Training

   1) This year the CY Unit continued to develop and provide training for new Recreation Directors and those who had not run a Summer Fun program. The training covered topics to support the Directors in being successful in their positions. The training topics included: Program Planning and Leadership, KIT (Kids Included Together), Child Development, Risk Management, Positive Discipline and Child Abuse Prevention.

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.

The Culture and Arts Section provided the following training during this fiscal year:

- Makua Ali'i Storytelling (September, October and November 2006).
- Honolulu City Lights Sculpture 101 (October 2006).
- Lei Making 101 (November 2006).
- Puppet Plays (February 2007).
- Learning Styles (March 2007).
- Finale Backdrops and Props (March 2007).
- Story Games: three-bags, story pictures, inch-worming (April 2007).
- Roland Stika Machine (April and May 2007).

The 66th Annual Nā Hula Festival was held on August 13, 2006 at the Queen Kapi'olani Park Bandstand. The purpose of the festival is to preserve the Hawaiian culture through Hawai'i's dance – the hula. ResortQuest Hawai'i donated $500 to support the activities of the program. Mayor Mufi Hannemann participated in the event by providing certificates of recognition to both Aunty Puanani and Aunty Leilani for 66 years of outstanding contributions to hula and to the Nā Hula Festival. There were approximately 300 performers and 1,000 people who participated in the one-day event.

The 18th Annual Talk Story Festival was held on October 13-14, 2005 at McCoy Pavilion. Each of the three free nights featured eight to ten talented tellers from across the state. October 13th featured spooky stories; October 14th celebrated Epic Adventures; and the October 15th (Musical Stories) was cancelled due to the earthquake. Approximately 2,500 people attended the two evenings. 'Ōlelo and Leeward Community College students videotaped each night of performances, which was later aired on 'Ōlelo TV.

The 80th Annual Lei Day Celebration began on March 3, 2007, with the selection of the 79th Lei Queen and Court. Seven mākuahine (ages 31-54) were judged on their lei making skills; hula; poise and personality; and 'Ōlelo Pelekane and 'Ōlelo Hawai'i. 'Ōlelo Hawai'i 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. A story written specifically for the event was provided with translation to each contestant two (2) weeks prior to the event. Each contestant could read or recite the story.

This year's contestants were Uakealehua Kauahi Agbayani, Manu Anana, Kalei'āhihi Ka'ōnohikula Fermantez, Sheila Lehuanani Kaho'okele, Paulette Mililani Nakamatsu, Carmen Keaniānuenue Rodrigues, and Kelly Ka'imilani Sheather. Manu Anana was selected as lei queen. Sheila Lehuanani Kaho'okele was the first runner up, and the remaining five ladies serve as princesses on the court. All seven ladies of the 2007 lei court epitomize this year's theme of Nā Lei Kukui - Ke kukui mālamalama, ka 'ike o nā kūpuna (the bright light, the knowledge of our ancestors), as there is total of eight bachelor's degrees and three master's degrees among them.

The Alama Sisters with Mayor Hannemann, Director Lester Chang and Deputy Director Dana Takahara-Dias.

The Lei Queen and Her Court

The theme for the 80th Annual Lei Day Celebration was Nā Lei Kukui – the kukui lei. We were once again blessed to receive a grant in

Nā Hula Festival.

the amount of $40,000 from the Hawai'i Tourism Authority, in partnership with Hawaiian Electric Corporation providing $10,000, and ResortQuest Hawai'i 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 Manu Anana and Princesses Uakealehua Kauahi Agbayani, Kalei'āhihi Ka'ōnohikula Fermantez, Sheila Lehuanani Kaho'okele, Paulette Mililani Nakamatsu, Carmen Keaniānuenue Rodrigues, and Kelly Ka'imilani Sheather, were invested by Managing Director, Mr. Wayne Hashiro and assisted by Mr. Bill Bonnet, Vice President of Government Affairs with the Hawaiian Electric Company, at the Queen Kapi'olani Park Bandstand.

The increase of 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; Nā Wahine 'O Ka Hula Mai Ka Pu'uwai; Hula Hālau Nā 'Ōpio O Ko'olau; Hālau Hula 'O Hōkūlani; and, Kawao. The Hawaiian Steel Guitar Association performed at the lei exhibit area. Approximately 6,000 attended this day-long lei celebration.

On May 1, 2007, twenty-two (22) adults (one more than last year) and forty-three (43) keiki (16 more than last year) participated in the annual lei contest, offering one hundred six (106) exquisite lei entries (21 more than last year). A new lei category "Lei Lipine," ribbon, yarns, and fabric lei were introduced this year.

The closing of the 80th Annual Lei Day Celebration was held at Mauna 'Ala, the Royal Mausoleum, on May 2, 2007, where lei from the lei contest/exhibit were draped on the tombs and crypts of the Ali'i

On June 9, 2007, the Lei Queen and Court participated in the 91st Annual Kamehameha Day Parade. Cutter GMC Mazda provided two vehicles and drivers. Over 100 lei were donated by Milan's/Martha's Lei Stand for the lei court to give away throughout the parade route.

The theme for Honolulu City Lights 2006 was Ku'u Home. It was decided with this theme to go with an old plantation style look to the decorations. Hawaiian instruments were sculpted and placed around the main tree as gifts. It was decided to use the 'ukulele made in the past, and add to it a pahu, a pair of 'ulī'ulī, and an ipu heke. Work started in mid August and continued on until the day after Thanksgiving. The sculptures were completed on time and put on display around the main tree from opening night, December 2, 2006 to January 1, 2007.

4. HEALTHY HAWAII INITIATIVE GRANT

In June 2002, DPR launched the State of Hawai'i, Department of Health (DOH), Healthy Hawai'i Initiative Grant. $248,000 of the grant money covered the vast majority of project expenses.

Lei Day Ceremonies.

Lei Day.

- The DPR continued to fulfill the purpose of increasing physical activity of high school students and residents in the urban core by using Department of Education (DOE) facilities. In the past year, DPR offered five adult classes and eight classes for adolescents in cooperation with Farrington High School. Here are some highlights from the past year:
- DPR provided physical activities for the lowest academic performing group of freshmen ("Hale Kulia"). The school devoted significant resources to these students to boost their academic performance. In the process the students were not allowed to take P.E. and health during the year. To mitigate this, DPR provided a physical activity and a health lesson every Friday (hence the name "Physical Friday"). Students were introduced to a variety of activities which not only promoted health, but also created stronger bonds with peers and teachers.
- DPR provided two social dances for students from Farrington, Roosevelt, Aiea and the community. Students engaged in three hours of physical activity through dancing and also socialized with people from different schools and countries in a safe and drug-free setting.

DPR-sponsored teen classes

Class	Registration
Circuit training	20
Support group	5
Capoeira	8
Lunch VB	60
Salsa	10
Hip-hop	41
Physical Friday	58

The Lei Queen and Her Court at the Kamehameha Day Parade.

DPR-sponsored adult classes

Class	Registration
Salsa Beginner	97
Salsa Intermediate	97
Swing Beginner	52
Swing Intermediate	52
Basic Body Fitness	92

At the end of the FY '07, DPR received a grant for $50,000 from the DOE to continue programs at Farrington High School, as well as expand to Kalakaua Middle School.

5. 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, the 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

	# of Sites/Week	Avg. # of Customers/Week
Sunday	3	2,082
Monday	4	587
Tuesday	4	3,749
Wednesday	3	1,784
Thursday	3	1,853
Friday	3	1,687
Saturday	5	5,123
TOTAL	25	16,865

HIGHLIGHTS IN THE YEAR

A total of 847,659 people were attracted to the 25 market sites during fiscal year 2006 - 2007, a decrease from last year's count

Shoppers at open market sites.

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 (2,766 each week) and the Mother Waldron site the lowest (67 each week).
- There has been a consistent decline in EBT transactions each fiscal year. A total of $2,187 was collected in the markets, a decrease from last year's total of $2,740.

Mayor Hannemann at the Seniors Valentine Dance.

SENIOR CITIZENS PROGRAM

- The Senior Citizen Section of the Department of Parks and Recreation has maintained a year round schedule of activities and special events for over 5,000 senior citizens (55 years and older) in the City and County of Honolulu. 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 Cultural Festival and Crafts Fair, the Seniors Valentine Dance at the NBC exhibition hall and the Try-Fest event at Waipahu District Park.
- Community agencies and banks continue their generous support of these senior programs. This year's generous sponsors include:
  a. $15,000 from First Hawaiian Bank for services and program expenses for the Mayor's Cultural Festival and Craft Fair for Seniors held in November.
  b. $5,000 from Bank of Hawaii for program expenses for the Senior Citizens Valentine Dance held in February.
  c. $25,000 from First Hawaiian Bank for services and program expenses for the Oahu Wellness Fair held in March.

Seniors Valentine Dance at the NBC Exhibition Hall.

6. SPORTS AND AQUATICS SECTION

- There were over 600 aquatics classes held for children, teens, adults, seniors and the special population at the 21 swimming pools island wide. The variety of classes included: Life-Guarding/ Junior Life-Guarding, Learn-to-Swim, Water Exercise and Synchronized Swimming.
- Eleven gym sites and recreation centers have been equipped with Automatic External Defribrillators (AED) units to support and enhance first aid kits to better serve the public.
- This fiscal year, ten gyms received new volleyball equipment (standards with padding, official stand with padding, net, etc.) and extra sleeves for standards. The volleyball equipment has been updated to stand alone, eliminating the existing guide wires currently being used.

7. THERAPEUTIC RECREATION UNIT

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 with people with disabilities to participate and have fun in recreation as we all pursue healthy and active life styles.

Through this vision we will create an inclusive agency.

Mission Statement

The mission of the Therapeutic Recreation Unit is to provide support to the Department of Parks and Recreation and to assist persons with disabilities to access parks activities.

Accomplishments

a. Training

1) Inclusion Training – for department staff on information from the September 2005 NIRI (National Institute on Recreation Inclusion Conference).
2) LIFE – (Leisure is for everyone) training January 2007.
3) New RD Training – Intro to KIT (Kids Included Together) April 2007.
4) Positive Discipline Workshop – May 2007.
5) Summer Training – June 2007.
   * Positive Discipline
   * Song in ASL (American Sign Language)

b. Inclusion

1) Summer Fun Pilot Project to be more open and inclusive to children who are deaf and hard-of-hearing – Aikahi Summer Fun.
2) TRU participated in job fairs with displays and presentations to recruit Inclusion and other contract staff for DPR programs at the parks.
3) On-going at all areas – provide support, resources, follow up etc. as needed.
4) Worked with the Aquatics committee on the Inclusion Process and updates to the Aquatics Manual.
5) Non DPR Support Staff Guidelines and Emergency Info form presented to Recreation Directors at the April 2007 Division Meeting.

c. Outreach/Website

1) In August 2006 TRU staff met with a new non-profit called AccesSurf Hawaii and discussed possible collaborations
2) TRU did a overview presentation on DPR and the role of the TRU at a Care Home Operator's class in November 2006.
3) The Beach Access Poster and brochures were updated in December 2006.
4) TRU took part in a Poster Session at the Pac Rim Conference in February 2007 featuring the Leisure Coach concept.
5) TRU had a display at the SPIN (Special Parents Information Network) in April 2007.

Tiny Tots at Kaneohe.

8. CITYWIDE SPECIAL EVENTS

July 15, 2006	The City-Wide Junior Lifeguard Competition was held at Manoa District Park Pool with eight teams, 40 participants and about 100 spectators.
August 8-10, 2006	The 31st Annual State Softball Tournament was hosted by Maui County. Oahu participated with 11 teams and 250 participants.
Aug. 13, 2006	The 66th Annual Nā Hula Festival was held at the Queen Kapiʻolani Park Bandstand. The purpose of the festival is to preserve the Hawaiian culture through Hawaiʻi's dance – the hula. There were approximately 300 performers and 1,000 people who participated in the one-day event.
Sep. 22-24, 2006	*Good Life Fair* was held at the Neal Blaisdell Center Exhibition Hall. DPR seniors participated by doing arts & craft demonstrations, acting as docents and, providing entertainment.
Oct. 13-15, 2006	The 18th Annual Talk Story Festival was held at McCoy Pavilion. Due to the earthquake on October 15th, the third night was cancelled. Each of the two free nights featured eight to ten talented tellers from across the state. Approximately 2,500 people attended the two-day festival.
Nov. 4, 2006	The Novice City-Wide Swim Meet was held at Kailua District Park Swimming Pool. There were 10 teams with a total of 62 participants and 100 spectators**.**
Nov. 18, 2006	Mayor's Cultural Festival & Craft Fair – A total of 42 DPR Clubs and other senior agencies participated in this event held at the Neal Blaisdell Center Exhibition Hall. About 3,000 were in attendance.
Dec. 2, 2006	Annual DPR-Elks Hoop Shoot (basketball free throw shooting contest) was held at Halawa District Park. There were 36 (20 boys and 16 girls) finalists from DPR and the school districts. [Finalists per age division (male and female) advanced to the State Competition through score comparison.
Dec. 10, 2006	35th Annual Honolulu Marathon was held at Kapiolani Park/Ala Moana Beach Park. There were over 30,000 participants. DPR assisted in various aspects of this event.
Jan. 16, 2007	Advisor and Leadership Workshop held at the McCoy Pavilion, Auditorium. 115 DPR staff advisors and senior club officers participated in this year's workshop.
Feb. 8, 2007	Senior Valentine Dance was held at the Neal Blaisdell Center, with over 2500 participants and, 50 representatives from various senior organizations participated. The theme of the event was "Sentimental Journey." Students from the Waldorf School's ballroom dancing classes and U.S. Army soldiers from Schofield Barracks participated.
March 3, 2007	The 80th Annual Lei Day Celebration began on March 3, 2007, with the 79th selection of the Lei Queen and Court. Seven mākuahine were judged on their lei making skills, hula, poise, personality and ʻŌlelo Hawaiʻi. Approximately 300 people attended this event.
Mar. 15, 2007	The 15th Annual Senior Classic Games (organized games created for seniors) was held at Halawa District Park with a total of 76 teams entered in four different games. 234 participants (not including spectators) were involved. Divisions for the Games were: Senior Division (55-69 yrs. Old) and Master Division (70+ years). 1st to 3rd place awards (medals) were presented to each division. Individual Achievement certificates were presented for outstanding performance.
Mar. 29, 2007	The Primetime Wellness Fair was held at the Neal Blaisdell Center Exhibition Hall. DPR partnered with First Hawaiian Bank, Kuakini Hospital and HMSA to provide health related activities and information for senior participants. Staff assisted in coordinating activities throughout the day. Over 4,000 were in attendance.
Apr. 12, 2007	Senior Recognition Program held at the Sheraton Waikiki Hotel. DPR staff assisted with the program and monitored the seniors during and after the program.
Apr. 20, 2007	Try Fest was held at the Waipahu District Park. Over 200 participants enjoyed the activities that promoted physical activity at this event.
May 1, 2007	The theme for the 80th Annual Lei Day Celebration was Nā Lei Kukui - Ke kukui mālamalama, ka ʻike o nā kūpuna – the bright light, the knowledge of our ancestors. For the second year, a grant in the amount of $40,000 was secured from the Hawaiʻi Tourism Authority in partnership with Hawaiian Electric Corporation providing $10,000, and ResortQuest Hawaiʻi 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. Approximately 6,000 participants and performers were at the event.
May 2, 2007	The closing of the 80th Annual Lei Day Celebration was held at Mauna ʻAla, the Royal Mausoleum on May 2, 2007, where lei from the lei contest/exhibit were draped on the tombs and crypts of the Aliʻi. Lei were also draped at the tomb of King William Charles Lunalilo at Kawaiāhaʻo Church. Approximately 150 people participated at the two sites.
May 25, 2007	Memorial Day lei sewing project at the Makua Aliʻi Senior Center, Kailua District Park and Waipahu District Park. Over 240 seniors sewed over 4,500 lei for the Memorial Day Ceremony at Punchbowl Cemetery.
Jun. 13-15, 2007	The 2007 State Senior Citizens Bowling Tournament was hosted by our Senior Section Program. Over 210 bowlers from Oahu, Kauai, and Hawaii County participated.

There were six City-wide tennis tournaments and events held at the 20-court Central Oahu Regional Park tennis facilities with a total of 300 participants and approximately 500 spectators. In addition, the National Wheelchair Competition and various international events, tennis clinics, and workshops attracted thousands of spectators and 80,000 players this year. Five golf tournaments for seniors attracted 250 golfers.

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 divisions, Administrative Services Office, Customer Service 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, and subdivision ordinances and regulations.

The Building Board of Appeals hears and determines appeals from actions of the director of Planning and Permitting in the administration and enforcement of building and related codes, and appeals from actions of the fire official in the administration of the Fire Code, It also hears and determines requests for variance from provisions in the building and related codes,

The Design Advisory Committee comments on design issues related to major project proposals in special districts.

The Mayor's Historic Preservation Committee serves as a forum on matters related to local, current historic preservation issues.

HONOLULU LAND INFORMATION SYSTEM (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 citywide policies regarding the development and implementation of the Geographic Information System (GIS);
- Manage and direct the operations of the Departments automated permit tracking and management system;
- Manage and maintain the GIS and the Department's Internet web sites.
- Provide standards for entering and maintaining the geographic/spatial database of thematic maps;
- Implement user interfaces to provide easy access for spatial data queries, report generation, and map production;
- Integrate data and information from external databases of the city and from other agencies with GIS and Departmental land record information;
- Provide assistance and consultation to develop and define specifications for GIS applications and projects;
- Coordinate with all departments to develop management plans that ensure the maintenance of the individual spatial data layers, and ensure that the GIS is responsive to the individual users;
- Implement policies for the distribution of GIS data to the public and private industry.
- Pursue the development of inter-organization agreements to promote the use of GIS technology, and to develop cooperative arrangements for future database development.

ACCOMPLISHMENTS

AutoPermits (POSSE). As part of the effort to 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
New POSSE data records created	3,115,078	3,390,904	3,504,848
Percentage change		8.5%	3.4%

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:

	FY06	FY07
Percentage of permits being issued through HonLINE	7.7%	10.7%

- Percent increase of HonLINE permits issued/month from last year = 82%
- Average monthly increase of HonLINE permits issued/month = 9.8%
- Average monthly income - $16,000
- Labor savings = 1,364 hours (170 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 5,500,000 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.

	FY05	FY06	FY07
Total # of hits on DPP Web Site	5,821,156	12,834,392	16,572,171
% change from previous year		120%	29.1%

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.

	FY05	FY06	FY07
Total hits on GIS Web Site	34,456,431	39,754,483	47,785,303
Percentage Change		114.1%	15.4%	20.2%

Digital Aerial Photography. The HoLIS program continues to acquire high resolution digital aerial images for the Island of Oahu through a variety of different sources, Coordination with Federal agencies resulted in the delivery of Island-wide imagery, and in the funding of higher resolution imagery for populated areas, The imagery from the digital photographs provide detailed information on buildings, roads, parks, natural features, and other land features needed for public safety, homeland security, and other city projects and programs, Imagery delivered includes:

- Hawaii HiTech - 0.5 foot resolution aerial photographs of Central and Leeward Oahu
- Oblique high resolution imagery of 25 critical facilities.
- IFSAR Island-wide Topography from NOAA

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 underway to support federal requirements, A study of required data sets and sources of information was completed.

CityView 9 User Interface. HoLIS completed the development and deployment of a PC interface to the City geo-

database, The interface uses the most recent software capabilities to allow easy and fast access to over 70 map data layers and digital aerial imagery, Over 200 City personnel are using CityView9 with training on-going for over 12 different Departments.

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 was delivered that organized and standardized geospatial data to be used for homeland security, emergency response, and public safety programs.

GIS Day. For the 8th consecutive year, the HoLIS program coordinated the activities for GIS Day in Honolulu, GIS Day is a worldwide event to promote geography literacy in schools, communities, and organizations, with a focus on the education of children, Over 300 students ranging from 5th, 6th, and 7th grades participated in various hands-on activities that demonstrated the importance of geography and how GIS works,

Other Major Projects:

- Street and Site Addressing Updates;
- Enhanced 911 (e911) Dispatch System;
- Evacuation Planning Model;
- Honolulu Fire Department Dispatch (HOSES);
- 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.

	FY01	FY02	FY03	FY04	FY05	FY06	FY07
HoLIS Work Requests	244	311	606	369	404	450	376
Maps Produced	298	411	499	885	512	802	494
GIS Data Maintenance Jobs	761	657	433	374	203	341	482

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

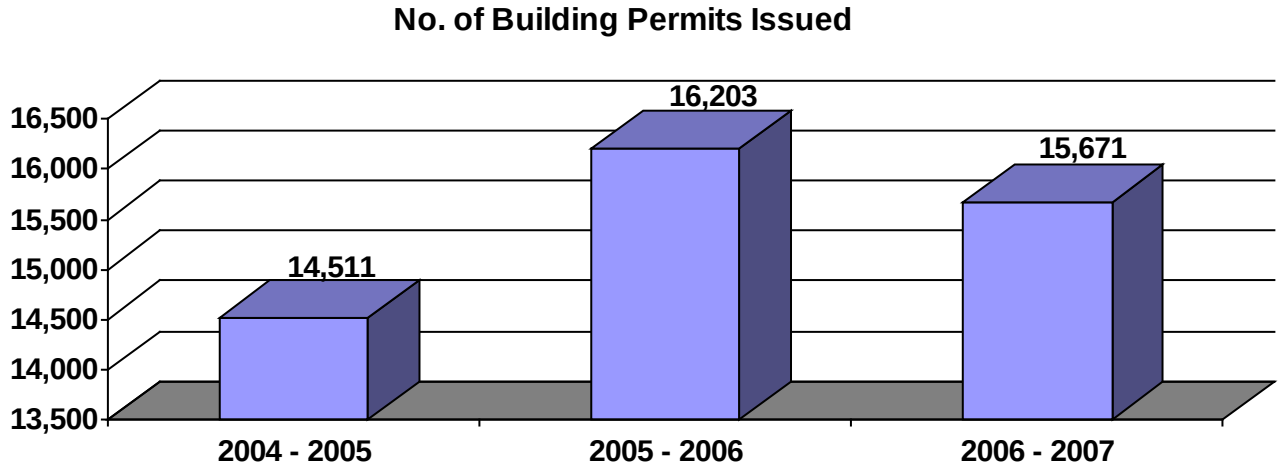
Duties and Functions

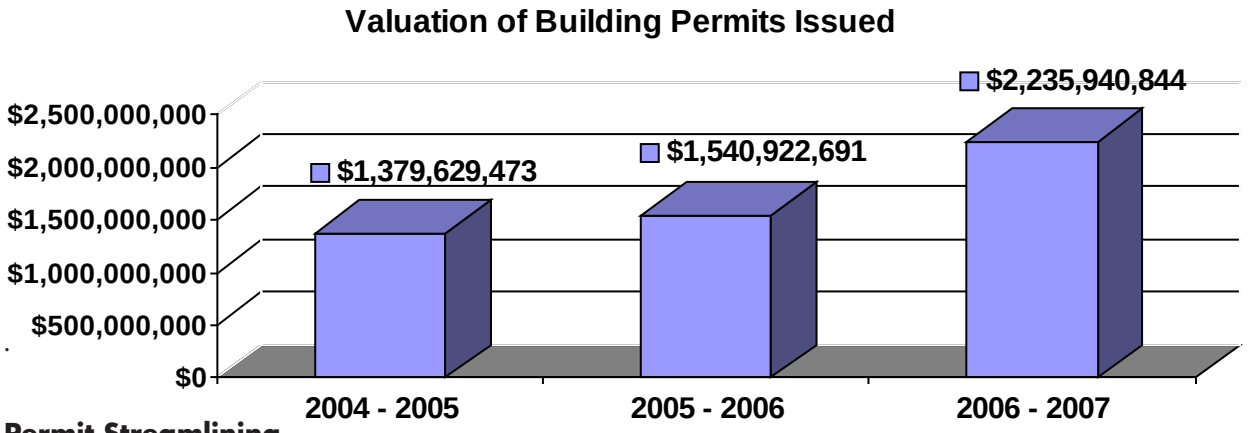
The Permit Issuance Branch greets customers, directs them to the appropriate service counter and provides information to the customers on various permit requirements, This branch processes minor permits over the counter or accept, review, and input permit application information for other major or complex 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 2007 were 15,671 and $2,235,940,844, respectively, as compared to 16,203 and $1,540,922,691 for the previous fiscal year, This represents a slight decrease of 532

permits (3%) but a record increase in valuation of $2,235,940,844 (47%), The increase in valuation for this fiscal year is due to a continued strong economy with increases of valuation in all building occupancy groups





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, Currently, solar, electrical, plumbing and air conditioning permits are available.

  HONline has proven to be a significant success in expedited permit processing, In FY 2007 CSO issued 2,558 solar permits as compared to 1,795 in FY 2006 and 1,067 in FY2005, In addition, as the result of the change from the 1997 Uniform Building Code to the 2003 International Building Code and quicker processing, HONline Internet building permit applications are now mandatory when filing for building permits, HONline is expected to expand its permit issuance to include fences later this year.

- **Shoreline Review –** In FY2007, 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.

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.

Accomplishments

In the past year, the DAIB major activities include:

	Fiscal Year 2006	Fiscal Year 2007
Phone Calls Received	28,963	31,561
Walk-in Customers Served	24,534	24,801
Incoming Mail Received	NA	NA
Number of Files Retrieved for Customers	32,772	30,667
Copies of Maps Made	7,388	8,957
Copies of Document Pages Made	58,372	54,147
Construction Drawings Accessed	44,711	68,369
Research Requests	10,898	8,779
Subpoena's Received/Civil Suits	208	274

The annual statistics for this fiscal year shows an increase of 9% in the phone calls answered as opposed to the statistics during fiscal year 2006, 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 also saw a slight increase in the number of customers that were assisted at the counter (267) with decreases in research requests and files retrieved for customers, Construction drawings requested increased significantly with 23,658 more retrieved than in FY2006, This represents a 53% increase in the number of drawings retrieved.

Authorization of overtime during the fiscal year 2007, continued to allow staff to reduce the backlog of records research a nd 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 (10) 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 2007, the Department issued 2,912 NOV's, Of those NOV's, 491 were referred for issuance of NOO's, Of the 491 NOO jobs created, 66 cases were cancelled as erroneous referrals, Of the remaining 425 NOO's issued, 249 cases were closed, During this period, a record $301,252 was collected as civil fines, This represents a 79% increase in fines collected in FY 2007.

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), 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, 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:

	Fiscal Year 2006	Fiscal Year 2007
No. of Initial Inspections (Housing Units)	1,527	2,003
No. of Units with Housing Code Deficiencies	230	240
No. of Units with Housing Code Deficiencies Corrected	213	168
No. of Units Demolished	25	19
No. of Zoning Violations Issued	210	254
No. of Zoning Violations Corrected	218	278
No. of Inspections of Vacant Lots	184	124
No. of Vacant Lots for Which Notices of Violation were Issued	99	53
No. of Vacant Lot Violations Corrected	72	47
No. of Inspections of Sidewalk Areas	3,195	2,772
No. of Inspections of Illegal Signs	798	383

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 and other activities:

	Fiscal Year 2006	Fiscal Year 2007
Number of Complaints Investigated		
Sign Complaint	923	1,024
Other	220	213
Total	1,143	1,237

Notices of Violation ("NOV")

No. of NOV's Issued	474	410
No. of NOV's Corrected	367	429
No. of NOV's Referred	117	111
No. of Follow Up Inspections	4,191	4,459

Number of Other Investigations - Inspections on Care Homes, Adult Residential Care Homes, Day Care Centers, Elderly Care Centers, Private Schools, etc., for;

Licensing	115	127
Condominiums	263	175
Special Assignments Accepted	35	0

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 conditions of approval associated with the above actions, including affordable housing requirements;
- Develop community-based special area plans for selected neighborhoods;
- 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 (9) 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 will hold public hearings and make recommendations on all proposals to adopt or amend the general plan, development plans, and zoning ordinances, They will also review, hold hearings, and take action on smaller State Special Use Permits and state land use boundary amendments.

The membership of the Planning Commission as of June 30, 2007 are as follows:

Karin Holma, Chairperson

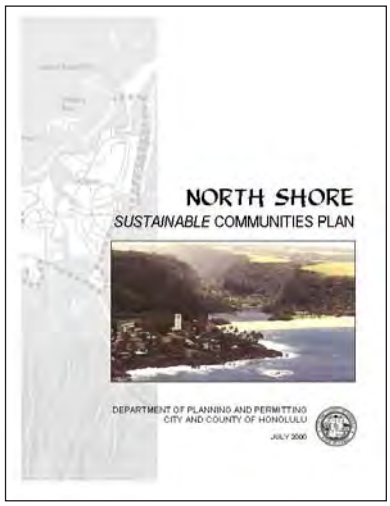
Polly Grace

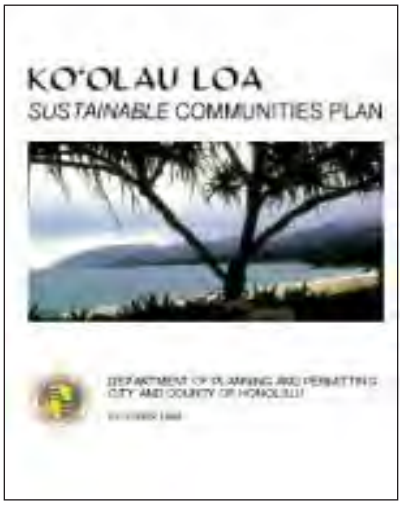
Andrew M. Jamila, Jr.

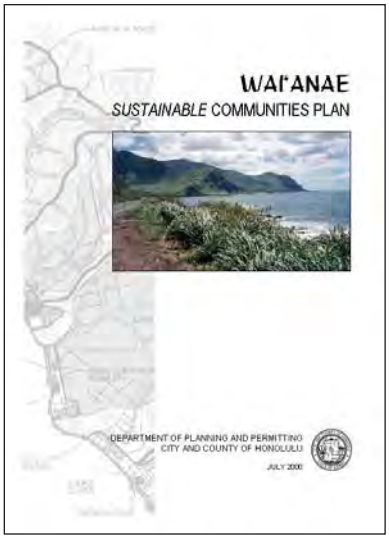
Rodney Kim
Kerry M. Komatsubara
Richard C. Lim
James Pacopac
Beadie Dawson
Vicky Gaynor

ACCOMPLISHMENTS

Land Use Planning and Development Plans/Sustainable Communities Plans







Five-Year Reviews are continuing for the Ewa Development Plan ("DP") and the East Honolulu Sustainable Communities Plan ("SCP"), Five-Year Reviews were initiated for the North Shore, Koolau Loa and Waianae, The Plan for Koolaupoko should begin during fiscal year 07-08.

The department transmitted its comprehensive assessment of the Public Infrastructure Map ("PIM") ordinance to City Council in June, 2007, and introduced as Bill 52 (2007), Proposed changes would amend Chapter 5, Article 8 of the ROH, A key recommendation would be to clarify the types of projects that must be shown on the regional PIM; specifically eliminating the current $3 million threshold for defining what projects are affected

Fruitvale, California.

Traveling on Caltrain.

In October, 2006, Department staff, accompanied by city council officials, other city officials and private individuals toured four cities to better understand Transit-Oriented Development (TOD): Vancouver, Canada, Portland Oregon, San Diego, California, and the San Francisco Bay area, This experience provided an excellent first hand look at TOD projects, learn about the land use strategies that complement transit systems, and discussions with the people who develop and regulate TOD projects, The division continues to grow in its knowledge of TOD programs and projects across the country.

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 Ho'opili, the University of Hawaii West Oahu project and their development partner, Hunt, and the last increment of Campbell Estate land in West Kapolei that is still under the state agricultural district as of the end of the fiscal year.

	Fiscal Year 2006	Fiscal Year 2007
State Land Use Boundary Amendments		
Preliminary Reviews	1	1
Supplemental petitions processed	0	1
Amendments greater than 15 acres processed	2	3
Amendments of 15 acres or less processed	1	0
Zone Changes, Special Use Permits, Zoning District Boundary Adjustments		
Zone Change applications processed	9	20
Applications rejected	2	6
Application approved	4	6
Applications denied	0	1
Special Use Permit ("SUP") applications processed	13	11
Applications accepted	6	4
Applications approved by Planning Commission	5	1
Amendments approved by Planning Commission	0	2
Zoning District Boundary Adjustments ("ZDBA") requests processed	21	26
Requests approved	21	24
Unilateral Agreement compliance Permit Reviews	182	211
PIM Revisions and Project Reviews PIM		
Requests processed	15	7
Environmental Documents		
Environmental documents reviewed	42	67
Draft or Final Environmental Assessments	31	42
Environmental Impact Statements & EIS Preparation Notices	6	11
Pre-Consultation presentations for Env. Assessments	5	14
Budget Reviews		
Executive-Branch projects reviewed	198	304
BWS projects reviewed		73
Planning Commission		
Meetings held	12	11
Actions taken	18	16
Workshops held	0	0

Community-Based Initiatives

The Chinatown Economic Plan was completed.

Contract administration for the following planning projects continued:

- Kaneohe Town Plan
- Makaha Special Area Plan
- Chinatown Implementation Plan
- Waimanalo Business Training Center Definition and Development Plan
- Korean Cultural and Community Center Planning and Concept Development Study
- Ala Moana/Sheridan/Kaheka Neighborhood Plan
- Kahaluu Community Master Plan

Contracts were awarded for the following:

- Ewa Traffic Circulation Study
- Regional Development Plan Implementation Study, Phase One
- Sustainable Communities Plan 5-Year Update: Waianae, North Shore, Koolauloa, Koolaupoko, and Central Oahu

Functional Plans and Planning

The division continued to support the following programs:

- OMPO Technical Advisory Committee ("TAC"), OMPO 2030 Oahu Regional Transportation Plan, Intermodal Planning Group, and Congestion Management and SAFETLU Committees;
- The Board of Water Supply Watershed Management Plans which addresses the need for county water use and development plans by the State Water Code, Current plans address Waianae and Koolauloa and were finalized this year, with formal adoption next year;
- 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.
- Attend the State Sustainability Task Force and HCDA board meetings when the director cannot attend.

Policy Research and Support

- Continued refinement of the department's land use model to generate land use forecasts to support the City's planning efforts, The original land use forecast, which provided estimates of the future level of population, housing and employment by small area on Oahu based on the land use policies in the City's Development Plans, was developed for the City's High Capacity Transit Corridor project for estimating transit patronage, The refinements were undertaken to transition the forecast to more detailed applications, such as the planning of utilities in the Honolulu waterfront area;
- Prepared detailed data profiles for the 35 Neighborhood Board areas on Oahu to promote the planning and understanding of communities on the island, Each area was profiled in terms of four sets of characteristics: demographic, social, economic and housing;
- Developed procedures and programs in anticipation 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 was selected 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;
- Completing 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;
- Continued land use monitoring function, Building permits were examined and analyzed to identify changes in land use, Also completed was the updating of data on committed and proposed projects, as well as data on visitor units;
- Continued development of the digital representation of the conceptual urban growth boundaries shown in the City's eight development plans;
- Continued development of mailing list and other special databases in support of Development Planning and community planning programs.

LAND USE PERMITS DIVISION

DUTIES AND FUNCTIONS

The Land Use Permits Division ("LUPD") is comprised of three branches: the Urban Design, Land Use Approval, and Zoning Regulations & Permits Branches, 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") was established by Section 6-909 of the Revised Ordinances of Honolulu. The ZBA is governed by the provisions of Section 13-103 of the 1973 Revised Charter of the City and County of Honolulu (2000 version), 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 (5) 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 Fiscal Year 2002, permit volume has risen steadily, reflecting vigorous economic activity and a renewed interest in renovation and redevelopment at both small-scale and large-scale levels, For comparison purposes, the LUPD's Fiscal Years 2004 and 2005 permit volume was approximately 700 permits per annum, However, for Fiscal Year 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 continues to work on LUO amendments regarding Transient Vacation Units and Bed and Breakfast Homes, One Council-initiated amendment is to add an additional enforcement-related tool for Transient Vacation Units, Another is to allow Bed and Breakfast Homes by Conditional Use Permit, Other proposed LUO amendments still under review by the Division are:

- Two (2) amendments proposed by the City Council to establish time limits on the Department of Planning and Permitting for processing Council-initiated LUO amendments;
- Three (3) amendments by City Council having to do with transient-oriented development, including a reduction in parking requirements for transit-oriented multi-family dwelling uses and hotels and other commercial uses in the vicinity of transient centers;
- Two (2) 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;
- Two (2) amendments by City Council relating to alternative energy sources, i.e., photovoltaic systems and wind machines;
- Two (2) amendments by City Council, one relating to plant nurseries in the agricultural districts and the other to allow 10-foot security fences for agricultural uses;
- Three (3) amendments to allow affordable rental housing as a Conditional Use Permit, Major, provisions of incentives for affordable rental housing, and to allow multi-family dwellings in B-2 districts; and
- An amendment to allow office facilities of homeowners associations by Conditional Use Permit.

The following table of annual statistics illustrates permit volume and the diversity of the LUPD total workload.

	Fiscal Year 2006	Fiscal Year 2007
Temporary Use Permits		
Applications Received	6	4
Applications Completed	6	4
Special Management Area Permits		
• Major/Minor		
Applications Received	76	67
Applications Completed	74	53
Shoreline Setback Variances		
Applications Received	8	11
Applications Completed	9	8
Minor Shoreline Structures		
Applications Received	16	25
Applications Completed	12	23
Environmental Documents	29	18
Special Districts		
• Major/Minor		
Applications Received	56	105
Applications Completed	62	103
Planned Development-Housing		
Applications Received	0	0
Applications Completed	1	0
Cluster Housing		
Applications Received	9	11
Applications Completed	8	10
Existing Use (Housing – Non-Residential)		
Applications Received	20	29
Applications Completed	18	25
Conditional Use Permits		
• Major/Minor		
Applications Received	107	138
Applications Completed	81	134
Plan Review Uses		
Applications Received	1	4
Applications Completed	0	4
Zoning Variances		
Applications Received	34	56
Applications	24	53
Zoning Adjustments		
Applications Received	38	54
Applications Completed	36	50
Waivers		
Applications Received	115	99
Applications Completed	114	77
Modifications Processed	102	87
Design Advisory Committee		
Meetings	3	2
Number of projects reviewed	3	2
Zoning Board Of Appeals		
Meetings	17	17
Appeals of Director's actions	11	20
- Withdrawn or invalid	1	6

- Upheld appeal	0	1
- Denied appeal	6	8
Hearings		
Zoning Variance	20	17
Special Management Area Permit/ Shoreline Setback Variance	18	8
Conditional Use Permit – Major	2	6
Site Plan Review	0	0
Planned Development-Housing	0	0
Special Districts	3	2
Other	0	0

BUILDING DIVISION

DUTIES AND FUNCTIONS

The Building Division enforces the Building, Electrical, Housing, Plumbing, Energy, and Zoning Codes and other pertinent ordinances; review and approve applications submitted for compliance with code requirements; inspect approved applications for compliance with various codes; review, update and recommend changes to the various codes; process variance and appeal requests to use alternated materials and methods of construction; and conduct examinations for individuals to become qualified special inspectors.

ACCOMPLISHMENTS

Code Review

The department is presently using the 1997 edition of the Uniform Building Code, the 2003 edition of the International Building Code ("IBC") and the International Residential Code ("IRC") published by the International Code Council ("ICC") has been adopted as Honolulu's Building Code effective September 18th, 2007.

The department is also currently evaluating the 2006 Uniform Plumbing Code and the 2006 International Building and Residential 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 3 years for various jurisdictions to review for adoption,

Streamlining Measures

As of this publication, there are 20 individuals and 5 firms certified by this department to perform "third party" review, The first "third party" project approval occurred in October 2005.

During this fiscal year, 527 projects were processed under the "third party" review program an increase of 405 projects or 332%, Of these projects, 342 were approved and are either completed or under construction, compared to the 72 projects approved last fiscal year, an increase of 270 or 375%.

The Division has continued its aggressive recruitment to fill vacant positions in both inspectors and engineers.

ACTIVITIES FOR FISCAL YEAR 2007

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 and the 2006 Uniform Plumbing Code.

The Plans Examining Section reviewed 2,262 plans for fiscal year 2007 as compared to 2,573 plans for the previous fiscal year, which represents a decrease of 311 or 12.1%. The number of major plans reviewed decreased by 89 or 9.62% from 925 to 836, the number of minor plans reviewed decreased by 327 or 19.84% from 1,648 to 1,321.

The Building Inspection Section performed 71,331 inspections relating to codes under its jurisdiction as compared to 69,807 inspections during the previous fiscal year, which represents an increase of 1,524 or 2.2%. There were 752 notices of violations issued during the fiscal year as compared to 816 for the previous fiscal year, which represents a decrease of 64 or 7.8%. Complaints handled by the Building Inspection Unit increased to 1,281 during the fiscal year from 1,236 for the previous fiscal year. This represents an increase of 45 requests for investigations or 3.6%. There were also 285 certificates of occupancies processed during the fiscal year as compared to 320 during the previous fiscal year, which represents a decrease of 35 or 10.9%.

The Electrical Code Branch is responsible for the review of electrical plans and the subsequent inspection of these installations, including such work authorized by building permits issued without electrical plans. This branch reviewed

1,900 plans, a decrease of 8.3% from the previous fiscal year of 2,072 plans. This branch performed 39,871 inspections for the fiscal year 2006, an increase of 33% from the previous fiscal year of 29,971 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 22,733 inspections during the fiscal year, in comparison to 2,140 and 22,733 respectively, for the previous fiscal year.

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 to 435 the previous fiscal year for a 2.76% increase.

The Research Branch examined 10 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 13 during the previous fiscal year, This branch processed 41 applications for the Building Board of Appeals, as compared to 41 applications during the previous fiscal year; and processed 21 special inspector applications, compared to 12 the previous fiscal year. The department received 4 applications from individuals and certified 4 to be "third party" reviewers,

Additional information for fiscal year 2007 showing summary of performance compared with that for fiscal year 2006 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 (9) members are appointed by the Mayor, with the approval of the City Council, for a term of five (5) 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 (4) members must be registered engineers or architects; one (1) must be experienced in electrical work; one (1) in plumbing work, two (2)in fire safety matters; and one (1)member must be a general contractor.

In 1972, authority of the Board was extended to matters pertaining to the Electrical and Plumbing Codes, The Board's authority was further extended in fiscal year 1975 to hear appeals from the suspension or revocation of building permits; in fiscal year 1978 to hear appeals from actions under Section 27-10.2 of the Housing Code; and in fiscal year 1980 to hear appeals from the decision of the Fire Official on matters pertaining to the Fire Code.

The membership of the Building Board of Appeals as of April 5, 2006 are as follows:

Beverly Ishii-Nakayama, Chairperson

William D. Alcon, Vice Chairperson

Carolyn R. Allerdice

Glen S. Arakaki

Samuel T. Fujikawa

Kevin K. Katayama

Orlando L. Matias

Karen T. Nakamura

James C. M. Young

The powers and duties of the Board are to hear and determine appeals from the decisions of the Building Official or the Fire Official in the administration of the Building, Electrical, Plumbing, and Fire Codes; hear and determine appeals for varying the application of the Building, Electrical, Plumbing and Fire Codes; hear and determining appeals from the decision of the Building Official in the administrative enforcement of ROH Chapter 29, Article 4; and to hear and determine appeals from the action of the Building Official under Section 27-10.2 of the Housing Code.

ACTIVITIES OF BUILDING BOARD OF APPEALS

STATISTICAL REPORT FOR FISCAL YEARS 2006 TO 2007

	Fiscal Year 2006	Fiscal Year 2007
No. of Appeals Processed	42	44
No. of Appeals Heard	1	1
No. of Appeals Settled	42	45
No. of Appeals Pending	1	0

BUILDING DIVISION

PERFORMANCE REPORT FOR FISCAL YEARS 2006 AND 2007

I. Plans Examining Section

Major Plans ($50,000 and More) Under Review

	Fiscal Year 2006	Fiscal Year 2007
No. Carried Over	450	481
No. Received	1,048	764
Review Completed	925	836
Projects Dropped	92	35
Projects Relogged	0	0
Carry Over	481	374

II. Zoning Plan Review Branch

Plan Review Function

	Fiscal Year 2006	Fiscal Year 2007
Building Permit and Sign Permit		
Applications Reviewed	9,571	8,876
Other Permits/Applications Reviewed	435	447

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 2006	10,910	15,210	15,078	93	10,949	69,807	185,512
Fiscal Year 2007	11,070	14,643	14,371	78	11,143	71,331	185,998
Electrical							
Fiscal Year 2006	15,535	11,774	9,653	19	17,856	29,971	183,633
Fiscal Year 2007	17,826	12,616	10,461	15	19,966	39,871	197,556
Plumbing							
Fiscal Year 2006	6,275	12,766	10,881	9	8,151	22,733	101,289
Fiscal Year 2007	8,151	11,334	9,423	7	10,055	26,180	122,933

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 (4) 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 for site development work on private properties, The Branch reviews construction plans for projects in the city's rights-of-way and site development projects on private properties; reviews preliminary subdivision applications; reviews and approves applications, reports, plans, and permits related to grading, stockpiling, grubbing, trenching, erosion control, storm drain connection, and dewatering work; reviews requests and issues variances for street encroachments, driveways, sidewalk finishes, and slope easements; reviews work

within drainage and flowage easements; reviews submittals related to construction materials which will be dedicated to the city; and coordinates matters related to Ordinance No. 2412 (Chapter 14, Article 21 of the Revised Ordinances of Honolulu), including deferral agreements.

The Civil Engineering Branch is also responsible for inspecting projects under permit and those that will be dedicated to the city, It is responsible for the maintenance and coordination of the city's road and drainage standards and responds to inquiries and complaints related to grading and work in the city's rights-of-way.

The Branch consists of the Project Review and the Permitting and Inspection Sections.

Accomplishments

The inspection and enforcement workload for the Permitting and Inspection Section has increased substantially from prior fiscal year levels, These increases were a result of greater emphases placed on grading, grubbing, and stockpiling permit inspections as related to National Pollutant Discharge Elimination System ("NPDES") requirements, and investigations of non-compliant and/or unauthorized earthwork activities, There were also significant increases in the numbers of subdivision and Ordinance 2412 projects inspected, building permit and encroachment variance applications reviewed, and as-built plans filed.

The workload for the Project Review Section has continued to be heavy as evidenced by the 1,556 plans received, 383 subdivision applications reviewed, and 273 other miscellaneous reviews processed, While the number of dewatering and driveway permits were about the same as previous years, there was a substantial increase in the number of drain connection permits issued.

The Project Review Section has been working with the Department of Environmental Services and their consultant, M&E Pacific, to satisfy the new NPDES permit requirements, Work in this area included reviewing the Storm Water Management Plan, proposed plan review checklist, database information, and proposed revisions to soil erosion and drainage standards, Work on revisions to these standards continues.

The Section has also worked with consultants to complete drainage master plans for the City of Kapolei, Ewa Makai West, Turtle Bay, and Waiawa Ridge development projects; attended numerous meetings with the U.S. Natural Resources Conservation Service, U.S. Army Corps of Engineers, and other stakeholders regarding proposed flood mitigation improvements for the Manoa Watershed; and reviewed numerous geotechnical reports to address sensitive issues related to slope stability and rockfall hazards associated with new hillside developments.

Section staff has also attended several training classes and workshops, including various NPDES topics related to construction best management practices and storm water quality treatment, and changes to the State Department of Health's "Notice of Intent" permit requirements, Training classes included pavement and bridge design.

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 that are submitted for initial review are completed within 10-15 working days and subsequent submittals are completed within 5-10 working days, To further improve customer service, the Section has begun monitoring the number of times plans are submitted for review, Whenever there appears to be a problem in the review process, the consultant and/or applicant are called in to address the matter so that the process can be completed.

	Fiscal Year 2006	Fiscal Year 2007
Construction Plan Submittals received	1,566	1,556
Preliminary Subdivision Applications reviewed	350	383
Other reviews	277	273
Dewatering Permits issued	3	2
Drain Connection Permits issued	51	108
Driveway Variance Applications	24	19
Driveway Application Fees collected	$2,400	$1,900
Drain Connection and Dewatering Permits	$6,650	$7,800
Grading Permits Issued (includes Grubbing and Stockpiling)	876	822
Trenching Permits issued	1,022	972
Permit fees collected	$343,651	$349,114
Major Complaints investigated/Reports prepared (non-permit-related)	680	1,005
Notices of Violation and Order for Grading (includes Grubbing and Stockpiling) violations issued	64	124
Permit inspections	12,010	17,856

Subdivisions and Ordinance 2412 projects inspected	117	147
Building Permits reviewed	9,036	9,410
Encroachment Variance Applications reviewed	117	142
Encroachment Authorization Fees collected	$ 9,000	$12,100
As-Built Plans filed	453	1,097

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 remained stable with only a very slight 2.5% increase in the number of applications, This modest increase was offset by a 13.8% decrease in the number of park dedication applications, A similar drop of 14% also occurred in the number of construction plans submitted for review.

As many of the larger residential developments (Mililani Mauka, 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 1,300, a substantial decrease of 50% when compared to the 2,500 lots proposed in Fiscal Year 2006.

Last year, only 4 subdivision applications involved 100 or more lots, However, the level of subdivision submittals did not decrease as almost 82% of new applications (295 out of 360) now consist of easements, consolidations and 2-lot subdivisions, Although the majority of subdivision applications involve few lots, these are not necessarily simple to process, as quite often the land involved is affected by potentially hazardous slopes, soils or flooding, or the lack of adequate infrastructure, Such challenging projects requiring additional engineering reports and analyses increase staff review and continue to place heavy demands on branch resources, Fewer lots per application is also due to a larger number of applications dealing with land zoned for multifamily, commercial, industrial and agricultural uses, where lots tend to be larger in size but fewer in numbers compared to single-family residential developments, Therefore, although the number of lots is smaller, the size of the subdivided area could be the same or larger along with the extent of site improvements, leading to similar demands in staff resources as subdivisions with larger number single-family residential lots.

	Fiscal Year 2006	Fiscal Year 2007
SUBDIVISIONS/CONSOLIDATIONS/ EASEMENTS/SITE DEVELOPMENT PLANS		
Applications received	351	360
Withdrawn or closed	11	41
Rejected (Incomplete)	13	3
Approved by Director	241	184
Denied by Director	7	4
PARK DEDICATION APPLICATIONS		
Applications received	80	69
Withdrawn or closed	3	1
Rejected (incomplete)	0	0
Approved by Director	30	22
Denied by Director	0	0

FLOOD VARIANCES

Applications received	9	4
Withdrawn or closed	2	0
Rejected (incomplete)	4	4
Approved by Director	1	0
Denied by Director	0	0

OTHER APPLICATIONS PROCESSED

Street name applications	20	12
Flood determinations	36	15
Flood miscellaneous correspondence	8	4

PLANS REVIEWED

Construction plans (includes grading plans)	353	302

Traffic Review Branch investigation of a proposed fence wall at a corner of an intersection and determination of vehicular sight-distance clearance.

Traffic Review Branch

Duties and Functions

The Traffic Review Branch reviews, analyzes and assesses proposals for new developments to determine the associated traffic impacts from proposed developments and to establish the relative traffic requirements needed to mitigate the anticipated impacts to the existing and/or proposed street network; properly controls the overall development of streets and highways within the City and County of Honolulu; coordinates the review and approval of street lights and traffic signal plans with other City departments; reviews and approves traffic control plans which will direct traffic around construction work sites; processes building permit applications for intersection corner-wall variances, road-

widening setback requirements, and driveway configuration and location; and reviews subdivision applications to establish horizontal roadway geometric alignments and street layout, including coordination of bonding estimates for traffic signs, pavement striping, street lights and traffic signals.

Accomplishments

The Traffic Review Branch provided assistance in 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, that included the review and approval of transportation master plans, traffic impact analysis reports, construction plans and providing review, and comments/recommendations for land use permits and community plans for the following:

- Royal Hawaiian Shopping Center - Buildings A, B & C
- Keola La'i Condominium - Queen Street
- Ocean Pointe Development
- Sugarmill Center – Roads "X" & "Z"
- Kapolei Business Park – Phase 2
- Mehana at Kapolei – Arterial Roads
- Trump International Tower – Waikiki
- Capitol Place Condominium
- Ewa by Gentry Development
- Sea Country Development
- Kamokila Boulevard Extension – Kapolei
- Mililani Mauka Development
- Outrigger Reef Hotel – Waikiki
- Ocean Pointe – Papipi Road Improvements
- Le Jardin – Off-Site Improvements
- Kapolei Parkway – DHHL
- Kamokila Traffic Signal Systems
- Keeaumoku Rehabilitation of Streets
- North-South Road – Phase 1
- McCully Fire Station
- Kapolei Corporation Yard – Phase 1
- Kinau Off-Ramp Improvements – H-1
- Kapiolani Boulevard – Water Main
- Lunalilo Home Road Improvements
- Round Top Drive Emergency Repairs
- Fort DeRussy Sewer Force Main
- Middle Street Intermodal Center
- Kapolei Commons
- Mill Town Center – Waipahu
- Royal Kunia Recreation Center
- Moana Vista – Water Laterals
- Leeward Coast Self-Help Cluster
- Longs Pharmacy – Liliha
- Kapolei Wal-Mart – Off-Site Roadway
- Kapolei City - Urban Core 3 Roads
- Ala Moana Expansion – Nordstrom
- Maryknoll School – Clark Street Parking
- The Woods at Ahuimanu
- Moana Pacific – Off-Site Improvements
- Leeward YMCA – Ordinance 2412
- Ironwoods at Kailua
- Ko Olina Center – Retail Complex

- Makakilo C & D – Phase 2
- Easter Seals Hawaii – Makakilo
- The Pinnacle – Beretania Street
- Kapolei Judiciary Complex
- Waialua Beach Road Street Light Improvements
- Boys & Girls Club of Hawaii – Nanakuli
- Keola O Pokai Bay
- The Contemporary Museum
- Marriott Vacation Club – Ko Olina
- Fairfield Hawaii – Beachwalk
- Ko Olina Beach Villas
- The Watermark – Waikiki
- Sam's Club Fueling Station – Manana
- 909 Kapiolani Condo Project
- Kapahulu Safeway
- Victoria Ward – Auahi Street Shops
- Mokuola Vista – Waipahu
- UH Manoa – Frear Hall
- Allure – Waikiki

	Fiscal Year 2006	Fiscal Year 2007
Construction Plans reviewed/approved*	973	1,021
Land Use Permits/projects reviewed**	342	407
Building Permits approved	265	298
Subdivision Applications reviewed	383	434
Road-Widening Setback inquiries	755	826
Construction/Bond Estimate certifications	18	21

**Includes the review of traffic control plans for construction on City streets*

***Includes the review of land use permits and the formal review of projects and proposals received by the Branch in conjunction with a proposed development, with the exception of building permits (i.e. Traffic Impact Analysis Reports, Site Plans, etc.)*

Wastewater Branch

Duties and Functions

The Wastewater Branch is responsible for the review of various land use applications and the proposed developments' impacts and needs regarding the city's sewer system; review and approval of sewer master plans; issuance of sewer connection permits; review and approval of construction plans as they relate to the city's sewer system; review and approval of requests to connect to the city's sewer system including the review and approval of Ohana Permit Applications; providing approval or denial of alternative discharge schemes such as the temporary use of sewage holding tanks; collection of applicable fees; coordination with other agencies in resolving conflicts regarding sewer matters, review of proposals for future projects created by the Department of Design and Construction and 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 for processing of the appropriate sewer service charges, In addition, the Branch is responsible for the assurance 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 inspection records 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 reduced slightly from the previous year by approximately 10%, The majority of the permits issued were for developments from the Ewa area by Campbell Estates, Haseko, D.R. Horton/Schuler, Ko Olina, Ewa by Gentry and the State (primarily the Department of Hawaiian Home Lands), There

also was a significant decrease in the amount of dollars collected for the wastewater system facility charge (WSFC), This can be attributed to the increased use of WSFC sewer credits requested by the major land developers, The credits were derived from major sewer system improvements implemented by these developers at their own cost.

The number of sewer studies conducted increased slightly, due mainly from smaller developers seeking sewer capacity for projects in the Primary Urban Center, The number of subdivision applications reviewed remained approximately the same with the majority of applications being for developments in the Ewa area, Although the number of construction plans reviewed dropped significantly, the amount of time needed for this activity remained the same or increased because the number of smaller projects requesting approval declined, while the number of larger and more complex projects remained the same, mainly in the Ewa area,

Although the use of the Ohana ordinance is still available, the number of Ohana applications remains small, The number of projects requesting some sort of Land Use approval remained exactly the same, The amount of Sewer Master Plans submitted for approval remains about the same, but most of these required multiple reviews due to the complexity of the projects, Due to the inadequacy of many of the City's sewer lines, the approval for the use of temporary holding tanks remains an option for many developers and the number of approvals issued remains nearly the same.

A major addition to the City sewer system was made this year in the acquisition of the Laie sewer system, Along with the expanded city sewer service came the additional functions of review and approval of connections to this system and all its peripheral requirements, Also, with this addition, the City has allowed the use of Low-Pressure Sewer Systems for areas where projects are unable to be sewered by gravity,

We continue dialog and consultation with the Departments of Environmental Services and Design and Construction for projects that cross areas of responsibilities and disciplines,

Completion of the revised Sewer Standards has slowed because there are differences between the departments that cannot be quickly resolved,

	Fiscal Year 2006	Fiscal Year 2007
Sewer Connection Permits issued	1,272	1,142
Preliminary Subdivision Plans reviewed	393	384
Subdivision/Development Construction Plans reviewed	713	533
Sewer Adequacy Studies conducted	884	896
Ohana Applications reviewed	30	44
Adequacy and Private Developments evaluated	110	110
Master Plans evaluated/Engineering Reports	13	10
Holding Tank requests, Adequacy Transmittals	42	41
Wastewater System Facility Charges collected	$8,385,895.00	$4,345,203.00

HONOLULU POLICE DEPARTMENT

Boise P. Correa, Chief of Police
Paul D. Putzulu, Deputy Chief of Police
Michael D. Tucker, Deputy Chief of Police

POWERS, DUTIES, AND FUNCTIONS

The Honolulu Police Department serves as the primary law enforcement agency for the City and County of Honolulu, which includes the entire island of Oahu. Oahu has a perimeter of about 137 miles and an area of approximately 598 square miles. The estimated resident population is about 910,000, which includes military personnel but not visitors.

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 composed of seven members 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.

A chair and vice chair are elected each year. The commission chair was Boyd Y. Andrade, Sr., and the vice chair was Keith Y. Amemiya.

The commission has the following mandatory 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 Honolulu Police Department
- 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

Public involvement continued to be an invaluable part of each community's policing efforts, and membership in Neighborhood Security Watches and various citizen groups increased in all parts of the island. These groups developed projects that addressed safety in the homes and on the streets. Traffic safety for motorists and pedestrians was of particular concern throughout the year.

Exceptional teamwork between uniformed and plainclothes officers, which included sharing information and special skills, formed a unified attack on both routine and unusual crime problems.

Field operations again turned to technology to improve efficiency and effectiveness. The LiveScan Automated Fingerprint Identification System reduced fingerprint processing time. Testing has begun on available models of radar guns that can now scan license plates for an automatic comparison to a database of stolen vehicles.

FIELD OPERATIONS

For police operations, the island is divided into eight patrol districts. Each district is subdivided into sectors and beats. The Alapai headquarters is located at 801 South Beretania Street in 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, spanning from Liliha Street to Punahou Street and from the ocean to Pacific Heights, Pauoa Valley and Makiki/Tantalus area. The resident population is approximately 70,000 people. As the retail, financial and political center of the state, the actual number of people in the district at any given time is much greater. The Chinatown Substation at 79 South Hotel Street provides a permanent police presence in downtown Honolulu. This facility houses the district's Bicycle Detail, the Burglary-Theft Detail and the Outreach Worker.

The district's Weed and Seed program in the downtown Honolulu area continued to experience success this year. This community restoration program is designed to reduce or "weed" criminal elements out of the district and initiate or "seed" the area with services and economic revitalization programs. These positive programs help to strengthen and empower residents in the area and encourage community spirit. Through the efforts of the district's officers, the Weed and Seed program was expanded this year to include the Kapiolani and McCully areas. In addition, officers administer the district's Law Enforcement Explorers Program, which teaches high school students discipline and responsibility through various community activities, such as the Special Olympics and Keiki Identification Program.

Two bicycle patrol officers in paradise.

In addition to performing their regular surveillance on bicycles, Bicycle Detail officers also patrol the Ala Moana Beach Park on all-terrain vehicles. These vehicles afford them access to areas that were once difficult to patrol. The community response has been positive, and the vehicles will continue to be used to help prevent crime.

Second and third watch personnel began initiatives to specifically address speeding and pedestrian safety. As a result, a total of 2,472 citations and 8,634 Traffic Safety Awareness Contacts were issued. Officers working the night watch continued their aggressive campaign against impaired drivers. By enforcing the Operating a Vehicle Under the Influence of Intoxicants law, officers effected 551 arrests throughout the year.

In the continuing effort to add helpful "eyes and ears" out in the community, the Kalaniuhia and Pumehana apartments were included this year to the district's Neighborhood Security Watches. Also, the Keeaumoku Wal-Mart store joined the ranks of citizen patrols by partnering with the existing Sheridan Street patrol and contributing supplies as well as employees to join in the walks.

A pilot program using Segway Personal Transporters was initiated. These unique vehicles enabled officers to move about quickly in a crowded pedestrian environment with the flexibility of being easily accessible to citizens for questions and impromptu interactions.

Realizing the importance of interagency cooperation, the Crime Reduction Unit's Weed and Seed and Narcotics/Vice Division officers joined forces with the Federal Drug Enforcement Administration, Bureau of Alcohol, Tobacco, Firearms and Explosives, and Office of the U.S. Attorney to suppress illegal drugs and firearms activities. In addition, the district participated in other projects that involved the U.S. Marshals Service, U.S. Secret Service and Sheriff's Division of the State's Department of Public Safety.

DISTRICT 2

District 2 covers approximately 204 square miles from Central Oahu to the North Shore between the Waianae and Koolau mountain ranges and is bounded on the south by Kipapa Gulch and the Waiahole Ditch. The area includes the communities of Wahiawa, Mililani, Mililani Mauka, Whitmore Village, Waialua, Mokuleia and Haleiwa, as well as Wheeler Army Air Field and Schofield Barracks. The district's headquarters is located in Wahiawa at 330 North Cane Street.

The district continued to move forward with strategies that are based on policing led by intelligence information. A form of intelligence-led community policing that was developed by the district is the Crime Analysis and Targeting (C.A.T.) program, which is a primary example of how citizens can be educated to help police and themselves. The program's objective is to provide relevant, helpful and timely information to the public and police so that their cooperative effort is more efficient and effective.

The C.A.T. program is also a component of the district's three-pronged approach of using high visibility, public education

and community partnerships to reduce property crimes. Another component is the district's All-Terrain Vehicle (ATV) patrol units. The ATVs enhance the officers' ability to reach secluded, off-road areas as well as to provide high profile patrolling along the beaches. Increased police presence can also help to curtail burglaries of beachfront homes and other illegal activities along the coastline.

ATVs on beach patrol.

All three watches made personnel available to continue the Line Patrol program on the H-2 Freeway from the District 2/District 3 boundary to Schofield Barracks. Focusing on a main thoroughfare 24 hours a day, 7 days a week, the Line Patrol program set out to effectively address four major objectives in the area: provide high visibility police presence, assist stalled and stranded motorists, enforce moving violations and manage traffic problems.

In an effort to increase crime prevention awareness and to promote public efforts to combat crime, District 2 officers continued their involvement in numerous community presentations: Keiki Identification, elementary and secondary school crime presentations, senior citizens' group presentations, business security check programs, residential security check programs, Neighborhood Security Watch (NSW) meetings, Wahiawa Police Activities League and neighborhood board meetings. District 2 officers continued to work closely with the 212 active neighborhood security programs consisting of 5,297 members. Officers provide information and guidance to NSWs and the Agricultural Watch in order to keep up interest and membership while working to revitalize inactive groups.

District 2 continued its Quality Management concept in meeting with first-line supervisors. Every other month, all district sergeants and detectives meet as a group with the district's command staff. During the other months, two officers from each watch and one officer from another element meet with the district's command staff. In addition to sharing productive ideas and formulating plans to resolve challenges, various projects are discussed and new ways are developed to improve the quality of life for the community.

DISTRICT 3

District 3 encompasses a geographical area that includes Pearl Harbor, Halawa, Aiea, Pearl City, Waipio, Waikele and Waipahu. Storefront locations are located in the Waipahu and the Waipio Gentry Shopping Centers. The district also maintains an office in the Waimalu Shopping Center. District 3 serves approximately 160,000 residents. Calls for service totaled 85,734. A total of 4,453 arrests were made, including 237 for Operating a Vehicle Under the Influence of an Intoxicant. Of the 16, 673 citations issued, 2,350 were for speeding offenses.

The Weed and Seed program covers the area of Waipahu, west of Waipahu Depot Street.

This past year, the Weed and Seed team conducted checks for wanted fugitives/suspects that resulted in 15 arrests; executed warrant sweeps that yielded 14 arrests; and directed patrol efforts that produced 100 arrests. Examples of "seeding" activities during the year included school and community events as well as environmental clean-up efforts. In District 3, there were 57 Neighborhood Security Watches with 1,547 members by the end of the year. There were also 18 citizen patrol groups with 585 members by year's end.

Officers of the Crime Reduction Unit (CRU) operate in plainclothes to support the efforts of uniformed officers in the field. To combat the prevalent use and distribution of crystal methamphetamine, CRUs throughout the island continued to emphasize drug suppression operations. During the year, District 3 CRU officers affected 865 arrests: 249 felonies, 127 misdemeanors, 151 traffic offenses and 338 warrants. They also executed three search warrants which led to the seizure of contraband and forfeiture of money.

Investigating burglary and felony theft offenses is the responsibility of the district's Burglary-Theft Detail. During the year, the detail closed 435 cases and conferred 65 cases with city prosecutors. The district continues to be the driving force behind the grant-funded, educational program, "Keep Your Identity." Under this program, detectives conducted 58 public presentations throughout the year to educate 2,466 citizens about identity theft crimes. In addition, the program enabled detectives to distribute informational brochures and booklets on identity theft to the general public.

The Prevention, Intervention, Treatment to Stop Thieves Operating Permissively(PIT-STOP) program continues to operate in District 3. An agreement was reached with the city Department of the Prosecuting Attorney whereby suspects arrested for a stolen vehicle in the district would be immediately charged. The success of the program has led to its expansion to the Kalihi and Central Honolulu patrol districts.

District 3 continued to coordinate two grants that were awarded from the Edward Byrne Memorial Justice Assistance Grant. The $70,000 award for "Project Clean Sweep" will be used to make undercover purchases of unlawfully obtained or possessed firearms. Another $35,000 award for "Keep Your Identity" will be used to continue educating the public about the crime of identity theft. The district was able to extend both grants until the first quarter of 2007.

DISTRICT 4

District 4 encompasses an area of Windward Oahu covering about 127 square miles from the Koolau Mountains to the sea and stretching northwest from Makapuu Point to the mouth of Waialee Stream just past Kawela Bay. The communities include Waimanalo, Lanikai, Kailua, Kaneohe, Ahuimanu, Kahaluu, Waikane, Waiahole, Kaaawa, Punaluu, Hauula, Laie and Kahuku. The main station is located at 45-270 Waikalua Road in Kaneohe, and full-service substations are located in Kailua at 219 Kuulei Road and in Kahuku at 56-470 Kamehameha Highway.

Traffic safety and the reduction of traffic injuries and fatalities continued to be a high priority for District 4 officers. Communication and cooperation with the public were as vital as enforcement in this commitment to improve traffic conditions. Strategically placed speed monitor displays throughout the district, combined with laser gun enforcement, have heightened awareness and helped to slow down motorists and change their driving habits. Another example of cooperation is the use of saturation patrols (intensive high-visibility patrolling) and Community Traffic Awareness Partnerships (C-TAP). Citizens participated in the C-TAP by holding signs and waving to motorists to send the message that neither the police nor the community would tolerate unnecessary traffic deaths and injuries in the area.

The Burglary-Theft Detail, Misdemeanor Follow-up Detail, Crime Reduction Unit, and Bicycle Detail continued to work together with field units to specifically address the increase of property crimes in the district. Efforts focused particularly on the apprehension of repeat offenders who often contribute largely to this ongoing problem. Bicycle Detail officers used bicycles and all-terrain vehicles to negotiate secluded, off-road beach areas where thieves have previously been able to hide and evade apprehension.

Established community partnerships, like the Neighborhood Security Watch (NSW) program, continued to expand throughout the year. Through the program, community members were involved in disseminating crime information and devising ways to improve residential security. By the end of the year, the district had 93 NSW programs with a total of 3,902 members. There were also 13 Citizens Patrol groups with 202 members, two mobile patrol groups with 20 members, one Seniors Against Crime group with 40 members and a Business Watch group with 40 members. The district also fostered partnerships with 65 community associations, including The 96744 (a non-profit organization) and Key Project (an outreach program that services youths).

In the ongoing effort against graffiti, officers were able to identify suspects and effected 21 arrests within the last nine months. In May 2007, officers worked with community members on a hugely successful graffiti paint-out project that removed messages left by vandals to discourage future violations.

District 4's partnership with the Hawaii Blood Bank continued with highly successful blood drives over the Veterans Day holiday weekend. In November 2006, the annual blood drive collected over 90 pints of blood.

The LiveScan Automated Fingerprint Identification System was implemented this year at the Kaneohe Station. The system allows officers to identify suspects through digital fingerprints and can reduce the time the Federal Bureau of Investigation takes to process fingerprints from days to as little as 15 minutes.

DISTRICT 5

District 5, the "Kalihi District," encompasses 36 square miles of central Honolulu and has a resident population of approximately 139,000. The district's boundaries span from Aliamanu to the Pali Highway (west to east) and from the rim of the Koolau mountain range to the central southeastern shoreline of Oahu (north to south). Responsibility for the naval housing area next to the Honolulu International Airport was added to the district's jurisdiction. This new area includes a shopping complex, the Navy Exchange and approximately 1,000 military housing units.

District 5 includes six major highways that intersect the district, with over 395,000 vehicles passing through every weekday. It has the highest density of public housing complexes (13), the highest number of public and private schools (47), industrial zones (3), the most prominent homeless service center (Institute for Human Services), active military installations (6), hospitals (5), foreign consulates (7), nightclubs and liquor establishments (77), the Honolulu International Airport, the Sand Island and Honolulu Harbor's Commercial Shipping Facility, the Oahu Community Correctional Center and the Laumaka Work Furlough Center. With nearly 88,000 calls for service, District 5 is the second busiest patrol district on the island of Oahu.

Operation Full Copper Jacket was devised to impact the tremendous copper theft problem by ensuring that copper recyclers followed all applicable laws. In November 2006, officers of Operation Full Copper Jacket investigated recyclers for compliance, such as checking the identification of those who turned in copper items. The operation culminated in February 2007 with the arrests of two adult females (one was charged with Attempted Theft in the Second Degree and the other for violation of a copper recycling law). In addition to the deterrent effect of the highly publicized operation, Operation Full Copper Jacket may help to introduce more stringent laws for copper-related crimes.

Another highly publicized investigation this past year was Operation Crushed Ice. Plainclothes officers with the operation purchased crystal methamphetamine from drug dealers along Akepo Lane near the Princess Kaiulani Elementary School. The six-month investigation culminated in the federal grand jury indictments of nine males and two females who were charged with various violations of the Hawaii Revised Statutes.

Established partnerships with the U.S. Air Force Security Forces and Office of Special Investigations are just two examples of how intergovernmental cooperation has enhanced the district's law enforcement mission. Plainclothes officers of the Crime Reduction Unit also worked successfully with agencies such as the Naval Criminal Investigative Service.

Officer Harry Burt was named the department's Officer of the Year for his outstanding work in traffic enforcement and community service. For his notable work on copper theft investigations, Sergeant David Yomes was the 2007 Officer of the First Quarter. A Warrior Bronze Medal of Valor will be awarded to Officer Louise Akina for her heroic efforts in saving the life of man who tried to commit suicide.

DISTRICT 6

District 6 encompasses the Waikiki peninsula, which is bordered by the Ala Wai Canal, the slopes of Diamond Head and the Pacific Ocean. The administrative offices are located at the Alapai headquarters. Patrol personnel also utilize the Waikiki Substation located on Kalakaua Avenue fronting Waikiki Beach. The Burglary-Theft Detail and the Crime Reduction Unit (CRU) offices are located on the fourth floor of the Royal Hawaiian Shopping Center.

As the major destination for tourists to the state, Waikiki continued to host many special events this past year that attracted large crowds of both visitors and residents. During the year, the nearly 120 events held in the district included various parades (Aloha Week and Saint Patrick's Day), Brunch on the Beach, Waikiki Hoolaulea and numerous cultural events at Kapiolani Park. District 6 officers were primarily responsible for the security and traffic management for these events.

Supervisors and officers of the District 6 CRU are divided into two teams that work days and nights for maximum coverage. The teams also have the flexibility to assist each other, field units and the Burglary/Theft Detail in any of the eight patrol districts. The CRU members also comprise one team of the department's Rapid Deployment Force. This year, the CRU effected 143 felony, 135 misdemeanor and 170 warrant arrests.

Officer assists a tourist on his beat.

Criminals target Waikiki's shorelines/parks because of the high concentration of beachgoers and areas that are difficult to monitor and access with patrol sedans. Officers of the Bicycle/All-Terrain Vehicle Detail utilize highly maneuverable, off-road modes of transportation to provide police presence and effectively address in-progress incidents in this environment. Tourists are also highly susceptible to hotel room burglaries and property thefts.

The district's Burglary-Theft Detail officers were assigned 3,296 cases and closed 637 cases. A partnership with the Waikiki Condominium Association was developed by the detail to broaden the participants of the established hotel, retail and security associations. The detail also began a partnership with the Department of Education to formulate a Web-based critical information layout for island-wide schools.

District 6 continued to explore the capabilities of the Geographic Information System (GIS) as officers assigned to the GIS project entered current data to identify crime trends in a timely manner. Maps displaying dates, times and locations of criminal activities were made weekly and served to increase officers' awareness of new and existing problems in their areas of responsibility. GIS information was accessible to all officers through their laptop computers. The GIS was also used to map special events, such as parades and the Waikiki Hoolaulea, to monitor the status and deployment of personnel.

The Waikiki Business Improvement District program donated $150,000 for concentrated enforcement of handbilling, peddling and other solicitation laws. By the end of the year, the program assisted in eight prostitution arrests, five peddling arrests, and 18 handbilling citations. Officers also made 22 warrant and eight drug arrests, cited 18 liquor law violations and issued 359 other various citations.

DISTRICT 7

District 7 covers approximately 40 square miles of East Honolulu from Punahou Street to Makapuu Point. This includes Manoa, McCully, Kaimuki, Palolo, Diamond Head, Waialae, Kahala, Aina Haina, Kuliouou, Hawaii Kai, Sandy Beach and Makapuu lookout. The area is predominately residential with supporting infrastructures such as public housing, schools, parks, shopping centers and the University of Hawaii at Manoa, with a resident population of approximately 147,769.

Construction continued on a satellite station in the Diamond Head area adjacent to Fort Ruger. The new station will house the district's Burglary-Theft Detail and Crime Reduction Unit (CRU). While the Diamond Head location underwent renovations during the year, the Hawaii Kai storefront station in the Hawaii Kai Towne Center continued to receive walk-in requests for police services during day and early evening hours.

District 7's Burglary-Theft Detail is responsible for the investigation of all Unauthorized Entry into Motor Vehicle, burglary, theft, and fraud cases. In November, the detail's detectives partnered with security from the University of Hawaii at Manoa to address a growing number of car break-ins, bicycle thefts, and other criminal activities on campus. The concerted effort resulted in a total of 13 individuals being arrested for various offenses. Detectives in the detail were assigned to 2,197 cases this past year, 245 of which were actively investigated due to leads or information gained, and 119 were closed.

In January 2007, the Kaimuki and Aina Haina post offices were burglarized, and among the items taken were several postal money orders. In the ensuing months, 35 of the money orders were cashed in various locations by 12 individuals. In a joint effort with the U.S. Postal Inspection Service and the U.S. Secret Service, an island-wide operation in June resulted in all 12 suspects being charged with Forgery in the First Degree.

Plainclothes officers of the CRU led a raid on a drug house on Wihelmina Rise in October 2006. This joint effort between officers and residents in the area resulted in two search warrants and the recovery of drugs and drug-related items. The CRU also made an arrest on a homicide case that occurred in January 2007. A suspect was arrested and charged with murder as the result of teamwork between the unit and the Homicide Detail of the Criminal Investigation Division.

On December 9, 2006, officers took time out from their busy schedules to host the district's Shop with a Cop event at Kahala Mall. Officers donated monies for food, activities and Christmas presents to deserving students who are financially challenged.

The district officers continue their work with the city Department of Parks and Recreation to post signs informing the public of park closures at night. These closures were prompted due to numerous complaints regarding the homeless, vandalism, littering, drinking, loud noise and assaults.

Shop with a Cop.

DISTRICT 8

District 8 serves the communities of Ewa, Ewa Beach, West Loch, Kalaeloa (formerly Barber's Point), Kapolei, Makakilo, Campbell Industrial Park, Honokai Hale, Ko`Olina, Nanakuli, Lualualei, Ma`ili, Waianae, Makaha, Keaau, Makua and Kaena Point.

The district encompasses 128 square miles, of which approximately 38 miles is coastline. The Kapolei Police Station is located at 1100 Kamokila Boulevard. The Waianae Substation, located at 85-939 Farrington Highway, provides police services to the Waianae Coast and serves as a base of operations for officers who patrol that community. The Kapolei station is a multi-divisional police facility, housing Patrol Operations, Criminal Investigations, Juvenile Services and Narcotics/Vice Divisions. The Kapolei Receiving Desk processes all arrests that occurs in the district. The Waianae station accommodates officers who work in Ma`ili, Waianae, Makaha, Keaau and Kaena Point.

Traffic safety continued to be a major concern in the district. District 8 officers increased enforcement in areas that have a high incidence of speeding and other hazardous driving violations. More specifically, officers monitored and took

enforcement action in areas such as Makakilo Drive, Fort Weaver Road, Keaunui Drive, Farrington Highway and the H-1 Freeway.

The district's Burglary-Theft Detail and Crime Reduction Unit (CRU) addressed Burglary and Unauthorized Entry into Motor Vehicle (UEMV) crimes in the district. Surveillance, use of a bait car and concentrated traffic enforcement in areas with significantly greater occurrences of UEMVs resulted in arrests for UEMV, Unauthorized Control of a Propelled Vehicle and various warrants. These efforts were successful in decreasing the number of reported UEMVs and burglaries.

The Community Policing Team worked with various Neighborhood Security Watches (NSW) and Citizen Patrols to enhance safety with the combined resources and cooperation of officers and local residents. By the end of the year, there were 145 active NSW programs that consisted of 8,783 members and 31 Citizen Patrols with 594 members.

The Weed and Seed Detail in District 8 continued to serve the Ewa and Ewa Beach communities with opportunities to participate in activities that develop positive life skills. The Culinary Arts Summer program gave community members a chance to learn cooking skills, and the Ocean Sports program continued to afford participants ways to develop skills for water recreation (e.g., surfing, fishing, and boogie boarding). The detail's enforcement activities included truancy sweeps, warrant sweeps, illegal drinking enforcement at beach parks and playgrounds, bicycle/all-terrain vehicle patrols and abandoned vehicle enforcement.

District 8 personnel also worked with city and state agencies to address issues regarding illegal dumping in the Waianae and Ewa Beach areas, traffic management at Keaunui and Kolowaka Drives and speeding along Makakilo Drive and Farrington Highway.

CRIMINAL INVESTIGATION DIVISION

The Criminal Investigation Division (CID) consists of nine 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 have partnered with other law enforcement agencies and the community to assist the victims and their families. The division strives to nurture these partnerships by keeping the community updated and increasing public awareness in an effort to help prevent crimes.

By the end of the year, the Homicide Detail investigated 24 homicides and resolved 21 cases with arrests or conferrals with the city Department of the Prosecuting Attorney. This represents an 80 percent closing rate. In addition, the detail investigated 900 Unattended Death cases; 230 of these cases warranted assignment to a homicide detective team for further investigation.

The Robbery Detail continues to work with the Federal Bureau of Investigation; Bureau of Alcohol, Tobacco, Firearms and Explosives; and U.S. Attorney's Office through the Honolulu Violent Crime Task Force. The cross-deputized status of officers in the task force allowed cases to be federally prosecuted. During the year, the joint effort of the various agencies in the task force resulted in 26 cases being presented to the U.S. Attorney's Office. The Task Force was also instrumental in solving 11 of 15 bank robberies on Oahu.

A special unit was formed within the Sex Crimes Detail to identify and prosecute individuals who violate the requirement for all sex offenders to register with the department. The unit initiated over 250 cases throughout the year and investigated hundreds more that were found to have *de minimis* value for prosecution. In October 2006, the unit applied for and received funding from the Justice Assistance Grant Program. The funding provides personnel hours, crime laboratory tests and new equipment, such as laptop computers, all of which assist in case investigations.

This year, the Auto Theft Detail focused on shutting down "chop shops" and targeting major offenders. One of the tools used against major offenders was the expansion of the auto theft prevention program called "Pit Stop." Through this program, all suspects arrested for Unauthorized Control of a Propelled Vehicle in the "Pit Stop" designated area are charged with the offense. The area expanded during the year from District 3 (Pearl City) to District 1 (Honolulu) and District 5 (Kalihi), thereby including the H-1 Freeway which runs through heavily populated areas in Honolulu.

Using available advanced technology, the Auto Theft Detail also began a proactive program with license plate readers. The readers are handheld radar guns that scan license plates and automatically relay and compare information to a database of stolen vehicles. Combining officers' initiative and technology will result in a much quicker way to identify and recover stolen vehicles as well as apprehend suspects. Testing of available models began in 2006 and implementation is scheduled for 2007.

As a member of the Hawaii Anti-Trafficking Task Force, the Major Crimes Detail focused its efforts this year on public awareness, training and protocols for assisting victims. Training for some patrol officers was also conducted by the detail so that patrol units could more effectively recognize and report incidents of human trafficking. Plans are in place for the detail to expand the training to include all patrol officers throughout the island.

The Missing Persons Unit handled 875 cases throughout the year. An excellent average recovery rate of 95 percent was achieved by only three investigators in this unit. Missing person's cases throughout the year involved 110 cases of

individuals afflicted with Alzheimer's disease or dementia and about 294 cases of individuals with other various mental disorders.

JUVENILE SERVICES DIVISION

The Juvenile Services Division (JSD) addresses issues involving the safety and health of the community's youth through 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 at schools, community organizations and special events.

The Drug Abuse Resistance Education (DARE) curriculum is nationally certified to help students recognize and resist the temptation to experiment with drugs and alcohol. This ten-week program was taught in 167 public and private schools to a total of 15,400 fifth, eighth, and tenth grade students. Officers in the DARE program also participated in five parades and provided 16 drug presentations.

The officers assigned to the Gang Resistance Education and Training (GREAT) Detail presented a 10-week curriculum in 23 public middle schools and reached a total of 7,500 students throughout Oahu. The program is designed to educate middle-school students about the law and delinquent behavior and to provide alternatives to gang membership. For example, a partnership with the Department of Parks and Recreation helped to provide a GREAT program for summer fun students at the elementary school level. In cooperation with the Department of Education, the GREAT Detail's School Attendance Program held Saturday morning classes to educate nearly 600 at-risk juveniles and their parents about truancy.

The Police Activities League (PAL) promotes the concepts of friendly sportsmanship, fair play, friendship, sociability and goodwill for its participants. Over the years, the PAL program has worked to expand beyond traditional, organized athletic programs to include activities such as cooking, canoe paddling and the department's Law Enforcement Explorers Program (LEEP), a division of the Boy Scouts of America. These activities provide more opportunities for at-risk youths so that they may also benefit from teamwork, camaraderie and non-traditional athletic competition.

During the year, over 11,000 juveniles participated in 20 different PAL activities. Sixty Explorers were trained in traffic and crowd control, bicycle patrol and patrol procedures. These Explorers volunteered at 66 community service events such as the Keiki Identification Program.

The Runaway Detail is responsible for the administration of the Acquiring Knowledge, Awareness, Motivation and Inspiration (AKAMAI) program, a diversionary program geared toward first-time status offenders. They counsel juveniles and their parents about the hidden dangers of status offenses and the lifelong implications of making appropriate choices. The AKAMAI program is administered through partnerships with the Honolulu Police Department, Parent Project, Hawaii Army National Guard Youth Challenge, Youth Outreach, Mothers Against Drunk Driving, Victory Ohana and Hale Kipa. The AKAMAI sessions are held at the Alapai and Kapolei stations and at the Waipahu Middle School. During the year, approximately 1,038 families were referred to the AKAMAI program.

NARCOTICS/VICE DIVISION

The Narcotics/Vice Division is responsible for the enforcement of laws, ordinances and regulations relating to gambling, morals and narcotics offenses. 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, state and county law enforcement officers who focus their resources on the interdiction of narcotics at Hawaii's points of entry and the disruption or dismantling of major drug trafficking organizations. One task force initiated 35 federal investigations and made 71 arrests for federal prosecution that resulted in the seizure of approximately 35 pounds of crystal methamphetamine, 7 firearms, 9 vehicles, more than $275,000 in cash and $624,000 in real property.

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 local and mainland affiliations. Working with other federal agencies, the HI-IMPACT investigators disrupted and dismantled several drug trafficking organizations operating in Hawaii and the Western United States. Search warrants and other operations resulted in 151 drug related arrests. In addition, investigators seized 5,610 grams of crystal methamphetamine with a street value of $1,118,452. The detail also seized 1,521 grams of powdered cocaine and about 92 grams of "crack" cocaine. In addition, efforts of the detail resulted in the seizure of 5,511 tablets of the drug commonly referred to as Ecstasy, over 2,400 grams of marijuana and four contraband handguns. Assets seized by the detail for forfeiture included $153,090 in U.S. currency, 12 vehicles, two motorcycles, and personal property with an aggregate value of about $169,750.

The Marijuana Eradication Team is comprised of four officers who conduct investigations related to the cultivation and distribution of marijuana. Their efforts on Oahu this past year resulted in the eradication of 1,470 outdoor plants and 63 pounds of processed marijuana and the arrests of nine individuals. As a member of the Drug Enforcement Administration's (DEA) Domestic Cannabis Eradication and Suppression Program, the team participated in eradication missions

throughout the state. The team began developing new skills through medical training, helicopter hoist operations and advanced operations, and man-tracking courses.

The Morals Detail addressed the use of internet technology as a means of furthering prostitution activity. Joining forces with the Internal Revenue Service, the detail made attempts to dismantle prostitution operations by targeting prostitution organizations and their related business transactions. Through their day-to-day operations, 471 individuals were arrested for prostitution offenses. Of these 471 arrests, 294 were adult females, 171 were adult males, and six were juveniles. On October 20, 2006, a large-scale prostitution operation that spanned eight locations throughout Waikiki and Central Honolulu was conducted with the assistance of several government agencies.

The Gambling Detail adopted a new strategy to address the many cockfights that occur throughout Oahu. Instead of one-time operations that require exhaustive planning and coordination, more time was spent in the execution of multiple raids that were held simultaneously or in rapid succession at numerous locations. During the year, the detail received 72 complaints and closed 54 complaints (some closures were cases received in the previous year). Numerous investigations of cockfighting, bookmaking, arcade gambling machines and other gambling-related crimes resulted in the seizure of about $9,943 in cash and more than $21,000 in property. By the end of the year, the detail made 21 arrests for these types of activities and confiscated 31 gambling machines.

The Asset Forfeiture Detail investigated 463 cases during the year. Seizures under chapter 712A of the Hawaii Revised Statutes amounted to nearly $250,000 in cash and more than $210,000 in property. The detail also seized 80 vehicles. The Asset Forfeiture Detail continued to assist officers of the HPD as well as outside agencies, such as the city Department of the Prosecuting Attorney, the DEA, the Federal Bureau of Investigation and mainland police departments.

SCIENTIFIC INVESTIGATION SECTION

The Scientific Investigation Section (SIS) continues to contribute to the Combined DNA Index System (CODIS), which consists of DNA types of convicted offenders. The Federal Bureau of Investigation (FBI) handles the maintenance of the CODIS. The evidence analyzed by the laboratory for DNA types will be automatically uploaded in the CODIS if the data meets the minimum criteria defined by the FBI. A recent law requires all convicted felony offenders to provide a biological sample for the purpose of including them in the national database. The SIS and the state Department of the Attorney General are actively working in partnership to collect and upload all of the DNA types.

Forensic Quality Services-International conducted an external audit of the DNA/Serology Unit from November 28 to 30, 2006. In addition, the SIS underwent its first Grant Progress Assessment, a mandatory requirement of the Department of Justice. Auditors were brought in to review and evaluate the documents for a DNA No-Suspect Grant and a DNA Capacity Enhancement Grant. Not only were there no negative findings, auditors were pleased with the section's overall record keeping.

Grant funding of $224,098 from the DNA Backlog Reduction Program provided the means to send out 21 homicide cases and two sexual assault cases for analysis. The results that meet FBI criteria will be uploaded into the CODIS.

Other grants greatly assisted in the acquisition of new equipment as well as updating other items. A biohazard hood, notebook computers, centrifuge and shaking water bath were purchased through the DNA Capacity Enhancement Grant. In addition, a robotics system for DNA analysis, linear light source, ultraviolet illumination cabinet and static dust lifter are just some of the equipment acquired through the Bureau of Justice Assistance Grant.

Throughout the year, SIS personnel attended training courses and conferences, such as the American Academy of Forensic Sciences, Crime Scene Processing Workshop, Introduction to Hairs and Fibers course and Digital Photography for Law Enforcement class, to improve and enhance the value of the section.

CENTRAL RECEIVING DIVISION

The Central Receiving Division (CRD) is responsible for the detention of arrestees who are under investigation for felony offenses from both the Central and Regional Patrol districts. In addition, the CRD processes and provides custodial care for all arrestees from Districts 1, 6, and 7.

Providing security for the Alapai headquarters is another very important responsibility of the CRD. The division screens all building visitors, and monitors and responds to fire, duress and other emergency alarms throughout the building. To enhance the security of the Alapai headquarters, the CRD implemented an X-ray screening process for visitors' bags, briefcases and other closed containers before the visitors are permitted to enter the building. Within the building, over 70 closed-circuit television cameras are monitored around-the-clock to safeguard the headquarters building and departmental personnel.

During the past year, CRD personnel processed 20,790 adult arrestees and 1,710 juvenile arrestees, provided nearly 36,834 meals and transported approximately 9,674 arrestees to the Sheriff's Department court lockup facility.

The CRD is responsible for the maintenance of the department's 23 Intoxilyzer breath analyzers and the certification of approximately 600 police officers to operate the Intoxilyzer breath test instruments.

SPECIALIZED SERVICES DIVISION

The Specialized Services Division (SSD) performs a wide range of functions and consists of the Task Group, Bomb/Chem-Bio Unit, Helicopter Section and Canine Unit. The division also serves temporary restraining orders (TROs) where weapons are involved, provides dignitary protection, and enters and secures sites where search warrants are being executed.

The Task Group includes the Special Weapons and Tactical (SWAT) teams. During the year, SWAT teams responded to seven call-outs involving high-risk incidents. All of the incidents were resolved successfully without significant injury to the police or innocent parties. A suspect in one of the incidents suffered a fatal gunshot wound from a marksman on the SWAT team. The SWAT teams also provided entry assistance for a total of 20 search warrants for the Narcotics/Vice and Criminal Investigation Divisions and various Crime Reduction Units.

The Canine Unit is comprised of dog and handler teams trained to detect explosives and narcotics. By the end of the year, the unit served in the primary or assisting capacity for 108 canine operations such as explosive detection and missing persons/fugitives searches.

The Bomb/Chem-Bio Unit is recognized as an accredited bomb unit by the Federal Bureau of Investigation and continues to attend training and recertification classes to uphold their status. Participation in these scenarios provided the opportunity to work with other federal and state agencies as well as to test the Honolulu Police Department's level of preparedness. Officers in the unit responded to 63 call-outs for various situations such as military ordnance, improvised explosive devices/suspicious packages and fireworks recoveries.

The Helicopter Section, based at the Honolulu International Airport, responded to 720 assignments to assist various elements throughout the year. For example, the section often works with the Narcotics/Vice Division for marijuana surveillance and eradication missions. Also, flights for the Criminal Investigation Division have helped to recover stolen vehicles and detect other articles related to cases being investigated.

In August 2006 and May 2007, the division conducted basic and advanced SWAT training courses and invited members of SWAT teams from the Department of Defense Police, neighbor island police departments and the Federal Bureau of Prisons.

In November 2007, the division participated in a week-long Weapons of Mass Destruction Advanced Tactical Operations course. This practical course involved partnering with private organizations and other government agencies on the use of training venues.

TRAFFIC DIVISION

Officer helps ensure traffic/pedestrian saety.

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. The division coordinated the department's traffic safety strategies to make Oahu's roadways safer. These strategies involved expediting the flow of traffic; enforcing vehicle occupant protection laws; streamlining traffic investigative procedures; and monitoring pedestrian safety, speeding and impaired driver violations.

The Traffic Division was the driving force behind the national "Click It or Ticket" campaign. Through the use of federal grant monies and aggressive enforcement, seat belt usage in Hawaii was 94.1 percent, one of the highest in the nation. In May 2007, the department resumed its cooperation with the state's Department of Transportation and its commitment to even higher seat belt usage numbers.

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. During the year, the VHS investigated 69 collisions that resulted in 76 traffic fatalities. Innovative techniques and technology for investigative efficiency continued to be pursued by officers of the section as they received new equipment and training for the Sokkia Forensic Mapping Program (a program that allows traffic

crime scenes to be mapped more expeditiously).

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. This past year, the unit made 626 arrests for Operating a Vehicle Under the Influence of an Intoxicant (OVUII).

The Parking Enforcement and Collection Section (PECS) enforces parking laws and is responsible for the collection of coins from city parking meters as well as the maintenance and proper operation of the units**.** The parking enforcement officers issued a total of 45,728 parking and related citations during the year; an average of about 4,157 a month. The PECS collected over $4.8 million from parking meters. The disabled parking enforcement program is staffed by volunteers who are trained and commissioned by the department and who issued 2,032 citations by the end of year.

The Junior Police Officer (JPO) Detail coordinated the work of about 4,484 JPOs and 90 adult volunteer traffic monitors who collectively provided safety program services to 145 public and private schools throughout the island.

In November 2006, the Solo Motorcycle Detail and the department grieved the loss of Officer Steve Favela who was involved in a fatal motor vehicle collision while providing dignitary motorcycle escort for President George W. Bush.

HOMELAND SECURITY DIVISION

The Homeland Security Division (HSD) supports command during major events and establishes and facilitates interagency communications. It also coordinates site and threat assessments, and acquires and manages resources to prevent and respond to acts of terrorism. In addition, the division coordinates and participates in joint training with federal, state, and other local agencies.

FINANCE DIVISION

The Finance Division oversees the Honolulu Police Department's (HPD) annual operating budget, which amounted to $188 million for fiscal year 2007. The budget covers all salaries, current expenses and equipment purchases. Additionally, the division oversees the operation of the Property and Supply Section and Publications Unit.

The division also coordinates, manages and monitors approximately 40 grants and cooperative agreements that have a current value of more than $17 million. These grants enhance programs and property acquisitions such as the Computer Aided Dispatch System, mobile data computers, homeland security, drug trafficking, bulletproof vests, marijuana eradication, sobriety checkpoints, speed and safety belt enforcement, pedestrian safety, youth programs and services, upgrades to forensic equipment, violence against women and children, and alcohol and tobacco programs. The division continually seeks grant funds from federal, state, private and public foundations in order to enhance current and future innovative programs for the HPD.

HUMAN RESOURCES DIVISION

The Human Resources Division (HRD) is responsible for administering all personnel matters, including recruitment and hiring, labor relations and union issues, special duty jobs for off-duty police services, investigations of sexual harassment and discrimination complaints, and the Drug Urinalysis Screening program. In addition, the division coordinates the employment of uniformed, off-duty officers for various community functions and events and monitors outside employment of all employees.

Recruitment and retention continued to be a high priority. The implementation of the recruitment team enabled the division to be more successful in reaching military personnel, college/university students and other community groups. The division continued to recruit out-of-state applicants.

Working with the city's Department of Technology and Department of Human Resources, the HRD implemented an electronic performance evaluation system for all employees of the Honolulu Police Department.

The HRD continued to work with the city to provide input for a new computer system called Enterprise Resource Planning (ERP). The ERP is an integrated system that is designed to centralize and support core financial and human resource processes and allow better access to real-time data such as payroll, accounts payable, etc.

TRAINING DIVISION

The Honolulu Police Department's Training Academy, Ke Kula Maka`i, is located at 93-093 Waipahu Depot Street in Waipahu. The Training Division focuses on four main areas: recruit training, annual recall training (ART), executive training and specialized training for personnel in units requiring specific skills.

Over 1,000 hours of instructions over 28 weeks constitute the current curriculum for police recruits. Police recruits are taught police organization, law, communication, police procedures and functional skills. In the past year, the Training Division graduated 118 new officers from three recruit training classes.

The division's training program is divided into two curricula: the functional skills curriculum and the administrative

curriculum. Each curriculum is managed by a lieutenant and is assigned several sergeants and officers in each unit. The functional skills curriculum includes the following courses: Control and Arrest Tactics, Emergency Vehicle Operations Course (EVOC), Fit for Life, Firearms and ART. The administrative curriculum includes the following courses: Accreditation, Administration and Recruit Training.

The ART I session consists of mandatory training regarding firearms, sexual harassment, bloodborne pathogens, hazardous materials, automated external defibrillator and cardiopulmonary resuscitation. Patrol officers attend a three-day, 36-hour ART I session and non-patrol officers attend a three-day, 24-hour ART II session. During the year, the Training Division held 33 ART I sessions for 862 patrol officers and 22 ART II sessions for 538 non-patrol officers.

Executive training was provided by the division for all officer and civilian equivalents that are of the rank of captain and above. In November 2006, two classes in particular were provided for department executives. One was the Emotional Survival for Law Enforcement that was attended by 127 executives who received instructions on keeping employees committed and engaged. Another was the Ethics-based Policing class in which 129 executives covered strategies to avoid and deter improper employee behavior.

The division holds specialized training courses to enhance career development and patrol skills. The Supervisory Training Regimen in Preparation and Education of Sergeants (STRIPES) course is a two-week program that prepares candidates for their roles as supervisors. Lieutenants attend a three-day Lieutenants Training Session to further their leadership and management skills. During the year, 58 officers attended the STRIPES course. In order to improve teaching methods and set training standards, 20 officers attended a 32-hour Instructor Development Course. The division also conducted a 32-hour Police Radio Dispatchers (PRD) class for 13 new PRDs.

In addition to the firing range and EVOC track, the Training Division utilizes shooting and driving simulators for recruit training and ART to test and improve the officers' decision-making skills through the use of "real-life" scenarios.

As a critical component of the electric gun program, the division has currently certified 25 officers to be electric gun instructors and 373 officers to carry the electric gun. In September 2006, 201 electric guns were delivered for distribution to patrol districts and the Central Receiving, Specialized Services and Traffic Divisions.

The Training Division continued to use a wireless report writing, computer-training system for recruits. The wireless system involves the installation of fiber-optic cabling and access-point antennas to provide wireless (802.11 b/g) connectivity throughout the campus. Wireless coverage expanded to include the Criminal Investigations Building, and planning began to include the K-9 building in the future.

After the groundbreaking for an indoor pistol range at the academy, progress on the $7 million project continued into 2007; and the range is now slated for completion sometime in 2008. With 30 firing points, a gunsmith shop, a classroom and an arsenal, the new range will have the capability to accommodate firearms qualifications for day and night operations personnel.

COMMUNICATIONS DIVISION

The Communications Division receives emergency requests and dispatches emergency services throughout the island. The division serves as the primary public safety answering point for all 9-1-1 calls on Oahu. It also serves as the Hawaii State Warning Point for all civil defense emergencies, such as tsunamis, enemy attacks or other disasters. The division handled over one million calls, of which approximately 73 percent were for police services. The rest of the calls were for the Honolulu Fire Department, the Honolulu Emergency Services Department and miscellaneous events.

On October 15, 2006, the division relocated its operations to the Alternate Communications Center at Kapolei for two months during a construction project at the Alapai headquarters. Minutes after operations went live in Kapolei, an earthquake of a 6.6 magnitude caused power disruptions throughout Oahu. During the power outage, the 9-1-1 service to the community was uninterrupted due to back-up generators and other critical equipment.

On December 15, 2006, the division returned to its newly renovated operations area at the Alapai headquarters. The $1.6 million project had redone nearly everything, from carpet to ceiling. Divisional personnel now have personal filter fans, wide-screen monitors, brighter overhead lighting, etc.

In December 2006, the division also underwent an intense evaluation for reaccreditation by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA). The hard work and dedication of the division's employees resulted in a recommendation from CALEA for the division to be reaccredited.

In March 2007, a new cellular tracking system was installed and is now fully operational. It has proven to be very useful in addressing previous difficulties in locating callers who use cellular telephones and are unable to complete their calls.

A new GeoLynx mapping computer system was implemented to enhance wireless 9-1-1 calls processing via global positioning system coordinates. Oahu deployed the enhanced wireless 9-1-1 system in early 2007.

INFORMATION TECHNOLOGY DIVISION

Cutting edge in police technology.

The Information Technology Division (ITD) provides technical and research support for the entire department. The division consists of three components: the Data Section; Research Section; and Deployment, Development and Training Section. The division assists with the department's computer and software systems, conducts research, analyzes crime data and maintains a sophisticated information management system.

The Data Section's primary responsibility is to develop and support the department's information technology and related systems, and provide data communications and information for departmental operations. Technical support is provided by the division 24 hours a day, 7 days a week, through the Help Desk and standby services. Data personnel completed over 3,500 calls for service in support of the department's approximately 1,700 computers and related equipment.

The Research Section provides analytical and statistical research for the department. Services, including accreditation support, annual reports, crime information and special research projects. In addition, the section is responsible for maintaining and revising the department's directive system, and conducting research for changes in uniform and equipment.

The Development, Deployment, and Training Section bridges the gap between operations and technology. By identifying needs and deficiencies involving technology at the operational level, the section is able to develop technological solutions into practical tools for field and investigative officers.

Program and project highlights for the year include the automated field reporting (AFR) p perless transfer of police reports directly from mobile data computers (MDC) to the Records Management System (RMS) and the Document Imaging System. The division was instrumental inestablishing the MDC Lifecycle Leasing program, a landmark procurement process that provides for the ongoing support of departmental MDCs. The CrimeView Geographic Information System mapping was deployed in all police patrol districts to enable crime analysis and other mapping applications to support field operations. A website was established to provide information regarding an officer's caseload, a 24-hour log of reported incidents and locations and other information related to the Computer Aided Dispatch System.

Working in partnership with commercial service providers, the ITD ensured that uninterrupted coverage was maintained and disaster recovery was implemented for police operations during serious incidents or natural disasters. This was evident when no appreciable degradation of overall police field data and communications occurred during the power outage that resulted from an earthquake in October.

Teaming with the Scientific Investigation Section, the ITD coordinated with the Office of the United States Attorney for Hawaii to provide crime scene forensics training for personnel of the U.S. Army's 25th Infantry Division to support their overseas deployment.

RECORDS AND IDENTIFICATION DIVISION

The Records and Identification Division consists of seven major sections: Records, Identification, Evidence, Warrants, Firearms, Follow-Up, and Alarm Tracking and Billing. The division maintains records for all known police offenses. The division is also responsible for the service of warrants, firearms registrations, alarm registrations, handling of evidence and fingerprinting.

To meet current and future departmental needs, the division continued the past year with the implementation and fine-tuning of the Records Management System. The recently initiated automated field reporting system via mobile data computers (MDCs) for patrol units became a requirement for all districts by the end of 2006.

A total of nearly 1,500,000 pages were scanned throughout the year utilizing the Document Imaging System.

The Evidence Room continued to use PropertyBureau.com to display auction items that have been recovered from various law enforcement agencies. A total of $31,528 was collected from the on-line auctions throughout the year. Operations and facilities at the Hart Street bulk evidence room were improved with fortified shelving and the acquisition of a forklift for larger, heavier items.

During the fiscal year, the Firearms Section processed 17,666 firearms permits and registrations. This section also processed 166 security guard firearm licenses and 30 Special Police Officer Commission licenses that included permits for the department's parking enforcement officers.

The Alarm Tracking and Billing Section is responsible for registering all burglar alarms in the City and County of Honolulu. Burglar alarm permits are issued and tracked by the section for excessive incidents of false alarms. Service charges are assessed if more than three false alarms occur within a year. Alarm owners are given the opportunity to attend a

class given by the police department and alarm companies that cover the proper use of alarms. Currently, there are over 36,242 registered alarm users on Oahu. There were 27,905 false alarm calls, a reduction of 17 percent since the program's inception.

TELECOMMUNICATIONS SYSTEMS SECTION

The Telecommunications Systems Section (TSS) worked with the city's Department of Information Technology (DIT) and subcontractor, Dailey Wells Communications, to install additional capacity to the 800 MHz radio system. Increased channel capacity will help to support the interoperability between city, state and federal agencies in the event of a major emergency. In addition to site equipment programming, the TSS performed a complete preventive maintenance inspection of the 800 MHz repeater system which included the expansion channels.

The TSS and Information Technology Division (ITD) implemented the pilot program for the new light emitting diode (LED) roof light bar and rear dash LED light for police subsidized vehicles. A little over a hundred subsidized vehicles in Districts 1 through 8 and the Traffic Division were equipped with the new lights.

With the help of Homeland Security grant monies, the TSS purchased and installed additional components of the C3 Maestro radio consoles and a T-1 interface unit at the Kapolei alternate dispatch center. As an alternate call center, the Kapolei communications facility would not have been able to sustain continuous long-term use. The C3 Maestro radio consoles are designed for continuous, long-term use and to provide functions such as patching, simultaneous selecting and programming talk groups.

The TSS assisted the Communications Division's dispatch center renovation project by removing and installing all of the radio hardware equipment and wiring, including the 800 MHz C3 Maestro radio consoles and other systems' equipment. During the renovation, the TSS reconfigured the 800 MHz switch and replaced the uninterrupted power supply for the radio and Computer Aided Dispatch system.

The software for the Voice over Internet Protocol (VoIP) back-up radio system was upgraded to enhance the radio's voice quality and reliability. Working with the ITD and the city's DIT, the TSS was involved in redesigning the Kapolei local area network system that supports the VoIP system.

In December 2006, the TSS assisted the city's DIT in transferring the 800 MHz radio communications circuits to the new digital microwave system. This new microwave system provides three times the capacity for additional users, equipment and add-on features over the previous microwave system.

VEHICLE MAINTENANCE SECTION

The Vehicle Maintenance Section (VMS) operates out of the Alapai headquarters and the police training academy in Waipahu. The section is responsible for maintaining the department's fleet of police vehicles. It is also responsible for the repair, maintenance and deployment of the department's approximately 600 patrol cars, motorcycles, auxiliary vehicles, trailers and off-road equipment.

Filling the vacant positions created by separations, retirements, and promotions allowed the VMS to implement an advanced preventative maintenance program for the department's fleet vehicles.

During the year, the VMS acquired approximately 61 patrol cars equipped with the latest light emitting diode light bars and rear deck lights to increase visibility and improve officer safety. In an effort to reduce repair costs and sustain a modernized fleet, the VMS disposed of 59 older patrol vehicles and 11 motorcycles.

LEGISLATIVE LIAISON OFFICE

The Legislative Liaison Office (LLO) is responsible for coordinating all legislative matters that affect departmental operations. During the 2006 legislative session, the LLO reviewed 6,544 bills and tracked more than 800 bills. The LLO was also responsible for tracking bills and resolutions that were heard before the City Council.

During the state legislative session, the LLO coordinates attendance and presentation of testimony at all hearings involving the department. The LLO also compiles and distributes pertinent legislative information to elements providing testimony.

The legislative liaisons provided classes for the Honolulu Police Department and other county police departments on recently enacted and modified state laws.

COMMUNITY AFFAIRS SECTION

The Community Affairs Section (CAS) is responsible for coordinating and operating a number of the department's special projects and events. They include the departmental museum, Speakers Bureau, Mounted Unit, Reserve Officer program, Maka`i Video Productions unit, Ho`ike Information Line, Ride-A-Long program, Citizens Police Academy, Youth Citizens Police Academy, Business Police Academy and numerous award ceremonies. The section also maintains the department's Internet website.

The museum houses exhibits that narrate the history of HPD from its inception through the present day. The museum is a popular stop for visitors touring the Alapai headquarters and hosted 1,176 visitors this year.

The Speakers Bureau coordinates and provides speakers to educate and inform the public about home and personal security, robbery and theft prevention, identity theft, child safety, traffic safety, drug awareness, domestic abuse, workplace violence and disaster preparedness. There were 753 requests for various speakers. Of those requests, the CAS handled 159 engagements.

The Mounted Unit adds a unique dimension to the department by providing high visibility patrol, crowd control, rural area searches and assistance to the districts with projects in the beach areas. The unit made 46 appearances throughout the year, educating thousands of children and adults on the unique role of horses in police work. Personnel in the unit assisted patrol on 21 cases, the Criminal Investigation Division in two searches and were involved in other arrests. The unit received 15 commendations and 151 letters of appreciation this year.

The Reserve Officer program enlists the services of qualified citizens to perform emergency police duties. Reserve officers provide additional police protection to the public with emphasis on supplementing the patrol divisions. The Reserve Officer program has 100 authorized positions, 78 of which are currently filled. The reserve officers work without compensation or financial obligation from the City and County of Honolulu. The reserve officers are assigned to a specific division where they work five hours a week. In addition to their regular assignments, they assist the CAS with various special events such as Police Week, Drug Abuse Resistance Education Day, Troy Barboza Torch Run, Memorial Day, Explorers' Conference, Honolulu City Lights Electric Light Parade and the annual city employees' Christmas party. At year's end, reserve officers provided the city with a total of 16,623 hours of police service.

The Maka`i Video Productions unit provides audio-visual support for the HPD. They create and produce videos for the department's projects, functions and events. The unit completed about 20 video productions and is currently working on 12 other video projects. The staff attended virtually every departmental function and continued to work on the following six projects/videos: On the Beat, the Chief's Message, the department's 75th Anniversary public service announcements, Interoperability Radio Use video and Police Week 2007. They were also responsible for administering the grant for video streaming.

The Ho`ike Information Line at 529-3352 provides a contact point for the public to obtain answers or referrals for police-related questions. Anyone with questions can call on weekdays during normal business hours. The Graffiti Hotline at 529-3222 is available around-the-clock, providing the public with a direct line to report graffiti problems on public or private property. The Ride-Along program provides citizens with a first-hand look at officers on the beat. The department provided 140 ride-alongs in the past year.

The Citizens Police Academy (CPA) holds yearly classes to improve communications between the community and the police department. By enrolling in the CPA, participants receive first-hand experience on the educational, physical and emotional demands of a police officer. This insight can alleviate misconceptions about police work and foster a mutually respectful relationship between the public and the department. There have been 25 CPA classes since its inception in 1994, and a total of 473 men and women have graduated from the program.

The Business Police Academy (BPA) began in 2003, and classes are held annually. This interactive program is for members of the private and public sector. The BPA fosters "understanding through education" and helps to develop awareness for business people, thus enhancing the quality of life in our community. The BPA is a revolutionary approach in law enforcement and helps develop awareness within the business community. Since its inception in 2004, 99 men and women have graduated from the program. For information on the BPA, interested parties may call 529-3351.

The CAS manages the department's Internet website at www.honolulupd.org. The site includes a departmental overview and history, statistics, safety information, answers to frequently asked questions and other useful information. The department can be contacted via e-mail at hpd@honolulu.org. In 2006, the CAS received and responded to approximately 6,000 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 accomplished, the office prepares the department for future reaccreditations.

An on-site assessment was held in the spring of 2006 to reaccredit the department, and high marks as well as extremely positive comments were received from the CALEA inspection team. The process culminated with the department receiving its reaccreditation award on July 29, 2006, at the Summer CALEA Conference in Lexington, Kentucky.

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.

Deputy Prosecuting Attorney Glenn Kim was sworn in as a Judge of the First Circuit Court, State of Hawaii. Kim served the department for 14 years. Kim graduated from Harvard University with a doctorate degree and U.H. William S. Richardson School of Law. He is a Vietnam veteran who earned the Bronze Star. (Pictured: Glenn Kim & colleagues)

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 Division; (3) Trials Division; (4) Screening and Intake Division; (5) Appellate Division; and (6) Misdemeanor and Traffic Division.

A. CAREER CRIMINAL UNIT

The **Career Criminal** (CC) 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.

CC is a highly skilled prosecutorial litigation unit that vertically prosecutes those offenders who are identified as recidivists, or career criminals by Hawaii Revised Statutes Section 845-3, as well as all cases involving convicted felons in possession of or using firearms and many of the felony-level sexual offenders.

From the time the case is accepted into the office until the time it is disposed of by sentencing, one prosecutor is responsible for that and any other case the individual defendant may have pending. The prosecutor follows the case from preliminary hearing or grand jury, through pre-trial motions, trial and finally sentencing. Through this vertical prosecution, a special working relationship between the police, witnesses, victims and the prosecutor can be fostered. This approach permits continuity in prosecution and enables the prosecutor to better handle the many challenges presented by these cases.

The Honolulu Police Department honored Deputy Prosecuting Attorney Rom Trader (left) as their Outstanding Citizen of the Year for his personal commitment to obtaining justice for victims of crime and the community. As well as successfully prosecuting many difficult cases, Trader shares his knowledge and expertise with law enforcement in the training of HPD detectives, recruits, and crime lab staff.

Deputy Prosecuting Attorney Chris Van Marter (right) was featured on Dateline NBC's "Trail of Suspicion" for the successful theft and fraud prosecution of Henry Calucag. Calucag is suspected to be involved in the murder of three Hawaii men who went missing in the Philippines

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.

Convicted career criminal defendants are exposed to enhanced sentencing requirements such as mandatory imprisonment, minimum terms which must be served before the inmates are eligible for release on parole, extended terms of imprisonment and consecutive sentences.

The vast majority of sexual assault cases involve children who are repeatedly victimized by acquaintances or family members. These cases all present unique prosecution problems, including late reporting, fearful victims, poor memory for dates in long-term abuse cases and an absence of witnesses other than the child and the perpetrator. Other sexual assault cases include child-stranger and adult-stranger and adult-acquaintance cases. Because of the sheer volume and complexity of sexual assault cases, experienced deputies in other units have been hand-picked to handle these cases.

All convicted felony sex offenders are included in the State's Sex Offender Registry website pursuant to "Megan's Law" and must adhere to strict registration and reporting requirements.

B. DOMESTIC VIOLENCE/JUVENILE OFFENDER DIVISION

The **Domestic Violence/Juvenile Offender Division** consists of 22 attorneys, three paralegal assistants, six victim/witness counselors and nine support staff organized into three teams. Each team is highly specialized in the prosecution of either domestic violence or juvenile crimes and is supervised by an experienced attorney.

The **Domestic Violence Felony Team** consists of six attorneys who are supervised by an experienced domestic violence felony prosecutor. This team is responsible for prosecuting all felony domestic violence cases along with some sexual assault cases. This team focuses on the more serious violent offenses stemming from intimate relationships (husband-wife, boyfriend-girlfriend & 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 then once completed, to review the case and make appropriate charging decisions. This approach maintains continuity and enables the prosecutor to better handle the many challenges presented by these cases which typically involve uncooperative domestic violence victims who recant or minimize at court due to fear of and/or affection for the perpetrator. It also allows our attorneys and staff to better service the often emotionally fragile and distraught sexual assault victims with greater sensitivity.

The **Domestic Violence Misdemeanor Team** consists of eight 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 & 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. 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 seven 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 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 and from the Domestic Violence Felony Team.

C. TRIALS DIVISION

The **Trials Division** consists of one division chief, five team captains and 21 trial attorneys. Three paralegal assistants and 13 clerical staff support the division.

This is the largest division and it handles most of the felony cases in the department. These cases include murder, sex assaults, robbery, assaults, white collar crime, identity theft, campaign fraud, 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, 2006 to June 30, 2007, the division completed about 2,000 cases.

D. SCREENING AND INTAKE DIVISION

The **Screening and Intake Division** (SID) consists of one division chief, 12 screening deputies, seven support staff, and two paralegal assistants.

SID screens most felony cases (except for domestic violence and white collar cases which are handled by a different division) brought to this department by the Honolulu Police Department and other State investigative agencies. SID primarily reviews felony cases and decides which ones to accept, which ones to reject, 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, three 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 covers a variety of felony offenses such as homicide, assault, terroristic threatening, identity theft, shoplifting, auto theft, and burglary to name just a few.

This past year, SID has focused much of its attention on introducing and implementing Information Charging (formerly known as Act 62) which was enthusiastically approved by voters in November 2004. SID reviews cases presented to our division and assess whether it qualifies for the information charging process, reviews and assesses the facts of the case, and prepares the necessary paperwork to process the case.

For the period beginning July 1, 2006 and ending June 30, 2007, SID processed 179 grand jury cases, 246 preliminary hearings and filed 895 information vharging cases.

E. APPELLATE DIVISION

The Appellate Division consists of one chief and six attorneys, all of whom are assisted by a paralegal and three support staff.

The appellate attorneys represent the State of Hawai`i in all appeals from juvenile, criminal and traffic cases prosecuted by the Department of the Prosecuting Attorney. In addition to matters filed in the Hawai`i 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 Hawai`i 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. Recently, the Appellate Division filed a Petition for Writ of Certiorari in the United States Supreme Court and also filed 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 fiscal year 2006-2007, the appellate attorneys filed 132 briefs in the State appellate courts, forty (40) Federal pleadings, and 217 other substantive pleadings. Attorneys in the division won 93% of their cases in the State appellate courts during this period.

F. MISDEMEANOR AND TRAFFIC DIVISION

This division is a high-volume unit handling thousands of cases each month. The caseload consists of traffic matters, driving under the influence of alcohol/drug cases, criminal violations, petty misdemeanors, and full misdemeanors for the entire island of Oahu. This division has one chief, one captain, 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 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. 2007 LEGISLATIVE ACTIVITY AND 2008 LEGISLATIVE PACKAGE

2007 Legislative Activity

The department sponsored the following state legislative bills, which passed in 2007. These bills:

a) Expand the misdemeanor offense of arson to include the reckless commission of the offense. In addition, the bill clarifies that arson property damage over ten thousand square feet qualifies for special sentencing. Act 11 took effect on April 9, 2007;

b) Amend the offense of promoting a dangerous drug to delete a reference to a repealed law. Act 27 took effect on April 20, 2007; and

c) Clarify the calculation of damage to agricultural products for the purposes of assessing damage for the offense of criminal property damage. This legislation passed as Act 88 and will become effective on July 1, 2007.

The department also supported the following bills which passed in 2007 that:

a) Create a new class C felony offense of theft of copper and strengthen documentation requirements for the sale of copper to scrap metal dealers. In addition, Act 197 which took effect of June 19, 2007, also provides for enhanced penalties for repeat violations by scrap metal dealers of licensing or documentation requirements.

b) Create a new class C felony offense of cruelty to animals in the first degree which applies when a person causes the death or serious bodily injury to a pet animal by intentionally or knowingly torturing, mutilating, or poisoning the pet animal. Act 114 took effect on June 1, 2007; and

c) Made necessary technical amendments to criminal and administrative sanctions for persons who are found to have been operating a vehicle at .15 blood alcohol content or above.

2007 Legislative Package

The department will be supporting legislation that strengthens Hawaii's murder laws and which 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. Building on the prior foundation of our coordinated prosecution efforts in Weed and Seed that significantly reduced crime and lead to national State Coordination Honor Awards from the U.S. Department of Justice in 2004 (Weed and Seed Court) and in 2005 (Truancy Sweeps), in 2007, Honolulu CP attorneys were invited to participate in a case study for Weed and seed best practices. The case study will feature successful community prosecution models that can be implemented in other jurisdictions nationwide.

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, 2006 and June 30, 2007, new defendants were petitioned into the Hawaii Drug Court Program. During that time, 48 defendants graduated, spending an average of 22 months in the program. The Hawaii Drug Court Program terminated 12 defendants for non-compliance with program rules. Approximately two-thirds of those terminated received prison sentences, and the remainder received probation and up to one year of imprisonment. As of June 30, 2007, the Hawaii Drug Court Program had 121 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, made up of forty full-time positions, functions as a concert band, a marching band and a glee club ensemble. The administrative and operational affairs of the band are handled by the bandmaster, assistant administrator, brass supervisor, woodwind supervisor, glee club leader, assistant conductor, drum major, librarian-in-charge, assistant librarian, field coordinator and senior clerk-typist. With the exceptions of the bandmaster and the senior clerk–typist, the other positions listed are dual positions – they are musicians in the band in addition to their administrative and staff responsibilities.

PERFORMANCE HIGHLIGHTS

During Fiscal Year 2007 the band and glee club performed a total of 320 performances. The following is a sampling of the many performances by the band throughout the year.

Public concert at the Coconut Grove, Royal Hawaiian Hotel

Weekly concerts are on-going on the lawn at the Iolani Palace on Fridays, and at the Queen Kapi`olani Park bandstand on Sundays. Monthly performances included Windward Mall, Ala Moana Shopping Center, Mililani Town Center, and

Kapolei Hale, the City Hall annex in West Oahu. The band also performed public concerts on the lawn of the Coconut Grove at the Royal Hawaiian Hotel.

Hawaiian cultural and monarchial events featured the band at the Queen Lili`uokalani birthday commemoration, Queen Emma's memorial tribute, King Kalakaua'sbirthday celebration, 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 Kapolei City Lights Parades, the Matsuri Parade, the Martin Luther King Jr. Parade, numerous community Christmas parades, community concerts at the Waialua Bandstand, a Bastille Day performance at McCoy Pavilion, the Liliha Festival, the Kalihi Sunset in the Park, the Korean Festival, the Okinawan Festival, and the Vietnamese Festival. The band also performed for the annual May Day Celebration sponsored by the City's Parks and Recreation Department.

Walk for Diabetes

Kapolei City Lights Parade

DEPARTMENT OF TRANSPORTATION SERVICES

Melvin N. Kaku, Director

POWERS, DUTIES, AND FUNCTIONS

The Department of Transportation Services is responsible for the efficient, safe, and expeditious movement of traffic on City streets and roadways and for planning and coordinating public mass transportation systems and facilities. The City Charter ascribes the following responsibilities to the department:

- Plan, design, operate and maintain transportation systems to meet public needs.
- Locate, select, install and maintain traffic control facilities and devices.
- Approve plans and specifications for the construction, reconstruction and widening of public streets and roads.
- Provide educational programs to promote traffic safety.
- Promulgate rules and regulations for the use of streets and roadways in accordance with standards established by law.

TRANSPORTATION COMMISSION

The Transportation Commission was established by a Charter amendment proposed under Resolution 95-205, CD1, and approved at the November 1996 General Election. The Transportation Commission consists of seven members. The powers, duties and functions of the Transportation Commission are to:

- Evaluate at least annually the performance of the Director of Transportation Services.
- Review and make recommendations on the annual budget prepared by the Director of Transportation Services.
- Review and make recommendations on rules concerning the administration and operation of the department of transportation services.
- Receive, review and make recommendations on complaints regarding the systems, programs and facilities under the Department of Transportation Services.
- Recommend changes to the public transit fare structure when deemed necessary and appropriate
- Review and make recommendations on the performance of public transit and other transportation system contractors under the jurisdiction of the Department of Transportation Services.
- Submit an annual report to the mayor and council.

The commission shall make the recommendations authorized under this subsection to the director of transportation services, mayor, and city council.

TRANSPORTATION PLANNING

The Transportation Planning Division performs overall city-wide transportation planning and programming work required under federal, state and local laws. The division administers and manages transportation planning functions and the capital improvement program budget. The division conducts various transportation planning studies, environmental studies and project planning studies. The division applies for, programs and administers federal funding (Federal Highways Administration and Federal Transit Administration) for city highway and transit projects. The division monitors transportation compliance with federal laws, rules, regulations and grant program requirements, including the city's Disadvantaged Business Enterprise (DBE) Program.

The Transportation Planning Division supports the Department of Transportation Services' director in the federally required statewide and metropolitan transportation planning processes. The division develops, prepares, and monitors the departmental Capital Improvement Program (CIP) and CIP projects. The division develops, administers and manages traffic related data collection studies, performance measures and criteria, operational mitigation strategies related to current federal regulations for the Congestion Management System. The division manages and administers major transit and roadway projects.

Accomplishments:

- Administered the contract for professional services to support the State Department of Transportation in its preparation of environmental documents for the North-South Road Project.
- Waipio Point Access Road Study. Planning and environmental documentation completed. Project is in design phase.
- Closed out Dillingham Boulevard Transit Improvements project contract.

- Completed construction of Kaimuki Business District parking improvements including new attendant parking system.
- Review and comment on the Department of Planning and Permitting (DPP) "Kaneohe Traffic Circulation Study."
- Awarded construction contract for intersection improvements at the Waimano Home Road/Kuala Street/Moanalua Road intersection. This improvement is required by the City as part of the land purchase agreement for the Manana Walmart development.
- Kamokila Boulevard Extension Project. Completed final environmental assessment (FEA). Completed project Memorandum of Agreement (MOA) for signature by affected project agencies and parties.
- Awarded contract to HMS Pac-Nav, Inc. for demonstration project to provide 2 ferry vessels to perform 3 trips in the morning and 3 trips in the afternoon between Kalaeloa and Aloha Tower Pier 9.
- Honolulu High Capacity Transit Corridor Project. Completed and submitted Alternatives Analysis Report to the City Council. Completed NEPA (National Environmental Policy Act) Scoping Report.
- Procured Project Management Support consultant and General Engineering consultant for Honolulu High Capacity Transit Corridor Project.
- Makakilo Drive Extension Project. Completed analysis of alternative alignments for project. Procuring contract to complete planning and conduct environmental documentation.
- Prepared, coordinated, submitted, and administered City's FY 2008 Overall Work Program (OWP).
- Prepared five applications for federal transit assistance for $27.6 million.
- Administered and managed 15 active federal transit grants, which included the preparation of federal quarterly reports for each grant.
- Coordinated the Federal Transit Administration's Procurement System Review of the City's procurement system.
- Monitored and reported the status of active departmental and Department of Design and Construction (DDC)-delegated CIP projects, Fiscal Years 2001-2007.
- Prepared the department Fiscal Year 2007 CIP budget comprised of traffic, highways, and streets improvements and mass transit projects.
- Coordinated the programming and obligation of approximately $4,840,000 in FHWA funding for various city projects.
- Reviewed, coordinated, and processed approximately 43 environmental impact and assessment documents for regulatory compliance.
- Reviewed, coordinated, and processed approximately 25 Development Plan revision/amendment and rezoning requests.
- Completed 341 traffic survey reports (traffic volume counts, speed classification counts, pedestrian counts, etc) using the Traffic Request Log to prioritize and monitor outstanding traffic survey requests.
- Responded to 565 traffic data inquiries.
- Updated 54 computerized island-wide maps for traffic count data by adding traffic counts taken during fiscal year 2005.
- Processed 1,533 work requests.
- Coordinated the City's efforts to receive federal funding authorizations in the new federal transportation legislations for the various transportation projects for the City.
- Participation in Oahu Metropolitan Planning Organization's (OahuMPO) 2030 Oahu Regional Transportation Plan: Reviewed baseline data, draft model results, draft system performance analysis of strategic plan packages report and constrained draft/final plan. Completed participation in project with final acceptance of plan in April 2006.
- Coordinated the development of the City's input and prepared amendments to the Fiscal Year 2006-2008 Oahu Transportation Improvement Program (TIP).
- Administered the City's projects identified in the OahuMPO's TIP for Fiscal Years 2006-2008 as required under U.S. Department of Transportation's statutes and regulations to be eligible for approximately $85 million in federal highway funds and $118.9 million in federal transit funds.
- Assisted OahuMPO in developing and financially constraining City projects programmed in the FYs 2008-2011 TIP.
- Participated and assisted the State Transportation Planning Office in the development of the Statewide TIP, which is the statewide allocation program for federal highway funding.
- Prepared and processed per Council Resolution 07-005 related to Ewa Transportation Impact Fees an Intergovernmental Agreement between the City and State on collection and distribution of impact fees.
- Continued to provide technical and administrative assistance to the OahuMPO for the Model Development work element.
- Served as a vice-chairman of the Technical Advisory Committee of OahuMPO.

- Coordinated the development of the Fiscal Year 2007 Overall DBE goal for the City's FTA assisted projects.
- Coordinated the development of the Fiscal Year 2006 Overall DBE goal for the City's FTA-assisted projects; submitted quarterly reports to FTA; and submitted periodic reports to the Department of Transportation's DBE Coordinator.
- Established FY 2007-2008 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: determine and ensure 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.

Mayor's Initiative - Pedestrian Safety

To improve pedestrian safety, DTS has increased their effort in stressing the 4 E's (Engineering, Education, Enforcement and Everyone). Included in these efforts, DTS has:

- Made it policy to install countdown pedestrian signals whenever new traffic signals are installed and is pursuing funding to install countdown signals at various locations.
- Adjusted pedestrian signal timing to provide longer crossing times at intersections where there is a high concentration of elderly and children.
- Initiated the update project to the 1993 Oahu Pedestrian Safety Study to utilize the latest traffic engineering practices and procedures related to pedestrian crosswalks and routes within the public right-of-way. This will serve as guidance for the design and installation of crosswalks and bicycle facilities.
- Made it policy to install high visibility (fluorescent yellow green) pedestrian crossing signs.
- Removed a number of mid-block crosswalks in conjunction with the bus stop realignment program.
- Repainted various crosswalks in high density pedestrian areas.
- Produced public service announcements to be run on all major network and cable stations.

Produced educational pamphlets in eight different languages.

Mayor's Initiative - Drive Akamai

On an interim basis, DTS administered the contract for a City traffic management, planning and public information project (dubbed "Drive Akamai"), which is intended to help minimize the traffic impacts of major construction projects in the Downtown Honolulu/Waikiki area. A website has been established, which is updated daily, to keep drivers informed of road work and lane closures due to major construction projects, in the area from Downtown Honolulu to Waikiki. More interactive features, tools, and information will be added as we continue to improve and expand the website, which can be found at: http://www.driveakamai.org/

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.

Accomplishments:

- Completed 623 work orders, including requests and complaints from individuals, public, and private organizations, businesses, and government agencies.
- Conducted 101 maintenance investigations to insure high quality of traffic control devices.

Completed Work Orders - Highlights:

- Performed evaluations for left turn phases at various locations, such as, Pauoa Avenue/Pacific Heights Drive, Queen/Richards Street, Wilder/Makiki Streets.
- Conducted warrant evaluations for all-way stops at various intersections, such as, Young/Artesian Streets, Poki/Dominis Streets, Citron/Paani Streets, Green/Emerson Streets.
- Conducted warrant evaluations for traffic signals at various locations, such as, Palolo Avenue and Paliahina Place, S. King Street and Makahiki Way and University Avenue and Coyne Street.
- Assisted the Transportation Planning Division by providing review comments on Environmental Impact Statements,

Environmental Assessments, etc. on various projects, such as, Arluis Suite Waikiki Wedding Chapel, Queen Medical Center - Rezoning, Height Limit Change, KCC Culinary Institute @ the former Fort Ruger Cannon ClubRoyal Haw'n Hotel/Sheraton Waikiki Master Plan, Request to acquire or lease portion of Kulamanu Place, Ilikai Hotel Master Plan Improvements and 280 Beach Walk Retail Development

- Assisted the Department of Design and Construction in providing file signs and markings drawings for various resurfacing/rehabilitation of streets projects.
- Assisted the Department of Planning and Permitting in providing review comments on construction traffic controls for various projects.
- Assisted the Department of Environmental Services in restricting parking at various locations to facilitate refuse pick up.
- Provided comments to the Department of Budget and Fiscal Services regarding the need for roadway purposes of various City-owned properties considered for disposition.
- Assisted the Honolulu Fire Department by installing parking restrictions along Portlock Road to improve emergency vehicle access.
- Conducted extensive investigation and evaluation of pedestrian traffic and requests for crosswalks and additional traffic control devices on Hobron Lane.
- Assisted PTD with the relocation of a bus stop on King Street fronting First Hawaiian Bank and turning restrictions at Bishop Street to improve bus operations.
- Assisted DDC by completing and evaluation for guardrails on Maunalaha Road.
- Modified signs on Lunalilo Home Road at the median breaks from "No U-Turn for Trucks" to "No U-Turns Except for Cars, Small Vans and Pick-up Trucks".
- At the request of the Liliha Neighborhood Board, implemented parking restrictions on both sides of Huna and Huli Lanes.
- Conducted an extensive investigation into the use of existing freight loading zones in the downtown area.
- Conducted an extensive investigation into the distance of the stop bar from crosswalks in the downtown and Waikiki areas.
- Assisted DFM by conducting an extensive study of crosswalk conditions in the Downtown and Waikiki areas to verify need of re-striping and/or updating to international type.
- Implemented school traffic control improvements at various locations, such as, Myron B Thompson Academy, Niu Valley Intermediate School, St. Patrick's School, Maryknoll School and Roosevelt High School.

Assisted the Corporation Counsel:

- Claim of Enterprise Rent-A-Car against the City
- Civil No. 07-1-0490-03 (EEH), Fellezs v City
- Civil No. 06-1-1482-8 Jeanette Akamine v. Patricio Morales etal

Reviewed:

- Sand Island Misc Sewer Rehab
- Punahou Water System Improvements Part I
- Lunalilo Home Road Improvements
- Kuahea Street Interim Repair
- Winam Avenue 46 KV Underground Ductline
- Keola Lai
- Yuntech Commercial Building, 1260 Young Street
- Kalakaua Ave Sewer Replacement
- Rehab of Sts Unit 43, University Avenue
- Sewer Connection for Queen Emma Summer Palace
- Rehab Sheridan, South, Rycroft Sts
- Rehab of Beretania St from N King to Alapai St
- 345 Queen Street Road Closure
- Kapiolani Blvd 12" Water Main-McCully St to Date St

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; 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 necessary left-turn phasing.

Accomplishments:

- Investigated 715 requests and complaints from individuals, public, and private organizations, businesses and government agencies.
- Conducted 97 maintenance investigations to ensure high quality traffic control devices.

Completed Work Orders:

- Installed and upgraded school and pedestrian warning signs at various locations.
- Assisted the Department of Design and Construction in various guardrail installation projects.
- Installed speed limit and "No Parking" signs on various streets island-wide to assist the Honolulu Police Department in their enforcement efforts.
- Assisted the Transportation Planning Division by reviewing and providing comments to submitted Environmental Impact Statements, Draft Environmental Assessments, etc.
- Legalized various traffic controls on various streets island-wide.
- Provided comments to the Department of Budget and Fiscal Services regarding the need for roadway purposes of various City owned properties considered for disposition.
- Assisted the Department of Environmental Services in restricting parking at various locations including Naai Street and Harvey Lane to facilitate refuse pick up.
- Assisted the Department of Design and Construction, MEDE Division to relocate signs to newly installed utility poles at various locations.
- Conducted warrant evaluations for all-way stops at various locations including Hui Iwa and Hui Kelu Streets, various intersections along Royal Palm Drive, Hoomoana and Hoolana Streets, etc.
- Conducted warrant evaluations for traffic signals at various locations including Auwaha Street and Renton Road, Ukee and Moaniani Streets, Kapolei Parkway and Kolowaka Drive, etc.
- Installed traffic improvements at various locations including Renton Road, Kaihuopalaai Street, etc.
- Conducted traffic operations studies for school areas including Pearl City Elementary School, Mililani Waena Elementary School, Kaala Elementary School and Waiau Elementary School.

Assisted the Corporation Counsel:

- Anthony Royce V. Miles Tomisato et al Civil 06-1-0297-02 KSSA
- Claim of Kristen Le for Phi The Nguyen
- Claims – Filimoehala, vs. C&C of Honolulu Civil 04-1-1180-10
- Claim - Olga Sabado Estate of Cresile Sabado vs. C&C
- Claims – Kalaukoa , Rossiter, Rowland against City, 09/11/06
- Claims of Marie Joy Ruaburo against City, Sept. 7, 2006
- Claim – Kobashigawa V. Silva Civil No. 06-1-0682-04
- Claim of Thomas Mika Laikupu sv. City North King Street /Akepo Lane
- Gary Thompson/Tiffany Akana – Verdict No Negligence

Reviewed Project/Traffic Control Plans:

- Wanaao Road/Keolu Drive Reconstructed Sewer
- Rehabilitation of Streets – Unit 49
- Waimalu Sewer Rehabilitation
- Palama Street Closure for Gasco
- Paalaa Road Closure between Aukai Lane & Aiau Lane
- Palama Street Closed Between Vineyard Boulevard and King Street
- Kailua Road Sewer Improvement Project
- Peterson and Pua Lanes Sewer Rehabilitation
- Liliha Street Water System Improvements, Phase B

Traffic Safety And Alternate Modes Branch

This branch provides traffic engineering and design support for the safe and efficient operation of streets and intersections by planning, coordinating and implementing traffic calming projects, traffic improvement projects and bikeway projects. It also administers the city's bikeway, pedestrian safety and traffic safety and education programs.

Accomplishments

Constructed:

- Lualualei Homestead Road/Leihoku Street Improvements
- Kaonohi Street/Moanalua Road Intersection Improvements
- Kaahele Street Restriping
- Kipapa Drive Bulbout Modification
- Kamehameha Highway Safety Improvements
- Waialae Kahala Bicycle Staging Area
- Waialae Kahala Bicycle Staging Area – Phase 2
- Traffic Calming Improvements at Various Locations – Makakilo, Manoa, Palolo
- Traffic Calming Improvements at Various Locations – Foster Village
- Traffic Calming Improvements at Various Locations – Salt Lake Roundabout

Under construction:

- WCEAR – Helelua Place Extension
- WCEAR – Paakea Road
- Moanalua Road/Kuala Road/Waimano Home Road Improvements

Under planning/design:

- Traffic Improvements at Various Location – Harding Avenue, 5th and 11th Avenues
- Traffic Maintenance Building Manana
- Kamokila Boulevard Extension
- Moanalua/Kaahumanu Freeway Ramp Extension
- Waipio Point Access Road
- Tantalus Roundtop Topographic Study
- Metcalf Street Improvements
- Miscellaneous Bikeway Improvements – Mehelua Parkway, Waialae Avenue, Kapahulu Avenue, Dole Street, Wilder Avenue

Bicycle Master Plan Update:

- 21st Century Ahupuua – G car parking program
- Served as secretariat for the Mayor's Advisory Committee on Bicycling; monthly meetings serve to advise DTS and the Mayor on bicycling matters. The committee also serves as a clearinghouse between the City, the State bicycle coordinator and the Hawaii Bicycling League.
- Purchased and distributed various bicycle safety education materials to the public, including bicycle rental agencies in Waikiki.
- Conducted four bicycle traffic safety-training sessions with new "TheBus" drivers joining Oahu Transit Services
- Purchased, relocated, replaced and/or installed 15 bike racks.
- Served as grant manager for the Hawaii Bicycling League's Bike Ed Program for 4th graders.
- Distributed "hot dots" and safety brochures for the "Spot the Dot" pedestrian safety program for Halloween in conjunction with the Honolulu Police Department and the Department of Education via Oahu schools and the City and County Satellite City Hall Division.
- Continued support in commercial driver's training and education (the Oahu Fleet Safety Organization).
- Public education media campaign called "Walk Wise Hawaii," geared to senior pedestrians; radio PSA's, TV PSA's, safety presentations, promotional items and printed safety materials. Partnered with HPD, SDOT, and The Limtiaco Company.
- Produced two bicycle safety public service announcements with a "Share the Road" message and aired spots on local TV stations.
- Received an Honorable Mention Award for "Bicycle Friendly Community" status form the League of American Bicyclists.

TRAFFIC SIGNALS & TECHNOLOGY (TST) DIVISION

The Traffic Signal and Technology Division (TST) develops, implements, operates and maintains the safe and efficient operations of over 789 state and city traffic signals on Oahu. In addition, the division administers, inspects and establishes roadway traffic controls for construction activities, parades, block parties and first amendment events that occur on city streets. The division is responsible for the Honolulu's high tech Traffic Management Center and implementa-

tion of Intelligent Transportation Systems (ITS), a program that improves traffic mobility by employing technology to improve the efficiency of the existing highways.

The division participates in the many elements of ITS, which include traffic signal control, freeway management, incident management, traveler information and transit management systems. For traffic signal control, the center analyzes and optimizes the traffic signal operations and coordinates traffic signals to improve progression for commuters and transit services. Another important function is determining and programming the safe and reasonable crossing times for pedestrians.

For emergency services, the division installs, operates and maintains the emergency pre-emption systems. Emergency pre-emption systems expedite fire and ambulance vehicles saving critical minutes in travel times and minimizing conflicts by holding the green signal at signalized intersections. The requested right of way limits conflict with other vehicles and pedestrians and clears downstream congestion, which may impede its response times. For freeway and incident management, the division installs, operates and maintains the 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.

The planning of a new Joint Traffic Management Center (JTMC) continues and the Environmental Assessment is expected to be completed by the fall of 2007.

PRELIMINARY SITE PLAN

The Joint Traffic Management Center will improve incident and emergency management, daily traffic management operations and will integrate the city's Emergency Operations Center (EOC) in one location.

Relocated signal cabinet to comply with ADA requiremnts.

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 camera.

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) traffic and countdown pedestrian signals, which save more than 75 percent on energy costs than conventional incandescent bulb traffic signals, have become the standard for new traffic signal systems installation.

Accomplishments:

- Traffic Signals at Various Locations Project - installing three new traffic signals and upgraded four signalized intersections.
- Installed fiber optic cables to increase bandwidth to add additional traffic cameras
- Connected the City's Traffic Management Center with State's H-3 Tunnel Management Center via fiber optic cable.
- Eight additional (5) traffic cameras installed.
- Reviewed and re-engineered about 1,000 construction plans.
- Assisted the Traffic Signal Branch in improved maintenance techniques and testing methods leading to a more dependable operational system.
- Assisted the Traffic Control Center with improved traffic optimized algorithms, communication and detection technology for more efficient signal operations.

Citys 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.

Special event lane closure.

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 center partners with the Department of Information Technology (DIT) to develop the traffic camera web page, which displays real-time pictures to keep commuters informed about local traffic conditions. The web site has become one of Hawaii's most popular addresses. Currently, 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 of Information and Technology. The branch is currently working on plans to expand the traffic camera system to Kailua side of the island.

Accomplishments:

- Broadcasting radio traffic reports from the traffic center
- Investigated and responded to over 634 traffic concerns
- Adjusted 298 traffic signal operations
- Traffic control for various first amendment marches
- Traffic control for Kamehameha Day Floral Parade, Honolulu Triathlon, Aloha Festival Floral Parade, Honolulu Marathon
- Reviewed and issued 5,682 street usage permits
- Reviewed and issued 99 parade/block party permits
- Reviewed and issued 226 oversize/overweight permits
- Reviewed and issued 85 bike/run permits
- Assisted the Traffic Signal Branch in malfunction diagnostics
- Assisted the Traffic Technology Branch in the improved design and operational functionality of applicable technology and the testing of new systems

Traffic Signals Branch

Traffic Signal Electrician repairing a signal light.

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.

Accomplishments:

- Responded and repaired 6,024 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 Control Center with the operations of the traffic cameras and the maintenance of the fiber optic systems
- Inspected and supervised installation of related traffic signal work for 186 construction projects
- Assisted in evaluating new pedestrian and traffic signal equipment

PUBLIC TRANSIT DIVISION

The Public Transit Division (PTD) is responsible for oversight of the contractor that manages and operates the City's public transit system, including both the fixed route system (TheBus) and the paratransit system (TheHandi-Van). Included in the oversight responsibility is transit performance monitoring; identifying service problems; resolving customer complaints; instituting corrective actions; monitoring budget execution; financial and internal control audits; and contracts for the annual performance audit.

Mayor's Initiative

The Public Transit Division participated in the Mayor's Energy Issues Committee (EIC), which addressed the rising fuel oil prices and its impact to the City's operating budget. 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 even more energy efficient and sustainable by identifying new technologies and practices that can be used to improve city operations by maximizing energy efficiency, reducing waste and protecting the environment.

As a result of their efforts, SustainLane ranked Honolulu #2 out of 50 large US cities based on the percentage of city vehicles using alternative fuels including biodiesel, hydrogen, ethanol, compressed and natural gas, as well as electric vehicles and gas-hybrid vehicles. Additionally, the recently published Urban Environment Report by Earth Day Network rated Honolulu eleventh out of 72 large U.S. cities

Administration

Administers the day-to-day operations of the division, including workload assignments and personnel management. Responsibilities include ensuring timely completion of all division projects and promotion of community relations relative to the community's public transit needs.

Activities for Fiscal Year 2007:

- 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.
- Monthly Bus Pass Subsidy Program: 139 applications processed.
- Middle Street Intermodal Center: Phase 1 – Two construction contracts, Handi-Van Maintenance and Administration Building, and Demolition and Handi-Van Parking, are approximately half completed. Bids for the third contract, Access Roadway, was opened and will be awarded. Phase 2 – Design for three projects within this phase are underway. They are Additional Handi-Van Parking, Intersection Improvement and Signalization at Middle Street, and Covered Platform and Transit Center. Demolition construction contract of Phase 2 area completed.
- Bus Radio Replacement Project: We are in the process of adding full Computer Aided Dispatching and Automatic Vehicle Location for the Paratransit fleet. We will also be adding an interface to the City's Trapeze Paratransit scheduling system to provide real time manifests on Paratransit vehicle mobile data terminals. The current Paratransit fleet of 122 vehicles has expanded to 129. We will be increasing the number of vans to 139.

  FY2007 FTA Follow-Up Triennial Review conducted.

Fixed Route Operations Branch

Provides and promotes the most efficient, responsive and cost-effective transit services to the public through contract monitoring, operations administration and public education and information programs:

- To administer the day-to-day operations of TheBus through performance monitoring, policy guidance and direction of TheBus services contractor in methods and practices to deliver the most effective transit services to the public. Patronage of TheBus totaled 67,903,512 passenger trips in FY 2007 compared to 65,844,396 in FY 2006. TheBus operated an estimated total of 1,345,319 bus hours in FY 2007.
- To promote transit ridership by providing guidance for the production of informative and attractive brochures, maps and timetables; to provide information services including administration of the guide-a-ride bus stop information program; to provide telephone and written responses to inquiries, suggestions, complaints and commendations

received from individual citizens, elected officials, Neighborhood Boards, special interest groups and community and government organizations.

- To oversee progress toward compliance with the Americans with Disabilities Act (ADA) with regard to bus operations, bus stop design and installation, and policies and practices of TheBus services contractor.
- To coordinate construction and street usage projects for city and state agencies affecting TheBus operations with the needs of TheBus passengers, traffic safety, and design policies.
- To administer TheBus interior advertising program; this provides revenue to the city through the sale of advertising space within the transit coaches.

Activities for Fiscal Year 2007:

- Conducted community meetings as part of the Bus Service Improvement Plan (BSIP). BSIP is a system-wide review of bus service effectiveness.
- 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.
- Bus Stop Realignment Program: A review of City bus stop spacing was started. In the absence of signalized pedestrian crossings, mid-block bus stops are not desirable. In Phases 1 to 4, a total of 518 mid-block or too closely spaced bus stops were identified, and after review, 50 stops have been removed and 14 new stops have been created. Phase 5 is in the evaluation stage.
- Updated rules and regulations for TheBus interior advertising program.
- Advertising revenues:

FY06	FY07
$118,678	$185,484

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 Fiscal Year 2007:

Procurement of Equipment:

- New Bus Procurement: During the fiscal year, nine (9) fixed route 60-foot low-floor articulated buses and twenty (20) Handi-Van vehicles were procured. Production of the paratransit vehicles commenced before the close of the fiscal year.
- Took delivery of forty (40) 40-foot low-floor hybrid-electric buses and thirty-two (32) paratransit vehicles.
- Took delivery of engines and other components for the repowering of twelve (12) buses.

Construction:

- Mililani Transit Center – Construction commenced and still underway at the close of the fiscal year.
- Waianae Transit Center – Construction commenced and still underway at the close of the fiscal year.
- Kalihi-Palama Bus Facility Improvements – Construction commenced and still underway at the close of the fiscal year.
- ADA Bus Stop Accessibility Project – Phase III construction was completed and plans for Phase IV were in review at the close of the fiscal year.
- Bus Pads – Bus pads were constructed at six (6) sites and the design phase has begun for the next six (6) sites.

Maintenance and Support Activities:

- Contract administration for daily custodial services at Waipahu and Kapolei 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.
- Monthly pressure washing to clean selected bus stops.
- 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, removed and refurbished twenty-five (25) shelters by contract. Demolished four (4) shelters.
- Repaired or replaced seven (7) shelters damaged by accidents.
- Major repair/replacement of four (4) bus shelter roofs.

TheHandi-Van Operations Branch

TheHandi-Van Operations Branch is responsible for planning and implementing an island-wide public transit service for the elderly and persons with disabilities, including monitoring contractor performance, establishing policies for TheHandi-Van services operation and monitoring budget execution. This Branch is also responsible for establishing a program to conduct a continuous transport needs assessment, training persons with disabilities to use the fixed route system and conducting the TheHandi-Van eligibility determination process under the criteria established by the ADA. Also included in the responsibilities is a community outreach program to maintain contact with various agencies supporting the disabled community. The Branch monitors all complaints received regarding the TheHandi-Van system and takes corrective action where appropriate. The Branch maintains daily contact with the contractor operating TheHandi-Van system and monitors operating statistics and fleet availability.

Activities for Fiscal Year 2007:

- Processed ADA TheHandi-Van eligibility applications and Person with a Disability bus pass applications:

	FY06	FY07
ADA TheHandi-Van Eligibility Applications:	4,274	4,217
Conditional eligibility granted:	3,349	3,345
Unconditional eligibility granted	763	695
Denied:	158	177

	FY06	FY07
New In-Person Assessment Applicants:	340	554
Conditional eligibility granted:	221	237
Unconditional eligibility granted:	62	226
Denied:	12	13
Applicant cancelled:	45	78

- Number of TheHandi-Van service incidents, letters of misconduct warning and suspension, no-show suspension, and appeal hearings conducted:

	FY06	FY07
Incidents	106	123
Misconduct warnings issued	4	8
Misconduct suspension of service issued	9	6
No-Show suspension of service issued	31	0
Appeal hearings conducted	21	5

- 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 three times during Fiscal Year 2007.
- Instructor Bus Passes. Issued instructor bus passes to schools and agencies that train disabled students and clients to use the fixed route service.

	FY06	FY07
Trips Taken:	18,000+	21,000+
Instructor Passes issued:	406	640

BOARD OF WATER SUPPLY

Randall Y. S. Chung, Chairman • Samuel T. Hata • Ally J. Park
Robert K. Cundiff • Marc C. Tilker
Laverne T. Higa, Ex-Officio • Barry Fukunaga, Ex-Officio
Clifford P. Lum, Manager and Chief Engineer
Dean Nakano, Deputy Manager and Chief Engineer

POWERS, DUTIES AND FUNCTIONS

The Board of Water Supply (BWS) manages O'ahu's municipal water resources and distribution system, providing residents with a reliable system and safe drinking water supply. As the stewards of O'ahu's most precious resource, the Board's nearly 600 employees embrace this tremendous responsibility. The Board's mission and vision, "Water for Life – Ka Wai Ola," seeks to capture the essence and magnitude of that responsibility. This includes caring for O'ahu's watersheds, preserving and protecting the island's finite water supply, and repairing and replacing the aging infrastructure.

The BWS is the largest municipal water utility in the state, serving one million customers on O'ahu with 55 billion gallons of water every year. In order to keep the water flowing, BWS must carefully and proactively manage and invest in its intricate system, consisting of 95 active potable water facilities, 166 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 does 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 of natural groundwater supplies and its efficient management.
- **Economic sustainability** calls for a sound financial strategy to be employed to support system operating and capital needs, while keeping water rates affordable.
- **Organizational sustainability** calls for a well-structured, efficient organization with the tools and skills necessary to provide exceptional value to BWS customers, the community and the watersheds.

ORGANIZATION

The Department is composed of 12 support offices and divisions that work together to implement the BWS' mission and vision by effectively managing O'ahu'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; and 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; and disposes surplus real property and manages approximately 13,242.198 acres of land, which 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 and implements priority initiatives; reviews plans and policies to improve the protection of the BWS physical infrastructure, employee safety, and response to terrorist incidents and other emergencies; and develops prompt and effective responses to protect the water supply in times of crisis and to coordinate with intergovernmental, inter-and intra-departmental groups in a major emergency.
- **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 thousands of water quality tests annually and maintains various water treatment facilities; and keeps the Department's fleet of motor vehicles, construction equipment, and trailers in good condition.

ACCOMPLISHMENTS

Throughout the year, the Department's 552 full-time employees work hard to meet the challenges of providing safe and dependable water service to our customers. Employees concentrate their efforts and attention in support of the Department's mission, "Water for Life – Ka Wai Ola," 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.

  The BWS is developing a comprehensive water conservation program benchmarked with the nation's top water utilities best practices. The program fosters effective water management policies and practices that reduce per capita use of potable water through resource management, alternative water supplies, BWS water system optimization and consumer education. The objectives of the conservation program are:

  - To institute sustainable behavior and practices to all users across the island of Oahu.
  - To develop, design, implement and measure the effectiveness of programs that promote sustainability and to demonstrate through action, the Department's core mission of "Water for Life".

  Our Internal Conservation efforts have improved water loss percentages within the BWS water system from 13.5% in 2004, 12.8% in 2005 and 11.5% in 2006.Overall conservation savings have resulted in our demand remaining constant at around 155 mgd since 1990 to now, even with significant urban residential and commercial development growth occurring within our system area of service during this period of time.

  Recycled water is an important component of the conservation program and is one of a host of conservation strategies to reduce potable water consumption. A new design contract was awarded to install a 16-inch recycled water main along North South Road, which will help to facilitate the expansion of the recycled water system to serve the proposed UH West O'ahu campus on the 'Ewa plains. The project upgrades the recycled water infrastructure in this area and is part of the BWS' continued efforts to promote recycled water as an appropriate and more efficient

Honouliuli Water Recycling Facility. This BWS facility is designed to generate 12 million gallons of recycled water per day for irrigation and industrial uses.

alternative water source for irrigation purposes. BWS is also in negotiations with Hawaiian Electric Company (HECO) to provide high grade recycled water used for industrial purposes, known as Reverse Osmosis (RO) water. HECO plans to use the RO water at its Kahe power plant and future Campbell bio-diesel peaking power plant.

The Wai'anae and Ko'olauloa watershed management plans were completed and will be submitted to the City Council and State Water Commission for adoption. These plans are the regional component, long-range strategic water plans for the City and County of Honolulu. They follow the community land use plans adopted by the City as a guide for water resource management. Funding has been appropriated to start the next two regions; namely Ko'olaupoko and North Shore. The watershed management plans provide the strategic planning framework for watershed protection projects and the long-range capital program, ensuring that the infrastructure will meet all 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:

- Television and radio public service announcements (PSAs) and posters on buses and in shopping malls all urged consumers to use the water they need, but not waste it. The water conservation media campaign helped customers understand the limits of O'ahu's groundwater resources and provided simple tips for the average resident to reduce daily personal water use.
- Thousands of O'ahu's youth and the general public learn about the island's finite water supply by participating in the Board's public education programs, including the annual Water Conservation Week poster contest and Detect-A-Leak Week program, year round facility tours program, and presentations at schools and other public venues.

The BWS understands the importance of ensuring not just the quantity of water available on O'ahu, but the quality of those drinking water supplies. To that end, the Board continues to make sure the community's water supply is safe by ensuring compliance 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 Fred C. Ohrt Museum. "The Old Man of Kalihi", an 1899 vertical triple expansion steam pump, is housed in the museum where students from O'ahu schools learn about its operation in the early years of the water supply.

- The Board collects and analyzes water samples from the BWS' water sources, distribution system, including well stations and reservoirs and water treatment facilities. BWS conducted more than 18,300 water quality tests during the fiscal year. The BWS laboratories maintain its State Department of Health and Federal Environmental Protection Agency certifications.

- Since 1998, information about the quality of the municipal water supply has been made available to all BWS customers through the Consumer Confidence Report (CCR), also known as the Water Quality Report. Containing source, contents of water and its treatment, and information about the quality of water for address-specific services within the BWS system, the 2007 CCR was mailed to all customers in June 2007. The reports were also made available on the BWS website, www.boardofwatersupply.com. Prior to the mailing, the Department placed ads in Honolulu newspapers to inform community members of its distribution. For the first time this year, ads were also placed in Filipino, Korean, Japanese, and Chinese newspapers to ensure we reached those ethnic groups.
- The BWS also oversees numerous programs to protect the public drinking water system from "backflow." "Backflow" is when water in a customer's property pipe gets sucked back into the BWS system when a main breaks, when water pressure is too high, or if a water hose is left in a filled tub or sink or attached to garden spray container. There are more than 6,300 private and government customers with backflow prevention devices on Oahu. These devices provide critical protection for the water system and must be tested on a yearly basis by State of Hawai'i certified testers. The BWS implemented a new Backflow Prevention Assembly Tester Training Course to ensure adequate numbers of State certified testers to check these devices. This training course has been endorsed by all of the other county water departments as well as the State Department of Health-Safe Drinking Water Branch.

A safe drinking water supply. Ensuring the safety of O'ahu's water supply is serious business for all BWS employees, particularly the microbiologists and chemists who sample and test the water.

- **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.

After 11 years of deferring water rate increases, the BWS implemented a 13 percent water rate increase on October 1, 2006. 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 four 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 $23.7 million in construction contracts and $2.9 million in professional services contracts (infrastructure design, archaeological and environmental assessment services) were awarded as of June 30, 2007. The repair and replacement projects aim to proactively address the needs of our aging water delivery system, while maximizing investments. These programs include:

- Water Main Replacement Programs. Aging and corroding water mains are systematically replaced throughout the municipal water system to improve system reliability, reduce main breaks and 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 completed in 'Āina Haina, Enchanted Lake (Kailua), Hale'iwa, Hawai'i Kai, Kalihi, Kamehameha Heights, Nu'uanu, Pearlridge and Wilhelmina Rise. Work is continuing along Kapi'olani Boulevard and Atkinson Drive to install a water line in conjunction with the City's Sewer Main Rehabilitation Project. The BWS awarded nearly $15 million in new water main projects around the island, including Kailua, Kaimukī, Kalihi, Mānoa, North Shore and Waikīkī.
- Water Facility Improvements. 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 included the repair and/or renovation of the BWS headquarters, and reservoirs and well facilities in Haha'ione, Mākaha and St. Louis. Residents in Hawai'i Kai, Kailua, Kalihi Valley, Kāne'ohe, Kuli'ou'ou, Mānoa and Pearl City will see work beginning in their communities during the next fiscal year.
- Renovation Projects. Renovation projects ensure the dependable service and operational efficiency of the Department's pump and booster stations throughout the system. This year, renovation projects were completed in Hālawa, Kalihi and Koko Head. Construction contracts were awarded for the renovation of the mechanical and/or electrical systems for facilities in 'Aiea, Downtown, Honouliuli, Kalihi, Kapolei, Mililani, Pearl City and Waipi'o.

To better inform residents and customers about ongoing construction projects within neighborhood board districts, the Board of Water Supply added project maps to its website at *boardofwatersupply.com* in August 2006. Found under the "Community" tab, interested individuals can see the streets and neighborhoods that are impacted by new water main installations and can see how the BWS is working to prevent main breaks and improve the water system in their communities.

The Department received an Aquarius award in May 2007 from the U.S. Environmental Protection Agency for effective use of Drinking Water State Revolving Funds (DWSRF). The DWSRF program provides low interest loans to help pay for projects that install, upgrade or replace water system infrastructure to provide drinking water supplies that meet the federal safe drinking water standards. The Department used the $21 million DWSRF loan to help fund projects that benefited more than 770,000 customers across O'ahu. These projects included installing new water treatment facilities in Kunia and 'Ewa, replacing a well in Waimānalo, and replacing aging pipelines and equipment in the water distribution system for Wahiawā and 'Ewa Beach. 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.

Aquarius Award. Mayor Mufi Hannemann, center, with BWS Manager and Chief Engineer Clifford Lum, right accept the Aquarius Award from Wayne Nastri, EPA Region 9 (Pacific Southwest) administrator, left.

May 2007 Liliha Street main break. BWS crews often work in muddy trenches under bad weather conditions, day and night, to quickly restore water service to customers.

The Board again saw a decrease in the number of main breaks occurring during the past fiscal year and credits both the proactive water main replacement and leak detection programs for this reduction. There were 334 broken water mains repaired this fiscal year, 23 less than last year and 96 less than in 2003. This number is below the 400-plus annual main break average experienced in the 1990s. With 2,000 miles of pipe in the BWS water system, the number of BWS main breaks is also well below the national benchmark of 25-30 main breaks for every 100 miles of pipe.

As part of the Board's objective to better manage fieldwork and the costs associated with the maintenance of its water distribution system, BWS finalized the Computerized Maintenance Management System (CMMS) rollout to all field corporation yards in July 2007. CMMS allows crew members to capture labor, vehicular/equipment, and parts and materials costs via work orders, time sheets will be automatically calculated at job completion, and an integrated electronic map will be readily available so that they can make better and more informed decisions in the field.

The Board's award winning HONU GIS (Honolulu ONline Utilities Geographic Information System) application upgrade was released this spring. This computer program enables employees to quickly and easily access critical water system data and information. The new and improved version has added functionality, new layers, new symbols that help users easily identify assets, a rollover attribute that enables key information to automatically pop-up by simply "rolling" the mouse over an area, and an aerial photo overlay.

- **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.

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:

- May 2007 Liliha Street main break. BWS crews often work in muddy trenches under bad weather conditions, day and night, to quickly restore water service to customers. The Board holds employee quarterly and annual meetings, which provide a forum for the manager and deputy manager to discuss issues impacting the organization and its employees.
- In August 2006, a monthly "Brown Bag with the Manager" program started at the Beretania headquarters and provided employees and manager Clifford Lum an opportunity to "talk story" and become better acquainted during informal lunches. This led to a Field Office Hours program where the manager visits various corporation yards (Mānana, Kalihi, Wahiawā, Waiʻanae and Heʻeia) each quarter to chat informally with field-based employees who, because of their work requirements, are often unable to attend the "Brown Bags".

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 employees for the calendar years 2006 and 2007. All five employees are excellent examples of the caliber of the BWS workforce.

- In July 2006, Jo Ann Wong, a secretary III in the Water System Operations Division, and Thomas Otaguro, a civil engineer IV with Water Resources, were honored as the BWS Employees of the Year for 2006. Both represented the Board in the annual City Employee of the Year competition at the end of the year.
- In May 2007, water service superintendent Daryl Hiromoto and plant electrical/electronic equipment repairer Donald Estrella were named BWS Employees of the Year for 2007, and Ronald Wada, assistant chief of data processing was recognized as Manager of the Year for 2007. Hiromoto, Estrella, and Wada represented the Department in the City competitions in late summer.
- 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 29 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.
- Civil engineer V Susan Uyesugi was recognized by the American Water Works Association (AWWA) with its George Warren Fuller Award, the organization's most prestigious industry award, for her "distinguished service to the water supply field in commemoration of the sound engineering skill…the brilliant diplomatic talent…and the constructive leadership which characterize the life of George Warren Fuller." AWWA is an international nonprofit scientific and educational society dedicated to the improvement of drinking water quality and supply.
- Graphic artist Sheryl Suzuki received the AWWA Hawaiʻi Section's Outstanding Section Member Award during its June 2007 conference. The award was presented to Suzuki for her contributions to the progress and well being of the organization.

In September 2006, the BWS' women's pipe tapping team, Na Wāhine O Ka Wai, traveled to the Netherlands to participate in The **World Water Cup of Drilling and Tapping** at the AQUATECH Conference and Exhibition. Na Wāhine O Ka Wai was the first women's team to represent the United States at an international arena. Team members, pipefitter Danielle Ornellas; civil engineer Carolyn Sawai; water meter mechanic Anna Tanaka; and coach Gary Fernandez, a water service supervisor, demonstrated the American method of pipe tapping.

Na Wāhine O Ka Wai. 2006 National Women Pipe Tapping Champions show their style in competition at the national AWWA Annual Conference. L-R, Danielle Ornellas and Carolyn Sawai; in front, Anna Tanaka.

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, COMMISSION & 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 to the Executive and Legislative branches of the city, in the area of community aesthetics, 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, buildings 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

Message from the Chair

Barbara Marshall, Council Chair, District 3

Aloha,

The members of the Honolulu City Council continued their vigilant effort to hold down the cost of government while maintaining the quality of life Honolulu residents have come to expect. Working diligently throughout the year, the members focused on issues ranging from increased real property tax relief to improving transportation and managing solid waste and wastewater facilities.

The following pages of this annual report highlight the legislative actions and accomplishments during the past fiscal year, including:

- Providing real property tax relief through a substantial cut in the residential property tax rate and an increase in the availability of the real property tax credit.
- Improving transportation, selecting a fixed guideway system as the Locally Preferred Alternative for mass transit.
- Changing land use policies to encourage concentration of density in the urban core, preserving agriculture and preservation land on the Island
- Providing for the transition to transit-oriented development
- Supporting the local agricultural industry by enhancing the ability to qualify for agricultural dedication, and continuing the existence of the Council's Agricultural Task Force to advise the Council on essential issues facing the industry.
- Continuing the efforts to reduce the load on the city's municipal solid waste landfill by urging alternative waste-to-energy technology, shipping of solid waste and initiating curbside recycling.
- Protecting the public safety, by fully supporting police, fire and emergency services and designating an additional crime-free zone
- Enhancing recreational facilities and natural resources
- Encouraging the preservation of current affordable housing and offering methods to encourage the building of additional affordable housing, including affordable rentals
- Maintaining and Improving City Operations

The Council in 2007 also expanded its efforts toward transparency by removing special funds from the Council budget and adding those expenditures to Councilmembers' spending reports, viewable online. Additionally, the Council undertook to encourage even greater public awareness by offering internet access to all Council and Committee hearings, with an indexing and archiving system offering video on demand for up to a year after any meeting.

The Council continues to urge residents to be involved in the city's government process. We invite you to contact your Councilmember with any questions or concerns about your city government. Your City Council is grateful for your continued support as we travel together into 2008.

Mahalo nui loa,

Barbara Marshall

Barbara Marshall
Council Chair
District 3

CITY COUNCIL

Barbara Mashall, Council Chair

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;
- 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 members nominated by the mayor;
- 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 2006-07, 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 reqularly 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 2006-07, officers and members of the council and its eight standing committees were the following:

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 2006-07, the council responded to a broad array of contemporary concerns and anticipated needs of the city and its residents and visitors. After studying and evaluating the many issues and problems brought before the council and considering the input of the city administration, public, and relevant interests, the council approved measures that may be categorized into the following general areas: (1) providing real property tax relief; (2) improving transportation; (3) regulating land uses and supporting the local economy; (4) managing solid waste and wastewater facilities; (5) protecting public safety; (6) enhancing recreational facilities and natural resources; (7) assisting various segments of the community; and (8) maintaining and improving city operations.

PROVIDING REAL PROPERTY TAX RELIEF

Home Owners and Renters

The council lowered tax rates for home owners and, indirectly, for renters of real property in the Improved Residential and Apartment classes for the third straight year. **Resolution 07-80, CD1**, which established the property tax rates for FY 2008, cut tax rates for those classes by 30 cents per $1 ,000 of net property value, and also reduced tax rates for Unimproved Residential by two cents. **Ordinance 07-21** established a one-time real property tax credit of $200 for home owners. **Ordinance 07-20** increased the tax credit for elderly, low income home owners, while **Ordinance 06-43** made it easier for taxpayers to claim the real property tax credit for home owners having incomes of $50,000 or less by authorizing them to self-certify copies of their state income tax statement for the credit application. Ordinance 07-7 established a property tax exemption for owners of residential and agricultural kuleana lands. Beginning FY 2009, the council combined the Improved Residential, Unimproved Residential, and Apartment classes of real property for tax rate setting purposes (**Ordinance 07-10**), and established a city policy that real property tax rates be set so that this new Residential class account for a smaller share (55 percent) of the city's tax revenues, based on combining residential revenues with that from the Hotel and Resort, Commercial, and Industrial classes (**Resolution 07-60, CD1**).

Agricultural and Preservation Land

Resolution 07-80, CD1 also cut tax rates for Agricultural land by $2.87, for Vacant Agricultural by seven cents, and for Preservation by $3.87.

IMPROVING TRANSPORTATION

Transit

The council took major steps in advancing what will be the largest public works project ever undertaken in the City and County, the Honolulu High Capacity Transit Corridor Project After extensive community hearings, council meetings, and public testimony, the council enacted **Ordinance 07-1**, which selected a fixed guideway system as the Locally Preferred Alternative, a designation necessary to qualify the project for future federal funding. The council then selected a route extending from East Kapolei, at the planned University of Hawaii West Oahu campus, to Leeward Community College, Pearl Ridge Center, Salt Lake, downtown, to Ala Moana Center, as the first phase of the transit project, known as the Minimum Operable Segment for federal funding purposes (**Resolution 07-39, F01**). In anticipation of the new development that the transit system could stimulate, the council required that an ordinance regulating development around transit stations be in place before funding for such stations is approved (**Ordinance 06-50**). **Ordinance 07-24**, the executive operating budget, appropriated $135 million expected to be raised from the one-half percent excise tax surcharge for transit into the Transit Fund for FY 2008.

New Intra-Island Ferry

The council approved a bid to obtain $3.8 million of federal money to start a demonstration commuter ferry that would link Kalaeloa Harbor and Aloha Tower in downtown (**Resolution 06-282**). It also approved **Ordinance 07-13** establishing ferry fares at the same level as bus fares and providing for transfers from the ferry to the bus system and vice versa.

Other Transportation Support

Ordinance 06-52 prohibited the use of noisy electronic devices on buses. **Resolution 06-362, F01** approved $1.5 billion in projects recommended for federal funding in fiscal years 2008 through 2011, including $910 million for the Honolulu High Capacity Transit Corridor Project, $155 million for bus maintenance, $95 million for replacement buses (including the amount in **Resolution 06-232**), and $73 million for an Alapai Transportation Management Center. **Resolution 07-5** approved an agreement between the city and the state Department of Transportation to transfer $2.8 million in Ewa Highway Impact fees collected by the city to date from developers for highway improvements required by their projects. **Ordinance 07-25**, the executive capital budget, appropriated nearly $50 million for rehabilitation of streets.

After Chevron Hawaii stopped producing asphalt, leaving Tesoro Hawaii as the only source of asphalt in the state, a two-month long shortage ensued, delaying a number of critically needed highway and roadway projects. **Resolution 06-305**, CD1 urged Tesoro Hawaii to ensure that an adequate and reliable supply of liquid asphalt is available to meet Hawaii's critical transportation needs.

REGULATING LAND USES AND SUPPORTING THE LOCAL ECONOMY

Changes to Land Use Policies

Resolution 06-369 urged the Department of Planning and Permitting to allow increased density in the primary urban center development plan area by recommending increased height limits where possible when zone changes were made. At the same time, the council cautioned the department to consider infrastructure carrying capacity when recommending any increase in the current density within the primary urban center **(Resolution 07-58, CD1)**. Caution was also expressed to the department in reviewing applications for new adult residential care homes in residential areas because such homes were seen as quickly multiplying in certain neighborhoods **(Resolution 07-116, CD1)**. **Resolution 06-366** requested the department of planning and permitting to establish appropriate deadlines for project commencement and completion as conditions relating to significant approved zone changes. The council was concerned that development projects could lie dormant for years after rezoning while community conditions and development policies changed. Finally, the council proposed that streets built to city standards in subdivisions be automatically accepted without further council action **(Resolution 06-278)**.

Actions in Anticipation of Transit

The council looked to the challenges posed by development of transit and how compact, mixed use neighborhoods could be encouraged. It urged the city administration to submit proposed legislation enacting a transit-oriented development overlay district as an amendment to the Land Use Ordinance **(Resolution 06-286)**. The council asked the Department of Planning and Permitting to review Vancouver, British Columbia's "Central Area Plan" legislation and recommend appropriate means by which the city may incorporate similar concepts **(Resolution 06-302)**. It also asked the department to consider allowing hotel uses near transit centers **(Resolution 06-273)**.

Specific Development Projects

Ordinance 06-53 rezoned 30 acres from AG-1 Restricted Agricultural zoning district to BMX-3 Community Business Mixed Use zoning district for the Kapolei Commons project, intended as a regional commercial center which would include retail and office uses, and multifamily dwellings. **Ordinance 07-8** and **Ordinance 07-9** permitted the expansion of Queen's Medical Center by amending the Hawaii Capitol Special District in the Land Use Ordinance and rezoning certain land parcels. After a developer proposed a project that included vacation cabins and indoor amusements next to the Hawaii Kai golf course, the council proposed requiring a conditional use permit before such uses could be located in the P-2 General Preservation zoning district (**Resolution 06-356** and **Resolution 06-355**). **Ordinance 07-14** and **Ordinance 07-15** made the requirements official. The developer's proposal was subsequently withdrawn. **Ordinance 07-16** rezoned 2 acres of land in Kahaluu to permit a child daycare facility. **Ordinance 07-3**1 rezoned 5 acres of land in Kapolei to enable development of a new Costco warehouse facility on it and an adjacent parcel. **Resolution 07-118, CD1** approved an amendment to the planned drainageway running through the Ocean Pointe subdivision to follow the subdivision's revised layout.

Actions to Support the Local Economy

The council provided assistance to agricultural operations by enabling portions of agricultural land parcels to qualify for the lower tax rates afforded by agricultural dedication (**Ordinance 07-4**), and by proposing that farm fences be allowed to go as high as ten feet to better protect such operations (**Resolution 07-79**). It approved agreements with the Hawaii Tourism Authority, State of Hawaii, for the city to receive $15 million to improve visitor destinations and activities (**Resolution 06-361, FD1**), and nearly $25,000 for tourism planning (**Resolution 07-98**). The council also approved an agreement with the U.S. Economic Development Administration to receive $150,000 to develop an incubation center to foster new technology firms (Resolution 07-154). It approved changes to the municipal parking lot ordinance to enable the municipal lot in Kaimuki to convert from a metered lot to an attendant lot, thereby encouraging faster turnover. Finally, the council extended Honolulu's sister city program to Rabat, Morocco (Resolution 06-229).

MANAGING SOLID WASTE AND WASTEWATER FACILITIES

Solid Waste

The council sought to reduce the load on the city's sole municipal landfill. It mandated an increase by the year 2010 in the tonnage of solid waste processed at the city's H-Power waste-to-energy plant (**Ordinance 06-41**). New recycling

goals were set (**Ordinance 06-40**). Also, the council urged the department of environmental services to seek proposals from private companies for development of an alternative waste-toenergy conversion facility to be submitted no later than January 30, 2007. It directed the director of environmental services to consider shipping municipal solid waste to the US mainland as a solid waste disposal alternative (**Resolution 07-10, CD1**). Relatedly, **Ordinance 07-24**, the executive operating budget, appropriated at least $5 million to begin shipping solid waste off-island. To enable H-Power to continue to meet clean air standards, **Ordinance 07-25**, the executive capital budget, appropriated $40 million for upgraded pollution controls at the plant. Following the ratification by the voters of a charter amendment requiring the city to initiate a curbside recycling program, **Ordinance 07-24**, the executive operating budget, appropriated at least $3 million for such a program. Wastewater

Ordinance 07-24, the executive operating budget, appropriated a total of over $400 million for wastewater projects for FY 2008, including $66 million to expand the city's largest wastewater treatment plant at Sand Island. Recognizing that more revenues were needed to support the large schedule of projects to maintain and upgrade the city's wastewater system, sewer fees were increased over four years, beginning July 1, 2007 (**Ordinance 07-29**) The council also approved the issuance of $375 million in revenue bonds for wastewater facility projects (**Resolution 06-267**).

PROTECTING PUBLIC SAFETY

Crime

Under state law (Section 712-1207, Hawaii Revised Statutes), Waikiki is designated a prostitution-free zone. Persons convicted of prostitution in that zone are prohibited from being on the streets and sidewalks of that zone in the evenings as a condition of probation and bail. Counties are authorized to designate additional zones. **Ordinance 06-48** extended the previously designated Downtown-Chinatown zone, which formerly ran from Punchbowl Street to Nuuanu Avenue, to continue to Aala Street.

Natural Disasters

Resolution 06-168, CD1 requested that the department of design and construction and department of facility maintenance assess the city's storm drain system and capacity and design a system maintenance program. In the aftermath of an earthquake that shook Oahu on October 15, 2006, the council adopted **Resolution 06-344, CD1**, which requested the Oahu Civil Defense Agency to work with state agencies and private sector tourism and transportation associations and organizations to coordinate and improve communications during times of emergency and disruptions in airport operations. **Resolution 06-321** enabled the city's first responders to communicate with the various Federal and State of Hawaii public safety agencies and the electrical public utility company. **Resolution 07-37** approved the Mayor's reorganization of the Oahu Civil Defense Agency into a department of emergency management.

Other Public Safety Concerns

Ordinance 07-2 required all incidents of serious bodily injury from a dog bite to be reported to the Honolulu police department by medical service providers and veterinarians. **Ordinance 07-3** authorized the removal of dangerous derelict vehicles left in a school zone. **Ordinance 07-22** updated the city's construction requirements by adopting the International Building Code and International Residential Code for Oneand Two-Family Dwellings. This represents a major step toward having a uniform construction standard statewide. Following a 2006 state law that authorized individuals to obtain wine from out-of-state shippers for their personal use, **Resolution 06-352** approved a Liquor Commission rule requiring out-of-state wine shippers to obtain a $120 annual permit. In response to years of negative news reports and audit results on the Liquor Commission, the council sought to bolster the accountability of the commission's management by proposing a charter amendment that would exempt the administrator and deputy administrator from civil service (**Resolution 06-372, CD1**). When news reports described a dire outlook for the financially strapped Kahuku Hospital, the council adopted **Resolution 06-374, CD1**, which urged the governor and Hawaii's congressional delegation to seek emergency funding, and the state legislature to provide emergency funding, to ensure that the hospital remained open beyond December 31, 2006. Funding was provided by the state to secure its continued operation past that date.

ENHANCING RECREATIONAL FACILITIES AND NATURAL RESOURCES

Recreation

Ordinance 06-47 authorized the department of enterprise services to adopt rules governing the rental of surfboard lockers at Kuhio Beach. The changes corrected a situation where abuse by prior renters were reported. **Resolution 06-346** urged the administration to complete the long-stalled Kahaluu Regional Park. **Resolution 07-161** renamed the Beachwalk Triangle Park the Don Ho Memorial Park.

Natural Resources

Following the ratification by the voters of a charter amendment requiring a portion of real property tax revenues to be used to preserve water quality and protect access to natural lands, the council established a fund to receive and expend such monies (**Ordinance 07-18**). **Ordinance 07-24**, the executive operating budget, appropriated $39 million into that fund for FY 2008. The council rezoned lands at Pupukea and Paumalu on the north shore of Oahu back to their original agricultural zoning after a developer's plans to redevelop the land into an agricultural subdivision were not realized (**Ordinance 07-5**). After years of deadlock on the distribution of responsibilities between the city and the state of Hawaii for Kawai Nui marsh, an internationally renown wetland, progress was finally achieved which entailed the conveyance of most of the marsh from the city to the state (**Resolution 06-246, CD1**).

ASSISTING VARIOUS SEGMENTS OF THE COMMUNITY

Special Needs Funding

In response to concerns by the U.S. Department of Housing and Urban Development that the city needed to expeditiously expend the federal grant funds it was awarded, the council appointed community persons to serve on a committee to select programs that would receive those funds (**Resolution 06-316, FD1**). The selections of the committee were subsequently ratified in the approval of the city's Thirteenth (13th) Year Action Plan for Community Development Block Grant, Home Investment Partnerships, Emergency Shelter Grants and Housing Opportunities for Persons with AIDS Program Funds (**Resolution 07-57, CD1**), which would provide over $11 million in federal grant funds in FY 2008

Housing

Following the ratification by the voters of a charter amendment requiring a portion of real property tax revenues to be used to provide affordable housing, the council established a fund to receive and expend such monies (**Ordinance 07-19**). **Ordinance 07-24**, the executive operating budget, appropriated $3.9 million into the fund for FY 2008. The council also approved exemptions from development regulations such as zoning for multi-family affordable housing projects in Waipahu (**Resolution 06-230, CD1** and **Resolution 06-244, CD1, FD1**). Following reports that the city would be selling its leasehold interest in the Kulana Nani affordable rental housing project, the council urged the city administration to keep the units affordable in perpetuity as a condition of the sale (**Resolution 06-194, CD1**). **Resolution 06-288** authorized an extension of the city's lease for the Kahuku Village affordable housing subdivision to 2010 to enable continued development of affordable units there. The council proposed amendments to the Land Use Ordinance to create a special category of land use for affordable rental housing (**Resolution 07-7**) and to allow the development of affordable housing units where land is in the B-2 Community Business zoning district (**Resolution 07-8**) When the private foundation that owned the Kukui Gardens affordable housing project announced it would sell the property, the council urged the governor and the legislature to intervene and ensure that the project would remain affordable in perpetuity (**Resolution 06-288**). The legislature and governor subsequently approved funding for this purpose. **Resolution 07-176, FD1** approved an agreement with the state government to obtain $2 million for temporary emergency shelter for homeless persons. **Resolution 06-202, CD1** authorized an application for $2.4 million in federal funds to train at-risk youths to rehabilitate public housing units while completing requirements for a high school diploma.

Employment Assistance

The council approved agreements to obtain more than $11 million in federal funds to partner with the state government in helping various need groups gain employment (**Resolution 06-217**, **Resolution 06-223**, **Resolution 06-284**, **Resolution 07-40**, **Resolution 07-138**, **Resolution 07-139**, and **Resolution 07-150**). The council also approved an agreement to help recruit persons to become certified nurses aides (**Resolution 06-342**).

Waikiki

The council provided relief to residents and businesses in Waikiki by approving **Ordinance 06-39** which limited the number of parades allowed there. The ordinance struck a balance among the desire of Waikiki residents and businesses to limit disruptions to their community, the free speech rights of community groups, and the interests of various parade organizers.

MAINTAINING AND IMPROVING CITY OPERATIONS

Budget Issues

Ordinance 07-23, **Ordinance 07-24**, and **Ordinance 07-25** established the city's legislative budget, executive operating budget, and executive capital budget, respectively, for FY 2008. **Resolution 07-71, CD1** urged the city administration to review the way it assesses mixed-use properties. **Ordinance 07-28** established an Other Post-Employment Benefits (OPEB) Reserve Fund, which was recommended by the city administration to advance fund the health care

costs of city retirees. **Ordinance 07-24**, the executive operating budget, appropriated over $40 million into the OPEB fund, and $7.5 million into the Reserve for Fiscal Stability Fund for FY 2008. **Resolution 06-222** established city policies governing the amount of money to be maintained in the fiscal stability fund. To address the backlog in resolving real property tax appeals**, Ordinance 06-38** authorized additional boards of review.

Collective Bargaining

A number of agreements between the city and unions representing city employees were approved (**Resolution 07-134** (Hawaii Government Employees Association), **Resolution 07-174** and **Resolution 07-175** (United Public Workers), **Resolution 07-119, CD1, FD1** (Hawaii Fire Fighters Association), Resolution 07-188 (State of Hawaii Organization of Police Officers)).

Other

Resolution 06-277, CD1 requested the board of water supply to report to the council on the cost savings and other results of its 1999 to 2003 internal reorganization. **Resolution 06-291, CD1** established a task force to review the effectiveness of the neighborhood board system following a city audit report that found the system was not fulfilling its mission "due to its disjointed structure and operational deficiencies."

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 28 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 07, 42 public officials were administered the oath of office as appointees to boards and commissions in accordance with Section 13-118 of the Revised City Charter.

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-one annual statements and 7 candidate statements were filed in FY 07.

Staff pointing out council districts.

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 07 REVENUE DETAIL

Council Information Office

Copies of Records	$420.25	
Certificate of Correctness	10.00	$430.25

Elections

Voter Certificates	$420.50	
Voter Tape Rental	10,000.50	
Candidate Filing Fees	1,025.00	$11,446.00

Administration

Sundry Refund	$ 5,639,92	$ 5,639.92
FY 07 Total Receipts		$17,516.17

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 07 WORKLOAD STATISTICS

City Council Meetings and Hearings

Regular Sessions	13
Special Sessions	10
Public Hearings	12

Speakers

Council Meetings	522
Public Hearing	213

Honorary Certificates Presented

Floor Presentation	200
Outside Presentation	419
Retirees Certificate	119

Standing Committee Meetings

July 1, 2006 – June 30, 2007

Affordable Housing & Intergovernmental Affairs	2
Affordable Housing (effective 1/26/07)	1
Affordable Housing & Economic Development (effective 5/4/07)	1
Budget	20
Economic Development	6
Executive Matters	13
Intergovernmental Affairs (effective 1/2/07)	6
Parks	4
Planning & Economic Development (effective 1/2/07)	3
Planning & Sustainability (effective 5/4/07)	2
Public Health, Safety & Welfare (effective 1/2/07)	6
Public Safety	6
Public Works & Energy	11
Transportation & Planning	14
Transportation (effective 1/2/07)	6
Transportation & Public Works (effective 5/4/07)	2
Zoning	14
Kapiolani Park Trust	0
Total	117

Other Meetings

Agricultural Task Force	5
Budget Briefings	6
Neighborhood Board Review Task Force	15
Transit Authority Task Force	10
Total	36

Speakers

Committee/Other Meetings 832

Committee Reports

Committee Meetings 442

BREAKDOWN BY COMMITTEE REORGANIZATIONS

Standing Committee Meetings

July 1, 2006 – January 2, 2007

Affordable Housing & Intergovernmental Affairs 2
Budget 6
Economic Development 6
Executive Matters 6
Transportation & Planning 14
Parks 4
Public Safety 6
Public Works & Energy 6
Zoning 7
Kapiolani Park Trust 0

Other Meetings

Agricultural Task Force 4
Neighborhood Board Review Task Force 2
Transit Authority Task Force 10

Speakers

Committee/Other Meetings 466

Committee Reports

Committee Meetings 190

Standing Committee Meetings

January 2, 2007 – May 4, 2007

Affordable Housing (effective 1/26/07) 1
Budget 11
Executive Matters 5
Intergovernmental Affairs 5
Public Health, Safety & Welfare 4
Planning & Economic Development 3
Public Works & Energy 5
Transportation 6
Zoning 5
Kapiolani Park Trust 0

Other Meetings

Agricultural Task Force 0
Budget Briefings 6
Neighborhood Board Review Task Force 9

Speakers

Committee/Other Meetings 201

Committee Reports

Committee Meetings 162

Standing Committee Meetings

May 4, 2007 – June 30, 2007

Affordable Housing & Economic Development 1
Budget 3
Executive Matters 2
Intergovernmental Affairs 1
Public Health, Safety & Welfare 2
Planning & Sustainability 2
Transportation & public works 2
Zoning 2
Kapiolani Park Trust 0

Other Meetings

Agricultural Task Force 1
Neighborhood Board Review Task Force 4

Speakers

Committee/Other Meetings 165

Committee Reports

Committee Meetings 90

Information Section

July 1, 2006 – June 30, 2007

Legal Notices Published

Ordinances 47
Bills Passes Second Reading 53
Resolutions ..... 2 (condemnations)
Resolutions (Second Reading-Charter Amendments) 1
Public Hearing Items 21

Improvement Districts 1

Property Owners Notified by Certified Mail 15

Communications Received

Council Communications 276
Departmental Communications 970
Mayor's Messages 153
Miscellaneous Communications 2,217
Petitions 52

Bills Introduced

Passed 47
Veto Overridden 1
Veto Sustained 0
Returned Unsigned 4
Filed on Floor 3
Filed per ROH Sec. 1-2.4 28
Pending 49

Resolutions Introduced

Adopted....296
Filed on Floor....3
Filed per ROH Sec. 1-2.5....0
Pending....36

Rules and Regulations Filed.... 3

Documents Processed

Deeds....5
Easements....8

Extracts Certified....21

OFFICE SERVICES

This section provides office management and support services for the Office of the City Clerk. The section performs all functions concerning personnel and fiscal matters for the Clerk's Office, and provides printing, mail and messenger services for the legislative branch of the City and County of Honolulu. A staff of five, headed by the office manager, is organized into six functional units--office management, personnel, fiscal/inventory, sound, printing services, mail and messenger services.

FY 07 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.... 2,300
Letterheads.... 2,500
Envelopes....82,000
Miscellaneous Election forms....82,000

City Council

Business cards.... 9,500
Envelopes....500
Miscellaneous forms.... 1,000

Office of Council Services

Business cards....200

ELECTIONS DIVISION

The Elections Division is responsible for conducting all City and County of Honolulu elections and voter registration activities pursuant to the Revised Charter of the City and County of Honolulu and the laws of the State of Hawaii. Positions in the Elections Division include an administrator, assistant administrator, elections specialist, senior elections clerks (2), and a senior clerk typist. The Division also utilizes 80 seasonal hires to carry out various functions supporting election activities.

Fiscal year activities included administration of the 2006 elections, federally-mandated voter list maintenance, and voter registration outreach at the Hawaii State Farm Fair and other high traffic events. In efforts to maximize voter participation, the Division supplemented outreach efforts with a mailing of 236,000 applications for absentee ballots to Oahu households with registered voters.

In the 2006 elections, one third (1/3) of all participating voters utilized the absentee voting services offered by the Elections Division.

The Division operated four absentee polling places--at City Hall, Kapolei Hale, Pearlridge Satellite City Hall, and at Windward Mall. Over 36,000 were serviced at these locations during the Primary and General Elections. Voters at the absentee polling places were allowed a choice of casting votes on a traditional ballot or on direct recording electronic voting machines with printed verification capability. The Division also mailed over 134,000 absentee ballots to requestors.

Following the 2006 elections, a total of 34,875 records were deleted from the Honolulu voter registry in accordance with federal list maintenance requirements.

VOTER REGISTRATION (end of fiscal year)

Registered Voters- 406,881

Fail Safe Voters -28,985

** Fail safe voters are identified as no longer at the address on the voter registry from returned election mailings. Records for these voters must be maintained for two election cycles pursuant to federal law.

Total Registered Voters (end of fiscal year)–435,866

Getting ready for the 2006 early voting at City Hall.

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.

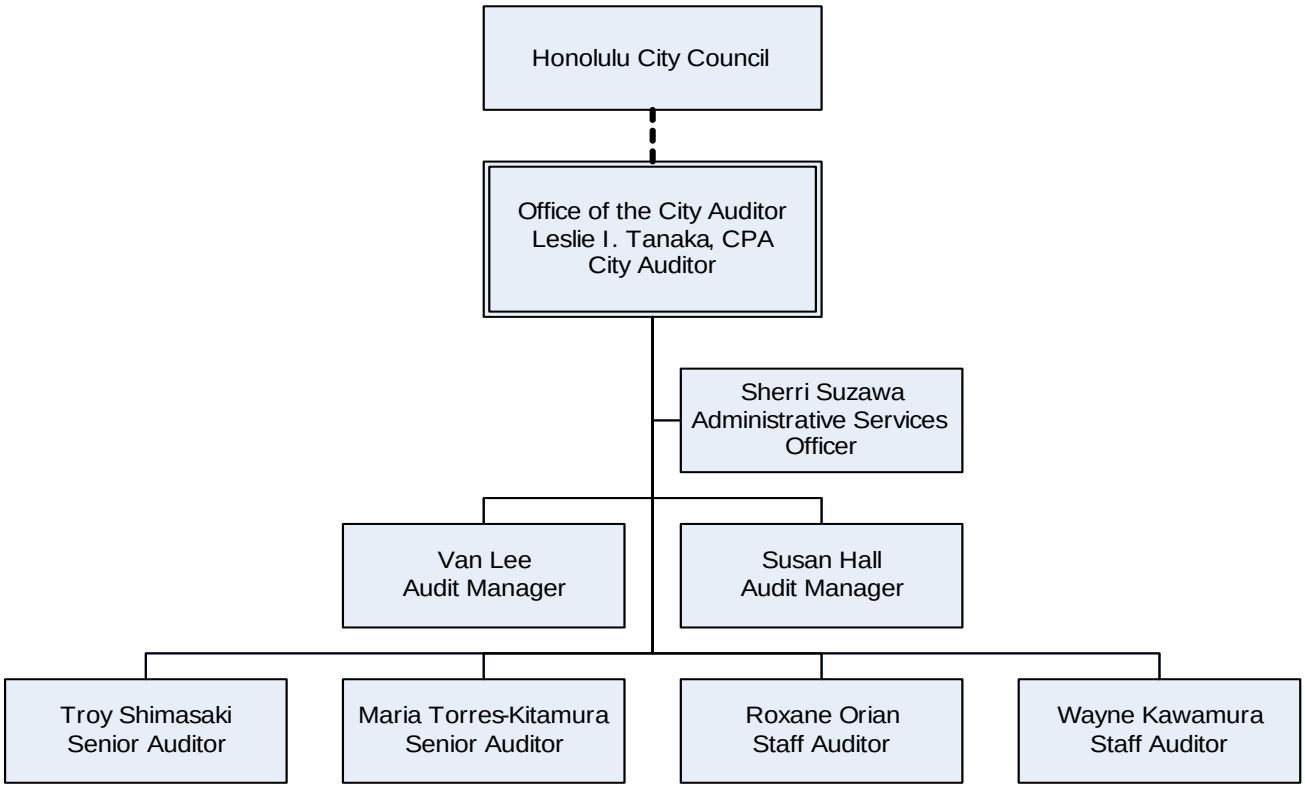
The charter further provides that the City Auditor conduct or cause to be conducted: 1) the annual financial audit of the City, 2) performance audits of the funds, programs and operations of any agency or operation of the City, and 3) follow-up audits and monitoring of compliance with audit recommendations 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

Fiscal Year 2006-07 was a very successful year for the Office of the City Auditor. In addition to releasing five performance audits and one contract audit, the office also went through its very first peer review in August 2006 and received a clean opinion on our quality control system. The peer review team found that our office conducts its work in full compliance with generally accepted government auditing standards, and our quality control system was functioning as intended. We were also commended for developing a very solid framework for conducting audits since the office was established in 2003.

SUMMARY OF REPORTS TO COUNCIL AND MAYOR

We completed and issued five performance audit reports according to our FY2006-07 work plan. The five reports are: 1) *Audit of the City's Abandoned and Derelict Vehicle Program*, 2) *Audit of the Hanauma Bay Nature Preserve Fund*, 3) *Audit of the Tennis Complex of the Central O'ahu Regional Park*, 4) *Audit of the Honolulu Police Department Patrol Officer Staffing Practices*, and 5) *Audit of the City's Management of Unilateral Agreements in Affordable Housing*. We also continue to oversee the financial audit of the city, which resulted in findings and recommendations for the fiscal year ended June 30, 2006, by Nishihama & Kishida, 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 FY2005-06

Contract auditor, Nishihama & Kishida, CPAs, Inc. submitted their findings and recommendations for the financial audit of the City and County of Honolulu for FY2005-06 to the City Council in March 2007. Their findings included: inadequate closure cost estimates for sufficient financial coverage for the Waimanalo Gulch landfill; insufficient subrecipient monitoring; outstanding encumbrances originating ten or more years ago; and lack of written policies and procedures that address encumbrances for conditional awards.

It was also reported that one of the three findings from the previous year's audit has been resolved, while one was partially resolved and one was still applicable in the FY2005-06 audit. In addition, two out of three findings from FY2001-02 through FY2003-04, which were reported as still applicable in the previous year's audit, were resolved in FY2005-06. The other finding for that time period was still applicable in the FY2005-06 audit.

Audit of the City's Abandoned and Derelict Vehicle Program

Boxes of unrecorded abandoned and derelict vehicle reports are piled on the floor of motor vehicle control's trailer in Kapahulu.

This audit was conducted pursuant to Resolution 06-003, *Requesting the City Auditor to Audit the City's Abandoned and Derelict Vehicles Program*. The audit examined the effectiveness and efficiency of the city's abandoned and derelict vehicle program, assessed the adequacy of the city's contracts with a private tow contractor, and offered recommendations to improve abandoned and derelict vehicle operations and service to O'ahu's communities and residents. We found that the City's Motor Vehicle Control Section does not consistently tow abandoned vehicles from city streets within 14 work days, but is able to tow derelict vehicles within 15 work days. We also found that the lack of coordination between the police department and motor vehicle control contributes to process inefficiencies and that motor vehicle control did not actively monitor its contracts or consistently evaluate its contractor for compliance.

We recommended that the director of the Customer Services Department ensure that the Motor Vehicle Control Section promptly and accurately document all complaints of abandoned and derelict vehicles for tracking and disposition purposes and ensure that abandoned and derelict vehicles are towed within 14 and 15 work days, respectively. We also recommended that the department continue to prioritize the work with the information technology department to automate abandoned and derelict vehicle processing; implement a web-based program for abandoned and derelict vehicle complaint processing, auctions, and vehicle disposal; and implement a web-based program for the public to obtain the status of suspicious or potential abandoned and derelict vehicles in their neighborhood. We further recommended that the department eliminate duplicate vehicle investigations by coordinating with the police department; consistently enforce all contract terms and provisions contained in abandoned and derelict vehicle contracts; implement regular monitoring, evaluation and feedback with the tow contractor; and include stronger hazardous waste disposal provisions in future abandoned and derelict vehicle contracts. Finally, we recommended that the Chief of Police of the Honolulu Police Department work with the customer services and information technology departments and consider implementing an electronic abandoned vehicle report on officers' laptop computers that is compatible with motor vehicle control's new system, and can be electronically transmitted to motor vehicle control to expedite the removal of abandoned vehicles; and coordinate with customer

services on work tasks and standards for the impending volunteer policing program's abandoned and derelict vehicle investigations.

Audit of the Hanauma Bay Nature Preserve Fund

Photo of the west facing view of the Hanauma Bay Nature Preserve.

This audit was conducted pursuant to Resolution 04-205, *Requesting a Performance Audit of the Hanauma Bay Nature Preserve Fund*. The report focused on the revenues to the fund, expenditures against the fund and offered recommendations to improve utility of the Hanauma Bay Nature Preserve Fund. We found that the Departments of Parks and Recreation and Budget and Fiscal Services were properly accounting for fund revenues and expending program funds under the law, however they need to better coordinate their planning efforts. We also found that the Department of Parks and Recreation should improve its planning efforts in identifying current and projected needs of the preserve.

We recommended that the director of the Department of Parks and Recreation ensure that a new or updated master plan for the Hanauma Bay Nature Preserve is completed which will serve as a basis for development, budgetary elements, and identification of specific programs and items necessary to achieve the master plan objectives. We also recommended that the director assess past and projected preserve funds revenues, expenditures and fund balances; assess the adequacy of fund revenues and projected expenses in accordance with the preserve's goals and objectives; and ensure that the preserve staff is actively involved in all levels of planning. We further recommended that the director ensure that copies of the concession contracts and current detailed information relating to concession revenue gross receipts, payments and amendments to contract terms is provided to the appropriate parks department personnel for budget planning and program evaluation purposes. Finally, we recommended that the Department of Budget and Fiscal Services ensure that copies of various documents and reports containing information on the preserve fund are provided to the appropriate parks department personnel for preserve planning, evaluation and budgeting purposes.

Audit of the Tennis Complex of the Central O'ahu Regional Park

Photo of the tennis complex at the Central O'ahu Regional Park.

This audit was initiated by the city auditor pursuant to the Revised Charter of Honolulu. This audit was conducted to determine the city's total cost to construct the tennis complex at the Central O'ahu Regional Park and related management issues of the Department of Design and Construction. We found that the cost to construct the tennis complex could not be completely determined, however project costs would substantially exceed original estimates by $2.5 million when

the construction contract is closed. We also found that the Department of Design and Construction's poor management and weak controls throughout design and construction underlies the project's significant cost overruns, and its failure to follow key legal reporting requirements concealed the project's increasing costs from council oversight.

We recommended that the director of the Department of Design and Construction resume negotiations with the construction contractor to close the contract and lift encumbrances on remaining construction funds; prepare a complete and accurate accounting of the city's total cost of the tennis complex when the construction contract is closed out; assess and improve existing policies to strengthen cost control throughout the implementation of all phases of the city's capital projects; require adherence to the contracted scope work and approved final project design as a prerequisite to proceeding to construction bidding; develop policies and procedures for establishing prudent and justifiable use of construction management services; and comply with legal and administrative requirements for reporting this project's change orders and transfers of funds to city council. The director should also consider additional criteria to control unnecessary change order costs; ensure that the department complies with administrative construction contract contingency limits; ensure that contractual obligations are enforced; cease commingling resources and funds among separate project phases; and fully represent project costs in capital budget requests to council. The managing director should consider solutions to resolve the department's misuse of after-the-fact change order practices and ensure that change work proceeds only after formal approval. We recommended that the director of budget and fiscal services should submit to council all required change order and delay reports, and ensure that all missing design consultant contract payment records are located and made available in the official procurement files for review.

Audit of the Honolulu Police Department Patrol Officer Staffing Practices

This audit was conducted pursuant to the authority of the Office of the City Auditor to self-initiate audits. The city auditor determined that this audit was warranted due to longstanding concerns about the Honolulu Police Department's (HPD) reported patrol officer shortages and continued aggressive recruitment from mainland police departments. We found that HPD's data collection and reporting systems fail to provide an accurate assessment of patrol officer workload; authorized patrol officer position counts appear to be within industry standards, but full staffing remains difficult due to ongoing challenges in filling position vacancies and the continued use of special assignments; and current recruitment practices and training facilities are insufficient to meet projected patrol officer staffing needs.

We recommended that the Honolulu Police Department improve workload reporting and analysis and better justify staffing needs by reinforcing the importance of workload assessment reports by continually educating and informing district commanders of the impact that it has on determining department-wide staffing priorities; continuously educating all police officers on the importance of documenting their activities to facilitate request for sufficient staffing; and amending the current system of reporting to capture all patrol officer activities and more accurately depict workload. We also recommended that they reinforce efforts to work toward full staffing of existing positions by increasing their ability to fill vacancies by devoting appropriate resources to recruitment; incorporating longstanding special assignments into total personnel counts to show a more accurate portrayal of staffing needs; and assessing the need for additional Human Resource Division resources to facilitate recruitment and processing new officers. Lastly, we recommended that HPD improve recruitment and training capabilities by increasing contact with applicants throughout the lengthy background review process to keep them apprised of their progress and sustain their interest; assessing the physical limitations of the current training facility and evaluating options for increasing the department's capacity to train incoming recruits; and supplementing the entry of new officers into the department by considering additional sources for new officers, such as modifying training programs to accommodate experienced police officers from other jurisdictions without requiring the same classes as new recruits.

Photo of the Ke Kula Maka'i entrance.

In 1995, the developers for The Crowne at Wailuna project in Aiea paid $1,120,000 in in-lieu fees instead of constructing 16 affordable housing units as required by unilateral agreement. We found no evidence that the in-lieu fees collected were spent on affordable housing initiatives.

Audit of the City's Management of Unilateral Agreements in Affordable Housing

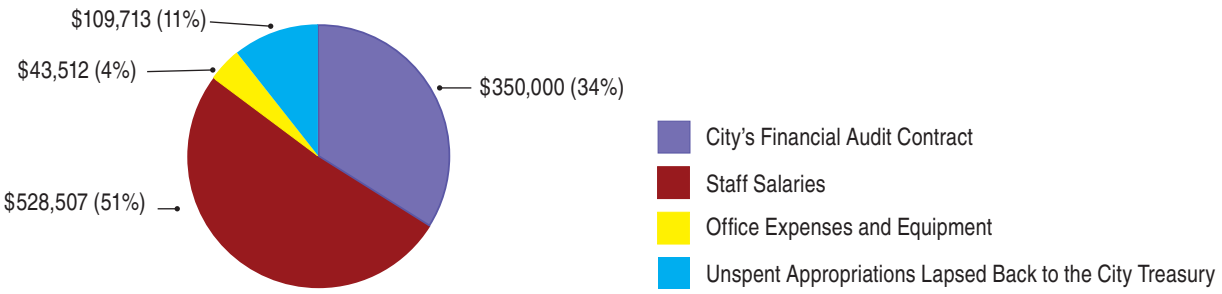
This audit was conducted pursuant to Resolution 05-285, CD1, *Requesting the City Auditor to Audit the City's Affordable Housing Program*. Since some of the issues identified in the resolution had been addressed by other government and industry groups in recent years, we chose to focus the audit on the city's administration of in-lieu fees and application of excess affordable housing credits as they directly affect the number of affordable housing units actually built. We found that the Department of Planning and Permitting's administration of unilateral agreements for affordable housing is inadequate and their authorization and application of excess affordable housing credits lack accountability. We also found that in-lieu fee collections have not resulted in affordable housing benefits as intended.

We recommended that the Department of Planning and Permitting establish formal policies and procedures for administering unilateral agreements, including monitoring requirements; maintain a matrix or database with timely data; and initiate systematic record-keeping efforts to account for all affordable housing units constructed under unilateral agreements, as well as track all unilateral agreement ordinances, developers' annual reports, affordable housing credits, in-lieu fees, site visits, and other pertinent information. We also recommended that they amend the rules for unilateral agreements in affordable housing by establishing an in-lieu fee formula that is consistent with the goals and objectives to be established for the use of in-lieu fees, and by proposing a framework for the accrual and application of excess affordable housing credits. We further recommended that the department track affordable housing credits more closely if it plans to allow continued application of excess credits from one unilateral agreement to another; establish a procedure to document how the delivery options exercised by developers conform to general, development, or sustainable community plan provisions related to affordable housing; report verified affordable housing data in its annual report to the council as required by city ordinance; evaluate its staffing allocation for unilateral agreement monitoring; and enforce future ordinance provisions related to unilateral agreements in affordable housing. We recommended that the Honolulu City Council consider clarifying Section 6-46.2, Revised Ordinances of Honolulu (ROH), relating to the purpose of the Housing Development Special Fund by specifying whether in-lieu fees are intended for affordable housing purposes should be an option or requirement; consider clarifying Section 6-46.2, ROH, to clarify the use of in-lieu fees for affordable housing and allow alternative uses for in-lieu fees collected from developers; consider amending Section 6-46.3, ROH, to designate a city agency to monitor, plan and expend in-lieu fees collected by the city; and consider further review of the Housing Development Special Fund's expenditures.

FY2006-07 APPROPRIATIONS AND EXPENDITURES

The Office of the City Auditor was appropriated a total of $1,031,731 in FY2006-07. Of this total, $350,000, or 34%, was expended for the City's annual financial audit contract, which OCA oversees for the council. OCA's total appropriated operating budget was $681,731, of which $528,507 was expended for staff salaries and $43,512 was expended for office operations and equipment. Approximately $109,713 in unspent appropriations was returned back to the City Treasury at the end of the fiscal year. Most of the unspent appropriations resulted from salary savings from two additional positions that we were unable to fill due to space limitations in our current temporary office.

OCA FY2006-2007 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. 3-107.7 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.

The voters in the general election of November 7, 1978 further expanded the charter functions of OCS "to represent it [the council] in court litigation where the dispute is with the Executive Branch and where the corporation counsel may represent the Mayor or officers of the Executive Branch."

In 1993, the council adopted Ordinance 93-26 to designate OCS as the revisor of ordinances.

SERVICES PERFORMED

With a staff of 20 — a director, an assistant director, five attorneys, eight analysts, one paralegal, and four support staff — 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 council members 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 data bases 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 "Council.ink" as a means of sharing information relevant to cities and counties across the United States.

MAJOR ACTIVITIES FOR FY 2006-07

Research Activities

As the research arm of the council, OCS prepared approximately 858 written responses to requests for service in fiscal year 2006-07. These responses included 284 bills, 405 resolutions, and 169 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 losed 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 2007. 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 2006-07, two analysts served as GFOA budget reviewers. The budget reviewed in the fiscal year included those of the following jurisdictions and entities:

City of Scottsdale, Arizona

City of Burbank, California

City of Fresno, California

City of Novi, Michigan

City of Troy, Michigan

City of North Las Vegas, Nevada

City of El Paso, Texas