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## LEGISLATIVE BRANCH

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</tr>
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<td>OFFICE OF COUNCIL SERVICES</td>
<td>OCS 306-307</td>
</tr>
</tbody>
</table>
MESSAGE FROM THE MAYOR

The breadth of city services and the dedication of our city team are simply remarkable. It never ceases to amaze and impress me to see city employees hard at work across the island—whether responding to emergencies, fixing roads and sewers, issuing driver licenses, maintaining our parks and grounds, entertaining delighted children, collecting refuse, or fulfilling the myriad responsibilities of our government—every day, and at every hour, throughout the year.

The accomplishments described in this annual report provide a snapshot of our work during the past fiscal year. But while the statistics provide an informative summary of what we do, they can’t do justice to the professionalism and commitment of our city employees, who perform their jobs without thanks or recognition.

Indeed, this report would not have been possible without the hard work of the City team, and I salute these outstanding individuals for their exceptional service to the people of this county in making our home, our Honolulu, the best place in the world to live, work and raise our families.

Mufi Hannemann
Mayor of Honolulu
CITY AND COUNTY OF HONOLULU
ORGANIZATION CHART
FISCAL YEAR 2005 - 06

ELECTORATE

CITY COUNCIL
CITY AND COUNTY
OF HONOLULU

OFFICE OF THE CITY
CLERK
OFFICE OF COUNCIL
SERVICES
OFFICE OF THE CITY
AUDITOR

MAYOR
CITY AND COUNTY
OF HONOLULU

OFFICE OF THE
MANAGING
DIRECTOR

BOARD OF WATER
SUPPLY*

DEPARTMENT OF THE PROSECUTING
ATTORNEY

DEPARTMENT OF
ENVIRONMENTAL
SERVICES

OFFICE OF THE
MANAGING
DIRECTOR

DEPARTMENT OF
PLANNING AND
PERMITTING

DEPARTMENT OF
TRANSPORTATION
SERVICES

* Board is appointed
by the Mayor

OAHU CIVIL
DEFENSE AGENCY

NEIGHBORHOOD
COMMISSION OFFICE

OFFICE OF CULTURE
AND THE ARTS

ROYAL HAWAIIAN
BAND

OFFICE OF ECONOMIC
DEVELOPMENT

DEPARTMENT OF BUDGET AND FISCAL
SERVICES

DEPARTMENT OF
COMMUNITY
SERVICES

DEPARTMENT OF CUSTOMER
SERVICES

DEPARTMENT OF DESIGN AND
CONSTRUCTION

DEPARTMENT OF EMERGENCY
SERVICES

DEPARTMENT OF ENTERPRISE
SERVICES

DEPARTMENT OF
ENVIRONMENTAL
SERVICES

DEPARTMENT OF
FACILITY
MAINTENANCE

HONOLULU
FIRE DEPARTMENT

DEPARTMENT OF HUMAN
RESOURCES

DEPARTMENT OF INFORMATION
TECHNOLOGY

DEPARTMENT OF MEDICAL
EXAMINER

DEPARTMENT OF
PARKS AND
RECREATION

DEPARTMENT OF
PLANNING AND
PERMITTING

HONOLULU
POLICE DEPARTMENT

DEPARTMENT OF
TRANSPORTATION
SERVICES

DEPARTMENT OF
CUSTOMER
SERVICES

DEPARTMENT OF
COMMUNITY
SERVICES

DEPARTMENT OF
BUDGET AND FISCAL
SERVICES

DEPARTMENT OF
ENVIRONMENTAL
SERVICES

DEPARTMENT OF
PARKS AND
RECREATION

DEPARTMENT OF
PLANNING AND
PERMITTING
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; managing the real property assessment program; and administering the City’s centralized purchasing activity. Additionally, it administratively supports the Liquor Commission, two Boards of Review and two pension funds. It also administers the City’s Risk Management Program.

HIGHLIGHTS
Significant efforts were spent on financial analysis and providing background data to the City Council and general public for the Fiscal Year 2006 (FY 2006) Operating Budget.

RISK MANAGEMENT
The City’s Risk Management program, established under Section 2-5 of the Revised Ordinance, covers all City departments and agencies except the Board of Water Supply and Oahu Transit Services, and excludes workers’ compensation and employee benefits. The program focuses on insurance and self-insurance to minimize the adverse financial impact of losses, as well as claims management, loss prevention and other activities.
The City is primarily self-insured for all risks of loss or damage, and purchases excess insurance above the self-insurance program to provide additional financial resources to cover the City’s liabilities. In addition, commercial insurance is purchased to address unique risks or to satisfy statutory or contractual obligations. Self-insurance costs are generally stable, but commercial insurance costs are subject to conditions of the insurance market place. Liability premium rates declined slightly for FY 2006, but property insurance costs remain high, due to market response to property coverage for the catastrophic perils of hurricane, flood and earthquake.
As a consequence premium costs for FY 2006 increased approximately $400,000 over FY 2005, or about 25%. The following chart shows the breakdown of risk management costs for FY 2006.

HOW RISK DOLLARS ARE SPENT
FY 2006

*General Liability losses funded through Department of Corporation Council
Analysis of loss data for the past five years shows the following most frequent causes of loss, and the most severe types of losses:

<table>
<thead>
<tr>
<th>MOST FREQUENT</th>
<th>FY06</th>
<th>FY05</th>
<th>MOST SEVERE</th>
<th>FY06</th>
<th>FY05</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Related</td>
<td>34%</td>
<td>33%</td>
<td>Flood - Maint</td>
<td>21%</td>
<td>20%</td>
</tr>
<tr>
<td>Potholes</td>
<td>16%</td>
<td>17%</td>
<td>Auto Related</td>
<td>19%</td>
<td>18%</td>
</tr>
<tr>
<td>Towing Ops</td>
<td>9%</td>
<td>10%</td>
<td>General Gov</td>
<td>9%</td>
<td>9%   **</td>
</tr>
<tr>
<td>Sidewalks</td>
<td>4.5%</td>
<td>5%</td>
<td>Employment</td>
<td>7%</td>
<td>7%</td>
</tr>
<tr>
<td>Tree Related</td>
<td>4.5%</td>
<td>4%</td>
<td>Sidewalks</td>
<td>6%</td>
<td>4%</td>
</tr>
</tbody>
</table>

** General Government claims did not appear in the 5 most severe causes of loss in FY05

ACCOUNTING DIVISION

Nelson H. Koyanagi, Jr., Chief Accountant

POWERS, DUTIES AND FUNCTIONS

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

HIGHLIGHTS

The division worked with the Budgetary Administration Division in assisting departments and agencies with the preparation of the FY 2007 operating budget. The division also prepared expenditure schedules in accordance with the approved FY 2006 budget ordinance, per the Revised Charter of the City and County of Honolulu.

The division provided financial planning, guidance, and analytical 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, 2005 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 19 of the last 20 years.
- Budget and Fiscal Services Director’s Quarterly Financial Reports for the last quarter of FY 2005 and the first three quarters of FY 2006.
- Statement of funded indebtedness outstanding and unpaid as of June 30, 2005, required by Section 47C-2, Hawaii Revised Statutes (HRS), as amended (prepared jointly with Treasury Division).

In FY 2006, the City entered into a contract with CGI-AMS to provide software and services to replace the City’s financial, fixed assets, and human resources systems. The implementation of the new system began during the fourth quarter of FY 2006. The project consists of two phases. Phase 1, which is expected to be completed by July 2007, includes the financial and fixed asset modules. The payroll and human resources functionality will be implemented in Phase 2 with a targeted “go live” date of January 1, 2008. The Accounting Division staff is actively participating in the financial as well as the human resources and payroll phases of this city-wide project. It is anticipated that the new system will provide efficiencies in operations and will allow for more timely and accurate information for reporting and decision making.
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) 2007 Executive Operating Program and Budget proposal, which reflected fiscal restraint in spending.

The Executive Operating Program and Budget proposal totaled $1,492.8 million, which was $131.6 million more than the previous fiscal year, or an increase of 9.7 percent. The increases were in the following areas:

- Fixed costs increased by $12.0 million, or 2.7% over the previous fiscal year. Increases were primarily for debt service increase of $22.7 million, or 9.7%; judgments and losses increase of $6.7 million, or 158.7%; retirement system contribution increase of $3.2 million, or 5.0%; and FICA tax increase of $1.1 million, or 5.5%. Decreases were primarily for salary adjustments and accrued vacation pay decrease of $21.4 million, or -86.0%; and worker’s compensation decrease of $0.9 million, or –7.3%.

- The operating budgets of the executive agencies included the costs of approved collective bargaining salary increases and reflected an increase of $119.6 million, or 13.1%. Major expenditure highlights of the executive agencies are included in the section below. In order to lower the overall increase in the operating budgets of the executive agencies, a total of $21.0 million in salary funds (full time equivalent of approximately 590 vacant positions) were cut from the budgets of the executive agencies.

HIGHLIGHTS OF THE MAYOR’S EXECUTIVE OPERATING PROGRAM AND BUDGET
Highlights of the Mayor’s FY 2007 Executive Operating Program and Budget proposal included:

Expenditures
- $40 million for salary increases, which are negotiated and arbitrated on behalf of all public employees statewide
- $32 million for increased energy costs, primarily fuel and electricity
- $23 million for increases in debt service payments for money the City previously borrowed
- $10 million for environmental programs, primarily to meet new federal mandates regarding storm water pollution control and to expand the greencycling automated curbside green waste recycling program, islandwide
- $10 million for the West Oahu-downtown commuter ferry and the Honolulu High-Capacity Transit Corridor Project

Property Taxes
- A continuation of the current property tax rates, with the inclusion of the following recently adopted tax relief measures.
- A doubling of 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 replaced the current exemptions where the standard $40,000 exemption increases in five-year steps beginning at $60,000 for property owners who are age 55 and older, up to $120,000 for those 70 and older.
- For persons 75 years and older with low-income super-exemptions, a change in filing requirement, from an annual filing requirement to a filing requirement every five years, up to the age of 90. After age 90, no filing reapplication is required.
- 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.
ADOPTION OF THE OPERATING BUDGET

The City Council adopted an Operating Budget for FY 2007 totaling $1,500.2 million. This included $1,486.4 million for the Executive Operating Budget for the Executive Branch and $13.7 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 2007 Executive Operating Budget appropriations for the Executive Branch are shown by function below.

<table>
<thead>
<tr>
<th>Function</th>
<th>Executive Operating Budget</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Government</td>
<td>$163.0</td>
<td>11.0</td>
</tr>
<tr>
<td>Public Safety</td>
<td>305.3</td>
<td>20.5</td>
</tr>
<tr>
<td>Highways and Streets</td>
<td>20.6</td>
<td>1.4</td>
</tr>
<tr>
<td>Sanitation</td>
<td>214.8</td>
<td>14.5</td>
</tr>
<tr>
<td>Health and Human Resources</td>
<td>65.2</td>
<td>4.4</td>
</tr>
<tr>
<td>Culture-Recreation</td>
<td>79.5</td>
<td>5.3</td>
</tr>
<tr>
<td>Utilities or Other Enterprises</td>
<td>169.7</td>
<td>11.4</td>
</tr>
<tr>
<td>Debt Service</td>
<td>257.8</td>
<td>17.3</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>210.5</td>
<td>14.2</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$1,486.4</td>
<td>100.0</td>
</tr>
</tbody>
</table>

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.

FISCAL/CAPITAL IMPROVEMENT PROGRAM (CIP) ADMINISTRATION DIVISION

Alan B. Kilbey, Chief Fiscal/CIP Analyst

POWERS, DUTIES, AND FUNCTIONS

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

FISCAL/CIP ANALYSIS BRANCH

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

Accomplishments in FY 2007 Capital Budget. The mayor submitted a FY 2007 capital budget of $629.0 million. The City Council adopted a capital budget of $680.7 million.

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

<table>
<thead>
<tr>
<th>Function</th>
<th>Amount (in millions)</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Government</td>
<td>$48.4</td>
<td>7.1%</td>
</tr>
<tr>
<td>Public Safety</td>
<td>$43.3</td>
<td>6.4%</td>
</tr>
<tr>
<td>Highways and Streets</td>
<td>$97.8</td>
<td>14.4%</td>
</tr>
<tr>
<td>Sanitation</td>
<td>$356.6</td>
<td>52.4%</td>
</tr>
<tr>
<td>Human Services</td>
<td>$15.8</td>
<td>2.3%</td>
</tr>
<tr>
<td>Culture-Recreation</td>
<td>$42.0</td>
<td>6.2%</td>
</tr>
<tr>
<td>Utilities or Other Enterprises</td>
<td>$76.8</td>
<td>11.2%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$680.7</td>
<td>100%</td>
</tr>
</tbody>
</table>
Detailed below is a breakdown by funding source of the Capital Budget:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount (in millions)</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Borrowed Funds</td>
<td>$561.8</td>
<td>82.5%</td>
</tr>
<tr>
<td>Federal Funds</td>
<td>$59.5</td>
<td>8.8%</td>
</tr>
<tr>
<td>Special Projects Fund</td>
<td>$0.1</td>
<td>0.0%</td>
</tr>
<tr>
<td>Transit Fund</td>
<td>$42.0</td>
<td>6.2%</td>
</tr>
<tr>
<td>City Funds</td>
<td>$17.3</td>
<td>2.5%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$680.7</strong></td>
<td><strong>100.0%</strong></td>
</tr>
</tbody>
</table>

**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 regards to capital budget spending, this branch is extensively involved in the analysis and monitoring of the encumbrances and expenditures of funds for capital projects due to the increasing debt service of the City.

**COMMUNITY DEVELOPMENT BLOCK GRANT / FEDERAL GRANTS BRANCH**

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

**Community Development Block Grant**

The CDBG program is a federal program that provided Honolulu with $11.2 million of entitlement funds in FY 2006 through the U.S. Department of Housing and Urban Development, in addition to generating more than $2.3 million in program income. The CDBG program began in 1974 and since then the City has utilized approximately $417 million to undertake various housing, public facility, public services, economic development and public works activities, designed to develop viable urban communities through the provision of decent housing and a suitable living environment, principally for persons of low and moderate income.

**HOME Investment Partnerships (HOME)**

The HOME program is another HUD program that provides entitlement funds to the City. Authorized under Title II of the National Affordable Housing Act of 1990, this program seeks to provide affordable housing opportunities for lower-income individuals and households. In FY 2006, more than $3.7 million was expended to supplement projects addressing the housing needs of Honolulu’s lower income households. To date, the City has received approximately $61 million in HOME funds.

**Emergency Shelter Grants (ESG)**

The ESG program, authorized under Subtitle B of Title IV of the Stewart B. McKinney Homeless Assistance Act, provides HUD funds to assist the homeless population. During FY 2006, the ESG program expended $489,000. To date, approximately $7 million of ESG funds have been used for various rehabilitation activities and programs that serve Honolulu’s homeless population.

**Housing Opportunities for Persons With AIDS (HOPWA)**

Authorized by Public Law 101-624, AIDS Housing Opportunity Act, as amended, HOPWA funds are utilized to meet the housing needs for persons with AIDS or related diseases and their families. During FY 2006, the HOPWA program expended $421,000. In the five-year period since Honolulu first received entitlement funds from HUD, a total of $3 million has helped provide rental housing and supportive service assistance to Honolulu’s at-risk HIV-positive population.

**HIGHLIGHTS**

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 12th Year Action Plan, detailing FY 2007 projects to be undertaken by the City for the CDBG, HOME, ESG and HOPWA programs; while doing so, reviewed over 100 applications.
- Completed the Annual Performance Report (APR) for the CDBG, HOME, ESG and HOPWA programs for the period ending June 30, 2006.
• Through Empower Oahu, conducted workshops and training sessions to facilitate the development of Neighborhood Revitalization Strategy Areas (NRSA) 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 subrecipients.
• 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 and environmental monitoring 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 workout agreement and timeliness requirements.
• Developed and implemented 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.

HIGHLIGHTS

In collaboration with the Budgetary Administration Division, the branch evaluated and finalized the Mayor’s Executive Operating Budget FY 2007 proposal, which totaled $1,492.8 million. The City Council adopted an Operating Budget of $1,486.4 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, enabling it to carry out its function and responsibilities. All revenue sources were analyzed and the estimates finalized.

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

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount (in millions)</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real Property Tax</td>
<td>$676.0</td>
<td>43.2%</td>
</tr>
<tr>
<td>Fuel Tax</td>
<td>$52.1</td>
<td>3.3%</td>
</tr>
<tr>
<td>Motor Vehicle Weight Tax</td>
<td>$7.7</td>
<td>0.5%</td>
</tr>
<tr>
<td>Public Utility Franchise Tax</td>
<td>$29.9</td>
<td>1.9%</td>
</tr>
<tr>
<td>Transient Accommodations Tax</td>
<td>$44.0</td>
<td>2.8%</td>
</tr>
<tr>
<td>Public Service Company Tax</td>
<td>$30.1</td>
<td>1.9%</td>
</tr>
<tr>
<td>Excise Surcharge Tax-Transit</td>
<td>$3.0</td>
<td>0.2%</td>
</tr>
<tr>
<td>Federal Grants</td>
<td>$81.6</td>
<td>5.2%</td>
</tr>
<tr>
<td>State Grants</td>
<td>$7.7</td>
<td>0.5%</td>
</tr>
<tr>
<td>Licenses and Permits</td>
<td>$45.2</td>
<td>2.9%</td>
</tr>
<tr>
<td>Charges for Services</td>
<td>$26.2</td>
<td>1.7%</td>
</tr>
<tr>
<td>Sewer Revenues</td>
<td>$165.3</td>
<td>10.6%</td>
</tr>
<tr>
<td>Bus Transportation Revenues</td>
<td>$42.7</td>
<td>2.7%</td>
</tr>
<tr>
<td>Solid Waste Disposal Revenues</td>
<td>$108.4</td>
<td>6.9%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>$58.7</td>
<td>3.7%</td>
</tr>
<tr>
<td>Carry Over (including carry over of H-POWER Equity Funds)</td>
<td>$127.4</td>
<td>8.2%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,566.0</strong></td>
<td><strong>100.0%</strong></td>
</tr>
</tbody>
</table>

Taxes (real property, fuel, motor vehicle, public utility franchise, transient accommodations and public service company) provided $899.8 million to finance the $1,491.4 million Operating Budget. Sewer and solid waste fees, which fund operations and projects that maintain the City’s pristine environment, provided $273.7 million. Other revenues included reimbursements from the State of Hawaii for the performance of their functions.

FY 2007 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 2007 that included the single family residential, and apartment/condominium classes was reduced by 4% to $3.59 per thousand of assessed value, the non-residential tax rate for commercial, industrial, and hotel/resort land uses was increased by 5% to $11.97, conservation remained at $9.57, and the rate for agriculture remained at $8.57 per thousand of assessed value. A one-time real property tax discount of $200 for homeowner’s was approved for the fiscal year 2007.

FY 2007 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:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debt Service</td>
<td>$257.8</td>
</tr>
<tr>
<td>Retirement Contributions</td>
<td>$66.9</td>
</tr>
<tr>
<td>FICA Tax</td>
<td>$21.1</td>
</tr>
<tr>
<td>Workers’ Compensation</td>
<td>$12.0</td>
</tr>
<tr>
<td>Unemployment Compensation</td>
<td>$0.5</td>
</tr>
<tr>
<td>Health Fund</td>
<td>$76.0</td>
</tr>
<tr>
<td>Provision for Salary Adjustment</td>
<td>$3.3</td>
</tr>
<tr>
<td>Provision for Judgments and Losses</td>
<td>$10.9</td>
</tr>
<tr>
<td>Provision for Risk Management</td>
<td>$7.1</td>
</tr>
<tr>
<td>Provision for Electricity</td>
<td>$2.4</td>
</tr>
<tr>
<td>Provision for Other Energy Costs</td>
<td>$9.4</td>
</tr>
<tr>
<td>Provision for Matching Funds</td>
<td>$1.0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$468.4</strong></td>
</tr>
</tbody>
</table>

**Long-Range Financial Plan from FY 2007-2012**

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 2007 operating and capital budgets. For future 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 Department of Budget and Finance. 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 2006**

**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 the Environmental Services, Facility Maintenance, Cus-
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.
15. Provided consulting and analysis services to the Mayor’s Project Management Office.
16. Assisted the Department of 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 Department of Environmental Services coal conveyor easement contract revenues.
19. Coordinated the project to cancel unneeded outstanding purchase order encumbrances for all city Departments.
20. Performed confirming purchase order follow-up review for Prosecuting Attorney and Emergency Services departments.
21. 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 intoxicating liquor within the City and County of Honolulu. The commission also hears and adjudicates violations of liquor laws and rules committed by liquor licensees. The City Charter administratively attaches the Liquor Commission to the Department of Budget 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.

<table>
<thead>
<tr>
<th>Member</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dennis Enomoto, Chairman</td>
<td>December 31, 2010</td>
</tr>
<tr>
<td>Danny Kim</td>
<td>December 31, 2007</td>
</tr>
<tr>
<td>Iris R. Okawa</td>
<td>December 31, 2008</td>
</tr>
<tr>
<td>Jon F. Yamaguchi</td>
<td>December 31, 2009</td>
</tr>
</tbody>
</table>

Licenses and Permits
There were 1,384 liquor licenses in effect within the City and County of Honolulu as of June 30, 2006. The Commission’s Licensing Section investigates applicants for liquor licenses, and responds to liquor license inquiries. Activities this fiscal year included the following:

1Comm. Danny Auyoung resigned in November 2005
Investigations and Reports

<table>
<thead>
<tr>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Premises ................................................................. 83</td>
</tr>
<tr>
<td>License Transfers ............................................................... 63</td>
</tr>
<tr>
<td>Temporary Licenses ............................................................. 60</td>
</tr>
<tr>
<td>Special Licenses ................................................................. 47</td>
</tr>
<tr>
<td>Special (Non Profit) One-Day Licenses .................................... 281</td>
</tr>
<tr>
<td>Transient Vessel Licenses ..................................................... 34</td>
</tr>
<tr>
<td>Change of Class .................................................................. 4</td>
</tr>
<tr>
<td>Reports on New Officers And Directors ................................... 65</td>
</tr>
<tr>
<td>Requests for Extension and Alterations to Premises .................. 163</td>
</tr>
<tr>
<td>Reports on Transfers of Corporate Stock ............................... 35</td>
</tr>
<tr>
<td>Field Inspections ................................................................ 535</td>
</tr>
<tr>
<td>Miscellaneous Investigations, Reports and Other Activities ........ 162</td>
</tr>
</tbody>
</table>

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, 150 warnings and 721 violations were issued, and 12,000 inspections were conducted. The warnings and violations issued include issuances by enforcement and administration. Also during this fiscal year, 144 complaints about liquor establishments were received, which included drug activity, prostitution, gambling, serving liquor to minors, excessive noise, and other administrative liquor violations. The drug, prostitution, and gambling complaints were referred to the Honolulu Police Department for investigation. After court convictions, substantiated complaints of drug, prostitution and gambling are adjudicated by the commission for license revocation.

Training

The Liquor Commission Server-Training Program certified 3,874 bartenders and managers for licensed premises who were trained in the dangers of driving while intoxicated, interventions with intoxicated patrons, and Hawaii liquor laws. In addition, the Liquor Commission presented liquor service awareness training to 114 liquor licensee server staff. The training focused on preventing liquor over-service and the use of thorough ID checks as the primary means of preventing liquor sales and service to minors. On-site training was made available to three hotels and a restaurant.

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 532 violations, which included 148 violations pertaining to minors.

These adjudications resulted in the following actions:

<table>
<thead>
<tr>
<th>Actions</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licenses Revoked Revocations By Charge ................................................................. 11</td>
<td></td>
</tr>
<tr>
<td>Licenses Suspended Suspended By Charge ................................................................. 33</td>
<td></td>
</tr>
<tr>
<td>Fines Assessed By Charge ......................................................................................... 464</td>
<td></td>
</tr>
<tr>
<td>Charges Adjudicated By Guilty (Guilty Pleas, No-Contest Pleas, Convictions, Defaults, Reprimands, Other) .................. 481</td>
<td></td>
</tr>
<tr>
<td>Charges Dismissed (Dismissals, Acquittals) .................................................................. 47</td>
<td></td>
</tr>
<tr>
<td>Amount Of Fines Assessed .................................................................................. $299,750</td>
<td></td>
</tr>
</tbody>
</table>

Enforcement Operations with Honolulu Police Department and State and Federal Agencies

The Enforcement Unit conducted 30 joint operations with the Honolulu Police Department, the Department of Homeland Security, Immigration and Customs Enforcement, and the Department of Land and Natural Resources, to investigate and prosecute violators of criminal and liquor laws. “Team PLUS” underage sting operations were conducted with Cancer Research Center of Hawaii, utilizing underaged decoys; this program operates for approximately six months out of the year. The enforcement unit also participated, on a regular basis, in the “Cops-In-Shops” program, in conjunction with retail premises targeting adults purchasing alcohol for minors, and minors attempting to purchase alcohol; this program is designed to place an undercover investigator into the retail premises, and to catch underaged violators as the violation takes place. “Shoulder Tap” operations are conducted at retail premises on a daily basis, targeting adults purchasing alcohol for minors, minors attempting to purchase alcohol, and retailers selling alcohol to minors.

Index to Schedules:

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule A</td>
<td>Licenses in Effect (FY 2001-2006)</td>
</tr>
<tr>
<td>Schedule B</td>
<td>License Fees Realized by Classification (FY 2006)</td>
</tr>
<tr>
<td>Schedule C</td>
<td>Breakdown of Receipts for FY 1997-2006 (in dollars)</td>
</tr>
<tr>
<td>Schedule D</td>
<td>Comparative Statement of Receipts and Disbursements for FY 1997-2006 (in dollars)</td>
</tr>
</tbody>
</table>
### SCHEDULE A: LICENSES IN EFFECT (FY 2001-2006)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BREW PUB</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>CABARET</td>
<td>39</td>
<td>39</td>
<td>40</td>
<td>39</td>
<td>42</td>
<td>40</td>
</tr>
<tr>
<td>CLUB</td>
<td>15</td>
<td>15</td>
<td>14</td>
<td>14</td>
<td>13</td>
<td>13</td>
</tr>
<tr>
<td>DISPENSER</td>
<td>337</td>
<td>329</td>
<td>320</td>
<td>305</td>
<td>300</td>
<td>294</td>
</tr>
<tr>
<td>HOTEL</td>
<td>35</td>
<td>35</td>
<td>33</td>
<td>35</td>
<td>36</td>
<td>36</td>
</tr>
<tr>
<td>MANUFACTURER</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>RESTAURANT</td>
<td>57</td>
<td>55</td>
<td>58</td>
<td>56</td>
<td>58</td>
<td>58</td>
</tr>
<tr>
<td>RETAIL</td>
<td>510</td>
<td>495</td>
<td>476</td>
<td>486</td>
<td>487</td>
<td>480</td>
</tr>
<tr>
<td>TOUR &amp; CRUISE VESSEL</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>21</td>
<td>19</td>
<td>16</td>
</tr>
<tr>
<td>TRANSIENT VESSEL (ANNUAL)</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>WHOLESALE</td>
<td>324</td>
<td>326</td>
<td>325</td>
<td>334</td>
<td>244</td>
<td>354</td>
</tr>
<tr>
<td>WHOLESALE (ANNUAL)</td>
<td>19</td>
<td>21</td>
<td>20</td>
<td>23</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>Grand Total</td>
<td>*1,446</td>
<td>*1,417</td>
<td>*1,382</td>
<td>*1,385</td>
<td>*1,393</td>
<td>*1,384</td>
</tr>
</tbody>
</table>

### SCHEDULE B: LICENSE FEES REALIZED BY CLASS - 2005-2006

<table>
<thead>
<tr>
<th>Class of License</th>
<th>Totals ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATERER LICENSE</td>
<td>11,290</td>
</tr>
<tr>
<td>BREW PUB</td>
<td>23,586</td>
</tr>
<tr>
<td>MANUFACTURER</td>
<td>1,980</td>
</tr>
<tr>
<td>WHOLESALE</td>
<td>79,240</td>
</tr>
<tr>
<td>RETAIL</td>
<td>775,603</td>
</tr>
<tr>
<td>DISPENSER</td>
<td>558,577</td>
</tr>
<tr>
<td>CABARET</td>
<td>263,506</td>
</tr>
<tr>
<td>CLUB</td>
<td>26,155</td>
</tr>
<tr>
<td>HOTEL</td>
<td>387,705</td>
</tr>
<tr>
<td>RESTAURANT</td>
<td>817,723</td>
</tr>
<tr>
<td>TRANSIENT VESSEL</td>
<td>11,040</td>
</tr>
</tbody>
</table>

Additional Fees:

- Beer & Wine: 18,726
- General: 4,860
- Other Liquor: 1,320
- General: 18,726
- Beer & Wine: 164,273
- General: 145,642
- Additional Fees: 245,145
- General: 320,093
- Beer & Wine: 17,455
- Per Year: 0
- Per Day: 11,040
### SCHEDULE C: BREAKDOWN OF RECEIPTS FOR FY 1997-2006 (in dollars)

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Fees</th>
<th>License Fees</th>
<th>Fines</th>
<th>Filing Misc</th>
<th>Photo Misc</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1996-97</td>
<td>2,532,326</td>
<td>7,000</td>
<td>263,885</td>
<td>85,869</td>
<td>17,397</td>
<td>2,906,477</td>
</tr>
<tr>
<td>1997-98</td>
<td>2,458,185</td>
<td>7,200</td>
<td>238,062</td>
<td>84,994</td>
<td>10,661</td>
<td>2,799,102</td>
</tr>
<tr>
<td>1998-99</td>
<td>2,450,541</td>
<td>5,200</td>
<td>238,062</td>
<td>108,833</td>
<td>17,839</td>
<td>2,727,564</td>
</tr>
<tr>
<td>1999-00</td>
<td>2,475,471</td>
<td>2,200</td>
<td>247,200</td>
<td>122,680</td>
<td>10,661</td>
<td>2,858,212</td>
</tr>
<tr>
<td>2000-01</td>
<td>2,529,116</td>
<td>8,200</td>
<td>340,970</td>
<td>115,720</td>
<td>7,265</td>
<td>2,861,126</td>
</tr>
<tr>
<td>2001-02</td>
<td>2,571,142</td>
<td>5,200</td>
<td>247,200</td>
<td>122,680</td>
<td>10,661</td>
<td>2,858,212</td>
</tr>
<tr>
<td>2002-03*</td>
<td>2,498,273</td>
<td>3,600</td>
<td>300,984</td>
<td>115,720</td>
<td>7,265</td>
<td>2,861,126</td>
</tr>
<tr>
<td>2003-04</td>
<td>2,580,032</td>
<td>5,400</td>
<td>235,250</td>
<td>118,270</td>
<td>7,526</td>
<td>2,946,478</td>
</tr>
<tr>
<td>2004-05</td>
<td>2,807,679</td>
<td>2,800</td>
<td>177,600</td>
<td>117,930</td>
<td>11,864</td>
<td>3,117,873</td>
</tr>
<tr>
<td>2005-06</td>
<td>2,995,821</td>
<td>2,600</td>
<td>128,470</td>
<td>123,190</td>
<td>2,861,126</td>
<td></td>
</tr>
<tr>
<td>TOTALS</td>
<td>$2,995,821</td>
<td>$2,600</td>
<td>$266,470</td>
<td>$123,190</td>
<td>$2,861,126</td>
<td></td>
</tr>
</tbody>
</table>

### SCHEDULE D: COMPARATIVE STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR FY 1997-2006 (in dollars)

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Receipts</th>
<th>Disbursements</th>
<th>Transfers</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1996-97</td>
<td>2,906,477</td>
<td>1,838,005</td>
<td>1,082,773</td>
<td>2,906,477</td>
</tr>
<tr>
<td>1997-98</td>
<td>2,799,102</td>
<td>1,704,799</td>
<td>1,034,260</td>
<td>2,799,102</td>
</tr>
<tr>
<td>1998-99</td>
<td>2,727,564</td>
<td>1,751,346</td>
<td>802,412</td>
<td>2,727,564</td>
</tr>
<tr>
<td>1999-00</td>
<td>2,858,212</td>
<td>1,893,262</td>
<td>1,034,260</td>
<td>2,858,212</td>
</tr>
<tr>
<td>2000-01</td>
<td>2,861,126</td>
<td>1,984,852</td>
<td>849,639</td>
<td>2,834,491</td>
</tr>
<tr>
<td>2001-02</td>
<td>2,905,406</td>
<td>2,313,152</td>
<td>1,163,897</td>
<td>3,477,049</td>
</tr>
<tr>
<td>2002-03*</td>
<td>3,000,078</td>
<td>2,224,397</td>
<td>762,500</td>
<td>2,905,078</td>
</tr>
<tr>
<td>2003-04</td>
<td>2,946,478</td>
<td>2,252,904</td>
<td>935,450</td>
<td>3,188,354</td>
</tr>
<tr>
<td>2004-05</td>
<td>3,117,873</td>
<td>1,975,205</td>
<td>911,541</td>
<td>2,886,746</td>
</tr>
<tr>
<td>2005-06</td>
<td>3,515,351</td>
<td>2,407,067</td>
<td>1,027,796</td>
<td>3,434,863</td>
</tr>
</tbody>
</table>

*Revised

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### PURCHASING DIVISION

Charles Katsuyoshi, Central Purchasing and Contracts Administrator

**POWERS, DUTIES AND FUNCTIONS**

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

**PROCUREMENT AND SPECIFICATIONS BRANCH**

This branch is responsible for centrally purchasing goods and services for city agencies. It also establishes standards and specifications, develops proposal documents, and provides technical assistance to agencies to assure quality purchases at reasonable prices.
The branch awarded the following major contracts in FY 2006 ambulances ($954,108); transit buses ($19,440,360); and fire engine ($844,600). A comparison of the workload for the past two years is as follows:

<table>
<thead>
<tr>
<th></th>
<th>FY 2006</th>
<th>FY 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertised bid solicitations</td>
<td>284</td>
<td>187</td>
</tr>
<tr>
<td>Request for proposal solicitations</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Contracts awarded</td>
<td>264</td>
<td>327</td>
</tr>
<tr>
<td>Small purchases awarded</td>
<td>658</td>
<td>626</td>
</tr>
<tr>
<td>Total dollars awarded</td>
<td>$145,064,603</td>
<td>$117,848,310</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>FY 2006</th>
<th>FY 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of price lists</td>
<td>231</td>
<td>546</td>
</tr>
<tr>
<td>Items on price list</td>
<td>2,205</td>
<td>6,314</td>
</tr>
<tr>
<td>Number of price list purchase orders</td>
<td>4,812</td>
<td>9,173</td>
</tr>
<tr>
<td>Price list purchases</td>
<td>$25,831,199</td>
<td>$29,732,671</td>
</tr>
<tr>
<td>Number of direct purchase orders</td>
<td>11,055</td>
<td>25,338</td>
</tr>
<tr>
<td>Direct purchase orders</td>
<td>$26,158,136</td>
<td>$26,756,173</td>
</tr>
</tbody>
</table>

Concessions
Concessions awarded during FY 2006 included:

<table>
<thead>
<tr>
<th>Concessions</th>
<th>Monthly Rental</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beach Services Concession</td>
<td>$35,000</td>
</tr>
<tr>
<td>Shuttle Bus Service at Hanauma Bay</td>
<td>$3,201</td>
</tr>
<tr>
<td>Lunch Wagon at Kailua Beach Park</td>
<td>$300</td>
</tr>
</tbody>
</table>

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

Construction Contracts
The City awarded 93 contracts, excluding the Board of Water Supply, for a total of $171,596,819. The section awarded the following significant construction projects during FY 2006.

<table>
<thead>
<tr>
<th>Construction Projects</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sand Island WWTP Primary Expansion, Phase 1</td>
<td>$67,697,000</td>
</tr>
<tr>
<td>Middle Street Intermodal Center, Phase 1B</td>
<td>$9,453,410</td>
</tr>
<tr>
<td>Fort Weaver Road Reconstructed Sewer</td>
<td>$3,293,836</td>
</tr>
<tr>
<td>Resurfacing of Streets, FY05 (1)</td>
<td>$4,393,000</td>
</tr>
<tr>
<td>Resurfacing of Streets, FY05 (3)</td>
<td>$4,228,543</td>
</tr>
</tbody>
</table>

The following is a comparison of construction contract statistics during FY 2006 and FY 2005:

<table>
<thead>
<tr>
<th></th>
<th>FY 2006</th>
<th>FY 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects advertised</td>
<td>107</td>
<td>108</td>
</tr>
<tr>
<td>Contracts awarded</td>
<td>93</td>
<td>149</td>
</tr>
<tr>
<td>Total dollar value awarded</td>
<td>$171,596,819</td>
<td>$131,719,888</td>
</tr>
</tbody>
</table>

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 2006 and FY 2005:

<table>
<thead>
<tr>
<th></th>
<th>FY 2006</th>
<th>FY 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of contracts awarded</td>
<td>167</td>
<td>157</td>
</tr>
<tr>
<td>Total dollar value</td>
<td>$38,261,793</td>
<td>$25,552,685</td>
</tr>
</tbody>
</table>
PROPERTY MANAGEMENT AND DISPOSAL SECTION

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

Personal Property Management

The City’s personal property inventory, which includes equipment, machinery, and supplies and materials, is maintained on the Fixed Assets Computer System (FACS). Certain infrastructure assets are also maintained on FACS. At the end of the fiscal year, FACS contained 135,458 records, accounting for 268,963 assets. The dollar value of the assets was:

<table>
<thead>
<tr>
<th>Assets on FACS Equipment Inventory</th>
<th>Amount</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office equipment</td>
<td>$13,878,995</td>
<td></td>
</tr>
<tr>
<td>Motor Vehicles</td>
<td>$322,785,489</td>
<td></td>
</tr>
<tr>
<td>Aircraft</td>
<td>$2,906,460</td>
<td></td>
</tr>
<tr>
<td>Computer Equipment</td>
<td>$70,162,836</td>
<td></td>
</tr>
<tr>
<td>Recreational Equipment</td>
<td>$3,330,603</td>
<td></td>
</tr>
<tr>
<td>Scientific Equipment</td>
<td>$7,119,836</td>
<td></td>
</tr>
<tr>
<td>Construction Equipment</td>
<td>$236,455,196</td>
<td></td>
</tr>
<tr>
<td>Communication Equipment</td>
<td>$53,392,221</td>
<td></td>
</tr>
<tr>
<td>Other Equipment and Machinery</td>
<td>$83,339,025</td>
<td></td>
</tr>
<tr>
<td>Total Equipment and Machinery</td>
<td>$793,379,661</td>
<td></td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>$2,745,168</td>
<td></td>
</tr>
<tr>
<td>Personal Property Inventory</td>
<td>$796,115,829</td>
<td></td>
</tr>
<tr>
<td>Infrastructure Assets</td>
<td>$190,415,935</td>
<td></td>
</tr>
<tr>
<td>Total Assets On FACS Equipment Inventory</td>
<td>$986,531,764</td>
<td></td>
</tr>
</tbody>
</table>

FACS automatically added new equipment purchases totaling $241,300,355 to the inventory. Major purchases included computer equipment, office equipment, and motor vehicles. Retired assets, valued at $12,972,689 included trucks, handivans, and police vehicles. Transferred assets, valued at $61,632,938 included personal computers, office equipment, and motor vehicles.

Fifteen FACS users received “hands-on” computer training and learned about personal property management procedures.

Property Disposal

The section conducted more than nine 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 95 assets for $155,476. Scrap metal was also auctioned for an estimated revenue of $444,000. Notices of these public auctions were available to subscribers of the Auction Notification System (ANTS). There are currently 46 subscribers who receive a year of notices by mail, e-mail, and/or fax. The website received approximately 1,365 inquiries a month. The application for ANTS is also available on the Internet as a public service at www.honolulu.gov/pur/auctions.htm. There is also a 24-hour auction line at 808-527-6789.

Real Property Management

Real Property transactions completed during FY 2006 included:

<table>
<thead>
<tr>
<th>Real Property Transactions</th>
<th>Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales of Land</td>
<td>4</td>
<td>$469,940</td>
</tr>
<tr>
<td>Easements</td>
<td>1</td>
<td>$1,750</td>
</tr>
<tr>
<td>Rental Agreements</td>
<td>1</td>
<td>$804</td>
</tr>
<tr>
<td>Total</td>
<td>6</td>
<td>$472,494</td>
</tr>
</tbody>
</table>

Concessions

Awarded 342 temporary concessions.

Sale of Land

The land sales and easement grants that were completed for FY 2006 are as follows:

<table>
<thead>
<tr>
<th>Project</th>
<th>Purchaser/Grantee</th>
<th>Sale Fee Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laumaka Street</td>
<td>Honolulu City &amp; County Employees Federal Credit Union</td>
<td>$171,200</td>
</tr>
<tr>
<td>Puuloa Road</td>
<td>Cycle City, Ltd.</td>
<td>$249,400</td>
</tr>
<tr>
<td>Wailua Street</td>
<td>Peninsula Hawaii-Kai, LLC</td>
<td>$40,740</td>
</tr>
<tr>
<td>Bachelot Street</td>
<td>Deborah Ann HoriHunnie C, Yee</td>
<td>$8,600</td>
</tr>
<tr>
<td>Sunset Beach Park</td>
<td>Hawaiian Electric Company, Inc.</td>
<td>$1,750</td>
</tr>
</tbody>
</table>

There are a total of 22 existing agreements for the rental of the City’s surplus properties. The annual rental revenues generated is $192,003.
Real Property Inventory
Land. The City’s assets in land, land improvements, and infrastructures increased in FY 2006 from FY 2005. The increase resulted in 228 additional assets from 22,354 to 22,582. The total Land value in FY 2006 was $1,480,734,561 compared to $1,476,845,270 in FY05.

Structures
The City’s total asset value of structures in FY 2006 was $1,486,419,997 compared to $1,651,697,657 in FY 2005. The decrease in value in FY 2006 from FY 2005 was due to the H-Power asset being transferred to an equipment asset. The structural assets increased by 81 from 3,692 in FY 2005 to 3,773 in FY 2006.

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 FY06, a total payment of $906,898.77 was made for two relocation projects:

<table>
<thead>
<tr>
<th>Relocation Projects</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ewa Villages Revitalization – Residential(2 tenants)</td>
<td>$6,087.00</td>
</tr>
<tr>
<td>Middle Street Transit Center – Commercial (10 tenants)</td>
<td>$900,811.77</td>
</tr>
<tr>
<td>Total</td>
<td>$906,898.77</td>
</tr>
</tbody>
</table>

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 that property assessments, based on market value standards and uniformly applied laws, are fair and equitable.

The division’s mission is to annually provide the City Council of Honolulu with a certified assessment roll. The council uses this roll to set the tax rates for 10 general land classes, and generate property tax revenues for the City. To accomplish its mission, the division identifies real property parcels and respective owners; appraises parcels; processes exemption and dedication claims filed; notifies owners of the assessments placed on their respective properties; settles real property assessment and tax appeals; and maintains and updates maps, ownership records, valuation records, and computer and other required files.

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

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

This branch revised sections of the Revised Ordinances including those on agricultural dedications, the reporting of property values, and is reviewing internal standard operating procedures, ordinance changes, and Rules and Regulations.
The Mapping Branch has 24 employees, six of whom are situated in Kapolei. The Mapping Branch is responsible for providing up-to-date tax maps and ownership data for the City and County of Honolulu. Other government agencies and the general public also use these maps and ownership records.

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

**Workload Stats for FY 2006**

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mapping Parcels</td>
<td>11,312</td>
</tr>
<tr>
<td>Documents Processed</td>
<td>42,364</td>
</tr>
<tr>
<td>Parcels Affected</td>
<td>20,542</td>
</tr>
<tr>
<td>Apartments Affected</td>
<td>37,257</td>
</tr>
<tr>
<td>Maps Printed</td>
<td>4,010</td>
</tr>
<tr>
<td>Telephone Service</td>
<td>17,994</td>
</tr>
<tr>
<td>Walk-Ins</td>
<td>300</td>
</tr>
</tbody>
</table>

**SUPPORT SERVICES BRANCH**

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

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

**Workload Stats for FY 2006**

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exemptions processed</td>
<td>26,506</td>
</tr>
<tr>
<td>Counter Service</td>
<td>19,223</td>
</tr>
<tr>
<td>Telephone Service</td>
<td>32,997</td>
</tr>
</tbody>
</table>

**ASSESSMENT BRANCH**

The Assessment Branch has 70 employees, nine of whom are situated in Kapolei. They are responsible for the annual valuation and authorized adjustments of real property parcels within the City and County of Honolulu. The workload statistics for the FY 2006 follow:

**Workload Stats for FY 2006**

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Appraisals</td>
<td>278,090</td>
</tr>
<tr>
<td>Building Inspections</td>
<td>7,500</td>
</tr>
<tr>
<td>New Condo Appraisals</td>
<td>4,878</td>
</tr>
</tbody>
</table>

**Assessments and Exemptions**

As of October 1, 2005, the branch assessed 278,855 tax parcels for FY 2006-2007, including 114,600 condominium units and 321,078 buildings. A total of 156,776 exemptions were allowed. The following are totals for the last three years:
Tax Parcels (includes condos) ........................................... 278,855 ...... 273,354 ...... 269,470
Tax Parcels (condos) .................................................... 114,600 ...... 109,754 ...... 106,269
Building records .............................................................. 321,078 ...... 314,021 ...... 306,069

EXEMPTIONS
Basic Home* ................................................................. 52,634 ........ 52,434 ........ 50,968
Multiple of Home** ....................................................... 85,208 ........ 81,959 ........ 81,694
Others*** ................................................................. 18,934 ........ 18,564 ........ 18,692
Appeals taken .............................................................. 6,030 .......... 4,179 .......... 3,837
Value on appeal (in thousands of dollars) ........... 3,183,326 ... 2,137,969 ... 2,995,975

* Basic home exemption $40,000 (see details - Table 1).
** Multiple of home exemption - $60,000 ages 55 to 59; $80,000 ages 60 to 64; $100,000 ages 65 to 69; $120,000 age 70 & older.
*** Other exemptions include churches, hospitals, schools, govt. parcels, etc.

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

First Board
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)
Vacant
* Martha Kersting, Chair (Term expires 6/30/2007) – Resigned 3/01/06

Second Board
Dean Y. Senda, Chair (Term expires 6/30/2008)
Wendell S.L. Ching, Member (Term expires 6/30/2005)
James W.Y. Wong, Member (Term expires 6/30/2009)
Robyn Chun Alfonso, Member (Term expires 6/30/2007)
* Maria W. Sousie, Member (Term expires 6/30/2006) – Resigned 8/11/04

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):

<table>
<thead>
<tr>
<th></th>
<th>FY 2007</th>
<th>FY 2006</th>
<th>FY 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>+Gross assessed values</td>
<td>$166,520,105</td>
<td>$132,029,874</td>
<td>$109,784,145</td>
</tr>
<tr>
<td>Less: Exemptions</td>
<td>$18,853,532</td>
<td>$16,858,010</td>
<td>$15,864,880</td>
</tr>
<tr>
<td>Less: 50% Value on Appeals</td>
<td>$1,591,663</td>
<td>$1,068,985</td>
<td>$1,497,987</td>
</tr>
<tr>
<td>Net Value For Tax Rate</td>
<td>$147,666,573</td>
<td>$114,102,879</td>
<td>$92,421,278</td>
</tr>
<tr>
<td>Taxes to be raised</td>
<td>$718,090</td>
<td>$581,801</td>
<td>$496,428</td>
</tr>
</tbody>
</table>

Real Property Tax Rates
The City Council adopted the following tax rates for FY 2007:

<table>
<thead>
<tr>
<th></th>
<th>Tax Rate per $1,000 Net</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improved Residential</td>
<td>$3.59</td>
</tr>
<tr>
<td>Unimproved Residential</td>
<td>$5.72</td>
</tr>
<tr>
<td>Apartment</td>
<td>$3.59</td>
</tr>
<tr>
<td>Hotel and Resort</td>
<td>$11.97</td>
</tr>
<tr>
<td>Commercial</td>
<td>$11.97</td>
</tr>
<tr>
<td>Industrial</td>
<td>$11.97</td>
</tr>
<tr>
<td>Agricultural</td>
<td>$8.57</td>
</tr>
<tr>
<td>Preservation</td>
<td>$9.57</td>
</tr>
<tr>
<td>Public Service</td>
<td>$0.00</td>
</tr>
<tr>
<td>Vacant Agricultural</td>
<td>$8.57</td>
</tr>
</tbody>
</table>

+Gross assessed values do not include nontaxable properties.
### Type of Exemption FY 2007

<table>
<thead>
<tr>
<th>Type of Exemption</th>
<th>Number</th>
<th>Amount (Amount in Thousands)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Government</td>
<td>383</td>
<td>$6,669,577</td>
</tr>
<tr>
<td>State Government</td>
<td>3,187</td>
<td>$10,411,616</td>
</tr>
<tr>
<td>County Government</td>
<td>2,089</td>
<td>$4,641,818</td>
</tr>
<tr>
<td>Hawaiian Homes Land (Fee)</td>
<td>484</td>
<td>$316,118</td>
</tr>
<tr>
<td>Hawaiian Homes Land (Lease)</td>
<td>2,552</td>
<td>$1,076,533</td>
</tr>
<tr>
<td>Homes – Fee (Basic)</td>
<td>50,218</td>
<td>$2,017,424</td>
</tr>
<tr>
<td>Homes – Fee (Multiple)</td>
<td>80,905</td>
<td>$8,065,717</td>
</tr>
<tr>
<td>Homes – Leasehold (Basic)</td>
<td>2,416</td>
<td>$97,136</td>
</tr>
<tr>
<td>Homes – Leasehold (Multiple)</td>
<td>4,303</td>
<td>$426,315</td>
</tr>
<tr>
<td>Blind</td>
<td>332</td>
<td>$8,201</td>
</tr>
<tr>
<td>Deaf</td>
<td>94</td>
<td>$2,274</td>
</tr>
<tr>
<td>Leprosy</td>
<td>3</td>
<td>$75</td>
</tr>
<tr>
<td>Totally Disabled</td>
<td>703</td>
<td>$401,201</td>
</tr>
<tr>
<td>Totally Disabled Veterans</td>
<td>2,835</td>
<td>$70,567</td>
</tr>
<tr>
<td>Cemeteries</td>
<td>45</td>
<td>$47,531</td>
</tr>
<tr>
<td>Churches</td>
<td>822</td>
<td>$1,530,566</td>
</tr>
<tr>
<td>Civil – Condemnation</td>
<td>31</td>
<td>$35,157</td>
</tr>
<tr>
<td>Consulates</td>
<td>29</td>
<td>$34,757</td>
</tr>
<tr>
<td>Credit Unions</td>
<td>51</td>
<td>$70,740</td>
</tr>
<tr>
<td>Crop Shelters</td>
<td>26</td>
<td>$2,912</td>
</tr>
<tr>
<td>Hawaiian Homes – 7-Year</td>
<td>311</td>
<td>$125,292</td>
</tr>
<tr>
<td>Historic Residential</td>
<td>131</td>
<td>$180,797</td>
</tr>
<tr>
<td>Hospitals</td>
<td>85</td>
<td>$603,954</td>
</tr>
<tr>
<td>Landscaping, Open-Space</td>
<td>15</td>
<td>$13,156</td>
</tr>
<tr>
<td>Low-Moderate Income Housing</td>
<td>256</td>
<td>$1,059,033</td>
</tr>
<tr>
<td>Charitable Organizations</td>
<td>641</td>
<td>$1,171,676</td>
</tr>
<tr>
<td>Public Utilities</td>
<td>488</td>
<td>$597,260</td>
</tr>
<tr>
<td>Roadways and Waterways</td>
<td>3,045</td>
<td>$12,484</td>
</tr>
<tr>
<td>Schools</td>
<td>113</td>
<td>$786,237</td>
</tr>
<tr>
<td>Slaughterhouse</td>
<td>1</td>
<td>$1,736</td>
</tr>
<tr>
<td>Setbacks</td>
<td>7</td>
<td>$1,186</td>
</tr>
<tr>
<td>New Construction</td>
<td>119</td>
<td>$421,684</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>5</td>
<td>$5,770</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>156,725</td>
<td><strong>$40,906,500</strong></td>
</tr>
</tbody>
</table>

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

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**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, the division billed 267,169 accounts for $716.9 million. Total FY 2006 taxes collected were $585.6 million.

Prior year delinquencies at the beginning of the fiscal year amounted to $6.0 million. During the year, the division collected $0.8 million, representing approximately 13% of its delinquencies. On June 30, 2006, total delinquent real property taxes (outstanding FY 2006 taxes plus prior year uncollected delinquencies) totaled $9.7 million or 1.7% of the FY 2006 taxes billed.

Improvement District Assessments
The City assesses a charge to property owners in approved improvement districts for certain public improvements and services that benefit these owners. Improvement district accounts numbered 484, which paid $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 4,744, which paid $1.6 million in FY 2006.

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 227 active accounts that were billed and remitted revenues of $54.2 million in FY 2006.

Refuse Collection Fees
Commercial customers incur a monthly refuse collection fee, based on their average refuse volume, for curbside pickup. In FY 2006, commercial customers numbered 649 and remitted fees of $0.54 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 totaled $11.5 million involving approximately 961 accounts.

CASH MANAGEMENT
Interest Earned
During FY 2006, deposits of $3.2 billion and disbursements of $1.3 billion flowed through the city treasury. The Treasury Division managed an average daily cash balance of $634.2 million. Of that balance, treasury funds represented $491.5 million, while Board of Water Supply funds and housing development funds were $130.5 million and $12.2 million, respectively.

The city earned $18.8 million in interest income for the year. Treasury funds generated $16.0 million (average yield of 3.63%) and Housing Development funds received $0.4 million (average yield of 3.94%).

DEBT ADMINISTRATION
General Obligation Tax Exempt Commercial Paper Notes
The City Council authorized the issuance and sale of up to $250 million of general obligation commercial paper. During fiscal year 2006, the city issued a total of $180 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, 2006 was $64,600,000.

**General Obligation Bonds Series 2005E and Series 2005F**
The City, on November 22, 2005, issued $396,165,000 of general obligation bonds at a true interest cost of 4.50301%. Series 2005E refunded the General Obligation Bonds Series 2001C variable rate bonds to fixed rate bonds. Series 2005F refunded $155,000,000 of general obligation commercial paper notes.

**Wastewater System Revenue Bonds Senior Series 2005A and Senior Series 2005B**
The City on August 10, 2005 issued $152,815,000 aggregate principal amount of the City and County of Honolulu Wastewater System Revenue Bonds (First Bond Resolution) Senior Series 2005A and Senior Series 2005B at a true interest cost of 4.55379%. Proceeds of the bonds will be used for the purpose of paying the costs of various improvements to the Wastewater System as authorized by the capital budgets.

General obligation bonds totaling $89.7 million matured during the year. The outstanding general obligation bonds as of June 30, 2006 totaled $2.18 billion of which $264.6 million were for housing, H-POWER and solid waste disposal, and $38.9 million were for sewer projects.

Under the Constitution of the State of Hawaii and applicable provisions of the HRS, general obligation bonds issued for self-supporting public undertakings, such as the water system and assessable public improvements, are excludable in determining the funded debt of the City to the extent that the reimbursements are made to the General Fund for the principal and interest due on such bonds out of net revenues for water system improvements and assessment collections for assessable public improvements. Of the total debt of $3.12 billion on June 30, 2006, $1.72 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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net assessed valuation of taxable real property, at 100% of fair market value</td>
<td>$114.10 billion</td>
</tr>
<tr>
<td>15% of net assessed valuation of taxable real property</td>
<td>$17.12 billion</td>
</tr>
<tr>
<td>Net funded debt</td>
<td>$1.72 billion</td>
</tr>
<tr>
<td>Ratio of debt to assessed valuation</td>
<td>1.51%</td>
</tr>
</tbody>
</table>

The City’s general obligation bonds are rated Aa2 by Moody’s Investors Service, AA- with a positive outlook by Standard & Poor’s and AA by Fitch Ratings. Its wastewater system revenue bonds are rated Aa3 by Moody’s Investors Service, AA- by Standard & Poor’s and AA- by Fitch Ratings.
The Department of Community Services (DCS) is the City agency responsible (a) to develop and administer projects, programs and plans of action for human resources and human services programs; (b) to develop and administer projects and plans of action designed to achieve sound community development, provided that such projects, programs and plans of action conform to and implement the general plan and development plans; and (c) to act as the local public officer for the purpose of implementing federally-aided and state-aided human resources, human services, housing, urban renewal and community development programs. [Chapter 3, Section 6-302, Revised Charter of Honolulu]

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

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

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

- Youth Services,
- Elderly Services,
- Workforce Development,
- Housing & Rental Subsidies,
- Fair Housing Program,
- Supportive Services to Individuals 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 in 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. These initiatives are administered through the programs detailed below.

**SIGNIFICANT ACHIEVEMENTS**

**National Ranking:** The Honolulu Youth Offender Program, located in the Youth Services Center, was ranked as one of the top five programs in the nation for the two quarters ending March 31, 2005, and June 30, 2005. The rating compared costs overall and cost per youth, numbers and percentages of positive outcomes for youth, and participation rates.

**Streamlining of Community Development Block Grant (CDBG) Program:** The program completed the revision of the Community Development Block Grant (CDBG) application process by: (1) revising
the application form to coincide with the evaluation criteria; (2) establishing pre-qualification criteria for interested applicants; and (3) simplifying the evaluation process. These measures will ensure a timely review of all grant applications, issuance of award decisions, and program implementation.

**YOUTH SERVICES**

In fiscal year 2005, approximately 1,800 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 populations and include juvenile delinquents, high school drop-outs, criminal offenders/ex-offenders, chronically unemployed, special needs populations, substance abusers, and individuals who are experiencing homelessness. The Youth Services Center is considered a model program in the State of Hawaii, and it operates as a “one-stop,” consolidating five prevention, intervention and treatment/rehabilitation programs directly within the center. These programs, which are listed below, allow the center to maximize program resources and provide each participant the best opportunity to attain viable academic, civic, and vocational skills to allow for graduation towards economic and social stability.

**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 accomplishments during this past year were:

- 15 participants completed the program and earned their high school diplomas;
- 15 participants secured employment; and
- participants assisted in building eight homes in Ewa Villages and rehabilitating 22 public housing units.

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

Significant accomplishments during this past year were:

- 1,019 juvenile cases were referred to the center;
- Of those, 86% completed assessment services and received sanctions;
- Of those, 92% completed sanctions; and
- **Only 11 of 1,019 juveniles re-offended.**

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

Significant accomplishments during this past year were:

- 127 participants obtained a high school diploma;
- 151 participants secured employment; and
- **Only seven participants re-offended.**

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

Significant accomplishments during this past year included:

- Established agreements with non-profit agencies to provide employment training services for 374 youth;
- 154 participant goals were attained in basic and occupational skills development, and work readiness; and
- 54 participants secured employment and/or entered post-secondary education.

The **Building for Stronger Tomorrows** program, funded by the Hawaii Public Housing Authority (HPHA), provides residents of federal housing projects opportunities to secure employment through training activities, which include: job matching and referral services, intensive outreach, case management, basic skills and leadership development activities, construction vocational training, and follow-up services.

Significant accomplishments during this past year included:

- Provided outreach and recruitment services to 31 federal housing projects;
- 165 residents secured employment; and
- 25 were placed in military service, post-secondary education, or advanced vocational training.
COMMUNITY REVITALIZATION
The Community Revitalization program assists community-based organizations and other private nonprofit organizations to develop commercially-viable and self-sustaining economic development initiatives that are focused on revitalizing distressed communities and low-to-moderate income families. In addition to the activities that are listed below, the Community Revitalization Program works with community-based organizations to develop viable employment options by providing funds or technical support for programs such as: micro-enterprise development/assistance; business incubation; neighborhood revitalization strategies; and, Brownfields redevelopment. The Community Revitalization Program also is working towards further stimulating viable job opportunities through the development of public-private commercial ventures and through the use of new financing efforts such as the Section 108 Loan Guarantee Program of the U.S. Department of Housing and Urban Development.

Community Investment Program
The past fiscal year saw the conclusion of the Community Investment Program (CIF IV), under which the City provided CDBG funds to a nonprofit organization, Empower Oahu (EO), consisting of representatives of Empowerment Zone-eligible communities. EO funded various community economic development projects including an Aiea Adult Day Care Center; a food processing facility at Whitmore Village; business incubators at Waipahu, Chinatown, and Kalihi; and micro-enterprise training programs in Waianae, Papakolea, Waimanalo, and the North Shore. According to EO’s Annual Report, as of June 30, 2006, there were 209 low-and-moderate income individuals trained, 195 received individual technical assistance, 83 micro-enterprises started, and 13.5 new jobs were created.

Community Strengthening Program
The City provided CDBG funds to Empower Oahu to conduct a Community Strengthening Program (CSP) that is designed to help low- and moderate-income communities and neighborhoods prepare development plans, build capacities, and assist in the establishment of neighborhood revitalization strategy areas (NRSAs) and community-based development organizations. During the past fiscal year, EO conducted three island-wide community network meetings, conducted a planning workshop for community representatives, developed a Neighborhood Planning Guide, conducted several “Speak-Out” efforts to gain residents input, and provided technical assistance to community organizers. To date, eight communities are preparing strategic plans or applying for NRSAs and the Chinatown Speak-Out attracted over 200 participants.

Business Incubators
Two business incubators received City CDBG support during the past fiscal year: The Waipahu Festival Market and Business Incubator (WFMBI) and Pacific Gateway Center’s Paradise Enterprise Center (PEC) in Chinatown are under construction. WFMBI, being developed by the Waipahu Community Association, was funded by an Economic Development Initiative grant from the U.S. Department of Housing and Urban Development and a City $1.25 million CDBG grant (which was matched by a similar grant from the EDA.) The former Waipahu Big Way Supermarket is the site of the proposed market and business incubator which also has NRSA status. The Chinatown building which will house the PEC was acquired with funds from the Community Investment Program and is being renovated with $1.95 million in City CDBG funds. Pacific Gateway Center already operates a Kitchen Incubator in Kalihi that was partly funded with City CDBG funds.

Oahu Enterprise Zone Partnership
The Enterprise Zones (EZ) Partnership, created by the State Legislature and adopted as a city program since 1994, provides incentives to certain types of businesses that create new employment in areas nominated by the local government as most needed or appropriate. Of the six zones that were designated in the State of Hawaii, five are on Oahu, and these are as follows: 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; and, Zone 5: the Leeward Coast of Waianae.

To date, 181 firms have applied for participation in the Oahu EZ program, of which 124 companies gained their eligibility for tax benefits and other incentives from the State and City. Enterprise Zone 4 (Honolulu) led all areas with 73 eligible firms, followed by 41 companies in Zone 3 (Central Oahu) and 10 in Zone 1 (North Shore/Koolauloa.) There were 40 manufacturers, 34 wholesalers, and 26 information technology companies among the eligible business activities. During 2005, 62 businesses received benefits, mostly in exemptions from General Excise and income taxes. The City granted building and grading permit fee waivers to 19 firms since the start of the program, mostly in the past two years. According to a report prepared by the State, in 2004, approximately 1,200 new jobs were created on Oahu by EZ companies.

PLANNING SECTION
The Planning Section serves as a partner with the Department’s Community Based Development Division in the administration of projects that are annually funded through the City’s Community Development Block Grant Program (CDBG) program. In addition to the projects that were administered through the Community Based Development Division, the following are examples of the Planning Section’s CDBG funded projects in FY 05-06:

DCS-25
• **Blueprint for Change**

  Funds were provided to this agency to provide services such as family-focused intervention, community outreach, mental health outreach services, and substance abuse prevention to low-to-moderate income individuals. This program also provided identification programs for at-risk families or parents facing significant personal obstacles such as depression, substance abuse, potential homelessness and domestic violence.

• **Filipino Community Center**

  Through its Elderly Programming and Learning Center Initiative, the Filipino Community Center provides qualified senior citizens with three categories of services; Health and Wellness Education and Maintenance, Technology Skills Development, and Life Skills Enhancement.

• **Honolulu Community Action Program**

  Funds were provided to assist with the planning and design of a multi-purpose facility that will be located on the Leeward Coast for the provision of employment opportunities, family development, Head Start and Day Care Services, drug abuse/HIV prevention, food distribution, adult education and other services for low-to-moderate income individuals.

• **Nanakuli Hawaiian Homestead Community Association**

  Funds were provided to this agency for the planning, designing and construction of the Nanakuli Community Development Center (TMK 8-9-002:001), a 38,000-square-foot facility that will incorporate commercial space with various social service programs, training programs and community centers.

• **Self-Help Housing Corporation of Hawaii**

  Provided training to “at-risk” youth by having them assist in the construction and/or renovations of homes owned by low to moderate income families in Ewa Villages and Waiahole Valley.

  Commencing July 1, 2006, all CDBG project management responsibilities will be consolidated in the Department’s Community Based Development Division to further streamline program administration.

  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. FHH has provided the public with opportunities to volunteer at a number of tasks ranging from clerical and answering phones to public information and research.

**GRANTS RESEARCH & DEVELOPMENT**

In FY05-06, the Office of Special Projects continued its success in acquiring federal and state funds to enhance city operations. Listed below is a sample of grant funds that were competitively awarded to OSP:

- OSP received $850,000 from the US Department of Labor to continue to assist youth offenders with obtaining a high school diploma, occupational skills and securing employment that will lead to self-sufficiency and no further involvement in the court system.

- OSP received $500,000 from the Hawaii State Legislature to provide direct services for pre-employment, education, and leadership development programs that serve at-risk youth.

- OSP received $400,000 from the U.S. Environmental Protection Agency, through its Brownfields Assessment grants program, to initiate a community-based assessment program to assess and mitigate sites that may have been contaminated with hazardous substances or petroleum.

- OSP received $192,000 from the State Office of Youth Services to provide status offenders and first-time law violators with services to prevent their further involvement in the juvenile justice system.

- OSP received $97,000 from the U.S. Office of Justice and Juvenile Delinquency Prevention to enhance services and activities for youth who have completed the Hawaii National Guard’s Youth Challenge Academy.

- OSP received $80,000 from Youthbuild USA to assist youth offenders – non-high school graduates – to get their high school diplomas and find jobs or enter apprenticeship training.

- OSP received $75,000 from the Economic Development Administration of the U.S. Commerce Department to support plans to implement the Oahu Comprehensive Economic Development Strategy.

**LEASEHOLD CONVERSION PROGRAM**

Ordinance 05-001 terminated the City’s Leasehold Conversion Program. However, the Ordinance also “grandfathered” four condominium projects which the Division continues to implement.

**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 bring together industry and employers, training providers and training institutions, and adult and youth job-seekers to create an effective workforce development system. OWIB’s mission is to provide quality leadership and direction to
facilitate an effective workforce investment system. The board’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.

**Structure**

OWIB is comprised of a 36-member board and an office staff of five headed by an Executive Director. The Mayor serves as the Local Elected Official and is the local grant recipient of WIA funds. The City and County of Honolulu serves as the fiscal agent and 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. All board members are appointed by the Mayor and serve for a volunteer term of two years.

**Duties & Responsibilities**

OWIB is funded by the federal WIA, and it uses those funds to perform the following tasks:

- developing and submitting a five-year local workforce development plan to the Governor, in partnership with the mayor;
- acting as a “board of directors,” focusing on strategic planning, policy development and oversight of the local workforce One-Stop system and WIA-funded youth programs;
- electing a chairperson from among the business representatives;
- directing disbursements of grants for workforce investment activities;
- designating and certifying one-stop operators and may terminate any operators for cause and with the agreement of the mayor;
- appointing a youth council as a subgroup, in cooperation with the mayor;
- identifying eligible providers of training services in the area;
- identifying eligible youth providers by awarding grants on a competitive basis;
- overseeing local programs of youth activities, local employment and training activities and the one-stop delivery system in the local area, in partnership with the mayor;
- developing and entering into memoranda of understanding with one-stop partners concerning the operation of the one-stop delivery system, with agreement of the mayor;
- negotiating with the mayor and governor to reach agreement on local performance measures;
- coordinating local workforce investment activities with economic development strategies and develop other employer linkages;
- promoting the participation of private employers in the statewide system and engage the employers in activities that help them meet their hiring needs; and
- assisting the governor in developing a statewide employment statistics system.

**Highlights**

OWIB worked diligently with the 2006 Legislature for the passage of HB2947 (Act 190, SLH 2006). This law allocates $5,070,557 of Reed Act funds to OWIB for the improvement of employer outreach services, labor force pool expansion, capacity building, and to fund some shared costs for operation of the One-Stop Career centers within the City.

**ELDERLY AFFAIRS DIVISION**

Karen Miyake, County Executive on Aging

The Elderly Affairs Division (EAD) is the agency designated to serve as a focal point in the City and County of Honolulu for older adults. EAD 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. Nationally, this network provides supportive services to more than eight million older adults by leveraging federal, state, and local funding with the assistance of 29,000 local service providers and 500,000 volunteers.

Each of the four counties in Hawaii has a designated area agency on aging. All four agencies work closely with the State Executive Office on Aging, its 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 who have limited economic or social support systems, to live independently in the community for as long as possible. Information and assistance services also are provided to increase access to services that are available. Access to services has become extremely critical as more and more family caregivers of all ages are called upon to take care of their family members and friends, both locally and long-distance. EAD carries out a number of functions to accomplish its mission: planning, service development, community education, advocacy, coordination, contracting for gap filling services, and senior volunteer recognition. More specific information
about EAD’s goals and objectives may be found in its Four-Year Area Plan on Aging October 1, 2003 – September 30, 2007.

Aging Network Service System

In FY06, a wide range of services for older adults were funded through 32 contracts or sub-recipient agreements with 17 public and non-profit agencies. In addition to contracts, EAD provided direct services through its Information and Assistance Unit. Funding came from four sources: federal Older Americans Act funds through the Administration on Aging, federal funds through the National Association of Area Agencies on Aging, State funds via the State Executive Office on Aging, and county funds supporting Information and Assistance. The total budget for FY06 was $6.46 million.

Approximately 8,000 older adults received a variety of in-home and community based services such as meals, personal care and transportation. Another 16,000 older adults received additional services such as counseling, health promotion, housing and legal assistance. Family caregivers also benefited with 800 receiving a variety of assistance from case management to supplemental services. Of those older adults and their caregivers receiving registered services:

- 31% live at or below the poverty level;
- 15% are severely disabled;
- 63% have greatest social need;
- 8% live in rural areas as defined by the Administration on Aging;
- 72% are considered minority; and
- 30% are considered low-income minority.

Kupuna Care

Kupuna Care, a collaboration of the State Executive Office on Aging and 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. On Oahu, seven state-funded long-term care services are available to help older adults avoid premature institutionalization. The following services were provided in FY06 by nine contracted provider agencies:

<table>
<thead>
<tr>
<th>Kupuna Care Services</th>
<th>Persons</th>
<th>Units of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Day Care</td>
<td>14</td>
<td>1,200 hours</td>
</tr>
<tr>
<td>Attendant Care</td>
<td>603</td>
<td>39,052 hours</td>
</tr>
<tr>
<td>Case Management</td>
<td>785</td>
<td>13,243 hours</td>
</tr>
<tr>
<td>Home Delivered Meals</td>
<td>2,242</td>
<td>292,652 meals</td>
</tr>
<tr>
<td>Homemaker</td>
<td>160</td>
<td>3,078 hours</td>
</tr>
<tr>
<td>Personal Care</td>
<td>496</td>
<td>27,423 baths</td>
</tr>
<tr>
<td>Transportation</td>
<td>549</td>
<td>26,731 one-way trips</td>
</tr>
</tbody>
</table>

Sample client surveys conducted by EAD of those receiving transportation and home delivered meals services showed that 98% and 86% respectively felt the services met their needs.

Waitlists tallied on the last day of each quarter for FY06 averaged 175 clients. These waitlists, symptoms of a growing elderly population, low unemployment and other factors, prompted a collective effort by the Aging Network to successfully advocate for legislative passage of SB 3252 (Act 262, SLH 2006) and other bills and resolutions to increase support for older adults.

EAD continued to move towards a centralized intake system to enhance access to services. In FY06, SIX Kupuna Care Intake staff supplemented the intake capabilities of contracted providers.

Seniors Receiving Assisted Transportation Services.
National Family Caregiver Support Program

Reauthorization of the Older Americans Act in 2000 included funding for a new National Family Caregiver Support Program. This initiative supports unpaid family caregivers who provide assistance to persons 60 years of age and older. The program also allows a small percentage to be used for older adults providing caring for minor relative children. The following services to support caregivers were provided by NINE contracted agencies:

<table>
<thead>
<tr>
<th>Caregiver Services</th>
<th>Persons</th>
<th>Units of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Assistance</td>
<td>1,452</td>
<td>1,951 contacts</td>
</tr>
<tr>
<td>Case Management</td>
<td>252</td>
<td>5,778 hours</td>
</tr>
<tr>
<td>Counseling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual</td>
<td>392</td>
<td>3,272 sessions</td>
</tr>
<tr>
<td>Caregiver Support</td>
<td>273</td>
<td>2,099 sessions</td>
</tr>
<tr>
<td>Education/Training</td>
<td>326</td>
<td>1,261 sessions</td>
</tr>
<tr>
<td>Information Services</td>
<td>6,139</td>
<td>77 presentations</td>
</tr>
<tr>
<td>Legal - Information &amp; Assistance</td>
<td>2,005</td>
<td>98 sessions</td>
</tr>
<tr>
<td>Respite Adult Day Care</td>
<td>45</td>
<td>3,878 hours</td>
</tr>
<tr>
<td>Other</td>
<td>59</td>
<td>7,083 hours</td>
</tr>
<tr>
<td>Linkage</td>
<td>243</td>
<td>608 hours</td>
</tr>
<tr>
<td>Supplemental Services</td>
<td>24</td>
<td>36 requests</td>
</tr>
</tbody>
</table>

The following is a listing of other activities engaged by the Division under this initiative:

- Co-sponsorship of the Fourth and Fifth Annual Caregiver Conferences, *Caring for Family, Caring for Yourself*, held respectively at the Sheraton Waikiki in August 2005 and at the Hawaii Convention Center in June 2006. Each conference attracted over 800 participants who attended sessions ranging from monitoring prescription drugs to managing difficult behaviors. Continuing partners, AARP, HMSA, and Alu Like organized the conference. The 2006 conference was planned also in collaboration with the Assistive Technology Resource Center to address the needs of both caregivers and persons with disabilities.

- Co-sponsorship of *Ka Lei Mehana O Na Kupuna*, a conference for grandparents raising grandchildren on the Waianae/Leeward Coast, in September 2005 at the Makaha Resort, with AARP, Alu Like, Hawaii Intergenerational Network, Queen Lili’oukalani Children’s Center and Hawaii Family Services. Topics included the legal rights of grandparents, support groups, and childcare.

- Provided information to 800 private sector employees through the *WE CARE* program that encourages Oahu employers to establish in-house caregiver support groups for their employees. Six presentations, two displays, and eight other contacts were completed.

- Partnered with 23 medical personnel to identify caregivers and connect them to services through the *Making the Link* program.

- Provided 18 caregiver education and support sessions to 120 City employees in Honolulu and Kapolei. Another 160 City employees were provided pre-retirement planning training. In addition, approximately 200 employees were regularly contacted by email to provide information about caregiving training and resources.

- Created and distributed a *Grandparents Raising Grandchildren* brochure.

- Participated in the statewide Caregivers Coalition and the Coalition’s Advocacy Committee which supported legislative bills and resolutions supporting caregivers and legislative reception at the Capitol.

- 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 maintain their independence in FY06 included:

<table>
<thead>
<tr>
<th>Services</th>
<th>Persons</th>
<th>Units of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Management</td>
<td>63</td>
<td>2,083 hours</td>
</tr>
<tr>
<td>Congregate Meals</td>
<td>1,850</td>
<td>145,595 meals</td>
</tr>
<tr>
<td>Counseling</td>
<td>1,601</td>
<td>5,365 hours</td>
</tr>
<tr>
<td>Escort</td>
<td>59</td>
<td>654 one-way trips</td>
</tr>
<tr>
<td>Health Education/Promotion</td>
<td>260</td>
<td>941 sessions</td>
</tr>
<tr>
<td>Health Screening/Maintenance</td>
<td>281</td>
<td>1,093 hours</td>
</tr>
<tr>
<td>Housing Assistance</td>
<td>496</td>
<td>4,555 hours</td>
</tr>
<tr>
<td>Information &amp; Assistance</td>
<td>9,874</td>
<td>5,986 contacts</td>
</tr>
<tr>
<td>Legal Assistance</td>
<td>408</td>
<td>2,309 hours</td>
</tr>
<tr>
<td>Nutrition Counseling</td>
<td>134</td>
<td>523 hours</td>
</tr>
<tr>
<td>Nutrition Education</td>
<td>52</td>
<td>52 hours</td>
</tr>
<tr>
<td>Outreach</td>
<td>7,585</td>
<td>783 sessions</td>
</tr>
<tr>
<td>Recreation</td>
<td>4,790</td>
<td>4,914 contacts</td>
</tr>
<tr>
<td>Transportation</td>
<td>6,203</td>
<td>7,592 hours</td>
</tr>
<tr>
<td>Assisted Transportation</td>
<td>21</td>
<td>569 one-way trips</td>
</tr>
<tr>
<td>Case Management</td>
<td>100</td>
<td>249 hours</td>
</tr>
<tr>
<td>Counseling</td>
<td>82</td>
<td>169 hours</td>
</tr>
<tr>
<td>Education/Training</td>
<td>790</td>
<td>368 sessions</td>
</tr>
<tr>
<td>Escort</td>
<td>16</td>
<td>119 one-way trips</td>
</tr>
<tr>
<td>Exercise/Physical Fitness</td>
<td>897</td>
<td>1,861 sessions</td>
</tr>
<tr>
<td>Friendly Visiting</td>
<td>29</td>
<td>168 visits</td>
</tr>
<tr>
<td>Health Education/Promotion</td>
<td>526</td>
<td>35 sessions</td>
</tr>
<tr>
<td>Health Screening/Maintenance</td>
<td>363</td>
<td>1,477 hours</td>
</tr>
<tr>
<td>Information &amp; Assistance</td>
<td>82</td>
<td>461 contacts</td>
</tr>
<tr>
<td>Literacy/Language Assistance</td>
<td>32</td>
<td>246 hours</td>
</tr>
<tr>
<td>Recreation</td>
<td>1,423</td>
<td>2,979 hours</td>
</tr>
<tr>
<td>Telephone Reassurance</td>
<td>21</td>
<td>2,616 calls</td>
</tr>
<tr>
<td>Transportation</td>
<td>335</td>
<td>6,735 one-way trips</td>
</tr>
</tbody>
</table>

Services made possible with funds provided by the State to two senior centers included:

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<tr>
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All 17 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 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 amongst agencies, strengthening the coordination of services to the elderly. In addition, annual visits to observe service delivery in action and to meet with clients were scheduled for all contracts to assure that all EAD staff understood services at the point of delivery.

To support the aging network of providers and to produce data for monitoring and reporting, a major effort was completed this year to move from a decentralized to a centralized data input system. The data processing unit completed three broad tasks: 1) restoration of data integrity, 2) implementation of a new data collection process, and 3) enhancement of data quality.

The following is a listing of other activities performed by the division in support of the delivery and coordination of services to the elderly:

- Sponsored a conference, *Joining Forces to Combat Financial Exploitation/ Crimes Against the Elderly*, in September 2005, at the Hilton Hawaiian Village, to increase collaboration among the public and private sectors to address the rising incidences of financial exploitation of the elderly. This conference brought together 185 professionals to learn about issues, share information, and network.
- Provided information, technical assistance, and referrals to the *Honolulu Advertiser* for its series of articles on elder abuse in Hawaii in May 2006.
- Planned and coordinated three segments on elderly issues for *Take Charge of Your Money* on ‘Olelo television.
• Participated in the planning of the second annual fall prevention conference, *Reducing Falls by Design*, held at the Pacific Beach Hotel in October 2005.

• EAD director was appointed by U. S. Representative Neil Abercrombie to attend the *2005 White House Conference on Aging* in Washington D.C. in December 2005, as one of 12 delegates representing Hawaii. A total of 1,200 delegates prioritized 50 resolutions and developed implementation strategies that were presented to the President and Congress to help guide national aging policy.

• Other advocacy efforts included visits to congressional members in Washington D.C. to support the Older Americans Act and Medicare Part D enrollment assistance funding, coordination of efforts to increase Kupuna Care funding, meetings with legislators and submittal of testimony on aging issues, participation in legislative briefings, and assistance with planning of the Kokua Council’s Hawaii Silver Legislature.

• Began a series of year-long trainings and planning meetings to develop goals for the next Four Year Area Plan on Aging that will cover the period from October 2007 - September 2011. Conducted several caregiver surveys at various conferences and fairs to collect information to be used in the plan. Conducted an issues forum at the State Capitol attended by 131 participants.

• Continued collaboration with the State Executive Office on Aging to implement the Aging and Disability Resource Center concept in Hawaii. This one-stop entry into long-term care for people who are elderly and persons with disabilities will build upon the strengths of EAD’s Information and Assistance Program. It will include a virtual resource center for persons of all income levels, providing information about long-term care options and assistance with gaining access to public and private long-term care services.

• Partnered with the State Executive Office on Aging, Lanakila Meals on Wheels, Alu Like, and the City’s Parks and Recreation Department to apply for a federal grant to establish an evidence-based prevention health promotion program to empower older people to take more control of their health.

• Continued efforts to pass an updated resolution by City Council to procure broker services to sell a home bequeathed to EAD, with proceeds to be used to maximize services to the elderly.

• Assisted the City Department of Planning and Permitting in addressing cases where hoarding and lack of upkeep by elderly homeowners trigger code violations. Several cases were referred to EAD to determine what services could be provided to help remedy the immediate and long-term situations. EAD coordinated volunteers to remedy several projects that resulted in the avoidance of fines.

• Assisted the State Housing and Community Development Corporation of Hawaii in the analysis of pre and post-service utilization data of EAD-funded home and community based services for three projects using ROSS Grant funding.

• Assisted Lanakila Meals on Wheels and Hawaii Meals on Wheels programs in planning for a March for Meals rally, in March 2006, to increase the awareness of senior hunger in America.

• Served on advisory councils, boards and planning groups of agencies providing services to seniors including: Caregiver Coalition Advocacy, Elder Abuse and Fraud Task Force, Falls Prevention Coalition, Kupuna Caucus, National Association of Area Agencies on Aging, Retired and Senior Volunteer Program, Senior Companion Program, Take Charge of Your Money, Ohana Women’s Health and Wellness Program, and the Policy Advisory Board for Elder Affairs Legislative Committee.

The division’s staff and service providers observed ongoing trends including:

- advancing age, resulting in frailty and increased chronic conditions;
- increasing number of clients requiring more one-on-one assistance, multiple services and follow-up;
- increasing homelessness, even among the elderly;
- increasing demand for affordable rental units and services in elderly housing projects;
- increasing demand for home-delivered meals, transportation services, caregiver assistance, legal assistance for both clients and caregivers, health maintenance classes and other types of preventive services, and support for grandparents caring for minor grandchildren;
- increasing incidences of financial abuse, exploitation and neglect of seniors, not only by strangers, but by family members as well;
- need for overnight respite and mental health services;
- continued staffing shortages, especially of multi-lingual workers and volunteers, due to the tight employment market on Oahu;
- continued reduction in the number of volunteers, especially for home-delivered meals, as those connected with the military continue to be activated, deployed or are relocated and as the price of gasoline has continued to rise;
- hoarding behaviors that create health and safety issues that have, in some circumstances, resulted in citations and financial penalties for older homeowners;
- increasing need for counseling and placement services as families become unable to care for their aging loved ones;
• rising health insurance and prescription medication costs and need for assistance with medication management;
• flat or decreased funding for services as the numbers of people needing those services increase dramatically and
fixed program costs continue to climb; and
• increasing concern of parents caring for adult children with disabilities between the ages of 50 and 59 about what
will happen to their children when they are no longer able to provide care.

The division’s staff and service providers also reported issues emerging in FY2006 including:
• increasing length of waitlists and the time it takes to begin services;
• increasing client attrition in some services due to relocation, confinement in nursing homes, or live-in services;
• interest in developing a Grandparents Bill of Rights;
• need to increase caregiver support services and to more efficiently deliver these services to the caregiver, such as in
the workplace or at more convenient times and/or locations;
• awareness of the rapidly increasing number of older adults who need service;
• need to provide services, especially Adult Day Care, on other days and at other times;
• need for maintenance and/or renovation of service providers’ facilities in order to continue service provision;
• increase in the demand for case management services;
• unavailability of basic counseling services as case management takes its place;
• increase in the number of requests for supplemental services such as nutritional drinks, incontinence supplies, and
durable equipment such as wheelchairs;
• increase in the number of clients wanting primary prevention services such as exercise and health maintenance
programs; and
• increase the demand for transportation services, especially for more personalized trips.

Senior Information and Assistance Program

The City and County’s Information and Assistance Program is the EAD unit that provides outreach, information and
referral services to the public. Bilingual staff provide individualized assistance, particularly for isolated, low income, and
frail older adults and their families who have difficulty accessing needed services.

In FY06, more than 43,600 people were reached through: door-to-door canvassing in targeted communities; satellite city
hall walk-in sites; outreach visits to group dining programs, open markets, senior clubs and housing projects; participation
and exhibits at community fairs; home visits to make case assessments of frail elders; group presentations; and calls to the
Senior Hotline.

This year, a special effort was made to inform seniors about and provide enrollment assistance for the new Medicare Part
D prescription drug benefit. Staff participated in various events to help inform seniors about the new benefit, distributed
information, and advertised availability of assistance via the State SagePlus program or the Senior Hotline. More than 500
seniors received counseling about the program and plans available and/or assistance with enrolling in one of the plans.

EAD’s quarterly newsletter, Aloha Pumehana, continued with its 20th year of publication. More than 19,000 copies were
distributed in FY06. Current topics and events covered included, “Finding a Good Care Home,” discussing things to
consider when selecting a care home for a loved one, and “Happy Birthday Boomers,” alerting seniors to the Boomer
Tsunami about to hit Oahu’s shores. Other issues celebrated volunteerism and featured this year’s volunteers of the year,
Ruby Silva and Peter Juhn, and kept seniors apprised of EAD’s ongoing activities and conferences.

The Information and Assistance Program produced several publications during the year including:
• 55,000 copies of the 2005-2007 Senior Information and Assistance Handbook;
• 12,000 copies of a revised Deciding What If…A Legal Handbook for Hawaii’s Caregivers, Families and Older
Persons;
• 5,000 copies of a revised Family Caregiving Guide; and
• 5,000 copies of Agencies That Care.

The Oahu Housing Guide, an online guide about available senior housing, continued to be updated on a quarterly basis
with the support of Catholic Charities Elderly Services’ Housing Assistance Program. All major publications continued to
be placed on the EAD website.

In FY06, several partnerships with the private sector were initiated to expand the dissemination of information. The
Information and Assistance Unit drafted 60-second banter spots which were used on KSSK’s Perry and Price morning
show about once a month. The HMSA-funded spots covered such topics as “Are you a family caregiver,” “Do you know
a needy senior?” and “What is Kupuna Care?” Another collaborative effort with Central Pacific Bank resulted in information
about financial exploitation being disseminated at various senior centers, clubs, and meal sites; broadcast on television;
and distributed at a senior fair. Information & Assistance also provided the content of the 2005-2007 Senior
Information and Assistance Handbook to the Honolulu Advertiser for publication as a special supplement in September
2005.
Honolulu Committee on Aging

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

In FY06, 13 new members were appointed to the HCOA by Mayor Hannemann. Members of the HCOA solicited nominations of senior volunteers, developed the theme and program, and hosted the Mayor’s 40th 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 such as caregiving, health and long term care, housing, security, and volunteerism. These topics were the focus of in-depth discussion at the Senior Issues Forum coordinated by the HCOA on June 30, 2006, at the State Capitol. Data collected from more than 131 participants will be used to draft EAD’s new Four Year Area Plan on Aging due next Spring.

Members of HCOA, PEAS as well as EAD staff participated in Kokua Council’s Silver Legislature held at the State Capitol in November 2005. This activity resulted in several pieces of legislation that were introduced and passed during the 2006 Legislative session. A Kupuna Caucus was formed during the session to facilitate the development of future legislative packages affecting seniors and their caregivers.

The Mayor’s 40th Senior Recognition Program

This year’s program, Extending Hands, Extending Lives – A Century of Volunteering, was held on April 24, 2006, at the Sheraton Waikiki. Mayor Hannemann addressed the 96 senior volunteers nominated and more than 1,100 well wishers that included appointed and elected officials, family and friends. There were eight winners including a centenarian.

For the first time, two Honolulu businesses, Merrill Lynch and Rainbow Sales and Marketing, were honored with the Lei Hulu award for their senior-friendly businesses. Also for the first time, the winning seniors were recognized at a meeting of the Honolulu City Council.
Hawaii Medical Service Association provided major financial support to the program for the sixth consecutive year and once again sponsored the Akamai Living Lifetime Achievement Awards. Many new contributors joined the event to make it a huge success. The Honolulu Committee on Aging and EAD staff coordinated the event.

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.

The division’s FY06 operating budget amounted to $40.9 million and an authorized staffing level of 75 full-time equivalent positions. The City’s general fund provided only $0.4 million (1.0%) of the budget, while the balance ($40.5 million) came primarily from federal resources. Funding for rental subsidies ($32.6 million), rehabilitation loans ($2.0 million), and down-payment loans and grants ($1.4 million) accounted for 88% of the budget.

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

During the past year, up to 49 tenants per month were assisted at the Westloch Elderly project while 40 more received monthly rental assistance at Kailua Elderly (Lani Huli) and eight at the Manoa Gardens Elderly project. One eligible Tenney Village rehabilitation tenant also received assistance during the year. A total of approximately $158,000 in rental assistance funds was expended.

Rental Assistance Branch
This branch, with offices in Honolulu and Kapolei, administers the federally funded Section 8 tenant-based Housing Choice Voucher Program and the Moderate Rehabilitation program by processing applications submitted by individual families for rental subsidies allocated by HUD. The operating budget for this branch totaled $36.4 million and was entirely funded with federal funds. Rental subsidies amounted to $32.3 million of the total budget.

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

To assist the hundreds of families seeking affordable rental units throughout the island, the Rental Assistance Branch, in collaboration with the State Section 8 office and the Honolulu HUD office, conducted its annual landlord informational workshop 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 linkages with the Legal Aid Society of Hawaii and State Section 8 offices to share rental information.

During the past year, the branch paid 1,718 landlords a total of $30.6 million in rental subsidies on behalf of 3,973 families. The branch processed 801 applications and issued 349 Vouchers. A total of 8,702 residential inspections and 4,889 client placements and reexaminations were completed. There were 309 canceled applications and 507 families ended their Section 8 participation. Ninety-eight (98) families canceled their Vouchers without leasing a Section 8 unit and 27 families chose to move to Honolulu to use their Section 8 subsidy under the portability feature of the program. Approximately 10,500 applicants are now on the wait list.

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

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

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

Selected families participate in and complete intensive interviews, needs assessments, handbook informational sessions, and Individual and Family Training and Service Plans. Upon completion of their Training and Service Plans, a FSS Contract of Participation is executed with the family. During the past year, 264 families were enrolled under FSS contracts with 141 of these families eligible to set up escrow savings accounts totaling $583,610. Six FSS families have successfully completed their FSS goals and graduated from the program. Of these six families, three are now free from rental subsidies and one has achieved homeownership.

**Housing Preservation and Opt-Out Program Conversions**
These HUD programs provide protection to residents of certain HUD-subsidized projects when their owners either prepay their mortgages or choose to opt-out of their Section 8 project-based contracts. The City and County of Honolulu administers the special-funded Section 8 tenant-based assistance being offered to these eligible low income families. There were no Housing Preservation and Opt-Out program conversions during the past fiscal year.

**Homeownership Option Program (HOP)**
The newly implemented Homeownership Option Program (HOP) allows eligible Section 8 families to apply their Section 8 Housing Choice Voucher Program assistance towards Homeownership Assistance rather than rent. Over 4,500 Section 8 families were invited to attend HOP informational meetings in May 2004. Of the 272 families who applied for the program, 209 have been determined eligible. During the past year, the top 60 eligible families received ongoing 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. Five families achieved homeownership and over ten families have been actively searching for a unit to purchase.
Rehabilitation and Loan Branch

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

The FY06 operating budget for this branch amounted to approximately $3.9 million of which $2.0 million is available for rehabilitation loans and $1.4 million for down payment loans and grants. The primary target groups are lower income homeowners, landlords renting to low-moderate income tenants, non-profit organizations serving low-income clients with special needs, property owners affected by declared disasters and lower income first-time homebuyers. The City’s current loan portfolio consists of 389 loans with an outstanding balance of approximately $10.9 million. A private lender under an agreement with the City provides loan servicing for 221 selected loans amounting to approximately $4.6 million. All other loans are serviced in-house and amount to 168 loans with an outstanding balance of approximately $6.3 million. During the past year, the branch processed 373 requests for applications, reviewed and finalized 42 down payment applications, and processed and funded 41 new residential rehabilitation loans for a combined total of $2.8 million.

Rehabilitation Loan Program

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

Honolulu Solar Roofs Initiative Loan Program

This program was established through a partnership with Hawaiian Electric Company to provide low interest loans (0% and 2%) for low and moderate-income homeowners to cover the cost of solar water heating system installations. Property owners who rent a majority of their units to low and moderate-income families are also eligible.
Down Payment Assistance Program
This program was established to assist first-time homebuyers with their purchase of a home by providing the down payment assistance (grant and zero interest loans) necessary to qualify for a mortgage. Buyers must be in the lower-income category (within 80% of median) and not have owned a property within the last three years. Federal HOME funds have been set aside and are drawn down as needed. This program has provided $3.8 million in down payment assistance to 167 first-time homebuyers.

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

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

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

Completion of Existing Housing Developments
The division continues its efforts to coordinate with nonprofit organizations the completion of existing housing development projects. Continued work with the Ewa Villages Revitalization Project resulted in the following accomplishments:

• In conjunction with the Department of Facility Maintenance, the division coordinated the clean up and maintenance of the project areas still under the jurisdiction of the City, on an ongoing basis. These areas include Varona Village, unsold vacant lots, and unrenovated historic homes in Tenney and Renton Villages.
• The division coordinated with the City’s property manager to manage the properties in Renton, Tenney, and Varona Villages, and assist residents with permanent housing options.
• The division continued to work with the Departments of Facility Maintenance and Design and Construction on the Ewa Mill site project that included the remediation of hazardous material and renovation of two historic mill structures.
• The division has coordinated the sales and conveyance of the three remaining existing housing units in Renton Villages in Ewa Villages.
• The division continues to provide technical assistance to the developers of Area I, Ewa Villages Development Corporation and Pediahealth Corporation, in the development of a multigenerational facility that will provide residential care, respite and daycare to persons with dementia/Alzheimer’s Disease and skilled nursing, respite and daycare for medically, fragile children.
• The division continues to work with St. Francis Healthcare System to develop a residential community for senior citizens on the Area D property. The St. Francis senior residential community will provide approximately 300 rental units and space for a variety of supportive services to seniors.
• The division also continues to work with Hui Kauhale, a Hawaii-based nonprofit agency, to develop affordable housing at Area H. The first phase of the Area H project will provide approximately 126 much-needed affordable family rental units.
• The division completed the sale of four vacant historic homes in Ewa to Ewa Village Nonprofit Development Corporation which has completed the renovation and sale to low- and moderate-income families.
Homeless Programs

The division, working with nonprofit shelter and service providers, prepared the City’s annual competitive grant application for the Department of Housing and Urban Development’s (HUD) Continuum of Care (COC) homeless program. HUD awarded the Honolulu Continuum of Care $5,206,284 in December 2005.

The division oversees administration of 240 Shelter Plus Care rental assistance slots for persons who were homeless and had a disability, funded in the amount of approximately $1,866,000 per year, as well as approximately $400,000 per year in Supportive Housing Program grants.

The division administered grant funds under the HOPWA program. The City in FY 2006 awarded $308,130 to Gregory House Programs for tenant-based rental assistance to approximately 40 households and housing-related supportive services, and $111,560 to Life Foundation for emergency assistance and case management services to persons with HIV/AIDS and their families.

The division administered grant funds under the ESG program. For fiscal year 2006, the City awarded $830,075 to 11 shelter and service providers to provide emergency and transitional housing and supportive services to homeless individuals and families. Agencies receiving funding include:

- Child and Family Service, which operates domestic abuse shelters;
- The Institute For Human Services, which operates emergency shelters;
- Kalihi Palama Health Center, which provides health clinic services to persons who are homeless at the IHS Sumner Shelter;
- Kahumana, which operates a transitional shelter for families in Waianae;
- Homeless Solutions, which operates two City-owned family transitional shelters;
- Catholic Charities, which operates a family transitional shelter in Maili;
- Hale Kipa, which serves runaway youth;
- Mental Health Kokua, which operates a safe haven shelter for persons who are homeless and have a mental illness in downtown Honolulu;
- Salvation Army, which provides emergency rental assistance and conducts budget classes; and
- Waianae Community Outreach, which provides case management services to families on the Waianae coast beaches.

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

Special Needs Housing and Community Development

The division administers projects which received over $9,060,000 in FY06 to assist families who were homeless and other persons, and families with special needs including the elderly, persons with a mental illness or who have a chemical addiction, as well as providing general community services and renovating housing units and community facilities. Projects undertaken during the past year include funding for the:

- renovation and expansion of Hina Mauka’s Kaneohe campus to serve persons with addictions;
- renovation of Maililand transitional housing units for families who were homeless on the Leeward coast;
- development costs for Easter Seals Hawaii’s West Oahu day center for youth and adults with disabilities;
• land acquisition costs for Goodwill Industries Ohana Learning Center in Kapolei;
• site work for Hui Kauhale’s 80-unit affordable housing development in Ewa;
• construction of the 80 unit Senior Residence at Kapolei rental project;
• a senior center in the Senior Residence at Iwilei rental project;
• additional redevelopment at Palolo Chinese Home;
• renovation of transitional housing units at the Salvation Army Manoa campus for women in recovery;
• renovation for Hui Hana Pono Clubhouse in Waianae; and
• renovation of the Waikiki Community Center.

Services to the community by nonprofit providers included Central Oahu Youth Services Association’s services to runaway youth and the Hawaii HomeOwnership Center’s homebuyer education and counseling program.

In the area of ongoing special needs housing services, the division administers 56 leases of city-owned properties to nonprofit organizations. The projects provide 1,009 affordable rental units, 547 elderly rental units, 364 beds in two emergency shelters, 96 beds in three transitional shelters, and 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.

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

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

The officer conducted two fair housing presentations to 180 interested property managers, security staff, tenant advocates, and government housing staff to emphasize the need to accommodate 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 to outreach to individuals with limited English proficiency.

The officer also conducted two fair housing presentations to potential Section 8 housing providers and advocated for a Section 8 holder that was being terminated by the Section 8 Program.
WORKHAWAII—JOB DEVELOPMENT 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 Workforce Investment Act (WIA) in the City and County of Honolulu. WIA provides the framework for a unique national workforce preparation and employment system designed to meet both the needs of businesses and job seekers or workers who want to further their careers. Customers are able to easily access the information and services they need through the WIA-mandated “one-stop” system, that is comprised of centers located in their neighborhoods.

Oahu WorkLinks offer services from seven full-service, one-stop centers located in Dillingham/Kalihi; downtown Honolulu; Kaneohe; Makalapa/Aiea; Wai'alua; Waianae; and Waipahu; and a satellite resource center in Kapolei. The centers have their individual characteristics and have the flexibility to respond to unique community needs while at the same time being held to the same high standard of customer service excellence.

During FY06, 57,604 new and repeat customers visited the resource rooms at the Oahu WorkLinks centers. A total of 15,624 customers used the job information service and 4,468 customers attended workshops on resume writing, interviewing, career exploration, self-employment, job search and basic computer skills. 14,916 new customers were served on site, while 26,800 customers were served off-site at job fairs, rapid response sessions, military transition assistance programs and other community events.

One-Stop System Partnerships

Active participation of mandatory one-stop partners continued to expand the system of services that minimized duplication and appeared seamless from the customers’ perspective. Due largely to Hawaii’s low unemployment rate, federal funding was reduced, generating greater impetus for the partners to implement better models of service integration and utilize technology to deliver services more efficiently.

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

- State Department of Labor and 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 North American Free Trade Agreement;
  - 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 and Training;
- State Department of Human Services, Division of Vocational Rehabilitation;
Oahu WorkLinks continued to sponsor major job fairs three times a year, with a fall fair to assist employers with seasonal Opportunity Tax Credits, as well as other resources for businesses. OSHA Regulations, Employing ex-offenders, 2004 Tax Update, How to Access Employment Training Funds and Work Customer Service, SBA (504) Loans for Existing Businesses, Hiring the Homeless, Elder Care Resources for Employees, and recruitment fairs. A series of employer-interest workshops was offered to businesses on topics such as Super Customer Service at Terminix earns $14.42 an hour and a Quality Assurance Analyst at First Insurance earns $23.08 an hour. Oahu increases while learning new skills at work. CDL drivers at Y. Hata earned an average of $13.10 an hour, a Sales Representative at Terminix earns $14.42 an hour and a Quality Assurance Analyst at First Insurance earns $23.08 an hour. Oahu WorkLinks continued to deliver demand-driven services to meet the needs of employers and to support the expansion and retention of local businesses. The Business Services Section conducted outreach to business associations and individual employers in the community. Business association partnerships included the Filipino and Chinese Chambers of Commerce; Lililhia/Palama, Kapolei, Waipahu and Kalii Business Associations; Hawaii Women’s Business Center; Hawaii Small Business Development Center; the Business Action Center; as well as the U.S. Small Business Administration. West Oahu businesses were targeted for outreach services to increase employment opportunities for residents who desired to work closer to home. Companies in West Oahu that participated with Oahu WorkLinks included, for example, Kolona Painting, Contractor’s Equipment and Services Corporation, Home Depot, Simmons Company, Hanabus’s Auto Parts, Shred-It, Tanioka’s Store, and Kalaka Nui. 2,497 new job orders from both large and small business corporations were received for applicant matching and referral in Oahu WorkLinks’ job bank. 42 new business partners from various industries including Kalii Health Center, Metcalf Construction, Starwood Hotels, and United Laundry participated in training and hiring Oahu WorkLinks job seekers. 74 customers completed on-the-job training with 35 businesses that received 50% reimbursement of their payroll costs from Oahu WorkLinks during the training period. Businesses found that the partnership with Oahu WorkLinks saved them time and money. For example, Hawaiian Homestead Technology saved $21,120 and IC Communications saved $14,213 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. CDL drivers at Y. Hata earned an average of $13.10 an hour, a Sales Representative at Terminix earns $14.42 an hour and a Quality Assurance Analyst at First Insurance earns $23.08 an hour. Oahu businesses upgraded the skills of about 1,500 workers through their use of the Employment Training Fund program. The Business Services Section established a “Business Center” in the comprehensive one-stop center at Dillingham. Employers utilized the one-stop center for services that included recruitment/job fairs, conference/meeting rooms, computers and office equipment, phones, labor market information and employer related workshops. Employers such as NCL America, Starwood Hotel, Best Buy and Bank of Hawaii used the facilities to hold promotional testing, staff meetings, and recruitment fairs. A series of employer-interest workshops was offered to businesses on topics such as Super Customer Service, SBA (504) Loans for Existing Businesses, Hiring the Homeless, Elder Care Resources for Employees, OSHA Regulations, Employing ex-offenders, 2004 Tax Update, How to Access Employment Training Funds and Work Opportunity Tax Credits, as well as other resources for businesses. Oahu WorkLinks continued to sponsor major job fairs three times a year, with a fall fair to assist employers with seasonal

• State Department of Education Adult Community Schools;
• State Department of Human Services,
   - Employment and Support Services Division, First to Work;
   - Housing and 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; and
• Unemployment Insurance.

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

New partnerships were developed with homeless service providers in the town area, churches, and State agencies to implement a pilot project funded under Community Development Block Grant—Work Readiness Development Program for People Experiencing Homelessness. People who are experiencing homelessness and have serious barriers to employment seldom access the resources and services that are available at Oahu WorkLinks. This project aims at engaging the participation of these individuals by providing a supportive and structured environment for them to develop basic socialization and life skills, explore their interests, develop career goals, build their confidence and ease their transition to the world of work.

Another new partnership was formed between the Community Schools for Adults at Kaimuki, Farrington, Moanalua and Waipahu High Schools; Oahu WorkLinks; and the Hawaii Hotel and Lodging Association to launch a new program called Skills, Tasks and Results Training (START). This nationally accredited program provides an introductory course for individuals to acquire general knowledge about the different careers in the hospitality industry and an opportunity to intern in a specialized area of choice. Along with approximately 180 hours of classroom instruction, the program requires a 90-day practicum in a hotel. Members of the Hawaii Hotel and Lodging Association support this program by paying the participant’s wages during the practicum. Successful completion of the program leads to a national certification in one of 12 industry-related positions and is portable across the country.

**Business as a Primary Customer of the Workforce Investment System**

Oahu WorkLinks continued to deliver demand-driven services to meet the needs of employers and to support the expansion and retention of local businesses. The Business Services Section conducted outreach to business associations and individual employers in the community. Business association partnerships included the Filipino and Chinese Chambers of Commerce; Lililhia/Palama, Kapolei, Waipahu and Kalii Business Associations; Hawaii Women’s Business Center; Hawaii Small Business Development Center; the Business Action Center; as well as the U.S. Small Business Administration. West Oahu businesses were targeted for outreach services to increase employment opportunities for residents who desired to work closer to home. Companies in West Oahu that participated with Oahu WorkLinks included, for example, Kolona Painting, Contractor’s Equipment and Services Corporation, Home Depot, Simmons Company, Hanabus’s Auto Parts, Shred-It, Tanioka’s Store, and Kalaka Nui.
hires for the holidays, another one after the new year, and Workforce 2006 in May, which was the largest fair of the year. A total number of 12,833 job hunters at the fairs represented a wide spectrum of Oahu’s workforce, ranging from recent high school graduates to displaced workers and underemployed people looking for promotional opportunities or a second job. The three job fairs attracted over 520 employers and were a successful continuation of the public-private partnership between Success Advertising, Altres and Oahu WorkLinks. Feed-back from businesses through an on-line survey showed that they were pleased with the turnout of a diverse and qualified applicant pool, good publicity, and organization of the event. Job seekers who responded to the survey commented that they were satisfied with the availability of job openings that met their interests.

The following is Oahu WorkLinks’ Outstanding WIA Employer of the Year

“Hawaiian Homestead Technology Inc. launched a Computer Aided Drafting (CAD) conversion facility in Waimanalo, a rural town of 2,500 on Oahu. We worked with community partner Waimanalo Hawaiian Homes Association to recruit residents to work at the facility. None of the staff selected had any CAD experience, so we were very fortunate to work with funders like O’ahu WorkLinks that allowed us to properly train our staff in CAD conversions. Now, all of our staff are gainfully employed performing CAD conversions and we are already in the process of expanding the job opportunities! Training funds are absolutely essential when creating new job opportunities which require specific skills sets not generally found in the local labor force.”

Olin Lagon
Chief Executive Officer

WIA Adult and Dislocated Worker Program Achievements

The WIA Adult Program provides adults with low incomes intensive case management and follow up services for occupational skills training and job placement.

The WIA Dislocated Worker Program allows people who are laid off to receive intensive case management and follow up services for re-training and employment in occupations in high demand industries.

There were 452 customers enrolled in the Adult program and 339 in the Dislocated Worker program. For the 291 Adult and 204 Dislocated Worker customers who exited the program, WIA has mandated performance outcomes that cover entered employment rate, employment retention rate at six months, earning change/replacement at six months and employment and credential rate. Oahu exceeded all four performance measures for the Adult program and exceeded three of the four measures for the Dislocated Worker program.

YEAR SIX PERFORMANCE OUTCOMES

<table>
<thead>
<tr>
<th>Program</th>
<th>Negotiated</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entered Employment Rate</td>
<td>75%</td>
<td>85.9%</td>
</tr>
<tr>
<td>Retention Rate</td>
<td>82%</td>
<td>84%</td>
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<tr>
<td>Earnings Change</td>
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<tr>
<td>Credential Rate</td>
<td>58%</td>
<td>85.8%</td>
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<tr>
<td>Dislocated Worker</td>
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<tr>
<td>Entered Employment Rate</td>
<td>80%</td>
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<tr>
<td>Retention Rate</td>
<td>84%</td>
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<tr>
<td>Earnings Replacement</td>
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</tr>
<tr>
<td>Credential Rate</td>
<td>61%</td>
<td>77.9%</td>
</tr>
</tbody>
</table>
DCS-43

Program Year 2005 was a year of transition to the newly established Common Measures. Six federal departments with the State Department of Labor in the lead would implement Common Measures to evaluate the outcomes of their workforce programs. By standardizing reporting and performance requirements, it was anticipated that common performance measures would facilitate the integration of service delivery, reduce barriers to cooperation among programs, and enhance the ability to assess the effectiveness and impact of the workforce investment system.

Oahu WorkLinks’ Outstanding WIA Employee of the Year

“Jocelyn Hostetler was working as a receptionist at the Waikiki Health Center’s main clinic during the spring and summer of 2004. She was an excellent worker and had just graduated from the University of Hawaii with a BA in Psychology making her an ideal candidate for advancement to an outreach specialist position. The new position came with both a substantial increase in responsibility and pay, along with opportunities for advancement. Jocelyn excelled in her new position of outreach worker and in 6 months was promoted to Interim Case Manager. She held this position for 18 months.

Jocelyn recently left the Waikiki Health Center for a position as an ACT Team Case Manager. This is a great position for her and one in which she will certainly excel. Jocelyn serves as an excellent example of how hiring from within with the help of WorkLinks can make for outstanding employees that continue to move forward in their careers.”

Darlene W. Hein, Program Director
Care-A-Van Program, Waikiki Health Center

Welfare Programs

Ho’ala Program

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

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

Participants generally were referred to a “Job Club” upon completion of their two-week training, where they received teacher and peer support in executing the job search skills that they just learned. They received career assessment services using Career Occupational Preference System (COPS), Career Orientation Placement and Evaluation Survey (COPES) and Career Ability Placement Survey (CAPS). Some of the Job Clubs also improved their services by offering a mini Employment Resource Center at the First-To-Work units, and participants were assisted with cold calls to employers, resume updates and drafting cover letters and thank you letters. Workshops were conducted to further prepare the participants in learning to complete a variety of employment applications and to confidently and successfully interview for a position. Many of the participants were able to obtain a job within four to six weeks of their enrollment in Job Club. Those who had more difficulties were generally placed in volunteer work sites where they were able to gain additional experience and skills.

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

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

During FY06, Ho‘ala served 1,786 customers from First-To-Work and Food Stamp Employment and Training programs. Instructors from the Ho‘ala program also conducted core job readiness and customer service workshops for 4,968 Oahu WorkLinks customers.

**Family Self-Sufficiency Program**

WorkHawaii’s Family Self-Sufficiency Program (FSS) provides recruitment, enrollment and intensive case management services for families participating in the State Section 8 Rental Assistance Voucher program. It continued to produce outstanding results through its intensive case management of Section 8 families enrolled with its five-year program. The program was nearing the five-year mark for many of its families that originated their FSS contracts in 2002. As a result this, about a third of the 127 currently active participants would be completing their five-year program goals within the next 12 months. The completion could result in the receipt of an escrow savings check, similar to that received already by 11 hardworking families totaling over $42,982.26. These families successfully moved off the Section 8 rental assistance program by continuing to increase their earning power through job promotions, raises, additional family member income and/or changes in career path. The FSS program assisted two families, both headed by single mothers, to become homeowners. One family is now living in a four-bedroom home in Ewa Villages and the other purchased a one-bedroom townhouse in Kapolei. Another family was in the process of closing on a two-bedroom townhouse in Kapolei. With the impending closure of 48 families in the following 12 months, program staff would continue to strive to provide the families with the mentoring and counseling that would lead them towards self-sufficiency.

![Image of the Hokoana Family](image1)

*The Hokoana Family was presented with their “escrow check” from FSS staff in the amount of $6,630.86. The family is currently free of government assistance.*

![Image of Debra Villa](image2)

*Debra Villa is the proud owner of a four-bedroom single home on the Ewa Villages Golf Course. Debra is shown above receiving an escrow check for successfully completing her FSS five-year program.*
POWERS, DUTIES AND FUNCTIONS

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

ORGANIZATION OF DEPARTMENT

The Department of the Corporation Counsel is organized into the Administration and 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 2005 to June 2006 the division commenced the year with 4,126 outstanding opinion requests, thereafter received 1,655 requests, completed and closed 1,108 requests, had a workload of 5,781 requests during the year, and closed the year with a total of 4,673 outstanding requests. Separate and apart from the foregoing count of opinion requests, the division issued two Memoranda of Law, which responded to two opinion requests received during the year. The division commenced the year with 34 outstanding drafting requests (i.e. requests to draft bills, resolutions, leases, easements, contracts etc.), thereafter received eight requests, completed and closed four requests, had a workload of 42 requests during the year, and closed the year with a total of 38 outstanding requests. The division commenced the year with 658 outstanding requests for review and approval of legal documents, thereafter received 4,210 requests, completed and closed 4,371 requests, had a workload of 4,868 requests during the year, and closed the year with a total of 497 outstanding requests.

The division commenced the year with 272 outstanding pre-suit cases (i.e. adversarial proceedings pending before administrative bodies), thereafter received 198 requests, completed and closed 144 requests, had a workload of 470 cases during the year, and closed the year with a total of 326 outstanding requests. The division commenced the year with 554 outstanding case assignments (i.e. cases in any of the state or federal courts), thereafter received 96 requests, completed and closed 143 requests, had a workload of 650 cases during the year, and closed the year with a total of 507 outstanding requests.

Highlights and Accomplishments

Memoranda of Law

The division issued two numbered memoranda of law in the fiscal year.

Memorandum of Law No. 05-4 advised the Department of Budget and Fiscal Services generally on its obligation to provide relocation benefits for displaced occupants. The situation prompting the inquiry
had resolved but the facts presented were utilized in providing guidance to the agency in relocation benefits under the federal Uniform Relocation Assistance and Real Property Acquisition Policies Act. (Gordon D. Nelson)

Memorandum of Law No. 05-5 also responded to the Department of Budget and Fiscal Services for advice regarding its obligation to reconvey specific remnant parcels of land created by the recent realignment of a city street based upon the language of the 1935 quitclaim deed to the City of the property for road purposes. We advised that the agency is not obligated to reconvey the parcels and that the City may claim compensation should it elect to reconvey the land. (Gordon D. Nelson)

**City Council**

We defended the City Council in a lawsuit for declaratory judgment on the interpretation of a Sunshine Law provision addressing serial one-on-one communications between members of the Council, entitled *Right to Know Committee, et al. v. City Council, City and County of Honolulu*, Civil No. 05-1-1760-10 (EEH). The eight named plaintiffs in the State of Hawaii, First Circuit Court lawsuit were Right to Know Committee, League of Women Voters of Hawaii, Society of Professional Journalists, Hawaii Chapter, University of Hawaii Chapter of the Society of Professional Journalists, Big Island Press Club, Inc., Hawaii Political Reform Project, Citizen Voice and the Honolulu Community Media Council. The State of Hawaii intervened as Plaintiff. The City and the nine councilmembers, named in their official capacities as councilmembers, were named defendants. The dispute arose out of the proposed reorganization of the City Council in July 2005, the issuance of an unsolicited opinion letter from the State of Hawaii, Office of Information Practices (“OIP”), to the Council Chair and copied to each Councilmember and followed by a numbered OIP Opinion No. 05-015 that concludes that while the Sunshine Law allows two councilmembers to privately discuss Council business between themselves, the Sunshine Law prohibits either of the two councilmembers from then participating in a private conversation with any other councilmember about the same council business.

We filed a motion to dismiss the lawsuit in October 2005 and prevailed in having all but one paragraph of the complaint dismissed from the litigation. The surviving issue in the lawsuit was the subject of the Plaintiffs’ motion for summary judgment that was heard in January 2006, which motion was joined in by the State of Hawaii as intervenor in the lawsuit. The court gave significant deference to the interpretation of the statute as articulated by OIP in its Opinion No. 05-015 and entered its opinion granting Plaintiffs’ motion, finding that serial one-on-one communications are prohibited under the Sunshine Law. Following entry of judgment in the Circuit Court proceeding in May 2006, we noticed an appeal to the Intermediate Appellate Court, contesting the Circuit Court decision on the interpretation of the Sunshine Law. The appeal is entitled *Right to Know Committee, et al. v. City Council, City and County of Honolulu, et al.*, Supreme Court No. 27996. (Don S. Kitaoka, Reid M. Yamashiro, Derek T. Mayeshiro, John S. Mackey)

**Charter Commission**

In the General Election of November 2004, the electorate approved a Council-initiated proposal for a Charter amendment to convene a Charter Commission every 10 years in years ending in “4”. Pursuant to the 2004 Charter amendment, the City Charter Commission convened its first meeting in December 2004, and continues its process of identifying and developing proposals to amend our 1973 Revised Charter of the City and County of Honolulu (2000 Ed.) as amended, and to implement educational programs to inform the voters of the proposals submitted to the City Clerk for inclusion on the ballot for the General Election in November 2006. The Charter Commission solicited proposals for Charter amendment from the community and city agencies and amassed a total of 108 proposals when it commenced its process for consideration of proposals for Charter amendments. The Charter Commission has held approximately 22 meetings through June 2006, and also held public hearings in Kapolei, Kailua and Hawaii Kai to solicit comments from the community on the 108 proposed amendments. We advised and will continue to advise the Charter Commission on procedural matters, legal issues presented by proposed charter amendments and propose language revision for clarity and style. (Dawn D. M. Spurlin, Lori K. K. Sunakoda, Diane T. Kawauchi)

**Community Services Section**

**Parade Activities.** We advised the Department of Transportation Services in the promulgation of its administrative rules in conjunction with the implementation of the terms of the settlement agreement entered into by the City to resolve the three lawsuits arising out of the Family Day Parade and Family Day Festival held on July 5, 2003, in Waikiki and a Family Day Festival held on February 14, 2004, in Aala Park. We previously reported on these lawsuits entitled, *Parents, Family, Friends of Lesbians and Gays (PFLAG), et al. v. City and County of Honolulu, et al.*, USDC Civil No. CV03-00332 HG-KSC (Consolidated); *Watland v. City and County of Honolulu, et al.*, USDC Civil No. CV04-11109 SPK-BMK (Consolidated); *Beckman, et al. v. City and County of Honolulu, et al.*, First Circuit Court, Civil No. 03-1-1451-07 (BIA).

We also advised the Council on its consideration of legislation that restricts the number of parades in the Waikiki Special District. Bill 84 (2004) CD2, FD2, was adopted by the Council on August 16, 2006, and enacted as Ordinance No. 06-39. (Reid M. Yamashiro)

In the Matter of Water Use Permit Applications, Petitions for Interim Instream Flow Standard Amendments, and Petitions for Water Reservations for the Waiahole Ditch Combined Contested Case Hearing. Supreme Court No. 24873 and Case No. CCH-OA-95-1. As reported in our prior annual report, in June 2004, the Hawaii Supreme Court issued its decision in
the appeal of the action of the State Commission on Water Resource Management (“Water Commission”) and remanded the case to the Water Commission for further findings and conclusions on the issue of: (1) the designation of an interim instream flow standard for windward streams; (2) 2.2 million gallons per day of unpermitted water; (3) the practicability of Campbell Estate and Puu Makakilo, Inc., using alternative ground water sources; (4) the actual water needs of Campbell Estate Field Nos. 115, 116, and 145 (Jefts); (5) the actual water needs of Campbell Estate Fields Nos. 146 and 166 (Garst Seeds); and (6) the State of Hawaii Agribusiness Development Corporation’s water use permit for systems losses. We represented the Board of Water Supply (“BWS”) and the Department of Planning and Permitting (“DPP”) in the Hawaii Supreme Court appeal.

We continued with our representation of BWS and DPP at the contested case hearing on April 5, 2005, and for closing oral arguments on June 1, 2005, on the issues remanded by the Hawaii Supreme Court to the Water Commission. On July 13, 2006, the Water Commission issued its Findings of Fact, Conclusions of Law, and Decision and Order in the remanded proceedings entitled, “In the Matter of Water Use Permit Applications, Petitions for Interim Instream Flow Standard Amendments, and Petitions for Water Reservations for the Wai'ahole Ditch Combined Contested Case Hearing (CCH-OA95-1).” The Windward Parties and Hawaii’s Thousand Friends have filed appeals on the decision to the Intermediate Court of Appeals. (Reid M. Yamashiro)

Repeal of the Condominium Leasehold Conversion Law. The City’s lease-to-fee condominium conversion law, Chapter 38, Revised Ordinances of Honolulu (“ROH”), was repealed effective February 9, 2005, by Ordinance No. 05-001. Several condominium unit owners in the Kahala Beach and Discovery Bay condominium projects sued the City challenging the validity of the action to repeal and its applicability to the Plaintiff-unit owners, in Hsiung v. City and County of Honolulu, USDC Civil No. CV05-00104 DAE-LEK (Kahala Beach) and Matsuda v. City and County of Honolulu, USDC Civil No. CV05-00125 CDE-LEK (Discovery Bay). In October 2005, United States District Court Judge David Ezra issued an order in each of the cases by granting the City’s motion for summary judgment. The City prevailed on all counts. In its October 2005 orders, the Court reaffirmed its reasoning in its earlier July 2005 order that denied Plaintiffs’ motion for summary judgment, by holding that under the reserved powers doctrine, the City is not bound by a contract that purports to limit the City’s power of eminent domain. The Court concluded that the City Council acted within its constitutional and legal authority in repealing Chapter 38, ROH. Plaintiffs in the Discovery Bay lawsuit have appealed the decision to the United States Court of Appeals for the Ninth Circuit. The appeal has been fully briefed and is awaiting decision. (Don S. Kitaoka, Derek T. Mayeshiro, Paul M. Iguchi)

Communications-Pacific, Inc. v. City and County of Honolulu, et al., Civil No. 05-1-2249-12 (EEH). With the assistance of special deputy corporation counsel, we defended the City in a lawsuit for declaratory judgment seeking an interpretation of the State Procurement Code, Hawaii Revised Statutes Chapter 103D. The dispute arose out of the City’s selection of Parsons Brinckerhoff Quade & Douglas, Inc. (“Parsons”), as a consultant for the Honolulu High Capacity Transit Corridor Project (the “Project”). Communications-Pacific was a sub-consultant listed by Parsons. During contract negotiations with Parsons, the City and Parsons agreed to revise the community outreach portion of the work which necessitated that a further sub-consultant be retained by Parsons, one qualified to provide the services called for under the revised scope of the community outreach work. Community Planning & Engineering (“CPE”) was approved by the City as the sub-consultant qualified to do the new community outreach work added through the revision, and the scope of Communications-Pacific’s anticipated involvement was reduced. Communications-Pacific sought a declaratory judgment that adding CPE as a sub-consultant to a contract after a selection committee had already evaluated and ranked prospective service providers violated the State Procurement Code.

The City filed a Motion to Dismiss on February 9, 2006, on the basis that sub-consultants have no legal standing to seek relief relative to a dispute over the State Procurement Code, and that the State Procurement Code and the rules adopted by the procurement board are the exclusive remedies available to all bidders. The court ruled that sub-consultants could not bring legal actions for judicial review outside the State Procurement Code, and that claims of sub-consultants can be brought under the State Procurement Code by the contractor that received the contract and for whom they were sub-consultants. The court dismissed the lawsuit for lack of jurisdiction.

Communications-Pacific has filed an appeal of the case to the Intermediate Court of Appeals. The appeal is entitled Communications-Pacific, Inc. v. City and County of Honolulu, et al., Supreme Court No. 28010. (Don S. Kitaoka; Reid M. Yamashiro).

Finance Section

Enterprise Resource Planning Project. We assisted the Department of Information Technology (“DIT”) with its Enterprise Resource Planning (“ERP”) project, an integrated computer software system to update and integrate the City’s accounting and personnel procedures. Historically, the City’s existing financial, personnel and payroll systems were separately implemented and maintained. ERP will consolidate those systems to improve reliability, efficiency, and productivity. We advised DIT and the Department of Budget and Fiscal Services in the solicitation and request for proposal process for the selection of the software vendor for ERP. Following the procurement process, the City selected CGI-AMS, Inc. as its contractor for ERP, entering into a $10 million, 2.5 year contract with the firm. We assisted with review and preparation of the contract documents with CGI-AMS, Inc., including Software Licensing Agreements and Implementation Services Agreements. We also assisted with procurement and contract documents for other vendors providing services and equipment to implement the project. (Paul M. Iguchi, Amy R. Kondo)
Land Use Section

Turkoglu v. ZBA, et al., First Circuit Court, Civil No. 05-1-1389-08 (EEH). We defended the decision of the administrative Zoning Board of Appeals (“ZBA”) in an appeal to the Circuit Court of the ZBA decision denying an appeal by the Association of Apartment Owners of Boulevard Tower (“AOAO”). The appeal to the ZBA was filed by the AOAO. The AOAO appealed the decision of the Department of Planning and Permitting that denied the AOAO’s request for an administrative order for the board 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. The City filed motions to dismiss various claims alleged by Plaintiffs in their lawsuit and in September 2005, the Court dismissed five of the claims in the lawsuit. Among the claims remaining in the lawsuit are claims relating to alleged violations of the National Pollutant Discharge Elimination System permits for the Sand Island and Honouliuli wastewater treatment plants, and improper operation and maintenance of these plants. The Plaintiffs have filed a motion for reconsideration of the Court’s September 2005 order. The City’s motion is currently pending.

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; injunctive relief requiring 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. The City filed motions to dismiss various claims alleged by Plaintiffs in their lawsuit and in September 2005, the Court dismissed five of the claims in the lawsuit. Among the claims remaining in the lawsuit are claims relating to alleged violations of the National Pollutant Discharge Elimination System permits for the Sand Island and Honouliuli wastewater treatment plants, and improper operation and maintenance of these plants. The Plaintiffs have filed a motion for reconsideration of the Court’s September 2005 order. The City’s motion is currently pending.

The AOAO neither appealed nor participated in Appellant’s appeal. The Appellant filed various frivolous motions all of which were denied, however, during the hearings on these motions, the Circuit Court directed the Appellant to focus on what the court identified as the primary issue in the case, which was the legality of the ZBA automatic denial rule and whether the rule violated our Charter which provides that an affirmative vote of the majority of the entire membership of an administrative board is required for the board to take any action. In this case, the ZBA administrative rules require that an affirmative vote of a majority of the entire membership is required to take any action. The ZBA is composed of five members. Three ZBA members were present for the vote on the AOAO appeal, the vote was 2 to deny and 1 to affirm the appeal. The ZBA administrative rules further provide that the failure to obtain a majority vote at two separate meetings shall constitute a denial of an appeal. Because there was no majority vote at the first vote, the case was continued to a second meeting. At the second meeting the vote was again 2 to 1, and in accordance with the ZBA rules, the appeal was denied.

This issue was very important to the ZBA because the automatic denial rule has been in the ZBA rules for an extended period of time and had been applied in many prior ZBA cases. As counsel for the ZBA, we argued that the Intermediate Court of Appeals had already upheld the validity of the ZBA rule requiring denial of a zoning appeal whenever the ZBA failed to obtain a vote of a majority of its total membership at two separate ZBA meetings in Waikiki Marketplace Inv. Co.
Chair of the Zoning Board of Appeals (1997 appeal of a citation order). At the oral argument in the Circuit Court appeal, the court stated that the Appellant had not met her burden of proof, and that the Waikiki Marketplace decision was the law of the case. The ZBA decision was affirmed. Appellant’s motion for reconsideration was denied. (Dawn M. Spurin represented the ZBA in the appeal).

Hui Malama I Na Kupuna O Hawai’i Nei, et al. v. Wal-Mart, et al., Civil No. 03-1-1112-05 (VSM). We defended the City in a lawsuit involving the discovery and treatment of human remains at the construction site of the Wal-Mart/Sam’s Club development on Keeaumoku Street. We prevailed in our motion for summary judgment on the court’s finding that because there was no reason for the City to know that there would be human remains at the site of the project, the City has no obligation to comply with Section 6E-42, Hawaii Revised Statutes. This section of State law requires that prior to granting approval for any permit, license, certificate, land use change, subdivision or any other entitlement of use which may affect historic property or a burial site, the agency must notify the State of Hawaii, Department of Land and Natural Resources, to allow the department an opportunity for review and comment on the effect of the proposed project on the historic property or burial site. The court also ruled that the Plaintiffs’ request that the permit issued by the City Department of Planning and Permitting be null and void was moot because the structure had been completed. The granting of this motion disposed of all claims against the City. (Lori K. Sunakoda)

Center for Bio-Ethical Reform, Inc. v. City and County of Honolulu, USCA No. 03-16650; USDC Civil No. 03-00154 DAE-BMK. This case challenges on free speech grounds Honolulu’s prohibition on aerial advertising. The City, together with The Outdoor Circle and Scenic America, has vigorously defended the ban as a content-neutral regulation of the time, place and manner of exercising free speech rights. The City has forcefully argued that the ban is crucial to protecting and preserving Honolulu’s outstanding and world-renowned scenic views and its visitor industry, and has made the case that the ban protects drivers and pedestrians from distractions that could cause traffic accidents.

Before this year the City succeeded in defeating plaintiffs’ efforts to preliminarily enjoin the ban while the case was litigated, then defended that ruling on appeal to the U.S. Court of Appeals for the Ninth Circuit (“Ninth Circuit”), and finally prevailed at trial in District Court.

This year we worked with special deputy corporation counsel to brief and argue a second appeal to the Ninth Circuit, securing a ruling from that Court that upholds Honolulu’s ordinance. The City now awaits a decision by plaintiffs as to whether they will petition the U.S. Supreme Court to hear a further appeal of the matter. (Gordon D. Nelson)

Unite Here! Local 5, et al. v. City and County of Honolulu, et al., Civil No. 06-1-0265-02 (SSM). We defended this lawsuit, brought by the plaintiffs against the developer Kuilima Resort Company and the City, to enjoin the developer from any further construction activity for the Kuilima expansion project and to enjoin the City from any further processing of land use approvals and permits for the project. Plaintiffs claimed that the developer’s Special Management Area Permit issued by the City for the project in 1986 had expired and that a supplemental environmental impact statement was required due to the change in the timing of the project. Plaintiffs filed a motion for preliminary injunction, which sought injunctive relief pending a trial on the merits of their claims. In April 2006, Circuit Court Judge Sabrina McKenna denied the plaintiffs’ Motion for Preliminary Injunction, and agreed with the position of the developer and the City that the plaintiffs had failed to provide evidence that the change in timing of the project has had a significant effect on environmental impacts. (Don S. Kitaoka, Lori K. K. Sunakoda)

Nuuanu Valley Association v. City and County of Honolulu, et al., Civil No. 06-1-0501-03 (RKOL). We defended a lawsuit filed by a community association, Nuuanu Valley Association, which opposed a proposed subdivision development in the Nuuanu Dowsett Highlands area. In its lawsuit, the Plaintiff alleged, among other things, that the City denied Plaintiff access to public records maintained by the City in violation of Hawaii Revised Statutes (“HRS”) Chapter 92F. In specific, Plaintiff alleged that the City denied Plaintiff access to copies of engineering reports submitted to the City’s Department of Planning and Permitting (“DPP”) by the applicant-developer, Laumaka LLC, and comments communicated by DPP to the applicant-developer’s consultants regarding said reports. Plaintiff alleged that as a result of the City’s nondisclosure, Plaintiff was harmed because it was not able to meaningfully participate in the planning and permitting process. Plaintiff requested that the Circuit Court issue a preliminary injunction prohibiting DPP from further review and processing of the subdivision application for the development. Plaintiff also sought an order from the Circuit Court requiring DPP to produce all engineering and other technical reports pending review and evaluation for acceptance of the application by DPP, including any comments on such reports.

In May 2006, Judge Randal Lee denied Plaintiff’s motion for a preliminary injunction. The Court made the following significant findings in this case: The City has made available for review and copying all reports that have been accepted by DPP and made part of DPP records relating to the subdivision application. Reports with the City’s comments thereon that have not been accepted by the City are not records maintained by the City and therefore are not “government records” that are required to be disclosed under HRS Chapter 92F. Even assuming that the City did maintain copies of reports that were submitted to the City but not accepted, such reports containing responses and comments of individuals involved in the approval process would fall under the exclusionary provision of HRS Section 92F-13 whereby disclosure of such reports and the comments thereon would not be required. Plaintiff presented no expert evidence to support a finding that the proposed subdivision project poses a flood or rock slide hazard to the area. Contrary to Plaintiff’s claim of an inability to meaningfully participate in the planning and permitting process, Plaintiff, in fact, has participated in the governmental process and has voiced its concerns about the proposed subdivision with the information provided by the City. DPP, upon
being informed of Plaintiff’s concerns, did not take those concerns lightly and in fact addressed Plaintiff’s concerns; and the City also required the developer to address Plaintiff’s concerns.

Plaintiffs also allege in the lawsuit that an Environmental Assessment must be prepared for the project. The City’s position is that the requirement for an environmental assessment has not been triggered by the project. This litigation is ongoing and has not yet been set for trial. (Don S. Kitaoka, Lori K. K. Sunakoda)

**Personnel Section**

UPW v. City and County of Honolulu, Emergency Services Department. These two separate grievances were filed by a paramedic employee (“Grievant”) who was suspended for 20 days and later terminated for his failure to meet applicable standards while responding to three different incidents involving seriously and critically ill patients. The Union filed a grievance alleging the City violated Section 11, Discipline, of the Unit 10 collective bargaining agreement (“CBA”), because the City-Employer did not have just and proper cause to suspend and terminate the Grievant. The arbitrator held that the City-Employer failed to consider exonerating evidence in favor of the Grievant, erroneously concluded that the Grievant was at fault in his handling of the patients, and placed insufficient weight on the Grievant’s superior prior record. Following a hearing on the consolidated cases, the arbitrator held that the 20-day suspension grievance was untimely filed at Step 1 of the CBA grievance procedure and returned the grievance to the parties without ruling on its merits. The arbitrator also held that the City-Employer had just and proper cause under Section 11 of the CBA to terminate the Grievant because: 1) there was reasonable evidence that he did not meet the applicable standards; and 2) termination does not unreasonably relate to the seriousness of the offense because lives are at stake if the Grievant does not perform his job properly. The arbitrator’s decision: 1) again reinforces the City’s position that untimely Union grievances do not have to be considered by the City and the arbitrator has no jurisdiction over same; and 2) recognizes and strengthens the City’s demands on its paramedics to meet the highest level of local and national standards. (Florence C. Baguio, Jr.)

UPW v. City and County of Honolulu, Department of Environmental Services. This grievance was filed by an employee (“Grievant”) who was terminated for threatening his supervisor on successive days. The Union filed a grievance alleging the City violated Section 11, Discipline, of the Unit 10 collective bargaining agreement (“CBA”), because the City-Employer did not have just and proper cause to terminate the Grievant. Following its investigation, the City-Employer found that the Grievant’s actions violated the City’s workplace violence policy. The City-Employer placed the Grievant on leave without pay, after which he was terminated. The arbitrator held that the grievance was untimely filed at Step 2 of the CBA grievance procedure and returned the grievance to the parties without ruling on its merits. The net effect of the arbitrator’s ruling is that the Grievant’s termination will stand. The arbitrator’s decision: 1) reinforces the City’s position that untimely grievances do not have to be considered; 2) recognizes the limits on the arbitrator’s jurisdiction in hearing matters not brought pursuant to the CBA’s grievance procedure; and 3) forces the Union to move vigilantly to comply with the grievance deadlines or risk dismissal of its grievances. (Florence C. Baguio, Jr.)

SHOPO v. City and County of Honolulu, Honolulu Police Department. This grievance was filed by SHOPO on behalf of a male police officer who was temporarily transferred to an assignment outside of his district after a subordinate female officer alleged that the Grievant had made comments of a sexual nature towards her. The Union alleged that the department’s action was “arbitrary, capricious, discriminatory, and in violation of the Unit 12 collective bargaining agreement.” The department’s position was that the transfer was the result of the complaint and the need to investigate same. The arbitrator denied the grievance and held that the decision to transfer the Grievant was reasonable under the circumstances and was not motivated by any discriminatory, improper, punitive or anti-union intent. The arbitrator’s decision recognizes that the department was legally obligated by the City’s and the department’s Sexual Harassment Policies, and the Equal Employment Opportunity regulations and federal cases regarding same, to take immediate action (in this case, separation of the parties pending the investigation) when it receives an allegation of sexual harassment. (Florence C. Baguio, Jr.)

Alan Goto, et al. v. Marc Henderson, et al., Civil No. 05-1-0846-05. This is a workers’ compensation lien case based on an automobile accident which resulted in the death of a solo bike officer and injuries to numerous others. A number of lawsuits were filed as a result of the accident. The cases were consolidated and the plaintiffs eventually agreed to a mediated settlement amount.

However, the parties could not agree on how much of the settlement proceeds the City should receive as a result of its lien. The officer’s estate argued that the City’s lien should be limited to the amount in workers’ compensation benefits which the City provided to decedent. Under that scenario, the City would recover approximately $4,000.00. A second workers’ compensation beneficiary took the position that the entire lien should be assessed against the estate and that the City should not be entitled to a credit against future benefits, which the City valued at close to $95,000.00. In that case, the City would recover approximately $37,000.00 of its lien but would be required to continue paying weekly death benefits.

The City filed an Application for and Determination of First Lien Against Any Judgment for Damages and/or Settlement to resolve the matter. The City prevailed at the hearing, resulting in a recovery of approximately $137,000.00. (Paul K. W. Au)

John Palimoo v. Honolulu Police Department, Case No. AB 2004-040. The Employee-Claimant appealed the State Department of Labor and Industrial Relations, Disability Compensation Division (“DCD”), decision denying his claim that he sustained an avascular necrosis (AVN) condition on October 20, 2002, arising out of and in the course of his employment.
The State Labor Appeals Board issued a decision on September 7, 2005, affirming the DCD decision. The Board relied on the written opinions and testimony of Robert Smith, M.D., to determine that the October 20, 2002 accident in which Claimant allegedly slipped but did not fall, did not cause, aggravate or accelerate the Employee-Claimant’s preexisting AVN condition. (Clark H. Hirota)

Lester Rodrigues v. Department of Parks and Recreation, Case No. AB 2001-515. The State Labor Appeals Board (“LAB”) issued its decision on September 12, 2005, affirming the November 19, 2001 decision of the Director of the Department of Parks and Recreation denying the Employee-Claimant Lester A. Rodrigues’ claim for a June 29, 1993 injury. The Employee-Claimant filed a workers’ compensation claim as a result of being poked by a metal object while carrying a trash bag at Lanakila District Park. The Employer, City and County of Honolulu, accepted liability for the claim.

The Employee-Claimant subsequently developed persistent pain in his right thigh area following the incident and underwent a myriad of diagnostic tests and orthopedic and psychiatric evaluations. However, the cause of the pain was never definitively established. In 1997, Claimant underwent a blood test which proved positive for the Hepatitis B virus. He subsequently filed a WC-5 workers’ compensation claim alleging that he contracted the virus as a result of the June 29, 1993 incident. This claim was denied.

The LAB upheld the denial finding the City presented substantial evidence to establish that the Employee-Claimant could not have been exposed to the Hepatitis B virus as a result of the June 29, 1993 incident. The board relied on the medical report and testimony of Dr. Leon Cupo on which to base its conclusions. We were also able to discredit the Employee-Claimant’s allegation that he was poked by a needle or syringe on the date of the accident and discredit the expert testimony of Dr. Rahman, offered by the Employee-Claimant, by attacking the background and conclusions of the witness.

Finally, we were able to rebut the Employee-Claimant’s argument that the claim should be compensable as an occupational injury under Flor v. Holguin, 94 Hawai‘i 70 (2000), which was critical as there is nothing in the record to establish an alternate exposure by the Employee-Claimant to the Hepatitis B virus. (Paul K. W. Au)


The Employee-Claimant filed a workers’ compensation claim after he slipped and fell on his back, left hip and left arm while working as a groundskeeper. The Employer, City and County of Honolulu, accepted liability for the claim. The Employee-Claimant was treated at the emergency room on the day of the accident. Despite being scheduled for follow-up care, the Employee-Claimant did not seek further treatment following a September 28, 1992 visit. His doctor submitted a final report on January 21, 1993, indicating that the Employee-Claimant did not return for further treatment.

In 1997, the Employee-Claimant began treatment with Dr. Inam Ur Rahman complaining, among other things, of left shoulder pain. The Employee-Claimant was subsequently diagnosed with a torn rotator cuff in the left shoulder for which he underwent surgery.

The Employee-Claimant sought payment from the City for his treatment, which the City denied. We defended the denial on the basis that the initial injury was minor in nature and the Employee-Claimant was diagnosed with gout which his treating physician felt was affecting his shoulder. We also pointed out that prior to being diagnosed with a torn rotator cuff, the Employee-Claimant informed his physician that he sustained the injury while pulling on an object at work which was clearly inconsistent with the work-related slip and fall incident on September 21, 1992.

The LAB upheld the City’s position, finding the evidence presented by the City showed that Claimant’s need for further treatment was not related to or required by the September 21, 1992 incident. (Paul K. W. Au)

Walsh, et al. v. City and County of Honolulu, USDC Civil No. CV05-00378 DAE/LEK. We defended the City in a lawsuit filed by Plaintiffs in a federal district court lawsuit and represented by the American Civil Liberties Union (“ACLU”) that contested the constitutionality of state law that requires all applicants for public employment to be residents of the State of Hawaii at the time of application for employment. On the Plaintiffs’ motion for preliminary injunction, U.S. District Court Judge David Ezra granted the motion and issued a preliminary injunction enjoining the State of Hawaii and the City from enforcing the state statutory requirement of residency at the time of application.

Applying even the least stringent constitutional test, the court found that the law lacked a rational connection to the purposes for the law advanced by Defendants State and the City to assure that job applicants were committed and loyal to Hawaii and knowledgeable concerning its problems, to promote efficiency in the processing of applications, and to protect the State and City against high turnover in employment.

As a consequence of the court’s decision, we have notified our recruitment personnel of the injunction and their agency has notified the general public that the residency requirement is no longer being enforced, has begun deleting references to the residency requirement from job postings, web pages, application forms and other recruitment materials and has suspended use of its residency questionnaire.

The City has elected not to join the State in the appeal of the District Court order. (Gordon D. Nelson)
LITIGATION DIVISION

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

The Litigation Division represents the City and County of Honolulu before all of the state and federal courts in the State of Hawaii, including the 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, 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 2005-2006 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, 2005: ........................................... 1,389
Number of cases completed: ................................................... 561
Number of cases opened: .......................................................... 1,299
Pending cases as of June 30, 2006: ........................................... 2,127

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 nine cases to trial and filed dispositive motions fairly early in the litigation in a large 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.¹

In Harrell v. City and County of Honolulu, et al, United States District Court for the District of Hawaii, Plaintiff brought suit alleging that the City, the Royal Hawaiian Band, the Band Master, the Assistant Conductor, and the Woodwind Section supervisor had discriminated against him as a result of Plaintiff’s race. Plaintiff had applied for a position as a permanent, full-time bassoon play with the band and was ranked last of the three applicants. The position was not offered to Plaintiff because Plaintiff did not play well enough for a permanent position with the Royal Hawaiian Band. Plaintiff alleged that he was not given the permanent position as a result of racial discrimination and that he suffered emotional distress and monetary losses. The case was tried to a jury of seven. After six days of trial, the jury returned its verdict in favor of the City, the band and the band officials. Plaintiff has appealed this case to the 9th Circuit Court of Appeals where the case is pending. (Moana A. Yost, Derek T. Mayeshiro, Jane Kwan)

In Ranches v. City and County of Honolulu, First Circuit Court of Hawaii, Plaintiff filed a lawsuit against the City alleging negligence. On Memorial Day, 2003, Plaintiff was at the Ewa Beach Park picnicking with his family. Around 1:00 p.m., Plaintiff went into the men’s restroom and as he entered, he slipped and fell sustaining a spiral fracture to his right leg. As a result of his injury, in addition to his medical bills, Plaintiff was out of work approximately eight months. Plaintiff alleged the City was negligent in the maintenance of the restroom and sought damages. This case was in the Court Annexed Arbitration Program and after an arbitration hearing, the City obtained an award in its favor. Plaintiff requested a new trial after the arbitration award and the case was tried to a jury of 12. After four days of trial, the jury returned its verdict in favor of the City. Plaintiff has appealed this case to the Hawaii Supreme Court where the case is pending. (Laura A. Kuioka, Marie Manuele Gavigan)

In Hokland v. City and County of Honolulu, First Circuit Court of Hawaii, Plaintiff filed his lawsuit against the City alleging negligence. In mid-afternoon on February 9, 2004, Plaintiff, who lives in Waikiki, was returning home from the grocery store. On his way home from the store, Plaintiff stopped at Quizno’s and bought lunch, consisting of a sandwich and a soda. While walking on Kuhio Avenue and carrying his groceries, sandwich and soda, Plaintiff tripped and fell on an uneven portion of the sidewalk, injuring his knee. Plaintiff alleged that the City was negligent in its maintenance of the sidewalk and that this negligence was the cause of his injuries. This case was in the Court Annexed Arbitration Program and after an arbitration hearing, the City obtained an award in its favor. Plaintiff requested a new trial after the arbitration award and the case was tried to a jury of 12. After three days of trial, the jury returned its verdict in favor of the City. (Jane Kwan, Derek T. Mayeshiro)

In Coloyan v. Badua, et al, United States District Court for the District of Hawaii, Plaintiff brought suit against three police officers alleging that the officers had violated her civil rights by searching her home without a warrant or without her consent. The police officers had been given a federal arrest warrant for Plaintiff’s son and the officers’ investigation indicated that the son was living with Plaintiff in her home in Ewa Beach. The police went to Plaintiff’s home to arrest her son and when Plaintiff answered the door, she told the police that her son was not home. Plaintiff then gave the officers

¹The cases specified in this subsection are not a comprehensive listing of all cases handled by the Litigation Division and are merely offered as a representative sample of the types of matters assigned to the Division.
permission to search her house for her son. The police quickly looked through Plaintiff’s house and immediately left after not finding the son in Plaintiff’s home. Plaintiff sued the police officers alleging an unlawful search of her home. This case was tried to a jury of nine. After five days of trial, the jury returned its verdict in favor of the City. Plaintiff has appealed this decision to the 9th Circuit Court of Appeals where the case is pending. (Kendra K. Kawai, Marie Manuele Gavigan)
The Division was successful in getting the case of Fox, et al. v. City and County of Honolulu, et al, United States District Court for the District of Hawaii, dismissed on motion. Plaintiffs brought suit against the City alleging violations of (1) the Americans With Disabilities Act, (2) §504 of the Rehabilitation Act, and (3) their due process rights. The crux of Plaintiffs’ complaint was that the Honolulu Police Department (“HPD”) was not sufficiently enforcing disabled parking laws which were designed to benefit disabled individuals. HPD had in place a program to enforce proper use of disabled parking and disabled parking permits through the use of commissioned volunteer parking enforcement officers. Plaintiffs, who are disabled persons, were commissioned volunteer parking enforcement officers who, by law, are allowed to go onto private property to enforce parking in handicap stalls and who are also allowed to confiscate special handicapped licenses and removable windshield placards if these placards were being improperly used. Subsequent to the commencement of this program, HPD implemented a new mandate that required the volunteer enforcement officers, including Plaintiffs, to avoid confrontations with potential violators unless the volunteers had the physical presence of a uniformed police officer as back-up. Plaintiffs alleged that this new mandate, as well as an alleged “lax” enforcement program violated their civil rights as well as the civil rights of all similarly situated persons. The City filed a motion for summary judgment which was granted by the Court. (D. Scott Dodd)
The division was successful in getting the case of Detro v. City and County of Honolulu, et al, United States District Court for the District of Hawaii, dismissed on motion. Plaintiff brought suit against the City and a police officer for an alleged violation of Plaintiff’s civil rights. Plaintiff was convicted of promotion and use of marijuana based upon evidence found in a search of his residence in 1997 conducted via search warrant. Plaintiff’s conviction was overturned by the Hawaii Supreme Court in 2003, based upon a finding that the search warrant was not supported by probable cause. The Supreme Court ruled that the facts contained in the officer’s affidavit were insufficient to establish probable cause, that the search warrant should not have issued and that the search violated Plaintiff’s rights as guaranteed under the Constitution. As part of the information used to obtain the warrant, the officer had employed the use of thermal imaging to measure the temperature in the apartment, but the Hawaii Supreme Court invalidated the use of thermal imaging without a prior warrant. In granting summary judgment, the Court ruled that as to the City, there is no evidence of an unconstitutional custom or policy as necessary for purposes of municipal liability under 42 U.S.C. §1983. Therefore all claims against the City in this case were dismissed. With regard to the officer, the Court ruled that the officer was entitled to qualified immunity and therefore judgment was granted in favor of the officer. (Richard D. Lewallen)
The division was successful in getting the case of Visconde v. City and County of Honolulu, et al, United States District Court for the District of Hawaii, dismissed on motion. In this case, Plaintiff brought suit against a police officer alleging that the officer violated Plaintiff’s civil rights by the alleged unlawful use of excessive force. Plaintiff also made State law claims of assault and battery against the officer. On June 30, 2004, Plaintiff was at his employer’s home when Plaintiff discovered that his pick-up truck had been stolen around 3:00 pm. Plaintiff reported the truck stolen to HPD and about 45 minutes later, Plaintiff’s employer who had gone out saw the truck. The employer called both Plaintiff and the police to tell them that the truck had been found. When the officer was dispatched to the truck, he confirmed with dispatch that the suspect was in the vehicle. When the officer arrived at the stolen vehicle, he saw two individuals (later identified as Plaintiff and his friend) walking around the curb side of the vehicle. The officer believed these two individuals to be the suspects and the officer ordered the two individuals to stop. Plaintiff’s friend responded immediately to the officer’s orders, but Plaintiff did not and kept walking around the vehicle. The officer fearing that Plaintiff had a weapon, took Plaintiff down to the ground. Plaintiff alleged that he suffered severe injuries and sued the officer and the City for alleged civil rights violations and for the state law claims of assault and battery. Both the City and the officer filed motions for summary judgment in this case. After the motions were filed, Plaintiff voluntarily dismissed his claims against the City with prejudice. The court granted the officer’s motion with respect to Plaintiff’s civil rights claims, ruling that the officer was entitled to qualified immunity, and dismissed Plaintiff’s state law claims. (Curtis E. Sherwood)
The division successfully settled several civil rights cases against police officers. (Swanson v. City, Ford v. City, Barnes v. City). In these cases, police officers were accused of unlawful search, unlawful detention or excessive use of force. The division also successfully settled several major motor vehicle accident cases in which negligent road design was alleged (Driscoll v. City, Hughes v. City), several employment cases (Davis v. City, Moses v. City), and several negligence cases (Sullivan v. City, Chun v. City, Tomimoto 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 collision cases involving city roadways are also being handled by the division (Kaina v. City, Filimoehala v. City, and Thompson v. City). Several beach drowning or injury cases are being defended by the Division (Hogg v. City, Sylva v. City, Mendoza v. City, Estates of Powell and Laughlin v. City, Kuhlmeier v. City). The division is also litigating numerous negligence claims filed against the City, (Okamoto v. City, Stankewich v. City, and Robinson v. City).
The division has also taken the lead in defending the City in several non-traditional tort cases involving employment practices, sexual harassment, workplace violence and whistleblower claims (Sunia v. City, Skellington v. City, Olipares v. City, and Estates of Powell and Laughlin v. City).
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 acts or omissions in their employment (Whang v. City, English v. City, and Shannon 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 several cases in the Appellate Courts; these were cases in which the City prevailed at trial or by dispositive motion and the Plaintiffs appealed the outcome. In Kubeckova v. City and County of Honolulu, the City obtained a verdict after jury trial and Plaintiff appealed to the Hawaii Supreme Court. The Hawaii Supreme Court affirmed the jury verdict. In Lam v. City and County of Honolulu, the City obtained a verdict after jury trial and Plaintiff appealed to the Hawaii Supreme Court. The Hawaii Supreme Court dismissed the appeal on a motion filed by the City. In Nursall v. City and County of Honolulu, the City obtained judgment after filing a motion for summary judgment. Plaintiff appealed the judgment in favor of the City and the Hawaii Intermediate Court of Appeals affirmed the judgment in favor of the City.

Additionally, the division has been litigating claims against the City in actions previously handled by the Counseling and Drafting Division. In the course of the year, the Litigation Division has taken on highly specialized and technical actions such as injunctive relief proceedings (Onishi v. City), breach of contract actions (KD Construction 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 2005-2006 fiscal year 2,465 new referrals for paternity establishment were made to the FSD. An additional 570 cases were carried over from the previous year. Paternity was determined in 2,393 cases during the 2005-2006 fiscal year. An additional 642 cases are pending and should be completed during the 2005-2006 fiscal year.

Pending cases as of July 1, 2004: .................................................. 570
Number of cases completed: .................................................. 2,393
Number of cases opened: .................................................. 2,465
Pending cases as of June 30, 2005: .............................................. 642

Highlights and Accomplishments

Expedited Paternity Project

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

Paternity Section of the Hawaii Divorce Manual

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

Public Education

FSD legal staff made an effort to participate in judicial and public education on the issues of paternity and child support and have given educational presentations to many groups and state agencies.
Legislative Changes Initiated by Division
FSD does not initiate legislative changes to child support and paternity laws. FSD makes recommendations to CSEA and the Agency takes the lead on any legislative changes.

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

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

REAL PROPERTY TAX DIVISION
The Real Property Tax (RPT) Division is comprised of two attorneys. They are assisted by two support staff. The RPT Division maximizes intake of real property assessment revenues to the City and County of Honolulu (City) by efficiently managing cases and vigorously defending the City against real property tax appeals brought in Tax Appeal Court (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 (RPA), and the Department of Budget and Fiscal Services (BFS), as necessary to supplement the Counseling and Drafting Division’s functions. Also, the RPT Division assists the RPA in drafting and implementing procedures and proposed legislation that will support assessments and resolve disputed legal issues.

The RPT Division coordinates and works with the other counties in developing appraisal procedure and legislation, as well as litigation practices through the ongoing exchange of information and support of legal positions on common issues. The RPT Division continues to build good working relationships with the 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 RPA and to optimize the assessment process, and uses the City’s private consultant/appraiser for appraisal training and litigation support.

Statistics
During the 2005-06 fiscal year, in resolving appeals before the TAC, the RPT Division recovered about $1.5 million in total taxes and approximately $950,842 above the tax amounts claimed by the appellant taxpayers.

For the fiscal year, the RPT Division opened 82 appeals of real property parcels, had a workload of 511 appeals and completed and closed 398 appeals. The RPT Division also received and completed assignments of requests for opinions and assistance on other city matters. Additionally, the RPT Division generally received about two to four informal requests per week from the RPA for advice and other assistance.

Highlights and Accomplishments
Appeals and Related Matters
Alford v. City and County of Honolulu, 109 Hawai’i 14, 122 P.3d 809 (2005). Owners of transient vacation units within the Waikiki Shore condominium project filed an action against the City seeking a judgment vacating the classification of their units as “hotel and resort” for tax years 2000 and 2001, restoring the classification to “apartment,” and refunding all excess taxes collected under the “hotel and resort” classification. In ruling in the City’s favor on the taxpayer’s motion for summary judgment, the TAC (1) vacated the 231 assessments of the Waikiki Shore units, and (2) directed the City to promulgate a rule clarifying the classification criteria for condominiums, and to reassess the disputed units. Significantly, the TAC declined to restore the “apartment” class, as urged by the taxpayers. The Hawaii Supreme Court, on an appeal by the taxpayers, affirmed the TAC’s order. This decision allows the City to retroactively classify transient vacation units in the Waikiki Shore project for tax years 2000 and 2001, as “hotel and resort” and to recover roughly $200,000 in taxes withheld. The Alford decision is also applicable to the classifications of Waikiki Shore units determined for the 2002 tax year; such classifications were made before the City promulgated a Chapter 91 HRS rule regarding condominium classification.

Tax Appeal of Ford Island Housing, LLC. Case Nos. 04-0028 to 04-0041 and 05-0011 to 05-0023. The RPT Division prevailed on summary judgment in these consolidated tax appeals brought by the owner/developer of former military housing projects at Barbers Point NAS and Iroquois Point. The developer sought to invalidate, on a technicality, RPA’s addition of more than 2,000 housing units to the City tax roll. The TAC ruled the amended assessments of the newly privatized housing projects were proper, resulting in the validation of over $200,000,000 in assessed values and over $800,000 in tax dollars.
Other Matters

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

Foreclosure Notice and Sale. The RPT Division assisted BFS by preparing an opinion regarding service of the final foreclosure notice on owners of property situated in the City who reside in Japan, in light of the refusal by Japan to allow service under the Hague Convention. The RPT Division also routinely assists BFS with the non-judicial foreclosure sale held annually to satisfy the City’s outstanding real property tax liens, prepares deeds for the properties sold, and resolves disputes arising from claims to surplus funds.

Real Property Tax Relief. The RPT Division prepared opinions 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 2006, and testified at City Council hearings when necessary.

Charter Commission Proposals. The RPT Division analyzed amendments to the City Charter, which proposed to cap property tax assessments and to create tax policy by initiative.

State of the City Address. The RPT Division drafted language regarding a community benefits tax credit for homeowners adjacent to Waimanalo Gulch for the Mayor’s State of the City address.

Charitable Exemptions. The RPT Division performed research and rendered opinions to RPA denying exemptions from taxation sought by various entities.

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 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) 2006 were:

<table>
<thead>
<tr>
<th>Term Expiration</th>
<th>Name and Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 31, 2006</td>
<td>Lex R. Smith, Esq., Chair</td>
</tr>
<tr>
<td>December 31, 2006</td>
<td>Raymond H. Fujii, Vice-Chair</td>
</tr>
<tr>
<td>December 31, 2010</td>
<td>Susan H. Heitzman</td>
</tr>
<tr>
<td>December 31, 2009</td>
<td>Matthew H. Kobayashi</td>
</tr>
<tr>
<td>December 31, 2009</td>
<td>Wayne T. Hikida</td>
</tr>
<tr>
<td>December 31, 2008</td>
<td>Cynthia M. Bond</td>
</tr>
</tbody>
</table>

The commission is staffed with an executive director/legal counsel and a legal clerk. The commission’s budget for FY06 was $158,404 and will be $158,424 for FY07.

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

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 FY06 the commission staff trained 401 officials, bringing the total to over 3,200 public servants trained since the law was enacted. In addition, the commission staff presented our “Ethics Checklist” orientation to 531 new city officials and employees. As a result, almost all of the current city officials and more than half the city workforce have received some form of ethics training. Some agencies are taking advantage of the training beyond those who are mandated to attend. For example, all Council staff, Emergency Medical Services personnel and Fire Department recruits also 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.

Advice and Enforcement

In the past fiscal year, the commission received 387 requests for advice and complaints. By the end of the FY06, the commission had responded to 372. The commission also received and reviewed 413 financial disclosure statements from high-level city officials.

The commission held 11 meetings and issued six formal advisory opinions, finding violations of the standards of conduct in three cases. In one violation case, a supervisor misused city resources by giving unearned overtime to some of his
employees for five months, until the commission investigated. The commission recommended to the department director that the supervisor receive a two-week suspension without pay. In the second case, the commission stopped an “Avon Lady” from using city time and other resources to sell her products to other city employees. In the third case, a supervisor was indirectly involved in purchasing products for the City from his live-in girlfriend, creating an appearance of a conflict of interest.

As to legislation, the commission received jurisdiction over lobbyists and lobbying, and helped shape the new Council policy on gifts to the City. Also, the commission continued its support of a proposed charter amendment that would be authorize it to impose a civil fine on elected officials who violate the City’s ethics laws. The voters will be presented this issue in the 2006 general election.

The commission updated its web site to include all its formal advisory opinions, along with an updated index and other information. The Commission received 5,411 hits on its web site in FY06.

Goals for FY07 include:

1. Augment the commission’s budget to meet the increasing demand placed on staff by the number of complaints against city employees and officers;
2. Continue the mandatory training for city managers, supervisors, elected officials and board and commission members;
3. Offer training on the city’s ethics laws to public employee unions and contractors, consultants and lobbyists to the City; and
4. Begin to implement the commission’s Three-Year Operating Plan, which, among other things, calls for closer working relations with other agencies, drafting new lobbying laws, and preparing the necessary legal framework in the likelihood that the commission will be authorized to impose civil fines on elected officials who violate the ethics.
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. Additionally, the department 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. CSD also administers the City’s contract with the Hawaiian Humane Society to provide spay, neuter and animal pound services, in addition to enforcing ordinances dealing with animals.

CSD is organized into three major functional divisions. They are: Motor Vehicle Licensing and Permits, Public Communications, and Satellite City Halls. At the end of fiscal year 2005, CSD was authorized the equivalent of 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 and Rediscover Oahu events, as well as the Easter Seals’ Taste of Honolulu on the Civic Center grounds.

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, improvements at Manoa Stream and partnerships that help small businesses. Residents were also alerted during potentially hazardous emergencies, such as sewage spills, box jellyfish infestations and floods.

DIVISION OF MOTOR VEHICLES, LICENSING AND PERMITS

Dennis A. Kamimura, Licensing Administrator

POWER, DUTIES, AND FUNCTION

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

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

ACCOMPLISHMENTS

The following are the division’s major accomplishments:

Provided testimony in support of bills which affect operations:

• Act 022 which amend the definition of a neighborhood electric vehicle to conform to federal regulations.
• Act 023 which coincides the expiration date of the Commercial Driver License and hazmat endorsement.
• Act 061 which allow issuance of an instruction permit to a person with disabilities in order to take a road test required by the Medical Advisory Board.
• Act 062 increases the threshold value of an abandoned vehicle in order to expeditiously dispose of the vehicle without public auction requirements.
• Act 103 allows transactions of “flagged” vehicles if the new owner is not liable for a previously issued citation.
• Act 105 allows the courts to release information pertaining to minors when it affects the eligibility to maintain driving privileges.
• Act 130 conforms Hawaii Revised Statutes to federal regulations governing commercial driver licensing.
• Act 147 amends the definition of a derelict vehicle within 90 days upon return to Hawaii or discharge from hospitalization.
• Ordinance 06-13 which expands the definition of a vehicle which can be removed from the public roadway due to an expired registration or safety inspection or both.
• Completed preliminary plans and issued an RFP for establishment of another full service driver license operation in Windward Oahu.

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

Established automated connectivity with the Social Security On-line Verification System (SSOLV), which confirms an applicants driving status against the national database.

**Accounting Services Section**

The Accounting Services Section’s seven employees are responsible for the record keeping of the division’s revenue and disbursements. 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 1,181 refunds totaling $141,968 and remitted $34,960,742 (gross receipts of $37,230,421 less county expenses of $2,269,679) to the Department of Transportation.

**Motor Vehicle Branch**

The Motor Vehicle Branch, staffed by 28 employees, registers motor vehicles and collects motor vehicle fees. All of the employees are located at the Motor Vehicle Registration (MVR) Core in the Chinatown Gateway Plaza. This location processes paper transactions from motor vehicle dealers and lending institutions, electronic transactions from participating Electronic Lien and Title (ELT) lien-holders, Fleet Dealer Registration (FDR) transactions from participating new car dealers and U-drive companies, processes on-line 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 834,238 motor vehicles and trailers; issued 23,582 duplicate certificates and 3,609 out-of-state vehicle permits; and processed 24,379 replacement plates, 33,598 replacement emblems, and 194,419 ownership transfers. The MVR core processed 22,889 on-line renewals via the internet and registered 21,375 new vehicles through the FDR program.

Motor vehicle transactions processed by location are as follows:

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>FY 05-2006</th>
<th>FY 04-2005</th>
<th>INCREASE (DECREASE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ala Moana</td>
<td>88,456</td>
<td>90,081</td>
<td>(1,625)</td>
</tr>
<tr>
<td>Fort Street Mall</td>
<td>42,499</td>
<td>40,416</td>
<td>2,083</td>
</tr>
<tr>
<td>Hawaii Kai</td>
<td>29,276</td>
<td>26,509</td>
<td>2,767</td>
</tr>
<tr>
<td>Kailua</td>
<td>67,528</td>
<td>62,112</td>
<td>5,416</td>
</tr>
<tr>
<td>Kalihi</td>
<td>88,410</td>
<td>92,731</td>
<td>(4,321)</td>
</tr>
<tr>
<td>Kapolei</td>
<td>72,814</td>
<td>73,522</td>
<td>(708)</td>
</tr>
<tr>
<td>Pearlridge</td>
<td>98,564</td>
<td>95,707</td>
<td>2,857</td>
</tr>
<tr>
<td>Wahiawa</td>
<td>56,199</td>
<td>58,762</td>
<td>(2,563)</td>
</tr>
<tr>
<td>Waianae</td>
<td>34,530</td>
<td>35,918</td>
<td>(1,388)</td>
</tr>
<tr>
<td>Windward Mall</td>
<td>60,676</td>
<td>58,396</td>
<td>2,280</td>
</tr>
<tr>
<td>MVR Core</td>
<td>478,890</td>
<td>484,348</td>
<td>(5,458)</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1,117,802</td>
<td>1,118,502</td>
<td>(700)</td>
</tr>
</tbody>
</table>

**Driver License Branch**

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

**Driver License Section.** This section tests and issues driver licenses to operators of motor vehicles ranging from mopeds through truck tractors with tandem trailers. It also tests and issues certificates for operators of taxicabs and pedicabs.
An applicant for a driver’s license must successfully pass a 30-question written examination, a vision test, and a road test. An applicant renewing a license must pass a vision test only. Taxicab and pedicab drivers must pass a 50-question examination and an oral examination on routes and locations.

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

<table>
<thead>
<tr>
<th>STATION</th>
<th>NEW LICENSES</th>
<th>RENEWED LICENSES</th>
<th>LEARNER PERMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Square (Core)</td>
<td>14,944</td>
<td>28,422</td>
<td>19,031</td>
</tr>
<tr>
<td>Kapolei</td>
<td>5,436</td>
<td>7,777</td>
<td>5,169</td>
</tr>
<tr>
<td>Pearl City</td>
<td>5,618</td>
<td>13,997</td>
<td>6,651</td>
</tr>
<tr>
<td>Wahiawa</td>
<td>6,004</td>
<td>7,705</td>
<td>5,053</td>
</tr>
<tr>
<td>Waianae</td>
<td>890</td>
<td>1,735</td>
<td>1,041</td>
</tr>
<tr>
<td>Fort Street</td>
<td>11,182</td>
<td>473</td>
<td></td>
</tr>
<tr>
<td>Hawaii-Kai</td>
<td>12</td>
<td>6,910</td>
<td>260</td>
</tr>
<tr>
<td>Windward Mall</td>
<td>3</td>
<td>12,594</td>
<td>1,083</td>
</tr>
<tr>
<td>Commercial Driver License</td>
<td>123</td>
<td>380</td>
<td>357</td>
</tr>
</tbody>
</table>

The DL Branch issued 39,744 duplicate licenses, 1,679 taxicab certificates, and no pedicab certificates. There were 3,470 written tests administered in seven foreign languages, 63,605 written tests and 277 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 564 CDL licenses and permits were issued this fiscal year.

**Financial Responsibility Section.** This section enforces the statutory provisions of the Motor Vehicle Accident Reparations Act. It also works closely with the State Judiciary to train the judiciary staff on the financial responsibility statutory requirements. During this fiscal year, the section processed 7,651 safety responsibility cases affecting 13,345 licensed drivers and 5,223 registered owners of vehicles involved in major traffic accidents. In addition, it issued 3,825 security notices to individuals who were at fault for major traffic accidents and 1,594 notices to defendants convicted in court of certain serious traffic related offenses. In response to these notices, the section processed 2,539 SR-21 certificates, 1,271 SR-22 certificates, and 44 cash security deposits totaling $112,250. The section also processed 609 SR-26 certificates, which are insurance companies’ notifications of insurance policy cancellations, and refunded 44 cash security deposits totaling $103,950.

**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 37,788 investigations of abandoned vehicle complaints. As the result of the investigations and patrols, 4,506 citations were issued. As shown below, most of the investigations resulted in the removal of the vehicle by the owner.

<table>
<thead>
<tr>
<th>CITY</th>
<th>LEEWARD</th>
<th>CENTRAL</th>
<th>WINDWARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved by Owner</td>
<td>685</td>
<td>332</td>
<td>85</td>
</tr>
<tr>
<td>Abandoned Vehicles Towed</td>
<td>713</td>
<td>228</td>
<td>49</td>
</tr>
<tr>
<td>Derelict Vehicles Towed</td>
<td>892</td>
<td>387</td>
<td>472</td>
</tr>
</tbody>
</table>

Owners claimed 71 of the abandoned vehicles that were towed. 2,197 unclaimed vehicles were sold at public auction.

During the fiscal year, the Section: 1) inspected 3,050 reconstructed vehicles, 2,478 taxicabs; 2) investigated 25 complaints concerning taxicabs and 29 complaints concerning tow companies; and 3) 1,049 safety inspection/reconstruction investigations.

**Periodic Motor Vehicle Inspection Unit.** This unit inspected 1,153 PMVI stations; suspended 31 stations; certified 344 safety inspectors’ licenses; and issued 63 notices of violations. The measures taken by this unit have made a positive contribution to the State’s Highway Safety Program.

**SPECIAL SERVICES BRANCH**

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

<table>
<thead>
<tr>
<th></th>
<th>FY '05-06</th>
<th>FY '04-05</th>
<th>INCREASE (DECREASE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bicycle and Moped Licenses</td>
<td>30,335</td>
<td>24,967</td>
<td>$5,368</td>
</tr>
<tr>
<td>Dog Licenses</td>
<td>17,436</td>
<td>17,727</td>
<td>(291)</td>
</tr>
<tr>
<td>Loading Zone Permits</td>
<td>9,563</td>
<td>9,231</td>
<td>332</td>
</tr>
<tr>
<td>Bus Stop Permits</td>
<td>554</td>
<td>525</td>
<td>29</td>
</tr>
<tr>
<td>Taxi Stand Parking Permits</td>
<td>110</td>
<td>88</td>
<td>22</td>
</tr>
<tr>
<td>Business Licenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auctioneer</td>
<td>11</td>
<td>9</td>
<td>2</td>
</tr>
<tr>
<td>Firearms, Manufacture and Sell</td>
<td>35</td>
<td>31</td>
<td>(4)</td>
</tr>
<tr>
<td>Garbage and/or Rubbish Collection</td>
<td>19</td>
<td>14</td>
<td>5</td>
</tr>
<tr>
<td>Glass Recycling</td>
<td>3</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Pawnbroker</td>
<td>49</td>
<td>46</td>
<td>(3)</td>
</tr>
<tr>
<td>Peddler, Merchandise</td>
<td>96</td>
<td>71</td>
<td>25</td>
</tr>
<tr>
<td>Peddler, Merchandise or Medicine – Exempt</td>
<td>27</td>
<td>23</td>
<td>(4)</td>
</tr>
<tr>
<td>Purchase/Sell Used Vehicle Parts</td>
<td>108</td>
<td>77</td>
<td>31</td>
</tr>
<tr>
<td>Second Hand Dealer</td>
<td>142</td>
<td>125</td>
<td>17</td>
</tr>
<tr>
<td>Sale of Tear gas and Other Obnoxious Substances</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Sale of Pepper Sprays - Flat Fee</td>
<td>5</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Vehicle - Carry Passengers, Taxi</td>
<td>1,560</td>
<td>1,434</td>
<td>126</td>
</tr>
<tr>
<td>Wrecking/Salvaging/Dismantling Motor Vehicles</td>
<td>74</td>
<td>46</td>
<td>28</td>
</tr>
<tr>
<td>Scrap Dealers</td>
<td>4</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Number of Licenses and Permits</td>
<td>60,132</td>
<td>54,422</td>
<td>5,700</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th></th>
<th>FY '05-06</th>
<th>FY '04-05</th>
<th>INCREASE (DECREASE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor Vehicle Registrations Recorded</td>
<td>825,690</td>
<td>820,888</td>
<td>4,802</td>
</tr>
<tr>
<td>Trailer Registrations Recorded</td>
<td>11,640</td>
<td>13,550</td>
<td>(1,910)</td>
</tr>
<tr>
<td>Bicycle and Moped Registrations Recorded</td>
<td>30,335</td>
<td>24,967</td>
<td>5,368</td>
</tr>
<tr>
<td>Dog Licenses Issued</td>
<td>17,436</td>
<td>17,727</td>
<td>(291)</td>
</tr>
<tr>
<td>Business Licenses Issued</td>
<td>626</td>
<td>539</td>
<td>(87)</td>
</tr>
<tr>
<td>Duplicate Certificates Issued</td>
<td>23,494</td>
<td>23,582</td>
<td>(88)</td>
</tr>
<tr>
<td>Replacement Plates Issued</td>
<td>22,748</td>
<td>24,379</td>
<td>(1,631)</td>
</tr>
<tr>
<td>Replacement Emblems Issued</td>
<td>33,312</td>
<td>33,598</td>
<td>(286)</td>
</tr>
<tr>
<td>Out-Of-State Vehicle Permits Issued</td>
<td>4,258</td>
<td>3,609</td>
<td>649</td>
</tr>
<tr>
<td>Loading Zone Permits Issued</td>
<td>9,563</td>
<td>9,231</td>
<td>322</td>
</tr>
<tr>
<td>Bus Stop Parking Permits Issued</td>
<td>554</td>
<td>523</td>
<td>31</td>
</tr>
<tr>
<td>Taxi Stand Parking Permits Issued</td>
<td>110</td>
<td>89</td>
<td>21</td>
</tr>
<tr>
<td>Ownership Transfers Recorded</td>
<td>192,209</td>
<td>194,419</td>
<td>(2,210)</td>
</tr>
<tr>
<td>Plate Transfers Completed</td>
<td>4,451</td>
<td>4,677</td>
<td>(226)</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1,176,426</td>
<td>1,171,580</td>
<td>4,846</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th></th>
<th>FY '05-06</th>
<th>FY '04-05</th>
<th>INCREASE (DECREASE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor Vehicle Weight Taxes</td>
<td>$58,748,041</td>
<td>$44,833,543</td>
<td>$13,914,498</td>
</tr>
<tr>
<td>Trailer and Wagon Weight Taxes</td>
<td>1,953,460</td>
<td>1,612,985</td>
<td>340,475</td>
</tr>
<tr>
<td>Motor Vehicle Penalties</td>
<td>832,653</td>
<td>796,924</td>
<td>35,729</td>
</tr>
<tr>
<td>Trailer and Wagon Penalties</td>
<td>44,440</td>
<td>32,588</td>
<td>11,852</td>
</tr>
<tr>
<td>Motor Vehicle Ownership and Penalties</td>
<td>3,023,710</td>
<td>2,887,393</td>
<td>136,317</td>
</tr>
<tr>
<td>Motor Vehicle Duplicate Certificates</td>
<td>234,080</td>
<td>234,900</td>
<td>(820)</td>
</tr>
<tr>
<td>City and County Registration Fees</td>
<td>13,519,960</td>
<td>13,385,170</td>
<td>134,790</td>
</tr>
<tr>
<td>License Plate Fees</td>
<td>1,430,696</td>
<td>1,595,988</td>
<td>(165,292)</td>
</tr>
<tr>
<td>Emblem Fees</td>
<td>354,584</td>
<td>350,984</td>
<td>3,600</td>
</tr>
<tr>
<td>Beautification Fees</td>
<td>3,134,705</td>
<td>3,040,781</td>
<td>93,924</td>
</tr>
<tr>
<td>Correction Fees</td>
<td>10,740</td>
<td>19,090</td>
<td>(8,350)</td>
</tr>
<tr>
<td>Vehicle Permits</td>
<td>20,970</td>
<td>17,905</td>
<td>3,065</td>
</tr>
<tr>
<td>Service Charges</td>
<td>16,692</td>
<td>17,223</td>
<td>(531)</td>
</tr>
<tr>
<td>Sundry Realizations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sale of Other Materials and Supplies</td>
<td>595</td>
<td>745</td>
<td>(150)</td>
</tr>
<tr>
<td>Record Copies</td>
<td>2,279</td>
<td>2,118</td>
<td>161</td>
</tr>
<tr>
<td>Tax Liens</td>
<td>325</td>
<td>340</td>
<td>(15)</td>
</tr>
</tbody>
</table>
Reconstructed Vehicles ....................................................... 31,440 ............... 28,290 ............... 3,150
Bicycle Licenses ................................................................. 427,532 ............... 350,823 ............... 76,709
Dog Licenses ........................................................................ 241,840 ............... 242,264 ............... (424)
Business Licenses ................................................................. 35,618 ............... 36,055 ............... (437)
Newsstands/display racks .................................................. 77,424 ............... 165,719 ............... (88,295)
Loading Zone Parking Permits ............................................ 223,884 ............... 215,765 ............... 8,119
Bus Stop Parking Permits ................................................... 13,175 ............... 12,735 ............... 440
Drivers’ License Fees ......................................................... 3,001,210 ............... 3,492,666 ............... (491,456)
Taxi Stand Parking Permits ................................................... 10,180 ............... 8,349 ............... 1,831
Taxi Licenses ........................................................................ 93,026 ............... 78,531 ............... 14,495
Auction Sale of Impounded Vehicles ................................. 119,800 ............... 89,925 ............... 29,875
Spay-Neuter Services ......................................................... 371,890 ............... 367,177 ............... 4,713
Power of Attorney ............................................................... 75 ............... 202 ............... (127)
TOTAL .......................................................................... $88,014,664 ............... $73,960,413 ............... $14,054,251

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

<table>
<thead>
<tr>
<th>Department/Agency Involved in Complaint</th>
<th>FY 2006 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Water Supply</td>
<td>105</td>
</tr>
<tr>
<td>Budget &amp; Fiscal Services</td>
<td>78</td>
</tr>
<tr>
<td>City Auditor</td>
<td>0</td>
</tr>
<tr>
<td>City Clerk</td>
<td>0</td>
</tr>
<tr>
<td>Civil Defense</td>
<td>7</td>
</tr>
<tr>
<td>Community Services</td>
<td>40</td>
</tr>
<tr>
<td>Corporation Counsel</td>
<td>26</td>
</tr>
<tr>
<td>Council Services</td>
<td>0</td>
</tr>
<tr>
<td>Culture and Arts</td>
<td>0</td>
</tr>
<tr>
<td>Customer Services</td>
<td>1,773</td>
</tr>
<tr>
<td>Design &amp; Construction</td>
<td>211</td>
</tr>
<tr>
<td>Economic Development</td>
<td>0</td>
</tr>
<tr>
<td>Emergency Services</td>
<td>31</td>
</tr>
<tr>
<td>Enterprise Services</td>
<td>76</td>
</tr>
<tr>
<td>Environmental Services</td>
<td>1,057</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$88,014,664</td>
</tr>
</tbody>
</table>

* 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 52,000 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 annual report for the City and County of Honolulu.

The information staff also publicized new City initiatives, such as on-line building permit and motor vehicle services that enable citizens to avoid long lines, continued expansion of bulky item pickup services island-wide, extended hours at satellite city halls at shopping malls, Manoa Stream improvements and partnerships that support small businesses.

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 about 45 hours of original shows filling 120 hours of television programming during the year. One program, The Mayor’s Report, included announcements and activities within the office of the Mayor. Another show, City News Week, highlighted city-sponsored events and activities. These programs were produced under the direction of Executive Producer Don Kozono, and premiered on Olelo Community Television (Oceanic Channel 54). The shows were also replayed on KPXO (Channel 66).

HMTV produced eight public service announcements, ranging from promoting online services provided by the City to announcements of city-sponsored events and activities.

HMTV covered some special Sunset on the Beach events in Waikiki. On September 5, 2005, the Ewa Beach Little League team was honored for winning the National Championship. On November 5 and 6, 2005, military veterans were honored with a salute to veterans.

The holiday season at the end of 2005 featured another successful presentation of Honolulu City Lights, shown live on OLELO Community Television, followed three weeks later by a one-hour broadcast on commercial television featuring the Electric Light Parade portion of the event. The live show was hosted by local radio personalities, Sweetie Pacarro and Tiny Tadani. HMTV also produced three hours of Honolulu City Lights programming for replay on OLELO TV on Christmas Day.

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 $7,198 to update the library collection, $18,249 to maintain its specialized collection of subscriptions and $30,435 to partially fund the microfilming of city documents for permanent retention.

During fiscal year 2005-2006, the library, records management and bookstore:

- Handled 645 requests for information from city workers and the public.
- Loaned over 2,224 books, reports and magazines.
- Coordinated microfilming of over 1,000,000 images and filled 609 requests to retrieve records.
- Sold 2,605 volumes at the Municipal Bookstore for $36,036.

Printing Services Branch. A staff of nine employees handles graphic, printing and bindery services for all city agencies and non-profit organizations like Kumu Kahua, HAAE, Mayor/Governor’s Prayer Breakfast and the Honolulu Marathon. This branch produces informational booklets and brochures, forms, posters, flyers, invitations, programs, business cards, newsletters, reports, certificates and other printed and graphic products for use by city agencies or for public distribution.

The print shop’s report for fiscal year 2006 is as follows:

- Graphic art projects ................. 420
- Printing projects .................... 1,232
- Printing impressions ............ 10.7 million
- Bindery projects ..................... 781
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, Waialua, 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 and Windward Mall offices. The Ala Moana, Kalihi and Pearlridge offices continue to be the busiest locations.

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

- 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 extension of hours in satellite city halls at Pearlridge, Ala Moana and Windward Mall. The new hours allow customers to transact city business beyond the normal operating hours on Wednesdays only.

Fiscal Year 2006 Totals

<table>
<thead>
<tr>
<th>Locations</th>
<th>Transaction Count</th>
<th>Revenue Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ala Moana</td>
<td>123,464</td>
<td>$17,655,874</td>
</tr>
<tr>
<td>Fort Street Mall</td>
<td>107,096</td>
<td>16,444,822</td>
</tr>
<tr>
<td>Hawaii Kai</td>
<td>46,123</td>
<td>4,496,819</td>
</tr>
<tr>
<td>Kailua</td>
<td>78,737</td>
<td>8,899,674</td>
</tr>
<tr>
<td>Kalihi</td>
<td>108,646</td>
<td>13,788,855</td>
</tr>
<tr>
<td>Kapolei</td>
<td>91,671</td>
<td>13,638,849</td>
</tr>
<tr>
<td>Pearlridge</td>
<td>123,130</td>
<td>12,065,060</td>
</tr>
<tr>
<td>Waialua</td>
<td>70,570</td>
<td>6,464,871</td>
</tr>
<tr>
<td>Waianae</td>
<td>47,160</td>
<td>4,948,460</td>
</tr>
<tr>
<td>Windward Mall</td>
<td>100,130</td>
<td>9,424,416</td>
</tr>
<tr>
<td>Total</td>
<td>896,727</td>
<td>$107,827,700</td>
</tr>
</tbody>
</table>
TYPE OF SATELLITE TRANSACTIONS (896,727)
For Fiscal Year 2005-2006

- Motor Vehicle: 71.25%
- Pet Certificates: 0.55%
- Bus Pass: 6.16%
- Water Bill: 6.48%
- Real Property: 2.78%
- Disabled Parking: 2.36%
- Drivers Licenses: 5.06%
- Bike/Moped/Dog: 0.65%
- Camping/Picnic, Park Use: 1.06%
- Other: Copies, Notary, Voter, Safety, Permits: 3.65%

CSD-65
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 customers. Each division is structured to include the planning, design, and construction management services necessary to implement client needs. The five divisions are:

- Civil Division
- Facilities Division
- Land Division
- Mechanical / Electrical Division
- Wastewater Division

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

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

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

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

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

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

- Office of the Mayor
- Office of the Managing Director
- Office of the City Clerk
- Office of the City Council
- Department of Corporation Counsel


**Craig I. Nishimura was appointed as Deputy Director in July 2006.
• Office of Counsel Services
• Department of Information Technology
• Honolulu Emergency Services Department
• Department of Enterprise Services
• Department of Environmental Services
• Department of Facility Maintenance
• Department of Budget and Fiscal Services
• Department of Human Resources
• Department of the Medical Examiner
• Department of Transportation Services
• Honolulu Fire Department
• Honolulu Police Department
• Liquor Commission
• Department of Customer Services
• Oahu Civil Defense Agency
• Department of Parks and Recreation
• Department of Planning and Permitting
• Department of Prosecuting Attorney
• Royal Hawaiian Band

ACTIVITIES

Special Projects

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

This past year, Special Projects was involved in the planning, design, and construction of city facilities such as street improvements, park ball fields and courts, park comfort stations, repair of community signs, community master plans, facility assessments, and urban design studies. Of note is the use of a design/build approach for the Honolulu Fire Department Headquarters Complex to reduce city cost, liability, and the time it would normally take to implement a major project.

Special Projects completed 23 projects. Nineteen (19) projects are on-going. Completed major construction projects totaled over $41 million dollars.

Projects Completed

• Aiea Town Center Beautification
• Bus Rapid Transit Kuhio Avenue Improvements, Package B1
• Bus Rapid Transit Kuhio Avenue Improvements, Package B2
• Bus Rapid Transit Kuhio Avenue Improvements, Package B3
• Bus Rapid Transit Kuhio Avenue Improvements, Package B4
• Bus Rapid Transit Traffic Signal Improvements, Package A1
• Bus Rapid Transit, Transit Stop Improvements, Package A2
• Beautification Program, Kamehameha Highway (Paleka Street to Haikuu Road)

Honolulu Fire Department Headquarters.
• Beautification Program, Mauna Lahilahi Beach Park
• Beautification Program, McCully-Moiliili
• Haleiwa Ali‘i Beach Park Parking Lot
• Honolulu Fire Department Headquarters
• Kalo Mini Park Site Improvements
• Kapolei Regional Park Parking and Hula Mound
• Manana Community Park Comfort Station, Skate Facility and Parking Lot
• Millilani Community Park Comfort Station
• Miscellaneous Signage/Marker Improvements
  - Aiea Gateway
• Miscellaneous Signage/Marker Improvements
  - Hawaii Kai Sign Replacement
• Wahiawa Botanical Garden Pavilion and Site Improvements
• Waikiki Mauka-Makai Streets
• Waimanalo All Parks Master Plan – Kaiona Beach Park
• Waimanalo All Parks Master Plan – Makapuu Bathhouse
• Waimanalo Green Belt

Projects On-Goin
• Design-Build of New Entrance for Honolulu Zoo
• Haleiwa Economic Redevelopment Plan (Planning)
• Honolulu Fire Department Headquarters Engine No. 9 Repairs
• Honolulu Fire Department Headquarters Complex Museum
• Kahae Road Widening
• Kualaluu Regional Park Phase 1, Field Improvements
• Kualaluu Regional Park Site Improvements
• Kuhio Beach Park Hula Mound Improvements
• Kapahulu Community Master Plan Improvements
• Kapolei Consolidated Corporation Yard, Phase 1
• King Street Improvements Phase 4
• Pearl Harbor Historic Trail – Signage
• Sunset Beach Recreation Center
• Waihole Beach Park Design-Build of Improvements
• Waihole Beach Park Practice Field
• Waikiki Publication Kiosks
• Waialua Fire Station Replacement (Planning)
• Waipahu Depot Road Extension (Planning)
• Waipahu Waterfront Passive Park (Planning)

CIVIL DIVISION
The Planning and Design Branches worked on 155 projects; of these 31 were completed within the fiscal year, including two planning study projects and 29 design projects totaling $63 million in construction. Projects going to construction consisted of one bridge project, five curb ramp projects, eight drainage and stream related projects, three emergency repair projects, one guardrail project, two sidewalk related projects, and nine resurfacing and reconstruction of roadway projects. A total of 114 planning and design projects were on-going at the end of the fiscal year. These projects involve: bridge rehabilitation, concrete bus lanes, curb ramps, drainage improvements, emergency repairs, flood control, highway struc-
tures, planning study(ies), 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 70 projects totaling $126 million. Of these, 22 were completed within the fiscal year at a cost of $32 million. The completed construction projects include: five curb ramp projects, two drainage and stream improvement projects, two emergency projects, eight resurfacing/rehabilitation of roadway projects, four sidewalk projects, one guardrail project, and one bridge replacement project. At the end of the fiscal year, there were 48 projects in varying stages of completion. The estimated construction amount for the on-going projects is $94 million. The on-going projects involve: bridge rehabilitation/replacement, curb ramps, drainage improvements, roadway and infrastructure improvements, sidewalks, emergency repairs, and rehabilitation of streets.

The **Soils/Materials Testing Laboratory** conducted 269 material analysis (including soil analysis, proctor, AC content, specific gravity, and gradation), 588 field control tests (including compaction testing, California Bearing Ratios [CBR], piezometer, and 41 coring), 100 site investigations, and 157 concrete compressive strength tests. These tests included those conducted for the Department as well as for other City departments and the Board of Water Supply.

**PICTORIAL HIGHLIGHTS OF CIVIL DIVISION PROJECTS**
FACILITIES DIVISION

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

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

During the fiscal year 2004-2005, the branch worked on 36 projects. The following are significant planning projects that the branch worked on:

- Honolulu Fire Department Training Center, 890 Valkenburgh Street, Redevelopment of Master Plan
- Heeia Kea Nature Preserve Master Plan
- Kapolei Regional Park Master Plan and Archaeological Inventory
- Kapolei Consolidated Corporation Yard Master Plan
- Laniakea Beach Support Park Master Plan
- Waianae Regional Park Archaeological Inventory/Master Plan
- Mauna Lahilahi Beach Park, Dry Stack Rock Wall – plan mitigation measures that will prevent the continued erosion and unearthing of Native Hawaiian burials located at the park site
- McCully District Park 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 municipal and civic buildings, police stations, fire stations, city corporation yards, and various Enterprise Service facilities. The architectural section of Design Branch A is involved in the upkeep of all City facilities requiring various renovations, alterations, relocations, and emergency repair. The in-house design staff completed over 35 repair projects costing approximately $1.6 million. The following represents repair projects completed by the Branch:

- HPD Headquarters – emergency reconstruction of waterproofing membrane system $584,700
- Makiki Fire Station Reroofing and Building Improvements $565,100
- Civic Center Improvements, FY 2006 – City Hall Emergency Roof & Waterproofing 277,500
- Manoa Fire Station Reroofing $223,500
- Loliana Transitional Housing Plumbing Repair $25,000

The Branch also worked on 36 projects with an estimated total construction cost of approximately $36.3 million during the fiscal year. These projects include:

- Police Training Academy Indoor Firing Range – Phase II $1,750,000
- McCully Fire Station Replacement 4,887,000
- Mission Memorial Building Renovation 3,500,000
- Kalihi Fire Station Improvements 650,000
- Kapolei Fire Station Improvements 600,000

Design Branch B implements the City’s CIP projects that provide new park facilities for the City, rehabilitate and upgrade existing park facilities to comply with present code standards such as the American with Disabilities Act, in addition to Zoo and golf course projects. The branch worked on 37 projects with an estimated total construction cost of approximately $16.1 million during the fiscal year. The following represents projects worked on by the branch:

- Honolulu Zoo – Keiki Zoo (Animal Encounter Discovery Center). This unique project is designed to be of interest to all ages. It includes active participation by visitors who will be able to climb or crawl through exhibits or physically manipulate things to achieve amazing results. The primary mission is to have visitors realize that each animal is AMAZING, whether a cow, horse, goat, chicken, or guinea pig. Animals will be “up close” and may be touched with the aid of the Zoo staff.
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 recording at the State Bureau of Conveyances. The branch also prepares documents for Land Court.

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

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

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

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

### I. Department of Design and Construction

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth District Park – Reroofing and Miscellaneous Repairs to Building</td>
<td>$744,500</td>
</tr>
<tr>
<td>Geikin Community Park Construction of Master Planned Improvements, Phase 2</td>
<td>$1,400,000</td>
</tr>
<tr>
<td>Honolulu Zoo – Construction of Miscellaneous Improvements</td>
<td>$1,200,000</td>
</tr>
<tr>
<td>Lanakila District Park Roofing and Miscellaneous Repairs to Gym Building</td>
<td>$606,200</td>
</tr>
<tr>
<td>Nanakuli Beach Park, Canoe Halau</td>
<td>$722,200</td>
</tr>
<tr>
<td>Sunset Beach Neighborhood Park Basketball Courts, Volleyball Court, Tennis Courts and Miscellaneous Improvements</td>
<td>$250,000</td>
</tr>
<tr>
<td>Whitmore Gym Multi Purpose Room Improvements</td>
<td>$500,000</td>
</tr>
</tbody>
</table>

There are currently 52 building and parks construction and improvement projects still under construction for a total cost of $34,100,000. Examples of major projects include:

- ADA Improvements at Honolulu Hale | $843,700 |
- Ala Moana Regional Park Canoe Halau and Landscaping | $715,800 |
- Booth District Park – Reroofing and Miscellaneous Repairs to Building | $744,500 |
- Hans L’Orange Neighborhood Park Construction of Park Improvements (ball field lighting and appurtenances) | $1,132,500 |
- Kaliihi Kai Fire Station – Exterior Painting | $50,000 |
- Kapolei Regional Park Construction of Comfort Station | $689,000 |
- Kapolei Regional Park Improvements Parking Lot & Miscellaneous Improvements | $864,600 |
- Lanakila District Park Roofing and Miscellaneous Repairs to Gym Building | $606,218 |
- McCully District Park Retrofit Gym & Swimming Pool Structures, Phase 1 | $1,290,300 |
- Nanakuli Beach Park, Canoe Halau | $722,200 |
- Waimanalo and Palolo Fire Station Reconstruction of Driveways | $400,248 |
- Waimanalo District Park Improvements to Fields A and B | $580,000 |

**LAND DIVISION**

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<tr>
<th>Street Name</th>
<th>Project Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ahui Street Fronting 919 Ala Moana Boulevard</td>
<td>Akalei (881) Place</td>
</tr>
<tr>
<td>Ahuimanu (47-276) Road</td>
<td>Akiki (2318) Place, Pearl City</td>
</tr>
<tr>
<td>Ahukini (889) Street</td>
<td>Ala Moana WWPS Force Main Modification</td>
</tr>
<tr>
<td>Aina Haina Community Park</td>
<td>Alahiki (820) Street, Kailua</td>
</tr>
<tr>
<td>Ainahou (287) Street</td>
<td>Alakoko (7222) Street</td>
</tr>
<tr>
<td>Akaaakawa (1754) Street</td>
<td>Amelia Street Relief Sewer</td>
</tr>
<tr>
<td>Akahi (1759) Street</td>
<td>Aumoae Street Sewer Line Replacement</td>
</tr>
</tbody>
</table>
Aumoe (150) Road Encroachment Agreement
Banzai Rock Beach Support Park
Beachwalk Force Main Bypass Line Ownership
Beckwith Street at 2389 E. Manoa Road
Belser (901) Street
Beretania (1421) Street
Beretania (1556) Street
Blood Bank of Hawaii Easement
Bridge Replacement at Various Locations – La‘i Road Bridges
California (2645) Avenue
Camp Catlin Road & Arizona Road Navy License Agreement
Coolidge (804) Street
Coyne (2128) Street
Curb Ramps at Various Locations FY2002(2)
Curb Ramps at Various Locations FY2002(3)
Curb Ramps at Various Locations FY2002(4)
Curb Ramps at Various Locations FY2003(6B)
Curb Ramps at Various Locations FY2004(3)
Curb Ramps at Various Locations FY2004(5)
Curb Ramps at Various Locations FY2004(6)
Curb Ramps at Various Locations FY2005(3)
Curb Ramps at Various Locations FY2005(5)
Curb Ramps at Various Locations FY2005(6)
Dole Community Park
East Hind Drive at Ophii Street
Eelupe Road
Elm Street – Location and Inverts of Sewer Manholes
Emergency Low Pressure Sewer Siphon Pumping Plants at Various Locations
Ewa Villages – Varona and Area E
Ewa Villages – Extension of Kapolei Parkway Phase 8A
Fire Department Headquarters Property Purchase
Fort Weaver Road Reconstructed Sewer
Haiku Stairs
Haiku Valley (BWS Land)
Hakimo Road Drainage Improvements
Halawa District Park
Halawa Ditch Slope Repairs at 99-750 Halawa Heights Road
Halawa Heights Sewers ID No. 239 Parcel 178 Acquisition
Halawa Land Beneath and Adjacent to H-3
Halemaumau (490) Street
Halona Street Relief Sewer
Hao (209) Street
Hausten Street/Kapiolani Boulevard
Hauula Fire Station Relocation
HECO Campbell Industrial Park Relocation
EISPN
Heeia Kea Park
Hinaea (94-1198) Street
Hobron (343) Lane
Hokulani Elementary School
Honokaula (1333) Street
Honolulu Corporation Yard & Sand Island Extension Utilities
Honolulu Zoo Entrance
Hoomaluhia Botanical Garden
Hotel Street and River Street
Houghtailing Street Area Sewer Rehabilitation
Huhihi (94-373) Place
Kaaahi Street Drain Repair
Kaeluku (1164) Street
Kaeluku (1341) Street
Kalapana Pond/Stream Ownership
Kahaluu (3081) Place
Kahanahou Place Sewer Easements
Kahili (1044) Place
Kauluwai (94-211) Street
Kailua Heights WWPS Bench Mark
Kailua Road Underground Utility Easements
Kailua Road Sewers I. D. No. 276
Kioli Street Emergency Temporary Construction Bypass Line
Kalaheo Avenue Reconstructed Sewer
Kalakaua (2057) Avenue
Kalakaua District Park
Kalapaki (1069) Street, Hawaii Kai
Kalia Road at Hilton Hawaiian Village
Kaliihi/Nuuanu Area Sewer Rehabilitation
Kaliihi (2858) Street Bus Pad
Kaliihi-Uka Swers, Section 5, I. D. No. 213
Kalo Place Mini Park Acquisition
Kaloi Gualch Railroad Bridge
Kamamalu Avenue Above 1619 Lusitana Street
Kamaaniik Street
Kamehameha Highway Bridge over Anahulu Stream
Kamehameha Highway Improvements Phase I
Kamiloiki Channel Wall (950 Kolokolo)
Kamiloiki Community Park
Kamiloiki Neighborhood Park
Kanaina (3615) Avenue
Kaneilla (6018) Place
Kaneohe District Park
Kapiolani (1601) Boulevard at Mahukona Street
Kapiolani Park Trust
Kapolei Corporation Yard
Kapuhui (59-785) Place
Karsten Drive Drainage Improvements
Kawa Ditch Improvements
Kawaihau (290) Street
Kawaiholoa Beach Park
Kawanui Gateway Park
Kawanui Marsh Transfer to State
Kawanui Stream Bank Beautification
Keehi Corporation Yard
Keolu (668) Drive
Kewalo Corporation Yard
Kikoo (91-1736) Street
Kilaha (91-652) Street
King (818) Street South
King (1116) Street South
Kipuka Place
Koko Crater Access Road
Kolohala (4672) Street
Kona Street/Kapiolani Area Sewer System
Kuahelani Neighborhood Park
Kuio (2301) Avenue
Kuhio Beach Park Expansion/Kalakaua Promenade
Kukanono State Water Park Surround Area
Kuliouou Sewer Rehabilitation & WWPS
Kuliouou Stream
Kumukahi (807) Place
Kunia Wells Vacant Lots Ownership
Laenani Drive Disposal
Lahaina (84-650) Street Relief Drain Right of Entry
Laie Sewers, Section 1 I. D. No. 277
Lala (313) Place Drain Acquisition
Likelike Highway Burger King
Lilipuna Road Ownership
Maili Community Park
Makakilo Neighborhood Park
Makaloa Street at Keeaumoku Street
Makamae (45-1145) Street
Makiki District Park Elevations
Manana Infrastructure Improvements, Spine Road
Manana Infrastructure Improvements, Phase I
Manana Infrastructure Improvements, Phase IV
Manana Maintenance Baseyard
Manoa Stream Tributary Retaining Wall Easement
Manoa Valley District Park
McCully District Park
McCully Fire Station Replacement
Mililani District Park
Makai Neighborhood Park
Miscellaneous Guardrails at Various Locations FY02
Miscellaneous Guardrails at Various Locations FY05 Haleiwa and Kumuhau
Miscellaneous Signage/Marker Improvements in Aina Haina & Hawaii Kai
Miscellaneous Storm Drain Improvements – Kekau Place
Moanalua Road FAUS M-7200(1)
Moanalua Loop Encroachment and Rock Slides
Mokapu Boulevard/Ilimalia Street Sewer Rehabilitation
Naakea (743) Place
Nalii Street Relief Sewer
Nimitz Highway Sewer Reconstruction at OCCC
Noholoa Neighborhood Park
Nuhelewai Stream Improvements
Nuuanu Stream Emergency Repairs
Ohekani (99-176) Loop
Ohiakea (99-107) Street
Onelua Beach Park Emergency Overflow Berm OR&L Railroad Right of Way – Lehua Avenue to Waiawa Stream
Owaa Street Fronting 1625 Leilani Street
Paakai (92-758) Street
Pakano (556) Loop
Palolo Valley District Park
Paopua (671) Loop
Paty (3330) Drive, Manoa
Paumakua (3272) Place
Paumakua Way at 476 Paumakua Place
Pearl Harbor Historic Trail Park
Peterson Lane, Pua Lane, Sewer Rehabilitation
Poipu (8) Drive
Pooleka Street Drainage Improvements
Proposed Sunset Beach Recreation Center
Puaina (91-1108) Street, Ewa
Punchbowl Street Improvements, Phase 4
Puiwa (141) Road
Punahou Square and Waianae Landfill Park
Puu Papaa Radio Station Site
Quinn Lane – Utility Easement
Rehabilitation of Streets, Beretania King to Alapai
Rehabilitation of Streets, Houghtailing
Rehabilitation of Streets, Unit III-97 – McCully/Date
Rehabilitation of Streets, Unit III-97 – University Avenue
Rehabilitation of Streets, Unit 10 – St. Louis Drive
Rehabilitation of Streets, Unit 30
Salt Lake Boulevard Widening
Salt Lake Regional Park Rock Removal
Sand Island Base Miscellaneous Sewer Rehabilitation
Sand Island Expansion
Sewer Facilities Rehabilitation Unit III Waialae Iki
Sewer Manhole and Pipe Rehabilitation at Various Locations
Skyline (1808) Drive
South Beretania (1902) Street
St. Louis Heights Sewer Rehabilitation Project
University Avenue Retaining Wall at Maile Way
Village Park Connector Road, Kupuna Loop to Loaa Street
Waialae WTP Effluent Reuse
Waialae District Park
Waialae Nui Drainage Channel Emergency Repairs
Waialua Beach Road Drainage Ditch
Waialua Corporation Yard
Waihee Stream Bank Protection
Wailupe Valley Hillside Restoration
Waimalu Sewer Rehabilitation
Waipahu Sewer Replacement/Relief
Waipahu Street/Plantation Village Sewer Construction
Ward (320) Avenue
Wheelchair Ramps at Various Locations Koko Marina
Wilder (1155) Avenue at Piikoi Street
Wilhelmina Rise Sewer Rehabilitation
Woodlawn Area Earth Stabilization, Hulu – Woolsey, Part 3

II. Assignments for Other Agencies

A. Board of Water Supply
Lilipuna Street Beach Access

B. Department of Budget and Fiscal Services
Aalapapa (1459) Drive
Aawa Drive
Aliamanu STP
Aiea Sugar Mill
Aiea Sugar Mill Lot 16
Aina Haina Playground
Alakawa Drain Easement
Alewia (900) Drive Disposal
Aliamanu Place
Alli Place
Auahi and Queen Streets
Auahi and Queen Streets Rental
Auld Lane
Awa Triangle
Awahiwa (1133) Street
Bachelot Street
Bannister Place Disposal
Beretania and Coyne Streets Alleyway
Block J Disposal
Chinatown Manor Commercial Master Lease
Coral Street
Coral Wireless Request to Install Telecom Equipment
Daiei Anti-Theft Protection System
Ewa Villages Common Area
Ewa Villages Golf Course Disposal
Ewa Villages Golf Course
Ewa Villages Golf Course Surplus
Fort Ruger Circle
Halawa Regional Park Addition
Halona Road Disposal
Hamana (91-002) Street
Helumoa Road
Ka Iwi Scenic Shoreline
Ko Iwi Scenic Shoreline Makapuu Lookout
Kahalua Drive Grant of Guy Wire Easement to HECO
Kahaluu Flood Control KA-2
Kahaluu Watershed Project A-1 Channel Improvements Phase 2
Kalaeo Village Elementary School
Kamakee Street Land Exchange
Kamali Park
Kamehameha (2045) Highway License Easement
Kamehameha (2200) Highway
Kamehameha Highway/Cane Haul Road Bridge Rehabilitation
Kamehameha Highway and Laumaka Street Disposal
Kamehameha Highway (Kong)
Kamokila Boulevard
Kaukonahua Road
Keaahala Stream Flood Control Channel
Kekaulike Courtyards
Kuhio Avenue Mini Park
Kuhio Avenue Widening
Kuhio-Kailolu Off Street Parking
Kuliouou Road – Access and Utility Easements
Kuliouou Stream Bridge
Kunia Wells
Kuwwelu (91-1660) Place
Laenani Drive Disposal
Lehua Avenue and Road A
Lewers Street and Kalia Road – Easements for Chilled Water Service
Lilipuna Right of Way
Lurline Drive
Madeira Street
Makiki Stream (1455 Kalakaua Avenue)
Maliko Street
Manager’s Drive Infrastructures
Manager’s Drive Infrastructures – Waipahu Town Parcel
Manager’s Drive Lots 6-A and 6-B
Manoa Road ID 184 Disposal
Manoa Valley Park
Manoa (3403) Road Disposal
Mau’umaie Nature Park
Maunaihi Place and Magazine Street
Miliili Street Communication Easement
Moani Street
Mokauaea and Kaumualii Streets
Nawaakoa Place Disposal
Noelani Elementary School Streets
Pali Golf Course HECO Easement
Paty Drive
Pearl City Corporation Yard Exchange
Pepper Row
Poni Street/Daiei
Poola (5153) Street
Puowaina (1953) Drive right of Way
Puuhale Road Widening
Queen Street (por) License Fronting TMK 2-1-50-34
Queen Street
Queen Emma Square Park & Queen Emma Street
Queen Emma Street
Kapolei Hale and Municipal Building
Robello Lane
Sale of City-Owned Property – Lilipuna
School Street and Leilehua Lane
Sing Loy Lane Disposal
Sunset Beach Fire Station Relocation Site
Title Search Request for TMK: 1-7-39-48 and 49
Ukuwai Street Roadway Stub
University Avenue
University Avenue
Vineyard Boulevard and Waipa Lane
Wahiawa Refuse Transfer Station
Wahiawa Police Station
Waiakea Dog Pound
Waiakea Police Station
Waianae Regional Park Addition
Waialu Stream Parcels E
Waipa Lane
Waipahu Cultural Gardens Park
West Loch Golf Course Remnant
West Loch Golf Course/West Loch Shoreline Park
Woolsey (3005) Place – Manoa Slide Parcels
Woodlawn Drive/Manoa Library
Woodlawn Drive

C. City Council
Ahuimanu Road
Aiea Heights (99-1549) Drive – Slope Ownership
Ala Aolani (1445, 1441 and 1437) – Culvert Ownership
Kaipaupau Loop – Easement Ownership
Kalanianaole Highway/Makai Pier in Waimanalo – Ownership
Kalihi Valley District Park – Bridge Ownership
Kalihi Valley District Park - Ownership
Kamehameha (47-675) Highway – Ownership
Karsten (76) Drive – Tree/Easement Ownership
Kolea and Moaniani Streets – Bird of Paradise Ownership
Laie Community Recreation Center – Ownership
Lemon Road – Ownership
Lohilani Street – Ownership
Lower (3274C) Road – Wall Ownership
Manoa Road – Ownership
Manalua Gardens Stream Bank to Dog Park – Ownership
Niolopua (3402) Drive – Culvert Ownership
Olive Avenue and Lemi Street – Ownership
Paakea Road – Ownership
Pilimai Circle (94-494) – Kiawe Tree/Boulder Ownership
Puowaina Drive “Welcome to Papakolea” – Vacant Lot Ownership
Pupukea Road – Boulder Ownership
Round Top Drive (abutting 2273) – Ownership of Drainage Canal
Waiomao (2373) Road – Wall Ownership
Waipahu Elementary School – Rock Wall Ownership
Wikao (95-1315) Street – Ownership of Rockfall/Landslide

D. Department of Community Services
Ala Nui Mauka (91-1217) Street
Ala Nui Mauka (91-1717) Street
Appraisal Review – Goodwill Industries of Hawaii
Association for Retarded Citizens
Bethel (800) Street
Ewa Villages Varona Village/Ewa Hongwanji Church
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Kaneohe Elderly Housing
Kekaulike Ewa Block
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Mott Smith (2177) Drive – Wiliwili Tree Ownership
Ota Camp
Queen’s Court

E. Corporation Counsel
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Civil 02-1-1900-08 Daniel Dick v. City
Civil 03-0-0176 Randy Wong v. City
Civil 03-1-0660-03 P. Onishi, et al., v. Vaughan, et al.
Civil 03-1-1483-04 L. Lovell v. Heirs of George Victor
Civil 03-1-2232-11 Susan Tomimoto v. City, et al.
Civil 03-1-2472-12 City v. Yee Hop Realty
Civil 04-1-0421-03 (DDD) Island Demo v. Dods, et al.
Civil 04-1-0607-04 (SSM) Jasso, et al. v. City and County of Honolulu, et al.
Civil 04-1-1645-09 (EEH) Onishi, et al. v. City and County of Honolulu, et al.
Civil 04-1-1330-07 Dunn et al. v. Department of Transportation
Civil 04-1-1426-08 BIA Madeline Rodrigues v. City
Civil 04-1-1674-09 Darrell Poland, et al. v. State of Hawaii
Civil 04-1-1682-09 KSSA Brian Cullen v. State of Hawaii, City
Civil 04-1-1832-10 P. Agpaoa v. City
Civil 04-1-1880-10 KSSA Filimoehala et al. v. City
Civil 04-1-1895-10 Wiley, et al. v. City
Civil 04-1-2133-11 N. Purdy v. San Construction
Civil 04-1-2232-12 Masters Properties v. City
Civil 04-1-2276-12 Randolph Neal v. City
Civil 04-1-2407-12 Maryann Dickson v. City
Civil 05-1-0266-02 Anderson v. HECO
Civil 05-1-0552-04 Miyake v. City
Civil 05-1-0946-05 Ellen Osborne et al. v. H. Rahim
Civil 05-1-0062-0 C. Various Heirs/Assigns of Kaaea
Civil 05-1-0063-01 G. Okada et al. v. M. Colon et al.
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Civil 05-1-2129-11 Perez v. City
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Claim of Akanesi Filimoehala Against City
Claim of Do Hyon Ji Against City 4/12/06
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F. Department of Environmental Services
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Ala Moana Wastewater Pump Station Modification
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Kalihi Uka Sewers I.D. No. 106
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Sand Island WWTP Disinfection Facility
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H. Department of Information Technology
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Kapolei Police Station
Koko Head Park
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Sandwich Isles Communication Use and Occupancy

I. Mayor’s Office
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J. Department of Parks and Recreation
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Hauula Beach Park Shoreline
Ka Iwi Park (Kealohau/Kokohead Golf Course Subdivision 5 and 6)
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Kahinani Way and Place Monkeypod Tree – Ownership
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Park Dedication – 1629 Lusitana Street, Punchbowl
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Park Dedication – 2214 Aloha Drive, Waikiki
Park Dedication – 2452 Kalakaua Avenue, Waikiki
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Park Dedication – 375 Kapaloala Place, Pauoa
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Park Dedication – 436 Ena Road, Waikiki
Park Dedication – 45-519 Keole Street, Kaneohe
Park Dedication – 5084 Kiah Place, Wailupe
Park Dedication – 51-442 Kekio Road, Kaaawa
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Park Dedication – 6260 Kawaihae Place
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Park Dedication – 770 Isenberg Street, Makiki
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Aiea Heights Drive – Sewer Easement Grant
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DDC-79
IV. Dedication by Private Sector

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Hila Tract – Cancellation of Sewer Easement
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Kalaimoku Street Rounding Corners at Kalakaua and Kuhio
Kalakaua (2100) Avenue – Cancellation of Sewer Easements
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Kanekapolei/Kuhio Pedestrian Access Easement
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Princess Kahanu Estates
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Convention Center Redevelopment Plan
Creeping Slope Between 1621 Ala Lani and 1638 Ala Aolani
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Hinapu (46-110) Street Easements
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Kalawahine (2107) Place – Grant of Sewer Easement
Kanlawalani (59-762) Place
Kapahulu Avenue Remnant at Makee Street
Kiluaea Avenue, 22nd to Luawai – Ownership
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Kuakini Street Extension Draft Environmental Assessment
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Makakilo-Palehua – Cancellation of Easements
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Po’okea At Sea Country – Irrigation Easement
Puowaina (1848) Drive – Rock Wall Ownership
Pupukea Paumalu Homestead Road – Ownership
Royal Hawaiian Shopping Center – Cancellation of Easements
Salt Lake Sediment Design and Construction Project
Sam’s Club Fueling Station – Cancellation of Sewer Easement
Street Monument Complaint – Aipo, Ahukini Streets
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Ukuwai Street – Cancellation of Easements
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Waimalu Stream Flood Control Unit II, Parcel 19
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Waikiki – Pedestrian Easements
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Land Services Summary of Accomplishments

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MECHANICAL/ELECTRICAL DIVISION

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

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

List of Accomplishments

- Continued participation in the Hawaiian Electric Company (HECO) Energy Efficiency Program. In FY06, the City received $65,736 in electricity rebates for various projects. These projects helped to reduce the City’s electricity consumption by 1.2 million kilowatt-hours. The City has received $525,145 in rebates since the inception of this program.
- Continued participation in the U. S. Department of Energy Rebuild America/Rebuild Hawaii Program, including participation at quarterly meetings and workshops. Workshops attended include: the Energy 2005 Workshop and Conference in Long Beach, California; the Pacific Coast Electrical Association Conference and Workshop in Waikoloa, Hawaii; Lightfair International 2006 in Las Vegas, Nevada; and the West Coast Energy Management Congress in Seattle, Washington.
- Prepared an initial assessment of the conditions of the emergency generators at the Honolulu Municipal Building. The assessment led to the development of the future project to replace the generators and upgrade the emergency power systems.
- Planned, designed, and programmed the new computerized lighting system for Honolulu Hale for the 2005 Honolulu City Lights celebration.
The branch also provided assistance for the following projects:

- Investigated and mitigated indoor air quality issues in the offices of the Department of the Corporation Counsel.
- Assessed indoor air quality of problematic areas in Honolulu Hale.
- Investigated accidental gasoline release at the Pearl City Police Station fueling area.
- Analyzed electricity bills for the Department of Enterprise Services for the past two fiscal years.
- Assessed maintenance/design problems with the filtration system at the Honolulu Zoo’s flamingo and waterfowl ponds.
- Investigated maintenance/design problems with the sewage shredder pump in the cellblock of the Honolulu Police Department Headquarters.
- Investigated water infiltration problems at the Kaneohe Police Station.
- Upgraded leak detection and monitoring equipment for the fuel storage tanks at various police stations.
- Assessed condensation problems on the refrigerant lines to the refrigeration system at the Honolulu Zoo Commissary.
- Prepared in-house mechanical and electrical designs for the renovation of the Pearlridge Satellite City Hall.
- Assessed indoor air quality of the Pearlridge Satellite City Hall.
- Prepared specifications and proposals for the replacement of the air conditioning unit for the commercial space at the Kekaulike Courtyard complex.
- Determined scope of work for the replacement of the air conditioning system at the Waianae Community Center.
- Corrected deficiencies to the underground fuel piping at the Kalihi Police Station.
- Participated in the City’s Energy Issues Committee to help the City reduce electricity consumption
- Investigated and made recommendations for the replacement of the sewage lift station at Kapolei Hale.

Projects Completed

- Kapolei Hale Air Conditioning System Upgrades – Installation of a new energy management system to control the air conditioning system for energy savings and better employee comfort. This project also involves modifications to the cooling towers and chiller plant for more energy efficiency.
- Hale Pauahi Municipal Parking Structure Lighting Improvements – Replacement of obsolete fluorescent fixtures with new energy efficient fixtures to reduce energy consumption and to provide a better sense of security in the parking structure.
- HPD Computer Room Air Conditioning System Improvement – Replacement of an obsolete air conditioning unit with a more energy efficient unit and the installation of a back-up unit for system reliability.
- Pali Golf Course Maintenance Facility Fuel Storage Tank Replacement – Replacement of the above ground diesel and gasoline storage tanks that provide fuel to the maintenance vehicles at Pali Golf Course.

Projects On-Going

- Energy Services Performance Contracting for Honolulu Municipal Building and Honolulu Police Department Headquarters – Replacement of the central air conditioning plant in the Honolulu Municipal Building and the modernization of the air conditioning system in the Police Department Headquarters. This project will save approximately $500,000 annually in operating costs.
- Neal Blaisdell Center Arena Air Conditioning System Upgrades – Replacement of 16 obsolete air conditioning units around the arena with a modern central chiller plant.
- Honolulu Municipal Building (HMB), Installation of Fire Sprinkler System – Installation of a fire sprinkler system.
and the upgrade of the fire protection systems in the HMB.

- 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 and Monitoring of Various Underground Storage Tank sites.
- Mayor’s Office Air Conditioning System – Installation of a new independent air conditioning system for the Mayor’s Office.
- Neal Blaisdell Center Energy Study – Establishment of baseline energy usage and recommended energy conservation improvements.
- Sunset Beach Fire Station – Installation of a new air conditioning system for dining/meeting room area.
- Kulana Nani Apartment – Replacement/modernization of existing elevators.

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 (1,330 street lighting and parks electrical work in FY06);
- Investigating public complaints relating to the city street lighting systems (346 in FY06);
- Establishing standards for roadway lighting on city streets;
- Reviewing excavation/trenching permits for conflicts with city-owned underground street lighting and fiber optic systems (761 in FY06);
- Performing construction inspection of street lighting systems installed new or modified by private developers in subdivisions and other private developments (252 in FY06);
- Performing construction management and inspection of city street lighting projects and City parks electrical projects (1,934 in FY06); and
- Managing joint pole coordination for the City with the Hawaiian Electric Company (874 in FY06).

**Design Projects Completed**

- Utilities Relocation, Undergrounding Overhead Utilities – Kailua and Salt Lake ................................................................. $ 225,000
- Utilities Relocation, Undergrounding Overhead Utilities – Kaneohe/Kahaluu ........................................................................... 50,000
- Utilities Relocation, Undergrounding Overhead Utilities – Alewa Nuuanna ............................................................................. 625,000
- Replacement of Fire Alarm Systems at Various Parks .................................................................................................................. 60,000
- Farrington Highway Street Lighting Improvement ....................................................................................................................... 50,000

**Design Projects On-Going**

- Anti-Crime Street Lighting Improvements – Hawaii Kai .................................................................................................................. $ 80,000
- Anti-Crime Street Lighting Improvements – Lunalilo Home Road ............................................................................................... 153,400
- Anti-Crime Street Lighting Improvements – Waimanalo .................................................................................................................. 49,847
- Waialua Beach Road Street Lighting Improvements .................................................................................................................... 120,000
- Waialae Community Park – Parking Lot and Swimming Pool Lighting .......................................................................................... 57,459
- Waialua Beach Road Street Lighting Improvements Phase II ......................................................................................................... 40,000

**Construction Projects Completed**

- Koko Head District Park – Softball Field Lighting System ........................................................................................................... $ 512,000
- West Loch Fairways Street Lighting Improvements, Phase II ...................................................................................................... 1,393,000
- West Loch Estates Replacement of Walkway Lights ....................................................................................................................... 350,000
- Anti-Crime Street Lighting Improvements – Chinatown IIA ........................................................................................................... 810,000
- Anti-Crime Street Light Improvements/Utilities Relocation - Kailua Road .................................................................................. 2,013,115

**Construction Projects On-Going**

- West Loch Estates Replacement of Walkway Lights – Phase 2 ................................................................................................... $109,908
Wastewater Division

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

The long-range sewer rehabilitation plan completed in 1999 was approved by the United States Environmental Protection Agency in March 2000. This project, which began in 1993, was one of the largest planning projects undertaken by the City. The final plan sets the direction that Honolulu will be taking over the next 20 years to improve the sewer system to meet the City’s goals for environmental improvement. Over 165 projects were identified which need to start between 2000 and 2019. Approximately 43% of the projects have been started.

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

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

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

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

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

Waianae
• Makaha Interceptor Sewer Rehabilitation/Reconstruction

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

Waimanalo
• Waimanalo Sewer Rehabilitation

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

Other Projects
• Department of Environmental Services Support on EPA NOVs
• Reconstruct Park Wastewater Systems, RD1

The Design Branch completed 19 major design projects. Bids totaling $123,343,193 were received. A total of $134,887,979 was encumbered in FY06 with $11,544,786 in construction contingency. Thirty-four (34) 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 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

<table>
<thead>
<tr>
<th>Project</th>
<th>Bid Price</th>
<th>Contingency</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Aeloa Street Emergency Manhole Repair</td>
<td>$13,606</td>
<td>$0</td>
<td>$13,606</td>
</tr>
<tr>
<td>• Fort DeRussy Sewer FM Extension</td>
<td>$4,700,620</td>
<td>$299,380</td>
<td>$5,000,000</td>
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<tr>
<td>• Fort St. Mall/Hotel Street Sewer Rehab/Replacement (SMPR 60)</td>
<td>$963,686</td>
<td>$95,368</td>
<td>$1,049,054</td>
</tr>
<tr>
<td>• Fort Weaver Road Manhole and Pipe Rehabilitation</td>
<td>$2,179,785</td>
<td>$217,978</td>
<td>$2,397,763</td>
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<tr>
<td>• Honolulu WWTP – New Solids Handling Facility</td>
<td>$31,317,875</td>
<td>$3,131,787</td>
<td>$34,449,662</td>
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<tr>
<td>• Ka Hanahou Circle Sewer Rehabilitation</td>
<td>$817,861</td>
<td>$81,786</td>
<td>$899,647</td>
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<td>• Kailua Road Sewers, I.D.</td>
<td>$1,622,260</td>
<td>$160,609</td>
<td>$1,782,869</td>
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<tr>
<td>• Kailua Wastewater Treatment Plant – Replace Primary Effluent Line</td>
<td>$340,144</td>
<td>$34,014</td>
<td>$374,158</td>
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<tr>
<td>• Kamehameha Highway FM – Replace Concrete Cylinder Pipe</td>
<td>$915,706</td>
<td>$91,570</td>
<td>$1,007,276</td>
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<tr>
<td>• Kaneohe Bay South WWPS #5, Emergency UST Testing</td>
<td>$12,500</td>
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<td>$12,500</td>
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<tr>
<td>• Kaneohe WWPFT Electrical Distribution System Upgrade</td>
<td>$545,595</td>
<td>$54,559</td>
<td>$600,154</td>
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<tr>
<td>• Kukanono WWPS FM Partial Replacement</td>
<td>$180,770</td>
<td>$18,077</td>
<td>$198,847</td>
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<tr>
<td>• Laukoa Place Sewer Rehab/Replacement (SMPR 77)</td>
<td>$729,692</td>
<td>$72,969</td>
<td>$802,661</td>
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<td>• Rehabilitation of Sewer Lines on Oahu, Contract No. 001</td>
<td>$1,308,055</td>
<td>$0</td>
<td>$1,308,055</td>
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<tr>
<td>• Sand Island Basin Miscellaneous Sewer Rehab</td>
<td>$3,573,195</td>
<td>$356,805</td>
<td>$3,930,000</td>
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<tr>
<td>• Sand Island WWTP Construction Soil Management</td>
<td>$5,000,000</td>
<td>$100,000</td>
<td>$5,100,000</td>
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<tr>
<td>• Sand Island WWTP, Gravity Thickener Modifications</td>
<td>$608,434</td>
<td>$60,884</td>
<td>$669,318</td>
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<tr>
<td>• Sand Island WWTP Primary Expansion Phase 1</td>
<td>$67,697,000</td>
<td>$6,769,000</td>
<td>$74,466,000</td>
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<tr>
<td>• Ward Avenue – Emergency Repair</td>
<td>$826,000</td>
<td></td>
<td>$826,000</td>
</tr>
<tr>
<td>• Total</td>
<td>$123,343,193</td>
<td>$11,544,786</td>
<td>$134,887,979</td>
</tr>
</tbody>
</table>

### Wastewater Projects Under Design

- Ala Moana Force Main Repair – Junction Box .................................................. $100,000
- Ala Moana WWPS FM No. 1 Rehabilitation .................................................. $100,000
- Ala Wai Trunk Sewer Relief ................................................................. $6,000,000
- Beachwalk (New) Wastewater Pump Station FM ........................................... $30,000,000
- Enchanted Lake Wastewater Pump Station Upgrade ...................................... $230,000
- Fort DeRussy WWPS Modification .............................................................. $2,000,000
- Halona Street Relief Sewer ................................................................. $3,700,000
- Hart Street Force Main Repair ................................................................... $1,000,000
- Honolulu Wastewater Treatment Plant Solids Handling Facilities ............ $40,000,000
- Honolulu WWTP, Automation ................................................................. $5,000,000
- Honolulu WWTP, Modify Primary Clarifier Catwalks and Covers ............... $410,000
- Ilimalia Loop/Mokapu Blvd. Reconstructed Sewer ..................................... $3,100,000
- Ka Hanahou Circle Sewer Rehabilitation ................................................. $1,500,000
- Kailua RWWT, Digester Covers .................................................................. $2,200,000
- Kailua RWWT, Primary Clarifier Dewatering System .................................. $500,000
- Kailua RWWT, Replace Primary Sludge Pumps and Force Main .................... $1,300,000
- Kalaeo Avenue/Mokapu Blvd./Alaia Loop Sewer Rehab ............................... $10,000,000
- Kalakaua Avenue Sewer Rehabilitation (SMPR 27) .................................... $2,200,000
- Kamehameha Highway WWPS Force Main, Replace Concrete Cylinder Pipe .... $900,000
- Kaneohe Bay South WWPS No. 1 – Improvements ....................................... $2,200,000
- Kaneohe Bay South WWPS No. 2 – Replace Station Force Main .................. $110,000
During the fiscal year, the Construction Management Branch completed eighteen 18 projects. The total of the final costs for these projects was $43,133,500. Thirty-two (32) projects with a total contract value of $317,191,752.82 were still under construction as of June 30, 2006.

**Wastewater Construction Projects Completed**

- Ala Moana Wastewater Pump Station Force Main Emergency Repair .......................................................... $ 2,888,298.69
- Aumoae Street Sewer Replacement (SMPR No. 19) .......................................................... 619,136.06
- Fort Weaver Road/Hapalua Street Sewer Rehabilitation .......................................................... 70,456.90
- Fuel System Modification at Honolulu WWTP, Waianae WWTP and Laenani WWPS .......................................................... 151,950.37
- Halekoa Drive and Palipaa Place (SMPR No. 48) .......................................................... 231,700.00
- Hart Street WWPS Force Main Emergency Repair .......................................................... 1,360,866.72
- Honolulu WWTP Centralized Odor Control System .......................................................... 218,450.93
- Kahaluu Housing WWPS and Force Main .......................................................... 2,687,975.94
- Kalaeloa Avenue Reconstructed Sewer (Phase 1) .......................................................... 19,182,092.43
- Kaneohe Bay South No. 5 WWPS Underground Fuel Tank Repairs and Modification .......................................................... 18,884.00
- Kaneohe Bay Sewers, Improvement District No. 275 .......................................................... 3,976,446.72
- Kaneoh/Kamehameha Highway Reconstructed Sewer .......................................................... 1,148,800.00
- Kiwila Street/10th Avenue Reconstructed Sewer (SMPR No. 11) .......................................................... 217,220.00
- Laie Wastewater Collection System Expansion, Phase 1 .......................................................... 7,703,536.05
- Magazine Street Sewer Line Replacement (SMPR No. 3) .......................................................... 924,300.00
- Niu Valley Wastewater Pump Station Force Main Emergency Repair .......................................................... 1,236,070.54
### Wastewater Construction Project Contracts On-Going

<table>
<thead>
<tr>
<th>Contract Description</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Ahuimanu Wastewater PTF Headworks Modification</td>
<td>$658,362.00</td>
</tr>
<tr>
<td>Ala Moana Wastewater Pump Station Modifications</td>
<td>$18,470,700.57</td>
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<tr>
<td>Beachwalk WWPS Emergency Construction Bypass</td>
<td>$9,000,000.00</td>
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<tr>
<td>Fort Street Mall Sewer Rehabilitation (SMPR No. 60)</td>
<td>$953,686.00</td>
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<tr>
<td>Fort Weaver Road Manhole and Pipe Rehabilitation</td>
<td>$2,179,785.00</td>
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<tr>
<td>Fort Weaver Road Reconstructed Sewer</td>
<td>$3,327,117.17</td>
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<tr>
<td>Hart Street WWPS Alternative</td>
<td>$23,065,866.03</td>
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<tr>
<td>Honouliuli WWTP Solids Handling Facility, Interim Modifications</td>
<td>$1,998,733.85</td>
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<td>Ka Hanahou Circle Sewer Rehabilitation</td>
<td>$817,861.00</td>
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<td>Kahanani Street Sewer Replacement (SMPR No. 85)</td>
<td>$1,780,079.98</td>
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<td>Kailua WWTP – Replace Primary Effluent Line</td>
<td>$340,144.00</td>
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<td>Kamehameha Highway Trunk Sewer Reconstruction</td>
<td>$938,298.21</td>
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<td>Kailua WWPS Emergency Construction Bypass</td>
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<td>Kapiolani Boulevard Sewer Emergency Repair</td>
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<td>Laukoa Place Sewer Rehabilitation (SMPR No. 77)</td>
<td>$729,692.00</td>
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<td>Nimitz Highway Sewer Reconstruction at OCCC</td>
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<td>Niu Valley WWPS Force Main Reconstruction</td>
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<td>Pearl City Force Main Emergency Repair</td>
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<td>Public Baths WWPS Modification</td>
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<tr>
<td>Replace Concrete Cylinder Pipe – Kamehameha Highway WWPS</td>
<td>$915,706.00</td>
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<td>Sand Island Basin Miscellaneous Sewer Rehabilitation</td>
<td>$3,573,195.00</td>
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<td>Sand Island Parkway Wastewater Pump Station Modification</td>
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<td>Sand Island WWTP UV Disinfection Facility and Effluent Pump Station</td>
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<td>Sand Island WWTP Modification Unit I, Phase 2A</td>
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<td>Sand Island WWTP Refurbish Gravity Thickener</td>
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<tr>
<td>Sand Island WWTP Refurbish Gravity Thickener No. 2</td>
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<td>Waiohau Stream Sewer Replacement Rehabilitation (SMPR No. 24)</td>
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<td>Waipahu Street/Plantation Village Sewer Reconstruction</td>
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<tr>
<td>Ward Avenue Sewer Tunnel Repair</td>
<td>$826,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$317,191,752.82</strong></td>
</tr>
</tbody>
</table>
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 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 2006 was $26,169,888. 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. Effective January 17, 2006, the administration appointed Ms. Baybee Hufana-Ablan as senior advisor to the director for the Honolulu Emergency Services Department

2. An information specialist personal services contract position was added to the department in FY 2006 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.

3. 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 DIVISION (EMS)

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 second EMS Junior Paramedics Program began in June 2006 with a total of 25 teenagers aged 14-17. They completed the 5-week program with certifications in Cardiopulmonary Resuscitation (CPR) and Basic First Aid. The junior paramedic graduates continue to volunteer at public service events.
2. New Kapolei Ambulance Facility
   Construction is nearing completion for the new Makakilo/Kapolei EMS and District Chief Facility.

3. New Wahiawa Ambulance Facility
   Construction of the facility is planned to begin in 2006.

4. New EMS Communications System
   To better serve the community for both day-to-day and a disaster operation, a new EMS Communications System was designed. The system, to be collocated with EMS Administration, features the newest technology, with additional workstations to meet the increasing 9-1-1 call volume, and better manage EMS resources. Completion of the system is anticipated by October 2006.

BUDGET:
The budget of the EMS Division for FY 2006 was $22,417,015. Expenditures by the EMS Division are tied to available reimbursement funding from the SDOH under a contractual agreement between the City and the State to provide emergency medical care and ambulance services on Oahu.

ORGANIZATION
The EMS Division is headed by a chief and two assistant chiefs, one for operations and one for quality assurance. The division is divided geographically into two operational districts with two emergency medical services field operations supervisors overseeing each district.

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

*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, Safety Specialist, 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 Communications Center is physically located on the 10th floor of the Honolulu International Airport Tower.

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

The EMS Division Administration is located at Suite H-450, 3375 Koapaka Street, Honolulu, Hawaii 96819. EMS Support Services (Equipment, Supplies and Fleet Maintenance) are located at Suite D-130 at the same address, and the EMS Communications Center is located at the Honolulu International Airport.
PERSONNEL
The Emergency Medical Services Division was authorized 277.75 positions as of July 1, 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

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

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

**Back-Up Services:** The EMS Division contracted with a private Ambulance Company to provide back-up ambulance services to the City. The back-up agreement provides additional emergency coverage when City ambulance resources in a given area are not readily available. American Medical Response, Inc. (AMR) is the back-up contractor for FY 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.

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

Due to the deployment of the 68th Medical Company to support the American troops overseas, MAST for civilians was suspended on March 31, 2006.

The MAST program evacuated 50 patients in FY 2006, compared to 137 patients in FY 2005.
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. HIATS transported eight patients in FY2006.

**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 recertification standards as required by the Hawaii State Board of Medical Examiners, and the National Academy of Emergency Medical.

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

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

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

**Public Education & Recruitment:** During FY 2006, personnel of the EMS Division participated in 76 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 conducts a comprehensive program of ocean safety for the City and 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 and County lifeguards.
PERSONNEL
The division has a full-time staff of 153.79, including:
- 1 water safety administrator
- 1 administrative assistant
- 1 secretary II
- 1 prevention specialist
- 1 secretary II
- 1 payroll clerk
- 1 chief of operations
- 6 lifeguard captains
- 9 lifeguard lieutenants
- 122 FTE ocean safety lifeguards
- 11.34 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 Life guarding. The division training program follows guidelines established by the United States Lifesaving Association (USLA). The City and County of Honolulu’s Ocean Safety and Lifeguard Services Division is a certified USLA agency. In-service training is conducted annually to keep division employees abreast of new and current developments in the lifesaving field.

OCEAN SAFETY DIVISION HIGHLIGHTS
1. Ocean Safety and Drowning Prevention Conference
   The annual statewide conference was conducted at the Queen’s Conference Center, with over 100-ocean safety, first responder, EMS, and public health personnel in attendance. Conference topics included disaster preparedness and response, inter-agency communications, and the development of drowning prevention strategies.
2. Lifeguard Tower Replacement Program
   CIP funding has been budgeted to complete the island-wide tower replacement program.
3. 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, Ehuakai, and Kalama Beach Park. This was the 14th 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.
4. 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.
5. 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, is developing a website that will have a daily hazard level posted for all Oahu beaches. This information will be made available to media and visitor industry sources to inform visitors and residents of daily ocean conditions.

6. National Competition

A team of division lifeguard competitors represented Hawaii at the United States Lifesaving Association National Lifeguard Championships at Huntington Beach, California, and took third place in their division.

Summary of lifeguard logsheet data, from the City and County of Honolulu, 2005.

<table>
<thead>
<tr>
<th>Beach park</th>
<th># Logs received</th>
<th># Logs * expected</th>
<th>Percent reported</th>
<th>Attendance@</th>
<th>First aid-minor</th>
<th>First aid-Preventive</th>
<th>Surfing</th>
<th>Lost-children</th>
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<tbody>
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<td>ALA MOANA</td>
<td>1,818</td>
<td>1,825</td>
<td>99.6</td>
<td>1,708,992</td>
<td>4,504</td>
<td>91</td>
<td>76</td>
<td>26,096</td>
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<td>360</td>
<td>365</td>
<td>98.6</td>
<td>353,021</td>
<td>1,361</td>
<td>22</td>
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<td>1,090</td>
<td>3</td>
<td>5</td>
<td>4,683</td>
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<tr>
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<td>365</td>
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<td>365</td>
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<td>365</td>
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<td>715</td>
<td>730</td>
<td>97.9</td>
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<td>1,005</td>
<td>11</td>
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<td>6</td>
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<td>365</td>
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<td>75,617</td>
<td>1,064</td>
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</table>

*The number of expected logsheets was computed differently, depending on the beach. For most beaches, this number was 365 times the number of stations (e.g. Ala Moana = 366 days * 5 stations = 1,825). For Hanauma, the expected number was 313 for each station (626 total), since this beach is closed each Tuesday.

‡The "percent reported" column is the ratio of the number of logsheets received to the number expected. Use the reciprocal of this percentage to estimate an annual total. Example: the estimated attendance at Waimea = (1/99.5%) * 598,412 = 601,419.

@Attendance is based on headcounts taken 3 times by Water Safety Officers during an 8-hour workday.
DEPARTMENT OF ENTERPRISE SERVICES

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

POWERS, DUTIES AND FUNCTIONS

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

HIGHLIGHTS

Economic factors and unusually inclement weather provided a variety of challenges to city-wide revenue-oriented activities in fiscal year 2006. DES met these challenges in ways unique to its operations. The department’s fiscal year 2006 accomplishments included initiatives to increase city revenues, revitalize downturns in attendance and facility usage, and incorporate resource conservation and cost efficient improvements at department-wide facilities.

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

ADMINISTRATION

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

During fiscal year 2006, the concessions management function was transferred from the Customer Services Division to the administration activity, thereby improving concession oversight and management. New concession activities were added, including the Lion’s Pride Café at the Blaisdell Center Concert Hall and a contract for advertising in the Blaisdell Center parking garage. A thorough review of the Waikiki surfboard locker operations is underway. The department has drafted a bill to establish rules and structure fees to improve management and revenue streams from the surfboard locker operations.

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

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

BUILDING SERVICES DIVISION

The Building Services Division includes two sections – Trades and Maintenance/Set-Up. The Trades Section provides journey-level trades support to the Blaisdell Center, the Waikiki Shell, the Honolulu Zoo, the municipal golf courses and designated city concessions. The Maintenance/Set-Up Section provides grounds keeping, event set-up, and custodial services for the Blaisdell Center and the Waikiki Shell and supplies general maintenance support for the various facilities managed by DES. During fiscal year 2006, the Maintenance/Set-Up Section also participated in the City’s Brunch on the Beach and Rediscover Oahu initiatives. Staffing and equipment resources from this section helped to ensure the overwhelming success of these programs.
During fiscal year 2006, 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.

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

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

During fiscal year 2006, the employees of the Building Services Division continued their commitment to professional excellence and made every effort to sustain their fine reputation. For the sixth time in seven years, a representative of the Building Services Division was selected as DES’ Employee of the Year. Jose Echiberi, auditoriums maintenance supervisor, will represent the department at the City’s 2006 Mayor’s Outstanding Employees Program. In addition, DES was proud to nominate Auditoriums Maintenance and Operations Superintendent Jay Wilkinson for the City’s Manager of the Year award.

Concert Hall
From the maintenance, repair, and construction standpoints, the Concert Hall remained a center of activity in Fiscal Year 2006. 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 also completed as a division project.

Funding has been requested to address facility ADA requirements, replacement of the Concert Hall’s sound system, and box office improvements.

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

The professional repair of the moveable panel walls in the Hawaii Suites to correct operational discrepancies has been completed. Funding has been requested to replace the lighting system for the Hawaii Suites, and to support ADA initiatives. Monies have been appropriated 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.

A contract has been awarded for the replacement of the arena’s air conditioning system with construction expected to commence in early FY 2007. Work has also commenced on various upgrades in the arena to assure compliance with ADA standards.

Funding has been secured for the procurement of telescoping risers and portable staging for the arena. This system will reduce event set-up times appreciably and assure a notable increase in available event days for the facility.

Parking Garage, Center Ponds, and Parking Lots
Design and construction funding was authorized for the phased implementation of three parking garage projects addressing 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. Design funds were programmed for a project to repair the effects of spalling which are evident at the edges of the Blaisdell Center’s ponds.

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

Waikiki Shell
The “Best of Honolulu” survey again honored this beautiful outdoor amphitheater as one of the finest concert venues on the island of Oahu. The Waikiki Shell’s assigned maintenance staff always has the facility in top condition. They are
assisted in their endeavors by the trades section and the building and equipment maintenance team who take great pride in their work on behalf of the Waikiki Shell. Preventive maintenance schedules are followed without fail. During the past year, general maintenance initiatives included painting projects, refinishing the stage, and lawn irrigation improvements. As in previous years, landscaping improvements were pursued on a continuing basis. Planning is underway to replace the facility’s sound system, selected roofs, fixed seating and fencing. Design funds have been allocated for ADA upgrades. 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 2007, 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.

Fiscal year 2006 generated the second largest annual revenues in the history of the Center, surpassing $4.8 million. The General Fund subsidy of Blaisdell Center and Waikiki Shell operations was 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.

During fiscal year 2006, the Blaisdell Center’s multi-functional arena again show-cased some of the hottest touring artists in the music industry. The Eagles held four sold-out performances. The arena also featured performances by Loggins and Messina, Motley Crew, Tower of Power and Kanye West. Sports events featured mixed martial arts, college volleyball and basketball, and high school state championship wrestling. Family shows included the international lion dance competition and the World Wrestling Enterprises.

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 and Ballet Hawaii also staged memorable events at the Concert Hall. Comedic presentations featured the popular Charley Murphy, Jim Breuer, Mike Epps and Lewis Black. The
family-oriented presentations of Sesame Street Live and the Chinese acrobatic tour “Chi” rounded out a successful Concert Hall season.

The Waikiki Shell featured perennial local favorites Hoomau, Bomb Bucha, the Jammin Hawaiians, the Brothers Cazimero, the KCCN Birthday Bash, and the carbo-loading luau for the Honolulu Marathon. A variety of musical artists including Jack Johnson, UB40 and Hootie and the Blowfish attracted concertgoers to share music under the stars.

The exhibition hall and central areas continued to generate revenues and community business, serving as an “on-shore” economic engine. There were over 40 commercial and trade show events scheduled in the exhibition hall during the year. A wide range of community-oriented events included well-attended college and career fairs, job fairs, senior fairs, and orchid and plant shows. Commercial shows included popular craft fairs, car shows, collectible shows, bridal expo, and home builders and remodeling shows.

In the coming fiscal year, the Customer Services Division looks forward to a stronger economy and the return of major touring events. The division will continue its efforts towards actively marketing the

Blaisdell Center and Waikiki Shell facilities and improving services provided to the public.
GOLF COURSE DIVISION

The Golf Course Division operates and maintains six municipal golf courses – five 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 10th year of operation, the automated reservation system continued to provide fair and equitable access for all golfers. Over 84,000 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 4,100 new golf identification cards were issued in fiscal year 2006.

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 at the Ala Wai Golf Course and are redeemable at all six municipal golf courses. In June 2006, a special issue Father’s Day Gift Card was featured. Fiscal year 2006 sales of the $25 denomination card totaled 942 ($23,550). Expansion of the Golf Gift Card program is being explored to include increasing the denominations and the sites where the cards can be purchased.

For the year ended June 30, 2006, system-wide registered play totaled 538,451 rounds and related revenues approached $7.6 million. The overall increases in the number of rounds played (+1.5%) and the related revenues from green fees and cart rentals (+1.2%) were reflective of the general increase in golf activity nationally and locally. Local golf play was
positively impacted by the success of homegrown junior and professional golfers at national tournaments. This surge in interest helped to offset the negative impact on rounds and revenues experienced during March and April as the island of Oahu was deluged with 40 straight days of rain. During fiscal year 2006, golf revenues continued to successfully cover base operating costs excluding debt service.

**REGISTERED PLAY**

![Graph showing rounds played](image)

**Course**

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<tr>
<th>Course</th>
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<th>FY2006</th>
<th>% Change</th>
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<td>Pali</td>
<td>67,756</td>
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<td>Ted Makalena</td>
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<td>Kahuku</td>
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<td>26.5%</td>
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<tr>
<td></td>
<td>530,606</td>
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**REVENUES**

(Green Fees and Cart Rentals)

![Graph showing revenues](image)

**Course**

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<tr>
<th>Course</th>
<th>FY2005</th>
<th>FY2006</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ala Wai</td>
<td>2,263,266</td>
<td>2,250,555</td>
<td>-0.6%</td>
</tr>
<tr>
<td>Pali</td>
<td>991,870</td>
<td>844,629</td>
<td>-14.8%</td>
</tr>
<tr>
<td>Ted Makalena</td>
<td>1,361,952</td>
<td>1,366,950</td>
<td>0.4%</td>
</tr>
<tr>
<td>Kahuku</td>
<td>137,568</td>
<td>204,708</td>
<td>48.8%</td>
</tr>
<tr>
<td>West Loch</td>
<td>1,264,388</td>
<td>1,431,658</td>
<td>13.2%</td>
</tr>
<tr>
<td>Ewa Villages</td>
<td>1,471,875</td>
<td>1,484,181</td>
<td>0.8%</td>
</tr>
<tr>
<td></td>
<td>7,490,919</td>
<td>7,582,681</td>
<td>1.2%</td>
</tr>
</tbody>
</table>

**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 159,000 rounds of golf played. Despite the heavy play, golf course maintenance standards remained high and the Ala Wai Golf Course was named “Hawaii’s Best” municipal golf course by Star Bulletin & Midweek. During fiscal year 2006, the clubhouse’s 60-ton air conditioning chiller unit and 30-ton back-up chiller unit were replaced. Both chiller replacements incorporate installation of more energy efficient equipment to reduce electrical costs.
Pali Golf Course
During Fiscal Year 2006, the number of rounds and related revenues at the Pali Golf Course were adversely impacted by inclement weather conditions and the curtailment of club and regular play due to the construction of a new irrigation system. Construction of the new $1.5 million irrigation system, including new main and lateral lines, valves, sprinklers, controllers, central computer, weather station and booster pump station, started in fiscal year 2005 and is nearing completion. Replacement of the cesspool at the on-course comfort station, and the above-ground fuel storage tanks at the maintenance facility were completed. A new dedicated potable water system and booster pump supplying water to the clubhouse has been installed.

Ted Makalena Golf Course
Local residents continued to patronize this walker friendly course. The conversion to a non-potable water source continues to save the City over $190,000 a year in water expenses. Course conditions have been significantly improved with the phased replacement of the irrigation system and continued planting of seashore paspalum in bare areas when possible. The on-course seashore paspalum sod farm continues to be cultivated for future plantings. In fiscal year 2006, Ted Makalena Golf Course was one of two courses from Hawaii to be featured in Golf Digest’s “A Day in the Life of Golf”.

West Loch Golf Course
The number of rounds played at West Loch Golf Course increased to 80,526 in fiscal year 2006, an increase of 14.1%. Flooding conditions, which caused silt to overflow the stream banks and cover the fairways, has been minimal. The thorough dredging of the silt basins throughout the golf course was identified as a major project, and a consultant was selected to design the drainage improvement project in fiscal year 2005. Because of the extensive scope of this drainage project, it 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 enhances 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 2006 the rounds played at this course remained steady at 85,385. An extended period of inclement weather caused water and silt to enter the golf course from adjacent water-saturated properties impacting course play. In a collaborative effort between state and city agencies, adjacent landowners, and the West Oahu Soil Conservation District, corrective actions are being taken to identify the source of the silt and to establish best management practices to prevent future runoff.
The City and County of Honolulu continues to promote the beneficial reuse of wastewater effluent and has expanded its customer base for the wastewater effluent reuse program. The Ewa Water Recycling Project is a unique partnership that combines the resources of the public and private sectors to efficiently produce recycled water for golf course and landscape irrigation, and agriculture and industrial processing.
As part of the Ewa Water Recycling Project, the West Loch and Ewa Villages Golf Courses only utilized R-1 reuse water generated by the Honouliuli Wastewater Treatment plant for golf course irrigation, and supplied reuse water to its adjacent communities for common area irrigation. As more development occurs near Ewa Villages, the demand for R-1 water has increased.
A by-product of the reuse water is sludge that is currently being composted with green waste to produce a biosolids compost. With landfill space at a premium, and the City and County of Honolulu’s commitment to sustainability, the biosolids compost is being used at all the municipal golf courses to add fertility to newly planted and existing areas.

Kahuku Golf Course
The City’s only nine-hole golf course is a gem in the rough. With scenic views of the ocean from practically every hole, it is one of the true links style golf courses on Oahu. In Fiscal Year 2006, Kahuku Golf Course shared the honor with Ted Makalena Golf Course of being one of two courses from Hawaii to be featured in Golf Digest’s “A Day in the Life of Golf”.
In Fiscal Year 2006, the hours of play were extended at Kahuku Golf Course. Rounds played increased to 32,899 (+26.5%) and related revenues topped $204,000 (+48.8%)
In Fiscal Year 2006, the Golf Course Division will continue its commitment to improve the quality of services provided to the public in the operation and maintenance of the municipal golf courses.

HONOLULU ZOO DIVISION
The Honolulu Zoo is a 42-acre tropical zoological garden located within the Kapiolani Park. The zoo provides residents and visitors to the islands with opportunities to enjoy and learn about the world’s tropical fauna and flora. The zoo’s mission is to 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. The Honolulu Zoo is an accredited member of the American Zoo and Aquarium Association.

Three major construction projects aimed at updating antiquated exhibits and service facilities at the Honolulu Zoo were completed during fiscal year 2006. A new 6,000 square foot state-of-the-art veterinary clinic was opened for the medical care and treatment of the Zoo’s 1,000+ animal population. The Keiki Zoo which opened in March 2006, is three times larger than the old Children’s Zoo and provides a variety of active learning opportunities and animal encounters which have been well-received by our visitors. The Veterinary Clinic and Keiki Zoo represent successful capital projects that were jointly funded by the City and the Honolulu Zoo Society.

A separate collaborative agreement between the City, the Honolulu Zoo Society and the Orangutan Foundation International was structured to provide a new habitat for Rusti the orangutan. The naturalistic habitat is 20 times larger than the obsolete cage that had served as the interim quarters for the Honolulu Zoo’s best-known resident. The new holding quarters for the elephants is nearly complete. The Honolulu Zoo will continue its programs to artificially inseminate our female elephants Mari and Vaigai.

Ongoing projects will address the improved maintenance of the Honolulu Zoo’s facilities and grounds and installation of wayfinding and educational signage; the design and construction of a new entrance/exit complex, and a new classroom for expanded education programs.

**Attendance and Revenue**

Attendance for fiscal year 2006 was 568,952, an increase of 55,021 (+10.7%) from the previous year. Admissions revenue totaled $1,547,020, an increase of $134,133 (+9.5%). Honolulu Zoo Society education programs, including outreach to elementary schools, involved 66,463 students.

**Animal Population**

The Honolulu Zoo continues to be a leader in the zoo community in the breeding of birds-of-paradise, with four chicks hatched during the past year. 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 siamang, four Marianas fruit doves, and a pair of breeding age Sumatran tigers. A pair of miniature zebu cattle and over 25 koi were acquired for the new Keiki Zoo. On loan from the San Francisco Zoo, a female orangutan Violet, was introduced as a companion for the Honolulu Zoo’s Rusti.

**City-Community-Employee-Partnership**

A consultant has been engaged to assess the feasibility of entering into a public-private partnership with the Honolulu Zoo Society. The Honolulu Zoo Society’s proposal for a City Community Employee Partnership (CCEP) will be carefully reviewed to ensure that key elements necessary for a successful public-private partnership are in place prior to the CCEP implementation.

**American Zoo and Aquarium Association (AZA)**

As a member of the Association of Zoo & Aquariums (AZA), the Honolulu Zoo undergoes an accreditation inspection every five years. Concerted efforts to address the accreditation requirements are underway.

In fiscal year 2006, the Honolulu Zoo was named as “Hawaii’s Best” family attraction by the Star Bulletin & Midweek. In the coming fiscal year, the Honolulu Zoo will continue its efforts to improve its facilities and customer services and maintain it’s distinction as “the best” in the hearts of kamaaina and visitors.
DEPARTMENT OF ENVIRONMENTAL SERVICES

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

DUTIES, AND FUNCTIONS
The Department of Environmental Services is responsible for the City’s wastewater, storm water and solid waste disposal services. The department operates and maintains sewer lines, treatment plants, wastewater pump stations, 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 2006 amounted to approximately $140,834,000, while the wastewater program continued to meet all revenue bond and financial requirements.

Wastewater Revenue
2005-06 Fiscal Year

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sewer Service Charges</td>
<td>$140,834,000</td>
</tr>
<tr>
<td>WW System Facility Charges</td>
<td>$8,822,149</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>$3,270,223</td>
</tr>
<tr>
<td>Total</td>
<td>$152,926,372</td>
</tr>
</tbody>
</table>

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. Actions have been put in place to allow the department to provide the billing of wastewater customers that are not billed through the Board of Water Supply, providing more timely billings and better accountability.

ENV 2006 IT Enhancement: During fiscal year 2006, the department executed its five-year Strategic Information Technology Master Plan, which identified 62 information technology projects recommended for implementation. Fourteen projects are currently underway, with 10 more identified as top IT priorities. ArcServer GIS technology is being developed in-house to serve sewer spatial data over the web with robust query and information tools. This is one more step towards having the data available to crews in the field. Other enhancements include extending fiber optic network to the Honolulu Wastewater Treatment Plant, providing internet access to all ENV sites, purchasing five wireless-enabled laptops for Collection System Maintenance field crews, and replacing outdated PCs and monitors for Wastewater Treatment and Disposal staff.

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

Gold Awards - 2005
Kailua Regional Wastewater Treatment Plant
Waianae Wastewater Treatment Plant

Silver Awards - 2005
Honolulii Wastewater Treatment Plant
Sand Island Wastewater Treatment Plant
Wahiawa Wastewater Treatment Plant
**Collection System Maintenance:** During this fiscal year, the division cleaned and flushed 534.55 miles of sewer line, cleaned 362 laterals and inspected 22,205 manholes. Television camera inspections were done on 111,714 feet of sewer line. Repairs were done to 538.75 feet of sewer, and 178.5 feet of laterals and extensions were installed. Thirty-five manholes were adjusted to grade and 40 treated for rodent/roach control.

**Environmental Quality:** Storm Water Quality (SWQ) Branch. The City’s municipal National Pollutant Discharge Elimination System (NPDES) storm water permit was reissued effective March 31, 2006 for the period ending September 8, 2009. The Storm Water Quality (SWQ) Branch is tasked with administering the permit. During fiscal year 2006, SWQ Branch continued forward with projects targeted at implementing structural best management practices (BMPs) within the City’s drainage system and at storm drain outlets along the Waikiki Coast, Ala Wai Canal, Kuapa Pond, Kaelepulu Pond, Salt Lake, and Wahiawa Reservoir. The branch also completed several projects in the Salt Lake area during the fiscal year, including the maintenance dredging of waterways, the $97,000 EPA-funded Phytoremediation project to reduce nutrients and other pollutants in Salt Lake, the joint City/Army-funded $200,000 Aliamanu Crater-Salt Lake sediment study, and Army-funded Salt Lake BMP project.

**Inspections/Enforcement:** During fiscal year 2006, SWQ branch stepped up its inspections and enforcement program, which included responding to 407 complaints of illegal discharges, issuing 79 informational letters, 210 written warnings, 29 notice of violations, and collecting a total of $25,300 in fines. The branch also increased its inspections of industrial facilities from previous years, which included 191 site visits. Industrial areas that were covered included Pearl City, Campbell Industrial Park, Airports, Mapunapuna, Iwilei, Kaliihi, Ala Moana, Kakaako, Waipahu, and Halawa.

**Community Relations/Outreach:** The department’s storm water NPDES public education program continued using partnerships between government, businesses, and the communities to leverage resources in reducing pollution of coastal waters. One such example is through the City’s Adopt-A-Stream and Adopt-A-Block programs, in which the branch provided training and developed partnership efforts with schools. Aiea Intermediate, Waipahu, Campbell, Nanakuli, and Waianae High Schools were encouraged to get involved in an interdisciplinary unit, which developed a sense of stewardship toward the environment based on the ahupua’a concept. Throughout the fiscal year, the department, the aforementioned schools and community worked together to sponsor various cleanups, storm drain stenciling, and outreach efforts that brought together over 8,000 volunteers.

Volunteers stenciled over 525 storm drains, distributed over 2000 pieces of educational packets, and collected nearly 1350 bags (20 tons) of trash and debris. The department also hosted an Earth Month Teen Video Demonstration Project with Waipahu and Nanakuli High School students with a goal to provide an avenue for students to develop knowledge about storm water and the link between personal behavior and water quality. Five 30-second public service announcements (PSAs) including the Mayor’s reminder that preventing pollution is everyone’s business, were presented in schools and on KHON2 television.

Other outreach activities related to the general public involved using PSAs, such as a movie slide shown at Consolidated Theaters in partnership with the State DOT-Highways, as well as radio and television spots featuring Mayor Mufi Hannemann urging citizens to “Help protect our waters … for life”. High-impact rack cards were developed to provide basic information on storm water and nine pollution prevention tips on simple things that homeowner’s could do to prevent storm water pollution. Bus posters were placed in all city buses, and the branch implemented its newly designed website at www.cleanwaterhonolulu.com.
The Monitoring and Compliance Branch continues with the second phase of the Reduction of Odor and Sound Emissions (ROSE) program. ROSE is a program to address the odor and noise issues from our wastewater treatment plants, collection systems and pump stations. The branch is continuing a pilot test program for an emerging wastewater treatment technology called membrane bioreactor (MBR). Three new manufacturers joined the test program in 2006. The branch completed Phase One of the Chlordane and Dieldrin study, including smoke testing and collection system testing.

During fiscal year 2006, the Regulatory Control Branch, tasked with keeping harmful substances out of the city sewer system, issued 967 Industrial Wastewater Discharge Permits requiring grease interceptors and/or pretreatment devices (silver recovery units, oil water separators, etc.). The Regulatory Control Branch also performed 117 plan reviews on building permit projects proposing to install grease interceptors. During the fiscal year, Regulatory Control increased enforcement activities and issued 1,755 Verbal Warnings, 151 Letters of Warning, and 0 Notice of Violations. To help business owners and the public understand and comply with Honolulu pretreatment regulations, the Regulatory Control Branch continued with outreach efforts on Grease Interceptor Program Compliance. The primary focus of these presentations and displays was various community groups, neighborhood boards and tradeshows to educate local industries, as well as the public, about responsible use of the city sewer system.

The Water Quality Laboratory (WQL) performs diversified analytical procedures to monitor industrial wastewater going into the City’s treatment system, the discharges from the City’s eight wastewater treatment plants, and the receiving water environment. Laboratory analyses include measurements of physical/chemical properties, including metals and pesticides; microbiological examination, and biological assays. For fiscal year 2006, 141,762 analyses were conducted on 33,400 samples. In addition to providing sampling and analytical capabilities to support the City’s environmental monitoring programs, WQL also assisted EPA in the development of methods to assess biological toxicity. Whole Effluent Toxicity (WET) tests assess the potential toxicity of treated wastewater by exposing dilutions of the wastewater to biological organisms and observing for negative effects. Hawaii possesses unique biological species, and this results in state-specific WET tests. Since November 2004, the Biology Laboratory of the WQL has been on contract with the Navy and the Marine Corps to conduct WET tests.
<table>
<thead>
<tr>
<th>PUMP STATION</th>
<th>MIL GALS PUMPED</th>
<th>AVG MGD</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRANDVIEW*</td>
<td>474,500</td>
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</tr>
<tr>
<td>HALEKOU</td>
<td>690,454</td>
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</tr>
<tr>
<td>HALEKOU</td>
<td>15,920</td>
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</tr>
<tr>
<td>HART STREET</td>
<td>7,054.8</td>
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</tr>
<tr>
<td>HEEIA</td>
<td>98,970</td>
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</tr>
<tr>
<td>HOMELANI</td>
<td>9,595</td>
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<tr>
<td>KAHALA</td>
<td>1,626,740</td>
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</tr>
<tr>
<td>KAHALUU</td>
<td>63,930</td>
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</tr>
<tr>
<td>KAHALUU HSG</td>
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</tr>
<tr>
<td>KAHANAHOU</td>
<td>150,700</td>
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</tr>
<tr>
<td>KAHAWAI STREAM</td>
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<td>0.290</td>
</tr>
<tr>
<td>MUST RUN AREA</td>
<td>65.270</td>
<td>0.018</td>
</tr>
</tbody>
</table>

**WASTEWATER PUMP STATION STATISTICS - 2005-2006**

<table>
<thead>
<tr>
<th>PUMP STATION</th>
<th>MIL GALS PUMPED</th>
<th>AVG MGD</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAILUA HEIGHTS</td>
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</tr>
<tr>
<td>KAILUA ROAD</td>
<td>604,850</td>
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</tr>
<tr>
<td>KAMEHAMEHA HWY</td>
<td>2,109,232</td>
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</tr>
<tr>
<td>KANEHOE BAY #2</td>
<td>69,000</td>
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</tr>
<tr>
<td>KANEHOE BAY #3</td>
<td>61,786</td>
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<tr>
<td>KANEHOE BAY #4</td>
<td>16,080</td>
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</tr>
<tr>
<td>KANEHOE BAY #5</td>
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<tr>
<td>KEMOO FARM*</td>
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</tr>
<tr>
<td>KUKANONO</td>
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<td>LAENANI</td>
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<td>LUALUALEI</td>
<td>305,650</td>
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<td>MAKAKILO*</td>
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<tr>
<td>MAUNAWILI ESTATES</td>
<td>38,640</td>
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<td>MAUNAWILI PARK</td>
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<tr>
<td>MILLANI #19</td>
<td>31,046</td>
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<td>MIOMIO</td>
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<td>MOANA PARK</td>
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<td>NAKULA*</td>
<td>302,950</td>
<td>0.830</td>
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<tr>
<td>NAKULU</td>
<td>20,405</td>
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</tr>
<tr>
<td>NIU VALLEY</td>
<td>659,275</td>
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</tr>
<tr>
<td>OHAI PLACE*</td>
<td>547,500</td>
<td>1.500</td>
</tr>
<tr>
<td>PACIFIC PALISADES</td>
<td>181,406</td>
<td>0.497</td>
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**WASTEWATER PUMP STATION STATISTICS - 2005-2006**

<table>
<thead>
<tr>
<th>PUMP STATION</th>
<th>MIL GALS PUMPED</th>
<th>AVG MGD</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAIKO DRIVE***</td>
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</tr>
<tr>
<td>PEARL CITY</td>
<td>64,969</td>
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</tr>
<tr>
<td>PUBLIC BATHS</td>
<td>97,410</td>
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<tr>
<td>PUNAWAI</td>
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<tr>
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<td>WAIAKAAU</td>
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<tr>
<td>WAIKAPOKI</td>
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<tr>
<td>WAIMALU</td>
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<tr>
<td>WAIPAHU</td>
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<tr>
<td>WEST BEACH #1</td>
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</tr>
<tr>
<td>WEST BEACH #2</td>
<td>69,981</td>
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<tr>
<td>WEST LOCH EST</td>
<td>63,177</td>
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<tr>
<td>WEST LOCH FRWY</td>
<td>126,970</td>
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</tr>
<tr>
<td>TOTALS</td>
<td>44,168,623</td>
<td>121.010***</td>
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</tbody>
</table>

*No flow meters. Million Gals Pumped and Average MGD estimated.
**Not on line LAKEVIEW
***No flow meter. Flows to Niu Valley
****Flow data does not match treatment totals due to wastewater flow through multiple pump stations in route to treatment plant.
WASTEWATER TREATMENT PLANT PERFORMANCE - 2005-2006

<table>
<thead>
<tr>
<th>TREATMENT PLANT</th>
<th>MIL GALSTREATED</th>
<th>AVGMGD</th>
</tr>
</thead>
<tbody>
<tr>
<td>HONOUILLI</td>
<td>9,848,702</td>
<td>26.983</td>
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<tr>
<td>KAHUKU</td>
<td>71,682</td>
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<tr>
<td>KAILUA</td>
<td>5,771,799</td>
<td>15.813</td>
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<tr>
<td>PAALAA KAI</td>
<td>30,663</td>
<td>0.840</td>
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<tr>
<td>SAND ISLAND</td>
<td>24,290,590</td>
<td>66.550</td>
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<tr>
<td>WAHIWAI</td>
<td>692,012</td>
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<tr>
<td>WAIANAE</td>
<td>1,292,230</td>
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<tr>
<td>WAIMANALO</td>
<td>277,810</td>
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</tr>
</tbody>
</table>
| TOTALS                    | 42,275,488      | 115.823***

****Flow data does not match treatment totals due to wastewater flow through multiple pump stations in route to treatment plant.

WASTEWATER CONSTRUCTION

During fiscal year 2006, construction contracts for 23 wastewater projects were completed and closed out. Total of the final costs for these projects was $110,221,940.43. Thirty-two (32) projects with a total contract value of $306,327,913.20 were still under construction, or construction contracts were still open, as of June 30, 2006.

Wastewater Construction Projects Completed

- Ala Moana Wastewater Pump Station Force Main Emergency Repair ............................................................. $ 2,888,298.69
- Aumoae Street Sewer Replacement (SMPR No. 19) .................................................................................. 619,136.06
- Fort Weaver Road/Hapalua Street Sewer Rehabilitation ............................................................................. 70,456.90
- Fuel System Modification at Honoooluli WWTP, Waianae WWTP and Laenani WWPS ................................. 151,950.37
- Halekoa Dr. & Palipaa Pl. (SMPR 48) ........................................................................................................... 231,700.00
- Hamakua Drive Emergency Repair ............................................................................................................. 110,000.00
- Hart Street WWPS Force Main Emergency Repair ....................................................................................... 1,360,866.72
- Hart Street WWPS Force Main Replacement .............................................................................................. 20,255,500.00
- Honoooluli WWTP Centralized Odor Control System .................................................................................... 218,450.93
- Honoooluli WWTP Expansion Phase I, Part A .............................................................................................. 19,285,608.97
- Kahaluu Housing WWPS and Force Main ...................................................................................................... 2,687,975.94
- Kaineehe Street, Hamakua Drive, and Keolu Drive Reconstructed Sewer .................................................. 26,378,439.62
- Kalaoa Avenue Reconstructed Sewer (Phase 1) ......................................................................................... 19,182,092.43
- Kaneohe Bay Sewers, I.D. 275 .................................................................................................................... 3,976,446.72
- Kaneohe Bay South No. 5 WWPS Underground Fuel Tank Repairs & Mod .................................................. 18,884.00
- Kaneohe/Kamehameha Highway Reconstructed Sewer (KK-CS-11) ............................................................. 1,148,800.00
- Kiwila St/10th Ave Reconstructed Sewer (SMPR 11) .................................................................................. 217,220.00
- Laie Wastewater Collection System Expansion Phase I ........................................................................... 7,703,536.05
- Magazine St Sewerline Replacement (SMPR 3) .......................................................................................... 924,300.00
- Niu Valley Wastewater Pump Station Force Main Emergency Repair ....................................................... 1,236,070.54
- Pacific Palisades Access Road Emergency Repair ................................................................................... 325,273.53
- Waianae WWTP Remove Concrete Platform Chlorine Contact Tank, Phase I ......................................... 68,891.85
- Waianae WWTP Reroute Gravity Sewer Lines ............................................................................................ 172,041.11

Total: .................................................................................................................................................. $110,221,940.43

Wastewater Construction Project Contracts On-Going

- Ahuimanu Wastewater Pre-Treatment Facility Headworks Modification .................................................. $ 658,362.00
- Ala Moana Wastewater Pump Station Modifications ........................................................................... 18,470,700.57
- Beachwalk Wastewater Pump Station Emergency Construction Bypass .............................................. 9,000,000.00
- Fort St. Mall Sewer Rehabilitation (SMPR 60) ......................................................................................... 953,686.00
- Fort Weaver Road Manhole and Pipe Rehabilitation ............................................................................. 2,179,785.00
- Fort Weaver Road Reconstructed Sewer ................................................................................................ 3,327,117.17
- Hart Street WWPS Alternative .................................................................................................................. 23,065,866.03
- Honoooluli WWTP Solids Handling Facility, Interim Modification ............................................................. 1,998,733.85
- Ka Hanahou Circle Sewer Rehabilitation ............................................................................................... 817,861.00
- Kahuani Street Sewer Replacement (SMPR No. 85) ................................................................................. 1,780,079.98
- Kailua WWTP - Replace Primary Effluent Line ...................................................................................... 340,144.00
- Kalaeo Avenue Reconstructed Sewer (Phase 1, Emergency Work) ......................................................... 30,536,257.34

ENV-108
<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Kamehameha Highway Trunk Sewer Reconstruction, Mililani</td>
<td>938,298.21</td>
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<tr>
<td>Kaneohe WWPTF Demolition Plan - Phase I</td>
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<td>Kapioi Lane Boulevard Emergency Sewer Repair</td>
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<tr>
<td>Kukanono WWPS Force Main Partial Replacement</td>
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<td>Laukoa Place Sewer Sewer Rehabilitation (SMPR 77)</td>
<td>729,692.00</td>
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<td>Miscellaneous WWTP &amp; WWPS Projects – Kamehameha Highway WWPS: Replace Concrete Cylinder Pipe</td>
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<td>Nimitz Highway Sewer Reconstruction at OCCC</td>
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<td>Niu Valley Wastewater Pump Station Force Main Reconstruction</td>
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<td>Pearl City Force Main Emergency Repair</td>
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<td>Public Baths WWPS Modification</td>
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<td>Sand Island Basin Misc Sewer Rehabilitation</td>
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<td>Sand Island Parkway Wastewater Pump Station Modifications</td>
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<td>Sand Island WWTP Gravity Thickener, Emergency Repair</td>
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<td>Sand Island WWTP Modification Unit I, Phase 2A</td>
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<td>Sand Island WWTP Refurbish Gravity Thickener Modifications</td>
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<td>Sand Island WWTP UV Disinfection Facility and Effluent Pump Station</td>
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<td>WaiauWWTP Effluent Reuse and Reservoir Outfall Adjustment</td>
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<td>Waipauo Stream Sewer Replacement Rehabilitation (SMPR No. 24)</td>
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<td>Waipahu Street/Plantation Village &amp; Sewer Reconstruction</td>
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<tr>
<td>Ward Avenue Sewer Tunnel Repair</td>
<td>826,000.00</td>
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<tr>
<td><strong>Total:</strong></td>
<td><strong>$306,327,913.20</strong></td>
</tr>
</tbody>
</table>

**Sand Island Wastewater Treatment Plant.**

**Refuse Collection and Disposal:** The Refuse Division plans, directs and coordinates solid waste management programs 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, 2006, H-POWER received in excess of 9.9 million tons of municipal solid waste since commencing
operations in 1990. For fiscal year 2006 alone, H-POWER received approximately 600,920 tons.

Total refuse-related expenditures for fiscal year 2006 were $116,228,560 compared to the previous fiscal year total of $110,282,023.

Recycling: The City continued its initiatives in recycling refuse, green waste, biosolids and wastewater. On average, 10.3 dry tons of biosolids from the Honouliuli Wastewater Treatment Plant were processed into compost. The Honouliuli Water Reclamation Facility distributed an average of 7.2 million gallons per day of recycled water.

REFUSE OPERATING EXPENDITURES - 2005 - 2006 Fiscal Year

EXPENSES/REVENUES

EXPENSES

Administration ................................................................. $ 4,896,907
Administration ................................................................. $ 935,826
Investigation and Inspection .............................................. $ 225,685
Recycling ........................................................................... $ 3,288,688
Glass Recycling ................................................................. $ 446,728
Refuse Collection .............................................................. $15,397,161
   Honolulu ........................................................................ $8,423,505
   Rural ............................................................................... $ 6,973,656
Refuse Disposal ................................................................. $95,934,492
   Maintenance and Waste Diversion ................................ $1,185,152
   Landfill .......................................................................... $ 6,710,460
   Transfer .......................................................................... $ 7,455,081
   H-POWER ..................................................................... $80,583,799
   TOTAL EXPENSES ...................................................... $116,228,560

REVENUES

Refuse Small Business Collection ....................................... $ 522,702
Refuse Disposal ................................................................... $14,081,921
H-POWER Disposal Fees ..................................................... $34,418,706
H-POWER Electricity Sales .................................................... $34,754,477
Recycling Surcharge ........................................................... $ 5,767,032

OPERATIONAL DATA - JULY 1, 2005 TO JUNE 30, 2006

Collection ............................................................................ 363,223 tons

Disposal: Tons Delivered

Municipal Solid Waste (MSW) ............................................... 600,920
Waimanalo Gulch Landfill ..................................................... 336,806
H-POWER
   Residue ........................................................................ 79,127
   Unacceptable MSW ......................................................... 5,512
   Ash (wet weight) ............................................................. 88,380

Transfer: Tons Transferred

Convenience Centers ......................................................... 31,977
Kapaa Transfer Station ......................................................... 99,513
Kawailoa Transfer Station ....................................................... 15,703
Keehi Transfer Station .......................................................... 135,797

Recycling: Tons Recycled

Office Paper ........................................................................... 154
Mixed Paper (newspaper, cardboard, color-ledger, white-ledger, computer) 10,479
Mixed Containers (glass, aluminum, plastic) .............................. 1,855
Green Waste ........................................................................ 29,395
Tires .................................................................................... 865
Scrap Metal ........................................................................... 5,345
H-POWER
   Ferrous .......................................................................... 17,805
   Non-ferrous .................................................................... 2,068
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
The department began fueling operations at the Umi Street fueling facility, and completed testing of an automated fuel tracking system at the Kapaa Facility and Kaneohe Corporation Yard. Expansion of the automated system to Pearl City Corporation Yard is expected next year. Crews patched a total of 55,192 potholes throughout Oahu as identified primarily through the Pothole Hotline; cleaned and inspected over 13,500 catch basins, inlets, and manholes and 459,400 lineal feet of storm drain lines; and inspected 298 streams/drainage ditches. In addition, the department initiated plans for a pavement management program as part of a comprehensive system to identify and track maintenance requirements of city roadways. Major building repair and maintenance contract projects that were completed include the Kaneohe Police Station’s chilled water piping, Municipal Building’s emergency generator, and Kekaulike Courtyard’s air cooled chiller. Crews also maintained 46,236 streetlights by replacing 13,467 lamps, installing 2,019 luminaries, and replacing 4,609 photocells.

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: 1,741 on-road/highway vehicles, 129 off-road/non-highway equipment, and 591 miscellaneous equipment (e.g., trailers, forklifts, compressors, generators, etc.); for a total of 2,461 pieces.

ORGANIZATION
The division is organized into four activities: Administration, Storekeeping, Service & Lubrication, and Repair and Maintenance. At full strength, AES staffing is at 142 full-time positions; staffing is currently at 106.

The Administration activity includes the Quality Control & Inspection Branch. This branch is responsible for all preventive maintenance and inspection scheduling, production control, work order data processing and review, quality assurance, disposal of replaced vehicles/equipment, and is the primary custodian of the City’s computerized fleet management system.

Storekeeping is responsible for the acquisition, storage, issuance, and disposal of tools, equipment, replacement parts, accessories, general supplies, and solicitation of private contract equipment and vehicle repair services for the entire division. It is also responsible for processing the division’s purchase
orders and purchase requisitions (subject to final action by the Budget and Fiscal Services Department).

The Service and Lubrication activity provides fueling, tire repair/replacement and maintenance, lubrication, and cleaning of all equipment supported by this division. Rural fueling stations are also located throughout Oahu at City and County Corporation Yards operated by the Division of Road Maintenance. Board of Water Supply (BWS) and some State and Federal agencies purchase fuel from AES stations when fuel is not available at their own locations.

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

**ACTIVITY HIGHLIGHTS**

The Storeroom began the year inventorying and categorizing parts at the main storeroom at Halawa. This will enable them to begin utilizing the scan feature in the fleet management system that is currently in use. This feature will allow the storeroom clerks to scan all parts being delivered to and issued from the storeroom. The plan is to complete inventorying and categorizing the storerooms at the Kapaa and Pearl City and begin using the scan feature at those locations as well.

The Umi Street Fueling Facility began operation in September 2005. This facility provides diesel fuel, unleaded gasoline, and propane. It is also equipped with an electric vehicle rapid charging station. The facility also provides engine and transmission oils, as well as coolant for topping off fluid levels.

Testing of an automated fuel tracking system was completed at the Kapaa Repair Facility and the Kaneohe Road Yard. The system will now be expanded to the Pearl City Corporation Yard.

**ACTIVITY SUMMARY**

**Storekeeping:**

- Number of stock parts transactions ................................................................. 32,451
- Number of non-stock parts transactions ........................................................... 54,792
- Number of fuel (issues) transactions ............................................................... 81,661
- Number of parts/services charged to commercial transactions .................. 3,470

**Service & Lubrication:**

- Lubrication (job tasks completed) ................................................................. 1,199
- Tire repair and replacement (jobs tasks completed) ......................................... 5,113

**Repair & Maintenance (job tasks completed):**

- Halawa Yard Automotive Repair & Maintenance ............................................ 21,839
- Construction Equipment Repair & Maintenance ............................................. 4,745
- Leeward Yard (Pearl City) Repair & Maintenance ........................................... 6,462
- Windward Yard (Kapaa) Repair & Maintenance ............................................ 4,361
- Welding Shop ................................................................................................... 977
- Body Fender & Repair ................................................................................... 2,252
PUBLIC BUILDING AND ELECTRICAL MAINTENANCE DIVISION

DUTIES AND FUNCTIONS

The Public Building and Electrical Maintenance Division plans, directs, coordinates and administers the repair, maintenance and renovation programs for all public buildings and appurtenant structures; street, park, mall, outdoor and other city lighting and electrical facilities; and communication facilities on the Island of Oahu that are under the jurisdiction of the Department of Facility Maintenance. Daily custodial and utility services are provided for a number of these facilities with a combination of in-house staff and private contractors. The division also administers activities including property management, parking garage management, municipal parking lot management, city employees’ parking, motor pool and security for Honolulu Hale, Kapolei Hale, Honolulu Municipal Building and other city facilities.

ORGANIZATION

The division is made up of four branches: Repair and Maintenance (R&M), Traffic Electrical Maintenance Services (TEMS), Custodial and Utility Services (CUS), and Parking and Property Management (PPM).

The Repair and Maintenance Branch is made up of eight sections: Air Conditioning, Carpentry, Electrical, Masonry, Painting, Plumbing, Mechanical Repair, and Building Maintenance Repair. This branch provides skilled trades and support personnel to repair, maintain, and perform renovation work on all public buildings under the jurisdiction of the Department of Facility Maintenance. This branch also operates a cabinet making shop for the construction of custom designed furniture.

The Traffic Electrical Maintenance Services Branch is made up of four sections: Electrical Maintenance Services, Electronic Maintenance Services, Central Warehousing, and Shop Operations. This branch performs construction, installation and maintenance work for street, park, mall, indoor and outdoor lighting, and other city lighting, electrical, and communication facilities. This branch also operates a central warehouse and electrical shop. A night crew is maintained to answer all related trouble calls.

The Custodial and Utility Services Branch is made up of five sections: Honolulu Hale, Honolulu Municipal Building, Honolulu Police Department Headquarters, Carpet Cleaning, and Utility Services. This branch provides custodial and utility services for all city owned and leased facilities.

The Parking and Property Management Branch is made up of three sections: Parking Operations, Property Management and Security. This branch administers management contracts for parking garages and city properties, provides employee parking, manages municipal parking lots, operates a motor pool, and provides security services for the Civic Center Complex and other city facilities.

ACCOMPLISHMENTS

The Repair and Maintenance Branch completed 6,974 work orders to accomplish its preventive maintenance program, and repair and maintenance projects.

Our staff completed the following major projects:

(1) Honolulu Municipal Building (HMB) - Performed lighting re-arrangements on various floors for departments that relocated to HMB.

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

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

(1) Kaneohe Police Station – Replacement of underground chilled water piping. ............................................. $21,320.00

(2) Honolulu Municipal Building – Fabrication and installation of bronze commemorative plaque and building name signs. .......................................................... $10,942.64

(3) Honolulu Municipal Building – Repair of emergency generator #1 and rental of portable standby generator. .......................................................... $15,958.45

(4) Kailua Medical Center – Removal of coconut trees and waterproofing of building walls. ......................... $20,790.00

(5) Kekaulike Courtyards – Replacement of air-cooled chiller located on the rooftop of the building. ......... $99,829.00

The Traffic Electrical Maintenance Services Branch accomplished the following:

(1) Maintained 46,236 street lights by replacing 13,467 defective or burned out lamps, installing 2,019 new luminaries, and replacing 4,609 defective photocells. Also responded to 235 emergency calls, completed 180 joint-pole changeovers, and logged in 29,103 miles in the performance of night duties.

(2) Completed 13,350 man-hours of maintenance work for the indoor and outdoor lighting at various parks and recreation centers for the Department of Parks and Recreation, and at various Botanical Gardens, and the Honolulu Zoo, and Hanauma Bay for the Department of Enterprise Services. Completed 1,396 work requests.

(3) Tested and maintained 160 civil defense sirens. Maintained Police and Fire Departments’ antennas.

DFM-113
(4) Installed 522 special event banners on streetlight poles in the Downtown and Waikiki areas for the Aloha Week Festivities, Honolulu Festival, and Matsuuri Festival. Banners were also installed for special Hawaii Convention Center events such as conventions for Kiwanis International, Subway, and the American Association of Endodontists.

(5) Assisted Oahu Civil Defense in the maintenance and repair of the electronic equipment for the rain gauge at the Kawaihau Marsh and Maunawili Stream.

(6) Maintained a purchasing, receiving, storing, and issuing system for various supplies, tools and equipment.

(7) Continued inspection and inventory program of street light electrical cabinets and transformers.

(8) Replace corroded street light transformers and equipment cabinets in Salt Lake and Mililani.

(9) Continued with the preventive maintenance program to replace corroded parts and equipment on underground-electrical street lighting systems in Hawaii Kai, Pearl City, Halawa, Kaiulani, and Waialae Iki.

(10) Replaced rotten wood poles on Waiakamilo Road and Dillingham Boulevard.

(11) Provided electrical power for stage sound systems and booths at Sunset on the Beach, Brunch on the Beach, Palolo Pride Day, and other special events.

The Custodial and Utility Services Branch provided custodial and grounds keeping services for the rural police stations, Fire Training Center, Waianae Neighborhood Community Center, Repair and Maintenance Facility, Hauula Civic Center, Kapahulu Motor Vehicle Inspection, Soil and Material Testing Lab, Waipahu Fire Maintenance and Storeroom Facility, Medical Examiner Facility, Iwilei Health Services Facility, and Police Training Facility. Custodial services were provided for Honolulu Hale and its Annexes, Honolulu Municipal Building, Honolulu Police Headquarters, Airport Industrial Center, Walter Murray Gibson Building, Government Office Building, Dan Liu Building, Halawa Corporation Yard, Kapolei Police Station, Kapaolei Hale, City Square Driver License Facility, and Motor Vehicle and Licensing Division at Chinatown Gateway Plaza.

The Parking and Property Management Branch provided employee parking, motor pool services, and security services for the Civic Center Complex, Manana Warehouse Complex, and other city facilities. This branch administered and managed seven parking management contracts for public garages located in Chinatown Gateway Plaza, Marin Tower, Kekaulike Courtyards, Hale Pauahi, Kukui Plaza, Smith Beretania, and Harbor Tower. It also managed two parking meter operated garages located in Harbor Village and Lani Huli Elderly and thirteen municipal surface parking lots located throughout the Island of Oahu. The Branch also administered and managed property management contracts for residential and commercial properties located at Chinatown Gateway Plaza, Chinatown Manor, Ewa Villages, Foster Gardens, Harbor Village, Kanoa Apartments, Kulana Nani Apartments, Manoa Gardens, Marin Tower, Pauahi Hale, Westlake Apartments, Westloch Elderly, and Winston Hale.

DIVISION OF ROAD MAINTENANCE

DUTIES AND FUNCTIONS

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

The division also performs household bulky item collection, dead animal pickup services, and provides assistance to the Department of Environmental Services Division of Refuse Collection and Disposal in supervision of some of their rural area refuse collection operations.

ORGANIZATION AND EXPENDITURES

The division carries out its duties with staff and personnel operating out of ten corporation baseyards. Three baseyards (Halawa, Sand Island and College Walk) service the Honolulu district. Rural baseyards are based in the districts of Kailua, Kaneohe, Pearl City, Laie, Waialua, Wahiawa, and Waianae.
The Halawa baseyard is organized into eight major sections as follows: Roadside, Storm Drain and Stream Cleaning; Street Sweeping (Sand Island); Clean Team (College Walk); Masonry and Carpentry; Road Pavement Maintenance and Repairs; Signs and Markings; and Equipment Pool. Crews from the latter four sections also provide support to the rural areas.

The College Walk, Kailua, Kaneohe, Pearl City, Laie, Waialua, Wahiawa, and Waianae baseyards are organized generally to retain operational flexibility in providing the many types of services required at various demand levels.

**ACTIVITY HIGHLIGHTS**

1. Resurfaced 43 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, 7,212 calls were received on a 24-hour hotline; 6,335 requests were for pothole patching and pavement repairs and the rest for other work. A total of 55,192 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 13,539 catch basins, inlets, and manholes and 459,400 lineal feet of storm drain lines were inspected and cleaned.
7. Continued program to inspect all 298 streams and drainage ditches and 25 boulder basins in the inventory and clean them as necessary; 166 streams, ditches and boulder basins were cleaned, many more than once.

**ACCOMPLISHMENTS**

**Street Maintenance**

**TONS ASPHALTIC CONCRETE LAID BY IN-HOUSE CREWS**

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</thead>
<tbody>
<tr>
<td>First Aid and Resurfacing</td>
<td>4,034</td>
<td>2,387</td>
<td>1,829</td>
<td>9,354</td>
<td>23,566</td>
<td>13,604</td>
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<tr>
<td>Pothole Patching</td>
<td>905</td>
<td>1,077</td>
<td>1,060</td>
<td>2,058</td>
<td>1,592</td>
<td>705</td>
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<td><strong>TOTAL</strong></td>
<td>4,939</td>
<td>3,464</td>
<td>2,889</td>
<td>11,412</td>
<td>25,188</td>
<td>14,309</td>
</tr>
</tbody>
</table>

In addition, 1,867 bags/buckets of proprietary roadway patching material were used primarily to patch potholes. Due to the 40 days of heavy rains this past winter and the asphalt shortage that followed the asphalt tonnage placed this fiscal year decreased from the previous year.

**Stream Cleaning**

Streams, ditches and boulder basins cleared or dredged during the year included the following:

**HONOLULU**

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<thead>
<tr>
<th>Boulder Basin/Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>16th Avenue Boulder Basin</td>
</tr>
<tr>
<td>Ahuwalé Ditch</td>
</tr>
<tr>
<td>Ailuna Ditch</td>
</tr>
<tr>
<td>Ainakoa Ditch</td>
</tr>
<tr>
<td>Ala Aolani Ditch</td>
</tr>
<tr>
<td>Analii Ditch</td>
</tr>
<tr>
<td>Anolike Ditch</td>
</tr>
<tr>
<td>Frank Ditch</td>
</tr>
<tr>
<td>Hahaione Boulder Basin (East and West)</td>
</tr>
<tr>
<td>Hahaione Stream</td>
</tr>
<tr>
<td>Haku Ditch</td>
</tr>
<tr>
<td>Halekoa Ditch</td>
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<td>Hausten Ditch</td>
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<td>Hema Ditch</td>
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<tr>
<td>Hiyane’s Ditch</td>
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<td>Kalama Valley Lined Channel</td>
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<td>Kalaniiki Ditch</td>
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<tr>
<td>Kalapaki Ditch</td>
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<tr>
<td>Kalawao Ditch</td>
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<tr>
<td>Kalili Stream Ditch</td>
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<tr>
<td>Kamaikaiki Stream</td>
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<tr>
<td>Kamiloiki Boulder Basin</td>
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<tr>
<td>Kapalama Canal</td>
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<tr>
<td>Kaohinani Ditch</td>
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<tr>
<td>Kapakahí Stream</td>
</tr>
<tr>
<td>Kapakahí (Aina Koa) Boulder Basin</td>
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<tr>
<td>Kehau Ditch</td>
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<td>Kipu Ditch</td>
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<tr>
<td>Kolomona Ditch</td>
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<tr>
<td>Kula Kolea Ditch</td>
</tr>
<tr>
<td>Kuikeke Ditch</td>
</tr>
<tr>
<td>Kuliouou Boulder Catch</td>
</tr>
<tr>
<td>Kuliouou Stream</td>
</tr>
<tr>
<td>Likini Ditch</td>
</tr>
<tr>
<td>Luinakaoa Ditch</td>
</tr>
<tr>
<td>Lunaioloo Interceptor Ditch</td>
</tr>
<tr>
<td>Makiki Ditch</td>
</tr>
<tr>
<td>Mamalu Ditch</td>
</tr>
<tr>
<td>Manaiki Stream</td>
</tr>
<tr>
<td>PEARL CITY</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>Aahualii Ditch</td>
</tr>
<tr>
<td>Campbell Industrial Ditch</td>
</tr>
<tr>
<td>Ewa Lined Ditch</td>
</tr>
<tr>
<td>Ewa Sump</td>
</tr>
<tr>
<td>Halawa Ditch</td>
</tr>
<tr>
<td>Hoolehua Drain Outlet</td>
</tr>
<tr>
<td>Hooli Ditch</td>
</tr>
<tr>
<td>Hoomaemae Ditch</td>
</tr>
<tr>
<td>Kaaholo Ditch</td>
</tr>
<tr>
<td>Kalauao Spring</td>
</tr>
</tbody>
</table>

| KAILUA                                                                                                                                 |
|---|---|
| Aikahi STP Ditch                | Kamahele Ditch |
| Akaakoa Ditch Easement          | Kaopa Silt Basin|
| Akiohala Ditch Easement         | Kapaa Quarry Road Ditches |
| Alakahai Ditches                | Kawainui Canal |
| Hele Channel                    | Kawainui Dike   |
| Hui Lined Channel               | Keolū Lined Channel|
| Kaelepulu Stream Mouth          | Kuuna Ditch     |
| Kahawai Stream                  | Lanipo Ditch    |
| Kahawai Stream Boulder Basin    | North Kalaheo Footpath Ditch |
| Kalaeo Hillside Ditch           | Waimanalo Stream|

| KANEHOE                                                                                                                                 |
|---|---|
| Anolani Stream                  | Kuneki Ditches (3) |
| Ben Parker Ditch                | Kuneki Drainage Channel |
| Fong’s Ditch                    | Kuneki Place Swale  |
| Halemanu Street Basins          | Lohiehu Ditch      |
| Hui Kelu Street Slope Easement  | Nohonani Ditch    |
| Hui Ulili Channel               | Pilina Ditch      |
| Kaneohe Dam                     | Puahuula Place Ditch |
| Keahahala Ditch                 | Puuohalai Place Ditch |
| Keahakila Stream                | Yatch Club Ditches (2) |
WAIANAE

<table>
<thead>
<tr>
<th>Project</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alamih Ditch</td>
<td>Nanakuli Lined Channel</td>
</tr>
<tr>
<td>K-2 Boulder Basin</td>
<td>Piliuka Ditch</td>
</tr>
<tr>
<td>Kawiwi Stream Easement</td>
<td>Pokai Bay Ditches</td>
</tr>
<tr>
<td>Leihoku Ditch</td>
<td>Turbidity Barriers</td>
</tr>
<tr>
<td>M-2 Channel</td>
<td>Ulehawa U-1 Channel</td>
</tr>
<tr>
<td>M-3 Channel</td>
<td>Ulehawa U-2 Channel</td>
</tr>
<tr>
<td>M-4 Channel</td>
<td>Ulehawa U-3 Channel</td>
</tr>
<tr>
<td>Maipalaoa Stream</td>
<td>U-1 Channel</td>
</tr>
</tbody>
</table>

LAIE

<table>
<thead>
<tr>
<th>Project</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hanaimoa Ditch</td>
<td>Kawaipapa Stream</td>
</tr>
<tr>
<td>Hauula Homestead Road Ditch</td>
<td>Ke Iki Ditch</td>
</tr>
<tr>
<td>Hoalua Ditch</td>
<td>Paumalu Flood Control</td>
</tr>
<tr>
<td>Kahawainui Stream Flood Control</td>
<td>Waipuhi Stream</td>
</tr>
</tbody>
</table>

WAHIAWA

<table>
<thead>
<tr>
<th>Project</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meheula Stream</td>
<td>Waipio Lined Ditch</td>
</tr>
<tr>
<td>Mililani Lined Channel</td>
<td>Whitmore Open Ditch</td>
</tr>
<tr>
<td>Waianuhea Place Ditch</td>
<td></td>
</tr>
</tbody>
</table>

WAIALUA

<table>
<thead>
<tr>
<th>Project</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paukauila Bridge</td>
<td>Lokoea Stream Box Culvert</td>
</tr>
</tbody>
</table>

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 249 feet of drain lines of various sizes.
2. Repaired or reconstructed 17,683 square feet of Reinforced Concrete, Concrete Masonry Unit (CMU) and Concrete Rubble Masonry (CRM) walls.
3. Repaired or installed 895 feet of guardrails (metal/wood) and 3,757 feet of chain link fences.
4. Reset, reconstructed and/or repaired 3,333 feet of broken, uneven, settled, curbs and/or gutters.
5. Reconstructed 155 catch basin deckings.
6. Reconstructed 85,909 square feet of sidewalk by in-house crews island-wide.
7. Reconstructed 120 square feet of concrete roadway pavement.

Street Sweeping

The following table shows the number of curb miles swept mechanically during the fiscal year.

CURB MILES SWEEP MECHANICALLY

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Honolulu</th>
<th>Rural</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2001</td>
<td>36,500</td>
<td>4,500</td>
<td>41,000</td>
</tr>
<tr>
<td>2002</td>
<td>36,743</td>
<td>6,161</td>
<td>42,904</td>
</tr>
<tr>
<td>2003</td>
<td>35,324</td>
<td>4,860</td>
<td>40,184</td>
</tr>
<tr>
<td>2004</td>
<td>32,138</td>
<td>4,869</td>
<td>37,007</td>
</tr>
<tr>
<td>2005</td>
<td>30,115</td>
<td>5,259</td>
<td>35,374</td>
</tr>
<tr>
<td>2006</td>
<td>22,218</td>
<td>3,286</td>
<td>25,504</td>
</tr>
</tbody>
</table>
During the year, crews in Honolulu and rural yards serviced 1,532 litter containers at bus stops, malls, and other locations throughout the island, at various frequencies. Containers were distributed throughout the island as follows:

<table>
<thead>
<tr>
<th>Location</th>
<th>Honolulu</th>
<th>Wahiawa</th>
<th>Pearl City</th>
<th>Waianae</th>
<th>Kaneohe</th>
<th>Waialua</th>
<th>Kailua</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>954</td>
<td>74</td>
<td>210</td>
<td>55</td>
<td>101</td>
<td>26</td>
<td>68</td>
</tr>
</tbody>
</table>

**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 27,752 lineal feet of curbs
2. Striped 405 miles of traffic lines
3. Striped 728 crosswalks
4. Installed 8,029 pavement markers
5. Manufactured 6,600 traffic signs
6. Installed/reset/replaced 4,995 traffic signs and 1,961 posts.

**AID TO OTHER AGENCIES**

**Department of Design and Construction**

1. Assisted in the preparation of construction documents for street rehabilitation and sidewalk reconstruction projects.

**Department of Environmental Services**

1. Assisted the Storm Water Quality Branch in investigating illegal discharges into the storm drainage system.
2. Provide refuse administration for Laie, Wahiawa and Waialua districts.
3. Provided relief personnel for absent Refuse Collectors at Laie and Waialua baseyards.
4. Provided bulky item pickup service in the Pearl City, Wahiawa, Kaneohe and Kailua districts with two special crews working out of the Pearl City Yard supplemented as needed by individual baseyard crews.
5. Provided dead animal pickup service in all rural districts.
6. Assisted in road repairs as requested at various sewer line breaks.
7. After hour vehicle fueling.
8. Repair damages to driveways by refuse vehicles.

**Department of Transportation Services**

1. Installed/revised traffic signs and markings to improve traffic control.
2. Maintained bikeway facilities.

**Board of Water Supply**

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**

1. Cleaned sidewalk areas and repaired sidewalks and driveways per citations and work orders.

**Department of Parks and Recreation**

1. In conjunction with the “Clean Team” reorganization, continued maintenance responsibilities for Chinatown/Downtown malls (Fort Street, Kekaulike Street, River Street, Kalikimaka, Kila and College Walk) and parks (Wilcox, Chinatown Gateway, Kamali, Smith-Beretania, and Aala).
2. Assisted in emergency removal of damaged street tree branches during and following storm events.
3. Assisted in the hauling of Parks and Recreation heavy equipment.
4. Assisted in maintaining Parks and Recreation facilities.
Others

(1) Support Honolulu City Lights and Rediscover Oahu 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 of state-owned properties and other properties onto 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.
POWERS, DUTIES, AND FUNCTIONS

The City Charter of the City and County of Honolulu designates the Honolulu Fire Department (HFD) as the fire protection agency for the City and County of Honolulu. The HFD’s responsibilities are to provide fire fighting, rescue, emergency medical and hazardous materials (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, wild lands, and agricultural fields; structures which comprise a modern metropolitan city, including industrial complexes, business centers, government complexes, high-rise resorts, condominiums, and high-density urban residential dwellings; and the ocean surrounding the island.

The fire chief and the deputy fire chief manage the operation and administration of the HFD and are responsible for carrying out the following functions mandated by the City Charter:

• Fire fighting and rescue work in order to save lives and property from fires and emergencies emanating from hazardous terrain, ocean rescues, and hazmat.
• Training, equipping, maintaining, and supervising fire fighters and rescue personnel.
• Monitoring the construction and occupancy standards of buildings for the purpose of fire prevention.
• Providing educational programs related to fire prevention.
• Performing other duties as may be required by law.

ORGANIZATION

The HFD consists of 1,092 uniformed personnel and 55 civilians totaling 1,147 employees. Personnel are organized into four divisions: Fire Operations, Administrative Services Bureau, 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: Cynthia M. Bond, Sandra Au Fong, William “Buzzy” Hong, Jacob Ng, and Michael Yamaguchi. In September 2005, Elizabeth Ho replaced Cynthia M. Bond. In January 2006, Sylvia Waiwaiole-Hopfe replaced Sandra Au Fong.

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 (ACs). The commission has accomplished the following:

• Reviewed the HFD’s Executive Report for 2005, which consisted of the fire chief’s vision and a statement of the HFD’s goals and objectives.
• Established a blue-ribbon panel and the process in which to select the new fire chief.
• Selected the new fire chief.
• Addressed five public complaints and requests for information involving the HFD.
• Developed the Honolulu Fire Commission’s budget for Fiscal Year (FY) 2006 and reviewed the HFD’s budget for FY 2006-07.
• Attended various departmental and promotional ceremonies.

OFFICE OF THE FIRE CHIEF

Executive leadership, management, and strategic planning are the responsibilities of the fire chief and deputy fire chief. The Office of the Fire Chief is supported by two secretaries.
DEPARTMENT HIGHLIGHTS

• In July 2005, the HFD was recognized by the State Environmental Council for installing an exhaust filtration system on its apparatuses and for utilizing several energy-saving projects.

• In August 2005, the HFD was awarded a five-year reaccreditation status by the Commission on Fire Accreditation International, Inc.

• In August 2005, the Commission on Chief Fire Officer Designation (CFOD) awarded Retired Fire Chief Attilio K. Leonardi the renewal of his CFOD and awarded first-time CFODs to Retired Deputy Fire Chief John Clark and ACs Wayne Nojiri and Charles Wassman.

• On August 22, 2005, the HFD held a ceremony at the Charles H. Thurston Training Center (Training Center) to commemorate the conveyance of the Training Center property in fee simple title to the City and County of Honolulu from the U.S. Navy. The HFD recognized and acknowledged Senator Daniel K. Inouye for his assistance with the project.

• On August 15, 2005, a promotional ceremony was held at the Training Center to recognize 30 fire fighter IIs.

• On September 30, 2005, a Medal of Valor ceremony was held in the Mayor’s Conference Room to present seven civilians with bronze medals for performing heroic deeds.

• On September 12, 2005, the HFD’s 89th Fire Fighter Recruit (FFR) class commenced. The class consisted of 48 recruits.

• In October 2005, the HFD was recognized and awarded the American Red Cross-Hawaii Chapter and Central Pacific Bank’s “True Blue Hero” award.

• On October 21-22, 2005, the HFD and the Hawaii Fire Fighters Association (HFFA) conducted a “Fire Ops 101” program, which was held in conjunction with the 2005 Redmond Symposium. This program brought a greater awareness and appreciation for the responsibilities and duties of a fire fighter to the selected civilian personnel who participated in five fire service-type events.

• In December 2005, the HFD participated in the annual Honolulu and Kapolei Electric Light Parades. The HFD had three fire apparatuses in the parade.

• On January 17, 2006, a Change of Command Ceremony was held at Honolulu Hale to commemorate the transfer of HFD command from Fire Chief Attilio K. Leonardi and Deputy Fire Chief John Clark to Fire Chief Kenneth G. Silva and Deputy Fire Chief Alvin K. Tomita.

• On February 21, 2006, the HFD moved into its new Headquarters, “Hale Kinai Ahi.” An informal blessing ceremony was held for HFD employees.

• On February 27, 2006, a promotional ceremony was held at Hale Kinai Ahi to recognize two newly promoted ACs and two Battalion Chiefs (BC).

• On March 10, 2006, the HFD hosted the 7th Annual Retirees’ Dinner at the Pacific Beach Hotel. The dinner was attended by 19 retirees and over 130 friends and family members.

• On March 21, 2006, Petty Officer First Class Larry Cummins was awarded the HFD “Civilian Medal of Valor” for saving the life of a young female.

• On April 19, 2006, a promotional ceremony was held at the Training Center to recognize ten fire captains.

• On April 24, 2006, a graduation ceremony for the 89th FFR Class was held at the Pacific Beach Hotel. There were 44 graduates from the classroom training portion of the FFR Program.

• In May 2006, the HFD announced that upon completion of the International Fire Service Accreditation Congress (IFSAC) administrative review process, it received approval to certify to the Driver/Operator Pumper, Driver/Operator Aerial, and Driver/Operator Tiller levels effective May 8, 2006.
On June 21, 2006, a promotional ceremony was held at the Training Center to recognize a fire captain and 17 fire fighter IIIs.

On June 27-30, 2006, the HFD, with assistance from the Department of Human Resources, conducted Candidate Physical Agility Tests (CPAT) for FFR applicants. Of the 266 applicants who participated, 221 passed.

**FIRE OPERATIONS**

The fire suppression force, or Fire Operations, is under the direction of an AC and is divided into three platoons. A platoon is the complement of fire fighters on any given day. The total number of companies in a platoon is 42 engine companies, 13 ladder or quint companies, 2 rescue companies, 2 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. Each BC oversees approximately 12 companies.

Fire Operations provides fire suppression; hazmat response; rescue and emergency medical services; conducts commercial dwelling inspections; prepares commercial and industrial prefire plans; conducts drills; keeps abreast of fire prevention and public relations programs, emergency medical techniques, fire fighter techniques, and sources and adequacy of water supply; and maintains grounds, buildings, apparatuses, and equipment.

**Highlights**

- On August 22, 2005, October 25, 2005, and May 4, 2006, in cooperation with Kapiolani Community College (KCC) and the Emergency Medical Services (EMS) Division of the Honolulu Emergency Services Department (HESD), the HFD conducted and participated in the quarterly mass casualty night exercises. These exercises serve the dual purpose of providing a drill scenario for current HFD and EMS personnel while giving KCC EMS students an opportunity for hands-on experience outside of the classroom.

- On September 4-9, 2005, Special Operations personnel attended the Continuing Challenge Hazmat workshop in Sacramento, California. Classes, demonstrations, and displays gave attendees further insight into equipment, principles, and techniques proven to be effective in handling hazmat incidents. Networking with industry experts and other emergency responders provided additional benefits.

- On September 13, 2005, the HFD participated in a Bio-Hazard Detection System Exercise at the U.S. Postal Facility at the Honolulu International Airport. This exercise involved various private, city, state, and federal agencies in a simulated alarm activation. Problems ranging from sample transport to the testing lab to affected airline flights were encountered and addressed.

- On October 11-13, 2005, the HFD, the State of Hawaii Hazard Evaluation and Emergency Response Office, and the National Guard 93rd Civil Support Team conducted a joint agency exercise.

- On October 22, 2005, Fire Operations assisted the HFFA in support of the Fire Ops 101 portion of the International Association of Fire Fighters’ Redmond Symposium. This program was designed especially for government officials, members of the media, and other influential people whose decisions and actions directly affect fire departments’ budgets, policies, and perceptions. Participants were given first-hand experience in areas such as medical emergencies, physical agility testing, and live-burn fire fighting. The consensus was that they gained a better understanding, respect, and appreciation for the job that fire fighters do.

- On February 23, 2006, personnel from Engine 8, 2nd Platoon, Engine 10, 2nd Platoon, all 2nd Platoon BCs, Battalion 1, 3rd Platoon, P&D, Fire Operations, and various City, State, and Federal agencies participated in the Tactical Interoperable Communications (TIC) exercise at Aloha Stadium.

- On March 14-17, 2006, the State Civil Defense activated and dispatched its Urban Search and Rescue Team members to Kauai to assist in the rescue operations after the Kaloko Dam tragedy.

- On March 20, 2006, personnel from Battalion 4, Hazmat, and the U.S. Air Force participated in a spill mitigation exercise at the Kaena Point Satellite Tracking Station.

**ADMINISTRATIVE SERVICES BUREAU**

The Administrative Services Bureau (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 Capital Improvement Project (CIP) and Community Development Block Grant (CDBG) funds are also under the purview of this bureau. Its expenditures for FY 2005-2006 are as follows:
CIP

**Apparatuses**

- Acquisition of two pumpers ................................................ $ 934,000
- One service truck (Mechanic Shop) ................................. 53,682

**Fire Stations**

- Fire station building improvements ............................. $2,000,000
- Ewa Beach Fire Station relocation ............................. 50,000
- Training Center (890 Valkenburgh Street) .................. 300,000

**CDBG**

**Apparatus**

- Acquisition of one pumper ........................................... $ 419,500

**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 always on 24-hour standby duty to support and serve the department. The Mechanic Shop is responsible for the repair and maintenance of the HFD’s fleet consisting of 42 pumpers, eight aerial ladder, six quint, two aerial towers, two rescue units, two hazmat response apparatuses, seven tankers, 16 relief apparatuses, and approximately 78 auxiliary vehicles for land missions. Included for water rescues are a 110-foot fire boat, three rescue boats, and various jet skis and watercrafts assigned to various companies around the island.

**Highlights**

- Repaired and maintained more than 30,000 pieces of fire fighting equipment and tools from rescue powered tools to fire hoses.
- Designed and fabricated tools and equipment, performed annual certification of pumps, and conducted aerial and ground ladder testing for all fire fighting apparatuses.
- The Mechanic Shop is also tasked with the repair and maintenance of the Honolulu Police Department’s (HPD) heavy equipment vehicles above 10,000 gross vehicle weight. This group consists of two special weapons vehicles, one bomb truck, one tactical truck, and one emergency management command truck.

**Radio Shop**

The Radio Shop provides planning, acquisition, maintenance, and repair services for the department’s communication system, City Radio Communication System, and the City Paging System. The Radio Shop also provides repair services for the Oahu Civil Defense Agency (OCDA), Prosecuting Attorney, Liquor Commission, Medical Examiner, and the HESD’s Ocean Safety Division.

The Radio Shop also services the Department’s other electronic equipment such as light bars, sirens, opticoms, pagers, VCRs, and public address amplifiers. Repair service is also provided to maintain the mobile data computer system.

**Highlights**

- The department has been communicating on the City’s 800 MHz Trunking Radio System for approximately one year. Three portable radios were initially distributed to every company. Two additional portable radios will soon be distributed to every company to outfit every fire fighter with a portable radio. This will allow every fire fighter on duty to be able to communicate by radio and to declare an emergency should he/she require emergency assistance.

This 800 MHz trunking radio system has the capacity to communicate with all of the City’s first responders operating on this radio system. All of the department’s radios are equipped with four interoperable talk groups. Communications 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:

- HFD
- HPD
- EMS Division
- Ocean Safety Division
- OCDA
- Oahu Transit Services
- Medical Examiner

The department’s 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 that the 800 MHz radios will be in good working condition. Portables radios will be inspected annually and mobile radios will be inspected every two years. The department’s Alternate Radio Dispatch System will be used whenever the primary radio system fails. A tone encoder feature was added to operate the department’s “Select Call” alerting system for the fire stations.

- The ACU1000 was installed in the Department’s Mobile Command Center along with the associated radios, which provide interoperable communications between all levels of government. We now have the ability to communicate with the following agencies:
  - United States Army
  - Federal Fire Department
  - State of Hawaii, Sheriff Division
  - 93rd Civil Support Team
  - Hawaii Air National Guard
  - Federal Bureau of Investigation
  - State of Hawaii, Department of Land and Natural Resources
  - Hickam Fire Department
  - VHF Common (Any agency using this channel)
- The Radio Shop installed a public address system and a desktop radio in the HFD’s new headquarters. The public address system will allow the chief officers to monitor the dispatch talk group in their offices, while the desktop radio will provide communications in the newly-built Emergency Operation Center.
- An Auxiliary Communication System is being planned for the department to be used in the event that our primary communication system is seriously damaged by a catastrophic event. We have acquired surplus portable radios from the HPD and surplus base stations from the Oahu Transit Services, Inc. Construction of this radio system is continuing.

**City Radio**
The City Radio Communication System consists of 400 mobile transceivers, five mountain top base stations, two control base stations, eight corporation base yard radio stations, and 40 remote control consoles.

**Highlights**
- The City Paging System is an island-wide paging system capable of handling 10,000 pagers. Any City agency is eligible to use the system, which consists of 12 paging transmitters and 1,200 pagers. The Department of Information Technology will terminate this paging service at the end of the year 2007.
- The EMS utilizes the City Paging System to disseminate information when dispatching emergency responses.
- The OCDA has already transitioned onto the City’s 800 MHz Radio System. They operate one Maestro radio console, five mobile radios, and 85 portable radios.
- The Ocean Safety Division also transitioned onto the City’s 800 MHz Radio System. They operate with five control stations and 105 portable radios.

**Occupational Safety and Health Office (OSHO)**
The HFD’s OSHO is responsible for safety and health programs. It is committed to providing the HFD’s personnel with a safe working environment by providing the highest standards of safety through education of its personnel, minimizing hazards through engineering, and enforcing the Hawaii Occupational Safety and Health Division (HIOSH) and the Occupational Safety and Health Administration (OSHA) laws and standards in addition to following established HFD policies and procedures.

The OSHO will periodically review and revise existing policies, procedures, and programs to ensure the safety and health of its personnel. It also establishes new safety and health programs to maintain compliance with applicable federal, state, and local safety laws to meet the growing needs of the department.

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

**Highlights**
- Funding received from the United States Fire Administration’s Assistance to Firefighters Grant (AFG) Program administered by the Federal Emergency Management Agency (FEMA) was used to purchase self-contained breathing apparatus (SCBA) upgrades. Rapid Intervention Crew equipment such as SCBA universal connections and AudiAlarms were purchased with AFG 2004 grant funds. Heads Up Display (HUD) units and ICM Tx 3000 and
4500 PASS devices have been purchased with AFG 2003 and 2005 grant funds. The upgrading of SCBAs with this new equipment is in progress.

- The HFD’s Site Safety Assessment Program is a continuing program that was initiated in April 2003 to ensure the adherence of safety procedures. Site safety inspections for 2006 began in April and will continue through September.
- The department’s safety manuals that were revised and reformatted into Standard Operating Guidelines were distributed to all HFD stations and bureaus in December 2005.
- Antiquated foam, wetting agents, and damaged containers containing Aqueous Film Forming Foam were removed from various stations and disposed of in September 2005.
- Three new SCBA positions were created. The SCBA Technician supervisory position has been filled. Interviews and selection of the SCBA Technicians will be completed in early FY 2007.

**FIRE FISCAL**

The financial report of the HFD for the FY ending in June 30, 2006, is presented below.

The total operating expenditures for the department’s Fire Protection Program for FY 2005-06 amounted to $70,351,521. Expenditures for the previous year amounted to $66,739,415, which was an increase of $3,612,106 or 5.4%.

<table>
<thead>
<tr>
<th>FY 2005-06</th>
<th>FY 2004-05</th>
<th>Variance</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$62,906,289</td>
<td>$59,925,736</td>
<td>$2,980,553</td>
</tr>
<tr>
<td>Current Expenses</td>
<td>6,953,248</td>
<td>6,420,055</td>
<td>$533,193</td>
</tr>
<tr>
<td>Equipment</td>
<td>491,984</td>
<td>393,624</td>
<td>98,360</td>
</tr>
</tbody>
</table>

$70,351,521 $66,739,415 $3,612,106 5.4%

The composition of expenditures by character of expenditure is as follows:

<table>
<thead>
<tr>
<th>FY 2005-06</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$62,906,289</td>
</tr>
<tr>
<td>Current Expenses</td>
<td>6,953,248</td>
</tr>
<tr>
<td>Equipment</td>
<td>491,984</td>
</tr>
<tr>
<td>Total</td>
<td>$70,351,521</td>
</tr>
</tbody>
</table>

Per Ordinance 05-014, the appropriations for FY 2005-06 total $68,120,909 in the General Fund. Additional funds totaling $3,715,558 were provided from the Provision for Salary Adjustment Account (Resolution 05-361 $3,701,767 and Resolution 05-333 $13,791).

**Salaries and Wages**

The HFD had 1,148.5 funded positions. There were approximately 82 vacant positions on June 30, 2005.

<table>
<thead>
<tr>
<th>Appropriation</th>
<th>FY 2005-06</th>
<th>FY 2004-05</th>
<th>Variance</th>
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<tbody>
<tr>
<td>Salaries</td>
<td>$63,586,499</td>
<td>$61,843,612</td>
<td>$1,742,887</td>
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<tr>
<td>Current Expenses</td>
<td>7,709,065</td>
<td>6,234,176</td>
<td>1,474,889</td>
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<tr>
<td>Equipment</td>
<td>540,903</td>
<td>464,859</td>
<td>76,044</td>
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<tr>
<td>Total</td>
<td>$71,836,467</td>
<td>$68,542,647</td>
<td>$3,293,820</td>
</tr>
</tbody>
</table>

**Fireboat**

The fireboat is owned by the State Department of Transportation and is funded by Act 171, SLH 1963 (Hawaii Revised Statutes 85 T15, Section 266-22).

**Expenditures**

<table>
<thead>
<tr>
<th>FY 2005-06</th>
<th>FY 2004-05</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$1,116,840</td>
<td>$1,067,190</td>
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<tr>
<td>Fringe Benefits</td>
<td>293,103</td>
<td>240,002</td>
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<tr>
<td>Indirect Cost</td>
<td>145,190</td>
<td>126,569</td>
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<tr>
<td>Current Expenses</td>
<td>207,977</td>
<td>132,636</td>
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<tr>
<td>Equipment</td>
<td>54,085</td>
<td>32,508</td>
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<tr>
<td>Total</td>
<td>$1,817,195</td>
<td>$1,598,905</td>
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</table>

**Revenues and Other Collections**

Total revenues and other collections received amounted to $1,914,050.83. Significant receipts included a $1,262,934.67 reimbursement from the State for fireboat operations; $510,415 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 Community Relations Office, the Fire Communication Center, the Fire Prevention Bureau, and the Training and Research Bureau.
Community Relations Office (CRO)

The CRO is the liaison between the community and the HFD. It is primarily responsible for coordinating ceremonies,
funerals, and other events for the HFD. When requested by the public, the CRO coordinates fire apparatuses and personnel
to promote fire safety awareness and education. The CRO also manages two important fire safety programs for the State:
the Fire Fighter’s Safety Guide (FFSG) for elementary school students and FFSG for senior citizens. The CRO is respon-
sible for implementing partnerships with the private sector and nonprofit organizations to support fire safety education
and other public or community goals.

Highlights

• On August 15, 2005, coordinated a promotional ceremony for 30 fire fighter IIs at the Training Center.
• On September 11, 2005, coordinated and participated in the commemoration ceremony of the fourth anniversary of
the terrorist attacks on September 11, 2001.
• On September 30, 2005, coordinated a Medal of Valor ceremony to recognize nine citizens for their vigilance, quick
response, and heroism displayed while engaging in rescues of individuals who were in danger.
• During Fire Prevention Week in October 2005, the CRO coordinated the state-wide distribution of the 20th anniver-
sary edition of the FFSG. The cover of this guide featured American Idol finalist Jasmine Trias from Hawaii and
contained several historic facts about the FFSG along with safety messages for its readers.
• On February 27, 2006, coordinated a promotional ceremony for two BCs and two ACs at the HFD’s Headquarters
auditorium.
• On March 21, 2006, coordinated a Medal of Valor ceremony to recognize Petty Officer First Class Larry Cummins
for his heroism on January 14, 2006. Petty Officer Cummins dived repeatedly into the water near the Waikiki Yacht
Club and rescued a 15-year-old girl from a car that was driven off the pier and submerged.
• On April 19, 2006, coordinated a promotional ceremony for 10 fire captains at the Training Center.
• On June 21, 2006, coordinated a promotional ceremony for 17 fire fighter IIs at the Training Center.
• Coordinated funeral services for 15 retired HFD personnel and 1 former HESD employee. This allowed the depart-
ment to perform a final gesture in recognizing the efforts of a true servant and for members to pay their last respects
to a fellow fire fighter.
• The CRO coordinated the distribution of 153 cuddle bears 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. Posi-
tive feedback received from the families of these young recipients is a true reward for HFD personnel.
• The CRO coordinated and participated in 63 community projects. Most of these projects involved numerous chari-
ties and agencies that have benefited the community. The following are just a handful of those agencies and charitable
organizations:
  American Red Cross
  American Cancer Society
  Hawaii Food Bank, Inc.
  Parents and Children Together
  Ready to Learn
  Children and Youth Day
  King Kamehameha Celebration Commission
  Muscular Dystrophy Association

Fire Communication Center (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 (MDTs), 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/agencies such as the HPD, the HESD, the
Federal Fire Department, the U.S. Coast Guard, the State Civil Defense, the OCDA, the Board of Water Supply, the
Hawaiian Electric Company, Honolulu Harbor, Ramp Control at the Honolulu International Airport, the Hickam Fire
Dispatch, the Regional Dispatch Center (RDC) on Pearl Harbor, the Federal Bureau of Investigation, the Department of
Land and Natural Resources (DLNR), Forestry Division, 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 assist in
interagency communications or “interoperability” at any scene or incident on Oahu.
**Highlights**

- The HFD has use of a fully integrated 800 MHz radio system. Improved quality and reception of radio transmissions has increased island coverage. The new system has allowed all emergency responders the ability to access each others’ dispatch, thereby resulting in communication for all personnel, even at the lowest levels.
- The HFD has recently installed new MDT computers on each of its fire apparatuses. This enables the company commander to obtain timely information such as address, nature of the incident, other responding companies, etc. from the FCC, as well as the ability to obtain other valuable information that can be downloaded or viewed while responding to an incident. This capability is a great tool which will enhance the HFD’s ability to provide outstanding service to the public.
- A new backup radio system which utilizes Voice Over Internet Protocols (VoIP) has been installed at the FCC and at each fire station. This new technology will be used in the event the frontline radio system experiences problems or in the event of a catastrophic shutdown. The new VoIP will be utilized to maintain radio contact with each station, portable, and mobile radio via internet connectivity.

The HFD, through the FCC, continues to support and participate in researching the possibility of creating a Joint Traffic Management Center where the traffic division and all public safety dispatch centers would be combined. This would entail all communication or dispatch centers to be located in the same building, allowing for quick access and interagency cooperation during a large-scale incident. This center is anticipated to be operational by 2010.

**FY 2005 Response Statistics and Significant Incidents**

**Fire and Emergency Statistics**

<table>
<thead>
<tr>
<th></th>
<th>FY 2006</th>
<th>FY 2005</th>
<th>FY 2004</th>
</tr>
</thead>
<tbody>
<tr>
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<td>10,766</td>
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<td>Fire</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Rescues</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Hazmat</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Good Intent Calls</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Service Calls</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>False Calls</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Medical Related...*</td>
<td>35,364</td>
<td>34,168</td>
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<tr>
<td>Total Dollar Loss*</td>
<td>$21,309,695</td>
<td>$14,326,646</td>
<td>$12,274,465</td>
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<td>Deaths **</td>
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<td>0</td>
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<tr>
<td>Civilians</td>
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<tr>
<td>Injuries*</td>
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<tr>
<td>Fire Personnel Casualties</td>
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<td>17</td>
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<tr>
<td>Civilian Casualties</td>
<td>38</td>
<td>26</td>
<td>32</td>
</tr>
</tbody>
</table>

*Statistics collected from the Department's National Fire Incident Report System
**Fatalities based on the Honolulu Fire Investigator database

**Significant Events:**

- Department personnel responded to 35 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:
  - 1058 Puuwai Street, Kalihi Kai, August 11, 2005, $600,000.
  - 983 Ala Lehua Street, Salt Lake, January 30, 2006, $525,000.
  - 3151 Huelani Place, Manoa, February 11, 2006, $500,000
  - University Lab School, Manoa, June 13, 2006, $7,500,000
- Department personnel responded to 601 brush fires from May 1, 2005, through August 31, 2005. During the same period in 2004, the department responded to 383 brush fires. The University of Hawaii Laboratory School Fire - June 13, 2006.
difference represents a 157% increase in brush fires from May 1, 2005, through August 31, 2005.

• The City and County of Honolulu experienced heavy rainfall during March 2006, which caused flooding on the Windward side of Oahu. Department personnel responded to 102 water evacuation or flooding conditions during March 2006. Personnel assisted in removing residents for homes who were impacted from the flooding. They also tried to minimize property damage by diverting water and excavating water from residences.

Training and Research Bureau (TRB)
The TRB, located at the 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 the residents of the City and County of Honolulu. During FY 2006, the TRB coordinated training for over 2,265 students.

Administration Section
This section is responsible for maintaining the Training Center and scheduling and/or coordinating its daily operations. The Training Center maintains an active schedule by facilitating instructional programs of the TRB and external organizations such as the American Heart Association, the IFSAC, the National Fire Academy (NFA), and the National Safety Council.

This section oversees the 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.

Development and Certification Section
This section promotes professional development through ongoing developmental programs and prepares HFD personnel for the challenge of certification. The HFD maintains accredited status from the IFSAC to certify personnel to the National Fire Protection Agency (NFPA) driver/operator-aerial, driver/operator-pumper, driver/operator-tiller, fire fighter I, fire fighter II, fire service instructor I, and Hazmat Awareness and Operations levels. This section maintains current certification criteria, prepares future HFD programs for IFSAC accreditation, and coordinates a cadre of third-party evaluators to supplement the certification program.

Medical Section
The Medical Section is responsible for conducting initial and recurrent medical training for the department’s personnel, reviewing medical emergency responses and documentation, coordinating CPR classes for the general public, and managing public health awareness programs. A medical director oversees this section’s programs and 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 is responsible for managing the HFD’s Automatic External Defibrillator (AED) Program. Since its inception, over 113 persons have been saved using an AED and/or CPR.
Fire Operations/Special Operations Section
This section is responsible for developing and coordinating instruction and training for personnel in such areas as water safety, rescue watercraft operation, automobile extrication, fire fighter recruit training, night exercises and drills conducted at the Training Center, hazmat incident management, hazmat technician, hazmat operations level, and weapons of mass destruction awareness.

In addition, the Special Operations Section serves as a liaison between federal, state, and city agencies.

Apparatus Operations Section
This section is responsible for maintaining an HFD compliance program that meets or exceeds Federal and State Department of Transportation (DOT) Commercial Drivers License (CDL) requirements. In addition, this section administers the following programs to address national standards, licensing, or Department requirements:

- Apparatus Operation Training
- City Operator’s Certification Training
- Driver Improvement Training
- Emergency Vehicle Operator’s Course
- Forklift and All-Terrain Vehicle Operator Course
- National Safety Council’s Defensive Driving Course
- Vehicle Accident Review

This section relies upon Fire Operations to provide decentralized training and recertification through the department’s Field Driver Training and Fire Fighter III Driver Training Programs.

Highlights
- For FY 2005-2006, the HFD’s AED program recorded more than 600 applications of its AEDs. Of that total, electrical shocks were delivered to 121 patients, with 19 producing positive results.
- TRB personnel conducted the following classes, seminars, and training:
  - Hazmat Operating Site Practices on July 25 - August 5, 2005
  - Incident Safety Officer on October 20-21, 2005
  - Redmond Symposium 2005 Fire Ops 101 on October 21-22, 2005
  - Strategies and Tactics for Initial Company Operations on May 4-5, 2006
  - Arson Detection for The First Responder on June 29-30, 2006
  - CPR for Family and Friends for 2,006 individuals
  - Water Safety Refresher training for 354 HFD personnel
  - Rescue Watercraft Field Operator training for 36 HFD personnel
  - Rescue Watercraft Refresher training for 96 HFD personnel
  - Auto Extrication/Vehicle Extrication for 160 HFD personnel
- TRB personnel met with HPD personnel to assist in establishing a CDL training program for operators of their vehicles.
- On July 21, 2005, with the assistance of Senator Daniel K. Inouye, the City and County of Honolulu acquired a 5.16-acre parcel of land from the U.S. Department of the Navy. The Training Center and the Mokulele Fire Station are currently situated on the property.
- TRB personnel coordinated an HFD Hazmat Tactical Skills Training course that concluded on August 11, 2005, in which 25 students completed 192 hours of hazmat technician training.
- On September 12, 2005, the HFD commenced a 32-week training program for 49 members of its 89th Fire Fighter Recruit (FFR) class. Of the 49 FFRs, 44 successfully completed training and testing for the IFSAC Fire Fighter I and Hazmat Awareness Certification, National Registry EMT-B Certification, and certification for the IFSAC Hazmat Operations Pilot Program. They graduated on April 24, 2006, at the Pacific Beach Hotel.
- On September 13, 2005, TRB personnel assisted the U.S. Postal Service with a Bio-Detection System drill.
- On May 8, 2006, the HFD received approval from the IFSAC to certify driver operators at the Pumping Apparatus, Aerial Apparatus, and Tiller levels.
- On May 18, 2006, the HFD’s Helix server installation was completed. This server will be the department’s repository for computer-based training programs in upcoming years.
- On June 27-30, 2006, the TRB coordinated and administered the CPAT for 266 candidates at the Neal S. Blaisdell Center’s Exhibition Hall.
Fire Prevention Bureau (FPB)

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

Hawaii State law and the City Charter assign 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: Administration, Codes Enforcement, Education, Fire Investigations, and Fire Plans Review.

Highlights

- In October 2005, the FPB completely revised its Company Inspection Program to allow fire operations to conduct inspections in accordance with the currently adopted Fire Code of the City and County of Honolulu. The revisions expanded the responsibilities of Fire Operations, utilized a training digital video disc, and implemented a pocket-size inspection field guide to allow personnel to conduct more thorough inspections.
- The three codes sections continued to prioritize fire inspections based on the Department’s Risk Assessment Plan. Fire inspection forms and processes were revised to streamline code compliance. This is reflected in significant increases in Notices of Violations and Final Notices. Biennial inspections of healthcare, correctional, daycare, and preschool facilities were established to reduce the workload of fire inspectors. However, these types of inspections still remain statutorily compliant. Despite program setbacks, the FPB continues to meet its statutory requirement of inspecting all buildings in two years, except public schools, by exploring best practices of like jurisdictions and working with the City’s Department of Information Technology.
- 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-six of 73 buildings have met the 60-day requirement and two are in final notice. Two city buildings were sent letters requesting status updates and two state buildings are pending status reports. One building was recently renovated and retrofit requirements are being addressed.
- On May 16, 2006, the City’s Administration met with various city agencies to provide input on possible incentives that were identified in a Residential Fire Safety Advisory Committee report dated May 31, 2005. These incentives, if implemented, could reduce the cost of retrofitting existing residential high-rise buildings with automatic fire sprinklers and other life safety measures.
- There were three fire fatalities during the reporting period. The first victim was involved in an automobile fire. Although the automobile fatality occurred on federal property, the investigation was conducted by the HFD and eventually the HPD as part of a criminal investigation. The second fire fatality was initiated by the victim. The third fire fatality involved a young child whose brother initiated the fire with a lighter. Fire investigators become actively involved in investigating wildland fires at the request of police and fire personnel when a suspect or possible suspects were identified.
- There were increases of 42% and 27%, respectively, in issued fireworks licenses and public display permits since last FY. There was a 60% increase for special permits and a corresponding nine percent decrease in Satellite City Hall-issued fireworks permits. According to the State Department of Health, fireworks-related injuries on Oahu increased 17% from the previous FY. The HPD’s fireworks-related calls increased 80%.
- The Youth Firesetter Program (YFP) is in its third year of providing education and counseling to identified youth(s) regarding the dangers and consequences of playing with fire. The YFP received 11 referrals, which included youth ages 4-13 years old. Referrals were received from parents, fire companies, fire investigators, teachers, and a physician. Five of the 11 youths completed the program and were given Certificates of Completion. Reasons for those not completing the program were due to parents canceling or not meeting appointments or the inability to contact parents or guardians.
- The State Fire Council (SFC) conducted quarterly meetings at each county to develop a comprehensive fire service management network for the protection of life, property, and environment throughout the State of Hawaii. The SFC addressed issues such as the adoption of the next State Fire Code, application and expenditure of Federal grant assistance, standardization of procedures and forms related to inspections, investigations, reporting of fires, and advising the governor and the Legislature on fire prevention, protection, and life safety. The SFC commenced its review of the NFPA 1, Uniform Fire Code, 2006 Edition, as the next State Fire Code. Projected adoption is in 2007.
- The SFC submitted seven legislative bill proposals. The bill relating to revisions to the fireworks definitions and allowing counties to designate authorized issuers of fireworks permits passed; two resolutions regarding the inspec-
tion of state airports by the DOT and staffing for the SFC passed; all other bills failed. The SFC supported the passage of an arson law and a brush fire penalty law. Both measures passed and became laws. The SFC will continue to work with legislators, the State Department of Labor and Industrial Relations, the Department of the Attorney General, and other stakeholders prior to the next session.

- In partnership with other county fire departments, the SFC delivered six NFA courses to 259 fire fighting personnel statewide through a FEMA grant.

### Statistics

#### FY 2005-2006

##### Codes Enforcement

<table>
<thead>
<tr>
<th>Inspection by Risk Category</th>
<th>FY 04-05</th>
<th>FY 05-06</th>
<th>Difference</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum</td>
<td>301</td>
<td>1,530</td>
<td>1,229</td>
<td>408</td>
</tr>
<tr>
<td>High/Special</td>
<td>767</td>
<td>472</td>
<td>-295</td>
<td>-38</td>
</tr>
<tr>
<td>Moderate/Special</td>
<td>1,326</td>
<td>291</td>
<td>-1,035</td>
<td>-78</td>
</tr>
<tr>
<td>Low</td>
<td>300</td>
<td>230</td>
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<tr>
<td>Total Inspections</td>
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<table>
<thead>
<tr>
<th>Occupancy Inspections</th>
<th>FY 04-05</th>
<th>FY 05-06</th>
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<th>% Change</th>
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<tbody>
<tr>
<td>Assembly “A”</td>
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<tr>
<td>Business “B”</td>
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<tr>
<td>Retail and Wholesale “M”</td>
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<td>480</td>
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<td>116</td>
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<tr>
<td>Warehouse and Storage “S”</td>
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<td>203</td>
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<tr>
<td>Educational Facilities “E”</td>
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<td>Institutions “I”</td>
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<tr>
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<tr>
<td>Fireworks</td>
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<td>308</td>
<td>62</td>
<td>25</td>
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<table>
<thead>
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<tr>
<td>Night Inspections</td>
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<td>-35</td>
</tr>
<tr>
<td>Referrals</td>
<td>446</td>
<td>400</td>
<td>-46</td>
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<tr>
<td>Reinspections</td>
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<td>2,666</td>
<td>768</td>
<td>40</td>
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<tr>
<td>Notices of Violation</td>
<td>459</td>
<td>1,402</td>
<td>943</td>
<td>205</td>
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<tr>
<td>Orders to Comply</td>
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<td>67</td>
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<tr>
<td>Final Notices</td>
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<tr>
<td>Total Other Activities</td>
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<td>4,763</td>
<td>1,643</td>
<td>53</td>
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##### Plans Review

<table>
<thead>
<tr>
<th>Activities</th>
<th>FY 04-05</th>
<th>FY 05-06</th>
<th>Difference</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plans Approved</td>
<td>1,076</td>
<td>1,312</td>
<td>236</td>
<td>22</td>
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<tr>
<td>Flammable/Combustible Permits</td>
<td>29</td>
<td>41</td>
<td>12</td>
<td>41</td>
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<tr>
<td>Liquefied Petroleum Gas Permits</td>
<td>44</td>
<td>59</td>
<td>11</td>
<td>25</td>
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<tr>
<td>Temporary Structure Permits</td>
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<td>-40</td>
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<tr>
<td>Fire Alarm System Tests</td>
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<td>251</td>
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<td>-5</td>
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<tr>
<td>Range hood System Tests</td>
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<table>
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<tr>
<th>Other Activities</th>
<th>FY 04-05</th>
<th>FY 05-06</th>
<th>Difference</th>
<th>% Change</th>
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<td>Correspondence Generated</td>
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<td>Plans and Permit Totals</td>
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<td>2,402</td>
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<td>Total Activities</td>
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HFD-131
### Fire Investigations

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<th>FY 05-06</th>
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<th>% Change</th>
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<tbody>
<tr>
<td>Structure Fire Investigations</td>
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<tr>
<td>Automobile Fire Investigations</td>
<td>6</td>
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<tr>
<td>Wildland Fire Investigations</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>100</td>
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<tr>
<td>Other</td>
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<td><strong>Total Activities</strong></td>
<td>132</td>
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### Education

<table>
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<th>Activities</th>
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<th>FY 05-06</th>
<th>Difference</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fairs</td>
<td>13</td>
<td>24</td>
<td>11</td>
<td>85</td>
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<tr>
<td>Fire Extinguisher Classes</td>
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<td>55</td>
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<td>-18</td>
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<tr>
<td>Fire Evacuation Drills</td>
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<td>Fire Evacuation Planning</td>
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<td>-6</td>
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<tr>
<td>Fire and Life Safety Presentations</td>
<td>57</td>
<td>98</td>
<td>41</td>
<td>72</td>
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<tr>
<td>Keiki House</td>
<td>31</td>
<td>30</td>
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<tr>
<td><strong>Total Activities</strong></td>
<td>245</td>
<td>267</td>
<td>22</td>
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<tr>
<td><strong>Total Audience</strong></td>
<td>44,005</td>
<td>106,902</td>
<td>62,897</td>
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### Administration

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<tr>
<th>Activities</th>
<th>FY 04-05</th>
<th>FY 05-06</th>
<th>Difference</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fireworks Licenses</td>
<td>112</td>
<td>160</td>
<td>48</td>
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<tr>
<td>License Fees Collected</td>
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<td>$121,000</td>
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<td><strong>Fireworks Permits</strong></td>
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<td>Public Displays</td>
<td>43</td>
<td>55</td>
<td>12</td>
<td>28</td>
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<tr>
<td>Special</td>
<td>146</td>
<td>234</td>
<td>88</td>
<td>60</td>
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<tr>
<td>Satellite City Halls</td>
<td>15,662</td>
<td>14,210</td>
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<tr>
<td>Total Permits</td>
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<td><strong>State Department of Health</strong></td>
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<tr>
<td>Fireworks Injuries</td>
<td>122</td>
<td>143</td>
<td>21</td>
<td>17</td>
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<td><strong>HPD</strong></td>
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<tr>
<td>Fireworks-related Calls</td>
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<td>1717</td>
<td>768</td>
<td>81</td>
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<tr>
<td><strong>Inspections</strong></td>
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<td></td>
<td></td>
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<tr>
<td>Preschools/Daycare</td>
<td>165</td>
<td>168</td>
<td>3</td>
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<tr>
<td><strong>Other Activities</strong></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Correspondence</td>
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<td>341</td>
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<td>-35</td>
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<tr>
<td>Final Notices Issued</td>
<td>33</td>
<td>96</td>
<td>63</td>
<td>191</td>
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<tr>
<td>Order to Comply Letters Issued</td>
<td>127</td>
<td>67</td>
<td>-60</td>
<td>-47</td>
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<tr>
<td>Referrals</td>
<td>287</td>
<td>333</td>
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<td><strong>Total Other Activities</strong></td>
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<td>837</td>
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### SFC

<table>
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<tr>
<th>Man Days (8 hours)</th>
<th>FY 04-05</th>
<th>FY 05-06</th>
<th>Difference</th>
<th>% Change</th>
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<tr>
<td>BC</td>
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<td>0</td>
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<td>Fire Captain</td>
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<td>SFC Administrative Assistant</td>
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<td>179</td>
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<tr>
<td>In-Kind Contributions ($) to the SFC</td>
<td>$34,504</td>
<td>$33,845</td>
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### Company Inspection Program

<table>
<thead>
<tr>
<th>Inspections</th>
<th>FY 04-05</th>
<th>FY 05-06</th>
<th>Difference</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>196,174</td>
<td>179,702</td>
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<tr>
<td>Assembly</td>
<td>318</td>
<td>427</td>
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<td>34</td>
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<tr>
<td>Business</td>
<td>10,209</td>
<td>6,222</td>
<td>-3,987</td>
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</tr>
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<td>Factory</td>
<td>292</td>
<td>290</td>
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<td>-1</td>
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<tr>
<td>Education</td>
<td>342</td>
<td>312</td>
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<tr>
<td>Storage</td>
<td>531</td>
<td>624</td>
<td>93</td>
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<tr>
<td>Mercantile</td>
<td>1,029</td>
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<tr>
<td>Utility</td>
<td>497</td>
<td>497</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation*</td>
<td>38</td>
<td>38</td>
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<tr>
<td>Miscellaneous*</td>
<td>473</td>
<td>473</td>
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<td></td>
</tr>
<tr>
<td><strong>Total Inspections</strong></td>
<td>208,382</td>
<td>189,103</td>
<td>-19,274</td>
<td>-9</td>
</tr>
</tbody>
</table>

*Categorization modified from FY 04-05
PLANNING AND DEVELOPMENT (P&D)
Under the direction of an assistant chief, P&D assists the fire chief and deputy fire chief by coordinating the Department’s overall short- and long-term planning, operational, and quality improvement processes.

The P&D reviews, researches, and monitors emerging national, state and city legislation, regulations, trends, events, and past department performance to establish goals and objectives necessary to realize the HFD’s mission.

In addition, P&D is responsible for developing and maintaining other critical department plans, which includes emergency operations/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 OCDA, the State Civil Defense, and the City’s Administration on various island-wide and statewide issues.

Timely, meaningful information is critical for effective and efficient department management. P&D monitors and evaluates the functions performed by the records management system and recommends improvements to enhance the department’s data collection and reporting processes. The Management Analyst conducts statistical analyses on all aspects of the department’s operations and establishes benchmarks and performance measures to ensure that goals and objectives are being achieved.

Grant management continues to be an increasingly important function of 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 provides the coordination of grant management processes including 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 record management and geographical information systems.

The AC 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 of a confidential 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, Actions (SOPPADA).

Grant Management

Assistance to Firefighters Grants (AFG)
- The department was awarded a $717,270 grant to purchase safety equipment for its SCBA.
- The department closed out the AFG 2003 and AFG 2004 grants, which were used to purchase necessary safety equipment.

Department of Forestry and Wildlife (DOFAW) Grant
- The $100,000 award was used to purchase brushfire equipment and tools.

Highlights
- Assisted the City in developing the Tactical Interoperable Communication (TIC) Plan, which is a requirement of the U.S. Department of Homeland Security.
- Coordinated the Functional Communication Exercise on February 23, 2006, to develop interoperable communication processes.
- Conducted coordination and collaboration meetings to design a TIC full-scale exercise to validate the City’s TIC Plan. The exercise was conducted on July 28, 2006.
- Coordinated the Honolulu On-Line System for Emergency Services (HOSES) project, which is currently being beta tested. The final delivery of the application is due by October 2006.
DEPARTMENT OF HUMAN RESOURCES
Kenneth Y. Nakamatsu, Director
Noel T. Ono, Assistant Director

POWERS, DUTIES AND FUNCTIONS
The Department of Human Resources is the central personnel staff agency for the City. Our primary purpose as reflected in the City Charter is to establish a comprehensive personnel management program based on merit principles and generally accepted methods governing the classification of positions and the employment, conduct, movement and separation of public employees. This department is charged with building a career service designed to attract, select and retain, on a merit basis, the best qualified civil servants.

The Director of Human Resources represents the mayor in the collective bargaining process and directs and coordinates an employee-management relations program for the City. In this respect, the department negotiates and administers eight collective bargaining agreements covering city employees.

In addition, the department carries out programs in the areas of training, safety, workers’ compensation, health services, incentives and awards, and employee assistance.

The Department of Human Resources has a staff of 71 employees serving 8,150 permanent, 82 temporary and 336 exempt employees. Other than the office of the director, the department is organized into the five major functional divisions of Classification and Pay, Employment and Personnel Services, Health Services, Industrial Safety and Workers’ Compensation, and Labor Relations and Training. The Equal Opportunity Office operates within the department’s administrative function.

HIGHLIGHTS
• Management training and individual scholarships were made available through the mayor’s Project Management Office (PMO) for employees to attend seminars and conferences that showcase national best practices. Through the scholarship program, employees can network with peers, learn about leading edge technology, and bring back knowledge, training and information to improve city operations.

• New programs were implemented to increase the number of leadership sessions offered to city managers and supervisors. In the area of leadership development, the Training Branch sponsored management issues forums, not only as a means to keep managers informed about various city projects and issues, but also to invite high-profile industry speakers to present the latest trends and topics in leadership.

• 13,851 total training hours were completed by 2,743 employees who participated in Training Branch-sponsored classes. The number of participants increased by 26% over FY05.

• The department is involved in a new Enterprise Resource Planning (ERP) system for financial and human resources/payroll processes. Staff are involved in design, planning, development and implementation of the HR/payroll phase. The targeted date to begin implementation is October 2006.

• Monitoring city compliance with the FairPay regulations issued by the U.S. Department of Labor continues. Staff continues to provide direction and advice, as well as, general overview and in-depth FLSA exemption training to department and agency supervisors and administrative staff to ensure compliance.

• Total workers’ compensation expenditures decreased $1,931,079 (13.3%) from the prior fiscal year. This is the second straight year expenditures have decreased, coinciding with a continual decrease in number of claims filed by city employees.

• The medical review officer functions were brought back within the City, allowing us to provide faster turn around on all positive drug tests. The MRO provides analysis and follow-up for pre-employment and random drug testing of various city employees.

• Staff is working on automating various personnel action approval forms such as extension of limited term appointments, departmental promotions, transfers and demotions, suitability checks and requests for eligibles.

• The department has begun a quarterly breakfast meeting with the mayor for employees who are being recognized for their outstanding work contributions to the City.

• To facilitate city-wide compliance with various employment laws, the Equal Opportunity (EO) Office coordinated training in the subject areas of prevention of sexual harassment, investigative statements and interviews, and conducting internal investigations. The investigation and monitor-
ing 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.

CIVIL SERVICE COMMISSION
The primary functions of the Civil Service Commission are to prescribe rules to carry out the provisions of the City Charter, hear appeals, and advise the mayor and the director of human resources on issues and problems relating to the management of personnel.

Commission Activities
The Commission held eight meetings during the year; and two meetings were cancelled.
Ms. Maria Jo Farina served as chair and Mr. Thomas F. Hinkle served as vice-chair for the fiscal year ending June 30, 2006. Ms. Elizabeth Ho served as member and resigned on August 30, 2005. Ms. Virtta E. P. Hite and Ms. Lynn A. Ching were appointed as members.

CIVIL SERVICE COMMISSION APPEALS
July 1, 2005 - June 30, 2006

<table>
<thead>
<tr>
<th>APPEALS</th>
<th>BACKLOG</th>
<th>RECEIVED</th>
<th>WITHDREW</th>
<th>UNTIMELY</th>
<th>HEARINGS</th>
<th>DISMISSED</th>
<th>UPHELD</th>
<th>DENIED</th>
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<td>Exams &amp; Selections</td>
<td>Application Disqualification</td>
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<td>Employment Suitability</td>
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<td>Minimum Qualifications</td>
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<tr>
<td>Non-Selection (includes failure by appointing authority to provide relevant info &amp; continual violation of rules &amp; denial of due process)</td>
<td>—</td>
<td>3</td>
<td>2</td>
<td>—</td>
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<td>—</td>
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<tr>
<td>Discipline &amp; Termination</td>
<td>Denial request to rescind resignation</td>
<td>—</td>
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<td>—</td>
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<tr>
<td>Others</td>
<td>Declination of Veteran’s Preference points</td>
<td>—</td>
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<td>Extension of probationary period beyond one year and conversion of status to limited term appointment</td>
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<td>Temporary Assignment</td>
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EQUAL OPPORTUNITY OFFICE
Major Functions
The responsibility for the Equal Opportunity in the City and 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 (EEO) 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 and 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 in the subject areas of prevention of sexual harassment, investigative statements and interviews, 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 13 & 14, 2005. The conference theme was: Aligning HR Actions for Organizational Success. Ms. Tsukayama also serves as the Hawaii 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 and in developing salary adjustment recommendations for excluded managerial employees; assist departments and coordinate with other personnel management processes on personnel implications and problems relating to reorganizations, reassignment of work and creation of new classes.

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:

- Storm water quality inspectors in multiple agencies to comply with the National Pollutant Discharge Elimination System (NPDES) requirements
- Musician classes in the Royal Hawaiian Band
- Positions responsible for the City’s telecommunications system
- Construction Management Branch, Wastewater Division, Department of Design and Construction
- Parking and Property Management Branch, Public Building and Electrical Maintenance Division, Department of Facility Maintenance
- Real Property Assessment Division, Department of Budget and Fiscal Services
- Purchasing Division, Department of Budget and Fiscal Services
- Computer Operations Section, Department of Information Technology
- Alarm Tracking Bureau, Honolulu Police Department
- Emergency Services Department
- Technical Support Division, Department of Information Technology
- Office of Administrative Support, Department of Environmental Services
- Scientific Investigation Section, Honolulu Police Department
- Board of Water Supply
In addition to the foregoing, classification activity continued with a total of 1483 classification actions completed during FY 2006 in the following categories: 95 initial allocations; 691 reallocations; 18 “no change” actions; 552 revised descriptions; and 127 requests returned without action. These actions resulted in nine new, 32 amended, one re-titled, and 13 abolished classes.

In addition to the seven classification appeals pending with the Civil Service Commission from the previous year, two new classification appeals were filed. The Commission denied seven appeals and two appeals were withdrawn.

City and County of Honolulu Enterprise Resource Planning System (C-HERPS) Project

Division provided the department’s representative to the City committee responsible for evaluating proposals for the new Enterprise Resource Planning (ERP) system for financial and human resources/payroll processes. 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. Staff further serves as team lead for the HR/payroll phase of the project and lead/coordinated subject matter experts in preparing demonstration and discovery scripts, attended demonstration/discovery sessions with selected vendors, participated in evaluating vendors, including site visits, and participated in the negotiation process. Finally, staff will serve as the HR/Payroll project manager and transition manager for the design, planning, development and implementation of the HR/payroll phase. The targeted date to begin implementation is October 2006 and the system is expected to “go live” on January 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. Staff conducted both general overview and in-depth FLSA exemption training sessions for departmental managers and administrative staff. A total of 115 managers and administrative staff attended the general overview session and 83 received in-depth training.

Pay Activities

Pay staff reviewed the proposed pricing of 115 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 the classes.”

Staff planned and facilitated inter-jurisdictional meetings held in December and April 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.

The recruitment and retention incentives (RRI) negotiated in a supplemental agreement with United Public Workers to address recruitment and retention of heavy vehicle mechanics in the Automotive Equipment Services Division of the Department of Facility Maintenance were extended in June 2006. The department believes implementation of the RRI has resulted in positive results and benefits, notably in the retention and productivity of staff.

The engineering, architect, land surveying, computer programmer, and data processing systems analyst classes were continued on shortage. Position shortage for a geotechnical engineer to address the numerous landslides and soil stability issues resulting from the extensive rains during the spring was also approved.

Staff responded to five surveys conducted by the Hawaii Employer’s Council, two surveys conducted by the City of Charlotte, North Carolina, and provided wage and salary information to the State of Hawaii Department of Labor and Industrial Relations Gender Based Inequity Study.

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:

- Legislative branch organization.
- Classification and/or compensation of classes/positions such as engineering support technicians, police reporters, fingerprint technicians, equipment operators, park permit clerks, fire lieutenants, mechanics, driver licensing and abandoned vehicles, landfill attendants and police guards.
- Hazard pay determinations.
- Information technology organizational structure and position allocation.
- Civil Service Commission and appeal rules and regulations.
• Commercial drivers license requirements and laws.
• Fair Labor Standards Act (FLSA) inquiries.

Finally, staff provided support of the Salary Commission in its hearings and deliberations, will represent the City on the statewide Pay Equity Task Force established by the state legislature, and participated in joint labor-management subcommittees for Bargaining Unit 01, Blue Collar Workers.

EMPLOYMENT AND PERSONNEL SERVICES DIVISION

Major Functions
Plan, develop, and conduct recruitment activities to attract qualified applicants for city employment; coordinate the priority placement program for work-injured employees; review personal services contracts for compliance with legal provisions.
Plan, develop, and administer a personnel examination program in accordance with the merit principle and professional examination standards; evaluate candidates’ qualifications and administer appropriate examinations; establish lists of eligible candidates; and refer names to departments in accordance with civil service rules.
Advise departments and other personnel functional areas on requirements and resources to fill personnel needs, on selection interviews, and on related recruitment and examination matters.
Research, develop, and maintain economic, compensation, and related data in support of personnel activities; conduct initial orientation of new employees and exit interviews; develop and coordinate implementation and administration of benefits and awards programs.

Audit, certify, and maintain records of all personnel actions affecting officers and employees of the City government.

Recruitment and Examination Activities
This fiscal year, the number of recruitments increased 14% from 122 to 143. The number of applications we received decreased 13% from 15,113 to 13,270, and the number of qualified applicants placed on eligible lists decreased 1%, from 4,165 to 4,119. There was a 15% increase in the number of vacancies filled from 652 to 777.
Despite recruitment at shortage category pay rates and recruitment incentives for certain job classes, we continued to have difficulty in recruiting for engineers, fleet mechanics, mobile emergency care specialists, electricians and related electrical classes, and plumbers. Staff continued research and development of work-study partnerships with community colleges and various agencies to help fill these critical vacancies.
Outreach activities and presentations continued. The speakers’ bureau with members from city departments such as Emergency Services, HFD and HPD made presentations in the community and at elementary, middle and high schools and colleges, encouraging students and the public to consider the City as an employer. Staff also participated in job fairs and career days held at the Neal Blaisdell Center and at high schools and colleges on Oahu.
We were involved with city-wide meetings with various departmental staff and the Mayor’s Project Management Office to review and create initiatives for employee recruitment and retention. Staff time was also involved in researching and gathering information to address complaints for Corporation Counsel. Countless hours were spent developing scenarios for vendors seeking to bid on the City’s Enterprise Resource Planning (ERP) project. Staff work continues on business scenarios in preparation of the implementation of the new system.
Staff is working on automating various personnel action approval forms such as extension of limited term appointments, departmental promotions, transfer and demotions, suitability checks and requests for eligibles. Staff continues to work on rule changes as well as amendments to the policy and procedures manual.

Metropolitan Police Recruit
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 San Diego, in support of HPD outreach efforts.

Selection Interview Training
This past year we conducted 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.

Fire Fighter Recruit
Highlights of the 2006 fire fighter recruitment
• A new written test was administered in February 2006 to the 2,309 candidates who took the September 2005 written test.
• Due to the existence of study guides and practice questions on the test vendor’s web site, the scores from the September 2005 written test was rescinded.
• For the same reasons cited above, the video test scheduled in October 2005 was cancelled.

• Of the 2,309 candidates invited to the February 2006 written test, 1,588 reported to take the test.

Staff also assisted the Honolulu Fire Department in administering the Candidate Physical Abilities Test (CPAT).

• 312 candidates participated in CPAT events testing.

• Orientation for CPAT was held during April 2006.

• We assisted HFD with administration of CPAT during June. Two hundred ninety five candidates were scheduled for Phase I events at Blaisdell Exhibition Hall.

• 266 candidates participated in CPAT Phase I events.

• 220 candidates participated in CPAT Phase II Swim and Dive events at the Kaneohe District Park.

• Selection interviews were scheduled for the last week in July.

A new exam plan for the clerk typist and senior clerk typist positions was developed. This involved a major change in the examination process and eliminated the written test. Staff developed and implemented scoring based on education and experience.

RECRUITMENT AND EXAMINATION ACTIVITIES

<table>
<thead>
<tr>
<th>2004-05</th>
<th>2005-06</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Recruitments</strong></td>
<td></td>
</tr>
<tr>
<td>Open-Competitive and Promotional</td>
<td>122</td>
</tr>
<tr>
<td><strong>Applicants</strong></td>
<td></td>
</tr>
<tr>
<td>Open-Competitive and Promotional Examinations</td>
<td>15,113</td>
</tr>
<tr>
<td>Labor Registration</td>
<td>1,797</td>
</tr>
<tr>
<td>Summer College Student Program</td>
<td>490</td>
</tr>
<tr>
<td><strong>Examinations</strong></td>
<td></td>
</tr>
<tr>
<td>Internal Departmental Competitive Promotions (Audited)</td>
<td>302</td>
</tr>
<tr>
<td>Applicants Placed on Eligible Lists</td>
<td>4,165</td>
</tr>
<tr>
<td>Vacancies Filled from Applicants Referred</td>
<td>652</td>
</tr>
<tr>
<td>Number of Vacancies</td>
<td>855</td>
</tr>
</tbody>
</table>

Personnel Research and Services Activities

The research staff completed a proposal for a flexible spending accounts third party administrator. On March 31, 2006 consultation on the proposed plan was completed with all the unions. However, it was agreed that discussions would continue with one union.

New Hybrid Retirement Plan - During this fiscal year, the State Employees’ Retirement System (ERS) offered general employees (excluding elected officials, fire fighters and uniformed police officers) a one-time opportunity to join the new Hybrid Retirement Plan effective July 1, 2006. The campaign began in November 2005 and ended on March 31, 2006. The Benefits Section coordinated three special “Hybrid” election sign-up sessions for employees and cabinet/appointed personnel. At these sessions, representatives from the ERS were present to answer questions and employee concerns. The benefits staff and Department of Information Technology staff members were also available to assist employees with logging onto the Hybrid website and instructing them how to complete beneficiary information.

<table>
<thead>
<tr>
<th>Session Date</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/28/06, 9-1 pm</td>
<td>117 employees serviced</td>
</tr>
<tr>
<td>3/15/06, 9-1pm</td>
<td>101 employees serviced</td>
</tr>
<tr>
<td>3/21/06, 10:30-11 am</td>
<td>8 cabinet/appointed personnel serviced</td>
</tr>
</tbody>
</table>

Service and Incentive Awards – The Benefits, Research and Transactions Branch planned and coordinated the following two distinct and separate employee recognition programs:

1. The 2005 Mayor’s Recognition Luncheon – A private luncheon held on September 22, 2005, at the Halekulani Hotel that gave special recognition to 22 departmental Employees of the Year and nine Managers of the Year for their hard work and dedication. Iiona Irvine and Special Friends provided the entertainment. Special bus transportation was provided for the honorees.

2. The 2005 Mayor’s Employees Awards Program – On the morning of November 9, 2005, Mayor Hannemann, in his first year in office, honored the 22 departmental Employee of the Year honorees and the nine Manager of the...
Year honorees, as well as 168 employees with 25 years of service, 60 employees with 35 years of service and one employee with 45 years of service with the City and County of Honolulu. Sixteen Sustained Superior Performance Award recipients and one Exceptional Achievement Award honoree also received recognition. The program, held at the Mission Memorial Auditorium, climaxed with the Mayor’s announcement that Department of Community Services’ Job Resource Specialist III Leinaala H. Nakamura was selected as the City’s Employee of the Year, and Environmental Services’ Assistant Wastewater Division Chief Earl W.M. Ng was chosen as the City’s Manager of the Year. The Mayor presented awards to these two selectees and all the honorees. The musical group Kai Makani provided the entertainment.

“New Employee Orientation Session” renamed to “Benefits Processing Session” – Our former “New Employee Orientation Session” was renamed to “Benefits Processing Session”. Included with this change was a pilot e-form processing via City Intranet to register new hires for this session. The form continues to be changed as departments provide feedback. Another change initiated was a pre-filled payroll documents packet. New employees must complete six to 20 pages of documents with their name, address, department name and/or job title. Having these documents pre-filled allows for a more efficient session.

The Benefits Section staff provided Benefit Processing Sessions for 1,087 new City employees. Each session is about three or four hours in length, and special sessions were also provided to departmental staff as needed. Fifty-five sessions were conducted in the past fiscal year. The section staff orient 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 206 Retirement Certificates. In addition, 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 29 individuals participated in the Mayor’s monthly retirement ceremonies. Staff also invited department heads and representatives, as well as family members and friends of the retirees, to attend the retirement ceremonies.

**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 catastrophic or serious illness or injury, or to an employee who has a family member suffering from a serious illness or injury. At the start of FY06, there were three recipients carried over from the previous fiscal year. An additional 13 applications were received and reviewed. Of the 13, three were denied, one cancelled and nine were approved.

The central leave bank received a total of 1,885.80 donated hours.

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave recipients at the start of the fiscal year</td>
<td>9</td>
<td>7</td>
<td>7</td>
<td>8</td>
<td>1</td>
<td>4</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Added recipients during the fiscal year</td>
<td>16</td>
<td>19</td>
<td>13</td>
<td>7</td>
<td>10</td>
<td>15</td>
<td>13</td>
<td>9</td>
</tr>
<tr>
<td>Remaining recipients at the end of the fiscal year</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>1</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>2</td>
</tr>
</tbody>
</table>

**Transactions Activities**

Staff processed salary adjustments for employees in the following bargaining units:

**BU 01**: On the October 15, 2005 payroll, eligible employees received a 3.5% ATB increase to the salary schedule effective October 1, 2005. On December 16, 2005, eligible employees received a 1.25% ATB increase to the salary schedule effective December 1, 2005.

**BU 02**: On the October 15, 2005 payroll, eligible employees received a 3.5% ATB increase to the salary schedule effective October 1, 2005.

**BU 03, BU 04 and BU 13**: On the October 15, 2005 payroll, eligible employees received a 3.5% ATB increase to the
salary schedule effective October 1, 2005.

BU 10: On the August 15, 2005 payroll, eligible employees received a 2.5% ATB increase to the salary schedule August 1, 2005. On February 16, 2006 eligible employees received a 2.5% ATB increase effective February 1, 2006.

BU 11: On the July 15, 2005 payroll, eligible employees received a 2% ATB increase to the salary schedule effective July 1, 2005. Employees moved or remained on their appropriate step in accordance with the collective bargaining agreement. Effective January 1, 2006 eligible employees received a 2% ATB increase.

BU 12: On the July 15, 2005 payroll, eligible employees received a 4% ATB increase to the salary schedule effective July 1, 2005.

EMCP (BU 11): On the December 15, 2005 payroll, eligible employees received a 4% ATB increase to the salary schedule effective July 1, 2005.

EMCP (BU 12): On the December 15, 2005 payroll, eligible employees received a 4% ATB increase to the salary schedule effective July 1, 2005.

EMCP (BU 4 and 13): On the December 15, 2005 payroll, eligible employees received a 3.5% ATB increase to the salary schedule effective October 1, 2005.

PERSONNEL TRANSACTION STATISTICS

<table>
<thead>
<tr>
<th>Entrance to the Service:</th>
<th>2004-05</th>
<th>2005-06</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exempt Appointments</td>
<td>4,188</td>
<td>3,630</td>
</tr>
<tr>
<td>Limited Term</td>
<td>159</td>
<td>76</td>
</tr>
<tr>
<td>Provisional</td>
<td>2</td>
<td>—</td>
</tr>
<tr>
<td>Short Term</td>
<td>3</td>
<td>—</td>
</tr>
<tr>
<td>Initial Probation</td>
<td>482</td>
<td>583</td>
</tr>
<tr>
<td>Subtotal</td>
<td>4,734</td>
<td>4,289</td>
</tr>
<tr>
<td>In-Service Changes:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changes in Status</td>
<td>1,670</td>
<td>1,537</td>
</tr>
<tr>
<td>In-Service Movements</td>
<td>1,366</td>
<td>1,190</td>
</tr>
<tr>
<td>Other Transactions</td>
<td>2,912</td>
<td>2,379</td>
</tr>
<tr>
<td>Reorganization</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Salary Adjustments</td>
<td>16,744</td>
<td>13,610</td>
</tr>
<tr>
<td>Subtotal</td>
<td>22,692</td>
<td>18,716</td>
</tr>
<tr>
<td>Separations:</td>
<td></td>
<td></td>
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<tr>
<td>Resignations</td>
<td>459</td>
<td>508</td>
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<tr>
<td>Service Retirement</td>
<td>226</td>
<td>213</td>
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<tr>
<td>Death</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>Disability</td>
<td>6</td>
<td>6</td>
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<tr>
<td>Layoff</td>
<td>—</td>
<td>—</td>
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<tr>
<td>Dismissal</td>
<td>26</td>
<td>16</td>
</tr>
<tr>
<td>End of Appointment</td>
<td>84</td>
<td>119</td>
</tr>
<tr>
<td>Exempt Employee</td>
<td>331</td>
<td>41</td>
</tr>
<tr>
<td>Personal Services</td>
<td>1,820*</td>
<td>1,770*</td>
</tr>
<tr>
<td>Subtotal</td>
<td>2,967</td>
<td>2,689</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>30,393</td>
<td>25,694</td>
</tr>
</tbody>
</table>

*Large number reflects processing of intermittent, on-call employees.

NUMBER OF EMPLOYEES AS OF JUNE 30, 2006

<table>
<thead>
<tr>
<th>Executive Branch</th>
<th>Civil Service</th>
<th>Perm.</th>
<th>Temp.</th>
<th>Exempt*</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Water Supply</td>
<td></td>
<td>517</td>
<td>15</td>
<td>4**</td>
<td>536</td>
</tr>
<tr>
<td>Budget &amp; Fiscal Services</td>
<td></td>
<td>266</td>
<td>—</td>
<td>4</td>
<td>270</td>
</tr>
<tr>
<td>Community Services</td>
<td></td>
<td>89</td>
<td>39</td>
<td>1</td>
<td>129</td>
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<tr>
<td>Corporation Counsel</td>
<td></td>
<td>31</td>
<td>3</td>
<td>42</td>
<td>76</td>
</tr>
<tr>
<td>Customer Services</td>
<td></td>
<td>237</td>
<td>—</td>
<td>2</td>
<td>239</td>
</tr>
<tr>
<td>Design &amp; Construction</td>
<td></td>
<td>194</td>
<td>—</td>
<td>3</td>
<td>197</td>
</tr>
<tr>
<td>Emergency Services</td>
<td></td>
<td>289</td>
<td>1</td>
<td>2</td>
<td>292</td>
</tr>
<tr>
<td>Enterprise Services</td>
<td></td>
<td>188</td>
<td>—</td>
<td>4</td>
<td>192</td>
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<tr>
<td>Environmental Services</td>
<td></td>
<td>847</td>
<td>1</td>
<td>4</td>
<td>852</td>
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<tr>
<td>Facility Maintenance</td>
<td></td>
<td>314</td>
<td>—</td>
<td>4</td>
<td>518</td>
</tr>
<tr>
<td>Fire</td>
<td></td>
<td>1,068</td>
<td>—</td>
<td>4</td>
<td>1,072</td>
</tr>
<tr>
<td>Human Resources</td>
<td></td>
<td>69</td>
<td>—</td>
<td>2</td>
<td>71</td>
</tr>
</tbody>
</table>

DHR-141
### HEALTH SERVICES DIVISION

**Major Functions**

Conduct pre-employment and periodic physical evaluations; conduct examinations mandated under the Hawaii Occupational Safety and Health Law to support departmental hearing conservation, respiratory protection, asbestos and bloodborne pathogen programs; medically certify commercial drivers and operators of crane and hoist equipment; and conduct and/or oversee programs that are designed to promote health, reduce risks, and prevent injury. Additionally, we administer a drug-screening program for all new hires and random testing for selected employees, and provide blood analysis for suspects arrested for driving under the influence of alcohol (DUI).

**City and County of Honolulu**

**Department of Human Resources**

**Health Services DivisionSummary of Activities**

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>Civil Service</th>
<th>Perm.</th>
<th>Temp.</th>
<th>Exempt*</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MEDICAL EVALUATIONS</strong></td>
<td>04-05</td>
<td>05-06</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-employment evaluations</td>
<td>435</td>
<td>520</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-employment evaluations – drug testing only</td>
<td>422</td>
<td>398</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual physical evaluations</td>
<td>3,325</td>
<td>3,634</td>
<td></td>
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<tr>
<td>Other physical evaluations (includes return to work and fitness for duty)</td>
<td>492</td>
<td>493</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Medical Evaluations</td>
<td>4,674</td>
<td>5,045</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MEDICAL PROCEDURES</strong></td>
<td>04-05</td>
<td>05-06</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-employment drug screening collections</td>
<td>679</td>
<td>658</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Urinalysis</td>
<td>3,744</td>
<td>3,977</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Immunizations</td>
<td>239</td>
<td>238</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vision tests</td>
<td>3,863</td>
<td>4,118</td>
<td></td>
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</tr>
<tr>
<td>Hearing tests</td>
<td>4,204</td>
<td>4,364</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pulmonary function tests</td>
<td>1,635</td>
<td>1,396</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrocardiogram (EKG)</td>
<td>2,082</td>
<td>2,276</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blood alcohol analysis (for DUI arrestees)</td>
<td>331</td>
<td>294</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DNA sample collections (for felony arrestees)</td>
<td>116</td>
<td>143</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Medical Procedures</td>
<td>16,893</td>
<td>17,464</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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).**

Recruiting and retaining employees continues to be a major concern for the Health Services Division. Medical personnel are in short supply and we have to compete with major hospitals, clinics and physician offices for our employees. We ended the fiscal year with two critical vacancies. We plan to add a new medical assessment specialist to our staff next year. This will enable us to have full coverage during times of sick leave and vacations, as well as enhancing our em-

DHR-142
During the year we continued our multiple-year cycle of replacement of aging medical equipment, reference books and journals. This year we replaced our 25 year-old vision tester and some aging office furniture. In November, we provided flu shots to 750 city employees. This was the first time this program has been offered city-wide. Next year, we hope to reach at least 1,500 employees.

Recognizing the importance of a drug free workplace, this year we brought the medical review officer (MRO) function back within the City, allowing us to provide faster turn around on all positive drug tests. The MRO provides analysis and follow-up for pre-employment and random drug testing for various city employees. This year he reviewed 3,435 individual drug tests, of which 12 were positive for drug usage. This included new employees, and employees of the Honolulu Police and Fire departments. Other city employees, including drivers of commercial vehicles, are tested separately.

We continued to review and revise our physical examination procedures, making them more relevant to today’s job requirements and the Americans with Disability Act (ADA). By eliminating hematocrit testing, which has no relevance to job performance, and bringing the MRO program back in-house, we were able to realize annual savings of approximately $10,000, which could be applied to other more critical program areas. We will continue to question and review our procedures in the division, making changes where necessary, to better reflect “best industry standards.”

The Employee Assistance Program provided a total of 745 individual service sessions (face-to-face or phone counseling of at least 20 minutes duration) to 197 City employees and their significant others. Of this number, 162 employees were new to the program and 35 returned for new or different services. Group counseling sessions were provided to 61 work groups, including critical incident stress debriefings. The program also provided 370 management consultations and 36 management-training sessions on subjects including workplace violence prevention, stress, conflict resolution, personal development and substance abuse. The number one problem continued to be employee job stress, followed by chemical dependency, marital and family issues and other miscellaneous problems.

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>851,720</td>
<td>851,185</td>
<td>826,565</td>
<td>887,346</td>
<td>897,667</td>
</tr>
<tr>
<td>Current Expenses</td>
<td>24,968</td>
<td>26,740</td>
<td>24,805</td>
<td>27,787</td>
<td>31,263</td>
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<tr>
<td>Equipment</td>
<td>0</td>
<td>0</td>
<td>1,561</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>876,688</td>
<td>877,925</td>
<td>852,931</td>
<td>915,133</td>
<td>928,930</td>
</tr>
<tr>
<td>Funded Positions</td>
<td>19</td>
<td>18.5</td>
<td>18</td>
<td>18</td>
<td>18</td>
</tr>
</tbody>
</table>

Safety Branch Activities

Staff safety specialists inspected various work sites for compliance with the Hawaii Occupational Safety and Health Law and recommended corrective action as necessary. The safety specialists continued to review and investigate accidents and injuries, making recommendations as appropriate. They also responded to departmental requests for guidance in matters concerning safety and health and hazard pay. Injury and workers’ compensation statistics were compiled, evaluated and summaries distributed to city agencies to help in their efforts to develop, refine and improve their safety, training and return to work programs.

The Vehicle Accident Review Committee (VARC) met each month to review accidents involving city vehicles (excluding HPD and BWS). The committee held hearings on 321 vehicle accidents this fiscal year. As a result, 216 of these accidents were found to be avoidable. Each driver received notification of the committee’s decision with recommendations to prevent similar accidents.

The Safe Driver Recognition and Awards Program recognized 290 employees for sustained superior driving performance. Of these drivers, 93 received awards for 11 or more years of accident-free driving.
Table 2 summarizes the City’s lost-time incidence rate and vehicle accidents for the past five fiscal years. The incidence rate is the number of disabling (lost-time) injuries in a given year for each 100 employees (200,000 hours worked). Avoidable accidents include BWS but not HPD.

### Table 2
#### Lost-Time Incidence Rate and Vehicle Accidents

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Lost-time Injuries</th>
<th>Incidence Rate</th>
<th>Avoidable Accidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>2001-02</td>
<td>579</td>
<td>6.3</td>
<td>233</td>
</tr>
<tr>
<td>2002-03</td>
<td>515</td>
<td>5.8</td>
<td>229</td>
</tr>
<tr>
<td>2003-04</td>
<td>483</td>
<td>5.4</td>
<td>203</td>
</tr>
<tr>
<td>2004-05</td>
<td>429</td>
<td>4.8</td>
<td>194</td>
</tr>
<tr>
<td>2005-06</td>
<td>452</td>
<td>5.0</td>
<td>246</td>
</tr>
</tbody>
</table>

### Workers’ Compensation Branch Activities

During the year, the division processed 1,825 new or reopened workers’ compensation claims in addition to 1,413 claims carried forward from the previous year, for a total of 3,238 claims. With 10 full-time equivalent claim adjuster positions, this represents an average of 324 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

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>01-02</th>
<th>02-03</th>
<th>03-04</th>
<th>04-05</th>
<th>05-06</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Active Claims</td>
<td>1,485</td>
<td>1,615</td>
<td>1,502</td>
<td>1,466</td>
<td>1,413</td>
</tr>
<tr>
<td>Claims Opened or Reopened</td>
<td>2,139</td>
<td>2,114</td>
<td>2,190</td>
<td>1,933</td>
<td>1,825</td>
</tr>
<tr>
<td>Claims Closed</td>
<td>2,009</td>
<td>2,227</td>
<td>2,226</td>
<td>1,986</td>
<td>1,682</td>
</tr>
<tr>
<td>Continuing Active Claims</td>
<td>1,615</td>
<td>1,502</td>
<td>1,466</td>
<td>1,413</td>
<td>1,556</td>
</tr>
<tr>
<td>Claims Per Adjuster</td>
<td>403</td>
<td>310</td>
<td>308</td>
<td>283</td>
<td>324</td>
</tr>
</tbody>
</table>

The City recovered $60,725 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 207 disabled employees. This included employees needing temporary modified work during periods of medical recovery and those requiring permanent job reassignments because they could not return to their usual and customary work.

Table 4 summarizes the City’s workers’ compensation expenditures for the last five years. Total workers’ compensation expenditures decreased $1,931,079 (13.3%) from the prior fiscal year. Expenditures for indemnity decreased 33%, temporary disability (wage replacement) benefits increased 3.5% and medical expenditures decreased 6%.

### Table 4
#### Workers’ Compensation Direct Expenditures

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Disability</td>
<td>3,312,928</td>
<td>3,748,866</td>
<td>3,683,251</td>
<td>3,520,533</td>
<td>3,642,872</td>
</tr>
<tr>
<td>Indemnity</td>
<td>3,973,332</td>
<td>4,789,471</td>
<td>4,837,171</td>
<td>5,029,619</td>
<td>3,357,324</td>
</tr>
<tr>
<td>Medical</td>
<td>4,624,629</td>
<td>4,432,193</td>
<td>5,227,760</td>
<td>4,225,753</td>
<td>3,962,788</td>
</tr>
<tr>
<td>Claim Management</td>
<td>449,883</td>
<td>604,200</td>
<td>599,043</td>
<td>597,765</td>
<td>522,885</td>
</tr>
<tr>
<td>Special Fund Assessment</td>
<td>777,650</td>
<td>1,109,379</td>
<td>1,040,161</td>
<td>866,464</td>
<td>799,719</td>
</tr>
<tr>
<td>Medical Bill Audit/Payment</td>
<td>381,678</td>
<td>412,669</td>
<td>376,180</td>
<td>314,148</td>
<td>337,615</td>
</tr>
<tr>
<td>TOTAL</td>
<td>13,520,100</td>
<td>15,096,778</td>
<td>15,763,566</td>
<td>14,554,282</td>
<td>12,623,203</td>
</tr>
</tbody>
</table>

Table 5 shows city workers’ compensation expenditure and injury statistics. There were 53 fewer claims filed for workers’ compensation benefits than the previous fiscal year. However, the number of lost-time injuries increased by 23. Over the last four years, the number of claims filed decreased 14%. Table 6 summarizes workers’ compensation expenditures and new claims by city department or agency.
Table 5
Comparison of Injury and Expenditure Statistics

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Compensation Expenditures</th>
<th>Percent Change</th>
<th>Number Of New Claims</th>
<th>Percent Change</th>
<th>Lost Time Injuries</th>
<th>Percent Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-02</td>
<td>13,520,100</td>
<td>+11.7</td>
<td>1,693</td>
<td>+02.7</td>
<td>579</td>
<td>-11.1</td>
</tr>
<tr>
<td>02-03</td>
<td>15,096,778</td>
<td>+04.4</td>
<td>1,738</td>
<td>-01.4</td>
<td>515</td>
<td>-06.2</td>
</tr>
<tr>
<td>03-04</td>
<td>15,763,566</td>
<td>-07.7</td>
<td>1,713</td>
<td>-09.4</td>
<td>483</td>
<td>-11.2</td>
</tr>
<tr>
<td>04-05</td>
<td>14,554,282</td>
<td>-13.3</td>
<td>1,552</td>
<td>-03.4</td>
<td>429</td>
<td>+05.4</td>
</tr>
<tr>
<td>05-06</td>
<td>12,623,203</td>
<td></td>
<td>1,499</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 6
FISCAL YEAR 2005-06

<table>
<thead>
<tr>
<th>Department/Agency</th>
<th>Total Cost ($)</th>
<th>New Claims</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Water Supply</td>
<td>667,610</td>
<td>75</td>
</tr>
<tr>
<td>Budget and Fiscal Services</td>
<td>84,977</td>
<td>4</td>
</tr>
<tr>
<td>City Clerk</td>
<td>59,629</td>
<td>1</td>
</tr>
<tr>
<td>City Council &amp; Council Services</td>
<td>939</td>
<td>0</td>
</tr>
<tr>
<td>Civil Defense</td>
<td>1,504</td>
<td>1</td>
</tr>
<tr>
<td>Community Services</td>
<td>21,447</td>
<td>4</td>
</tr>
<tr>
<td>Corporation Counsel</td>
<td>1,190</td>
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<tr>
<td>Customer Services</td>
<td>336,580</td>
<td>24</td>
</tr>
<tr>
<td>Design and Construction</td>
<td>3,932</td>
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<tr>
<td>Emergency Services – Administration</td>
<td>13,550</td>
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</tr>
<tr>
<td>Emergency Services – EMS</td>
<td>495,817</td>
<td>73</td>
</tr>
<tr>
<td>Emergency Services – Ocean Safety</td>
<td>415,758</td>
<td>39</td>
</tr>
<tr>
<td>Enterprise Services – Excluding Golf</td>
<td>168,048</td>
<td>37</td>
</tr>
<tr>
<td>Enterprise Services – Golf Courses</td>
<td>35,541</td>
<td>9</td>
</tr>
<tr>
<td>Environmental Services – Administration</td>
<td>3,848</td>
<td>6</td>
</tr>
<tr>
<td>Environmental Services – Wastewater</td>
<td>530,730</td>
<td>63</td>
</tr>
<tr>
<td>Environmental Services – Refuse</td>
<td>790,405</td>
<td>69</td>
</tr>
<tr>
<td>Facility Maintenance – Administration</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Facility Maintenance – Building &amp; Electrical</td>
<td>134,125</td>
<td>16</td>
</tr>
<tr>
<td>Facility Maintenance – Road</td>
<td>991,972</td>
<td>81</td>
</tr>
<tr>
<td>Facility Maintenance – Automotive</td>
<td>190,146</td>
<td>39</td>
</tr>
<tr>
<td>Fire</td>
<td>981,542</td>
<td>217</td>
</tr>
<tr>
<td>Human Resources</td>
<td>13,488</td>
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<tr>
<td>Information Technology</td>
<td>44,294</td>
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<tr>
<td>Liquor Commission</td>
<td>64,802</td>
<td>3</td>
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<tr>
<td>Managing Director's Office</td>
<td>11,815</td>
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<tr>
<td>Mayor's Office</td>
<td>11,712</td>
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</tr>
<tr>
<td>Medical Examiner</td>
<td>9,178</td>
<td>4</td>
</tr>
<tr>
<td>Parks and Recreation</td>
<td>945,286</td>
<td>116</td>
</tr>
<tr>
<td>Planning and Permitting</td>
<td>18,224</td>
<td>5</td>
</tr>
<tr>
<td>Police</td>
<td>435,029</td>
<td>603</td>
</tr>
<tr>
<td>Prosecuting Attorney’s Office</td>
<td>51,852</td>
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<tr>
<td>Royal Hawaiian Band</td>
<td>14,750</td>
<td>2</td>
</tr>
<tr>
<td>Transportation Services</td>
<td>31,881</td>
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<tr>
<td>Special Comp Fund Assessment</td>
<td>790,719</td>
<td>-</td>
</tr>
<tr>
<td>Medical Bill Audit/Payment Services</td>
<td>337,615</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL</td>
<td>12,623,203</td>
<td>1,499</td>
</tr>
</tbody>
</table>

LABOR RELATIONS AND TRAINING DIVISION

Major Functions

Coordinate contract administration within the City and with other jurisdictions; provide assistance to management on employee-employer relations, collective bargaining and training matters; participate in collective bargaining negotiations; represent the City as hearing officer in grievance meetings and serve as employer advocate in arbitration proceedings.

Plan, develop and implement personnel development and training programs to increase employee productivity; prepare
employees to assume broader responsibilities and improve the efficiency, economy, and quality of public service provided by employees.

**Labor Relations Activities**

City employees are represented by eight different bargaining units. The Labor Relations Branch represents the employer (the City) in labor-management activities. During the fiscal year, 202 grievances were filed at the employer level. (The chart on the following page shows the breakdown by departments and bargaining units.) Labor Relations staff issued 135 decisions, and resolved 27 grievances through settlement agreement. At the end of the fiscal year, 291 grievances were pending (at the employer level or arbitration).

There were 17 grievance arbitration awards rendered during the fiscal year. Of those, 13 awards were favorable to the City, including three terminations. The other cases in the City’s favor involved disciplinary suspensions, promotion/non-selections, allegedly improper investigation and transfer, and overtime. Arbitrators modified three grievances involving disciplinary actions, including a termination. The union prevailed in one grievance; that case involved the termination of a city worker as a result of drug testing but contained several flaws. At the end of the fiscal year, four grievances were pending arbitrators’ decisions (hearings concluded).

**STEP 2 and STEP 3 GRIEVANCES BY DEPARTMENT AND BARGAINING UNIT**

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOARD OF WATER SUPPLY</td>
<td>7</td>
<td>1</td>
<td>3</td>
<td>-</td>
<td>-</td>
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<td>-</td>
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<tr>
<td>COMMUNITY SERVICES</td>
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<td>-</td>
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<td>-</td>
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<td>DESIGN AND CONSTRUCTION</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>EMERGENCY SERVICES</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>ENTERPRISE SERVICES</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>ENVIRONMENTAL SERVICES</td>
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<td>4</td>
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<td>-</td>
<td>-</td>
<td>-</td>
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<td>FACILITY MAINTENANCE</td>
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<td>-</td>
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<tr>
<td>FIRE</td>
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<tr>
<td>MEDICAL EXAMINER</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>PARKS AND RECREATION</td>
<td>26</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>27</td>
</tr>
<tr>
<td>PLANNING AND PERMITTING</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>POLICE</td>
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<td>7</td>
<td>-</td>
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<td>49</td>
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<tr>
<td>ROYAL HAWAIIAN BAND</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>113</td>
<td>5</td>
<td>19</td>
<td>8</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>49</td>
<td>200</td>
</tr>
</tbody>
</table>

BU 1 BLUE COLLAR NON-SUPERVISORY (UPW)
BU 2 BLUE COLLAR SUPERVISORY (HGEA)
BU 3 WHITE COLLAR NON-SUPERVISORY (HGEA)
BU 4 WHITE COLLAR SUPERVISORY (HGEA)
BU 10 INSTITUTIONAL, HEALTH & CORRECTION WORKERS (UPW)
BU 11 FIRE FIGHTERS (HFFA)
BU 12 POLICE OFFICERS (SHOPO)
BU 13 PROFESSIONAL & SCIENTIFIC (HGEA)
Training Activities

Number of Training Hours Completed Through Training Branch-Sponsored Classes*

13,851 total training hours were completed by 2,743 employees who participated in Training Branch-sponsored Classes. The number of participants has increased by 26% over FY 05.

*Numbers do not reflect training sponsored or conducted by other departments such as computer training and other department-specific training.

This year, we were pleased to make management training and individual scholarships available through the mayor’s Project Management Office (PMO) for employees to attend seminars and conferences that showcase national best practices. Through our scholarship program, 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 returns.

Number of Participants in PMO-Sponsored Training & Scholarships

260

Overall Satisfaction of Training Session* FY 06

Employees participating in Training Branch-sponsored classes rate their satisfaction on a range of training components.
*Evaluations began 01/06

4.21
(5.0 scale)

Training Branch Activities and Highlights

This year, the Training Branch implemented new programs to increase the number of leadership sessions offered to our city managers and supervisors. In the area of leadership development, the Training Branch sponsored management issues forums, 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 trends and topics in leadership. These presentations included, but were not limited to: “How Eagles Dare – Critical Difference between Managing and Leading”, “Getting in Front of the Elephant – Earning Respect for Human Resources”, and “Ethics Update”. The Training Branch also sponsored leadership training sessions with Honorable Mayor Hannemann, the cabinet and staff.
In the area of supervisory development, the Training Branch offered a supervisory development curriculum:

- Conflict Resolution
- Discipline and Grievance Handling
- Drug and Alcohol Policies Training
- Effective Business Writing
- Ethics Training
- Fundamentals of Management
- Investigation 101

In the area of employee development, the Training Branch offered a series of employee development courses including, but not limited to:

- Budget and Fiscal Overview
- Customer Service Workshop
- First Aid / CPR
- Generational Differences
- Letters and Memos
- Prevention of Sexual Harassment
- Prevention of Workplace Violence
- Support Staff Seminar

For new employees, the Training Branch conducts new employee orientation. In new employee orientation, participants are welcomed to the City by various DHR personnel. Participants receive an introduction to city operations. Various mandatory policies such as prevention of sexual harassment and prevention of workplace violence are reviewed during this orientation.

**Trades Apprentice Program**

A total of 35 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 listed below.

**Apprenticeship Training Program**

<table>
<thead>
<tr>
<th>Department</th>
<th>Trade</th>
<th>Employees in Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Water Supply</td>
<td>Pipefitters</td>
<td>17</td>
</tr>
<tr>
<td>Facility Maintenance</td>
<td>Bridge and Heavy Construction Carpenters</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Fleet Mechanics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Heavy Construction Mason</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Line Electricians</td>
<td>10</td>
</tr>
<tr>
<td>Transportation Services</td>
<td>Traffic Signal Electricians</td>
<td>2</td>
</tr>
</tbody>
</table>
OVERVIEW
The City’s Department of Information Technology is charged with maintaining the City’s extensive
digital networks, thousands of workstations, phone systems, radio communications, mainframe com-
puters and data storage functions. In addition, DIT personnel advise the mayor and City Council on
other issues involving the deployment of advanced technology in areas including homeland security and
public access to information and services via the Internet.

MAYOR HANNEmann’S IT DIRECTIVES (SEPTEMBER, 2006)
Purpose Of Directive
This directive establishes the general policy on Information Technology (IT) services for the City and
County of Honolulu.

The General Strategy
To enable the City and County of Honolulu to best manage all of its IT resources, the Department of
Information Technology (DIT), under guidance from the IT Steering Committee (ITSC), shall develop
and direct an integrated network of computer resources that shall provide Information Technology and
telecommunications services to all City Agencies and authorized users. Through centralized manage-
ment of IT services, all users of the City’s network will be able to more effectively share data, informa-
tion, 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 Information Technology tasks at their own sites. DIT will make available
the necessary data, provide the tools, training, and any necessary assistance to enable users to attain
greater self-sufficiency.

The City also recognizes the continuing need to work in concert with the entire community — federal,
state and county agencies as well as the private sector and the public. The Department of Information
Technology (DIT) will continuously 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 part-
nerships;
• Improve opportunities for local tech startups.
• Look at ways to enhance economic development through technology

Assignment Of Primary Information Technology 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 devel-
oping 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 Information Technology 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.

28. Oversees the implementation and support of enhanced (E911) services Oahu-wide.

**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 tele-communications needs are adequately met, and computer resources are effectively managed, the director of each city agency will be responsible for the following areas:

1. Each department, with the assistance of DIT, shall develop long range and short range plans for utilizing information technology within their department. These plans shall be specific as to departmental priority. Planned projects should include anticipated benefits to be gained, such as increases in staff productivity and efficiency, lower operating costs, and/or anticipated increases in services to the public. Departmental plans shall be updated, as may be necessary, to reflect additions and changes;

2. Together with DIT, determine the priority and level of internal coordination necessary to adequately support all departmental IT activities, and delegate these responsibilities to appropriate departmental personnel;

3. Include in the department’s annual budget request, funding for those projects that have been given technical approval from the Department of Information Technology;

4. Present written requests to the Department of Information Technology for all IT services desired using the appropriate designated forms;

5. Request assistance from the Department of Information Technology on the need to train designated staff members in the use of standard IT hardware and software utilized within the City;

6. As the “owner agency” of electronic data files, provide the Director of Information Technology with written approval authorizing its release to other government agencies, private organizations, and the public

7. As an agency requesting the use of electronic data, obtain the consent for the use of data from the appropriate “owner agency.” The Department of Information Technology, as custodian of all electronic data files, will require approval for access from the “owner agency” prior to its release;

8. Develop and implement adequate departmental security procedures consistent with the security policies established by the Department of Information Technology;

9. As member of DIT Steering Committee, help to identify and prioritize all DIT project requests.

10. Develop a department Technology Risk Assessment with the help of the Department of Information Technology for backup/recovery and disaster preparedness.
DIT Responsibilities For All Non-City Users

The head of each non-city organization receiving Information Technology (IT) 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 Information Technology (IT) services, including personnel cost, data communication cost, hardware, software, and related machine processing cost.

Computer Equipment

The City’s computing facility consists of mainframe computers, midrange systems, servers, 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.

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 Information Technology, word processing, image processing, voice processing, and any technological changes that bring information directly to those who need it to effectively accomplish their goals. The agency heads will maintain primary responsibility for ensuring that application requirements are accurately met.

Security Policy

The Department of Information Technology is responsible for implementing a security system that ensures the accuracy and integrity of electronic data and prohibits unauthorized access to city-owned computer resources. The director shall designate a central security administrator to develop security policies, guidelines, and procedures. The user agencies will enforce the policies at the local site. The security system procedures will address the responsibilities of the owners of resources, the custodian of resources, the functions of departmental security administrators and the central security administrator, and individual accountability. The Director of DIT will act as head of Public Safety Oversight Committee.

Procuring And Augmenting The City’s It Staff

The Department of Information Technology shall periodically review staffing requirements and qualifications of applicants for open staff positions. The Department of Human Resources shall work jointly with the Department of Information Technology to ensure that qualified candidates are recruited and that the qualifications are unbiased and competitive with the industry. Contractors, student help and volunteers can supplement the permanent staff with permission from the managing director. Supplemental staff will be subject to the same security requirements as permanent staff members and will be held accountable for their activities.

Procuring Contract Services

The Director of Information Technology shall determine if contract services are necessary to accomplish priority tasks. When contract services are required, the Department of Information Technology will be responsible for integrating the resulting system into it’s existing workload, ensuring that adequate resources have been provided for subsequent system maintenance, and ensuring that the staff works closely with the contractor to be able to maintain the product or provide the same level of technical expertise upon termination of the contract.

All contracts for IT projects for the city and county require the approval of the director of DIT.
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 Information Technology 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 Information Technology 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 Information Technology system utilizes communication facilities.

USER - Any person, group of persons, or organization using city computer resources or benefiting from the Information Technology 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 Review For FY 2006
This year involved the kick-off of several major projects that will update and reshape DIT operations.

The director and his division chiefs established a system for prioritizing the approximately 140 live projects that were currently being handled by the department.

Projects were categorized using the following criteria:

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

Additionally, a new project management tool was created to consolidate reporting by the various divisions and managers in a central data base. This information is used to track the progress of each individual project and plot them on a GANTT chart to better facilitate management oversight.
Specific Achievements of DIT during FY 2006
During the fiscal year 2005-2006, the City’s DIT has completed many projects related to both past and current administrative directives.

A. Applications Division (Grace Cheng, Division Chief)

ERP RFP awarded
The largest project currently under way is the City and County of Honolulu Enterprise Resource Planning (CHERPSPS) project. The RFP was awarded to CGI-AMS and separate office space was established for the contractors team and city personnel assigned to this massive project. This is multi-million, multi-year project that will bring our city’s main enterprise software in line with contemporary best practices for IT management of large municipal operations. Beginning with Budget and Finance the project will then progress to Human Resources and other agencies.

Completed Projects:
1. Signature Verification System Enhancement (Project Manager: Lisa Agena)
2. EEO Complaints Tracking and History System (Project Manager: Allison Chang)
3. Automated Field Reporting (AFR) (Project Manager: Cheryl Yamane)
4. Driver License Re-write (Project Manager: Ed Loui)
5. HFD Inspection POSSE System (Project Manager: Jon Chinn)
6. Webshere WII Pilot (Project Manager: Preston Ko)
7. IAS World Web based RP system (Project Manager: Burt Masuda)
8. Performance Evaluation System (HPD) (Project Manager: Richard Do)
9. Document Management System (DocuShare) (Project Manager: Ralph Yasuhara)
10. Migration of GPS / AVL (Project Manager: Alvin Sunahara)
11. HFD HOSES GIS-based Applications (Project Manager: Walter Kuong)
12. e-Form Based Application Development (Project Manager: Richard Do, Analyst/Programmer: Stacey Toy)
13. Sewer IDA and IDA A/r Application Development Project (Project Manager Andy Yip, Analyst: Dennis Won)
14. CHRMS Pay Raises and Other Maintenance Project (Project Manager: Paul Chun, Analyst: Cheryl Yamane)
15. PC/Printer Replacement and Maintenance (Project Manager: Ralph Yasuhara)
16. Atiris Client Management Suite Implementation (Project Leads for CSR: Diane Shiraki / Sara Miyasaki)
17. Atiris Deployment Implementation (Project Manager: Ralph Yasuhara)
18. Tactical interoperable Communications Plan and Functional Exercise

Projects Nearing Completion:
1. Refuse Billing and Collection Re-write (Project Manager: Richard Do)
2. FileMaker Pro Development Project (Project Manager: John Quitoriano)
3. Synergen to PTA Interface (Project Manager: Andy Yip)
5. CLK-SVRS (election mainframe program) Enhancements (Project Manager: Lisa Agena)
6. ERP Project – Phase I/Integrated Financial Management System (Project Manager: Mark Uyeda)
7. NBC WiFi Project (Project Manager: Diane Shiraki)
8. Enhanced 911 (E911) – Phase I )Project Manager: Clement Chan)
10. HPD PSAP (911) Call Center Reconstruction
B. Operations Division (Herbert Ho, Division Chief)

Completed Projects:
1. Install CICS 2.2 on the Mainframe Computer (Project Manager: Jeff Eshima)
2. Mainframe Xerox Printer Replacement/XPAF & PDF Software for MP (Project Manager: Herb Ho)

C. Technical Support Division (Alvin Sunahara, Division Chief)

Radio Antennae Repair Underway
The City’s 24 communication towers that support police and fire department radio systems, a vital function of emergency services, are in a state of serious disrepair. DIT has embarked on a four-year, $25 million program of repair and replacement that will bring the system to an acceptable, hurricane resistant condition. Reconstruction has been completed on three vital tower locations with five more in their planning and design phase.

IP Phone Deployment
DIT staff continues to improve the city’s communication network and use it to replace the old phone systems with new voice over IP equipment (VoIP). These units will greatly reduce costs over conventional phone service, and, at the same time, allow for more advanced uses and features. DIT plans for agency by agency upgrading to VoIP beginning with completion of the Frank F. Fasi Municipal Building, the new Fire Department headquarters and Police substations.

Completed Projects:
1. HFD HQ IP Phone System (Project Manager: Clement Chan)
2. Finance Factors Building (Project Manager: Clement Chan)

Projects Underway:
1. Access Control and Monitoring System (ACAMS) (Project Manager: Gordon Bruce)
2. Computer Cyber Security (Project Manager: Brian Miyata)
3. 800 MHz Re-banding (Project Manager: Alvin Sunahara)
4. Telecommunications Leasing Program (Project Manager: C.J. Matsushige)

D. Administrative Division (Gordon Bruce, Director of DIT)

Wireless Chinatown Pilot
One area that holds much promise for economic development throughout our city is the proliferation of wireless broadband. We now have many WiFi hotspots throughout Oahu, and will eventually have contiguous coverage. The City has partnered with EarthLink to initiate WiFi coverage of Downtown’s Chinatown district. The City negotiated for free broadband WiFi service for the general public for a period of approximately one year. Installation of the network should begin in early 2007. This will serve as a test for technologies that could be deployed in other areas of Oahu.

Improve Internet operations
DIT continues to add interactive/transactional feature to our Web site, including new online building permit application processes that have shown great early use. There is also increased use and development of electronic forms for internal use by city employees.
Homeland Security Issues/Interoperability

There are few areas where the application of new technology can bring about such significant improvements as with public safety. The Department of Information Technology to work with our Police, Fire, Civil Defense and other departments to improve communications among all first-responders and establish interoperability standard. We have undertaken early planning activities for the eventually relocation of the Oahu Civil Defense Emergency Operations Center, and its consolidation with the Joint Traffic Management Center. DIT will specify and design the technology to empower this state-of-the-art nerve center for disaster and crisis management.

We will further charge our DIT people with identifying the best solutions for facilities security, including video surveillance and building access. We need to use the best new technologies to achieve a truly safer city for our city workers and our residents.

Projects Nearing Completion:

1. Adapt existing technology to new areas within the City (Project Manager: Gordon Bruce)
2. Projects Mandated by Charter Commission (Project Manager: Gordon Bruce)

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.

Please direct any specific inquiries regarding the operations and policies of the City Department of Information Technology to: gbruce@honolulu.gov, Gordon Bruce, Director of DIT, City and County of Honolulu, 650 South King Street, 5th Floor, Honolulu HI 96813-3017
OFFICE OF THE MAYOR
MANAGING DIRECTOR’S OFFICE
Mufi Hannemann, Mayor
Wayne M. Hashiro, Managing Director
Trudi S. Saito, Deputy Managing Director
Jeffrey J. Coelho, Executive Advisor

Two thousand five marked the centennial of the City and County of Honolulu, and a series of accomplishments assured that the year would be memorable for its substance as much as its celebration.

Pearl Harbor
The new fiscal year opened with a crisis as Pearl Harbor Naval Shipyard was placed on the federal Base Realignment and Closure Commission’s list for potential closing or down-sizing. The shipyard is Honolulu’s largest industrial employer, with 4,300 civilian employees and 800 military personnel.

Mayor Mufi Hannemann immediately flew to Washington, D.C., joining Hawaii’s Congressional delegation and state and local business leaders to lobby to stop the closure. The commission ultimately voted 5-4 to add Pearl Harbor, but seven votes were needed for its inclusion.

Hannemann commended the four BRAC commissioners who voted to oppose the addition of Pearl Harbor, particularly James Hansen and James Bilbray. He spoke personally with Hansen before leaving for Washington and told him how important the shipyard is both militarily and economically for Honolulu, as did Congressman Neil Abercrombie. Hannemann noted the efforts of Senator Dan Akaka and Senator Dan Inouye, as well as his friend, then-Senate Minority Leader Harry Reid, for helping convince commissioners that including Pearl Harbor Naval Shipyard on the list was “not the right thing to do.”

Public-Private Partnerships
Collaboration between government, businesses, and non-profit organizations was a major theme of the Hannemann administration during the year. A number of these partnerships yielded significant benefits for the City, with some of the more prominent described below.

Chinatown: This year, for the first time ever, the City encouraged the three largest organizations in Chinatown to cooperate on sponsoring a single Chinese New Year celebration, saving themselves and the City considerable time and expense on what had been, for many years, separate observances benefiting from considerable in-kind taxpayer support. The 2007 Lunar New Year observance will feature a month-long festival that builds on this theme of community-wide cooperation.

Ag Theft: Hard-working farmers beleaguered and frustrated by the theft of their crops led the City to join with the Oahu Farm Bureau, Prosecuting Attorney, and Honolulu Police Department to give these small business owners a voice and develop ideas to curb this crime.

Honolulu Zoo: The Honolulu Zoo constructed a new home for orangutan Rusti and his companion, Violet; opened a modern veterinary clinic; and dedicated the Keiki Zoo, with the City, Honolulu Zoo Society, and private donors underwriting the cost of these much-needed improvements.

Construction Training: The City spearheaded a partnership with the Building Industry Association of Hawaii to develop a $4.8-million construction training facility, using a federal grant the City will help

The City opened several new facilities at the Honolulu Zoo, in partnership with the Honolulu Zoo Society and others.
to secure. With between 10,000 and 26,000 more construction workers needed in the next few years, this program will go a long way toward training them.

**City Lights:** The ever-popular Honolulu City Lights for years has been a cooperative venture of City volunteers and private benefactors, and 2005 saw City Lights introduced to Kapolei, largely through the efforts of business and community groups, including the Friends of Honolulu City Lights and City and County of Honolulu Federal Credit Union.

**Centennial Celebration:** The centennial of the City and County of Honolulu was celebrated with a hundred events held in conjunction with the Honolulu Centennial Commission, which was appointed by the mayor and City Council. One of the highlights was the Honolulu Centennial Family Festival at Magic Island, an event that rekindled “small-kid time” memories by highlighting the City’s focus on family events and the reestablishment of old traditions. It had been several decades since Magic Island had been the site of a carnival-type event, and 60,000 people turned out for the festivities. The Honolulu Advertiser, which helped sponsor the centennial, also observed its 150th anniversary with the largest birthday cake in Honolulu history. The cake, unveiled in the courtyard of Honolulu Hale, was large enough to feed 10,000 people.

**Waimea Bay:** In January 2005, Waimea Valley was saved from development through the combined efforts of the City; U.S. Army, through the Trust for Public Land; Office of Hawaiian Affairs; State Department of Land and Natural Resources; National Audubon Society; the landowner and his representative; and mediator Clyde Matsui. The mayor was determined that the issue be resolved without resorting to a trial, and that the City, which had originally committed $5 million for the property, not have to spend a penny more than budgeted. The balance of the $14-million settlement came from the other parties.

**Pupukea-Paumalu:** A spillover benefit of the City’s success with Waimea Valley was the opportunity to assure the Trust for Public Lands and Army that the City would work with them and their partners to save the Pupukea-Paumalu parcel from development.

**Ka Wai Nui Marsh:** The administration continued its efforts to resolve conflicts with the Department of Land and Natural Resources over the stewardship of Ka Wai Nui Marsh in Windward Oahu. The City prepared documents to convey the marsh to the state, while offering to continue to maintain the marsh’s Onewa drainage canal and turning over an amphibious excavator to aid in conservation projects. The issue remained unresolved as of the end of the fiscal year, despite an attempt by the Legislature to enact legislation approving the City’s proposed arrangement.

**Cabinet Changes**
The mayor announced several cabinet changes during the fiscal year:
Jeff J. Coelho, the managing director, was named the mayor’s executive advisor and director of the Department of Customer Services;
Wayne M. Hashiro, director of the Department of Design and Construction, was appointed managing director;
Melvin N. Kaku was appointed director of the Department of Transportation Services, replacing long-time City hand Edward Hirata;
Joan A. Manke, senior advisor for the Department of Customer Services, was named executive secretary of the Neighborhood Commission;
Baybee Hufana-Ablan, who had been Neighborhood Commission executive secretary, was appointed senior advisor for the Department of Emergency Services;
Danilo “Danny” Agsalog, senior advisor for the Department of Emergency Services, assumed a similar post with the Department of Customer Services;
Hubert P. Minn was selected to become the senior advisor for the Department of Customer Services; and
Craig I. Nishimura became deputy director of the Department of Design and Construction.

Conference of Mayors
Despite his standing as a relative newcomer among mayors, Mayor Hannemann was selected by his colleagues in the U.S. Conference of Mayors to serve on the group’s advisory board. He was elected to one of nine seats open on the 30-member board, becoming the first mayor from Hawaii to hold a national leadership position with the organization since Mayor Neal Blaisdell served as the group’s president in 1965-66. Then, in June, he was named chairman of the organization’s Standing Committee on Tourism, Arts, Parks, Entertainment and Sports.
The U.S. Conference of Mayors is a non-partisan national organization whose members are the mayors of America’s 1,183 cities with populations of 30,000 or more.

Fasi Municipal Building
The mayor proposed the renaming of the Honolulu Municipal Building in honor of former Mayor Frank F. Fasi, who served the City for more than two decades. The City Council immediately adopted a resolution to that effect. A ceremony to mark the occasion was to be held in July 2006.

Budget
Mayor Mufi Hannemann signed into law the City’s operating and capital improvement budgets for the 2007 fiscal year, which began July 1. Approved were Bill 28 (2006), C.D. 2, the City’s $1.5-billion operating budget, and Bill 29 (2006), C.D. 2, the capital budget of $680.7 million.
In approving the measures, Hannemann said, “In my state-of-the-City address in late February, I described our budget as ‘no-frills,’ a budget that reflected the consistency of our spending priorities. Our focus has been, and continues to be, 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.
“It’s noteworthy that spending on sewers and sanitation will account for more than half—$356.6 million, or 52 percent—of our total capital spending this coming year, a clear indication of the condition of our aging infrastructure. We’ll also be spending $44 million on road repairs.
“The other priority is traffic relief, where we’ve budgeted $50 million as the next step in our efforts to build a modern mass transit network based on a light rail system. So many people have devoted so much time to this effort to bring us this far, and this appropriation will show decision-makers on Capitol Hill, and potential private sector investors, that Honolulu is closer than ever to realizing its dreams.”
Hannemann credited the City Council for its support of the spending package. Said the mayor, “The members of the Council had to make some tough decisions on the budget. Given our current spending priorities, they had to decline many requests from their constituents for nice-to-have projects. That took courage and fortitude. But their support for this budget will mean a better quality of life for this generation and those to come, and that kind of long-term outlook is commendable.”

Highlights of the Fiscal Year 2007 budget included:

**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
- Honolulu treatment plant solids handling ....................................................... $22 million
- Honolulu 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
- Islandwide street rehabilitation ($10 million for storm damage repairs) .......... $44 million
- North-South Road construction ................................................................. $33.1 million
- Kuapahe 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, islandwide ..................................... $1.25 million
- Bridge rehabilitation and improvements, islandwide ................................ $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 FY2006) $1.5 million
- Honolulu Municipal Building fire sprinklers ............................................ $5 million
- Kapolei corporation yard (includes FY2006 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
- Buses and handi-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
Mayor Hannemann also signed into law the following measures on June 23:


**Bill 81 (2005), C.D. 2**, relating to real property tax valuations, provides a one-time real property tax discount of $200 against the taxes owed for an owner’s home for the 2006-2007 tax year, provided the property was granted a home exemption for that tax year.

**Bill 30 (2006)**, relating to authorizing the issuance and sale of general obligation bonds and bond anticipation notes, authorizes the City to issue and sell bonds and notes in the maximum principal amount equal to the aggregate amounts appropriated in the Fiscal Year 2007 capital improvement program budget.

**Bill 31 (2006), C.D. 2**, relating to revenue-enhancing opportunities for the Department of Enterprise Services, will enhance the City’s revenue-generating opportunities at the Blaisdell Center and Waikiki Shell through provisions for co-promotion of events, adjustments in arena percentage rent caps, and displacement of non-profit organizations to the Waikiki Shell to permit the use of the Concert Hall for events that will offer greater financial benefit, be of significant public appeal, and offer an attraction to the community that would not otherwise be available.

**Bill 32 (2006), C.D. 1**, relating to admission fees for the Honolulu Zoo, increases the Honolulu Zoo’s admission rate for non-residents 13 years of age and older from $6 to $8 per person.

**Bill 33 (2006), C.D. 1**, relating to the transit fund, prevents transit project money from being commingled with the City’s General Fund, provides tighter budgetary control and accountability of the revenue collected for transit purposes, and facilitates drafting of the Comprehensive Annual Financial Reports.

Mayor Hannemann said, “This measure will guarantee that all revenues we collect for our transportation improvements will be devoted exclusively to those projects. Past raids on the sewer fund to pay for high-maintenance, nice-to-have construction projects have shown us the unfortunate consequences of a lack of oversight and accountability of City finances.”

The mayor approved the following budget-related measure on June 20, 2006:

**Bill 34 (2006), C.D. 2**, relating to the Special Reserve Fund, changes the name of the fund to the Reserve for Fiscal Stability Fund, amends its purpose, and changes the provisions under which deposits and expenditures are made.

Mayor Hannemann said, “I continue to maintain that the City needs to set aside a reserve, a savings account, if you will, for that rainy day. A natural disaster, a severe economic downturn such as we experienced in the wake of the first Gulf War or September 11, or any number of unforeseen crises would place a severe burden on the public sector, and particularly on a City government that oversees our first-responders, maintains the public infrastructure, and is on the front lines in any emergency. A fund also has the benefit of lowering our cost of borrowing money because it shows investors that we’re financially sound and prudent.

“I’m very grateful that the members of the City Council recognize the importance of this savings account and have taken the steps to make it a regular part of our budget.”

**Tax Proposals**

In December 2005, Mayor Hannemann had proposed $40 million in property tax cuts before he submitted his budget to the City Council.

In addition to the cuts, Hannemann proposed legislation to create a new homeowner classification of real property. Currently, homes on Oahu fall into either improved residential or apartment classifications.

“This will allow the City to distinguish owner-occupied houses and apartments from other property, and thus enable us to address more directly those property owners most affected by rising assessments,” said Hannemann. The measure was not adopted by the Council.

He also established a Mayor’s Tax Policy Committee to work with his administration and the City Council in drawing up tax policies that are equitable and help those most in need of relief.

**Asset Management**

The Asset Management Review Team was created as an outgrowth of the Mayor’s Review, a comprehensive look at City finances and operations that was completed in the opening months of the Hannemann administration.

The blue-ribbon panel of 11 business leaders was established in May 2005 to examine all 700 parcels of real estate owned by the City and how the City manages them. Jeffrey Dinsmore, former Victoria Ward general manager and vice president of development-Hawaii Region for General Growth Properties, was chairman.

The review team found the City lacks a comprehensive and coherent policy or strategy to manage its assets. That has resulted in a number of more specific obstacles and situations, such as Block J being “sold” several times. The team found many of the assets do not relate to the City’s core missions and divert resources from other, more essential properties. The review team recommended that the City develop a clear and consistent policy for asset management that takes into account city priorities and that asset management be consolidated under an asset manager.
The team made several specific recommendations that it feels will realign the City’s asset portfolio with its priorities. They include selling City-owned affordable rental housing properties and their associated commercial and parking areas, while ensuring that the properties are kept in affordable rentals; selling one of the three City golf courses in the Waipahu-Ewa area (West Loch, Ewa Villages, and Ted Makalena); redeveloping the Kaimuki parking lots; and establishing a public-private partnership to manage the Honolulu Zoo.

The City has since retained an asset management consultant, who is developing a strategy for managing the City’s assets and who will assist the City in reviewing and selling assets. No firm decisions had been made to dispose of City property as of the end of the 2006 fiscal year.

Sewers
Sanitation projects—meaning sewers and other waste disposal—will account for the largest single item in the City’s capital improvement budget for the 2007 fiscal year.

Upgrades to the Sand Island Waste Water Treatment Plant, valued at $176 million, are continuing, as is work on the Kalaheo Avenue sewers in Kailua and modifications to the Ala Moana pump station. Sewer reconstruction in the Wanaao Road and Keolu Drive areas of Kailua, with a price tag of $31 million, was scheduled to begin in the middle of 2007. Other planned sewer projects include Renton Road, Halona Street, Kaneohe Bay Drive, and Houghtailing Street, as well as Waimalu, Kalihi, Nuuanu Valley, Wilhelmina Rise, Waialae Iki, Kuliouou, and Waimanalo. The emergency replacement of the Niu Valley force main continued during the year, as did work at Fort DeRussy, the Hart Street pumping station and Honouliuli waste water treatment plants.

Beachwalk Emergency Bypass
On March 24, after weeks of intense rain, a 42-year-old existing force main ruptured on Kaiolu Street in Waikiki. The City had already initiated planning for a new permanent force main to begin in 2007 when the rupture occurred, but acted immediately to construct a temporary emergency bypass to prevent the need for any further diversions until the permanent line is completed.

The City activated an emergency design and construction team to build a temporary bypass line in the Waikiki area to prevent future diversions from the existing wastewater force main. The bypass generally parallels the existing 42-inch force main. It was to originate at the Beachwalk Wastewater Pump Station in Waikiki, tunnel below ground along Kaiolu Street across the Ala Wai Canal to the mauka bank, then be submerged on the Ala Wai Canal bottom to the Ala Moana Boulevard bridge, and terminate near the Diamond Head entry to Ala Moana Beach Park. The 7,200-foot line was expected to be completed by the end of 2006.

Solid Waste and Recycling
One of the mayor’s early priorities was bringing equity to no-call, regularly scheduled, bulky-item and white-goods pickup by expanding the service island-wide. The City launched this service last March on the Leeward Coast and added the North Shore and Windward Oahu to Kahaluu later in the year. The rollout continued during the fiscal year, with pickup coming to the Halawa-to-Makakilo area, followed by Wahiawa and Mililani in May, and Waimanalo, Kailua, and Kaneohe by the summer of 2006, circling the entire island.

The City also rolled out free, automated, curbside recycling of green waste. The City expects to reduce the amount of green waste sent to the landfill by 60,000 tons over the next two years, and increase that to 90,000 tons when the program reaches maturity.

Said Mayor Hannemann, “With respect to curbside recycling, we’ve grown accustomed to the notion that trash pickup is free and limitless. We have twice-a-week refuse pickup. We have twice-a-month green waste pickup. And we have once-a-month bulky-item pickup. We all expect this for free. Compounding the situation is the past administration committed more than $2.5 million to purchase and distribute 50,000 blue bins to homes, without a feasible plan to put them to use. That’s why next week we’re beginning “greencycling,” or free, automated, curbside recycling of green waste.

“In comparison, twice-monthly curbside collection of mixed recyclables would cost every household $300 per year, while removing only 20,000 tons of waste from the landfill. Lastly, the state’s HI-5 program is doing quite well, recycling a significant portion of the mixed material. The City plans to further support HI-5 by opening redemption centers on City grounds in Waikiki and Nuuanu and providing 40 more recycling bins at schools and other sites. Not only do we expect to
reduce waste by 19,000 tons, but we’re also helping schools and non-profit organizations to raise money.”

The City organized a well-received Discovery Recycling Fair in November 2005 to stimulate and encourage recycling. The Blaisdell Center event attracted more than 6,000 people, most of them students.

In late February, the mayor announced a partnership with Hawaiian Electric to explore new, alternative energy technologies fueled by municipal solid waste. If successful, the partnership should improve the City’s capacity to convert trash to energy, cut the amount of waste going to the landfill, and reduce Oahu’s dependence on imported oil.

The mayor vetoed Bill 37, which called for the closure of Waimanalo Landfill in 2008. In his veto, the mayor pointed out that the City Council was reversing a decision it made only 14 months earlier.

Hannemann argued, “There are enormous economic, logistic, and permitting challenges associated with that decision, particularly given that no alternative site has been recommended. Compounding the City’s predicament is the previous administration’s signing in 1999 of an agreement with the landfill operator, allowing for a 15-year extension, although they publicly promised later to vacate the dump site by 2008.”

He pushed for the Council’s inclusion of a community benefits package, to take effect in the 2007 fiscal year, to offset the burden of the landfill on Waianae Coast residents. He said at the time, “It is patently unfair to assume it’s okay for only one part of our precious island to be the repository for all of Oahu’s opala, and that the residents who live closest to the landfill will simply have to grin and bear it.”

The $2-million community benefits program consists of $1 million for grants for the district and $1 million for capital improvements, primarily park and beach improvements. Additionally, the administration will improve the Waianae Police Station and complete the Waianae emergency access road. The mayor planned to convene a committee of residents from Honokai Hale to Makua to decide how the grants will be apportioned.

### Mass Transit

During the year, the Department of Transportation Services continued its work on the Alternatives Analysis for the Honolulu High-Capacity Corridor Project. Community meetings, led by the mayor, were held to describe the project to residents. Meanwhile, the mayor and transit experts made numerous presentations to business and community groups, in preparation for the completion of the analysis and its submittal to the City Council in November 2006.

The mayor formed a Transit Solutions Advisory Committee and a Transit Finance Committee as a demonstration of the City’s commitment to keeping the public and policy-makers involved and informed throughout the process. A website and monthly newsletter kept interested parties abreast of the work.

The mayor cited the work in his state-of-the-City address in late February, crediting individuals and organizations for bringing the effort this far. Said Hannemann, “And nowhere were the rewards of a public-private partnership more successfully demonstrated than in our move toward a mass transit system that will meet the needs of Honolulu long into the future. We could not have come this far without a determined effort on the part of the entire community. What was remarkable was the diversity of support for transit: 19 Senators and 32 Representatives at the Legislature … Democrats, Republicans, and non-partisans … our most prominent business leaders and organizations, like the Chamber of Commerce … labor, particularly the building trade unions … the Honolulu Advertiser, Honolulu Star-Bulletin, and Pacific Business News … some Neighborhood Boards … and so many others.

“I would be remiss if I didn’t give credit to Senate President Bobby Bunda, Senate Vice President Donna Mercado Kim, House Speaker Calvin Say, Vice Speaker K. Mark Takai, and Majority Leader Marcus Oshiro; to transportation chairs Lorraine Inouye and Joe Souki; to money chairs Brian Taniguchi and Dwight Takamine; to Senate intergovernmental affairs chair David Ige; and to Governor Lingle for their backing. On the City Council, Nestor Garcia, Gary Okino, and Transportation Chair Todd Apo, all strong backers of mass transit, led the charge in working with our administration, headed by former Transportation Director Ed Hirata and transit planning chief Toru Hamayasu, to bring us to this point.”

### Parks

The administration continued to play catch-up with the City’s parks program. Among the requested budget items was $28 million for the 2007 fiscal year to repair or maintain parks facilities, including making ADA improvements, repairing gyms, reconstructing waste water systems, building restrooms at the Waipio soccer field, and making the necessary improvements to ensure the safety and longevity of these much-used sites. The City also planned to fill 38 vacancies, mostly maintenance staff, to clean parks that typically stay open 17 hours a day.

The Parks Department, which has been under-budgeted and short-staffed for years, made creative use of available resources to maintain its facilities. The department completed makeovers of four comfort stations using in-house labor. Among them were Oneula Beach Park and Kawanakaoa Neighborhood Park. In February, the City repaired two comfort stations on Magic Island with a team from YouthBuild Honolulu, a program operated by the Department of Community Services, joined Windward Community College and the parks staff to replace fixtures, paint, and install new partitions at Ala Moana Park.

In March, the City Department of Parks and Recreation announced Ala Moana Regional Park would be closed nightly to the public for a month beginning late that same month, with a three-day shutdown of the park in late April for long-needed maintenance.
The park was closed to people and vehicles from 10:00 p.m. to 4:00 a.m. daily. The April closure enabled the Parks department to thoroughly clean all comfort stations, paint structures and comfort stations, repair potholes and restripe parking lots, repaint curbs, do comprehensive landscape maintenance, repair picnic tables and park benches, move sand to depleted areas, and make other improvements. The closure and work proved to be so successful that the night-time closure was made permanent in June.

The City also helped bring Hawaii Winter League Baseball back to Oahu. When the league was here in the late 1990s, then-Councilman Hannemann had worked with the Harris administration to open Hans L’Orange Park in Waipahu as a venue, and the league decided to return there for the 2006 season. Hawaii Winter Baseball has attracted some of the top players in Major League Baseball and the Japanese pro leagues.

**Drugs**

The administration formed a select task force on drug use, with the specific mission of making the City and County of Honolulu the most knowledgeable collection of employees in Hawaii on identifying and managing drug disorders. The group, chaired by Dr. William Haning of the John Burns School of Medicine, includes an impressive roster of Honolulu’s leading health care and drug intervention experts. Several cabinet members are ex-officio participants and U.S. District Attorney Ed Kubo and City Prosecutor Peter Carlisle are serving as honorary advisors. One of the group’s first tasks is to use money appropriated by the Legislature, and matched by the City, to support anti-drug activities.
MAYOR’S OFFICE OF CULTURE AND THE ARTS
Michael Pili Pang, Executive Director

The mission of the Mayor’s Office of Culture and the Arts (MOCA) is to promote the value of arts and culture throughout 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; perpetuate the artistic and cultural heritages of all Hawai’i’s people; promote a community environment that provides equal and abundant opportunity for exposure to culture and the arts in all its forms; and encourage and provide equal opportunity for the development of the culture and the artistic talents of the people of Honolulu.

MOCA strives to ensure the availability of a wide range of artistic experiences and to promote Oahu as a cultural destination. Guided by the belief and affirmation of cultural self-determination, MOCA works as a partner and catalyst for increasing opportunities, awareness and involvement in cultural activities. 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 staff and clerical support for the operation of the Commission on Culture and the Arts, including 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 office continues to manage the Art in City Buildings Program. The registrar completed the 2006 Annual Artwork Inventory on March 1, 2006, 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 862 objects in the collection. From 1968 to 2005, 26 objects have been removed from the City’s collection. The artwork collection database is continually being updated. Current records estimate a conservative preliminary value of over $8 million for the collection.

New acquisitions for the fiscal year included:

- Mural by Mark N. Brown, “Olapa Wai” (In the Style of Water), commissioned for the Veterans’ Memorial Aquatic Center at the Central Oahu Regional Park.
- Untitled mural by John Wisnosky commissioned for the Veterans’ Memorial Aquatic Center at the Central Oahu Regional Park.
- Mural by Mari Sakamoto, “Big Pool,” commissioned for the Veterans’ Memorial Aquatic Center at the Central Oahu Regional Park.
- Painting, “Honolulu City Hall,” completed in 2005 by Monica Hsu and gifted to the City by the artist.
- Two bronze firefighter figures, “Na Kanaka Kinai Ahi,” commissioned for the Honolulu Fire Department headquarters on South Street.
- Ceramic wall tile, “Center with Lines,” completed in 2005 by Douglas Kenney and purchased for the Art in City Buildings Program.
- Tapestry, “Paisley,” completed in 2005 by Eli Baxter and purchased for the Art in City Buildings Program.
- Set of three small bronze sculptures, “Mandoric Surferc” executed from 1998 to 2003 by Frank Sheriff and purchased for the Art in City Buildings Program.

Artwork acquisition funding was also used to install a sculpture entitled, “Nana I Ke Kumu” (Look to the Source), completed in 1995 by Michael Weidenbach. The sculpture was purchased by the City in 1999 for the grounds of the Mission Memorial Auditorium.
The Art Maintenance Program saw that 85 objects, mostly large-scale outdoor sculptures, are on a regular conservation cycle. Relocatable artwork, such as drawings, paintings, and prints, receive conservation treatment as needed and are placed or relocated as requested.

A major conservation treatment project was performed on the statue of Jose Rizal located on College Walk at North Beretania Street. The work was performed by Sculpture Conservation Studio of Los Angeles and completed in May 2006. The statue was brought back to its original appearance and will be maintained through regular conservation maintenance. The project received positive feedback from the community.

Another major conservation treatment was performed on the mural, “November Light,” located at the Medical Examiner facility. The work was performed by artist Donald Dugal and was completed in June 2006. This was the first time since the mural was installed in 1987 that any work was done to it. The artist reattached parts of the mural that had recently detached and performed a general cleaning.

The Artist Registry, with information on 700 artists, is maintained and utilized by the Commission on Culture and the Arts and local organizations for queries regarding artists or commissioning of artwork.

**Cultural and Arts Programs**

The Cultural and Arts Programs serve the people of Honolulu by providing assistance to artists, performers, cultural organizations, and cultural practitioners. Community and cultural organizations received support in the form of services, administrative assistance, and/or infrastructure for their events.

MOCA increased the grant program in fiscal year 2006 from six to 16 awards. These grants range from the commissioning of new works of music and dance to the preservation of cultural practices, such as the Ching Ming Festival, Maoli Arts Month, and Aloha Festivals. MOCA also supported the Hawaii Filipino and City and County of Honolulu’s centennial celebrations.

MOCA’s goal of establishing Honolulu Hale as the “front porch” to our city government has turned the spotlight on the need to refurbish Honolulu Hale to its grandeur. This goal has led to partnership opportunities with organizations such as the Korean Artist Association, which donated new display panels, and the Honolulu Centennial Commission, which led efforts to raise funds for the Honolulu Hale Hookipa Project.

The Mayor’s Office of Culture and the Arts manages civic spaces such as Honolulu Hale, Kapolei Hale, and the Mission Memorial Auditorium. The common areas of these buildings—the Honolulu Hale Courtyard, Lane Gallery, Third Floor walkway, and Kapolei atrium—are used to showcase the talents of visual artists. The Mission Memorial Auditorium is used during the day for city events; during the evenings and on weekends, cultural performances are presented by community organizations.

In the spring of 2006, MOCA partnered with the Hawaii Retail Merchant Association to highlight Hawaii’s unique aloha shirt with the “Wear Aloha” exhibit. The exhibit celebrated the 40th anniversary of the establishment of the Aloha Friday tradition. MOCA also supported the Hawaii Ikebana Association in producing a spring exhibit with Japanese floral arrangements at Honolulu Hale. At Kapolei Hale, the first Kapolei Jazz Festival was held to bring a unique blend of Hawaiian and jazz music to the people of West Oahu.
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. Programs such as the Kuhio Park Terrace – Parents and Children Together and the National Arts Program are intended to go beyond the art, as the exhibits are the tangible results of programs intended to expand opportunities for expression.

Within the past year, MOCA has focused on art as a means of stimulating economic activity. Programs such as those offered through the Hawaii Alliance for Arts Education, Hawaii International Jazz Festival, The ARTS at Marks Garage, Hawaii Theatre Center, and Alliance for Drama Education are examples of organizations that benefit from MOCA’s vision of a cultural economy.

**Collaborative Programming**

The Mayor’s Office of Culture and the Arts ensures that cultural activities are recognized, encouraged, and incorporated as an essential part of Honolulu’s social and economic life. MOCA works with organizations in a collaborative effort to plan and stage festivals and events. Collaborative programming fulfills the goal of making Honolulu one of the most culturally enriched cities in the world.

The year marked the 100th anniversary of the City and County of Honolulu. MOCA was charged with overseeing the events planned by a commission appointed by the mayor and City Council. One hundred events were held in conjunction with the Honolulu Centennial Celebration. The Honolulu Centennial Family Festival at Magic Island highlighted the City’s focus on family events and the reestablishment of old traditions. It had been several decades since Magic Island had a carnival-type event. An estimated 60,000 people attended the four-day festival. The 100th anniversary also gave businesses the opportunity to give back to the community. The Honolulu Advertiser, which is celebrating its 150th anniversary, organized a birthday party at Honolulu Hale that featured the largest cake in Honolulu’s history. The cake was large enough to feed 10,000 people. Event festivities were also incorporated on the Frank F. Fasi Civic Center grounds.

MOCA partners with various organizations to assist with celebrations. In August 2005, the Aloha Festivals returned to Honolulu Hale as the historic building was reestablished as the site for the Aloha Court investiture. The City sponsored a stage at the Waikiki Hoolaulea and Downtown Mele during the event, creating a venue for local artists. Other examples of collaboration included Honolulu City Lights, Martin Luther King, Jr., Coalition Celebration, King David Kalakaua Birthday Celebration, Prince Kuhio Celebration, Aloha Airlines’ Aloha Wednesday Concert, Hawaiian Music Hall of Fame Concert Series, various Korean performing arts events and a festival, 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; a monthly update of MOCA’s website, which provides information on events and exhibits related to the arts (http://www.co.honolulu.hi.us/moca/index.htm); and provision of entertainment and technical support for City and County of Honolulu events.
**Statistical Summary of FY 2006 Programs**

**Distribution of Calendars:** 56,400

**Art In City Buildings Program**

- Total Number of Pieces in the City Art Collection: 862
- New Acquisitions: 13
- Deaccession of City Art pieces: None
- Artists Enrolled in City Artist Registry: 700
- Preservation and Maintenance of City Art Collection: 85 Objects

Value of City Art Collection: $8 million (reflects available purchase records and does not include value of gifted items)

### Cultural and Arts Programs

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<tr>
<td>Cultural Festival</td>
<td>3</td>
<td>$15,000</td>
</tr>
<tr>
<td>Production of New Works</td>
<td>6</td>
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<tr>
<td>Performing Arts</td>
<td>5</td>
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<tr>
<td>Community Cultural &amp; Arts Orgs</td>
<td>7</td>
<td>$247,500</td>
</tr>
<tr>
<td><strong>Total Awards and Amount</strong></td>
<td><strong>21</strong></td>
<td><strong>$512,500</strong></td>
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</table>

### Collaborative Programming

<table>
<thead>
<tr>
<th>Collaborative Programming</th>
<th>Number of Events</th>
<th>Participating Artists</th>
<th>Attendees</th>
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</thead>
<tbody>
<tr>
<td>Community-Initiated Events</td>
<td>8</td>
<td>496</td>
<td>120,000</td>
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<tr>
<td>MOCA-Initiated Events</td>
<td>6</td>
<td>72</td>
<td>3,060</td>
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<tr>
<td>Honolulu Centennial (Major Events)</td>
<td>6</td>
<td>450</td>
<td>79,250</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>20</strong></td>
<td><strong>1,018</strong></td>
<td><strong>202,310</strong></td>
</tr>
</tbody>
</table>
**OFFICE OF ECONOMIC DEVELOPMENT**

The mission of the Mayor’s Office of Economic Development (OED) is to retain, expand, attract, and diversify the economy of Oahu by creating a nurturing, business-friendly environment. The office advises city agencies and programs on the economic development implications of their activities and works with City organizations, community groups, and other government entities to create economic development opportunities on Oahu and maximize the City’s revenue-producing potential.

The executive director represents the mayor on several key boards and is his primary advisor on matters related to Waikiki and other tourism locations on Oahu. The Honolulu Film Commissioner and the Small Business Advocate report to the director.

The Office of Economic Development differs from the State’s Department of Business, Economic Development & Tourism in that DBEDT is engaged in broad efforts to improve the state’s economy, while OED concentrates on business promotion and advocacy in Honolulu and looks to promote the county as a place to do business.

The OED funds, operates, and is responsible for targeted neighborhood economic development, small business advocacy and support, business development grants, the Honolulu Film Office, tourism, the Hawaii Tourism Authority-County Product Enrichment Program grants, sports tourism, and international protocol and sister cities.

**Targeted Economic Development**

With input from the Mayor’s Economic Development Task Force and Enterprise Honolulu, OED developed a Targeted Economic Development Proposals Plan. This plan looked at areas that were primed for economic revitalization, such as Chinatown, Kalihi, Kaimuki-Moliili, Kapolei, and the North Shore, and identified projects that have the potential to re-energize these areas as economic engines. Increased business activity has the benefits of generating additional direct revenue through higher property values and improving the livability of the area without City funding. Emphasis was placed on activities that use public-private partnerships. Using the Targeted Economic Development Plan as a guide, OED is working with the communities to coordinate economic summits geared toward implementation of proposed actions.

The first summit took place at the Hawaii Theatre in Chinatown in June 2006 and brought together more than 300 residents, businesses, community leaders, and other stakeholders to formulate an action plan on how best to revitalize Chinatown. OED is pursuing several proposals from the Chinatown Summit:

- In January, the City encouraged the three largest organizations in Chinatown to sponsor a coordinated Chinese New Year celebration.
- OED is working with the Honolulu Culture and Arts District to develop a public-private partnership for a façade restoration project along Hotel Street.
- In partnership with the Honolulu Culture and Arts District Association, OED successfully applied for the designation of Chinatown as a Preserve America Community Neighborhood, a national program implemented by the White House Advisory Council on Historical Preservation. First Lady Laura Bush took a few moments during her introduction of the President at a national press conference to congratulate Hawaii on its first Preserve American Neighborhood in May. This designation opens the door for federal grants to help preserve and highlight the best of Chinatown.

Other key initiatives from the Chinatown Summit included:

- **Homelessness:** Forming a public-private partnership to develop transitional housing for the homeless or small affordable units for families.
- **Culture and Arts Center:** Creation of an arts incubator in Chinatown modeled after the successful Arts at Marks Garage concept. The incubator will provide fledgling groups with business and administrative apprenticeships.
- **Events:** Organizing more First Friday-type events in partnership with businesses and other interested parties by providing seed money for a pilot movie event on Fort Street Mall.
- **Tourism:** Promoting Chinatown as a visitor attraction, using the ideas contained in the Oahu Strategic Tourism Plan spearheaded by the OED.
- **Federal Funding:** Taking advantage of the Preserve America Neighborhood designation, the first for Hawaii, to leverage federal funding for preservation projects.
- **Sister Cities:** Using the tenth anniversary in 2007 of Honolulu’s sister city relationship with Zhongshan, China, the birthplace of Dr. Sun Yat-Sen, to call attention to Honolulu’s influence on the revered leader.
- **Sports:** Increasing support for the Dragon Boat Festival and inviting Honolulu’s sister cities and Dragon Boat associations from around the world to participate in a grand finale of the racing season.
- **Bright Idea Mini-Awards:** Cooperating with the Ford Foundation and Hawaii Arts Alliance to make Bright Idea Mini-Awards for grassroots-generated ideas to revitalize Chinatown. The Ford Foundation donated $20,000, which American Savings Bank, Bank of Hawaii, Central Pacific Bank, First Hawaiian Bank, and Hawaii National Bank have matched.
• Internet: Negotiating a public-private partnership with Earthlink to test free broadband Internet access in Chinatown. In addition to personal and business applications, a wi-fi network can improve police video surveillance capabilities.

Small Business Advocacy
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 Small Business Resource Center (SBRC) 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 SBA, but from the Hawaii Women’s Business Center, Small Business Development Center, and Senior Corps of Retired Executives. The SBRC plans to expand in the near future to include several new partners.

Together with the U.S. Small Business Administration, the City’s advocate is planning a series of training workshops targeted for the West Oahu and North Shore communities, areas of rapid business growth. The workshops held at Kapolei Hale began in July 2005 and topics for the “Small Business Day in Kapolei” series included securing funding, resolving credit issues, and understanding employee benefits options.

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.

Business Development Grants
The purpose of business development grants is to highlight different areas of Oahu and to bring the unique differences of each community to the attention of both residents and visitors. Grants are also given to improve the business climate and generate jobs.

<table>
<thead>
<tr>
<th>FY2006 Grants</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sports Industry Development ..........</td>
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<tr>
<td></td>
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<tr>
<td></td>
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<td></td>
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<tr>
<td>Event Marketing Support</td>
<td></td>
</tr>
<tr>
<td>Rediscover Oahu ........................</td>
<td>20,000</td>
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<tr>
<td></td>
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<td>20,000</td>
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<td>20,000</td>
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</tr>
<tr>
<td></td>
<td>15,000</td>
</tr>
<tr>
<td>Kuhio Beach Torchlighting ............</td>
<td>60,000</td>
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<tr>
<td></td>
<td></td>
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<tr>
<td>Festivals and Cultural Events .......</td>
<td>12,500</td>
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<td></td>
<td>10,000</td>
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<tr>
<td></td>
<td>5,000</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2,500</td>
</tr>
<tr>
<td>Job Creation and Business Development</td>
<td>5,000</td>
</tr>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>50,000</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>15,000</td>
</tr>
<tr>
<td>Sister Cities and Ethnic Chambers ....</td>
<td>15,000</td>
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<tr>
<td>Other Economic Activities ............</td>
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<td>5,000</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>40,000</td>
</tr>
</tbody>
</table>
Honolulu Film Office

The Honolulu Film Office provides leadership in the planning and development of the film industry in the county; develops and implements marketing and promotional plans that promote Oahu as a premiere on-location filming destination and create a vibrant economic element in the new economy; and provides guidance, facilitation, and processing of permits and filming permissions for all levels of local, national, and international production, including feature films, television series and special episodes, national commercial spot production, print media and campaigns, cable access production, and student/amateur photography (film, video, stills, new media).

The HFO works with federal, state, and county agencies and boards, film unions and associations, community groups, and strategic partners in the private sector to develop the television-film industry in Honolulu, build local film industry infrastructure, and market, attract, and facilitate all levels of productions.

Oahu is the hub of production for the state and typically generates 50-75 percent of all statewide production expenditures, usually equaling or outpacing the combined totals of the Neighbor Islands. The 2005 calendar year saw an anticipated decline in annual production expenditures, anticipated because proposed tax legislation designed to maintain the momentum in production and correct the funding access problems with previous measures, failed to pass the 2005 Legislature. Estimated 2005 annual statewide figures are projected at $100 million, a decline of $63 million from 2004.

The Honolulu Film Office continued to work with the Hawaii Film and Entertainment Board Legislative Committee to convey to legislators the necessity of passing film incentive legislation in the 2006 session. These efforts were successful and were highlighted by a petition signed by more than 450 industry workers. The measure became Act 88 and was made available to filmmakers on July 1, 2006. Aggressive national and international marketing, both individually by the HFO and jointly with the state and other county film offices, is being developed to call attention to the passage of the new incentive.

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 other to maximize Oahu’s exposure and branding through film. During the year, the HFO was invited to join OVB’s Marketing Committee to build opportunities for film production and assist the OVB with coordinating meetings with key marketing executives in Hollywood.

Oahu Tourism

The OED director worked with a variety of community and business leaders to develop the Oahu Strategic Tourism Plan, a comprehensive vision of Oahu that is attractive to visitors, residents, and businesses; cooperated with the Waikiki Improvement Association on joint projects; and supported marketing the attractiveness of Oahu as a visitor destination.

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.

Events Funded for 2005

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Program</th>
<th>Amount Requested</th>
<th>Event Dates</th>
<th>Amount Funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ala Wai Watershed Association</td>
<td>Earth Day 2005</td>
<td>$36,000.00</td>
<td>4/27</td>
<td>$5,000</td>
</tr>
<tr>
<td>Bishop Museum</td>
<td>6th Annual Honolulu Harbor Festival</td>
<td>$10,000.00</td>
<td>November</td>
<td>$10,000</td>
</tr>
<tr>
<td>Cinema Paradise</td>
<td>Cinema Paradise Film Festival 2005</td>
<td>$20,000.00</td>
<td>4/28-5/5</td>
<td>$5,000</td>
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<tr>
<td>Filipino Community Center, The</td>
<td>13th Annual Filipino Fiesta &amp; Parade</td>
<td>$25,000.00</td>
<td>5/14-21</td>
<td>$10,000</td>
</tr>
<tr>
<td>Haleiwa Arts Festival $10,000</td>
<td>Haleiwa Arts Festival Eighth Annual Summer Event</td>
<td>$10,000.00</td>
<td>7/23-24</td>
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<tr>
<td>Haleiwa Main Street</td>
<td>North Shore Sunset on the Beach</td>
<td>$25,000.00</td>
<td>7/23-24</td>
<td>$18,000</td>
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<tr>
<td>Hawaii Alliance for Arts Education/</td>
<td>Downtown Honolulu Gallery Walk &amp; First Friday, Phase 2</td>
<td>$30,000.00</td>
<td>2005</td>
<td>$15,000</td>
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<tr>
<td>The Arts at Marks Garage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hawaii Ecotourism Association</td>
<td>Hoohui I Koolau</td>
<td>$19,700.00</td>
<td>2005</td>
<td>$10,000</td>
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<tr>
<td>Hawaii Korean Chamber of Commerce</td>
<td>Korean Festival</td>
<td>$100,000.00</td>
<td>1/15</td>
<td>$10,000</td>
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<tr>
<td>Hawaii Maoli</td>
<td>Prince Jonah Kuhio Kalaniana Ole Commemorative Celebration</td>
<td>$24,500.00</td>
<td>3/1-31</td>
<td>$25,000</td>
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<td>Hawaii Marketing Alliance</td>
<td>Wahiawa Pineapple Festival 2005</td>
<td>$20,000.00</td>
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<td>$20,000</td>
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<td>Hawaii Pacific University</td>
<td>HPU Intercultural Day</td>
<td>$30,998.00</td>
<td>4/22</td>
<td>$25,000</td>
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<tr>
<td>Applicant</td>
<td>Event Program</td>
<td>Amount Requested</td>
<td>Dates</td>
<td>Funded</td>
</tr>
<tr>
<td>-----------</td>
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<tr>
<td>Hawaii United Okinawa Assoc.</td>
<td>23rd Okinawan Festival</td>
<td>$100,000.00</td>
<td>9/3-4</td>
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<td>Hawaii Wellness Institute</td>
<td>2005 Health &amp; Wellness Celeb Expo</td>
<td>$60,000.00</td>
<td>Declined</td>
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<td>Lion’s Club International/ Wahiawa Lions Club, Inc.</td>
<td>Sunset in the Park at Schofield</td>
<td>$35,000.00</td>
<td>5/21-22</td>
<td>$18,000</td>
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<td>Moanalua Gardens Foundation</td>
<td>Cultural Tourism - MGF’s 28th Prince Lot Hula Festival</td>
<td>$35,000.00</td>
<td>7/16</td>
<td>$20,000</td>
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<tr>
<td>Moliiili Community Center</td>
<td>10th Anniversary</td>
<td>$10,000.00</td>
<td>October</td>
<td>$5,000</td>
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<td>National Audubon Society, Inc.</td>
<td>Waimea Valley Enrichment and Promotion Project</td>
<td>$31,200.00</td>
<td>2005</td>
<td>$25,000 [2 years]</td>
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<tr>
<td>Native Hawaiian Tourism &amp; funding</td>
<td>The Queens Tour of the Waikiki Historic Trail</td>
<td>$25,000.00</td>
<td>2005</td>
<td>$30,000 Group</td>
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<tr>
<td>Native Hawaiian Tourism &amp; Hospitality Assoc.</td>
<td>Destination Oahu - A Hawaiian Sense of Place</td>
<td>$25,000.00</td>
<td></td>
<td>Group funding</td>
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<td>New York City Triathlon LLC, dba Honolulu Triathlon Festival</td>
<td>Honolulu Triathlon Festival</td>
<td>$30,000.00</td>
<td>4/10-17</td>
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<tr>
<td>Nuuauu Merchants Association</td>
<td>New Markets and Expanded Events Schedule for NMA</td>
<td>$40,000.00</td>
<td>2005</td>
<td>$15,000</td>
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<td>Safe Zone Foundation Inc., The</td>
<td>GirlFest Hawaii</td>
<td>$42,000.00</td>
<td>9/3-11</td>
<td>$10,000</td>
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<td>Temari Center for Asian Pacific Arts</td>
<td>Na Keiki Aloha-The beloved children</td>
<td>$28,500.00</td>
<td>January to May</td>
<td>$20,000</td>
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<tr>
<td>Turtle Bay Resort</td>
<td>Honu Festival</td>
<td>$50,000.00</td>
<td>6/10-12</td>
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<tr>
<td>Valley of Rainbows, The</td>
<td>Waia‘ane Coast Sunset on the Beach 2005</td>
<td>$35,000.00</td>
<td>8/13-14</td>
<td>$18,000</td>
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<td>VSA</td>
<td>2005 Hawaii International Deaf World Music and Sign Language Festival and Symposium</td>
<td>$50,000.00</td>
<td>8/27</td>
<td>$10,000</td>
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<tr>
<td>Waimanalo Construction Coalition</td>
<td>Rediscover Oahu - Waimanalo Sunset on the Beach 2005</td>
<td>$25,000.00</td>
<td>9/10-11</td>
<td>$18,000</td>
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<tr>
<td>Waipahu Cultural Garden Park.</td>
<td>Marketing the ‘Living Village’ -</td>
<td>$65,000.00</td>
<td>2005</td>
<td>$50,000 (2 years)</td>
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<tr>
<td>West Oahu Sunset on the Plains</td>
<td>West Oahu Sunset on the Plains</td>
<td>$25,000.00</td>
<td>10/1-2</td>
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<tr>
<td>World Invitational Hula Festival</td>
<td>E Hoi Mai I Ka Piko Hula</td>
<td>$20,000.00</td>
<td>11/9-12</td>
<td>$10,000</td>
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</table>

**$475,000**

### 2006 HTA CPEP SELECTIONS

<table>
<thead>
<tr>
<th>Organization (Applicant)</th>
<th>Project</th>
<th>Project Dates</th>
<th>AWARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT Marketing</td>
<td>4th Waikiki Spam Jam</td>
<td>4/29/2005</td>
<td>$15,000</td>
</tr>
<tr>
<td>Dept. of Parks and Recreation</td>
<td>Lei Day Celebration</td>
<td>5/1-2</td>
<td>$40,000</td>
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<tr>
<td>Chinese Chamber of Commerce</td>
<td>Narcissus Fest</td>
<td>1/14-28</td>
<td>$15,000</td>
</tr>
<tr>
<td>Chinese Chamber of Commerce</td>
<td>Splendor of China</td>
<td>October</td>
<td>$5,000</td>
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<tr>
<td>Cinema Paradise</td>
<td>5th Film Fest</td>
<td>5/5-11</td>
<td>$15,000</td>
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<tr>
<td>Filipino Community Center</td>
<td>14th Filipino Fiesta &amp; Parade</td>
<td>5/13-14</td>
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<td>Forward Foundation</td>
<td>Oahu - Hawaii The Healing Garden</td>
<td>8/5</td>
<td>$5,000</td>
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<td>Haleiwa Arts Fest</td>
<td>9th Haleiwa Arts Fest</td>
<td>7/22-23</td>
<td>$12,000</td>
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<tr>
<td>Haleiwa Main Street</td>
<td>A Day in the Country</td>
<td>9/30</td>
<td>$10,000</td>
</tr>
<tr>
<td>Hawaii Alliance for Arts Education</td>
<td>Gallery Walk/First Friday</td>
<td>Year round</td>
<td>$25,000</td>
</tr>
<tr>
<td>Hawaii Korean Chamber of Commerce</td>
<td>Korean Festival</td>
<td>7/15</td>
<td>$15,000</td>
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<tr>
<td>Hawaii Pacific University</td>
<td>Intercultural Day</td>
<td>April</td>
<td>$10,000</td>
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<tr>
<td>Hawaii United Okinawan Assn</td>
<td>24th Okinawan Fest</td>
<td>Labor Day</td>
<td>$15,000</td>
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<tr>
<td>Hawaiian Plantation Village</td>
<td>multi-year (Carry over from 2005)</td>
<td>Year round</td>
<td>$50,000</td>
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<tr>
<td>Honolulu Culture &amp; Arts Dist Assn</td>
<td>Events Program</td>
<td>Year round</td>
<td>$30,000</td>
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<tr>
<td>Life Foundation</td>
<td>AIDS Walk for Life</td>
<td>4/23</td>
<td>$5,000</td>
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<td>Moanalua Gardens Foundation</td>
<td>Prince Lot Hula Fest</td>
<td>7/15</td>
<td>$30,000</td>
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<td>Moliiili Community Center</td>
<td>Discover Moliiili Fest</td>
<td>October</td>
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<tr>
<td>Native Books</td>
<td>Hawaii Cultural Programming</td>
<td>Year round</td>
<td>$20,000</td>
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</tbody>
</table>
Sports Tourism Program

The Office of Economic Development works closely with local sports associations and their national offices. With 52.7 million American adults attending an organized sports event, competition or tournament as either a spectator or as a participant in the year 2003, the sports travel market is a sector of immense potential. As Hawaii continues to emerge as one of the most sought-after meeting destinations in the world, Honolulu is also becoming a major player in the sports tourism arena.

Honolulu is well positioned to become a top destination for group sporting events and competitions. Besides boasting a moderate tropical climate year-round, Oahu offers competitors and spectators world-class accommodations and the infrastructure to hold events with over 40,000 participants. The 288.3-acre Waipio Soccer Complex, for example, equipped with 23 fields has already proven its worth. Since opening in 2000, the complex has attracted 30 major soccer events and has brought in revenues in excess of $25 million into our economy.

International Protocol and Sister Cities Program

Looking to the future, the Mayor’s Office is considering domestic sister city ties with selected counterparts on the U.S. mainland. Ties to our local community and economic payoffs will remain the guiding principles for establishing such relationships.

<table>
<thead>
<tr>
<th>Sister City</th>
<th>Date of Council Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiroshima, Japan</td>
<td>May 19, 1959</td>
</tr>
<tr>
<td>Naha, Okinawa</td>
<td>March 18, 1960</td>
</tr>
<tr>
<td>Bruyeres, France</td>
<td>November 1, 1960</td>
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<tr>
<td>Kaoshiung, Taiwan</td>
<td>September 4, 1962</td>
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<tr>
<td>Laog City, Philippines</td>
<td>July 15, 1969</td>
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<tr>
<td>Bombay, India</td>
<td>January 20, 1970</td>
</tr>
<tr>
<td>Seoul, South Korea</td>
<td>May 20, 1973</td>
</tr>
<tr>
<td>Funchal, Madeira, Portugal</td>
<td>September 19, 1979</td>
</tr>
<tr>
<td>Manila, Philippines</td>
<td>March 19, 1980</td>
</tr>
<tr>
<td>Tokyo, Japan</td>
<td>December 8, 1982</td>
</tr>
<tr>
<td>Hainan Island, China</td>
<td>February 27, 1985</td>
</tr>
<tr>
<td>San Juan, Puerto Rico</td>
<td>November 20, 1985</td>
</tr>
<tr>
<td>Cebu, Philippines</td>
<td>December 6, 1990</td>
</tr>
<tr>
<td>Baguio, Philippines</td>
<td>November 3, 1995</td>
</tr>
<tr>
<td>Hue, Vietnam</td>
<td>November 3, 1995</td>
</tr>
<tr>
<td>Zhongshan, China</td>
<td>June 18, 1997</td>
</tr>
<tr>
<td>Sintra, Portugal</td>
<td>August 5, 1998</td>
</tr>
<tr>
<td>Baku, Azerbaijan</td>
<td>August 5, 1998</td>
</tr>
<tr>
<td>Caracas, Venezuela</td>
<td>January 27, 1999</td>
</tr>
<tr>
<td>Mombasa, Kenya</td>
<td>August 9, 2000</td>
</tr>
<tr>
<td>Vigan, Philippines</td>
<td>March 19, 2003</td>
</tr>
<tr>
<td>Incheon, South Korea</td>
<td>August 6, 2003</td>
</tr>
<tr>
<td>Lugano, Vanuatu</td>
<td>September 24, 2003</td>
</tr>
<tr>
<td>Uwajima, Japan</td>
<td>January 14, 2004</td>
</tr>
</tbody>
</table>
POWERS, DUTIES AND FUNCTIONS

The Department of the Medical Examiner serves the public through the investigation of sudden, unexpected, violent and suspicious deaths. The purpose of such an investigation is to discover, document and preserve the medical, anatomic or evidentiary findings which will allow the department to determine the cause and manner of death, to identify the time of death and injury, to prove or disprove an individual’s guilt or innocence, to confirm or deny the account of how death occurred, to determine or exclude other contributory or causative factors to the death and to provide expert testimony in criminal and civil litigation.

Section 6-1305 of the 1973 Revised Charter of the City and County of Honolulu (2000 Edition) states, “When any person dies in the city as a result of violence or by a casualty or by apparent suicide or suddenly when in apparent health or when not under the care of a physician or when in jail or in prison or within twenty-four hours after admission to a hospital or in any suspicious or unusual manner, it shall be the duty of the person having knowledge of such death immediately to notify the department of the medical examiner and the police department.”

The Department of the Medical Examiner is staffed by physicians specialized in the area of forensic pathology, medical examiner’s investigators, laboratory technologists, autopsy assistants and clerical personnel. The physicians are board certified in the specialty of anatomic pathology as required and stated in Section 841-14.5 of the Hawaii Revised Statutes. The chief medical examiner and deputy medical examiner are board certified by the American Board of Pathology in anatomic, clinical and forensic pathology.

The department is accredited by the National Association of Medical Examiners (NAME). Accreditation by NAME is an endorsement that the department provides an adequate environment for a medical examiner in which to practice and provides reasonable assurance that the department well serves it jurisdiction. It is the objective of NAME that the application of the NAME standards will aid materially in developing and maintaining a high caliber of medicolegal investigation of death for the communities and jurisdictions in which they operate.

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.
One of the main objectives of the department is to increase and expand the knowledge of the trends affecting the lives of the citizens of Oahu. This is accomplished by having news media programs with special reference to drug-related deaths or risk factors associated with sudden infant deaths. Educational seminars with emphasis on child abuse, identification of risk factors of sudden unexplained infant deaths are conducted for law enforcement personnel, social workers of the Child Protective Services, and physicians. Educational seminars have been conducted with emphasis on prevention of elderly neglect/abuse to increase the public awareness in identification, intervention, and treatment for elders and their caregivers. Morgue tours for high school students are conducted with an informative presentation on drug-related deaths, speeding accidents, teen suicides, and other trends affecting the lives of our citizens, to provide a better perspective of how their actions and decisions can affect them as well as everyone else around them. The department participates in the multi-disciplinary Child Death Review System. Recommendations for decreasing the number of child deaths following an adequate interval study will be provided. Renewed emphasis has been and will continue to be placed on assisting local donor agencies to obtain consent for organ and tissue procurement. The department continues to participate in the Honolulu Heart Program that has been expanded to include aging studies of the brain in pre-registered participants. Scientific death investigation provides factual material and evidence for agencies involved in worker’s compensation, public health hazards and community health and disease.

The department offers 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, 2005-2006**

The office investigated 1813 deaths this past year as compared to 1697 in 2004-2005. Jurisdiction was assumed in 748 cases and autopsies were performed in 530 cases. In non-autopsied cases, complete external examinations and toxicological testing of body fluids were performed.

Authorization for organ harvesting was permitted on 18 cases. Of the 748 cases investigated, 341 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 .................................................. 1813
Jurisdiction assumed in ......................................................... 748
  Violent deaths ................................................................. 421
    Autopsied ................................................................. 330
    Not autopsied ......................................................... 91
  Violent deaths (undetermined manner) .............................. 46
    Autopsied ................................................................. 43
    Not autopsied ......................................................... 3
  Non-violent deaths ....................................................... 278
    Autopsied ................................................................. 156
    Not autopsied ......................................................... 122
  Historical remains ....................................................... 0
  Non-human artifacts ....................................................... 1
  Human remains ............................................................ 2
  Jurisdiction released to private physician death within 24 hours) .................................................. 722
  Attended/other deaths reported ......................................... 343

Total autopsies performed by Medical Examiner .............. 530
Total number of bodies transported to Morgue ................. 763
Total organ/tissue harvesting ........................................... 18
Total original scene of incident visited ......................... 341
Total unidentified skeletal remains (05-1117, 05-1408) ....... 2

LABORATORY PROCEDURES - CONDUCTED DURING FISCAL YEAR 2005-2006
Laboratory Chemical Tests ............................................. 820
Ethanol Tests ............................................................... 775
Toxicology Screen ......................................................... 1291
Toxicology Sent Out ..................................................... 284
Hematoxylin and Eosin Slides Prepared ......................... 3142
Special Slides Prepared ................................................. 150

Laboratory procedures that include toxicological analysis, blood alcohol determinations, preparation of microscopic slides for histological examinations and various other chemical analyses of different types of body fluids, continue to be a very important aspect of investigation of deaths occurring under our jurisdiction.

There have been an increased number of drug-related deaths. There is concern with regard to the rise in the number of deaths associated with the prescription narcotic painkiller, Oxycontin. Cocaine, heroin and methamphetamine continue to be detected in toxicological screens of deaths investigated by the Department. Methamphetamine continues to be associated with violent deaths.

REQUEST FOR REPORTS - FISCAL YEAR 2005-2006
Investigation and Autopsy Reports ................................... 978
Fees Collected .............................................................. $2,629.00
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 2005-2006
Budget Expenditures ....................................................... $1,152,124.49
  Salaries ................................................................. $974,578.38
  Current Expenses ..................................................... 177,546.11
  Positions ............................................................... 17

CLASSIFICATION OF VIOLENT DEATHS - FISCAL YEAR 2005-2006
The number of violent deaths increased slightly. There were 180 other accidental deaths this past year compared to 179 in 2004-2005. Falls (91) and poisoning (64) comprised the majority of the 180 victims.
NOTE: Some deaths are reported in 2 different categories.

BREAKDOWN OF HOMICIDE VICTIMS BY RACE - FISCAL YEAR 2005-2006

<table>
<thead>
<tr>
<th>Race</th>
<th>July-December</th>
<th>January-June</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caucasian</td>
<td>3</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Filipino</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Hawn/Part-Hawn</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Japanese</td>
<td>2</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Korean</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Samoan</td>
<td>2</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>All Other</td>
<td>5</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Total</td>
<td>14</td>
<td>7</td>
<td>21</td>
</tr>
</tbody>
</table>

BREAKDOWN OF HOMICIDE METHODS USED - FISCAL YEAR 2005-2006

<table>
<thead>
<tr>
<th>Methods Used</th>
<th>July-December</th>
<th>January-June</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asphyxia</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Blunt trauma</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Child Abuse</td>
<td>4</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Gunshot</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Knife wounds/Stabbing</td>
<td>3</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Sharp force trauma</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Other</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>14</td>
<td>7</td>
<td>21</td>
</tr>
</tbody>
</table>
### SUICIDE STATISTICS - FISCAL YEAR 2005-2006

<table>
<thead>
<tr>
<th>Method</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asphyxia</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Fall</td>
<td>8</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>Gunshot</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Hanging</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Knife Wound/Stabbing</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Sharp Force/Trauma</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Poisoning</td>
<td>2</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Sub-Total</td>
<td>14</td>
<td>9</td>
<td>23</td>
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</tbody>
</table>

### SUICIDE VICTIMS - FISCAL YEAR 2005-2006

<table>
<thead>
<tr>
<th>Age</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 thru 19</td>
<td>3</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>20 thru 29</td>
<td>11</td>
<td>5</td>
<td>16</td>
</tr>
<tr>
<td>30 thru 39</td>
<td>8</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>40 thru 49</td>
<td>12</td>
<td>9</td>
<td>21</td>
</tr>
<tr>
<td>50 thru 59</td>
<td>6</td>
<td>4</td>
<td>10</td>
</tr>
<tr>
<td>Over 60</td>
<td>7</td>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>47</td>
<td>26</td>
<td>73</td>
</tr>
</tbody>
</table>

### SUMMARY OF SUICIDES - FISCAL YEAR 2005-2006

<table>
<thead>
<tr>
<th>Month</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>4</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>August</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>September</td>
<td>3</td>
<td>4</td>
<td>7</td>
</tr>
<tr>
<td>October</td>
<td>6</td>
<td>5</td>
<td>11</td>
</tr>
<tr>
<td>November</td>
<td>3</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>December</td>
<td>2</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Sub-Total</td>
<td>18</td>
<td>12</td>
<td>30</td>
</tr>
<tr>
<td>2006</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>February</td>
<td>4</td>
<td>5</td>
<td>9</td>
</tr>
<tr>
<td>March</td>
<td>6</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>April</td>
<td>6</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>May</td>
<td>6</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>June</td>
<td>6</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>Sub-Total</td>
<td>29</td>
<td>14</td>
<td>43</td>
</tr>
<tr>
<td>Total</td>
<td>47</td>
<td>26</td>
<td>73</td>
</tr>
</tbody>
</table>

### TRAFFIC FATALITIES - FISCAL YEAR 2005-2006

<table>
<thead>
<tr>
<th>Type of Occupant</th>
<th>2005 Male</th>
<th>2006 Male</th>
<th>With Alc.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operator</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>31</td>
</tr>
<tr>
<td>Passenger</td>
<td>2</td>
<td>5</td>
<td>1</td>
<td>19</td>
</tr>
<tr>
<td>Pedestrian</td>
<td>5</td>
<td>7</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>Motorcyclist</td>
<td>5</td>
<td>6</td>
<td>5</td>
<td>11</td>
</tr>
<tr>
<td>Moped Rider</td>
<td>5</td>
<td>2</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>Bicyclist</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ATV</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Skateboard</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>28</td>
<td>35</td>
<td>20</td>
<td>98</td>
</tr>
</tbody>
</table>
WATER-RELATED DEATHS - FISCAL YEAR 2005-2006

There were 46 water-related deaths compared to 47 last year. Thirty victims died while engaged in ocean-related activities, in comparison to 29 last year.

<table>
<thead>
<tr>
<th>Location and Activity</th>
<th>MALE 2005</th>
<th>FEMALE 2005</th>
<th>MALE 2006</th>
<th>FEMALE 2006</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ocean</td>
<td>July-Dec</td>
<td>Jan-Jun</td>
<td>July-Dec</td>
<td>Jan-Jun</td>
<td></td>
</tr>
<tr>
<td>Body Boarding</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Diving</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Fishing</td>
<td>3</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td>Jet Ski</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Snorkeling</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Surfing</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Swimming</td>
<td>8</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>Bay/ Harbor/ Lagoon/ Pier</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Pond/ Canal/ Lake/ Stream</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Swimming Pool</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Other</td>
<td>22</td>
<td>14</td>
<td>5</td>
<td>5</td>
<td>46</td>
</tr>
</tbody>
</table>

INDUSTRIAL DEATHS - FISCAL YEAR 2005-2006

There were two job-related deaths this year compared to eight the previous year.

<table>
<thead>
<tr>
<th>Age</th>
<th>Synopsis</th>
</tr>
</thead>
<tbody>
<tr>
<td>69</td>
<td>Parachute instructor drowned when he landed in the ocean during a tandem jump with a tourist.</td>
</tr>
<tr>
<td>59</td>
<td>Mechanic sustained blunt force and crush injuries when he was pinned and run over by a bus as he was working on a panel behind the bus which was parked on an incline road.</td>
</tr>
</tbody>
</table>

OTHER ACCIDENTAL DEATHS - FISCAL YEAR 2005-2006

<table>
<thead>
<tr>
<th>Method</th>
<th>MALE 2005</th>
<th>FEMALE 2005</th>
<th>MALE 2006</th>
<th>FEMALE 2006</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asphyxia</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>5</td>
<td>12</td>
</tr>
<tr>
<td>Blunt Trauma</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Fall</td>
<td>29</td>
<td>27</td>
<td>15</td>
<td>20</td>
<td>91</td>
</tr>
<tr>
<td>Fire</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Poisoning</td>
<td>28</td>
<td>19</td>
<td>11</td>
<td>6</td>
<td>64</td>
</tr>
<tr>
<td>Other</td>
<td>4</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>Total</td>
<td>64</td>
<td>52</td>
<td>30</td>
<td>34</td>
<td>180</td>
</tr>
</tbody>
</table>

UNDETERMINED DEATHS (MANNER) - FISCAL YEAR 2005-2006

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-six 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.

<table>
<thead>
<tr>
<th>Method</th>
<th>MALE 2005</th>
<th>FEMALE 2005</th>
<th>MALE 2006</th>
<th>FEMALE 2006</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blunt trauma</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Fall</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Fire</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Poisoning</td>
<td>5</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>18</td>
</tr>
<tr>
<td>Unknown</td>
<td>7</td>
<td>4</td>
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POWERS, DUTIES AND FUNCTIONS

The implementation of the Neighborhood Board system began in 1972, when 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.

FY 2005 – 2006 HIGHLIGHTS

Neighborhood Commission Office

Neighborhood Commission’s Kapolei Office – NCO staff has co-located and now have office space on the third floor of Kapolei Hale in order to better serve the Leeward and Central neighborhood boards. The co-location of the staff office ensures that the boards and the general public have equal access to Neighborhood Commission staff. It also reaffirms Mayor Hannemann’s commitment to fully utilize Kapolei Hale and encourage the private sector to make use of the planned second city of Kapolei as a viable alternate location for offices.

Audit of the Neighborhood Board System – Pursuant to Resolution 04-387 adopted by the City Council, a performance audit of the Neighborhood Board System was conducted and completed in August 2006. The report examined various concerns and pertinent issues related to the neighborhood board system and offered recommendations to improve the system’s performance and effectiveness in serving the community. The audit was viewed as a positive baseline from which the neighborhood commission can review progress and measure success.

2007 Neighborhood Board Elections – Board members are elected for a two-year term. Planning is currently underway for the 2007 elections in which all 444 board seats on the 32 boards will need to be filled.

Training – With the help of the Managing Director’s Office and the State’s Office of Information Practices, three sunshine law training sessions were conducted for neighborhood board members and commissioners of City agencies on July 28 and August 29, 2005 and again on March 16, 2006. All Neighborhood Assistants also participated in a “Minute Taking” workshop in December of 2005.
Neighborhood Commission

Neighborhood Plan – During fiscal year 2006, the Neighborhood Commission’s Neighborhood Plan Committee continued its comprehensive review process of the 1998 Edition of the Neighborhood Plan. Plans are to schedule and hold public hearings for discussion of the proposed amendments by the end of 2006.

Formation of a Permitted Interaction Group – This Group was formed to consider the findings and recommendations of the Office of the City Auditor in its extensive audit of the neighborhood board system.

Attendance at Neighborhood Board Meetings – Commission members have continued to attend monthly neighborhood board meetings to observe and to better understand the needs of neighborhood boards.

NEIGHBORHOOD COMMISSION OFFICE PROGRAMS AND SERVICES

With positive direction from the managing director and cooperation from corporation counsel in reviewing numerous issues with legal implications, the Neighborhood Commission Office provided administrative and technical support services to the Neighborhood Commission and the Neighborhood Boards. The office also facilitated their City Charter-mandated functions to increase and assure effective citizen participation in the decisions of government.

The office operations are divided into two major and interdependent sections to strengthen operations and services: 1) Community and Elections Services which supports 32 neighborhood boards and the conduct of their biennial elections, and 2) Administrative and Office Services, which serves the commission and the boards, and provides communication and training services as well as housekeeping and office services. The duties and accomplishments of the office operations are expanded upon in the following sections.

Neighborhood Board Field Services – Accomplishments of our field staff included:

1. serving as the primary liaison between the boards, the Neighborhood Commission, and the city, state and federal governments,
2. providing documentation of board activities by producing and filing of meeting agendas, attending, recording and distribution of meeting minutes, and completing the written and oral requests generated by official board action,
3. Providing technical information on proper meeting procedures, city policies and programs, and
4. assisting 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 was provided to the commission during complaint hearings and any and all public hearings relating to the neighborhood boards’ more complex issues.

Section staff coordinated the fiscal expenditures for each neighborhood board through its centralized purchasing and accounting functions. Individual monthly statements were prepared for all 32 neighborhood boards to apprise each board 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 services the nine-member commission and handles all fiscal, personnel and property inventory matters.

The administrative staff also supports the Mayor’s Representative Program working with the Managing Director’s Office. The mayor’s representatives are members of Mayor Mufi Hannemann’s cabinet who attend board meetings to provide information as well as respond to community concerns by board members and residents at each neighborhood board meeting. Questions and concerns which need research are then forwarded to the appropriate departments by NCO. They are monitored to assure responses are received by the departments in time for the mayor’s representatives to discuss at the following board meeting.

Training and Educational Programs – Training and educational programs serve a vital function in providing basic skills and essential technical information to assist board members to effectively perform their tasks.

In October 2003, Council-initiated Ordinance 03-30 amended Chapter 3 of the Revised Ordinances of Honolulu by adding a new Article 12, requiring sunshine law training for elected neighborhood board members. The ordinance requires that “any board member whose date of taking office is after July 1, 2004 shall participate in the sunshine law training program within three months from the date of taking office.” Sunshine law training was initiated when the new administration began with the help of the Managing Director’s Office and the State’s Office of Information Practices. Three sunshine law training sessions were conducted this fiscal year for neighborhood board members and commissioners of city agencies on July 28 and August 29, 2005 and on March 16, 2006. In addition to these sessions, formal training was also conducted on the following subjects:

• A workshop on Minute Taking and Formatting was conducted on December 21, 2005 in which all Neighborhood Assistants were in attendance. The workshop was designed to increase the skills and professionalism of all Neighborhood Commission office staff.
• A special Sunshine Law training session was held on December 12, 2005. The sessions were specifically conducted for the individual board Chairs. Proctored by Les Kondo of the State Office of Information Planning, they were to
increase awareness and educate the board Chairs in attendance on the intent of the open government law to protect the people’s right to know and allow public participation.

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 in the development of listing neighborhood board meetings on public cable television. One of the more popular venues to view their neighborhood board in action, each board has tried to accommodate videotaping of their meetings within their individual Annual Budgets.

Web Site – Our active web site requires regular updates by staff to maintain the abundance of Neighborhood Commission information. The web site includes individual board web sites with agendas and minutes going back through 2001, as well as boundary maps for each board and board photos. Agendas and minutes for the Neighborhood Commission are also included as well as commissioner and board member directories, calendars of monthly board meetings, office staff and mayor’s representatives contact information and their board assignments. The Revised Neighborhood Plan, including proposed revisions, links to the Neighborhood Board Discussion sites, and election results for the elections of 2001, 2003, and 2005 can also be found on this site. Our NCO newsletter Ho’ike Lono is also posted on the web along with answers to Frequently Asked Questions and pictures of various events. In an effort to improve our access as well as cut costs, this web site includes a link to sign up for automatic e-mail of agendas and/or minutes for boards and the Commission.

Communication – In an average month throughout FY 2006, extensive communication-related services provided by staff allowed our 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, and certificates. Coverage of information and publicity press releases, publication of legal notices, writing related correspondence and technical reports were also a part of the NCO’s accomplishments.

Board surveys were distributed to identify neighborhood needs and to solicit neighborhood opinions. These served as tools to guide boards in setting priorities and recommendations. Survey results were subsequently communicated to neighborhood residents as well as proper officials and other government departments and agencies.

NEIGHBORHOOD BOARDS

All 444 board members are volunteers and 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

Our neighborhood boards are encouraged to provide their community an opportunity to express its needs and desires in the delivery of government services, including services provided by government, economic development and land use matters. The neighborhood boards were engaged in a variety of activities which included:

1. Listening to presentations and making recommendations on zoning and variance applications and permits and land use proposals, discussing its impact on the community, including traffic impacts, and submitting recommendations. Reviewing and making recommendations in support of a mass transit project, Bus Rapid Transit, bus routes and other municipal transportation needs, including bikeways, highway beautification projects and communicating traffic and highway concerns;
2. Raising concerns related to parks and making recommendations for park uses to include cultural and heritage uses, tot lots, bark parks and night closures;
3. 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;
4. Reviewing and making recommendations to the Honolulu City Council, Hawaii State Senate and House of Representatives.

In their role as neighborhood-based communication channels, the boards sponsored forums to hear platforms of political candidates and presentations from many organizations and associations. Other boards had special guest presentations on issues and concerns or projects that will affect all of Honolulu. Presentations included proposals for mass transit, development plans for Mauwai and Queen’s Rise on the Ka Iwi Coast, Kawela Bay development, Wai'alu Mauka Cluster housing, Franciscan Vistas residential care community, University of Hawaii, Frear Hall dormitory renovation and many others.

Environmental issues such as the many pending sewer projects, flood damage during February and March of 2006, water rights issues, graffiti task force, erosion and sinking of Likelike Highway were also part of many board agendas during FY 2006.
Community residents brought issues before the boards that were more personal and impacted the quality of their neighborhoods. Some issues were recreational in nature such as the Cambell Industrial Raceway Park, Kahalu’u Canoe Halau, Central Oahu Regional Park, along with many other park issues. Many land and zoning issues arose such as Waikiki re-development, planned housing, and the proposed rail transit system. In partnership with HPD, boards also participated in community activities to improve the quality of their neighborhoods. Neighborhood Watch groups, sign waving with HPD for Community Traffic Awareness Program (CTAP), involvement with Weed and Seed, Community Policing and Drug Abatement and Awareness programs were just a few of the many ways that the boards supported their individual communities.

Residents island-wide were able to view the following neighborhood board meetings on television on a delayed basis: Ewa Beach, Hawaii Kai, Kalihi Valley, Kailua, Manoa, North Shore, Palolo, Pearl City, Waianae Coast, Waimanalo, and Waikiki. Videotaping board meetings through arrangements with Olelo (cable television) continued 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 neighbor-
hoods and neighborhood boards. The commission is required to meet six times within a year to review and evaluate the activities, performance and operations of the neighborhood boards.

Members of the Neighborhood Commission during fiscal year 2005-2006 were as follows:

Grant Tanimoto, Chair
Sylvia Young, Vice-chair       Bernard Kaahanui
Clara Y. Ching                  Jeanette Nekota
Robin Makapagal                Sheila Apisa
Edward E. Gall                  Kalene Sakamoto

Commission Summary
This fiscal year the commission continued to meet on a regular basis. Their meetings were well attended by board members. Commissioners conducted several complaint hearings on neighborhood board operational inconsistencies, improper board meeting procedures and publication notices. The commission also voted to review and establish policy on the complaint process.

The commission successfully addressed the quorum concerns of the Kalihi-Palama neighborhood board by increasing awareness of the issue within the community and actually offering to transport members to the monthly board meeting. The Kalihi-Palama board may now formally acknowledge all concerns brought before them.

Two permitted interaction groups were formed within the commission to help to expedite two pressing issues facing the commission. The first group was established to continue review and revision of the 1998 revised neighborhood plan. This group met most Saturdays to move towards completion of a final draft. The draft will then be presented to the charter commission and also for public hearing. The second permitted interaction group was formed to consider the audit recommendations of the Office of the City Auditor. The audit report examined pertinent issues related to the neighborhood board system and offered opinions to improve the system’s performance and effectiveness in serving the community. While many issues have already been addressed, the group still continues to focus on better ways to involve more effective citizen participation regarding government decisions.
POWERS, DUTIES AND FUNCTION
The Oahu Civil Defense Agency (OCDA) is established by Section 128-13, Hawaii Revised Statutes, and Section 6-104, Revised Charter of the City and County of Honolulu. Functions of the Agency are to develop, prepare for and 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 Agency also coordinates the emergency management activities and functions of the City with those of the state and federal governments and other public or private organizations for emergency management within the county.

In performing these functions, we conform to the standards for local preparedness set forth by the Federal Emergency Management Agency by performing awareness, prevention, preparedness, coordinated response and recovery activities and planning.

Threats/hazards against which we direct our efforts include enemy attack; natural disasters such as hurricanes, earthquakes, tsunamis, flooding, high surf, and high winds; man-caused disasters such as aircraft crashes, radiological incidents, marine and inland oil spills, and hazardous material releases; and acts or threats of terrorism to include terrorist use of weapons of mass destruction.

HIGHLIGHTS
- Homeland Security Program
- Community Emergency Response Team
- Maunalani Heights Hazardous Materials Response

ORGANIZATION
Our authorized staff includes an Administrator, Plans and Operations Officer, Radiological Defense and Logistics Officer, Communications Officer, Disaster Preparedness and Recovery Officer, Education and Training Officer, Hazardous Materials Officer, Secretary, and Clerk. All staff positions are civil service.

A trained and dedicated civil defense volunteer force of approximately 150 individuals operates in support of OCDA and other City departments and agencies during response actions. To facilitate volunteer support, Oahu is divided into six volunteer civil defense districts. Each district functions under the direction and supervision of a volunteer district coordinator. Coordinators further subdivide their districts into smaller working areas led by team leaders. Team leaders have the responsibility to know their areas and anticipate the problems that may arise in the event of a disaster. The volunteers assist in accomplishing various preparedness and response actions. We have a positive program to support the volunteers, including funding for radios, safety equipment, meals while on duty, mileage reimbursement for personal vehicles, an awards program and monthly training classes to ensure volunteers are
The City and County of Honolulu is striving for NIMS implementation through the following:

City and County of Honolulu efforts to implement NIMS must include the following:

- Realization and disciplines in various areas — command and management, resource management, training, communications.
- Processes, procedures and systems. These processes and procedures are designed to improve interoperability among jurisdictions.

NIMS provides a set of standardized organizational structures such as the Incident Command System and standardized processes, procedures and systems. These processes and procedures are interoperable between the City’s first responders during the next emergency or catastrophic event.

Another critical goal is the establishment of the Community Emergency Response Teams (CERT) in the various communities around the City. Federal funding is available to ensure that the recruitment of CERT volunteers is ongoing and spearheaded by a contracted CERT coordinator.

Another OCDA goal is to ensure a balance between the focus and funding of the campaign against terrorism and an all-hazards strategy. 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. The most costly natural disaster in United States history, Hurricane Katrina, could easily be replicated in the Pacific basin. Our islands lie just north of what is considered the “hurricane corridor” of the Pacific, and we have been fortuitous in dodging many close calls since Hurricane Iniki in 1992. The City and County of Honolulu has experienced many types of natural disasters such as wildfires on the leeward coast that claimed 800 acres and threatened many homes and subdivisions.

A major goal for OCDA and the City is meeting National Incident Management System (NIMS) compliance standards. NIMS was developed to provide a system that would help emergency managers and responders from different jurisdictions and disciplines to work together more effectively in handling emergencies and disasters. Most incidents are handled on a daily basis by a single, local jurisdiction at the local level, often by fire personnel, EMS and law enforcement. Even for incidents that are relatively limited in scope, coordination and cooperation among the responding organizations ensures a more efficient result. When NIMS is adopted and used nationwide it will form a standardized, unified framework for incident management within which government and private entities at all levels can work together effectively. The NIMS provides a set of standardized organizational structures such as the Incident Command System and standardized processes, procedures and systems. These processes and procedures are designed to improve interoperability among jurisdictions and disciplines in various areas — command and management, resource management, training, communications.

City and County of Honolulu efforts to implement NIMS must include the following:

- Incorporate NIMS into existing training programs and exercises
- Ensure that federal preparedness funding is available for local NIMS implementation
- Incorporate NIMS into Emergency Operations Plans
- Promote intrastate mutual aid agreements
- Coordinate and provide NIMS technical assistance to local entities
- Institutionalize the use of the Incident Command System

The City and County of Honolulu is striving for NIMS implementation through the following:

- Formally recognized NIMS and adopted NIMS principles and policies through a City Council resolution.
- Identifying appropriate city second responders who should complete the NIMS Course: “National Incident Management System (NIMS), An Introduction” IS 700. This independent study course developed by the Emergency Management Institute (EMI) explains the purpose, principles, key components and benefits of NIMS.
- Establish a baseline by determining which NIMS requirements the City has met. Clearly state what NIMS concepts and protocols have been implemented. If gaps in compliance with NIMS are identified, the City should use existing...
initiatives such as the Office for Domestic Preparedness (ODP) homeland security grants programs, to develop strategies for addressing those gaps.

The Honolulu Fire Department has volunteered to lead these efforts with the support of the Oahu Civil Defense Agency and Hawaii’s State Civil Defense.

One public education goal the agency met for FY 2006 was to commemorate the 60th anniversary of the 1946 tsunami. The 1946 tsunami, responsible for 161 deaths statewide—including six on the island of Oahu—was the most deadly tsunami event to affect our islands in recent history.

Educational commemorative programs included meeting with the community leaders in Kahana Valley to gather oral history, development of a tsunami educational program, coordinating activities with State Civil Defense and the Pacific Tsunami Museum in Hilo and identifying a volunteer tsunami memorial coordinator who was responsible for development of a permanent educational display placed at the City’s’ Hanauma Bay Nature Preserve.

Homeland Security Program

OCDA continues to manage and facilitate grants received from the U.S. Department of Homeland Security (DHS). These funds have been allocated to the City’s first responders and support agencies to purchase personal and support equipment and specialized vehicles to prevent or respond to acts of terrorism against the people of Honolulu. These acts may involve chemical or biological agents, or radiological, nuclear, and explosive devices (CBRNE). Funds were also provided to departments for the purpose of attending conferences, workshops and meetings to expand their knowledge and training in an effort to combat terrorism.

OCDA also facilitated the development of goals and objectives for the City to 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 terrorism 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 four major functional areas for combating terrorism: Prevention, Preparation, Response, and Recovery. The City has received about $37.1 million since FY 2001 to implement this plan, which was adopted by HUAWG in FY 2004. The Honolulu Police department (HPD) received $11.8 million, the Honolulu Fire Department (HFD) received about $8.8 million and the remaining $16.5 million was divided among OCDA, Department of the Medical Examiner, Planning and Permitting, Emergency Medical Services, Facilities Maintenance Security, Board of Water Supply, Environmental Services and the Department of Information Technology.

HUAWG has produced a Tactical Interoperable Communication Plan, which addressed communication among first responders. During this period, HFD continued to refine their 800 MHz system, and 800 MHz radios were provided to our City EMS vehicles to further enhance the goal of interoperability among the first responder community. Testing of the planned interoperability is going well with technical support being provided by DHS.

OCDA is currently updating the City Emergency Operating Plan (EOP) based on guidance outlined in the new National
Incident Management System (NIMS) and the National Response Plan (NRP). Final drafts were reviewed by City agencies in FY 2006. The City, through OCDA, 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 OCDA. The program trains groups of individuals who could self-activate in the event of a catastrophe and to provide assistance in their neighborhoods before emergency responders arrive. They are trained in emergency management awareness, first aid/CPR, light fire suppression, light search and rescue, and damage assessment. For the third consecutive year, DHS funded this program through citizen corps grants, allowing OCDA to purchase equipment (helmets, vests and backpacks) for the teams. Funding has allowed CERT to expand the instructor corps, train more teams, and purchase additional equipment (work and nitrile gloves, flashlights, first aid kits, goggles, and dust masks.) Continued CERT funding will provide for additional recruitment, training, community outreach and additional public awareness activities.

MITIGATION

StormReady and TsunamiReady
OCDA has been working with federal, state, county and the private sector to determine the best way to increase public storm-ready and tsunami-ready awareness. As a result sign verbiage has changed, two sign sizes are now available and several locations have been identified for storm-ready and tsunami-ready sign placement.

Mass Management Tool
To improve the ability of the Emergency Operations Center (EOC) to initiate and manage mass evacuations, OCDA participated in the development of the Mass Management Tool (MMT). OCDA worked closely with the U.S. Army Corp of Engineers and Federal Emergency Management Agency (FEMA), who sponsored and funded the development of the MMT. Oahu is the only county to have this product and will be the test bed before it is offered to the other counties.

County Hazard Mitigation Planning
Hurricane mitigation became the main county effort, with safe or hurricane resistant rooms being the focus. This is an ongoing effort. 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.

Hurricane Shelter Resurvey Program
OCDA participated in the statewide shelter criteria committee. The committee’s purpose was to define new protective hurricane shelter criteria for the State. The committee was comprised of representatives from all the counties, State Civil Defense, University of Hawaii Structural Engineer Department and structural engineers from the private sector. The committee reviewed and compared the American Red Cross shelter standard, several state shelter standards and international shelter standards. In developing the news state shelter criteria, the committee also took into account the requirements of special needs individuals and pets. The resulting state shelter criteria was submitted to the State Legislature, via State Civil Defense, in January, 2006.

Bioterrorism Response
OCDA continues working relations with the State Department of Health (DOH) and Healthcare Association of Hawaii (HAH). These entities would assist the City during either a bioterrorism attack or a zoonotic outbreak. The DOH represents the Public Health response and the HAH represents private hospital and clinic responses. Close liaison and planning resulted in regular meetings with both entities together with the entire response community. As a result, there are improved plans and protocols established for a possible outbreak, whether from a terrorist attack or from a release.

Hawaii Emergency Planning and Community Right-to-Know Act (HEPCRA) Facility Visits
Oahu Civil Defense 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
The Oahu Civil Defense Agency continued its close association with the Campbell Local Emergency Action Network (C.L.E.A.N.). OCDA identified an interactive educational video for hazardous materials and will work with C.L.E.A.N. to introduce the program. OCDA also participated in the review of the 2006 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 2005 Pearl City-Waipio Gentry Project to prepare hazardous materials assessments of facilities in those areas was completed in September 2005 and presented to the Pearl City Neighborhood Board. A 2006 project to assess businesses in the Kakaako–Waikiki areas was initiated, with a projected September 2006 completion date. These projects are funded by a grant from the Department of Transportation Hazardous Materials Emergency Response Program (HMEP), and are the third and fourth installments, respectively, to update the City’s Hazardous Materials Plan.

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 State Department of Agriculture now provides information on agricultural sales to further identify facilities that store or handle hazardous materials. A presentation on LEPC activities was also given to the General Contractors Association as part of an outreach program to educate businesses on the Hawaii Emergency Planning and Community Right-to-Know Act.

The LEPC facilitated another C.L.E.A.N. donation of $8,000.00 to sponsor five additional HFD personnel to attend the 2005 Continuing Challenge HAZMAT Workshop in Sacramento, California. LEPC members also attended the Hazmat Expo Conference in Las Vegas, Nevada and the 2006 National Association of SARA Title III Program Officials (NASTTPO) & HMEP Grants Conference in Little Rock, Arkansas.

- **LEPC Exercises**
  - Navy Table Top Exercise
- **LEPC Hazmat Training**
  - Radiobiology Program
  - Navy Nuclear Propulsion Program
  - HAZWOPER Refresher
- **LEPC Tours – Coordinated/Participated**
  - HECO
  - Pearl Harbor Environmental Programs
- **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 OCDA communications systems to 800 MHZ is 97 percent completed. Eighty percent of the volunteers are equipped. Radios were programmed and issued to users on a priority basis. New upgraded radios were added for Federal Interoperable compliance. Fifty-five portable and 10 mobile additional APCO Project 25 compliant radios were added during this period.

The Siren Warning System coverage continues to improve. OCDA and State Civil Defense personnel are in the planning phase of adding additional sirens to the network. Several sirens were replaced, and new sirens installed.

The Radio Amateur Civil Emergency Service (RACES) organization continued to expand its emergency services to the community and the City. RACES deployed amateur radios in 50 percent of fire stations and several repeaters in planning for possible deployment of amateur radio operators.

**Hawaii Emergency Preparedness Executive Committee (HEPEC)**

OCDA continues to participate in this coordination and information group organized to facilitate interaction between the armed services and the emergency response community and to share matters of common interest. Topics and issues discussed in these meetings included:

- Statewide hurricane exercise
- Interaction with the JRAC-HI
- Coordinated exercise schedules
- Weapons of Mass Destruction training
- Chemical support team

**Emergency Food**

OCDA maintained 132 cases (12 meals per case) of Meals-Ready-to-Eat (MRE) to be used as emergency food for city EOC staff. An agreement with the U.S. Army allows rotation of unused meals before their expiration date at no additional cost.
TRAINING

Civil Defense Staff

Civil defense 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: OCDMA continues to send responders from key departments of the City to train at the US Department of Homeland Security facility in Socorro, New Mexico. They were sent for one-week sessions to hone their skills in responding to WMD terrorism bombings incidents, and to become trainers in bomb awareness programs.

Civil Defense Volunteers

Civil defense volunteers received the following training:

- Domestic Preparedness Program
- Review of Hurricane and Tsunami Standard Operating Procedures
- Shelter Selection Criteria
- Hazard Material Familiarization
- Volunteer Activation Policy
- Shelter Operations
- HPD Traffic Control Procedures
- NWS Hurricane Season Review
- New Volunteer Orientation
- Volunteer Manual Review
- CERT Training
• 800 MHz Radio Operations
• High Surf SOP Review
• Flash Flood/Flood SOP Review
• Incident Command System Orientation

Courses Presented by Oahu Civil Defense Agency
The following courses were presented by OCDA to sustain the emergency response capabilities of the City:
• Community Emergency Response Team (CERT)
• Local Government Role in Emergency Management
• Civil Defense Plans and Procedures to Police Recruits
• RACES - Ham Radio Operators Course
• E-Team Program Familiarization Course
• Executive Seminar on Hurricanes
• Executive Seminar on Hazard Mitigation Planning
• High Surf SOP
• Explosives Identification
• Community Emergency Response Team
• Terrorism Awareness
• Hurricane Season Forecast
• 1946 Tsunami in Hawaii

EXERCISES
The Oahu Civil Defense Agency conducted or participated in the following exercises and drills:

Hurricane
OCDA participated in the annual statewide hurricane exercise conducted during the period May 15-26, 2006. Makani Pahili 2006 involved federal, state, county and private agencies. The purpose was to validate disaster plans and response capabilities.

We conducted this year’s exercise in three phases:
Phase I consisted of a review of the City’s debris management plan. This review process involved several meeting between all parties involved with debris clearing/management after a catastrophic event.
Phase II consisted of an internal, in-depth review of the standard operating procedures for tropical cyclone and emergency operation center activation.
Phase III consisted of tracking the event in two media forms; electronic: HURREVAC (software hurricane decision assistance and planning tool) and manual: tropical cyclone tracking boards.

Tsunami
OCDA participated in the bi-annual statewide tsunami communications. This test involved federal, state, county and private agencies and verified the communications portion of the tsunami standard operation procedure.

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:
• Kawananakoa Middle School
• Waipahu High School
• Lehua Elementary School
• Aliamanu Elementary School
• Kaimuki High School
• Waianae High School – April 3, 2006 the school conducted a full-scale exercise which included the support of
Emergency Medical Services, Honolulu Fire Department, Honolulu Police Department and OCDA Volunteers. The
exercise included
  - Full school evacuation
  - Light Search and Rescue performed by WHS EMS students and HFD
  - 30 Victims (students wore moulage to reflect various types of injuries)
  - WHS EMS students assisted HFD in performing initial triage
  - WHS EMS students assisted EMS in advanced triage and transport

RACES Communications
The Radio Amateur Emergency Services group participated in the following exercises:
• Statewide Hurricane Exercise
• Annual Amateur Radio Relay League (ARRL) Simulated Emergency Test
• Bi-annual Statewide Tsunami Exercise

Strategic National Stockpile (SNS) Exercise
The SNS Exercise in August 2005 has been planning and preparing since June 2003. OCDA participated in the initial
planning stages, providing feedback as one of the “trusted agents” that was privy to all information. Monthly planning
meetings and a tabletop exercise in June 2005 will culminate in a major field exercise in August 2005 for responders, the
State Department of Health, Healthcare Association of Hawaii and the State Civil Defense Division.

EMERGENCY MANAGEMENT OPERATIONS
March 2006 Floods
From February 20 to April 02, 2006, a low-pressure system/trough anchored just to the west of Hawaii. Abundant moist
air carried northward and produced severe thunderstorms with very heavy rains. During this 42-day period, continuous
rain saturated soil with minimal time for runoff to occur. This system produced flooding, landslides, damage and/or
destruction of homes and private property. In an effort to assist the victims, Disaster Recover Centers were established at
multiple locations. This event resulted in a Presidential Declaration of Disaster, which was issued on May 2, 2006 by
President George W. Bush.

2005 Hurricane Season
Two hurricanes, Jova and Kenneth, originated in the eastern north Pacific and entered Hawaiian waters (140˚ west longi-
tude). Hurricane Jova (September 18 – 25) crossed into Hawaiian waters as a category 2 hurricane and grew into a
category 3 hurricane before eventually dissipating.
Hurricane Kenneth (September 25 – 30) crossed into Hawaiian waters as a category 1 hurricane but soon weakened to a
tropical storm. Kenneth continued to move in westerly direction until dissipating at 154.2˚ west.
OCDA activated the Honolulu emergency operating center and monitored the following emergency situations during this
period:

<table>
<thead>
<tr>
<th>EVENT</th>
<th># OF DAYS/INCIDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WATER SPOUT</td>
<td>5</td>
</tr>
<tr>
<td>BIO AGENT HOAX/THREAT</td>
<td>1</td>
</tr>
<tr>
<td>BRUSH/WILD FIRE</td>
<td>27</td>
</tr>
<tr>
<td>ROCK/LANDSLIDE</td>
<td>5</td>
</tr>
<tr>
<td>FLOOD/FLASH FLOOD/USSFA</td>
<td>82</td>
</tr>
<tr>
<td>HAZARDOUS MATERIALS</td>
<td>1</td>
</tr>
<tr>
<td>FUNNEL CLOUD</td>
<td>2</td>
</tr>
<tr>
<td>HIGH WIND</td>
<td>8</td>
</tr>
<tr>
<td>HIGH SURF (DAYS)</td>
<td>141</td>
</tr>
<tr>
<td>POWER OUTAGE</td>
<td>1</td>
</tr>
<tr>
<td>INLAND OIL POLLUTION</td>
<td>8</td>
</tr>
<tr>
<td>MARINE OIL POLLUTION</td>
<td>20</td>
</tr>
<tr>
<td>OIL/FUEL SPILL</td>
<td>6</td>
</tr>
<tr>
<td>GAS LEAK</td>
<td>17</td>
</tr>
<tr>
<td>THUNDER STORMS</td>
<td>2</td>
</tr>
<tr>
<td>OIL SPILL EXERCISE</td>
<td>1</td>
</tr>
<tr>
<td>TROPICAL CYCLONE</td>
<td>22</td>
</tr>
<tr>
<td>TSUNAMI INFO/WATCH/WARNING</td>
<td>41</td>
</tr>
<tr>
<td>SHIP CONTAINER LEAK</td>
<td>2</td>
</tr>
<tr>
<td>TRANSFORMER (NON PCP)</td>
<td>5</td>
</tr>
<tr>
<td>BOX JELLYFISH</td>
<td>16</td>
</tr>
<tr>
<td>TOTAL</td>
<td>413</td>
</tr>
</tbody>
</table>
PUBLIC EDUCATION AND INFORMATION

Several local television stations continued to assist in our effort to raise public awareness of natural hazards by providing public service air time to broadcast the OCDA produced 18 minute video: “Storm Alert-Hurricanes in Hawaii”.

The Civil Defense speakers bureau program continued its active involvement in the community. OCDA staff members participated in the agency’s outreach public speaking program to educate a broad cross-section of the Oahu population, to include private businesses, school children, community associations, Neighborhood Boards, professional organizations, senior citizens groups, Boy and Girl Scouts, hospital staffs, clubs, church groups and government agencies. A total of 86 public speaking appearances were conducted, reaching an audience of more than 95,000 residents and visitors on Oahu during the period.

Civil Defense public relations displays and information centers were established at various locations: Pet Expo, 19th Annual Seniors Fair, Waialua Community Association Fair, U.S. Coast Guard Red Hill Housing Fair, Wal-Mart stores, Costco Safety Week, Sheraton Hotels Employee Fair, ADA/CAIT Conference, Bishop Museum Malama I Ke Kai, Pacific Tsunami Museum, New Food & Product Fair, Home and Garden Show, Pet Walk, Building Industry of America trade show and other events.

We participated in the 5th Annual Pearl City Home Depot Hurricane Preparedness Fair. The event attracted more than 5,000 shoppers and brought the message of disaster awareness and preparedness to the forefront.

OCDA partnered with State Civil Defense during the annual April Tsunami Awareness Month activities, which included coordinating memorial activities of the 1946 tsunami.

FISCAL SUMMARY.

The following expenditures were made during the fiscal year as compared to the budgeted amounts:

<table>
<thead>
<tr>
<th>OCDA Operating Expenditures:</th>
<th>Actual</th>
<th>Budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$490,524.00</td>
<td>$523,248.00</td>
</tr>
<tr>
<td>Current Expenses</td>
<td>$103,605.00</td>
<td>$134,825.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total</td>
<td>$594,129.00</td>
<td>$658,073.00</td>
</tr>
</tbody>
</table>

FEMA Grant:

Under the provisions of the Federal Emergency Management Agency (FEMA) State/Local Assistance Program (SLA), part of the annual civil defense budget is reimbursed to the City in the form of a federal matching Grant. This grant will be subsumed into the overall homeland security grant process next year.

**FY 06 (Actual)**

- SLA Federal Program (PL-85-606) ........................................ $109,810

**State Grants:**

- Civil Defense Coordinator (Police Department) .................. $21,900.00
- Local Emergency Planning Committee (LEPC) ................... $26,165.00

OCD-193
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
The Parks and Recreation Advisory Board 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; Dorothy Hoe; Gary Pacarro and Joan Raines.

EXECUTIVE SERVICES DIVISION
This division provides administrative and management support and personnel services to the department concerning overall park operations and systems, including: 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 and revenue projections, and prepares recommendations relating to park capital improvement projects (CIP).
Processes the department’s requests for operating expenses, supplies and equipment; reviews projects, programs and services in terms of operating requirements; and prepares recommendations to resolve capital and operating budgetary issues.
Administers the department’s vehicle preventive maintenance program; processes environmental impact statements and Federal annual grant applications for park land acquisition and improvements.
Develops personnel policies and procedures, reviews and advises on personnel actions, advises divisions on labor relations and collective bargaining matters, administers employee training and safety programs to include civil defense activities, and provides payroll preparation function.

Parks Planning
Secured preliminary approval of a $660,000 land and water conservation fund reimbursable grant for proposed $1.4 mil Geiger Community Park play field and play court improvements.

Park Permits Section
Coordinates, monitors and reviews issuance of public park use permits; collects applicable fees and charges; develops, amends, repeals and reviews park rules and regulations; and addresses park enforcement issues in cooperation with the other city and state regulatory agencies.
Total permits issued in fiscal year 2006 represents a 52% reduction from the previous fiscal year. The reduction of permits issued is attributed to the four months of excessive rain in February to May and subsequent notable sewage spills along the south and windward shores.
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 $837,000 of equipment acquisitions and 2990 pieces of equipment disposals. The storeroom operations procured, stocked and issued over $480,800 worth of supplies to the various line divisions.

Management Analyses
Amended departmental administrative rules relating to carnivals in city park properties. Updated various internal policies and procedures and uploaded the documents to the department network server for on-line access by department staff. Processed a one-year extension to the Hanauma Bay Nature Preserve educational agreement with University of Hawaii Sea Grant program.

Budget Management
The Purchasing Unit issued and processed 3,184 confirming purchase orders and 122 purchase requisitions.

### SUMMARY OF THE DEPARTMENT'S FINANCIAL STATISTICS FOR FISCAL 2005-2006 OPERATING BUDGET

<table>
<thead>
<tr>
<th>Program</th>
<th>Adjusted Operating Appropriation</th>
<th>Expenditure and Encumbrances</th>
<th>Unencumbered Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>$1,674,041</td>
<td>$1,481,819</td>
<td>$192,222</td>
</tr>
<tr>
<td>Urban Forestry Program</td>
<td>6,548,266</td>
<td>6,064,776</td>
<td>483,490</td>
</tr>
<tr>
<td>Maintenance Supt Svcs</td>
<td>5,278,056</td>
<td>5,069,837</td>
<td>208,219</td>
</tr>
<tr>
<td>Park Maintenance</td>
<td>19,648,907</td>
<td>18,500,866</td>
<td>1,148,041</td>
</tr>
<tr>
<td>Recreation Services</td>
<td>19,047,405</td>
<td>18,218,864</td>
<td>828,541</td>
</tr>
<tr>
<td>Total</td>
<td>$52,196,675</td>
<td>$49,336,161</td>
<td>$2,860,541</td>
</tr>
</tbody>
</table>

*Includes provisional funds for pay raises

### OPERATING EXPENDITURES AND ENCUMBRANCES BY CLASSIFICATION

<table>
<thead>
<tr>
<th>Classification</th>
<th>Amount</th>
<th>Expenditure</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Wages</td>
<td>$34,280,881</td>
<td>$31,842,684</td>
<td>$2,438,197</td>
</tr>
<tr>
<td>Current Expenses</td>
<td>17,748,669</td>
<td>17,409,198</td>
<td>339,471</td>
</tr>
<tr>
<td>Equipment</td>
<td>167,125</td>
<td>84,279</td>
<td>82,846</td>
</tr>
<tr>
<td>Total</td>
<td>$52,196,675</td>
<td>$49,336,161</td>
<td>$2,860,514</td>
</tr>
</tbody>
</table>

### SPECIAL PROGRAMS FUNDED BY FEDERAL AND STATE OPERATING FUNDS FOR FISCAL YEAR 2005-2006

<table>
<thead>
<tr>
<th>Programs</th>
<th>Fund Source</th>
<th>Grant Award</th>
<th>Expenditure and Encumbrances</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Food Service</td>
<td>Federal</td>
<td>$300,000</td>
<td>$219,993</td>
<td>$80,007</td>
</tr>
<tr>
<td>Waipahu Learning Ctr</td>
<td>Federal</td>
<td>78,500</td>
<td>0</td>
<td>78,500</td>
</tr>
<tr>
<td>Office of Youth Svc</td>
<td>Federal</td>
<td>50,300</td>
<td>17,657</td>
<td>32,643</td>
</tr>
<tr>
<td>Healthy Hawaii Initiative</td>
<td>State</td>
<td>200,000</td>
<td>65,315</td>
<td>134,685</td>
</tr>
<tr>
<td>Mayor's Lei Day Prog</td>
<td>State</td>
<td>40,000</td>
<td>0</td>
<td>40,000</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$668,800</td>
<td>$302,965</td>
<td>$365,835</td>
</tr>
</tbody>
</table>
## GENERAL TRUST FUND FOR FISCAL YEAR 2005-2006

### REVENUE AND OTHER COLLECTIONS FOR FISCAL YEAR 2005-2006

#### REVENUE

<table>
<thead>
<tr>
<th>Account</th>
<th>Appropriation</th>
<th>Expenditures and Encumbrances</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Donations</td>
<td>$107,427</td>
<td>$29,601</td>
<td>$77,826</td>
</tr>
<tr>
<td>Clearance Account</td>
<td>316,536</td>
<td>250,354</td>
<td>66,182</td>
</tr>
<tr>
<td>Permit Deposits</td>
<td>308,953</td>
<td>247,798</td>
<td>61,155</td>
</tr>
<tr>
<td>Fall Session Paani</td>
<td>92,909</td>
<td>76,085</td>
<td>16,825</td>
</tr>
<tr>
<td>Lester McCoy Pavilion</td>
<td>1,250,532</td>
<td>6,216</td>
<td>1,244,316</td>
</tr>
<tr>
<td>Summer Fun Clearance</td>
<td>381,427</td>
<td>333,567</td>
<td>47,860</td>
</tr>
<tr>
<td>Spring Session Paani</td>
<td>130,999</td>
<td>104,289</td>
<td>26,711</td>
</tr>
<tr>
<td>Summer Fun Clearance</td>
<td>105,249</td>
<td>7,661</td>
<td>97,587</td>
</tr>
<tr>
<td>Kaimuki Reservoir</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Research Projects</td>
<td>408</td>
<td>0</td>
<td>408</td>
</tr>
<tr>
<td>City Beautify</td>
<td>10,606</td>
<td>0</td>
<td>10,606</td>
</tr>
<tr>
<td>Surf Sites</td>
<td>294,540</td>
<td>0</td>
<td>294,500</td>
</tr>
<tr>
<td>Waikiki Beautify</td>
<td>36,230</td>
<td>0</td>
<td>36,230</td>
</tr>
<tr>
<td>Botanical Gardens</td>
<td>39,439</td>
<td>10,070</td>
<td>29,368</td>
</tr>
<tr>
<td>Executive Center Park</td>
<td>100,000</td>
<td>0</td>
<td>100,000</td>
</tr>
<tr>
<td>Ehukai/Pupukea Improvements</td>
<td>182,792</td>
<td>0</td>
<td>182,792</td>
</tr>
<tr>
<td>Total</td>
<td>$3,358,048</td>
<td>$1,065,640</td>
<td>$2,292,408</td>
</tr>
</tbody>
</table>

#### Charges for Services and Fees

- Service Fee - Dishonored Checks: $920
- Witness Fee: $0
- Hanauma Bay Admission: $3,208,935
- Hanauma Bay Parking: $206,400
- Community Gardens: $33,025
- Duplicated Copy of Any Record: $6

#### Culture Recreation

- Kitchen: $9,655
- Dumpster: $5,600
- Scuba/Snorkeling: $21,900
- Commercial Windsurfing: $2,440
- Commercial Filming: $28,250
- Summer Fun Program: $189,375
- Fall and Spring Programs: $33,000
- Foster Botanical Garden: $108,132
- Perquisite Housing: $0
- Attendant Services: $264,873

Total Revenues: $4,536,597
Personnel Services
The Personnel Services Section develops personnel policies and procedures; reviews, processes and advises on personnel actions, labor relations and collective bargaining matters; maintains employee files and records of payroll preparation activities.

The department’s authorized position count as of June 30, 2006:

Regular Employees .......................................................... 847.00
Temporary Employees ....................................................... 25.25
Personal Services Contract Employees .............................. 268.23
Total Employees .................................................................. 1,140.48

Summer College Student Employment Program .................. 288
Summer Program Hires ...................................................... 462
Total Summer Hires ........................................................... 750

PERSONNEL TRANSACTIONS 2004-2006
(REGULAR AND TEMPORARY EMPLOYEE)

<table>
<thead>
<tr>
<th>Types of Personnel Transactions</th>
<th>FY 04</th>
<th>FY 05</th>
<th>FY 06</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hires .....................................................</td>
<td>27</td>
<td>38</td>
<td>64</td>
</tr>
<tr>
<td>Separations ..................................................</td>
<td>55</td>
<td>62</td>
<td>59</td>
</tr>
<tr>
<td>Promotions/Reallocation Requests ....................</td>
<td>24</td>
<td>61</td>
<td>60</td>
</tr>
<tr>
<td>Disciplinary Actions Reviewed ..........................</td>
<td>114</td>
<td>79</td>
<td>86</td>
</tr>
<tr>
<td>Grievances – Step 1,2,3 &amp; 4 ..............................</td>
<td>30</td>
<td>55</td>
<td>24</td>
</tr>
</tbody>
</table>

Training Section
The effective utilization of enhanced multi-media for all of departmental training requirements continues. Advanced technological changes are continuously being pursued. This past year’s budget allowed for the purchase of a new laptop computer and projector. Access to DIT training programs at the district/division levels is being actively pursued. Outside resources are still utilized when specific training is not available within the City structure. The new Crane Operator Certification and Rigging and Safety training that was mandated by the Occupational Safety and Health Administration (OSHA) is now being conducted by city employees.

Seven updated training sessions on labor relations was conducted pursuant to applicable policies, collective bargaining agreements, and ordinances. All managers and supervisors attended at least one of the sessions. Also, HGEA Drug and Alcohol Training was completed and the HGEA Reasonable Suspicion and Random Testing Programs were implemented.

Minor problems with the training database still remain but are being addressed as they occur by DIT staff. Supervisory staff was also very receptive to the Performance Evaluation follow-up training for supervisory staff continues.

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

<table>
<thead>
<tr>
<th>Training Category</th>
<th>No. of Courses</th>
<th>No. of Employees</th>
<th>Training Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY05</td>
<td>FY06</td>
<td>FY05</td>
</tr>
<tr>
<td>Management/Supervisory</td>
<td>39</td>
<td>38</td>
<td>684</td>
</tr>
<tr>
<td>Technical/Specialized</td>
<td>326</td>
<td>201</td>
<td>2238</td>
</tr>
<tr>
<td>Safety</td>
<td>237</td>
<td>234</td>
<td>3912</td>
</tr>
</tbody>
</table>

Staff inputs department employee time and attendance information into city’s payroll system.

Executive Services staff conducts orientation at Kapolei Hale for new employees of the department.
Safety Section
Sixty-five scheduled, unscheduled, and requested safety inspections were conducted on Park Maintenance and Recreation Services facilities throughout Districts I, II, III, IV and V; Horticulture Services, Botanical Garden, Maintenance Support Services and Recreation Support Services facilities.

Final inspections were conducted for the installation of new buildings, play courts, ball fields and composite play structures. Semi-annual department safety committee meetings were conducted and safety training sessions held to instruct employees on safety inspection techniques. State-required HIOSH survey/information from OSHA 300 logs were completed and development of a new Department Emergency/Crisis Management Plan continues.

Safety/Accident and Injury Statistics

<table>
<thead>
<tr>
<th></th>
<th>FY 04</th>
<th>FY 05</th>
<th>FY 06</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIOSH Violations</td>
<td>14</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Safety Inspections</td>
<td>121</td>
<td>161</td>
<td>65</td>
</tr>
<tr>
<td>Lost-Time Employee Injures/Illnesses</td>
<td>102</td>
<td>66</td>
<td>82</td>
</tr>
<tr>
<td>No Lost-Time Employees Injures/Illnesses</td>
<td>96</td>
<td>63</td>
<td>54</td>
</tr>
<tr>
<td>Park Users/Participant Injures</td>
<td>137</td>
<td>82</td>
<td>80</td>
</tr>
</tbody>
</table>

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 facilities were opened as Red Cross shelters due to the heavy rains and flooding in the spring. DPR staff has been conducting damage assessments and working with FEMA and State Civil Defense to document damages and losses to DPR facilities.

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 drug and alcohol testing began in fiscal year 2006.

Driver Training Section
Four hundred and nine department employees completed one or more department training program(s) that includes Defensive Driver Training, Driver Improvement Programs, CDL Up-Grades, Forklift Training, Van Driver Training and Equipment Operator Training and Truck Trailer Operation Training.
TRAINING PROGRAMS

<table>
<thead>
<tr>
<th>Program</th>
<th>No. of Courses</th>
<th>No. of Employees</th>
<th>Training Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver Improvement</td>
<td>6</td>
<td>130</td>
<td>520</td>
</tr>
<tr>
<td>15-Passenger Van</td>
<td>9</td>
<td>205</td>
<td>820</td>
</tr>
<tr>
<td>Driver License Upgrade</td>
<td>2</td>
<td>6</td>
<td>696</td>
</tr>
<tr>
<td>Employee Trained on Equipment</td>
<td>6</td>
<td>68</td>
<td>672</td>
</tr>
</tbody>
</table>

DRIVER EVALUATION

<table>
<thead>
<tr>
<th>No. of Employees</th>
<th>No. of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDL/Type 4</td>
<td>130</td>
</tr>
<tr>
<td>15-Passenger Van Driver</td>
<td>205</td>
</tr>
</tbody>
</table>

2005-2006 MOTOR VEHICLE ACCIDENTS

<table>
<thead>
<tr>
<th>No. of Accidents</th>
<th>Avoidable FY05</th>
<th>Avoidable FY06</th>
<th>Unavoidable FY05</th>
<th>Unavoidable FY06</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY05</td>
<td>FY06</td>
<td>FY05</td>
<td>FY06</td>
<td></td>
</tr>
<tr>
<td>CDL Drivers</td>
<td>6</td>
<td>6</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Non CDL Drivers</td>
<td>12</td>
<td>16</td>
<td>9</td>
<td>12</td>
</tr>
<tr>
<td>Total</td>
<td>18</td>
<td>22</td>
<td>12</td>
<td>16</td>
</tr>
</tbody>
</table>

Equipment Inspections

This section also conducted 109 inspections of department vehicles and equipment.

DIVISION OF URBAN FORESTRY

The division consists of an administrative staff and two branches: Horticulture Services and Honolulu Botanical Gardens. There are two International Society of Arboriculture (ISA) certified arborists in administration. The administrator is 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 stores large specimen trees displaced by private developments or donated by homeowners as a community preservation measure.

The branch is responsible for grounds maintenance at the Honolulu Civic Center and Honolulu Police Department Headquarters grounds and parking lot and provides support and grounds restoration for major events held at the Civic Center. There are nine 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: 44,386
2. Trees Planted: 127
3. Trees Removed: 1,054
4. Trees Root-Pruned: 192
5. Young Trees Pruned/Restaked: 954
6. Large Trees Relocated: 29
7. Potted Plants Loaned Out: 3,280
8. Plant Change: 369
9. Color Bowl Change: 2,997
10. Shrubs Planted: 2,540
11. Sod and Groundcovers Planted (ft²): 9,625
The branch operates five nurseries and tree farms at Kapiolani, Nuuanu, Waipahu Depot Road, Kualoa and Waiawa with a total inventory of approximately 3,502 large trees.

Following the mayor’s plan to protect and enhance our urban environment, the branch implemented beautification projects with volunteers and community groups and continued with landscaping Waikiki streets and sidewalks, including maintenance of streetlight hanging baskets. Significant mayor’s beautification projects completed include Ulehawa Beach Park – Rocky Point, Kuilei Cliffs Beach Park, Kuhi Beach, Ala Moana Boulevard Medial, Pali Highway Medial, Waikiki Kalakaua Gateway, Honolulu Civic Center, Queen Kapiolani Flower Garden and Aina Moana Beach Park.

Twenty-one new developments accounted for 1,608 street trees planted by private developers, including trees that are required by the city for new developments. This number is significantly higher than the previous year’s total of 1,124 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 3,000 potted plants were provided for various city offices and city-sponsored events which include: Rediscover Hawaii - Sunset in the Park, Taste of Honolulu, Hawaii Book and Music Festival, Lei Day Celebration, Korean Festival, The Salvation Army’s Annual Thanksgiving Celebration, the Senior Citizen’s Annual Valentine’s Dance and Summer Fun finales at various city parks.

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 (7 Q 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 17,444 plant accessions documented in the botanical gardens’ database, BG-Base.

The plant collections and grounds are maintained through high horticultural standards, including selection of appropriate plants for planting at the various garden sites, corrective pruning, integrated pest management and removal of poor as well as hazardous specimens.

This year the HBG began developing a strategic plan with the help of facilitator Dr. Phyllis Horner. After completing a benchmark survey and soliciting/receiving input from peer institutions, community groups, support organization, volunteers, staff and visitors, Dr. Horner met several times with staff to develop a plan to help guide the HBG over the next three to five years. A final report will be completed next year.

Collections Management

A Collections Policy for the Honolulu Botanical Gardens has been in place since February 1998. The purpose of this document is to guide the acquisition, development and management of the living collections of the HBG and the associated non-living collections, following the goals set forth in the mission statement. The mission of the HBG is to plan, develop, curate, maintain and study documented collections of tropical plants in an aesthetic setting for the purposes of conservation, botany, horticulture, education and passive recreation.

The plant collections continued to be diversified, with a focus on the African and Tropical American species being planted primarily at Ho’omaluhia and Koko Crater Botanical Gardens.

Notable new plant collections for the year also include mission grapes, thought to be the same variety that was planted in King Kamehameha’s private vineyard along Vineyard Blvd.; rare succulent plants from Madagascar, a variety of bamboo from around the world; jewel orchids, cactus (Epiphyllum sp.) and cycads (Encephalartos sp.) acquired through the U.S.D.A. Plant Rescue Center.

Through cooperative efforts the Oahu Invasive Species Committee (OISC) to manage invasive plant species, the weedy Tibouchina sp. was removed from Wahiawa Botanical Garden, and creeping vines are being monitored at Koko Crater Botanical Garden.

Visiting professors doing research on oil-bearing seed plants as possible alternative fuel source, native Hawaiian palms, cycad research and collaborative seed collection efforts with the Center for Plant Conservation (CPC) Hawaii were among those using the plant collections with garden staff.

Visitor signage improvements were addressed this year. A graphic interpretive sign was designed and installed in the Canoe Garden at Ho’omaluhia. More interpretive signs are planned for a newly developing rainforest garden and the Hawaiian native plant section at this garden.

A generous donation from the Garden Club of Honolulu will help fund the design and manufacture of six similar graphic interpretive signs at Foster Garden. Work on the signs has started and will continue into the next fiscal year.

Another effort to improve visitor signage has been the transfer of plant labels from the ground staking system to labels attached at eye level on the trees. This is intended to improve visibility as well as reduce mechanical damage to field labels.

The HBG plant records form system was revised through a joint staff effort. The goal was to make the hard copy system user-friendly and increase the flow of information into the computer database.
In cooperation with a U.H. Manoa student working on a graduate degree, HBG staff is developing accurate new maps for the economic garden of Foster Botanical Garden and Lili‘uokalani Botanical Garden, using updated technology (GPS and laser distance measurements).

Tree pruning contracts at Foster, Ho‘omaluhia and Koko Crater Botanical Gardens were completed.

**Foster Botanical Garden**

Foster Botanical Garden (FBG), located in the heart of downtown Honolulu, is the flagship of the HBG. It is the only Botanical Garden with admission fees.

- Total revenues were $110,706, a 13% decrease from last year. This drop was due to a 14% decrease in non-resident visitors (18,111 in 2005-2006 as opposed to 21,111 in 2004-2005) and 28% fewer family passes sold (101 in 2005-2006 and 141 in 2004-2005).
- Total visitors were 39,799, a decrease of 3% from last year.
- Of the total visitors, 2,690 were students on educational field trips, representing 77 school visitations.
- Revenues for annual passes were $2,525.
- A total of 10 wedding ceremonies with 194 attendees and another 21 wedding photographic sessions involving 199 participants and another gathering for 150 people took place in the garden this year.
- Volunteer docents at Foster Botanical Garden provided 277 visitor tours with 1,849 participants.

**Ho‘omaluhia Botanical Garden**

Ho‘omaluhia Botanical Garden, located in Windward Oahu, experienced a very busy year with a record 101,556 visitors and 123 inches of rainfall!

Even with 40-plus days of rain in the spring, a variety of activities were enjoyed in this 400-acre expanse of greenery located beneath the majestic Ko‘olau Mountains. Weekend camping participants totaled 11,210 camper-days; 8,647 walkers and joggers were recorded. Several school cross-country track teams practiced at Ho‘omaluhia during the year, with some late afternoons drawing 50 to 65 runners at a time. Also, one of several training events held for the Great Aloha Run was scheduled for the windward side, with 100 participants exercising at Ho‘omaluhia for that early-morning session.

Throughout the year, 3,249 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 project services, especially raking *elodea*, an aquatic weed, along the fishing shoreline of the lake. Student worksheets for rainforest plants at the Visitor Center trail were popular for teachers and students alike.

About 650 people visited the garden for 22 wedding events distributed throughout the year. Groups ranged from four to one-hundred plus in size.

Featured annual group art exhibits included the Windward Artists’ Guild, Daunna’s Art Studio, and Aloha Ho‘omaluhia XXII. Many regular artist 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 400 visitors.

Fishing continued as a popular lake shoreline event for people of all ages, with 4,354 participants recorded. The Hickam Air Force Base end-of-school year Keiki Derby drew 450 anglers, parents and volunteers. During the National Fishing Week in June, the Keiki Derby winner was a young boy who managed to catch a 10-inch small-mouth bass.

Two disc golf events were held this year with approximately 170 participants.

Horticultural events over the past year included plant sales and educational classes sponsored by the Friends of Honolulu Botanical Gardens (orchids, aquascaping, bamboo and ‘ohia lehua) and the Certified Landscape Technicians testing and field day for Hawaii green industry members. In December, the Classic Bonsai Club began meeting monthly at the Visitor Center. Holiday wreath classes were sponsored by the HBG and FHBG in the fall.

Ho‘omaluhia continues to draw a diversity of recreational users interested in the botanical collections, lake shoreline 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 guided tours to a total of 565 visitors this year.

**Lili‘uokalani Botanical Garden**

There were 39 weddings, wedding photography, and other photography sessions at this garden, involving 352 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 during the months of January through May, as school and community groups pitched in to keep the area clean.
Wahiawa Botanical Garden

Construction of a beautiful, $1.7 million Visitor Center was completed at this cool, high-elevation garden. A festive grand opening was held on February 13, 2006. Present to help mark this special celebration were Mayor Mufi Hannemann and Council Chair Donovan Dela Cruz.

Since then, numerous not-for-profit groups have been using the Visitor Center for meetings and special activities.

A new brochure for Wahiawa Botanical Garden was created by staff to reflect the new walkways, facilities and plantings that have resulted from the construction.

Education Program

The education program held 47 classes (an increase of 15 classes from 2004) and workshops on orchid and basic gardening techniques, seasonal crafts, botanical drawing, lei making and storytelling. In the fall, a Foster Craft Club member volunteered to teach a class on making turtles out of lauhala, which was very popular. A class on making lauhala ornaments will be offered in the coming year. During the year, docent training for a medicinal plants tour was developed for Foster Botanical Garden. This tour, and a tour on Dr. William Hillebrand, are offered to the public once a month.

Special garden activities planned by the HBG were the annual “Make a Difference Day,” “Earth Day” and “Arbor Day,” which included active participation by Kauluwela Elementary School students.

Staff also assisted the Garden Club of Honolulu with researching and locating plant material for their exhibit, “The Silk Road,” held at the Honolulu Academy of the Arts.

The outreach program by botanical staff visiting schools to discuss the importance of botanical gardens and the plants that grow in them included Waldorf Elementary, Lunalilo Elementary, Aiea High School Special Education, Punahou Elementary, Kalihi Kai and the Academy of the Pacific.

Outreach by horticultural (orchid) staff this year were made to: Honolulu Gerontology Program, Pacific, Aiea, Kaimuki, Windward, and Garden Island Orchid Societies, and the Kauai Farm Bureau. Orchids in the Foster Botanical Garden collection were also exhibited in five Oahu Orchid shows.

This year, staff members who regularly contributed news articles to the Honolulu Advertiser wrote articles on *Cattleya* orchids, Orchids on the Internet, *Brassia* orchids, HBG’s strategic plan and the Midsummer Night’s Gleam. Outreach program and news articles have resulted in increased awareness and interest in the garden’s plant collections. It also helps to establish the HBG as an authority and resource for plant-related information.

HBG promotional/educational activities included distribution of garden brochures to six hotels in Waikiki and the Honolulu Airport six times during the year. This is an ongoing program.

The HBG was represented in the City and County of Honolulu’s Electric Light Parade on December 3, the Mayor’s Christmas Party at the Honolulu Zoo on December 10, lei demonstrations at Waimanalo District Park and May Day at Kapi‘olani Park. Staff also participated in the community event “I Love Lili‘u.”

Twilight Summer Concerts

For the seventh year, twilight summer concerts were held at Foster Botanical Garden on Thursday evenings. Additionally, Friday night and Sunday afternoon concerts were held by a visiting Yale *a capella* group. This year, an educational component was added prior to the start of each concert, where a staff member gave a short talk highlighting a significant tree growing in the botanical garden. Total attendance for the concerts was 1,134 people.

Midsummer Night’s Gleam

On the third Saturday in July 2005, approximately 2,500 luminaries lighted Foster Botanical Garden’s pathways, and the garden was open to the public for a special, free evening event. The Midsummer Night’s Gleam drew over 3,200, including many families who enjoyed the late afternoon crafts and games for young children. Visitors experienced the beauty of the garden by candlelight in the evening, when activities were geared towards older children and adults. Games such as a fish pond, jungle safari, wishing tree, bubble making, and a haunted graveyard was popular with kids and adults alike. In the evening there was entertainment by the U.S. Navy Band, a bagpiper, harpist and the Golden Horde. There was delicious food and juicy watermelon for the hungry and thirsty, but many also brought their own picnic dinner to enjoy on the lawn. More than 250 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. Ala Wai, Manoa, Makiki and Wahiawa community gardens are sites where free mulch is available for the public.

This year, the division began updating the Community Gardens handbook. Input by community gardeners was solicited, and a draft was completed by a staff committee. The department anticipates adopting the revised handbook in the next fiscal year.

Volunteer Program
Volunteers at all the garden sites contributed a total of 11,986 hours of their time (an increase of 1,256 hours from the previous year) to maintain and enhance the gardens. This amounts to a volunteer dollar value total of $186,862. (This figure is based on the average hourly earnings of all production and non-supervisory workers on private non-farm payrolls, as determined by the Bureau of Labor Statistics. It also includes an estimate of fringe benefits, as determined by a coalition of nonprofits, foundations and corporations.)

Of the 11,986 hours contributed by volunteers to the HBG, 9,093 of them were at Foster, 1,839 hours at Wahiawa, 827 at Ho‘omaluhia, and 227 at Koko Crater Botanical Gardens. Volunteers to the gardens served as nursery aids, plant propagators, docents, receptionists, stream cleaners, fishing coordinators, park attendants and special events assistants to our professional staff.

The total number of staff at the HBG is 37 (29 full-time and eight part-time). Volunteers provide vital support 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 Wahiawa Botanical Garden on April 6. It gave volunteers from all the HBG sites a chance to see the new facilities, tour the garden, and enjoy the food, entertainment and fun.

The Arborist Advisory Committee
The Mayor’s Arborist Advisory Committee (MAAC), which facilitates the nominations, monitoring and maintenance of Exceptional Trees on O‘ahu, was moved from the HBG to the Division of Urban Forestry (DUF).

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.

<table>
<thead>
<tr>
<th>REGISTERED PARTICIPANTS IN PROGRAMS</th>
<th>Summer 2005</th>
<th>Fall 2005</th>
<th>Spring 2006</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tiny Tots</td>
<td>551</td>
<td>538</td>
<td>476</td>
<td>1565</td>
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<tr>
<td>Children</td>
<td>13,105</td>
<td>5798</td>
<td>5702</td>
<td>24,605</td>
</tr>
<tr>
<td>Teens</td>
<td>3,006</td>
<td>1,839</td>
<td>1,777</td>
<td>6,622</td>
</tr>
<tr>
<td>Adults</td>
<td>2,959</td>
<td>4,488</td>
<td>4,523</td>
<td>11,970</td>
</tr>
<tr>
<td>Seniors</td>
<td>3,469</td>
<td>4,646</td>
<td>4,130</td>
<td>12,245</td>
</tr>
<tr>
<td>Total</td>
<td>23,090</td>
<td>17,309</td>
<td>16,608</td>
<td>57,007</td>
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</table>
EAST HONOLULU DISTRICT 1

District 1 is responsible for the development and implementations of community recreation and leisure programs and maintaining recreational facilities, parks, bike paths, medial strips, beach rights-of-way, traffic islands, promenades and undeveloped slide areas from McCully Avenue to Sandy Beach Park. District 1 is comprised of 126 areas totaling 602.82 acres of land.

TOTAL GROUNDS MAINTENANCE POSITIONS:
127 Full-time positions
1 Part-time position

TOTAL RECREATION POSITIONS:
33 Full-time positions
278 Part-time positions [includes 15 cashier positions at Hanauma Bay]

1. The district’s community recreation programs provided a wide range of activities for tiny tots, children, teens, adults, senior citizens and persons with disabilities at 20 recreational sites. District serviced 12,324 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 12 sites with 1,955 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 1,015 lunches.

REGISTERED PARTICIPANTS IN PROGRAMS

<table>
<thead>
<tr>
<th></th>
<th>Summer 2005</th>
<th>Fall 2005</th>
<th>Spring 2006</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Tiny Tots</td>
<td>143</td>
<td>194</td>
<td>192</td>
<td>529</td>
</tr>
<tr>
<td>Children</td>
<td>2,189</td>
<td>1,639</td>
<td>1,487</td>
<td>5,315</td>
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<tr>
<td>Teens</td>
<td>856</td>
<td>128</td>
<td>193</td>
<td>1,177</td>
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<tr>
<td>Adults</td>
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<td>977</td>
<td>1,048</td>
<td>912</td>
<td>2,937</td>
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<tr>
<td>Total</td>
<td>5,075</td>
<td>4,334</td>
<td>3,697</td>
<td>13,106</td>
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</table>

Special District activities included holiday events such as Easter egg hunts, family activities, Halloween costume contests, Christmas programs, as well as teen activities and excursions which included several community service projects. Classes in aquatics, arts and crafts, music and dance, ethnic culture, cooking, outdoor recreation, physical fitness and sports were held at 16 facilities.

2. The park maintenance program services all the parks from 6 a.m. to 3 p.m., Monday–Friday and Saturday/Sunday, 6:30-10:30 a.m. At Kapiolani Park/Kuhio Beach, the program operates seven days a week, from 6 a.m. to 11 p.m.
HANAUMA BAY NATURE PRESERVE ATTENDANCE FOR 2005-2006:

<table>
<thead>
<tr>
<th>Month</th>
<th>Non-Resident Visitors</th>
<th>Resident Visitors</th>
<th>Permits Holders &amp; Guests</th>
<th>Total Visitors</th>
</tr>
</thead>
<tbody>
<tr>
<td>JULY</td>
<td>86,482</td>
<td>12,511</td>
<td>2,133</td>
<td>101,126</td>
</tr>
<tr>
<td>AUG</td>
<td>85,242</td>
<td>9,464</td>
<td>1,956</td>
<td>96,662</td>
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<tr>
<td>SEPT</td>
<td>56,575</td>
<td>6,001</td>
<td>2,002</td>
<td>64,578</td>
</tr>
<tr>
<td>OCT</td>
<td>55,656</td>
<td>6,342</td>
<td>1,960</td>
<td>63,958</td>
</tr>
<tr>
<td>NOV</td>
<td>52,270</td>
<td>5,677</td>
<td>2,127</td>
<td>60,074</td>
</tr>
<tr>
<td>DEC</td>
<td>61,106</td>
<td>6,443</td>
<td>2,451</td>
<td>70,000</td>
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<tr>
<td>JAN</td>
<td>51,775</td>
<td>5,971</td>
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<td>FEB</td>
<td>46,352</td>
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<td>MARCH</td>
<td>51,469</td>
<td>4,063</td>
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<tr>
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<td>5,786</td>
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<tr>
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<td>55,021</td>
<td>7,457</td>
<td>2,918</td>
<td>65,396</td>
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<tr>
<td>JUNE</td>
<td>68,845</td>
<td>9,203</td>
<td>4,422</td>
<td>82,470</td>
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<tr>
<td>TOTAL</td>
<td>733,723</td>
<td>84,438</td>
<td>28,451</td>
<td>846,612</td>
</tr>
</tbody>
</table>

3. Hanauma Bay Nature Preserve’s annual attendance for 2005-2006 was 846,612, of which 12% were Hawaii residents.

WEST HONOLULU DISTRICT II

District II is responsible for the development and implementation of community recreation and leisure programs and for inspecting and maintaining park facilities, including beach parks, district parks, community parks, neighborhood parks, mini parks, malls, parking lots, promenades, traffic islands and medians in the geographical boundary, which extends from Punahou Street/Ala Moana Regional Park in the east to Aiea District Park in the west. 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:
- 33 Full-time positions
- 183 Part-time positions

Hanauma Bay Nature Preserve.

Track and Field.
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, Micronesian Elections, Portuguese Festivals, and 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 see the fireworks display that was sponsored by the business association at the Ala Moana Shopping Center. Every three-day weekend during the year adds to 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 department successfully implemented night closure hours from 10:00 p.m. to 4:00 a.m. at Ala Moana Regional Park, following a trial period of over a month and including a three-day complete closure for major repairs and maintenance.

3. Ala Moana Regional Park hosted the Honolulu Centennial Festival, a carnival celebration of the 100th birthday of the City and County of Honolulu. It was the first carnival event held at the park in many years and was a great success.

4. Keehi Lagoon Beach Park hosted canoe regattas, major cultural events (i.e. the State Canoe Regatta, Samoa Mo Samoa 2005 and Samoan Flag Day 2005) and various sports activities (i.e. tennis, cricket, and softball). The largest events drew approximately 10,000 people each.

5. 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.

6. 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 Puamalul Community Park, roof repairs at Halawa District Park, outdoor playcourt renovations at Halawa District Park, etc.). Pele Street Mini Park was completed in the neighborhood just off of Punchbowl Street near the H1 Freeway.

7. Child care facilities operated at six parks in the district; Dole Community Park, Kamehameha Community Park, Lanakila District Park, Kauilwela 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.

8. 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.

9. 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.

10. 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 9,542 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.

11. The Summer Fun Program was offered at 16 sites with 4118 children enrolled. The Summer Plus Program was offered at two 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 families’ economic situations.

REGISTERED PARTICIPANTS IN PROGRAMS

<table>
<thead>
<tr>
<th></th>
<th>Summer 2005</th>
<th>Fall 2005</th>
<th>Spring 2006</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tiny Tots</td>
<td>81</td>
<td>36</td>
<td>27</td>
<td>144</td>
</tr>
<tr>
<td>Children</td>
<td>2,655</td>
<td>721</td>
<td>742</td>
<td>4,118</td>
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<tr>
<td>Teens</td>
<td>673</td>
<td>435</td>
<td>418</td>
<td>1,526</td>
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<tr>
<td>Adults</td>
<td>627</td>
<td>1,058</td>
<td>872</td>
<td>2,557</td>
</tr>
<tr>
<td>Seniors</td>
<td>613</td>
<td>1,285</td>
<td>1,138</td>
<td>3,036</td>
</tr>
<tr>
<td>Total</td>
<td>4,649</td>
<td>3,535</td>
<td>3,197</td>
<td>11,381</td>
</tr>
</tbody>
</table>

DPR-206
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.

LEEWARD OAHU DISTRICT III

The Parks Maintenance and Recreation Services Division’s District III is responsible for the development and implementations of community recreation and leisure programs, and for maintaining recreational facilities, parks, medial strips, beach right-of-ways and traffic islands west of Kaonohi Street in Aiea, out to the tip of Kaena Point on the Leeward Coast, and up to Whitmore Village in Central Oahu. District III has 107 parks, right-of-ways, and traffic-related areas totaling 1,101 acres of parkland.

Total Full-time Grounds Maintenance Positions: 113 positions
Total Full-time Recreation Positions: 42 positions

Accomplishments

The Summer Fun Program was offered at 20 sites with 3,834 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. Nine areas offered the Summer Food Service Program, which served 27,544 lunches.

1. The District’s community recreation programs provided a wide range of activities for tiny tots, children, teens, adults, senior citizens, and persons with disabilities at 26 recreation sites. This district serviced 18,844 registered participants during the three major program periods of summer (June- August), fall (September- December), and spring (January- May). Activities included classes in aquatics, arts and crafts, creative expressions and drama, ethnic culture, games and sports, music and dance, outdoor recreation, and physical fitness. Seasonal special events were planned and organized in all communities. These ranged from Halloween and Christmas Events to Easter Egg Hunts. Participants of all ages enjoyed these events. Special events for teens and pre-teens were specifically planned for this age group to provide them with wholesome, worthwhile, fun activities. Some of the activities were TNT (Tomorrows New Teens), District Olympics, Teen Cosmic Bowling, Teen Volleyball Tournament, TNT Beach Fest, Hawaiian Waters Adventure, Teen Dances, Fall and Spring Fishing Derby and Fall and Spring Archery Tournament.

REGISTERED PARTICIPANTS IN PROGRAMS

<table>
<thead>
<tr>
<th></th>
<th>Summer 2005</th>
<th>Fall 2005</th>
<th>Spring 2006</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tiny Tots</td>
<td>160</td>
<td>195</td>
<td>190</td>
<td>545</td>
</tr>
<tr>
<td>Children</td>
<td>4,990</td>
<td>2,164</td>
<td>2,455</td>
<td>9,609</td>
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<tr>
<td>Teens</td>
<td>830</td>
<td>1,075</td>
<td>1,038</td>
<td>2,943</td>
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<tr>
<td>Adults</td>
<td>450</td>
<td>934</td>
<td>1,124</td>
<td>2,508</td>
</tr>
<tr>
<td>Seniors</td>
<td>900</td>
<td>1,207</td>
<td>1,132</td>
<td>3,239</td>
</tr>
<tr>
<td>Totals</td>
<td>7,330</td>
<td>5,575</td>
<td>5,939</td>
<td>18,844</td>
</tr>
</tbody>
</table>

2. 21st Century Community Learning Centers: Waipahu Complex; Hoaeae Community Park, Project Ho’omana, Crestview Community Park, Waipahu District Park and Pool continue their collaboration with DOE on expanding programming and enhancing programming during the non-school hours. With the second go-around of funding for the WaipahuComplex Schools, all five elementary schools, the intermediate school, and the high school are now offering some kind of after-school activities that involves DPR’s Waipahu Complex. This opportunity provides for innovative and non-traditional programming during the summer intersession and school year. Recreation directors are participants in an advisory council that meet quarterly to discuss project progress, plans for sustainability, expanding partnership, and program development.

3. Project Ho’omana, Waipahu Complex’s program that addresses Youth At-Risk issues, receives funds through a grant from the Office of Youth Services to provide prevention and early intervention programming for youth at risk for gang involvement and violent behavior. Their V.E.G.A. (Violent Education and Gang Awareness) curriculum interacted with students through various physical education classes. V.E.G.A.’s after-school classes on the campus of Waipahu Intermediate School remains strong. Existing programs at the intermediate and high school have increased the number of youth being served and also helps to expand the number of youth who serve the community through various service projects. Project Ho’omana educated other local and national recreation communities about their programming and ability to partner with state and community agencies to provide recreational activities for youth in the Waipahu area. Ho’omana staff addressed the Hawaii Recreation and Parks Association
Annual State Conference in May 2006 and received an invitation to present a similar session at the National Recreation and Park Association Congress October 2006 in Seattle. It has also revitalized the Teen Zone in the Park at Waipahu District Park by offering drop-in activities for youth who frequent the park.

4. Waipahu Complex has also become involved in a newly formed Waipahu Community Coalition that addresses the well-being and recreational opportunities of the youth and their families from the Pupu and Ani Ani areas of Waipahu.

5. Waianae Complex continues to work with all DOE schools and the Police Activities League coordinated basketball, volleyball and flag football leagues for various age groups along the Leeward Coast.

6. Mililani Complex continued responding to the need for intersession programs in the Mililani area by offering an eight-hour a day, week-long program in March and January. The program ran from 8:00 a.m. to 2:30 p.m. One hundred fifteen children were registered at a fee of $35 per child.

7. Makakilo Neighborhood Park Pool implemented a free life guarding program for disadvantaged high school students within the Ewa and Kapolei School Districts. A grant from the Offices of Youth Services provided funding for this program intended to provide these disadvantaged high school students with opportunities for higher-paying employment once they complete their training.

8. Ewa Beach Community Association provided funding for bus transportation for the Ewa Hui Aloha Senior Citizen Club. This allowed the Ewa Hui Aloha Senior Citizen Club to take monthly (sometimes twice a month) excursions to remote locations otherwise inaccessible to them by public transportation. This has increased the quality of life for the Ewa Hui Aloha Seniors.

9. Ewa Beach Community Fund of the Hawaii Community Foundation provided financial assistance (t-shirts, excursi on 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.

10. DPR continues a joint use agreement with the Navy to utilize two field complexes (Pride and Pointer) at the Kalaeloa Naval Base.

DISTRICT IV

District IV is responsible for maintaining recreational facilities, parks, bike paths, medial strips, beach rights-of-way, traffic islands, promenades and undeveloped slide areas from Makapuu to Mokuleia. District IV is comprised of 82 areas totaling 2,070 acres of land.

Total Grounds Maintenance Positions:
- 86 Full-time positions
- 1 Part-time positions

Total Recreation Positions:
- 32 Full-time positions
- 230 Part-time positions

Accomplishments (Recreation)

1. The Summer Fun Program was offered at 14 sites with 1,671 children enrolled. The Summer Plus (before and after care) was offered at 5 locations: Lanikai, Kainalu, Ben Parker, Heeia and Ahuimanu. Eight areas offered the Summer Food Service Program: Waimanalo DP, Waimanalo BP, Ben Parker, Kaha luu, Hauula, Kahuku, Laie and Waialua DP.

Two Enrichment programs were offered this summer; Kaneohe District Park and Kailua District Park, offering a variety of classes for adults and children from arts and crafts to physical fitness activities.
Kaneohe Community & Senior Center partnered with Windward School for Adult to provide a variety of recreational programs for senior citizens.

Waimanalo Complex, along with our Ocean Recreation Specialist, assisted Hui Malama O Ke Kai (community program for sixth and seventh graders) in providing a variety of ocean recreation activities focused on building self esteem, learning and caring for the environment, health and well being.

Kaneohe Complex partnered with 96744, a community organization promoting the 5 Rs (Respect, Resiliency, Responsibility, Resourcefulness and Relationships) and the DOE to reinforce values taught in school at the park.

### NUMBER OF REGISTERED PARTICIPANTS IN DIRECTED PROGRAMS

<table>
<thead>
<tr>
<th></th>
<th>Summer 2005</th>
<th>Fall 2005</th>
<th>Spring 2006</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tiny Tots</td>
<td>143</td>
<td>67</td>
<td>109</td>
<td>319</td>
</tr>
<tr>
<td>Children</td>
<td>2524</td>
<td>1116</td>
<td>1274</td>
<td>4914</td>
</tr>
<tr>
<td>Teens</td>
<td>546</td>
<td>165</td>
<td>201</td>
<td>912</td>
</tr>
<tr>
<td>Adults</td>
<td>916</td>
<td>1640</td>
<td>384</td>
<td>2940</td>
</tr>
<tr>
<td>Senior Citizens</td>
<td>385</td>
<td>948</td>
<td>1202</td>
<td>2535</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>4514</strong></td>
<td><strong>3936</strong></td>
<td><strong>3170</strong></td>
<td><strong>11620</strong></td>
</tr>
</tbody>
</table>

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 22 recreational sites. District serviced 11,620 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.

### DISTRICT V - CENTRAL OAHU REGIONAL PARK, WAIPIO PENINSULA SOCCER COMPLEX, HANS L’ORANGE BASEBALL FIELD

The Parks Maintenance and Recreation Services Division’s District V is responsible for the coordination of local, national and international sports tournaments, community recreation and leisure programs, and for maintaining sports facilities. District V has the Waipio Peninsula Soccer Complex (WPSC), Central Oahu Regional Park (CORP) and Hans L’Orange Baseball Field (HLBF). WPSC is 175 acres with 20 soccer fields, one lighted stadium field w/ locker room and restroom facilities. CORP is 269 acres with 3 regulation and one warm-up adult baseball fields; four softball fields, four youth baseball fields, five multi-purpose fields, 20 court tennis facility, archery range and the aquatic center which opened in September 2005.

**Total Full-time Grounds Maintenance Positions:** 26  
**Total Full-time Management Positions:** 4

**Accomplishments**

1. The University of Hawaii Wahine Soccer Team played their fifth season of home games at the WPSC stadium. A total of 15 intercollegiate matches were held.

The Hawaii High School Athletic Association (HHSAA) staged the Girls State Championships in February with teams from all the islands participating.

Both youth – AYSO and HYSA- as well as adult leagues made full use of the complex on weekends throughout the year. HYSA sponsored the Olympic Development Program. The adult soccer leagues - the Women’s Island Soccer Association (WISA), the Men’s Island Soccer Organization (MISO) and the Hawaii Rangers Soccer League staged tournaments throughout the year, including the Pacific Cup, the Tide Cup, Kirk Banks, HYSA State Championships, AYSO Rainbow, HYSA Hawaii International Cup, and the Veteran’s Cup, drawing both mainland and international teams.
2. Central Oahu Regional Park: There are six adult baseball leagues, 4 youth baseball leagues, 12 softball leagues, and 1 adult soccer league that use the park throughout the year. In addition there are 2 youth football leagues and a mixed Lacrosse league that practice at the park. Tournaments throughout the year include: Kids World Series Baseball, ASA Softball Regional, Little League, PONY, Cal Ripken, Babe Ruth Regional, Family Stone High School Alumni Softball tournament which involved 90 games over five days. Two Korean professional baseball teams also trained at the park in January, February and March.

3. Hans L’Orange field is managed by staff from CORP. Phase I of the master development plan has been completed, which included upgrading of field lights.

   Phase 2 of the master plan includes completion of the field lights, new scoreboard and additional parking. Hawaii Pacific University played some home games at the park during the year. Little League, American Legion, High School Leagues and adult leagues used the park’s lighted baseball field.

4. The Hawaii Pacific Tennis Foundation (HPTF) continued to manage the Tennis facility. The HPTF offers programs for youth and adults and organizes tournaments and leagues throughout the year. The HHSAA used the tennis facility for the Boys and Girls State High School Championships in 2005. The United States Tennis Association (USTA) National 18 under juniors were played at the complex in February.

5. The Veterans Memorial Aquatic Center was opened in September 2005. The facility includes a moveable bulkhead and its depth is three meters. The length is 50 meters with a dive well which includes two one-meter and two three-meter springboards. The moveable bulkheads provide for long course and short course swim competition and water polo events.

MAINTENANCE SUPPORT SERVICES

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 Parks Department 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 in pushing sand at all beaches in addition to assisting the trade group in digging for major water leaks. The fertilizer, herbicide, vector control and utility crew support over 400 requests to eradicate bees, rats and ants. They have built out ballfields filled asphalt pothole and have been the “Jack of all trades” in keeping the parks in proper repair. They also pressure wash and assisted hundreds of bathrooms to be kept clean throughout the year. In our Work Program section, contracts maintenance and repair projects for elevator and gymnasium repair such as backboards, and bleachers. Playground equipment and termite control are also administered by this section. The trade program our mainstay in maintaining and repairing an aging inventory of facilities has done an admirable job of fixing and maintaining many of our buildings. The constant request for lock repair and rekeying of facilities is matched by the number of requests for repairs to chain link fencing and increased number of security cattle gates being fabricated has overwhelmed our welding section. However they have been able to maintain many key projects. Vandalism has been a major concern over the years and the painting section has had over 145 vandalism responses throughout the year while doing another 278 painting work orders. The plumbing section also is an area that has been besieged with work orders. Over 900 requests to fix various plumbing problems from vandalism of toilets to stuck drains to broken water line and missing irrigation heads are common everyday work orders that are addressed by the plumbing section. In addition MSS supervisors and personnel 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.

Total Maintenance Support Services Positions: 67 Full-time positions
Accomplishments

1. The following is a summary of work orders completed by the mechanical repair, trades, heavy equipment, utility, chemical and labor crews and work program coordinator in fiscal year 2005-2006.

**COMPLETED REQUESTS FROM TRADES AND SECTIONS**

<table>
<thead>
<tr>
<th>Craft</th>
<th>Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpentry</td>
<td>402</td>
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<tr>
<td>Electrical</td>
<td>100</td>
</tr>
<tr>
<td>Masonry</td>
<td>149</td>
</tr>
<tr>
<td>Painting/Signs</td>
<td>423</td>
</tr>
<tr>
<td>Plumbing/Sprinkler</td>
<td>902</td>
</tr>
<tr>
<td>Welding</td>
<td>88</td>
</tr>
<tr>
<td>Work Program</td>
<td>55</td>
</tr>
<tr>
<td>Grounds Improvement</td>
<td>480</td>
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<tr>
<td>Heavy Equipment</td>
<td>221</td>
</tr>
<tr>
<td>Mechanical Repair</td>
<td>1,099</td>
</tr>
</tbody>
</table>

2. A major undertaking by the MSS branch was the reconstruction of Aina Moana (Magic Island) stonewall and walking path that was undermined by tidal waters at the lagoon area. Our masons and construction equipment operators worked for several weeks to stabilize the area and make it safe for park users to again enjoy.

3. Another project that involved MSS personnel was the complete restoration of Oneula comfort station in Ewa, involving carpenters, painters, plumbers, and ground maintenance personnel to completely give the facility a new cleaner look. It started with a new roof to the changing of all plumbing fixtures, a complete inside and outside paint job, and a high pressure cleaning of the floors.

**RECREATION SUPPORT SERVICES**

Recreation Support Services (RSS) of the Park Maintenance and Recreation Services Division provides 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.

Total Recreation Positions:
- 21 Full-time positions
- 45 Part-time positions

**Accomplishments**

1. **Adopt-A-Park Program**
   a. The Adopt-A-Park Program enlists public and private organizations and individuals to volunteer their services to partially maintain park facilities. Sixteen new adoptions were added this year for a total of 267 active park adoptions.
   b. The community service volunteer program assists and coordinates cleanups and beautification projects during the year for all districts. Major projects include “Make a Difference Day,” “Get the Drift and Bag It,” “Fourth of July,” “Labor Day,” and “Keep Hawaii Beautiful.” These community-wide projects have generated over 8,200 volunteers who contributed over 26,000 hours of community service projects in beach and litter cleanups during fiscal year 2005-2006.

2. **Children And Youth Unit**
   a. The Children and Youth (CY) Unit of the Department of Parks and Recreation (DPR) continues to seek grant opportunities, research new programming and provide support and training for DPR staff. Listed are some of the highlights:
      1) Grants – DPR was awarded $48,260 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).
      2) The Ewa Complex Lifeguard Program, developed by the Ewa Complex of District III is a vocational lifeguarding program conducted at Makakilo and Waikele Swimming Pools reaching out to the youth in the Ewa Beach, Waipahu and Waianae Coast communities.
      3) 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. Special Events:

1) The CY Unit and staff committee coordinated DPR’s participation in the 2005 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 first Fishing Derby was held at Ala Moana Park. There were over 80 youths from all parts of Oahu (10 – 17 years of age) who participated. Staff was 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.

c. Training:

1) This year the CY Unit developed and coordinated a series of training for new Recreation Directors and those who had not run a Summer Fun program. The training covered various topics to support the Directors in being successful in their positions. The training topics included: Welcome to the DPR, Planning, the inclusion process, Child Development, Leadership, Working with Teens and Beach Excursions.

2) DPR provided support for the 2006 Community Action Seminar (CAS) held in March at Kamehameha School’s Kapalama Campus. The CAS is presented by the Department of the Attorney General’s office. The staff facilitated community groups, both adult and youth groups to formulate action plans to combat underage drinking, drugs and youth gangs in their communities. This was the first year a youth track was a part of the seminar.

3) DPR staff attended the 2006 Youth Gang Response System (YGRS) Conference presented by the OYS. The conference focused on “The Circle of Courage: Reclaiming Youth at Risk”. This all day workshop was led by Dr. Larry Bendtro, and provided information and an understanding of how youth are seeking to fulfill four core needs – Belonging, Mastery, Independence and Generosity.

3. Healthy Hawaii Initiative Grant

In April 2002, DPR launched the State of Hawaii, Department of Health (DOH), Healthy Hawaii Initiative Grant—In-motion program. $248,000 of the grant money covered the vast majority of project expenses. The purpose of the grant is to increase physical activity in the urban core by utilizing existing Department of Education (DOE) facilities—Farrington High School. Obesity is a serious problem in Hawai‘i, and this project attempts to address this problem in two ways:

a. Provide fun and accessible physical activities;

b. Increase the number of safe facilities for students and community members to use for physical activity.

A major requirement of the grant was the completion of a joint use agreement between the DPR and DOE. DPR has completed this agreement.

In 2005-06 we focused on increasing participation in our physical activities at Farrington High School (FHS). At the end of May, 716 adults and teenagers had registered in the program. According to class surveys at the end of May 2006, 89% felt that the in-motion program helped them exercise more.

With regard to two important indicators that affect levels of physical activity — a safe place to exercise and feeling capable of exercising — 90% of the participants felt they had a safe place and 83% felt they could exercise for 30 minutes on most days.

4. People’s Open Market Program

The People’s Open Market (POM) program was established in November 1973. The overall purposes of the program are:

a. To provide the public, especially the less affluent residents, 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, and

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

<table>
<thead>
<tr>
<th>No. of Sites/Week</th>
<th>Average No. of Customers/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>3</td>
</tr>
<tr>
<td>Monday</td>
<td>4</td>
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<td>Tuesday</td>
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<td>Friday</td>
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</tr>
<tr>
<td>Saturday</td>
<td>5</td>
</tr>
<tr>
<td>TOTAL</td>
<td>25</td>
</tr>
</tbody>
</table>

Highlights In The Year

A total of 763,374 people were attracted to the 25 market sites during the fiscal year 2005 - 2006, a decrease from last year’s count of 867,095. The POM attendance numbers indicate that the program is alive and well and is fulfilling its primary purpose of aiding and promoting 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 Kaliihi Kai site had the highest average number of patrons (2,770 each week) and the Mother Waldron site the lowest (43 each week).

There has been a consistent decline in EBT transactions each fiscal year. A total of $2,740 was collected in the markets, a decrease from last year’s total of $6,543.

5. Senior Citizens Program

The Senior Citizen Section of the Department of Parks and Recreation has maintained a year round schedule of activities and special events for over 5,000 senior citizens (55 years and older) in the City and County of Honolulu. The Department’s District recreation staff advised 42 senior clubs (island wide) and assists the Senior Citizen Section with City wide events like the annual Mayor’s Cultural Festival and Crafts Fair and the Seniors Valentine Dance at the NBC Exhibition Hall.

By 2020, Hawaii’s 85+ age group is projected to increase by 242%, the second fastest growth rate in the nation, behind Nevada (Statistics from “Hawaii’s Older Adults”, produced by the Executive Office on Aging, State of Hawaii). Programming challenges for the senior section staff are in providing new and innovative approaches in providing challenging recreational opportunities to meet the needs of the “baby boomer” generation while servicing the multi generation of seniors.

6. Sports And Aquatics Section

There were over 600 aquatics classes, including first aid and CPR, held for children, teens, adults, seniors and special population at the 20 swimming pools island-wide.

7. Therapeutic Recreation Unit

a. Vision Statement:

The Therapeutic Recreation Unit (TRU) and the Department of Parks and Recreation recognize that access to recreation is the right of all people. We support the development of inclusive parks and programs which enhance the quality of life in our community. It is our vision to play a vital role in making parks and recreation an integral part of our community life. We celebrate the differences in individuals as we learn from the past, participate in the present and prepare for the future. Our dream is to have inclusive parks where people can choose from a well balanced variety of accessible activities with people who are accepting of the diversity of one another. We advocate with people with disabilities to participate and have fun in recreation as we all pursue health and active life styles.

Through this vision, we will create an inclusive agency.
b. **Mission Statement:**

   The mission of the Therapeutic Recreation Unit is to provide support to the Department of Parks and Recreation and to assist persons with disabilities to access parks activities.

b. **Training**

   1. KIT (Kids Included Together) was offered in collaboration with Easter Seals and a grant.
   2. LIFE (Leisure Is For Everyone) – held a generic training and one for pool staff in January. Positive Discipline and Song in ASL.
   3. Sign Language – some simple signs were taught to Diamond Head Complex in March.
   4. Positive Discipline Workshops for Recreation Directors was held in May.
   5. A training for Inclusion Aides was conducted in May which included all the Mandatory Training.
   6. Summer training included:
      - Positive Discipline
      - Song in ASL (video made and placed on the N Drive).
   7. KIT

b. **Net working** – Exchanging of information, be aware of changes that may affect the department, seek potential collaborations and training for DPR.

   1. Grant with Easter Seals – the grant was extended to March and some projects will continue such as the interior design for Crane and the Leisure Coach concept.
   2. Aquatics – The Aquatics Section and TR continues to develop procedures in aquatic settings.
   3. Deaf Culture – Pilot project for Summer Fun 2007, develop specific training for this area.
   4. Non DPR Support Staff – A revised policy was reviewed and approved by Corp Counsel

b. **Professional Development** – Therapeutic Recreation staff seeks out opportunities for Continuing Education in such areas as program access, inclusion, trends in the disability movement, related laws, disabilities and challenging behaviors etc.

   TR staff attended NIKI (National Institute on Recreation inclusion), KIT Workshop and KIT train-the-trainers.

b. **Outreach**

   1. New TR and Beach Access websites are ready to be put online.
   2. Brochures updated and placed in PDF format.

b. **Access Manual** – The manual is being reviewed by the Department of the Corporation Counsel and should be returned to TRU by August 2006.

8. **Culture And Arts Section**

   a. The 65th Annual Nā Hula Festival was held on August 14, 2005 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. Opening the day’s festivities was the Puanani Alama Hula Studio and Leilani Alama Hula Studio. The Alama sisters have been with Nā Hula Festival since its inception. The remaining performing hālau were Nā Wahine O Ka Hula Mai Ka Pu‘uwai, Hālau Hula ‘O Pua ‘A’ala Hone, and Hālau Hula ‘O Hōkūlani. There were about 300 performers and 500 people who participated in the one-day event.

   b. The 17th Annual Talk Story Festival was held on October 14-16, 2005 at McCoy Pavilion. Each of the three free nights featured eight to ten talented tellers from across the state. October 14th featured spooky stories; October 15th celebrated Kid Tales; and, October 16th offered Food For Thought. Approximately 2,500 people attended the three-day festival. ‘Ōlelo and Leeward Community College students videotaped each night of performances, which was later aired on ‘Ōlelo TV. Pacific Wings Airlines flew in five different tellers from the neighbor islands and they were housed by the Queen Kapi‘olani Hotel.

   c. The 79th Annual Lei Day Celebration began on March 18, 2005, with the selection of the Lei Queen and Court. Four ‘Öpio 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 being able to pronounce Hawaiian correctly. A story written specifically for the event was provided with translation to each contestant two weeks prior to the event. Each contestant could read or recite the story.

   This year’s contestants were Lauren Kanoelani Chang, Sharla Kuualohapumehana Kaeo, Delys Hulalimaikalanimai Recca, and Jorena Lehuanani Young. Sharla Kuualohapumehana Kaeo was selected as lei queen. Lauren Kanoelani Chang was the first runner-up. The remaining two ladies would serve as princesses in the court.

   The theme for the 79th Annual Lei Day Celebration was Nā Lei Mālamalama O Nā Kai ‘Ewalu – the illuminating lei of the eight seas. This year was unique because a grant in the amount of $40,000 was secured 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 Sharla Kuualohapumehana Kaeo and Princesses Lauren Kanoelani Chang, Delys Hulalimaikalanimai Recca, and Jorena Lehuanani Young, was invested by the Honorable Mayor Mufi Hannemann, and assisted by Mike May of HECO, and Donna Wheeler of ResortQuest Hawai‘i at the Queen Kapi‘olani Park Bandstand. The pomp and circumstance of the investiture was aided by Kumu Hinaleimoana Wong and nā haumāna of Hālau Lōkahi, Kumu Hula Hina Kamau‘u and Mr. Jason Kuahiwi Lorenzo. In addition, the solemn presentation of ho‘okupu, especially the gifts presented in an ancient style of protocol by Nā ‘Ōpio O La‘akona of Campbell High School touched many. The formality of the ceremony was balanced with a joyful serenade of “I Fell in Love with Honolulu” from the Mayor. The musical grouping of Charlene Kalai Campbell, Mamo Wassman, and Kenny Batungbacal provided music for the investiture ceremony.

The increase of publicity as well as the inclusion of professional entertainment did result in an increase of total 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; Nā ‘Ōpio O La‘akona; Hula Hālau Nā ‘Ōpio O Ko‘olau; Hālau Hula ‘O Hōkūlani; and, Ho‘onu‘a. A special visit from the Brothers Cazimero added to the day’s festivities, performing “May Day is Lei Day in Hawai‘i,” with the Lei Queen and Princesses dancing. The Hawaiian Steel Guitar Association performed at the lei exhibit area. Approximately 6,000 attended this day-long lei celebration.

On May 1, 2006, 21 adults and 27 keiki participated in the annual lei contest, offering 85 exquisite lei entries. There was an increase in the number of lei entries from 79 to 85 lei. Eleven more keiki participated in this year’s contest.

The impressive Lei Contest Exhibit attracted many interested observers evidenced by the long line waiting to view the floral creations throughout the day. Visitors could shop at the vendors selling lei as well as other Hawaiian crafts. They could also learn to make other Hawaiian craft by attending the exhibits and demonstrations throughout the day. A keiki lei-making activity center was available to keiki to learn lei etiquette as they strung lei to give away.

The closing of the 79th Annual Lei Day Celebration was held at Mauna ‘Ala, the Royal Mausoleum on May 2, 2006, where lei from the lei contest/exhibit were draped on the tombs and crypts of the Ali‘i. Approximately 100 people were in attendance. Lei were also draped at the tomb of King William Charles Lunalilo at Kawai‘a‘o Church, by a small contingency of the 2006 lei queen, court, 2004 lei queen, the public, HECO and DPR staff.

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d. The 2005 Honolulu City Lights Christmas event celebrated the City and County of Honolulu’s centennial. The new sculptures for this year were four Centennial Birthday Cakes; three to be placed at Honolulu Hale, and one to be placed at Kapolei Hale. In addition to the new display pieces, the transition from house paint on the sculptures to automotive paint continued with aloha wear on the snow family. Bright festive colors were cho-
sen for their clothing with newly designed aloha print applied in custom vinyl decals. Thousands of people view these sculptures along with the main tree and Department tree displays each night from December 3, 2005 through January 2, 2006.

e. Citywide Special Events:

July 16, 2005  City-Wide Summer Teen Mixed Volleyball Tournament was held at Waipahu District Park with 8 teams, 96 participants and 100 spectators.

July 23, 2005  City-Wide Junior Lifeguard Competition as held at Kaneohe pool with 10 teams, 60 participants and about 100 spectators.

August 2-4, 2005  The 30th Annual State Softball Tournament was hosted by the Makua Ali‘i Senior Softball League of Oahu at Central Oahu Regional Park (CORP). There were five divisions with a total of 40 teams, with 13 teams and 275 participants from Oahu. We had a total of 627 participants overall.

August 14, 2005  The 65th Annual Nā Hula Festival was held 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. There were approximately 300 performers and 500 people who participated in the one-day event.

September 23–25, 2005  Good Life Fair was held at the Neal Blaisdell Center Exhibition Hall. DPR seniors participated by doing arts and craft demonstrations, acting as docents and providing entertainment.

October 14-16, 2005  The 17th Annual Talk Story Festival was held at McCoy Pavilion. Each of the three free nights featured eight to 10 talented story tellers from across the state. Approximately 2,500 people attended the three-day festival.

November 5, 2005  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.

November 19, 2005  Mayor’s Cultural Festival and Craft Fair - A total of 42 DPR Senior Clubs and other senior agencies participated in this event held at the Neal Blaisdell Center Exhibition Hall. Approximately 3,000 in attendance.

December 3, 2005  Annual DPR-Elks Hoop Shoot (basketball free throw shooting contest) was held at the Salt Lake District Park. There were 36 (20 boys and 16 girls) DPR and school district finalists.

January 17, 2006  Advisor and Leadership Workshop was held at the McCoy Pavilion Auditorium. 125 DPR staff advisors and senior club officers participated in this year’s workshop.

February 9, 2006  Senior Valentine Dance was held at the Neal S. Blaisdell Center with over 2,500 participants and 50 representatives from various senior organizations. The theme of the event was “As Time Goes By”. The students from the Waldorf School’s ballroom dancing classes attended.

March 16, 2006  The 15th Annual Senior Classic Games (organized games created for seniors) was cancelled due to inclement weather. The event was rescheduled for a later date, but poor weather conditions prevailed, canceling the event this year.

March 18, 2006  The 79th Annual Lei Day Celebration began on March 18, 2006, with the 78th selection of the Lei Queen and Court. Four ‘Ōpio were judged on their lei making skills, hula, poise, personality and ‘Olelo Hawai‘i. Approximately 300 people attended this event.

March 23, 2006  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 in attendance.

April 20, 2006  Try Fest (an event for seniors to try new activities) was held at the Manoa District Park. Over 400 participants enjoyed the activities that promoted physical activity at this event.

April 24, 2006  The Senior Recognition Program was held at the Sheraton Waikiki Hotel. DPR staff assisted with the program and monitored the seniors during and after the program.

DPR-216
May 1, 2006  The theme for the 79th Annual Lei Day Celebration was Nā Lei Mālamalama O Nā Kai ‘Ewalu – the illuminating lei of the eight seas. This year was unique because a grant in the amount of $40,000 was secured 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. Approximately 6,000 participants and performers were at the event.

May 2, 2006  The closing of the 79th Annual Lei Day Celebration was held at Mauna ‘Ala, the Royal Mausoleum on May 2, 2006, where lei from the lei contest/exhibit were draped on the tombs and crypts of the Ali‘i. Lei were also draped at the tomb of King William Charles Lunalilo at Kawai‘aha‘o Church. Approximately 100 people participated at the two sites.

May 26, 2006  Memorial Day lei sewing project at the Makua Alii Senior Center, Kailua District Park and Waipahu District Park. Over 180 seniors sewed over 3,500 lei for the Memorial Day Ceremony at Punchbowl Cemetery.

June 14-16, 2006  The 2006 State Senior Citizens Bowling Tournament was hosted by the Kauai County’s Senior Program. Over 150 bowlers from the Oahu, Kauai, Maui and Hawaii County sponsored leagues participated.

Throughout the year, there were eight city-wide tennis tournaments and events held at Diamond Head Tennis Center with a total of 725 men, 227 women and 1,250 spectators participating and six golf tournaments, five at Makalena Golf Course and one at Ewa Villages Golf Course for senior citizens, with 600 senior golfers participating.
DEPARTMENT OF PLANNING AND PERMITTING
Henry Eng, FAICP, Director
David K. Tanoue, Deputy Director

POWER, DUTIES AND FUNCTIONS
The Department of Planning and Permitting (“DPP”) is responsible for the City’s long-range planning and community planning efforts and for the administration and enforcement of ordinances and regulations governing the development and use of land, various codes pertaining to the construction of buildings, and city standards and regulations pertaining to infrastructure requirements. The department consists of six branches, Administrative Services Office, Customer Services Office, Planning, Land Use Permit, Building, and Site Development divisions. The department also has five commissions, boards and committees:

The Planning Commission holds public hearings and makes recommendations through the mayor to the City Council on proposals to adopt or amend the General Plan, Development Plans, and zoning ordinances. It also holds public hearings and makes recommendations on State Land Use District boundary amendments for parcels of 15 acres or less in other than Conservation Districts, and approves state land use special use permit applications for uses on agricultural land.

The Zoning Board of Appeals hears and determines appeals from actions of the director of Planning and Permitting in the administration and enforcement of zoning, shoreline, 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 Geographic Information System (“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 GIS;
- Manage and direct the operations of the departments automated permit tracking and management system;
- Manage and maintain the GIS and the department’s Internet web sites;
- Provide standards for entering and maintaining the geographic/spatial database of thematic maps;
- Implement user interfaces to provide easy access for spatial data queries, report generation, and map production;
- Integrate data and information from external databases of the City and from other agencies with GIS and departmental land record information;
- Provide assistance and consultation to develop and define specifications for GIS applications and projects;
- Coordinate with all departments to develop management plans that ensure the maintenance of the individual spatial data layers, and ensure that the GIS is responsive to the individual users;
- Implement policies for the distribution of GIS data to the public and private industry.
- Pursue the development of inter-organization agreements to promote the use of GIS technology, and to develop cooperative arrangements for future database development.
ACCOMPLISHMENTS

AutoPermits (POSSE)

As part of the effort to establish a comprehensive and integrated Land Information System ("LIS"), the HoLIS program continues to provide key management and technical support in the development and use of the department’s Automated Permit Tracking and Management System ("AutoPermits"). The AutoPermits program, commonly referred to as POSSE, enhances methods for processing development permits, and effectively identifies the status of permit applications in the review process. The system is being used by all operations relating to the review, approval, inspection, and enforcement of departmental permits. Below are statistics of production from the POSSE system:

<table>
<thead>
<tr>
<th>Fiscal Year 2005</th>
<th>Fiscal Year 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>New POSSE data records created</td>
<td>3,115,078</td>
</tr>
<tr>
<td>Percentage change</td>
<td>8.5%</td>
</tr>
</tbody>
</table>

AutoPermits (Honolulu Internet Permit System and 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. In addition to the department’s Honolulu Internet Permit System ("HIPS"), a program called HonLINE was deployed to allow Internet capabilities to apply, pay, and receive certain permits using the Internet. Below are data illustrating the expanding use of the department’s website:

- Percentage of permits being issued through HonLINE – 7.7%
- Average monthly income - $10,000
- Labor savings = 354 hours

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 5,000,000 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.

<table>
<thead>
<tr>
<th>Fiscal Year 2005</th>
<th>Fiscal Year 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total # of hits on DPP Web Site</td>
<td>5,821,156</td>
</tr>
<tr>
<td>% change from previous year</td>
<td>120%</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Fiscal Year 2005</th>
<th>Fiscal Year 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total hits on GIS Web Site</td>
<td>34,456,431</td>
</tr>
<tr>
<td>Percentage Change</td>
<td>15.4%</td>
</tr>
</tbody>
</table>

Tax Plat Automation and Data Conversion

HoLIS completed the conversion of over 2,800 tax plats to update the GIS with additional lot, easement, and dimension data. The deployment of new GIS software tools to improve the methods for maintaining tax plat map data and to automate the production of the tax plat maps was initiated. The following features have been added:

- 180,095 lots
- 649,381 parcel dimensions
- 46,638 easements
- 15,501 land titles

Digital Aerial Photography

The HoLIS program acquired high resolution digital aerial images for the entire 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. Over 200 gigabytes of imagery is now available in the GIS.
• NGA 1 foot resolution aerial photographs - 106.87 GB
• USI 0.5 foot resolution aerial photographs - 105.06 GB
• Ikonos3 meter resolution satellite imagery - 18.69 GB
• Digital Globe 1 meter resolution satellite imagery - 19.41 GB
• Emerge 1 meter resolution, Color Infrared aerial imagery - 33.79 GB

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.

• 10,000 3D building shapes are installed in the GIS database.

Facility Data Conversion Project
HoLIS is managing the conversion of hard copy maps into digital format for Storm Drain, Buildings, Parks, and other critical facilities. Interviews with key users and work plans to update various data sets were completed.

• 32,864 new storm features added

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 7th 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:
• Enhanced 911 (e911) Dispatch System
• National Pollution Discharge Elimination System (NPDES)
• Capital Improvement Program (CIP) Intranet Website
• Parks Information and Mapping System (PIMS)
• Honolulu Fire Department Dispatch (HOSES)
• Honolulu Police Department GIS deployment
• Environmental Services Wastewater Facility Geo-Database Management
• Street and Site Addressing Updates
• City Land and Asset Inventory

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 requests increased 10% from the previous year and has an overall growth trend of work requests and map production over the past 5 years, with spikes in demands. The reduction in the number of edits that have occurred indicates that the GIS database requires less maintenance and has fewer errors than in previous years. It should be noted that the GIS is available to city personnel via the Internet or other desktop programs, and users are producing map products without assistance from HoLIS, which are not accounted for here.

<table>
<thead>
<tr>
<th>FY00</th>
<th>FY01</th>
<th>FY02</th>
<th>FY03</th>
<th>FY04</th>
<th>FY05</th>
<th>FY06</th>
</tr>
</thead>
<tbody>
<tr>
<td>HoLIS Work Requests</td>
<td>229</td>
<td>244</td>
<td>311</td>
<td>606</td>
<td>369</td>
<td>404</td>
</tr>
<tr>
<td>Maps Produced</td>
<td>403</td>
<td>298</td>
<td>411</td>
<td>499</td>
<td>885</td>
<td>512</td>
</tr>
<tr>
<td>GIS Data Maintenance Jobs</td>
<td>663</td>
<td>761</td>
<td>657</td>
<td>433</td>
<td>374</td>
<td>203</td>
</tr>
</tbody>
</table>

DPP-220
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, provides a central intake point for other permit applicants, answers inquiries about land use permit requirements and collects all building permit payments. CSO also serves as the department’s property information center, where historical and current property and permit records are available for the public’s use.

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 2006 were 16,203 and $1,540,922,691 respectively, as compared to 14,511 and $1,379,629,473 for the previous fiscal year. This represents an increase of 1,692 permits or 12% and an increase in valuation of $161,293,218 or 12%. The increase in valuation for this fiscal year is due to an increase of major commercial building permit applications.

No. of Building Permits Issued

![No. of Building Permits Issued Chart]

Valuation of Building Permits Issued

![Valuation of Building Permits Issued Chart]
Permit Streamlining

- HONline - CSO has provided assistance in the creation and implementation of the department’s “HONline” electronic building permit system. Open for use in late February 2006 via the DPP website, 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. In the upcoming year, HONline is expected to expand its permit issuance to include fences and walls.

- KMH Building Permit Study – On December 5, 2005, KMH LLP was retained to assist DPP in assessing current building permit processes and to provide recommendations on how to reduce processing time and maximize productivity. Phase I of the study defined the scope and focus for permit process improvement and defined specific areas for study in Phase II. According to the finding by KMH, the two areas particularly critical for further review are staffing problems and lack of standardization in the review process.

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 inquiries, 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. Receives, and distributes all incoming materials for the department; 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 provides 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:

<table>
<thead>
<tr>
<th>Fiscal Year 2005</th>
<th>Fiscal Year 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Calls Received</td>
<td>20,107</td>
</tr>
<tr>
<td>Walk-in Customers Served</td>
<td>27,852</td>
</tr>
<tr>
<td>Incoming Mail Received</td>
<td>49,877</td>
</tr>
<tr>
<td>Number of Files Retrieved for Customers</td>
<td>36,121</td>
</tr>
<tr>
<td>Copies of Maps Made</td>
<td>6,759</td>
</tr>
<tr>
<td>Copies of Document Pages Made</td>
<td>59,587</td>
</tr>
<tr>
<td>Construction Drawings Accessed</td>
<td>54,411</td>
</tr>
<tr>
<td>Research Requests</td>
<td>10,245</td>
</tr>
<tr>
<td>Subpoena’s Received/Civil Suits</td>
<td>192</td>
</tr>
</tbody>
</table>

The annual statistics for this fiscal year shows an increase of 44% in the phone calls answered as opposed to the statistics during fiscal year 2005.

While statistics show a significant increase in the number of phone calls answered, the DAIB did see a decrease (12%) in the number of customers that were assisted at the counter (approximately 3,318). The decrease in walk-in customers can be attributed to the increase in the phone orders received from regular customers.

Authorization of approximately 1,900 hours of overtime during the fiscal year 2006, allowed staff to reduce the backlog of records research and access requests. Without the authorized overtime, the DAIB and this department would be in violation of the UIPA statues that requires the maximum of 10 business days in which to provide a requestor with access to government records.

Code Compliance Branch
Duties and Functions

Customer Services Office Code Compliance Branch is responsible for the issuance of Notices of Order (“NOOs”) 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 NOOs 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 NOOs 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 2006, the Department issued 3,022 NOV’s. Of those NOV’s, 453 were referred for issuance of NOO’s. Of the 453,267 NOO jobs created, 57 cases were cancelled as erroneous referrals. Of the remaining 396 NOO’s issued, 183 cases were closed. During this period, $168,322 was collected as civil fines.

This branch is also responsible for processing Nonconforming Use Certificates (“NUC’s”). The NUC’s are issued to allow the continuance of legal short-term rental units. The 2004 NUC renewal was completed on October 15, 2004. Currently, there are 1,000 active NUC’s on Oahu (940 transient vacation rentals and 60 bed and breakfast units). The processing fee collected for the 2004 NUC renewal was $400 each. The 2006 NUC Renewal Cycle will be completed on October 15, 2006.

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:

<table>
<thead>
<tr>
<th></th>
<th>Fiscal Year 2005</th>
<th>Fiscal Year 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Initial Inspections (Housing Units)</td>
<td>1,197</td>
<td>1,527</td>
</tr>
<tr>
<td>No. of Units with Housing Code Deficiencies</td>
<td>276</td>
<td>230</td>
</tr>
<tr>
<td>No. of Units with Housing Code Deficiencies Corrected</td>
<td>252</td>
<td>213</td>
</tr>
<tr>
<td>No. of Units Demolished</td>
<td>9</td>
<td>25</td>
</tr>
<tr>
<td>No. of Zoning Violations Issued</td>
<td>148</td>
<td>210</td>
</tr>
<tr>
<td>No. of Zoning Violations Corrected</td>
<td>145</td>
<td>218</td>
</tr>
<tr>
<td>No. of Inspections of Vacant Lots</td>
<td>179</td>
<td>184</td>
</tr>
<tr>
<td>No. of Vacant Lots for Which Notices of Violation were Issued</td>
<td>141</td>
<td>99</td>
</tr>
<tr>
<td>No. of Vacant Lot Violations Corrected</td>
<td>139</td>
<td>72</td>
</tr>
<tr>
<td>No. of Inspections of Sidewalk Areas</td>
<td>3,375</td>
<td>3,195</td>
</tr>
<tr>
<td>No. of Inspections of Illegal Signs</td>
<td>N/A</td>
<td>798</td>
</tr>
</tbody>
</table>

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 their applicable building, zoning and other 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. We also conduct investigations and research on proposed condominium property regimes (CPR) conversions of existing buildings to determine whether the building 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, this branch has also been responsible for investigating all complaints on illegal signs in industrial, commercial, apartment and mixed-use districts and since 2002 have 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 taking 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:

<table>
<thead>
<tr>
<th>Number of Complaints Investigated</th>
<th>Fiscal Year 2005</th>
<th>Fiscal Year 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign Complaint</td>
<td>605</td>
<td>923</td>
</tr>
<tr>
<td>Other</td>
<td>258</td>
<td>220</td>
</tr>
<tr>
<td>Total</td>
<td>863</td>
<td>1,143</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notices of Violation (&quot;NOV&quot;)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of NOV's Issued</td>
<td>247</td>
<td>474</td>
</tr>
<tr>
<td>No. of NOV's Corrected</td>
<td>208</td>
<td>367</td>
</tr>
<tr>
<td>No. of NOV's Referred</td>
<td>39</td>
<td>117</td>
</tr>
<tr>
<td>No. of Follow Up Inspections</td>
<td>3,191</td>
<td>4,191</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Other Investigations</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Licensing</td>
<td>88</td>
<td>115</td>
</tr>
<tr>
<td>Condominiums</td>
<td>274</td>
<td>263</td>
</tr>
<tr>
<td>Special Assignments Accepted</td>
<td>19</td>
<td>35</td>
</tr>
</tbody>
</table>

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 approvals 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 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, 2006 are as follows:
Diane Peters-Nguyen, Chairperson
Jeffery T. Mikulina, Vice Chairperson
Vicki Gaynor
Karin Holma
Edson G.H. Hoo
Andrew M. Jamila, Jr.
Rodney Kim
Richard C. Lim
Charlie Rodger

ACCOMPLISHMENTS

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”). The Ewa DP Five-Year Review should be ready for formal review and approval in the fall of 2006. The Five-Year Review for the East Honolulu SCP public review draft may also be completed by the end of 2006. Proposed revisions to the East Honolulu SCP are being reviewed by City agencies, with submittal of the results of the Five-Year Review to the Planning Commission by early 2007.

A draft proposal to amend the Public Infrastructure Map (“PIM”) enabling ordinance was prepared and internal review completed.

The department received Federal Transit Authority funds to allow staff and other city members to visit Transit-Oriented Development sites on the mainland to see first-hand land use strategies that complement transit systems.
### State Land Use Boundary Amendments

<table>
<thead>
<tr>
<th>Fiscal Year 2005</th>
<th>Fiscal Year 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary Reviews</td>
<td>3</td>
</tr>
<tr>
<td>Amendments greater than 15 acres processed</td>
<td>0</td>
</tr>
<tr>
<td>Amendments for 15 acres of less processed</td>
<td>1</td>
</tr>
</tbody>
</table>

### Zone Changes, Special Use Permits, Zoning District Boundary Adjustments

<table>
<thead>
<tr>
<th>Fiscal Year 2005</th>
<th>Fiscal Year 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zone Change applications processed</td>
<td>8</td>
</tr>
<tr>
<td>Applications rejected</td>
<td>2</td>
</tr>
<tr>
<td>Application approved</td>
<td>4</td>
</tr>
<tr>
<td>Special Use Permit (&quot;SUP&quot;) applications processed</td>
<td>3</td>
</tr>
<tr>
<td>Applications accepted</td>
<td>1</td>
</tr>
<tr>
<td>Applications approved by Planning Commission</td>
<td>2</td>
</tr>
<tr>
<td>Amendments approved by Planning Commission</td>
<td>2</td>
</tr>
<tr>
<td>Zoning District Boundary Adjustments (&quot;ZDBA&quot;) requests processed</td>
<td>11</td>
</tr>
<tr>
<td>Requests approved</td>
<td>10</td>
</tr>
<tr>
<td>Unilateral Agreement compliance Permit Reviews</td>
<td>138</td>
</tr>
</tbody>
</table>

### PIM Revisions and Project Reviews PIM

<table>
<thead>
<tr>
<th>Fiscal Year 2005</th>
<th>Fiscal Year 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requests processed</td>
<td>8</td>
</tr>
</tbody>
</table>

### Environmental Documents

<table>
<thead>
<tr>
<th>Fiscal Year 2005</th>
<th>Fiscal Year 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental documents reviewed</td>
<td>62</td>
</tr>
<tr>
<td>Draft or Final Environmental Assessments</td>
<td>50</td>
</tr>
<tr>
<td>Environmental Impact Statements and EIS Preparation Notices</td>
<td>4</td>
</tr>
<tr>
<td>Pre-Consultation presentations for Environmental Assessments</td>
<td>8</td>
</tr>
</tbody>
</table>

### Budget Reviews

<table>
<thead>
<tr>
<th>Fiscal Year 2005</th>
<th>Fiscal Year 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive-Branch projects reviewed</td>
<td>198</td>
</tr>
</tbody>
</table>

### Planning Commission

<table>
<thead>
<tr>
<th>Fiscal Year 2005</th>
<th>Fiscal Year 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meetings held</td>
<td>4</td>
</tr>
<tr>
<td>Actions taken</td>
<td>7</td>
</tr>
<tr>
<td>Workshops held</td>
<td>1</td>
</tr>
</tbody>
</table>

### Community-Based Initiatives

The following plans were completed:
- Makiki Neighborhood Plan
- Waialua Town Master Plan

Contract administration for the following planning projects continued:
- Kaneohe Town Plan
- Kamanele Park Master Plan
- Chinatown District Revitalization Master Plan
- Waimanalo Business Training Center Definition and Development Plan
- Korean Cultural and Community Center Planning and Concept Development Study
- Chinatown Substandard Properties Improvements Plan

Contracts were awarded for the following:
- Ala Moana/Sheridan/Kaheka Neighborhood Plan
- Kahaluu Community Master Plan
- Ewa Traffic Circulation Study
- Regional Development Plan Implementation Study, Phase One

### Functional Plans and Planning

The division continued to support the following programs:
- OMPO Technical Advisory Committee ("TAC"), OMPO 2030 Oahu Regional Transportation Plan, Intermodal Planning Group, and Congestion Management Committee;
- The Board of Water Supply Watershed Management Plans which addresses the need for county water use and development plans by the State Water Code. Current plans address Waianae and Koolauloa;
- City Council Agricultural Development Task Force, which was established to make recommendations to enhance the viability of the agricultural industry on Oahu;
• State Department of Transportation’s Sub-Statewide Transportation Advisory Committee. The committee serves as a forum for the state and county planning and transportation agencies to discuss relevant issues which they have in common.

Policy Research and Support
• Updated the department’s land use model and traffic analysis zone boundaries. This effort was undertaken in support of the City’s High Capacity Transit Corridor project by providing the future land uses needed for estimating transit patronage. The resultant land use forecast 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. The update was necessitated by the fact that significant changes in development and infrastructure plans, particularly in the emerging Ewa region, had taken place since the last forecast was prepared as part of the Oahu Regional Transportation Plan;
• Prepared detailed data profiles for various geographic areas on Oahu to promote the planning and understanding of communities on the island, including the sub-areas of the eight Development Plan areas, City Council districts and House and Senate districts of the State Legislature. Each area was profiled in terms of four sets of characteristics: demographic, social, economic and housing;
• Developed procedures and software programs in anticipation of the release of American Community Survey (“ACS”) results for use in planning analysis. The ACS is intended to replace the long-form of the decennial Census, but the data will be less detailed geographically and will be released annually instead of once every ten years;
• Initiated consultant selection for two projects intended to improve the capability of the Department’s planning analysis function. The first was to enhance the prototype UrbanSim land use model to meet the needs of land use and transportation planning. The enhancements include representing land use with greater detail, increasing the geographic specificity of development events and implementing various mechanisms of land use that are unique to Honolulu. The second project was 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;
• 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 Branch, Land Use Approval Branch, and Zoning Regulations and Permits Branch. The LUPD is responsible for administering the Land Use Ordinance (“LUO”) and other regulations pertaining to land use within the City and County of Honolulu.

The division reviews and prepares amendments to the LUO as required, coordinates interpretations of the LUO, and reviews and processes all LUO regulated land use permit applications. In addition, the division administers the Coastal Zone Management Program on behalf of the City and County of Honolulu and processes all required Shoreline Management Area 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 Section13-103 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 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
  Carl T. Takamura, Vice Chairperson
  Herbert S.L. Chock
  Ronald T. Ogomori
  Signe A. Godfrey

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.

In addition to its regular permit workload, other activities of LUPD included the review and processing of a number of significant LUO amendments, including an amendment to eliminate the size limit on new ohana dwellings. This amendment was adopted by the City Council in March 2006. In April 2006, the Department of Planning and Permitting submitted its findings and recommendations as directed by Council Resolution to review the sign ordinance and recommend appropriate means, including LUO amendments to allow business establishments that lack building frontage to display on-premises signs. The department is currently working on LUO amendments regarding Transient Vacation Units and Bed and Breakfast Homes. 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 to provide for a reduction in parking requirements for transit-oriented multi-family dwelling uses, 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. LUPD is working on these efforts with the 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 affordable rental housing as a Conditional Use Permit, Major, respectively;
- Two (2) Council-initiated amendments to add an additional enforcement-related tool for transient vacation units and to remove the prohibition on additional bed-and-breakfast homes;
- One (1) department-initiated amendment based on a private party application, to amend the Hawaii Capital District precinct and reduce open space requirements.

The following table of annual statistics illustrates permit volume and the diversity of the LUPD total workload.

<table>
<thead>
<tr>
<th>Temporary Use Permits</th>
<th>Fiscal Year 2005</th>
<th>Fiscal Year 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications Received</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Applications Completed</td>
<td>7</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Management Area Permits - Major/Minor</th>
<th>Fiscal Year 2005</th>
<th>Fiscal Year 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications Received</td>
<td>92</td>
<td>76</td>
</tr>
<tr>
<td>Applications Completed</td>
<td>82</td>
<td>74</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shoreline Setback Variances</th>
<th>Fiscal Year 2005</th>
<th>Fiscal Year 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications Received</td>
<td>15</td>
<td>8</td>
</tr>
<tr>
<td>Applications Completed</td>
<td>19</td>
<td>9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Minor Shoreline Structures</th>
<th>Fiscal Year 2005</th>
<th>Fiscal Year 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications Received</td>
<td>16</td>
<td>16</td>
</tr>
<tr>
<td>Applications Completed</td>
<td>13</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Environmental Documents</th>
<th>Fiscal Year 2005</th>
<th>Fiscal Year 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications Received</td>
<td>38</td>
<td>29</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Districts - Major/Minor</th>
<th>Fiscal Year 2005</th>
<th>Fiscal Year 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications Received</td>
<td>94</td>
<td>56</td>
</tr>
<tr>
<td>Applications Completed</td>
<td>96</td>
<td>62</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Planned Development-Housing</th>
<th>Fiscal Year 2005</th>
<th>Fiscal Year 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications Received</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Applications Completed</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cluster Housing</th>
<th>Fiscal Year 2005</th>
<th>Fiscal Year 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications Received</td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td>Applications Completed</td>
<td>5</td>
<td>8</td>
</tr>
</tbody>
</table>
Existing Use (Housing – Non-Residential)
Applications Received ......................................................... 19 ...................... 20
Applications Completed ......................................................... 19 ...................... 18

Conditional Use Permits
- Major/Minor
  Applications Received ......................................................... 100 ...................... 107
  Applications Completed ......................................................... 95 ...................... 81

Plan Review Uses
Applications Received ............................................................ 0 ...................... 1
Applications Completed ............................................................ 0 ...................... 0

Zoning Variances
Applications Received ............................................................ 56 ...................... 34
Applications Completed ............................................................ 57 ...................... 24

Zoning Adjustments
Applications Received ............................................................ 47 ...................... 38
Applications Completed ............................................................ 50 ...................... 36

Waivers
Applications Received ............................................................ 99 ...................... 115
Applications Completed ............................................................ 79 ...................... 114

Modifications Processed ..................................................... 131 ...................... 102

Design Advisory Committee
Meetings ....................................................................................... 3 ...................... 3
Number of projects reviewed ........................................................ 3 ...................... 3

Zoning Board Of Appeals
Meetings ....................................................................................... 20 ...................... 17
Appeals of Director’s actions ....................................................... 15 ...................... 11
  - Withdrawn or invalid ......................................................... 8 ...................... 1
  - Upheld appeal ...................................................................... 1 ...................... 0
  - Denied appeal ...................................................................... 5 ...................... 6

Hearings
Zoning Variance ........................................................................ 19 ...................... 20
Special Management Area Permit/Shoreline Setback Variance .... 15 ...................... 18
Conditional Use Permit – Major .................................................. 21 ...................... 2
Site Plan Review ........................................................................ 3 ...................... 0
Planned Development-Housing .................................................... 3 ...................... 0
Special Districts ........................................................................... 3 ...................... 3
Other ......................................................................................... 0 ...................... 0

BUILDING DIVISION
DUTIES AND FUNCTIONS
The Building Division enforces the Building, Electrical, Housing, Plumbing, Energy, and Zoning Codes and other pertinent ordinances; review and approve applications submitted for compliance with code requirements; inspect approved applications for compliance with various codes; review, update and recommend changes to the various codes; process variance and appeal requests to use alternated materials and methods of construction; and conduct examinations for individuals to become qualified special inspectors.

ACCOMPLISHMENTS
Code Review
The department is also currently evaluating the 2003 Uniform Plumbing Code for adoption.
The City and County of Honolulu (“City”) is currently using the 1997 edition of the Uniform Building and Plumbing Code, and the 2005 edition of the National Electrical Code (“NEC”), which are updated and published every three years for various jurisdictions to review for adoption. Each code cycle embraces the latest technology in building safety (including fire, construction, electrical installation, structural seismic and wind, and other life safety requirements) for jurisdictions to enforce.

**Streamlining Measures**

As of this publication, there are 18 individuals and six firms certified by this department to perform “third party” review. The first “third party” project approval occurred in October 2005.

During this fiscal year, 122 projects were processed under the “third party” review program. Of these projects, 72 were approved and are either completed or under construction.

**ACTIVITIES FOR FISCAL YEAR 2006**

The department is continuing in its commitment to train and certify all building inspectors according to the International Building Official’s Certified Building Inspector’s exam.

The department is also continuing its effort to update the Building and Plumbing Codes through the process of review and adoption of the 2003 International Building and Residential Codes and the 2003 Uniform Plumbing Code.

The Plans Examining Section reviewed 2,573 plans for fiscal year 2006 as compared to 2,361 plans for the previous fiscal year, which represents an increase of 212 or 9.0%. The number of major plans reviewed increased by 15 or 1.65% from 910 to 925, the number of minor plans reviewed increased by 197 or 13.58% from 1,451 to 1,648. The number of plans reviewed has increased, as well as their complexity, and the project valuation has increased for every plan reviewed.

The Building Inspection Section performed 69,807 inspections relating to codes under its jurisdiction as compared to 63,900 inspections during the previous fiscal year, which represents an increase of 5,907 or 9.24%. There were 816 notices of violations issued during the fiscal year as compared to 791 for the previous fiscal year, which represents an increase of 25 or 3.16%. Complaints handled by the Building Inspection Unit increased to 1,236 during the fiscal year from 1,177 for the previous fiscal year. This represents an increase of 59 requests for investigations or 5.07%. There were also 320 certificates of occupancies processed during the fiscal year as compared to 233 during the previous fiscal year, which represents an increase of 87 or 37.3%.

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 evaluated 2,072 plans, an increase of 6.8% from the previous fiscal year of 1,932 plans. This branch performed 29,971 inspections for the fiscal year 2006, a decrease of 20% from the previous fiscal year of 23,800 inspections. The total number of inspections includes 7 fire investigations, 47 requests for inspection, 4 paid inspections, 221 re-inspections, and 22 occupational inspections.

The Mechanical Code Branch is responsible for the review of mechanical and plumbing plans and the subsequent inspection of these installations, including such work authorized by building permits issued without mechanical plans. This branch evaluated 2,140 plans and performed 22,733 inspections during the fiscal year, in comparison to 2,202 and 21,121 respectively, for the previous fiscal year.

The Zoning Plan Review Branch reviewed 9,571 building/sign permit applications during the fiscal year, an increase of 11.78% from the previous fiscal total of 8,563. Additionally, this branch reviewed 435 other permit applications for the fiscal year, in comparison to 431 the previous fiscal year for a 1% increase.

The Research Branch examined 13 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 34 during the previous fiscal year. This branch processed 41 applications for the Building Board of Appeals, as compared to 44 applications during the previous fiscal year; and processed 12 special inspector applications, compared to seven the previous fiscal year. As established by the “Administrative Rules,” the department received 16 applications from individuals and certified 15 to be “third party” reviewers. In addition, one firm applied and was approved for certification as a “third party” reviewing firm.

Additional information for fiscal year 2006 showing summary of performance compared with that for fiscal year 2005 and information pertaining to the activities of the Building Board of Appeals are attached.

**BUILDING BOARD OF APPEALS**

The Building Board of Appeals (“Board”) was created by an ordinance established in October 1966. The nine members are appointed by the mayor, with the approval of the City Council, for a term of five years. The terms are staggered to provide continuity in carrying out the business of the Board. Members must be qualified by training and experience to hear and resolve matters pertaining to building construction and fire safety. Four members must be registered engineers or architects; one must be experienced in electrical work; one in plumbing work, two in fire safety matters; and one member must be a general contractor.

In 1972, authority of the board was extended to matters pertaining to the Electrical and Plumbing codes. The board’s authority was further extended in fiscal year 1975 to hear appeals from the suspension or revocation of building permits;
in fiscal year 1978 to hear appeals from actions under Section 27-10.2 of the Housing Code; and in fiscal year 1980 to hear appeals from the decision of the Fire Official on matters pertaining to the Fire Code.

The membership of the Building Board of Appeals as of April 5, 2005 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 2005 TO 2006**

<table>
<thead>
<tr>
<th></th>
<th>Fiscal Year 2005</th>
<th>Fiscal Year 2006</th>
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<tbody>
<tr>
<td>No. of Appeals Processed</td>
<td>44</td>
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<tr>
<td>No. of Appeals Settled</td>
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<tr>
<td>No. of Appeals Pending</td>
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**BUILDING DIVISION PERFORMANCE REPORT FOR FISCAL YEARS 2005 AND 2006**

I. Plans Examining Section

- Major Plans ($50,000 and More) Under Review
  - No. Carried Over ........................................... 446 ................ 450
  - No. Received ................................................. 987 ........ 1,048
  - Review Completed ......................................... 910 .......... 925
  - Projects Dropped ........................................... 73 ........ 92
  - Projects Relogged ............................................ 0 .......... 0
  - Carry Over .................................................. 450 .......... 481

II. Zoning Plan Review Branch

- Plan Review Function
  - Building Permit and Sign Permit
    - Applications Reviewed ...................................... 8,563 .......... 9,571
    - Other Permits/Applications Reviewed ..................... 431 ........ 435

III. Inspection Section

<table>
<thead>
<tr>
<th></th>
<th>No. of Permits and/or Requests Carried Over</th>
<th>No. of Permits and/or Requests Received</th>
<th>No. Completed</th>
<th>No. Voided and/or Denied</th>
<th>No. Carried Over</th>
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<td>Fiscal Year 2006</td>
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SITE DEVELOPMENT DIVISION
DUTIES AND FUNCTIONS
The Site Development Division is responsible for the review, approval and inspection of new subdivisions and their associated improvements; proposed infrastructure improvements necessary to support new development such as streets, utilities, bridges, drainage, flood control, street lights, traffic signs and markings, etc.; work within city rights-of-way; improvements to existing city infrastructure; and grading work. The division is comprised of four branches: Civil Engineering, Subdivision, Traffic Review and Wastewater.

Civil Engineering Branch
Duties and Functions
The Civil Engineering Branch administers ordinances, rules, and standards for road grades, pavement and sidewalk design, drainage within the city’s rights-of-way and for site development work on private properties. The branch reviews construction plans for projects in the city’s rights-of-way and site development projects on private properties; reviews preliminary subdivision applications; reviews and approves applications, reports, plans, and permits related to grading, stockpiling, grubbing, trenching, erosion control, storm drain connection, and dewatering work; reviews requests and issues variances for street encroachments, driveways, sidewalk finishes, and slope easements; reviews work within drainage and flowage easements; reviews submittals related to construction materials which will be dedicated to the City; and coordinates matters related to Ordinance No. 2412 (Chapter 14, Article 21 of the Revised Ordinances of Honolulu), including deferral agreements.

The Civil Engineering Branch is also responsible for inspecting projects under permit and those that will be dedicated to the City. It is responsible for the maintenance and coordination of the city’s road and drainage standards and responds to inquiries and complaints related to grading and work in the City’s rights-of-way.

The Civil Engineering Branch consists of the Project Review Section and the Permitting and Inspection Section.

Accomplishments
As an extension of Mayor Hannemann’s “War on Potholes,” the Civil Engineering Branch implemented a major change to the asphalt concrete pavement standard for new subdivision streets. With assistance from Dr. Steve Muench, P.E., Ph.D., of the University of Washington, and following input from various interested parties, the Structural Design Requirements for New Asphalt Concrete Pavements became effective on March 1, 2006. This new standard, which replaced the Design Standards for Flexible Pavements of February 6, 2002, provides the public with thicker, long-lasting roadway pavements within new subdivision projects.

The workload for the Permitting and Inspection Section increased from the prior fiscal year levels. These increases were likely indicative of the continued demand for housing, along with related construction activities. In addition, greater emphasis was placed on grading, grubbing, and stockpiling permit inspections because of National Pollutant Discharge Elimination System (“NPDES”) requirements.

During the past year, the Project Review Section was involved with the review of a large number of development projects. Some of the more significant projects included:

- Sea Country Area 6
- Beach Villas at Ko Olina
- Makakilo C & D, Phase 1
- Sea Country
- Ocean Pointe Golf Course
- Royal Hawaiian Shopping Center
- Mililani Mauka MF 120
- Lualani Villages Commercial Developmnt.
- Ewa by Gentry Area 40
- Wal-Mart Manana
- Ewa by Gentry Area 37, Phase 1 & 2
- University of Hawaii Frear Hall
- Ocean Pointe Area IV B
- Ocean Pointe Area IV A, Phases 2 & 3
- East Kapolei 1
- The Woods at Ahuimanu
- Ward Village Shops
- Keola O Pokai Bay
- Bali Lofts Subdivision
• Ocean Pointe Area III G
• Ocean Pointe Area II E
• Palehua East B, Phase 2
• Ocean Pointe Papiipi Road Improvements
• Ewa Gentry Area 39
• Ocean Pointe Area III E
• Mililani Hillside Subdivision
• Hilton Hawaiian Village-Grand Waikikian Tower

<table>
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<tr>
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<th>Fiscal Year 2005</th>
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<tr>
<td>Construction Plan submittals received</td>
<td>1,202</td>
<td>1,566</td>
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<tr>
<td>Preliminary Subdivision Applications reviewed</td>
<td>334</td>
<td>350</td>
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<tr>
<td>Other reviews</td>
<td>190</td>
<td>277</td>
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<tr>
<td>Dewatering Permits issued</td>
<td>2</td>
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<tr>
<td>Drain Connection Permits issued</td>
<td>67</td>
<td>51</td>
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<tr>
<td>Driveway Variance Applications</td>
<td>16</td>
<td>24</td>
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<tr>
<td>Driveway Applications Fees Collect</td>
<td>$1,600</td>
<td>$2,400</td>
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<tr>
<td>Drain Connection and Dewatering Permits</td>
<td>$5,300</td>
<td>$6,650</td>
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<tr>
<td>Grading Permits Issued (includes Grubbing and Stockpiling)</td>
<td>870</td>
<td>876</td>
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<tr>
<td>Trenching Permits issued</td>
<td>896</td>
<td>1,022</td>
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<tr>
<td>Permit fees collected</td>
<td>$328,077</td>
<td>$343,651</td>
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<tr>
<td>Major complaints investigated/reports prepared (non-permit-related)</td>
<td>642</td>
<td>680</td>
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<tr>
<td>Notices of Violation and Order for grading (includes Grubbing and Stockpiling) violations issued</td>
<td>60</td>
<td>64</td>
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<tr>
<td>Permit inspections</td>
<td>9,700</td>
<td>12,010</td>
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<tr>
<td>Subdivisions and Ordinance 2412 projects inspected</td>
<td>102</td>
<td>117</td>
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<tr>
<td>Building Permits reviewed</td>
<td>8,816</td>
<td>9,036</td>
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<tr>
<td>Encroachment Variance Applications reviewed</td>
<td>107</td>
<td>117</td>
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<tr>
<td>Encroachment Authorization Fees Collected</td>
<td>$10,700</td>
<td>$9,000</td>
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<tr>
<td>As-Built Plans filed</td>
<td>232</td>
<td>453</td>
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**Subdivision Branch**

**Duties and Functions**

The Subdivision Branch is responsible for the processing of applications for subdivisions, consolidations, easements, street names, site development plans, park dedication applications, flood determinations and flood hazard variances. The Subdivision Branch also serves as the City’s coordinator with the State Department of Land and Natural Resources and the Federal Emergency Management Agency regarding the City’s responsibilities under the National Flood Insurance Program. Proper administration of this function allows the City and its residents to obtain flood insurance under the national program.

The Subdivision Branch also coordinates the review of plans for site development work, including infrastructure construction, i.e. new roads and utilities or work in existing rights-of-way, and grading. The Branch is also specifically responsible for the review of these plans for compliance with subdivision and land use regulations.

**Accomplishments**

In the past year, the Subdivision Branch has seen a 13.5% increase in the number of subdivision applications and a 29% jump in park dedication applications. The high level of construction activity continues to place heavy demands on branch resources to keep up with the increase in development and construction permits.

The number of new subdivision applications has risen from the low- to the mid-300s, and the number of proposed lots to over 2,500 (compared to about 1,500 lots in Fiscal Year 2005) due to two large developments: East Kapolei Phase I (401 lots) and Makakilo C&D (471 lots).

The Subdivision Branch also continues to monitor the enforcement of the amended City flood hazard regulations. A new Elevation Certificate was adopted by FEMA in February 2006, and it is already in use by the City as post-construction or “as-built” certification for newly constructed and substantially improved homes in special flood hazard districts.
SUBDIVISIONS/CONSOLIDATIONS/ EASEMENTS/SITE DEVELOPMENT PLANS

Applications received ............................................................ 309 .......................... 351
Withdrawn or closed ................................................................. 8 ............................ 11
Rejected (Incomplete) .............................................................. 2 ............................ 13
Approved by Director ............................................................ 133 .......................... 241
Denied by Director ................................................................. 8 .............................. 7

PARK DEDICATION APPLICATIONS

Applications received .............................................................. 62 ............................ 80
Withdrawn or closed ................................................................. 0 .............................. 3
Rejected (incomplete) ............................................................... 0 .............................. 0
Approved by Director .............................................................. 33 ............................ 30
Denied by Director ................................................................. 0 .............................. 0

FLOOD VARIANCES

Applications received .............................................................. 8 .............................. 9
Withdrawn or closed ................................................................. 1 .............................. 2
Rejected (incomplete) ............................................................... 2 .............................. 4
Approved by Director .............................................................. 3 .............................. 1
Denied by Director ................................................................. 0 .............................. 0

OTHER APPLICATIONS PROCESSED

Street name applications ........................................................ 18 ............................ 20
Flood determinations .............................................................. 21 ............................ 36
Flood miscellaneous correspondence ...................................... 7 .............................. 8

PLANS REVIEWED

Construction plans (includes grading plans) ......................... 379 .......................... 353

Detention basins help to reduce pollutants in storm water runoff.

The Site Development Division oversees the development of infrastructure.
Traffic Review Branch
Duties and Functions

The Traffic Review Branch reviews, analyzes and assesses proposals for new developments to determine the associated traffic impacts from proposed developments and to establish the relative traffic requirements needed to mitigate the anticipated impacts to the existing and/or proposed street network; properly controls the overall development of streets and highways within the City and County of Honolulu; coordinates the review and approval of streetlights and traffic signal plans with other city departments; reviews and approves traffic control plans which will direct traffic around construction work sites; processes building permit applications for intersection corner-wall variances and for road-widening setback requirements; and reviews subdivision applications to establish horizontal roadway geometric alignments and street layout, including coordination of bonding estimates for traffic signs and pavement striping and for streetlights and traffic signals.

Accomplishments

The Traffic Review Branch has been involved with several major developments including the review and approval of construction plans for the continuing developments in:

- Castle Medical Center - Traffic Management Plan
- 909 Kapiolani Condominium
- Bali Lofts Subdivision
- Leeward YMCA - Phase 2
- Royal Konia - Site 8 Subdivision
- Keola La‘i Condominium
- Ewa by Gentry - Zone Change Application
- 2121 Kuhio-Draft Environmental Assessment
- Kalaeloa Master Plan - Draft Report
- Livable Waikiki Community Project
- Sugar Mill Estates Subdivision
- CrossRoads at Kapolei
- The Woods at Ahiimanu Subdivision
- Ko Olina Beach Villas
- Palehua East B Subdivision
- Queen’s Medical Center
- Ward Gateway Retail Shops
- Ocean Pointe Development
- Kakaako Community Development - ID 11
- Kakaako Community Development - ID 12
- Mililani Mauka Development
- Royal Hawaiian Shopping Center Revitalization
- Saint Louis Lower School
- Plantation Town Apartments - 201G
- Kapolei Business Park Phase 2-Traffic Study
- Kapolei Commons-Zone Chg. Application
- Fifield’s Waikiki Allure Condominium
- Concrete Bus Pads at Various Locations
- Bridge Replacement at Various Locations
- Sea Country Subdivision - Area 6
- Capital Place Condominium
- Mehana Design Guidelines
- Manoa Heritage Meeting Facility
- Kapahulu Safeway
- Kalakaua Retail Development
- Piikoi Vista Elderly Housing
- Ho‘olu Landing Cluster Development
- Traffic Control Signalization at Various Locations
- Ala Moana Cntr Nordstrom Development - Traffic Report
- Kapolei Parkway/Geiger Road Intersection Improvements
- Kunia Shopping Center - Traffic Signal Modification
- Contemporary Museum-Conditional Use Permit
- Frear Residence Hall UH - Plan Review Use Permit
- Waikiki Beach Walk - Parking & Loading Management Plan
- Waianae Coast Comprehensive Health Center - Traffic Report
- Kyo-Ya Company - Preliminary Redevelopment Plan
- Longs Liliha Pharmacy - Punchbowl Special District
- Hilton Hawaiian Village Waikikian-Traffic Report
- Seagull Schools - Ewa Campus
- Ewa by Gentry - Kapolei Prkwy.Extension
- Waikiki Beachwalk Project
- Curb Ramps at Various Locations
- The Pinnacle Condominium
- Hawaii Kai Costco - Offsite Improvements
- Keola O Pokai Bay Subdivision
- The Watermark Condominium
- Wal-Mart Manana
- Kapolei Village 8 Subdivision
- Hilton Hawaiian Village - Waikikian
- Lunalilo Home Road Sewer Rehabilitation
- Moana Pacific Condominium
- Sea Country Subdivision - Area 6
- Capital Place Condominium
- Mehana Design Guidelines
- Manoa Heritage Meeting Facility
- Kapahulu Safeway
- Kalakaua Retail Development
- Piikoi Vista Elderly Housing
- Ho‘olu Landing Cluster Development
- Traffic Control Signalization at Various Locations
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- Kyo-Ya Company - Preliminary Redevelopment Plan
- Longs Liliha Pharmacy - Punchbowl Special District
- Hilton Hawaiian Village Waikikian-Traffic Report
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, reviews 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 consult with developers and their engineers to determine the most suitable route for their off-site sewer work.

The Branch also provides assistance to other divisions within the Department with streamlining processes for building permits and providing information to the Department of Environmental Services for processing of the appropriate sewer service charges. In addition, the Branch is responsible for the assurance that all properties that are required to connect the City’s sewer system do so on a timely basis.

The branch is responsible for maintaining the inspection records of all city sewer facilities. In association with this task, the branch is also required with providing testimony on cases involving disputes between the City and private entities.

Accomplishments

The number of sewer connection permits issued this past fiscal year was a little less than the amount issued the past year. This was mainly due to a shortage of concrete (concrete strike) during the fiscal year that affected the larger developments in the Ewa area. With the economy still holding strong, developments in the Ewa area such as Ko Olina, Ocean Pointe, Ewa Gentry, Kapolei and an increase in development on the Waianae coast has increased the number of applications for plan review and permit processing. More applications for approval are being submitted for large land areas currently undeveloped. Review of sewer master plans remains the same because it is the same developers who initiate the requests. There was a sizable increase in revenue for the Wastewater System Facility Charge (“WSFC”) due to an increase in the number of large projects and an increase in the WSFC rate.

The branch continues to work with the Departments of Design and Construction and Environmental Services to resolve problems and to provide guidance on city-designed projects. The new Sewer Design Standards should be completed this coming fiscal year.
POWERS, DUTIES, AND FUNCTIONS

The Honolulu Police Department (HPD) serves as the primary law enforcement agency for the City and County of Honolulu, which includes the entire island of Oahu. The island of Oahu has a circumference of about 137 miles and an area of almost 600 square miles. The estimated resident population is about 905,900, which includes military personnel but not tourists. The Chief of Police directs the operation and administration of the department and is responsible for the following:

- Preservation of the public peace.
- Protection of the rights of persons and property.
- Prevention of crime.
- Detection and arrest of offenders against the law.
- Enforcement and prevention of violations of state laws and city ordinances.
- Service of processes and notices in civil and criminal proceedings.

HONOLULU POLICE COMMISSION

The Honolulu Police Commission is made up of seven individuals who are appointed by the mayor and confirmed by the City Council. All members serve staggered terms of five years. They volunteer their services and do not receive any compensation.

The commission elects its own chair and vice chair each year from among its members. The commission chair was Ronald I. Taketa, and the vice chair was Charlene (Cha) M. K. Thompson. The police commission has the following mandated responsibilities:

- Appoints and may remove the Chief of Police.
- Evaluates the performance of the Chief of Police at least annually.
- Reviews rules and regulations for the administration of the HPD.
- Reviews the annual budget prepared by the Chief of Police and may make recommendations thereon to the mayor.
- Compares at least annually the actual achievements of the police department with the goals and objectives in the five-year plan.
- Receives, considers, and investigates charges brought by the public against the conduct of the department or any of its members and submits a written report of its findings to the Chief of Police.

The commissioners are committed to continue working proactively with the department to address problems regarding police conduct and other issues.

HIGHLIGHTS

The department continued to technologically reengineer and streamline the work flow of information for all operations. The information management system includes state-of-the-art computer aided dispatching featuring a direct link to patrol officers who are equipped with laptop computers, also known as mobile data computers. New systems using Extensible Markup Language were deployed, including a new program to capture field information contacts.

On March 25, 2006, the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA), presented the department with the Tri-Arc Excellence Award for attaining all three CALEA accreditation awards for Law Enforcement, Public Safety Communications, and Public Safety Training. The Honolulu Police Department is only the second agency to receive this prestigious distinction.

The Telecommunications Systems Section commenced reprogramming all of the department’s 800 MHz portable and mobile radios to add systems expansion frequencies and interoperable capabilities. These upgrades will allow the police officers to communicate with other first responders, such as the Honolulu Fire Department, Honolulu Emergency Services Department, and the Oahu Civil Defense Agency.

FIELD OPERATIONS

For police operations, the island is divided into eight patrol districts. Each district is subdivided into sectors and beats. The department’s Alapai headquarters is located at 801 South Beretania Street in
downtown Honolulu. District stations are located in Kalihi, Pearl City, Kapolei, Wahiawa, and Kaneohe.

HONOLULU POLICE DISTRICTS

DISTRICT 1

District 1 encompasses almost eight square miles in downtown Honolulu, spanning from Liliha Street to Punahou Street and from the ocean to Pacific Heights, Pauoa Valley, and the 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.

The district’s officers have contributed to the success of the Weed and Seed program in the downtown Honolulu area. This community restoration program works to “weed” criminal elements out of the district and “seed” the area with elements to strengthen and empower the community and to encourage community spirit. Court-ordered restrictions are placed on individuals who have committed criminal offenses to prevent them from returning to the Weed and Seed area.

The Bicycle Detail officers patrol the Ala Moana Beach Park on all-terrain vehicles (ATVs). This allows them access to areas that were once difficult to patrol. The community’s response has been positive, and the vehicles will continue to be used to help prevent crime.

The day operations personnel began to address pedestrian safety to include drivers as well as pedestrians. A total of 1,098 Traffic Safety Awareness Cards and 691 citations were issued. The night operations personnel began an aggressive campaign to enforce the law regarding Operating a Vehicle Under the Influence of Intoxicants (OVUII). This resulted in a total of 688 OVUII arrests during the fiscal year.

DISTRICT 2

District 2 covers the approximately 204 square miles from Central Oahu to the North Shore between the Waianae and Koolau mountain ranges, bounded on the south by Kipapa Gulch and the Waiahole Ditch. The area includes the communities of Wahiawa, Mililani and Mililani Mauka, Whitmore Village, Waialua, Mokuleia, and Haleiwa, as well as Wheeler Army Air Field and Schofield Barracks. The district’s headquarters is located in Wahiawa at 330 North Cane Street.

The district continues to use its plainclothes, special crime unit in an effort to aggressively patrol the North Shore beach areas. Using high visibility, educating the public, and partnering with the community all contributed toward their efforts to reduce property crimes. District 2 acquired ATVs to reach secluded areas and provide increased police presence for beach patrols.

Throughout the fiscal year, District 2 continued to run its “Line Patrol” on the H-2 Freeway from the District 2/District 3 boundary to Schofield Barracks. This program runs 24 hours a day, 7 days a week. Each beat officer is assigned a two-hour period of responsibility during which he or she must monitor the freeway for collisions and general traffic violations.

The district’s officers continue to closely work with the 146 active Neighborhood Security Watch (NSW) programs consisting of 5,134 members. Officers provide information and guidance to the NSW and the Agricultural Watch groups in order to encourage interest and membership.

DISTRICT 3

District 3 encompasses a geographical area that includes Pearl Harbor, Halawa, Aiea, Pearl City, Waipio, Waikele, and Waipahu. The district’s main station is located at 1100 Waimano Home Road in Pearl City. Storefront locations are located in the Waipahu and the Waipio Gentry Shopping Centers. District 3 also maintains a bay at the Waimalu Shopping Center. The district handled approximately 89,690 calls for service during the fiscal year. A total of 4,427 arrests were made, including 532 arrests for Operating a Vehicle Under the Influence of Intoxicants. Of the 14,276 citations issued, 1,433 were for speeding.

During the fiscal year, the district’s Weed and Seed program executed seven search warrants resulting in 49 arrests. Seeding activities included Waipahu Community Association meetings, neighborhood board meetings, school and community events, and environmental clean-up efforts.

The district’s Burglary-Theft Detail is responsible for the investigation of burglary and felony theft offenses. During the fiscal year, detectives closed 317 cases and conferred 119 of them with the city Department of the Prosecuting Attorney. The detail remains the driving force behind the grant-funded educational program, “Keep Your Identity.” For the fiscal year 2006, the detail conducted 29 presentations for 1,357 people.
DISTRICT 4

District 4 encompasses an area of Windward Oahu covering about 136 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 Kauhuku with a population estimated at 140,000 to 150,000 residents. 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.

District 4 is committed to traffic safety and the reduction of traffic deaths and injuries. The use of speed monitors placed strategically throughout the district, combined with laser gun enforcement, has helped to encourage drivers to slow down and change their driving habits. The use of saturation patrols (increased high-visibility patrols) and Community Traffic Awareness Partnerships educate the public that the department will not tolerate needless traffic deaths and injuries.

The district’s Burglary-Theft Detail, Misdemeanor Follow-up Detail, Crime Reduction Unit, and Bicycle Detail continue to be valuable resources to the district in terms of addressing property crimes. Efforts have focused on the apprehension of repeat offenders.

District 4 enjoys an excellent relationship with the Marine Corps Base Hawaii. The district’s representatives regularly attend meetings with the Windward Civilian Military Council, an organization created to maintain open communication and cooperation between the police, military, and community.

DISTRICT 5

District 5, the “Kalihi District,” encompasses 36 square miles of central Honolulu and has a resident population of approximately 147,400. The district’s boundaries span from Aliamanu to the Pali Highway and from the rim of the Koolau Mountain range to the central southeastern shoreline of Oahu.

During the fiscal year, the district strived to address complaints and concerns from the public. Among the concerns were vehicle thefts and drug complaints. District 5 partnered with the Hawaii Tourism Authority to place surveillance cameras at the Pali lookout. As a result, there has been a reduction of crime in the area.

The Kalihi Weed and Seed program includes Farrington High School, Kuhio Park Terrace, Kalihi Valley Homes, Kamehameha Homes, Kaahumanu Homes, and Hauiki Homes. This fiscal year, the Weed and Seed officers conducted about 30 operations.

The district’s Crime Reduction Unit (CRU) has transitioned from a direct support, on-call unit to a districtwide, problem-solving and crime-trend response entity. Their ability to adapt to problems and circumstances and to respond adequately as situations arise is backed by their innovation, creativity, teamwork, and positive results from their investigations and operations. During the fiscal year, CRU continued to aggressively address drug complaints by investigating suspected drug houses and executing search warrants.

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.

During the year, Waikiki hosted over 120 events, including numerous parades, Brunch on the Beach, Sunset on the Beach, Waikiki Hoolaulea, and various cultural events held at Kapiolani Park. District officers continue to maintain partnerships with the community, including the Visitor Aloha Society of Hawaii, Business Security Watch, Condo Watch, Hawaii Hotel Security Association, Hawaii Visitor Industry Security Association, Tourist Crime Prevention 110, Waikiki Business Improvement District (WBID), and Waikiki Citizens Walk.

The district’s CRU offers classes to hotel personnel (management, security, housekeeping) regarding crime trends affecting their clientele. During the fiscal year, they completed 141 felony arrests, 94 misdemeanor arrests, and 249 warrant arrests. Six video cameras were mounted at different locations along Kalakaua Avenue. The monitoring system is housed at the Waikiki Substation and is monitored by Aloha Patrol personnel hired by the WBID.

The District 6 Burglary-Theft Detail detectives were assigned 3,119 cases and closed 380 cases during the fiscal year. The district’s Bicycle All-Terrain Vehicle (ATV) Detail is comprised of two sergeants and 10 officers who patrol Waikiki on
bicycles and ATVs. The detail provides high visibility and mobility on beaches and in the parks where other modes of transportation are less effective.

Prostitution is an ongoing problem in Waikiki. The enforcement of geographical restrictions placed on prostitutes arrested within the boundaries of Waikiki continues to be an effective tool in deterring the problem. By the order of a judge, a defendant arrested for prostitution can be prohibited from entering or walking on the streets of Waikiki during the hours of 6 p.m. to 6 a.m. Officers track the defendants under these restrictions and continue to arrest new violators.

**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 total population of 147,769 people. The district’s administrative offices are located at the Alapai headquarters. The Hawaii Kai storefront, located at the Hawaii Kai Towne Center, receives walk-in requests for police assistance throughout the day and during early evening hours.

The district’s Burglary-Theft Detail is responsible for the investigation of all Unauthorized Entry Into Motor Vehicle, burglary, theft, and fraud cases. They were assigned to 3,828 cases in the fiscal year, 583 of which were actively investigated due to leads or information gained; and 366 were closed.

In a joint effort with the U.S. Postal Inspection Service and the U.S. Secret Service, an islandwide sweep resulted in the capture of 12 individuals. They were charged for forgery in the first degree for passing stolen money orders that were taken from burglaries at the Kaimuki and Aina Haina post offices.

In April 2006, contractors began construction 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 the Crime Reduction Unit. This station will replace the trailer office that is currently on site.

**DISTRICT 8**

The Kapolei Police Station

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, Maili, Waianae, Makaha, Keaau, Makua, and Kaena Point. The district encompasses 128 square miles, which includes approximately 38 miles of 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 acts as a multidivisional police station. In addition to patrol operations, the station houses offices for the Criminal Investigation, Juvenile Services, and Narcotics/Vice Divisions. The Kapolei Receiving Desk processes all arrests occurring in the district. The Waianae Substation houses officers who work in the Maili, Waianae, Makaha, Keaau, and Kaena Point areas.

A task force was formed in 2005 to address the ever-increasing brush fire problems during the summer months through community involvement, legislation, and proactive patrols by the department. This task force is composed of personnel from Districts 2, 3, and 8; the Criminal Investigation and Specialized Services Divisions; and the Honolulu Fire Department.

Traffic safety continues to be a major concern in the district. Officers have increased traffic enforcement in an effort to lower the amount of traffic collisions and fatalities in the area. Additionally, speed monitor trailers have been posted at various locations in the district to encourage drivers to slow down and drive at a safe speed.
There are three neighborhood boards in District 8: Ewa, Makakilo/Kapolei/Honokai Hale, and the Waianae Coast. The Neighborhood Security Watch program continues in the district with 145 groups consisting of 8,783 members. The Citizens Patrol program has 31 programs with 594 members.

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 division. The CRD officers screen all building visitors and monitor and respond to fire, duress, and other emergency alarms throughout the building 24 hours a day, 7 days a week. Within the building, over 70 closed-circuit television cameras are monitored around-the-clock to safeguard the headquarters building and departmental personnel.

Along with security responsibilities, officers are assigned to maintain and operate the central arsenal for patrol units and prepare daily court calendars. During the fiscal year, the CRD processed 16,357 adult arrestees and 1,316 juvenile arrestees and transported approximately 15,600 arrestees to the Sheriff’s Department’s court lockup facility.

TRAFFIC DIVISION
The Traffic Division investigates certain motor vehicle collisions and promotes the safe and efficient movement of traffic on public roadways through educational programs, traffic management, and the enforcement of traffic laws. In cooperation with the state Department of Transportation, extensive informational and enforcement media campaigns were launched (Walk Wise Kupuna and Walk Wise Hawaii). As a result, 158 warnings and 247 citations for various pedestrian and motorist violations were issued. The Traffic Division was also the guiding force behind the national “Click It or Ticket” campaign. As a result, officers issued 158 warnings and 247 citations for various pedestrian and motorist violations.

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 2005, the VHS investigated 75 collisions that resulted in 78 traffic fatalities.

The Selective Enforcement Unit (SEU), with its Drug Recognition Expert Detail, looks for impaired drivers at locations and times known to be particularly dangerous. These areas are identified by trends in fatal and critical motor vehicle collisions where drugs or alcohol were found to be contributing factors. For the fiscal year, the SEU made 653 arrests for Operating a Vehicle Under the Influence of Intoxicants.

The Parking Enforcement and Collection Section enforces parking laws and is responsible for the collection of coins from city parking meters and the maintenance and proper operation of the units. The parking enforcement officers issued a total of 45,937 parking and related citations in the fiscal year 2005-2006.

The Junior Police Officer (JPO) Detail coordinates the work of approximately 4,475 JPOs and 94 adult traffic monitors who help to provide traffic safety assistance to children traveling to and from our elementary schools. The program services 145 public and private schools throughout Oahu. The JPO program has been active for over 85 years and is the only student traffic assistance program of its kind in the nation.

HOMELAND SECURITY DIVISION
The unit, formerly called the Emergency Management Command (EMC), was established in September 2001 to assess needs, develop plans, and coordinate efforts to prepare the department to respond and recover from acts of terrorism. In August 2005, the EMC changed its name to the Homeland Security Division. The division provides the command staff with support during major events, establishes interagency communications, and coordinates site and threat assessments.

INVESTIGATIVE BUREAU
CRIMINAL INVESTIGATION DIVISION
The Criminal Investigation Division is responsible for the investigation of cases involving the following offenses: murder, robbery, sexual assault, assault, domestic violence, child abuse, financial fraud and forgery, auto theft, and white collar crimes. Through these investigations, divisional personnel have partnered with other law enforcement agencies and the community to assist the victims and their families.

During the fiscal year, the Homicide Detail investigated 16 homicides and closed 13 cases that resulted in arrests or conferrals being forwarded to the city Department of the Prosecuting Attorney (DPA). This represents a closing rate of 80 percent.

The Robbery Detail continues to work with the Federal Bureau of Investigation; the Bureau of Alcohol, Tobacco, Firearms and Explosives; and the U.S. Attorney’s Office through a memorandum of understanding to form the Honolulu Violent Incident Crime Task Force. In the fiscal year 2006, the detail investigated 47 bank robberies, of which 17 remain unsolved.

The Sex Crimes Detail investigated 816 cases and closed 587 cases by conferral with the city DPA or by withdrawal of
The Marijuana Eradication Team conducts investigations related to the cultivation and distribution of marijuana. Their illegal gambling in casino-type and video game rooms, illegal sports betting, and cockfighting operations.

The Gambling Detail made 175 arrests for gambling and gambling-related violations. The investigations focused on narcotics, cash, vehicles, and property valued at more than $3 million.

The Hawaii Airport Task Force (HA TF) is assigned to the Honolulu International Airport and is responsible for conducting long-term undercover investigations that focus on major drug-trafficking organizations and subjects affiliated with local and mainland organized crime. The detail initiated 250 investigations, executed 38 search warrants, and made 98 arrests. These investigations have resulted in the recovery of over 260 pounds of methamphetamine and assets valued at over $1.9 million, 16 dangerous weapons, 17 vehicles, 230 marijuana plants, 12 pounds of cocaine, 404 tablets of Ecstasy, and the seizure of over $470,000.

The Covert Detail conducts long-term undercover investigations that focus on major drug-trafficking organizations and subjects affiliated with local and mainland organized crime. The detail’s operations resulted in the recovery of cash, jewelry, and four vehicles.

The department continued to participate in the Hawaii 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. During the fiscal year, HIDTA made 33 arrests and seized approximately 46 pounds of methamphetamine and assets valued at over $1.9 million in U.S. currency and assets.

The White Collar Crime Detail continues to investigate Internet Crimes Against Children as a part of the Hawaii Internet Crimes Against Children Task Force. The task force is committed to the prevention, identification, and prosecution of crimes committed against children over the Internet. During the fiscal year, four adults were arrested for the electronic enticement of a child by using the Internet to lure a child for sex. The detail also assisted in the execution of two search warrants.

The fourth annual Business Police Academy began with 17 participants who attended classes held at the Kapolei station. This gave attendees the opportunity to learn about the police department, its employees, and the program’s objectives. The participants received 10 weeks of classes covering approximately 2.5 hours of instruction nightly.

**JUVENILE SERVICES DIVISION**

The Juvenile Services Division provides innovative, effective programs of crime prevention, intervention, and education to improve the quality of life for island children and the community.

The Drug Abuse Resistance Education curriculum is nationally certified to help students recognize and resist the temptation to experiment with drugs and alcohol. The 10-week curriculum was taught to 17,783 students in the third, fifth, sixth, and 10th grades in over 173 public and private schools.

The Gang Resistance Education and Training (GREAT) program is designed to educate middle school students about the law, school problems, anger management, delinquency, and the dangers of gang membership. The GREAT Detail presented a ten-week curriculum in 23 middle schools and reached a total of 8,200 sixth and seventh grade students throughout the island.

In addition to the GREAT program, the officers work with the state Department of Education to administer the School Attendance Program (SAP), a truancy reduction program. In the fiscal year 2005-2006, a total of 618 juveniles completed the SAP.

The objective of the Police Activities League (PAL) is to provide recreation for youth in a positive environment to foster a positive and friendly relationship with police officers. During the fiscal year, a total of 11,048 juveniles participated in 13 different PAL activities. The department’s PAL program was one of the first to break away from traditional athletic activities. These nontraditional activities include cooking, robotics, ukulele, and canoe paddling. In addition, the PAL Detail coordinates the Law Enforcement Explorers Program (LEEP), a division of the Boy Scouts of America. In July 2005, the department hosted a national LEEP conference with 19 teams participating from across the country.

**NARCOTICS/VICE DIVISION**

The Narcotics/Vice Division is responsible for the enforcement of laws, ordinances, and regulations relating to gambling, morals, and narcotics offenses in the City and County of Honolulu.

The Central and Regional Complaints Detail closed 1,582 complaints through investigations and search warrants. Some notable recoveries include 885 grams of methamphetamine, 4.2 grams of rock cocaine, 25 grams of powdered cocaine, 10 grams of marijuana, 91 tablets of harmful drugs, and 16 tablets of Ecstasy. In addition, the detail’s operations resulted in the recovery of cash, jewelry, and four vehicles.

The department continued to participate in the Hawaii 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. During the fiscal year, HIDTA made 33 arrests and seized approximately 46 pounds of methamphetamine and assets valued at over $470,000.

The Covert Detail conducts long-term undercover investigations that focus on major drug-trafficking organizations and subjects affiliated with local and mainland organized crime. The detail’s members are also part of the Hawaii Interagency Mobile Police Apprehension Crime Task Force, which is a multiagency, investigative initiative funded by the HIDTA program. The detail initiated 250 investigations, executed 38 search warrants, and made 98 arrests. These investigations have resulted in the recovery of approximately 38 pounds of crystal methamphetamine valued at approximately $1.9 million, 16 dangerous weapons, 17 vehicles, 230 marijuana plants, 12 pounds of cocaine, 404 tablets of Ecstasy, and the seizure of over $1.9 million in U.S. currency and assets.

The Hawaii Airport Task Force (HATF) is assigned to the Honolulu International Airport and is responsible for conducting complex passenger and parcel interdiction drug investigations. The HATF worked with other law enforcement agencies to interrupt drug smuggling activities throughout the state. During the fiscal year, the HATF seized over 260 pounds of narcotics, cash, vehicles, and property valued at more than $3 million.

The Gambling Detail made 175 arrests for gambling and gambling-related violations. The investigations focused on illegal gambling in casino-type and video game rooms, illegal sports betting, and cockfighting operations.

The Marijuana Eradication Team conducts investigations related to the cultivation and distribution of marijuana. Their efforts on Oahu resulted in six arrests and the seizure of 9,019 marijuana plants valued at $9 million.
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 is automatically uploaded in the CODIS if the data meets the minimum criteria defined by the FBI. In July 2005, the Legislature passed a law requiring that all convicted felony offenders 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.

The SIS received funding through the No Suspect Casework DNA Reduction Backlog program to address unsolved cases. To date, 22 sexual assault and homicide cases have been submitted to an external DNA laboratory for analysis. The SIS also received funding from a Bureau of Justice Assistance grant as an appropriation from Congress that was supported by Senator Daniel K. Inouye to strengthen and enhance the SIS. The funds were used to purchase instruments and equipment, hire personnel, and provide external staff training. Furthermore, the SIS received additional funding from the Paul Coverdell National Forensic Sciences Improvement Act and the Department of Justice’s DNA Capacity Enhancement Program for equipment and training.

The SIS personnel continue to attend training courses and workshops across the nation in order to keep abreast of the latest technological developments pertaining to forensic science. Most recently, the American Board of Criminalistics certified two departmental DNA analysts. In addition, Forensic Quality Services-International conducted an external audit of the DNA/Serology Unit from November 28 to 30, 2005. For the first time, the unit underwent an iso-accreditation inspection. The SIS passed all of the reviews.

SPECIALIZED SERVICES DIVISION

The Specialized Services Division performs a wide range of functions and consists of the Special Weapons and Tactics (SWAT) teams, Bomb/Chem-Bio Detail, Helicopter Section, and Canine Unit. The division also serves temporary restraining orders where weapons are involved, provides dignitary protection, and enters and secures sites where search warrants are being executed.

During the fiscal year, the SWAT teams serviced 51 high-risk incident calls in response to requests from the Crime Reduction Units and the Narcotics/Vice and Criminal Investigation Divisions. All of the incidents were resolved successfully without significant injury to the police or suspects.

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. During the fiscal year, the Bomb/Chem-Bio Unit responded to 53 calls involving suspicious packages, military ordnances, improvised explosive devices, hoax devices, and fireworks recoveries.

The Helicopter Section, based at the Honolulu International Airport, responded to 155 requests during the fiscal year. Requests included aerial support for traffic-related incidents, missing persons, crowd control assessment, and assistance to patrol units.

The Canine Unit responded to 138 requests for assistance. There were 43 calls for explosive detection (bomb sweeps), 35 calls for narcotics detection (narcotic search warrants), and 73 calls for demonstrations to schools and community groups.

The SWAT officers.
FINANCE DIVISION
The Finance Division oversees the Honolulu Police Department’s (HPD) annual operating budget. The budget for the fiscal year 2006 amounted to $176 million and covers all salaries, current expenses, and equipment purchases. Additionally, the division oversees the operation of the Property and Supply and the Publications Sections.

During the fiscal year, the division coordinated, managed, and monitored approximately 33 federal and state grants totaling more than $18.8 million. These grants enhanced programs and property acquisitions such as a fuel management system, security system upgrades, bulletproof vests, homeland security initiatives, all-terrain vehicles, the electric gun program, marijuana eradication, youth programs and services, enforcement of tobacco sales to minors, expansion of the crime laboratory, identity theft, sobriety checkpoints, and pedestrian safety. 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 within the Honolulu Police Department, 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.

Filling vacant police officer positions continues to be a high priority for the HRD. Additionally, the implementation of new psychological screening procedures has enhanced the recruitment process. The HRD is also working on acquiring a computerized system to assist with job assignments for the Special Duty Section.

TRAINING DIVISION
The Training Academy, Ke Kula Maka‘i, is located at 93-093 Waipahu Depot Street in Waipahu. The Training Division focuses on three main areas: recruit training, annual recall training (ART), and specialized training for personnel in units requiring specific skills.

The current recruit curriculum consists of 1,060 hours of instruction over a 28-week period. Police recruits are taught police organization, law, communication, police procedures, and functional skills. During the fiscal year, the Training Division graduated 114 new officers from three recruit training classes.

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 fiscal year, the Training Division held 33 ART I sessions for 1,032 patrol officers and 24 ART II sessions for 632 non-patrol officers.

The division continues to hold 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. During the fiscal year, 56 officers attended STRIPES. In order to improve teaching methods and set training standards, 18 officers attended a 32-hour Instructor Development Course. The division also conducted a 32-hour Police Radio Dispatchers (PRD) class for 28 new PRDs.

At present, the Training Division is building a 22,325 square-foot indoor firing range at the academy. The $7 million range is slated for completion during the fiscal year 2007. This new range will have 30 firing points, a gunsmith shop, a classroom, and an arsenal. Additionally, it will have the capability to accommodate firearms qualifications for day and night operations personnel. The department is currently using the Koko Head Shooting Complex for its firearms training.

In order to promote superior public safety training academy standards and to recognize professional excellence, the Training Division executed an accreditation agreement with the Commission on Accreditation for Law Enforcement Agencies, Inc., to seek accreditation for the Public Safety Training Academy Accreditation Program. The division complied with all of the 166 applicable standards, and there were no discrepancies.

SUPPORT SERVICES BUREAU
COMMUNICATIONS DIVISION
The Communications 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. Of the more than one million calls for service received by the division each year, 75 percent are for police services. About half of the calls received for service came from cellular telephones. In order to prepare for the growing number of cellular telephones, Oahu (following Maui) will be the next island to implement improvements to the 9-1-1 system to identify callers via global positioning system coordinates. The mapping system is expected to be operational by the end of 2006.
INFORMATION TECHNOLOGY DIVISION
The Information Technology Division provides technical and research support for the entire department. 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 continued to work with other agencies at the federal, state, and county levels to develop interoperable voice and data communications statewide. The use and content of the department’s intranet continued to expand dramatically and served as a focal point for sharing information more efficiently.

The Research Section conducted research studies in a wide range of subjects, including the use of force by police officers, assaults on police officers, and crime in Honolulu. During the year, the section carried out field evaluations of new high-visibility light bars for police vehicles and supported research into new police equipment.

Additionally, the division provides technical support and information for the new HonStat initiative. HonStat provides oversight and accountability for police operations islandwide.

The division continued to expand services for computer forensic evidence recovery.

Crime-mapping technology was developed to assist and support police patrol, command, intelligence, and investigative operations.

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.

During the fiscal year, the Firearms Section executed 15,706 firearms permits and registrations. This section also processed 174 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 alarm permits in the City and County of Honolulu. Activated alarms are then tracked in case there are excessive false alarms. Additionally, service charges are assessed if more than three false alarms occur within a one-year period. The alarm owners have the opportunity to attend a class given by the police department and alarm companies regarding the proper use of alarms. There are currently over 32,808 registered alarm users on Oahu.

TELECOMMUNICATIONS SYSTEMS SECTION
The Telecommunications Systems Section (TSS) provides support and services for wireless voice and data communications for all departmental elements. Sectional personnel provide installation and support for all mobile and portable radios and partner with the city’s Department of Information Technology in supporting the infrastructure for the 800 MHz radio system.

The TSS, along with representatives from the Information Technology Division and the State of Hawaii Organization of Police Officers, worked with vendors to develop and test a new light emitting diode (LED) bar and rear mid-level light for the police subsidized vehicles. The distribution of the new lights began as a pilot program in the first quarter of 2006. LED technology will increase the visibility of the police subsidized vehicles for the safety of the public and the police officers.

VEHICLE MAINTENANCE SECTION
The Vehicle Maintenance Section (VMS) is responsible for maintaining approximately 619 of the department’s fleet and support vehicles. During the fiscal year, the VMS acquired 43 new patrol vehicles, seven police motorcycles, and six all-terrain vehicles.

EXECUTIVE BUREAU
The Executive Bureau was renamed the Special Field Operations Bureau in March 2006. This bureau houses several elements and individual positions vital to the function of the Office of the Chief: the Media Liaison, a Management Analyst, the Legislative Liaison Office, the Office of Accreditation, and the Community Affairs Section.

LEGISLATIVE LIAISON OFFICE
The Legislative Liaison Office (LLO) is responsible for coordinating all legislative matters that affect departmental operations. The LLO tracked 6,544 bills during the fiscal year. The office is also responsible for tracking bills and resolutions that go before the City Council. The legislative liaisons provide classes for the Honolulu Police Department and other county police departments on recently enacted and modified state laws.
OFFICE OF ACCREDITATION

The Office of Accreditation (OA) was established to ensure that operational policies and procedures comply with the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA), standards and meet departmental objectives and goals. A community survey was designed to inform the department of the general views and opinions of the people it serves. In turn, the citizens have a way to communicate their opinions and suggestions in an anonymous manner. During the fiscal year, the OA received 67 completed surveys. The Honolulu Police Department (HPD) undertook an intensive on-site reaccreditation process in May 2006 and complied with all of the requirements.

COMMUNITY AFFAIRS SECTION

The Community Affairs Section (CAS) operates and coordinates the department’s special projects and events.

Honolulu Police Department Museum

The museum houses exhibits that tell the history of the department from its inception through the present day. The museum is the most popular stop for visitors touring the Alapai headquarters and had over 3,086 visitors during the fiscal year.

Speakers Bureau

The CAS coordinates the departmental Speakers Bureau, which provides experts on subjects such as home and personal security, robbery and theft prevention, child security, traffic safety, drug awareness, domestic abuse, and workplace violence. The CAS received 750 requests for speakers during the fiscal year.

Ho’ike Information Line and Graffiti Hotline

The Ho’ike Information Line continues to provide the public with a central contact point from which they can obtain answers or referrals for police-related questions. Anyone with a question can call 529-3352 on weekdays during normal business hours. In addition, 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.

Citizens Police Academy

The Citizens Police Academy (CPA) is held annually and is designed to open lines of communication between the community and the police department. Among other things, participants come to realize the educational, physical, and emotional demands endured by those who serve in law enforcement. The heightened understanding can alleviate misconceptions about police work and foster a mutually respectful relationship between the public and the department. Since 1994, there have been 24 classes with 450 men and women graduating from the program.

Youth Citizens Police Academy

The Youth Citizens Police Academy (YCPA) is open to high school sophomores, juniors, and seniors. Like the adult CPA, the goals of the YCPA are to promote the understanding of police work to the participants and to enhance the relationship between youth and the department. There have been four classes since its inception in 2000 with 60 students graduating from the program. Those interested in information on the CPA or YCPA may call 529-3351.

Business Police Academy

Classes for the Business Police Academy (BPA) are held annually. This interactive program for members of the private and public sectors fosters “understanding through education” and helps to develop awareness for business people, enhancing the quality of life in the community. Since 2004, there have been four classes with 87 men and women graduating from the program. For information on the BPA, interested parties may call 529-3115.

Other Activities

The CAS continues to coordinate the department’s awards program and activities that are part of the national observance of Police Week. In addition, the CAS manages the department’s Ride-Along program. The program provided 49 ride-alongs during the fiscal year. The CAS also manages the department’s Internet Web site at www.honolulupd.org. The site includes a departmental overview and history, statistics, safety information, answers to frequently asked questions, and other useful information. During the fiscal year 2006, the CAS received and responded to approximately 1,358 e-mails. The department may be contacted via e-mail at hpd@honolulu.org.
POWER, DUTIES AND FUNCTIONS

The voters of Oahu elect the Prosecuting Attorney every four years. The Prosecuting Attorney shall:

a) Attend all courts in the City and conduct, on behalf of the people, all prosecutions therein for offenses against the laws of the State and the ordinances and rules and regulations of the City;

b) Prosecute offenses against the laws of the State under the authority of the Attorney General of the State;

c) Institute proceedings before the district judges for the arrest of persons charged with or reasonably suspected of public offenses, when the Prosecuting Attorney has information that any such offenses have been committed, and for that purpose, take charge of criminal cases before the district judges;

d) Draw all indictments and attend before and give advice to the grand jury whenever cases are presented to it for its consideration; and

e) Investigate all matters that may properly come before the Prosecuting Attorney. Nothing herein contained shall prevent the conduct of proceedings by private counsel before courts of record under the direction of the Prosecuting Attorney.

ORGANIZATION OF THE DEPARTMENT

The Department is organized into Administration and six divisions. Each of the divisions has a team of trial attorneys headed by at least one Chief and, in some divisions, one or more team captains. Teams of support staff, each of which is headed by a supervisor, assist the attorneys.

The six divisions are: (1) Career Criminal Division; (2) Domestic Violence/ Juvenile Offenders Division; (3) Trials Division; (4) Screening and Intake Division; (5) Appellate Division; and (6) Misdemeanor and Traffic Division.

A. CAREER CRIMINAL/SEXUAL ASSAULT 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.
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 this year as well.

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 20 attorneys, three paralegal assistants, six victim/witness counselors and ten 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 those 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 higher-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, a prosecutor is assigned to go to the police department receiving desk at about 3:00 a.m., Monday through Friday, 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 being handled at the felony level, it is helpful to have good communication between misdemeanor and felony prosecutors so that significant developments and information can be beneficially shared.

The Juvenile Offender Team consists of six attorneys supervised by an experienced Family Court Prosecutor. This team is responsible for the prosecution of all juvenile offenders (persons under 18 years of age when an offense is committed). Their cases range from traffic/misdemeanor offenses to all types of felony offenses, including sexual assaults and murder. The offenders range from first-time offenders who commit less serious crimes to the hard-core repeat offenders who may be waived to adult court for more serious crimes.

This team also employs vertical prosecution to the extent that 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 Sexual Assault Team and the Domestic Violence Felony Team.

**PAT-248**
C. TRIALS DIVISION
The Trials Division consists of one division Chief, five team captains and 19 trial attorneys. Three paralegal assistants and 12 clerical staff support the division.

This is the largest division and it handles most of the felony cases in the Department. These cases include murder, sex assaults, white collar crime, campaign fraud, drugs, and property crime. Many high profile cases are handled by deputies from this division.

From July 1, 2005 to June 30, 2006, 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, terrorist 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, 2005 and ending June 30, 2006, SID handled 304 Grand Jury proceedings, 881 preliminary hearings and filed 399 Information Charging cases.

E. APPELLATE DIVISION
The Appellate Division consists of one division 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 2005-06, the appellate attorneys filed 118 briefs in the State appellate courts, thirteen (13) federal pleadings, including three (3) to the United States Supreme Court and 138 other substantive pleadings. Attorneys in the division won 91% of their cases in the State appellate courts during this period.

F. MISDEMEANOR AND TRAFFIC DIVISION
This division is a high-volume unit handling thousands of cases each month. The caseload consists of traffic matters, Driving Under the Influence of Alcohol/Drug cases, criminal violations, petty misdemeanors, and full misdemeanors for the entire island of Oahu. This division has one chief, one captain and 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/Waialua, Koolauola/Koolaupoko (Kaneohe), and Waianae. The assigned attorneys do arraignments, motions, trials, and sentencing for a wide variety of cases that are prosecuted in these courts. An attorney assigned to this division does specialized prosecution in Street Solicitation, Waikiki Visitor Crimes, and Weed and Seed cases [see section on Community Prosecution].
G. 2006 LEGISLATIVE ACTIVITY AND 2007 LEGISLATIVE PACKAGE

2006 Legislative Activity

The department sponsored the following state legislative bills, which passed in 2006. These bills:

a) expand the offense of using a computer in the commission of a separate offense to include circumstances where a person intentionally uses a computer to commit theft in the first or second degree. Act 141 took effect on May 24, 2006;

b) create a new offense of excessive speeding which would require mandatory minimum fines, driver’s license suspensions, and attendance in driver retraining for persons convicted of exceeding the speed limit by thirty miles per hour or more or by driving at eighty miles per hour or more irrespective of the speed limit. In addition, first and second time offenders would be required to do either community service work or serve short sentences of imprisonment. Persons convicted of a third offense within five years of two prior convictions would have their driver’s licenses revoked for a minimum of ninety days and must serve a minimum term of imprisonment of ten days. This legislation passed as Act 129 and will become effective on January 1, 2007; and

c) expedite police processing of impaired drivers by requiring the police to notify impaired driving arrestees of the sanctions for refusing a blood, breath, or urine test only if the arrestee refuses to submit to the test and the police have informed the arrestee of his or her right to refuse. Currently, the police are required by state law to read every arrestee an implied consent form which contains the possible sanctions for refusing to take a blood, breath or urine test. Given that over three thousand people are arrested for impaired driving in Honolulu each year and that the vast majority of persons arrested for impaired driving agree to take a blood, breath or urine test, this bill should permit police officers to get back on patrol duties more quickly. Act 64 is scheduled to go into effect on January 1, 2007.

The Department also supported the following bills which passed in 2006 that:

a) amend the state constitution to permit the legislature to define what constitutes a continuing course of conduct and jury unanimity in continuous sexual assault crimes against minors younger than fourteen years of age. This amendment is similar to one passed by the legislature and ratified by the voters in 2004 but was invalidated by the Hawaii Supreme Court in 2005 because of flaws in the procedure used to pass the legislation. The 2006 constitutional amendment was passed by the legislature and will be on the ballot for ratification by voters;

b) repeal and reenact the offense of continuous sexual assault of a minor under the age of fourteen years. In 1997, the state legislature created the offense of continuous sexual assault of a minor which applies when a person resides in the same home with the minor or has recurring access to the minor and the person engages in three or more acts of sexual penetration or sexual contact with the minor over a period of time. In addition, the offense does not require the each juror unanimously agree on each and every alleged sexual act which make up the three or more offenses; however each juror must find and agree that three or more sexual acts were committed against the minor by the defendant. The state legislature created this offense to address problems where minors had been repeatedly sexually assaulted over a long period of time by the same person and could not remember specific dates or details and modeled it after California’s statute which had been upheld by their appellate courts. But in 2003 the Hawaii Supreme Court held that the state constitution required that jurors must unanimously agree as to each individual act which constitutes the three or more sexual acts for a person to be convicted. This bill, enacted as Act 60 and the constitutional amendment mentioned in a) are intended to create a continuous sexual assault of a minor offense that will withstand future judicial review;

c) mandate special sentencing and conditions for habitual violent felons, i.e. persons convicted three or more times of certain felony crimes of violence. The special sentencing requires a mandatory minimum term of thirty years imprisonment with an indeterminate life term. Furthermore the bill, enacted as Act 81, prohibits a habitual violent felon from participating in any pre-release, furlough, or other modified terms of imprisonment except upon written authorization of the governor or when the person is in a work furlough program during the final year of his or her sentence and the person is incarcerated during the time the person is not working or traveling to or from work. Act 81 became effective on May 8, 2006 and will sunset on July 1, 2011;

d) conform Hawaii’s electronic surveillance laws to federal law as it appeared prior to the USA Patriot Act. By making state law more consistent federal law, Act 200, is expected to permit use of evidence gathered in federal electronic surveillance investigations in state court when federal authorities are unable to prosecute. Prior to this Act, the differences between state and federal law meant that any evidence gathered pursuant to a federally authorized investigation, would not comply with requirements of state law and therefore was likely to be inadmissible in state court. With this Act, which became effective on June 15, 2006, if federal authorities do not have the resources or jurisdiction to prosecute the individual, the state will be able to do so using the federally gathered evidence;

e) create a new class C felony offense of unauthorized possession of confidential personal information. It is committed when a person possesses the confidential personal information of another without actual authorization or the reasonable belief that the person was authorized by law or consent to possess the information. The confidential personal information covered by the offense includes driver’s license numbers, social security numbers, deposi-
tory account numbers, bank account numbers and certain passwords or codes. This new offense is intended to help fight identity theft by applying to persons who steal mail, identification cards and other information that can be used to fraudulently open or use accounts. In addition, Act 139 also provides that the offenses of identity theft in the third degree and unauthorized possession of confidential personal information are eligible for enhanced sentencing under repeat offender sentencing provisions. This Act went into effect on May 25, 2006;

f) permit victims of identity theft to place a security freeze on the consumer’s credit report by sending a written request by certified mail to consumer credit reporting agencies. The written request shall be accompanied by a valid copy of a police report, investigative report or complaint filed with a law enforcement agency regarding the unlawful use of victim’s personal information by another person. The security freeze prohibits a consumer credit reporting agency from releasing the consumer’s credit report or any information from it without the express authorization of the consumer. The consumer may temporarily lift the freeze for specific parties or periods of time. Enacted as Act 138, this law takes effect on January 1, 2007;

g) make numerous technical and substantive changes to the state’s penal code as recommended by the 2005 Penal Code Review Committee. The committee was composed of trial and appellate judges, prosecutors, the public defender, defense attorneys, and the state attorney general as well as representatives of the Hawaii Paroling Authority, the Department of Public Safety and the Honolulu Police Department; it was tasked with completing a comprehensive review of the state’s penal code and ensuring the code is in harmony with the entire criminal justice system and that the code has continued force and effectiveness. The proposed changes were enacted as Act 230, which became effective on June 22, 2006. They included amendments to Hawaii’s extended term sentencing provisions made in response to federal court decisions regarding the constitutionality of certain types of extended term sentencing and provisions requiring that restitution be ordered in all cases where a crime victim requests such restitution and the victim’s losses are reasonable and verified; and

h) conform state substance control laws to federal laws regulating the sale and distribution of pseudoephedrine. Federal law restricts sales of pseudoephedrine, a major component for manufacturing of methamphetamine, to 3.6 grams per day or nine grams a month except where dispensed pursuant to a prescription. It also requires that pseudoephedrine products be moved behind the counter and that purchasers must sign a written log or receipt and provide identification to the retailer who must record the name and address of the purchaser, the date of the transaction and the amount purchased. Prior to the enactment of Act 171, retailers in the state were already required to follow federal regulations on pseudoephedrine but violations could only be prosecuted in federal court since there was no corresponding state law violation. Act 171 recognizes the limited resources of federal law enforcement and promotes a more effective and efficient drug enforcement strategy by also allowing the state to prosecute violations of pseudoephedrine sale and distribution regulations.

2007 Legislative Package

The Department will be introducing a constitutional amendment to provide that for the purposes of ratifying an amendment to the state constitution or determining whether to convene a constitutional convention, blank votes shall not be counted as “no” or negative votes. Under the proposed amendment, only yes and no votes would be counted.

H. COMMUNITY PROSECUTION (CP) PROGRAM

Community prosecution is a proactive, community oriented, problem-solving approach to law enforcement that embraces the role of the community in solving community crime and safety problems. A key component of community prosecution is collaboration. Partnerships among community residents, businesses, private institutions, and law enforcement and other governmental agencies are developed and directed toward crime prevention goals. The CP Team consists of two attorneys who actively engage in numerous CP initiatives to improve the quality of life in Honolulu. Honolulu community prosecution’s contributions to the advancement of justice in our community are nationally recognized. In 2005, Honolulu CP received its second Coordination Honor Award for its leadership role in coordinating truancy sweeps.

Coordination Honor Award
Truancy Sweeps, 2005
(from left: Officer Arthur Takamiya, Weed and Seed Coordinator Maile Kanemaru, CCDO Director Nelson Hernandez, Deputy Prosecutor Tana Kekina-Cabaniero)
I. DRUG COURT

There is one Deputy Prosecuting Attorney assigned to the Hawaii Drug Court Program. This attorney attends Drug Court sessions two (2) 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, 2005, and June 30, 2006, 49 new defendants were petitioned into the Hawaii Drug Court Program. During that time, 44 defendants graduated, spending an average of 21 months in the program. The Hawaii Drug Court Program terminated 13 defendants for non-compliance of program rules. About half of those terminated received prison terms. The other half received probation with up to one year jail. The Drug Court Program currently has 126 clients.
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 40 full-time positions, functions as a concert band, a marching band, and a glee club ensemble. The administrative and operational affairs of the band are handled by the bandmaster, assistant administrator, brass supervisor, woodwind supervisor, glee club leader, assistant conductor, drum major, librarian-in-charge, assistant librarian, field coordinator and senior clerk-typist. With the exceptions of the bandmaster and the senior clerk–typist, the other positions listed are dual positions, they are musicians in the band in addition to their administrative and staff responsibilities.

PERFORMANCE HIGHLIGHTS
During Fiscal Year 2006 the band and glee club performed a total of 362 performances. The following is a sampling of the many performances by the band throughout the year.

Weekly concerts are on-going on the lawn at the Iolani Palace on Fridays, and at the Queen 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.

Hawaiian cultural and monarchial events featured the band at the Queen Lili‘uokalani birthday commemoration, Queen Emma’s memorial tribute, King Kalakaua’s birthday celebration, the colorful Aloha Festivals Floral Parade, and the regal King Kamehameha Floral Parade.

The band participated in other events and parades throughout the year. The patriotic themed Kailua 4th of July Parade led the list of marching events for Fiscal Year 2006.

Other notable parades with a patriotic theme included the Wahiawa Royal Hawaiian Band Veterans Day Parade in Wahiawa in November, and the USO Parade through Waikiki to honor our military personnel supporting the war against terrorism. The band was honored to participate in the arrival ceremonies for the fleet of C-17 aircraft newly assigned to the Pacific Command at Hickam Air Force Base.

Other cultural and community events included the Waianae Sunset in the Park at the Maile Beach Park, the Waialua Community Association Cultural Festival, the Okinawan Festival, the City Lights Parade in
Honolulu and Kapolei, the Filipino Centennial Celebration, the Martin Luther King Jr. Parade and peace ceremony at the Nagasaki Peace Bell, the Night in Chinatown Parade, the Vietnamese Festival, the Korean Festival, the Honolulu Festival Parade, Bastille Day, the Matsuri Parade, the inaugural Wahiawa Pineapple Parade, and the City-sponsored Magic Island Fair and May Day Celebration.

A highlight of the band’s performance schedule was the tourism-related and goodwill trip to Japan at the end of September 2005. The band performed concerts in Tokyo, Kamakura and Yokohama. Hula Halaus from Japan added color and style as they performed with the Royal Hawaiian Band in Japan.
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 council.

TRANSPORTATION PLANNING DIVISION
The Transportation Planning Division performs the overall citywide transportation planning and programming work required under federal, state, and local laws. The division administers and manages transportation planning and capital improvement projects. The division applies for and administers federal funds for the city’s highway and transit projects, and monitors compliance with federal laws, rules, regulations and grant program requirements, including the Disadvantaged Business Enterprise (DBE) Program. The Transportation Planning Division is responsible for compliance with transportation-related city planning requirements. The division supports the Department of Transportation Services’ director in the federally required statewide and metropolitan transportation planning processes. The division develops and monitors the departmental Capital Improvement Program (CIP) and projects. The division develops, administers and manages data collection studies, performance measures and criteria for the management systems; ensures compliance with current federal regulations for the Congestion Management System with regard to activities involved with performing, developing and managing data collection, and identification and evaluation of operational mitigation strategies. The division manages and administers major transit and roadway projects.

Accomplishments:
- Completed the Waikiki Livable Community Project that is funded by a special federal grant program, Transportation and Community and System Preservation Pilot Program (TCSP). Completed final evaluation and submitted evaluation to FHWA. Project closeout being prepared.
- Administered the contract for professional services to support the State Department of Transportation in its preparation of environmental documents for the North-South Road Project.
• Waipio Point Access Road Study. Completed draft and final environmental assessment study. Received state and federal (FHWA) approval for categorical exclusion of environmental documentation requirements. Project transferred to Traffic Engineering Division for design.

• Completed final engineering design work on Dillingham Boulevard Bus Pullouts and related improvements.

• Completed planning work on the Kaimuki Business District Parking Master Plan.

• Review and comment on the Department of Planning and Permitting’s “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 draft environmental assessment (DEA). Received and responded to comments during DEA process. Prepared and initiated negotiations for draft Memorandum of Agreement (MOA) to fulfill Section 106 requirements. Preparing final environmental assessment. Executed design contract for this project.

• Issued RFP for Demonstration Ferry Project.

• Makakilo Drive Extension Project. Completed Project Management Plan and alternatives analysis for project. Prepared and submitted necessary documentation and forms to seek release of state funding for project. Coordinated project planning with State Department of Transportation.

• Completed professional service procurements for major transportation projects, including a rail and ferry planning studies.

• Prepared four applications for federal transit assistance for $33.46 million.

• Administered and managed 13 active federal transit grants, which included the preparation of federal quarterly reports for each grant.

• Participated in the Federal Transit Administration’s FY 2006 Triennial Review.

• Monitored and reported the status of active departmental and Department of Design and Construction (DDC)-delegated CIP projects, Fiscal Years 1999-2006.

• Prepared the departmental Fiscal Year 2006 CIP budget comprised of traffic, highways, and streets improvements and mass transit projects.

• Coordinated the development of the City’s input to the Fiscal Years 2006-2008 Oahu Transportation Program.

• Coordinated the programming and obligation of approximately $21,844,000 in FHWA funding for various city 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.

• Coordinated the City’s efforts to receive federal funding authorizations in the new federal transportation legislations for the various transportation projects for the City.

• Participation in OMPO’s 2030 Oahu Regional Transportation Plan: Reviewed baseline data, draft model results, draft system performance analysis of strategic plan packages report and constrained draft/final plan. Completed participation in project with final acceptance of plan in April 2006.

• Administered the City’s projects identified in the Oahu Metropolitan Planning Organization’s (OMPO’s) Transportation Improvement Program (TIP) for Fiscal Years 2006-2008 as required under U.S. Department of Transportation’s statutes and regulations to be eligible for approximately $54.7 million in federal highway funds and $134.5 million in federal transit funds.

• Coordinated the preparation of amendments to the Fiscal Years 2006-2008 Oahu Transportation Improvement Program.

• Reviewed and commented on draft Ewa Transportation Impact Fees Memorandum of Agreement between the City and State on collection and distribution of fees.

• Continued to provide technical and administrative assistance to the Oahu Metropolitan Planning Organization for the Model Development work element.

• Served as a chairman of the Technical Advisory Committee of the Oahu Metropolitan Planning Organization.

• Participated and assisted the State Transportation Planning Office in the development of the Statewide Transportation Improvement Program, which is the statewide allocation program for federal highway funding.

• Reviewed, coordinated and processed approximately 47 environmental impact and assessment documents for regulatory compliance.

• Reviewed, coordinated and processed approximately 25 Development Plan revision/amendment 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.
- Provided input to yearly update of Highway Performance Monitoring System by transmitting 54 maps to SDOT.
- Updated 54 computerized island-wide maps for traffic count data by adding traffic counts taken during fiscal year 2005.
- Processed 1,082 work requests.

**TRAFFIC ENGINEERING DIVISION**

This division conducts studies and analysis to: determine and ensure the safe, efficient, and effective operation of the city’s streets, roadways, and appurtenant facilities; coordinate and implement engineering programs and projects to improve traffic flow and safety; prepare and process legal schedules in accordance with the Traffic Code; administers the City’s bikeway, pedestrian, and traffic safety and education programs, and administers the School Traffic Safety Committee.

**Urban Honolulu Region Branch**

This branch provides traffic engineering and design support for the safe and efficient operation of streets and intersections and recommends and implements standards for signs, pavement markings, and warning devises for the Urban Honolulu Region, the area generally extending from Makapuu, Ewa to Liliha Street, south of the Koolau Mountain range. The branch also receives, reviews, and resolves queries from the public regarding the operation of vehicle and bicycle traffic on streets and facilities; conducts data collection studies for input into management systems; conducts corner sight distance studies; and establishes and administers the Traffic Code Ordinance requirements to maintain efficient and safe vehicle and bicycle facilities. In addition, the branch analyzes and determines warrants for traffic signals.

**Accomplishments:**

- Completed 574 work orders, including requests and complaints from individuals, public, and private organizations, businesses, and government agencies.
- Conducted 84 maintenance investigations to insure high quality of traffic control devices.

**Completed Work Orders - Highlights:**

- Performed evaluations for left turn phases at various locations, such as, 10th/Waialae Avenues, Ward Avenue/Auahi Street, Ward Avenue/Kinai Street, Punahou/Nehoa streets, University Avenue/Metcalf Street and Keahole Street/Hawaii Kai Shopping Center driveway.
- Conducted warrant evaluations for all-way stops at various intersections, such as, Kilauea/7th and 9th Avenues, Ainakoa Avenue/Malia Street, Pahoa/19th Avenues, Campbell Avenue/George and Hayden Streets, Rycroft/Birch and Cedar Streets, Elm/Birch Streets.
- Conducted warrant evaluations for traffic signals at various locations, such as, Monsarrat Avenue/Diamond Head Circle, 4th/Harding Avenues, 2nd/Waialae Avenues, Iolani Avenue/Pele Street, Nuuanu Avenue/Pauahi Street, Liliha/Elena Streets, Kuakini/Sereno Streets.
- Assisted the Transportation Planning Division by providing review comments on Environmental Impact Statements, Environmental Assessments, etc. on various projects, such as, Waikiki Beachwalk, Kalakaua Avenue Retail Project, Royal Hawaiian Shopping Center Revitalization, Kakaako Makai Master Plan Amendment, Tustitala Vista, St. Louis Heights Sewer System Improvements, Ala Wai Gateway Condominium, Anuenue Radio Towers and Facilities, East Honolulu Police Station, Royal Kai Lani, Maunalaha Homesites Water System Improvements, Kapiolani Area Revised Sewer System, McCully Fire Station.
- Assisted the Department of Design and Construction in providing file signs and markings drawings for various resurfacing/rehabilitation of streets projects.
- Assisted the Department of Planning and Permitting in providing review comments on construction traffic controls for various projects.
- Assisted the Department of Environmental Services in restricting parking at various locations to facilitate refuse pick up.
- Assisted the Department of Facility Maintenance in restricting parking on the mauka side of a portion of Ala Wai Boulevard for street sweeping purposes.
- Provided comments to the Department of Budget and Fiscal Services regarding the need for roadway purposes of various City-owned properties considered for disposition.
- Installed marked crosswalks at Young/Kaheka Street, South/Auahi Street, Woodlawn Drive near Manoa Shopping Center.
- Installed School Crossing signage on Pensacola Street between King Street and Kapiolani Boulevard.
- Extended tow away hours on School, King, and Kuakini streets.
• Installed a Roadway Database program on the Region’s computers to allow access to the Department of Facility Maintenance’s street database.
• Modified the morning contraflow coning on Kapiolani Boulevard at Ward Avenue.
• Assisted the Department of Design and Construction in updating and correcting the signs and markings for the Maunakea Sidewalk Improvement Project.
• Assisted the Honolulu Police Department in their enforcement efforts through the installation of speed limit signs on Kalakaua Avenue.
• Improved the intersection striping on Kalia Road at the Hilton Hawaiian Village driveway.
• Implemented school traffic control improvements at various locations, such as, Koko Head Elementary School, Sacred Hearts Academy, Punahou School, Roosevelt High School, Lililuokalani Elementary School, Hawaii School for the Deaf and Blind, Jefferson Elementary School, and Washington Middle School.

Assisted the Corporation Counsel:
• Kaina v. Nakao, #04-1-1986-10(SSM)
• Emley v. Seberg, #02-1-1032-04
• Gauze v. USSAA Insurance Agency Inc., #04-1-1939-10(VSM)
• Hughes v. Zucker, #03-1-2139-10

Reviewed:
• Waialae Water System Improvements, Part II
• Ala Wai Boulevard Improvements, FY 2004
• Rehabilitation of Streets at Various Locations
• Punahou Regency
• Lunalilo Home Road Sewer Rehabilitation 2005
• Rehabilitation of Streets, Unit 41
• Rehabilitation of Streets, Unit 37
• Kakaako I.D. 11
• Lusitana Street On-Ramp Improvements
• Preventative Maintenance of Various Streets, 2004
• University Water System Improvements, Part II
• Punchbowl Street Improvements, Phase 2
• East Oahu Transmission 46kv Project
• Kapuni Street Closure
• Rehabilitation of Streets, Unit 35
• Rehabilitation of Streets, Unit 32
• Rehabilitation of Streets, Unit 9

Outlying Oahu Regional Branch
This branch provides traffic engineering and design support for the safe and efficient operation of streets and intersections and recommends and implements standards for signs, pavement markings, and warning devices for the Outlying Oahu Region, the area generally extending from west of Liliha Street, Ewa to Kaena, north to Kahuku and along the entire windward side to Waimanalo. The branch also receives, reviews, and resolves queries from the public regarding the operation of vehicle, pedestrian, and bicycle traffic on streets and facilities; conducts data collection studies for input into management systems; establishes and administers the Traffic Code Ordinance requirements to maintain efficient and safe vehicle and bicycle facilities. In addition the branch analyzes and determines warrants for traffic signals and necessary left turn phasing.

Accomplishments:
• Investigated 613 requests and complaints from individuals, public, and private organizations, businesses, and government agencies.
• Conducted 81 maintenance investigations to ensure high quality of traffic control devices.

Completed Work Orders:
• Installed and upgraded school and pedestrian warning signs at various locations.
• Assisted the Department of Design and Construction in various guardrail installation projects.
- Installed speed limit and “No Parking” signs on various streets island-wide to assist the Honolulu Police Department in their enforcement efforts.
- Assisted the Transportation Planning Division by reviewing and providing comments to submitted Environmental Impact Statements, Draft Environmental Assessments, etc.
- Legalized various traffic controls on various streets island-wide.
- Provided comments to the Department of Budget and Fiscal Services regarding the need for roadway purposes of various City owned properties considered for disposition.
- Assisted the Department of Environmental Services in restricting parking at various locations including Lakeview Circle and Hihio Place to facilitate refuse pick up.
- Assisted the Department of Design and Construction, MEDE Division to relocate signs to newly installed utility poles at various locations.
- Conducted warrant evaluations for all-way stops at various locations including Kealia Drive and Aupuni Street, Keolu Drive and Akaakaawa streets, Lanikuhana Avenue and Makaimoimo Street, etc.
- Conducted warrant evaluations for traffic signals at various locations including Haleiwa Road and Kamehameha Highway, Waialua Beach Road and Goodale Avenue, California and Nanea avenues, etc.
- Installed traffic improvements at various locations including Hekaha Street, Kamehameha Highway, Aiea Heights Drive, etc.
- Conducted traffic operations studies for school areas including Holomua Elementary School, Mililani Waena Elementary School, Waieke Elementary School, etc.

**Assisted the Corporation Counsel:**
- Keaunui Drive/Iroquois Point Road - Claims for Cardeno 1/9/06
- Kupuohi Street/Polina Place - Civil No. 04-1-1391 Thompson/Akana
- FILIMOEHALA et al... vs. C&C Civil 04-1-1880-10 KSSA
- Claim of Bruce K. Fukumitsu
- Claim of Benjamin Cayetano, Jr. against City
- Claims-Dena Ackerman for Nathan Curry against City 9/21/05
- Waikalua Road between Halemuku Street and Iakopo Place guardrail
- Claims-Farrington Highway near HECO Kahe Power Plant
- Claims-Edward Dunn v. DOT, Civil 04-1-1330-07
- Claims-Likelike Highway Civil No. 04-1-1880-10 (KSSA)
- Anthony Royce V. Miles Tomisato, et al. Civil # 06-1-0297-02
- Deborah Chargualaf v Gentry-Pacific LTD. Civil #06-1-0836-05

**Reviewed Project/Traffic Control Plans:**
- Rehabilitation of Streets Unit 42
- Malulani Street Water System Improvements
- Rehabilitation of Streets Unit 45
- Traffic Improvements at Various Locations – Wahiawa
- Ho’olu Landing Cluster Development
- Waimalu Sewer Rehabilitation
- Papipi Road Improvements - Traffic Control Plan
- Rehabilitation of Streets - Lanikuhana Avenue Striping Plans
- Kailua Road and Kuulei Road, Rehabilitation of Streets

**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, and traffic safety and education programs.

**Accomplishments:**
- Constructed:
  - WCEAR – Nanakulu Makai II
  - Ala Oli/Halao Roundabout
- KCC Bike Staging Station
- Kamehameha Highway Safety Improvements
- Young Street Park Boulevard
- Lanikai Triangle Park
- Wahiawa Traffic Calming
- Ala Aolani Street Traffic Calming

• Under construction:
  - WCEAR – Helelua Place Extension
  - WCEAR – Paakea Road
  - Lualualei Homestead Road/Leihoku Street Improvements
  - Kaonohi Street/Moanalua Road Intersection Improvements
  - Moanalua Road/Kuala Road/Waimano Home Road Intersection Improvements

• Under planning/design:
  - WCEAR Kaulawahi Road Extension I and II
  - Kaalehe Street Restriping
  - Pauoa Road/Nuuanu Avenue Intersection Improvements
  - Kipapa Drive Bulbout Modification
  - Kaluauui Road Re-stripping

• Award design contracts to:
  - Engineers Surveyors Hawaii
  - R.M. Towill Corp.
  - LIMTIACO & Associates
  - Parsons Brinkerhoff

• Served as secretariat for the Mayor’s Advisory Committee on Bicycling; monthly meetings serve to advise DTS and the Mayor on bicycling matters. The committee also serves as a clearinghouse between the City, the State bicycle coordinator, the State Department of Health physical activity advocate, 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 fourth graders.

• Distributed “hot dots” and safety brochures for the “Spot the Dot” pedestrian safety program for Halloween in conjunction with the Honolulu Police Department and the Department of Education via Oahu schools and the City and County Satellite City Hall Division.

• Continued support in commercial driver’s training and education (the Oahu Fleet Safety Organization).

• Public education media campaign called “Walk Wise Kupuna,” geared to senior pedestrians; radio Public Service Announcements, safety presentations, promotional items and printed safety materials. Partnered with HPD, SDOT, and The LIMTIACO Company.

TRAFFIC SIGNALS & TECHNOLOGY DIVISION

The Traffic Signal and Technology Division (TST) develops, implements, operates, and maintains the safe and efficient operations of over 782 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 implementation of Intelligent Transportation Systems (ITS), a program that improves traffic mobility by employing technology to improve the efficiency of the existing highways.

The division participates in the many elements of ITS, which include traffic signal control, freeway management, incident management, traveler information, and transit management systems. For traffic signal control, the center analyzes and optimizes the traffic signal operations and coordinates traffic signals to improve progression for commuters and transit services. Another important function is determining and programming the safe and reasonable crossing times for pedestrians.

For emergency services, the division installs, operates, and maintains the emergency pre-emption systems. Emergency pre-emption systems expedite fire and ambulance vehicles saving critical minutes in travel times and minimizing conflicts by holding the green signal at signalized intersections. The requested right-of-way limits conflicts with other vehicles and
pedestrians, and clears downstream congestion, which may impede its response times. For freeway and incident management, the division installs, operates and maintains the 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.

**Administrative Services**

Division Administration is responsible for effective and efficient management and administration of the division. It establishes the division’s policies, goals and objectives, and measures, and promotes customer service. Administration also develops cost effective methods and results oriented programs, and reviews streamlining of tasks. At the same time, it establishes a professional level of services, responses and actions to be accomplished in a timely and satisfactory manner. Administration meets with the staff to consult, develop, and formulate accurate, accountable and responsible policies and procedures to improve the division’s initiatives, quality, professionalism, and responses in order to offer the very best in customer services.

**Traffic Technology Branch**

This branch is responsible for the engineering and design functions of the division. Professional and appropriate planning and designing tasks are its primary responsibilities ensuring the safest and most efficient traffic signal systems for commuters, pedestrians, and bicyclists. Another important function of the branch is providing and meeting the Americans with Disabilities Act (ADA) requirements at traffic signal locations. These include special ADA pedestrian push buttons and audible pedestrian signals. The branch researches, investigates and implements ITS applications, which employ advanced technology to produce higher traffic flow efficiency. The branch administers advanced traveler information through the Internet, providing commuter access to real time traffic conditions.

This branch is also responsible for the expansion of the traffic video camera program that will phase-in complete coverage on the major highways on Oahu. In order to implement projects, the branch develops, designs, and promotes traffic signal programs that are funded with federal funds.

All traffic signals at city or state intersections are designed or reviewed by this branch, which has the final responsibility for the safety and efficiency of the operations. The cost to modernize and upgrade many of the existing traffic signal systems has been paid by federal funds pursued by this branch, reducing the need of city CIP funds. As part of safety and to lower maintenance cost, the branch evaluates and specifies high tech, faultless equipment and energy-saving devices. As an example, 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 five new traffic signals and upgraded two signalized intersections.
- Installing fiber optic cable 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 traffic cameras installed.
• Reviewed and re-engineered about 1,100 construction plans.
• Assisted the Traffic Signal Branch in improved maintenance techniques and testing methods leading to a more dependable operational system.
• Assisted the Traffic Control Center with improved traffic optimized algorithms, communication and detection technology for more efficient signal operations.

**Traffic Control Center Branch**

The Traffic Management Center is responsible for the efficient, effective, and safe operation of the 782 traffic signals on Oahu. The division concentrates on reducing unnecessary delays by optimizing traffic signal timings, and reviews the safety measures and concerns from commuters and pedestrians. Efficient traffic signal operations are established through field inspections and analysis, travel time studies, and traffic video monitoring. The operational timing plans are frequently reviewed especially during the morning and afternoon peak hours when congestion levels are at the highest. The center utilizes its 143 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, work is continuing to broadcast live traffic videos on the Internet. During peak hours, live traffic videos from the center link to the local television stations, and traffic reporters from various radio stations transmit traffic reports from the Traffic Center to assist Oahu commuters to better plan their schedules. To provide the City with an extensive communication network, the branch designs, integrates, and expands its fiber optic 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 the Department of Information and Technology. The branch is currently working on plans to expand the traffic camera system to the windward side of the island.

**Accomplishments:**

• Broadcasting radio traffic reports from the Traffic Center
• Investigated and responded to over 620 traffic concerns
• Adjusted 286 traffic signal operations
- Traffic control for various first amendment marches
- Traffic control for Kamehameha Day Floral Parade, Honolulu Triathlon, Aloha Festival Floral Parade, Honolulu Marathon
- Reviewed and issued 4,864 street usage permits
- Reviewed and issued 121 parade/block party permits
- Reviewed and issued 232 oversize/overweight permits
- Reviewed and issued 95 bike/run permits
- Assisted the Traffic Signal Branch in malfunction diagnostics
- Assisted the Traffic Technology Branch in the improved design and operational functionality of applicable technology and the testing of new systems

**Traffic Signals Branch**

The branch is responsible for maintaining the 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, seven 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 5,942 traffic signal malfunctions and operational reports
- Field inspected and interim adjustments of signal operations for 187 intersections
- Assisted the Traffic Control Branch with operational functions and safety requirements at 80 intersections
- Assisted the design technology branch in the revised design and plans of 45 intersections
- Assisted the Traffic Control Center with the operations of the traffic cameras and the maintenance of the fiber optic systems
- Inspected and supervised installation of related traffic signal work for 191 construction projects
- Assisted in evaluating new pedestrian and traffic signal equipment

**PUBLIC TRANSIT DIVISION**

The Public Transit Division (PTD) is responsible for oversight of the contractor that manages and operates the City’s public transit system, including both the fixed route system (TheBus) and the paratransit system (TheHandi-Van). Included in the oversight responsibility is transit performance monitoring; identifying service problems; resolving customer complaints; instituting corrective actions; monitoring budget execution; financial and internal control audits, and contracts for the annual performance audit.
Administration
Administers the day-to-day operations of the division, including workload assignments and personnel management. Responsibilities include ensuring timely completion of all division projects and promotion of community relations relative to the community’s public transit needs.

Activities for Fiscal Year 2006:
• 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.
• Enterprise Fund Financial Statements: PTD completed the financial statements for the fiscal year.
• Monthly Bus Pass Subsidy Program: 96 applications processed.
• Middle Street Intermodal Center: Phase 1 – Construction of the Handi-Van Administration and Maintenance Building is underway. The Handi-Van has moved its base of operations from Kalihi Shopping Center to the Middle Street site. Design and construction of the remainder of The Handi-Van parking lot, the transit platform and passenger waiting area, and the parking garage slated for Phase II.
• FY2006 FTA Triennial Review conducted: Follow-up will be in FY2007.

Fixed Route Operations Branch
Provides and promotes the most efficient, responsive, and cost-effective transit services to the public through contract monitoring, operations administration, and public education and information programs:
• To administer the day-to-day operations of TheBus through performance monitoring, policy guidance, and direction of TheBus services contractor in methods and practices to deliver the most effective transit services to the public.
• To promote transit ridership by providing guidance for the production of informative and attractive brochures, maps and timetables; to provide information services including administration of the guide-a-ride bus stop information program; to provide telephone and written responses to inquiries, suggestions, complaints, and commendations received from individual citizens, elected officials, Neighborhood Boards, special interest groups, and community and government organizations.
• To oversee progress toward compliance with the Americans with Disabilities Act (ADA) with regard to bus operations, bus stop design and installation, and policies and practices of TheBus services contractor.
• To coordinate construction and street usage projects for city and state agencies affecting TheBus operations with the needs of TheBus passengers, traffic safety, and design policies.
• To administer TheBus interior advertising program; this provides revenue to the city through the sale of advertising space within the transit coaches.

Activities for Fiscal Year 2006:
• Patronage of TheBus totaled 65,844,396 passenger trips in FY 2006 compared to 62,959,301 in FY 2005. TheBus operated an estimated total of 1,484,505 bus hours in FY 2006.
• In conjunction with TheBus service contractor, the following programs were continued during this period:
  - Mobile Watch with HPD
  - School/Bus Facility Visitation Program
  - TheBus timetables available to the public at all Satellite City Halls and on TheBus website
  - Transit Employee Appreciation Day
  - City Christmas Lights parade
  - Great Aloha Run Health and Fitness Expo
  - TheBus provided special services for the Mayor’s Memorial Day Service at Punchbowl, Easter Sunrise Service, Great Aloha Run, Veteran’s Day Service, Aloha Stadium Football Express for all UH home games, and the Pro Bowl football game.
  - 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. 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.

Facilities and Equipment Branch
The major functions of this branch are to support TheBus and The Handi-Van service by 1) providing bus facilities and equipment needs to maintain and operate our fleet of 650 transit buses, and 2) to maintain and improve over 4,000 bus stops island-wide for the convenience of our bus riders. Responsibilities include preparation of bid documents and admin-
istration of contracts for projects such as procurement of new replacement buses; construction and maintenance of bus yards, transit centers, communication systems, ADA bus stop improvements, bus bays and pads, bus shelters, benches, and other related projects. Other administrative duties include responding to graffiti and litter complaints at bus stops, investigation of personal injury claims, coordination of volunteers for public service projects, and assistance to other city and state agencies when requested.

Activities for Fiscal Year 2006:

- New Bus Procurement: During the fiscal year 40 fixed route and and 32 Handi-Van vehicles were procured and production of both orders commenced.
  - The new buses are outfitted with state-of-the-art technology, i.e., automated vehicle location system, automated bus stop announcement, automatic passenger counters, computer-aided-bus communication system, mechanical and emergency alarms, low floor for ease of boarding and alighting, and hybrid electric powered for clean air environment and energy conservation.
- Construction and Other Contracts Administered:
  - Kalihi-Palama Bus Facility Improvements – The contract for restoration of the running repair maintenance shop roof went out for bid.
- Bus Stop Site Improvements:
  - Design-Build Bus Shelters and Site Improvements, Increment 5A: 40 new shelters installed in 2006.
  - ADA Bus Stop Accessibility Project Phase two of the bus stop accessibility plan is currently under design.
  - Purchased 32 new benches.
  - Bus Pad at Various Locations (six sites) – Design was completed and construction commenced.
  - Bus Re-powering – The components required to accomplish the re-powering of 12 articulated buses were procured during the fiscal year and delivery commenced.
- Other Related Support Services – Maintenance:
  - Contracted daily custodial services at Waipahu and Kapolei Transit Centers to clean restrooms, litter and graffiti control, and landscape maintenance.
  - Contracted security services for Waipahu and Kapolei Transit Centers.
  - Contracted for monthly pressure washing to clean certain bus stops.
  - Continuing war against graffiti with full-time work crew to continually maintain over 1,000 bus shelters.
  - Coordinated volunteer groups and provided materials for graffiti cleanup campaigns.

TheHandi-Van Operations Branch

TheHandi-Van Operations Branch is responsible for planning and implementing an island-wide public transit service for the elderly and persons with disabilities, including monitoring contractor performance, establishing policies for TheHandi-Van services operation, and monitoring budget execution. This branch is also responsible for establishing a program to conduct a continuous transport needs assessment, 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 2005-2006:

- Processed ADA TheHandi-Van eligibility applications and Person with a Disability bus pass applications:
  
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<thead>
<tr>
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<th>FY06</th>
<th>FY05</th>
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<tbody>
<tr>
<td>ADA TheHandi-Van Eligibility Applications:</td>
<td>4,274</td>
<td>4,930</td>
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<tr>
<td>Conditional eligibility granted:</td>
<td>3,349</td>
<td>3,645</td>
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<tr>
<td>Unconditional eligibility granted:</td>
<td>763</td>
<td>981</td>
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<tr>
<td>Denied:</td>
<td>158</td>
<td>274</td>
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<tr>
<td>New In-Person Assessment Applicants</td>
<td>340</td>
<td>460</td>
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<tr>
<td>Conditional eligibility granted:</td>
<td>221</td>
<td>343</td>
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<tr>
<td>Unconditional eligibility granted:</td>
<td>62</td>
<td>54</td>
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<tr>
<td>Denied:</td>
<td>12</td>
<td>35</td>
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<tr>
<td>Applicant cancelled:</td>
<td>45</td>
<td>48</td>
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DTS-265
- Number of TheHandi-Van service incidents, letters of misconduct warning and suspension, no-show suspension, and appeal hearings conducted:

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<tr>
<th></th>
<th>FY06</th>
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<tbody>
<tr>
<td>Incidents</td>
<td>106</td>
<td>45</td>
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<tr>
<td>Misconduct warnings issued</td>
<td>4</td>
<td>63</td>
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<tr>
<td>Misconduct suspension of service issued</td>
<td>9</td>
<td>14</td>
</tr>
<tr>
<td>No-Show suspension of service issued</td>
<td>31</td>
<td>13</td>
</tr>
<tr>
<td>Appeal hearings conducted</td>
<td>21</td>
<td>42</td>
</tr>
</tbody>
</table>

- 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.

- Instructor Bus Passes. Issued instructor bus passes to schools and agencies that train disabled students and clients to use the fixed route service.

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<thead>
<tr>
<th></th>
<th>FY06</th>
<th>FY05</th>
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</thead>
<tbody>
<tr>
<td>Trips Taken:</td>
<td>18,000+</td>
<td>6,000+</td>
</tr>
<tr>
<td>Instructor Passes issued</td>
<td>406</td>
<td>269</td>
</tr>
</tbody>
</table>

- Paratransit Service Study initiated: This will be a comprehensive study of the City’s TheHandi-Van service.
POWERS, DUTIES AND FUNCTIONS

The Board of Water Supply (BWS) manages Oahu’s municipal water resources and distribution system, providing residents with a reliable system and safe drinking water supply. As the stewards of Oahu’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 Oahu’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 Oahu 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 104 water sources, 164 storage tanks, and more than 2,000 miles of pipeline servicing nearly every community on Oahu.

The BWS is a financially self-sufficient, semi-autonomous city agency. Its operations and projects are financed with revenues generated by water sales, 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 diversity of financial resources to be employed to support system operating and capital needs, while keeping water rates affordable.
- **Organizational sustainability** calls for a sound, well structured, efficient organization with the tools and skills necessary to provide exceptional value to BWS customers, the community, and the watersheds.

HIGHLIGHTS

After 41 years of dedicated service to the Board of Water Supply, Manager and Chief Engineer Clifford S. Jamile bid the Department a fond farewell in July 2005. As Manager and Chief Engineer, Jamile led the BWS with new ideas and vision, taking bold steps to ensure that the future of BWS and Oahu’s water resource would be protected and preserved for generations to come. Deputy Manager and Chief Engineer Donna F. K. Kiyosaki continued to lead the organization during the period of transition that followed. In December 2005, the Board appointed Clifford P. Lum the Department’s eighth Manager and Chief Engineer. Prior to this appointment, his 22-year career in civil engineering provided him with vast technical and management experience in both the public and private sectors.

March 2006 was one of the wettest months in local history after 43 consecutive days of heavy rains. The rainfall during this period helped to reduce water demand, allowing island water sources to continue...
their recovery after a record-breaking six years of drought. However, much of the heavy rain never made its way into the aquifers; instead the deluge created flood conditions in-land and flowed to the ocean through streams and as run-off.

After 11 years of deferring water rate increases, the Department determined that rate increases were needed to meet rising costs of delivering water to customers and to continue its proactive infrastructure repair and replacement programs. Despite these efforts, the construction of new infrastructure was delayed because contractors had to wait for availability of asphalt materials. This problem will likely impact the construction project schedule and costs. Several water main projects near completion in the community, including Haleiwa and Kalihi, were delayed because contractors had to wait for availability of asphalt materials. This problem will likely continue to impact the BWS well into the next fiscal year.

Despite these challenges, water supply employees continued to 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**, which ensures that natural groundwater supplies are protected and managed efficiently, guided the following programs that were undertaken in fiscal year 2006 and which will continue for years to come:
  - The Board’s aggressive and proactive water main replacement program and successful leak detection program have contributed to a decrease in the number of main breaks during the past year. There were 357 broken water mains repaired this year, 30 less than last year and 43 less than two years ago. Reducing the number of main breaks is an important measure to help reduce the amount of water lost within the BWS system.
  - Another program that aims to control preventable water loss, including from leaks and main breaks, gained momentum this year. Known as QUINCI (Quality Infrastructure Conservation Initiative), a team comprised of multi-divisional employees examines and analyzes evidence to pinpoint the causes of pipeline failure. Team members develop solutions to remedy potential problems in the design, installation, and/or maintenance of the waterline, and share their expertise and knowledge in a unified effort to reduce water loss and increase the longevity of the BWS water system.
  - The Department continues to look at diversification of water sources to more efficiently address water needs of the community. The Honolulu Water Recycling Facility connected the Ewa Beach Golf Course and the Navy’s Barbers Point Golf Course to the recycled water system, and the BWS continues to negotiate with community water users to provide recycled rather than potable water for irrigation purposes. Also, the BWS is still pursuing the use of cold seawater for building cooling as a water and energy conservation effort.

• The second strategic objective, **economic sustainability**, calls for diversity in the financial resources used to support the Department’s operating and capital needs, while keeping water rates affordable. In support of this objective, the Department continues to pursue opportunities to expand its core business and to generate revenue through new initiatives:
  - It has always been the cornerstone of the BWS to provide the highest quality water at the lowest possible cost to island water users. Although uncontrollable operating expenses have risen steadily for the past 11 years, the BWS has consistently deferred raising water rates. In order to meet those higher operational costs and to sustain existing levels of service, it became evident that the Board must carefully examine the need for a water rate adjustment. During this fiscal year, a system-wide rate review was completed that included a comprehensive assessment of BWS system conditions and needs, operating costs, and financial performance. The conclusion was that the BWS must raise rates to continue providing customers with high quality services and reinvesting in an aging infrastructure.
  - A new Computerized Maintenance Management System (CMMS) was implemented in June 2006. The Department’s Information Technology (IT) personnel spearheaded the design and development of the CMMS, which will replace the labor-intensive work order system and allow greater efficiency by tracking work and cost data electronically. Field Operations Division crews at Manana Corporation Yard have started to use this system.

• The Board’s third objective, **organizational sustainability**, calls for a sound, well-structured, efficient organization with the tools and skills necessary to provide exceptional value to customers, the community, and watersheds. These programs and events characterize ongoing efforts during this fiscal year:
  - Career pathing is the process that identifies specific career goals within the BWS, and the sequential steps in education and skills-and-experience-building that are needed to attain those goals. Human Resources personnel researched and developed a Career Pathways pilot program to help employees achieve their career goals, and to develop their leadership skills, reaffirming the BWS’s principle that “people are the Department’s greatest asset.” Groundskeepers from the Field Operations Division were the first to participate in the program this year.
  - IT personnel began moving the existing Customer Accounting System (CAS) software to a modern platform and
environment, which will allow the Department to realize greater efficiency and effectiveness in its business and core operations.

- Computer Programmer V Gary Tomita and Water Plant Maintenance Repair Supervisor II Herbert Wong were named BWS Employees of the Year for 2005, and represented the Board in the annual City Employee of the Year competition in late 2005.

2005 BWS EMPLOYEES OF THE YEAR. Gary Tomita, left, and Herbert Wong, right, were honored for their excellent work and years of service to the Department. Both are excellent examples of the caliber of the BWS workforce. Mr. Tomita’s involvement with developing and implementing several time- and money-saving computer programs has greatly enhanced the BWS’s efforts to build itself into a dynamic 21st Century utility. Mr. Wong’s perseverance, competence, and expertise has greatly contributed to the success of the Water System Operations-Plant Branch in carrying out its responsibility to maintain the water system equipment and provide a continuous flow of water to Oahu residents.

- BWS employees proudly represented the Aloha State in the 2006 pipe tapping competition held in mid-June at the annual American Water Works Association (AWWA) national conference in San Antonio, Texas. The contestants must open a live cement-lined, ductile-iron pipe, and install a water service tap in the fastest time. Women’s teams began competing in Hawaii in 2001. A BWS women’s team has participated in the nationals since 2002.

The men’s team – comprised of Andrew Freitas, Aaron Asato, Glen Ah Yat, and coach Jensen Mimuro – finished fourth in the men’s contest with a time of 1 minute, 23.56 seconds (1:23.56). The women’s team came in second in the women’s contest with a 2:05.93 time. Danielle Ornellas, Anna Tanaka, Carolyn Sawai, and coach Gary Fernandez are the team members.

- Service….Loyalty….Affection for the people of Hawaii….These are characteristics that the recipient of the William Y. Thompson Award must possess. The award is given each year to a water utility employee in the State of Hawaii who has provided outstanding and dedicated service to the community and the water industry. Thelma Kimura, a 21-year BWS employee, currently customer service and records supervisor with the BWS Customer Care Division, was presented with the annual Hawaii Water Works Association award in 2005.

2005 WILLIAM Y. THOMPSON AWARD. The Hawaii Water Works Association honored Thelma Kimura for her excellence in service and work ethic. Also pictured is Customer Care Division chief Keith Shida.
October 2005 for excellence in service and work ethic, sharing the honor with an employee from the Hawaii Department of Water Supply.

DIVISIONAL AND STAFF OFFICE HIGHLIGHTS
The Department’s 13 support offices and divisions are tasked with implementing the BWS’s mission and vision by effectively managing Oahu’s groundwater sources and distribution system to ensure a sustainable resource that meets current water demands and future customers’ needs. These are highlights of divisional and support office activities for the past year that illustrate how the Board of Water Supply continues to work towards improving the way it conduct business – to operate more efficiently, and to respond to customer and community needs and concerns quickly and innovatively.

CAPITAL PROJECTS DIVISION
The Capital Projects Division ensures that all improvements to Oahu’s municipal water system are designed and constructed in accordance with the BWS Water System Standards.

Engineering personnel managed water system improvement projects programmed by the Department. Staff engineers reviewed plans and specifications for projects designed for the BWS by consultants, and also prepared plans and specifications for water main replacements and facility repair and renovation projects. Construction inspectors oversaw the construction of BWS projects as well as Federal, State and private projects to verify that the improvements are constructed in accordance with approved plans and specifications.

The 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. A total of $80 million in construction contracts and $4.5 million in professional services contracts were awarded as of June 30, 2006. The 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 to insure sufficient pressure during periods of peak demand. Fire hydrants are also installed to improve fire protection to meet current standards. Part II of a multi-phased project along Farrington Highway in Waianae was completed during the past fiscal year with three remaining phases under construction or planned for construction. The BWS spent more than $22.5 million on transmission main projects on Oahu, including work in Aiea, Halawa, Moanalua, Manoa, and Palolo. More than $55.4 million was awarded for new water main installation projects around the island, including Ala Moana, Punahou, Liliha, Kaneohe, Haleiwa, Wahiawa, and Pearl City.
- Water Facility Improvements. Capital Projects continued to identify and improve the integrity of aging BWS water facilities. Such facilities include water reservoirs, well and booster stations, and administrative offices belonging to the Department. Among the improvement work that was completed this fiscal year included the repair and/or renovation of stations in St. Louis, Hawaii Kai, Kahaluu, Waimalu, and Waiau. Residents in Hawaii Loa, Wilhelmina Rise, Woodlawn, Aiea, and Makaha 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, construction contracts were awarded for the renovation of the mechanical and/or electrical systems for facilities in Hawaii Kai, Wilhelmina Rise, Kalihi, Halawa, Windward Oahu, Pearl City, Makakilo, Waipio, and Waianae. Renovation projects were completed for stations in Waipio, Pearl City, Wahihee, and Waialae Iki.
- Recycled Water Main Projects. The installation of a 16-inch recycled water main for the Villages of Kapolei was completed during this fiscal year. The new pipeline is part of the BWS’s promotion of recycled water as an alternative water source for irrigation purposes and upgrades the recycled water infrastructure in this area. Also, a new construction contract was awarded to install a 16-inch recycled water main along Geiger Road, which will strengthen the recycled water system serving the golf courses on the Ewa plains.

COMMUNICATIONS OFFICE
The Communications Office continues to play an important role in helping the Department achieve its long- and short-term goals. The Office provides comprehensive strategic communications services and support to the Department, including internal communication with employees and the Board of Directors; external communication with key stakeholder groups such as customers, community/advocacy groups, neighborhood boards, business/community leaders, media, and elected officials.

This Office also continued to play a major role in promoting and educating island residents on the importance of resource sustainability by encouraging conscientious water use.

Among the key activities and projects administered and coordinated by Communications staff:

- Public education programs. A variety of activities supported and reinforced the Office’s efforts to educate customers about BWS and its programs while continuing to stress the importance of conserving water all year long.
  - This Office spearheaded a comprehensive public communication and outreach effort to educate and prepare customers for the anticipated water rate increase. The program included targeted communications aimed at key...
The Office developed presentations, printed materials, press materials, and correspondence; and coordinated meetings with stakeholders.

- The award-winning Water Conservation Media Campaign, consisting of television and radio public service announcements (PSAs) and bus cards all urged consumers to follow the Department’s “7 Easy Ways to Save Water,” tips to help customers understand the limits of the water supply and encouraging them to take simple steps to do their part.

- Hundreds of island residents enjoyed the Halawa Xeriscape Garden open house and plant sale. The annual event is an effort to educate customers about xeriscaping, a creative and beautiful way to conserve water through the landscape. An estimated 50 percent of water consumption in the average single-family home is used outdoors. Xeriscaping offers an ideal way to save 30 to 80 percent in water consumption and includes growing beautiful plants other than cacti, often thought of as the only kind of drought-tolerant plants available.

- The BWS urges its customers to check for and fix property leaks regularly. Once a year, during Detect-A-Leak Week, this message is reinforced through the public education and outreach program. The program encourages leak detection and repair while educating consumers on the important role they play as stewards of the precious water supply.

- The BWS continued to urge its customers to view water conservation as a way of life. Its Water Conservation Week observance is an opportunity for the Department to share this important conservation message with island keiki and to encourage and teach environmental responsibility at an early age. Nearly 2,600 Oahu kindergarten through grade 6 students participated in the annual BWS poster contest depicting water conservation themes and messages. The winning entries were shared with the community at Lane Gallery in Honolulu City Hall and at Pearlridge Center during April and May 2006. They are also featured in the BWS Water Conservation Calendar, which is distributed to the general public.

- The tour program also shares the Department’s conservation message with Oahu’s youth and the general public, reaching out to the community throughout the year. More than 3,600 school children, teachers, residents, and island visitors were welcomed to the Fred Ohrt Museum (Kalihi Pump Station), the Halawa Xeriscape Garden, the Waihee Tunnel, and the Nuuanu watershed to learn about the water resource and BWS’s efforts to provide a safe and reliable drinking water supply, and most importantly, the role that people play in the conservation and protection of this precious resource.

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Thousands more were reached through presentations at schools and other public venues. Throughout the year, the Department participated in a variety of events in the community, including Waianae Sunset on the Beach, Waialua/Haleiwa Community Fair, State of Hawaii’s Children & Youth Day, the BIA Home Building and Remodeling Show, and several Family Sundays at the Bishop Museum.

- Community outreach program. The Office continues to proactively reach out to the community that the BWS serves.

- Its community outreach program ensures that residents and businesses are informed of waterline repair and replacement projects that may impact their community. Staff continues to work closely with BWS engineers to ensure that communities are aware of and understand the importance of the Department’s efforts to provide a safe and reliable drinking water supply to Oahu residents.

- As an organization responsible for thousands of miles of underground pipeline, the BWS’s Cultural Consulting program continues to be both essential and useful. The program ensures the Department is able to respond appropriately to the discovery of iwi kupuna, or Hawaiian ancestral remains, during construction projects. Staff, working closely with State and cultural groups anticipate and investigate possible burial sites but most importantly open the lines of communication with these key stakeholder groups so that issues can be quickly and amicably resolved. This approach provides the BWS an opportunity to avoid and mitigate potential problems, which can...
result in project delays and additional costs. This proactive rather than reactive approach has been critical to the success of numerous BWS projects over the past year.

- Employee communications program. The Office continues to play a key role in fostering a work environment that encourages open communication and collaborative problem solving – key components to building an efficient and healthy workforce.
  - The Communications Office coordinates regular and consistent employee quarterly and annual meetings. These meetings involve the Manager and provide a forum for open discussion on issues impacting the organization and its employees.
  - With feedback from employees, this office revamped the BWS Intranet, the Department’s internal employee access website, to better meet the needs of employees. Regular and consistent information and news updates are posted multiple times a week. The site also serves as a central information hub for employees.

CUSTOMER CARE DIVISION

With more than 168,000 active services in the BWS system, the Customer Care Division, as its name suggests, ensures BWS customers have a positive experience with the Department and are well cared for. This includes providing the highest level of customer service to the walk-in or calling customer. Customer Care promptly and efficiently assists customers with bill payments; delinquent bills; account inquiries, set-up, and closing; water service investigations; building permits; new water services; and meter reading. Customer Care personnel successfully handled more than 100,000 calls during the past fiscal year from customers, covering a variety of issues from billing inquiries to reports of water outages.

Providing Oahu water users with safe, high quality drinking water is the Department’s primary concern. The Cross Connection Section of the Customer Care Division is entrusted with protecting the public drinking water system from “backflow.” Backflow occurs when water in a customer’s property pipes is sucked back into the BWS system, possibly when a main breaks, or in high-rise buildings if water pressure is greater in the customer’s pipes and water is pushed back into the BWS waterline. If a customer has left a water hose in a filled tub or sink or attached to garden spray containers, the water in the property pipe can be drawn back into the BWS waterline. This type of possible contamination could affect more than 3,600 private and government-customers. To prevent these situations, the Cross Connection Section oversees numerous programs to ensure the quality and safety of the community drinking water supply.

Customer Care investigators follow-up on high water bill calls, verification of leaks, and locate and mark underground waterlines for roadwork and emergency situations. A new State law, known as the “Call Before You Dig” law, went into effect on January 1, 2006, and establishes a one-stop call center for residents and businesses involved in construction affecting public roads. Customers are required to contact the call center prior to any excavation work, and are provided with location information about existing underground utility lines for water, sewer, electricity, cable, gas, and telecommunications.

BWS investigators were already conducting toning, or locating underground waterlines, before the law went into effect, however, they have seen more than a 100 percent increase in the number of requests for toning since the law’s enactment. The law should help to reduce the number of accidental main breaks caused by contractors unaware of pipelines in a work area, preventing the problems that can be caused by main breaks – lost water service, traffic tie-ups, and other inconveniences.

FIELD OPERATIONS DIVISION

The Field Operations Division is 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 investigation and closing and opening customers’ water service.

Overall, there were 357 main breaks in FY 2006. This represented a decrease in the number of main breaks this year from last year, and is well under the 400-plus average of main

SHORT TRENCHWORK. Not all water mains are located deep beneath the street. The trench dug to expose the broken water main on Notley Street in Kalihi was about six feet deep.
breaks experienced in the 1990s. There are many factors that contribute to this decrease, including more efficient field operations.

Field crews are responsible for responding 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. To their credit, field operations 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 the pipeline repairs, BWS crews provide affected customers with water by stationing water wagons in the neighborhood, bypassing water by using alternate waterlines in the area, and/or installing a tap on a fire hydrant during repairs. Because BWS pipelines are typically under roadways, BWS crews must also clear the area of debris and repair the broken roadway to allow normal traffic to resume.

FINANCE DIVISION
The Finance Division provides support for all of the Board of Water Supply’s financial and fiscal functions, including general accounting, payroll, accounts payable, planning and analysis, inventory, fixed assets, treasury, and purchasing.

Finance personnel were actively involved in a comprehensive study of the Department’s costs associated with providing water service. The study indicated that the BWS could no longer afford to defer scheduled rate increases as it had done since 1995. The increase will be spread over a multi-year rate schedule to reduce the impact on BWS customers.

Finance was also involved in the issuance of more than $165 million principal amount of Board of Water Supply Water System Revenue Bonds, Series 2006A; and $48.6 million principal amount of Board of Water Supply Water System Revenue Bonds, Series 2006B (AMT, or Alternative Minimum Tax). The proceeds from the Series 2006A and 2006B bonds will be used: 1) to pay the costs of various capital improvements to the water system; 2) to advance refund a portion of the outstanding Water System Revenue Bonds, Series 2001 and Series 2004; 3) to refund all of the outstanding Water System Revenue Bonds, Series 2002A and Series 2002B; 4) to fund the Common Reserve Account; and 5) to pay the costs of issuance of the Series 2006A and Series 2006B bonds.

The Series 2006A bonds were sold on June 6, 2006, at a true interest cost of 4.614431 percent, while the Series 2006B bonds were sold on June 21, 2006, with a true interest cost of 4.708133 percent. Net present value savings of $2.1 million were realized on the partial refunding of the Series 2001 and Series 2004 bonds. The Series 2002A and 2002B variable rate bonds were converted to fixed rate bonds to take advantage of historically low fixed rates.

The bonds were issued at a total premium of more than $4 million. Net proceeds of $112.5 million were deposited to the Board’s accounts on July 7, 2006.

HUMAN RESOURCES OFFICE (HRO)
The HRO administers and manages the human resources program, including training and development, labor relations, classification and compensation, benefits administration, and contract negotiations pursuant to §76-3.6, HRS, for the Department’s 547 regular, full-time employees.

HRO coordinated classroom instruction for Field and Water System Operations employees in preparation for the two examinations for State of Hawaii Department of Health Distribution System Operators certification that were conducted this past fiscal year. The examination was taken by 139 employees. An average 66 percent of employees passed the exam for the various levels of certification.

HRO implemented the pilot Career Pathways Program, designed to provide guidance to employees so that individual and organizational career goals can be met. HR staff conducted workshops for 31 employees; 15 who opted to continue with the program, including one-on-one counseling sessions, individual development plans, and engaging in follow-up sessions with staff.

Training classes, workshops, conferences, seminars, and career development events in job-related skills and supervisory management, retirement and financial planning, drug abuse, workplace violence, and sexual harassment awareness prevention, are coordinated by the HRO and are well attended by employees and management.

HRO also coordinated the Department’s Employees of the Year Recognition program and Service Awards. Gary Tomita of Information Technology, and Herbert Wong of Water System Operations were named as BWS Employees of the Year for 2005. Four employees received 35-year service awards and 20 employees received 25-year service awards during the fiscal year. A total of 139 employees had acquired 25 or more years of government service by the end of the year.

During FY 2006, the BWS averaged 550 regular, full-time employees; 24 new employees were hired, while 12 retired.
INFORMATION TECHNOLOGY DIVISION (IT)
The IT Division provides complete computer, telephone, and network related services to BWS employees, and plays an integral role in improving the efficiency and management of the Department’s administrative and operational endeavors.

As part of the plan to better automate and manage all BWS fieldwork, the IT Division rolled out its new CMMS to Field Operations Division crews at Manana Corporation Yard in June. This new state-of-the-art system will handle all preventive and corrective maintenance, job scheduling, job costing, asset tracking, parts and materials, and labor costs. Field crews will have integrated electronic mapping capability (GIS, or Geographic Information System) to aid them in decision-making while in the field. IT anticipates rolling the system out to the other four field corporation yards through the remainder of this and next calendar years, and will continue to improve the system in support of all BWS field personnel.

CMMS ROLL-OUT. IT personnel introduced Manana pipefitters to a new maintenance management system that will be more efficient in handling job staffing and scheduling, job and labor costs, and tracking of parts and materials used in preventive and corrective maintenance of the BWS water system.

IT personnel also began moving the Department’s Customer Accounting System (CAS) software to a modern platform and environment during this fiscal year. CAS is written and maintained in an obsolete computer language, running on old equipment that can no longer be replaced easily if it fails. Upgrading and moving the CAS software to a modern operating system will allow it to integrate seamlessly with all other business systems at the BWS.

LEGAL COUNSEL OFFICE
The Legal Counsel Office continues to provide legal counsel and advice to the Board of Water Supply and its officers and employees; and to ensure compliance with federal, state and local laws, the recognition of best practices, and the limitation of exposures and liabilities of the Department.

Legal Counsel also administers and oversees the Office of Risk Management, which assesses the BWS’s risk exposure, determines the appropriate risk-financing program, and manages claims filed against the Department.

The Driver Improvement Coordinator continued to train employees in the safe operation of vehicles and equipment, with an emphasis on the driver improvement program. Random tests for drugs and alcohol were performed as part of the Drug and Alcohol Program, and in conformance with federal Commercial Drivers License requirements.

The Safety Manager has been developing and compiling a comprehensive Occupational Safety and Health Manual for the Department, where all policies and directives involving the health and safety of employees would be properly addressed and/or updated. Nearing completion, subjects such as confined spaces, fire prevention, handling of hazardous materials, accidents, and emergency procedures would be covered.

His focus on the establishment of a health and safety program for the Department ensures that the BWS is in compliance with the requirements of the Hawaii Occupational Health and Safety laws and other similar State and Federal laws. His work covers maintaining all necessary safety records, investigating accidents, conducting unannounced site visits, conducting hazard evaluations, and reviewing all accident or injury reports. He also conducts regular and specialized training classes in specific work safety skills that BWS employees need in the performance of their job assignments. These classes include fall protection and excavation/trench job training.

In August 2005, the Safety Manager completed his inspection of all BWS offices and buildings for hazardous conditions and safety concerns that exist in the workplace. His inspection efforts made employees more aware of safety hazards in their workplaces, and included informal training of office supervisors to make them more aware of problems and conditions so that remedial action can be taken quickly. These efforts ensure a safe and productive workplace.
SECURITY OFFICE

During the past fiscal year, the Security Office continued to implement priority initiatives and review plans and policies to improve the protection of our physical infrastructure, the safety of our employees, and the response to terrorist incidents and other emergencies.

Emphasis was directed at teaming BWS divisions with the Honolulu Police and Fire Departments, and the City and State Civil Defense to frame prompt and effective responses critical to protecting the water supply in times of crisis.

The Security Office also improved its communication network to support personnel in a major emergency, including the ability to coordinate the flow of voice, image, and electronic information to responding agencies.

STRATEGIC DEVELOPMENT DIVISION

Comprised of two vital arenas of the Board of Water Supply – the Business Development Branch and the Water Resources Branch – the efforts of both branches ensure that key business initiatives and projects, and critical resource planning are properly managed and administered.

The Business Development Branch researches and pursues opportunities to expand and market the Department’s water utility business.

In fiscal year 2006, the Board of Water Supply continued to refine and submit proposals to own and operate military water systems on Oahu, part of a strategic initiative to expand the BWS services area. The Department responded directly to Department of Defense initiatives to privatize military water and wastewater systems nationwide, and continued discussions with the Army to assume the ownership and operations of Army water systems on Oahu.

Use of recycled water as an alternate and more efficient source of water for irrigation and industrial purposes continues to be pursued by Business Development staff. They added two new users to the Department’s recycled water system, connecting the Ewa Beach Golf Course and the Navy’s Barbers Point Golf Course to the system. They also signed a service agreement with the new Ocean Pointe Golf Course to furnish recycled water for irrigation purposes. These new users will use an estimated 2.0 million gallons of recycled water for golf course irrigation.

The Water Resources Branch directs the BWS’s 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 Resources personnel keep to the “Water for Life” principle, looking to a variety of ideas and concepts in conservation, potable groundwater, and alternate supplies of water, including recycled water, to meet those demands.

Their efforts also focus on protecting the natural environment and water sources by monitoring Oahu’s rainfall and aquifer water levels and salinity, taking appropriate precautions and action to ensure the current and future use of the Department’s major pumping stations, and safeguarding prime watersheds.

Water Resources staff have nearly completed the Waianae and Koolauloa watershed management plans, which are the regional, 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. The watershed management plans also provide the strategic planning framework for the long-range capital program, ensuring that the infrastructure will meet all future water demands.

In September 2005, the cold seawater air conditioning system, developed by the BWS, was brought on-line at the University of Hawaii’s John A. Burns School of Medicine facility in Kakaako. The use of cold seawater for building cooling is a water and energy conservation program that also supports the Department’s initiatives for economic sustainability.

WATER SYSTEM OPERATIONS DIVISION

The Water System Operations Division includes the Plant, Water Quality, Automotive, and Mechanical/Electrical Engineering Branches.
The Plant Operations Branch continues to monitor and operate the Department’s diverse water systems, pumping approximately 150 million gallons of water daily to meet the community’s demands. The BWS water system operates 24 hours a day, seven days a week, and is monitored by the Branch’s Control Center staff using the Supervisory Control and Data Acquisition (SCADA) system.

Plant Operations Branch personnel ensure that reservoirs are filled to meet peak water use demands, and that water is moving smoothly through pumping and booster stations and pipelines to homes and businesses throughout the island. They also ensure that the Department is able to deliver safe, high quality water to its customers by maintaining various water treatment facilities including chlorination systems and granular activated carbon (GAC) plants.

The Water Quality Branch ensures that the Department’s water supplies are in compliance with all Federal and State safe drinking water regulations. The microbiologists and chemists in this Branch are tasked with keeping the community’s water supply safe to drink; and monitor changes in safe drinking water regulations, review and comment on new and replacement water treatment and system projects, and oversee special water quality studies and research projects.

While Water Quality personnel respond to and investigate water quality complaints from customers, they are focused on collecting and analyzing water samples from the BWS’s water sources, distribution system, including well stations and reservoirs, and water treatment facilities. BWS chemists analyzed more than 3,100 samples requiring 11,139 tests during the fiscal year. BWS microbiologists examined more than 9,000 water samples for coliform bacteria and in response to water quality complaints and investigations. The Microbiology Laboratory maintains its State Department of Health and Federal Environmental Protection Agency certification.
CITY BOARDS, COMMISSIONS & COMMITTEES

These are descriptive summaries of the functions and responsibilities of city boards, commissions and committees. Most of these bodies are advisory in nature and were established in order to provide government agencies with citizen participation. Members of these bodies are appointed by the mayor and confirmed by the City Council, except where otherwise noted. Members do not receive salaries or pay.

HONOLULU COMMITTEE ON AGING
Law does not fix membership size and terms are co-terminus with the mayor. (It includes one elected official; one ex-officio liaison member from the State Policy and Advisory Board on Elderly Affairs). The Honolulu Committee on Aging advises the mayor and the Elderly Affairs Division, Department of Community Services on issues, problems and needs of older people in the community. Sub-committees on Advocacy, Planning and Senior Recognition assist with policy and program development.

HONOLULU COUNTY ARBORIST ADVISORY COMMITTEE
Nine members, terms co-terminus with the Mayor (includes one ex-officio member, the director of the Department of Planning and Permitting)
The County Arborist Advisory committee researches, prepares and recommends to the City Council trees of exceptional character to be protected by ordinance; the committee also advises property owners relative to the preservation and enhancement of “exceptional” trees, reviews all actions deemed by the council to endanger “exceptional” trees and recommends to the council appropriate protective ordinances, regulations and procedures. Act 105 mandates the County Arborist Committee, Session Laws of Hawaii 1975.

MAYOR’S ADVISORY COMMITTEE ON BICYCLING
Presently eight members; the number of members is not limited; terms are co-terminus with the mayor.
The Mayor’s Advisory Committee on Bicycling advises the mayor on the city’s planned and existing bikeways, promotes safety and education programs for bicyclists and seeks to improve communication and interactions between public and private agencies concerned with bicycling.

MAYOR’S BEAUTIFICATION ADVISORY COMMITTEE
Eighteen members, number of members not limited.
The work of the Mayor’s Beautification Advisory Committee includes identifying areas within city public rights-of-way that may be enhanced by beautification landscaping, and helping to identify resources for the maintenance of beautification projects once they are completed.

CHILD CARE ADVISORY BOARD
Nine members (Four members are appointed by the mayor, four by the City Council, and the ninth member is appointed by the mayor and confirmed by the council).
The Child Care Advisory Board advises on the means to encourage the private sector to become partners with the city in expanding child care services, and to increase the public’s awareness of child care issues; it also serves as a forum for the community to address child care needs and consider appropriate actions for public and private implementation.

BUILDING BOARD OF APPEALS
Nine members, five-year staggered terms.
The Building Board of Appeals hears and determines appeals regarding decisions of officials of the Department of Planning and Permitting in the administration of building, electrical, plumbing, housing and fire codes. The board also hears and determines requests for code variances.

CITIZENS ADVISORY COMMISSION ON CIVIL DEFENSE
Five members, five-year staggered terms.
The Citizens Advisory Commission on Civil Defense advises the mayor, the City Council, and the Oahu Civil Defense administrator on matters pertaining to disaster emergency planning and operations, and promotes community participation, understanding and interest in civil defense preparation.
CIVIL SERVICE COMMISSION

*Five members, five-year staggered terms.*

The Civil Service Commission advises the mayor and the director of the Department of Human Resources on matters concerning personnel administration, advises and assists the director in fostering the interest of institutions of learning and/or civic, professional and employee organizations in the improvement of personnel standards, makes any investigation which it may consider desirable concerning personnel administration, hears appeals, and prescribes rules and regulations.

Commission on Culture and the Arts

*Eleven members, five-year staggered term.*

The Commission on Culture and the Arts assists the city in the preservation of the artistic and cultural heritages of all people residing in Honolulu. The commission also makes recommendations concerning the “Art in City Buildings Ordinance” in connection with the acquisition of art works and the acceptance of works of art offered as gifts.

Recommendations are made in the area of community aesthetics to the Executive and Legislative branches of the city after reviewing all planned and existing city buildings, grounds and facilities.

MAYOR’S COMMITTEE FOR PEOPLE WITH DISABILITIES

*Membership size not fixed by law, terms co-terminus with mayor.*

The Mayor’s Committee for People with Disabilities makes recommendations on modifications to public facilities, such as curb ramps and TheBus operations; and generally advocates, promotes and advises on how the special needs of the disabled community can be better served and interwoven with those of the general community.

DESIGN ADVISORY COMMITTEE

*Eight members whose terms are co-terminus with the mayor.*

The Design Advisory Committee advises the Department of Planning and Permitting on design issues related to project proposals; reviews applications, and assesses appropriateness and conformity to design standards and guidelines for development within the Special Districts.

MAYOR’S EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL

*At least 11 voting members, no more than 20 members including ex-officio. Staggered terms, minimum of two years, 1/3 of terms expire each year. Co-terminus with the mayor.*

The Emergency Medical Services Advisory Council advises the mayor, Honolulu Emergency Services, and the state’s Department of Health and Emergency Medical Services Advisory Committee on matters relating to emergency medical services on Oahu.

ETHICS COMMISSION

*Seven members, five-year staggered terms.*

The Ethics Commission determines whether there have been any violations of the standards of conduct provisions of the Honolulu City Charter or ordinances by any officer or employee of the City and County of Honolulu. It recommends disciplinary action through advisory opinions to the appointing authority.

NEIGHBORHOOD COMMISSION

*Nine members, five-year staggered terms. (Four members are appointed by the mayor, four by the City Council; one is appointed by the mayor and confirmed by the council).*

The Neighborhood Commission periodically reviews and evaluates the effectiveness of the Neighborhood Plan and the Neighborhood Boards. The commission also assists in the formation of Neighborhood Boards and the operation of Neighborhood Boards, upon request.

BOARD OF PARKS AND RECREATION

*Nine members, five-year staggered terms.*

The Board of Parks and Recreation advises the mayor, City Council and director of Parks and Recreation on matters relating to recreational, cultural and entertainment activities and facilities of the City and County.

POLICEMEN, FIREMEN AND BANDSMEN PENSION BOARD

*Three members, five-year terms.*

The Policemen, Firemen and Bandsmen Pension Board administers the county pension system for policemen, firemen and bandsmen and their beneficiaries who are ineligible for benefits under the State Employees’ Retirement System and who are not recipients or beneficiaries of pensions from the state or other counties.
BOARD OF REVIEW I, BOARD OF REVIEW II  (REAL PROPERTY TAX ASSESSMENT).

*Five members per board, five-year staggered terms.*

Although attached to the Real Property Assessment Division of the Department of Budget and Fiscal Services for administrative and clerical assistance, the Boards of Review are independent bodies established to settle disputes between the taxpayer and the real property tax assessor. While most cases settled by the boards involve differences of opinion over the assessed valuation of real property, the boards also decide issues involving the disallowance of exemptions by the assessor.

**SALARY COMMISSION**

*Three members are appointed by the mayor, three by the City Council; the seventh is appointed by the mayor and confirmed by the council.*

The commission shall consist of seven members, who shall serve for staggered terms of five years and until their successors have been appointed and qualified. The Salary Commission establishes the salaries of all elected city officials and certain appointed city officials in accordance with the principles of adequate compensation for work performed and preservation of a sensible relationship to the salaries of other city employees.

**HONOLULU COUNTY COMMITTEE ON THE STATUS OF WOMEN**

*Law does not fix membership size, four-year staggered terms.*

The Honolulu County Committee on the Status of Women advises the mayor and the State Commission on the Status of Women on matters of concern to Oahu’s women. Its duties include the public recognition of women’s contributions, assessment of changes in women’s status and promotion of equality for both sexes.

**ZONING BOARD OF APPEALS**

*Five members, five-year staggered terms.*

The Zoning Board of Appeals hears and determines appeals regarding decisions of the director of Planning and Permitting in the administration of zoning and subdivision ordinances and related rules and regulations. The Board also hears requests for variances from the Land Use Ordinance.

**TRANSPORTATION COMMISSION**

*Seven members, five-year staggered terms.*

The Transportation Commission annually evaluates the performance of the director of the Department of Transportation Services, reviews and makes recommendations on rules concerning the administration and operation of the department, the department’s annual budget, changes to the public transit fare structure when deemed necessary, and on the performance of public transit and other transportation system contractors under the jurisdiction of the department; does not interfere in anyway with the administrative affairs of the department.

**OAHU WORKFORCE INVESTMENT BOARD (WIB)**

*51 members appointed by the Mayor*

The Oahu Workforce Investment Board (WIB) replaced the Oahu Private Industry Council and was created in response to the passage of the federal 1998 Workforce Investment Act. The act mandated the local governments to establish training and employment programs designed to meet the needs of local businesses and the needs of job seekers including those who want to further their careers. WIB is responsible for the development of a local strategic workforce investment plan for the City and County of Honolulu.

**BOARD OF PUBLIC GOLF COURSES**

*Seven members appointed by the Mayor, terms are co-terminus with the mayor.*

The Board of Public Golf Courses is vested with the responsibility of advising the mayor, the City Council, and the director of Enterprise Services on matters related to the services provided by public golf courses under the city’s jurisdiction.

**HISTORIC PRESERVATION ADVISORY COMMITTEE**

*7 members appointed by the Mayor, whose term to be co-terminus with Mayor’s term.*

The Historic Preservation Advisory Committee provides advice to the mayor and director of Planning and Permitting on matters relating to the preservation of historic artifacts, sites, 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.
MESSAGE FROM THE COUNCIL CHAIR

Aloha!
The Honolulu City Council has worked diligently over the past fiscal year to secure our City’s future and to provide for our children and generations to come. The City Council has responded to a broad array of concerns, taking appropriate action to remedy immediate problems and to address future requirements of our city that will help to improve the overall quality of life on Oahu.

Presented on the following pages of this annual report are highlights of the Council’s legislative actions and accomplishments during the past fiscal year. The Council paid particular attention to:

- Protecting public health and the environment by providing the necessary infrastructure;
- Ensuring public safety by supporting police, fire, and emergency response services to allow them to operate with maximum efficiency;
- Improving traffic safety and enhancing our transportation services by considering various transit options;
- Supporting plantation housing, affordable housing, housing for the elderly and homeless;
- Enhancing and maintaining recreational facilities and natural resources;
- Regulating land use;
- Encouraging economic development;
- Providing property tax relief;
- Addressing programs for persons with specific needs;
- Funding city operations and projects to ensure efficient and effective delivery of city services.

In 2006, your City Council adopted legislation establishing three task forces to solicit input and suggestions to:

- promote agriculture;
- evaluate the efficiency of the current neighborhood board system;
- examine information contained in the Alternative Analysis and submit findings and recommendations to the City Council to assist in the selection of the locally preferred alternative for mass transit.

The Council continued its effort to increase public involvement and participation in the legislation process by conducting Council meetings at Brigham Young University, Laie and Kapolei Hale and budget public hearing meetings in Kāhuku and Kaneohe.

In addition, the Council is progressing in its decision to select the locally preferred alternative for mass transit. The Council will be discussing various options to address Oahu’s transit needs and issues including developing new land use regulations to help stimulate growth and density within the urban core along the mass transit line. The key to integrating the development of a new transit system with people’s daily lives is to include transit-oriented development planning as part of the transit solution.

As always, we urge you to contact your Councilmember if you have any concerns or requests. The City Council continues to search for new ideas and novel approaches to solving routine problems. On behalf of your City Council, thank you for your continued support. We are eager to meet the challenges ahead and look forward to a productive 2007.

Mahalo nui loa.

Donovan M. Dela Cruz
Council Chair
District II
CITY COUNCIL
Donovan M. Dela Cruz, Chair
Ann H. Kobayashi, Vice Chair
Romy M. Cachola, Floor Leader
Todd K. Apo, Member
Charles K. Djou, Member
Nestor R. Garcia, Member
Barbara Marshall, Member
Gary H. Okino, Member
Rod Tam, Member

POWERS, DUTIES AND FUNCTIONS
The 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 most of fiscal year 2005-06, the council exercised its legislative policy making and oversight powers through the work of eight standing committees. The standing committees served as open forums of discussion, debate, and consensus. They actively sought citizen participation in the legislative process by conducting meetings during which individuals as well as representatives of neighborhood boards, small businesses, interested organizations, and affected industries were encouraged to share their opinions and ideas on city government programs and activities. The number and diversity of public testimony received by the standing committees often formed the bases for recommendations for council action. In addition to the regularly scheduled committee meetings, the standing committees also held informational briefings to focus on complex issues and study new initiatives for city programs and services.

From July 13, 2005 to May 24, 2006, the council’s eight standing committees and their respective officers and members were the following:1,2

**Committee on Budget**
Chair: Ann H. Kobayashi
Vice Chair: Todd K. Apo
Members: Romy M. Cachola, Barbara Marshall, Rod Tam

**Committee on Executive Matters and Legal Affairs**
Chair: Charles K. Djou
Vice Chair: Barbara Marshall
Members: Todd K. Apo, Romy M. Cachola, Donovan M. Dela Cruz, Nestor R. Garcia, Ann H. Kobayashi, Gary H. Okino, Rod Tam

**Committee on Parks**
Chair: Nestor R. Garcia
Vice Chair: Gary H. Okino
Members: Charles K. Djou, Barbara Marshall, Rod Tam

**Committee on Planning and Intergovernmental Affairs**
Chair: Romy M. Cachola
Vice Chair: Ann H. Kobayashi
Members: Charles K. Djou, Nestor R. Garcia, Barbara Marshall

**Committee on Public Safety**
Chair: Gary H. Okino
Vice Chair: Nestor R. Garcia
Members: Charles K. Djou, Barbara Marshall, Rod Tam

**Committee on Public Works and Economic Development**
Chair: Rod Tam
Vice Chair: Romy M. Cachola
Members: Todd K. Apo, Ann H. Kobayashi, Gary H. Okino

**Committee on Transportation**
Chair: Todd K. Apo
Vice Chair: Charles K. Djou
Members: Romy M. Cachola, Ann H. Kobayashi, Gary H. Okino

**Committee on Zoning**
Chair: Barbara Marshall
Vice Chair: Rod Tam
Members: Todd K. Apo, Romy M. Cachola, Ann H. Kobayashi

ACCOMPLISHMENTS

In fiscal year 2005-06, 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

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1 In addition to the listed standing committees, the council had two other short-term standing committees. The Committee on Affordable Housing (Todd K. Apo, Chair; Ann H. Kobayashi, Vice Chair; and Donovan M. Dela Cruz, Barbara Marshall, and Rod Tam, Members) was in existence from January 1, 2006 until May 24, 2006. The Committee on Energy (Charles K. Djou, Chair; Nestor R. Garcia, Vice Chair; Romy M. Cachola, Gary H. Okino, and Rod Tam, Members) was in existence from April 1, 2006 until May 24, 2006.

2 Although the council chair reorganized the standing committees effective May 25, 2006, the new standing committees held their initial meetings in the following fiscal year 2006-07.
categorized into the following general areas: (1) protecting the public health and environment, primarily through the provision of necessary infrastructure; (2) protecting the public safety, primarily through the provision of police, fire safety, and emergency response services; (3) promoting transportation modes, particularly the transit system, and improving traffic safety; (4) supporting plantation housing, affordable housing, and elderly and homeless housing; (5) enhancing and maintaining recreational facilities and natural resources; (6) revising land use policies and regulations and granting appropriate and justified development approvals; (7) strengthening and diversifying the economy; (8) providing real property tax relief; (9) addressing the problems of persons with special needs; and (10) funding city operations and projects and ensuring the efficient and effective delivery of city services.

PROTECTING THE PUBLIC HEALTH AND ENVIRONMENT, PRIMARILY THROUGH THE PROVISION OF NECESSARY INFRASTRUCTURE

Protecting the public health and environment through the provision of basic infrastructure again was among the top priorities of the council. In Ordinance 05-014, the executive operating budget ordinance for fiscal year 2005-06, as amended by Ordinance 06-001, the council appropriated $191,029,962 for operating activities under the “sanitation function” which covered solid waste and wastewater collection and disposal. In Ordinance 05-023, the executive capital budget ordinance for fiscal year 2005-06, the council appropriated $279,998,100 for 51 solid waste and wastewater projects and $5,233,000 for 13 flood control/storm drainage projects.

Solid Waste

Major focus was placed by the council on the issue of solid waste. A bill regarding the future of the Waimanalo Gulch landfill was considered, but not passed. During consideration, however, the council recognized the need to comprehensively address solid waste disposal and recycling. Ordinance 06-027 required the department of environmental services by January 1, 2007 to submit a 25-year integrated solid waste management plan to the council for review and then to the state department of health in accordance with state law. The Ordinance also required the department to review and, if necessary, revise the plan every five years. Another major policy initiative was expressed in Ordinance 06-009 which required the director of environmental services to establish an island-wide curbside recycling program by July 1, 2007.

Council sentiments supporting recycling were also set forth in various resolutions. Resolution 05-199, CD1, supported a program for the public schools to encourage recycling for fundraising and by students. Resolution 05-214, CD1, urged the city administration to implement a recycling demonstration project authorizing nonprofit organizations and community groups to place recycling receptacles in city parks and other city property. Resolution 05-388 urged the city administration to apply for state funding to establish and operate beverage container redemption centers. Resolution 05-386 urged the legislature to allow the one-cent container fee revenues established by the state beverage container deposit law to be remitted to the counties to fund curbside recycling programs. Resolution 05-387 requested the legislature to amend the state beverage container deposit law to provide for the distribution of deposits to the counties for curbside recycling programs. Finally, the council felt that the counties could better manage and operate the beverage container law and, consequently, adopted Resolution 05-389 which requested the legislature to transfer to the counties the responsibility for the administration of that law.

Additionally, the council authorized a modification of the glass recycling program contract between the department of environmental services and state department of health under Resolution 05-277 and authorized the director of community services to apply for funds from the U.S. Environmental Protection Agency for a brownfields assessment grant under Resolution 06-047, CD1.

Wastewater

Improvement of the wastewater collection, treatment, and disposal system again received major attention by the council. A modification of the Wahiawa wastewater treatment plant was authorized when the council through Resolution 05-162 revised the public infrastructure map for the Central Oahu development plan area by adding the appropriate symbol. The council took action to obtain funding from state loans to improve various city wastewater facilities. Resolution 05-379 authorized the mayor to execute all state water pollution control revolving fund loan applications and agreements with the state department of health. More specifically, Resolution 05-382 authorized the receipt and expenditure of such a state loan for the Waipahu wastewater pump station modification project. Resolution 05-383 authorized the receipt and expenditure of a state loan for the Hart Street wastewater pump station alternative project. Resolution 05-384 authorized the receipt and expenditure of a state loan for the Ala Moana wastewater pump station modification project.

Projects for improvement of the wastewater collection system also were advanced. Resolution 05-164 authorized the corporation counsel to institute eminent domain proceedings to acquire an easement necessary for the Nimitz Highway sewer reconstruction at Kailihi Kai and Kalihi. Resolution 05-358 authorized the institution of an eminent domain action to acquire an easement for the Ka-Hanahou Place sewer project in Kaneohe. Resolution 06-060 authorized the director of environmental services to enter into an agreement with the U.S. Fish and Wildlife Service to share a water service line to the Kahuku wastewater treatment plant and James Campbell national wildlife refuge.

Other actions concerning the wastewater system included the following. Resolution 06-108 authorized an intergovernmental agreement for accepting and expending an EPA grant for recycling wastewater effluent in Central Oahu. Resolut-
tion 06-061 authorized the transfer of $1,000,000 from the project adjustment account for the Sand Island wastewater treatment plant disinfection facility and effluent pump station. Resolution 06-004 authorized (1) the receipt and expenditure of monies for the Sand Island process control laboratory funded by the U.S. Environmental Protection Agency and (2) the director of environmental services to enter into a memorandum of agreement with the U.S. Army Corps of Engineers, Honolulu district, for design and construction services for the Sand Island process control laboratory project.

Flood Control

Heavy rains during the early months of 2006 caused significant flooding problems at certain areas of Oahu. Consequently, the council adopted measures intended to prevent future problems through mitigation measures.

Most importantly, the council authorized the improvement of the storm drainage infrastructure. Resolution 06-185 authorized the Waimalu stream flood control project by adding a drainage way symbol to the public infrastructure map for the primary urban center development plan area. Resolution 05-240, as amended by Resolution 05-272, authorized an intergovernmental agreement with the U.S. Army, Department of Public Works, to design and install a structural best management practice storm water pollution control device in the vicinity of Salt Lake elementary school. Resolution 05-296 authorized the director of design and construction to sign an interagency agreement with the U.S. Department of Agriculture, Natural Resources Conservation Service, for the Hahaione drainage channel report project. Resolution 05-212, CD1, authorized the director of design and construction to sign the PW review sign-off sheet for the Manoa Stream emergency repairs at East Manoa Road bridge and Kahaloloa Drive bridge and authorized the director of budget and fiscal services to accept and expend funds for the projects. Resolution 05-331 authorized the condemnation of an easement for the Hakimo Road drainage improvements in Lualualei.

Other measures adopted by the council requested the city administration to undertake certain action regarding flood control. Resolution 05-366, CD1, urged the city administration to move forward immediately to widen, clean, maintain, and dredge the city’s portion of the Kaukonahua-Helemano watershed to prevent flooding in the area. Resolution 05-374, CD1, requested the department of environmental services, in cooperation with the Board of Water Supply, to recycle and redistribute the treated effluent from the Wahiawa wastewater treatment plant to reduce the risk of flooding in the Haleiwa-Waialua areas.

Other measures requested the state legislature to take action. Resolution 06-116 requested the legislature to increase the civil penalty for the failure to maintain streams that are a private responsibility. Resolution 06-137 requested the legislature to enact legislation requiring landowners who own property containing or abutting streams or stream beds to disclose stream maintenance responsibilities to property buyers and to file information regarding any transfer of their property title with the appropriate state and county agencies.

Cooperative action by non-city agencies also was requested. Resolution 05-222 urged the state Housing and Community Development Corporation of Hawaii to clear and clean the streams and watersheds in the Waiahole/Waikane area to prevent the flooding of Kamehameha Highway. Resolution 06-024, CD1, urged the city and state to use the mass media to notify relevant property owners of their ownership and maintenance responsibilities for streams and stream channels. The Resolution also urged the city and state to regularly maintain the portion of streams beneath city and state bridges to ensure unimpended water flow. Resolution 06-072, CD1, requested the federal, state, and city governments to coordinate their efforts to address flood remediation and obtain funding for flood remediation of the Paukauila and Kaukonahua streams in Waialua.

Additionally, the council adopted the following: (1) Resolution 05-250 which authorized the mayor to enter into an agreement with the U.S. Geological Survey for the collection of basic hydrologic data on Oahu; (2) Resolution 05-414 which authorized an intergovernmental agreement with the U.S. Geological Survey to continue storm water monitoring for surface water and suspended sediment data for the Manoa Valley watershed and Honolululi stream; and (3) Resolution 06-015, CD1, which urged the state department of health to conduct a public hearing on the application for a section 401 water quality certification by the developer of “The Woods at Ahuimanu” proposed development in Kahaluu.

Miscellaneous

The council adopted measures concerning the electric utility infrastructure. Easements for power lines and communication lines over city-owned property at Haleaha, Koolauloa were granted under Resolution 06-070. Easements also were granted to Hawaiian Electric Company, Inc., for the installation of switching vaults and power lines over city-owned property at Waialae-Nui under Resolution 07-074.

Ordinance 05-032 adopted the 2005 edition of the National Electrical Code. Ordinance 05-037 amended the building code to promote equal access to restroom facilities in group A occupancies, such as entertainment centers, movie theaters, and sports arenas. Resolution 06-176 requested the city administration to purchase only hybrid vehicles or vehicles with high mileage ratings in the future.

PROTECTING THE PUBLIC SAFETY, PRIMARILY THROUGH THE PROVISION OF POLICE, FIRE SAFETY, AND EMERGENCY RESPONSE SERVICES

Protecting the public safety remained among the top priorities of the council. Ordinance 05-014, as amended by Ordinance 06-001 and Ordinance 06-018, appropriated $292,311,147 for the operating activities of the police department,
fire department, department of emergency services, department of the prosecuting attorney, Liquor Commission, and civil defense agency. Ordinance 05-023 appropriated $10,187,000 for 17 police, fire, prosecuting attorney, and emergency services capital improvement projects.

Police
At the request of the city administration, the council authorized improvements to the Honolulu police department’s scientific investigation facilities. Resolution 06-184 added a modification symbol to the public infrastructure map for the primary urban center development plan area to allow the expansion of those facilities at the main police department headquarters. The expansion was intended to enhance the capabilities of the scientific investigation section to perform its duties.

The council also adopted Resolution 06-026 which requested the city administration to fill vacant police positions. In the Resolution, the council noted that it had added police positions in the budget because more officers were needed to combat agricultural theft and other crimes.

As usual, the council at the request of the police department approved cooperative agreements between the department and state and federal agencies. Resolutions authorizing such actions included the following. Resolution 05-263, CD1, authorized the chief of police to enter into a memorandum of understanding with the U.S. Department of Justice, Drug Enforcement Administration, for the Hawaii high intensity drug trafficking area (HIDTA) task force. Resolution 05-264, CD1, authorized the chief of police to enter into a memorandum of understanding with the U.S. Department of Justice, Drug Enforcement Administration, for the Hawaii airport task force. Resolution 05-275 authorized a memorandum of understanding between the U.S. Naval Criminal Investigative Service and participating federal, state, county, and municipal agencies for law enforcement information exchange. Resolution 05-280, CD1, authorized the chief of police to enter into an intergovernmental agreement with the state department of health to receive and expend funds for enforcement of intoxicating liquor laws. Resolution 05-291, CD1, and Resolution 05-362 authorized the chief of police to enter into intergovernmental agreements with the state department of health to enforce the state law prohibiting tobacco sales to minors. Resolution 05-321, FD1, authorized the Honolulu police department to enter into a memorandum of understanding with the U.S. Department of Justice, Bureau of Alcohol, Tobacco, Firearms, and Explosives, regarding participation in the paperless firearms tracing system. Resolution 05-359, CD1, authorized the chief of police to enter into an agreement with the state office of youth services for the Honolulu police department’s gang intelligence enforcement and prevention programs. Resolution 05-372, CD1, authorized the chief of police to enter into a contract with the state department of education for a grant to supplement the Honolulu police department’s drug abuse resistance education (DARE) program. Resolution 05-419 approved a memorandum of understanding between the state department of the attorney general and Honolulu police department regarding the issuance of firearm permits and carry licenses. Resolution 06-005 authorized the mayor and chief of police to enter into a memorandum of understanding with the Hawaii National Guard to utilize support services provided by the counterdrug support program for drug eradication and interdiction operations conducted by the Honolulu police department. Resolution 06-037 authorized the chief of police to enter into a contract with the crime prevention and justice assistance division of the state department of the attorney general to eradicate marijuana in the state of Hawaii. Resolution 06-038 approved a memorandum of agreement between the Honolulu police department and state department of the attorney general governing the use of the criminal justice information system-Hawaii.

The council also authorized the chief of police to apply for and accept funds from the federal and state governments under the following resolutions. Resolution 05-223 authorized the chief of police to apply for and accept funds from the National Institute of Justice for the Honolulu police department’s deoxyribonucleic acid (DNA) capacity enforcement program. Resolution 05-290 authorized the chief of police to apply for funds from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, for the gang assistance education and training program. Resolution 05-297, CD1, authorized the chief of police to apply for funds under the FY 2005 Edward Byrne Justice Assistance Grant Program from the state department of the attorney general. Resolution 05-339 authorized the chief of police to accept funds from the U.S. Federal Fiscal Year 2005 Omnibus Appropriations Bill for improvements to the crime laboratory of the science investigation section. Resolution 05-334 authorized the chief of police to apply for and accept funds from the U.S. Department of Justice, Bureau of Justice Assistance, under the bulletproof vest partnership program. Resolution 06-092 authorized the chief of police to accept funds from the state department of the attorney general, crime prevention and justice assistance division, for the Honolulu police department’s drug abuse resistance education (DARE) program.

Fire
The council took positive action to relocate the Hauula fire station. Under Resolution 06-062, the corporation counsel was authorized by the council to acquire land through eminent domain for the relocation.

At the initiation of the fire chief, the council passed Ordinance 05-024 which made various amendments to the fire code addressing fire safety signs, Christmas tree usage, and fuel-dispensing nozzles.

The council also authorized the fire department to enter into and benefit from various intergovernmental agreements. Resolution 05-204, CD1, authorized the filing of an application for and the acceptance of assistance to firefighter grant program funds from the U.S. Department of Homeland Security. Resolution 05-262, CD1, authorized the fire department to receive $35,000 from the state of Hawaii for a personal services contract hire to assist the state Fire Council Adminis-
disasters. Thus, the council adopted Resolution 05-279, CD1, authorized the fire department to enter into an agreement with the Hawaii Rural Development Project to receive equipment and training through a rural job training initiative grant for fire fighter and emergency/first response training. Resolution 05-306 authorized the Honolulu fire department to enter into a memorandum of agreement with the state department of public safety, narcotics enforcement division, and the U.S. Department of Justice, Drug Enforcement Administration, for the flow testing of self-contained breathing apparatuses. Resolution 05-348 authorized the Honolulu fire department to enter into an agreement with the state department of land and natural resources, division of forestry and wildlife, to accept $50,000 in grant funds through the volunteer fire assistance program. Resolution 05-380 authorized the fire chief to apply for and accept a fire prevention and safety grant under the U.S. Department of Homeland Security’s assistance to firefighters FY 2005 grant program.

Emergency Services

Enhancement of the emergency services capabilities was addressed by the council through a variety of measures. The construction of an emergency medical services facility in Makiki was authorized under Resolution 06-039. The Resolution placed a government building symbol on the public infrastructure map for the primary urban center development plan area for the facility. Quicker response times were intended under two measure: (1) Ordinance 05-031 which amended the traffic code to include a vehicle used by the department of the medical examiner during official duty as an “authorized emergency vehicle” and (2) Resolution 05-254 which urged the city administration to name or number the beach right-aways on Oahu, primarily for easier identification by law enforcement and emergency response personnel. The council also, under Resolution 05-193, authorized the mayor to enter into an intergovernmental agreement with the U.S. Navy to provide mutual aid emergency medical services.

Civil Defense

Hurricane Katrina heightened the council’s awareness of the importance of civil defense services during and after natural disasters. Thus, the council adopted Resolution 05-344 which urged the city administration to identify all emergency shelters on Oahu and conduct a community outreach program. The council also adopted Resolution 05-375, CD1, which urged the city administration, in cooperation with the Oahu and state civil defense agencies, to improve public awareness and evacuation plans and warning systems for residents and communities island-wide in the event of flooding. Additionally, the council authorized two intergovernmental agreements to improve the city’s civil defense program. Resolution 05-329 authorized the mayor or acting administrator of the Oahu civil defense agency to enter into an intergovernmental agreement with the Hawaii state civil defense agency to accept and expend a grant of $675,000 from the U.S. Department of Homeland Security’s transit grant program. Resolution 05-330 authorized the mayor or acting administrator of the Oahu civil defense agency to enter into an intergovernmental agreement with the Hawaii state civil defense agency to accept and expend a grant of $50,000 from the U.S. Department of Homeland Security’s buffer zone protection program. Finally, the council recognized that the private sector has an important role in civil defense. Through Resolution 06-046, the council expressed support for the Queen’s Medical Center’s request for state funding to increase its power generation capacity to ensure uninterrupted medical services in the event of a disaster.

Prosecuting Attorney

The council authorized the prosecuting attorney to enter into two intergovernmental agreements. Resolution 05-345, CD1, authorized the department of the prosecuting attorney to enter into an agreement with the state department of the attorney general to accept funding under the state’s justice assistance grant program. Resolution 05-313 authorized the Honolulu prosecuting attorney to enter into an agreement with the Kauai prosecuting attorney for the sharing with the latter of the Honolulu department of the prosecuting attorney’s criminal case management software program.

Liquor Commission

After much deliberation, the council approved the increase of certain fees charged by the Honolulu Liquor Commission. In doing so, the council intended to achieve a balance between the Commission’s need for additional revenues to perform its duties and fairness to liquor licensees. The increase was approved under Resolution 05-034, FD1.

Graffiti

Graffiti, one of the more irritating community problems, was addressed by two measures approved by the council. Ordinance 05-036 increased the maximum fine to $2,000 from $1,000 for a violation of the city ordinance regulating the distribution, acquisition, possession, and use of graffiti implements. Resolution 06-140 requested the city administration to study the possibility of building or designating a “graffiti wall” in Honolulu.

Request For State Legislation

The council also requested the state legislature to enact certain legislation that would promote public safety. Resolution 05-258, CD1, urged the legislature to authorize the counties to enact fireworks control ordinances that are more stringent than the state fireworks control law. Resolution 06-007, CD1, urged the legislature to require the forfeiture of a vehicle owned and used by a person convicted of street racing upon the first offense. Resolution 06-042 urged the legislature to
enact the proposals in the 2006 law enforcement coalition legislative package.

ENHANCING TRANSPORTATION, ESPECIALLY THE TRANSIT SYSTEM, AND IMPROVING TRAFFIC SAFETY

TRANSIT

Transit Surcharge
Among the more important actions taken by the council was the imposition of the general excise and use tax surcharge to fund the future mass transit system. **Ordinance 05-027** imposed the surcharge commencing on January 1, 2007 under authority of and in compliance with state law. The Ordinance, however, prohibited the expenditure of surcharge revenues until the following three conditions are met:

1. The council approves a locally preferred alternative;
2. The director of transportation services presents an operational, development, financial, and route plan for the locally preferred alternative; and
3. There is a commitment of federal funds for the locally preferred alternative.

Selection and approval of a locally preferred alternative by the council first requires the completion of an alternatives analysis of various mass transit modes and alignments. Because the council wants to approve the locally preferred alternative before January 1, 2007, the council adopted **Resolution 05-377, CD1**, which urged the city administration to complete the alternatives analysis for the mass transit project by November 1, 2006.

Near the end of the fiscal year, the council became aware of a problem regarding the state’s capability to collect the surcharge. The state department of taxation indicated that it did not have sufficient funds to pay a vendor to perform work necessary to enable the department to collect the surcharge. Based on representations of the state and city administrations, the council understood that, if the funding was not provided to the vendor, the surcharge could not be collected commencing on January 1, 2007.

To rectify the problem, the council under **Resolution 06-225, FD1**, laid out a strategy to appropriate $5,000,000 of city funds as a guarantee or loan for work by the vendor necessary to collect the surcharge. The Resolution expressed the council’s willingness to consider utilizing section 13-122.2 of the charter to waive any charter provision that technically prevents the enactment of a supplemental budget ordinance in fiscal year 2006-07 to appropriate the $5,000,000.

Following the adoption of the Resolution, the mayor recommended the waiver of a charter provision that the city administration had indicated would jeopardized the receipt of federal funds for the transit project. The charter provision was section 9-105.3 which permits the enactment of a supplemental budget ordinance only for unanticipated contingencies. The council found the mayor’s justification persuasive and approved the recommended waiver under **Resolution 06-247**.

Other actions taken by the council with respect to the future mass transit system included the following. **Resolution 06-085** expressed support for state legislation, such as Senate Bill No. 2382 that was intended to make state tax collection more efficient, that could result in larger payments to the city for a mass transit project. **Resolution 06-118, CD1**, requested the department of planning and permitting to review the transit-oriented zoning ordinances of other municipalities and evaluate their applicability to the city. **Resolution 06-045** urged the mayor to create a temporary agency to plan, design, and construct the new public transportation system.

Ferry Project
Another alternative mass transit mode also received the attention of the council. At the request of the city administration, the council appropriated $6,700,000 in **Ordinance 05-023** for an intra-island ferry demonstration project. The council also adopted **Resolution 06-151** which authorized the city director of transportation services to enter into an intergovernmental agreement with the state department of transportation, harbors division, for the use of piers at Kalaeloa Barbers Point and Aloha Tower Marketplace for the demonstration ferry project.

Bus/Handivan System
Although the council placed much focus on the future transit system, attention also was given by the council to the existing bus/Handivan system. **Ordinance 05-014**, as amended by **Ordinance 06-001** and **Ordinance 06-018**, appropriated $159,000,906 for the operation of the public transit system. **Ordinance 05-023** appropriated $10,812,000 for 10 bus/Handivan capital projects. Additionally, **Resolution 05-376** amended the primary urban center public infrastructure map by placing a government building symbol in Waimalu for a transit center to primarily serve the Aiea and Pearl City communities.

The need for cost savings in the public transit system was recognized by the council. To ease the burden of state taxation, the council adopted **Resolution 06-014** which urged the legislature to exempt public transportation agencies from pay-

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3 The supplemental operating budget bill to actually appropriate the $5,000,000 was considered and enacted in the fiscal year 2006-07.
ment of the liquid fuel tax. In an innovative measure, the council also adopted Resolution 06-143 which requested the city administration to study the use of nitrogen gas for the inflation of tire installed on city vehicles in order to increase vehicular mileage and fuel savings.

Improvement of the bus system was addressed in various resolutions adopted by the council. Resolution 05-261 urged the city administration to reinstate the “smart card” bus fare payment project. Resolution 05-248 urged the department of transportation services to evaluate and improve city bus service in Central Oahu. Resolution 05-417 urged the department of transportation services to consider providing bus service on demand to low ridership areas.

Federal Transit Funding

The council also approved resolutions to obtain federal funding from the Federal Transit Administration. Resolution 06-192 authorized the director of transportation services to file an application and execute a cooperative agreement with the Federal Transit Administration for federal funds for the construction of the Wahiawa transit center and park-and-ride facility and purchase of new buses. Resolution 06-191 authorized the director of transportation services to file an application and execute a cooperative agreement with the Federal Transit Administration for federal funds for bus preventive maintenance. Resolution 06-111 authorized the filing of an application and the execution of a grant or cooperative agreement with the Federal Transit Administration for federal transportation assistance authorized by 49 U.S.C. Chapter 53, Title 23, United States Code, and other federal statutes administered by the Federal Transit Administration. Resolution 05-413 authorized the director of transportation services and corporation counsel to make and submit certifications and assurances required for compliance with the U.S. Department of Transportation, Federal Transit Administration grant programs. Resolution 06-158 approved two work elements for inclusion in the fiscal year 2007 overall work program which will permit the use of federal funds for the work elements. One work element was for a transit-oriented development tour (the other was for a Tantalus and Round Top boundary survey).

Miscellaneous

Finally, Resolution 05-302 authorized the provision of fare-free service on TheBus and TheHandi-Van on Sunday, October 2, 2005, for individuals attending the “Children and Youth Day” event on the state capitol grounds.

HIGHWAYS

Highway Facilities

Although placing most focus on the transit mode, the council did not neglect the highway mode. The council understood that significant reduction in traffic requires the implementation of many different strategies. Thus, the council adopted Resolution 05-304, CD1, which expressed the council’s commitment to study an Ewa-Ford Island bridge.

The council also addressed more immediate projects. Resolution 05-303 urged the state department of transportation to allow the U.S. Department of the Navy to directly connect the new base access road for its proposed Hawaii regional security operations center to Kamehameha Highway. Resolution 05-402 authorized the director of design and construction to enter into a memorandum of agreement with the state department of transportation on the management of an endangered plant in order to enable the extension of the Kapolei parkway project. Resolution 06-101 requested the city administration to work expeditiously to acquire Paakea Road between Mailiili Road and Lualualei Naval Road. Resolution 05-403, CD1, approved the sale of a parcel to the state department of transportation for the H-1 widening from the Waimalu viaduct to the Pearl City off-ramp. Resolution 06-036 urged the department of facility maintenance to enter into an agreement with the state department of land and natural resources for the maintenance of Round Top Drive and Tantalus Drive. Resolution 05-256 authorized eminent domain proceedings to acquire easements for the Kamehameha highway bridge over Anahulu stream in Kawaiola.

Road Maintenance

The council joined the city administration in stressing road maintenance.

Under Resolution 05-266, CD1, the council expressed its desire to assist the city administration in establishing and properly funding a road maintenance program. The Resolution also requested the administration to submit the following documents to the council: (1) a short- and long-range road maintenance program by December 31, 2005; (2) a report, by July 31, 2006, on how budgeted funds for the road maintenance program will be utilized; and (3) monthly reports to the committee on public works and economic development at regularly scheduled committee meetings on the progress of the program.

The council also sought assistance from the state in Resolution 05-292. The Resolution authorized the mayor to request the governor to release and allot $4,000,000 in state funds that were appropriated by the legislature for the repair and maintenance of roads in Honolulu.

Additionally, the council recognized that private sector participation in the road maintenance program would be beneficial. The council adopted Resolution 05-347, CD1, which urged the city administration to enter into a partnership with the Hawaii asphalt paving industry to assist the city with implementing long- and short-range programming of the city’s road maintenance program.
Traffic Safety

Traffic safety was addressed by the council through the granting of authorization for city agencies to enter into intergovernmental agreements. Resolution 05-206, CD1, authorized the chief of police to apply for and enter into an intergovernmental agreement with the state department of transportation concerning speed enforcement. Resolution 05-367 authorized the chief of police to enter into an intergovernmental agreement with the state department of transportation for federal funding for traffic investigator training. Resolution 05-368 authorized the chief of police to enter into an intergovernmental agreement with the state department of transportation for federal funding for vehicle occupant protection programs. Resolution 05-369 authorized the chief of police to enter into an intergovernmental agreement with the state department of transportation for federal funding for sobriety checkpoint enforcement. Resolution 05-370 authorized the chief of police to enter into an intergovernmental agreement with the state department of transportation for federal funding for pedestrian safety enforcement and education programs. Resolution 05-371 authorized the chief of police to enter into an intergovernmental agreement with the state department of transportation for federal funding for speeding enforcement efforts. Resolution 05-420 authorized the chief of police to enter into an intergovernmental agreement with the state department of transportation regarding traffic data records. Resolution 05-205, CD1, authorized the chief of police to apply for and enter into an intergovernmental agreement with the state department of transportation concerning pedestrian enforcement. Resolution 05-315 authorized the department of information technology to enter into an intergovernmental agreement with the state judiciary and state department of transportation for the purpose of fulfilling the provisions of the Federal Motor Carrier Safety Improvement Administration Act of 1999. Resolution 05-352 authorized the department of transportation services to execute an intergovernmental agreement with the state department of transportation for a highway safety project reimbursement grant for the “Walk Wise Hawaii” program.

Parking

Parking regulations received more attention from the council than usual. Ordinance 06-005 allowed a moped to park at a bicycle rack when signage permits such parking. It was intended to provide more parking opportunities for moped operators, especially on Fort Street Mall. Ordinance 06-020 clarified the circumstances under which a motor vehicle in a parking meter space within a public park is parked in an illegal manner. The Ordinance was intended to clearly specify when a parking meter violation occurs. To provide for easier prosecution, Ordinance 06-011 made it unlawful for a person to tamper with or remove parts from a motor vehicle parked on a public street, highway, or pedestrian mall. The Ordinance was intended to remove from the prosecutor the burden of proving that the person tampered with the vehicle or removed the parts without the consent of the motor vehicle owner. Ordinance 06-013 authorized the police department and department of customer services to tow a vehicle with no valid registration emblem, safety check sticker, or license plate that is parked on a public street or highway or grassy area adjacent to a street or highway for an extended period. The Ordinance was intended to permit the city to immediately tow presumably abandoned, unsightly vehicles in such areas.

MISCELLANEOUS

The council also adopted the following: Resolution 06-100 which requested the Transportation Commission to carry out its charter mandated duties and functions and Ordinance 05-038 which increased the allowable height of newsstands on public sidewalks from 45 to 50 inches.

SUPPORTING PLANTATION HOUSING, AFFORDABLE HOUSING, HOUSING FOR THE ELDERLY AND HOMELESS

Plantation Camps

The changing economy of Oahu had a direct effect on the housing situation in rural areas. Due to the decrease of agricultural operations in Central Oahu, the council became concerned about the possible detrimental effect on housing for former plantation and pineapple field workers. To address the situation, the council adopted various resolutions. Resolution 06-096, CD1, requested the Hawaii Historic Places Review Board to designate properties within Poamoho camp, Kunia camp, Waialua mill camp, and Kahuku villages as historic properties and to enter the properties into the Hawaii register of historic places. The council felt that the designation would provide some protection from redevelopment of those plantation camps. The council also adopted Resolution 06-032, CD1, which supported the preservation of residential homes in former plantation-owned housing areas and urged the relevant landowners to subdivide the land and allow current tenants to acquire the property. Relatedly, the council adopted Resolution 06-033, CD1, which proposed amendments to the subdivision ordinance to make it easier to subdivide the land on which former plantation communities sit.

Kahuku Village

The council gave a great deal of attention to the former sugar plantation housing generally known as Kahuku Village. One area of focus was “phase IV,” which is owned by the city, but contracted out for development by a private community entity. Because of flood control concerns, “phase IV,” which commenced in the mid-1980s, was not completed, and persons who had expected to move into “phase IV” were still awaiting their promised homes. The second area of focus was “phase 5,” a residential neighborhood presently owned, but placed on the market, by the Campbell Estate. Residents of “phase 5” were troubled because the prospective sale of their homes might have resulted in their eviction to make way for redevelopment of the area.
The council responded by adopting various resolutions. Resolution 06-131 requested the city administration to commence planning for the subdivision, improvement, and conveyance of “phase IV” of Kahuku Village. Resolution 06-095 requested the legislature to provide funding for low-interest home loans to the residents of Kahuku. Resolution 06-136 requested the city administration to initiate efforts to identify and exchange real property owned by the city for real property of “phase 5” of Kahuku Village. Resolution 06-117 requested the state Community Development Corporation of Hawaii and state department of land and natural resources to commence eminent domain proceedings for the condemnation of land in Kahuku.

Kukui Garden
Council attention also was placed on the Kukui Garden controversy. Tenants of Kukui Garden, an affordable rental project, became concerned that the sale of the project would result in increased rents in the future. The council considered their concern to be valid and adopted two resolutions on the issue. Resolution 06-068 requested the Kukui Garden Corporation, the present owner, to ensure the affordability of units in the Kukui Garden housing complex. Resolution 06-123 expressed support for the state’s efforts to preserve affordable housing by acquiring the Kukui Garden housing complex.

Homeless
The homeless issue was addressed through various actions by the council. One innovative measure, Ordinance 06-017, exempted vehicles that are converted into mobile homeless shelters from the motor vehicle weight tax. Another measure, Resolution 06-031, requested the city administration to identify city lands that are available and suitable for affordable housing development or transitional shelters for the homeless. Two resolutions authorized the director of community services to apply for grant funds from the U.S. Department of Housing and Urban Development for homeless projects: Resolution 06-175, CD1, and Resolution 06-178.

Other Actions
Other council actions to promote affordable housing included the following. Ordinance 06-016 waived the building permit fees for the replacement of dilapidated homes on Hawaiian Home lands. Resolution 05-218, CD1, authorized 201G exemptions for the Tusitala Vista affordable elderly rental apartment project in Waikiki. Resolution 06-119 proposed land use ordinance amendments to encourage the development of affordable rental housing. The amendments would allow the modification of underlying density and height standards for an affordable rental housing project under the conditional use permit process.

ENHANCING AND MAINTAINING RECREATIONAL FACILITIES AND NATURAL RESOURCES
The council has always recognized that the health and well-being of the community must be promoted. Accordingly, the council has considered the provision of recreational facilities and services and protection of natural resources as core services of the city.

Waimea Valley
City efforts to save Waimea Valley from closure to public access and development for private use culminated in a settlement of a city condemnation action against the landowner. By Resolution 06-017, FD1, the council approved a settlement agreement involving various parties besides the city. Under the agreement, Waimea Valley was acquired for $14,000,000, with the payment apportioned as followed: city — $5,000,000; office of Hawaiian Affairs — $2,900,000; U.S. Army — $3,500,000; state department of land and natural resources — $1,600,000; and National Audubon Society — $1,000,000. The office of Hawaiian Affairs was to be the fee simple owner, with the Audubon Society holding the management lease. The city and department of land and natural resources were to become joint holders of a perpetual conservation and public access easement. This settlement was approved after the council rejected a previous proposal that would have conferred ownership to the city of the lower portion of the Valley while allowing the private owner to retain ownership of the other portion and seek permits to build some residences there.

Naming Of Parks And Facilities
The council honored various persons by naming certain parks or facilities after them. To honor a person who formerly served as council chair, U.S. congresswoman, and territorial and state legislator, the council adopted Resolution 06-080, CD1, which renamed the Central Oahu Regional Park the “Patsy T. Mink Central Oahu Regional Park.” Other resolutions adopted by the council named facilities after persons involved in the communities where the facilities are located. Resolution 05-411 named the new comfort station at the west end of Haleiwa Alii Beach Park after the late Donald “Popki” Keao. Resolution 06-086, FD1, named the Waialua District Park baseball field after the late Howard Kazumi “Kan” Oda. Resolution 06-147, CD1, named the roadway to the Waipahu Cultural Garden Park after the late C.O. “Andy” Anderson. Resolution 06-148 renamed the Mililani Town Center Neighborhood Park as the “Michael S. Nakamura Neighborhood Park.” Resolution 06-154 renamed the Waiau District Park the “George Fred Wright Waiau District Park.” Finally, the council recognized and memorialized the contributions of military veterans by adopting Resolution 05-346 which named the aquatic center at the Central Oahu Regional Park as the “Veterans’ Memorial Aquatic Center.”
Park Improvements

Improvements to parks and facilities were authorized or promoted by various actions. The Ocean Pointe Park was authorized by the placement of a park symbol on the public infrastructure map for the Ewa development plan area under Resolution 05-162, CD1. Preservation of the land makai of the Kahuku golf course for a beach park was authorized by Resolution 05-060, CD1, FD1, which placed a park symbol at the site in the public infrastructure map for the Koʻolau Loa development plan area. Resolution 05-251 granted a special management area use permit to the department of design and construction for a new canoe halau at Alakaʻi Park. The Resolution approved for inclusion in the 2006 HSAC legislative package a proposal repealing the sunset dates for three state statutes that provide the counties with liability protection for public use of certain county recreational areas.

Resolution 06-125, the council approved the fee conveyance of the city’s Makapuu Lookout to the state department of land and natural resources for the park.

Park Operation

Enhancing community access and use of parks and other recreational facilities was addressed through a variety of measures. Ordinance 05-022 allowed certain uses, such as disc golf, in city botanical gardens and authorized the department of parks and recreation to set fees for such uses. Resolution 05-253 urged the city administration to immediately finalize and disseminate the schedule of North Shore winter surfing contests. Resolution 06-099, CD1, requested the city administration to immediately finalize the schedule and rules for the North Shore winter surfing contests. Resolution 05-400 urged the department of parks and recreation to establish a policy requiring sports leagues and organizations utilizing city parks for their activities to adopt rules that ensure reasonable accommodations for disabled participants. Resolution 05-299 authorized the director of budget and fiscal services to enter into an intergovernmental agreement with the University of Hawaii to develop and manage an education and interpretative program for the Hanauma Bay Nature Preserve and Resolution 06-199 authorized an amendment of the agreement.

The council also recognized that parks are sometimes used for commercial purposes and that such commercial users should pay appropriate fees. Thus, the council adopted Resolution 06-009, CD1, which requested the department of parks and recreation to review all commercial uses of city parks and propose appropriate fees and permits for them.

Intergovernmental Relations

Various resolutions requested other governmental entities to take certain actions regarding recreational facilities or natural resources.

The most significant was Resolution 05-327, CD1, which supported the complete and permanent protection of the Northwestern Hawaiian Islands. A designation of the area as a national monument was subsequently approved by the U.S. government.

To provide greater protection from liability, the council adopted Resolution 05-343. The Resolution approved for inclusion in the 2006 HSAC legislative package a proposal repealing the sunset dates for three state statutes that provide the counties with liability protection for public use of certain county recreational areas.

Funding applications from intergovernmental sources were authorized under the following resolutions. Resolution 05-300 authorized the mayor to request the governor to release and allot funds for the control and eradication of the coqui frog. Resolution 06-128, CD1, authorized the city director of parks and recreation to enter into an intergovernmental agreement with the state department of human services, office of youth services, to acquire funding for the community-based youth gang prevention services. Resolution 05-323 authorized the mayor to request the governor to release and allot funds for the Library, and Resolution 06-016 authorized the mayor to request the governor to release and allot funds for the library.

Studies of natural resources also were authorized under (1) Resolution 05-398 concerning an intergovernmental agreement with the state department of land and natural resources for the study of sediment and pesticides in the Ala Wai Watershed and (2) Resolution 06-190 concerning an agreement with the Hawaii Stream Research Center of the University of Hawaii for the biological and habitat assessment of Makiki stream.

REGULATION OF LAND USE

Land use planning and regulation are major duties upon which the council spends much time and effort. The council fulfills these duties by balancing the need for development to provide housing and economic growth and the need to protect open space and the environment.

Policy Issues

To promote an increase of the housing stock, Ordinance 06-15 amended the land use ordinance by deleting the maximum floor area restrictions on ohana dwelling units.
A major policy initiative was made by the council through Resolution 05-209, CD1. The Resolution proposed amendments to the land use ordinance to provide deadlines for the processing of council-initiated amendments to the land use ordinance. The amendments included deadlines for transmittal of the amendments from the director of planning and permitting to the Planning Commission, the Planning Commission to the mayor, and mayor to the council. Basically, the Resolution was intended to address the problem of excessive delays in the processing of council-initiated amendments by the city administration.

Focus was placed by the council on the issue of visitor units in residential areas. Of much controversy in the Windward Oahu and North Shore areas, the issue primarily involved the proliferation and negative effects of illegal operations. The council reviewed the issue and recommended two proposals. Resolution 05-186, CD1, proposed amendments to the land use ordinance relating to the regulation of certain visitor accommodations. The main purpose of the proposed amendments was to require (1) advertisements for nonconforming transient vacation units to include their nonconforming use certificate numbers and (2) advertisements for conforming transient vacation units in the A-2 or resort zoning districts to include their street addresses and units numbers. The intent was to enable the city to more easily identify transient vacation units that are operating illegally. Resolution 05-187, CD1, proposed amendments to the land use ordinance relating to bed and breakfast homes. The proposed amendments repealed the prohibition on new bed and breakfast homes and established permitting and other regulatory requirements on them.

Council concern over the need to review and update the development plans was expressed in Resolution 06-081. The Resolution proposed amendments to the land use ordinance to provide that a plant nursery is a permitted use in the AG-1 restricted agriculture and AG-2 general agriculture zoning districts. The main purpose of the proposed amendments was to require (1) advertisements for nonconforming transient vacation units to include their nonconforming use certificate numbers and (2) advertisements for conforming transient vacation units in the A-2 or resort zoning districts to include their street addresses and units numbers. The intent was to enable the city to more easily identify transient vacation units that are operating illegally. Resolution 05-187, CD1, proposed amendments to the land use ordinance relating to bed and breakfast homes. The proposed amendments repealed the prohibition on new bed and breakfast homes and established permitting and other regulatory requirements on them.

The council also proposed various amendments to development standards. Resolution 05-036 proposed amendments to the land use ordinance to provide that a plant nursery is a permitted use in the AG-1 restricted agriculture and AG-2 general agriculture zoning districts. Resolution 05-283, CD1, proposed amendments to the park dedication provisions of the subdivision ordinance. The amendments would allow a developer of a multi-family development of at least three stories in the primary urban center or city of Kapolei to receive park dedication credit for a private park or playground established at other than ground level. Present administrative rules provide the credit only if the private park or playground is established at ground level. Resolution 05-410 requested the department of planning and permitting to review the city’s sign ordinance and recommend appropriate means by which business establishments lacking building frontage may be allowed to display on-premise signs.

Furthermore, to promote alternative energy development, the council adopted two resolutions. Resolution 06-141 proposed an amendment to the land use ordinance to make photovoltaic systems a permitted use in the agricultural and country zoning districts. Resolution 06-142 proposed an amendment to the land use ordinance to raise the power capacity limit that determines whether a wind machine in the agricultural or country zoning district must obtain a conditional use permit (minor). The proposed amendment in effect required a conditional use permit (minor) for a wind machine with a rated capacity of more than 500 kilowatt hours rather than 100 kilowatt hours. The intent of the proposed amendment was to make it easier to situate a smaller capacity wind machine in the agricultural or country zoning district.

Specific Projects

Various zoning changes and development permits for specific projects were approved by the council. Among them were the following.

Two measures were approved at the request of the Central Union Church. Ordinance 05-028 increased the maximum number of receiving lots to which may be transferred unused floor area from a donor lot with a historic site, building, or structure. The maximum number was increased to 10 from four. Ordinance 05-029 rezoned a portion of the Central Union Church parcel to BMX-3 community business mixed use district from A-2 medium density apartment district. The Ordinance retained the 150-foot height limit. In effect, the rezoning authorized Central Union Church to transfer some development rights in the parcel to other parcels zoned BMX. The transfer was intended to allow Central Union Church to preserve historic structures on the parcel.

Ordinance 05-034 rezoned the Kaimuki Villa condominium parcel from R-5 residential to A-1 low density apartment. Ordinance 06-024 rezoned approximately two acres of land in Kalihi-Palama between Aala Street and College Walk from B-2 community business district with a 60-foot height limit to BMX-3 community business mixed use district with a 200-foot height limit.

Ordinance 06-025 rezoned 47 acres of land in Ewa near the Geiger Road/Fort Weaver Road intersection from A-1 low density apartment district and I-1 limited industrial district with a 40-foot height limit to A-2 medium density apartment district and IMX-1 industrial-commercial mixed use district with a 40-foot height limit.
Ordinance 06-026 amended the conditions in two unilateral agreements relating to a future child care facility for Ewa by Gentry. The amendments expressly required the child care facility to be located within the boundaries of the Ewa Gentry Makai development.

Two measures involved the Hawaiian Waters Adventure Park. Ordinance 06-029 reclassified approximately three acres of land in Kapolei from the state agricultural district to the urban district. The reclassification placed the entirety of the 30-acre Hawaiian Waters Adventure Park into the urban district. Ordinance 06-028 rezoned approximately 30 acres of land in Kapolei comprised of the Hawaiian Waters Adventure Park from AG-2 general agricultural district to B-2 community business district with a 60-foot height limit. The Park had operated under a conditional use permit in the agricultural district.

Resolution 05-415, CD1, approved a plan review use application for the Shriners Hospitals for Children - Honolulu to update its master plan to expand the existing facility.

The council also granted special management area use permits and/or shoreline setback variances for various projects. Resolution 05-213 granted a special management area use permit for a new two-story commercial building in Kailua. Resolution 05-242 granted a special management area use permit to the state department of transportation for the North Kahana Bridge replacement project. Resolution 05-269 granted a special management area use permit for the alteration of and addition to an existing 12-story hotel building in Waikiki. Resolution 05-293 approved an extension of time to obtain building and grading permits for the Sunset Beach agricultural subdivision under the special management area use permit granted under Resolution 02-211, CD1. Resolution 05-310 granted a special management area use permit and shoreline setback variance to Haseko Inc. for portions of the Papipi Road drainage improvements. Resolution 05-314 granted a special management area use permit to the American Red Cross, Hawaii Chapter, for the renovation and expansion of its headquarters on Diamond Head Road. Resolution 05-316 granted a special management area use permit to the Hawaiian Electric Company, Inc., to make certain improvements at its Waiau facility. Resolution 05-338 granted a special management area use permit for two single-family dwellings and accessory structures in Mokuleia. Resolution 05-351, CD1, granted a special management area use permit to Tesoro Hawaii Corporation for its Sand Island terminal expansion project. Resolution 05-241 granted a special management area use permit and shoreline setback variance to the state department of transportation, highways division, for the Punaluu replacement bridge project. Resolution 05-408 granted a special management area use permit to the department of design and construction for development of a new elevator for the control and administration building at the Sand Island wastewater treatment plant. Resolution 05-416 granted a special management area use permit for a new three-story building with ground level parking, two upper floors of commercial uses and appurtenant site improvements in Haleiwa. Resolution 06-022 granted a special management area use permit and shoreline setback variance to the state department of land and natural resources for a new boating pump-out facility and other improvements at Sand Island. Resolution 06-048, CD1, granted a special management area use permit to the department of design and construction for soil management at the Sand Island wastewater treatment plant. Resolution 06-054 granted a special management area use permit to the department of design and construction for the construction of a new comfort station at the Kawai Nui Model Airplane Park in Kailua. Resolution 06-069, CD1, granted a special management area use permit and shoreline setback variance to the Hawaii Institute of Marine Biology for the reconstruction of the Coconut Island parking lot and access drive and related improvements. Resolution 06-106 granted a special management area use permit to the Hilton Hotels Corporation for the restoration of the Duke Kahanamoku lagoon and landside improvements.

Finally, to obtain federal and state funding, the council adopted Resolution 05-298, CD1. The Resolution authorized the mayor or director of planning and permitting to execute an intergovernmental agreement with the state department of business, economic development and tourism on the provision of approximately $252,000 in federal and state funds to the city for the Coastal Zone Management Program.

ENCOURAGING ECONOMIC DEVELOPMENT

The council considered economic development to be an important responsibility of all levels of government. Thus, the council undertook direct and indirect actions to promote the economy.

The importance of Waikiki to the economy of Oahu as well as the state was recognized by the council. The adequacy of the Waikiki infrastructure was a concern. Thus, the council adopted Resolution 05-399, CD1, which requested the department of planning and permitting to conduct a study of the carrying capacity of the existing infrastructure of Waikiki or, as an alternative, update its 1996 report on the issue.

Efforts to promote the economy through attention to international relations were made by the council. To coincide with the 100th anniversary of the first immigration of Filipinos to Hawaii, the council adopted Resolution 06-018 which requested Waikiki hotels and clubs to include Filipino cultural performances in their entertainment programs during 2006. A sister-city relationship with a city of the Philippines also was initiated. Resolution 05-268 established the relationship with the city of Mandaluyong. Finally, Resolution 06-161, CD1, invited Honolulu’s sister cities and the municipality of Bacarra of the Philippines to send goodwill delegations to Honolulu for the Filipino centennial trade expo in December 2006.

Applications for funding from federal and state sources were authorized by the council. Resolution 06-109, CD1, authorized the city director of community services to apply for a planning assistance grant from the U.S. Department of Com-
merce, Economic Development Administration. **Resolution 06-063** authorized the mayor to apply for and enter into an intergovernmental agreement with the U.S. Department of Commerce, Economic Development Administration, for the acceptance and disbursement of funds for development of a gateway business development center in Chinatown. **Resolution 05-341, CD1** authorized the managing director to enter into two amendments of an intergovernmental agreement with the Hawaii Tourism Authority for the acceptance and disbursement of funds to implement the County Product Enrichment program. **Resolution 05-357, FD1**, authorized the managing director to enter into an intergovernmental agreement with the U.S. Department of Commerce, Economic Development Administration, for a financial assistance award for the construction of a Construction Training Center of the Pacific by the Building Industry Association of Hawaii.

### PROVIDING REAL PROPERTY TAX RELIEF

#### Circuit Breaker Tax Relief

From fiscal year 2004-05 to fiscal year 2005-06, the gross values for real property tax purposes of improved residential property and apartment property increased by 27.9 percent and 21.5 percent, respectively. The council recognized that the tax burden on homeowners with low-incomes needed to be alleviated. To address the situation, the council expanded the real property tax circuit breaker program under which the tax liability of homeowners with relatively low incomes was capped.

**Ordinance 05-026** made the circuit breaker more beneficial for low-income homeowners. The Ordinance lowered the income ceiling for eligibility for the circuit breaker and made administration easier. Under the Ordinance, the taxpayer for a residential or apartment parcel was deemed eligible if all title holders to the parcel had a combined income of not more than $50,000. Previously, the taxpayer was eligible if the combined income of all members of the taxpayer’s household did not exceed the “very low income” sliding scale standards annually established by the U.S. Department of Housing and Urban Development (“HUD”). **Ordinance 05-026** also provided that an eligible taxpayer’s tax liability shall not exceed four percent of the taxpayer’s income. Previously, the tax liability could not exceed five percent of the taxpayer’s income. **Ordinance 06-008** made these provisions available for the tax year beginning July 1, 2006 instead of the tax year beginning July 1, 2007.

**Ordinance 06-019** amended provisions regarding implementation of the real property tax circuit breaker credit. The only substantive amendment provided that a circuit breaker credit applicant need not submit a federal income tax return that is “certified.”

#### Other Real Property Tax Relief

To assist elderly homeowners, the council through **Ordinance 06-004** made it easier for them to continue qualifying for multiple home exemptions under the real property tax.

A residential real property owner who converted a cesspool into a septic tank before February 9, 2005 was provided a one-time real property tax credit under **Ordinance 06-021**. The Ordinance was intended to provide equitable treatment of such a property owner because other owners who converted cesspools into septic tanks on or after February 9, 2005 already benefited from a tax credit enacted in the previous fiscal year.

Finally, tax relief for all homeowners was provided under **Ordinance 06-007**. The Ordinance doubled the basic home exemption amount to $80,000 from $40,000 and adjusted the exemption amounts for elderly home owner-occupants.

Real property tax compromise measures were adopted under two resolutions. **Resolution 05-265, CD1**, urged the city administration to negotiate compromises between the city and certain farmers concerning the amount of real property taxes owned. **Resolution 06-053** approved the compromise of real property tax claims for two low-income rental projects. **Resolution 05-271** approved a request to compromise certain real property tax claims of three nonprofit agencies.

### ADDRESSING PROGRAMS FOR PERSONS WITH SPECIFIC NEEDS

The council is cognizant that some persons in the community require special assistance. Assistance in various forms was provided by the council to persons with specific needs.

#### Employment Programs

The city operated employment preparation and training programs with funds passed through the federal and state governments. To assure that the funds become available to the city, the council adopted various resolutions authorizing intergovernmental agreements. Among the resolutions were the following. **Resolution 05-216** authorized the mayor to accept funds and enter into intergovernmental agreements with the state department of labor and industrial relations for the Workforce Investment Act program. **Resolution 05-234** authorized the mayor to enter into intergovernmental agreements with the state department of human services to provide Ho’ala Project pre-employment development and assessment services and job development for participants in the first-to-work program. **Resolution 05-276, CD1**, authorized the department of community services, WorkHawaii/Oahu Worklinks, to enter into an intergovernmental agreement with and receive funds from the U.S. Department of Labor’s Women’s Bureau to provide assistance in conducting a women’s leadership forum. **Resolution 05-289** authorized the city to enter into intergovernmental agreements with and receive funds from the University of Hawaii’s Windward Community College, the employment training center, Honolulu Com-
munity College, Kapiolani Community College, and Leeward Community College. **Resolution 05-340** authorized the mayor or a designee to enter into an intergovernmental agreement with the Housing and Community Development Corporation of Hawaii and to accept and expend funds to provide employment-related training to public housing recipients. **Resolution 06-097** authorized the mayor or a designee to accept incentive award funds and enter into a supplemental intergovernmental agreement with the state department of labor and industrial relations for the Workforce Investment Act (WIA) program. **Resolution 06-115** authorized the city director of community services to apply to the state legislature for a grant-in-aid for customized employment services for people experiencing homelessness. **Resolution 06-056** authorized the department of enterprise services to enter into an intergovernmental agreement with the adult/juvenile community service and restitution unit of the first circuit court to establish the department as a worksite agency for community service referrals. **Resolution 06-214** authorized the mayor or a designee to accept and expend funds and enter into intergovernmental agreements with the state department of labor and industrial relations for the Workforce Investment Act program.

**Human Services**

Besides employment programs, the city was involved in various human service programs.

Of most importance, the council asserted its authority over the distribution of federal funds for human services. **Ordinance 05-040** required council pre-approval of the consolidated plan and annual action plan for the community development and planning funds of the HUD. Funds made subject to the Ordinance include the Community Development Block Grants ("CDBG"), Emergency Shelter Grants ("ESG"), Home Partnership grants, and Housing Opportunities for Persons with AIDS ("HOPWA") grants. The Ordinance allowed the council, with input from the city administration, to identify early in the budget process the projects recommended to receive federal funding.

To implement the Ordinance for the first time, the council adopted **Resolution 06-051** which assigned four councilmembers to meet in private to review and rank applications for federal Community Planning and Development Program funds for fiscal year 2006-07. Adoption of the Resolution was necessary to comply with the sunshine law.

Other resolutions adopted by the council relating to the CDBG grant and other federal grant programs were the following. **Resolution 05-076** authorized the filing of the 11th year application for CDBG grant, Home Investment Partnership, Emergency Shelter grant, and HOPWA funds with HUD. **Resolution 05-391, FD1**, approved the reprogramming of CDBG funds appropriated under Ordinance 05-023, the capital budget ordinance for fiscal year 2005-06. **Resolution 05-392, CD1**, approved the modification of the descriptions of projects funded with CDBG funds under Ordinance 05-023. **Resolution 06-78** reprogrammed $150,000 in CDBG funds to ORI Anuenue Hale, Inc.

Applications for federal and state funds for human services programs also were authorized under the following resolutions. **Resolution 06-034, CD1**, authorized the mayor to apply for juvenile accountability block grants funds from the state department of human services, office of youth services. **Resolution 06-112** authorized the mayor or a designee to enter into intergovernmental agreements with the state department of education for implementation of the Competency Based High School Diploma program. **Resolution 06-113** authorized the city director of community services to apply to the state legislature for a grant-in-aid for the city’s one-stop community assistance center. **Resolution 06-114** authorized the city director of community services to apply to the state legislature for a grant-in-aid for elderly and caregiver supportive services. **Resolution 06-110, CD1**, authorized the mayor or director of community services to submit an application for funding under the FY2006 Section 8 Family Self-sufficiency program for two case managers. **Resolution 06-167, CD1**, authorized the mayor or designee to apply for and accept and expend funds from the U.S. Office of Juvenile Justice and Delinquency Prevention under the FY2006 OJJDP Congressional Earmark Project. **Resolution 06-201, FD1**, authorized the mayor to request the governor to release funds for continuation of the Community Based Substance Abuse Prevention program. **Resolution 06-129, CD1**, authorized the city director of parks and recreation to enter into an intergovernmental agreement with the state department of education to acquire funding for the 21st Century Community Learning Centers program services. **Resolution 06-139, CD1**, authorized the mayor to enter into intergovernmental agreements between the department of parks and recreation and state department of education for the city’s participation in the U.S. Department of Agriculture Summer Food Service program. **Resolution 06-159** authorized the director of parks and recreation to enter into an intergovernmental agreement with the state department of education for the joint use of Farrington High School for the Healthy Hawaii Initiative Project. **Resolution 05-225** authorized the mayor to submit an application for funding under the FY2005 Section 8 Family Self-sufficiency program.

**Prescription Drug Assistance**

Although medical-related issues are not usually within the jurisdiction of the city, the council took advantage of opportunities for participation in programs intended to alleviate prescription drug costs. The council adopted **Resolution 05-301** which authorized the director of budget and fiscal services to enter into a memorandum of agreement with the state of Hawaii regarding the coordination of the submission of an application to the Center for Medicare and Medicaid Services to receive a retiree drug subsidy. Additionally, the council adopted **Resolution 06-059** which authorized the mayor to execute a contract with the National Association of Area Agencies on Aging to assist elderly persons in learning about and enrolling in the Medicare prescription drug benefit and authorized the department of community services to accept and expend funds under the contract.
FUNDING CITY OPERATIONS AND PROJECTS AND ENSURING EFFICIENT AND EFFECTIVE DELIVERY OF CITY SERVICES

Budget Ordinances

Approval of the annual budget ordinances for city government is one of the more important duties of the council. Without adequate funding, city government would not be able to operate effectively. The council spent much time and energy on reviewing the mayor’s proposed budgets and revising them according to the council’s priorities and policies.

Ordinance 05-014 was the executive operating budget ordinance for fiscal year 2005-06. The total appropriation was $1,361,210,036. Of the amount, $1,270,791,488 were city funds, $83,321,777 were federal funds, and $7,096,771 were special projects funds.

Ordinance 05-023 was the executive capital budget ordinance for fiscal year 2005-06. The total appropriated was $476,550,530 for 229 projects.

Ordinance 05-013 was the legislative budget ordinance for fiscal year 2005-06. The total appropriation was $11,617,409. Following the enactment of the annual budget ordinances, the council at the initiation of the city administration enacted three supplemental budget ordinances. Ordinance 06-001 made various supplemental operating budget appropriations for motor vehicle licensing and permitting, road maintenance, refuse collection and disposal, special recreation, transportation planning, and public transit. The total supplemental appropriation was $376,068. Ordinance 06-003 made supplemental capital budget appropriations for certain private nonprofit social service organizations. The total supplemental appropriation was $1,174,190. Ordinance 06-018 made supplemental operating budget appropriations totaling $8,803,145. Among other things, the Ordinance added funds for the Filipino Celebration Commission and International Jazz Festival.

Revenues

Concurrent with the approval of the annual budget ordinances, the council is required by the charter to approve measures yielding sufficient revenues to fund the appropriations in the budgets. The most important revenue measure was the establishment of the real property tax rates for the fiscal year 2005-06 under Resolution 05-075. Other revenue measures were the following. Ordinance 05-016 increased the motor vehicle weight tax. Ordinance 05-017 amended the lease and rental policy for the Neal Blaisdell Center and Waikiki Shell by updating rental rates, establishing a uniform long-term rate structure for nonprofit organizations, and providing additional rental options. Ordinance 05-018 increased the sewer service charges. Ordinance 05-019 increased the wastewater system facility charge. Ordinance 05-020 established a procedure for leasing city property for the placement of telecommunication facilities and set a lease rent schedule (this Ordinance was subsequently clarified by Ordinance 06-022). Ordinance 05-024 increased the fee for commercial filming at a city park or recreational facility (this Ordinance was subsequently amended by Ordinance 05-039 which established monthly and annual permit fees in addition to the existing daily permit fees and also established fees for “special events videography”). Ordinance 05-025 authorized the police department to charge fees for providing additional police services at special activities.

Later in the fiscal year, the council enacted Ordinance 06-012 which established a fee for the issuance of a provisional driver’s license as authorized by Act 72, Session Laws of Hawaii 2005.

The council also approved legislation necessary to authorize the issuance of bonds to fund budgeted projects. Ordinance 05-015 authorized the issuance and sale of general obligation bonds and bond anticipation notes to fund the projects in Ordinance 05-023, the executive capital budget ordinance for fiscal year 2005-06. Specific authorization to issue not more than $400,000,000 in general obligation bonds was provided under Resolution 05-312. Additionally, the council authorized the Board of Water Supply to issue not more than $235,000,000 in revenue bonds under Resolution 05-148, CD1.

Finally, an ordinance intended to provide information to the council and public on the impact of tax rates was enacted by the council. Ordinance 06-010 required the mayor to submit initial tax rates producing revenues that are increased from the amount of the previous year only by the percentage change in “uncontrollable costs” of the city. In theory, the initial rates would be the minimum necessary to pay for the operating budget of the last fiscal year plus increased “uncontrollable costs.” The information was intended to allow the council and public to more properly evaluate any tax rates proposed by the mayor which deviate from the initial rates.

Fiscal Matters

A variety of other fiscal matters were addressed by the council.

Ordinance 05-030 changed the interest payable by the city to a taxpayer who wins a real property tax appeal. The interest is to be the average interest rate earned on city investments in the general fund during the previous fiscal year. The interest is to be applied on the tax amount successfully appealed. Previously, the interest was eight percent a year.

Ordinance 05-030 also authorized the director of budget and fiscal services to withhold any adjusted or refunded tax amount due a taxpayer and apply the withheld amount to any tax delinquency of the taxpayer. If the taxpayer is not delinquent in any taxes, the Ordinance also authorized the director to apply the withheld amount to the taxpayer’s future tax liability unless the taxpayer requests a cash refund.
In order to achieve better collection of civil fines, the council enacted **Ordinance 05-035**. The Ordinance authorized the city to condition the issuance of certain licenses, permits, or approvals upon the payment by the applicants of any unpaid civil fines. The Ordinance also provided that the unpaid civil fines are a lien in favor of the city, but subordinate to any prior recorded lien.

**Ordinance 05-041** extended the period from two to five years during which an adjustment may be made by the city due to a clerical error in the amount of real property taxes assessed.

Collective bargaining cost items were approved by the council under two resolutions. **Resolution 05-220, CD1**, approved collective bargaining cost items for excluded employees in bargaining unit 1 (United Public Workers). **Resolution 05-221, CD1**, approved collective bargaining cost items for excluded employees in bargaining units 2, 3, 4, and 13 (Hawaii Government Employees Association).

To partially fund the cost items, **Resolution 05-361** approved the transfer of $13,143,511 from the salary adjustment activity to the payment of salaries.

**Resolution 05-364** requested the city administration to negotiate a real property tax compromise between the city and Moanalua Gardens Properties LLC.

**Resolution 06-146** requested the city administration to seriously consider the city auditor's recommendations in the audit of the city's debt service practices.

### Efficiency

Efficiency in government operations was addressed through various measures.

**Ordinance 06-014** (1) included an intergovernmental training arrangement as an “intergovernmental agreement” that is subject to council approval and (2) provided that intergovernmental agreements of the following public safety agencies are deemed approved without necessity of council action: Honolulu police department, Honolulu fire department, department of emergency services, department of the prosecuting attorney, department of the medical examiner, and Oahu civil defense agency. In effect, the intergovernmental agreements of the public safety agencies would not have to be submitted on an individual basis to the council for approval. This provision was intended to improve efficiency for the public safety agencies by excluding them from having to await council approval for their intergovernmental agreements.

The council also requested the city auditor to audit certain city programs with the intent of improving efficiency and effectiveness. **Resolution 04-387** requested the city auditor to conduct a performance audit of the neighborhood board system. **Resolution 06-003** requested the city auditor to audit the city’s abandoned and derelict vehicles program. **Resolution 05-285, CD1**, requested the city auditor to audit the city’s affordable housing program.

The council also transferred the regulation of lobbyists to the Ethics Commission from the city clerk’s office. By doing so, oversight and enforcement of all ethics-related matters was consolidated under the Ethics Commission. The transfer was implemented under **Ordinance 05-033**.

### City Facilities

To honor the longest serving mayor in Honolulu history, the council through **Resolution 06-055, CD1**, named the Civic Center and Honolulu Municipal Building after former mayor Frank F. Fasi. A prerequisite to the renaming was **Ordinance 06-002** which allowed, until July 31, 2006, the naming of a city park, site, or facility after a living former mayor or councilmember.

To promote environmental quality, the council enacted **Ordinance 06-006**. The Ordinance required new city facilities of greater than 5,000 square feet to meet a minimum LEED™ silver standard of environmentally sensitive design beginning in fiscal year 2007-08 and thereafter.

The council also adopted **Resolution 05-259** which urged the city administration to restore the mobile satellite city hall program to serve rural areas of Oahu.

### Streamlining Council Operations

The council sought to improve its operations through various measures.

To promote public notice of measures that the council proposes to amend, the council adopted **Resolution 05-226**. Basically, the Resolution amended the council rules to generally provide that a floor or committee draft of a bill or resolution up for final reading on the council floor cannot be acted upon at a council meeting unless the draft was posted on the meeting notice and a copy of the draft was available at the city clerk’s office at least six days before the meeting. Various exceptions to the rule were provided.

The council also adopted **Resolution 05-260, CD1**, which amended the council rules to provide that standing committees shall be appointed by the council chair. Under the previous rules, standing committees were appointed by the council. Having the council chair, rather than council, appoint standing committees made committee leadership and membership an administrative matter which allowed councilmembers to discuss standing committee membership in private.
The council also comprehensively revised the policy on the solicitation, acceptance, and receipt of gifts to city executive agencies under Resolution 05-349, CD1, FD1. The revision was intended to provide a clearer policy that would maintain council oversight of gifts.

In order to conduct its charter-mandated duty to evaluate the performance of the city auditor, the council adopted Resolution 06-050. The Resolution authorized four councilmembers to meet in private to perform the annual evaluation of the city auditor.

Other measures adopted by the council were Resolution 05-325 which authorized the use of the city seal by the city clerk for the Voter Outreach Program and Resolution 06-195 which authorized the council chair to enter into an agreement with ‘Olelo for the televised broadcasts of council meetings, hearings, and other activities during the fiscal year 2006-07.

HSAC/NACo
The council continued to participate in the activities of the Hawaii State Association of Counties (HSAC) and National Association of Counties (NACo). For administrative purposes, the council adopted Resolution 06-162 which approved the nominees from HSAC to serve on the boards of directors of NACo and the Western Interstate Region, Resolution 06-163 which approved the HSAC budget for fiscal year 2006-07, and Resolution 06-164, CD1, which approved the HSAC officers for fiscal year 2006-07.

The council also hosted the 2005 Annual NACo Conference at the Hawaii Convention Center from July 15 to 19, 2005. Approximately 3,000 delegates attended. Funding assistance was provided by the counties of Maui, Hawaii, and Kauai under grant agreements authorized by Resolution 05-227, Resolution 05-239, and Resolution 05-238, respectively. The council also accepted a gift for the Conference from Outrigger Enterprises under Resolution 05-255 and other persons under Resolution 05-228, CD1.

Intergovernmental Relations
Many diverse measures were adopted by the council requesting action by federal and state government entities. Among them were the following. Resolution 06-093, CD1, requested the state to fully reimburse the city for all of the city services provided to the state. Resolution 06-103 requested the city administration to support and facilitate the exchange of the city-owned Varona Village expansion property for the land under the old McCully-Moiliili Bowl-O-Drome. Resolution 06-084 expressed support for proposed federal legislation to address the problem of chemical munitions dumped in waters off Hawaii. Resolution 06-066, CD1, requested the state Campaign Spending Commission to work with the state and county governments to develop and periodically update reports identifying state and county contractors who are prohibited from making campaign contributions under Act 203, Session Laws of Hawaii 2005. Resolution 06-043 urged the legislature to enact legislation creating a Board of Information Practices to advise the state office of information practices concerning the sunshine law. Resolution 06-105 requested the state to fairly and adequately reimburse the counties for their operation of the statewide program on parking for persons with disabilities.

100th Anniversary, Other Measures of the City
The year 2006 was celebrated as the 100th anniversary of the creation of the city and county of Honolulu. At the request of the city administration, the council adopted Resolution 05-249 which dissolved the city’s Honolulu Centennial Commission because of its replacement by a private nonprofit organization called “Honolulu 100.” The council also adopted Resolution 05-404, FD1, which requested the mayor to participate in a tree planting ceremony to commemorate the 100th anniversary of the arrival of the first sakadas and the 100th anniversary of the establishment of the City and County of Honolulu.

Other measures were adopted by the council to address different issues. Among them were the following. Resolution 05-235 approved an agreement between ‘Olelo and the city executive branch on the televising of executive branch programs. Resolution 05-311 expressed support for a peaceful relationship between the People’s Republic of China and Taiwan. Resolution 05-373 authorized the mayor to enter into an intergovernmental agreement with the state housing and community development corporation of Hawaii for the use of certain lands in Kapolei for the West Oahu holiday electric light parade.
POWERS, DUTIES AND FUNCTIONS
The City Clerk serves as the Clerk of the City Council; acts as the custodian of its books, papers and records including ordinances, resolutions, and rules and regulations of all City agencies; has custody of the City seal; authenticates all official papers and instruments requiring certification; is responsible for voter registration; conducts all elections for the City and County of Honolulu in accordance with the charter and laws of the State; and performs such other functions as required by the charter or by law.
Staffed with 26 positions, the Office of the City Clerk is organized under the following four operating units: Administration, Council Assistance, Office Services, and Elections.

CLERK ADMINISTRATION
The Clerk, with the assistance of a staff assistant and two secretaries, is responsible for directing all programs and activities of the office.

Oaths of Office. For FY 06, 117 public officials were administered the oath of office in accordance with Section 13-118 of the Revised City Charter, 86 of which were performed for appointees to boards and commissions and 31 for appointees as agency heads and deputies.

Disclosure of Financial Interests Statements. Elected officers and appointed agency heads and deputies are required to disclose their financial interests and file statements with the Clerk when taking or leaving office, and annually by January 31. Candidates for elective City office are also required to file disclosure of financial interests statements with the Clerk’s Office within ten working days after the candidate-filing deadline. Fifty-six annual statements and 1 candidate statement was filed in FY 06.

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 06 REVENUE DETAIL
Council Information Office
Copies of Records .............................................. $513.00 .... $ 513.00

Elections
Voter Certificates ................................................ $221.00
Voter Tape Rental .............................................. 3,506.50
Candidate Filing Fees ..........................................  275.00 ... $4,002.00

Administration
Sundry Refund ...................................................... $70.19 .... $ 70.19
FY 06 Total Receipts ............................................................ $4,585.19

COUNCIL ASSISTANCE
The division is responsible for providing staff support to the City Council at all of its regular council sessions, committee meetings, and public hearings. The staff is responsible for recording and reporting all proceedings, processing all resolutions and bills introduced and acted upon by the Council, and providing reference and research services regarding enacted or pending legislation and other council documents. Staffing includes a division head and an assistant division head, nine council/committee aides, threerecords and research technicians, and one secretary.
In February 2005, this division upgraded its electronic filing system using the Docushare document management software. Users are able to access and print full text of all public documents of the City Council which includes all communications, bills, resolutions, ordinances, agendas, committee reports and minutes.

Ordinance 05-033 has transferred from the council and city clerk to the ethics commission the duties and obligations regarding the registration and restriction of lobbying activities effective December 21, 2005.

**FY 06 WORKLOAD STATISTICS**

**City Council Meetings and Hearings**
- Regular Sessions .................................................. 13
- Special Sessions .................................................... 10
- Public Hearings ..................................................... 12

**Speakers**
- Council Meetings .................................................... 536
- Public Hearings ...................................................... 168

**Honorary Certificates Presented**
- Floor Presentation .................................................. 193
- Outside Presentation ................................................ 279
- Retirees Certificate .................................................. 153

**Standing Committee Meetings**

**July 1, 2005 – January 1, 2006**

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<th>Committee</th>
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<tr>
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<tr>
<td>Affordable Housing(5/26/06) ..........................</td>
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<tr>
<td>Executive Matters and Legal Affairs ................</td>
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</tr>
<tr>
<td>Parks .......................................................</td>
<td>4</td>
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<tr>
<td>Planning and Intergovernmental Affairs ..............</td>
<td>5</td>
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<tr>
<td>Public Safety ..............................................</td>
<td>4</td>
</tr>
<tr>
<td>Public Works and Economic Development ..............</td>
<td>5</td>
</tr>
<tr>
<td>Transportation .............................................</td>
<td>4</td>
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<tr>
<td>Zoning ..................................................................</td>
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<tr>
<td>Kapiolani Park Trust ......................................</td>
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**Other Meetings**
- Budget ......................................................... | 0        |
- Affordable Housing(5/26/06) ............................. | 0        |
- Executive Matters and Legal Affairs .................. | 0        |
- Parks .......................................................... | 0        |
- Planning and Intergovernmental Affairs .............. | 0        |
- Public Safety ............................................... | 0        |
- Public Works and Economic Development .............. | 1        |
- Transportation .............................................. | 0        |
- Zoning .................................................................. | 0        |
- Kapiolani Park Trust ...................................... | 0        |

**Speakers**
- Committee/Other Meetings .................................. 289

**Committee Reports**
- Committee Meetings .......................................... 238

**Standing Committee Meetings**

**January 2, 2006 – June 30, 2006**

<table>
<thead>
<tr>
<th>Committee</th>
<th>发言人数</th>
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<tbody>
<tr>
<td>Budget ..................................................</td>
<td>13</td>
</tr>
<tr>
<td>Affordable Housing ......................................</td>
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<tr>
<td>Affordable Housing &amp; Intergovernmental Affairs (effective 5/23/06)</td>
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<td>Economic Development (effective 5/23/06) ..........</td>
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<tr>
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<tr>
<td>Executive Matters and Legal Affairs ..............</td>
<td>6</td>
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<tr>
<td>Executive Matters (effective 5/25/06) ..............</td>
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<td>Parks ..........................................................</td>
<td>5</td>
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<tr>
<td>Planning and Intergovernmental Affairs ............</td>
<td>5</td>
</tr>
<tr>
<td>Public Safety ...............................................</td>
<td>6</td>
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<tr>
<td>Public Works and Economic Development ............</td>
<td>7</td>
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<tr>
<td>Public Works and Energy (effective 5/23/06) ......</td>
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<td>Transportation .............................................</td>
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<td>Transportation and Planning (effective 5/23/06) ...</td>
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<td>Zoning ..................................................................</td>
<td>6</td>
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<tr>
<td>Kapiolani Park Trust ......................................</td>
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</table>

**Other Meetings**
- Budget ......................................................... | 11       |
- Affordable Housing ........................................| 0        |
- Affordable Housing & Intergovernmental Affairs ....| 1        |
- Executive Matters (effective 5/23/06) .............. | 0        |
- Economic Development (effective 5/23/06) .......... | 0        |
- Energy (effective 5/23/06) ............................. | 0        |
- Executive Matters and Legal Affairs .............. | 0        |
- Executive Matters (effective 5/25/06) .............. | 0        |
- Parks .......................................................... | 0        |
- Planning and Intergovernmental Affairs ............ | 1        |
- Public Safety ............................................... | 0        |
- Public Works and Economic Development ............ | 0        |
- Public Works and Energy (effective 5/23/06) ...... | 0        |
- Transportation .............................................. | 0        |
- Transportation and Planning (effective 5/23/06) ... | 0        |
- Zoning .................................................................. | 0        |
- Kapiolani Park Trust ...................................... | 0        |

**Speakers**
- Committee/Other Meetings .................................. 313

**Committee Reports**
- Committee Meetings .......................................... 309

**Information Section**

**July 1, 2005 – June 30, 2006**

**Legal Notices Published**
- Ordinances .................................................... | 55       |
- Bills Passes Second Reading ............................... | 66       |
- Resolutions .................................................... | 4        |
- Resolutions (Second Reading-Charter Amendments) ....| None     |
- Public Hearing Items ........................................| None     |

**Improvement Districts** ..................................... None

**Property Owners Notified by Certified Mail** .... None

**Communications Received** .................................. 3,672
- Council Communications ....................................| 245     |
- Departmental Communications .............................| 1,097    |
- Mayor's Messages .............................................| 150      |
- Miscellaneous Communications ...........................| 2,142    |
- Petitions ......................................................| 38       |

**Bills Introduced** .................................................| 90       |
- Passed .......................................................... | 55       |
- Veto Overridden ..............................................| None     |
- Veto Sustained ...............................................| None     |
- Returned Unsigned ...........................................| 3        |
- Filed on Floor ................................................| 4        |
OFFICE SERVICES
This section provides office management and support services for the Office of the City Clerk. The section performs all functions concerning personnel and fiscal matters for the Clerk’s Office, and provides printing, mail and messenger services for the legislative branch of the City and County of Honolulu. A staff of five, headed by the office manager, is organized into six functional units—office management, personnel, fiscal/inventory, sound, printing services, mail and messenger services.

FY 05 WORKLOAD STATISTICS
The Print room printed and distributed the following:

**Council**
Requests per meeting:
Order of the Day .......................................................... 31 sets
Order of the Day Letterhead ......................................... 325 sets
Communications .................................................. 10 sets

**Committees**
For each standing committee:
Complete Agendas .................................................. 418 sets
Letterheads ......................................................... 330 sets
Committee Reports .................................................. 3 sets

**City Clerk**
Oaths ................................................................. 1,000
Envelopes ........................................................... 32,500
Voter Certificates .................................................. 500

ELECTIONS DIVISION
The Elections Division is responsible for conducting all elections held in the City and County of Honolulu and performs voter registration functions pursuant to the Revised Charter of the City and County of Honolulu and the laws of the State of Hawaii. Positions assigned to the Elections Division include an administrator, assistant administrator, elections specialist, and senior elections clerks (2), and a senior clerk typist.

Activities undertaken within the fiscal year included federally required voter list maintenance mailings to all registered voters and subsequent follow up mailings as required by federal law.

The Division also performed voter registration outreach activities throughout the year at the Honolulu Centennial opening and closing festivities, Family Festival, and Rediscovery events.

VOTER REGISTRATION (end of fiscal year)
Registered Voters – 374,534
Fail Safe Voters – 69,560

** Fail safe voters are voters that are believed to be no longer at the address on the voter register but must be maintained for two election cycles pursuant to federal law.

Total Registered Voters – 444,094
OFFICE OF THE CITY AUDITOR
Leslie I. Tanaka, CPA, City Auditor

POWERS, DUTIES AND FUNCTIONS
The Revised City Charter amendments, approved by the voters in the November 2002 General Election, authorized the City Council to establish the Office of the City Auditor (OCA) as a separate and independent agency to strengthen the auditing function in city government and ensure that the agencies and programs of the City are held to the highest standard of accountability to the public (Sec. 3-501.1, RCH). The charter affords the auditor the independence to initiate work under the auditor’s authority and to consider requests for work from the council. In addition and for the purpose of carrying out an audit, the charter empowers the auditor to have full, free, and unrestricted access to any city officer or employee and grants authorization to examine and inspect any record of any agency or operation of the City.

The charter further provides that the City Auditor conduct or cause to be conducted: 1) the annual financial audit of the City, 2) performance audits of the funds, programs, and operations of any agency or operation of the City, and 3) follow-up audits and monitoring of compliance with audit recommendations by audited entities. All audits are conducted in accordance with government auditing standards and audit findings and recommendations are set forth in written reports of the City Auditor.

The Office of the City Auditor was created on July 1, 2003, with the appointment of Mr. Leslie Tanaka, CPA, as the City and County of Honolulu’s first independent City Auditor.

OCA’S MISSION
The Office of the City Auditor’s mission is to promote accountability, fiscal integrity and openness in city government. The Office of the City Auditor will examine the use of public funds, evaluate programs and activities, and provide timely, accurate and objective analyses, options and recommendations to decision makers in order to ensure that the City’s resources are being used to effectively and efficiently meet the needs of the public.

YEAR IN REVIEW
Fiscal year 2006, our third year in operation, was very productive for the Office of the City Auditor. With an office staff of only eight—six auditors, one office manager and the City Auditor—we took on an ambitious work program that included six performance audits and two contract audits.

The highlight of the year was receiving the 2005 Silver Knighton Award in the medium shop category (between 6 and 15 auditors) for our Audit of the City’s Road Maintenance Practices. The award was presented to us in May 2006 at the National Association of Local Government Auditors Annual Conference in San Jose, California.

SUMMARY OF REPORTS TO COUNCIL AND MAYOR
We completed and issued three performance audit reports, one contract study and one contract audit report during FY2005-06. The three performance reports are: 1) Audit of the Selected City Information Technology Controls, 2) Audit of the City’s Personal Services Contract Practices, and 3) Audit of the City’s Debt Service Practices. In addition, we issued a study entitled Captive Insurance Study for the City and County of Honolulu. The study was conducted by First Risk Management Services, Inc. We also continue to oversee the financial audit of the City, which resulted in findings and recommendations for the fiscal year ended June 30, 2005, by Nishihama & Kishida, CPA’s, Inc., the contract auditor. Although released after June 30, 2006, we also completed the following performance audits according to our annual work plan for FY2005-06: 1) Audit of the City’s Executive Staff’s Out-of-State Travel, 2) Audit of the Neighborhood Board System, and 3) Audit of Selected Management Issues at the Honolulu Board of Water Supply. 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 FY2004-05

Contract auditor, Nishihama & Kishida, CPA’s, Inc. submitted their findings and recommendations for the financial audit of the City and County of Honolulu for FY2004-05 to the City Council in February 2006. Their findings included: inadequate demonstration of financial assurance for the costs of postclosure care of the Waipahu and Kapaa municipal solid waste landfills; erroneous calculations of total tenant payments and inadequate documentation in tenant files; and insufficient documentation of subrecipient monitoring.

It was also reported that three of the five findings from the previous year’s audit have been resolved. The other two findings were still applicable in the FY2004-05 audit. In addition, five out of six findings from FY1999-2000 through FY2002-03, which were reported as still applicable in the previous year’s audit, were resolved in FY2004-05. The other finding for that time period was still applicable in the FY2004-05 audit.

Audit of the Selected City Information Technology Controls

This audit was initiated by the City Auditor due to the increasing reliance on information technology-based processes to support current government service initiatives to the public, along with increasing general concern among governments at all levels and the public over information security. The audit assessed the adequacy of selected general information security controls employed by the Department of Information Technology, such as backup and recovery, physical and environmental controls, and service continuity/contingency planning. We found that the Department of Information Technology’s control framework does not provide sufficient oversight to ensure comprehensive and effective security management of the City’s information technology systems. We also found physical and environmental controls which were inadequate to protect key city information technology systems and resources, and a lack of disaster recovery and contingency planning.

We recommended that the department develop a comprehensive IT security plan; seek funding to facilitate a citywide risk assessment; clarify authority and lines of responsibility for citywide security management; improve security for the data center; seek ways to further improve routine backup and recovery practices; pursue an appropriate funding program for disaster recovery planning; and coordinate and seek agreements from external departments and agencies regarding supporting elements and services related to physical controls and disaster recovery planning.

We also recommended that the mayor ensure the department receives appropriate budgeting consideration for physical and environmental control priorities, improvements to backup and recovery, and disaster recovery planning; and facilitate discussions between the department and other city agencies to ensure proper coordination in support of physical and environmental controls and disaster recovery planning requirements.

Audit of City’s Personal Services Contract Practices

This audit was initiated by the Office of the City Auditor as provided in the Revised Charter of Honolulu. The City Auditor selected the City’s personal services contract practices for review because of on-going concerns about the City’s use, and level of information and reporting, of personal services contracts. We found that the City’s personal services contract practices violate charter and ordinance provisions, the contract process lacks accountability, and several contract practices are questionable.

We recommended that the Department of Human Resources ensure that executive departments and agencies use personal services contract judiciously in accordance with the directives and intent of the Revised Charter of Honolulu, Revised Ordinances of Honolulu, and department policies and procedures; ensure requesting agencies provide complete and accurate information before certifying requests for employer-employee contracts; ensure quarterly reports of personal services contracts provide complete and accurate information; include supplemental analysis of personal services contract information in its quarterly reports to the council and public; report additional information with its quarterly reports, including total cost of contracts, number of contracts previously awarded to a contractor, and number of times a contract position has been renewed; assert its authority to review and approve personal services contracts; require departments and agencies to report the minimum and maximum salaries of existing employees serving in the same or similar capacity at the time of the contract request; require departments and agencies to submit official academic and professional credentials that ensure contractors meet class specifications for their appointments; require departments and agencies to conduct formal, written evaluations of employees hired on personal services contracts; and direct departments and agencies to continue requesting to fill long-term personal services contracts permanently or through limited-term civil service appointments, as appropriate.

We also recommended that the Department of Budget and Fiscal Services report information regarding all employer-employee contracts within 30 days following the end of each fiscal year as required in the Revised Ordinances of Honolulu; report additional annual information such as total cost of personal services contracts, salaries and fringe benefits, and
funding sources; post public notice of requests to enter into personal services contracts at least seven days before final approval of the request as required by the Revised Ordinances of Honolulu; and cease using personal services contract status to make retroactive payments to former city employees and develop an alternative method.

**Audit of the City’s Debt Service Practices**
This audit was conducted pursuant to the Revised Charter of Honolulu. The City Auditor selected this audit due to longstanding concerns expressed by the Honolulu City Council and the public regarding the City’s growing debt payments and their impact on the operating budget. We found that the responsibilities for the City’s debt have become fragmented operation overseen by two different departments, and the City has no comprehensive strategic plan to resolve its debt management problems. We also found that the City’s reliance on the same underwriters for the past three years of bond issuance, using the negotiated sales method raises concerns.

We recommended that the Department of Budget and Fiscal Services consider obtaining the services of an independent professional municipal debt organization to formally evaluate the City’s current debt management program, practices, organization, resources, and staffing to develop an action plan with recommendations for a comprehensive, unified debt management program that addresses the city’s overall fiduciary interests; establish a formal succession plan to ensure that there is proper cross-training in debt management; develop and take steps to issue an annual report on all of the City’s debt for the City Council and taxpayers; establish practices to identify and scrutinize low dollar value equipment purchases by city agencies and report on the City’s compliance with the City’s debt policy; reconsider the City’s use of underwriters as financial advisors; reconsider its procurement practices; consider competitively selecting an independent financial advisor to represent only the City’s interests in bond sales transactions; and make use of established training by independent, nationally recognized municipal finance and debt organizations.

**Captive Insurance Study for the City and County of Honolulu**
This study was conducted pursuant to Section 3-114 of the Revised City Charter of Honolulu and Council Resolution No. 05-070, requesting the City Auditor to contract a firm or person to conduct a detailed study of the cost impacts to the City of a captive insurance company. The firm of First Risk Management Services, Inc. conducted the study, which was performed in accordance with Generally Accepted Government Auditing Standards. It was found that a captive insurance company is a feasible risk financing option for the City and will allow the City to better maintain accountability for its entire insurance and risk management program. Other findings included the potential for the City to earn additional income in the range of $1 - $3 million annually by placing funds for its long-term liabilities into the captive; and that the largest contributor to the City’s Cost of Risk is workers compensation.

The study recommended that the City form a captive to address its risk and liability obligations. It was also recommended that the City centralize oversight of its entire risk management program under the direction of the Department of Budget and Fiscal Services, Risk Management Division. The study further recommended that the City consider purchasing excess workers compensation insurance and have its broker obtain premium quotations in excess of various retention levels.

**FY2005-06 APPROPRIATIONS AND EXPENDITURES**
The Office of the City Auditor was appropriated a total of $984,340 in FY2005-06. An additional $4,000 was transferred to OCA from the City Council to cover any shortages in salaries resulting from the across the board salary increase for FY2005-06, bringing the total budget to $988,340. Of this total, $350,000, or 36%, was expended for the City’s annual financial audit contract, which OCA oversees for the council. OCA’s total appropriated operating budget was $638,340—of which $490,140 was for staff salaries and $148,200 was for office operations and equipment. Of the $148,200, $100,000 was budgeted for the contracting out of the Captive Insurance Study for the City and County of Honolulu. However, the contract total came to $64,900 — $35,100 under the budgeted amount for the contract. Approximately $42,946 in unspent appropriations was returned back to the City’s treasury at the end of the fiscal year.

**OCA FY2005-06 Application of Resources**

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<thead>
<tr>
<th>Amount</th>
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<tr>
<td>$350,000</td>
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<td>City’s Financial Audit Contract</td>
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<tr>
<td>$106,550</td>
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<td>Staff Salaries</td>
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<tr>
<td>$488,844</td>
<td>49%</td>
<td>Office Expenses and Equipment</td>
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<tr>
<td>$42,946</td>
<td>5%</td>
<td>Unspent Appropriations Lapsed Back to the City Treasury</td>
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OCA-305
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 councilmembers by letter, memorandum, personal or telephone conferences, or electronic communication;
- Provided liaison service to the council regarding access to the city’s geographic information system (GIS);
- Served as revisor of ordinances and supervised the revision, codification, and printing of the revised ordinances of Honolulu and maintained the city’s computerized 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 “CounciLink” as a means of sharing information relevant to cities and counties across the United States.

MAJOR ACTIVITIES FOR FY 2005-06
Research Activities
As the research arm of the council, OCS prepared approximately 952 written responses to requests for service in fiscal year 2005-06. These responses included 251 bills, 474 resolutions, and 228 letters, legal memoranda, and statistical and research reports. OCS also provided research and staff assistance to the council’s standing committees and legal staff services for the executive sessions of the committee on executive matters and committee of the whole. In these executive sessions, councilmembers considered matters permitted by chapter 92, HRS, to be discussed in meetings closed to the public and discussed

OCS-306
claims against the city where the premature disclosure of information would adversely affect the interests of the city and the public.

OCS continued to volunteer as a budget reviewer for the National Government Finance Officers Association’s (GFOA) distinguished budget presentation awards program. The reviews are based on how well an applicant local government’s annual budget documents meets GFOA criteria relating to the budget as a policy document, financial plan, operations guide, and communications device. During fiscal year 2005-06, two analysts served as GFOA budget reviewers. The budget reviewed in the fiscal year included those of the following jurisdictions and entities:

City of Glendale, Arizona
City of Phoenix, Arizona
City of Anaheim, California
City of Louisville, Ohio
City of Alexandria, Virginia
City of Richmond, Virginia